

**MINUTES of the REGULAR MEETING of the COUNCIL of the DISTRICT OF MISSION** held in the council chambers of the municipal hall, 8645 Stave Lake Street, Mission, British Columbia on Tuesday, April 26, 2011 commencing at 6:30 p.m.

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

Staff Members Present: G. Robertson, Chief Administrative Officer  
P. Gipps, Deputy Chief Administrative Officer  
K. Ridley, Deputy Director of Corporate Administration  
T. Takahashi, Administrative Clerk

## **1. DELEGATIONS AND PRESENTATIONS**

### **Lisa Fox, Executive Director, Fraser Valley Conservancy**

PH11/018  
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Lisa Fox provided an overview of the Fraser Valley Conservancy and their proposal to establish a Conservancy Centre of Excellence in the District of Mission, including the following information:

- The Conservancy is a regional land trust that places lands in trust for the future and operates in three areas – Community Engagement, Species at Risk Protection, Environmental and Cultural Land Protection;
- Core Programs and Projects: Research, Mapping and Planning; Community Engagement and Land Management;
- Community Engagement Accomplishments: 2011 Land Trust Alliance of BC Award recipient; Working with the City of Abbotsford helping to deliver the community engagement aspect of the Integrated Community Sustainability Plan; Involved and connected with other regional/provincial trusts and Land Trust Alliance of BC;
- Centre for Conservation and Sustainability – a place to stimulate collaboration, cooperation, inclusiveness and synergies for those working on environmental and land use issues; provide a low-cost environmentally-friendly office space, equipment and resources, including a drop-in interpretive centre; and showcase ecological preservation concepts, sustainable revenue generation and sustainable operational efficiencies, and cooperation with recreational/public use needs;
- The potential site is located in the Silverdale Parkway area near the Silverdale Wetlands; it is a significantly natural site with good restoration potential; has buildings that can be used as offices, classrooms, interpretive centre, and recreational use; has a good parking site for use by the Silverdale Wetlands; can be a demonstration site for sustainability efforts such as electrical generation, agricultural production; and has potential to significantly increase employment opportunities and revenue; and
- The Fraser Valley Conservancy offers permanence; is not subject to political land use influences; provides community/volunteer support and 'give back' potential on site; will provide on-site caretakers/managers; can deliver national media exposure for the centre and the District of Mission; will establish a permanent site 'stewardship' fund to complete

enhancement/maintenance work now and in future; offers negligible cost to taxpayers to set up, maintain and enhance the site; can promote increased use of employment lands; and can offer experienced operators with a comprehensive insurance package.

Mayor Atebe thanked Ms. Fox for the presentation and stated that staff will have to study the proposal and provide a comprehensive report for council.

In response to questions from council, Ms. Fox said that the Fraser Valley Conservancy works with the Land Conservancy of BC and other land trusts throughout the province, and she noted that the Centre would offer a wide range of employment opportunities for the community. Ms. Fox commented that, at this point in time, the Conservancy is simply looking for council support of the concept.

Karel Carhoun clarified for council that the Fraser Valley Conservancy proposal is connected with his development application and, he believes, its approval by the Department of Fisheries and Oceans.

## 2. NEW BUSINESS

### **Audit Results and Communications** **Bill Cox, BDO Canada LLP**

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Mayor Atebe welcomed Mr. Bill Cox from BDO Canada LLP, and stated that the purpose of this presentation was to review the audit results and communications prepared by BDO for the District of Mission's fiscal year ended December 31, 2010.

Mr. Cox highlighted the following from his report:

- Higher Risk Financial Statement Areas – some areas of the audit are given more focus, such as employee future benefits, landfill closure and post-closure costs, tangible capital assets, accounts payable, cash and investments, and staff salaries;
- Materiality – audit to materiality level of \$1,510,000, meaning that, in total, financial statements must be within \$1.5 million plus or minus in order for the auditor to sign off a clean audit opinion. For this year, the District of Mission total was zero;
- Audit Standards – Canada has adopted international audit standards, so the report looks different from past years;
- Auditor Signature – the report will be signed as soon as Council approves it;
- Management Letter:
  - (i) The District of Mission has acted upon both recommendations from the 2009 audit:
    - a) Retirement Allowance – the District has obtained the services of an actuary and the retirement allowance has been calculated and presented in line with the new standards; and
    - b) Audit Report Date and Subsequent Events – the District considered this new requirement in its planning and approval processes to finalize the financial statements by Council in a timely manner.
  - (ii) Current Year's Recommendations:
    - a) Completeness of Developer Cost Charges – It is recommended

that the District develop a system to ensure that all developer cost charges collected are tracked on a schedule based on initial applications and whether a developer cost charge applies and the amount;

- b) Approval of Timesheets – It is recommended that authorized personnel review and document approval of all volunteer fire fighter timesheets by initialling and dating the timesheet; and
- c) Land Held for Road Dedication – It is recommended that the District create a plan and allocate resources in 2011 towards the project of inventorying land held for road dedication to ensure that all such lands are accounted for.

Council thanked Mr. Cox for the audit and report and for attending the meeting.

In response to a question from Council, Mr. Cox said that it is not essential to capture the exact value of lands held for dedication and a conservative estimate of the value would suffice for accounting purposes.

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**2010 Financial Results**  
**Ken Bjorgaard, Director of Finance**

Moved by Councillor Plecas, seconded by Councillor Scudder, and

RECOMMENDED:

- 1) That the District of Mission's 2010 financial statements be approved;
- 2) That \$1,500,000 be transferred from general operating accumulated surplus to the following reserve funds in the amounts shown:
  - General Capital - \$300,000
  - Major Capital - \$300,000
  - Debt Retirement - \$300,000
  - Roads Capital - \$300,000
  - Information Systems - \$50,000
  - Legal - \$25,000
  - Policing - \$100,000
  - Financial Stabilization - \$125,000; and
- 3) That the District's 2011 financial plan be amended accordingly.

CARRIED

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Moved by Councillor Stevens, seconded by Councillor Stewart, and

RECOMMENDED: That \$5,000.00 be transferred within the Community Grants account from Arts and Culture to the Social and Recreational budget.

CARRIED

**3. QUESTION PERIOD (on new business only)**

Robert Demers asked a question regarding the Fraser Valley Conservancy delegation presentation.

Mayor Atebe advised Mr. Demers that the only questions permitted during Question Period are those regarding New Business, which does not include Delegations.

#### 4. PUBLIC HEARING

Mayor Atebe called the public hearing to order and outlined the procedures to be followed.

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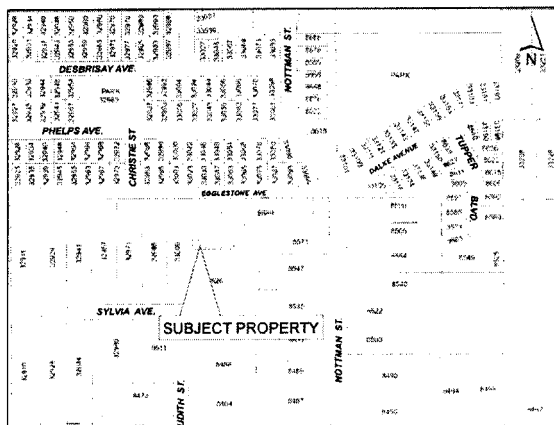
- (i) **District of Mission Zoning Amending Bylaw 5208-2011-5050(37) (R10-028 – D&D Designs) – a bylaw to rezone property at 8589 Nottman Street from Suburban 36 Zone (S36) to Urban Residential 465 Secondary Dwelling Zone (R465s)**
- (ii) **Development Variance Permit Application DV10-015 (D&D Designs) - 8589 Nottman Street**

Erik Wilhelm, Planner, provided information regarding rezoning application R10-028, in the name of D&D Design, which proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 005-468-078, Lot 50, Section 28, Township 17, New Westminster District Plan 56771

from Suburban 36 (S36) zone to Urban Residential 465 Secondary Dwelling (R465s) zone

The Planner stated that the location of the subject property is 8589 Nottman Street (as shown on the following map):



Mr. Wilhelm explained that the purpose of the proposed amendment is to accommodate the subsequent subdivision of the properties into eight lots, with two remainder parcels, incorporating secondary dwelling units on each of the proposed lots excluding the remainder. He noted that due to the size and access of the proposed lots, the developer only envisions secondary suites to be present on each lot.

The Planner stated that the following requirements would need to be met prior to adoption of the zone amending bylaw:

- Receipt of Community Amenity Contribution in the amount of \$24,120;
- Approval of Development Variance Permit application DV10-015; and
- Any other items that council may require as a result of this public hearing.

The Deputy Chief Administrative Officer stated that no written correspondence was received regarding this application.

Allan Roloson said that he supports secondary suites on the lots, but is opposed to

the allowance of secondary structures such as coach houses or garden cottages on the lots.

The planner said that it is very unlikely that secondary dwellings could be constructed on the proposed lots due to physical requirements and lot size.

Darren Hall, the developer, said that the only lots that could possibly have a secondary dwelling would be proposed lots 4 and 5.

Councillor Horn asked about possibility of putting a covenant on those lots to restrict the secondary dwelling to secondary suites.

The planner said that it could be discussed with the developer.

Councillor Gidda asked for clarification about the future use of the 'remainder' lots.

Mr. Wilhelm replied that these lots will be incorporated in future lots depending on the future roadway plan.

Councillor Scudder asked for clarification about the public hearing process with regard to the future roadway plan.

The planner said that staff would provide a report for council and likely recommend some type of public input/information process take place to allow residents to voice their concerns.

Councillor Horn clarified that the roadway discussion would be part of subdivision discussion, which staff can make decisions about without council input.

The Deputy Director of Planning clarified that due to the number of active applications within the Sylvia Avenue area, staff would like to lay down a proposed future road network plan for consideration. He said that if endorsement of the plan can be obtained from council, it will give clarity to the future subdivision potential of all properties within that area.

Hearing no further questions or comments the Mayor declared the public hearing on District of Mission Zoning Amending Bylaw 5208-2011-5050(37) (R10-028 – D&D Designs) closed.

Moved by Councillor Horn, seconded by Councillor Plecas, and

**RECOMMENDED:** That staff prepare a report for third reading exploring the possibility of registering a restrictive covenant on lots 4 and 5 to limit the type of secondary dwelling to secondary suites, and to report on discussions in this regard between staff and the developer.

**CARRIED**

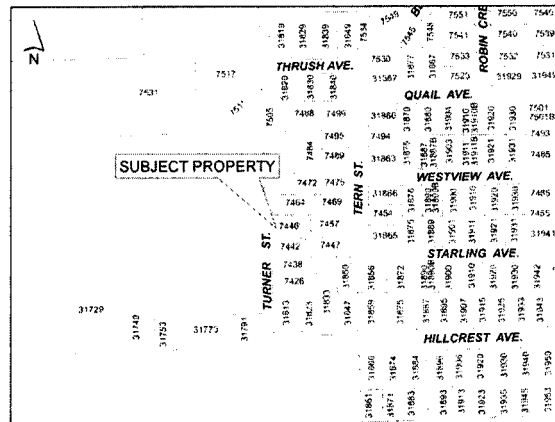
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**District of Mission Zoning Amending Bylaw 5210-2011-5050(38) (R10-036 – OTG Development Concepts) – a bylaw to rezone property at 7446 Turner Street from Urban Residential 558 Zone (R558) to Residential Compact 372 Zone (RC372)**

Erik Wilhelm, Planner, provided information regarding rezoning application R10-036, in the name of OTG Development Concepts, which proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 005-840-881, Lot 155, Section 19, Township 17, New Westminster District Plan 45016

from Urban Residential 558 (R558) zone to Residential Compact 372 (RC372) zone. The Planner stated that the location of the subject property is 7446 Turner Street (as shown on the following map):



Mr. Wilhelm explained that the purpose of the proposed amendment is to accommodate the subsequent subdivision of the subject property into two lots of a minimum 372-square metre (4,004 sq. ft.) lot size, while maintaining the existing dwelling.

The Planner stated that the following requirements would need to be met prior to adoption of the zone amending bylaw:

- Community Amenity Contribution of \$2,815.00; and
- Any other items that council may require as a result of this public hearing.

The Deputy Chief Administrative Officer stated that no written correspondence was received regarding this application.

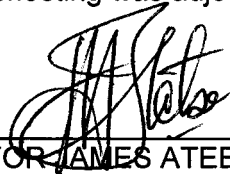
Hearing no questions or comments the Mayor declared the public hearing on District of Mission Zoning Amending Bylaw 5210-2011-5050(38) (R10-036 – OTG Development Concepts) closed.

## 5. ADJOURNMENT

Moved by Gidda, seconded by Plecas, and

RESOLVED: That the meeting be adjourned.  
CARRIED

The meeting was adjourned at 7:31 p.m.

  
MAYOR JAMES ATEBE

  
PAUL GIPPS, DEPUTY CHIEF  
ADMINISTRATIVE OFFICER