

Minutes of the **Committee of the Whole (Planning Committee – Downtown Planning / Parks, Recreation and Culture – Community Infrastructure Improvement Fund) meeting** of the **DISTRICT OF MISSION** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Monday, July 23, 2012 commencing at 2:00 p.m.

Council Members Present: Mayor Ted Adlem  
Councillor Jeff Jewell  
Councillor Tony Luck  
Councillor Larry Nundal  
Councillor Jenny Stevens

Council Members Absent: Councillor Dave Hensman  
Councillor Nelson Tilbury

Staff Members Present: Ken Bjorgaard, Chief Administrative Officer  
Paul Gipps, Deputy Chief Administrative Officer (joined 3:36 p.m.)  
Rick Bomhof, Director of Engineering and Public Works  
Sharon Fletcher, Director of Planning  
Debbie Sanderson, Administrative Assistant  
Maureen Sinclair, Director of Parks, Recreation and Culture  
Dan Sommer, Senior Policy Planner  
Christine Brough, Executive Assistant

Guests Present: Brent Elliott, CitySpaces Consulting Ltd. - Consultant  
Colette Parsons, CitySpaces Consulting Ltd. - Consultant  
Richard Konarski, RCMP Inspector

### **1. CALL TO ORDER**

The committee meeting was called to order.

### **2. ADOPTION OF AGENDA**

Moved by Councillor Luck, seconded by Councillor Stevens, and

RESOLVED: That the July 23, 2012 Committee of the Whole (Planning Committee – Downtown Planning / Parks, Recreation and Culture Committee – Community Infrastructure Improvement Fund) agenda be adopted.

CARRIED

Councillor Jewell assumed the Chair as the alternate for Councillor Hensman.

### **3. PLANNING**

#### **Downtown Planning Discussion**

A report dated July 23, 2012 from the Senior Policy Planner regarding the purpose of the downtown planning workshop was provided for the Committee's information.

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Councillor Jewell welcomed the consultants/facilitators from CitySpaces Consulting Ltd. and introductions were made.

The Senior Policy Planner stated that the purpose of the meeting was to confirm the scope and objectives for Mission's downtown planning initiative.

Ms. Parson provided an overview of the workshop format, noting that the process should take approximately two hours and would consist of a presentation and a series of interactive tasks designed to identify Council's views on the following:

- what makes Mission's downtown unique;
- some of the issues facing downtown;
- what opportunities exist; and
- the desired outcomes for downtown planning to determine a final product.

Ms. Parson began the discussion by asking Council to identify some of the traits that make Mission's downtown special. The following summarized list of attributes was provided:

- character buildings (e.g. post office, etc.);
- personalized customer service;
- mom and pop style businesses / specialty shops;
- anchor services (e.g. post office and banks);
- pedestrian orientation;
- geographically small/intimate area;
- connectivity with downtown community/residents;
- bus terminus and unique West Coast Express station;
- lanes behind buildings have potential for positive use;
- potential for a community gathering place;
- affordable; and
- topography (both interesting and challenging).

Ms. Parson and Mr. Elliot gave a short presentation on the characteristics of successful main streets, noting that these typically have:

- a sense of arrival;
- a mix of building types, scales, building conditions and uses;
- retail on both sides of the street with residential above;
- narrow storefronts with building variety and interest;
- a sense of enclosure with buildings or other elements that are taller and closer to the edge to frame the street (enclosures can be created through use of arcades or trees);
- traffic volumes and capacity;
- street parking and sufficient off-street parking to service the civic, social and commercial activities in the area;
- ability to deal with the inevitable conflicts arising between and among users by letting everything happen at once and by celebrating various activities;

- dynamic places where many people can sit, watch, and interact with each other; and
- pedestrian areas that are 10 to 12 feet wide.

The consultants noted that successful main streets have more than just retail activity; they have a heart and proximity of residents, civic, social and cultural activities and influences, and quality goods and service providers. Mr. Elliot also noted that there are underlying and supporting factors that contribute to the success of a main street, which include:

- clarity in community vision and policy;
- flexibility in the permitted uses and siting requirements;
- parking requirements that facilitate change in use;
- creative incentive bylaw and programs; and
- capital planning for implementation.

The CitySpaces Consultants then led Council and staff in a series of interactive exercises intended to identify some of the issues and opportunities that exist, along with the desired outcomes for the downtown planning process.

#### Main Issues

- social – including perceptions related to safety and conflict (e.g. conflict between user groups, struggling neighbourhood, lack of social recreation spaces, substance abuse, policing challenges, need for housing that is both affordable and acceptable );
- transportation and connections (e.g. truck traffic, highway ambiance, exhaust and noise, lack of sidewalk space, infrastructure space);
- vacancy rates, safety issues related to vacant buildings, retail mix, and investment versus cost (e.g. cost to revitalize, lack of consumers to purchase, vacant businesses, no business case to invest; disinvestment)
- aging infrastructure; and
- absentee landlords.

The Deputy Chief Administrative Officer joined the meeting at 3:36 p.m.

#### Opportunities

- The downtown is compact and desirable.
- Council is focused on the downtown.
- There is potential for indoor and outdoor places to gather (e.g. sidewalk cafes, outdoor civic spaces and a downtown plaza).
- The downtown could be characterized by eclectic destination stores.
- Existing spaces could be redeveloped.

#### Downtown Planning – Final Product

Council members expressed their expectations with regard to the downtown planning process and stated that the final product should do the following:

- serve as a catalyst for downtown development and result in an action plan/road map for the future;
- provide more certainty for investors/developers;

- demonstrate to developers, business owners and the community that there is a municipal commitment to the downtown core;
- address existing perception of social issues/conflict in the area;
- examine the financial investment that is required by the District of Mission and provide a guide to ensure that the planning process is in lockstep with financial planning;
- address transportation/traffic issues (including the one-way pattern);
- develop a strategy to prioritize and address aging infrastructure issues;
- identify actions which can be implemented quickly to generate immediate results; and
- address the lack of a formally identified entrance to the area.

Ms. Parson and Mr. Elliot thanked Council for their input and explained that they would prepare a summary report for staff.

The Consultants and the RCMP Inspector left the meeting at 4:23 p.m.

#### 4. PARKS, RECREATION AND CULTURE

##### Community Infrastructure Improvement Fund (CIIF)

The Director of Parks, Recreation and Culture provided an overview of the Community Infrastructure Improvement Fund (CIIF) and explained that, though funding is currently available, the District would need shovel-ready projects with matching municipal funds available in order to proceed for the August 2, 2012 submission date. Ms. Sinclair recommended that staff instead work toward the November intake deadline.

The Chief Administrative Officer stated that his intention is to bring forward a list of potential projects for Council's consideration in the fall. He also noted that municipal funds will likely be required in order to ensure that there are shovel ready projects available to capitalize on federal and provincial funding opportunities in the future.

The Director of Planning reminded Council that a meeting to discuss the community amenities list will be scheduled for late September or early October.

#### 5. ADJOURNMENT

Moved by Councillor Luck, seconded by Mayor Adlem, and

RESOLVED: That the meeting be adjourned.

CARRIED

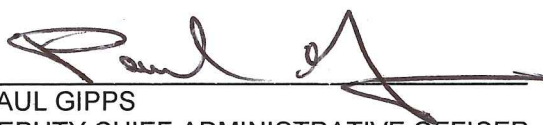
The meeting was adjourned at 4:33 p.m.

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WALTER (TED) ADLEM  
MAYOR



PAUL GIPPS  
DEPUTY CHIEF ADMINISTRATIVE OFFICER