



Regular Council Agenda
December 12, 2011 – 6:30 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

1. RESOLUTION TO ADD AGENDA ITEMS

MOTION: That item 5. Bylaws be added to the agenda for the December 12, 2011 regular meeting of Council.

2. NEW BUSINESS

- (a) Hatzic Park Washrooms (Staff Report dated November 18, 2011) Page 3
- (b) 2012 and 2013 Fees and Charges Review (Staff Report dated November 21, 2011) Page 6
 Background for consideration of adoption of Fees and Charges Amending Bylaw 5257-2011 – [Section 5(a)]
- (c) Cemetery (Staff Report dated November 16, 2011) Page 30
 Background for consideration of approval of First, Second and Third Readings of District of Mission Cemetery and Crematorium Amending Bylaw 5258-2011-858(17) – [Section 5(b)]

3. QUESTION PERIOD (on new business only)

4. PUBLIC HEARING

- (a) District of Mission Zoning Amending Bylaw 5255-2011-5050(59) (R11-023 - Mikes) – a bylaw to rezone property at 12476 Powell Street from Rural 16 Zone (RU16) to Rural Residential 7 Zone (RR7) Page 35
- (b) District of Mission Zoning Amending Bylaw 5256-2011-5050(60) (R11-022 - Mikes) – a bylaw to rezone property at 30239 Berg Avenue from Rural 16 Zone (RU16) to Rural Residential 7 Zone (RR7) Page 45

5. BYLAWS

MOTION: That the readings of all bylaws listed below be considered for approval as listed.

- (a) District of Mission Fees and Charges Amending Bylaw 5257-2011 – a bylaw to amend various fees and charges within other District of Mission bylaws Adoption
- (b) District of Mission Cemetery and Crematorium Amending Bylaw 5258-2011-858(17) – a bylaw to add Bakerview revenue sharing options First, Second and Third Readings

MOTION: That the readings of all bylaws listed below be considered for approval as listed following the public hearing.

- (c) District of Mission Zoning Amending Bylaw 5255-2011-5050(59) (R11-023 - Mikes) – a bylaw to rezone property at 12476 Powell Street from Rural 16 Zone (RU16) to Rural Residential 7 Zone (RR7) Third Reading
- (d) District of Mission Zoning Amending Bylaw 5256-2011-5050(60) (R11-022 - Mikes) – a bylaw to rezone property at 30239 Berg Avenue from Rural 16 Zone (RU16) to Rural Residential 7 Zone (RR7) Third Reading

6. ADJOURNMENT



Parks, Recreation & Culture
Memorandum

To: Glen Robertson, CAO
From: Deputy Director, Parks, Recreation & Culture
Date: November 18, 2011
Subject: **Hatzic Park Washrooms**

Recommendation

That Council give consideration when reviewing the un-funded projects list during the 2012 capital budget deliberations to including in the 2013 capital budget \$26,000 for sewer and water connections to the existing Hatzic Park washroom and the addition of a second washroom unit. (subject to the sewer service being brought through the park).

Objectives

To update Council on the status of sewer services in Hatzic Park.

Background

Staff have been directed to provide an update on the status of the sewer services to Hatzic Park as a result of the proposed Hatzic Ridge development adjacent to park. The Engineering Department advises that the developer has completed the necessary engineering work but has yet to finalize the development agreement with the District. It is anticipated that an agreement may be completed within the next year, however without a solid timeframe it is difficult to confirm if sewer services would be in place to address the washroom improvements for the 2012 season.

Details

As per the Council Report dated July 18, 2011 (attached) the option of establishing a septic field and water service to the washroom site and add an additional washroom unit is \$65,000.

The estimated cost to connect the washroom to a new sewer line, existing water line and add a second washroom unit is \$26,000.

- | | |
|--|----------|
| • Sewer connection | \$2000 |
| • Water connection | \$2000 |
| • Additional washroom unit including sinks | \$22,000 |

Total \$26,000

An interim option could be considered for 2012 which addresses the concern regarding the lack of water to the washroom for hand washing. The water connection and installation of a sink and soap dispenser to the existing unit would cost \$2,296. Additionally, the holding tank would have to be pumped out more often due to the grey water and an allowance for soap refills adding \$850 to our operating costs.

Improvements to the Hatzic Park washroom remain on the "unfunded projects" list and thus are not included in the Capital or Operating budgets.

Stephanie Key



Parks, Recreation & Culture
Memorandum

To: Chief Administrative Officer
From: Director of Parks, Recreation & Culture
Date: July 18, 2011

COPY

Subject: Hatzic Park Washrooms

Recommendation

That Council provide staff direction as to their preferred course of action.

Background

At the meeting of May 2, 2011 Council requested a report on options to improve the washroom facilities at Hatzic Park and to provide possible funding sources.

Hatzic Park currently has one pre-fabricated washroom building with a holding tank that is pumped out twice per year. There is no running water to the washroom, just a hand sanitizer dispenser. User groups have requested running water and a second unit so that males and females would have dedicated facilities.

Staff recommend waiting for sewer services to become available nearby as part of the proposed Hatzic Ridge development. The Engineering Department advises that they have received and commented on the proponent's drawings, and are waiting for updated drawings to be submitted. Once those drawings are received, a development agreement will be produced and Council will be asked to consider final approval. The Engineering Department further advises that the proponent appears eager to begin work on the development; although no firm timeline has been communicated, it would not be a surprise to see work commence in 2011. Notwithstanding this information, Council has asked for washroom options and pricing to address the expressed concerns from the park users more quickly.

The requested work includes establishing a septic field in the park, getting water service to the washroom site and adding a second washroom unit. Staff have engaged the services of an engineer to determine the feasibility of establishing the septic field to the east of the playing fields, which would require pumping up the hill. Staff prefer this option over establishing the septic field under the playing field, which would make the field unplayable during the initial installation and during any potential future repairs.

Estimated one-time capital costs are as follows:

- Establish septic field and water service to washroom site (including all engineering, electrical, plumbing, health department, administration costs & 10% contingency) - **\$43,000**
- Add a second washroom unit - **\$22,000**
- **Project total - \$65,000**

The Director of Finance has suggested the Community Amenity Reserve as a potential funding source for the capital costs.

Further, staff estimate an additional \$2,000 would be required in ongoing operating costs to maintain two washroom units.

Ray Herman

I have reviewed the financial aspects of this report.

Ken Bjorgaard



Finance Department
Memorandum

FILE: FIN.BUD.DOM
Fees & Charges

To: Chief Administrative Officer
From: Deputy Treasurer/Collector
Date: November 21, 2011

Subject: 2012 and 2013 Fees and Charges Review

Recommendation

1. That the bylaws noted below have their fees and/or charges amended as follows:

<u>Bylaw and Section</u>	<u>Description</u>	<u>2011 Rate</u>	<u>Proposed Rate Effective January 1, 2012</u>	<u>Proposed Rate Effective January 1, 2013</u>
5040-2009 Penitentiary Sewage Life Station Catchment Area Fee Bylaw	As a condition of subdivision approval or connection of existing dwellings to the sewer, all property owners in the Penitentiary Sewage Lift Station Catchment Area shall pay to the Municipality a per lot fee of	\$2,421.50	\$2,494.00	\$2,568.00
3823-2005 Holding Tank Sewage Discharge Bylaw 3 (d)	The fee payable prior to discharge of sewage at the facility described in section 3 (b) (ii) per tanker load	\$45.00	\$46.50	\$47.90
3088-1997 Consolidated Soil Removal Bylaw 6. (b)	For each Permit there shall be payable by the Applicant to the Municipality a Permit fee as set out below, which Permit fee shall be paid in full prior to the issuance of a Permit.	\$175.00	\$175.00	\$175.00
3088-1997 Consolidated Soil Removal Bylaw 6. (c)	There shall be payable by the Permit Holder to the Municipality a Soil Removal fee as follows: Of Soil removed from Lands within the District of Mission during the term of the Permit.	\$0.45 per cubic meter (m ³) \$0.241 per metric tonne	\$0.46 per cubic meter (m ³) \$0.246 per metric tonne	\$0.50 per cubic meter (m ³) \$0.268 per metric tonne
3550-2003 Consolidated District of Mission Soil Deposit Bylaw 7. (1) (e)	A non-refundable application fee payable as follows:	\$175.00	\$175.00	\$175.00

3550-2003 Consolidated District of Mission Soil Deposit Bylaw 8. (a)	In addition to the non-refundable application fee specified in Section 7(e), every <i>permit holder</i> shall, prior to the deposit of any <i>soil</i> on <i>receiving land</i> , pay to the District of Mission a volumetric soil deposit fee as follows: of soil intended to be deposited.	0.45 per cubic meter (m ³) \$0.241 per metric tonne	\$0.46 per cubic meter (m ³) \$0.246 per metric tonne	\$0.50 per cubic meter (m ³) \$0.268 per metric tonne
3550-2003 Consolidated District of Mission Soil Deposit Bylaw 8. (b)	Should a <i>permit</i> lapse or be revoked under the provision this bylaw it may be renewed by the <i>Engineer</i> upon application and receipt of a non-refundable fee of: Plus the difference between the volumetric <i>soil</i> deposit <i>permit</i> fee amount previously paid and that of the current <i>permit</i> fee payable.	\$160.00	\$163.20	\$163.20

2. That the following bylaw Fee Schedule(s) be deleted in its entirety and replaced with the attached new Fee Schedule(s):

<u>Bylaw</u>	<u>Description</u>	<u>Schedule(s)</u>
4029-2007	Administrative Fees & Charges Bylaw	"A"
2196-1990	Consolidated Water Bylaw	"A" & "B"
1705-1987	Consolidated District of Mission Highway Access Bylaw	"A"
3590-2003	District of Mission Consolidated Building Bylaw	"A"
3612-2003	Land Use Application Procedures and Fees Bylaw	"A"
1500-1985	Subdivision Control Bylaw	"D"
1387-1984	Refuse, Collection & Disposal Bylaw	"A"

3. That the following bylaw have the date reference "2011" replaced with the date reference "Effective 2011" within the noted section:

<u>Bylaw</u>	<u>Bylaw Name</u>	<u>Section</u>
1662-1987	District of Mission Consolidated Sign Bylaw	8.2 (b)

4. That the following bylaw have the column reference "2011" replaced with the column reference "Effective 2011" within the noted schedule(s):

<u>Bylaw</u>	<u>Bylaw Name</u>	<u>Schedule(s)</u>
#2646-1993	Municipal Ticket Information Bylaw	2, 3, 4, 5, 6, 7, 9, 10,11,12,13,14, 15,16,17,18

Background

This is the sixth year the Staff Fees and Charges Working Group (Group) have met to discuss the District's user fees and charges. The Group has representation from Corporate Administration, Finance, Engineering, Library, Public Works, Inspection Services, Planning, Fire and RCMP. The Group was created to proactively review and adjust existing fees and charges on an on-going basis and to examine and implement other non-property tax based revenue sources. The goal is to lessen the reliance on property taxes to offset the increased cost of doing business.

This year, each department has reviewed their proposed 2012 and 2013 user fees and charges, and in some cases, are proposing a 4% increase to offset the increasing labour cost of providing the services (see recommendation #1 and recommendation #2). Other amendments include:

- ◆ Removing the column heading reference of "2011" from those bylaws where the rates/fees are not requesting an increase for 2012 and replacing it with the reference "Effective 2011".
- ◆ Introducing new fees (see table below)
- ◆ Minor changes (see table below)
- ◆ Changes to Bylaw 3612-2003 include fee increases, new fees, and restructuring of fees. The report from the Planning department (see attached) explains in detail, the changes they are proposing for the Land Use Application Procedures and Fees Bylaw.

New Fees Proposed for 2012

During this year's review, departments are requesting the following new fees;

Name of Fee	Proposed Fee	Explanation
Fees effecting the General Operating Fund – see "Budget Impact on General Operating Fund" chart below.		
Land Use Application Procedures and Fees Bylaw 3612-2003		
Change of Owner	\$25.00	An administration fee to revise documentation.
Commercial and Residential Mixed Use Development Permit	\$5,125.00	To create a stand-alone category
Intensive Residential Development Permits (and sub-sections)		
• Neighbourhood Form and Character DPs	\$2,200.00	For Development Permits that run concurrently with rezoning and subdivision applications
• Intensive Residential Design Review	\$250.00	For properties subject to a previously approved Neighbourhood Form and Character DP/Restrictive Covenant
Development Permit - Infill Residential	\$1,100.00	For properties within the OCP Infill Residential Development Permit Area

Temporary Use Permit (TUP) Extensions and Renewals	\$2,261.00	The fee reflects half of the cost of a TUP since a significant portion of the work required to process these permit extensions/renewals will have been done by staff as part of the initial TUP review.
Bylaw Variance Requests	\$1,809.00	For applicants who would like to vary a bylaw other than the Zoning Bylaw
Legal Document Amendment/Discharge	\$375.00	To address requests such as the removal of a right-of-way/easement on a property which may no longer be required and/or applicable
<u>Fees effecting the Waste Management Fund</u>		
<i>Refuse, Collection and Disposal Bylaw 1387-1984</i>		
Soil, rocks, bricks, small concrete blocks, and sod (per tonne)	\$30.00	Currently these refuse items are being charged the refuse rate ((\$85) and staff are proposing to separate these items and charge a lower rate of \$30/tonne for these specific refuse items
Contaminated Soil (per tonne)	\$7.00	The landfill would like to add a new category to the acceptable material list
<u>Fees effecting the Forestry Enterprise Operations</u>		
<i>Administrative Fees and Charges Bylaw #4029-2007</i>		
Section D – Forestry Services Trees for Filming Purposes	Various fees (see attached)	There is an increased demand for trees, and limited supply of specific sizes by species.

Minor Fees and Housekeeping Items

Departments are requesting the following minor fee and housekeeping amendments:

Name of Fee	Explanation of Change
Replace the two-tiered fee structure for single-family residential rezoning applications to single fee structure	Created one category to simplify the fee structure for developers and residents. Housekeeping.
Exemption from Floodplain Management Bylaw	Include this under the new Request for Council Resolution section. Housekeeping.
Liquor License Inquiries	To provide consistency between the District's fee for liquor license inquiries and the liquor license application categories used the Liquor Control and Licensing Board. Housekeeping.
Change of Owner/Applicant	Reduce the fee from \$348 to \$100. Rare occurrence and can be performed quickly by administrative staff. No budget impact.
Downtown Façade Review	Change the name to Commercial Façade Review to include other commercial properties outside of the downtown area where a change in the façade may have an impact. Housekeeping.

Request for List of Property Owners/Addresses	Deleting this fee as the District does not provide information on residents to protect the privacy of its residents. Department not budgeting for fee, no impact.
Subdivision 6-month extension	Change this to "Subdivision 12-month extension" as staff feel 12 months is a more realistic length of time for an extension. Budget impact included in Budget Impact General Operating Fund chart below.
Minimum charge for loads of refuse up to 58 kg for Mission and Electoral Areas C, F & G residents	Lower the kilogram weight amount from 58 to 54 kg.
Minimum charge for loads of refuse up to 73.5 kg for customers from outside Mission and Electoral Areas C F & G	Lower the kilogram weight amount from 73.5 to 72 kg.
Tires (passenger car & light truck tires only)	Remove the charge for passenger and light truck tires only (from \$2.00 to zero) and add the words "all other tires at garbage rates"

Budget Impact General Operating Fund

The changes to the following bylaws affect the General Operating Fund. As indicated below, most of the fee increases are minor and have been built into the 2012 operating budget. The budget impact on the general operating fund from the new fees and the fee increases in Bylaw 3612-2003 and the fee increases in Bylaw 1500-1985 are listed below.

<u>Bylaw</u>	<u>Description</u>	<u>Budget Impact</u>
4029-2007	Administrative Fees & Charges Bylaw	Included in 2012 Provisional Budget
1705-1987	Consolidated District of Mission Highway Access Bylaw	Included in 2012 Provisional Budget
3590-2003	District of Mission Consolidated Building Bylaw	Included in 2012 Provisional Budget
3612-2003	Land Use Application Procedures and Fees Bylaw	\$31,000 not included in the 2012 Budget
1500-1985	Subdivision Control Bylaw	\$6,000 not included in the 2012 Budget

Kerri Onken, CGA

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Schedule 1
(Administrative Fees & Charges Bylaw #4029-2007)

	Description of Existing Fee/Charge	GST/HST to be Added	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013	Policy Reference
A CORPORATE SERVICES						
1	Documentation Research Fees					
(a)	Provide historical information (per hour)		\$35.00	\$35.00	\$35.00	
2	Mailings					
(a)	Council Agenda Packages, mailed to recipients (per annum)		\$160.00	\$160.00	\$160.00	
(b)	Mail-out for Public Information Meeting (per envelope - for the number of addresses information is mailed to)		\$2.25	\$2.25	\$2.25	
3	Maps					
(a)	- Street Maps	H	\$5.50	\$5.50	\$5.50	
(b)	- Full set of legal, address or assessment section maps (prepaid)	H	\$106.00	\$106.00	\$106.00	
(c)	- Zoning Map (each)	H	\$7.00	\$7.00	\$7.00	LAN.41
(d)	- OCP Map (each)	H	\$7.00	\$7.00	\$7.00	LAN.41
(e)	- OCP Map (colour print) (each)	H	\$10.00	\$10.00	\$10.00	LAN.41
(f)	- OCP Maps (set of 12)	H	\$70.00	\$70.00	\$70.00	LAN.41
(g)	- Zoning Maps (set of 5)	H	\$32.00	\$32.00	\$32.00	LAN.41
(h)	- Cedar Valley Comprehensive Development Plan (report & maps)	H	\$65.00	\$65.00	\$65.00	LAN.41
(i)	- Large Forestry Maps	H	\$25.00	\$25.00	\$30.00	
4	Maps - Digital (electronic) copy					
(a)	- Street Map	H	\$156.00	\$162.25	\$168.75	
(b)	- Cadastral Base Map (1/2 section)	H	\$20.80	\$21.65	\$22.50	
(c)	- Overlays (1/2 section) each					
(c) (i)	> Legal Incl street names & plan #2	H	\$10.40	\$10.80	\$11.25	
(c) (ii)	> Civic Addresses incl street names	H	\$10.40	\$10.80	\$11.25	
(c) (iii)	> Roll numbers incl street names	H	\$10.40	\$10.80	\$11.25	
(c) (iv)	> Topographical	H	\$10.40	\$10.80	\$11.25	
(c) (v)	> Water System key plans	H	\$10.40	\$10.80	\$11.25	
(c) (vi)	> Drainage/storm/sewer key plans	H	\$10.40	\$10.80	\$11.25	
(c) (vii)	> Sanitary key plans	H	\$10.40	\$10.80	\$11.25	
(c) (viii)	> Fibre Optic Cable key plans	H	\$10.40	\$10.80	\$11.25	
(d)	- Cadastral Mosaic (entire District) incl legal descriptions, civic addresses, and roll number layers	H	\$2,000.00	\$2,080.00	\$2,163.20	
(e)	- Water Overlays entire water service area - additional cost	H	\$1,200.00	\$1,248.00	\$1,298.00	
(f)	- Sanitary Overlays entire sanitary service area - additional cost	H	\$500.00	\$520.00	\$540.80	
(g)	- Storm Overlays entire District - additional cost	H	\$2,000.00	\$2,080.00	\$2,163.20	
(h)	- Storm Overlays with topography entire District - additional cost	H	\$3,000.00	\$3,120.00	\$3,245.00	
(i)	- OCP Maps - all including all cadastral base	H	\$2,000.00	\$2,080.00	\$2,163.20	
(j)	- Zoning Maps A2, A3 (urban areas) each	H	\$650.00	\$676.00	\$703.00	
(k)	- Zoning Maps (outer areas-two maps) each map	H	\$25.00	\$26.00	\$27.00	
(l)	- OCP maps and Zoning maps - all including cadastral	H	\$2,500.00	\$2,600.00	\$2,704.00	
(m)	- Gravel Pit Topographical Map - each	H	\$500.00	\$520.00	\$540.80	

Schedule 1
(Administrative Fees & Charges Bylaw #4029-2007)

	Description of Existing Fee/Charge	GST/HST to be Added	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013	Policy Reference
5	Microfiche Copies					
(a)	- per copy (8 1/2 x 11)	H	\$1.10	\$1.10	\$1.10	
6	Photocopies or Computer Generated Copies					
(a)	- Property Owners - first five black & white copies	H	\$0.00	\$0.00	\$0.00	
(b)	- Property Owners six copies & up (per black & white copy)	H	\$0.57	\$0.57	\$0.57	
(c)	- Non-Residents or Businesses (per black & white copy)	H	\$0.57	\$0.57	\$0.57	
(d)	- Property Owners, Non-Residents or Businesses (per colour copy)	H	\$1.19	\$1.19	\$1.19	
7	Paper Prints					
(a)	- A1 or 24"x36" (single original)	H	\$5.75	\$6.00	\$6.25	
(b)	- Oversize (single original)	H	\$5.75	\$6.00	\$6.25	
8	Road Closure and Sale					
(a)	The applicant agrees to pay a non-refundable deposit of \$2,000 or 10% of the purchase price, whichever is greater					STR.34
(b)	The applicant agrees to pay an administration fee for the road closure and sale process.		\$155.00	\$160.00	\$160.00	STR.34
(c)	The applicant agrees to pay all costs associated with advertising and to complete all legal documents and register them at the Land Title Office.		At Cost	At Cost	At Cost	STR.34
B ENGINEERING / PUBLIC WORKS SERVICES						
1	Tender Documents for Municipal contract	Incl.	\$104.00	\$108.00	\$112.25	
2	Administrative Fee on Changing an Existing Civic Address		\$105.00	\$105.00	\$105.00	FEE.2
3	Banner Installation Fee		\$125.00	\$125.00	\$125.00	
4	Fire Hydrant Use (Customer Charges)		\$110.00	\$115.00	\$118.00	FEE.11
5	Fire Hydrant Flow Tests		\$340.00	\$350.00	\$360.00	FEE.12
6	Private Fire Hydrant Maintenance - to service and maintain private hydrants		\$125.00	\$125.00	\$125.00	
7	Firm Permit Application Fee		\$250.00	\$250.00	\$250.00	
(a)	Refundable Damage Deposit		\$5,000.00	\$5,000.00	\$5,000.00	
8	Private Firm Parking in the Public Works yard - monthly fee	Incl.	\$103.00	\$106.10	\$109.25	
9	Rental Rates - Protective Devices					
(a)	- Wooden barricades - per day each		\$3.50	\$3.50	\$3.50	HEA.5
(b)	- Flasher barricades - per day each		\$4.50	\$4.50	\$4.50	HEA.5
(c)	- Traffic cones - per day each		\$1.00	\$1.00	\$1.00	HEA.5
(d)	- Traffic Bags - each (no return)		\$0.50	\$0.50	\$0.50	HEA.5
(e)	- Sign stands - per day each		\$3.00	\$3.00	\$3.00	HEA.5
(f)	- Signs - per day each		\$4.50	\$4.50	\$4.50	HEA.5
(g)	- Fencing - per day per roll		\$5.00	\$5.00	\$5.00	HEA.5

Schedule 1
(Administrative Fees & Charges Bylaw #4029-2007)

	Description of Existing Fee/Charge	GST/HST to be Added	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013	Policy Reference
C FINANCIAL SERVICES						
1	Service fee for N.S.F. & Dishonoured cheques (per returned payment)		\$35.00	\$35.00	\$35.00	FIN.2
2	Fee for Property Tax Listing for Mortgage Companies (per roll number or property)		\$10.00	\$10.00	\$10.00	
3	Tax Statement Fees (Tax Certificates) for non-owners, "per property" basis.					
(a)	Manual hard copy maximum 2 business day turnaround time		\$32.00	\$32.00	\$32.00	
(b)	Manual hard copy maximum 2 hour turnaround time		\$64.00	\$64.00	\$64.00	
(c)	Verbal confirmation of tax statement figures within 2 weeks of providing original figures		\$0.00	\$0.00	\$0.00	
(d)	Manual hard copy confirmation of tax statement figures after 2 weeks of providing original figures		\$32.00	\$32.00	\$32.00	
(e)	On-line services to BC Online (Other online customers will have BC Online Administration Fee added to this fee)		\$25.00	\$25.00	\$25.00	
4	Rate of interest charged on all overdue municipal fees that are set and invoiced pursuant to District bylaws		Non-compounding interest of 0.065753% per day (equivalent to 2% per month or 24% per annum) on fees that remain outstanding after 30 days from the mailing date of the invoice. Interest will be charged on outstanding or unpaid amounts on the 31st day from the invoice mailing date and thereafter until payment is received in full or until the unpaid amounts are transferred to property taxes (only applies to certain property related fees), at which time legislative interest rates would apply.			FIN.2
5	Accounts Receivable Administration Fee - administrative cost recovery charge on certain invoices		5.00%	5.00%	5.00%	FIN.2

Schedule 1
(Administrative Fees & Charges Bylaw #4029-2007)

	Description of Existing Fee/Charge	GST/HST to be Added	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013	Policy Reference
D FORESTRY SERVICES						
1	Minor Forest Product and Activity Permit					
(a)	- Commercial Permit fee per month		\$300.00	\$300.00	\$300.00	LIC.18
(b)	- Botanical Products per month		\$150.00	\$150.00	\$150.00	LIC.18
(c)	- Personal Permit fee per week (any product)		\$25.00	\$25.00	\$25.00	LIC.18
2	Trees for Filming Purposes					
(a)	Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters)		N/A	\$220 regular pick-up load OR \$12/tree	\$220 regular pick-up load OR \$12/tree	
(b)	Conifers (Fir, Hemlock, Cedar-less than 10%) 15 feet to 25 feet (4.5 - 7.5 meters)		N/A	\$55 / tree	\$55 / tree	
(c)	Conifers (cedars majority) Under 15 feet		N/A	\$385 regular pick-up load OR \$25/tree	\$385 regular pick-up load OR \$25/tree	
(d)	Conifers (cedars majority) 15 feet to 25 feet		N/A	\$165 / tree	\$165 / tree	
(e)	Large conifers (all species) over 25 feet		N/A	Price on request, depending on diameter, species and other requirements	Price on request, depending on diameter, species and other requirements	
(f)	Deciduous trees - any size		N/A	\$110 / load	\$110 / load	
3	Forestry Gate Keys					
(a)	Weekly charge for key being issued (minimum charge being 2 weeks).		\$5.00 per week	\$5.00 per week	\$5.00 per week	
(b)	Deposit required for each key issued.		\$60.00	\$60.00	\$60.00	
(c)	Key(s) returned by the due date as outlined in the key loan agreement, the deposit for each key in 3(b) above will be refunded in full.		-\$60.00	-\$60.00	-\$60.00	
(d)	Key(s) returned after the due date as outlined in the key loan agreement, will be subject to a weekly service charge, reducing the refundable portion of the deposit collected in 3(b) until refundable portion is \$0.00.		\$5.00 per week	\$5.00 per week	\$5.00 per week	
(e)	Lost or damaged keys will not be issued any refunds.		\$0.00	\$0.00	\$0.00	
E INSPECTION SERVICES						
1	Utility Billing Exemption for Unoccupied Secondary Suites	H	\$71.50	\$71.50	\$71.50	LAN.38
2	Status Letters					
(a)	- Commercial, Industrial or Multi-Family		\$114.00	\$200.00	\$200.00	
(b)	- Other		\$56.00	\$75.00	\$75.00	
3	Land Title Fees					
(a)	- Company Searches		\$16.50	\$16.50	\$16.50	
(b)	- Title Search		\$11.50	\$11.50	\$11.50	
(c)	- First Restrictive Covenant / RoW / Easement		\$27.50	\$27.50	\$27.50	
(d)	- Additional Restrictive Covenants / RoW / Easements		\$11.50	\$11.50	\$11.50	

Schedule 1
(Administrative Fees & Charges Bylaw #4029-2007)

	Description of Existing Fee/Charge	GST/HST to be Added	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013	Policy Reference
F LIBRARY						
1	MEETING ROOM					
	Rentals					
(a)	- Non-Profit Organizations (per 3 hours)		\$25.00	\$25.00	\$25.00	
(b)	- For Profit Organizations (per 3 hours)		\$60.00	\$60.00	\$60.00	
(c)	- Rotary Seminar Room (per 4 hours)		\$10.00	\$10.00	\$10.00	
	Equipment					
(a)	- 48" TV/VCR (per 3 hours)		\$12.50	\$12.50	\$12.50	
(b)	- Coffee Maker		\$2.50	\$2.50	\$2.50	
(c)	- Overhead Projector		\$7.50	\$7.50	\$7.50	
(d)	- Flip Chart/White Board		\$3.00	\$3.00	\$3.00	
G PLANNING SERVICES						
1	Copy of Official Community Plan (OCP) Bylaw	H	\$94.00	\$94.00	\$94.00	LAN.41
2	Copy of Zoning Bylaw	H	\$30.00	\$30.00	\$30.00	LAN.41
3	Community Heritage Register - Properties Protected by Heritage Designation		\$330.00	\$330.00	\$330.00	LAN.44
4	Wireless Telecommunication Towers pay a fee to the District - compensation for public notification costs		\$625.00	\$625.00	\$625.00	LAN.46

Schedule 1
(Administrative Fees & Charges Bylaw #4029-2007)

	Description of Existing Fee/Charge	GST/HST to be Added	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013	Policy Reference
H	RCMP SERVICES					
1	Accidents					
	(a) Accident Report - MV6020	Incl	\$54.00	\$54.00	\$54.00	
	(b) Field Diagram	Incl	\$40.00	\$40.00	\$40.00	
	(c) Scale Drawing	Incl	\$46.00	\$46.00	\$46.00	
	(d) Traffic Analyst Report	Incl	\$690.00	\$690.00	\$690.00	
	(e) Mechanical Inspection Report	Incl	\$230.00	\$230.00	\$230.00	
	(f) Preliminary Analyst Report	Incl	\$115.00	\$115.00	\$115.00	
2	Consent / Court Orders / Investigational Cases					
	(a) Administrative Charge - per 30 minutes (Court Orders/File Copies)	incl	\$34.00	\$34.00	\$34.00	
	(b) Police Report (brief synopsis of incident)	incl	\$65.00	\$65.00	\$65.00	
	(c) Packaging & shipping/mailing fee	incl	\$8.00	\$8.00	\$8.00	
	(d) Photocopy (per page)	incl	\$0.57	\$0.57	\$0.57	
	(e) Searching fee for multiple RCMP files (per hour rate)	incl	\$57.00	\$57.00	\$57.00	
3	Criminal Record Searches					
	(a) Volunteers	Exempt	\$0.00	\$0.00	\$0.00	
	(b) Recovery House tenants	Exempt	\$0.00	\$0.00	\$0.00	
	(c) Welton Tower Prospective Tenants	Exempt	\$0.00	\$0.00	\$0.00	
	(d) Students	Exempt	\$25.00	\$25.00	\$25.00	
	(e) Employment (incl Recovery House employees)	Exempt	\$65.00	\$65.00	\$65.00	
	(f) Rental (Landlord/Tenant)	Exempt	\$65.00	\$65.00	\$65.00	
	(g) Adoption	Exempt	\$65.00	\$65.00	\$65.00	
4	Other Services					
	(a) Candian Police Certificate	Exempt	\$65.00	\$65.00	\$65.00	
	(b) US Waivers/Visa	Exempt	\$65.00	\$65.00	\$65.00	
	(c) Pardon Application	Exempt	\$65.00	\$65.00	\$65.00	
	(d) Fingerprints	Exempt	\$65.00	\$65.00	\$65.00	
	(e) Canadian Citizenship/Immigration	exempt	\$65.00	\$65.00	\$65.00	
	(f) Name Change	Exempt	\$65.00	\$65.00	\$65.00	
	(g) Private Investigator/Security Officer	Exempt	\$65.00	\$65.00	\$65.00	
	(h) Taxi Permits	Exempt	\$65.00	\$65.00	\$65.00	
	(i) Special Occasion Permits	Exempt	\$35.00	\$35.00	\$35.00	
	(j) Service of Subpoenas		\$0.00	\$0.00	\$0.00	
	(k) Per hour per police officer	Exempt	\$145.00	\$145.00	\$145.00	
5	ICBC					
	(b) Accident Report - CL59 (MV6020) - ICBC	Exempt	\$49.00	\$49.00	\$49.00	
	(c) Accident Report - CL-152 requests - ICBC	Exempt	\$57.00	\$57.00	\$57.00	
6	Photographs					
	(a) From negative	incl	\$4.00	\$4.00	\$4.00	
	(b) 3 x 5	incl	\$4.00	\$4.00	\$4.00	
	(c) 5 x 7	incl	\$7.00	\$7.00	\$7.00	
	(d) 8 x 10	incl	\$10.00	\$10.00	\$10.00	
	(e) From slides	incl	\$4.50	\$4.50	\$4.50	
	(f) Video tapes	incl	\$42.00	\$42.00	\$42.00	
7	Digital CD					
	(a) (1 to 5 images)	incl	\$7.00	\$7.00	\$7.00	
	(b) (6 to 10 images)	incl	\$12.00	\$12.00	\$12.00	
	(c) (11 or more images)	incl	\$24.00	\$24.00	\$24.00	

Bylaw No. 2196-1990 (Consolidated Water Bylaw)			
Schedule "A"			
	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013
Water Service Connection Fee			
19 mm diameter up to 1 meter length	\$1,018.50	\$1,049.00	\$1,080.00
Per meter beyond 1 meter	\$84.25	\$86.75	\$89.25
25 mm diameter up to 1 meter length - first meter or less	\$1,283.75	\$1,322.25	\$1,362.00
Per meter beyond 1 meter	\$84.25	\$86.75	\$89.25
All sizes exceeding 25 mm	At Cost	At Cost	At Cost
Water connection made to a property line by developer but a riser has not been installed	\$56.50	\$58.25	\$60.00
Administration Fee			
(i) The administration fee for the initial application for a connection, irrespective of diameter, shall be:	\$50.00	\$50.00	\$50.00
(ii) The administration fee to complete the application for a connection, irrespective of diameter, shall be:	\$134.75	\$140.25	\$144.50
Meter Read System Prepayment Fee			
All services 19 mm diameter through 50 mm diameter inclusive	\$135.25	\$138.00	\$142.00
Water Connection Inspection Fee			
	\$73.65	\$75.75	\$78.00
Sprinkling Permit Fee			
May 1 to June 30 and September 1 to September 30: Daily sprinkling permitted from 6:00am to 8:00am for a week week period during Stage 2 only	\$50.00	\$50.00	\$50.00
July 1 to August 31: Daily sprinkling permitted from 6:00am to 8:00am for a two week period during Stage 2 only	\$100.00	\$100.00	\$100.00
Reconnection Fee:			
To turn water back on after a temporary disconnection	\$60.00	\$60.00	\$60.00
Deposit for Water Meter retrofit of existing service			
Where a water service exists to a vacant residential lot and does not have a meter installed a deposit is required for the District to supply and install a meter-box, setter and meter	\$1,000.00	\$1,000.00	\$1,000.00
Bylaw No. 2196-1990 (Consolidated Water Bylaw)			
Schedule "B"			
Miscellaneous Charges			
		Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013
Water Disconnection Fee			
Disconnection of the service at the main by municipal crews	\$562.28	\$579.25	\$596.50
Capping of service at property line by municipal crews	\$472.00	\$486.25	\$500.75
Capping of the water service at property line by municipal crews in conjunction with capping of either a storm or sanitary service capped	\$531.75	\$547.75	\$564.00
Capping of water service at property line by municipal crews in conjunction with capping of both of sanitary and storm sewer services	\$591.50	\$609.25	\$627.50
Capping of the service at property line by Owner under direct municipal inspection - each service	\$75.00	\$77.25	\$79.50
Water Pre-Service Connection Fee	The same charge as for Water Service Connections, with a 20% reduction to applicable costs.	The same charge as for Water Service Connections, with a 20% reduction to applicable costs.	The same charge as for Water Service Connections, with a 20% reduction to applicable costs.

**Bylaw #1705-1987 (Highway Access Bylaw)
Schedule "A"**

Description of Existing Fee/Charge	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013
1. Permit & Inspection fee	\$97.25	\$101.25	\$105.30
2. (i) The administration fee for the initial building permit application for access shall be:	\$50.00	\$50.00	\$50.00
(ii) The administration fee to complete the building permit application for access shall be: (a total of \$233.00 [2012] & \$242.00 [effective 2013])	\$174.00	\$183.00	\$192.00
3. Standard culvert, up to and including 600 mm in diameter where culvert is installed by the District (includes design, engineering, materials, equipment, labour and other associated costs).			
(a) Access Culvert Installation up to 600 mm in diameter and 9.0 meters in length	\$1,612.50	\$1,677.25	\$1,744.30
(b) Access Culvert installation per meter surcharge where culvert exceeds 9.0 meters in length:			
- 300 mm diameter	\$180.00	\$187.00	\$194.50
- 450 mm diameter	\$205.50	\$213.75	\$222.30
- 600 mm diameter	\$232.00	\$241.25	\$250.90
4. Culvert over 600 mm in diameter or other work as required by the Municipal Engineer including design, engineering, materials, equipment, labour and other associated costs.	At Cost	At Cost	At Cost

**Bylaw #3590-2003 (Building Bylaw)
Schedule "A"**

Description of Existing Fee/Charge	2011 Rate	Proposed Rate Effective January 1, 2012
1. Building Permit Fees		
The fee payable for a permit for the construction of a building or part thereof shall be:		
(a) Where value of construction does not exceed \$1,000.00	\$71.50	\$71.50
(b) For each \$1,000.00 of construction value or portion thereof, over \$1,000.00 and up to \$40,000.00	\$14.50	\$15.00
(c) For each \$1,000.00 of construction value or portion thereof, over \$40,000.00 and up to \$100,000.00	\$9.50	\$10.00
(d) For each \$1,000.00 of construction value or portion thereof, over \$100,000.00	\$7.40	\$7.50
(e) For the removal, repair or alteration of a building envelope and the repair of damage to structures caused by building envelope failure for any residential building completed between 1985 & 1998, shall be charged a flat fee of	\$500.00	\$500.00
2. Plumbing Permit Fees		
(a) Plumbing, involving the installation of fixtures, for each fixture	\$18.50	\$19.00
(b) Notwithstanding subsection (a), the minimum fee payable for a plumbing permit shall be:	\$71.50	\$71.50
(c) Plumbing work involving the installation of sanitary sewers, storm sewers, or water service lines and related appurtenances for single or two family dwellings:		
(i) sanitary sewer	\$36.50	\$36.50
(ii) storm sewer	\$36.50	\$36.50
(iii) water service	\$36.50	\$36.50
(d) For other than single or two family dwellings:		
(i) sanitary sewer	\$71.50	\$71.50
(ii) storm sewer	\$71.50	\$71.50
(iii) water service	\$71.50	\$71.50
(iv) for each sump, oil or grease interceptor, catch basin, manhole, cleanout, inspection chamber, fire hydrant, water meter or reducing station	\$36.50	\$36.50
(e) Fire sprinkler system:		
(i) for the first sprinkler head	\$71.50	\$71.50
(ii) for each additional sprinkler head	\$2.70	\$2.70
(iii) for each siamese connection	\$67.50	\$67.50

**Bylaw #3590-2003 (Building Bylaw)
Schedule "A"**

3. <u>Equivalency Proposal Fees</u> The fee to be paid at the time of submission of required information and documentation for an equivalency proposal, shall be	\$150.00	\$150.00
Fee for each additional hour of staff time if the initial equivalency proposal is not acceptable and revisions are submitted, shall be (minimum payable)	\$71.50	\$71.50
4. <u>Revision to Issued Permit Drawings</u> The fee to check drawing revisions to issued permit drawings shall be	\$75.00	\$80.00
5. <u>Change of Owner</u> The administration Fee to revise documentation	N/A	\$25.00
6. <u>Building Permit Renewal Fees</u> The fee for renewal of a permit under the provisions of subsection 7(4) of this Bylaw shall be	\$71.50	\$71.50
7. <u>Temporary Building Permit Fees</u> The fee for a temporary building permit shall be	\$150.00	\$150.00
8. <u>Demolition Permit Fee</u> The fee for a demolition permit shall be	\$150.00	\$150.00
9. <u>Re-Inspection Fees</u> Where more than two inspections are required because the provisions of the Building Code or this Bylaw have not been complied with, the charge for each inspection after the second inspection shall be	\$67.00	\$67.00
10. <u>Special Inspection Fees</u>		
(a) Pre-site Inspection Fee	\$71.50	\$71.50
(b) Pre-move Inspection Fee (per hour rate)	\$71.50	\$71.50
(c) Geotech report review fee	\$50.00	\$75.00
(d) Where an inspection requires special arrangements because of the time of the inspection, or the location or nature of the construction, the fee for each inspection shall be billed per hour, plus actual travelling expenses when such inspection is not within the District of Mission. The hourly rate and minimum charge for a special inspection shall be:	\$71.50	\$71.50
11. Woodstove Permit Fee	\$75.00	\$75.00
12. To assist in the cost of preparing permanent construction records:		
(a) for all new single family dwellings: 0.02% of the construction value, subject to a minimum of \$25.00 to a maximum of \$60.00	0.02% Min \$20.00 Max \$50.00	0.02% Min \$25.00 Max \$60.00
(b) for all new and/or additions of commercial, industrial, institutional and multi-family projects: 0.02% of the construction value, subject to a minimum of \$60.00 to a maximum of \$135.00	0.02% Min \$50.00 Max \$120.00	0.02% Min \$60.00 Max \$135.00
(c) for all other permits (such as single family additions, accessory buildings, farm buildings, sign, plumbing, fire sprinkler, irrigation, tenant improvement permits, etc): 0.01% of the construction value, subject to a minimum of \$15.00 to a maximum of \$60.00	0.01% Min \$10.00 Max \$50.00	0.01% Min \$15.00 Max \$60.00

Bylaw #3612-2003
(Land Use Application Procedures and Fees Bylaw)
Schedule "A"

Application fees for the purpose of recovering the direct costs of the processing, inspecting and advertising relating to the application shall be despoised at the time of application in accordance with the following schedule:

Application Type	2011 Rate	Proposed Fee Effective January 1, 2012	Proposed Fee Effective January 1, 2013
Rezoning			
Multi-family Residential	\$4,405.00	\$4,581.00	\$4,764.00
Single Family/Two Family Residential	\$3,304.00	\$3,436.00	\$3,574.00
Commercial, industrial, institutional users	\$4,348.00	\$4,522.00	\$4,703.00
Commercial and Residential Mixed Use	N/A	\$5,125.00	\$5,330.00
Secondary Dwelling	\$870.00	\$905.00	\$941.00
All others (including text change)	\$2,898.00	\$3,436.00	\$3,574.00
Comprehensive Development	\$4,926.00	\$5,123.00	\$5,328.00
Rezoning Extensions	\$2,319.00	\$2,412.00	\$2,508.00
Official Community Plan Amendment			
Official Community Plan (amendment only)	\$2,319.00	\$2,412.00	\$2,509.00
Official Community Plan (amendment with rezoning)	\$869.00	\$1,163.00	\$1,206.00
Agricultural Land Reserve Application fee			
- Non-refundable portion	\$300.00	\$300.00	\$300.00
- Portion forwarded to the Province, or refunded to Registered Owner if application is not supported by council	-\$300.00	-\$300.00	-\$300.00
Land Use Contract Amendement			
Major LUC Amendment	\$2,550.00	\$2,652.00	\$2,758.00
Minor LUC Amendment	\$1,740.00	\$1,808.00	\$1,881.00
Permits			
Development Permit - (Industrial)	\$2,202.00	\$2,290.00	\$2,382.00
Development Permit - (Commercial)	\$2,202.00	\$2,290.00	\$2,382.00
Development Permit - (Downtown Façade Review - LAN.42)	\$464.00	\$483.00	\$502.00
Development Permit - (multi-family residential)	\$2,898.00	\$3,014.00	\$3,135.00
Development Permit - (commercial & residential mixed use)	N/A	\$3,558.00	\$3,700.00
Development Permit - (Intensive Residential)	N/A		
Neighbourhood Form & Character	N/A	\$2,200.00	\$2,288.00
Intensive Residential Design Review (review design of a proposed home for conformance with previously issued Neighbourhood Form & Character DP)	N/A	\$250.00	\$260.00
Development Permit - (In-Fill Residential)	N/A	\$1,100.00	\$1,144.00
Development Permit - Hazardous Lands/Environmental	\$318.00	\$750.00	\$780.00

Bylaw #3612-2003
(Land Use Application Procedures and Fees Bylaw)
Schedule "A"

Application Type			
Development Permit - Other	\$2,202.00	\$2,290.00	\$2,382.00
Development Permit (Minor Admendment - New)	\$232.00	\$241.00	\$251.00
Development Variance - basic (Zoning Bylaw)	\$1,739.00	\$1,809.00	\$1,881.00
- plus per 2nd & subsequent requests	\$232.00	\$241.00	\$251.00
land title office fee	\$75.00	75.00	75.00
Temporary Commercial, Industrial, Institutional Use Permits	\$4,348.00	\$4,522.00	\$4,703.00
Temporary Use Permit Extension & Renewal	N/A	\$2,261.00	\$2,352.00
Request for Council Resolution			
Bylaw Variance Request	N/A	\$1,809.00	\$1,881.00
Site Specific Exemption from Floodplain Management Bylaw	\$1,688.00	\$1,756.00	\$1,826.00
Miscellaneous Fees			
Final Plan Approval Fee (*see also Subdivision Control Bylaw 1500-1985)	\$87.00	\$91.00	\$95.00
Strata Conversion/Phase Strata Development	\$1,392.00	\$1,448.00	\$1,506.00
- plus per unit (estimated 16 unit average)	\$87.00	\$91.00	\$95.00
Liquor Primary, new licence (exclusive of rezoning)	\$3,247.00	\$3,377.00	\$3,513.00
Liquor Primary Licence Amendment (change to existing licence, increased seating capacity, patio endorsement, hours of operation)	N/A	\$1,200.00	\$1,200.00
Food Primary Licence Amendment (extension of liquor service hours past midnight, or for patron participation)	N/A	\$1,200.00	\$1,200.00
Municipal Site Information Form processing fee (Contaminated Site Profile) (cost per property)	\$100.00	\$100.00	\$100.00
Provincial (MOE) Site Information Form (Contaminated Site Profile) processing fee (cost per property)	\$100.00	\$100.00	\$100.00
Change of Applicant/Owner on a development application file	\$348.00	\$100.00	\$100.00
OCP Background Reports & Planning Studies (cost per each document)	\$46.00	\$48.00	\$50.00
Commercial Façade Review	\$232.00	\$242.00	\$252.00
OCP/Zoning Research Letters (cost per propoerty)	\$232.00	\$242.00	\$252.00
Legal Document Amendment/Discharge	N/A	\$375.00	\$390.00
Development Inquiry Fee (written comments provided following development meeting)	\$289.00	\$301.00	\$313.00
Request by Developer to have staff attend Public Information Meeting (cost per staff member/hour)	\$174.00	\$181.00	\$189.00
Fee for copy of a legal plan	\$3.00	\$3.00	\$3.00
Refunds			
<p>1. For rezoning applications:</p> <p>a. Withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;</p> <p>b. Withdrawn in writing by the applicant 30 or more days after submission but prior to the public hearing notice being prepared or advertised, 20% of the application fee shall be refunded to the applicant;</p> <p>c. withdrawn in writing by the applicant after preparation or advertising of the public hearing notice, no refund.</p>			
<p>2. For all other development applications:</p> <p>a. Withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;</p> <p>b. Withdrawn in writing by the applicant 30 or more days after submission but prior to consideration by Council, 20% of the application fee shall be refunded to the applicant;</p> <p>c. withdrawn in writing by the applicant after consideration by Council, no refund.</p>			

**Bylaw #1500-1985 (Subdivision Control Bylaw)
Schedule "D"**

	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2013
Subdivision/Consolidation* *Fee based on number of original lots			
Conventional and Bare Land Strata Phase 1 Up to and including 5 lots	\$1,391.00	\$1,446.50	\$1,504.50
plus per lot (estimated 3 lot average)	\$87.00	\$90.50	\$94.00
Phase 1 Greater than 5 lots	\$1,739.00	\$1,808.50	\$1,880.75
plus per lot (estimated 10.6 lot average)	\$87.00	\$90.50	\$94.00
Major revisions to subdivision (Basic)	50% of the applicable application fee	50% of the applicable application fee	50% of the applicable application fee
Engineering Administration Fee 5% of the total cost of the works, but not less than the minimum fee + GST (+HST July 1, 2010) (When the whole of the installation of the service connection is carried out by the Municipality to connect to an existing Municipal sanitary sewer, storm sewer or watermain and the service connection fee is paid, the preparation of the service record card or cards and the Engineering Administration Fee shall be considered to be included in the service connection fee)	5% of total cost of works or \$2,272.00 minimum fee (whichever is greater)	5% of total cost of works or \$2,362.75 minimum fee (whichever is greater)	5% of total cost of works or \$2,457.25 minimum fee (whichever is greater)
Subdivision 12-month Extension Up to and including 5 lots	\$1,391.00	\$1,446.50	\$1,504.25
- plus per lot (1-5 lot subdivisions) estimated 1 application per year	\$87.00	\$90.50	\$94.00
Greater than 5 lots	\$1,739.00	\$1,808.50	\$1,880.75
- plus per lot (6 and up lot subdivisions) estimated 1 application per year	\$87.00	\$90.50	\$94.00
Engineering Administration Fee 5% of the total cost of the works, but not less than the minimum fee + GST (+HST July 1, 2010)			
- Minimum fee for subdivision of 4 lots or less	5% of total cost of works or \$566.00 minimum fee (whichever is greater)	5% of total cost of works or \$588.50 minimum fee (whichever is greater)	5% of total cost of works or \$612 minimum fee (whichever is greater)
- Minimum fee for subdivision of over 4 lots	5% of total cost of works or \$1,131.00 minimum fee (whichever is greater)	5% of total cost of works or \$1,176.25 minimum fee (whichever is greater)	5% of total cost of the works or \$1,223.25 minimum fee (whichever is greater)
Final Plan Approval Fee (also see Land use Application Procedures and Fees Bylaw 3612-2003) Fee to be paid prior to registration of subdivision plan	\$87.00	\$90.50	\$93.00
Site Information Form Processing Fee (Contaminated Site Profile) (cost per property)	\$100.00	\$100.00	\$100.00
Provincial (Ministry of Environment) Site Information Form Processing Fee (Contaminated Site Profile) (cost per property)	\$100.00	\$100.00	\$100.00
Water Meter Read System Prepayment 19, 25, 38, and 50 mm services	\$135.25	\$138.00	\$140.75
Signs			
- Combination Traffic Control & Road Name Sign	\$274.00	\$285.00	\$285.00
- Single Traffic Control or Road Name Sign	\$165.00	\$171.50	\$171.50

Bylaw #1387-1984
(Refuse, Collection & Disposal Bylaw)
Schedule "A"

	2011 Rate	Proposed Rate Effective January 1, 2012	Proposed Rate Effective January 1, 2012
Extra Garbage Bag Stickers	\$3.00	\$3.50	\$3.50
All refuse except as specified below (per tonne)	\$85.00	\$92.50	\$95.00
Minimum Charge for loads of refuse up to 54 kg for Mission and Electoral Areas C, F & G residents (per load)	\$5.00	\$5.00	\$5.00
Minimum charge for loads of refuse up to 72 kg for customers from outside Mission and Electoral Areas C, F and G - per load	\$11.00	\$10.00	\$10.00
Surcharge for unsecured loads (any size)	\$10.00	\$10.00	\$10.00
Municipal collection contract refuse	\$0.00	\$0.00	\$0.00
Gyproc - per tonne	\$140.00	\$145.00	\$145.00
Tires (passenger car & light truck tires only) - all other tires at garbage rate	\$2.00	\$0.00	\$0.00
Brush Waste - per/tonne	\$60.00	\$55.00	\$60.00
Residential recycling** for DoM & Electoral Areas C, F, G Residents	\$0.00	\$0.00	\$0.00
At the Engineer's discretion, loads with refuse received from outside the District of Mission or Electoral Areas C,F, G - per tonne	\$150.00	\$150.00	\$150.00
At the Engineer's discretion, loads with refuse requiring special management practices, collected outside or within DoM or Electoral Areas C,F, G - per tonne	\$150.00	\$150.00	\$150.00
Surcharge for unsorted loads arriving at the Misison Landfill (charged at the highest tipping fee of recyclable material not being sorted out)	50%	50%	50%
Commercial loads of asbestos waste from within Mission and other sources at the Engineer's discretion	\$200 daily burial charge plus \$200 per tonne	\$200 daily burial charge plus \$200 per tonne	\$200 daily burial charge plus \$200 per tonne
Soil, rocks, bricks, small concrete blocks, and sod	N/A	\$30.00	\$30.00
Contaminated Soil - per tonne	N/A	\$7.00	\$7.00

Any mixed loads will be assessed at the higher tipping fee

**Residential recyclables include only those items generated in dwelling units in the District of Mission or Fraser Valley Regional District Electoral Areas C, F, or G and DO NOT include any materials generated through a commercial, industrial or institutional process. Recyclables include separated scrap metal and appliances (dishwashers, stoves, fridges, washers, and dryers) as well as other recyclable materials as defined in the *Collection, Removal, and Marketing of Recyclables Bylaw (2639-1993)*.



Planning Department Memorandum

FILE: PRO.DEV.ZON

To: Chief Administrative Officer
From: Planner
Date: November 7, 2011
Subject: Update to Land Use Application Procedures and Fees for 2012 and 2013

Recommendation

That the following report be received for information

Background

Schedule A of the District of Mission Land Use Application Procedures and Fees Bylaw 3612-2003 outlines the various application fee and charges for the wide range of services that the Planning Department provides to the public. As policies, bylaws, and procedures change over time, it is important to update this bylaw to keep it current with changing circumstances. Furthermore, based upon a review of the staff time and resources required to process various land use applications and provide other miscellaneous services, it is important that these fees be updated to reflect the department's costs.

Overview of Proposed Changes to Schedule A of the Land Use Application Procedures and Fees Bylaw 3612-2003

Rezoning

1. Delete the two-tiered fee structure for single-family residential rezoning applications and create one fee category for single family and two-family residential rezoning applications;
2. Clarify the wording for secondary dwelling unit applications (to add "s" to current zone where permitted); and,
3. Amend the fee for "all other" rezoning applications to be consistent with the fee for single-family and two-family residential rezoning applications.

Official Community Plan Amendment

4. Clean up the text for Official Community Plan amendments by including brackets for any explanatory notes; and,
5. Amend the fee for OCP amendments with rezoning to better reflect the costs for staff time and public notification.

Permits

6. Break out the fees for Development Permits by type;
 7. Create a stand-alone category for Commercial and Residential Mixed Use Development Permits;
-

8. Create sub-categories under Intensive Residential Development Permits for:
 - o Neighbourhood Form and Character DPs that run concurrently with Rezoning and Subdivision Applications
 - o Intensive Residential Design Review for those properties that are subject to a previously approved Neighbourhood Form and Character DP/Restrictive Covenant
9. Infill Residential DP for properties within the OCP Infill Residential Development Permit Area (Area "A" on OCP Map 5);
10. Increase fee for Hazardous Lands/Environmental to better reflect the staff time required for reviewing technical studies and the need for consulting with internal departments and outside agencies (Department of Fisheries and Oceans, Ministry of Environment);
11. Provide further clarification to the "Development Variance Permit – basic" category by specifying that this only includes variances to the Zoning Bylaw; and,
12. Add a new category for Temporary Use Permit Extensions and Renewals. The fee reflects half of the cost of a TUP since a significant portion of the work required to process these permit extensions/renewals will have been done by staff as part of the initial TUP review.

Request for Council Resolution

13. Add a new section for Bylaw Variance Requests where applicants would like to vary a bylaw other than the Zoning Bylaw (for example, the Subdivision Control Bylaw); and,
14. Include Site Specific Exemption from Floodplain Management Bylaw under the new Request for Council Resolution section.

Miscellaneous Fees

15. Add "Fee" to the title of this section in order to provide more clarification;
16. Provide consistency between the District of Mission fee for liquor license inquiries and the liquor license application categories used by the Liquor Control and Licensing Board (LCLB). For instance, distinguishing applications according to request for new Liquor Primary Licence Applications, Liquor Primary Licence Amendments, and Food Primary Licence Amendments;
17. Reduce the fee for Change of Owner/Applicant on a development application file from \$348 to \$100. Changing this information can be performed quickly by administrative staff and the departmental costs are substantially lower than the current fee;
18. Change Downtown Façade Review to Commercial Façade Review to include other commercial properties outside of the downtown area where a change in the façade may have an impact;
19. Provide a new fee category for Legal Document Amendment/Discharge. This would address requests such as the removal of a right-of-way/easement on a property which may no longer be required and/or applicable;

20. Specify under the "Request by Developer for Staff Attendance at a Public Information Meeting" that the cost per staff member is hourly; and,
21. Remove the "Request for List of Property Owners/Addresses (cost per acre) since the DOM does not provide information on residents to protect the privacy of its residents.

All of the above-noted changes have been highlighted in Appendix A of this report. The far right column of Appendix "A" shows the corresponding item number as outlined above. Any proposed changes and/or additions are highlighted in bold text and any deletions are shown as strike-through text. The italicized text indicates a 4% increase in fees for 2012 and 2013 for those categories where no changes have been proposed. The fees indicated in bold have also been adjusted with 4% increases for 2012 and 2013 but are distinguished differently in order to highlight more significant changes that are proposed by staff for Schedule A.

In summary, these proposed changes will allow staff to continue to provide services to the public by having a fee structure that better takes into account District of Mission resources. Furthermore, the proposed changes will make it easier for the public to determine which services they require for their various development inquiries through a more simplified and straightforward fee structure.



Sharon Fletcher
DIRECTOR OF PLANNING

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APPENDIX A - PROPOSED CHANGES TO SCHEDULE A OF THE LAND USE APPLICATION PROCEDURES AND FEES BYLAW

Application fees for the purpose of recovering the directed costs of the processing, inspecting, and advertising relating to the application shall be deposited at the time of application in accordance with the following schedule:

<u>APPLICATION TYPE</u>	<u>FEE</u>		<u>PROPOSED RATE</u>		Corresponding Item # in Report
	2010	2011	2012	2013	
REZONING					
Multi-Family Residential	\$4,277.00	\$4,405.00	\$4,581.00	\$4,764.00	
Single Family/Two Family Residential		\$3,304.00	\$3,436.00	\$3,574.00	1
Single Family Residential (up to and including 10 lots)	\$2,814.00	\$2,898.00			1
Single Family Residential (greater than 10 lots)	\$3,603.00	\$3,710.00			1
Commercial, Industrial, Institutional Uses	\$4,221.00	\$4,348.00	\$4,522.00	\$4,703.00	
Commercial and Residential Mixed Use	\$4,784.00	\$4,928.00	\$5,125.00	\$5,330.00	
Secondary Dwelling Unit, prior to installation (to add "s" to current zone where permitted)	\$845.00	\$870.00	\$905.00	\$941.00	2
All others (including text change)	\$2,814.00	\$2,898.00	\$3,436.00	\$3,574.00	3
Comprehensive Development	\$4,783.00	\$4,926.00	\$5,123.04	\$5,328.00	
Rezoning Extensions	\$2,251.00	\$2,319.00	\$2,412.00	\$2,508.00	
OFFICIAL COMMUNITY PLAN AMENDMENT					
Official Community Plan (amendment only)	\$2,251.00	\$2,319.00	\$2,412.00	\$2,509.00	4
Official Community Plan (amendment with rezoning)	\$844.00	\$869.00	\$1,160.00	\$1,206.00	4.5
Agricultural Land Reserve Application Fee	\$600.00	\$600.00	\$600.00	\$600.00	
Non-refundable portion	\$300.00	\$300.00	\$300.00	\$300.00	
Portion forwarded to the Province, or refunded to Registered Owner if application is not supported by council	-\$300.00	-\$300.00	-\$300.00	-\$300.00	
LAND USE CONTRACT AMENDMENT					
Major	\$2,476.00	\$2,550.00	\$2,652.00	\$2,758.00	
Minor	\$1,689.00	\$1,740.00	\$1,809.00	\$1,881.00	
PERMITS					
Development Permit - Industrial	\$2,138.00	\$2,202.00	\$2,290.00	\$2,382.00	6
Development Permit - Commercial	\$2,138.00	\$2,202.00	\$2,290.00	\$2,382.00	6
Development Permit - Downtown Façade Review (LAN.42)	\$450.00	\$464.00	\$483.00	\$502.00	6
Development Permit - Multi-Family Residential	\$2,814.00	\$2,898.00	\$3,014.00	\$3,135.00	6
Development Permit - Commercial and Residential Mixed Use			\$3,558.00	\$3,700.00	6.7
Development Permit - Intensive Residential					8
Neighbourhood Form and Character			\$2,200.00	\$2,288.00	8
Intensive Residential Design Review (review design of a proposed home for conformance with previously issued Neighbourhood Form and Character DP)			\$250.00	\$260.00	8
Development Permit - Infill Residential			\$1,100.00	\$1,144.00	9
Development Permit - Hazardous Lands/Environmental		\$318.00	\$750.00	\$780.00	10
Development Permit - Other	\$2,138.00	\$2,202.00	\$2,290.00	\$2,382.00	
Development Permit - Minor Amendment (new)	\$225.00	\$232.00	\$241.00	\$251.00	
Development Variance Permit - basic (Zoning Bylaw)	\$1,688.00	\$1,739.00	\$1,809.00	\$1,881.00	11
plus per second and subsequent variances requested	\$225.00	\$232.00	\$241.00	\$251.00	
Land Title Office Fee	\$75.00	\$75.00	\$75.00	\$75.00	
Temporary Commercial, Industrial, Institutional Use Permit	\$4,221.00	\$4,348.00	\$4,522.00	\$4,703.00	
Temporary Use Permit Extension and Renewal			\$2,261.00	\$2,352.00	12

APPLICATION TYPE	FEE		PROPOSED RATE		Corresponding Item # in Report
	2010	2011	2012	2013	
REQUEST FOR COUNCIL RESOLUTION					
Bylaw Variance Request			\$1,809.00	\$1,881.00	13
Site specific exemption from Floodplain Management Bylaw		\$1,688.00	\$1,756.00	\$1,826.00	14
MISCELLANEOUS FEES					
Final Plan Approval Fee	\$84.00	\$87.00	<i>\$91.00</i>	<i>\$95.00</i>	15
(*see also Subdivision Control Bylaw 1500-1985)					
Strata Title Conversion/Phased Strata Development	\$1,351.00	\$1,392.00	<i>\$1,448.00</i>	<i>\$1,506.00</i>	
plus per unit (estimated 16 unit average)	\$84.00	\$87.00	<i>\$91.00</i>	<i>\$95.00</i>	
Liquor Licence Inquiry	\$3,152.00	\$3,247.00			16
Liquor Primary, new licence (exclusive of rezoning)	\$3,152.00	\$3,247.00	\$3,377.00	\$3,513.00	16
Liquor Primary Licence Amendment (change to existing licence, increased seating capacity, patio endorsement, hours of operation)			\$1,200.00	\$1,200.00	16
Food Primary Licence Amendment (extension of liquor service hours past midnight, or for patron participation)			\$1,200.00	\$1,200.00	16
Site Information Form processing fee (contaminated site profile) (cost per property)	\$100.00	\$100.00	\$100.00	\$100.00	
(*see also Subdivision Control Bylaw 1500-1985)					
Provincial (Ministry of Environment)	\$100.00	\$100.00	\$100.00	\$100.00	
Site Information Form processing fee (contaminated site profile) (cost per property)					
(*see also Subdivision Control Bylaw 1500-1985)					
Change of Owner/Applicant on a development application file	\$338.00	\$348.00	\$100.00	\$100.00	17
Official Community Plan Background Reports & Planning Studies (cost per each document)	\$45.00	\$46.00	<i>\$48.00</i>	<i>\$50.00</i>	
Commercial Facade Review	\$225.00	\$232.00	<i>\$242.00</i>	<i>\$252.00</i>	18
OCP/Zoning Research Letters (cost per property)	\$225.00	\$232.00	<i>\$242.00</i>	<i>\$252.00</i>	
Legal Document Amendment/Discharge			\$375.00	\$390.00	19
Development Inquiry Fee (written comments provided following development meeting)	\$281.00	\$289.00	<i>\$301.00</i>	<i>\$313.00</i>	
Request by Developer for Staff Attendance at Public Information Meeting (cost per staff member/per hour)	\$169.00	\$174.00	<i>\$181.00</i>	<i>\$189.00</i>	20
Request for List of Property Owners/Addresses (cost per area)	\$112.00	\$115.00			21
Fee for copy of a legal plan	\$3.00	\$3.00	\$3.00	\$3.00	

LEGEND*Italics- fee increase by 4%***Bold- new fees, major changes**~~Strikethrough—remove fee~~



Parks, Recreation & Culture
Memorandum

To: Glen Robertson, CAO
From: Deputy Director, Parks, Recreation & Culture
Date: November 16, 2011
Subject: Cemetery

Recommendation

1. That Council designate the land at 34890 Cemetery Ave for future cemetery expansion and proceed with re-zoning of the property to IPRC prior to development; and
2. That Council replace Cemetery and Crematorium Bylaw 858-1980 Schedule C, effective January 1, 2012 with the one attached to this report which includes the new Bakerview categories; and
3. That Council add under item 2 in the Cemetery and Crematorium Bylaw 858-1980 the definition of Ossuary to read: "Ossuary" shall mean an in-ground depository of cremains.

Objectives

To provide information on Hatzic Cemetery including expansion, zoning, care fund regulations, revenue generating opportunities with Bakerview Community Crematorium and Celebration Centre (Bakerview) and a fee review.

Background

Council has requested information regarding several cemetery items including:

- Use of the District owned land across the street from the existing cemetery for cemetery expansion including a time line; and
- How the cemetery is designated in the Official Community Plan; and
- What is required by the Perpetual Care Fund as per the Cemetery Act and Regulation; and
- Revenue generating opportunities with Bakerview; and
- A review of existing fees.

Details

The District parcel at 34890 Cemetery Ave is 3.43 ha (8.47 acres) with 2.2 ha (5.0 acres) of usable space. This amounts to approximately 60% of the parcel. This would be appropriate for future cemetery expansion. Its location would complement the existing cemetery and improve operational efficiency and service to the public given its centralized location. In discussion with the Director of Planning there are no other District-owned parcels of appropriate size for cemetery expansion. The current cemetery is zoned IPRC (Institutional Parks, Recreation and Civic Uses). A cemetery is an approved use within this

zone. The property at 34890 is zoned RU-16 and would need to be re-zoned to IPRC prior to being developed as additional cemetery space.

The lifespan of the cemetery is estimated at 10-15 years based on the rate of interment over the past few years. A Cemetery Reserve Fund was established in 2010 with annual contributions being made for expansion and development plans. \$25,000 has been approved for a Business Plan in 2012 and \$170,000 has been designated for a Development Plan in 2018; however this timing would be dependent on having sufficient funds in the Cemetery Reserve Fund. A Perpetual Care Fund as per the Cremation, Interment and Funeral Services Act also exists for care and maintenance of the cemetery in perpetuity. A percentage of all sales and interments are transferred into this fund. The regulation states the minimum percentage contributions to the care fund as follows:

Ground lots – 25%

Mausoleum or columbarium – 10%

Memorial installations - \$10.00

Staff met with Bakerview to explore revenue sharing options as per the Operating Agreement. Two opportunities which staff feel will benefit both parties are a Columbarium and Ossuary. The capital cost of both would be borne 100% by Bakerview and the revenue generated would be split equally between the District and Bakerview. Bakerview will administer the markers and placement of cremains and retain 100% of those fees. Contributions will be transferred to the Care Fund as with all other options at the cemetery.

These opportunities will provide additional low-cost options to the public. The Columbarium will be brick with granite markers and accommodate smaller, single niches than our current granite Columbarium. It will be located directly south-east of the Crematorium. The Ossuary (an in-ground depository of cremains) will be situated in the rock garden within Bakerview's patio and will be the most cost effective option available. The potential revenue to the District from the Columbarium and Ossuary fees, once full, is \$180,000. The contribution to the care fund will be \$40,395. Bakerview will be responsible for maintenance of these options. The recommended rates are:

	Fee	Marker/Placement	Total
Columbarium – resident	\$900	\$750	\$1650
Columbarium – non-resident	\$1125	\$750	\$1875
Ossuary (resident/non-resident)	\$350	-----	\$350

A 10% contribution will be made to the Care Fund from each fee

Several factors were considered to determine the rates and options above. These included our existing rates, rates of neighboring communities, rates the Ministry of Housing and Social Development traditionally pay, impact on District operations and the options currently available to the public.

Staff recommend that the 2012 Cemetery and Crematorium Bylaw 858-1980 Fee Schedule be amended to include these new rates and categories effective January 1, 2012. Further, given increases in all other cemetery rates in the past 2 years and the fact that our rates are higher than neighboring communities, staff recommend the existing rates remain as is for 2012.

Fee comparison:

Full burials (includes plot, interment and grave liner)			
Mission	Abbotsford	Maple Ridge	Surrey
5,119	4,424	5,349	3,570
Cremains (includes plot, interment, cremains liner)			
Mission	Abbotsford	Maple Ridge	Surrey
2,011	1,839	1,157	1,795

Stephanie Key

Schedule "C"

Effective January 1st 2012. All fees are subject to HST.

	Fee	Grave Space	Care fund Portion	HST	TOTAL
FEES					
Grave Space - Resident					
Adult	2824.00	2092.00	732.00	338.88	3162.88
Child (2-12 years)	1458.00	1060.00	378.00	174.00	1632.96
Infant (under 2 years)	1215.00	900.00	315.00	145.80	1360.80
Cremated remains	1261.00	934.00	327.00	151.32	1412.32
Columbarium niche	1693.00	1539.00	154.00	203.16	1896.16
Columbarium - single niche, middle	1916.00	1742.00	174.00	229.92	2145.92
Columbarium - single niche, top 2	2138.00	1943.50	194.50	256.56	2394.56
Columbarium - double niche, bottom	2436.00	2214.50	221.50	292.32	2728.32
Columbarium - double niche, middle	2732.00	2483.50	248.50	327.84	3059.84
Columbarium - double niche, top 2	3029.00	2753.50	275.50	363.48	3392.48
Grave Space - Non-resident					
Adult	4982.00	3690.50	1291.50	597.84	5579.84
Child (2-12 years)	2552.00	1890.50	661.50	306.24	2858.24
Infant (under 2 years)	2323.50	1721.00	602.50	278.82	2602.32
Cremated remains	1368.00	1013.50	354.50	164.16	1532.16
Columbarium - single niche, bottom	2540.00	2309.00	231.00	304.80	2844.80
Columbarium - single niche, middle	2881.00	2619.00	262.00	345.72	3226.72
Columbarium - single niche, top two	3208.00	2916.50	291.50	384.96	3592.96
Columbarium - double niche, bottom	3653.00	3321.00	332.00	438.36	4091.36
Columbarium - double niche, middle	4098.00	3725.50	372.50	491.76	4589.76
Columbarium - double niche, top	4554.00	4131.00	413.00	546.48	5100.48
SERVICE CHARGES					
Opening and Closing					
Adult	1845.00			221.40	2066.40
Child (2-12 years)	1170.00			140.40	1310.40
Infant (under 2 years)	915.00			109.80	1024.80
Cremated remains – each additional set of remains interred at same time \$300.	600.00 300.00 (per/additional)			72.00 36.00	672.00 336.00
Licence Transfer	165.00			19.80	184.80
Exhumation/Disinterment					
Adult	3435.00			412.20	3847.20
Child (2-12 years)	2760.00			331.20	3091.20
Infant (under 2 years)	1980.00			237.60	2217.60
Cremated remains	1095.00			131.40	1226.40
Memorial Installations					
Single	375.00	360.00	15.00	45.00	420.00
Double	450.00	435.00	15.00	54.00	504.00
Cremated remains	270.00	255.00	15.00	32.40	302.40
Columbarium niche plate inscription	450.00	435.00	15.00	54.00	504.00
Re-set markers or 2 nd inscription on columbarium niche plate	188.00			22.56	210.56

	Fee	Grave Space	Care fund Portion	GST	TOTAL
Liners					
Remains liner	150.00			18.00	168.00
Adult liner	450.00			54.00	504.00
Child liner	450.00			54.00	504.00
Premium/Overtime Charges					
Open/close on holidays or after 2 pm					
Adult	3690.00			442.80	4132.80
Child (2-12 years)	2340.00			280.80	2620.80
Infant (under 2 years)	1830.00			219.60	2049.60
Cremated remains	1200.00			144.00	1344.00
Exhumation	6870.00			824.40	7694.40
Bakerview Revenue Sharing Options					
Columbarium - resident	900.00	810.00	90.00	108.00	1008.00
Columbarium - non-resident	1125.00	1012.50	112.50	135.00	1260.00
Ossuary	250.00	225.00	25.00	30.00	280.00
Columbarium marker/faceplate	750.00			90.00	840.00
Ossuary marker/faceplate	100.00			12.00	112.00



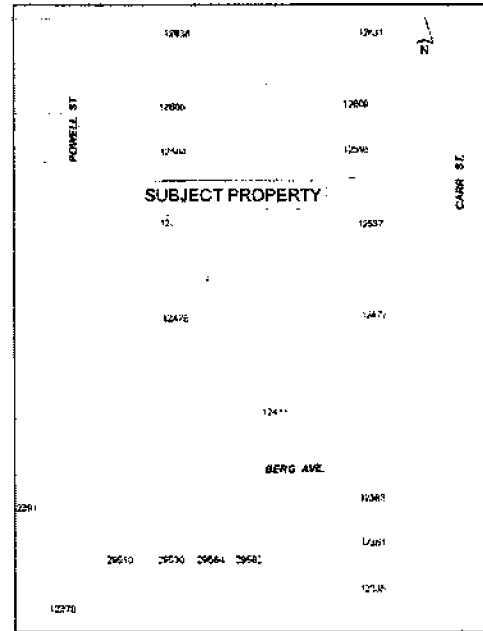
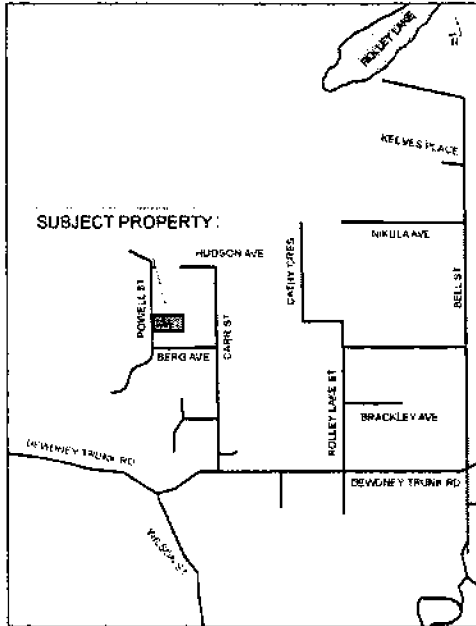
DISTRICT OF MISSION ZONING AMENDING BYLAW 5255-2011-5050(59) (R11-023) - Mikes

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 003-917-606 Lot 7 Section 22 Township 15 New Westminster District Plan 66821

from Rural 16 (RU16) zone to Rural Residential 7 (RR7) zone.

The location of the subject property is 12476 Powell Street and is shown on the following maps:



The purpose of the proposed amendment is to accommodate the subsequent subdivision of the subject property into two (2) lots of a minimum 0.7 hectare (1.73 ac.) lot size.



Planning Department Memorandum

FILE: PRO.DEV.ZON
R11-023

To: Chief Administrative Officer
From: Planning Technician
Date: November 21, 2011
Subject: Rezoning Application R11-023 (Mikes) – 12476 Powell Street

Recommendation

1. That, in accordance with Rezoning Application R11-023 (Mikes), the Corporate Officer prepare a bylaw to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 12476 Powell Street and legally described as:
 Parcel Identifier: 003-917-606 Lot 7 Section 22 Township 15 New Westminster District Plan 66821
 from Rural 16 (RU16) zone to Rural Residential 7 (RR7) zone.
2. That the bylaw be considered for 1st and 2nd readings at the Regular Council meeting on November 21, 2011.
3. That following such readings, the bylaw be forwarded to Public Hearing on December 12, 2011.

Summary of Proposal

The applicant is proposing to rezone the property located at 12476 Powell Street from Rural 16 (RU16) zone to RR7 Rural Residential 7 (RR7) zone to accommodate the subsequent subdivision of the subject property into two (2) lots of a minimum 0.7 hectare (1.73 ac.) lot size. The subdivision draft plan is attached as **Appendix 1**.

Site Description

The subject property is 1.984 hectares (4.9 ac.) in area and is located on the north side of Berg Avenue adjacent to Powell Street in Stave Falls (refer to **Appendix 2**). There is an existing home and a shop located in the northeast corner of the property.

Access to the property is currently gained from Powell Street via a gravel driveway along the north property line. The applicant is proposing to access Lot 2 by sharing the existing driveway to avoid crossing the primary watercourse (Phillips Creek), which bisects the property from north to south near the west property line. In this case, a cross-easement agreement is supported by both the Environmental Services Manager and the Department of Fisheries and Ocean (DFO) to avoid negatively affecting the environmentally sensitive area surrounding Phillips Creek. The preparation and subsequent registration of a cross-easement agreement will be required through the subdivision approval process.

Neighbourhood Context

The majority of properties in the immediate area are zoned RU16 and RR7 (refer to **Appendix 3**). The RU16 zoned property located directly south of the subject property is currently proposed for development into four (4) 0.7 hectare (1.73 ac.) lots. As this is an emerging area of rural residential properties, the proposed RR7 zone (minimum 0.7 ha/1.73 ac.) allows for lot sizes compatible with the existing land uses in the surrounding area.

Official Community Plan Designation

The subject proposal is in conformance with the Official Community Plan; therefore, an OCP amendment is not required.

Zoning

The current RU16 zone has a minimum parcel size of 1.6 hectares (4.0 ac.). The proposed RR7 zone has a minimum parcel size of 0.7 hectares (1.73 ac.). The subject property is 1.984 hectares (4.9 ac.) in area and therefore allows a two-lot subdivision under the RR7 zone.

Community Amenity Contribution

In accordance with District of Mission Policy LAN. 40 – Financial Contributions for Community Amenities Policy, the applicant has submitted a letter volunteering to contribute \$2,815 (for one new lot) which is payable prior to the adoption of the zone amending bylaw.

Environmental Protection

An environmental assessment was completed in May 2011. There is one watercourse (Phillips Creek, also known as Bob Brook) and a small connected pond located approximately 50 metres east of the west property line along Powell Street; both require a 30 metre streamside protection and enhancement area (SPEA). A restrictive covenant will be required to protect the environmentally sensitive areas as part of the subdivision approval process. The approximate 120m² manmade pond located near the centre of the property is not connected via channelized flows to Phillips Creek and does not require a SPEA.

In addition, the applicant's biologist has recommended that riparian planting be undertaken to improve the vegetative diversity and function of the SPEA for Phillips Creek; this will be a requirement of subdivision approval.

Tree Retention and Replanting

The tree survey plan identifies numerous significant trees on the subject property (refer to **Appendix 4**). The applicant has indicated that none of the significant trees will be removed from proposed Lot 1; however, the applicant estimates that ten (10) of the 109 significant trees identified on proposed Lot 2 will be removed as part of this development. In accordance with District of Mission Policy LAN. 32 – Tree Retention/Replanting Policy, the applicant will be required to replant all 10 of the significant trees removed or provide cash-in-lieu (\$250 per tree) for each significant tree removed and not replanted. In addition, the applicant is required to plant two additional trees per lot (4 trees in total). This requirement will be met through the subdivision approval process.

Planning Analysis

The proposed subdivision will create two (2) rural residential lots; both of the proposed lot areas exceed the 0.7 hectare (1.73 ac.) minimum lot area requirement. This rezoning proposal is supported by planning staff as it is in accordance with the OCP and provides for compatible development in the Stave Falls area.

Internal Comments

The Engineering Department has reviewed the proposal; these comments are outlined in **Appendix 5 – Engineering Department Rezoning Comments**.

External Referrals

The standard referrals will be made to the various utility agencies as part of the subdivision process.

Public Hearing Information Package

In accordance with District of Mission Policy LAN.50 – Pre-Public Hearing Information Packages Policy, a package will be produced containing material related to the development application.

Requirements Prior to Adoption of the Zone Amending Bylaw

- Receipt of the Community Amenity contribution in the amount of \$2,815;
- Any other items that Council may require resulting from the Public Hearing or Council consideration of the application.

Recommendation

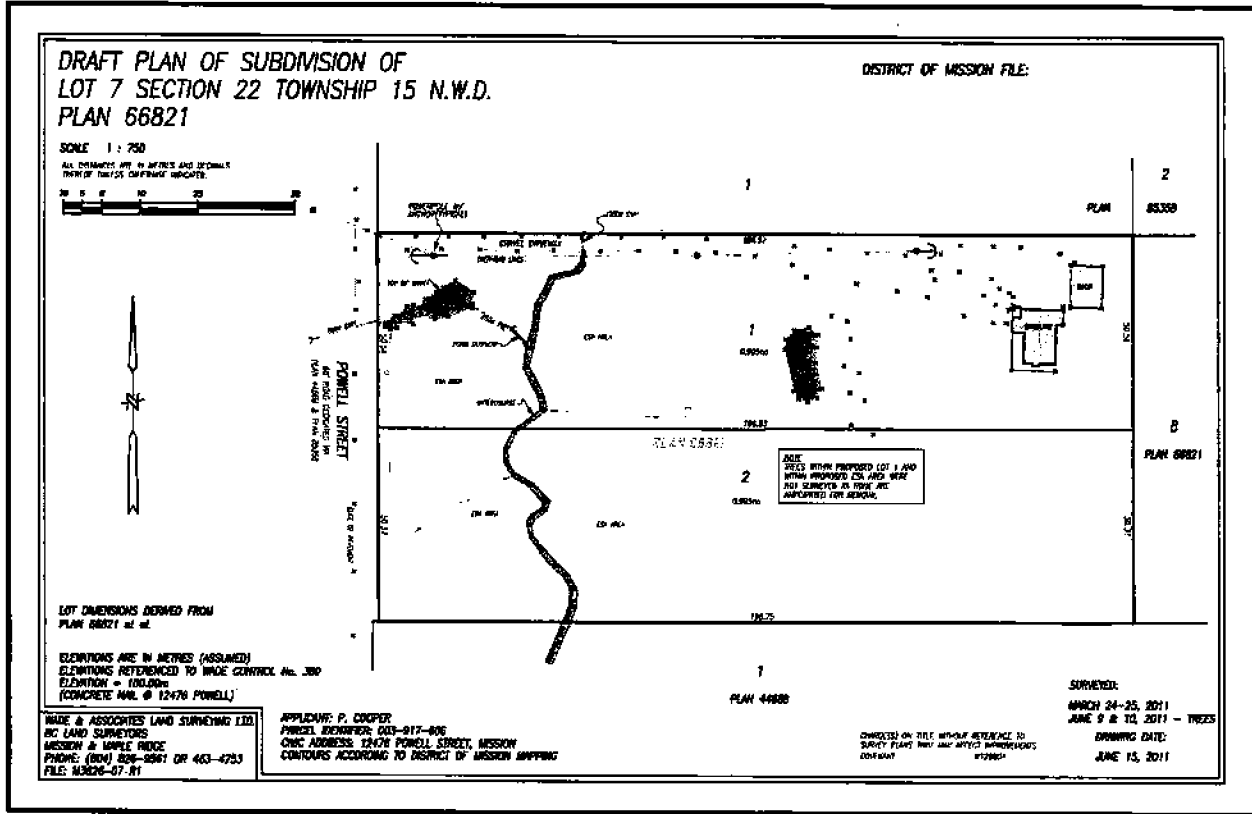
Planning staff recommends that the rezoning proposal be supported by Council and proceed to Public Hearing on December 12, 2011.



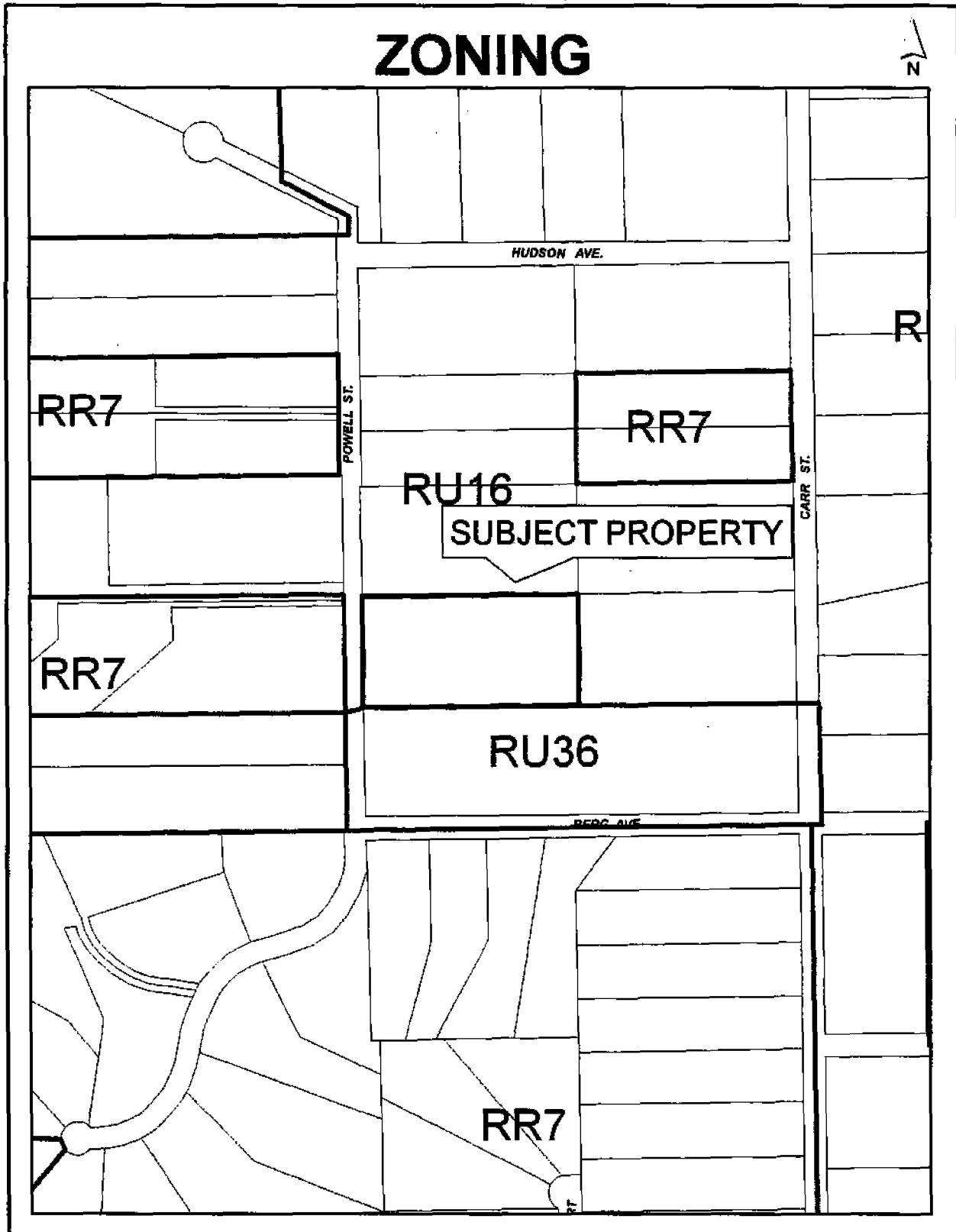
Donna-Lee Lakes

G:\COMDEV\DONNA-LEE\COW REPORTS\2011 REPORTS\R11-023 (MIKES) 12476 POWELL ST 2011-11-21 COW.DOCX

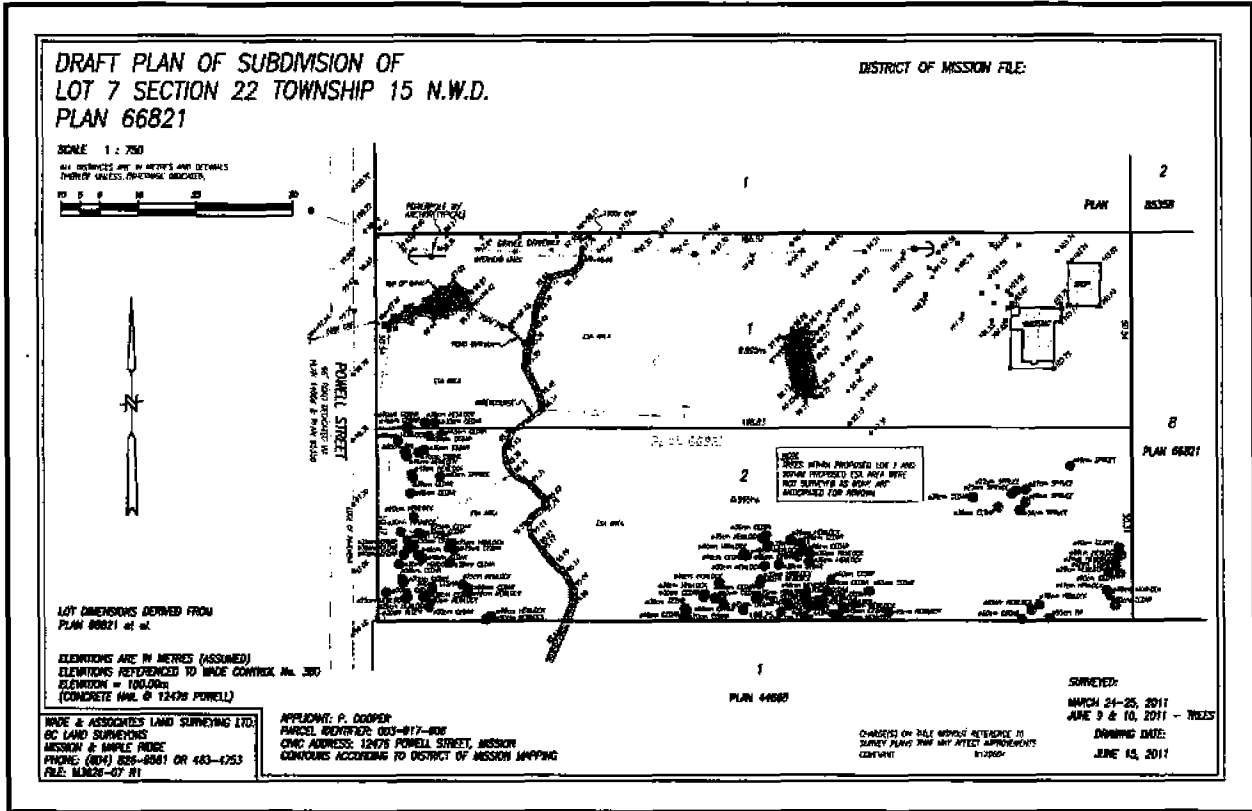
APPENDIX 1 – SUBDIVISION DRAFT PLAN



APPENDIX 3 - ZONING MAP



APPENDIX 4 – TREE SURVEY PLAN



APPENDIX 5 - ENGINEERING DEPARTMENT REZONING COMMENTS**ENGINEERING DEPARTMENT REZONING COMMENTS**

FILE: R11-023

September 27, 2011

CIVIC ADDRESS: 12476 Powell St

1. DOMESTIC WATER REQUIREMENTS:

No municipal water available. Developer to provide potable water for each parcel and a hydrogeology report to confirm that the well/s meet the requirements of the Subdivision Control Bylaw.

2. SANITARY SEWER REQUIREMENTS:

No municipal sanitary sewer available.

3. STORM SEWER REQUIREMENTS:

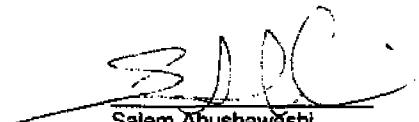
No storm sewer works required.

4. ROAD WORK REQUIREMENTS:

Powel St provides paved access to the site, no further upgrading required.

RECOMMENDATION

From an engineering point of view the rezoning application may proceed to final adoption.



Salem Abushawashi
Deputy Director of Engineering



Sterling Chan
Engineering Technologist



FILE: PRO.DEV.ZON
R11-023

November 30, 2011

Dear Owner/Occupant:

Re: Public Hearing Notification

As a neighbouring resident or property owner to the subject property located at 12476 Powell Street, you are invited to attend the Public Hearing and make known any comments that you may have.

Reference should be made to Item # 1 in the enclosed Public Hearing notice for more specific information regarding the proposal. Details of the Public Hearing time and location are stated at the top of the Public Hearing notice.

Additional information may be obtained by contacting the District of Mission Planning Department at (604) 820-3748.

Yours truly

Sharon Fletcher
DIRECTOR OF PLANNING

Encl.

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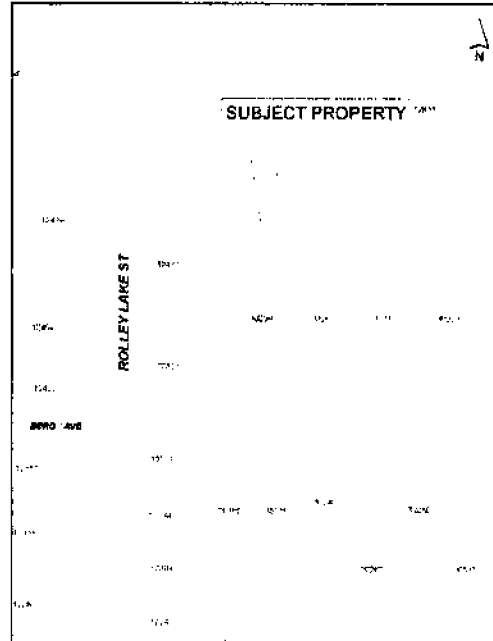
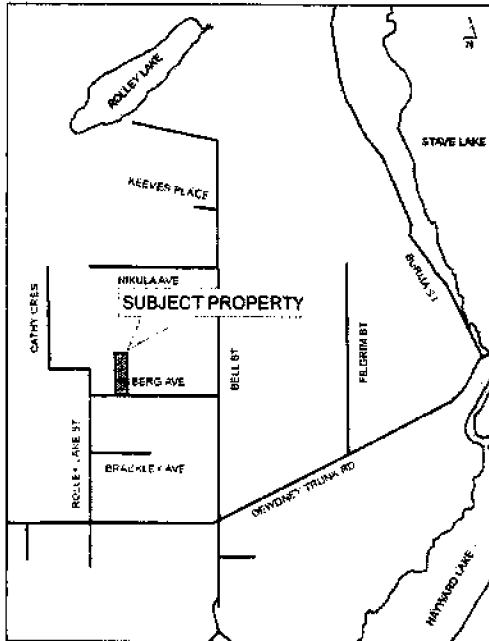
DISTRICT OF MISSION ZONING AMENDING BYLAW 5256-2011-5050(60) (R11-022) - Mikes

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 017-971-641 Lot A Section 23 Township 15 New Westminster District Plan LMP7120

from Rural 16 (RU16) zone to Rural Residential 7 (RR7) zone.

The location of the subject property is 30239 Berg Avenue and is shown on the following map:



The purpose of the proposed amendment is to accommodate the subsequent subdivision of the subject property into two (2) lots of a minimum 0.7 hectare (1.73 ac.) lot size.



Planning Department Memorandum

FILE: PRO.DEV.ZON
R11-022

To: Chief Administrative Officer
From: Planner
Date: November 21, 2011
Subject: Rezoning Application R11-022 (Mikes) – 30239 Berg Avenue

Recommendation

1. That, in accordance with Rezoning Application R11-022 (Mikes), the Corporate Officer prepare a bylaw to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 30239 Berg Avenue and legally described as:
 Parcel Identifier: 017-971-641 Lot A Section 23 Township 15 New Westminster District Plan LMP7120
 from Rural 16 (RU16) zone to Rural Residential 7 (RR7) zone;
2. That the bylaw be considered for 1st and 2nd readings at the Regular Council meeting on November 21, 2011, and that following such readings,
3. That the bylaw be forwarded to Public Hearing on December 12, 2011.

Summary of Proposal

The applicant is proposing to rezone the property located at 30239 Berg Avenue from Rural 16 (RU16) zone to RR7 Rural Residential 7 (RR7) zone to accommodate the subsequent subdivision of the subject property into two (2) lots of a minimum 0.7 hectare (1.73 ac.) lot size. The proposed draft plan of subdivision is attached as **Appendix 1**.

Site Description

The subject property is 2.057 hectares (5.08 ac.) in area and is located on the north side of Berg Avenue east of Rolley Lake Street and west of Bell Street in Stave Falls (refer to **Appendix 2**). There is one existing home located on the southern portion of the property that is surrounded on all sides by open lawn area with some pockets of landscaping. There are two small sheds that are located within close proximity to the home to the east and northeast. There is also a barn located on the property north of the existing home. All of these structures will be situated within proposed Lot 1 (refer to **Appendix 1**). The property slopes primarily to the south and is drained along both sides via a small channel on the east property line and a ditch on the west property line. The change in elevation from the north property line to the south is approximately 20 metres.

Neighbourhood Context

The majority of properties in the immediate area are zoned RU16 and RR7; although there is a large, undeveloped site located directly north of the subject property zoned RU36 (refer to **Appendix 3**). As this is an emerging area of rural residential properties, the proposed RR7 zone (minimum 0.7 ha/1.73 ac.) allows for lot sizes compatible with the existing land uses in the surrounding area.

Official Community Plan Designation

The subject proposal is in conformance with the Official Community Plan; therefore, an OCP amendment is not required.

Zoning

The current RU16 zone has a minimum parcel size of 1.6 hectares (4.0 acres). The proposed RR7 zone has a minimum parcel size of 0.7 hectares (1.73 acres). The subject property is 2.061 hectares (5.08 acres) in area and therefore allows a two-lot subdivision under the RR7 zone.

Community Amenity Contribution

In accordance with District of Mission Policy LAN. 40 – Financial Contributions for Community Amenities Policy, the applicant has submitted a letter volunteering to contribute \$2,815 which is payable prior to the adoption of the zone amending bylaw.

Environmental Protection

There are a number of watercourses present on the subject property. An environmental assessment was completed by Letts Environmental Consultants on March 11, 2011 which has been referred to the Department of Fisheries and Oceans (DFO) for their review and comment. Based on the assessment, there is a channel located along the east property line that will require setbacks and protection in accordance with Section 108 of the Zoning Bylaw.

There is also ditch on the west side of the property that has been diverted in order to accommodate a driveway to the proposed new lot (Lot 2). As per Section 108 of the Zoning Bylaw, this ditch would also be classified as a stream - thus requiring protection. The driveway was constructed, and the existing ditch diverted, without any prior approvals/consultation from the Ministry of Environment, DFO, or the District of Mission.

As per the Letts Environmental Assessment, surface run-off along the access road is eroding and transporting sediment to the ditch. In order to address this run-off, the applicant is in the process of implementing a sediment and erosion control plan which utilizes best management practices. The driveway for the proposed lot will remain within the SPEA; however, re-vegetation and bank stabilization measures will be required along the driveway to mitigate the SPEA loss.

To conform to the District of Mission bylaws, the applicant has submitted a Streamside Protection and Enhancement Area Plan, including a Habitat Planting Plan, which has been deemed appropriate by staff and the Department of Fisheries and Oceans (refer to **Appendix 5**). During the subdivision stage, the applicant will be required to complete the planting as per the plan in addition to registering restrictive covenants to protect all the identified streamside protection and enhancement areas.

Tree Retention and Replanting

The tree survey plan identifies 50 significant trees on the subject property; the majority of the significant trees are located on proposed Lot 2 (refer to **Appendix 1**). During the subdivision stage, the applicant will be required to provide confirmation in regards to how many significant

trees will be retained or removed as part of the proposed development. The applicant will also be required to plant two additional trees per lot (4 trees in total) in accordance with District of Mission Policy LAN. 32 – Tree Retention/Replanting Policy. These requirements will be met through the subdivision approval process.

Planning Analysis

The proposed subdivision will create two rural residential lots; the area of proposed Lot 1 is 1.11 hectares (2.74 ac.) and the area of proposed Lot 2 is 0.951 hectares (2.35 ac.). This rezoning proposal is supported by planning staff as it is in accordance with the OCP and provides for compatible development in the Stave Falls area.

Internal Comments

The Engineering Department has reviewed the proposal; these comments are outlined in **Appendix 4 – Engineering Department Rezoning Comments.**

External Referrals

The standard referrals will be made to the various utility agencies as part of the subdivision process.

Public Hearing Information Package

In accordance with District of Mission Policy LAN.50 – Pre-Public Hearing Information Packages Policy, a package will be produced containing material related to the development application.

Requirements Prior to Adoption of the Zone Amending Bylaw

- Receipt of the Community Amenity contribution in the amount of \$2,815.00;
- Any other items that Council may require resulting from the Public Hearing or Council consideration of the application.

Recommendation

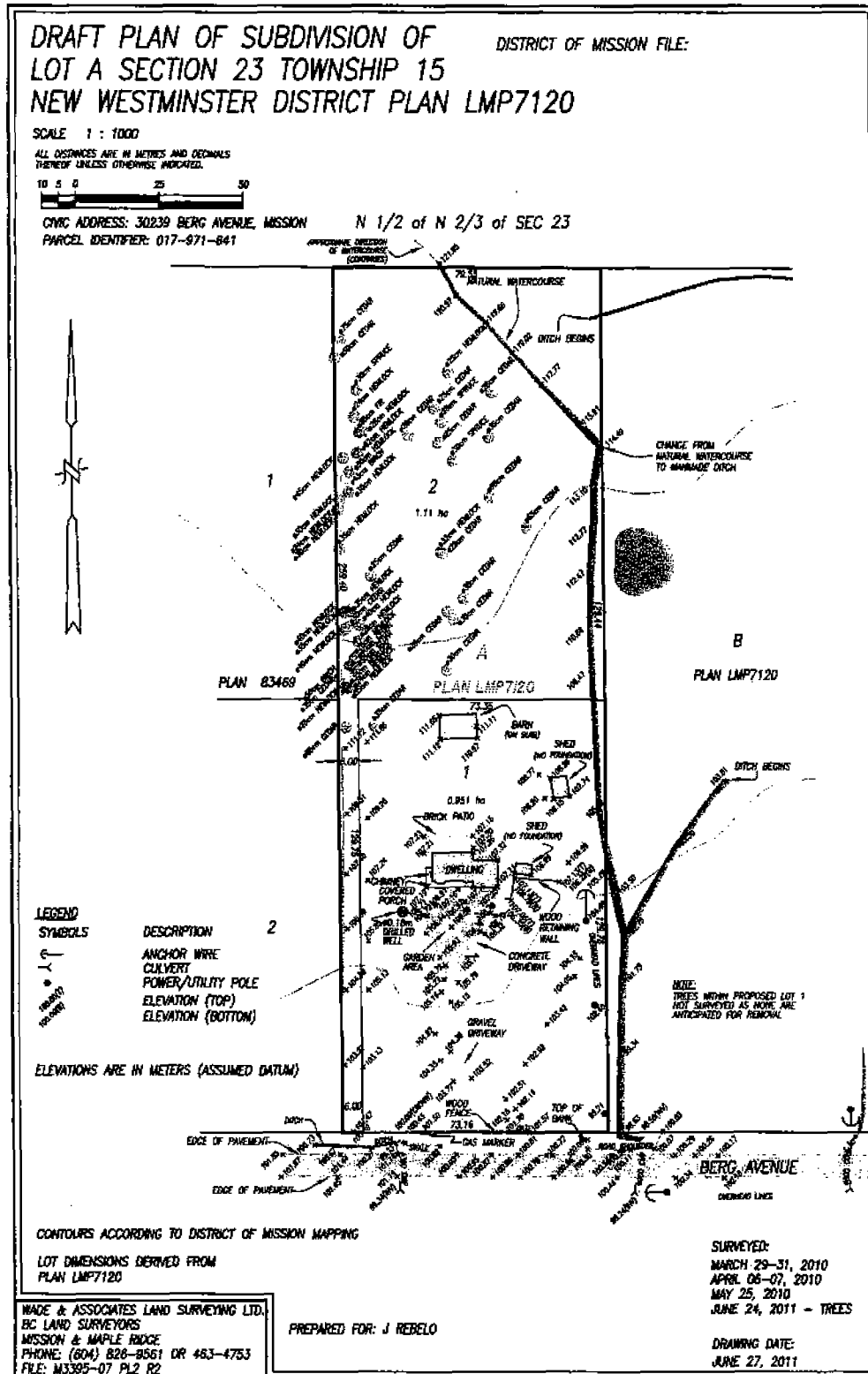
Planning staff recommends that the rezoning proposal be supported by Council and proceed to Public Hearing on December 12, 2011.

Respectfully submitted,



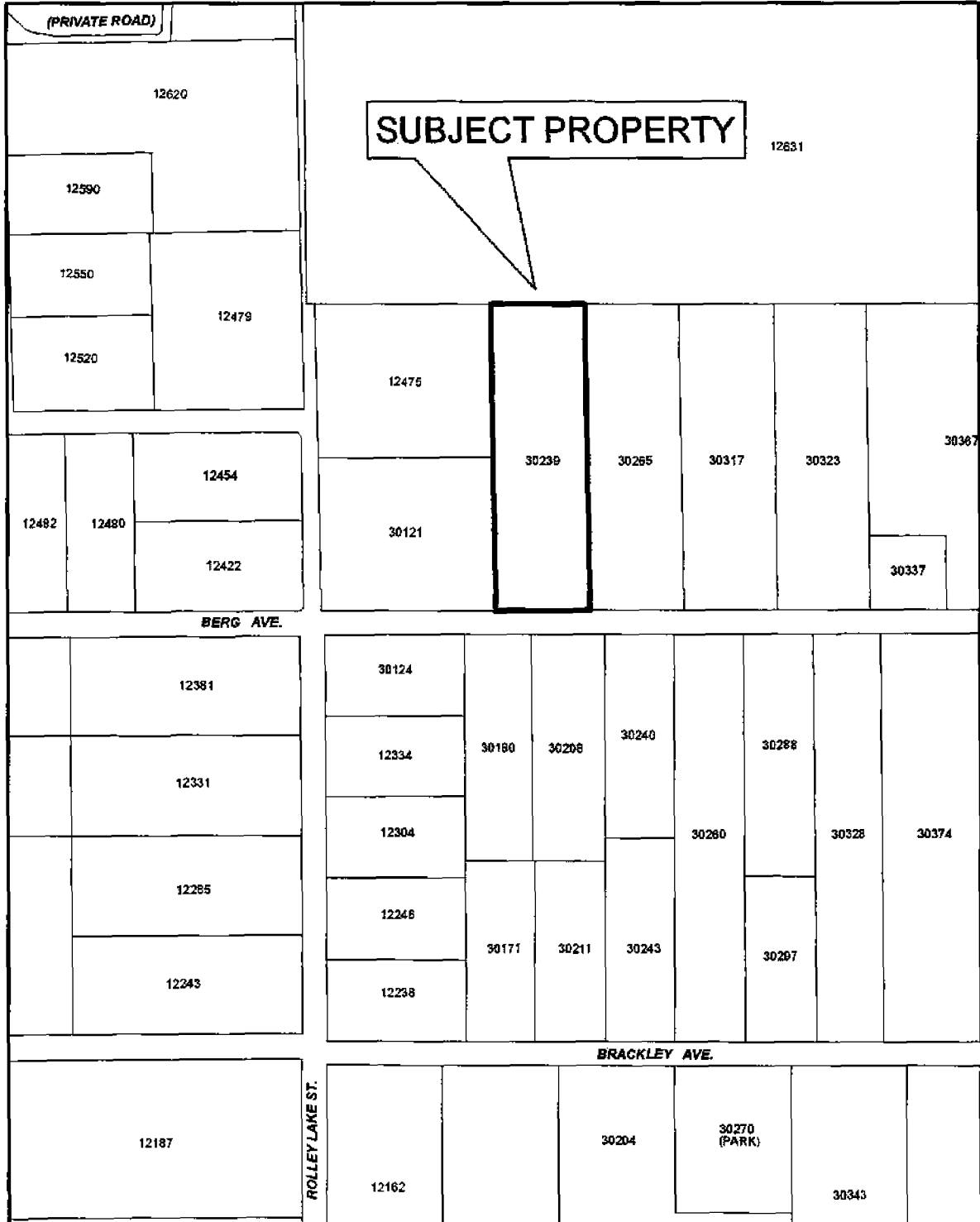
Rupinder Basi, MCIP
Planner

APPENDIX 1 - DRAFT PLAN OF SUBDIVISION



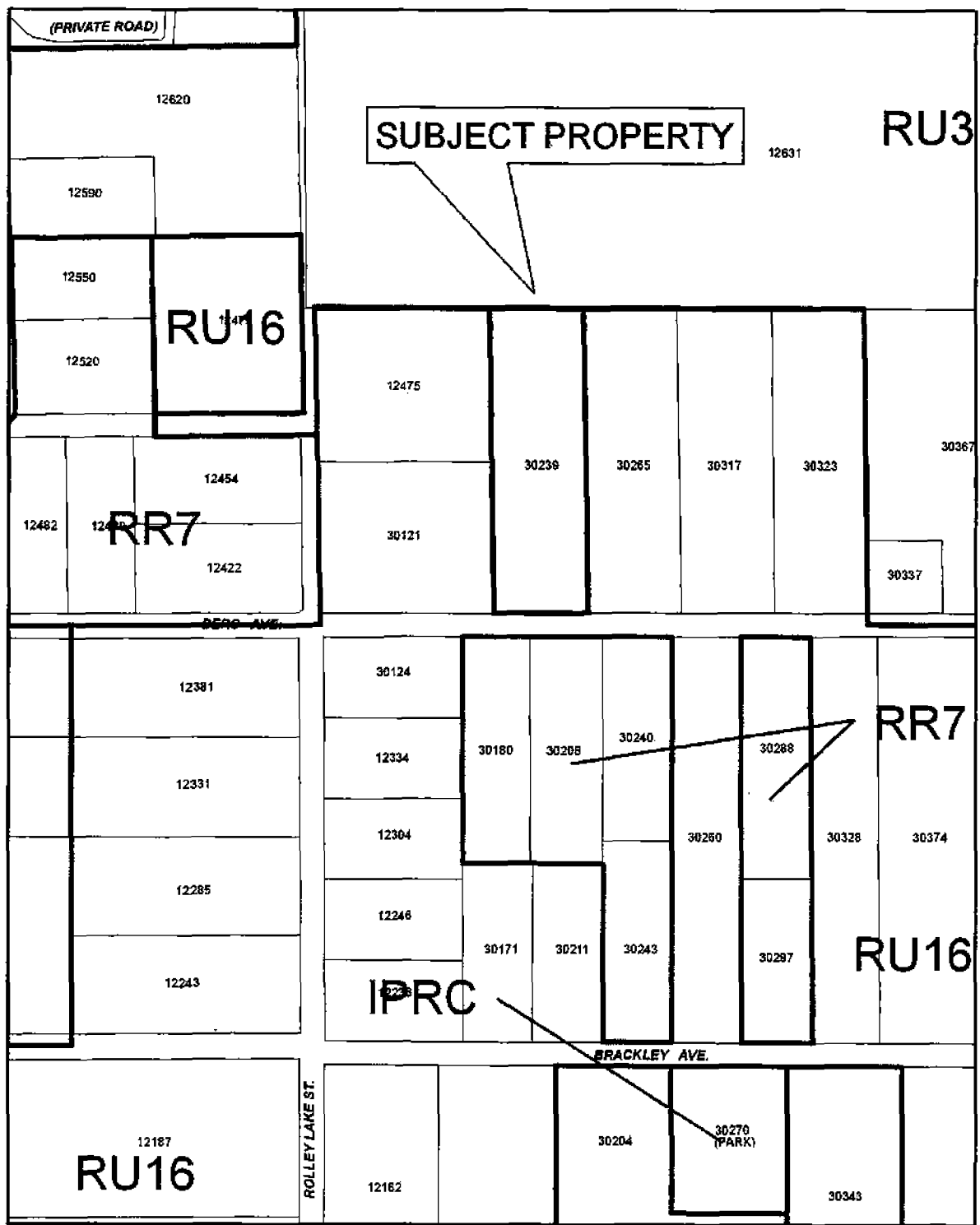
APPENDIX 2 – LOCATION MAP

MAP 1



APPENDIX 3

ZONING



APPENDIX 4 - ENGINEERING DEPARTMENT REZONING COMMENTS**ENGINEERING DEPARTMENT REZONING COMMENTS**

FILE: R11-022

August 24, 2011

CIVIC ADDRESS: 30239 Berg Avenue

1. DOMESTIC WATER REQUIREMENTS:

No municipal water available. Developer to provide potable water for each parcel and a hydrogeology report to confirm that the well/s meet the requirements of the Subdivision Control Bylaw.

2. SANITARY SEWER REQUIREMENTS:

No municipal sanitary sewer available.

3. STORM SEWER REQUIREMENTS:


No storm sewer works required.

4. ROAD WORK REQUIREMENTS:

Berg Avenue provides paved access to the site, no further upgrading required.

RECOMMENDATION

From an engineering point of view the rezoning application may proceed to final adoption.


Salem Abushawashi
Deputy Director of Engineering


Sterling Chan
Engineering Technologist

DISTRICT OF
Mission
ON THE FRASER
PLANNING DEPARTMENT



FILE: PRO.DEV.ZON
R11-022

November 30, 2011

Dear Owner/Occupant:

Re: Public Hearing Notification for Rezoning Application R11-022 (Mikes) – 30239 Berg Avenue

As a neighbouring resident or property owner to the subject property located at 30239 Berg Avenue, you are invited to attend the Public Hearing and make known any comments that you may have.

Reference should be made to Item # 2 in the enclosed Public Hearing notice for more specific information regarding the proposal. Details of the Public Hearing time and location are stated at the top of the Public Hearing notice.

Additional information may be obtained by contacting the District of Mission Planning Department at (604) 820-3748.

Yours truly



Sharon Fletcher
DIRECTOR OF PLANNING

Encl.

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