Regular Meeting of Council
Agenda

May 19, 2015

A Regular Meeting of Council will be held in the Council Chambers of the Municipal Hall at 8645 Stave Lake Street, Mission, B.C.

Commencing at 1:00 p.m. for Committee of the Whole
Immediately followed by a Closed Council meeting
Reconvening at 7:00 p.m. for Regular Council proceedings

1. CALL TO ORDER (1:00 P.M.)
2. ADOPTION OF AGENDA
3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE
4. DEVELOPMENT SERVICES
   (a) Amendments to the Soil Deposit Bylaw 3550-2003

This report presents a proposed replacement of District of Mission Soil Deposit Bylaw 3550-2003. A comprehensive review of the current bylaw (3550-2003) was undertaken and a number of amendments were identified. These amendments are proposed to ensure District infrastructure is adequately protected, to remove some requirements that were overly onerous for property owners to meet and to carry out general housekeeping. Due to the number and complexity of the amendments, staff is recommending that the existing bylaw be repealed in its entirety and replaced with a new bylaw. Consequentially, amendments to the Ticket Information Bylaw to update the reference to the new Soil Deposit Bylaw number, as well as a new ticket amount are also recommended. As such, the new Soil Deposit Bylaw and the Ticket Information Amending Bylaw have been listed under the “Bylaws for Consideration” section of the agenda.
(b) Developer Request to Stage Payment of Volunteered Community Amenity Contributions for a Residential Development at 32688 and 32588 Cedar Connector

This report is to seek Council’s decision on a developer’s request to stage payment of Community Amenity Contributions volunteered as part of a rezoning application (R13-001) that would facilitate the development of 70 residential units at the properties located at 32688 and 32588 Cedar Connector.

RECOMMENDATION: Council consider and resolve:

That the developer contribute the entire amount of Community Amenity Contributions prior to adoption of the Bylaw as per Council Policy; or

That notwithstanding Council Policy LAN.40, Community Amenity Contributions, Council agree to the request from the developer to have Community Amenity Contributions paid in installments commensurate with phasing of this development.

(c) Third Reading Report for R14-046 (676517 BC Ltd. /Ali Shamei)

This report provides Council with follow-up information from the January 19, 2015 Public Hearing on a rezoning application (Zoning Amending Bylaw 5475-2014-5050(161)) to allow commercial uses at the properties located at 32818 & 32830 7th Avenue.

Staff have listed the Bylaw for Third Reading under the “Bylaws for Consideration” section of the agenda.

(d) Rezoning Application to allow a secondary dwelling use in the form of a secondary suite

This report details the development application to allow a secondary dwelling use at the property located at 12638 Cathy Crescent and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and as such have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for June 1, 2015.
(e) **Taxi Regulation Bylaw 5346-2013 and Requirement for the TaxiHost Pro Course**

This report discusses the requirement in the District of Mission Taxi Regulation Bylaw 5346-2013 for new taxi drivers within Mission to pass the TaxiHost Pro course given by the Justice Institute of British Columbia. Should Council wish to remove this section from the bylaw, an amending bylaw could be brought forward to a subsequent Council meeting.

(f) **Rezoning Application to allow a secondary dwelling use in the form of a coach house**

This report details the development application to allow a secondary dwelling use at the property located at 12352 Roach Street and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and as such have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for June 1, 2015.

5. **CORPORATE SERVICES**

(a) **Protocol for Council Committees Follow-up to Council Requests**

This report provides an interim response to questions posed by Council at the February 2, 2015 Regular Meeting of Council regarding the development of a protocol for Council Committees policy.

RECOMMENDATION: Council consider and resolve:

That regular Council Motion # 15/055 be further deferred until the Fall of 2015 at which time staff be directed to undertake an evaluation of committee practices including associated costs, resources and best practices and provide a report and recommendation back to Council regarding deferred Motion # 05/15.
RECOMMENDATIONS: Council consider and resolve:

1. That 2015 Community Event grants be awarded as follows, to be funded from account number 20498-340:
   - Royal Canadian Legion $5,000
   - Mission Assoc. for Community Living $5,000
   - Mission & District Soapbox Derby Assoc. $5,000
   - Fraser Valley Bald Eagle Festival $4,100
   - Mission Heritage Association $16,000
   - Mission Community Services $2,000
   - Mission Downtown Business Association $3,500
   - Mission District Historical Society $3,000
   Total $43,600

2. That a 2015 Community Enhancement grant in the amount of $3,000 be awarded to the Optimist Club of Mission, to be funded from account number 20500-340.

3. That 2015 Community Enhancement grants be awarded as follows, to be funded from account number 20500-340:
   - Big Brother/ Big Sisters of the Fraser Valley $2,500
   - Centennial Place $1,275
   - Mission Arts Council
     - (Children’s Festival) $3,000
     - (Youth Arts Festival) $0
   - Greater Vancouver Youth Unlimited $7,500
   - Joy Vox Community Choir $500
   - Mission Soapbox Derby Association $0
   - Mission Artist Association $300
   - Mission City Boxing Association $2,000
   - Mission City Farmer’s Market Society $3,000
   - Mission Community Services Society
     - (Family Place) $4,000
     - (Seniors’ Connection) $4,000
   - Mission Downtown Business Association $7,400
   - Mission Elks Lodge #30 $1,000
   - Mission Folk Music Festival $5,000
     To be paid directly to the MHA for Park Rental on behalf of the Festival.
   - Mission Friends of the Library $1,000
   - Mission Friendship Centre Society $3,000
     To be paid upon the onset of the program.
   - Mission Genealogy Club $500
   - Mission Heritage Association $8,500
   - Mission Hospice Society $1,500
   - Mission Marlins Swim Club $1,000
Mission Minor Football Association  $4,500
Mission Minor Lacrosse Club  $1,000
Mission Senior’s Centre Association  $1,000
New Heights – Hope Central  $9,000
Opening Nite Theatre Society  $4,500
Serenata Singers  $500
Special Olympics BC – Mission  $2,000
Steelhead Community Association  $2,000
Team Finn Foundation  $0
Valley Singers  $500

$81,975

6. PARKS, RECREATION AND CULTURE

(a) Parks and Recreation Advisory Committee Draft Policy

RECOMMENDATIONS: Council consider and resolve:

1. To establish a Parks and Recreation Advisory Committee; and

2. That the Director of Parks, Recreation & Culture be requested to develop a proposed terms of reference detailing the mandate, committee scope, committee composition, key responsibilities and report back to Council.

(b) Stone Soup Report Out – Phase 1

Staff are providing this report as a summary of Phase 1 of the Stone Soup homelessness initiative including history and the menu of options for prioritization by Council. This report is a follow-up to the May 11, 2015 presentation. In order to advance to phase 2 staff are seeking support from Council in the form of a formal resolution identifying priority items with a consideration of financial and resource implications required as outlined in Appendix A.

(c) Forum on Treatment for Addictions

COMMENT: Discussion regarding the scope and format will assist the Manager, Social Development and Manager, Civic Engagement & Corporate Initiatives in developing a final budget and scope for Council approval.

RECOMMENDATION: Council consider and resolve:

To approve the proposed format of the Drug Forum and the suggested timeline of Fall, 2015, as laid out in this report as originally requested by motion on February 2, 2015.
7. ENGINEERING AND PUBLIC WORKS

(a) Environmental Management Plan Budget Shortfall

RECOMMENDATIONS: Council consider and resolve:

1. That the budget for environmental monitoring, system adjustments and reporting be increased by $30,000 from $36,414 to $66,414, in order to meet regulatory requirements and optimize leachate treatment capacity, with funding from the 2015 Waste Management Operating Budget by way of a reduction in the transfer to the Refuse Reserve Fund; and,

2. That the District’s 2015 financial plan be amended accordingly.

8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

RECOMMENDATION: Council consider and resolve to rise from Committee of the Whole

9. RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:00 P.M. AND IMMEDIATELY CONVENE INTO CLOSED SESSION

RECOMMENDATIONS: Council consider and resolve:

1. That pursuant to Section 90 of the Community Charter, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:

   • Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

   • Section 90(1)(c) of the Community Charter – labour relations or other employee relations;

   • Section 90(1)(e) of the Community Charter – the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

   • Section 90(1)(i) of the Community Charter – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

   • Section 90(1)(g) of the Community Charter – litigation or potential litigation affecting the municipality;
• Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

2. That the public portion of the meeting be recessed until 7:00 p.m.; and

3. That Council immediately resolve into the closed portion of their meeting.

10. RECONVENE (7:00 P.M.)

11. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

   (a) Committee of the Whole report dated May 19, 2015

       Report of recommendations to be circulated at the 7:00 p.m. reconvened public meeting

12. DELEGATIONS

   (a) SAFERhome Standards Society

       Mr. Gordon Porter and Mr. Al Hogarth will present the SAFERhome Standards Society, a home standard measure to bring clarity, solutions and momentum to promote and encourage code change.

13. PRESENTATIONS

   (a) In Recognition of the Humanitarian Assistance Efforts of Rich Rangers and Norm MacLeod

       In February and March of 2015, Norm MacLeod and Rich Rangers deployed to El Salvador in an effort to enhance the capacity and capabilities of fire and emergency services in the developing nation.

   (b) In Recognition of the Search and Rescue Efforts of Norm MacLeod and Larry Watkinson

       Chief Larry Watkinson and Captain Norm MacLeod, along with their search dogs Sam and Scribbles, deployed to Nepal following the 7.8-magnitude earthquake in April of 2015.

14. PROCLAMATIONS

    None
15. **PUBLIC HEARINGS**

   None

16. **ADOPTION OF INFORMATIONAL ITEMS**

   None

17. **COUNCIL COMMITTEE REPORTS AND MINUTES**

   None

18. **CORRESPONDENCE**

   None

19. **BYLAWS FOR CONSIDERATION**

   (a) **Zoning Amending Bylaw 5475-2014-5050(161)**  
   
   Third Reading
   
   R14-029 (Shamei) – a bylaw to rezone the properties at 32818 and 32830 7th Avenue from Residential Two Unit Zone (RT465) to Commercial Neighbourhood Centre One Zone (CNC1)
   
   See “Development Services” in C.O.W. Section 4(c)
   
   Page 152

   (b) **Zoning Amending Bylaw 5498-2015-5050(170)**  
   
   Adoption
   
   A bylaw to clarify and improve the language and to improve the ease of administration of the Zoning Bylaw
   
   Excerpt from the Public Hearing minutes and previous staff report included as background information for consideration of Zoning Amending Bylaw 5498-2015-5050(170) and Official Community Plan Amending Bylaw 5500-2015-4052(42)
   
   Page 154

   (c) **Official Community Plan Amending Bylaw 5500-2015-4052(42)**  
   
   Adoption
   
   R15-005 (District of Mission) – a bylaw to address non-conforming uses which predate zoning regulations by allowing the District the flexibility to recognize those uses without having to amend the Official Community Plan
   
   Page 211

   (d) **Zoning Amending Bylaw 5501-2015-5050(172)**  
   
   Third Reading
   
   R14-032 (Toor & Tiegen) – a bylaw to rezone property at 8455 and 8502 McTaggart Street from Urban Residential 930 (R930) and Rural 80 (RU80) Zones to the Urban Residential 669 (R669) Zone
   
   Page 212
20. DEVELOPMENT PERMITS FOR CONSIDERATION

None

21. COUNCIL MEETING MINUTES FOR APPROVAL

(a) Special Council Meeting (Stave West) – April 16, 2015        Page 227
(b) Minutes of the Public Hearing (Rezoning application for 8455 and 8502 McTaggart Street) – April 29, 2015 Page 231
(c) Regular Council Meeting – May 4, 2015          Page 238
(d) Special Council Meeting (Stone Soup presentation, Financial Plan Bylaw and Tax Rates Bylaw) – May 11, 2015 Page 249
(e) Special Council Meeting (for the purpose of going into a closed meeting) – May 11, 2015 Page 252

22. RESOLUTIONS RELEASED FROM CLOSED

(a) Resolution Released from Closed Council – May 19, 2015        Page 254

23. NEW/OTHER BUSINESS

None

24. NOTICES OF MOTION
25. QUESTION PERIOD
26. ADJOURNMENT
DATE: May 19, 2015
TO: Mayor and Council
FROM: Mike Younie, Director of Development Services
SUBJECT: Amendments to the Soil Deposit Bylaw 3550-2003
ATTACHMENT: Appendix 1: Current Bylaw Showing Proposed Amendments

This report presents a proposed replacement of District of Mission Soil Deposit Bylaw 3550-2003. A comprehensive review of the current bylaw (3550-2003) was undertaken and a number of amendments were identified. These amendments are proposed to ensure District infrastructure is adequately protected, to remove some requirements that were overly onerous for property owners to meet and to carry out general housekeeping. Due to the number and complexity of the amendments, staff is recommending that the existing bylaw be repealed in its entirety and replaced with a new bylaw. Consequentially, amendments to the Ticket Information Bylaw to update the reference to the new Soil Deposit Bylaw number, as well as a new ticket amount are also recommended. As such, the new Soil Deposit Bylaw and the Ticket Information Amending Bylaw have been listed under the “Bylaws for Consideration” section of the agenda.

PURPOSE:
The purpose of this report is to propose certain amendments to the Soil Deposit Bylaw aimed at protecting the District’s infrastructure while removing overly onerous requirements that property owners must deal with as well as general housekeeping improvements.

BACKGROUND:
The District’s Soil Deposit Bylaw was adopted in 2003 and has not been significantly amended since that time other than to update the permit application and soil deposit fees. For the most part, the bylaw has worked well when permits have been acquired although it is quite common for property owners and trucking companies to ignore the bylaw. When asked why, most property owners state that the restriction on soil depth, security and the requirement to pay fees is onerous.

The bylaw currently exempts soil deposits on commercial and industrial zoned land from requiring a permit. This was done to try and remove barriers to commercial and industrial development but it has, on occasion, resulted in poorly planned soil deposits that have damaged municipal infrastructure.

It is recognized that there is an interest in adopting a consistent soil removal bylaw with the Fraser Valley Regional District (FVRD) and other municipal governments within the FVRD. Staff will be bringing a subsequent report to Council discussing the advantages and disadvantages of this approach. The bylaw that has just been considered by the FVRD only applies to soil removal and processing operations and not to soil deposit operations. The FVRD’s bylaw has been sent for provincial approval which may or may not be granted. At this time, there is a need to update the District’s Soil Deposit Bylaw and staff recommend proceeding with an interim solution until the broader question can be considered.
DISCUSSION AND ANALYSIS:
The proposed amendments fall into several categories as discussed below. The more significant changes are identified with italicized font below. Appendix 1 also provides a copy of the existing bylaw showing proposed additions and deletions.

Operational Changes

- Include invasive plants as “other material” and something that should not be deposited;
- Clarification as to when the exemption for an approved development applies;
- Broadening the list of Qualified Professionals that are permitted to prepare soil deposit applications as opposed to only Professional Engineers;
- Removed the outright exemption for soil deposits on industrial, institutional and commercially zoned and designated properties. A permit will now be required but no soil deposit fee will be collected. This gives staff an opportunity to make sure the soil deposit plan adequately protects municipal infrastructure and neighbouring properties. This amendment also includes an exemption from paying fees on properties designated industrial, institutional and commercial in the Official Community Plan. This allows property owners to prepare their properties without paying soil deposit fees while they go through the rezoning process;
- Removed the maximum soil deposit of 5,000 cubic meters per hectare (average 0.5 meter depth) as some properties can accept far greater quantities. The onus is placed on the Qualified Professional to ensure the depth of fill will not adversely affect neighbouring property owners or municipal infrastructure. This removes the conflict as well where properties need to be filled 2-3 metres to meet floodplain elevations;
- Make hours of operation consistent with the Noise Regulation Bylaw;
- Reduce the security to $2,500 from $5,000 per additional hectare after the initial $5,000 security for the first hectare is provided; and
- Add the option of paying soil deposit fees as soil is deposited in addition to the existing option of paying the soil deposit fees upfront.

Housekeeping

- Fix some typographical errors;
- Update of terminology i.e.: Environmental Management Act replaces the Waste Management Act;
- Permit renewal fee is set at $100 down from about $165;
- Remove Appendix “A” as it no longer would apply;
- Simplified definitions; and
- Clarifies that specified fees apply after 2014 until otherwise amended.

Staff believe these proposed amendments increase the flexibility required by both the property owners and District and will result in greater protection for neighbouring property owners and the District.

The reference to the new Soil Deposit Bylaw number will require updating in the two schedules of the District’s Ticket Information Bylaw. In addition, it is recommended that the amount of the ticket for depositing soil without a permit be increased from $350 to $500. An amending bylaw has been listed
under the Bylaws for Consideration Section of the agenda.

FINANCIAL IMPLICATIONS:
There are no significant financial implications associated with this report.

COMMUNICATION:
No further communication is required at this time. Provided third reading is granted, the bylaw will need to be sent to the Minister of Community, Aboriginal and Women’s Services for approval prior to adoption by Council.

SUMMARY AND CONCLUSION:
Staff are proposing several amendments to the District’s Soil Deposit Bylaw. These amendments are designed to provide greater flexibility to property owners and the District and will also result in greater protection for neighbouring property owners and municipal infrastructure. The new bylaw proposes to repeal the existing bylaw and replace it in its entirety with the new bylaw.

SIGN-OFFS:

Mike Younie, Director of Development Services

Reviewed by:
Tracy Kyle, Director of Engineering and Public Works

Comment from Chief Administrative Officer
Appendix 1: Current Bylaw Showing Proposed Amendments
Additions are underlined and deletions are shown as strikethrough unless otherwise noted

DISTRICT OF MISSION

SOIL DEPOSIT BYLAW ####-####

A Bylaw to regulate the deposit of soil or other material within the District of Mission

WHEREAS a municipal council may, by bylaw, regulate, prohibit and impose regulations in relation to the deposit of soil or other material, pursuant to Section 8(3) of the Community Charter;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

Title

1. This Bylaw may be cited for all purposes as “District of Mission Soil Deposit Bylaw ####-2015.”

Repeal

2. “District of Mission Soil Deposit Bylaw 3550-2003 is hereby repealed in its entirety.

Interpretation

3. In this bylaw, unless context otherwise requires

“applicant” means an owner or that person’s authorized agent.

“Engineer” means the Director of Engineering and Public Works for the District of Mission and such other persons authorized by the Director of Engineering and Public Works to administer this bylaw, or part thereof.

“land” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

“Letter of Completion” means a letter prepared by the owner’s Qualified Professional Engineer confirming the soil deposit operation for which a permit has been issued is completed in substantial compliance with that permit.

“other material” includes

(i) construction, reconstruction, renovation, building, demolition and road works wastes of any nature; construction, building or demolition wastes
of any nature, including from demolition, renovation, construction or reconstruction of buildings and road works;

(ii) hog fuel, edgings, or other wood waste which results from the manufacturing process of lumber or other wood products;

(iii) land clearing wood waste, consisting of stumps, brush, and logs or any other material derived from land clearing activity;

(iv) waste material derived from any commercial or industrial activity;

(v) top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing any invasive species;

(vi) top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing contaminants from a Schedule 2 activity, as set out in the provincial Contaminated Sites Regulation.

“owner” means the owner of the receiving land.

“permit” means permission or authorization in writing by the Engineer to deposit soil;

“permit holder” means an applicant to whom a permit has been issued.

“person” includes an owner.

“receiving land” means the land for which an application for a permit is made or a permit issued.

“Qualified Professional” means a person who is registered by a professional association that is regulated by statute; who is in good standing with the professional association; who is qualified in the particular area with respect to which services are being provided; and, who maintains professional errors and omissions liability insurance; including but not limited to a registered professional engineer, registered professional geoscientist and registered professional agrologist.

“soil” includes top soil, gravel, sand, rock, silt, clay, peat and other natural substances of which land is composed, but excludes other material.

Application

4. This Bylaw applies to all land within the District of Mission.

Administration

5. The Engineer may

(a) enter, at all reasonable times, upon any land for the purpose of administering this bylaw;

(b) issue or renew a permit if an applicant has satisfied the requirements of this bylaw;

(c) include special terms and conditions on a permit;

(d) revoke a permit if a permit holder causes or permits a contravention of this bylaw;
(e) order cessation of any work related to the deposit of soil or material in contravention of this bylaw, or any other applicable bylaw.

Prohibitions

6. No person shall

(a) except as provided in Section 76, cause or permit the deposit of soil on land without a valid permit;
(b) cause or permit the deposit of soil on land contrary to the terms or conditions of a permit, unless authorized by the Engineer in writing;
(c) cause or permit the deposit of other material on land unless that person has written approval pursuant to the Waste Management Act and until that person has provided a copy of such approval to the Engineer; done in compliance with the Environmental Management Act;
(d) interfere with, or obstruct the entry of, the Engineer on land in the conduct of the administration of this Bylaw;
(e) disobey a cessation order issued by the Engineer under the provisions of Section 45(e);
(f) cause or permit the deposit of soil under a permit until the permit holder has paid to the District of Mission the permit fees specified in Section 98;
(g) cause or permit soil or other debris to remain on any highway maintained by the District of Mission as a result of a soil deposit operation;
(h) cause or permit the deposit of soil on land under a permit to continue if the services of the Qualified Professional engineer named on the Confirmation of Commitment by Owner and Qualified Professional Engineer submitted in support of the permit is withdrawn until the owner of the receiving land submits either a new Confirmation of Commitment by Owner and Qualified Professional Engineer to the Engineer, or the Qualified Professional Engineer named on the original document notifies the Engineer in writing that their services have been reinstated.

Exemptions

5164-2010-3550(2) 7. A permit is not required to deposit soil

(a) on land provided the aggregate volume, in any one calendar year, does not exceed 200 cubic metres on that land;
(b) deposited by or on behalf of the District of Mission or the Provincial or Federal government;
(c) where it is necessary in relation to the construction of a building or works authorized under a valid building permit issue by the District of Mission; on land pursuant to conditions where on:

  a preliminary layout subdivision approval has been granted by the District of Mission and

  the associated engineered drawings have been accepted and the pre-construction meeting has taken place and
the applicable fees and deposits have been received by the District.

(d) on land which is zoned commercial, institutional or industrial under the provisions of the District of Mission Zoning Bylaw.

Permit Applications

8. (1) Every application for a permit shall be made by an applicant on the form shown in Schedule “A”, and be accompanied by

(a) a formal designation by the owner, if the applicant is an agent, including the full name, address and telephone number of both parties;
(b) a copy of a recent land title search of the receiving land;
(c) the location, including the civic address and legal description, of the property that is the source of the soil intended to be deposited on the receiving land;
(d) a Confirmation of Commitment by Owner and Qualified Professional Engineer in the form shown on Schedule “B”;
(e) a non-refundable application fee payable as follows;

<table>
<thead>
<tr>
<th>Year</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$175.00</td>
</tr>
<tr>
<td>2013</td>
<td>$175.00</td>
</tr>
<tr>
<td>Effective January 1, 2014: $175</td>
<td></td>
</tr>
</tbody>
</table>

(f) plans and specifications prepared and sealed by a Qualified Professional licensed to practice in British Columbia which contain the following information:

(i) a plan of the receiving land drawn to a scale, not smaller than one to one thousand (1:1000), showing contours using Geodetic Datum at intervals of 1 metre or less,
(ii) the location of all buildings, tree cover, drainage ditches and other watercourses and rights of way located on the receiving land,
(iii) the location of roads, ditches and watercourses on or abutting the receiving land,
(iv) details of the proposed slopes that are to be maintained upon completion of the soil deposit operation,
(v) details and methodology of proposed erosion control on the completed slopes of the soil deposited;
(vi) details of the proposed drainage and erosion control on the receiving land while soil is being deposited;
(vii) details and methodology of access to the receiving land during soil deposit operation,
(viii) proposed location of machinery buildings and scale locations to be used throughout the soil deposit operation,
(ix) proposed buffer zones, tree retention areas and the location, grade and width of proposed berms,
(x) specific description and proposed metric volumes of soil intended for deposit, and
(xi) complete details of any soil removal plan relating to the site that is the source of the soil intended for deposit on receiving land, including
without limitation, any certificate by an authority having jurisdiction that the operation has been approved, plus a site profile that reflects the state of that site prior to removal of soil intended for deposit in the District of Mission. The owner’s engineer will certify that the material to be deposited is soil as defined in this bylaw.

9(2) The plans and specifications in Section 78(1)(f), if acceptable to the Engineer, shall be deemed incorporated into the terms of any issued permit.

3681-2004-3550(1)

10(3) No permit may authorize delivery of soil to receiving land or deposit of soil on receiving land outside the hours of 78:00 a.m. to 85:00 p.m. Monday to Saturday, statutory holidays excepted.
   (a) deposit of soil to receiving land in an amount exceeding the rate of 5000 meters\(^3\) per hectare;
   (b) deposit of soil on receiving land to an overall height which will exceed 0.60 meters above natural ground elevation as measured at the property lines of the receiving land. If the receiving land has within it a rise or hummock at an elevation greater than 0.60 meters above natural ground elevation as measured at the property lines of the receiving land, then the permit may not authorize deposit of soil on that rise or hummock. This restriction is illustrated in the sketch marked Appendix ‘A’; or
   (c) delivery of soil to receiving land or deposit of soil on receiving land outside the hours of 78:00 a.m. to 85:00 p.m. Monday to Saturday, statutory holidays excepted.

Fees and Security

3954-2006
5002-2008-4030(1)
5070-2009
5257-2011

11. In addition to the non-refundable application fee specified in Section 87(e), every permit holder shall pay, prior to the deposit of any soil on receiving land, to the District of Mission a volumetric soil deposit fee as follows:

   Effective April 1, 2015 **2015 and later** 2013-

   $0.46 per cubic metre  $0.51 per cubic metre
   $0.246 per metric tonne  $0.273 per metric tonne

   of soil intended to be deposited.

5257-2011

12. The Engineer may require the Permit Holder shall submit to the Municipality District of Mission on or before the 15\(^\text{th}\) day of each month during the term of the Permit and on the 15\(^\text{th}\) day of the month following the expiration of the Permit a report showing the quantity of soil deposited on the Lands during the previous month along with a copy of the daily logs of soil deposited.

13. All Soil Deposit fees payable pursuant to this bylaw shall be paid by the Permit Holder at the discretion of the Engineer either prior to the deposit of any soil on receiving land or on or before the 15\(^\text{th}\) day of the month following the month in which the soil was deposited.

14. Should a permit lapse or be revoked under the provisions of this bylaw it
may be renewed by the Engineer upon application and receipt of a non-refundable fee of $100 (2012) and $163 (2013), plus the difference between the volumetric soil deposit permit fee amount previously paid and that of the current volumetric soil deposit fee payable.

15. Prior to the issuance of a permit to an applicant the owner shall deposit with the District of Mission security in the amount of $5,000.00 for the first hectare or portion thereof of receiving land, plus an additional $2,550.00 for each additional hectare or portion thereof of receiving land. Such security shall be in the form of cash or an Irrevocable Letter of Credit, in a form satisfactory to the District of Mission Engineer.

16. The District of Mission

(a) may use the security deposit or any portion of it where, in the opinion of the Engineer, a permit holder has contravened a provision of this bylaw or any term or condition of a permit and use it to pay for any associated legal costs or any repair made by it or on its behalf to public property, including street cleaning;

(b) will return the balance of the security within 90 calendar days of receipt of a Letter of Completion.

17. The volumetric soil deposit fee specified in 9(a) is not payable for soil deposited on land, which is zoned or designated as commercial, institutional or industrial under the provisions of the District of Mission Zoning Bylaw (5050-2009) or the Official Community Plan Bylaw (4052-2008).

Permits

18. Unless otherwise specified on a permit, a permit shall only be valid for a period of 12 months from the date it was issued; a permit shall lapse if the soil deposit operation has not commenced within 90 calendar days from the date it was issued.

Owner’s Responsibility

19. The granting of a permit does not in any way give permission to or relieve the owner of the receiving land of sole responsibility for carrying out a soil deposit operation, or having it carried out, in accordance with the requirements of

(a) this and any other applicable bylaw,

(b) any applicable Federal or Provincial Act or regulation, and

(c) any covenant, easement or right-of-way registered against the receiving land.

20. Neither the issuance of a permit under this bylaw, or the receipt and review of plans and specifications shall constitute a representation or warranty that the proposed soil deposit will not have unintended effects upon the subject property or upon neighbouring land owners. The provisions of this bylaw and the resources of the District of Mission Municipality do not extend to the protection of owners of any property, to the assumption of any responsibility for
the protection of any property, or to providing any warranty or assurance of the
success of the proposed soil deposit program or to the absence of any
unintended deleterious affects upon the subject property or upon owners of
neighbouring properties.

Penalty

21. Every person who

(a) violates any of the provisions of this Bylaw, or who suffers or permits any
act or thing to be done in contravention of any provision of this Bylaw, or
who neglects to do or refrains from doing anything required to be done by
any provision of this Bylaw is guilty of an offence, and each day that a
violation is caused or allowed to continue shall constitute a separate
offence;

(b) commits an offence under this Bylaw shall be liable on summary conviction
to the penalty prescribed in the Offence Act.

Severability

22. If a Court finds any part of this Bylaw invalid, such decision shall not affect the
validity of the remaining parts of this Bylaw.

READ A FIRST TIME this XX day of XX, 2015

READ A SECOND TIME this XX day of XX, 2015

READ A THIRD TIME this XX day of XX, 2015

RECEIVED THE APPROVAL OF the Minister of Community, Aboriginal and Women’s Services
this XX day of XX, 2015

ADOPTED this XX day of XX, 2015

MAYOR, Randy Hawes  TINA PENNEY, ACTING CORPORATE OFFICER
APPENDIX 'A'

DISTRICT OF MISSION

APPENDIX 'A'

BYLAW 3550-2003

MAX. ALLOWABLE SOIL DEPOSIT AREA

0.6m ABOVE GROUND ELEV. @ PROPERTY LINE

EXISTING GROUND PROFILE

0.6m

SCALE N.T.S.

FILE 3681-2004-3550(1)

DATE JAN. 2004

DESIGNED

DRAWN

CHECKED

APPROVED

R.S.

DWD. NO.
DISTRICT OF MISSION
SOIL DEPOSIT BYLAW ####-2015

SCHEDULE ‘A’
SOIL DEPOSIT APPLICATION AND PERMIT

Applicant Information (To be filled out by applicant)

Name of Applicant (If company, insert company name and individual representative applying on behalf of company) ____________________________________________________________

Applicant’s address ____________________________

____________________________________________________

Contact telephone number ______________________________

Project description ________________________________________________________

LAND IDENTIFICATION INFORMATION

Legal description ________________________________________________________

______________________________________________________________________

Civic address ___________________________________________________________

LAND OWNERSHIP

Registered owner ________________________________________________________

Address of owner ________________________________________________________

Lease Holder ___________________________________________________________

Address of Lease Holder __________________________________________________

Upon approval of this application I/we hereby guarantee to fulfill the following conditions prior to the issuance of a permit:

a) Pay the application fee in the amount of $ ____________________________

b) Provide the required security in a form acceptable to the Engineer $ _____________

c) Pre-pay or submit the Soil Deposit fee on a monthly basis $ ________________
SOIL DEPOSIT INFORMATION (to be prepared by registered Qualified Professional engineer)

Estimated quantity to be deposited ________________________________

Type of material ________________________________________________

Estimate prepared by ____________________________________________

__________________________
Signature

Seal

Date ______________________

CONSULTANT'S INFORMATION

Attached, as part of this application, is the following information as provided for in Section 6h of this bylaw:

(Title)       (Author)  (Date)

1. __________________________________________________________________

2. __________________________________________________________________

3. __________________________________________________________________

I, __________________________________________, as applicant on my own behalf, or as authorized signatory for the applicant (print company name) __________________________________________________________________

make application.

I confirm that the applicant has the authority to deposit the soil substance as provided by in this application.

Declared the _____ day of _________________________________, 20___.

__________________________  _____________________________
Signature of applicant      Authorized signature of owner

NOTE: The issuance of this permit does not relieve the permit holder from complying with all applicable Federal and Provincial laws.

This Soil Deposit Permit is issued pursuant to the District of Mission Soil Deposit Bylaw No. 3550####-2003__________

__________________________  _____________________________
Engineer (signature)      Date
CONFIRMATION OF COMMITMENT BY OWNER AND QUALIFIED PROFESSIONAL ENGINEER

Re: Design and Field Review by a Qualified Professional Engineer who is registered or licensed to practice in the Province of B.C. as a professional engineer under the Engineers and Geoscientists Act.

Date: ____________________________

Director of Engineering and Public Works
District of Mission
Box 20, 8645 Stave Lake Street
Mission, BC
V2V 4L9

Dear Sir/Madame:

Re: _____________________________________________

(Print civic address of project / receiving land)

The undersigned has retained ____________________________ as a Qualified Professional Engineer to coordinate the design work and field reviews required for the project.

"Field review" shall mean those reviews of the soil deposit operation at a receiving land, that a Qualified Professional Engineer in his or her professional discretion considers necessary to ascertain whether the soil deposit operation substantially complies in all material respects with the provisions of District of Mission Soil Deposit Bylaw ####-2015, good engineering practices and with the plans and supporting documents prepared by him or her for which an application was made for a permit.

The owner and Qualified Professional Engineer have read and acknowledge their responsibility(s) under the provisions of District of Mission Soil Deposit Bylaw ####-2015, including the provisions of Section 56(h) of the Bylaw.
The undersigned Qualified Professional engineer certifies that he or she is a Qualified Professional engineer licensed to practice in British Columbia and that he or she will notify the Director of Engineering and Public Works for the District of Mission if no longer retained by the owner or have withdrawn their service.

Qualified Professional Engineer

Owner

__________________________________  ____________________________________  
Name of Qualified Professional Engineer  Owner's Name

__________________________________  ____________________________________  
Signature  Signature (If owner is a corporation, the signature of a signing officer must be given here)

or

__________________________________  ____________________________________  
Owner's Authorized Agent  Signature (A copy of the document that appoints the agent must be attached)

__________________________________  ____________________________________  
Date  Date

__________________________________  ____________________________________  
Address  Address
DISTRICT OF MISSION
BYLAW 5506-2015

A Bylaw to regulate the deposit of soil or other material within the District of Mission

WHEREAS a municipal council may, by bylaw, regulate, prohibit and impose regulations in relation to the deposit of soil or other material, pursuant to Section 8(3) of the Community Charter;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Soil Deposit Bylaw 5506 - 2015".

2. "District of Mission Soil Deposit Bylaw 3550-2003", and all amendments thereto, are hereby repealed.

Interpretation

3. In this Bylaw, unless the context otherwise requires,

(a) “applicant” means an owner or that person’s authorized agent.

(b) “Engineer” means the Director of Engineering and Public Works for the District of Mission and such other persons authorized by the Director of Engineering and Public Works to administer this bylaw, or part thereof.

(c) “land” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

(d) “Letter of Completion” means a letter prepared by the owner’s Qualified Professional confirming the soil deposit operation for which a permit has been issued is completed in substantial compliance with that permit.

(e) “other material” includes

(i) construction, reconstruction, renovation, building, demolition and road works wastes of any nature;

(ii) hog fuel, edgings, or other wood waste which results from the manufacturing process of lumber or other wood products;

(iii) land clearing wood waste, consisting of stumps, brush, and logs or any other material derived from land clearing activity;

(iv) waste material derived from any commercial or industrial activity;

(v) top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing any invasive species;

(vi) top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing contaminants from a Schedule 2 activity, as set out in the provincial Contaminated Sites Regulation.
(f) “owner” means the owner of the receiving land.

(g) “permit” means permission or authorization in writing by the Engineer to deposit soil.

(h) “permit holder” means an applicant to whom a permit has been issued.

(i) “person” includes an owner.

(j) “receiving land” means the land for which an application for a permit is made or a permit issued.

(k) “Qualified Professional” means a person who is registered by a professional association that is regulated by statute; who is in good standing with the professional association; who is qualified in the particular area with respect to which services are being provided; and, who maintains professional errors and omissions liability insurance; including but not limited to a registered professional engineer, registered professional geoscientist and registered professional agrologist.

(l) “soil” includes top soil, gravel, sand, rock, silt, clay, peat and other natural substances of which land is composed, but excludes other material.

Application

4. This Bylaw applies to all land within the District of Mission.

Administration

5. The Engineer may

(a) enter, at all reasonable times, upon any land for the purpose of administering this bylaw;

(b) issue or renew a permit if an applicant has satisfied the requirements of this bylaw;

(c) include special terms and conditions on a permit;

(d) revoke a permit if a permit holder causes or permits a contravention of this bylaw;

(e) order cessation of any work related to the deposit of soil or material in contravention of this bylaw, or any other applicable bylaw.

Prohibitions

6. No person shall

(a) except as provided in Section 7, cause or permit the deposit of soil on land without a valid permit;

(b) cause or permit the deposit of soil on land contrary to the terms or conditions of a permit, unless authorized by the Engineer in writing;

(c) cause or permit the deposit of other material on land unless done in compliance with the Environmental Management Act;

(d) interfere with, or obstruct the entry of, the Engineer on land in the conduct of the administration of this Bylaw;
(e) disobey a cessation order issued by the *Engineer* under the provisions of Section 5(e);

(f) cause or permit the deposit of *soil* under a *permit* until the *permit holder* has paid to the District of Mission the *permit* fees specified in Section 8;

(g) cause or permit *soil* or other debris to remain on any highway maintained by the District of Mission as a result of a *soil* deposit operation;

(h) cause or permit the deposit of *soil* on *land* under a *permit* to continue if the services of the professional engineer named on the Confirmation of Commitment by Owner and *Qualified Professional* submitted in support of the *permit* is withdrawn until the *owner* of the *receiving land* submits either a new Confirmation of Commitment by Owner and *Qualified Professional* to the *Engineer*, or the *Qualified Professional* named on the original document notifies the *Engineer* in writing that their services have been reinstated.

**Exemptions**

7. A *permit* is not required to deposit *soil*

   (a) on *land* provided the aggregate volume, in any one calendar year, does not exceed 200 cubic metres on that *land*;

   (b) deposited by or on behalf of the District of Mission or the Provincial or Federal government;

   (c) where it is necessary in relation to the construction of a building or works authorized under a valid building permit issue by the District of Mission;

   (d) on *land* pursuant to conditions where:

      (i) a preliminary layout approval has been granted by the District of Mission and

      (ii) the associated engineered drawings have been accepted and

      (iii) the pre-construction meeting has taken place and

      (iv) the applicable fees and deposits have been received by the District.

**Permit Applications**

8. Every application for a *permit* shall be made by an *applicant* on the form shown in Schedule “A”, and be accompanied by:

   (a) a formal designation by the *owner*, if the *applicant* is an agent, including the full name, address and telephone number of both parties;

   (b) a copy of a recent land title search of the *receiving land*;

   (c) the location, including the civic address and legal description, of the property that is the source of the soil intended to be deposited on the *receiving land*;

   (d) a Confirmation of Commitment by Owner and *Qualified Professional* in the form shown on Schedule “B”;

   (e) a non-refundable application fee payable as follows;
Effective January 1, 2014: $175

(f) plans and specifications prepared and sealed by a Qualified Professional licensed to practice in British Columbia which contain the following information:

(i) a plan of the receiving land drawn to a scale, not smaller than one to one thousand (1:1000), showing contours using Geodetic Datum at intervals of 1 metre or less,

(ii) the location of all buildings, tree cover, drainage ditches and other watercourses and rights of way located on the receiving land,

(iii) the location of roads, ditches and watercourses on or abutting the receiving land,

(iv) details of the proposed slopes that are to be maintained upon completion of the soil deposit operation,

(v) details and methodology of proposed erosion control on the completed slopes of the soil deposited;

(vi) details of the proposed drainage and erosion control on the receiving land while soil is being deposited;

(vii) details and methodology of access to the receiving land during soil deposit operation,

(viii) proposed location of machinery buildings and scale locations to be used throughout the soil deposit operation,

(ix) proposed buffer zones, tree retention areas and the location, grade and width of proposed berms,

(x) specific description and proposed metric volumes of soil intended for deposit, and

(xi) complete details of any soil removal plan relating to the site that is the source of the soil intended for deposit on receiving land, including without limitation, any certificate by an authority having jurisdiction that the operation has been approved, plus a site profile that reflects the state of that site prior to removal of soil intended for deposit in the District of Mission. The owner's Qualified Professional will certify that the material to be deposited is soil as defined in this bylaw.

9. The plans and specifications in Section 8(f), if acceptable to the Engineer, shall be deemed incorporated into the terms of any issued permit.

10. No permit may authorize delivery of soil to receiving land or deposit of soil on receiving land outside the hours of 7:00 a.m. to 8:00 p.m. Monday to Saturday, statutory holidays excepted.

Fees and Security

11. In addition to the non-refundable application fee specified in Section 8(e), every permit holder shall pay to the District of Mission a volumetric soil deposit fee as follows:

   Effective April 1, 2015
   $0.51 per cubic metre
   $0.273 per metric tonne
   of soil intended to be deposited.
12. The Engineer may require the Permit Holder to submit to the District of Mission on or before the 15th day of each month during the term of the Permit and on the 15th day of the month following the expiration of the Permit a report showing the quantity of soil deposited on the Lands during the previous month along with a copy of the daily logs of soil deposited.

13. All Soil Deposit fees payable pursuant to this bylaw shall be paid by the Permit Holder at the discretion of the Engineer either prior to the deposit of any soil on receiving land or on or before the 15th day of the month following the month in which the soil was deposited.

14. Should a permit lapse or be revoked under the provisions of this bylaw it may be renewed by the Engineer upon application and receipt of a non-refundable fee of $100 plus the difference between the volumetric soil deposit permit fee amount previously paid and that of the current permit volumetric soil deposit fee payable.

15. Prior to the issuance of a permit to an applicant the owner shall deposit with the District of Mission security in the amount of $5,000.00 for the first hectare or portion thereof of receiving land, plus an additional $2,500.00 for each additional hectare or portion thereof of receiving land. Such security shall be in the form of cash or an Irrevocable Letter of Credit, in a form satisfactory to the Engineer.

16. The District of Mission

(a) may use the security deposit or any portion of it where, in the opinion of the Engineer, a permit holder has contravened a provision of this bylaw or any term or condition of a permit and use it to pay for any associated legal costs or any repair made by it or on its behalf to public property, including street cleaning;

(b) will return the balance of the security within 90 calendar days of receipt of a Letter of Completion.

17. The volumetric soil deposit fee specified in 11 is not payable for soil deposited on land, which is zoned or designated as commercial, institutional or industrial under the provisions of the District of Mission Zoning Bylaw (5050-2009) or the Official Community Plan Bylaw (4052-2008).

Permits

18. Unless otherwise specified on a permit, a permit shall only be valid for a period of 12 months from the date it was issued.

Owner's Responsibility

19. The granting of a permit does not in any way give permission to or relieve the owner of the receiving land of sole responsibility for carrying out a soil deposit operation, or having it carried out, in accordance with the requirements of:

(a) this and any other applicable bylaw;

(b) any applicable Federal or Provincial Act or regulation; and

(c) any covenant, easement or right-of-way registered against the receiving land.

20. Neither the issuance of a permit under this bylaw, or the receipt and review of plans and specifications shall constitute a representation or warranty that the proposed soil deposit will not have unintended effects upon the subject property or upon neighbouring land owners.
The provisions of this bylaw and the resources of the District of Mission do not extend to the protection of owners of any property, to the assumption of any responsibility for the protection of any property, or to providing any warranty or assurance of the success of the proposed soil deposit program or to the absence of any unintended deleterious affects upon the subject property or upon owners of neighbouring properties.

Penalty

21. Every person who

(a) violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw is guilty of an offence, and each day that a violation is caused or allowed to continue shall constitute a separate offence;

(b) commits an offence under this Bylaw shall be liable on summary conviction to the penalty prescribed in the Offence Act.

Severability

22. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Bylaw.

READ A FIRST TIME this XX day of XX, 2015

READ A SECOND TIME this XX day of XX, 2015

READ A THIRD TIME this XX day of XX, 2015

RECEIVED THE APPROVAL of the Minister of Community, Aboriginal and Women’s Services this XX day of XX, 2015

ADOPTED this XX day of XX, 2015

RANDY HAWES, MAYOR

TINA PENNEY, ACTING CORPORATE OFFICER
DISTRICT OF MISSION
SOIL DEPOSIT BYLAW 5506-2015

SCHEDULE ‘A’

SOIL DEPOSIT APPLICATION AND PERMIT

Applicant Information (To be filled out by applicant)

Name of Applicant (If company, insert company name and individual representative applying on behalf of company) ______________________________________________________________

Applicant’s address ______________________________________________________

____________________________________________________

Contact telephone number ________________________________

Project description ________________________________________________________

LAND IDENTIFICATION INFORMATION

Legal description _________________________________________________________

____________________________________________________________________

Civic address ___________________________________________________________

LAND OWNERSHIP

Registered owner _________________________________________________________

Address of owner _________________________________________________________

Lease Holder _____________________________________________________________

Address of Lease Holder __________________________________________________

Upon approval of this application I/we hereby guarantee to fulfill the following conditions prior to the issuance of a permit:

a) Pay the application fee in the amount of $ 

b) Provide the required security in a form acceptable to the Engineer $ 

c) Pre-pay or submit the Soil Deposit fee on a monthly basis $ 

SOIL DEPOSIT INFORMATION (to be prepared by the Qualified Professional)

Estimated quantity to be deposited _________________________________

Type of material ________________________________________________

Estimate prepared by _____________________________________________

Signature

Seal

Date _________________________________

CONSULTANT’S INFORMATION

Attached, as part of this application, is the following information as provided for in Section 6h of this bylaw:

(Title)       (Author)  (Date)

1. ______________________________

2. ______________________________

3. ______________________________

I, ________________________________________________, as applicant on my own behalf, or as authorized signatory for the applicant (print company name)

____________________________________________

make application.

I confirm that the applicant has the authority to deposit the soil substance as provided by in this application.

Declared the _____ day of ____________________________, 20___.

__________________________________________  _____________________________
Signature of applicant      Authorized signature of owner

NOTE: The issuance of this permit does not relieve the permit holder from complying with all applicable Federal and Provincial laws.
This Soil Deposit Permit is issued pursuant to the District of Mission Soil Deposit Bylaw No. 5506-2015

__________________________________________  _____________________________
Engineer (signature)             Date
SCHEDULE “B”
CONFIRMATION OF COMMITMENT BY OWNER AND QUALIFIED PROFESSIONAL

Re: Design and Field Review by a Qualified Professional who is registered or licensed to practise in the Province of B.C.

Date: ____________________________

Director of Engineering and Public Works
District of Mission
Box 20, 8645 Stave Lake Street
Mission, BC
V2V 4L9

Dear Sir/Madame:

Re: ________________________________
   (print civic address of project / receiving land)

The undersigned has retained ________________________________ as a Qualified Professional to coordinate the design work and field reviews required for the project.

"field review" shall mean those reviews of the soil deposit operation at a receiving land, that a Qualified Professional in his or her professional discretion considers necessary to ascertain whether the soil deposit operation substantially complies in all material respects with the provisions of District of Mission Soil Deposit Bylaw 5506-2015, good engineering practices and with the plans and supporting documents prepared by him or her for which an application was made for a permit.

The owner and Qualified Professional have read and acknowledge their responsibility(s) under the provisions of District of Mission Soil Deposit Bylaw 5506-2015, including the provisions of Section 6(h) of the Bylaw.
The undersigned Qualified Professional certifies that he or she is aQualified Professional licensed to practice in British Columbia and that he or she will notify the Director of Engineering and Public Works for the District of Mission if no longer retained by the **owner** or have withdrawn their service.

<table>
<thead>
<tr>
<th>Professional Engineer</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

Name of Qualified Professional  
______________________________

Owner’s Name  
______________________________

Signature  
______________________________

Signature (If owner is a corporation, the signature of a signing officer must be given here)

or

Owner’s Authorized Agent  
______________________________

Signature (A copy of the document that appoints the agent must be attached)

______________________________  
______________________________

Date  
______________________________  
______________________________

Date  
__________

Address  
______________________________  
______________________________

Address  
______________________________
DISTRICT OF MISSION

BYLAW 5507-2015-2646(29)

A Bylaw to amend "District of Mission Ticket Information Bylaw 2646-1993"


AND WHEREAS, the Council of the District of Mission deems it advisable to amend “District of Mission Ticket Information Bylaw 2646-1993”;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “District of Mission Ticket Information Amending Bylaw 5507-2015-2646(29)".

2. "District of Mission Ticket Information Bylaw 2646-1993", as amended, is hereby further amended by:
   a) Amending Schedule 1 with the following:
       16     Soil Deposit Bylaw 5506-2015
   b) Amending Schedule 16 with the following:

       Deposit of soil without permit       6(a)      $500.00

READ A FIRST TIME this XX day of XX, 2015
READ A SECOND TIME this XX day of XX, 2015
READ A THIRD TIME this XX day of XX, 2015
ADOPTED this XX day of XX 2015

RANDY HAWES, MAYOR  TINA PENNEY, ACTING CORPORATE OFFICER
DATE: May 19, 2015
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner
SUBJECT: Developer Request to Stage Payment of Volunteer ed Community Amenity Contributions for a Residential Development at 32688 and 32588 Cedar Connector

ATTACHMENTS: Appendix 1 - Information for Corporate Officer
Appendix 2 - Location Map
Appendix 3 - Council Policy LAN 40 Community Amenity Contributions
Appendix 4 - Council Resolution RC13/517 (August 17, 2013)

PURPOSE:

To seek Council’s decision on a developer’s request to stage payment of community amenity contributions volunteered as part of a rezoning application (R13-001) that would facilitate the development of 70 residential units at the properties located at 32688 and 32588 Cedar Connector.

Council consider and resolve:

That the developer contribute the entire amount of Community Amenity Contributions prior to adoption of the Bylaw as per Council Policy; or

That notwithstanding Council Policy LAN.40, Community Amenity Contributions, Council agree to the request from the developer to have community amenity contributions paid in installments commensurate with phasing of this development.

SUMMARY

The developer, Diverse Properties (0863323 B.C. Ltd.) is requesting that Council accept contributions for community amenities related to their 70 residential unit housing development through installments paid at the commencement of each phase of their development.

Initially, the developer’s proposal identified the build-out of 70 residential units over the entire site at 32688 and 32588 Cedar Connector (Appendix 2). To facilitate this development, a new comprehensive development zone (CD31) was prepared to which Third Reading to the Bylaw was granted on September 3rd, 2013.

As part of this rezoning application, the developer volunteered to contribute $197,050 towards community amenities for the entire development prior to the adoption of the zoning amending bylaw.
The contribution was based on an amount of $2815 per new residential unit which is consistent with Council’s policy that guides developers on providing amenity contributions (Appendix 3). As per conventional practice and policy, collection of the community amenities volunteered was to be addressed prior to Council’s adoption of the CD Bylaw (refer to Council resolution RC13/517 (Appendix 4)).

One year after the initial application was first submitted to the District, the developer advised staff that the development would now proceed under four phases, where a new revised draft plan of subdivision identifying the phases had to be submitted. The draft plan of subdivision identifying the four phases of the development was received on June 6, 2014. The first phase would create 18 residential units where subsequent phases of the development proposed a corresponding 11, 17 and 24 unit lot yield for a total build-out of 70 residential units. The decision to phase the development was based on the developers’ market absorption projections as well as part of their strategy to defer financing requirements for this project over a longer period of time.

As such, to defer a portion of the financing costs to subsequent phases of development, the developer is requesting Council to consider accepting contributions proportional to the units completed under each phase of development. Therefore, the initial contribution for the 18 units would be $50,670 of the total $197,050 volunteered. No estimated timeline of when the subsequent phases will begin and when the remaining contributions of $146,380 will be provided.

BACKGROUND

First and Second Readings to Zoning Amending Bylaw 5370-2013-5050(114) were granted by Council on August 19, 2013. As noted above, the Bylaw would rezone the properties to a new Comprehensive Development 31 (CD31) Zone which would allow the development of 70-unit neighbourhood consisting of 10 compact single family lots, 46 fee simple row homes lots, and 14 fee simple duplex lots.

Recognizing that the cost of growth can place a burden on the District's resources to provide amenities to a community, the developer volunteered to contribute funding in the amount of $2815 per new unit they create. As the development proposal anticipates the creation of a total of 70 residential units, the amount volunteered for community amenities totaled $197,050.

Currently, the developer is currently working on securing the required servicing works through a development agreement with the District. Once the development agreement is signed and the applicable securities are held, Council may consider the adoption of their Zoning Amending Bylaw leading to the approval of their subdivision plans. In accordance with the District’s LAN. 40 Community Amenity Contributions Policy, the “actual payment of the Community Amenity Reserve Fund contributions must be made prior to Council's consideration of the rezoning adoption” (Appendix 3).

DISCUSSION AND ANALYSIS

LAN. 40 Policy requests applicants who are applying for a rezoning which has a residential component to address the unique financial burden that their development will have on the overall community by making a contribution to the District’s Community Amenity Reserve Fund for new/upgraded public facilities or amenities. As part of the development process, volunteered contributions are collected prior to the adoption of the zoning amending bylaw regardless of how the development is staged. Settling community amenity contributions prior to the adoption of a bylaw is typical of how other developers have agreed to proceed and is based on the premise that when an entire property is rezoned by Council, the entire contribution is also provided for the units that could be achieved under the new zone granted.

While the developer had initially volunteered to provide a total contribution of $197,050 prior to the
zoning amending bylaw being considered for adoption, they now wish to defer portions of that amount and pay for only those units that they create under each phase of development. As the first phase of the development proposes to create 18 residential lots, the developer would only contribute $50,670 towards community amenities and defer the remaining $146,380 as the remaining phases are built out.

Once a property has been zoned for a particular development proposal, the District has very little opportunity to negotiate further contributions for community amenities unless an agreement has been registered on title ensuring that contributions are provided prior to the commencement of the next phase. Should Council decide to grant the developer's request, the terms of the installments would be detailed in a development agreement registered against the title of the property.

FINANCIAL CONSIDERATIONS

One financial implication that should be considered when deferring community amenity contributions is that although the total amount of community amenity contributions will eventually be collected over time, there is an inherent opportunity cost to the District in that monies that would have otherwise been available to fund current projects identified in the Community Amenity Contribution Policy will now be deferred for an indefinite period of time. And depending on when the subsequent phases may develop, it may be several years before the District receives any further contributions for this development. Complicating this further would be the transferring of lands to another developer in between phases, who would then have to accept the volunteering made by a previous developer.

SUMMARY AND CONCLUSION:

The developer is requesting that Council accept contributions for community amenities related to a 70 residential unit development through installments paid at the commencement of each phase of development. The practice of the District under policy has been to collect all contributions volunteered prior to a zoning bylaw’s adoption. Should Council decide to defer the community amenity contribution for Diverse Properties (0863323 B.C. Ltd.), Council must direct staff to suspend the LAN. 40 Policy for this application.

SIGN-OFFS:

Marcy Bond, Senior Planner

Reviewed by:
Dan Sommer, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1
Information for Corporate Officer

Civic Address: 32588 Cedar Valley Connector
PID: 026-666-43
Legal: Lot B, Section 20, Township 17, New Westminster District

Civic Address: 32688 Cedar Valley Connector
PID: 003-438-431
Legal: Lot 64, Except Part in Plan BCP17349, Section 20, Township 17, New Westminster District, Plan 64256
Appendix 2
Location Map
It is recognized that residential development imposes a unique financial burden on the community by creating a need or demand for new/upgraded public facilities or amenities.

Under this Policy, applicants who are applying for a rezoning which has a residential component are requested to address this unique financial burden by making a contribution to the District’s Community Amenity Reserve Fund for new/upgraded public facilities or amenities. Where an applicant does not address this issue to Council’s satisfaction by offering to contribute to the Community Amenity Reserve Fund for new/upgraded public facilities or amenities, the rezoning may be denied.

The Community Amenity Reserve Fund contributions effective March 31, 2011, are as follows:

**One Unit Residential (Single Family) Use,** $2,815.00 for each new residential lot

**Multi Family Residential**
(including duplex, mixed use and comprehensive developments) $2,815.00 for each new residential unit

**Multi Family Residential within the Mission City Downtown Action Plan area as shown on Schedule “A”** (for multi-family projects, and mixed use and comprehensive development applications submitted before December 31, 2016 with construction completed by December 31, 2018) $0
Under the rationale that the downtown was identified as the top Council priority in 2012, and that initially, construction of new units within the downtown will trigger ongoing investment in the downtown, and where:

- a rezoning application is consistent with the Mission City Downtown Action Plan,
- a development project will have a residential component,
- a complete Building Permit application is received on or before December 31, 2016, and
- the development applications are for projects on properties located within the Mission City Downtown Action Plan area (Schedule “A”);

In place of the Community Amenity Contribution, a 219 covenant shall be registered on title stating that the zone amending bylaw is in place until December 31, 2018 and that if the residential units have not received a final occupancy permit by December 31, 2018, Council may consider rescinding the zone amending bylaw.

The attached “Confirmation of Contribution To Offset Burden of Rezoning” Form should be submitted at the time of applying for rezoning. Actual payment of Community Amenity Reserve Fund contributions must be made prior to Council’s consideration of the rezoning adoption.

The District of Mission’s Community Amenity Reserve Fund will be used for the following projects, which may be subject to change:

- Dike Trails and Related Signage;
- Enhancements to Silver Creek Parkway;
- District-Wide Trail System;
- Playfields and Parks Infrastructure;
- Playground Equipment and Landscaping for New Parks;
- Transit Exchange;
- Expansion of Public Works Building;
- Pool Addition;
- Leisure Centre Complex and Sports Park;
- Expansion of Policing Building;
- Recycling Centre; and
- New Civic Centre.

Questions in regards to the Policy can be directed to the District of Mission’s Planning Department.
CONFIRMATION OF CONTRIBUTION
TO OFFSET BURDEN OF REZONING

By: ______________________

________________________
________________________
________________________

(the "Applicant")

Re: ______________________

________________________
________________________
________________________

("the Lands")

WHEREAS the Applicant has applied to rezone the lands so as to permit a higher residential density;

AND WHEREAS the Applicant acknowledges that such a rezoning imposes a special burden on the Municipality in relation to public facilities or amenities that are required to support such development;

THEREFORE, the Applicant volunteers and agrees to contribute the sum of $2,815.00 per new single family lot, accessory attached residential use, rural second dwelling unit use or multi-family residential unit permitted by the rezoning in order to help offset this unique financial burden, in the event that the rezoning is approved by the council of the District of Mission.

The Applicant acknowledges that this contribution is being made voluntarily and that it is not in lieu of development cost charges, financial, or in-kind contributions under Section 937.3 or 941 of the Local Government Act or any other fee, charge or levy which the District of Mission is authorized to impose.

Dated this _______ day of ______________________, ________.

Signature ______________________

(Applicant)
Moved by Mayor Adlem, and

RECOMMENDED:

1. That a bylaw be prepared to amend the text of District of Mission Zoning Bylaw 5050-2009 by:
   a. Adding Comprehensive Development 31 (CD31) zone attached to the report from the Planner dated August 19, 2013 as Appendix 2 into Section 1231 "CD Zones"; and
   b. Rezoning the properties located at 32588 and 32688 Cedar Connector from Residential Two Unit 465 Zone (RT465) to Comprehensive Development 31 Zone (CD31).

2. That the bylaw be considered for first and second readings at the regular Council meeting on August 19, 2013.

3. That following these readings, the bylaw be forwarded to a Public Hearing on September 3, 2013.

4. That the report from Mike Fadium & Associates dated May 2008 be received and that in accordance with Council Policy LAN.32, Tree Retention and Replanting, the applicant be required to plant two trees per lot for subdivision file S13-001.

5. That in accordance with Section 941 of the Local Government Act and Council Policy LAN.26, the applicant's offer of park dedication in the amount of 1010 sq. metres of land, shown as "active park" on Appendix 5 attached to the report from the Planner dated August 19, 2013, draft plan of subdivision, be applied to subdivision file S13-001.

6. That in accordance with Section 39 of the Community Charter and Council Policy STR.38, a bylaw be prepared to provide names for three new roads and new one cul-de-sac as shown on Appendix 5 attached to the report from the Planner dated August 19, 2013, as follows:
   a. Cul-de-sac at intersection with Ross Boulevard running east as Portsmouth Place,
   b. Road A running north-south as Ross Boulevard,
   c. Road B Running north-south as Pearson Boulevard,
   d. Lane running east-west off of Pearson Boulevard as Pearson Lane, and
   e. Road C running east-west as Preston Drive.
7. That Development Permit Application DP13-002 to provide conformity to the Multiple Family Development Permit Area Guidelines respecting building form and character for the properties located at 32588 and 32688 Cedar Connector be forwarded to public input on September 3, 2013.

8. That the requirements of Subdivision Control Bylaw 1500-1995 be varied by:
   a. Replace typical road section Urban Local Residential Standard Drawing R-3 with the alternate typical road section attached to the report from the Planner dated August 19, 2013 as Appendix 9-Alternate Road Cross Sections.

9. That the final reading of the zone amending bylaw be held until the following requirements have been satisfied:
   a. The community amenity contribution in the amount of $2,815 per new lot is received.
   b. The servicing requirements, as outlined in Appendix 9 attached to the report from the Planner dated August 19, 2013, have been addressed to the satisfaction of the District Engineer.

OPPOSED: Councillor Jewell
         Councillor Tilbury

CARRIED

Moved by Councillor Hensman, and

RECOMMENDED: That the preceding motion be amended by adding the following item:

10. That the traffic impact assessment be reviewed for the possibility of a right-turn-in right-turn-out of the proposed development.

CARRIED
DATE: May 19, 2015
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner
SUBJECT: Third Reading Report for R14-046 (676517 BC Ltd. /Ali Shamei)
ATTACHMENT: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map

CIVIC ADDRESS: 32818 and 32830 7th Avenue
APPLICANT: 676517 BC Ltd. (Ali Shamei)
OCP: This application is in conformance with the properties' current Commercial OCP designation.
LOCATION:
PURPOSE

This report provides Council with follow-up information from the January 19, 2015 Public Hearing on a rezoning application (Zoning Amending Bylaw 5475-2014-5050(161)) to allow commercial uses at the properties located at 32818 & 32830 7th Avenue.

Staff have listed the Bylaw for Third Reading under the “Bylaws for Consideration” section of the agenda.

BACKGROUND

The four lots, as shown on Appendix 2, which comprise the site are currently zoned Residential Two Zone (RT465) and are designated Commercial in the OCP. There are several commercial businesses either currently operating or under contract to operate within the building, including Mission Pizza, Mitch Millers Fresh Express and Zeeba Hair and Body Image. These businesses are in compliance with the current temporary use permit allowances and would also be in compliance with the target CNC1 Zone.

Rather than applying to renew the temporary use permit for another three years, which lapses on the 15th of February 2015, the owner submitted a rezoning application to bring the existing businesses into permanent conformity with the current Official Community Plan (OCP) designation of Commercial.

Following the closing of the Public Hearing for the associated Zoning Amending Bylaw, Council deferred Third Reading to the Bylaw until such time a question regarding the legal ownership of the properties was resolved. Mr. Shamei, the applicant, is also the owner identified on title of the properties.

DISCUSSION

At the Public Hearing a question of ownership of the subject properties was raised. Therefore, Council deferred further readings of the Bylaw until the question of ownership had been resolved.

The question of ownership has now been resolved to staff’s satisfaction. Thus, staff have listed the Bylaw for Third Reading under the “Bylaws for Consideration” section of the agenda.

FINANCIAL IMPlications

There are no financial implications associated with this report.

COMMUNICATION

No communication action is required.

SUMMARY AND CONCLUSION

Council had resolved to defer Third Reading to Zoning Amending Bylaw 5475-2014-5050(161) until legal ownership of the subject properties had been resolved. Now that the question of legal ownership has been resolved, staff have listed the Bylaw for Third Reading under the “Bylaws for Consideration” section of the agenda.
INFORMATIONAL NOTES
Zoning Amending Bylaw 5475-2014-5050(161) must be signed by the Ministry of Transportation and Infrastructure prior to adoption.

SIGN-OFFS:

Marcy Bond, Senior Planner  Reviewed by:

Comment from Chief Administrative Officer  Mike Younie, Director of Development Services

Reviewed
Appendix 1

Information for Corporate Officer

Civic Address: 32818 7th Avenue
PID: 011-602-601
Legal: Lot 1 Block 1 Section 21 Township 17 New Westminster District Plan 332

Civic Address: 32818 7th Avenue
PID: 011-602-619
Legal: Lot 2 Block 1 Section 21 Township 17 New Westminster District Plan 332

Civic Address: 32818 7th Avenue
PID: 011-602-627
Legal: Lot 3 Block 1 Section 21 Township 17 New Westminster District Plan 332

Civic Address: 32830 7th Avenue
PID: 011-602-635
Legal: Lot 4 Block 1 Section 21 Township 17 New Westminster District Plan 332
DATE: May 19, 2015
TO: Mayor and Council
FROM: Donna-Lee Lakes, Planner
SUBJECT: Rezoning Application to allow a secondary dwelling use in the form of a secondary suite
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Front Elevation Plan of Proposed Home with Secondary Suite
Appendix 4 – Secondary Suite Floor Plan
Appendix 5 - Engineering Department Rezoning Comments

CIVIC ADDRESS: 12638 Cathy Crescent
APPLICANT: Chad Swash
OCP: The application is in conformance with the current Rural Residential OCP designation
DATE APPLICATION COMPLETE: April 24, 2015
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the development application to allow a secondary dwelling use at the property located at 12638 Cathy Crescent and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and as such have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for June 1, 2015.

SUMMARY:

A rezoning application has been received from Mr. Chad Swash, property owner, seeking to construct a secondary suite in a home that is currently under construction at 12638 Cathy Crescent (Appendix 2). To authorize the secondary dwelling use in the home, a rezoning of the property from Rural Residential 7 Zone (RR7) to Rural Residential Secondary Dwelling (RR7s) Zone is required.

SITE CHARACTERISTICS:

The subject property is 0.8 hectares (1.98 acres) in size and is located in a 4-lot bare land strata subdivision on the east side of Cathy Crescent between Berg and Nikula Avenues in Stave Falls. The applicant is building a new home and wishes to have a secondary suite above the attached garage. As a secondary dwelling unit is not a permitted use in the RR7 zone, a rezoning to the RR7s zone is required.

OFFICIAL COMMUNITY PLAN & ZONING BYLAW COMPLIANCE:

The application is in conformance with the current Rural Residential OCP designation. The property is currently zoned RR7 Zone. As stated, the applicant proposes to rezone the property to RR7s Zone to allow for a secondary dwelling use in the form of a secondary suite above the attached garage.

The proposed secondary suite will accommodate approximately 21% or 89.7 square metres (965.5 square feet) of the 427 square metres (4,599 square feet) of the principal dwelling’s floor space. The area for the suite falls within the allowable maximum floor space provision of the Zoning Bylaw (i.e., 40% of the principal residence’s floor space to a maximum 90 square metres (968.8 square feet).

The applicant has provided a plan showing the front elevation of the proposed home (Appendix 3). The secondary suite will meet the required separate entrance provision of the Zoning Bylaw as well as the unobstructed parking provisions of the Bylaw. The floor plan of the secondary suite is attached as Appendix 4.

The Inspection Services Department will ensure that the proposed secondary suite meets all of the BC Building Code requirements including fire separation during the building permit review plan check process.

NEIGHBOURHOOD CHARACTER

The subject property is located within a rural residential neighbourhood comprised mostly of single-family dwellings. It is believed that the rezoning of this property to allow for the secondary suite will have little to no impact on the surrounding neighbourhood. Typically, complaints that arise from secondary suites relate to inadequate off-street parking. As noted, this proposal meets the off-street parking requirements of the Bylaw.
COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted one (1) development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 152 metres (500 ft.) from the development site notifying them of the public hearing details.

2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act.

3. A pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at municipal hall for public viewing (in accordance with Policy LAN. 50 – Pre-Public Hearing Information Packages).

REFERRALS:

Engineering
The Engineering Department has no objection to the rezoning as outlined in Appendix 5.

SIGN-OFFS:

Donna-Lee Lakes, Planner

Reviewed by:
Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 12638 Cathy Crescent

PID: 026-614-651

Legal: Strata Lot A Section 23 Township 15 New Westminster District Strata Plan BCS1718
Appendix 2

[Map of the area showing NIKULA AVE, CATHY CRENS, and ROLLEY LAKE ST with various property numbers and measurements.]
Appendix 3
Front Elevation of Proposed Home with Secondary Suite above Garage
Appendix 4

Floor Plan of Secondary Suite above Attached Garage

**Suite Floor Plan (8' Ceiling)**
Living Area = 966 sq ft

**Scale** - 3/4" = 1'-0"
Appendix 5
Engineering Department Rezoning Comments

April 20, 2015
CIVIC ADDRESS: 12638 Cathy Crescent
CURRENT ZONING: RR7 PROPOSED ZONING: RR7s

1. DOMESTIC WATER REQUIREMENTS:

   No municipal water is available.

2. SANITARY SEWER REQUIREMENTS:

   No municipal sanitary sewer is available.

3. STORM SEWER REQUIREMENTS:

   No municipal storm sewer is available.

4. ROAD WORK REQUIREMENTS:

   A private strata road 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.

Prepared by

[Signature]
Sterling Chan
Engineering Technologist

Reviewed by

[Signature]
Tracy Kyle
Director of Engineering
DATE: May 19, 2015
TO: Mayor and Council
FROM: Mike Younie, Director of Development Services
SUBJECT: Taxi Regulation Bylaw 5346-2013 and Requirement for the TaxiHost Pro Course.

This report discusses the requirement in the District of Mission Taxi Regulation Bylaw 5346-2013 for new taxi drivers within Mission to pass the TaxiHost Pro course given by the Justice Institute of British Columbia. Should Council wish to remove this section from the bylaw, an amending bylaw could be brought forward to a subsequent Council meeting.

PURPOSE:
The purpose of this report is to provide Council with background information with respect to the requirement within the District of Mission Taxi Regulation Bylaw for taxi drivers to pass the TaxiHost Pro course within two years of a driver receiving their first Chauffeur Permit with the District of Mission.

BACKGROUND:
The District’s Taxi Regulation Bylaw (Bylaw) was adopted in 2013 to licence and regulate taxi drivers and regulate taxis in the District of Mission. The Bylaw is similar to bylaws in neighbouring municipalities and was sent to local taxi companies for review and comment prior to adoption by Council. The Bylaw was also reviewed by the RCMP as they are responsible for the administration of the bylaw. Section 6.2(g) of the bylaw stipulates that every holder of a Chauffeur Permit must:

   have successfully completed the “TaxiHost Pro” training course for drivers offered by the Justice Institute of British Columbia or, where “TaxiHost Pro” training is unavailable, an equivalent driving course approved by the Officer in Charge, designed to develop and enhance the driver’s knowledge, skills and attitudes within two (2) years of receiving the first Chauffeur Permit under this bylaw from the District of Mission.

DISCUSSION AND ANALYSIS:
There was some discussion at the May 4, 2015 Council meeting regarding the section 6.2(g) requirement and it was suggested that perhaps section 6.2(g) be removed from the bylaw as some taxi drivers have difficulty writing the TaxiHost Pro exam. In many cases, these same drivers have been driving taxis in Mission without issue. The clause was originally included within the bylaw in an attempt to ensure that taxi drivers can communicate with their customers in English and provide services that meet the industry standard. It is recognized that taxi companies can consider the ability for drivers to communicate in English and provide adequate service a business decision and the requirement to take the TaxiHost Pro course can always be required by the taxi company if they feel it is necessary.
A similar discussion took place when the bylaw was first adopted when a clause requiring taxi drivers to speak French and/or English was removed from the final version of the bylaw as it was decided that the taxi companies should make that decision.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

COMMUNICATION:

No further communication is required at this time.

SUMMARY AND CONCLUSION:

The Taxi Regulation Bylaw contains a requirement for new Chauffeur Permit holders to write the TaxiHost Pro course within two years of obtaining their first permit in Mission. At the May 4, 2015 Council meeting, there was some discussion about removing the requirement from the Taxi Regulation Bylaw. Should Council wish to remove that requirement, an amending bylaw can be listed on a subsequent Council meeting agenda for consideration.

SIGN-OFFS:

Mike Younie, Director of Development Services

Comment from Chief Administrative Officer Reviewed.
DATE: May 19, 2015
TO: Mayor and Council
FROM: Katelyn Hipwell, Planning Technician
SUBJECT: Rezoning Application to allow a secondary dwelling use in the form of a coach house
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
                      Appendix 2 – Location Map
                      Appendix 3 – Site Plan of Proposed Coach House
                      Appendix 4 – Engineering Department Rezoning Comments

CIVIC ADDRESS: 12352 Roach Street
APPLICANT: Ron Grierson
OCP: This application is in conformance with the current Rural OCP designation
DATE APPLICATION COMPLETE: April 10, 2015
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the development application to allow a secondary dwelling use at the property located at 12352 Roach Street and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and as such have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for June 1, 2015.

SUMMARY:

A rezoning application has been received from Mr. Ronald Grierson, the owner for the property located at 12352 Roach Street (Appendix 2). The application includes the proposal to rezone the property to allow a Secondary Dwelling Unit use on the property.

Specifically, the application seeks to amend the District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 12352 Roach Street from Rural 36 (RU36) Zone to Rural 36 Secondary Dwelling (RU36s) Zone to allow the construction of a coach house in addition to the principal dwelling currently on the site. The proposed rezoning is consistent with the property’s Official Community Plan (OCP) designation of Rural.

SITE CHARACTERISTICS:

The subject property is approximately 1.62 hectares (4.0 acres) in size and on the east side of Roach Street in the Steelhead area of Mission. The property is well treed with an existing single-family dwelling in the south-western corner of the property. The proposed coach house would be located to the north side of the single-family dwelling (see Appendix 3).

OFFICIAL COMMUNITY PLAN & ZONING BYLAW COMPLIANCE:

Secondary dwelling unit uses are supported by a number of policies in the OCP and in particular on lots that are large enough to accommodate on-site parking and private outside space.

As stated, the applicant proposes to rezone the property to Rural 36 Secondary Dwelling (RU36s) Zone to allow for a secondary dwelling use in the form of a coach house. Building plans for the coach house indicate a proposed floor space of approximately 92 square metres (990 square feet) which falls within the maximum allowable floor space for a secondary dwelling in a Rural zone (i.e., 50% of the principal residence’s floor space (to be confirmed at building permit stage), to a maximum 110 square metres (1,184 square feet)). The Inspection Services Department will ensure that the proposed coach house meets all the requirements of the Zoning Bylaw and the BC Building Code during the building permit review and plan check process.

For example, provisions of the Zoning Bylaw require that one (1) off-street parking space that is separate and unencumbered from the off street parking of the primary residence is provided for a secondary dwelling unit. Given the size of the property and the existing driveway, off-street parking is not expected to be an issue.

PLANNING ANALYSIS

Neighbourhood Character

The property is directly south of municipal forest lands and is located within a rural neighbourhood area comprised primarily of single-family dwellings on larger properties. Staff believe that the rezoning of this property to allow for a coach house is consistent with the neighbourhood character and OCP designation and will have little to no impact on the surrounding neighbourhood character.
Servicing

No municipal water and sanitary service is available to the property. A hydrologist’s report, prepared by a professional engineer with expertise in ground water supply will be required to ensure that the well(s) supplying water to the secondary dwelling meet the provisions of the Subdivision Control Bylaw and Council Policy WAT. 19 – Well Water Quality – Aesthetic and Health Parameters.

The property owner will also be required to provide confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that an onsite sewage treatment system can be installed to accommodate all discharge from the coach house.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted one (1) development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e., date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 152 metres (500 ft.) from the development site notifying them of the public hearing details;

2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. A pre-public hearing information package will be prepared to include copies of all applicable documents and will be made available on the District’s website and at municipal hall for public viewing (all in accordance with Policy LAN. 50 – Pre-Public Hearing Information Packages).

REFERRALS:

Engineering

The Engineering Department has no objection to the rezoning as outlined in Appendix 4.

REQUIREMENTS PRIOR TO FINAL READING:

Council consider and resolve:

That the Final Reading of the zoning amending bylaw be held until the following has been satisfied:

1. Confirmation that a septic system can be installed to service the proposed coach house; and

2. A well report, prepared by a professional engineer with expertise in ground water supply, has been received and that the subject well(s) meets the provisions of the Subdivision Control Bylaw and Council Policy WAT. 19 – Well Water Quality – Aesthetic and Health Parameters.
SIGN-OFFS:

Katelyn Hipwell,
Planning Technician

Comment from Chief Administrative Officer
Reviewed.

Reviewed by:
Dan Sommer, Manager of Planning
Appendix 1

Information for Corporate Officer

Civic Address: 12352 Roach Street

PID: 001-795-601

Legal: Lot 2 Except: Part Lying West of Highway on Plan 37894; Section 21 Township 18 New Westminster District Plan 37894
Appendix 2

Subject Property
Appendix 3

B.C. LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE ON LOT 2 EXCEPT: PART LYING WEST OF HIGHWAY ON PLAN 37894; SECTION 21 TOWNSHIP 18 NEW WESTMINSTER DISTRICT PLAN 37894

PID: 001-795-601

SCALE 1:300

DISTANCES ARE IN METRES

LOT DIMENSIONS AND DISTANCES ARE ACCORDING TO PLAN 37894 AND FIELD SURVEY.

BUILDING DIMENSIONS ARE TO EXTERIOR SIDINGS.

PREPARED FOR: RON GRIGSON

CIVIC ADDRESS:
12352 ROACH STREET
MISSION, B.C.

CERTIFIED CORRECT THIS 1st DAY OF APRIL, 2015.

B.C. LAND SURVEYING LTD.
B.C. LAND SURVEYORS
131, 22025 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 5A2
T: 604-853-2700 F: 604-853-2710
FILE: A 4671
DRAW: 4671 BILE

This document is not valid unless originally signed and sealed.
For proper use of certificate numbers.
Appendix 4

ENGINEERING DEPARTMENT REZONING COMMENTS

April 20, 2015  
REZ. FILE: R15-007

CIVIC ADDRESS: 12352 Roach Street

CURRENT ZONING: RU36  
PROPOSED ZONING: RU36s

1. DOMESTIC WATER REQUIREMENTS:

   No municipal water is available.

2. SANITARY SEWER REQUIREMENTS:

   No municipal sanitary sewer is available.

3. STORM SEWER REQUIREMENTS:

   No municipal storm sewer is available.

4. ROAD WORK REQUIREMENTS:

   Roach Street 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.

Prepared by

___________________  _____________________
Sterling Chan       Tracy Kyle
Engineering Technologist  Director of Engineering
DATE: May 19, 2015
TO: Mayor and Council
FROM: Tina Penney, Acting Manager of Corporate Administration
SUBJECT: Protocol for Council Committees Follow-up to Council requests
ATTACHMENTS: Appendix A – Chart of Council Committees
Appendix B – Cascading Policy into Action
Appendix C – Original February 2, 2015 Report to Council (for reference)

This report provides an interim response to questions posed by Council at the February 2, 2015 Regular Meeting of Council regarding the development of a protocol for Council Committees policy.

RECOMMENDATION: That Council consider and resolve:

THAT regular Council Motion # 15/055 be further deferred until the Fall of 2015 at which time staff be directed to undertake an evaluation of committee practices including associated costs, resources and best practices and provide a report and recommendation back to Council regarding deferred Motion # 05/15.

PURPOSE:
The purpose of this report is to provide a provisional response to Council’s questions regarding Council Committees and Boards as identified at the February 2, 2015 Regular Meeting of Council and to recommend an interim option for the proposed Committee Protocol Policy.

BACKGROUND:
At the February 2, 2015 Regular meeting, Council reviewed a report dated February 2, 2015 from the Acting Manager of Corporate Administration, which sought to establish an overarching policy to guide Council with the procedures, naming, terms of reference, appointments, staffing and business protocols for Committees, Boards and Commissions, including Council representatives to outside agencies. Motion #15/055 was put to the floor:

1. That the “District of Mission Protocol for Council Committees/Boards Policy No. C-ADM.02/15” attached as Appendix A to the report from the Acting Manager of Corporate Administration dated February 2, 2015, be approved; and

2. That the following listed existing Policies be repealed due to their surplus nature with the adoption of the new policy (#1 immediately above):
   - COU.20 (C) “Commissions”
   - COU.13 “Participation on Boards and Committees”
   - COU.20(B) “Select Committees”
   - COU.09 “Standing Committees”
While motion # 15/055 was moved to adopt the recommendations of the report, Council then deferred the motion until the following information could be provided:

1. The financial implications associated with all of the District’s Committees, Boards and Commissions;
2. A detailed list of staff resources currently dedicated to the Committees, Boards and Commissions; and
3. A detailed list of how each existing Committee, Board and Commission will fit into the new Committee system.

DISCUSSION AND ANALYSIS:
Council’s questions, identified above, entail a high-level evaluation of the Committee system as a whole. Because we are already five months into the year, staff recommends that this evaluation and the corresponding establishment of a single Committee Protocol Policy be further deferred until later in fall of 2015. At that time, we will have much more information about the current operation of the District’s Committees and therefore be better prepared to rectify any problems or inefficiencies as we develop a single overarching Committee Protocol Policy. The current Chart of Council Committees (attached as Appendix A) together with graph demonstrating how Council’s policy-making authority cascades down to influence grass-roots community action through a successful committee system (Appendix B) will provide a general structure to be used during the evaluation process and policy development.

The development of this policy should take into consideration the current operation of the District’s Committees. Because of the 2014 civic election, the new Council’s establishment of its vision, goals, and objectives, and the somewhat delayed founding of Council Committees, committee activities are just now coming into full swing. As such, it may be counterproductive to interrupt committee work at this point. It is therefore recommended that the fall of 2015, District staff, with the guidance of Council, review the Committees’ activities over the past year to determine what was effective and what was not. Through this process, the Committees strengths and weaknesses can be identified. Council and staff will then use this information, both positive and negative, in the development and consolidation of a unified Committee Protocol Policy. As we move forward, this policy will ensure the District’s Committees adhere to best practices in committee standards by maximizing their strengths and aligning their focus with Council’s priorities.

FINANCIAL IMPLICATIONS:
N/A

COMMUNICATION:
N/A

SUMMARY AND CONCLUSION:
Council has requested additional information prior to considering adopting a new overarching policy for Committees, Boards and Commissions. Staff recommend that this information will be most readily available later in the year, after the assessment of committee practices and work can be undertaken.
SIGN-OFFS:

Tina Penney, Acting Manager of Corporate Administration

Comment from the Interim Chief Administrative Officer
### Appendix A

<table>
<thead>
<tr>
<th>Mission Committee</th>
<th>Financial Implication</th>
<th>Staff Resources</th>
<th>New System</th>
<th>Notes</th>
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<td>Hard Costs</td>
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<td><strong>Standing Committees</strong></td>
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<td>Committee of the Whole</td>
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<td><strong>Select Committees</strong></td>
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<td>Emergency Planning Committee</td>
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<td>Municipal Grants Committee</td>
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<td>Stave West Working Group</td>
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<td>Mission Traffic and Transit Committee</td>
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<td>Youth Engagement Committee</td>
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<td>Board of Variance</td>
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<td><strong>Commissions</strong></td>
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<td>Social Development Commission</td>
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<td>Cultural Resources Commission</td>
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<td><strong>External Boards and Committees</strong></td>
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<td>Joint Services Committee</td>
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<td>Downtown Mission Business Association</td>
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<td>FVRD Board of Directors and FVRD Hospital Board of Directors</td>
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<td>FVRD Regional and Corporate</td>
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## Appendix A

<table>
<thead>
<tr>
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<td>Hard Costs</td>
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<td>Services Committee</td>
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<td>FVRD/FHA Mission Community Health Project – Project Building Committee</td>
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<td>Fraser Valley Regional Library Board</td>
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<td>Fraser Valley Aboriginal Relations Committee</td>
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<td>LMLGA Flood Control and River Management Committee</td>
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<td>Mission Association for Senior Housing</td>
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<td>Mission District Historical Society</td>
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<td>Mission Community Foundation</td>
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<td>Mission International Cultural Association</td>
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<td>Mission Sports Council</td>
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<td>Mission Regional Chamber of Commerce</td>
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<td>Seniors’ Centre Association</td>
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</tbody>
</table>
Cascading Policy into Action
DATE: February 2, 2015
TO: Mayor and Council
FROM: Tina Penney, Acting Manager of Corporate Administration
SUBJECT: Draft Policy Re Protocol for Council Committees/Boards
ATTACHMENTS: Appendix A – District of Mission Draft Protocol for Council Committees Policy
Appendix B – Council Policy: COU.20(C) Commissions;
Appendix C – Council Policy: COU.13 Participation on Boards and Committees
Appendix D – Council Policy: COU.20(B) Select Committees
Appendix E – Council Policy: COU.09 Standing Committees
Appendix F – Council Policy: COU.20(A) Task Force

RECOMMENDATION: Council consider and resolve:

   attached as Appendix A to the report from the Acting Manager of Corporate Administration
dated January 19, 2015, be approved.

2. That the following listed existing Policies be repealed due to their surplus nature with the
   adoption of the new policy (# 1 immediately above):
   • COU.20(C) “Commissions”
   • COU.13 “Participation on Boards and Committees”
   • COU.20(B) “Select Committees”
   • COU.09 “Standing Committees”
   • COU 20(A) “Task Force”

PURPOSE:
The purpose of this report is to establish an overarching policy to guide Council with the procedures,
naming, terms of reference, appointments, staffing and business protocols for Committees, Boards
and Commissions, including Council representatives to outside agencies, appointed by Council or the
Mayor (see Appendix A).

BACKGROUND:
Council has many responsibilities and may utilizes the committee system as a means to share that
responsibility. Committees enable Council to access valuable resources available within the
community, thus obtaining firsthand engagement and input from the citizenry. Moreover, with the
commencement of a new Council, it is prudent to review and revise District procedures to ensure the
policies are up to date and relevant. Presently the District has five policies that individually oversee
the conduct of Commissions, Participation on Boards and Committees, Select Committees, Standing Committees and Task Forces. For reference and clarity, all of these policies are attached as Appendices B, C, D, E, and F, respectively.

DISCUSSION AND ANALYSIS:

Council’s attention is drawn to the fact that some of these existing District policies appear to be somewhat out of date because they do not all align with the regulations found in the relevant guiding legislation.

For example, the existing policy guiding the establishment of a Commission (Appendix B) identifies:

“A commission may be appointed by council from time to time to address a broadly defined mandate representing a topic of community wide scope and complexity”

Whereas, by contrast, the Community Charter, section 143 stipulates:

“A council may establish and appoint a commission to do one or more of the following:

(a) Operate services;

(b) Undertake operation and enforcement in relation to the council’s exercise of its authority to regulate, prohibit and impose requirements;

(c) Manage property and licences held by the municipality.”

Consequently the draft Protocol for Council Committees Policy was written with consideration of the various guiding legislation in addition to best practices that will structure, guide and facilitate the work of Committees and, if approved by Council, effectively updates and collapses the five existing District policies into one. The recommended combined Committee/Board Protocol provides a clearly defined and structured device to assist Council in the future establishment, procedure and administration of Council appointed committees, commissions, boards and board representatives. Furthermore, it serves the purpose of clarifying committees’ authority, reporting, association and direct linkage and association with Council and their decision-making.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with implementing this overarching Protocol for Council Committees/Board Policy. Nor is there any monetary affect to repealing the existing five related policies.

COMMUNICATION:

Once adopted, the Protocol for Council Committees will be distributed to present and future District Committees, Council and staff and it will be posted on the District’s web site, www.mission.ca, internal pipeline and published in the City Page of the Mission record.
SUMMARY AND CONCLUSION:

The committee system is a highly effective tool for Council in sharing responsibility, tapping into the communities’ expertise and obtaining firsthand input from the citizenry. It further provides Council with optimized consultation from the community when making decisions. Hence, the “District of Mission Protocol for Council Committees/Boards Policy No. C-ADM.-02/15” was drafted to facilitate Council in this role and also serves the purpose of reviewing and revising District procedures to ensure the committee related policies are up to date and relevant. Staff recommends the draft protocol for committees (and associated bodies) be adopted as formal policy and applied to all existing and future committees of Council.

SIGN-OFFS:

Tina Penney, Acting Manager of Corporate Administration

Comment from Chief Administrative Officer Reviewed
BACKGROUND:

The District of Mission wishes to consult the community whenever possible respecting Council’s business as a means of assisting Council with their responsibilities and decision-making. Public committees allow Council to access valuable resources available within the community and obtain firsthand engagement from the citizenry that they serve. However, in order for a committee system to be effective there needs to be an overarching structure in place that guides the business protocols including a clear understanding of roles, responsibilities and decision-making as well as establishing close ties and communication between Council and committee activities.

PURPOSE:

This policy will:

a) Establish a framework to clarify the formation and rules of procedures for Committees/Boards;

b) Guide the appointment of committee members and staff liaisons;

c) Establish a protocol for the conduct of committee business;

d) Promote successful and methodical working relationships between Council and Committees/Boards.

POLICY:

The policy content is delineated in the attached Appendix A identified as Protocol for Council Committees dated January 2015.
### RECORD OF AMENDMENTS/REVIEW

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Date Adopted</th>
<th>Date Reviewed</th>
<th>Amended (Y/N)</th>
<th>Date Reissued</th>
<th>Authority (Resolution #)</th>
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</table>
Protocol for Council Committees*

*Committees is the general term referring to all bodies appointed by the Mayor and/or Council and also includes Council appointees to outside agencies
PREAMBLE

PROTOCOL FOR COUNCIL COMMITTEES*

As the chart on the following page indicates, the District provides for the establishment of Committees at several different levels of authority. Standing Committees are those made up of at least fifty percent of Council members including the appointment of the Chair and Vice-Chair, and may include citizens. While Select and Advisory Committees can be similarly constituted, the Chair and Vice-Chair are more likely to be held by citizens or a combination of citizens and council members. Standing Committees are established and appointed only by the Mayor for matters the Mayor considers would be better dealt with by Committee, while Select and Advisory Committees require a Council resolution for the purpose of inquiring into any matter(s) so designated by Council. Task Forces may also be appointed by Council resolution and are usually created for a more specific purpose – to report on an issue and provide a recommendation to Council. Task Forces are therefore likely to be the most short-lived of the committees.

Committees themselves have the authority to establish their own sub-committees or working groups. These groups and sub-committees are designed to make recommendations directly to their parent committee, but at the same time Council should be advised of their creation, activities and priorities.

Statutory Committees/Boards, such as the Board of Variance and Regional District Board Council representatives, are established by statute; the District is obligated to appoint members to these through legislation. These committees and boards are at arms-length from the District in order to maintain objectivity. In the case of the Regional District Boards, it is not the Board Council appoints, but rather the Council representatives to the Board. Although the Regional District’s scope expands beyond the District, their decisions nevertheless have impact on the citizenry. These Committees/Boards maintain interdependence with Council and advise Council on issues within their purview. Currently the District has one Statutory Committee, the Board of Variance, and has appointments to three Statutory Boards: the Fraser Valley Regional Library Board, the Fraser Valley Regional District Board of Directors, and the Fraser Valley Regional District Hospital Board of Directors.

In addition to these main categories of committees, there are also Commissions. Commissions are appointed by Council pursuant to Section 143 of the Community Charter. Unlike other Council-appointed committees, however, and similar to statutory committees, Commissions are provided with their own authority. Commissions are constituted by bylaw, and explicitly delegates specific areas of Councils authority to do one or more of the following: (a) operate services; (b) undertake operation and enforcement in relation to the council’s exercise of its authority to regulate, prohibit and impose requirements; (c) manage property and licences held by the District. As such, commissions appointed under section 143 of the Community Charter, do not require Council’s approval to make their decisions, but instead keep Council informed of their activities. Presently, the District has no such commissions.
## Protocol Chart for Council Appointed Bodies

<table>
<thead>
<tr>
<th>Type of Body</th>
<th>Established by</th>
<th>Make Up</th>
<th>Appointments by</th>
<th>Legislation</th>
<th>Limits</th>
<th>Authority</th>
<th>Term</th>
<th>Staff Liaisons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Mayor</td>
<td>Half must be members of Council; may include citizens</td>
<td>Mayor, including appointment of Chair and Vice Chair</td>
<td>Community Charter S 141</td>
<td>Advisory body to Council for matters Mayor considers better dealt with by Committee</td>
<td>Make recommendations to Council for approval</td>
<td>4 years, or as set by Council</td>
<td>Appointed by CAO</td>
</tr>
<tr>
<td>Select</td>
<td>Council resolution</td>
<td>Council members (at least one); may include citizens</td>
<td>By Council; including appointment of Chair and/or Vice-Chair</td>
<td>Community Charter S 142</td>
<td>Advisory body to Council for matters Council considers better dealt with by Committee can include time limit.</td>
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<tr>
<td>Advisory</td>
<td>Council resolution</td>
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<td></td>
<td>Community Charter S 93</td>
<td>Advisory body to Council usually on broader issues, like Parks &amp; Rec</td>
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<tr>
<td>Commissions</td>
<td></td>
<td>Citizens; may include Council members; appointment of Chair &amp; Vice may be by Council, constituted by bylaw</td>
<td>Council resolution</td>
<td>Community Charter S143</td>
<td>To operate services; and/or regulate, prohibit or impose requirements as delegated by Council; and/or manage property</td>
<td>Independent exercise of Council’s authority as delegated by Council by bylaw</td>
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<tr>
<td>Task Force</td>
<td></td>
<td>Citizens; may include Council members; appointment of Chair &amp; Vice may be by Council</td>
<td>Council resolution</td>
<td>Community Charter S93</td>
<td>Usually appointed for a specific purpose</td>
<td>Reports findings to Council</td>
<td>Short-term until task complete</td>
<td></td>
</tr>
<tr>
<td>Statutory</td>
<td>Statute and bylaw</td>
<td>Bd. Of Variance, Reg. Dist. appointments, Library Bd. &amp; possibly others by statute</td>
<td></td>
<td></td>
<td>Various as applicable</td>
<td>Serve arms-length on behalf or in cooperation with the municipality</td>
<td>By statute, bylaw, and policies of enabling body</td>
<td>Statute or bylaw</td>
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### General Protocol for Sub-Committee appointments

<table>
<thead>
<tr>
<th>Sub-Committee</th>
<th>Parent Committee</th>
<th>Citizen, may include Council members</th>
<th>Parent Committee</th>
<th>n/a</th>
<th>Committees advises Council of making and purpose of sub-Committees and working groups</th>
<th>Make recommendations to parent Committee</th>
<th>Short-term until task complete</th>
<th>Appointed by CAO</th>
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<tr>
<td>Working Group</td>
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1.2 Rules of Procedure
1.3 Authority
1.4 Orientation Information

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### Section 4. Other Reference Materials

4.1 Community Charter
4.2 Local Government Act
4.3 Council Procedure Bylaw
4.4 Policy FIN.24A
4.5 Schedule 1 – Committee Terms of Reference Template
Section 1 – Committee Definitions and Procedures:

Definitions:

A “Committee” of Council may be Standing Committee, Select Committee, Advisory Committee, Commission, Task Force and Statutory Committee. This protocol does not apply to Regular or Special meetings of Council.

“Standing Committee” is an advisory body to Council established by the Mayor pursuant to Section 141 of the Community Charter to which the Mayor shall appoint Council Members and may appoint citizen members. The Community Charter requires that at least half the members be Council representatives.

“Select Committee” is established by Council resolution pursuant to Section 142 of the Community Charter, to which Council shall appoint Council representation and may appoint citizens. At least one member of a Select Committee must be a Council member.

“Advisory Committee” is an advisory body to Council establish by Council resolution to which Council appoints citizens and Council representatives.

“Commissions” are established by Council Bylaw pursuant to Section 143 of the Community Charter to which Council appoints citizens and may appoint Council representatives. These are established to undertake one or more of the following: operate services; undertake operation and enforcement in relation to Council’s exercise of its authority to regulate, prohibit or impose requirements; manage property and licences held by the municipality.

“Task Force” are established by Council resolution and are created for a specific purpose to report on a particular issue and provide a recommendation. It is to work within a bounded time-frame and once the task is complete the Task Force is disbanded.

“Statutory Committee” is established pursuant to a specific enabling statute that serves in an arms-length capacity on behalf of or in cooperation with the District. As at January 2015 the District has one established Board, the Board of Variance, and voting status appointments to three Statutory Boards: The Fraser Valley Regional Library Board, the Fraser Valley Regional District Board of Directors, and the Fraser Valley Regional District Hospital Board of Directors.

1.1 Establishment of Committees:

By Resolution of Council*, Council Committees receive:

- A name;
- the Terms of Reference (see Schedule 1 attached for Template Terms of Reference);
- composition and term of appointment of members; and
• necessary budget or other resources required to support the activities of the Committee

*Exception in the case of Standing Committees, which are appointed by the Mayor.

1.2 **Rules of Procedure:**

a) Council Committees shall conduct their business in accordance with their enabling powers, i.e. statute, bylaw, resolution.

b) Committees may appoint sub-Committees or working groups to look into matters falling within the Committee’s terms of reference and report their findings back to the parent Committee.

c) No action on any Committee shall be binding on the District, except where power to act is expressly conferred on the Committee or with approval of Council.

d) Quorum is a simple majority of the members appointed to the Committee, unless otherwise stated in enabling powers.

e) If there is no quorum within the time set for the commencement of a duly scheduled meeting, the meeting shall be deemed as cancelled. If desired by the members present, the meeting may proceed for information purposes only.

1.3 **Authority:**

Members will not misrepresent themselves as having authority beyond that delegated by Council or under legislation.

1.4 **Orientation:**

Corporation Administration provides an orientation session in January of each year for all Committee members to attend. Orientation manuals are provided at the session or at the first regular Committee meeting.
Section 2 – Committee Appointments and Staffing:

2.1 Appointments:

1) Vacancies to Committees will be made in December of each year
   a) Annually, the opportunity for appointment to Committee vacancies will be widely advertised at least 60 days before December 1st, giving citizens ample opportunity to apply.
   b) Recommendations for Committee appointments are provided by the Mayor as a report to Council, except for standing Committees, which the Mayor appoints.
   c) Application for membership on Committees shall be kept in confidence when submitted to the District.

2) Make up of Committees
   a) Each Committee’s terms of reference will specify the number of members to be appointed.
   b) Typically, membership shall not exceed 13, including Council members.

3) When outside agencies decline to make appointments the vacancy may be filled by a community member at-large.

4) Committee members serve without pay at the pleasure of Council, unless otherwise provided.

2.2 New Committees:

In considering the formation of any new committee, Council will request staff to prepare a terms of reference for consideration by Council prior to establishing the committee.

2.3 Term of Appointment:

a) Committee Members are appointed for a term of four years, unless otherwise determined by Council or enabling powers. Terms shall be staggered in order to provide continuity of experience.

b) All Council Committee appointments expire on December 31st at the conclusion of the four year term.

b) Committee appointments continue until a successor has been appointed.

d) Unless otherwise provided, individuals can serve two consecutive four-year terms on any one Committee.

e) Council may remove any Committee member by resolution.

f) Council may appoint members to fill vacancies for unexpired terms of former members.
2.4 Committee Service and Attendance:

a) Committee members will serve without remuneration, but will be reimbursed for pre-approved “out-of-pocket” expenses incurred in performing their duties.

b) Committee member expenditures must be pre-authorized by the Chief Administrative Officer.

c) Unless otherwise provided in the enabling legislation, members absent from three (3) consecutive regular meetings – without the leave of absence from the Committee Chair or without reason satisfactory to the Committee – shall cease to be a member of the Committee.

d) Members wishing to resign from a Committee are requested to provide the resignation in writing to the Chair with a copy to the staff liaison.

e) Council may remove or request the resignation of any Committee appointee for malfeasance in office, or other sufficient cause.

2.5 Council Liaison/Council Membership:

a) The Mayor is an ex-officio member of all Committees with the same rights as other Committee members, but is not counted as part of a quorum, nor obligated to attend meetings. Note, this policy rule does not apply to outside Committees and Agencies.

b) Council Members may attend a meeting of any Committee and enter into debate. However, they will not be counted as part of a quorum nor have the right to make motions or vote.

c) The role of a Council representative on a Committee is:

   i. To be a voting member of that Committee to which they are assigned; an
   ii. To serve as a communication channel between Council and the Committee.

2.6 Staff Liaison:

1. The CAO appoints a staff liaison to each Committee and Corporate Administration supports the staff liaison with the provision of secretarial support. Staff are not members of the Committee and do not vote. Staff are responsible for providing the following services:

   a) information and professional advice, including informing the Committee of any limitations as provided in the relevant legislation, bylaws and policies;

   b) supporting the Chair in developing and distributing agendas, arranging meetings, booking meeting rooms, and promoting effective Committee functioning;
c) attending the meeting and recording the proceedings;

d) preparing draft minutes within 4 working days after the meeting and in consultation with the Chair, distribute the minutes to Committee members noting the actionable items and ensuring a copy of the minutes are provided to corporate administration for publication on the Council agenda for information purposes;

e) preparing, in consultation with the Chair, approved correspondence;

f) maintaining and distributing a calendar of Committee meetings;

g) writing report recommendations as directed by the Committee for reporting recommendations to Council;

h) providing an annual orientation to the work of the Committee, the structure of the District, and include communication on Council’s goal setting and budget processes;

i) assisting with the annual membership recruitment; and

j) performing other duties assigned by the CAO and/or the Chair.

   i. Additional assignments for the staff liaison are communicated to the CAO for consultation and approval.

2.7 Personal Liability:

No member of a Committee shall be liable in his or her personal capacity for any debt or liability of the Committee, so long as there is no gross negligence or willful or malicious conduct on the part of Committee members.
Section 3 – Committee Business

3.1 Election of Chair and Vice-Chair:
   a) When no Chair is appointed by Council,
      a. Staff liaison calls the first meeting and brings it to order.
      b. The Committee elects a Chair and a Vice-Chair at their first regular
         meeting, who hold that position for one year and may be re-elected as such
         throughout their respective term.
   b) When both the Chair and Vice-Chair are absent from the same meeting, a Vice-
      Chair is chosen from the members present for the duration of the meeting.

3.2 Quorum:
Quorum is a simple majority of the members appointed to the Committee, unless
otherwise provided for in the Committee’s enabling powers.

3.3 Meetings Open to the Public:
   1. All Committee meetings must be open to the public.
      a) A Committee may enter into a closed meeting as permitted by the
         Community Charter, section 90 and 92 (i.e. items permitted to be discussed
         and Notice to the public). Generally speaking, items permitted to be
         discussed in closed meeting relate to legal, labour and land negotiation that
         if otherwise held in open session could be harmful to community.
      b) Before a meeting or part of a meeting is closed to the public, the Committee
         must state by resolution:
            i. The fact that the meeting is to be closed; and,
            ii. The basis under section 90 of the Community Charter that the
                meeting is to be closed.

3.4 Meeting Schedule:
   a) Committees will establish their own meeting schedules in consultation with
      Corporate Administration, with the exception of outside agencies with Council
      representation.
   b) Committee meetings have priority over all other requests for meeting room
      bookings at the District facilities.
   c) A majority of Committee members may make a written request for the Chair to call
      a meeting. If the Chair is absent or refuses to call a meeting, the staff liaison shall
      be responsible calling the special meeting together with proper notification.
d) Public notice of all Committee meetings shall be posted in accordance with the Community Charter and the District’s Council Procedure Bylaw.

3.5 Delegations:

a) In order to benefit from additional expertise, a Committee may invite other persons to participate in making presentations.

b) Delegations:
   i. Are limited to 10 minutes, unless a longer period is agreed to in advance by the Committee members present.
   ii. Once the delegation has presented their remarks, Committee members may ask questions for clarifications channeled through the Chair.
   iii. Once the presentation is concluded and questions have been addressed, the delegation may not participate further.

3.6 Agendas:

Once the agenda is prepared by the staff liaison in consultation with the Chair, they are distributed to Committee members and provided to Corporate Administration for posting to the District’s website.

3.7 Minutes:

a) Committee minutes set out the decisions made and key point discussed and these are recorded by District staff as designated by Corporate Administration.

b) Following a review of the draft minutes by the Chair and the staff liaison:
   i. Draft minutes, with recommendations highlighted (if applicable), are provided to Corporate Administration for inclusion on the Council agenda for information and serve the purpose of transmitting any Committee recommendations to Council as required.
   ii. Draft minutes are included for adoption on the next Committee agenda, should there be any amendments to the minutes and/or recommendations contained in the minutes at the time of adoption by the entire Committee, these amendments will be transmitted to Council via a Committee report from the staff liaison and the Chair of the Committee.

c) Following adoption of the minutes by the Committee:
   i. The minutes shall be certified as correct and signed by the staff liaison and the Chair.
   ii. An electronic copy of the certified minutes shall be provided to Corporate Administration for posting on the website.
3.8 Voting:

a) All members of the Committee, including the Chair and Vice-Chair, may move, second and vote on any question before the Committee.
   i. In the event of a tie vote, the motion is defeated.
   ii. Any member who abstains from voting, without having left the meeting room, is deemed to have voted in the affirmative.
   iii. Proxy votes are not permitted

b) Names of the members voting against the question are entered in the minutes as “opposed”.

3.9 Conflict of Interest:

a) Committee members are subject to the conflict of interest regulations as stipulated by the Community Charter, sections 100 to 104.

b) Brief described, Committee members must avoid conflicts of interest where:
   i. A Committee member is a director, member or employee of an organization seeking benefit from the District upon which the Committee will make a recommendation; or
   ii. A Committee member has a direct or indirect pecuniary interest in the outcome of Committee deliberations.

c) A conflict of interest does not exist if the pecuniary interest:
   i. Is a pecuniary interest in common with members of the municipality generally; or
   ii. Is so remote or insignificant that it cannot be reasonably regarded as likely to influence the member in relation to the matter.

d) Where a conflict of interest exists, Committee members:
   i. Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter.
   ii. Must declare to the Committee that a conflict exists and provide the reason why; and,
   iii. Must absent themselves from the meeting during consideration of the issue to which the conflict exists.

e) A member’s declaration of a conflict and their exit and return to the meeting shall be noted in the minutes.
3.10 Reporting:

a) All Committees shall report to Council:
   i. Proposed work program for approval;
   ii. On all matters referred to them by Council;
   iii. For approval of specific action or initiative; and
   iv. Where in the opinion of the Committee, the interests of the District so require.

b) Committees responding to an issue referred to it by Council will have their staff liaison prepare such report in accordance with Council’s procedures and practices for reporting.

c) Committees shall not reconsider a decision of Council except with a referral from Council to do so.

d) Sub-Committees and working groups report to Council through the Committee that formed them.

3.11 Budget:

a) Unless otherwise provided, Committees may request budget funds from Council in accordance with the District budget preparation schedule and procedure.

b) Any solicitation of funds from other organizations requires the prior approval of Council.

c) The Committee shall have reasonable use of District miscellaneous services such as photocopying, paper supplies, meeting areas, etc. all of which are coordinated through the staff liaison.
Section 4 – Other Reference Materials

4.1 Community Charter:
The Community Charter can be found at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/03026_00

4.2 Local Government Act:
The Local Government Act can be found at: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96323_00

4.3 Council Procedure Bylaw:
The current Council Procedure Bylaw can be found at http://www.mission.ca/municipal-hall/bylaws/ or available from the Corporate Administration department at the Municipal Hall.

4.4 Policy FIN.24A:
Policy FIN.24A can be found at http://www.mission.ca/municipal-hall/policy-procedures/ or available from the Corporate Administration department at the Municipal Hall.
SCHEDULE NO. 1
Committee Terms of Reference Template

<table>
<thead>
<tr>
<th>Terms of Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF COMMITTEE:</td>
</tr>
<tr>
<td>Approval: By Motion of Council No. XXX dated XXX</td>
</tr>
<tr>
<td>Manner Issued: Internet, pipeline, media</td>
</tr>
</tbody>
</table>

Re: Protocol for Council Committees

BACKGROUND:
"Provide background information here"

MANDATE:
“Provide a high-level summary of the rationale for the Committee’s existence” E.G. *The mandate of the XXX Committee is to access valuable resources available within the community and to engage the community. It is responsible for assisting and advising Council in matters related to XXX.*

AUTHORITY:
“Provide the precise authority under which the committee operates”
E.G.: Community Charter - Section xxx, Established (Council Resolution No. and date) and Appointment of Members (Council Resolution No. and date)

SCOPE:
“Provide a list of the Committee’s intended tangible outcomes”
E.G.: *To meet its mandate, the committee will work toward accomplishing the wide-range of objectives listed below (below list provided as an assortment of possibilities):*
  - Serve as the Committee advising Council on ...........
  - Foster and maintain a close working relationship with ...........
  - Liaise with .....................regarding shared initiatives ...............
  - How to keep .....................alive and well within the Community
  - Advise on issues, trends and future needs related to .....................
• The Committee will also provide Council, by (date), with a prioritized list of .........issues and initiatives that could be considered for inclusion in future strategic plans and City budgets

• The Committee will be responsible for reviewing ............and will prepare recommendations to Council

RESPONSIBILITIES:
“Provide a list of specific duties and tasks that fall within the function area of the committee, without setting out in detail the process the committee is to follow”. Specify how the committee is to be accountable. E.G. To play an important role in……and to achieve this it will work to ........

MEMBERSHIP:
“Provide the specific number of committee members to be appointed (should not exceed 13, including Council members). Identify # of Council appointees and outside agency representatives, if applicable. Specify how the Chair and Vice-Chair are to be appointed, if not already appointed by Mayor (for Standing committees) or Council resolution (for all other Committees).

RELATED POLICIES, AND/OR BYLAWS:
“Provide reference list of any relevant policies and/or bylaws, including those from outside agencies, if applicable. Ensure the list states the District’s Protocol for Council Committee’s policy.

*** END OF TERMS OF REFERENCE ***
1. A commission may be appointed by council from time to time to address a broadly defined mandate representing a topic of community wide scope and complexity, which is defined by the terms of reference adopted by council.

2. The commission will function until its terms of reference are achieved, or until council determines that no further benefit can be achieved by the work of the commission.

3. Because of the broad nature of the topic, the work of the commission will be based on a strategic plan that is developed by the commission and approved by council, to achieve the terms of reference established by council. The strategic plan will refer directly to each of the terms of reference topics, and describe how the topic will be addressed.

4. Reporting:

   (a) The commission will submit an annual work plan to council no later than March 31 of each year. The work plan will set out major objectives to be achieved by the commission during the calendar year, and how those objectives relate to the commission’s strategic plan;

   (b) The commission will provide semi-annual progress reports to council at June 30 and December 15 to inform council of its progress regarding its annual work plan, unless otherwise approved by council.

5. While there is no set timetable for a commission to complete its work, it is recognized that the terms of reference may require that the commission sit for a time frame of several months to several years.

6. At the time of appointing the commission, council will decide:

   (a) the product to be delivered by the commission;
(b) the schedule for delivery of the product;
(c) the specific terms of reference for the commission;
(d) appointees to the committee including the designated council representative and alternate;
(e) the chair and vice chair of the commission;
(f) the staff member(s) (if any) who may assist the select committee;
(g) whether funding is required for the commission to carry out its work, and the source of that funding.

7. Protocols:
   (a) commission meetings will be open to the public;
   (b) a portion of the commission meeting may be closed to the public, in accordance with section 90 of the Community Charter;
   (c) a majority of the commission shall constitute a quorum;
   (d) decisions and/or recommendations of the commission shall be made by consensus if possible, or by a simple majority of commission members present provided there is a quorum;
   (e) commission members missing more than two successive meetings will be deemed to have resigned, unless such absence is for valid reason(s) and is approved by the chair of the commission;
   (f) the schedule and location of meetings shall be determined by the chair after consultation with the commission.

8. The chair will be responsible to determine the topics on any agenda.

9. The District will distribute meeting agendas.

10. The agenda for the meetings will include the following heading:
   (a) commission members present;
   (b) commission members absent;
   (c) guests in attendance;
   (d) minutes of the previous meeting;
   (e) business arising from the minutes;
   (f) new business (listed in order of discussion);
   (g) adjournment

11. The minutes of the meetings will follow the same format as the agenda, with the following guidelines:
   (a) the minutes are not intended to be a transcript or a verbatim record of the meeting;
   (b) the minutes will:
       i. briefly describe the topic of discussion and only the major issues identified related to that topic which require a decision, a recommendation, or an action for the commission to complete in relation to its mandate;
ii. any decisions, recommendations or actions arising from the discussion;

12. The chair of the commission will forward adopted minutes of the commission meetings to council.

13. The chair will complete a final report of the commission for presentation to council in a timely fashion.

14. Council will review the recommendations of the commission and, providing no additional information or explanation is required, make a decision on the commission’s recommendations.

15. Notwithstanding section 14, the commission will be authorized to expend its budget funds to engage necessary relevant services in compliance with policy FIN.24A.
COUNCIL

PARTICIPATION ON BOARDS AND COMMITTEES

COU.13

Date Policy Adopted: February 16, 2004  Council Resolution Number: 04/271

1. As determined by the Mayor or Council, members of Council may be appointed as representatives to various boards and committees.

2. Council members appointed to boards or committees whose activities provide a direct, publicly funded service to the citizens of the Municipality (such as the Fraser Valley Regional Library Board, the Central Fraser Valley Water Commission, the JAMES Sewer Board, Correctional Service of Canada Citizens’ Advisory Committee, etc.) and which may be funded at least in part by the District of Mission, have the authority to vote on resolutions that come before that board or committee.

3. Council members appointed to committees of Council (a committee that is created by Council to perform a specific service, and whose membership must be approved by Council) have the authority to vote on resolutions that come before that committee.

4. Council members who are appointed as representatives to boards of organizations that provide a community or philanthropic service (such as the Mission Heritage Association, the Mission District Historical Society, Mission Old Age Pensioners’ Organization, etc.) will not vote on resolutions that come before that board.

5. Notwithstanding article 4, appointees to the board of the Mission Foundation have the authority to vote on resolutions that come before that board.

6. Council members who are appointed as representatives to external committees (a committee that is not created by Council and which does not require Council approval with regard to membership) will not vote on resolutions that come before that committee.
1. A select committee (“committee”) may be appointed by council to address an inclusive single topic that includes a range of inter-connected topics or groups, as defined by the committee’s terms of reference.

A select committee is distinguished from a commission by the narrower nature of its focus, in that it addresses inter-connected topics that are of importance to an easily recognizable portion of the community.

2. The committee will be dissolved upon completing its terms of reference.

3. In accordance with the Community Charter the committee must include at least one member of council, with another member of council appointed as an alternate.

4. At the time of appointing the committee, council will decide:

   (a) the product to be delivered by the committee;
   (b) the specific terms of reference for the committee;
   (c) appointees to the committee including the designated council representative and alternate;
   (d) the chair and alternate chair of the committee; and
   (e) the staff member(s) (if any) who may assist the select committee;
   (f) whether funding is required for the committee to carry out its work, and the source of that funding.

5. Protocols:

   (a) committee meetings will be open to the public;
   (b) a portion of the committee meeting may be closed to the public, in accordance with section 90 of the Community Charter;
   (c) a majority of the committee shall constitute a quorum;
(d) decisions and/or recommendations of the committee shall be made by consensus if possible, or by a simple majority of committee members present provided there is a quorum;

(e) committee members missing more than two successive meetings will be deemed to have resigned, unless such absence is for valid reason(s) and is approved by the chair of the committee;

(f) the schedule and location of meetings shall be determined by the chair after consultation with the committee.

6. The chair will be responsible to determine the topics on any agenda.

7. The District will distribute meeting agendas.

8. The agenda for the meetings will include the following heading:
   (a) committee members present;
   (b) committee members absent;
   (c) guests in attendance;
   (d) minutes of the previous meeting;
   (e) business arising from the minutes;
   (f) new business (listed in order of discussion);
   (g) adjournment

9. The minutes of the meetings will follow the same format as the agenda, with the following guidelines:
   (a) the minutes are not intended to be a transcript or a verbatim record of the meeting;
   (b) the minutes will:
      (i.) briefly describe the topic of discussion and only the major issues identified related to that topic which require a decision, a recommendation, or an action for the committee to complete in relation to its mandate;
      (ii.) any decisions, recommendations or actions arising from the discussion;

10. The chair of the committee will forward adopted minutes of the committee meetings to council.

11. Council will review the recommendations of the committee and providing no additional information or explanation is required, make a decision on the committee’s recommendations.
COUNCIL
STANDING COMMITTEES
COU.9

Date Policy Adopted: October 19, 1987
Housekeeping changes approved: December 4, 1997
Housekeeping changes approved by CAO: November 24, 2005

The Mayor at the Inaugural Meeting of Council each year appoints standing committees, their chairmen and members in accordance with Section 141 of the Community Charter.

The following comprise the responsibilities of the Administration and Finance; Community Development; Engineering and Public Works; Public Safety and Health; Parks, Recreation and Culture; and Forestry Committees.

Administration and Finance

The mandate of the Administration and Finance Committee is to consider and make recommendations on matters affecting the offices of Corporate Administration and Finance. Matters considered may include, for example: personnel; labour relations; annual budget; purchasing; grants; taxation; financial control; investments and borrowing; and municipal property leases, or agreements with other agencies.

Public Safety and Health

This Committee considers matters that normally fall under the jurisdiction of the Local Board of Health, Police and Fire Departments (including fire prevention) as well as animal control and the District’s Emergency Program. The Chairman of the Public Safety Committee is a member of the Emergency Planning Executive Committee.
Parks, Recreation and Culture

The main function of this Committee is to consider matters pertaining to the Parks and Recreation Department, including the pool, leisure centre, arena, curling rink, cemetery and wharf.

Community Development

The mandate of this Committee is to consider and make recommendations on matters that affect the Community Development Department. Administration of the Official Community Plan, Zoning Bylaw, and Subdivision Control Bylaw are considered by this Committee.

Engineering and Public Works

This Committee considers matters associated with the Engineering, Public Works, and Inspection Services Department, Abbotsford/Mission Water and Sewer Committee, equipment pool, landfill site, dyking and drainage, and water and sewer rates.

Forestry

This Committee considers matters pertaining to the Municipal Tree Farm and other matters related to forestry that may affect its operation.
1. A task force may be appointed by council to review and make recommendations to council regarding a single specific topic.

2. It is anticipated that the work of a task force will be completed over a short time frame of approximately 6 months.

3. The task force will be dissolved upon completing its the terms of reference.

4. At the time of appointing the task force, council will decide:
   (a) the product to be delivered by the task force;
   (b) the specific terms of reference for the task force;
   (c) the membership of the task force;
   (d) appointees to the committee including the designated council representative and alternate;
   (e) the chair and an alternate chair of the task force;
   (f) the staff member(s) (if any) who may assist the task force;
   (g) whether funding is required for the task force to carry out its work, and the amount of the required funding.

5. Protocols:
   (a) task force meetings will be open to the public;
   (b) a portion of the task force meeting may be closed to the public, in accordance with section 90 of the Community Charter;
   (c) a majority of the task force shall constitute a quorum;
(d) decisions and/or recommendations of the task force shall be made by consensus if possible, or by a simple majority of task force members present provided there is a quorum;

(e) task force members missing more than two successive meetings will be deemed to have resigned, unless such absence is for valid reason(s) and is approved by the chair of the task force;

(f) the schedule and location of meetings shall be determined by the chair after consultation with the task force.

6. The chair will be responsible to determine the topics on any agenda.

7. The District will distribute meeting agendas.

8. The agenda for the meetings will include the following heading:
   (a) task force members present;
   (b) task force members absent;
   (c) guests;
   (d) minutes of the previous meeting;
   (e) business arising from the minutes;
   (f) new business (listed in order of discussion);
   (g) adjournment

9. The minutes of the meetings will follow the same format as the agenda, with the following guidelines:
   (a) the minutes are not intended to be a transcript or a verbatim record of the meeting;
   (b) the minutes will:
      i. briefly describe the topic of discussion and only the major issues identified related to that topic which require a decision, a recommendation, or an action for the task force to complete in relation to its mandate;
      ii. any decisions, recommendations or actions arising from the discussion;

10. The chair of the task force will complete the final report of the task force, and deliver the report and present the recommendations of the task force to council.
DATE: May 19, 2015  
TO: Mayor and Council  
FROM: Jennifer Russell, Deputy Corporate Officer  
SUBJECT: 2015 Municipal Grants in Aid  
ATTACHMENT(S): Appendix “A” – Minutes of the Municipal Grants Select Committee Meeting held on May 6, 2015

**RECOMMENDATION(S):** Council consider and resolve:

1. That 2015 Community Event grants be awarded as follows, to be funded from account number 20498-340:
   - Royal Canadian Legion (veteran recognition) $5,000
   - Mission Association for Community Living (Illuminaria Celebration) $5,000
   - Mission & District Soapbox Derby Association $5,000
   - Fraser Valley Bald Eagle Festival $4,100
   - Mission Heritage Association (Canada Day) $16,000
   - Mission Community Services (Diwali Festival) $2,000
   - Mission Downtown Business Association (MissionFest) $3,500
   - Mission District Historical Society (Heritage Week) $3,000
   - **Total: $43,600**

2. That a 2015 Community Enhancement grant in the amount of $3,000 be awarded to the Optimist Club of Mission, to be funded from account number 20500-340.

3. That 2015 Community Enhancement grants be awarded as follows, to be funded from account number 20500-340:
   - Big Brother/ Big Sisters of the Fraser Valley $2,500
   - Centennial Place $1,275
   - Mission Arts Council  
     - (Children's Festival) $3,000
     - (Youth Arts Festival) $0
   - Greater Vancouver Youth Unlimited $7,500
   - Joy Vox Community Choir $500
   - Mission Soapbox Derby Association $0
   - Mission Artist Association $300

   - **Total: $22,575**
<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Mission City Boxing Association</td>
<td>$2,000</td>
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<tr>
<td>Mission City Farmer’s Market Society</td>
<td>$3,000</td>
</tr>
<tr>
<td>Mission Community Services Society</td>
<td>$4,000</td>
</tr>
<tr>
<td>(Family Place)</td>
<td></td>
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<tr>
<td>(Seniors’ Connection)</td>
<td>$4,000</td>
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<tr>
<td>Mission Downtown Business Association</td>
<td>$7,400</td>
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<tr>
<td>Mission Elks Lodge #30</td>
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<tr>
<td>Mission Folk Music Festival</td>
<td>$5,000</td>
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<td>Mission Friends of the Library</td>
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<tr>
<td>Mission Friendship Centre Society</td>
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<td>Mission Genealogy Club</td>
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<tr>
<td>Mission Heritage Association</td>
<td>$8,500</td>
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<tr>
<td>Mission Hospice Society</td>
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<tr>
<td>Mission Marlins Swim Club</td>
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<tr>
<td>Mission Minor Football Association</td>
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<tr>
<td>Mission Minor Lacrosse Club</td>
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<tr>
<td>Mission Senior’s Centre Association (Seniors’ Week)</td>
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<tr>
<td>New Heights – Hope Central</td>
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<tr>
<td>Opening Nite Theatre Society</td>
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<tr>
<td>Serenata Singers</td>
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<tr>
<td>Special Olympics BC – Mission</td>
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<tr>
<td>Steelhead Community Association</td>
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<tr>
<td>Team Finn Foundation</td>
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<tr>
<td>Valley Singers</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$81,975</strong></td>
</tr>
</tbody>
</table>

**PURPOSE:**
The purpose of this report is to communicate the Municipal Grants Select Committee’s recommendations for the disbursement of the 2015 municipal grant-in-aid funding, and to provide clarity on the disbursement of funds for community events.

**EXECUTIVE SUMMARY:**
The grant-in-aid funds are divided into two categories:

1. community events grants; and,
2. community enhancement grants.
While Council decides on the disbursement of funds for category #1, “community events grant’, the disbursement of funds for category #2, “community enhancement grant” are channeled through a Council-appointed select committee for recommendations.

During this year’s budget approval process, Council approved community event grants-in-aid totaling $43,600. The list of these annual community events and the amount of the funds set aside for each grant-in-aid is identified in the above recommendation. The recommended resolution validates Council's approval.

The community enhancement grant-in-aid fund, on the other hand, is one lump sum established during the course of Council's budget approval process. Applications for this funding are invited from Mission-based community groups in the arts, cultural, recreational or social services fields. Council appoints the Municipal Grants Select Committee to review these applications and make recommendations on the disbursement of these funds.

It should be noted that Council has expressed a desire to streamline the application, disbursement and reporting process for all the municipal grants-in-aid, and accordingly a staff report will be brought forward for consideration in the very near future. As part of this overhaul, staff will be looking at adjusting the grant application deadline so that the review and approval process can be completed much earlier in the year so that organizations have more information to aid in event planning and financial decisions.

DISCUSSION:

1. Community Event Grants

There are certain community events (e.g. Canada Day and the Soapbox Derby), that have dedicated funds in the budget. These events are unique by the fact that they are annual community-wide events supported by Council, and as such have been granted funding pre-approval though the annual budgeting process. Accordingly, the organizations responsible for these annual events are not required to go through the application process each year. Rather, these event organizers simply need to provide to staff a report on the previous year’s use of funds. Although the Municipal Grants Select Committee is not involved in the approval of these events, it is supplied with a list of the funds set aside for each event for continuity purposes.

2. Community Enhancement Grants

Organizations applying for a community enhancement grant must make formal application to the Municipal Grants Select Committee. The committee’s role and responsibility is to carefully review and examine each application based on the District’s criteria and make recommendations to Council on the allotment of the budgeted funds.

Similar to the community events category, each organization is required to provide a report on the use of the previous year’s funds. This is an important accountability test of the organization to ensure the District’s contributions are directly assigned to the primary purpose of organization.

The select committee typically meets once a year at the end of the application intake process. This year the meeting was held on May 6, 2015. The minutes of that meeting are attached to this report as Appendix “A”. The list of this year’s applications, together with the committee’s funding recommendations, is shown in the following table:
<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested</th>
<th>Recommended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Vancouver Youth Unlimited</td>
<td>$12,650</td>
<td>$7,500</td>
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<tr>
<td>Hope Central (c/o New Heights Church)</td>
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<td>Joy Vox Community Choir Society</td>
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<td>Mission Artists Association</td>
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<td>Mission City Boxing Association</td>
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<tr>
<td>Mission City Farmers Market Society</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Mission Community Services Society (Family Place/Food Security Program)</td>
<td>$10,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>Mission Community Services Society (Seniors’ Connection)</td>
<td>$10,000</td>
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<tr>
<td>Mission Seniors Centre Association (Seniors’ Week)</td>
<td>$1,300</td>
<td>$1,000</td>
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<tr>
<td>Mission &amp; District Soapbox Derby Association</td>
<td>$6,000 ($1,000 over community events grant)</td>
<td>n/a ¹</td>
</tr>
<tr>
<td>Mission Folk Music Festival Society</td>
<td>$15,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Mission Friends of the Library</td>
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<td>$1,000</td>
</tr>
<tr>
<td>Mission Genealogy Club</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Mission Heritage Association (Twilight Concert Series)</td>
<td>$9,000</td>
<td>$8,500</td>
</tr>
<tr>
<td>Mission Hospice Society</td>
<td>$4,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Mission Marlins Swim Club</td>
<td>$1,100</td>
<td>$1,000</td>
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<tr>
<td>Mission Minor Lacrosse Club</td>
<td>$1,100</td>
<td>$1,000</td>
</tr>
<tr>
<td>Opening Nite Theatre Society</td>
<td>$4,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>Optimist Club of Mission</td>
<td>$4,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Royal Canadian Legion – Mission Branch 57</td>
<td>$5,000 (community event)</td>
<td>n/a ²</td>
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<tr>
<td>Valley Singers</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Special Olympics BC - Mission</td>
<td>$2,000</td>
<td>$2,000</td>
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<tr>
<td>Big Brothers Big Sisters of the Fraser Valley</td>
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</tr>
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<td>Mission Friendship Centre Society</td>
<td>$17,600</td>
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<td>$20,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Team Finn Foundation</td>
<td>$2,500</td>
<td>$0</td>
</tr>
<tr>
<td>Serenata Singers</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Centennial Place (Communitas Supportive Care Society)</td>
<td>$1,275</td>
<td>$1,275</td>
</tr>
<tr>
<td>Organization</td>
<td>Amount Requested</td>
<td>Recommended Amount</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
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<tr>
<td>Mission Downtown Business Association (maintenance of downtown flower baskets)</td>
<td>$8,400</td>
<td>$7,400</td>
</tr>
<tr>
<td>Mission Minor Football Association</td>
<td>$10,000</td>
<td>$4,500</td>
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<tr>
<td>Mission Elks Lodge #30- B.P.O.E. of Canada</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Total 2015 Requests:</strong></td>
<td><strong>$171,825</strong></td>
<td><strong>$84,975</strong></td>
</tr>
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</table>

**Note 1** The Soapbox Derby Association is identified for a $5,000 community events grant. The zero award in the committee recommendation is simply a notation of the committee’s position on the request for a $1,000 increase.

**Note 2** The Royal Canadian Legion – Branch 57 is identified for a $5,000 community events grant for their annual veteran recognition ceremony. The application received under the community enhancement category was considered a duplicate and thus not considered further by the select committee.

It is important to note that the Soapbox Derby Association has requested an increase in grant funding to $6,000 (from $5,000). As noted above, the select committee did not recommend an increase in funding, and is therefore not reflected in the recommendation at the beginning of this report.

As additional background information and for comparative purposes to last year’s allocation of community enhancement grant funding, the following excerpt details Council’s final decision in 2014:

*That 2014 Community Enhancement grants be awarded as follows, to be funded from account number 20500-340:*

- Greater Vancouver Youth Unlimited: $8,000.00
- Hope Central (New Heights Church): $10,000.00
- Joy Vox Community Choir Society: $500.00
- Mission Artist Association: $300.00
- Mission Arts Council (Children’s Festival): $2,500.00
- Mission Arts Council (Youth Art Festival): $2,500.00
- Mission City Boxing Association: $2,000.00
- Mission City Farmer’s Market: $2,500.00
- Mission Community Services Society (Family Place): $10,000.00
- Mission Community Services (Seniors’ Connection): $10,000.00
- Mission Folk Music Festival Society: $5,000.00
- Mission Friends of the Library: $1,000.00
- Mission Genealogy Club: $500.00
- Mission Heritage Association (Twilight Concert Series): $8,900.00
- Mission Hospice Society: $1,500.00
- Mission Marlins Swim Club: $1,000.00
- Mission Minor Lacrosse Club: $1,000.00
- Mission Seniors’ Centre Association: $1,200.00
- Opening Nite Theatre Society: $5,000.00
- Optimist Club of Mission: $3,000.00
- Valley Singers: $500.00

**FINANCIAL IMPLICATIONS:**

The total amount available in the budget for community enhancement grants for the 2015 fiscal year is **$85,000**. This amount represents $59,900 allocated in the budget, plus $25,100 reallocation from savings within other grant program budgets. If Council approves the community enhancement grant
amounts as recommended ($3,000 + $81,975) there would be $25 left over to the end of the fiscal year.

The total amount available in the community event budget is $43,900.00. Once all of the funds have been disbursed as noted above ($43,600.00), there will be $300.00 left over to the end of the fiscal year.

COMMUNICATION:

Once Council has made its decision on the community enhancement grant awards, staff will proceed with mailing out cheques to the successful applicants. Separate letters will also be sent to the unsuccessful applicants with a copy of the committee’s minutes showing that they did not receive a grant.

SIGN-OFFS:

Jennifer Russell, Deputy Corporate Officer

Reviewed by: Tina Penney, Acting Manager of Corporate Administration

Comment from Chief Administrative Officer:
Appendix “A”
Grants in Aid Committee Meeting
May 6, 2015
City Hall

Attendance – Bronwen Sutherland, Glen Kask, Jo Priestly, Ed Betterton, Jean Ledgerwood
The Meeting was called to order at 1:13 p.m.

The Committee extends its thanks to Jennifer Russell who always works tirelessly to prepare the documents and have them ready for the members in a timely fashion. She goes above and beyond to ensure that we are informed, happy and well nourished for the duration.

The Committee was faced with some challenging decisions as there was an uptick in the number of requests for funding and the amounts requested by community organizations. The Committee members worked diligently to ensure that equitable and fair decisions were made.

Motion by Glen Kask and seconded by Ed Betterton that Bronwen Sutherland serve as the Chairperson of the Committee.

CARRIED
1. Motion : - The Grants-In-Aid Committee recommends the granting of $3,000.00 to the Optimist Club of Mission.
   Moved by Glen Kask  2nd  Jo Priestly
   CARRIED

2. Motion : - The Grants-In-Aid Committee recommends that the listed organizations receive the following funding :
   Moved by Glen Kask  2nd  Ed Betterton
   CARRIED
   1. Big Brother/ Big Sisters of the Fraser Valley          $2,500.00
   2. Centennial Place                                      $1,275.00
   3. Mission Arts Council (Children’s Festival)         $3,000.00
      Youth Arts Festival                                    $0
   4. Greater Vancouver Youth Unlimited                   $7,500.00
   5. Joy Vox Community Choir                             $500.00
   6. Mission Soapbox Derby                                $0
   7. Mission Artist Association                           $300.00
   8. Mission City Boxing Association                     $2,000.00
   9. Mission City Farmer’s Market Society                $3,000.00
   10. Mission Community Services Society                $4,000.00
       Family Place

   11. Mission Community Services Society                $4,000.00
       Family Place
<table>
<thead>
<tr>
<th></th>
<th>Organization</th>
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<tr>
<td>11</td>
<td>Mission Community Services</td>
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<td>Senior’s Connection</td>
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</tr>
<tr>
<td>12</td>
<td>Downtown Business Association</td>
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<td>13</td>
<td>Mission Elks Lodge #30</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>14</td>
<td>Mission Folk Music Festival</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>- To be paid directly to the MHA for Park Rental on behalf of the Festival.</td>
<td></td>
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<tr>
<td>15</td>
<td>Mission Friends of the Library</td>
<td>$1,000.00</td>
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<tr>
<td>16</td>
<td>Mission Friendship Centre Society</td>
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<tr>
<td></td>
<td>- To be paid upon the onset of the program</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Mission Genealogy Club</td>
<td>$500.00</td>
</tr>
<tr>
<td>18</td>
<td>Mission Heritage Association</td>
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<tr>
<td>19</td>
<td>Mission Hospice Society</td>
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</tr>
<tr>
<td>20</td>
<td>Mission Marlins Swim Club</td>
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</tr>
<tr>
<td>21</td>
<td>Mission Minor Football Association</td>
<td>$4,500.00</td>
</tr>
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<td>22</td>
<td>Mission Minor Lacrosse</td>
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<tr>
<td>23</td>
<td>Mission Senior’s Centre Association</td>
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<tr>
<td></td>
<td>- Senior’s Week</td>
<td></td>
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<tr>
<td>24</td>
<td>New Heights – Hope Central</td>
<td>$9,000.00</td>
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<td>25</td>
<td>Opening Nite Theatre</td>
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<td>26</td>
<td>Optimist Club of Mission - See above</td>
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<td>27</td>
<td>Royal Canadian Legion – Mission</td>
<td>n/a</td>
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<tr>
<td>28</td>
<td>Serenata Singers</td>
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<tr>
<td>29</td>
<td>Special Olympics BC – Mission</td>
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</tr>
<tr>
<td>30</td>
<td>Steelhead Community Association</td>
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</tr>
<tr>
<td>31</td>
<td>Team Finn Foundation</td>
<td>$0</td>
</tr>
<tr>
<td>32</td>
<td>Valley Singers</td>
<td>$500.00</td>
</tr>
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</table>
DATE: May 19, 2015
TO: Mayor and Council
FROM: Maureen Sinclair, Director of Parks, Recreation and Culture
SUBJECT: Parks and Recreation Advisory Committee Draft Policy
ATTACHMENT(S): Appendix A – August 18, 2014 Council Report- Parks and Recreation Commission

RECOMMENDATION(S): Council consider and resolve:
1. To establish a Parks and Recreation Advisory Committee and; that
2. The Director of Parks, Recreation & Culture be requested to develop a proposed terms of reference detailing the mandate, committee scope, committee composition, key responsibilities and report back to Council.

PURPOSE:
The purpose of this report is to have Council review and approve the creation of a Parks and Recreation Advisory Committee.

BACKGROUND:
At the August 18, 2014 Regular Council meeting (see Appendix A) staff requested support to form a Parks and Recreation Commission. After some discussion Council directed staff to develop Terms of Reference for a Parks and Recreation Advisory Committee to provide advice on issues related to parks, trails and recreation matters in the District of Mission. Given the time lapse since the initial request from Council and the current interest in moving toward a new governance model for all municipal parks, staff felt it advisable to seek a Council resolution to move forward on the concept of an advisory committee at this time.

DISCUSSION AND ANALYSIS:
Parks, Recreation & Culture staff are requesting that Council support the formation of an Advisory Committee as allowed under the Community Charter and in compliance with the draft Protocol for Council Committees presented by the Acting Manager of Corporate Administration.

Following approval of this report, staff will create terms of reference that can be brought forward for Council’s review. Staff believes that the Advisory Committee should be made up of representatives from the community at large that have specific knowledge and interest in matters related to the development and operation of park, trails, recreational programs and special events. The role of the Advisory Committee will be to provide recommendations and input related to new programs, facility improvements, master plan recommendations and future development opportunities, etc.

In addition to Council goals and objectives, there are a number of community initiatives and capital projects that will benefit from input from the Advisory Committee, these include:
- Improvements to Griner Park;
- Development of the new skateboard park;
- Development of the new artificial turf field;
- Programming at Fraser River Heritage Park;
- Extending the community trail network.

There are a number of matters to work through before the Advisory Committee can be created these include terms or reference, a committee structure, key responsibilities, etc.

**COUNCIL GOALS/OBJECTIVES:**

The development of a Parks and Recreation Advisory Committee supports broader community involvement and transparency in decision making.

**FINANCIAL IMPLICATIONS:**

A budget request will be included with the proposed terms of reference.

**COMMUNICATION:**

If Council approves the creation of an advisory committee and subsequent terms of reference, staff will publicly advertise for volunteers to sit of the Advisory Committee through a variety of media in consultation with the Manager of Civic Engagement and Corporate Initiatives.

**SUMMARY AND CONCLUSION:**

Council directed staff to develop a Terms of Reference for a Parks and Recreation Advisory Committee to provide advice on matters related to parks, trails and recreation matters. Staff are seeking Council’s support to form the advisory committee and to direct the development of relevant terms of reference.

**SIGN-OFFS:**

M Sinclair  
Director of Parks, Recreation & Culture

Reviewed by:  
T. Penney Acting Manager of Corporate Administration

Comment by Chief Administrative Officer
DATE: August 18, 2014
TO: Mayor and Council
FROM: Maureen Sinclair, Director of Parks, Recreation and Culture
SUBJECT: Parks and Recreation Commission

RECOMMENDATION(S): Council consider and resolve:

That staff draft a terms of reference to establish a Parks and Recreation Commission for Council’s consideration.

PURPOSE:
The purpose of this report is to request Council support for staff to draft a terms of reference to create a Parks and Recreation Commission to provide advice to Council and staff on issues related to parks and recreation matters in the District of Mission. This would be a draft terms of reference which Council could then consider.

BACKGROUND:
Parks and recreation departments by their nature work closely with numerous community organizations, user groups, sports organizations and service clubs to deliver a broad range of programs; the Parks, Recreation & Culture Department in Mission is no exception. The range of issues and programs from archery to xeriscaping is large and diverse and while there is a solid foundation of well trained professional staff there is much to be learned from the community as a whole. Many municipalities in the Lower Mainland have advisory committees/commissions who work closely with municipal staff to advise staff and Council on a variety of parks, recreation and trail related issues.

DISCUSSION AND ANALYSIS:
Community collaboration and understanding is essential to providing recreational programs that are responsive to community needs. A commission made up of volunteers who represent the community could be used to vet new program ideas, solicit input related to future capital project needs, assist with community consultation efforts, etc. As an example, currently PR&C staff has three such projects that would benefit from commission input, as follows:

- Develop a long term development/improvement plan for Griner Park;
• Work with the skateboarding community towards the development of a new skateboard park in the District; and

• Consider the need for broader input and consultation related to the Bicycle Master Plan.

A Park & Recreation Commission could assist staff in developing projects such as these with the assistance of the community. The Commission should have a broad community base representing to the greatest extent possible the make-up and complexity of the community. The Commission members can assist in the development of new ideas and strategies to enable the Parks, Recreation & Culture Department to deliver the best possible programs, parks and amenities to the community.

There are a number of matters to work through before a commission can be struck and these include-terms of reference, a commission structure, i.e. commission membership and numbers, roles and responsibilities, etc.

The District currently has a number of other commissions and boards that work on issues related to the mandate of the Parks, Recreation & Culture Department and consideration should also be given to how the new commission would interact with these committees and groups.

If Council agrees to strike a Parks and Recreation Commission, the Commission would operate under the mandate and terms of the District’s Council Committees Commissions Policy COU.20 (C) which is currently under review.

COUNCIL GOALS/OBJECTIVES:

The development of a Parks and Recreation Commission supports Council’s mission statement, values and strategic goals related to partnerships and communications.

FINANCIAL IMPLICATIONS:

There are minimal direct financial costs associated with enacting a Parks and Recreation Commission and these can be covered within the current Parks, Recreation & Culture operating budget.

COMMUNICATION:

The development of a Parks and Recreation Commission will increase the flow of dialogue between the Parks, Recreation & Culture Department and the community.

SUMMARY AND CONCLUSION:

Staff recommends that Council support staff developing draft terms of reference for a Parks and Recreation Commission, which Council can then consider.

SIGN-OFFS:

[Signature]

Director of Parks, Recreation & Culture

Comment by Chief Administrative Officer

Reviewed.
DATE: May 19, 2015
TO: Mayor and Council
FROM: Kirsten Hargreaves, Manager of Social Development
SUBJECT: Stone Soup Report Out – Phase 1
ATTACHMENT(S): Appendix A – Stone Soup Menu of Options Moving Forward

COMMENT: Staff are providing this report as a summary of Phase 1 of the Stone Soup homelessness initiative including history and the menu of options for prioritization by Council. This report is a follow-up to the May 11, 2015 presentation. In order to advance to phase 2 staff are seeking support from Council in the form of a formal resolution identifying priority items with a consideration of financial and resource implications required as outlined in Appendix A.

PURPOSE:
This report provides a summary of Phase 1 of the Stone Soup homelessness initiative. This report provides Council with a description of the history and impetus for this initiative summarizing major themes, community values and opportunities for action gathered through a series of community workshops held between October 2014 – April 2015. Kirsten Hargreaves (Manager of Social Development) and Paul Horn (Bootstrap Consulting) presented this report to Mayor and Council on May 11, 2015. This is a follow up step to the May 11, 2015 presentation.

BACKGROUND:
The report offers a wide range of possible community-based measures that might be undertaken to address the compelling and growing issue of homelessness in Mission. Most of the suggested interventions include a role for the District of Mission, however there are a considerable number that seek to find partnerships for engagement in both formal and informal ways from a number of other constituencies. These include neighborhoods, landlords, family and friends and community volunteers. At a higher level, many of these recommendations call for specific types of engagement by community service agencies and by other branches of government.

The “menu options” are described across two continua - from short-term to long-term, and from inexpensive to requiring significant investment. Another distinguishing criteria of many of the menu items is that some can be described as action items, achievable by the District of Mission and/or partnering community organizations, while other menu items are best described as “influence items” in which the municipality and its partnering agencies invest our efforts in creating Business cases or cogent lobbying efforts in an attempt to mobilize funding for services in our region.

Six common themes can be seen across the menu items, and are further explored in the report:

1. Coordination
2. Research
3. Education
4. Communication / Collaboration
5. Capacity
6. Review, revise, report results

This report asks council to give an initial consideration to those menu items that are seen as highest priority. With council’s direction, the next steps will involve providing a detailed strategy, including expectations around time, money and resource needs. Council has also been asked to identify any limits or concerns; offer direction for approaching other organizations and levels of government; and indicate, in broad fashion, the extent to which it is prepared to allocate money and other resources in pursuing this initiative.

The Impetus:

In the summer and fall of 2014, the growing problem of homelessness in the Fraser Valley became particularly prominent. In Mission, both social and traditional media began to take note of issues such as:

- Visible poverty and behavioural confrontations in the downtown (which was the subject of a revitalization effort);
- Homeless encampments and tragic deaths near the CNR tracks;
- Open drug abuse and the discarding of bio-hazardous needles in the vicinity of the mission library, museum and downtown steps;
- A growing problem with drug related crime, coupled with an under-resourced RCMP force.

Homelessness has a diverse range of causes, but at its root, it is largely an issue of poverty. Typically, when we consider poverty, we think of it as a lack of financial resources, but a more useful construct might be to consider it as a lack of resources of every kind. Those resources, or assets, include a supportive social structure around the person; employment and education; physical and mental health services; creative, spiritual and physical opportunities; life and coping skills; and timely access to crisis response services when needed. Of course, the most prominent resource needed is a safe and stable home, but a significant number of homeless people have difficulty maintaining a home even when one is available, largely because of converging deficits in these other areas.

In Mission, as in many communities, the initial response to homelessness could best be summed up as anger and finger-pointing. But this initial response, thankfully, was not long-lived. It became apparent that no single agency could be blamed for homelessness or charged with the responsibility of reversing the issue. Indeed, it was immediately apparent that homelessness would demand the will of the community as a whole if it were to be effectively targeted.

Kirsten Hargreaves, Mission’s Manager of Social Development, was seen as the “hub person” with meaningful connections to many of the constituent agencies and community groups that were growing concerned. These included the Downtown Business Association, the District of Mission council, the RCMP, and many service provider agencies. Kirsten was directed to begin developing a made-in-Mission strategy for addressing homelessness.

Paul Horn (Bootstrap Consulting), was engaged in this work due to an already established working relationship on projects such as Mission’s Mental Health and Substance Use Strategy; Community Cares: Mental Health Response Training; and the city’s annual Back To Health… for Good Fair. In our early discussions, the concept of Stone Soup was born. A simple plan was presented to the previous council in the fall of 2014 and was approved.
The Concept:

By now, all of us are more than familiar with the story of Stone Soup. The metaphor of Stone Soup – that we all produce something better by contributing a little to the larger pot – was chosen for two reasons. First, it is a concise way of capturing the big idea behind a made-in-Mission approach to reducing homelessness. The metaphor was not chosen by accident, but rather with Mission’s unique community culture in mind. Our work suggests that Mission has a unique willingness to embrace community-based approaches.

Second, stone soup metaphorically represents two important social development tools: community development and case management. These two tools form the root of our recommended approach(es).

Community development is an important trend in social services. The central idea is that the role of social professionals is to develop a strong network of professional and nonprofessional, formal and informal, intense and casual supports throughout the community. For example, rather than having social needs being addressed entirely by professional community service agencies, such as the Ministry for Child and Family Development or Mission Community Services, the social worker attempts to invigorate and bolster more sustainable informal supports such as the faith community, neighbors, employers, extended family, friends, cultural groups, school and community groups. The professional also invests in strengthening the person’s family of origin and ensuring that the family is taking the highest possible benefit from available community services, such as a child’s school or local health and recreational services.

The community development model is designed to pay off over the long term with lasting results, both for the individual and for subsequent generations. Another advantage of the community development approach is that it is cost-effective, ensuring the highest possible subscription to publicly funded services and taking advantage of unfunded supports.

Similarly, the Case Management approach builds on a model by creating an individuated “circle of support” for each individual. That circle of support includes both professionals and non-professionals. One of the key ideas is that the consumer plays a central role in the case management team, allowing the team to expect personal accountability and to design interventions suited to the person. This is incredibly important because research shows that many people reject systematized services, complaining that they are too restrictive, robbing them of dignity and choice.

Another advantage of the case management team is that it can be created in the shadow of crisis, such as when a person is arrested under the Mental Health Act or when an at-risk person is identified through a community referral. Initially, the case management team may be comprised mostly of professionals, including social workers, mental health professionals, medical professionals, and educators (in the case of children and youth), but one of the priorities of the team is to quickly add informal social “assets.” These assets may or may not be what we traditionally consider to be members of a person’s family. If a person does not have functional relationships with her family, the case management team may consider members of their extended family; their larger cultural and/or faith community; former staff, friends, including other service consumers; neighbours; landlords and even employers.

In some cases, supporters may be found in unusual places. For example, one local man is a regular at his bank where he withdraws five dollars every day. This allows him the method of budgeting his income, it also means that he is a regular customer at the bank and has established a very warm set of relationships with the tellers and staff there. In their own way, they monitor his wellness and keep
him socially connected. As another example, some of our local firefighters report that they have an at risk gentlemen who regularly stops by and talks to them as they do their daily maintenance on the trucks. For this man, that contact plays an invaluable role in maintaining his wellness and allowing others to keep track of him.

The concept of Stone Soup has been at the forefront from the very beginning of this project. Rather than simply prescribing one or two interventions, the project design begin with asking the community, including professionals, homeless people, formerly homeless people and the general community what they believed we should do. One end result of this was that we were able to determine a very high-level of support from within the general community. A very common response was that people wanted to help - contributing their time, skills or money – but that they did not know how and where to begin. Time and again, people were eager to learn the facts behind homelessness, and people who experienced homelessness demonstrated an eager willingness to share their stories and dispel the myths that caused them to be stigmatized.

The second result of the Stone Soup information-gathering phase was that we were able to acquire a lengthy list of potential approaches, some of which are immediately attainable, while others will require a longer-term strategy.

The cultivation of this social will and this list of potential approaches is very much in keeping with the Stone Soup philosophy. Our aim is to ask council to support some of the items on the “menu” which follows, but with council support, we hope to address other citizens and community groups in tackling other items on the menu. In other cases, council will see the benefit in approaching partnering communities, the Fraser Valley Regional District or even the Province in addressing some of the mid- and long-term items on the menu.

The Process:

The Stone Soup project was conceptualized in three phases:

- **Phase 1** – Information-gathering and collation using:
  a) A day long session to explore and consider “menu” of options with service providers, ECG’s (Engaged Community Guys and Gals) and local government;
  b) Workshop and interviews with homeless persons and recently housed;
  c) Public forum
  d) Facebook page.

  Report out and initial “menu” for council. (This report represents the conclusion of this phase.)

- **Phase 2** – Utilizing the identified priority areas by Mayor and Council, we will develop a concrete (timed and costed) implementation plan for those items and bring to council for formal approval. Those strategies not selected by council may be presented to other community organizations or individuals. In some cases, partnerships may be pursued between the District and other agencies.

- **Phase 3** – Implement approved strategies. Review, report and revise on agreed frequency as part of implementation.
The Philosophy:

From the beginning, consumers and professionals have espoused a philosophically driven approach. This approach considers both how we as stakeholders will work together, as well as the fundamental values we wish to embed in our community interventions.

These are more than “feel-good” sentiments. Research has shown that a significant number of people have rejected services because they feel alienated or mistreated by professionals. Similarly, considerable evidence shows that service gaps are created when a lack of good will and open communication exists between professionals. Without a strong philosophical bond, organizations can sometimes lose sight of their priorities and inadvertently isolate their clients.

These ideas were strongly validated throughout our information-gathering phase and two sets of values emerged as a result:

**Values for How We Will Work Together**

- We will treat one another with respect and dignity.
- We will “assume good will,” meaning that we will not question the motivations of one another.
- We will be quick to accept responsibility. We won’t blame one another.
- We will respect the background and expertise of others. We will understand that each of us brings a valuable set of skills and responsibilities to the community.
- We will be solution-minded and realistic. We will focus on what we can do.
- We will listen first and learn from others.
- While we recognize that data is important in making decisions, we also recognize that learning about a problem is distinct from resolving it. We will gather information to the extent that it helps us to do better work.
- We will demonstrate empathy, and will relate to people as people, rather than as labels or “populations.”
- We will trust others and be trustworthy.
- We will avoid thinking or communicating using an “us and them” construct, because such constructs tend to be artificial and misleading.

**Values for How We Will Address Homelessness**

- The individual “will be at the centre of the process. S/he will have a key voice, autonomy and a high degree of accountability for moving forward.
- Every person will be afforded the utmost respect and dignity.
- We will respect the fact that the individual is a citizen of Mission and deserves to be a valued member of this community.
- Every person needs a sense of place to call his/her own.
- Being homeless should never mean the loss of personal choice.
- Supports and interventions must be sustainable. In particular, attention must be paid to the supporting people through life transitions.
- Before creating new supports or services, we should use current capacity first.
- We must engage both paid & unpaid supports, and unpaid supports should be our first priority if they will meet the needs of the consumer.
- We must manage individual expectations. Our aim is not to achieve a paternalistic or uniform view of citizenship, but rather to help people achieve the degree of stability and wellness that
suits them. Our aim is to provide people with the social and personal assets needed to buffer against future crises.

- We must manage collective expectations. Homelessness is a significant social crisis and one that has been growing for many years. Reversing it will be an incremental process and there will be setbacks. Volunteers and family members will do much of the work, which means that many variables may affect the pace of progress. This is a “long view” approach.
- Our standard approach will be to Plan – Pilot – Review – Revise, but the aim is to act quickly.
- Approaches must be individualized to the highest possible extent. There is no “one-size-fits-all” approach.
- We must all accept responsibility for addressing this problem. It affects us all and is “our job” as citizens.
- Whatever we do, we must strive to do it well.
- We will employ a “Stages of Change” or “Gateway” approach, recognizing that people become ready to accept services and supports in different ways and at different paces. These approaches place value on establishing relationship and trust with people before establishing supports. They also recognize that some people may only be willing to “one step at a time” and that setbacks are expected. Such services employ outreach and try to locate services where they are most likely to be accessed. Barriers are reduced where moral judgment is absent from all supports.

What did consumers (people who are homeless or were previously homeless) tell us?

- We live here for the same reason as most people do. Mission is a warm, welcoming community with a variety of supports and amenities.
- We may be homelessness, but we are members of this community.
- It can be difficult to know what supports are out there and how to access them.
- Compromised dignity and bureaucracy are very big barriers to accessing services.
- We need choices because we are not all the same.
- It can be difficult to know who to trust. Many of us have been exploited by family, friends and professionals.
- We are not criminals. Like you, we don’t like violent or untrustworthy people in our midst.
- We like to help our community, and that often occurs as us helping others who are homeless.
- Our biggest need is a stable home which will serve as a foundation to making our lives and selves better.
- We need more housing choices.
- We do not want to be homeless.

The Six General Recommendations:

1. Coordination
2. Research
3. Education
4. Communication / Collaboration
5. Capacity
6. Review, revise, report results

1. Coordination:
   - Ensure that all professionals/agencies are working together
   - Combine professional services with informal supports
• Involve the consumer at the centre of the process; build relationship
• Building a care/advocacy team around the person

2. Research:
• Learn what is working in other communities
• Base interventions on the data we have and our unique community profile (e.g. factors such as climate, geography, services)
• Collect data where needed about our population (e.g. causal factors; consumer perspectives)
• Gather information/personal insights from those that work directly with the homeless in Mission (including agencies and ECG’s)

3. Education:
• Ensure that the community understands the roots and truths about homelessness – reduce fear and opposition, discourage false assumptions and harmful public perceptions (Be part of the solution, not the problem)
• Ensure that community knows the resources available – improve access
• Engage and inform community in supporting initiatives
• Multi-pronged and sustained approach needed
• Values and information-based
• Engage consumers in self-advocacy

4. Communication and Collaboration:
• Ensure that partners are communicating with one another, build a method for consistent streamlined communication
• Ensure that informal supports and consumers are involved and informed
• Build circles (Community Based Teams, aka Case Management Teams) around individuals

5. Capacity:
• Ensure that we have the services we need
• Ensure we have access (e.g. transit services)
• Ensure we have policies that work together (e.g. confidentiality)
• Ensure that service decisions are research-based (based on Theme #2)
• In some cases, the role of the District will be in advocacy (such as at a provincial or regional level, or to a community service agency/organization, rather than direct provision.)
• Provide a “smorgasbord” of options, within means that are realistic and actionable

6. Review, revise, report results:
• Show value for investment
• Adjust services to optimize
• Expand what is working; eliminate what is not
• Incorporate into public education
• Engage consumers in reporting out
FINANCIAL IMPLICATIONS:
There are a number of unknown costs divided into three categories as demonstrated in Appendix A including low cost, moderate cost and high cost.

COMMUNICATION:
Upon receiving feedback from Council on identified priorities moving forward, staff will develop a strategic outline including further cost breakdown and necessary human resource support.

SUMMARY AND CONCLUSION:
The Stone Soup initiative – Phase 1 summary seeks Council’s approval and direction to move into Phase 2 of this important community based work.

SIGN-OFFS:

Kirsten Hargreaves, Manager of Social Development

Comment from Chief Administrative Officer
Reviewed.

Michael Boronowski, Manager Civic Engagement & Corporate Initiatives

Reviewed.
Appendix A

The Menu:

Legend:

$ - Little or no cash cost to the district, expenses are generally in the form of in-kind staff time, use of District or community venues, use of communications platforms or small one-off grants. ($0-$5,000 expected)

$$ - Moderate budget impact, in the form of a capital expenditure and/or on-going operational expenses. (Approximately $5000 - $50,000)

$$ - Considerable budget impact, in the form of a capital expenditure and/or on-going operational expenses. These projects would normally involve a need to pursue partnerships and/or achieve funding from other levels of government; or be considered a strategic priority of the District of Mission ($50,000 +)

ECG’s – Engaged Community Guys and Gals (Volunteers)

<table>
<thead>
<tr>
<th>Approach</th>
<th>Description</th>
<th>Who</th>
<th>Expected Cost</th>
<th>Other Resources</th>
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<tbody>
<tr>
<td>1. Stone Soup Dinners</td>
<td>Monthly pitch-in / potluck dinners at a central venue (such as All-Saints Church). An opportunity for homeless and at-risk persons to share their stories, connect with community and professionals.</td>
<td>Initially, DoM would organize these dinners, but the aim would be to quickly see the responsibility transitioned to a working group of volunteers.</td>
<td>$</td>
<td>• ECG’s</td>
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<td></td>
<td></td>
<td></td>
<td>• Faith community or other venue provider</td>
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<td></td>
<td>• ACT and MCSS Outreach (to help publicize the event.)</td>
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<td>• Possibly “Mission’s Kitchens” community kitchen</td>
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<tr>
<td>2. Consumer/ Former Consumer Outreach Support</td>
<td>Assist in coordinating this informally existing Outreach team, which is comprised of people who have lived through homelessness. Assistance means planning together with other service providers, ensuring proper equipment (for activities such as clean-up) and referral information.</td>
<td>MCSS and DoM working in coordination with the current informal group.</td>
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<td>• Connection to professional services (such as ACT Team)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• Connection to FHA</td>
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<td></td>
<td></td>
<td></td>
<td>• Connection to Food and Clothing banks.</td>
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<td></td>
<td>• Provide Community Cares Training to the outreach volunteers.</td>
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</table>
3. Public Information Sessions (What is homelessness?)

Prepare a presentation about homelessness that includes testimony from homeless people, community members, family and professionals. Deliver the presentation in multiple ways, including larger forums, small community groups (such as Rotary, Chamber, library or high school classes, for example) and provide the materials on-line.

| Social Development Agencies and Mission Public Schools (potentially through the Social Development Committee) | $ $\text{ (If videographer is needed.)} |

- Speakers
- Advice from DoM Communications
- Use of City Page, Website
- Possible use of MPSD on-line platform / Youtube
- Videography?

4. Website/Social Media Clearing House

Similar to a buy/sell website (i.e. Craigslist), this would be a website for people to identify resources (such as time, belongings, funding, expertise) that they are willing to give, as well as a place for people to post “wanted” ads. This site needs to be curated and publicized by a facilitator, as well as augmented by other social media.

| DoM Social Development and Communications, with help from other local agencies. Ultimately, the work of curating the site would be handed off to a fee-for-service partner with specific annual deliverables expected. | $ - capital $ - operational (per annum) |

- Server space (MCSS, DoM?)
- Web design expertise (professional help required)
- Subscribed and engaged community members
- Would this work best as an adjunct to a service such as a “thrift store” where people donate physical goods?

5. Warming/Drop-In Centre

A place (or space) for people to socialize in during the day, and particularly in bad weather. This might be offered daily or specifically on food-bank and cheque pick-up days, so that people don’t need to wait outside for hours. This spot would be a point of contact for outreach workers and other service providers, because it would likely attract a large percentage of the local homeless population.

| Potentially, Mission Community Services or Friendship Centre could assist with this. But other options, such as utilizing the meeting room at the Mission public library should also be considered. | $ |

6. MOU around confidentiality/release – legally vetted

A template or standardized form and procedure agreed upon by Mission agencies (and legally vetted) that would allow clients to give permission for interdisciplinary care

| A draft agreement could be created with community partners. A small amount of seed | $ |

- Public Trustee
- Law Society
| 7. “Flash Mob” community helping events – foodbank/fund-raiser | Using social media, spontaneous events would be scheduled to bring the community in contact with homeless people in meaningful, constructive and helpful ways. For example, if there is a forecast for bad weather, we might call for a sweaterfest, asking citizens to show up with warm clothing. Not all events would be specifically about feeding or clothing people. In some cases, the aim would be to simply have people interact in our public spaces. | Assistance from the DoM’s Communication and Social Development managers would be a major asset here. However, the aim would be to have a group of motivated volunteers be responsible for coordinating this. Given their strength in using social media, this is seen as an apt opportunity to deploy youth. | $ | • Youth volunteers/group |
| 8. Maintenance bylaws and enforcement – minimize unsightly premises | Review and revise our bylaws – working in concert with our bylaw enforcement officers and gathering best practice information from UBCM and other communities. The aim is to provide a mechanism that expedites the ability of the city to act on accumulations of garbage and acts of damage or vandalism that might encourage “squatting” on private lands (e.g. empty homes or vacant lots). Also, by up-keeping premises, areas like our downtown are more likely to remain populated and therefore less conducive to camping out. | Manager of inspection services and inspectors from DoM, working alongside Mission social and healthcare organizations. | $ | UBCM, LMLGA |
| 9. Youth Work Initiative | THIS PROJECT IS ALREADY UNDERWAY. Directed at homeless youth, who may have difficulty completing schooling or gaining work experience, this | MCSS, Youth Unlimited, SRC-Tec and others | $S |
The project aims to give entry level work experience to young people. It provides guidance and financial support to the young worker and the employer.

10. Service Infocards

At a glance and plasticized cards that can be given to homeless and at-risk people. In plain language, they would offer information about the services offered here, contacts, and a basic explanation of the processes for getting help. As an example, the cards would answer the question: How can I get help if I’ve lost my ID? Or, I’m not from BC. Who do I call?

MCSS, community donors, in-kind assistance from printers

11. Pilot “Community-Based Team” Approach

This is a Key Approach. Working with community partners, this approach involves creating individualized support teams for people who are cyclically involved with social services, police and healthcare systems. The aim is to include the consumer, his or her social support system, including friends, family and other informal supports, alongside of professional supporters to monitor and develop individualized Service strategies. The strategies would be multidisciplinary and would be closely tracked, rather than waiting for an individual to have further crisis before adjusting approaches.

Lead from Mission Community Services, with financial support from other community partners. Initial seed funding from the district of Mission would help us to see whether this sort of approach can be effective. Other partners involved include the RCMP, ACT team, Mission Mental Health, Fraser House Society and other service providers involved in the person’s life.

$$ (to pilot)

12. Research effective practices elsewhere

Establish a fund and a policy which would apply to DoM’s social development, planning, economic development, inspection services and communications departments, and potentially to Social Development Committee and/or Mission Healthy Community Partnership Committee. The aim of the policy and fund would be to ask Mission staff and volunteers to actively seek out and, most importantly,

A policy could be drafted by the District admissions HR department, social development manager, or consultant. The district council would need to approve a budget and protocol for applying for these learning funds.

$ - $$, Dependent on council approval.
share information about effective best practices for preventing or reducing homelessness.

More than simply establishing a policy of learning, it would be vital that the policy describe how staff are expected to share and act upon the initiatives about which they have learned. In short, there must be a demonstration of value for the money.

In many cases, learning can be done for free or at little expense to the district, but an incentive program can help engage people to participate in continuous learning and sharing of learned lessons.

<table>
<thead>
<tr>
<th>13. Outreach Nursing</th>
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<tr>
<td>A professional nurse, in the company of an experienced outreach worker, would meet homeless people where they live and offer basic healthcare, referral information and immediate healthcare such as attending to wounds. The advantage of such a system is that it addresses people who are reluctant to access the healthcare system. Not only is it a method to ensure that people are as healthy as possible, but it can also be a step toward better overall public health.</td>
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<td>Some interest has been expressed by experienced nurses who are willing to volunteer some time. However, a sustainable program will likely require at least some time allocation from a Fraser Health nurse. Using volunteers means that this is a mid-range program, but advocating for the use of publicly funded nurses they mean that there is a long-term horizon for this project.</td>
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<td>$ - if volunteers used</td>
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<td>$$ - If professional Fraser Health Authority nurses used</td>
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<th>14. Downtown Ambassadors</th>
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<td>Rather than simply employing downtown security, the aim would be to upskill these workers so that they developed basic social services skills, and can serve as a gateway to referring individuals services or as points of contact information for community-based teams and outreach workers. By doing this, we did stigmatize homelessness and significantly increase the value of our downtown security program.</td>
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<tr>
<td>The security program is already funded by the district of Mission. Programs such as Community Cares Mental Health Response Training are designed to help skills professionals such as security guards, but this must be mandated by the District as an expectation of the security provider. Alternatively, the district could employ or contract ambassadors directly.</td>
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<td>$-$-$ dependent on model</td>
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<td>• Security company</td>
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<th>15. “Occupy” Campaigns</th>
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<tr>
<td>A public relations and advertising Parks, Recreation and Culture</td>
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<td>$ - $$</td>
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<td>• Youth groups,</td>
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campaign designed to have locals utilize their public spaces and parks more frequently, making them less suitable and attractive as homeless encampments. Part of the program would be for the district to encourage and potentially create a budget for neighborhood events in parks. One model for doing so is to engage Youth workers in taking their activities outside of the leisure center property. This is seen as a strong opportunity for engaging youth and other volunteers.

| 16. Housing Clearing House | Similar to the housing office on many post-secondary campuses, this is a venue which would allow local landlords to advertise their rental sites for free using a district platform. That platform could be very low tech, such as a bulletin board at the leisure center or considerably more high tech such as an online housing listing page. A more advanced approach would be to have each rental offering answer some quick questions which would help to ensure the tenants who might need specific supports or access to services would be well suited to these rentals. | This could likely be adopted via a local social service providers such as Mission Friendship Center or Mission Community Services, but a small fee for service budget may be helpful. | $$ | neighbourhood organizations, community service clubs
- This could involve a “Friends of the Park” type group. |

| 17. Referral Line | A locally oriented one-call-does-it-all line that would help individuals quickly locate the services they need, and potentially locate navigators or volunteers who are willing to go with them. Another potential benefit is that this line could help them to determine the transit routes needed and help them access bus for taxi fare. Most people are reluctant to call the crisis line because they do not see it as a resource. (Most believe it is only for

As above, this could likely be adopted via a local social service providers such as Mission Friendship Center or Mission Community Services, but a small fee for service budget may be helpful. It would likely make sense to combine these services. | $$ (can be combined with the above within the same budget) |
| 18. Expedited process for low-cost suites | A simple checklist system could be made available to homeowners who are willing to create secondary suites or rental properties that will rent below a certain threshold. The aim is to create an incentive for authorize suite development by making the process free and as quick and simple as possible. | DoM Planning department in concert with Social Development Manager | $ | UBCM, LMLGA |
| 19. Landlord development, training and support | This is a program specifically designed for market landlords, teaching them skills for supporting at risk tenants, informing them about how to protect their rights as landlords, and providing them with support contact line. The aim is to make landlords more open and willing to providing housing to marginalized individuals. It should be noted that many landlords prefer to rent to individuals who are on government support. This is because are pay directly and reliably by the province. | Like #16 and 17, this could likely be adopted via a local social service providers such as Mission Friendship Center or Mission Community Services, but a small fee for service budget may be helpful. This could be a combined service. | BC Housing, local Housing Committee |
| 20. Targeted strategies for specific areas (CPTED applications) | Specific parks, public spaces and neighborhoods are more vulnerable to becoming homeless encampments because of their physical features. Using the RCMP’s Crime Prevention Through Environmental Design construct as a template, Public Works, PRC facilities and Social Development could list public locations in order of priority and create budgeted action plans for those highest on the list. | RCMP, Public Works, PRC Facilities in consultation with Social Development Manager | $ - Priority list $$ - Individual projects and plans | • Neighbourhood volunteer groups, Adopt-A-Block  
• This could involve a “Friends of the Park” type group. |
| 21. Community Mentor Program | This is a reprisal of a program that was initiated by Mission Community Services a number of years ago. The aim is to connect Community members with people who are currently homeless or at | A local social services agency or partnership of agencies. Some mentor training provided through Community Cares. | $ | • Summit Learning Centre / Riverside College  
• Friendship |
risk, providing valuable mentoring and reducing social alienation. Unlike the previous iteration of the program, the aim would be to link people who had previous experience as homeless individuals with those who are currently at risk or are homeless.

| 22. Seniors and Youth Connection | A preventive strategy in which recreation, education and leisure programs are designed explicitly to create connections between seniors and adolescents. Both of these groups are particularly at risk of homelessness and alienation, so any efforts to create a stronger social connections can help to ensure that people are resilient in the face a crisis and develop social assets who can help them in times of trouble. Aside from homelessness, there are many social benefits to creating these sorts of relationships. Whether this work is undertaken by the leisure center staff or buy a community organization such as the lifetime learning center or the senior’s and youth advisory committees, the aim would be to intentionally plan events and programs that our elders and used together. | DoM PRC, or community organizations such as Lifetime Learning Society, Friendship Centre, local faith community or similar (or a partnership of these groups.) | $-$-$ | Seniors Advisory Committee, Youth Unlimited |

| 23. Beat Cops/Ambassadors/ACT and Outreach coordination | A critical component behind all of the strategies will be court nation. This is particularly important in our downtown area where different organizations will all be indirect contact with the homeless population. It will be vitally important that the RCMP beat cops, ambassadors/security guards, outreach workers and act team members meet regularly to discuss what they’re seeing on streets. In some cases, one group or individual will be better at relating to a consumer then another and it may be | RCMP, Downtown security, ACT team, MCSS outreach, Impact youth outreach, Hope Central, Mission Friendship Centre and Mission Library staff | $ | Security company; DBA |
helpful for these groups to coordinate their outreach.

### Long Term and Advocacy

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<tr>
<th>Approach</th>
<th>Description</th>
<th>Who</th>
<th>Expected Cost</th>
<th>Other Resources</th>
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<tbody>
<tr>
<td>24. Lobbying for enhanced recovery and detox services, esp. youth</td>
<td>Building a business case for enhanced recovery and detox services in Mission or the surrounding area. This might involve advocating for more choice; easier access; or services specializing in youth or detox. However, insignificant amount of underlying research would be needed to verify that the business case is sound. If it turns out that services are adequate, the work would change to one of improving awareness in access to current services.</td>
<td>District of Mission, in partnership with the Fraser Valley Regional Hospital District; with assistance from Fraser Health Authority and input from a Healthcare Consultant</td>
<td>$5 - Business case</td>
<td>• Knowledgeable healthcare consultant</td>
</tr>
<tr>
<td>25. Transition Planning Table: Coordination between addiction services – transition-planning between services and at graduation</td>
<td>In the absence of designated funding or services specializing in helping individuals during transition from supportive care to independent living, it is important that one or more of our community partners play a role in coordinating and sharing information during transitions. This action item aims to create a coordinated table at which professionals can talk about individuals leaving care or moving from one service to another, so that a plan can made and informal community supports can be developed. It should be noted that item 31, which is a long-term item, aims to see the creation of established transitioning services. This recommendation is seen as a partial step toward addressing a larger problem.</td>
<td>Local social service, recovery and housing organizations. To be done effectively, one community partner would need to be a driving force establishing this transition planning table.</td>
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<td>26. DoM Coordinator/Navigator</td>
<td>Identified in the 2009 Mission Health Plan, this has remained an outstanding recommendation. The aim of a navigator is to provide an individual who can be contacted by people who find the healthcare and social service systems confusing, and you need information.</td>
<td>Funding for this worker might be provided by the District of Mission, FHA or a partnership of the GPA, FRC, and CDC.</td>
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advocacy or support to navigate through it. The role of a coordinator is to ensure that various support organizations and informal supports the remaining connected and are working in concert to support individuals. While the job coordinator and navigator are not the same, they are mutually aligned and in the near-term, could be tackled by one worker. Another potential partner may be local First Nations groups and organizations.

| 27. Market housing incentives | Similar to the downtown revitalization incentive, the aim here is for the planning and economic development departments consider how they might expedite the development process and/or create incentives for developers who build affordable housing. A variety of models exist and it would be up to the planning and economic development departments to determine which ones were best suited to Mission or to particular areas of Mission, as a first step in this process. The development of this program would take significant time and require significant public engagement. Given that the DoM will soon be reviewing its OCP, this may be seen as a deliverable of that work. | DoM Planning and Economic Development functions, with support from Civic Engagement Potentially the OCP project lead/team may need to consider this as part of that project. | $$ | • OCP consultant, if engaged • UDI and developers |

| 28. Promote/explore Aboriginal Service Development with Sto:lo | There are a number of advantages of partnering with local first Nations governments in the provision of services. Firstly, for many consumers, services aligned with traditional values and approaches maybe more palatable and accessible. And therefore more likely to be used effectively by a significant amount of the homeless population. Secondly, First Nations governments may have access to financial resources that would otherwise not be accessible. | Partnership between DoM, FVRD and Sto:lo Project-based partnerships between local band governments and community service agencies. (NOTE: Some of these are currently being explored.) | $$-$$$ | • Sto:lo Nation and individual bands |
29. Mental Health Support Team Model (Proactive)

While Mission will be gaining an ACT team, shared with Abbotsford, the mandate of the team will be to work with individuals who were already homeless and to suffer from acute mental illness. However, an important and cost-effective method of preventing homelessness is to address the needs of people who are identified as being at risk before they lose their homes. An effective approach for doing so is the use of mental health support teams. These teams employee a psychiatrist, psychologist, psychiatric nurse, and an array of mental health workers. They are cost-effective because the mental health workers provide direct, in community services the one to one basis in consultation with the medical professionals. Their services are biopsychosocial in nature and are intended to work by developing strong community connections.

This item advocates for more of this models used in the region. This involves further exploring the approaches used by Fraser Health and advocating for us for a support team model.

| Advocacy from the district of Mission and the FVRD to Fraser Health, but implementation from FHA. | it is not clear whether this measure would cost FHA more than their current model. | • Mission Mental Health
• Exposure to similar groups, such as the West Coast Mental Health Support Team |

30. Multi-Disciplinary Service Centre: “One Stop Shop”

When designed, the community health center was intended to be a multidisciplinary facility, But this did not materialize. Currently, at least one third of the facility remains vacant. The Fraser Health departments that occupy the space are discrete and do not operate as a team.

As was envisioned in the original plan, the intention would be to see this location (or another one in the local area) be a simple “one stop shop” facility, where individuals could get that healthcare, social services support, financial support, and housing assistance they need.

This will be a significant undertaking, requiring considerable coordination and relationship building. It is a long-term plan that will require

| A major partnership of the District of Mission, FHA, community organizations | $$$ | • Review of lease agreements and 3P structure at current facility |
| 31. Designated Transitional Services | A significant number of graduating clients/patients struggle to maintain their wellness and independent living because too often there is a sudden halting or reduction in the degree of support they receive when they leave a program. Often, at the first signs of adversity, the individual decompenses and problems with housing, employment, finances, and healthcare snowball. This leads to a cycle of crisis and reintroduction to the acute care healthcare system and/or the justice system. Beginning with an in-depth analysis of the current transitional services offered and any gaps that exist, this item calls for the development of a sound lobbying case to Fraser Health, the Ministry for Children and Family Development and similar provincial bodies. Given that this is an enduring problem and not unique to the Fraser Valley, this will be a challenging undertaking. But an effective strategy might be to pioneer/pilot new approaches in this community. | DoM, in consultation with FVRHD, FHA, MCFD, and local Addictions Service providers. Again, this will likely require the assistance of the healthcare consultant, which can be a costly undertaking. There may be an economy of scale achieved if items 24 and 31 are combined. | $$$ |
| 32. Youth emergency shelter | A separate and distinct shelter for homeless youth, with specialized workers, would be an effective way to help youth avoid exploitative influences and exposure to hard drugs. | DoM and FVRD advocacy to MCFD | $$$ |
| 33. Social Enterprise employment opportunities | Social enterprise programs aimed to find income opportunities for people who at difficulty with typical employment. People can be supported to start their own small business, often to supplement social assistance, or to work in social enterprise teams. In many cases, these teams operate under the guidance of social service agencies that provide ancillary services such as counseling and life skills teaching. The aim behind this initiative would be for a | Community service agency, such as MCSS, funded through the provincial government. | $-$$$$ |
concerted effort to see such program opened with in one of Mission’s community service agencies.

34. **Regional Service Approach**

This item is more of a policy direction, Calling for the District of Mission to take the lead in asking the Fraser Valley Regional District and the Fraser Valley Regional Hospital District to work in a coordinated way on many of these recommendations, as well as others identified in our neighboring communities.

The aim would be to avoid having people move from one community to another, causing them to continuously slip through the cracks.

| DoM advocacy to FVRD and FVRHD | $ |

35. **Provide Housing Options**

Adopting a Housing First approach, the District of Mission could lobby FHA, BC Housing, and MCFD, and the Min of Social Development and Social Innovation to provide operational dollars if the city was to invest or partner in investing in third stage (i.e. supported market housing) in the community. For example, buildings like the former Bellevue Hotel or the empty building at 32335 Fletcher Avenue could be repurposed for this use.

The model of service delivery could be similar to that offered by the Portland Housing Society, which specializes in helping to house those who are “hard to house”

| DoM, in partnership with provincial agencies | $$$ | • Portland Housing Society  
• Local Housing coalition or group (MASH, MCSS or similar) |
DATE: May 19, 2015
TO: Mayor and Council
FROM: Kirsten Hargreaves, Manager of Social Development
       Michael Boronowski, Manager, Civic Engagement & Corporate Initiatives
SUBJECT: Forum on Treatment for Addictions

COMMENT: Discussion regarding the scope and format will assist the Manager, Social Development and Manager, Civic Engagement & Corporate Initiatives in developing a final budget and scope for Council approval.

RECOMMENDATIONS: Council consider and resolve:
   To approve the proposed format of the Drug Forum and the suggested timeline of Fall, 2015, as laid out in this report as originally requested by motion on February 2, 2015.

PURPOSE:
This report provides an update for Council regarding the February 2, 2015 motion that an education workshop be coordinated to explore the full spectrum of treatment options and approaches related to substance abuse. It provides details on the proposed approach to planning and potential direction for discussion to assist the Manager of Social Development and the Manager of Civic Engagement & Corporate Initiatives in developing a final scope and budget for approval in the future.

BACKGROUND:
At the February 2, 2015 Regular Council Meeting Council passed the following motions:

   1. That an education workshop be coordinated with Mayor and Council on all treatment options for substance abuse including harm reduction, needle exchange, and abstinence models of treatments prior to a report coming forward from the working group; and

   2. That Mark Goheen (Clinical Specialist in Mental Health and Addictions with Fraser Health) in addition to other speakers knowledgeable in the various treatment options be invited to speak to this subject matter at the proposed workshop.

The Manager of Social Development has been working closely with Paul Horn (BootStrap Consulting) on this issue and the related Stone Soup initiative. Together they have reviewed potential participants and formats for the workshop.
DISCUSSION AND ANALYSIS:

Purpose

Staff believe in addition to exploring the full range of response and treatment options with Council, the workshop provides an excellent opportunity to engage the greater community, and potentially the region, in a productive dialogue on the subject.

Staff propose a blended forum that includes a special session with Mayor and Council to address specific questions, that is then extended with a public session including presentations from select speakers representing the range of approaches.

Key elements for the workshop would be:

- That it present the multitude of treatment perspectives and providers;
- That it incorporate feedback and participation from people who have experienced recovery first-hand;
- That it leads to a larger dialogue and greater community awareness; and
- That it be presented in a format that supports community engagement.

Working with Paul Horn staff have compiled the following list of potential speakers, with the understanding that higher-profile speakers might require additional funding to secure.

- David Berner (Executive Director of the Drug Prevention Network, formerly the founder of X-Kalay Foundation);
- Dr. Gabor Mate (physician, author and addiction specialist familiar with Vancouver’s DTES)
- Dr. Don Hedges (A respected GP and Addiction Medicine Specialist)
- Cynthia Coyle (Executive Director of Fraser House in Mission and a clinical counsellor)
- Mark Goheen (Fraser Health, Addictions Practitioner and Trainer)
- Dr. Johann Wooterlout (Local GP, with expertise in supporting people with addictions)
- Dr. Larina Reyes-Smith (Doctor specializing in addictions)
- Sharon Forbes/Jeannette Dillabough (Ravensmoon Society, community-based residential care for people with concurrent disorders)
- Greg Glaim (Director, Harvest House)
- InSite/OnSite representative(s)
- Persons with lived experience (i.e. people who are successfully in recovery and have experienced our local services first hand)
- Mission Friendship Centre
- Sto:lo Health Representative
- Others as suggested by council
Proposed Structure for the Event

Part One: Symposium for Service Providers (morning)

This section would include a facilitated series of introductory presentations, followed by discussion centering on the following questions:

- What service models / practices do you support and why? What do you think our vision of substance treatment and recovery services in this area ought to be?
- What can we do to improve the way we work together?
- What can we do to improve the way we help our clients to access effective services?

The aim of this section would be to produce symposium notes to be shared with all who participated and published in pdf form on the District of Mission website.

Part Two: Panel for FVRD Mayors, Councillors and Administrators (afternoon)

Brief presentations related to policy issues and current services/gaps in the Fraser Valley. Elected officials would have the opportunity to ask questions of the panel (notes would be compiled for all who attend).

This will also be an opportunity for elected officials to express their views to some extent (potentially in breakout groups or networking sessions).

Focus questions:

- What are we currently offering in this area?
- How do people learn about and access these services?
- What is needed? What is developing?
- What should municipalities and the region being doing?

Part Three: Panel / Public Forum (evening)

Brief presentations related to family and neighbourhood issues, with the public able to ask questions of the panel afterward (notes would be compiled and published on the District of Mission website).

Focus questions:

- What can families do to prevent their children from substance involvement?
- What warning signs should families, schools and neighbourhoods be aware of?
- How can we help people in need to learn about and access these services?
- What should we as citizens and families be doing to reduce addiction in our community?
Partnerships

The challenges we face in Mission are not unique to our community, and staff recognize it would be impossible to address many of them without a coordinated approach engaging key stakeholders from across the region. Staff are exploring the potential to partner with the Fraser Valley Regional District, Fraser Health Authority, UBCM, and other organizations to support the workshop and forum.

Any discussion from Council on this matter will aid staff in planning the event scope and in finalizing budget for approval by Council in the future.

Location and Timing

Staff recommend the event take place in the fall of 2015 at either the Clarke Theatre at Heritage Park Centre or at the Mission Leisure Centre.

FINANCIAL IMPLICATIONS:

There are currently a number of unknown costs related to securing speakers or presenters for the forum, which will be refined pending approval in concept of the forum and speakers.

Council’s discussion on budget expectations will assist staff in refining the event plan for approval in the future. Scope, scale, and participants impact significantly on the potential financial impact, with specific cost-items including:

- Refreshments
- Venue rental
- Aboriginal Opening (honoraria)
- Speakers’ honoraria
- Administrative support, including a recorder for the event
- Printing of marketing items (posters, pamphlets)
- Printing of conference notes

COMMUNICATION:

Should Council resolve to proceed with the workshop and forum as proposed, staff would engage in refining the budget and provide a report for Council approval, and engage in preparatory communications to establish a final list of presenters, engage partner organizations and municipalities, and to promote the event to constituents.

SUMMARY AND CONCLUSION:

The Drug Forum planning group need Council’s approval proposed format and timeline, with discussion on potential speakers, participants, and scope to inform the refined event plan and budget which will be provided for Council approval in the future.
SIGN-OFFS:

Kirsten Hargreaves, Manager of Social Development

Reviewed by:

Michael Boronowski, Manager Civic Engagement & Corporate Initiatives

Comment from Chief Administrative Officer Reviewed.
DATE: May 19, 2015
TO: Mayor and Council
FROM: Jennifer Meier, Environmental Coordinator
SUBJECT: Environmental Management Plan Budget Shortfall

RECOMMENDATION(S): Council consider and resolve:
1. THAT the budget for environmental monitoring, system adjustments and reporting be increased by $30,000 from $36,414 to $66,414, in order to meet regulatory requirements and optimize leachate treatment capacity, with funding from the 2015 Waste Management Operating Budget by way of a reduction in the transfer to the Refuse Reserve Fund; and,
2. THAT the financial plan be amended accordingly.

PURPOSE:
The purpose of this report is to inform Council of the environmental monitoring requirements at the Mission Landfill, as mandated by the provincial government, and to request an increase to the 2015 operating budget.

BACKGROUND:
Conestoga Rovers & Associates (CRA) has been assisting the District with environmental monitoring at the Mission Landfill since 2006. Following an Environmental Monitoring Plan (EMP) is a provincially mandated requirement and involves quarterly sample collection of surface and groundwater, landfill gas monitoring, treatment system adjustments and annual reporting to the Ministry of Environment (MOE). The EMP includes sample collection at both performance and compliance sampling locations. Performance locations are intended to measure the efficacy of leachate treatment components, such as the aeration lagoon, while compliance locations are intended to demonstrate that there are no excessive off-site impacts on the receiving environment.

Up until February 2014, monitoring the performance of the leachate treatment system was funded out of a capital budget under a larger agreement with CRA, which has since expired, so there are no more capital funds available for the EMP. Sampling of compliance locations at the property line have been funded from the landfill operational budget. Due to the absence of capital funding for part of the EMP, staff entered into discussions with CRA on reducing the performance portion of the EMP in 2014. Compliance monitoring must continue unreduced, in order to meet regulatory requirements. As a result, CRA amended the EMP to omit some performance locations and lower the sampling frequency in other locations for the 2015 EMP. However, not all performance locations could be omitted, and additional process adjustments in the aeration lagoon resulted in the cost of the 2015 EMP still being higher than the EMP operational budget. The final 2015 EMP and associated costs were not confirmed until after the operational budget had already been submitted to Council.

DISCUSSION AND ANALYSIS:
In order to ensure best value to Mission taxpayers, staff will be issuing a Request for Proposals for
environmental monitoring and reporting at the Mission Landfill for 2016 and beyond. However, in order to ensure regulatory compliance, the 2015 EMP should be followed as proposed by CRA. Conducting the sampling events laid out in CRA's 2015 EMP, as well as continuing to optimize the leachate treatment system performance, requires a budget increase of $30,000.

FINANCIAL IMPLICATIONS:
The provisional 2015 EMP budget is $36,414. CRA’s quote for the amended 2015 EMP, including the 2014 annual report for submission to the Ministry of Environment, is $51,695. In order to ensure optimal performance of the leachate treatment system, the District is also working with CRA on adjusting phosphorus levels in the aeration lagoon, which comes at an estimated additional cost of approximately $14,000 for the year. The current total budget shortfall amounts to approximately $30,000, which could be funded by reducing the budgeted 2015 operating surplus of $357,697, which is transferred to the Refuse Reserve Fund.

COMMUNICATION:
No communication action is required.

SUMMARY AND CONCLUSION:
The provisional budget for the 2015 EMP was submitted to Council before a reduced-scope EMP could be negotiated with the District’s environmental consultant. The EMP is a provincially mandated requirement and involves quarterly sample collection of surface and groundwater, landfill gas monitoring, treatment system adjustments and annual reporting to MOE. The current budget shortfall is $30,000, which staff recommends be made up for from the landfill operating reserve.

Staff is preparing a Request for Proposal for providing EMP-related services to the District for 2016 and beyond.

SIGN-OFFS:

Jennifer Meier, Environmental Coordinator

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Comment from Chief Administrative Officer
Reviewed.
March 4, 2015

Mayor and Council
City of Mission

Dear Mayor and Council

I would like to request the opportunity to come before Mayor and Council to present the SAFERhome Standards Society.

The SAFERhome Standards Society is a nonprofit organization funded through the Ministry of Housing, HPO and BC Housing to tell communities that they can build to the SAFERhome Standards today.

SAFERhome is a proactive home standard measure to promote solutions to the community that will directly assist our changing community market housing. Due to the lengthy process of code change, this program was designed to bring clarity, solutions and momentum that will promote and encourage code change.

Currently both Maple Ridge, Vernon, Armstrong and The Township of Langley have taken a proactive stance and are sharing this housing solution directly with their communities now.

Please let me know the soonest date that I could come and present to your municipality.

Sincerely

Gordon Porter
Executive Director
SAFERhome Standards Society
778-255-2207
Some of the reasons why we are delivering housing solutions.

- By 2032 according to Stats Canada, we will go from one in nine people being seniors to 40% of all Canadians being over 65 years old.
- Over the next 30 years the 85+ age group is projected to increase 3 fold (200% increase).
- Urban Futures research shows a net increase of 142% for a total of 836,483 people over the age of 65 in BC alone over the next 30 years.
- Seniors demand for owner occupied ground oriented dwellings will increase by 194% between 2005 and 2035.
- Seniors demand for owner occupied apartments will increase 156%.
- In 2005 Vancouver Coastal Health lost over 14,000 hospital days at a cost of between 5000 – 8000 dollars a day, to accommodating people in the health care system that could not access their homes after surgery. That translated into a $50 million expense in Vancouver alone.
- Three billion dollars a year is being spent on hip replacement surgery for seniors nationally.
- Approximately 30% of all seniors who require a hip replacement from a falling accident die within 1 year of the accident. Over 50% never leave the health care system ($$$), and never regain their independence.
- Seniors are at the highest risk of having an accident in the home; children under the age of 5 are second.
- Over 800 BC seniors died last year from falling accidents.
- CMHC findings show we need to build 50,000 homes every year for the next 20 years in Canada just to keep up with our seniors housing demands.
- 80% of children in Children’s Hospital are there as a result of an injury in the home.
- 11% of all annual ambulance calls are due to falling accidents in the home.
- 90% of all accidents occur in the home.
- 50% of home injuries happen on stairs.
- 1000 Canadians turned 65 today.
Every individual municipality in the province is involved in looking for or developing the criteria to adapt housing to meet the changing community need.

The visible minority is now being measured at 51% of the community...in fact, it is now the visible majority. Traditionally we segregate and label these housing products...this is seniors housing, this is accessible housing. As a direct byproduct "we label the people" who live in the environments

So what can you do to reach and maintain a long term sustainability position while working in the community’s best interest? How do you tap into the largest community pool of people out there? In other words how do we build one product that meets the needs of the majority of the public, rather than creating more segregated and negatively labeled housing?

The answer is simple; it’s called the SAFERhome Standards and it provides a normal market home that “looks better, works better and is worth more”. By adopting these Provincially supported standards and making these voluntary standards a “policy” of the municipality, you can make your community aware of solid option, common sense, affordable housing solution…

SAFERhome Standards offers a “Trademarked & Measurable Universal Building Standard” -- a simple “tool kit” for implementing effective and affordable change, change that meets the needs of sustainable communities, consumers, and developers. Currently the SAFERhome Standards Society provides the only certification program in Canada that directly addresses the issues of the human element within sustainability.

The SAFERhome Standards empowers communities with the opportunity to build the truly sustainable community models options, ones that for the first time, includes the human element. In other words, SAFERhome offers the opportunity to build housing that works for a multitude of potential groups – i.e. you, me, seniors, youngsters and multi generational families and anyone with any form of special need or just a desire to be more energy efficient.

The SAFERhome Certification Program has proven to have on-site construction cost of less than $1100 per housing unit for single family, and less than $700 for multi-family. The SAFERhome “tool kit” is a cost-effective and efficient means for consumers and developers to ensure housing meets the rapidly changing needs of our population.

The program is a simple 19-point design (available for download off our website) overlay for any new residential or commercial building plan. The standards do not involve any changes to existing building codes or bylaws. All of the SAFERhome criteria are just a simple clarification of the existing codes.
The program only needs the proactive support of local governments to encourage and promote the SAFERhome Standards be incorporated into all new housing.

We are asking for your support in implementing these standards as a policy in your municipality through Municipal Membership or Municipal Sponsorship.

**Municipal Membership includes ($1,300.00):**
- All of the core benefits and privileges plus:
- One initial free two hour training session for staff;
- 80 manuals free (at $19.95 each)
- 25% discount on additional staff training and seminars;
- Logo recognition on SAFERhome Standards website;
- 25% discount on SAFERhome manuals.

2nd year benefits:
- all the above plus:
- 60% discount on SAFERhome Standards manuals.

For more information on institutional and charter membership, please contact us at 604-733-2224 or toll free 1.877.944.2224 or email: info@saferhomesociety.com.

SAFERhome Certified houses are a value added real estate investment that delivers measurable Universal housing solutions. More importantly the community is healthier and more inclusive both economically and emotionally with simple and commonsense safety designs in their home.

Thank you for your support
Fire Chief Watkinson
Mission Fire Rescue

March 30, 2015

Chief Watkinson;

Fire Rescue International Training Association (FRITA) would like to bring to your attention the exemplary contribution made by two of your members to our international humanitarian assistance efforts aimed at enhancing the capacity and capabilities of fire & emergency services agencies in the developing world. During February & March of this year, Norm MacLeod and Rich Rangers deployed to El Salvador on our 8th deployment to that nation. The level of professionalism, dedication, and enthusiasm displayed by Norm and Rich represented not only Mission Fire Rescue, IAFF Local 4768 and FRITA, but stood as an example to our hosts of the giving and professional nature of Canadians.

Fire Rescue International Training Association (FRITA) is an NGO solely focused on the delivery of training-based international aid. The Board of FRITA is comprised of individuals with extensive international experience managing or leading cumulatively over 30 deployments of fire service professionals to El Salvador, Belize, Colombia, Panama, Paraguay, Peru, and Thailand. Our efforts date back to 1994 and it is our belief that shared knowledge has the greatest value for our brothers and sisters serving their communities as first responders in the developing world. By establishing true partnerships with each recipient country’s national fire service agencies, we aim to meet their needs in a collaborative manner.

Our teams of Canadian fire service instructors come from a wide variety of fire departments. In 2015 we had members from the following municipal fire services deploy abroad: Coquitlam, Lions Bay, Mission, Nanaimo, St. Johns (NFLD), Surrey, Vancouver, and Whitehorse (Yukon). An ongoing relationship with the JIBC resulted in another four graduates of the Justice Institute of BC’s Firefighting Technologies Certificate (NFPA 1001) program receiving scholarships to participate in these international efforts, for a 6th year, in Panama.

Once again, please accept the thanks of our training teams, the FRITA Board of Directors, and our international partners for your support of Norm MacLeod and Rich Rangers in their efforts to contribute to our 2015 programs. We hope to see more candidates come forward from Mission Fire Rescue and IAFF Local 4768 for our future international development projects. Projects under consideration for deployments of fire service personnel in 2016 include: El Salvador, Panama, Belize, Columbia, Chile, and Nicaragua.

Respectfully;

Matthew Witt, President
Brian Hutchinson, Secretary
DISTRICT OF MISSION

BYLAW 5475-2014-5050(161)

A Bylaw to amend "District of Mission
Zoning Bylaw 5050-2009"

WHEREAS, under the provisions of 903 of the Local Government Act, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Zoning Bylaw 5050-2009" and amended same from time to time;

AND WHEREAS the Council of the District of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Zoning Amending Bylaw 5475-2014-5050(161)".

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the properties located at 32818 and 32830 7th Avenue and legally described as:
      Parcel Identifier: 011-602-601
      Lot 1 Block 1 Section 21 Township 17 New Westminster District Plan 332

      Parcel Identifier: 011-602-619
      Lot 2 Block 1 Section 21 Township 17 New Westminster District Plan 332

      Parcel Identifier: 011-602-627
      Lot 3 Block 1 Section 21 Township 17 New Westminster District Plan 332

      Parcel Identifier: 011-602-635
      Lot 4 Block 1 Section 21 Township 17 New Westminster District Plan 332

      from the Residential Two Unit (RT465) Zone to the Commercial Neighbourhood Centre One (CNC1) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this 15th day of December, 2014

READ A SECOND TIME this 15th day of December, 2014

PUBLIC HEARING held this 19th day of January, 2015

READ A THIRD TIME this XX day of XXX, 2015
ADOPTED this

RANDY HAWES, MAYOR

TINA PENNEY
ACTING CORPORATE OFFICER
WHEREAS, under the provisions of 903 of the Local Government Act, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Zoning Bylaw 5050-2009" and amended same from time to time;

AND WHEREAS the Council of the District of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Zoning Amending Bylaw 5498-2015-5050(170)".

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:

   a) Deleting “Temporary Commercial and Industrial Permits” from the Table of Contents and replacing it with “Temporary Use Permits”.

   b) Deleting the current definitions of the words below from Section 102 Part A Subsection 1 and replacing them with the following:

      “Basement” means that portion of a building which is not less than 50% or more below Finished Grade of the Lot on which the Building is located.”

      “Impervious Surface” means any hard-surfaced, man-made area that does not readily absorb or retain water, including, but not limited to roofs, parking and driveway areas, asphalt, cement or any other hard surface and swimming pools.”

      “Retail Store” means the business of selling Department Store Type Merchandise (DSTM), to the end consumer for personal consumption or household use and not for resale purposes.

      Includes:

      - Convenience Store,
      - Flea markets, wholly enclosed within a Building,
      - Household equipment rental,
      - Liquor Store,
      - Pet Shop,
      - Retail Warehouse Use, and
      - Video rental.

      Excludes:

      - Vehicle Dealership, and
      - Vehicle rental.”

      “Supermarket means a Facility, over 1,000 sq m (10,764 sq ft), for the retailing of grocery and other convenience items.
Includes:

- **Department Store Type Merchandise (DSTM)** for up to 20% of the total Floor Space, and
- **Liquor Store.**

c) Deleting the definition of **Drive-through Bank** in Section 102 Part A Subsection 1 and replacing it with the following, in its alphabetical order:

“**Drive-through Service** means a **Facility** designed to provide services to a customer while remaining in their **Vehicle**.

Excludes:

- **Drive-through Restaurant.**

d) Deleting Section 102 Part A Subsection 1 **Height** (b) and replacing it with the following:

“(b) highest point of a **Building** with a flat roof or a pitch of less than 4:12, shall be reduced by 3.0m with respect to the maximum permitted height within the applicable zone.”

e) Deleting Section 106 Part C Subsection 1 in its entirety and replacing it with:

“1. The following uses are prohibited in all **Zones**, unless otherwise permitted in this Bylaw:


b. A use located partly or totally in a tent, **Recreation Vehicle** or **Mobile Home**.

c. **Shipping Containers** and Railcars used for any **Use** or storage.

d. The production or cultivation of mushrooms for commercial purposes.

e. The manufacture, mixture, storage or processing of fertilizer or growth medium intended to be used in the production of mushrooms.

f. Opioid substitution treatment clinics and related facilities including mobile dispensing vans.

g. **Auto wrecking and salvage.**

h. **Flop House.**

i. **Medical Marihuana Grow Operation.**

f) Amend the **Zones:** column in Section 106 Part D Subsection 6 for the “**Drive-through Restaurant**” Use by deleting the word “Prohibited” and replacing it with “CH2”.

g) Amend the **Zones:** column in Section 106 Part D Subsection 7 for the “**Barge Loading**” Use by deleting the word “Prohibited” and replacing it with “ING2”.

h) Amend the **Zones:** column in Section 106 Part D Subsection 11 for the “**Commercial Outdoor Recreation**” Use by adding “CT”.

i) Amend the **Zones:** column in Section 106 Part D Subsection 11 for the “**Indoor Recreation Facility**” Use by adding “COR, CT, CCR, CCRI, INL1, INBP1, ING, INGC, IE”.

j) Amend the **Use:** column in Section 106 Part D Subsection 14 by deleting “**Drive Through Bank**” and replacing it with “**Drive-through Service**”, and amend the **Zones:** column by adding “CNC1”.

k) Deleting “Temporary Commercial and Industrial Permits” from Section 106 Part E and replacing it with “Temporary Use Permits”.


l) Deleting “temporary commercial or industrial use” from Section 106 Part E Subsection 1(b) and replacing it with “temporary use”.

m) Deleting Section 107 Part C Subsection 1 and replacing it with the following:
   “1. Home Occupations shall provide one off-street parking space for each non-resident employee working at such Facility.”

n) Deleting Section 111 Part A Subsection 1(c) in its entirety and replacing it with:
   “c. In Urban Residential, Urban Compact, Urban Residential Compact, Urban Residential-Compact Cluster, and Ground Oriented Residential
designations:

   i. Where the Rear Lot Line of a Lot abuts the Interior Side Lot Line of an adjoining Lot, the Height of fences and walls on the Rear Lot Line shall not be
greater than the Height permitted on the Interior Side Lot Line of an adjoining Lot along the length of abutment.

   ii. Where a fence is erected in a required Front Yard or a Side Yard on a flanking Street, the fence shall be a visually permeable picket, rail, metal or other
material fence. To be considered visually permeable, a fence must have a
minimum of 33% open.”

o) Deleting the word “poultry” from Section 201 Part D Subsection 2b;

p) Amending Section 501 Part A Subsection 1 by deleting the following:
   “R930 zone is permitted where no Municipal sanitary service is available.”

q) Amending Section 501 Part D Subsection 1; Section 502 Part D Subsection 1; and
   Section 603 Part D Subsection 1, “Interior Side” column, “Principal Building”
   row, by replacing the cell contents with the following:

   | “1.5 m (4.9 ft) minimum |
   | 4.5 m (14.76 ft) total combined” |

r) Amending Section 501 Part D by adding:
   “7. Notwithstanding Section 501 Part D.1, Buildings and Structures on Corner Lots
   shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior
   Side Lot Line setback.”

s) Deleting Section 501 Part F Subsection 2; Section 502 Part F Subsection 2;
Section 601 Part F Subsection 2; Section 602 Part F Subsection 2; Section 603
Part F Subsection 2; and Section 902 Part G Subsection 2, in its entirety and
replacing it with:
   “2. The maximum Floor Space of the upper most Storey of the Principal Building
shall not exceed 80% of the Floor Space of the Storey below it. The reduced
Floor Space of the upper most Storey shall be accomplished by an offset from
either the front exterior walls, side exterior walls or a combination thereof, of
the Storey below.

   For the purposes of calculating the 80%, the following criteria apply:

   a. Notwithstanding the definition of Floor Space, the 80% shall be calculated
   by comparing the sum of the area enclosed by the exterior walls of the
   upper most Storey with that of the Storey below it.
b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.”

t) Amending Section 502 Part D by adding:
“6. Notwithstanding Section 502 Part D.1, Buildings and Structures on Corner Lots shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior Side Lot Line setback.”

u) Deleting Section 502 Part J Subsection 3 and replacing it with the following:
“3. Access to the lot for Off Street Parking from the Front Lot Line shall be limited to a maximum width of 5.0 m (16.4 ft).”

v) Amending Section 601 Part C Subsection 1, “Width” column, “RC465” row, by replacing the cell contents with the following:

| “14.0 m (45.9 ft)” |

w) Amending Section 601 Part D by adding:
“7. Notwithstanding Section 601 Part D.1, Buildings and Structures on Corner Lots shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior Side Lot Line setback.”

x) Deleting the second sentence of Section 602 Part A Subsection 1 and replacing it with the following:
“The RC465s shall be a permitted use in the Urban Residential area as infill development within the Urban Infill and Hatzic Areas.”

y) Amending Section 602 Part D by adding:
“7. Notwithstanding Section 602 Part D.1, Buildings and Structures on Corner Lots shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior Side Lot Line setback.”

z) Amending Section 702 Part E Subsection 1, “Interior Side” column, “Accessory Building” row, by replacing the cell contents with the following:

| “0.0 m (0.0 ft) minimum 2.4 m (7.9 ft) total combined” |

aa) Amending Section 803 Part B Subsection 1(i) by adding “Drive-through Service” in its alphabetical order.

bb) Amending Section 804 Part B Subsection 1(m); Section 805 Part B Subsection 1(m); Section 806 Part B Subsection 3(m); Section 807 Part B Subsection 3(m); Section 1224 Part B Subsection 1(m), by deleting “Drive Through Bank” and replacing it with “Drive-through Service”.

cc) Amending Section 810 Part B Subsection 2 by inserting:
“Recreation limited to:
   i. Commercial Outdoor Recreation, and
   ii. Indoor Recreation Facility.”

in its alphabetical order.
dd) Amending Section 811 Part B Subsection 1(b); and Section 1004 Part B Subsection (c), by inserting:

“Indoor Recreation Facility”

in its alphabetical order.

ee) Amending Section 902 Part B Subsection 1; Section 1002 Part B Subsection 1; and Section 1003 Part B Subsection 1, by inserting:

“Recreation limited to:
   i. Indoor Recreation Facility”

in its alphabetical order.

ff) Amending Section 1004 Part B Subsection (b) by deleting “Barge Loading Facility” and inserting “Barge Loading” in its alphabetical place.

gg) Deleting Section 1004 Part B Subsection 2(d)(ii) in its entirety and replacing it with:

“ii. Outdoor Storage:
   a. In the INGC Zone, all Outdoor Storage shall:
      ▪ Not exceed 50% of the Floor Area of a Principal Use in size.
      ▪ Not include storage of material or goods likely to produce or give off dust or other particulate matter that may become wind-borne.
      ▪ Not exceed 2.0 m in height, from Finished Grade.
      ▪ Not be located within 3.0 m of a Lot line adjoining a Street.
      ▪ Be located only on that part of a Lot surfaced with dust-free material.
      ▪ Be bounded on all sides not adjacent to a Building or Structure by a fence of at least 1.8 m (6.0 ft) in Height constructed and maintained in a manner to completely screen storage from view from public Streets, the fence shall be fronted by a Landscaped Area 1.5 m (4.9 ft) wide containing a minimum of one tree, for every 9.0 linear m (29.5 ft) of fence. Each tree shall have a minimum size of 6.0 cm (2.4 in) caliper.
   b. In the ING and ING2 Zones, all Outdoor Storage shall:
      ▪ Not exceed 18.0 m in height, from Finished Grade.
      ▪ Not be located within 3.0 m of a Lot line adjoining a Street.”

hh) Amending Section 1101 Part B Subsection 2, by inserting:

“Recreation limited to:
   i. Indoor Recreation Facility”

in its alphabetical order.
Official Community Plan Amending Bylaw 5500-2015-4052(42)

R15-005 (District of Mission) – a bylaw to address non-conforming uses which predate zoning regulations by allowing the District the flexibility to recognize those uses without having to amend the Official Community Plan.

Zoning Amending Bylaw 5498-2015-5050(170)

R15-005 (District of Mission) – a bylaw to clarify and improve the language and to improve the ease of administration of the Zoning Bylaw.

The purpose of the proposed Official Community Plan (OCP) bylaw amendment is to include a general statement to address legally non-conforming uses and allow the District to consider those uses without having to amend the OCP.

The purpose of the proposed Zoning bylaw amendment is to clarify or address issues identified by staff and the public that would make the regulations easier to understand and apply.

The Mayor opened the public hearing at 8:48 p.m.

Dan Sommer, Manage of Planning, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposed amendments.
2. Background on OCP and Zoning bylaws.
3. Overview of proposed OCP text amendment.
4. Overview of proposed Zoning text amendment.

The Acting Manager of Corporate Administration stated that no written submissions pertaining to the subject application had been received.

The Mayor opened the floor to the public for questions and comments.

Paul Horn questioned if the wording of the zoning bylaw will clearly define supportive recovery housing to prevent the incidence of flophouses.

Council responded that the changes to the zoning bylaw do not include any changes to the definition of supportive recovery, and also noted that supportive recovery facilities are licenced and inspected by bylaw enforcement.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Official Community Plan Amending Bylaw 5500-2015-4052(42) R15-005 (District of Mission) and District of Mission Zoning Amending Bylaw 5498-2015-5050(170) R15-005 (District of Mission) closed at 8:58 p.m.
DATE: April 7, 2015
TO: Mayor and Council
FROM: Marcin Pachcinski, Planner
          Katelyn Hipwell, Planning Technician
SUBJECT: Clean-up Text Amendments to Zoning Bylaw and OCP
ATTACHMENTS: Appendix 1 – Proposed Zoning Bylaw Amendments

OVERVIEW AND STAFF COMMENTS:

This report details a number of text amendments to the Zoning Bylaw and one to the Official Community Plan (OCP). The proposed amendments are meant to clarify or address issues identified by staff and the public that would make the regulations easier to understand and apply.

Staff support the zoning text changes to the Zoning and OCP Bylaws moving forward and, as such, have listed the Amending Bylaws (and consideration of the OCP Amending Bylaw in accordance with Section 882 of the Local Government Act) under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for April 20, 2015.

SUMMARY:

The District of Mission’s Zoning Bylaw 5050-2009 was adopted in October 2009. Following the adoption of a bylaw, in particular regulatory bylaws, various housekeeping amendments are typically needed to address inconsistencies, restrictions and impracticalities that have been inadvertently created by the bylaw. Since its adoption, staff have been applying the regulations to real-world situations on a day-to-day basis and have over the years kept track of various issues needing to be clarified and in some cases where certain regulations do not work as intended.

While the purpose of the zoning text amendment is to provide further clarity and ease of administration, the corresponding Official Community Plan (OCP) text amendment is a general statement intended to address non-conforming uses which predate zoning regulations by allowing (but not requiring) the District the flexibility to recognize those uses without having to amend the OCP.

PURPOSE:

The purpose of these text amendments is to clarify and improve the language, and in some cases address inconsistencies in the regulations to make administration of the bylaw easier and more in line with the actual day-to-day situations encountered by both planning and building staff.
DISCUSSION AND ANALYSIS:

Zoning Bylaw Amendments

The table below summarizes the proposed amendments to the Zoning Bylaw and provides explanatory comments where relevant. The table includes proposed amendments that are substantive in nature, meaning that these are specific amendments that will alter the way zoning regulations are applied. Other minor changes, such as typographical errors, numbering and or one-word mistakes are not included in the following table, but can be viewed in the Zoning Amending Bylaw itself or in the appended zoning bylaw excerpts which highlighting all changes for easy reference (Appendix 1).

<table>
<thead>
<tr>
<th>Regulation(s)</th>
<th>Proposed Amendment(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definitions</strong>&lt;br&gt;Section 102</td>
<td>Fix definitions of “basement”, “height” and “impervious surface.”&lt;br&gt;Add “Pet Shop” to the list of included stores under “Retail Store.”</td>
<td>General clean-up.</td>
</tr>
<tr>
<td><strong>Definitions</strong>&lt;br&gt;Section 102</td>
<td>Add “Liquor Store” to the list of included stores under “Supermarket.”</td>
<td>In light of the Province’s change in policy to allow certain alcohols to be sold in grocery stores, this amendment would make it clear that selling alcohol is permitted in supermarkets. As the type, quantity, and other regulations related to the sale of alcohol are governed by provincial regulations, the Zoning Bylaw does not address such details.</td>
</tr>
<tr>
<td><strong>Definitions</strong>&lt;br&gt;Section 102</td>
<td>Change “Drive-through Bank” to “Drive-through Service.”</td>
<td>A recent inquiry into establishing a drive-through insurance business led to this proposed change to broaden the definition of drive-through bank to include other drive-through services.</td>
</tr>
<tr>
<td><strong>Prohibited Uses</strong>&lt;br&gt;Section 106</td>
<td>Remove barge loading and supportive recovery from the list of prohibited uses.</td>
<td>Clean-up; in light of recent Zoning Bylaw amendments which allow barge loading in certain industrial zones and supportive recovery homes in certain residential zones.</td>
</tr>
<tr>
<td><strong>Fences</strong>&lt;br&gt;Section 111</td>
<td>Reformat subsection 1(c) of Part A for clarity (no changes to bylaw language)</td>
<td>General clean-up.</td>
</tr>
<tr>
<td><strong>Rural Zone</strong>&lt;br&gt;Section 201</td>
<td>Remove ‘poultry’ from Part D Subsection 2b</td>
<td>General clean-up; the setbacks for poultry buildings are covered by the section immediately following.</td>
</tr>
<tr>
<td>Setbacks for Interior Lot Lines Sections 501, 502, 603 &amp; 702</td>
<td>Amend way of calculating total setbacks, but still maintain the total required setbacks, in Urban Residential, Multiple Unit, &amp; Rowhouse Zones.</td>
<td>Fix based on determination by Planning and Building Inspectors.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Setbacks for Corner Lots Sections 501, 502, 601, 602</td>
<td>Add language to clarify that corner lots which have a minimum 3.0 m (9.8 ft) setback must have an additional 1.5 m (4.9 ft.) for the principal buildings (e.g. house).</td>
<td>Fix based on determination by Planning and Building Inspectors. It is intended to ensure adequate sight-lines at corners.</td>
</tr>
<tr>
<td>Upper Storey Floor Space Calculation Sections 501, 502, 601, 602, 603, &amp; 902</td>
<td>Clarify language on how the upper storey is calculated relative to the storey below.</td>
<td>General clean-up based on discussion with Building Inspectors.</td>
</tr>
<tr>
<td>RC456 Lot Width Section 601</td>
<td>Reduce the lot width for the RC465 zone from 16 m (52.5 ft) to 14 m (45.9 ft).</td>
<td>This lot width is more in line with the intent of the Residential Compact Zones, which are meant to allow smaller lots.</td>
</tr>
<tr>
<td>Indoor Recreation Facility Sections 810, 811, 902, 1002, 1003, 1004 &amp; 1101</td>
<td>Allow “Indoor Recreation Facility” in additional Commercial (COR, CT, CCR, CCLI) and Industrial Zones (ING1, INBP1, ING, INGC, IE)</td>
<td>This amendment stems from a 2014 temporary use permit application (TUP14-002) to allow a cheerleading and gymnastics training facility in an industrial building because they require additional height to perform/practice and to meet insurance requirements for height.</td>
</tr>
<tr>
<td>Outdoor Storage in Industrial Zones Section 1004</td>
<td>Amend the Outdoor Storage Regulations in the ING and ING2 zones to allow for increased storage height and not require landscaping, etc., currently applied.</td>
<td>The current restrictions applying to outdoor storage in the ING and ING2 are overly restrictive for industrial operations occurring in these zones. The maximum proposed outdoor storage height of 18 m stems from the allowed height for current operations at one of the LEDCOR properties where woodchips and hogged material are stored outside. This height is consistent with the applicable fire protection regulations.</td>
</tr>
</tbody>
</table>

**OCP Text Amendment**

A text amendment is proposed as part of this bylaw clean-up review. It addresses non-conforming uses which predate zoning regulations and would allow (but not require) the District to recognize such uses without having to amend the OCP. This is a general statement that is meant to prevent the
District from having to amend the OCP when a situation arises where there is a desire to make a legally non-conforming use a conforming use without amending the OCP.

The amendment would add the following policy statement to the end of the Land Use Strategy section of the OCP:

"Pre-existing uses, buildings and structures which do not conform to the policies or designations of this OCP may be recognized in the zoning bylaw and that recognition will be considered consistent with this OCP. New development, beyond what is already legally non-confirming, must conform to the policies and designations in this OCP."

This need to insert this policy provision has been triggered by a request from the owner of a property where barge loading has remained a legal non-conforming activity but where the OCP designation was changed to the Waterfront designation several years ago. This amendment will allow an application to rezone the property to ING2 without amending the OCP designation in order to maintain the District’s commitment to waterfront development.

The Manager of Long Range Planning & Special Projects has reviewed and supports this OCP amendment.

FINANCIAL IMPLICATIONS: (Section 882 of the Local Government Act):

There are no financial implications expected for the proposed text amendments to the Zoning Bylaw or the OCP. The District’s Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan would not be impacted by the text amendment to the OCP.

COMMUNICATION:

The Local Government Act requires notice of public hearing for these amendments be published in at least 2 consecutive issues of a newspaper, as they apply to the entire District.

CONCLUSION:

The proposed amendments are meant to clean up and increase the usability of the existing zoning bylaws by providing greater clarity to certain regulations and to better respond to real world land use issues at the District. Given the length and complexity of zoning regulations, staff will be bringing forward future clean-up amendments, as needed.

SIGN-OFFS:

Marcin Pachcinski, Planner

Katelyn Hipwell, Planning Technician

Mike Younie, Director of Development Services

Comment from Chief Administrative Officer
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**Bare Land Strata**
means a strata plan on which the boundaries of the strata lots are defined on a horizontal plane by reference to survey markers and not by reference to the floors, walls or ceilings of a building, or any other strata plan defined by regulation to be a bare land strata plan.

**Barge Loading**
means a *Facility* for loading and off-loading materials for transport by barge.

**Basement**
means that portion of a building which is not less than 50% or more below *Finished Grade* of the *Lot* on which the *Building* is located.

**Bed and Breakfast**
means a business operated and carried on by the members of a *Family* as a *Home Occupation* to provide the temporary sleeping accommodations, with morning meals provided, for a prescribed charge on a daily basis, where the maximum length of stay for any patron shall not be more than 30 days in a 12 month period.

**Beverage Container Return Centre**
means a *Facility* located entirely in a *Building* for collecting, sorting, refunding, and preparing empty beverage containers for shipping to processing centres.

Excludes:
- *Recycling Depots.*

**Bingo Hall**
means a *Facility* operated by the British Columbia Lottery Corporation for the purpose of playing Bingo.

Excludes:
- *Casinos.*

**Boarding House**
means the paid accommodation of persons that is contained entirely within a *Single Family Dwelling* or *Duplex* and is limited to not more than six bedrooms for a maximum sleeping accommodation for 10 persons that is the *Principal Use* on a *Lot*. Meals for boarders must be provided from the *Single Family Dwelling* or *Duplex.*

**Boarding Use**
means a *Use*, accessory to a *Single Family Dwelling* or a *Duplex*, for the paid temporary or full-time accommodation of persons that is contained entirely within the *Principal Dwelling Unit*, and limited to not more than two bedrooms and a maximum of two persons. Meals for a boarder must be provided from the *Single Family Dwelling* or *Duplex.*

**Body Art and Tattoo Parlour**
means a *Facility* where the principal activity involves marking the skin of a person with a design, symbol, lettering or any other pattern by any means including needles, pricking and body piercing.
Development
means any of the following associated with or resulting from the local government regulation or approval of residential, commercial or industrial activities or ancillary activities to the extent that they are subject to local government powers under Part 26 of the Local Government Act:

- removal, alteration, disruption or destruction of vegetation;
- disturbance of soils;
- construction or erection of buildings and structures;
- creation of nonstructural impervious or semi-impervious surfaces;
- flood protection works;
- construction of roads, trails, docks, wharves and bridges;
- provision and maintenance of sewer and water services;
- development of drainage systems;
- development of utility corridors; and
- subdivision as defined in section 872 of the Local Government Act.

District
means District of Mission.

Drive-through Service
Cat: General Service
means a Facility designed to provide services to a customer while remaining in their Vehicle.

Excludes:
• Drive-through Restaurant.

Drive-through Restaurant
Cat: Food/Beverage
means a Building where food or beverages are sold to customers in their Vehicles, regardless of whether or not they serve prepared food or beverages to customers who are not in Vehicles.

Duplex
Cat: Residential
means a Building limited to two (2) attached Dwelling Units with separate entrances on a Lot.

Dwelling Unit
means one or more rooms of complementary use, occupied or intended to be occupied by a Family and containing not more than one kitchen.

Dwelling Unit, Internal
means a Dwelling Unit contained within a Row House Building and attached to two other Dwelling Units on opposite sides within the same Row House Building.

Eating Establishment
Cat: Food/Beverage
means a commercial establishment which serves prepared food and beverages to the public for consumption on or off the premises.

Enclosed Storage
Cat: Storage
means an Accessory Use providing for the storage of goods or things customarily associated with the Principal Use of the property. Storage must be completely enclosed within an Accessory Building.

Includes:
• Sheds.
**Height**
means the vertical distance measured from a point representing the lower of either the *Average Natural Grade* or the *Average Finished Grade* to the:

(a) highest point on a **Building** with a pitched roof greater than, or equal to, 4:12.

(b) highest point of a **Building** with a flat roof or a pitch of less than 4:12, shall be reduced by 3.0m with respect to the maximum permitted height within the applicable zone.

Where a **Building** is a **Single Family Dwelling**, the maximum **Height** may be increased by 12% where a pitched roof is equal to, or greater than, 7:12.

Where a **Building** is segmented by firewalls, each portion of the **Building** may be treated separately for the purpose of calculating **Height**.

In calculating **Height**, in accordance to the provisions above, mechanical equipment, including the enclosures thereof, and skylights over 0.6 m (2 ft) in height shall be included.

**Height** with reference to **Landscape Screens** and fences means the vertical distance between the *Average Finished Grade* at the base of the **Landscape Screen** or fence to the top of the said **Landscape Screen** or fence.
Hobby Greenhouse  
means an Accessory Building for the cultivation of plants, including for food production.

Home Occupation  
means an Accessory Use where a resident carries on a profession or occupation on the same Lot, that is clearly incidental and accessory to the Principal Use on the lot.

Excludes:
- Escort Service,
- Automotive Services Uses and
- Tow truck operations.

A Home Occupation must adhere to the provisions of Section 107.

Hospital  
means a Facility providing medical care for sick or injured patients.

Includes
- Acute hospital, and
- Rehabilitation hospital.

Hotel  
means a Facility in which accommodation is provided in the form where more than 75% of the units are accessed from the interior of a Building.

Impervious Surface  
means any hard-surfaced, man-made area that does not readily absorb or retain water, including, but not limited to roofs, parking and driveway areas, asphalt, cement or any other hard surface and swimming pools.

Indoor Amenity Space  
means a Facility that is entirely contained within a Building and is non-commercial, except as specifically permitted in the zone, and accessory to a Multiple Unit Residential Development for the purpose of providing social or recreational facilities and may include:

- meeting rooms,
- swimming pools,
- saunas,
- craft rooms,
- games rooms,
- common rooms, and
- kitchen facilities

for use by residents and their guests.
**Restaurant**  
*Cat: Food/Beverage*  
means a *Facility* serves food or beverages primarily to persons seated within the *Building.*  

Includes:  
- cafes,  
- tea rooms,  
- outdoor cafes, and  
- *Drive-through Restaurants.*

**Retail Store**  
*Cat: Retail*  
means the business of selling *Department Store Type Merchandise (DSTM)*, to the end consumer for personal consumption or household use and not for resale purposes.  

Includes:  
- *Convenience Store,*  
- Flea markets, wholly enclosed within a *Building,*  
- Household equipment rental,  
- *Liquor Store,*  
- *Pet Shop,*  
- *Retail Warehouse Use,* and  
- Video rental.  

Excludes:  
- *Vehicle Dealership,* and  
- Vehicle rental.

**Retail Warehouse**  
*Cat: Retail*  
means a *Facility* where the sale of goods in bulk quantities or of household goods such as furniture and carpeting, occurs from a building exceeding 6,500 sq m (69,965 sq ft).

**Riparian Area**  
means the area adjacent to a *Stream* that may be subject to temporary, frequent or seasonal inundation, and supports plant species that are typical of an area of inundated or saturated soil conditions, and that are distinct from plant species on freely drained adjacent upland sites because of the presence of water.

**Road Curvature, Inside Of**  
means the boundary of a highway which is defined by the shortest curve radius.

**Road Curvature, Outside Of**  
means the boundary of a highway which is defined by the greatest curve radius.

**Row House**  
*Cat: Residential*  
means a *Multiple Unit Residential Building* formed by a minimum of three (3), and not more than six (6), side by side *Dwelling Units* attached to each other in a row with each *Dwelling Unit* located on its own *Lot.*
Supermarket
means a Facility, over 1,000 sq m (10,764 sq ft), for the retailing of grocery and other convenience items.

Includes:
- Department Store Type Merchandise (DSTM) for up to 20% of the total Floor Space, and
- Liquor Store.

Supportive Recovery
means a Facility providing a supportive and structured environment for individuals recovering from drug and alcohol addiction, before they are ready to move into independent housing.

Theatre
see Cinema

Top of Bank
means the point closest to the boundary of the active floodplain of a Stream where a break in the slope of the land occurs such that the grade beyond the break is flatter than 3:1 at any point for a minimum distance of 15 m measured perpendicularly from the break, and for a floodplain area not contained in a ravine, the edge of the active floodplain of a stream where the slope of the land beyond the edge is flatter than 3:1 at any point for a minimum distance of 15 m measured perpendicularly from the edge.

Top of Ravine Bank
means the first significant break in a Ravine slope where the break occurs such that the grade beyond the break is flatter than 3:1 for a minimum distance of 15 m measured perpendicularly from the break, and the break does not include a bench within the ravine that could be developed.

Townhouse
means a Multiple Unit Residential Building consisting of not less than three and not more than six attached Dwelling Units, separated by a common wall extending from foundation to roof, on a Lot or site, where each Dwelling Unit has a private entrance with direct access to the outside and also has direct access to a private open space other than a Balcony or Sun Deck.
A. General Interpretation

1. This section is intended to categorize like uses, define each use within a category, and identify uses that may have certain criteria attached. This allows each Zone to clearly determine what uses are included or excluded as part of the use regulations. This is not meant to be a comprehensive list, nor is it meant to definitively define a use.

B. Uses Permitted in All Zones

1. Utility poles, electricity, cellular and cable transmission towers, wires, cables, traffic control devices, directional signs, bus stop shelters, reservoirs, storm water management facilities, pump houses, group mail boxes, underground utilities and associated Buildings, structures and storage established by the municipality, by another governmental body or by a company operating under the Utilities Commission Act, and all other Mission municipal services are permitted in all zones.

2. Private residential swimming pools provided such pools are sited not less than 1.5 m (4.9 ft) from any Lot line, except where limited by geotechnical constraints.

C. Uses Prohibited

1. The following uses are prohibited in all Zones, unless otherwise permitted in this Bylaw:
   b. A use located partly or totally in a tent, Recreation Vehicle or Mobile Home.
   c. Shipping Containers and Railcars used for any Use or storage.
   d. The production or cultivation of mushrooms for commercial purposes.
   e. The manufacture, mixture, storage or processing of fertilizer or growth medium intended to be used in the production of mushrooms.
   f. Opioid substitution treatment clinics and related facilities including mobile dispensing vans.
   g. Auto wrecking and salvage.
   h. Flop House.
   i. Medical Marihuana Grow Operation.
4. Cultural:

The intent of the Cultural category is the allow uses for the social enlightenment of the general public and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Centre</td>
<td>CD9</td>
</tr>
<tr>
<td>Church</td>
<td>IA, SN1A</td>
</tr>
<tr>
<td>Cultural Assembly</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCW, IA, SN1A</td>
</tr>
<tr>
<td>Gallery</td>
<td>CCD1, CCW, IE, SN1A</td>
</tr>
<tr>
<td>Museum</td>
<td>CCD1, CCW, IE, SN1A</td>
</tr>
</tbody>
</table>

5. Entertainment:

The intent of the Entertainment category is to allow for uses that provide entertainment and gathering opportunities to the general public and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Entertainment Parlour</td>
<td>CH1, CCG, CGS, CVD</td>
</tr>
<tr>
<td>Arcade</td>
<td>CH1, CCG, CGS, CVD, CCD1</td>
</tr>
<tr>
<td>Banquet Hall</td>
<td>CNC1, CH1, CCG, CGS, CVD, CCD1, CCW, SN1A</td>
</tr>
<tr>
<td>Bingo Hall</td>
<td>CCG</td>
</tr>
<tr>
<td>Casino</td>
<td>Prohibited</td>
</tr>
<tr>
<td>Cinema</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCW</td>
</tr>
<tr>
<td>Community Gaming Centre</td>
<td>CCG</td>
</tr>
<tr>
<td>Night Club</td>
<td>CH1, CCG, CGS, CVD</td>
</tr>
<tr>
<td>Pool and Billiard Hall</td>
<td>CNC1, CH1, CCG, CGS, CVD, CCD1, SN1A</td>
</tr>
</tbody>
</table>

6. Food and Beverage:

The intent of the Food and Beverage category is to allow for uses that serve food and beverages to the general public and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Café</td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CT, CCD1, CCR, CCW, IPRC, I-5, SN1A</td>
</tr>
<tr>
<td>Coffee Shop</td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CT, CCD1, CCW, CCR, IPRC, I-5, SN1A</td>
</tr>
<tr>
<td><strong>Drive-through, Restaurant</strong></td>
<td>CH2</td>
</tr>
<tr>
<td>Industrial Cafe</td>
<td>INBP1, INL1, INAR</td>
</tr>
<tr>
<td>Neighbourhood Public House</td>
<td>CPH, CCW, SN1A</td>
</tr>
<tr>
<td><strong>Restaurant</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CT, CCD1, CCR, CCW, IPRC, I-5, SN1A</td>
</tr>
</tbody>
</table>
7. **Industrial:**

The intent of the Industrial category is to allow for use that produce, manufacture, process goods and materials or provides a service that is industrial in nature to the general public or to other businesses and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction- Wholesale</td>
<td>INBP1, ING, INGC</td>
</tr>
<tr>
<td>Barge Loading</td>
<td>ING2</td>
</tr>
<tr>
<td>Heavy Industry</td>
<td>ING, INGC</td>
</tr>
<tr>
<td>Industrial Equipment Rental</td>
<td>INBP1, ING, INGC</td>
</tr>
<tr>
<td>Light Industry</td>
<td>INBP1, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Light Manufacturing</td>
<td>CH1, CCG, CGS, CVD</td>
</tr>
<tr>
<td>Mini-Storage</td>
<td>ING, INGC</td>
</tr>
<tr>
<td>Recycling Depot</td>
<td>INBP1, ING, INGC</td>
</tr>
<tr>
<td>Resource Extraction</td>
<td>INRP</td>
</tr>
<tr>
<td>Resource Processing</td>
<td>INRP</td>
</tr>
<tr>
<td>Salvage Industry</td>
<td>Prohibited</td>
</tr>
<tr>
<td>Transportation Industry</td>
<td>INL1, ING, INGC, INAR</td>
</tr>
<tr>
<td>Warehouse</td>
<td>INBP1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Yacht Building</td>
<td>INBP1</td>
</tr>
</tbody>
</table>

8. **Institutional:**

The intent of the Institutional category is to allow for uses that provide a public service and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Educational Institution</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCR, CCW, INBP1, IPRC, SN1A</td>
</tr>
<tr>
<td>Artisan Studio</td>
<td>INBP1, SN1A</td>
</tr>
<tr>
<td>Care Facility</td>
<td>IIC, SN1A</td>
</tr>
<tr>
<td>Cemetery</td>
<td>IPRC</td>
</tr>
<tr>
<td>Child Care Centre</td>
<td>All MT, MA Zones, CNC1, CH1, CCG, CGS, CVD, CCD1, CCR, CCW, IE, IC, IA, IPRC, SN1A</td>
</tr>
<tr>
<td>Civic Assembly</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCR, CCW, IE, IA, SN1A</td>
</tr>
<tr>
<td>College</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCR, IE, SN1A</td>
</tr>
<tr>
<td>Congregate Care</td>
<td>IC, CD2, CD4, CD6, CD16</td>
</tr>
<tr>
<td>Educational Facility</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCR, CCW, SN1A</td>
</tr>
<tr>
<td>First Stage Housing Shelter</td>
<td>CD19</td>
</tr>
<tr>
<td>Food Centre</td>
<td>CD19</td>
</tr>
<tr>
<td>Hospital</td>
<td>IC, SN1A</td>
</tr>
<tr>
<td>Library</td>
<td>CCD1, CCW, IE, SN1A</td>
</tr>
<tr>
<td>Prison and Detention Facility</td>
<td>IPRC</td>
</tr>
<tr>
<td>Residential Camp</td>
<td>I-5</td>
</tr>
<tr>
<td>School</td>
<td>IE, IA, SN1A</td>
</tr>
<tr>
<td>Therapeutic Camp</td>
<td>I-5</td>
</tr>
<tr>
<td>Trade School</td>
<td>CH1, CCG, CGS, CVD, INBP1, IPRC, SN1A</td>
</tr>
<tr>
<td>University</td>
<td>CH1, CCG, CGS, CVD, CCD1, CCR, CCW, IE, SN1A</td>
</tr>
</tbody>
</table>
9. **Office:**

The intent of the Office category is to allow uses that require an office setting to conduct their business and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Office Use</strong></td>
<td>CH1, CCG, CGS, CVD, CT, CCD1, CCR, CCW, INBP1, INL1, ING, INGC, INAR</td>
</tr>
<tr>
<td><strong>Escort Service</strong></td>
<td>CH1</td>
</tr>
<tr>
<td><strong>Government Services</strong></td>
<td>CNC1, CH1, CCG, CGS, CVD, CDD1, CCR, CCW, INBP1, IPRC, SN1A</td>
</tr>
<tr>
<td><strong>General Office Use</strong></td>
<td>CNC1, CH1, CCG, CGS, CVD, CM, CCD1, CCR, CCW, INBP1, SN1A</td>
</tr>
</tbody>
</table>

10. **Personal Service:**

The intent of the Personal Service category is to allow uses that provide for the care and appearance of the body or the cleaning or repair of personal effects and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Barber Shop</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CM, CCD1, CCR, CCW, SN1A</td>
</tr>
<tr>
<td><strong>Body Art and Tattoo Parlour</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CCD1, CCR, CCW</td>
</tr>
<tr>
<td><strong>Body Rub Parlour</strong></td>
<td>CH1</td>
</tr>
<tr>
<td><strong>Cleaning and Repair of Clothing</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CT, CCD1, CCR, CCW, SN1A</td>
</tr>
<tr>
<td><strong>Hair and Body Salon</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CM, CT, CCD1, CCR, CCW, SN1A</td>
</tr>
<tr>
<td><strong>Medical Clinic</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CM, CCD1, CCR, CCW, SN1A</td>
</tr>
<tr>
<td><strong>Medical Offices</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CM, CCG, CGS, CVD, CCR, SN1A</td>
</tr>
<tr>
<td><strong>Spa</strong></td>
<td>CR, CRL, CL1, CNC1, CH1, CCG, CGS, CVD, CM, CT, CCD1, CCR, CCW, SN1A</td>
</tr>
</tbody>
</table>

11. **Recreation:**

The intent of the Recreation category is to allow uses that provide recreational opportunities for the general public and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bowling Alley</strong></td>
<td>CH1, CCG, CGS, CVD, CCD1, CCW</td>
</tr>
<tr>
<td><strong>Commercial Outdoor Recreation</strong></td>
<td>COR, ING, INGC, CT</td>
</tr>
<tr>
<td><strong>Golf Course</strong></td>
<td>CD3</td>
</tr>
<tr>
<td><strong>Golf Driving Range</strong></td>
<td>CD3</td>
</tr>
<tr>
<td><strong>Indoor Recreation Facility</strong></td>
<td>COR, CT, CCR, CCR1, CH1, CCG, CGS, CVD, CCD1, CCW, IPRC, I-5, SN1A, INL1, INBP1, ING, INGC, IE</td>
</tr>
<tr>
<td><strong>Park</strong></td>
<td>IA, IPRC, SN1A</td>
</tr>
</tbody>
</table>
14. Service:

The intent of the General Service category is to allow for uses that provide a service, rather than a product, to the general public or to other businesses and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliance Repair</td>
<td>CNC1, CH1, CCG, CGS, CVD, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Beverage Container Return Centre</td>
<td>CNC1, CH1, CCG, CGS, CVD, INBP1, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Call Centre</td>
<td>INBP1, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Community Service</td>
<td>CNC1, CH1, CCG, CGS, CVD, CM, CCD1, CCR, CCW, IE, IA, IPRC, SN1A</td>
</tr>
<tr>
<td>Conference Centre</td>
<td>I-5</td>
</tr>
<tr>
<td>Dog and Cat Daycare Kennel</td>
<td>CNC1, CH1, CCG, CGS, CVD, INBP1, INL1, INAR, ING, INGC, SN1A</td>
</tr>
<tr>
<td>Drive Through Service</td>
<td>CNC1, CH1, CCG, CGS, CVD</td>
</tr>
<tr>
<td>Driving School</td>
<td>INBP1, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Financial, Insurance and Real Estate</td>
<td>CNC1, CH1, CCG, CGS, CVD, CCD1, CCR, CCW, SN1A</td>
</tr>
<tr>
<td>Funeral Parlour and/or Memorial Service Facility</td>
<td>CH1, CCG, CGS, CVD, CM, CCD1, CCR, CCW, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>General Service Use</td>
<td>CNC1, CH1, CCG, CGS, CVD, CCD1, CCR, CCW, INBP1, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Industrial First Aid Training</td>
<td>INBP1</td>
</tr>
<tr>
<td>Taxi Dispatch</td>
<td>INBP1, INL1, INAR, ING, INGC</td>
</tr>
<tr>
<td>Veterinary Clinic</td>
<td>CNC1, CH1, CCG, CGS, CVD, CCD1, CCW, SN1A</td>
</tr>
</tbody>
</table>

15. Storage:

The intent of the Storage category is to allow for uses that provide storage for items typically associated with the Principal Use of a Lot.

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosed Storage</td>
<td>All Zones</td>
</tr>
<tr>
<td>Outdoor Storage</td>
<td>INR, INRP, INBP1, INL1, INAR, ING, INGC, CD3</td>
</tr>
</tbody>
</table>

16. Waterfront:

The intent of the Waterfront category is to allow uses that are dependant upon access to a body of water and are partially location upon that body of water and includes:

<table>
<thead>
<tr>
<th>Use:</th>
<th>Zones:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marina</td>
<td>CCW</td>
</tr>
<tr>
<td>Waterfront Fuel Depot</td>
<td>CCW</td>
</tr>
</tbody>
</table>
E. Temporary Use Permits

1. Council may, by resolution, on application of an owner of land, issue a Temporary Use Permit which may:
   a. permit temporary commercial or industrial uses in all zones of the District of Mission, and
   b. specify conditions under which the temporary use may be carried out, and
   c. require the holder of the permit, as a condition, to give an undertaking to demolish or remove any temporary building or structure or accessory building which was established to accommodate a temporary use, and to restore the land to a "found" condition, within thirty (30) day of the end of the permit term; the undertaking will form part of the permit. If the Owner fails to comply with the undertaking, the District will enter onto the land and carry out the demolition, removal or restoration, at the expense of the Owner.

2. The Council, may, as a condition of issuing a Temporary Use Permit, require that the applicant provide to the District, security in the form of an Irrevocable Letter of Credit or cash, to guarantee the performance of the terms of the permit.

3. A person to whom a Temporary Use Permit has been issued may apply to have the permit renewed; however the permit may be renewed only once. At the end of the renewal, a person may apply to have a completely new permit issued conditional on Council approval and will be required to follow the same process as the original application.

F. Secondary Dwelling Units

1. All Secondary Dwelling Units shall adhere to the following regulations:
   a. Shall only be permitted provided a Principal Use exists on a site.
   b. Shall have a separate entrance from the Principal Use on a site. Shared entrances or entrances where occupants must enter through the Principal Dwelling Unit of the Lot are prohibited.
   c. Shall have at least one (1) Off-Street Parking space on the Lot that is separate and unencumbered from the required Off-Street Parking spaces for the Principal Use of the Lot.
   d. A restrictive covenant shall be registered on the property assuring that the owner shall remain a resident on the property, and be verified annually by declaration.
SECTION 107 HOME OCCUPATIONS

e. Involve the use of more than one commercial Motor Vehicle unless such Motor Vehicle is completely enclosed within a Building except within the RURAL AREA, SUBURBAN AREA or the RURAL RESIDENTIAL AREA.

C. Parking

1. Home Occupations shall provide one off-street parking space for each non-resident employee working at such facility.

2. A minimum of 2 Off Street Parking spaces are required for Home Occupation uses involving patrons, students and/or a Child Care Centre.

D. Employees

1. In the RURAL area, where the LOT contains 1.8 ha (4.4 ac) or more, Home Occupations shall have a maximum of 5 employees including not more than 4 non-resident employees.

2. In the RURAL, RURAL RESIDENTIAL or the SUBURBAN area, where the Lot contains less than 1.8 ha (4.4 ac), Home Occupations shall have a maximum of 4 employees, including not more than 3 non-resident employees.

3. In all other URBAN areas, Home Occupations shall have a maximum of 3 employees including not more than 2 non-resident employee.

4. Where the employees of a Home Occupation do not conduct their occupation on the subject property, there shall be no restrictions on the number of employees.

E. Bed and Breakfast Operation Regulations

1. In addition to other Home Occupation regulations, Bed and Breakfast operations shall comply with the following conditions:

   a. Limited to residential land uses, including Single Family Dwelling and Duplex, and shall be contained entirely within a Principal Building.

   b. Limited to not more than three (3) rental bedrooms accommodating not more than six (6) persons at any one time.

   c. In addition to the Off-Street Parking requirements for the Principal Use itself, as stipulated in Section 109 - Off-Street Parking Regulations, one (1) additional Off-Street Parking space per every 2 guest rooms shall be required for a Bed and Breakfast operation.

   d. All parking of vehicles must be accommodated on the Lot containing the Bed and Breakfast operation.

   e. A Bed and Breakfast is prohibited in a Mobile Home Park or any other Multiple Unit Residential Building, except a Duplex.
A. Fencing

1. Unless otherwise provided in this Bylaw, the following shall apply to all Urban zones:
   a. No fence shall be constructed on a Lot to a Height exceeding:
      i. 1.9m (6.2 ft), or
      ii. 1.2m (3.9 ft) when it is located within a required Front Yard or Side Yard on a flanking street.
   b. Where a fence or similar structure is located on top of a wall, the height of the fence shall not exceed 1.5 m (4.9 ft).
   c. In Urban Residential, Urban Compact, Urban Residential Compact, Urban Residential - Compact Cluster, and Ground Oriented Residential designations:
      i. Where the Rear Lot Line of a Lot abuts the Side Lot Line of an adjoining Lot, the Height of fences, or walls, on such a rear lot shall not be greater than the height permitted on the side line of an adjoining lot at the point of abutment.
      ii. Where a fence is erected in a required Front Yard or a Side Yard on a flanking street, the fence shall be a visually permeable picket, rail, metal or other material fence. To be considered visually permeable, a fence must have a minimum of 33% open.
   d. A fence may only be constructed of wood, masonry materials (excluding poured concrete), metal, pre-cast manufactured perforated or decorative concrete blocks or panels, and any combination thereof.

B. Retaining Walls

1. The maximum exposed Height of a retaining wall at the property line, on a residential Lot, unless otherwise required as a condition of subdivision approval, shall not exceed 0.6 m (2.0 ft) in Height measured from Natural Grade.

2. The maximum exposed Height of a retaining wall at all other points on the property, on a residential Lot, unless otherwise required as a condition of subdivision approval, shall not exceed 1.2 m (3.9 ft) in Height measured at Finished Grade.

3. The minimum distance between retaining wall structures, on a residential Lot, unless otherwise required as a condition of subdivision approval, shall be 1.2 m (3.9 ft).

4. The maximum slope of Finished Grade between retaining wall structures shall be no more than 1:4.

5. Blank concrete walls and blank retaining wall concrete blocks shall not be permitted.

6. The following sketch plan provides a visual example of the requirements of Section 111 part B.
b. A *Building* or *Structure* exceeding 30 sq m (322.9 sq ft) for the keeping of cattle, rabbits, cage birds and other livestock not specified in Part D Subsection 2c hereof, and silos, shall be sited in accordance with the following minimum *Setbacks*:

<table>
<thead>
<tr>
<th>Agriculture Building/Structure</th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15.0 m</td>
<td>15.0 m</td>
<td>15.0 m</td>
<td>15.0 m</td>
</tr>
<tr>
<td></td>
<td>(49.2 ft)</td>
<td>(49.2 ft)</td>
<td>(49.2 ft)</td>
<td>(49.2 ft)</td>
</tr>
</tbody>
</table>

c. A *Building* or *Structure* exceeding 30.0 sq m (322.9 sq ft) for the keeping of swine, poultry or fur bearing animals shall be sited in accordance with the following minimum *Setbacks*:

<table>
<thead>
<tr>
<th>Agriculture Building/Structure</th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>105.0 m</td>
<td>60.0 m</td>
<td>60.0 m</td>
<td>105.0 m</td>
</tr>
<tr>
<td></td>
<td>(344.5 ft)</td>
<td>(196.9 ft)</td>
<td>(196.9 ft)</td>
<td>(344.5 ft)</td>
</tr>
</tbody>
</table>

d. A *Building* or *Structure* for the storage of manure including manure pits or tanks shall be sited in accordance with the following minimum *Setbacks*:

<table>
<thead>
<tr>
<th>Agriculture Building/Structure</th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>105.0 m</td>
<td>60.0 m</td>
<td>60.0 m</td>
<td>105.0 m</td>
</tr>
<tr>
<td></td>
<td>(344.5 ft)</td>
<td>(196.9 ft)</td>
<td>(196.9 ft)</td>
<td>(344.5 ft)</td>
</tr>
</tbody>
</table>

E. Lot Coverage

1. *Buildings* shall together cover not more than 15% of the *Lot Area*.

F. Floor Space

1. A *Floor Space Ratio* is not applicable in these zones.

G. Impervious Surfaces

1. *Impervious Surfaces* shall together cover not more than 25% of the *Lot Area*.

H. Number of Residential Buildings

1. *Buildings* for a *Residential Use* shall be limited to one per *Lot* except where a *Secondary Dwelling Unit* is located within a *Secondary Family Dwelling*. 
SECTION 501  URBAN RESIDENTIAL ZONES

Urban Residential 930 Zone  R930
Urban Residential 669 Zone  R669
Urban Residential 558 Zone  R558
Urban Residential 465 Zone  R465

A. Zone Intent

1. The intent of these zones is to provide one Single Family Dwelling in the Urban Residential area and compatible accessory uses. The R930, R669, R558, and R465 zones have different parcel sizes.

R930 zone is permitted where no Municipal sanitary service is available.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the R930, R669, R558, and R465 zones:

   a. Residential limited to:

      i. One Single Family Dwelling.

2. The following Accessory Uses and no other shall be permitted in the R930, R669, R558, and R465 zones:

   a. Agriculture limited to:

      i. Hobby Greenhouse.

   b. Residential limited to:

      One of:

      i. Bed and Breakfast, or
      ii. Boarding Use, or
      iii. Residential Care.

      And,

      iv. Detached Garage,
      v. Home Occupation.

   c. Storage limited to:

      i. Enclosed Storage.
D. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Building</strong></td>
<td>6.0 m (19.7 ft)</td>
<td>7.5 m (24.6 ft)</td>
<td>1.5 m (4.9 ft) minimum</td>
<td>3.0 m (9.8 ft)</td>
</tr>
<tr>
<td></td>
<td>4.5 m (14.76 ft) total combined</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Accessory Building/Structure</strong></td>
<td>7.5 m (24.6 ft)</td>
<td>1.3 m (4.3 ft)</td>
<td>1.5 m (4.9 ft)</td>
<td>3.0 m (9.8 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 501, Part D.1, where a lot existed prior to October 2009, all Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Building</strong></td>
<td>6.0 m (19.7 ft)</td>
<td>7.5 m (24.6 ft)</td>
<td>1.5 m (4.9 ft)</td>
<td>3.0 m (9.8 ft)</td>
</tr>
<tr>
<td><strong>Accessory Building/Structure</strong></td>
<td>7.5 m (24.6 ft)</td>
<td>1.3 m (4.3 ft)</td>
<td>1.5 m (4.9 ft)</td>
<td>3.0 m (9.8 ft)</td>
</tr>
</tbody>
</table>

3. Notwithstanding Section 501, Part D.1, where the lot is a cul-de-sac, all Interior Side Yard Setbacks may be reduced to 1.5 m (4.9 ft).

4. The Front Yard Setback of the Principal Building may be reduced to a minimum of 4.0 m (13.2 ft) provided the Front Yard Setback of a garage is a minimum of 6.0 m (19.7 ft).

5. Notwithstanding Section 501 Part D.1, all Buildings shall be sited a minimum of 6.0 m (19.7 ft) from all Undevelopable Areas as defined in this Bylaw.

6. Notwithstanding Section 501 Part D.1, the Buildable Area of any Lot shall be a minimum 150 sq m (1,614.6 sq ft).

7. Notwithstanding Section 501 Part D.1, Buildings and Structures on Corner Lots shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior Side Lot Line setback.

E. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>R930</td>
<td>30%</td>
</tr>
<tr>
<td>R669</td>
<td>30%</td>
</tr>
<tr>
<td>R558</td>
<td>35%</td>
</tr>
<tr>
<td>R465 – Type I</td>
<td>35%</td>
</tr>
<tr>
<td>R465 – Type II</td>
<td>40%</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 501 part E.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq ft), the Lot Coverage may be increased to 45%.
F. Floor Space

1. The floor space should not exceed the following ratios or the maximum floor area, whichever is less, as listed in the following table (Garage space, detached or attached, is not used in calculating total floor area):

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
<th>Maximum Floor Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>R930</td>
<td>0.50</td>
<td>511 sq m (5,500 sq ft)</td>
</tr>
<tr>
<td>R669</td>
<td>0.50</td>
<td>362 sq m (3,897 sq ft)</td>
</tr>
<tr>
<td>R558</td>
<td>0.60</td>
<td>353 sq m (3,800 sq ft)</td>
</tr>
<tr>
<td>R465 – Type I</td>
<td>0.60</td>
<td>353 sq m (3,800 sq ft)</td>
</tr>
<tr>
<td>R465 – Type II</td>
<td>0.60</td>
<td>334 sq m (3,595 sq ft)</td>
</tr>
</tbody>
</table>

2. The maximum Floor Space of the upper most Storey of the Principal Building shall not exceed 80% of the Floor Space of the Storey below it. The reduced Floor Space of the upper most Storey shall be accomplished by an offset from either the front exterior walls, side exterior walls or a combination thereof, of the Storey below.

For the purposes of calculating the 80%, the following criteria apply:

a. Notwithstanding the definition of Floor Space, the 80% shall be calculated by comparing the sum of the area enclosed by the exterior walls of the upper most Storey with that of the Storey below it.

b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.

3. Notwithstanding Section 501 part F.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq ft), the Floor Space Ratio may be increased to .70.

G. Impervious Surfaces

1. Impervious Surfaces shall together cover not more than the Lot Area as noted:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>R930</td>
<td>45%</td>
</tr>
<tr>
<td>R669</td>
<td>45%</td>
</tr>
<tr>
<td>R558</td>
<td>50%</td>
</tr>
<tr>
<td>R465 – Type I</td>
<td>55%</td>
</tr>
<tr>
<td>R465 – Type II</td>
<td>55%</td>
</tr>
</tbody>
</table>

H. Number of Residential Buildings

1. Buildings for a Residential Use shall be limited to one per Lot.

I. Height of Buildings
C. Lot Area

1. Except where such a Lot existed at the date of adoption of this Bylaw or Lots created under Section 104, Part D, each Lot shall have a minimum area, width, and depth as shown on the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Area</th>
<th>Width</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>R930s</td>
<td>930 sq m</td>
<td>18.0 m</td>
<td>30.0 m</td>
</tr>
<tr>
<td></td>
<td>(10,010 sq ft)</td>
<td>(59.1 ft)</td>
<td>(98.4 ft)</td>
</tr>
<tr>
<td>R669s</td>
<td>669 sq m</td>
<td>18.0 m</td>
<td>30.0 m</td>
</tr>
<tr>
<td></td>
<td>(7,201 sq ft)</td>
<td>(59.1 ft)</td>
<td>(98.4 ft)</td>
</tr>
<tr>
<td>R558s</td>
<td>558 sq m</td>
<td>18.0 m</td>
<td>30.0 m</td>
</tr>
<tr>
<td></td>
<td>(6,006 sq ft)</td>
<td>(59.1 ft)</td>
<td>(98.4 ft)</td>
</tr>
<tr>
<td>R465s – Type I</td>
<td>558 sq m</td>
<td>16.0 m</td>
<td>30.0 m</td>
</tr>
<tr>
<td></td>
<td>(6,006 sq ft)</td>
<td>(52.5 ft)</td>
<td>(98.4 ft)</td>
</tr>
<tr>
<td>R465s – Type II*</td>
<td>465 sq m</td>
<td>16.0 m</td>
<td>25.0 m</td>
</tr>
<tr>
<td></td>
<td>(5,005 sq ft)</td>
<td>(52.5 ft)</td>
<td>(82.0 ft)</td>
</tr>
</tbody>
</table>

* In the R465s zone, a maximum of 30% of the total Lots in any one development may be a Type II Lot.

2. Notwithstanding Section 502, Part C.1, where a Lot contains an Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

3. Notwithstanding Section 502, Part C.1 and C.2, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area, or used as part of the measurement for minimum Lot Depth or Lot Width.

D. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Building</td>
<td>6.0 m (19.7 ft)</td>
<td>7.5 m (24.6 ft)</td>
<td>1.5 m (4.9 ft) minimum 4.5 m (14.76 ft) total combined</td>
</tr>
<tr>
<td>Accessory Building/Structure</td>
<td>7.5 m (24.6 ft)</td>
<td>1.3 m (4.3 ft)</td>
<td>1.5 m (4.9 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 502, Part D.1, where the lot is a cul-de-sac, all Interior Side Yard Setbacks may be reduced to 1.5 m (4.9 ft).

3. The Front Yard Setback of the Principal Building may be reduced to a minimum of 4.0 m (13.1 ft) provided the Front Yard Setback of a garage is a minimum of 6.0 m (19.7 ft).

4. Notwithstanding Section 502 Part D.1, all Buildings shall be sited a minimum of 6.0 m (19.7 ft) from all Undevelopable Areas as defined in this Bylaw.

5. Notwithstanding Section 502 part D.1, the Buildable Area of any Lot shall be a minimum 150 sq m (1,614.6 sq ft).
6. Notwithstanding Section 502 Part D.1, *Buildings* and *Structures* on *Corner Lots* shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum *Exterior Side Lot Line* setback.
E. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>R930s</td>
<td>35%</td>
</tr>
<tr>
<td>R669s</td>
<td>35%</td>
</tr>
<tr>
<td>R558s</td>
<td>40%</td>
</tr>
<tr>
<td>R465s – Type I</td>
<td>40%</td>
</tr>
<tr>
<td>R465s – Type II</td>
<td>45%</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 501 part E.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq ft), the Lot Coverage may be increased to 45%.

F. Floor Space

1. The Floor Space should not exceed the following ratios or the maximum floor space, whichever is less, as listed in the following table (A Coach House, Garden Cottage, and Garage space, detached or attached, is not used in calculating total Floor Space):

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
<th>Maximum Floor Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>R930s</td>
<td>0.50</td>
<td>511 sq m (5,500 sq ft)</td>
</tr>
<tr>
<td>R669s</td>
<td>0.50</td>
<td>362 sq m (3,897 sq ft)</td>
</tr>
<tr>
<td>R558s</td>
<td>0.60</td>
<td>353 sq m (3,800 sq ft)</td>
</tr>
<tr>
<td>R465s – Type I</td>
<td>0.60</td>
<td>353 sq m (3,800 sq ft)</td>
</tr>
<tr>
<td>R465s – Type II</td>
<td>0.60</td>
<td>334 sq m (3,595 sq ft)</td>
</tr>
</tbody>
</table>

2. The maximum Floor Space of the upper most Storey of the Principal Building shall not exceed 80% of the Floor Space of the Storey below it. The reduced Floor Space of the upper most Storey shall be accomplished by an offset from either the front exterior walls, side exterior walls or a combination thereof, of the Storey below.

For the purposes of calculating the 80%, the following criteria apply:

a. Notwithstanding the definition of Floor Space, the 80% shall be calculated by comparing the sum of the area enclosed by the exterior walls of the upper most Storey with that of the Storey below it.

b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.

3. Notwithstanding Section 502 part F.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq ft), the Floor Space Ratio may be increased to .70.

G. Impervious Surfaces
H. Number of Residential Buildings

1. Buildings for a Residential Use shall be limited to one per Lot except where a Secondary Dwelling is located within a Coach House or Garden Cottage.

I. Height of Buildings

1. The intent of the Height of the Principal Building shall permit a two storey Building with a Basement not exceeding 9.5 m (31.1 ft).

2. The Height of an Accessory Building shall not exceed one storey to a maximum of 6.0 m (19.7 ft).

3. The Height of an Accessory Building for a Coach House shall not exceed the Height of the Principal Building or 8.0 m (26.2 ft), whichever is less.

J. Off Street Parking

1. Off Street Parking shall be in accordance with the provisions of Section 109.

2. Off Street Parking shall not occupy more than 30% of the Front Yard.

3. Access to the lot for Off Street Parking from the Front Lot Line shall be limited to a maximum width of 5.0 m (16.4 ft).

K. Hobby Greenhouse Use

1. Shall be limited to a maximum of one Building not exceeding a total area of 20 sq m (215.3 sq ft).

L. Outdoor Space

1. A minimum of 20 sq m (215.3 sq ft) shall be provided as private outdoor space for the Secondary Dwelling.
c. Storage limited to:

i. *Enclosed Storage.*

C. Lot Area

1. Except where such a Lot existed at the date of adoption of this Bylaw or Lots created under Section 104, Part D, each Lot shall have a minimum area, width, and depth as shown on the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Area</th>
<th>Width</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC465</td>
<td>465 sq m (5,005 sq ft)</td>
<td>14.0 m (45.9 ft)</td>
<td>25.0 m (82.0 ft)</td>
</tr>
<tr>
<td>RC372</td>
<td>372 sq m (4,004 sq ft)</td>
<td>12.0 m (39.4 ft)</td>
<td>30.0 m (98.4 ft)</td>
</tr>
<tr>
<td>RC280</td>
<td>280 sq m (3,014 sq ft)</td>
<td>9.0 m (29.5 ft)</td>
<td>30.0 m (98.4 ft)</td>
</tr>
</tbody>
</table>

2. All RC280 Lots shall be developed with *Detached Garages* with access from a Lane.

3. Notwithstanding Section 601, Part C.1, where a Lot contains an *Undevelopable Area*, that area shall not be included in the calculation of minimum Lot Area.

4. Notwithstanding Section 601, Part C.1 and C.3, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area, or used as part of the measurement for minimum Lot Depth or Lot Width.

D. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th>RC465:</th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Building</td>
<td>6.0 m (19.7 ft)</td>
<td>7.5 m (24.6 ft)</td>
<td>1.5 m (4.9 ft)</td>
<td>3.0 m (9.8 ft)</td>
</tr>
<tr>
<td>Accessory Building/Structure</td>
<td>7.5 m (24.6 ft)</td>
<td>1.2 m (3.9 ft)</td>
<td>1.2 m (3.9 ft)</td>
<td>3.0 m (9.8 ft)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RC372, RC280:</th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Building</td>
<td>4.0 m (13.1 ft)</td>
<td>7.5 m (24.6 ft)</td>
<td>1.2 m (3.9 ft)</td>
<td>2.5 m (8.2 ft)</td>
</tr>
<tr>
<td>Accessory Building/Structure</td>
<td>7.5 m (24.6 ft)</td>
<td>0.5 m (1.6 ft)</td>
<td>1.2 m (3.9 ft)</td>
<td>3.0 m (9.8 ft)</td>
</tr>
</tbody>
</table>

2. The Front Yard Setback of the Principal Building may be reduced to a minimum of 4.0 m (13.1 ft) provided the Front Yard Setback of a garage is a minimum of 6.0 m (19.7 ft).

3. The minimum Setback for any attached garage shall be 6.0 m (19.7 ft).

4. The minimum separation required between the Principal Building and all Accessory Buildings exceeding 3.0 m (9.8 ft) in Height, including a Detached Garage regardless of Building Height, is 5.0 m (16.4 ft).
5. Notwithstanding Section 601 Part D.1, all Buildings shall be sited a minimum of 6.0 m (19.7 ft) from all Undevelopable Areas as defined in this Bylaw.

6. Notwithstanding Section 601 Part D.1, the Buildable Area of any Lot shall be a minimum 150 sq m (1,614.6 sq ft).

7. Notwithstanding Section 601 Part D.1, Buildings and Structures on Corner Lots shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior Side Lot Line setback.

E. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC465</td>
<td>40%</td>
</tr>
<tr>
<td>RC372</td>
<td>50%</td>
</tr>
<tr>
<td>RC280</td>
<td>50%</td>
</tr>
</tbody>
</table>

F. Floor Space

1. The floor space should not exceed the following ratios or the maximum floor area, whichever is less, as listed in the following table (Garage space, detached or attached, is not used in calculating total floor area):

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
<th>Maximum Floor Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC465</td>
<td>0.70</td>
<td>335 sq m (3,606 sq ft)</td>
</tr>
<tr>
<td>RC372</td>
<td>0.75</td>
<td>270 sq m (2,906 sq ft)</td>
</tr>
<tr>
<td>RC280</td>
<td>0.75</td>
<td>225 sq m (2,422 sq ft)</td>
</tr>
</tbody>
</table>

2. The maximum Floor Space of the upper most Storey of the Principal Building shall not exceed 80% of the Floor Space of the Storey below it. The reduced Floor Space of the upper most Storey shall be accomplished by an offset from either the front exterior walls, side exterior walls or a combination thereof, of the Storey below.

For the purposes of calculating the 80%, the following criteria apply:

a. Notwithstanding the definition of Floor Space, the 80% shall be calculated by comparing the sum of the area enclosed by the exterior walls of the upper most Storey with that of the Storey below it.

b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.

G. Impervious Surfaces

1. Impervious Surfaces shall together cover not more than the Lot Area as noted:
A. Zone Intent

1. The intent of these zones is to provide one compact Single Family Dwelling with a Secondary Dwelling in the Urban Compact and Urban Residential - Compact areas, and compatible accessory uses in an urban neighbourhood form that allows higher densities.

The RC465s shall be a permitted use in the Urban Residential area as infill development within the Urban Infill and Hatzic Areas.

2. Where possible, all RC372s lots should be developed with Detached Garages with access from a Lane.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the RC465s and RC372s Zone:

   a. Residential limited to:

      i. One Single Family Dwelling.

2. The following Accessory Uses and no other shall be permitted in the RC465s and RC372s Zone:

   a. Agriculture limited to:

      i. Hobby Greenhouse.

   b. Residential limited to

      One of:

      i. Boarding Use, or
      ii. Residential Care, or
      iii. Secondary Dwelling Unit (Section,106 Part F.) limited to:

          • Secondary Suite, or
          • Coach House, or
          • Garden Cottage

      And,

      iv. Detached Garage,
      v. Home Occupation.

   c. Storage limited to:

      i. Enclosed Storage.
SECTION 602
RESIDENTIAL COMPACT
SECONDARY DWELLING ZONES

6. Notwithstanding Section 602 Part D.1, the Buildable Area of any Lot shall be a minimum 150 sq m (1,614.6 sq ft).

7. Notwithstanding Section 602 Part D.1, Buildings and Structures on Corner Lots shall be setback a minimum of 1.5 m (4.9 ft) in addition to the minimum Exterior Side Lot Line setback.

E. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC465s</td>
<td>45%</td>
</tr>
<tr>
<td>RC372s</td>
<td>55%</td>
</tr>
</tbody>
</table>

F. Floor Space

1. The floor space should not exceed the following ratios or the maximum floor area, whichever is less, as listed in the following table (A Coach House, Garden Cottage, and garage space, detached or attached, is not used in calculating total floor area):

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
<th>Maximum Floor Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC465s</td>
<td>0.70</td>
<td>335 sq m (3,606 sq ft)</td>
</tr>
<tr>
<td>RC372s</td>
<td>0.75</td>
<td>270 sq m (2,906 sq ft)</td>
</tr>
</tbody>
</table>

2. The maximum Floor Space of the upper most Storey of the Principal Building shall not exceed 80% of the Floor Space of the Storey below it. The reduced Floor Space of the upper most Storey shall be accomplished by an offset from either the front exterior walls, side exterior walls or a combination thereof, of the Storey below.

For the purposes of calculating the 80%, the following criteria apply:

a. Notwithstanding the definition of Floor Space, the 80% shall be calculated by comparing the sum of the area enclosed by the exterior walls of the upper most Storey with that of the Storey below it.

b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.

G. Impervious Surfaces

1. Impervious Surfaces shall together cover not more than the Lot Area as noted:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC465s</td>
<td>60%</td>
</tr>
</tbody>
</table>
c. Storage limited to:
   i. Enclosed Storage.

4. Conditions of Use:
   a. Where a Duplex or a Boarding House is sited on a lot, a Secondary Dwelling is not permitted.

C. Lot Area

1. Except where such a Lot existed at the date of adoption of this Bylaw or Lots created under Section 104, Part D, each Lot shall have a minimum area, width, and depth as shown on the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Area</th>
<th>Width</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT465</td>
<td>465 sq m</td>
<td>16.0 m</td>
<td>30.0 m</td>
</tr>
<tr>
<td></td>
<td>(5,005 sq ft)</td>
<td>(52.5 ft)</td>
<td>(98.4 ft)</td>
</tr>
<tr>
<td>RB558</td>
<td>558 sq m</td>
<td>18.0 m</td>
<td>30.0 m</td>
</tr>
<tr>
<td></td>
<td>(6,006 sq ft)</td>
<td>(59.1 ft)</td>
<td>(98.4 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 603, Part C.1, where a Lot contains an Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

3. Notwithstanding Section 603, Part C.1 and C.2, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area, or used as part of the measurement for minimum Lot Depth or Lot Width.

D. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Building</strong></td>
<td>6.0 m</td>
<td>7.5 m</td>
<td>1.5 m (4.9 ft) minimum</td>
<td>4.5 m (14.8 ft)</td>
</tr>
<tr>
<td></td>
<td>(19.7 ft)</td>
<td>(24.6 ft)</td>
<td>4.5 m (14.76 ft) total combined</td>
<td></td>
</tr>
<tr>
<td><strong>Accessory Building/Structure</strong></td>
<td>7.5 m</td>
<td>1.3 m</td>
<td>1.5 m</td>
<td>3.0 m</td>
</tr>
<tr>
<td></td>
<td>(24.6 ft)</td>
<td>(4.3 ft)</td>
<td>(4.9 ft)</td>
<td>(9.8 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 603, Part D.1, where the lot is a cul-de-sac, all Interior Side Yard Setbacks may be reduced to 1.5 m (4.9 ft).

3. The Front Yard Setback of the Principal Building may be reduced to a minimum of 4.0 m (13.1 ft) provided the Front Yard Setback of a garage is a minimum of 6.0 m (19.7 ft).

4. Notwithstanding Section 603 Part D.1, all Buildings shall be sited a minimum of 6.0 m (19.7 ft) from all Undevelopable Areas as defined in this Bylaw.

5. Notwithstanding Section 603 Part D.1, the Buildable Area of any Lot shall be a minimum 150 sq m (1,614.6 sq ft).
E. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT465</td>
<td>40%</td>
</tr>
<tr>
<td>RB558</td>
<td>40%</td>
</tr>
</tbody>
</table>

F. Floor Space

1. The floor space should not exceed the following ratios or the maximum floor area, whichever is less, as listed in the following table (A Coach House, Garden Cottage, and Garage space, detached or attached, is not used in calculating total floor space):

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
<th>Maximum Floor Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT465</td>
<td>0.60</td>
<td>353 sq m (3,800 sq ft)</td>
</tr>
<tr>
<td>RB558</td>
<td>0.60</td>
<td>353 sq m (3,800 sq ft)</td>
</tr>
</tbody>
</table>

2. The maximum Floor Space of the upper most Storey of the Principal Building shall not exceed 80% of the Floor Space of the Storey below it. The reduced Floor Space of the upper most Storey shall be accomplished by an offset from either the front exterior walls, side exterior walls or a combination thereof, of the Storey below.

For the purposes of calculating the 80%, the following criteria apply:

a. Notwithstanding the definition of Floor Space, the 80% shall be calculated by comparing the sum of the area enclosed by the exterior walls of the upper most Storey with that of the Storey below it.

b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.

G. Impervious Surfaces

1. Impervious Surfaces shall together cover not more than the Lot Area as noted:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>RT465</td>
<td>55%</td>
</tr>
<tr>
<td>RB558</td>
<td>55%</td>
</tr>
</tbody>
</table>

H. Number of Residential Buildings

1. Buildings for a Residential Use shall be limited to one per Lot except where a Secondary Dwelling is located within a Coach House or Garden Cottage.

I. Height of Buildings

1. The intent of the Height of the Principal Building shall permit a two storey Building with a Basement not exceeding 9.5 m (31.1 ft).
C. Lot Area

1. The minimum Area prior to rezoning and subdivision must not be less than 0.2 ha (0.5 ac).

2. Lots created through subdivision in this zone shall comply with the following minimum standards:

<table>
<thead>
<tr>
<th>Lot Type</th>
<th>Area</th>
<th>Width</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Lot</strong></td>
<td>165 sq m</td>
<td>6.0 m</td>
<td>28.0 m</td>
</tr>
<tr>
<td></td>
<td>(1,776.0 sq ft)</td>
<td>(19.7 ft)</td>
<td>(91.9 ft)</td>
</tr>
<tr>
<td><strong>End Lot</strong></td>
<td>200 sq m</td>
<td>7.2 m</td>
<td>28.0 m</td>
</tr>
<tr>
<td></td>
<td>(2,152.8 sq ft)</td>
<td>(23.6 ft)</td>
<td>(91.9 ft)</td>
</tr>
<tr>
<td><strong>Corner Lot</strong></td>
<td>226 sq m</td>
<td>8.7 m</td>
<td>28.0 m</td>
</tr>
<tr>
<td></td>
<td>(2,432.6 sq ft)</td>
<td>(28.5 ft)</td>
<td>(91.9 ft)</td>
</tr>
</tbody>
</table>

3. Notwithstanding Section 702, Part C.1, where a Lot contains an Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

4. Notwithstanding Section 702, Part C.1 and C.2, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area, or used as part of the measurement for minimum Lot Depth or Lot Width.

D. Density

1. The maximum density shall be calculated as follows:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Maximum Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR52</td>
<td>52 upha (21 upa)</td>
</tr>
</tbody>
</table>

2. No more than six dwelling units shall be attached in a row to one another within each Row House Building.

E. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th>Principal Building:</th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Lot</strong></td>
<td>3.5 m</td>
<td>12.5 m</td>
<td>0.0 m</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>(11.5 ft)</td>
<td>(41.0 ft)</td>
<td>(0.0 ft)</td>
<td></td>
</tr>
<tr>
<td><strong>End Lot</strong></td>
<td>3.5 m</td>
<td>12.5 m</td>
<td>0.0 m</td>
<td>1.2 m</td>
</tr>
<tr>
<td></td>
<td>(11.5 ft)</td>
<td>(41.0 ft)</td>
<td>(0.0 ft)</td>
<td>(3.9 ft)</td>
</tr>
<tr>
<td><strong>Corner Lot</strong></td>
<td>3.5 m</td>
<td>12.5 m</td>
<td>0.0 m</td>
<td>2.7 m</td>
</tr>
<tr>
<td></td>
<td>(11.5 ft)</td>
<td>(41.0 ft)</td>
<td>(0.0 ft)</td>
<td>(8.9 ft)</td>
</tr>
<tr>
<td>Accessory Building/Structure</td>
<td>7.5 m</td>
<td>0.5 m</td>
<td>0.0 m (0.0 ft) minimum</td>
<td>1.2 m</td>
</tr>
<tr>
<td></td>
<td>(24.6 ft)</td>
<td>(1.6 ft)</td>
<td>(2.4 m (7.9 ft) total combined)</td>
<td>(3.9 ft)</td>
</tr>
</tbody>
</table>
f. Recreation limited to:
   i. Indoor Recreation Facility.

g. Residential limited to:
   i. *Apartment Building* provided it:
      i. Forms an integral part of a commercial *Building* on the lot,
      ii. Are not be located on the 1st storey, and
      iii. Are the only use in a storey and in all other storeys above the *Residential Use*.

h. Retail limited to:
   i. *Auction – Retail*,
   ii. Bakery,
   iii. Butcher,
   iv. *Convenience Store*,
   v. Flea Market,
   vi. Furniture Store,
   vii. *Garden Supply Store*,
   viii. Household Equipment Rental,
   ix. *Liquor Store*,
   x. Medical Related Retail Store,
   xi. *Pharmacy*,
   xii. *Retail Store*,
   xiii. *Specialty Food Store*,
   xiv. *Supermarket, and*
   xv. Video Rental.

i. Service limited to:
   i. Appliance Repair,
   ii. *Beverage Container Return Centre*,
   iii. *Community Service*,
   iv. Dog and Cat Daycare Kennel,
   v. *Drive-through Service*
   vi. *Financial, Insurance and Real Estate*,
   vii. *General Service Use, and*
   viii. Veterinary Clinic.

2. The following *Accessory Uses* and no other shall be permitted in the *CNC1* zone:

   a. Storage limited to:
      i. Enclosed Storage.
1. Form an integral part of a commercial Building on the lot, 
2. Are not be located on the 1st storey, and 
3. Are the only Use in a storey and in all other storeys above the Residential Use.

l. Retail limited to:

i. Adult Entertainment Store, 
ii. Adult Video Store, 
iii. Auction-Retail, 
iv. Bakery, 
v. Building Supply Store, 
vi. Butcher, 
vii. Convenience Store, 
viii. Flea Market, 
ix. Furniture Store, 
x. Garden Supply Store, 
xi. Household Equipment Rental, 
xii. Liquor Store, 
xiii. Pawnshop, 
xiv. Pharmacy, 
xv. Produce Sales, 
xvi. Retail Store, 
xvii. Retail Warehouse, 
xviii. Rural Agency Store, 
xix. Second Hand Store, 
xx. Shopping Centre, 
xxi. Specialty Food, 
xxii. Supermarket, and 
xxiii. Video Rental.

m. Service limited to:

i. Appliance Repair, 
ii. Beverage Container Return Centre, 
iii. Community Service, 
iv. Dog and Cat Daycare Kennel, 
v. Drive-through Service, 
vi. Financial, Insurance and Real Estate, 
vii. Funeral Parlour and/or Memorial Service Facility, 
viii. General Service Use, 
x. Photocopying, and 
x. Veterinary Clinic.

2. The following Accessory Uses and no other shall be permitted in the CH1 and CH2 zones:

a. Storage limited to the following:

i. Enclosed Storage.
I. Retail limited to:

   i. Adult Entertainment Store,
   ii. Adult Video Store,
   iii. Auction-Retail,
   iv. Bakery,
   v. Building Supply Store,
   vi. Butcher,
   vii. Convenience Store,
   viii. Flea Market,
   ix. Furniture Store,
   x. Garden Supply Store,
   xi. Household Equipment Rental,
   xii. Liquor Store,
   xiii. Pawnshop,
   xiv. Pharmacy,
   xv. Produce Sales,
   xvi. Retail Store,
   xvii. Retail Warehouse,
   xviii. Rural Agency Store,
   xix. Second Hand Store,
   xx. Shopping Centre,
   xxi. Specialty Food,
   xxii. Supermarket, and
   xxiii. Video Rental.

m. Service limited to:

   i. Appliance Repair,
   ii. Beverage Container Return Centre,
   iii. Community Service,
   iv. Dog and Cat Daycare Kennel,
   v. Drive-through Service,
   vi. Financial, Insurance and Real Estate,
   vii. Funeral Parlour and/or Memorial Service Facility,
   viii. General Service Use,
   ix. Photocopying, and
   x. Veterinary Clinic.

2. The following Accessory Uses and no other shall be permitted in the CH1 Zone:

   a. Storage limited to:

      i. Enclosed Storage.
m. Service limited to:

   i. Appliance Repair,
   ii. **Beverage Container Return Centre**,  
   iii. **Community Service**,  
   iv. Dog and Cat Daycare Kennel,  
   v. **Drive-through Service**,  
   vi. **Financial, Insurance and Real Estate**,  
   vii. Funeral Parlour and/or Memorial Service Facility,  
   viii. **General Service Use**,  
   ix. Photocopying, and  
   x. Veterinary Clinic.

4. The following **Accessory Uses** and no other shall be permitted in the **CGS** zone provided no **Gasoline Service Station** exists on the **Lot**:

   a. Storage limited to the following:

      i. **Enclosed Storage**.

C. Lot Area

1. The minimum **Lot Area** must not be less than 0.2 ha (0.5 ac).

2. Notwithstanding Section 806, Part C.1, where a **Lot** contains an **Undevelopable Area**, that area shall not be included in the calculation of minimum **Lot Area**.

3. Notwithstanding Section 806, Part C.1 and C.2, where a **Lot** contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum **Lot Area**.

D. Density

3. The maximum density for the residential portion of the development shall be calculated as follows:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Maximum Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS</td>
<td>80 upha (32 upa)</td>
</tr>
</tbody>
</table>
k. Residential limited to:

i. *Apartments* provided they:

  i. Form an integral part of a commercial *Building* on the lot,
  ii. Are not be located on the 1st storey, and
  iii. Are the only *Use* in a storey and in all other storeys above the *Residential Use*.

l. Retail limited to:

i. *Adult Entertainment Store*,
ii. *Adult Video Store*,
iii. *Auction-Retail*,
iv. *Bakery*,
v. *Building Supply Store*,
vi. *Butcher*,

vii. *Convenience Store*,
viii. *Flea Market*,
ix. *Furniture Store*,
x. *Garden Supply Store*,
xi. *Household Equipment Rental*,

xii. *Liquor Store*,

xiii. *Pharmacy*,

xiv. *Produce Sales*,

xv. *Retail Store*,

xvi. *Retail Warehouse*,

xvii. *Rural Agency Store*,

xviii. *Second Hand Store*,

xix. *Shopping Centre*,

xx. *Specialty Food*,

xxi. *Supermarket*, and

xxii. *Video Rental*.

m. Service limited to:

i. *Appliance Repair*,

ii. *Beverage Container Return Centre*,

iii. *Community Service*,

iv. *Dog and Cat Daycare Kennel*,

v. *Drive-through Service*,

vi. *Financial, Insurance and Real Estate*,

vii. *Funeral Parlour and/or Memorial Service Facility*,

viii. *General Service Use*,

ix. *Photocopying*, and

x. *Veterinary Clinic*. 
A. Zone Intent

1. The intent of this zone is to provide for tourist accommodation and outdoor commercial recreational facilities within the Commercial designation.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the CT zone:

   a. Accommodation limited to:

      i. Campground,
      ii. Hotel, and
      iii. Motel.

2. The following Accessory Uses and no other shall be permitted in the CT zone:

   a. Food and Beverage limited to:

      i. Café,
      ii. Coffee Shop, and
      iii. Restaurant.

   b. Office limited to:

      i. Administrative Office Use.

   c. Personal Service limited to

      i. Cleaning and Repair of Clothing, and
      ii. Spa.

   d. Recreation limited to:

      i. Commercial Outdoor Recreation, and
      ii. Indoor Recreation Facility.

   e. Residential limited to:

      i. One Dwelling Unit - provided that the Dwelling Unit is located above the first Storey.

   f. Retail limited to:

      i. Convenience Store.

   g. Storage limited to:
A. Zone Intent

1. The intent of this zone is to provide for commercial recreational uses and recreational uses which are generally incompatible with urban residential development within the Recreational Commercial designation.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the COR zone:
   a. Accommodation limited to:
      i. Campground.
   b. Recreation limited to:
      i. Commercial Outdoor Recreation, and
      ii. Indoor Recreation Facility.

2. The following Accessory Uses and no other shall be permitted in the COR zone:
   a. Residential limited to:
      i. One Dwelling Unit - provided that the Dwelling Unit is located above the first Storey.
   b. Storage limited to:
      i. Enclosed Storage.

C. Lot Area

1. The minimum Lot Area must not be less than 0.4 ha (0.9884 ac).

2. Notwithstanding Section 810, Part C.1, where a Lot contains an Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

3. Notwithstanding Section 810, Part C.1 and C.2, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area.

D. Density

1. N/A
vi. Medical Offices, and
vii. Spa.

f. Recreation limited to:
   i. Indoor Recreation Facility

   g. Residential limited to:
      i. One Duplex, or
      ii. One Single Family Dwelling.

   h. Retail limited to:
      ii. Bakery,
      iii. Furniture Store,
      iv. Retail Store,
      v. Second Hand Store,
      vi. Specialty Food Store, and
      vii. Video Rental.

   i. Service limited to:
      i. Community Service,
      ii. Financial, Insurance and Real Estate, and
      iii. General Service Use.

5. The following Accessory Uses and no other shall be permitted in the CCRI zone:

   a. Agriculture limited to:
      i. Hobby Greenhouse.

   b. Residential limited to:

      One of:

      i. Bed and Breakfast, or
      ii. Boarding Use, or
      iii. Residential Care, or
      iv. Secondary Dwelling Unit (Section106 Part F.) limited to:
         • Secondary Suite, or
         • Coach House, or
         • Garden Cottage

      And,

   v. Detached Garage, and
   vi. Home Occupation.

   a. Storage limited to:
SECTION 902
CORE COMMERCIAL RESIDENTIAL ZONES

exceeding 3.0 m in Height, including a Detached Garage regardless of Building Height, is 5.0 m (16.4 ft.).

5. Notwithstanding Section 902 Part E.1, all Buildings shall be sited a minimum of 6.0 m (19.6 ft.) from all Undevelopable Areas as defined in this Bylaw.

6. Notwithstanding Section 601 Part D1, the Buildable Area of any Lot shall be a minimum of 150 sq. m (1,514.6 sq. ft.).

F. Lot Coverage

Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCR</td>
<td>40%</td>
</tr>
<tr>
<td>CCRI</td>
<td>55%</td>
</tr>
</tbody>
</table>

G. Floor Space

1. The floor space should not exceed the following ratio as listed in the following table (neither indoor amenity space nor garage space, detached or attached, are used in calculating total floor area):

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
<th>Maximum Floor Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCR</td>
<td>0.70</td>
<td>335 sq. m. (3,606 sq. ft.)</td>
</tr>
<tr>
<td>CCRI</td>
<td>0.75</td>
<td>225 sq. m. (2,422 sq. ft.)</td>
</tr>
</tbody>
</table>

2. The maximum Floor Space of the upper most Storey of the Principal Building shall not exceed 80% of the Floor Space of the Storey below it. The reduced Floor Space of the upper most Storey shall be accomplished by an offset from either the front exterior walls, side exterior walls or a combination thereof, of the Storey below.

For the purposes of calculating the 80%, the following criteria apply:

a. Notwithstanding the definition of Floor Space, the 80% shall be calculated by comparing the sum of the area enclosed by the exterior walls of the upper most Storey with that of the Storey below it.

b. Garages, and covered, unenclosed, uninhabitable front porches & front verandas are included if they form part of the Storey below the upper most Storey.

H. Impervious Surfaces

1. Impervious Surfaces shall together cover not more than the Lot Area as noted:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCR</td>
<td>60%</td>
</tr>
<tr>
<td>CCRI</td>
<td>65%</td>
</tr>
</tbody>
</table>
A. Zone Intent

1. The intent of the INBP1 zone is to provide for local employment on intensively used land in an industrial business park setting. The uses permitted within the INBP1 zone shall be carried out such that all industrial activities shall be in an enclosed Building.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the INBP1 zone:
   
   a. Food and Beverage limited to:
      
      i. Industrial Café.
   
   b. Industrial limited to:
      
      i. Auction-Wholesale,
      ii. Industrial Equipment Rentals,
      iii. Light Industry,
      iv. Recycling Depot,
      v. Warehouse, and
      vi. Yacht Building.
   
   c. Institutional limited to:
      
      i. Adult Education Institution,
      ii. Artisan Studios, and
      iii. Trade Schools.
   
   d. Office limited to:
      
      i. Government Services, and
      ii. General Office Use.
   
   e. Recreation limited to:
      
      i. Indoor Recreation Facility.
   
   f. Retail limited to:
      
      i. Bakery.
   
   g. Service limited to:
      
      i. Beverage Container Return Centre,
      ii. Call Centres,
      iii. Dog and Cat Day Care Kennel,
      iv. Driving Schools,
      v. General Service Use,
      vi. Taxi Dispatch Offices, and
      vii. Industrial First Aid Training.
A. Zone Intent

1. The intent of this zone is to provide a high quality setting for Light Impact Industry, Warehouse, office uses and accessory retail and within the Industrial area.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the INL1 zone:
   
   a. Food and Beverage limited to:
      
      i. Industrial Café.
   
   b. Industrial limited to:
      
      i. Light Industry,
      ii. Warehouse Uses,
      iii. Transportation Industry, and
      iv. Mini-Storage.
   
   c. Recreation limited to:
      
      i. Indoor Recreation Facility.
   
   d. Service limited to:
      
      i. Appliance Repair,
      ii. Beverage Container Return Centre,
      iii. Call Centre,
      iv. Dog and Cat Daycare Kennel,
      v. Driving School,
      vi. Funeral Parlour and/or Memorial Service Facility,
      vii. General Service Use, and
      viii. Taxi Dispatch.

2. The following Accessory Uses and no other shall be permitted in the INL1 zone:

   a. Office limited to:
      
      i. Administrative Office Use - provided the Use is limited to a maximum of 50% of Floor Area of the Principal Use.
   
   b. Retail limited to:
      
      i. Retail Store - provided the retailing of products are manufactured or wholesaled within the business premises, limited to a maximum of 30% of the Floor Area of the Principal Use or 450 sq m (4,843.8 sq ft), whichever is less.
A. Zone Intent

The intent of these zones is to provide for a mix of industrial uses. In addition, the ING2 zones permits barge loading as a use, and the INGC zone provides for limited commercial uses.

B. Permitted Uses

The following Principal Uses and no other shall be permitted in the ING, ING2 and INGC zones:

a. Industrial limited to:
   i. Auction – Wholesale,
   ii. Heavy Industry,
   iii. Industrial Equipment Rental,
   iv. Light Industry,
   v. Min-Storage,
   vi. Recycling Depot,
   vii. Transportation Industry, and
   viii. Warehouse.

b. Industrial limited to the ING2 Zone only,
   i. Auction – Wholesale,
   ii. Barge Loading,
   iii. Heavy Industry,
   iv. Industrial Equipment Rental,
   v. Light Industry,
   vi. Min-Storage,
   vii. Recycling Depot,
   viii. Transportation Industry, and
   ix. Warehouse,

c. Recreation, limited to:
   i. Commercial Outdoor Recreation, and
   ii. Indoor Recreation Facility.

d. Service, in the INGC Zone only, limited to:
   i. Appliance Repair,
   ii. Beverage Container Return Centre,
   iii. Call Centre,
iv. Dog and Cat Daycare Kennel,
v. Driving School,
vi. Funeral Parlour and/or Memorial Service Facility,
vii. General Service Use, and
viii. Taxi Dispatch.

2. The following Accessory Uses and no other shall be permitted in the ING, ING2 and INGC zones.
   
a. Office limited to:
   
i. Administrative Office Use – provided the Use is limited to a maximum of 50% of Floor Area of the Principal Use.

b. Residential limited to:
   
i. One Dwelling Unit – shall be located above the first Storey.

c. Retail, in the INGC Zone only, limited to:
   
i. Retail Store – provided the retailing of products are manufactured or wholesaled within the business premises, limited to a maximum of 30% of the Floor Area of the Principal Use or 450 sq m (4,843.8 ft), whichever is less.

d. Storage limited to the following:
   
i. Enclosed Storage, and
   
ii. Outdoor Storage:
      
a. In the INGC Zone, all Outdoor Storage shall:
      
      ▪ Not exceed 50% of the Floor Area of a Principal Use in size.
      ▪ Not include storage of material or goods likely to produce or give off dust or other particulate matter that may become wind-borne.
      ▪ Not exceed 2.0 m in height, from Finished Grade.
      ▪ Not be located within 3.0 m of a Lot line adjoining a Street.
      ▪ Be located only on that part of a Lot surfaced with dust-free material.
      ▪ Be bounded on all sides not adjacent to a Building or Structure by a fence of at least 1.8 m (6.0 ft) in Height constructed and maintained in a manner to completely screen storage from view from public Streets, the fence shall be fronted by a Landscaped Area 1.5 m (4.9 ft) wide containing a minimum of one tree, for every 9.0 linear m (29.5 ft) of fence. Each tree shall have a minimum size of 6.0 cm (2.4 in) caliper.

      b. In the ING and ING2 Zones, all Outdoor Storage shall:
      
      ▪ Not exceed 18.0 m in height, from Finished Grade.
      ▪ Not be located within 3.0 m of a Lot line adjoining a Street.

C. Lot Area

1. The minimum Lot Area must not be less than 0.2 ha (0.5 ac), except where such Lot existed at the date of adoption of this Bylaw or were created under Section 106.10.

2. Notwithstanding Section 1004, Part C.1, where a Lot contains and Undevelopable
A. Zone Intent

1. The intent of this zone is to provide for educational and civic facilities including such as primary, intermediate and secondary schools, colleges and universities.

B. Permitted Uses

1. The following **Principal Uses** and no other shall be permitted in the IE zone:

   a. Cultural limited to:

      i. Gallery, and
      ii. Museum.

   b. Institutional limited to:

      i. Child Care Centre,
      ii. Civic Facility,
      iii. Civic Assembly,
      iv. College,
      v. Library,
      vi. School, and
      vii. University.

   c. Service limited to:

      i. Community Services.

2. The following **Accessory Uses** and no other shall be permitted in the IE zone:

   a. Institutional limited to:

      i. Child Care Centre.

   b. Recreation limited to:

      i. Indoor Recreation Facility.

   c. Residential limited to:

      i. One *Dwelling Unit* per Lot - provided the *Dwelling Unit* is located within the *Building* for a caretaker to be located on the site.

   d. Storage limited to:

      i. Enclosed Storage.
vii. Convenience Store,
viii. Flea Market,
ix. Furniture Store,
x. Garden Supply Store,
xi. Household Equipment Rental,
{xii. Liquor Store,
xiii. Pawnshop,
xiv. Pharmacy,
xv. Produce Sales,
xvi. Retail Store,
xvii. Retail Warehouse,
xviii. Rural Agency Store,
xix. Second Hand Store,
xx. Shopping Centre,
xxi. Specialty Food,
xxii. Supermarket, and
xxiii. Video Rental.

m. Service limited to:
   i. Appliance Repair,
   ii. Beverage Container Return Centre,
   iii. Community Service,
   iv. Dog and Cat Daycare Kennel,
v. Drive-through Service
   vi. Financial, Insurance and Real Estate,
   vii. Funeral Parlour and/or Memorial Service Facility,
   viii. General Service Use,
   ix. Photocopying, and
   x. Veterinary Clinic.

2. The following Accessory Uses and no other shall be permitted in the CD24 Zone:
   a. Storage limited to the following:
      i. Enclosed Storage.

C. Lot Area

1. The minimum Lot Area must not be less than 0.2 ha (0.5 ac).

2. Notwithstanding Section 1224, Part C.1, where a Lot contains an Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

3. Notwithstanding Section 1224, Part C.1 and C.2, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area.
A Bylaw to amend "District of Mission Official Community Plan Bylaw 4052-2008"

WHEREAS, under the provisions of Section 876 of the Local Government Act, a Council may, by bylaw, adopt one or more community plans for one or more areas;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Official Community Plan Bylaw 4052-2008" and amended same from time to time;

AND WHEREAS the Council deems it desirable and in the public interest to further amend the Official Community Plan Bylaw;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Official Community Plan Amending Bylaw 5500-2015-4052(42)."

2. "District of Mission Official Community Plan Bylaw 4052-2008", as amended, is hereby further amended by inserting the following policy language at the end of Part 1, Section 1.10 Land Use Strategy:

"Pre-existing uses, buildings and structures which do not conform to the policies or designations of this OCP may be recognized in the zoning bylaw and that recognition will be considered consistent with this OCP. New development, beyond what is already legally non-conforming, must conform to the policies and designations in this OCP."

READ A FIRST TIME this 7th day of April, 2015

READ A SECOND TIME this 7th day of April, 2015

COUNCIL CONSIDERATION OF SECTION 882 OF THE LOCAL GOVERNMENT ACT given this 7th day of April, 2015

ADVERTISED this 10th and 17th days of April, 2015

PUBLIC HEARING held this 20th day of April, 2015

READ A THIRD TIME this 20th day of April, 2015

APPROVED BY THE MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE this 8th day of May, 2015

ADOPTED this

RANDY HAWES, MAYOR                           TINA PENNEY
                                          ACTING CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5501-2015-5050(172)

A Bylaw to amend "District of Mission
Zoning Bylaw 5050-2009"

WHEREAS, under the provisions of 903 of the Local Government Act, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Zoning Bylaw 5050-2009" and amended same from time to time;

AND WHEREAS the Council of the District of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS follows:

1. This Bylaw may be cited for all purposes as "District of Mission Zoning Amending Bylaw 5501-2015-5050(172)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the properties located at 8455 and 8502 McTaggart Street and legally described as:
      Parcel Identifier: 016-788-648
      Lot 2 Section 25 and 26 Township 17 and District Lot 476 Group 1 New Westminster District Plan 87417

      Parcel Identifier: 009-747-532
      Lot A District Lot 476 Group 1 and Section 25 Township 17 New Westminster District Plan 12639

      from the Urban Residential 930 (R930) and Rural 80 (RU80) Zones to the Urban Residential 669 (R669) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this 7th day of April, 2015
READ A SECOND TIME this 7th day of April, 2015
ADVERTISED this 17th and 24th days of April, 2015
PUBLIC HEARING held this 29th day of April, 2015
READ A THIRD TIME this XX day of XX, 2015
ADOPTED this XX day of XXX, 2015
Randy Hawes, Mayor

Tina Penney
Acting Corporate Officer
DISTRICT OF MISSION

BYLAW 5505-2015-5050(173)

A Bylaw to amend "District of Mission
Zoning Bylaw 5050-2009"

WHEREAS, under the provisions of 903 of the Local Government Act, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Zoning Bylaw 5050-2009" and amended same from time to time;

AND WHEREAS the Council of the District of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Zoning Amending Bylaw 5505-2015-5050(173)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 12638 Cathy Crescent and legally described as:
      Parcel Identifier: 026-614-651
      Strata Lot A Section 23 Township 15 New Westminster District Strata Plan BCS1718
      from the Rural Residential 7 (RR7) Zone to the Rural Residential Secondary Dwelling (RR7s) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this <> day of <>, 2015
READ A SECOND TIME this <> day of <>, 2015
ADVERTISED this <> and <> days of <>, 2015
PUBLIC HEARING held this <> day of <>, 2015
READ A THIRD TIME this <> day of <>, 2015
ADOPTED this

RANDY HAWES, MAYOR
TINA PENNEY
ACTING CORPORATE OFFICER
DISTRICT OF MISSION
BYLAW 5506-2015

A Bylaw to regulate the deposit of soil or other material within the District of Mission

WHEREAS a municipal council may, by bylaw, regulate, prohibit and impose regulations in relation to the deposit of soil or other material, pursuant to Section 8(3) of the Community Charter;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “District of Mission Soil Deposit Bylaw 5506-2015”.

2. “District of Mission Soil Deposit Bylaw 3550-2003”, and all amendments thereto, are hereby repealed.

Interpretation

3. In this Bylaw, unless the context otherwise requires,

   (a) “applicant” means an owner or that person’s authorized agent.

   (b) “Engineer” means the Director of Engineering and Public Works for the District of Mission and such other persons authorized by the Director of Engineering and Public Works to administer this bylaw, or part thereof.

   (c) “land” means any lot, block or other area in which land is held or into which it is subdivided, but does not include a highway.

   (d) “Letter of Completion” means a letter prepared by the owner’s Qualified Professional confirming the soil deposit operation for which a permit has been issued is completed in substantial compliance with that permit.

   (e) “other material” includes

      (i) construction, reconstruction, renovation, building, demolition and road works wastes of any nature;

      (ii) hog fuel, edgings, or other wood waste which results from the manufacturing process of lumber or other wood products;

      (iii) land clearing wood waste, consisting of stumps, brush, and logs or any other material derived from land clearing activity;

      (iv) waste material derived from any commercial or industrial activity;

      (v) top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing any invasive species;

      (vi) top soil, gravel, sand, rock, silt, clay, peat, sediment and other natural substances containing contaminants from a Schedule 2 activity, as set out in the provincial Contaminated Sites Regulation.
(f) “owner” means the owner of the receiving land.

(g) “permit” means permission or authorization in writing by the Engineer to deposit soil.

(h) “permit holder” means an applicant to whom a permit has been issued.

(i) “person” includes an owner.

(j) “receiving land” means the land for which an application for a permit is made or a permit issued.

(k) “Qualified Professional” means a person who is registered by a professional association that is regulated by statute; who is in good standing with the professional association; who is qualified in the particular area with respect to which services are being provided; and, who maintains professional errors and omissions liability insurance; including but not limited to a registered professional engineer, registered professional geoscientist and registered professional agrologist.

(l) “soil” includes top soil, gravel, sand, rock, silt, clay, peat and other natural substances of which land is composed, but excludes other material.

Application

4. This Bylaw applies to all land within the District of Mission.

Administration

5. The Engineer may

(a) enter, at all reasonable times, upon any land for the purpose of administering this bylaw;

(b) issue or renew a permit if an applicant has satisfied the requirements of this bylaw;

(c) include special terms and conditions on a permit;

(d) revoke a permit if a permit holder causes or permits a contravention of this bylaw;

(e) order cessation of any work related to the deposit of soil or material in contravention of this bylaw, or any other applicable bylaw.

Prohibitions

6. No person shall

(a) except as provided in Section 7, cause or permit the deposit of soil on land without a valid permit;

(b) cause or permit the deposit of soil on land contrary to the terms or conditions of a permit, unless authorized by the Engineer in writing;

(c) cause or permit the deposit of other material on land unless done in compliance with the Environmental Management Act;

(d) interfere with, or obstruct the entry of, the Engineer on land in the conduct of the administration of this Bylaw;
(e) disobey a cessation order issued by the Engineer under the provisions of Section 5(e);

(f) cause or permit the deposit of soil under a permit until the permit holder has paid to the District of Mission the permit fees specified in Section 8;

(g) cause or permit soil or other debris to remain on any highway maintained by the District of Mission as a result of a soil deposit operation;

(h) cause or permit the deposit of soil on land under a permit to continue if the services of the professional engineer named on the Confirmation of Commitment by Owner and Qualified Professional submitted in support of the permit is withdrawn until the owner of the receiving land submits either a new Confirmation of Commitment by Owner and Qualified Professional to the Engineer, or the Qualified Professional named on the original document notifies the Engineer in writing that their services have been reinstated.

Exemptions

7. A permit is not required to deposit soil

(a) on land provided the aggregate volume, in any one calendar year, does not exceed 200 cubic metres on that land;

(b) deposited by or on behalf of the District of Mission or the Provincial or Federal government;

(c) where it is necessary in relation to the construction of a building or works authorized under a valid building permit issue by the District of Mission;

(d) on land pursuant to conditions where:

   (i) a preliminary layout approval has been granted by the District of Mission and

   (ii) the associated engineered drawings have been accepted and

   (iii) the pre-construction meeting has taken place and

   (iv) the applicable fees and deposits have been received by the District.

Permit Applications

8. Every application for a permit shall be made by an applicant on the form shown in Schedule “A”, and be accompanied by:

(a) a formal designation by the owner, if the applicant is an agent, including the full name, address and telephone number of both parties;

(b) a copy of a recent land title search of the receiving land;

(c) the location, including the civic address and legal description, of the property that is the source of the soil intended to be deposited on the receiving land;

(d) a Confirmation of Commitment by Owner and Qualified Professional in the form shown on Schedule “B”;

(e) a non-refundable application fee payable as follows;
Effective January 1, 2014: $175

(f) plans and specifications prepared and sealed by a Qualified Professional licensed to practice in British Columbia which contain the following information:

(i) a plan of the receiving land drawn to a scale, not smaller than one to one thousand (1:1000), showing contours using Geodetic Datum at intervals of 1 metre or less,

(ii) the location of all buildings, tree cover, drainage ditches and other watercourses and rights of way located on the receiving land,

(iii) the location of roads, ditches and watercourses on or abutting the receiving land,

(iv) details of the proposed slopes that are to be maintained upon completion of the soil deposit operation,

(v) details and methodology of proposed erosion control on the completed slopes of the soil deposited;

(vi) details of the proposed drainage and erosion control on the receiving land while soil is being deposited;

(vii) details and methodology of access to the receiving land during soil deposit operation,

(viii) proposed location of machinery buildings and scale locations to be used throughout the soil deposit operation,

(ix) proposed buffer zones, tree retention areas and the location, grade and width of proposed berms,

(x) specific description and proposed metric volumes of soil intended for deposit, and

(xi) complete details of any soil removal plan relating to the site that is the source of the soil intended for deposit on receiving land, including without limitation, any certificate by an authority having jurisdiction that the operation has been approved, plus a site profile that reflects the state of that site prior to removal of soil intended for deposit in the District of Mission. The owner’s Qualified Professional will certify that the material to be deposited is soil as defined in this bylaw.

9. The plans and specifications in Section 8(f), if acceptable to the Engineer, shall be deemed incorporated into the terms of any issued permit.

10. No permit may authorize delivery of soil to receiving land or deposit of soil on receiving land outside the hours of 7:00 a.m. to 8:00 p.m. Monday to Saturday, statutory holidays excepted.

Fees and Security

11. In addition to the non-refundable application fee specified in Section 8(e), every permit holder shall pay to the District of Mission a volumetric soil deposit fee as follows:

Effective April 1, 2015

$0.51 per cubic metre
$0.273 per metric tonne

of soil intended to be deposited.
12. The Engineer may require the Permit Holder to submit to the District of Mission on or before the 15th day of each month during the term of the Permit and on the 15th day of the month following the expiration of the Permit a report showing the quantity of soil deposited on the Lands during the previous month along with a copy of the daily logs of soil deposited.

13. All Soil Deposit fees payable pursuant to this bylaw shall be paid by the Permit Holder at the discretion of the Engineer either prior to the deposit of any soil on receiving land or on or before the 15th day of the month following the month in which the soil was deposited.

14. Should a permit lapse or be revoked under the provisions of this bylaw it may be renewed by the Engineer upon application and receipt of a non-refundable fee of $100 plus the difference between the volumetric soil deposit permit fee amount previously paid and that of the current permit volumetric soil deposit fee payable.

15. Prior to the issuance of a permit to an applicant the owner shall deposit with the District of Mission security in the amount of $5,000.00 for the first hectare or portion thereof of receiving land, plus an additional $2,500.00 for each additional hectare or portion thereof of receiving land. Such security shall be in the form of cash or an Irrevocable Letter of Credit, in a form satisfactory to the Engineer.

16. The District of Mission

(a) may use the security deposit or any portion of it where, in the opinion of the Engineer, a permit holder has contravened a provision of this bylaw or any term or condition of a permit and use it to pay for any associated legal costs or any repair made by it or on its behalf to public property, including street cleaning;

(b) will return the balance of the security within 90 calendar days of receipt of a Letter of Completion.

17. The volumetric soil deposit fee specified in 11 is not payable for soil deposited on land, which is zoned or designated as commercial, institutional or industrial under the provisions of the District of Mission Zoning Bylaw (5050-2009) or the Official Community Plan Bylaw (4052-2008).

Permits

18. Unless otherwise specified on a permit, a permit shall only be valid for a period of 12 months from the date it was issued.

Owner’s Responsibility

19. The granting of a permit does not in any way give permission to or relieve the owner of the receiving land of sole responsibility for carrying out a soil deposit operation, or having it carried out, in accordance with the requirements of:

(a) this and any other applicable bylaw;

(b) any applicable Federal or Provincial Act or regulation; and

(c) any covenant, easement or right-of-way registered against the receiving land.

20. Neither the issuance of a permit under this bylaw, or the receipt and review of plans and specifications shall constitute a representation or warranty that the proposed soil deposit will not have unintended effects upon the subject property or upon neighbouring land owners.
The provisions of this bylaw and the resources of the District of Mission do not extend to the protection of owners of any property, to the assumption of any responsibility for the protection of any property, or to providing any warranty or assurance of the success of the proposed soil deposit program or to the absence of any unintended deleterious affects upon the subject property or upon owners of neighbouring properties.

**Penalty**

21. Every person who

(a) violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw is guilty of an offence, and each day that a violation is caused or allowed to continue shall constitute a separate offence;

(b) commits an offence under this Bylaw shall be liable on summary conviction to the penalty prescribed in the *Offence Act*.

**Severability**

22. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Bylaw.

READ A FIRST TIME this XX day of XX, 2015

READ A SECOND TIME this XX day of XX, 2015

READ A THIRD TIME this XX day of XX, 2015

RECEIVED THE APPROVAL of the Minister of Community, Aboriginal and Women’s Services this XX day of XX, 2015

ADOPTED this XX day of XX, 2015

RANDY HAWES, MAYOR  TINA PENNEY, ACTING CORPORATE OFFICER
DISTRICT OF MISSION
SOIL DEPOSIT BYLAW 5506-2015

SCHEDULE ‘A’

SOIL DEPOSIT APPLICATION AND PERMIT

Applicant Information (To be filled out by applicant)

Name of Applicant (If company, insert company name and individual representative applying on behalf of company) ______________________________________________________________

Applicant’s address ____________________________________________________________

__________________________________________________________________________

Contact telephone number ________________________________

Project description ____________________________________________________________

LAND IDENTIFICATION INFORMATION

Legal description ________________________________________________________________

Civic address _________________________________________________________________

LAND OWNERSHIP

Registered owner ______________________________________________________________

Address of owner ______________________________________________________________

Lease Holder _________________________________________________________________

Address of Lease Holder ______________________________________________________

Upon approval of this application I/we hereby guarantee to fulfill the following conditions prior to the issuance of a permit:

   a) Pay the application fee in the amount of $ ________________________________

   b) Provide the required security in a form acceptable to the Engineer $ ________________________________

   c) Pre-pay or submit the Soil Deposit fee on a monthly basis $ ________________________________
SOIL DEPOSIT INFORMATION (to be prepared by the Qualified Professional)

Estimated quantity to be deposited _________________________________

Type of material _________________________________

Estimate prepared by _________________________________

Signature

Seal

Date _________________________________

CONSULTANT’S INFORMATION

Attached, as part of this application, is the following information as provided for in Section 6h of this bylaw:

(Title)       (Author)  (Date)

1.

2.

3.

I, _________________________________, as applicant on my own behalf, or as authorized signatory for the applicant (print company name)

____________________________________________________________________

make application.

I confirm that the applicant has the authority to deposit the soil substance as provided by in this application.

Declared the _____ day of _________________________________, 20___.

______________________________  _____________________________
Signature of applicant      Authorized signature of owner

NOTE: The issuance of this permit does not relieve the permit holder from complying with all applicable Federal and Provincial laws.
This Soil Deposit Permit is issued pursuant to the District of Mission Soil Deposit Bylaw No. 5506-2015

______________________________  _____________________________
Engineer (signature)      Date
DISTRICT OF MISSION
SOIL DEPOSIT BYLAW 5506-2015

SCHEDULE “B”
CONFIRMATION OF COMMITMENT BY OWNER AND QUALIFIED PROFESSIONAL

Re: Design and Field Review by a Qualified Professional who is registered or licensed to practise in the Province of B.C.

Date: ____________________________

Director of Engineering and Public Works
District of Mission
Box 20, 8645 Stave Lake Street
Mission, BC
V2V 4L9

Dear Sir/Madame:

Re: ________________________________________

(print civic address of project / receiving land)

The undersigned has retained _________________________________________ as a Qualified Professional to coordinate the design work and field reviews required for the project.

"field review" shall mean those reviews of the soil deposit operation at a receiving land, that a Qualified Professional in his or her professional discretion considers necessary to ascertain whether the soil deposit operation substantially complies in all material respects with the provisions of District of Mission Soil Deposit Bylaw 5506-2015, good engineering practices and with the plans and supporting documents prepared by him or her for which an application was made for a permit.

The owner and Qualified Professional have read and acknowledge their responsibility(s) under the provisions of District of Mission Soil Deposit Bylaw 5506-2015, including the provisions of Section 6(h) of the Bylaw.
The undersigned Qualified Professional certifies that he or she is a Qualified Professional licensed to practice in British Columbia and that he or she will notify the Director of Engineering and Public Works for the District of Mission if no longer retained by the owner or have withdrawn their service.

Professional Engineer                                    Owner

__________________________________  ____________________________________
Name of Qualified Professional                           Owner’s Name

______________________________________________
Signature                                       Signature (If owner is a corporation, the signature of a
                                                      signing officer must be given here)

or

______________________________________________
Owner’s Authorized Agent

______________________________________________
Signature (A copy of the document that appoints the
                                                      agent must be attached)

______________________________________________
Date                                             Date

______________________________________________
Address                                         Address

______________________________________________


DISTRICT OF MISSION

BYLAW 5507-2015-2646(29)

A Bylaw to amend "District of Mission
Ticket Information Bylaw 2646-1993"


AND WHEREAS, the Council of the District of Mission deems it advisable to amend “District of Mission Ticket Information Bylaw 2646-1993”;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Ticket Information Amending Bylaw 5507-2015-2646(29)".

2. "District of Mission Ticket Information Bylaw 2646-1993", as amended, is hereby further amended by:
   a) Amending Schedule 1 with the following:
      16   Soil Deposit Bylaw 5506-2015
   b) Amending Schedule 16 with the following:

   Soil Deposit Bylaw 5506-2015
   Deposit of soil without permit       6(a)       $500.00

READ A FIRST TIME this XX day of XX, 2015
READ A SECOND TIME this XX day of XX, 2015
READ A THIRD TIME this XX day of XX, 2015
ADOPTED this XX day of XX 2015

RANDY HAWES, MAYOR          TINA PENNEY, ACTING CORPORATE
OFFICER
WHEREAS, under the provisions of 903 of the *Local Government Act*, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Zoning Bylaw 5050-2009" and amended same from time to time;

AND WHEREAS the Council of the District of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the District of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "District of Mission Zoning Amending Bylaw 5508-2015-5050(174)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 12352 Roach Street and legally described as:
      Parcel Identifier: 001-795-601
      Lot 2 Except: Part Lying West of Highway on Plan 37894; Section 21
      Township 18 New Westminster District Plan 37894
      from the Rural 36 (RU36) Zone to the Rural 36 Secondary Dwelling (RU36s) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this <> day of <>, 2015
READ A SECOND TIME this <> day of <>, 2015
ADVERTISED this <> and <> days of <>, 2015
PUBLIC HEARING held this <> day of <>, 2015
READ A THIRD TIME this <> day of <>, 2015
ADOPTED this
Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in the Gymnasium of the Mission Leisure Centre at 7650 Grand Street, Mission, British Columbia on Thursday, April 16, 2015 commencing at 7:00 p.m.

**Council Members Present:**
- Mayor Randy Hawes
- Councillor Pam Alexis
- Councillor Carol Hamilton
- Councillor Jim Hinds
- Councillor Rhett Nicholson
- Councillor Danny Plecas
- Councillor Jenny Stevens

**Staff Members Present:**
- Glen Robertson, Interim Chief Administrative Officer
- Tina Penney, Acting Corporate Officer
- Jennifer Russell, Deputy Corporate Officer
- Michael Boronowski, Manager of Civic Engagement & Corporate Initiatives
- Maureen Sinclair, Director of Parks, Recreation & Culture
- Bob O’Neal, Director of Forestry
- Stacey Crawford, Economic Development Officer
- Clare Seeley, Executive Assistant Economic Development
- Hayley Gould, Administrative Assistant
- Mark Goddard, Acting Assistant Fire Chief
- Ted De Jager, Inspector RCMP

**Planning Team Present:**
- Bill Brooks, Planning Team Lead
- Tumia Knott, Councillor Kwantlen First Nation
- Drew Atkins, Seyem’ Qwantlen Business Group
- Terry Hood, North Shore Project
- Shaun Wright, Mission RCMP
- Gene MacInnes, MacInnes & Associates
- Lindsay Bisschop, Ministry of Jobs, Tourism & Skills Training
- Allan Main, Community Futures North Fraser
- Carmen Zajac, Zajac Ranch for Children

**Noted Guests Present:**
- Chief Marilyn Gabriel and Elders from Kwantlen First Nation
- Mark Duyns, MLA Representative
- Mel Zajak, Zajac Ranch for Children
- Jennifer Kinneman, FVRD
- Kevin Mills, Editor Mission City Record

The meeting was opened with a welcome by Tumia Knott, Kwantlen First Nation, where she highlighted the importance of the Stave West region to Kwantlen and all cultures that use the area. Kwantlen First Nation commended the Mayor, Council and the Planning Team for their openness and respect in bringing the Master Plan together.

A welcome song and dance was performed by Kwantlen First Nation.
1. CALL TO ORDER

The meeting was officially called to order at 7:40 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Nicholson, seconded by Councillor Plecas, and

RESOLVED: That the April 16, 2015 Special Council Agenda be adopted. CARRIED

3. NEW BUSINESS

Mission Interpretive Forest – Stave West Master Plan Final Report

The Stave West Master Plan was introduced by Mr. Brooks, with members of the Planning Team contributing to the content.

Highlights:

Background: Stave West is the first ungated access to Crown Land east of Metro Vancouver. The vision is to transform this area into a family friendly tourism, outdoor-recreation, and education destination, alongside the sustainable working forest (TFL#26), and including respect and protection of local First Nation heritage and culture.

It was just over one year ago that the Stave West initiative was unveiled. The Master Plan Team was comprised of 20 people and 6 working groups, with collaboration between the District of Mission, the Province of British Columbia and local First Nations.

The Stave West Master Plan is based on ten guiding principles which are as follows:

- Governance and Oversight;
- Public Safety and Security;
- Environmental Stewardship;
- Cultural and Heritage Protection;
- Recreation and Tourism;
- Education, Training, and Research Programs;
- Economic Investment and Job Creation;
- Communications and Engagement;
- First Nations Relations; and
- Working Forest Operations.

Governance and Oversight: A tripartite co-governance model is envisioned for Stave West, comprised of equal representation from the provincial government, local First Nations, and the District of Mission with input from current user groups. An interim structure will be established with its own Terms of Reference.
Public Safety and Security: Ensuring visitors enter a safe and secure environment. Improve the reputation of the area and manage the impact on community based resources, including Search and Rescue.

Environmental Stewardship & Cultural Protection: Offering access that respects and protects both the environment and culture, where all users co-exist and conflict is reduced.

Recreation Development: This will require ongoing consultation and funding. Five million dollars has been secured for road work through the Province of British Columbia. The Planning Team hopes to secure another five million dollars from Federal funding to ensure safe access and roads in this area.

Education and Training: Many educational stakeholders came together, including the University of the Fraser Valley (UFV) and Mission School District 75. Opportunities identified include combining education on innovative forest programs with learning related to nature-based education, First Nations traditional knowledge, outdoor recreation, and natural resource sector education.

Investment, Commercial and Job Opportunities: This will be a key economic driver for Mission with opportunity for investment, partnership and management.

Marketing, Branding and Communication Strategies: Will focus on transforming the reputation of the area and attracting new visitors.

Funding Strategies: A variety of funding sources will support initial development and ongoing financial sustainability.

Mayor Hawes opened the floor to Council and to the public for a question and answer session.

In response to questions, various members of the Planning Team answered as follows:

- The marketing of Stave West will utilize any recommendations identified from the branding exercise.
- Further research is required regarding the use of the Cedar Creek area (known as the mud flats) due to its archeological significance and fragile environment.
- Unlawful activity in the area is an ongoing problem, currently being addressed through educating users. The team will return to Council with further information, including levels of enforcement.
- There is unlimited potential for tourism and commercial use. A comparative market analysis will be required, with opportunities for staged development with short, medium and long term goals.
- Part of the implementation plan is to establish funding sources.
- Part of security and safety measures will include a proper gateway access into the area, allowing for administration of information and screening of vehicles and contents.
- All plans moving forward will be respectful of the guiding principles outlined in the Master Plan and overseen by the governing body.
Following the question and answer session, it was:

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED:
1. That the Stave West Master Plan dated April 2015 be adopted;
2. That within 60 days an Implementation Team be created with representation from appropriate Provincial Ministries, local First Nations and the District of Mission; and
3. That all members of the Planning Team be thanked for their efforts.

CARRIED

4. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Hinds, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:47 p.m.

_________________________        ___________________________________
RANDY HAWES      TINA PENNEY
MAYOR  ACTING CORPORATE OFFICER
MINUTES of the PUBLIC HEARING of the COUNCIL of the DISTRICT OF MISSION held in the small gymnasium of the Hatzic Secondary School, 34800 Dewdney Trunk Road, Mission, British Columbia, on April 29, 2015 which commenced at 7:00 p.m.

Council Members Present: Mayor Randy Hawes  
Councillor Pam Alexis  
Councillor Carol Hamilton  
Councillor Jim Hinds  
Councillor Rhett Nicholson  
Councillor Danny Plecas  
Councillor Jenny Stevens

Staff Members Present: Glen Robertson, Interim Chief Administrative Officer  
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives  
Sterling Chan, Engineering Technician  
Debi Decker, Administrative Assistant  
Mark Goddard, Acting Assistant Fire Chief  
Haylee Gould, Administrative Assistant  
Chris Knowles, Manager of Information Technology  
Tracy Kyle, Director of Engineering and Public Works  
Donna-Lee Lakes, Planning Technician  
Tina Penney, Acting Manager of Corporate Administration  
Jennifer Russell, Deputy Corporate Officer  
Don Sami, Systems Analyst  
Debbie Sanderson, Administrative Assistant  
Maureen Sinclair, Director of Parks, Recreation and Culture  
Dan Sommer, Manager of Planning  
Mike Younie, Director of Development Services

Members of the Public: ± 180

Members of the Press: Carol Aun, Mission City Record

1. CALL TO ORDER

Mayor Hawes called the meeting to order at 7:00 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the agenda for the Public Hearing of April 29, 2015 be adopted.
CARRIED
3. PUBLIC HEARING

Zoning Amending Bylaw 5501-2015-5050(172)

R14-032 (Toor & Tiegen) – a bylaw to rezone property at 8455 and 8502 McTaggart Street from Urban Residential 930 (R930) and Rural 80 (RU80) Zones to the Urban Residential 669 (R669) Zone

The purpose of the proposed zoning bylaw amendment is to facilitate the subdivision of lands to create up to sixty-one (61) single-family residential lots with a minimum lot area of 669 square metres (7,200 square feet). The subject properties are legally described as:

8455 McTaggart Street - Parcel Identifier: 016-788-648
Lot 2 Section 25 and 26 Township 17 and District Lot 476 Group 1 New Westminster District Plan 87417

8502 McTaggart Street – Parcel Identifier: 009-747-532
Lot “A” District Lot 476 Group 1 and Section 25 Township 17 New Westminster District Plan 12639

The Mayor opened the public hearing at 7:02 p.m.

The Acting Manager of Corporate Administration stated that prior to publication of the notice of Public Hearing for the application, eight written submissions and three petitions with a total of 515 signatures were received in opposition to the application

She further stated that after the notice of public hearing was published:

- Seven submissions were received in opposition to the application
- Four submissions were received in favour of the application
- Three submissions were received with comments on the application
- The three petitions with 515 total signatures were resubmitted

The Mayor opened the public hearing at 7:02 p.m.

Dan Sommer, Manager of Planning, showed a PowerPoint presentation that provided the following information:

1. Overview and purpose of the application.
2. Land use regulations governing the application, including:
   a. Official Community Plan (OCP)
   b. Local Government Act
   c. Subdivision Control Bylaw
   d. Agricultural Land Commission Act
   e. Land Use Policies – this application includes $166,000 for Community Amenity Contributions
3. Development Summary
   a. Site characteristics
   b. Proposal
   c. Key Planning objectives
   d. Public Information Meeting overview
4. Answers to previous questions from Council
5. Additional sewer and infrastructure information
The Mayor opened the floor to the public for questions and comments.

Debbie Schmidt raised concern as a property owner bordering the proposed development regarding the proximity of her house to the new road. She requested Council or the developer to consider constructing a privacy fence, as well as sidewalks and speed bumps on the road.

Alicia Sebel asked that the sidewalk separating the development and the park be maintained and suggested no parking signs along one side of the street to make it safer for children to walk. She also noted that dogwood trees that had been planted as a memorial to Hatzic residents who fought in World War I were removed many years ago, and suggested that dogwood trees could be planted as a tribute to these veterans.

Richard Konarski stated that he is opposed to the development as the smaller lot sizes fundamentally alter the community. He expressed concern that allowing free flow access to Hatzic Park will cause significant police-related issues from partying youth and other undesirable activities. He further commented that the intersection at Dewdney Trunk Road and Lougheed Highway requires a dedicated left hand turn lane.

Bam Sidhu spoke in favour of the application, stating that the lot sizes are consistent with developments in the neighbourhood, and that the sanitary sewer line will provide a benefit to existing homeowners with failing septic systems. He commented that the additional houses would bring in $300,000 in property taxes each year and that the proposal has been reviewed by the District, a traffic consultant, an environmental consultant, and a geotechnical consultant, all of whom found no issue with the proposal.

Jessica Hoogland expressed concerns about safety for children walking to and from school and with traffic at the Dewdney Trunk and Lougheed Highway intersection. She commented that larger lot sizes would be preferable.

Ruth Kimber commented that the elementary school is already at maximum capacity and expressed concern about children walking down McEwen Avenue to get to school. She requested that sidewalks be installed on McEwen Avenue, Douglas Avenue and Henry Avenue.

Gary Wiercioch echoed Richard Konarski’s safety concerns with the parkland and noted that he has never experienced an issue with his septic system.

Jim Holloway stated that he is in favour of the development, and further noted that access to sewer provides opportunities to the neighbourhood at no cost to the taxpayer. He remarked that the lot sizes are consistent with the neighbourhood and that having the development near the park could prevent or lessen any unfavourable activities there.

Luis de Sousa stated that he is opposed to the development. He commented on the phased approach to the development and questioned how many additional homes would be added in subsequent development phases. He requested that the development ensure each house has a different design to better fit in with the current neighbourhood esthetics.
Niki Davis raised concerns regarding capacity at the school for the additional children from the development and safety issues for children walking to the school while the development is under construction. She further noted that she would like the development to have 10,000 square foot lots minimum.

Kate Marleau spoke in opposition to the development, referencing safety concerns for children from construction traffic.

Wilson Sieg stated that he is in favour of the development proceeding, noting that development is necessary for growth and that this proposal is a well-planned subdivision which will improve the infrastructure of the community.

Lynn Wilcox raised concern regarding lot sizes and space in the public schools for the additional children.

Eileen Lafferty expressed concern with traffic and requested an access road for her property. She commented that the proposed lot density is too high for the neighbourhood.

Edna Tiegen commented that the development will be high-end, which will deter unfavourable activities, and be a beneficial addition to the community for families to access affordable housing.

Steve Sharpe remarked that the community needs responsible growth such as what this development is proposing, and that the infrastructure being provided by the developer is a bonus.

Chip Gill stated that he is in favour of the development.

Carlo Billinger noted that Mission does not have many housing developments for potential residents to move into, and that the bigger lots fit well into the community. He stated he is in favour of the application.

Dirk Weymann remarked that the development fits in with the Official Community Plan for the neighbourhood, and noted the revisions to increase the lot sizes. He stated he is in favour of the application.

Ken Webster expressed concern with the increased traffic from the development. He further commented that he has not had any problems with his septic system and questioned how much property taxes would go up if he were to connect to the sewer line. He also noted that the intersection of Dewdney Trunk Road and Highway 7 is dangerous.

Bronwen Goosen stated she is opposed to the development. She remarked that the first phase of the development is for 61 lots and questioned how many additional lots there will be from the subsequent phases. She requested the lots be a minimum of 10,000 square feet and inquired about plans for a playground in the area.

Manny Deol, a realtor in Mission, remarked that his clients would prefer to buy houses with sewer service, and that this development would open up Hatzic to more families.
Spencer Jack stated that he is in favour of the development. He referenced the Official Community Plan (OCP) for the neighbourhood, stating that it has remained unchanged for decades, and that the development fits with the OCP designation. He further commented that the developer is providing sanitary sewer at a cost of $2 million dollars and that lot sizes of 7,200 square feet is not uncommon in the neighbourhood.

Lyle Holman commented that the pump station was upgraded with the intention of providing a sanitary sewer line to the Hatzic area, and that developing on septic is costly and requires a minimum lot size of 10,000 square feet. Further, he stated that the comments about traffic at Dewdney Trunk Road and Lougheed Highway are not relevant to the project and that the traffic study has indicated sufficient infrastructure for the development. He also commented that the high school was recently changed to a middle school due to falling enrollment, which indicates that the schools should be able to accommodate the additional children.

Tom Rulon commented that the small lot sizes do not fit with the character of the neighbourhood, and that the recovery of costs for providing sanitary sewer to the neighbourhood could be recouped with larger lot sizes as well. He requested that the zoning of the two lots be designated as Urban Residential 930 Zone.

Martin Dorner expressed concern with safety from opening up access to the park and stated that Ewert Avenue should remain a dead end street.

Hardeep Dhaliwal expressed support for the application, remarking that the subdivision will be comprised of high end homes which will bring good neighbours into the community and that the sewer will be of no cost to the District or taxpayers.

Sylvia commented that greater public input into the design of the development would be beneficial, and stated that there are more creative design options, such as pocket neighbourhoods or seniors housing, that could be utilized for the location. She expressed concern about the width of McEwen Avenue, to which the developer responded that the road will be widened.

The Acting Manager of Corporate Administration read out a submission from Danielle Caron in opposition of the development due to increased traffic, overcrowded schools and a lack of infrastructure to support the construction of the development.

Donna Wileman expressed a desire for accountability to ensure the future owners of these homes cannot have illegal secondary suites. She also commented on the lack of playground facilities in the community and noted that an offer from the developer to build a playground was contingent on allowing smaller lot sizes. She stated she is opposed to the development due to the small lot sizes and lack of adequate parking.

Carol Fissel raised concerns about increased traffic and potential overcrowding of the elementary school from the development, compounded by the closure of Ferndale Elementary and Durieu Elementary.

Julie Tatla stated that as a mortgage advisor she has noticed an increase in applications from out of town individuals looking for houses similar to what this development is proposing. She stated she is in support of the application.
Gary Toor, the applicant, provided the following responses to some of the comments:

- Concerns regarding traffic impacts and school capacity have been addressed through the assessments completed prior to the public hearing. Both the road network and the elementary school are sufficient for the proposed development.
- He is in support of the creation and enforcement of a bylaw to prohibit illegal suites.
- An offer was made to build a playground, however several parents indicated they would boycott the playground if it came from the developers.
- The proposal has undergone extensive revision, taking into account information gathered from the public information meeting and requests from the community and the District.

The Acting Manager of Corporate Administration read out a submission from Alison Stebbings in support of the application.

Steve Middleton, a real estate agent, stated that real estate in the neighbourhood is highly sought after and that fully serviced lots would be a positive addition.

Laura Hennig requested that Ewert Avenue be closed off for safety, as well as additional sidewalks and increased lot sizes.

Vanessa T. questioned if the traffic study took into account safety as well as capacity, and requested a signal light at the intersection of Dewdney Trunk and Lougheed Highway. She further requested that the houses be restricted in size, stating that the proposed 3,900 square foot houses are too large for the neighbourhood.

Jeff Woron expressed opposition to the development, citing safety concerns from increased traffic and no sidewalks for pedestrians, and suggested installing speed bumps or stop signs to better manage traffic in the area. He stated he is opposed to high density development.

Vik Gill spoke in favour of the application.

Cory Huff stated that she is opposed to the development due to the lot sizes, the overcrowding of schools and inadequate roadways for the increase in traffic.

The Acting Manager of Corporate Administration read out a submission from Karly Alexander in opposition to the application, indicating safety for children in the neighbourhood and potential increased crime as issues from the development.

Peter Bulla commented that the development will bring about positive change to the neighbourhood. He commended the developer on the design of the proposal.

Tony Miniaci noted that the proposal has undergone 32 revisions, many at the request of District of Mission staff, and that a cul de sac for Ewert Avenue could be an option to explore.

Jim Holloway noted that there are smaller lot sizes currently in the neighbourhood than what is being proposed in the development.

Council stated that installation of a signal light at Dewdney Trunk Road and Lougheed Highway would be the responsibility of the Ministry of Highways, and that Council will request the Ministry to reassess the safety of that intersection.
Tony Miniaci asked about the plans for phased development and how it would be managed.

The Manager of Planning responded that the applicant is proposing to rezone both properties, however only proposing to develop a portion through phased development. The second phase of the development would be managed through a no-build restrictive covenant, with subsequent build-out subject to separate rezoning and subdivision applications.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5501-2015-5050(172) R14-032 (Toor & Tiegen) closed at 9:46 p.m.

4. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Hinds, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:46 p.m.

__________________________________________  _______________________________________
RANDY HAWES, MAYOR                     TINA PENNEY
                                          ACTING CORPORATE OFFICER
MINUTES of the REGULAR MEETING of the COUNCIL of the DISTRICT OF MISSION held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on May 4, 2015 commenced at 1:00 p.m. for COMMITTEE OF THE WHOLE, and was immediately followed by a CLOSED MEETING of Council, and reconvened at 7:00 p.m. for REGULAR COUNCIL proceedings.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Glen Robertson, Interim Chief Administrative Officer
Kris Boland, Manager of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Ted De Jager, RCMP Inspector
*Mark Goddard, Acting Assistant Fire Chief
Haylee Gould, Administrative Assistant
Jennifer Hill, Administrative Clerk
Tracy Kyle, Director of Engineering and Public Works
Kerri Onken, Deputy Treasurer/Collector
Tina Penney, Acting Manager of Corporate Administration
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
Maureen Sinclair, Director of Parks, Recreation and Culture
Mike Younie, Director of Development Services

*Present for a portion of the meeting

Members of the Public: ± 0
Members of the Press: Kevin Mills, Mission City Record

1. CALL TO ORDER

Mayor Hawes called the meeting to order at 1:00 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Hamilton, seconded by Councillor Nicholson, and

RESOLVED:

1. That Item 8(a), Medical Marihuana, be moved to the first item of business, the remaining items to be renumbered accordingly;

2. That late item “Draft 2014 Development Corporation Financial Statements” be added as Item (f) under the Corporate Services section;
3. That the agenda for the regular Council meeting of May 4, 2015 be adopted as amended.

CARRIED

3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Alexis, seconded by Councillor Stevens, and

RESOLVED: That Council now resolve itself into Committee of the Whole.

CARRIED

4. FIRE/RESCUE SERVICES

Councillor Hinds assumed the Chair.

(a) Medical Marihuana

Chief Len Garis and Deputy Chief Dan Barscher of the Surrey Fire Department appeared before Council to discuss how medical marihuana grow operations are dealt with in the City of Surrey. Chief Garis provided a presentation that contained the following information:

- Electrical and health violations are found consistently in both illicit and licenced marihuana grow operations
- The risk of fire for residential homes used for marihuana grow operations increases by 24 times
- An overview of the current administrative process currently being used in Surrey to mitigate public safety concerns
- An overview of several relevant court cases

Mayor Hawes thanked Chief Garis and Deputy Chief Barscher for their presentation and for taking the time to discuss this issue with Council.

5. CORPORATE SERVICES

Councillor Hamilton assumed the Chair.

(a) 2014 Audit Results and Communications

Council reviewed a report from the Manager of Finance dated May 4, 2015, which provided an overview of the audit results from the District’s 2014 financial statements. The Auditors from BDO Canada LLP attended to discuss the report.

Mayor Hawes thanked the Auditors on behalf of Council for attending the meeting to discuss the audit results.
(b) Draft 2014 Consolidated Financial Statements

A report from the Manager of Finance dated May 4, 2015 was provided to Council to present the draft 2014 consolidated financial statements, including the draft audit opinion. The Manager of Finance showed a PowerPoint presentation that provided the following information:

- Consolidated financial statements
- Draft independent auditor’s report
- Statement of financial position
- Statement of operations and accumulated surplus
- Statement of change in net financial assets
- Statement of cash flows
- Overview of revenues, expenses, internal debt, and reserve funds

Moved by Councillor Plecas, and

RECOMMENDED: That the District of Mission’s 2014 draft consolidated financial statements be approved, as attached as Appendix A to the Manager of Finance’s report dated May 4, 2015 entitled Draft 2014 Consolidated Financial Statements.

CARRIED

(c) 2014 Development Cost Charges Activity

A report from the Manager of Finance dated May 4, 2015 to address the legislated annual reporting requirements pertaining to development cost charges for the year 2014 was provided for Council’s information.

(d) 2015 – 2019 Financial Plan and 2015 Tax Rates Bylaw

Moved by Mayor Hawes, and

RECOMMENDED:


2. That Council has hereby considered its proposed tax rates for each property class in conjunction with its objectives and policies regarding the distribution of property taxes among the tax classes, as set out within its 2015-2019 Financial Plan Bylaw 5495-2015; and


CARRIED
(e) Investment Holdings Quarterly Report – March 31, 2015

A report from the Manager of Accounting Services dated May 4, 2015 with up-to-date information on the District’s cash and portfolio investment holdings was provided for Council’s consideration.

(f) Draft 2014 Development Corporation Financial Statements

Moved by Councillor Plecas, and

RECOMMENDED: That the District of Mission Development Corporation’s draft 2014 financial statements be approved, as attached to the Manager of Finance’s May 4, 2015 report titled “Draft 2014 Development Corporation Financial Statements”.

CARRIED

6. DEVELOPMENT SERVICES

Councillor Alexis assumed the Chair.

(a) Restoration of Water, Sewer and Electrical Power to Truck Parking Facility

Moved by Councillor Hamilton, and

RECOMMENDED:

1. That up to $17,500 from the General Capital Reserve Fund be used to restore water, sewer and electrical power to the District’s property that has been leased for a truck parking facility; and

2. That the District’s Financial Plan be amended accordingly.

CARRIED

7. PARKS, RECREATION AND CULTURE

Councillor Nicholson assumed the Chair.

(a) Outdoor Fitness Equipment Grant

Moved by Councillor Plecas, and

RECOMMENDED:

1. That Council recognize that $24,150 has been approved for a Seniors Outdoor Gym as a result of a grant application under the New Horizons for Seniors Program; and

2. That the 2015 Financial Plan be amended accordingly to include this expenditure.

CARRIED
8. ENGINEERING AND PUBLIC WORKS

Councillor Plecas assumed the Chair.

(a) Requested Improvements for Anderson Avenue

Moved by Councillor Hinds, and

RECOMMENDED: That “Restricted Vision” signs be installed in both directions on Anderson Avenue to mitigate the limited sightlines of the road.

CARRIED

9. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

Moved by Councillor Hamilton, seconded by Councillor Hinds, and

RESOLVED: That Council rise from Committee of the Whole.

CARRIED

A report from Committee of the Whole will be brought forward when the meeting reconvenes at 7:00 p.m.

10. RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:00 P.M. AND IMMEDIATELY CONVENE INTO CLOSED SESSION

Moved by Councillor Stevens, seconded by Councillor Nicholson, and

RESOLVED:

1. That pursuant to Section 90 of the Community Charter, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:

   - Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position of an officer, employee or agent of the municipality or another position appointed by the municipality;
   - Section 90(1)(c) of the Community Charter – labour relations or other employee relations;
   - Section 90(1)(e) of the Community Charter – the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
   - Section 90(1)(g) of the Community Charter – litigation or potential litigation affecting the municipality;
   - Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and


2. That the public portion of the meeting be recessed until 7:00 p.m.; and
3. That Council immediately resolve into the closed portion of their meeting.

CARRIED
The meeting recessed at 2:58 p.m.

11. RECONVENE

Mayor Hawes reconvened the meeting at 7:00 p.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Glen Robertson, Interim Chief Administrative Officer
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Haylee Gould, Administrative Assistant
Tracy Kyle, Director of Engineering and Public Works
Kerri Onken, Deputy Treasurer/Collector
Tina Penney, Acting Manager of Corporate Administration
Jennifer Russell, Deputy Corporate Officer
Mike Younie, Director of Development Services

Members of the Public: ± 10

Members of the Press: Kevin Mills, Mission City Record

12. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE REPORT

Moved by Councillor Plecas, seconded by Councillor Alexis, and

RESOLVED: That the following recommendations from the May 4, 2015 Committee of the Whole meeting be adopted:

1. Draft 2014 Consolidated Financial Statements

   RECOMMENDED: That the District of Mission’s 2014 draft consolidated financial statements be approved, as attached as Appendix A to the Manager of Finance’s report dated May 4, 2015 entitled Draft 2014 Consolidated Financial Statements.


   RECOMMENDED:
2. That Council has hereby considered its proposed tax rates for each property class in conjunction with its objectives and policies regarding the distribution of property taxes among the tax classes, as set out within its 2015-2019 Financial Plan Bylaw 5495-2015; and


3. Draft 2014 Development Corporation Financial Statements

RECOMMENDED: That the District of Mission Development Corporation’s draft 2014 financial statements be approved, as attached to the Manager of Finance’s May 4, 2015 report titled “Draft 2014 Development Corporation Financial Statements”.

4. Restoration of Water, Sewer and Electrical Power to Truck Parking Facility

RECOMMENDED:

1. That up to $17,500 from the General Capital Reserve Fund be used to restore water, sewer and electrical power to the District’s property that has been leased for a truck parking facility; and

2. That the District’s Financial Plan be amended accordingly.

5. Outdoor Fitness Equipment Grant

RECOMMENDED:

1. That Council recognize that $24,150 has been approved for a Seniors Outdoor Gym as a result of a grant application under the New Horizons for Seniors Program; and

2. That the 2015 Financial Plan be amended accordingly to include this expenditure.

3. This recommendation was carried unanimously.

6. Requested Improvements for Anderson Avenue

RECOMMENDED: That “Restricted Vision” signs be installed in both directions on Anderson Avenue to mitigate the limited sightlines of the road.

CARRIED

13. DELEGATIONS

(a) Communities in Bloom

Heather Stewart of the Mission Communities in Bloom Society appeared before Council to provide information regarding the Society’s planned activities for spring and summer 2015. This year the Communities in Bloom Society will be hosting several activities in Mission, including:

- Streetscapes recognitions. Communities in Bloom will be touring the District, looking for businesses and residences and providing certificates to those who set a good example for the community.
- Downtown program, in which downtown business can enter in one or more categories, including Tidiness and Upkeep, Heritage Conservation and Window Display.
- School programs. There are now 14 schools participating in Communities in Bloom initiatives.
- BC Day in Mission is August 3, 2015 from 11:00 a.m. to 8:00 p.m. at the Fraser River Heritage Park. A garden tour of six residential Mission gardens will be followed by a burger and beverage fundraiser at Sisto’s Pub (34555 Vosburgh Avenue, Mission) at 5:00 p.m.
- National Competition, judged on six criteria:
  - Tidiness
  - Environmental Action
  - Urban Landscaping
  - Heritage Conservation
  - Turf and Groundcover
  - Floral Displays

Bert Pulles and Heather Stewart presented a framed painting of the Mission City railway station to Council. The Mayor thanked Ms. Stewart and Mr. Pulles on behalf of Council for their presentation and for the painting.

14. PRESENTATIONS

(a) Kerri Onken – Recognition of 25 Years of Service

Mayor Hawes presented Kerri Onken, Deputy Treasurer/Collector, with a pin and certificate in recognition of her 25 years of dedicated service to the District of Mission.

Council agreed to bring forward an item to acknowledge the Girl Guides.

(b) Girl Guides

Council expressed gratitude towards the Girl Guides who, on Saturday, May 2, 2015 planted 110 cedar trees in Heritage Park. The Girl Guides demonstrated great spirit of community with their hard work and dedication.

15. PROCLAMATIONS

(a) Cycling4Diversity Week

Moved by Councillor Hamilton, seconded by Councillor Alexis, and

RESOLVED: That May 17 to 23, 2015 be proclaimed as “Cycling4Diversity Week” within the District of Mission.

CARRIED

16. PUBLIC HEARINGS
There were no public hearings.

17. ADOPTION OF INFORMATIONAL ITEMS
There were no informational items.

18. COUNCIL COMMITTEE REPORTS AND MINUTES
There were no Council Committee Reports or Minutes.

19. CORRESPONDENCE
There was no correspondence.

20. BYLAWS FOR CONSIDERATION
Moved by Councillor Plecas, seconded by Councillor Hinds, and

RESOLVED: That the following Bylaws be approved as listed:

(a) Zoning Amending Bylaw 5311-2012-5050(87), a bylaw to rezone property at 33815 Cherry Avenue from Suburban 36 Zone (S36) to Residential Compact Secondary Dwelling 465 Zone (RC465s), be adopted.

(b) Street Naming (Kimball Street extension) Bylaw 5315-2012, a bylaw to name one road extension, be adopted.

(c) 2015-2019 Financial Plan Bylaw 5495-2015, a bylaw to establish the Financial Plan for the years 2015 to 2019, be read a first, second and third time.

(d) 2015 Tax Rates Bylaw 5496-2015, a bylaw to impose property tax rates for the year 2015, be read a first, second and third time.

(e) Water Amending Bylaw 5502-2015-2196(25), a bylaw to make amendments to the sprinkling regulations for 2015, be adopted.

(f) Noise Regulation Amending Bylaw 5503-2015-1090(4), a bylaw to add regulations to the Noise Regulation Bylaw to prohibit the discharge of noxious or offensive odours, be adopted.

(g) Ticket Information Amending Bylaw 5504-2015-2646(28), a bylaw to add a fine for the discharge of noxious or offensive odours, be adopted.

CARRIED

21. DEVELOPMENT PERMITS FOR CONSIDERATION
There were no development permits for consideration.
22. COUNCIL MEETING MINUTES FOR APPROVAL

Moved by Councillor Stevens, seconded by Councillor Nicholson, and

RESOLVED: That the following minutes be adopted:

(a) Special Council Meeting (Budget) – April 13, 2015
(b) Regular Council Meeting – April 20, 2015
(c) Special Council Meeting – April 27, 2015

CARRIED

23. RESOLUTIONS RELEASED FROM CLOSED

There were no resolutions released from Closed.

24. NEW/OTHER BUSINESS

There was no new/other business.

25. NOTICES OF MOTION

(a) Canada Post’s Intention to Eliminate Door to Door Delivery

Moved by Councillor Plecas, seconded by Councillor Stevens, and

RESOLVED:

1. That on behalf of the residents of Mission, the District forward a letter to the Federal Government, namely the Prime Minister and the Minister of Transportation, expressing disappointment with the manner in which Canada Post has enacted the proposed installation of community mailboxes, which is to eliminate direct home delivery service in our community.

2. That the Minister instruct Canada Post to cease any further action until such time as:

   a. Canada Post has engaged in full and meaningful discussion with the District and its residents about door to door delivery.

   b. Canada Post has demonstrated an absolute ability to ensure the safety of mail service to the residents of Mission, should changes occur.

   c. Canada Post acknowledges the cost implications with the installation of community mailboxes and provides adequate financial compensation to the District of Mission.
Moved by Councillor Alexis, seconded by Councillor Stevens, and

RESOLVED: That the main motion be amended to include:

d. Canada Post ensure continued home delivery of mail to those residents with mobility issues.

CARRIED

The Chair called the question on the main motion and it was CARRIED, as amended.

Council directed staff to bring forward a report for the next Regular Council meeting to discuss amending the Taxi Regulation Bylaw to remove the requirement for applicants to complete the “TaxiHost Pro” training course.

26. QUESTION PERIOD

Council was notified that a shipment of District of Mission Tartan has recently arrived and is available for sale at Trendy or What Knot on First Avenue.

In regard to the Notice of Motion to Canada Post, a resident requested that Council amend the motion to include increased input from the District and residents as to where the community mailboxes will be placed. Council directed staff to liaise with the resident and with Canada Post to determine the best location for the community mailbox Canada Post has intended to install on the resident’s property.

27. ADJOURNMENT

Moved by Councillor Hamilton, seconded by Councillor Plecas, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:43 p.m.

__________________________________________  ________________________________
RANDY HAWES, MAYOR                  TINA PENNEY
                                        ACTING CORPORATE OFFICER
Minutes of the SPECIAL MEETING of the DISTRICT OF MISSION COUNCIL held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on May 11, 2015 commencing at 12:05 p.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Glen Robertson, Interim Chief Administrative Officer
Rogine Battel, Manager, RCMP Administration
Kris Boland, Manager of Finance
Inspector Ted De Jager, Officer in Charge, Mission RCMP
Haylee Gould, Administrative Assistant
Kirsten Hargreaves, Manager of Social Development
Jenny Hill, Administrative Clerk
Chris Knowles, Manager of Information Services
Tina Penney, Acting Manager of Corporate Administration
Jennifer Russell, Deputy Corporate Officer

Members of the Public: ± 4

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Stevens, seconded by Councillor Alexis, and
RESOLVED: That the May 11, 2015 Special Council Agenda be adopted.
CARRIED

3. BYLAWS FOR CONSIDERATION

Moved by Councillor Stevens, seconded by Councillor Alexis, and
CARRIED

Moved by Councillor Hamilton, seconded by Councillor Alexis, and
RESOLVED: That 2015 Tax Rates Bylaw 5496-2015, a bylaw to impose property tax rates for the year 2015 be adopted.
CARRIED
4. NEW BUSINESS

Stone Soup Initiatives and Homelessness Discussion

Kirsten Hargreaves and Paul Horn presented a report entitled ‘Stone Soup: Phase One Report Out’ to Council as a grass-roots plan to address the problem of homelessness in the District of Mission. It was noted that this issue reached a crisis point in Mission in the summer and early fall of 2014.

The report identified three strategies required to address the problem: preventatives (to ensure fewer people become homeless), proactive (to reduce the current homeless population), and reactive, (to manage negative impacts or crises). The themes of the report focused on coordination, research, education, communication/collaboration, capacity, and to review, revise and report results.

The initiative has been divided into three phases with Phase One now in the process of being concluded and Phase Two beginning:

Phase One – gather data from service providers, homeless people and the general public. Provide the report and options for Council to identify items to be further costed and planned.

Phase Two – present the planned and costed items for final approval. The plans are to include concrete outcomes and the items are to be taken to other groups.

Phase Three – interventions undertaken. To be reviewed at set intervals. Revise and adjust interventions as needed.

The report noted that homelessness has a diverse range of causes but is largely an issue of poverty. Although there are many people at risk of homelessness, youths and seniors are particularly vulnerable.

The report identified the following issues relating to homelessness within the District:

- Visible poverty and behavioural confrontations in the downtown area;
- Homeless encampments and deaths near the CNR tracks;
- Open drug abuse and the discarding of bio-hazardous needles in the vicinity of the mission library, museum and downtown steps; and
- A growing problem with drug related crime, coupled with an under-resourced RCMP force.

Council was invited to ask questions during the presentation. Some items of discussion which resulted from the questions included: identifying people at risk, how to include stakeholders and the community as a whole, community education, education and accountability for service providers and recipients, fiscal implications, legalities around confidentiality and disclosure, effective avenues of communication, services/facilities currently available and/or needed, accessibility to detox, health and mental health services, affordable housing options, timelines, and collaboration with other branches of government and community service organizations.
Ms. Hargreaves and Mr. Horn provided an overview of 35 approaches for Council to review, ranging from short to long term, and from minimal to substantial budget impacts. It was requested that Council review the options and identify, at most, ten priority items to be investigated further and to provide a timeline for a response to further investigation, including costs for time, money and other resources. It was also requested that Council advise what other groups, individuals or governments they would like approached. Council was also asked to identify any concerns or limits they would like to establish and to what degree Council would like to allocate financial and human resources in developing the items for Phase Two.

Discussion ensued, and it was noted that Council would be able to provide further direction before the Wellness Committee planning session scheduled for May 29, 2015.

5. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Nicholson, and
RESOLVED: That the meeting be adjourned.
CARRIED

The meeting was adjourned at 1:59 p.m.

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RANDY HAWES  TINA PENNEY
MAYOR  ACTING CORPORATE OFFICER
Minutes of the SPECIAL MEETING of the DISTRICT OF MISSION COUNCIL (for the purpose of going into a closed meeting) held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Monday, May 11, 2015 commencing at 9:03 a.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Glen Robertson, Interim Chief Administrative Officer
Rogine Battel, Manager of RCMP Administration
Kris Boland, Manager of Finance
Michael Boronowski, Manager of Civic Engagement & Corporate Initiatives
Christine Brough, Executive Assistant
Kirsten Hargreaves, Manager of Social Development
Stephanie Keyes, Deputy Director of Parks, Recreation and Culture
Chris Knowles, Manager of Manager of Information and Telecommunications Systems
Tracy Kyle, Director of Engineering and Public Works
Gina MacKay, Manager of Long Range Planning and Special Projects
Bob O’Neal, Director of Forest Management
Tina Penney, Acting Manager of Corporate Administration
Maureen Sinclair, Director of Parks, Recreation and Culture
Dan Sommer, Manager of Planning
Larry Watkinson, Director of Fire/Rescue Services

Others Present: RCMP Inspector Ted De Jager, Officer in Charge, Mission RCMP Detachment

1. CALL TO ORDER

The meeting was called to order.

2. RESOLUTION TO EXCLUDE PUBLIC

Moved by Councillor Hamilton, seconded by Councillor Alexis, and

RESOLVED: That, pursuant to Sections 90 and 92 of the Community Charter, this Special Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(l) of the Community Charter – discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual
3. ADJOURNMENT TO CLOSED COUNCIL MEETING

Moved by Councillor Hamilton, seconded by Councillor Hinds, and
RESOLVED: That the Special Council meeting be adjourned.
CARRIED
The Special Council meeting was adjourned at 9:04 a.m.

RANDY HAWES         TINA PENNEY
MAYOR                ACTING CORPORATE OFFICER
DATE: May 19, 2015
TO: Mayor and Council
FROM: Christine Brough, Executive Assistant
SUBJECT: Resolution Released from Closed Council

This report is provided for information purposes only.
No staff recommendation accompanies this report and Council action is not required.

COMMUNICATION:
At the May 19, 2015 Closed Council meeting, the following information was released from Closed Council:

Mission Traffic and Transit Committee Appointment
That Mr. Ken Collier was appointed to the Mission Traffic and Transit Committee for a term commencing May 2015 and ending December 2018.

SIGN-OFFS:

Christine Brough, Executive Assistant

Comment from Chief Administrative Officer
Reviewed.