

Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on August 17, 2011 commencing at 3:30 p.m.

Council Members Present: Councillor Paul Horn
Councillor Danny Plecas
Councillor Mike Scudder
Councillor Jenny Stevens

Council Members Absent: Mayor James Atebe
Councillor Terry Gidda
Councillor Heather Stewart

Staff Members Present: Paul Gipps, Deputy Chief Administrative Officer
Beverly Endersby, Manager of Inspection Services
Sharon Fletcher, Director of Planning
Dawn Gillingham, Building Inspector II (left at 4:30 p.m.)
Mark Kozlic, Building Inspector II (left at 4:30 p.m.)
Barclay Pitkethly, Deputy Director of Planning
Chris Race, P/T Bylaw Enforcement Officer (left at 4:30 p.m.)
Erik Wilhelm, Planner
Christine Brough, Acting Executive Assistant

1. CALL TO ORDER

The meeting was called to order.

2. TOPICS FOR DISCUSSION

Secondary Suites Presentation / Council Discussion

SC2011/045
AUG 17/11

A report dated August 17, 2011 from Planner Erik Wilhelm regarding secondary suite policy, along with a copy of his PowerPoint presentation was provided for Council's consideration.

Mr. Wilhelm provided a brief overview of the issues related to secondary suites in the District of Mission, noting the following:

- A lawful secondary suite is an accessory residential use located within a residence that adheres to all zoning bylaw and BC Building Code requirements.
- The District of Mission zoning bylaw has specific zones that allow for secondary suites. The zoning bylaw limits the size of the secondary suite (limited to the lesser of 968 sq. ft. or 40% of the floor space of a residence) and requires an additional parking stall for the secondary suite.
- The BC Building Code requires various improvements to the residence to ensure basic life safety standards (smoke detection, thicker drywall for fire separations, proper access/egress etc.).
- The Official Community Plan (OCP) clearly supports the inclusion of secondary suites within the residential areas of Mission.

- Secondary suites provide the bulk of Mission's affordable rental units for all stages of life.
- Secondary suites often allow for independent living arrangements for family members.
- Secondary suites provide a mortgage helper for the homeowner.
- An unlawful secondary suite is an accessory residential use that is not permitted within the zone and has not received proper inspection or approval from the building department.
- The District of Mission has over 1000 documented unlawful secondary suites within its boundaries. This is in addition to many unknown unlawful suites there may be in operation.
- Records also show that there are only a handful of legal (fully sanctioned) secondary suites within the district.
- At present, unlawful secondary suites are identified through the resident complaints process and bylaw officer searches. Once an unlawful suite has been identified, the bylaw officer informs the property owner that s/he should rezone the property to a proper secondary suite zone and informs the Finance Department to charge the residence an additional unit for municipal services (water, sanitary and garbage collection). No further action is taken.

Mr. Wilhelm outlined four potential options going forward for Council's consideration.

Council recognized the importance of affordable housing within the District of Mission. Discussion ensued on how best to balance this need with life safety, noise, parking and traffic congestion, billing equity, and zoning/bylaw compliance issues.

Moved by Councillor Horn, seconded by Councillor Scudder, and

RESOLVED:

1. That staff move forward with a draft revision of OCP, zoning and policy to allow all new single family lots to be suite-ready;
2. That staff create a draft policy and zoning to grandfather current single-family homes so that the owners are able to obtain a permit which would require balanced billing and safety/parking improvements at as low a cost as possible (included in these revisions will be a staff recommendation as to when they should take effect);
3. That staff design a public consultation process that will allow for collaborative planning (instead of merely a public hearing); and
4. That staff prepare a communication document and strategy to clarify the pros and challenges of suites, and to compare Mission's situation with other local communities.

CARRIED

Staff was directed to prepare the draft revisions/documents requested and bring them before Council for input and review.

3. ADJOURNMENT

Moved by Councillor Horn, seconded by Councillor Scudder, and

RESOLVED: That the meeting be adjourned.
CARRIED

The meeting was adjourned at 4:59 p.m.



JAMES ATEBE
MAYOR



PAUL GIPPS
DEPUTY CHIEF ADMINISTRATIVE OFFICER