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 June 1, 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

Council Members Absent:  
Councillor Jenny Stevens

Staff Members Present:  
*Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives  
*Stacey Crawford, Economic Development Officer  
*Michele Fernie, Engineering Technologist II – Asset Management  
*Ibrahim Ghafoor, Engineering Technologist  
Haylee Gould, Administrative Assistant  
Jennifer Hill, Administrative Clerk  
*Tracy Kyle, Director of Engineering and Public Works  
*Gina MacKay, Manager of Long Range Planning and Special Projects  
*Jennifer Meier, Environmental Coordinator  
*Bob O'Neal, Director of Forest Management  
Kerri Onken, Deputy Treasurer/Collector  
Tina Penney, Acting Manager of Corporate Administration  
Scott Ross, Manager of Accounting Services  
*Maureen Sinclair, Director of Parks, Recreation and Culture  
*Dan Sommer, Manager of Planning  
Larry Watkinson, Fire Chief  
*Present for a portion of the meeting

Members of the Public:  
± 2

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 Plecas, seconded by Councillor Hinds, and

RESOLVED: That the agenda for the regular Council meeting of June 1, 2015 be adopted.

CARRIED
3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Alexis, seconded by Councillor Plecas, and

RESOLVED: That Council now resolve itself into Committee of the Whole.

CARRIED

4. DEVELOPMENT SERVICES

Councillor Alexis assumed the Chair.

(a) Rezoning, Development Permit, Development Variance Permit and Street Naming for a 6-lot urban residential development at 8474 Grassick Street and 33973 McPhee Place

Council reviewed a report from the Planner dated June 1, 2015 which provided information regarding the rezoning, development variance permit and street naming applications for the properties located at 8474 Grassick Street and 33973 McPhee Place.

(b) Development Variance Permit to Allow the Upper Floor of a Proposed Home located at 32656 Unger Court to Exceed the Maximum Floor Space Permitted in the Zoning Bylaw

A report from the Planner dated June 1, 2015 that detailed the development variance permit application to allow the upper floor of a proposed home located at 32656 Unger Court to exceed the maximum floor space permitted was provided for Council's information.

5. CORPORATE SERVICES

Councillor Hamilton assumed the Chair.

(a) Audio for Council Chambers

Council reviewed a report from the Manager of Civic Engagement and Corporate Initiatives dated June 1, 2015 which provided an overview of audio considerations for the Council chambers and special on-location meetings.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That the audio system in Council chambers be repurposed for use on-location and be replaced at a cost of $17,353, to be funded from the general capital reserve; and

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

CARRIED
(b) Municipally-Funded Community Organizations – “Minutes Folder”

The Acting Manager of Corporate Administration provided a report dated June 1, 2015 to obtain clarity on Council’s direction to establish a “Minutes Folder” containing the minutes of all municipally-funded organizations.

Council directed staff to amend the application process for the Fee for Service Grants and Community Enhancement Grants to include a requirement for applicants to provide minutes from their organization’s Annual General Meeting as well as a copy of their Managers Report at the time of application.

It was noted that a report with recommendations for revamping the grant application process will be brought forward to a future Regular meeting of Council.

6. PARKS, RECREATION AND CULTURE

Councillor Nicholson assumed the Chair.

(a) Canada 150 Community Infrastructure Program

The Canada 150 Community Infrastructure Program Applicant Guide and Instructions for Western Canada was provided for Council’s information.

Council discussed the imminent application deadline and the strict parameters that potential projects would require to qualify for consideration in the program.

Moved by Councillor Plecas, and

RECOMMENDED: That staff bring forward a report to the June 15, 2015 Regular meeting of Council outlining potential infrastructure initiatives that would meet the criteria as identified in the Canada 150 Community Infrastructure Program Guidelines.

CARRIED

7. ENGINEERING AND PUBLIC WORKS

Councillor Plecas assumed the Chair.

(a) 2014 Climate Action Revenue Incentive Program (CARIP) and Reporting of Climate Action Goals – Final Report

A report from the Environmental Coordinator regarding the refund for carbon tax payments made in 2014 was provided for Council’s information.

(b) Water Meter Pilot Study - Direct Award Purchase

Council reviewed a report from the Manager of Engineering Design and Planning dated June 1, 2015 regarding a direct award purchase to Corix Water Products LP for the purchase of 500 water meter radio heads.

Council directed staff to review the agreement between the District and Corix Water Products LP to look for potential avenues, including extending the agreement, to ensure secured prices for future purchases.
Moved by Councillor Hamilton, and

RECOMMENDED: That staff be authorized to purchase 500 water meter radio heads through a direct award to Corix Water Products LP in the amount of $86,172 (2.5% Administration fees and applicable taxes included).

CARRIED

(c) Corporate Asset Management System

Moved by Councillor Alexis, and

RECOMMENDED:

1. That the approved $10,000 Asset Management Planning Program grant be applied to the Asset Management Plan project #46114 to increase the budget from $150,000 to $160,000; and

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

CARRIED

(d) Downtown Improvements – Follow-up on Discussions with the Ministry of Transportation and Infrastructure

Council reviewed a report from the Director of Engineering and Public Works dated June 1, 2015 which provided follow-up information from discussions between the District and the Province for improvements to the downtown area.

Council discussed the Public Realm Master Plan and the Downtown Revitalization Plan in regard to potential streetscape improvement projects that could be cost shared with the Province of British Columbia.

Councillor Nicholson left the meeting at 2:36 p.m.

Moved by Councillor Hamilton, and

RECOMMENDED: That staff provide a report with estimated costs to replace the existing sidewalks and lighting on First Avenue for the purposes of considering a cost sharing agreement with the Ministry of Transportation and Infrastructure.

CARRIED

Moved by Councillor Alexis, and

RECOMMENDED: That the Ministry of Transportation and Infrastructure be asked to initiate a study on the costs associated with improvements to facilitate truck re-routting and the construction of a by-pass route.

CARRIED
(e) Parallel Parking Line Pilot on 1st Avenue

Moved by Councillor Hamilton, and

RECOMMENDED: That a 4 month pilot project be initiated to evaluate the effectiveness of parallel parking lines in Downtown Mission for the north and south sides of First Avenue between Welton Street and James Street.

CARRIED

8. FORESTRY

Councillor Hamilton assumed the Chair.

(a) Forestry Operations 2015 Quarter 1 (Q1) Report

Council reviewed a report from the Director of Forestry and the Manager of Accounting dated June 1, 2015 which provided a summary of the first quarter financial results for the forestry operation as well as additional information on forestry reserves, strategies, plans and activities.

Due to the potential high forest fire hazard this year, the Director of Forestry, Fire Chief, RCMP Inspector, and Bill Brooks from Stave West are meeting with the Chilliwack Forest District Manager on Thursday June 4, 2015 to discuss public use issues in Stave West, fire preparedness plans and preventative actions. The forestry operations will also be reviewed during the summer months and potential shutdowns will be considered during periods of high to extreme forest fire hazard.

(b) Grant for Steelhead Community Association

A report from the Director of Forestry dated June 1, 2015 which provided information about a grant funding request from the Steelhead Community Association to complete the renovations to the Steelhead Community Hall was provided for Council's consideration.

Council noted that the completed hall will serve as an emergency centre in the event of a major disaster. A report with cost estimates and background information for adding an outdoor tap to the Steelhead Community Hall for residents to have access to unmetered water will be brought to a future meeting of Council.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That up to $24,783.95 from the Forestry Reserve Fund and $5,216.05 from the existing Steelhead Community deposit for a total of $30,000, to be used as a grant to complete the renovations to the Steelhead Community Hall; and

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

CARRIED
9. FIRE/RESCUE SERVICES

Councillor Hinds assumed the Chair.

(a) 2015 Emergency Capital Budget Amendments

Moved by Councillor Alexis, and

RECOMMENDED: That $10,000 of new capital funds be approved to purchase internal radio communications for Fire Station 1, with funding from the General Capital Reserve Fund.

CARRIED

Moved by Mayor Hawes, and

1. That the capital budget for fire hose replacement of $5,000, funded from the General Capital Reserve Fund, be reallocated to purchase new firefighter protective clothing for the unforeseen recruitment;

2. That an additional budget be approved to supplement the current Capital account for firefighter protective clothing in the amount of $34,200 to help offset the cost of outfitting new recruits with protective equipment, with funding from the General Capital Reserve Fund; and

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

CARRIED

10. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

Moved by Councillor Plecas, seconded by Councillor Alexis, and

RECOMMENDED: That Council consider and resolve to 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.

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

Moved by Councillor Alexis, seconded by Councillor Hamilton, 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 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)(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.

CARRIED

The meeting recessed at 3:12 p.m.

12. 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

Council Members Absent:  Councillor Jenny Stevens

Staff Members Present:  Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives  
                        Haylee Gould, Administrative Assistant  
                        Jennifer Hill, Administrative Clerk  
                        *Stephanie Key, Deputy Director of Parks, Recreation and Culture  
                        Tina Penney, Acting Manager of Corporate Administration  
                        Maureen Sinclair, Director of Parks, Recreation and Culture  
                        Dan Sommer, Manager of Planning  
                        Mike Younie, Director of Development Services

*Present for a portion of the meeting

Members of the Public:  ± 20

Members of the Press:  Kevin Mills, Mission City Record
13. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE REPORT

Moved by Councillor Alexis, seconded by Councillor Hamilton, and

RESOLVED: That the following recommendations from the June 1, 2015 Committee of the Whole meeting be adopted:

Committee of the Whole recommendations:

1. Audio for Council Chambers

RECOMMENDED:

That the audio system in Council chambers be repurposed for use on-location and be replaced at a cost of $17,353, to be funded from the general capital reserve; and

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

2. Canada 150 Community Infrastructure Program

RECOMMENDED:

That staff bring forward a report to the June 15, 2015 Regular meeting of Council outlining potential infrastructure initiatives that would meet the criteria as identified in the Canada 150 Community Infrastructure Program Guidelines.

3. Water Meter Pilot Study

RECOMMENDED:

That staff be authorized to purchase 500 water meter radio heads through a direct award to Corix Water Products LP in the amount of $86,172 (2.5% Administration fees and applicable taxes included).

4. Corporate Asset Management System

RECOMMENDED:

1. That the approved $10,000 Asset Management Planning Program grant be applied to the Asset Management Plan project #46114 to increase the budget from $150,000 to $160,000; and

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

5. Downtown Improvements – Follow-up on Discussions with the Ministry of Transportation and Infrastructure

RECOMMENDED:

That staff provide a report with estimated costs to replace the existing sidewalks and lighting on First Avenue for the purposes of considering a cost sharing agreement with the Ministry of Transportation and Infrastructure.
RECOMMENDED:

That the Ministry of Transportation and Infrastructure be asked to initiate a study on the costs associated with improvements to facilitate truck re-routing and the construction of a by-pass route.

6. **Parallel Parking Line Pilot on 1st Avenue**

RECOMMENDED:

That a 4 month pilot project be initiated to evaluate the effectiveness of parallel parking lines in Downtown Mission for the north and south sides of First Avenue between Welton Street and James Street.

7. **Grant for Steelhead Community Association**

RECOMMENDED:

1. That up to $24,783.95 from the Forestry Reserve Fund and $5,216.05 from the existing Steelhead Community deposit for a total of $30,000, to be used as a grant to complete the renovations to the Steelhead Community Hall; and

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

8. **2015 Emergency Capital Budget Amendments**

RECOMMENDED:

That $10,000 of new capital funds be approved to purchase internal radio communications for fire station 1, with funding from the General Capital Reserve Fund;

RECOMMENDED:

1. That the capital budget for fire hose replacement of $5,000, funded from the General Capital Reserve Fund, be reallocated to purchase new fire fighter protective clothing for the unforeseen recruitment;

2. That an additional budget be approved to supplement the current Capital account for firefighter protective clothing in the amount of $34,200 to help offset the cost of outfitting new recruits with protective equipment, with funding from the General Capital Reserve Fund; and

3. That the District's 2015 financial plan be amended accordingly.

CARRIED

14. **DELEGATIONS**

There were no delegations.
15. PRESENTATIONS

(a) Induction to the Mission Sports Hall of Fame

Mayor Hawes inducted Stuart Coates into the Mission Hall of Fame in the ‘Builder’ category for his active role in the sport of soccer over 45 years. Mr. Coates has held numerous positions including President of the Mission Soccer Club, Coach, Official, Manager and Soccer BC Representative. He has also been active in the Special Olympics for over 25 years as a Coordinator, Instructor and Coach in numerous Special Olympics sports.

Mayor Hawes thanked Mr. Coates on behalf of Council for his years of dedication to improving sport in the District of Mission.

(b) Sister City Relationship with Oyama, Japan

Brian Wilks, Chairperson of the Mission International Cultural Association (MICA) appeared before Council to discuss the Sister City relationship between the District of Mission and Oyama, Japan. Mr. Wilks made five requests of Council:

1. acknowledgement that the District wants to continue the Sister City relationship,
2. expression of support for the Mission Public School District to continue student visits to and from Oyama,
3. a District representative to liaise with MICA to coordinate future visits or requests,
4. the use of District facilities for MICA/District meetings, and
5. awareness of upcoming funding requests (cultural exchange years only).

Council expressed support for the Sister City relationship with Oyama, Japan, and noted that a formal commitment on the requests from MICA would be forthcoming.

16. PROCLAMATIONS

There were no proclamations.

17. PUBLIC HEARINGS

Zoning Amending Bylaw 5505-2015-5050(173)

R15-008 (Swash) – a bylaw to rezone property at 12638 Cathy Crescent from Rural Residential 7 Zone (RR7) to Rural Residential Secondary Dwelling Zone (RR7s)

The purpose of the proposed Zoning bylaw amendment is to rezone the property at 12638 Cathy Crescent from the Rural Residential 7 (RR7) Zone to the Rural Residential Secondary Dwelling (RR7s) Zone to allow for a secondary dwelling use in the form of a secondary suite. The subject property is legally described as:

Parcel Identifier: 026-614-651
Strata Lot A Section 23 Township 15 New Westminster District Strata Plan
BCS1718

The Mayor opened the public hearing at 7:24 p.m.
Dan Sommer, Manager of Planning, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Architectural rendering of proposed suite.
3. Subject property map, aerial and site photos.

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.

Aubrey Moore expressed support for the proposal.

Hearing no further questions or comments, the Mayor declared the Public Hearing for the District of Mission Zoning Amending Bylaw 5505-2015-5050(173) R15-008 (Swash) closed at 7:27 p.m.

**Zoning Amending Bylaw 5508-2015-5050(174)**

R15-007 (Grierson) – a bylaw to rezone property at 12352 Roach Street from Rural 36 Zone (RU36) to Rural 36 Secondary Dwelling Zone (RU36s)

The purpose of the proposed Zoning bylaw amendment is to rezone the property at 12352 Roach Street from the Rural 36 (RU36) Zone to the Rural 36 Secondary Dwelling (RU36s) Zone to allow for a secondary dwelling use in the form of a coach house. The subject property is 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

The Mayor opened the public hearing at 7:28 p.m.

Dan Sommer, Manager of Planning, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map and aerial photos.

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.

Hearing no further questions or comments, the Mayor declared the Public Hearing for the District of Mission Zoning Amending Bylaw 5508-2015-5050(174) R15-007 (Grierson) closed at 7:30 p.m.

**18. ADOPTION OF INFORMATIONAL ITEMS**

(a) Parks, Recreation and Culture Open House

The Parks, Recreation and Culture Department will be hosting an Open House for the public at the Leisure Centre on Sunday, June 7, 2015 from 11:00 a.m. to 3:00 p.m.
19. COUNCIL COMMITTEE REPORTS AND MINUTES

There were no Council Committee Reports or Minutes.

20. CORRESPONDENCE

There was no correspondence.

21. BYLAWS FOR CONSIDERATION

Moved by Councillor Pecas, seconded by Councillor Alexis, and

RESOLVED: That the following Bylaws be approved as listed:

(a) Zoning Amending Bylaw 5505-2015-5050(173), a bylaw to rezone property at 12638 Cathy Crescent from Rural Residential 7 Zone (RR7) to Rural Residential Secondary Dwelling Zone (RR7s), be read a third time.

(b) Zoning Amending Bylaw 5508-2015-5050(174), a bylaw to rezone property at 12352 Roach Street from Rural 36 Zone (RU36) to Rural 36 Secondary Dwelling Zone (RU36s), be read a third time.

(c) Zoning Amending Bylaw 5510-2015-5050(175), a bylaw to insert a new Comprehensive Development Zone (CD37) and to rezone property at 8474 Grassick Street and 33973 McPhee Place from Urban Residential 465 Zone (R465) to Comprehensive Development 37 Zone (CD37), be read a first and second time.

(d) Street Naming Bylaw 5511-2015 (McPhee Place Extension), a bylaw to name an extension of road in a subdivision, be read a first and second time.

CARRIED

22. DEVELOPMENT PERMITS FOR CONSIDERATION

Moved by Councillor Alexis, seconded by Councillor Hamilton, and

RESOLVED: That Development Variance Permit Application DV15-004 (8474 Grassick Street) to vary “SCHEDULE A” Required Highway Widths: for an Urban Local Residential Highway of the District of Mission Zoning Bylaw 5050-2009 by reducing the road width from 18 metres (59 feet) to 15 metres (49.2 feet) be approved.

CARRIED

Moved by Councillor Hinds, seconded by Councillor Nicholson, and

RESOLVED: That Development Variance Permit Application DV15-005 (32656 Unger Court) to vary Section 502, Part F, Subsection 2 of the District of Mission Zoning Bylaw 5050-2009 to allow the floor space of the second floor of the proposed dwelling to increase the current 80% floor space allowable of the first storey to a maximum of 93% be approved.

CARRIED
23. COUNCIL MEETING MINUTES FOR APPROVAL

Moved by Councillor Alexis, seconded by Councillor Plecas, and

RESOLVED: That the following minutes be adopted:
(a) Joint Shared Services Committee Meeting – March 26, 2015
(b) Regular Council Meeting – May 19, 2015
(c) Special Council Meeting (for the purpose of going into a closed meeting) – May 25, 2015
(d) Special Council Meeting (for the purpose of going into a closed meeting) – May 25, 2015

CARRIED

24. RESOLUTIONS RELEASED FROM CLOSED

A report from the Executive Assistant dated June 1, 2015 released the following resolution from Closed Council:

Mission Community Heritage Commission

That Mr. Eric Poxleitner and Ms. Michelle Rhodes are appointed to the Mission Community Heritage Commission for a two (2) year term commencing May 19, 2015 and ending May 19, 2017.

Mayor Hawes noted that the Council Goals and Objectives will be released to the public by June 5, 2015.

25. NEW/OTHER BUSINESS

There was no new/other business.

26. NOTICES OF MOTION

There were no notices of motion.

27. QUESTION PERIOD

There were no questions from the public.

28. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the meeting be adjourned.

CARRIED
The meeting was adjourned at 7:35 p.m.

RANDY HAWES, MAYOR

TINA PENNEY
ACTING CORPORATE OFFICER