Regular Meeting of Council
Agenda
July 4, 2016

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. CORPORATE ADMINISTRATION AND FINANCE
   (a) Advancement of Funding for New Source Supply Preliminary Investigation

   RECOMMENDATIONS: Council consider and resolve:
   1. That $24,320 (Mission’s 12.16% share of $200,000 regional total) be transferred from the existing 2016 Regional Water Capital Program Contingency budget in order to advance to 2016 the budgets that were previously approved for 2017/2018 for the preliminary investigation of new source supply options; and
   2. That the District’s financial plan be amended accordingly.

5. DEVELOPMENT SERVICES
   (a) Rezoning Application (R16-019) to Allow a Secondary Dwelling Use in the Form of a Secondary Suite – 7991 Willow Street

   This report details the rezoning application for the property located at 7991 Willow Street and identifies the necessary amendment to the Zoning Bylaw to allow a secondary dwelling use in the form of a secondary suite.

   Staff supports 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 July 18, 2016.
(b) Agricultural Land Commission Fees and Charges Update

RECOMMENDATION: Council consider and resolve:

That the District of Mission’s Land Use Application Procedures and Fees Bylaw 3612-2003 be amended by increasing the fees collected on behalf of the Agricultural Land Reserve from $300 to $1200.

6. ENGINEERING AND PUBLIC WORKS

(a) Amendments to Water Rates Bylaw

RECOMMENDATION: Council consider and resolve:

That District of Mission Water Rates Bylaw 2197-1990 Schedule B be amended to include fees for water fill station key FOBs, as shown in Appendix A attached to the report from the Manager of Engineering Design and Planning dated July 4, 2016 entitled, Amendments to Water Rates Bylaw.

7. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

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

8. 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)(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.
9. **RECONVENE (7:00 P.M.)**

10. **RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE**
    (a) Committee of the Whole report dated July 4, 2016
        Report of recommendations to be circulated at the 7:00 p.m.
        reconvened public meeting

11. **PRESENTATIONS**
    (a) **Employee Service Recognition**
        Peter Haffner, 35 years of service

12. **DELEGATIONS**
    (a) **Judith Ray**, on behalf of Mission Association for Seniors Housing,
        Mission Association for Community Living, and Mission
        Community Services Society
        Re: Housing issues to be considered as part of policy development,
        development permit applications, and Official Community Plan planning
        Page 38
    (b) **Dawn Hein**, Mission Association for Community Living
        Re: 2016 Municipally Funded Grant.
        Page 39
    (c) **Neil Fletcher**, BC Wildlife Federation
        Re: Restoration of habitat at Silverdale Wetlands.
        Page 40

13. **COUNCIL COMMITTEE REPORTS AND MINUTES**
    (a) Mission Community Wellness Committee minutes – May 10, 2016
        Page 41

14. **BYLAWS FOR CONSIDERATION**
    (a) **Zoning Amending Bylaw 5581-2016-5050(209)**
        R16-019 (Cornelio) - a bylaw to rezone the property at 7991
        Willow Street from Urban Residential 558 (R558) Zone to Urban
        Residential 558 Secondary Dwelling (R558s) Zone
        See “Development Services” in Section 5(a)
        Page 47
    (b) **Land Use Application Procedures and Fees Amending Bylaw 5582-2016-3612(16)**
        A bylaw to amend the Agricultural Land Reserve application fee
        See “Development Services” in Section 5(b)
        Page 48
    (c) **Water Rates Amending Bylaw 5580-2016-2197(26)**
        A bylaw to include fees for water fill station key FOBs
        See “Engineering and Public Works” in Section 6(a)
        Page 49
15. **DEVELOPMENT PERMITS FOR CONSIDERATION**

(a) **Development Variance Permit Application DV13-017 (33237, 33293 Dewdney Trunk Road and 9321, 9343 Barr Street)** – Recommended for approval

Development Variance Permit to vary Subdivision Control Bylaw 1500-1985 as follows:

i) SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of asphalt, piped storm, Municipal water system, curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the extension of Larkspur Avenue; and

ii) SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the portion of Dewdney Trunk Road adjacent to the site

See “Bylaws for Consideration” in Section 14(e)
16. **COUNCIL MEETING MINUTES FOR APPROVAL**

(a) **RECOMMENDATION:** That the minutes of the June 20, 2016 Regular Council meeting be adopted.

17. **RESOLUTIONS RELEASED FROM CLOSED**

(a) **Provision of Services for Mission Seniors**

This report is being provided for information purposes. Council action is not required.

At the June 27, 2016 Closed Council meeting, the following information was released from Closed Council:

That Council is committed to the redevelopment of the Mission Activity Centre to a multi-generational seniors’ centre, subject to a favourable inspection and evaluation by a qualified professional consultant.

18. **NEW/OTHER BUSINESS**

19. **NOTICES OF MOTION**

20. **QUESTION PERIOD**

21. **ADJOURNMENT**
DATE: July 4, 2016
TO: Mayor and Council
FROM: Kris Boland, Director of Finance
SUBJECT: Advancement of Funding for New Source Supply Preliminary Investigation
ATTACHMENT: Appendix A: Report JSSC 022-2016 Advancement of Funding for New Source Supply Preliminary Investigation

RECOMMENDATIONS: Council consider and resolve:

1. That $24,320 (Mission’s 12.16% share of $200,000 regional total) be transferred from the existing 2016 Regional Water Capital Program Contingency budget in order to advance to 2016 the budgets that were previously approved for 2017/2018 for the preliminary investigation of new source supply options; and

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

PURPOSE:
This report presents a budget amendment that was approved at the May 19, 2016 meeting of the Joint Shared Services Committee (JSSC).

BACKGROUND:
Report JSSC 022-2016, attached as Appendix A, details a request to advance $200,000 to the 2016 Joint Water Capital Program budget, for the preliminary investigation of new source supply options. This project is currently included in the budget at $100,000 each in years 2017 and 2018. As future growth and development in both Mission and Abbotsford will result in additional demand on the water supply system, and given that development of a new water source will take several years to plan, design and construct, it is recommended that the investigation of a new source begins in 2016.

As discussed at the May 19, 2016 JSSC meeting, rather than adding additional funds to the 2016 budget to initiate the preliminary investigation, staff recommended transferring the required $200,000 from the existing $500,000 regional contingency budget.

As the $200,000 budget for preliminary investigation of new source supply options represents the total regional budget for this project, Mission’s share at 12.16% for growth-related projects is $24,320.

FINANCIAL IMPLICATIONS:
There are no financial implications directly associated with this report, as the approved budget for contingency is proposed to fund the advancement of the preliminary investigation of new source supply options from the years 2017/2018 to 2016. There will eventually be significant financial implications associated with the development of a new water source.

COMMUNICATION:
Mission staff will advise Abbotsford staff of Council’s resolution with regards to this report.
SUMMARY AND CONCLUSION:
Report JSSC 022-2016 was approved at the May 19, 2016 meeting of the JSSC, which requests to advance $200,000 to 2016, which is currently budgeted in 2017/2018 for the preliminary investigation of new water source options. Staff recommends funding this project via a transfer from the $500,000 contingency budget that is included in the approved financial plan for the regional water system. Mission’s share of the $200,000 project at 12.16% is $24,320.

SIGN-OFFS:

Kris Boland, Director of Finance

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

Comment from Acting Chief Administrative Officer:
Reviewed
Appendix A

REPORT

To: Abbotsford Mission Water & Sewer Commission (WSC)
From: Brent Schmitt, Acting Senior Engineer, Water Utilities and Solid Waste
Date: April 26, 2016
Subject: Advancement of Funding for New Source Supply Preliminary Investigation
File: 5600-30
Report No.: JSSC 022-2016
Attachment: None

RECOMMENDATIONS

1. THAT Report No. JSSC 022-2016, dated April 26, 2016, from the Acting Senior Engineer, Water Utilities and Solid Waste, regarding Advancement of Funding for New Source Supply Preliminary Investigation, be received for information;

2. THAT the Abbotsford Mission Water & Sewer Commission authorize staff to advance $200,000 from the 2017/2018 budgets into 2016 for the preliminary investigation of new source supply options; and

3. THAT the District of Mission and the City of Abbotsford each amend their financial plans accordingly.

PURPOSE

The purpose of this report is to obtain approval from the WSC for the advancement of the budget for the investigation of new source supply options.

BACKGROUND

The WSC’s regional water supply system has a multiple-day capacity of 123 MLD\(^1\). In 2007 water usage approached the capacity of the system. Conservation efforts to date have been very effective in reducing the summer peak demands. During the summer of 2015 the system operated at approximately 85% of capacity.

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\(^1\) As outlined in Report No. WSC 12-2013, the system is capable of supplying 155 MLD for a 1-day period and 123 MLD for a sustained period.
DISCUSSION

Mission and Abbotsford are both currently updating their Official Community Plans (OCP). Future growth and development in both communities will result in additional demand on the water supply system. Supply capacity can be improved through the more efficient use of existing supply and the addition of new supply. Water conservation has been instrumental in reducing demands and freeing up excess supply capacity. Additional conservation efforts, along with network optimization upgrades, could potentially provide further capacity improvements, and staff will continue to investigate potential efficiencies that can be gained through these methods in each community and as part of the Regional Water Supply. However, these initiatives can only provide a limited amount of added capacity. The regional water system will eventually require a new supply source in order to sustain further development.

The current WSC capital plan includes a new Master Plan to be initiated in 2016, along with investigation of new source supply options in 2017/2018. As development of a new source will take several years to plan, design, and construct, it is recommended that the investigation of a new source begin in 2016. This investigation will run concurrently with the development of the master plan. The assessment of options for a new source will give consideration to short-, medium-, and long-term supply alternatives, summarizing the advantages and limitations of each option, along with a cost-benefit analysis.

FINANCIAL IMPLICATIONS

The regional water capital plan currently includes $100,000 in each of the 2017 and 2018 budgets. It is recommended that $200,000 from the 2017 and 2018 project budgets be advanced to 2016, and that Mission and Abbotsford each amend their financial plans accordingly.

Reviewed and approved by the:
Chief Financial Officer

COMMUNICATION PLAN

A communication plan is not required.

SUMMARY

As Mission and Abbotsford continue to grow, water system demand will also increase. Water conservation and network optimization projects can help to delay the requirement for new supply, but ultimately a new source will be required to support the growth projected in each municipality’s OCP. Staff recommend advancing the project budget for the investigation of new supply options into 2016.

Peter Sparanese, P.Eng.
General Manager, Engineering
and Regional Utilities

Brent Schmitt, P.Eng.
Acting Senior Engineer, Water Utilities & Solid Waste
DATE: July 4, 2016
TO: Mayor and Council
FROM: Parissa Shafizadeh, Planner
SUBJECT: Rezoning Application (R16-019) to Allow a Secondary Dwelling Use in the Form of a Secondary Suite
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Floor Plan of the Proposed Secondary Suite
Appendix 4 – Building Division Comments
Appendix 5 – Engineering Department Comments

CIVIC ADDRESS: 7991 Willow Street
APPLICANT: Nicasio and Edith Cornelio
OCP: This application is in conformance with the current Urban Residential OCP designation.

DATE APPLICATION COMPLETE: June 20, 2016
LOCATION:
OVERVIEW AND STAFF COMMENTS

This report details the rezoning application for the property located at 7991 Willow Street and identifies the necessary amendment to the Zoning Bylaw to allow a secondary dwelling use in the form of a secondary suite.

Staff supports the application moving forward and as such have listed the Zoning Amending Bylaw 5581-2016-5050(209) under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for July 18, 2016.

SUMMARY

A development application has been received for the property located at 7991 Willow Street (Appendix 2). This application seeks Council’s approval to allow for a secondary suite within an owner occupied single family dwelling. To allow for a secondary suite, a rezoning from Urban Residential 558 Zone (R558) to Urban Residential 558 Secondary Dwelling Zone (R558s) is required. No subdivision application is associated with this rezoning application.

SITE CHARACTERISTICS

The subject property is approximately 714.9 square metres (7,695.0 sq. ft.) in size and is located on the west side of Willow Street. The land slopes down from north-east to south-west across the property. The property contains a single family dwelling and an accessory building. The applicant proposes to convert a section of the ground floor into a secondary suite. Appendix 3 shows the floor plan of the ground floor and the proposed secondary suite.

ZONING BYLAW COMPLIANCE (Bylaw 5050-2009):

The subject property is currently zoned Urban Residential 558 (R558) and designated Urban Residential in the OCP. According to the Zoning Bylaw, a Residential Care facility is permitted as an accessory use to a Single Family Dwelling in R558 Zone. A Residential Care is a facility established by license under the provisions of the Community Care and Assisted Living Act respecting the care of six (6) or less persons residing in the licensed premises.

The subject property has been used as a licensed Residential Care facility (Willow Home) for six (6) adults with developmental disabilities since 2008. The Residential Care as an accessory use to the principal Residential Use has been conducted in the ground floor of the existing house. An existing covenant, registered to ensure that the land will only be used for a licensed Residential Care facility and kitchen associated with this use, will be removed when the Residential Care Use is terminated.

In 2015, Willow Home became an unlicensed facility as all of the clients except two (2) were moved to another facility which better suited their age-related needs. According to the Act, a licence is not required for a Residential Care facility which provides care to less than three (3) people. In 2016, the owner of the facility (the applicant) decided to retire after 22 years of providing service to the community and sell the property.
The applicant requested to discharge the Residential Care covenant and to rezone the property to R558s in order to sell the property as a single family dwelling with a secondary suite. No further subdivision potential will be gained through the proposed rezoning as minimum lot area requirements are the same after the rezoning.

The proposed secondary suite is located on the ground floor of the principal residence and has a maximum floor area of 90.0 square metres (968.8 sq. ft.). The secondary suite meets the requirement of the Zoning Bylaw regarding maximum permitted floor area (i.e., 40% of the habitable floor space of the principal dwelling unit to a maximum floor space of 90 square metres (968.8 sq. ft.)). The secondary suite has a separate entrance to the back yard and one off-street parking stall which is separate and unencumbered from the required off-street parking for the principal residence. The applicant is required to provide a minimum 20 square metres (215.3 sq. ft.) of private outdoor space for the secondary dwelling at the back yard.

PLANNING ANALYSIS

Official Community Plan (OCP)

A secondary suite use within an owner occupied single family dwelling is supported by a number of OCP policies including:

- **Policy 2.4.4.:** Encourage secondary dwelling units as a form of infill housing. Secondary dwelling units may be considered on lots that are large enough to accommodate the following associated elements:
  - On-site parking.
  - Private outside space.
  - Separate entrance that is clearly secondary to the primary dwelling.
  - Scale of the secondary dwelling must clearly be ancillary to the primary use.

- **Policy 2.5.3: Affordable Housing through Innovative Housing Forms:** Facilitate the development of affordable, rental and special needs housing through supporting multi-family housing developments, small house/small lot housing, secondary suites, duplexes in appropriate locations, mixed market/non-market housing projects, coach houses, granny flats and other innovative housing forms.

The proposed development is supportable due to its consistency with the OCP policies, providing that additional off-site parking, private outdoor space and a separate entrance are provided for the suite.

Neighbourhood Character

The subject property is located in the Urban Infill area of Mission. The area is comprised of single family dwellings on urban residential lots. Allowing the secondary suite through rezoning process will address many of the issues related to a secondary suite including the provision of adequate off-street parking and private outdoor space. Properly zoned properties with authorized suites tend to have a minimal impact on the neighbourhood character and abutting roads streetscape.

COMMUNICATION

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the applicant has posted one (1) notification sign on the site summarizing the proposed rezoning application. Provided that a public hearing date is determined by Council:

i. 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 to occupiers of all
properties within a distance of 152 metres (500 ft.) of the development site notifying them of the public hearing details;

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

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

REFERRALS

Building Division
The Building Division has no objection to the project subject to receipt of a building permit application to upgrade the premise to meet the requirements of the 2012 BC Building Code. The comment from Building Division is attached as Appendix 4.

Engineering
The Engineering Department has no objection to the project provided that the applicant completes the requirements outlined in Appendix 5.

REQUIREMENTS PRIOR TO FINAL READING
The Final Reading of the amending bylaw will be held until the following have been satisfied:

1. The proposed secondary suite is upgraded in accordance to the BC Building Code (Section 9.36 – Secondary Suites),

2. The applicant retro-fits the existing water service with a water meter, and

3. The covenant registered on title of the property (BB0723079) restricting the use of land to a Residential Care Use is discharged.

SIGN-OFFS:

Parissa Shafizadeh, Planner

Reviewed by:
Chris Laing, Manager of Planning
Appendix 1
Information for Corporate Officer

Civic Address: 7991 Willow Street
PID: 002-085-453
Legal: Lot 345 Section 21 Township 17 New Westminster District Plan 41148
Appendix 2
Location Map

Subject Property: 7991 Willow St

Owner & Applicant: Nicasio & Edith Cornelio

Zoning: R558

OCP Designation: Urban Residential
Appendix 3
Floor Plan of the Proposed Secondary Suite

The red line shows the boundary of the proposed secondary suite
Appendix 4
Building Division Comments

A building permit will be required to upgrade the premises to meet the requirements of the 2012 BC Building Code. Supply a proposed suite floor plan to verify size and exiting and access to the suite prior to rezoning.

Mike Rohde
Senior Building Inspector – Development Services

From: Erika Duplissie
Sent: April-21-16 3:43 PM
To: Mike Rohde
Subject: Rezoning Application

Mike,

We have received a rezoning application for the property located at 7991 Willow Street
P2016-032 - R16-019
Please let me know if you have any comments to provide or not.

Thank you,

Erika Duplissie
Administrative Clerk – Land Use – Planning Department
Appendix 5
Engineering Department Comments

May 2, 2016

CIVIC ADDRESS: 7991 Willow Street

CURRENT ZONE: R558  PROPOSED ZONE: R558s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Willow Street. The applicant shall retro-fit the existing water service with a water meter.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Willow Street. No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Willow Street and through an easement to the rear of the property. No upgrades are required.

ROAD WORK REQUIREMENTS:
Willow Street provides paved access to the site. No upgrades are required.

RECOMMENDATION:
From an engineering point of view, the application may proceed to third reading.

Prepared by:
Blake Tabian, Engineering Technologist

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works
DATE: July 4, 2016
TO: Mayor and Council
FROM: Rob Publow, Planner
SUBJECT: Agricultural Land Commission Fees and Charges Update
ATTACHMENT: Appendix 1 – Information for Corporate Officer
Appendix 2 – Order in Council 159/2016 Amendments to BC Regulations 171/2002

RECOMMENDATIONS: Council consider and resolve:
That the District of Mission’s Land Use Application Procedures and Fees Bylaw 3612-2003 be amended by increasing the fees collected on behalf of the Agricultural Land Commission from $300 to $1200.

PURPOSE:
The purpose of this report is to inform Council of the increase to the Agricultural Land Commission’s (ALC) fee portion and to recommend that the District of Mission’s Land Use Application Procedures and Fees Bylaw 3612-2003 be updated to reflect the ALC’s increase. The application fees required by the ALC for exclusion, subdivision and non-farm use applications are now $1500, apportioned as $1200 remitted to the ALC and $300 retained by the municipality.

BACKGROUND:
The application fee required by the ALC was amended by “Order in Council 159/2016 Amendments to BC Regulations 171/2002”, March 14, 2016 (Appendix 1). Currently, applications submitted to the District for exclusion, subdivision and non-farm use on lands within the Agricultural Land Reserve are subject to a $600 fee. In addition to fees collected to process the municipal portion of the application, the District also collects fees on behalf of the ALC. Currently, the District remits $300 of the $600 collected back to the ALC.

SUMMARY:
Planning staff have reviewed the amendments made by the ALC and recommend that the fees set out in the District of Mission’s Land Use Application Procedures and Fees Bylaw 3612-2003 be updated to reflect the fee increase implemented by the ALC. No fee increase to the municipal portion is being proposed as the municipal portion is set by the ALC. An amending bylaw is listed for first three readings on the July 4, 2016 agenda.
SIGN-OFFS:

Rob Publow, Planner

Reviewed by:
Dan Sommer, Director of Development Services

Comment from Chief Administrative Officer:
Reviewed.
Appendix 1

Information for Corporate Officer


Delete the following three lines from Schedule “A” (Land Use Application Procedures and Fees Bylaw 3612-2003)

<table>
<thead>
<tr>
<th>Agricultural Land Reserve Application fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Non-refundable portion</td>
<td>$300.00</td>
</tr>
<tr>
<td>- Portion forwarded to the Province, or refunded to Registered Owner if application is not supported by council</td>
<td>-$300.00</td>
</tr>
</tbody>
</table>

Insert the following one line into Schedule “A” (Land Use Application Procedures and Fees Bylaw 3612-2003)

| Agricultural Land Commission Application ($1200 reemitted to ALC, $300 retained by municipality) | $1500 |
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 159, Approved and Ordered March 14, 2016

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective April 1, 2016, the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, is amended as set out in the attached Schedule.

DEPOSITED

March 15, 2016
B.C. REG. 71/2016

Minister of Agriculture

Presiding Member of the Executive Council

Authority under which Order is made:

Act and section: Agricultural Land Commission Act, S.B.C. 2002, c. 36, s. 58 (2) (d), (d.1) and (k) and (4)

Other: OIC 571/2002

February 26, 2016

R/66/2016/3
SCHEDULE

1 Section 33 (1) of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, is repealed and the following substituted:

(1) In subsection (1.1), "application" means an application made for the purpose of seeking permission under any of the following sections of the Act:
   (a) section 20 or 21, for a use or subdivision of agricultural land to which section 4 of this regulation does not apply;
   (b) section 29 or 30, for the exclusion of land from the agricultural land reserve;
   (c) section 34 (6), for applications filed directly with the commission.

(1.1) The prescribed application fees are as follows:
   (a) $1 500, if the application is made in respect of land located entirely or partially in Zone 1;
   (b) $900, if the application is made in respect of land located entirely in Zone 2.

2 The following sections are added:

Other fees

33.1 (1) In this section, "document administration" means the administration, processing, preparation, review, execution, filing or registration of any of the following by the commission, other than in the context of an application made under the Act:
   (a) a report;
   (b) a survey or map;
   (c) a contract or similar legal instrument;
   (d) a record that must be approved, filed or registered under an enactment;
   (e) a subdivision plan, a statutory right of way or a covenant, including related records necessary for deposit of the subdivision plan, statutory right of way or covenant with the Registrar of Land Titles;
   (f) a form of security.

(2) If, on approving an application made under the Act, a term or condition described in Column 1 of the following table is imposed on the applicant, the applicant must pay the fee set out in Column 2 opposite the term or condition:

<table>
<thead>
<tr>
<th>Item</th>
<th>Column 1 Term or Condition</th>
<th>Column 2 Fee ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Document administration</td>
<td>150 for each record</td>
</tr>
<tr>
<td>2</td>
<td>Site inspection</td>
<td>350 for each inspection</td>
</tr>
<tr>
<td>3</td>
<td>The monitoring of activities carried out on land surveyed as being less than 0.8 ha</td>
<td>500</td>
</tr>
<tr>
<td>4</td>
<td>The monitoring of activities carried out on land surveyed as being between 0.8 ha and 4 ha</td>
<td>1 000</td>
</tr>
<tr>
<td>Item</td>
<td>Column 1 Term or Condition</td>
<td>Column 2 Fee ($)</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>5</td>
<td>The monitoring of activities carried out on land surveyed as being more than 4 ha</td>
<td>2 000</td>
</tr>
</tbody>
</table>

(3) No fee is payable under item 2 of the table in subsection (2) if item 3, 4 or 5 of the table applies.

(4) The fees set out in items 1 and 2 of the table in subsection (2) are payable at the time the term or condition is imposed.

(5) The fees set out in items 3 to 5 of the table in subsection (2) are payable annually, on the date set by the person who approves the application, for each year or part of a year that monitoring is carried out.

**Transition—fees**

33.2 (1) The fees set out in section 33 (1.1) apply to applications received on or after April 1, 2016.

(2) The fees set out in section 33.1 (2) apply to a service described in that subsection provided on or after April 1, 2016, but only in respect of an application approved as follows:
   (a) in respect of a fee described in item 1 or 2 of the table to that subsection, to applications approved on or after January 1, 2016;
   (b) in respect of a fee described in any of items 3 to 5 of the table to that subsection, to applications approved
      (i) on or after January 1, 2016, or
      (ii) before January 1, 2016, if monitoring continues to be a condition on or after January 1, 2016.

(3) If subsection (2) (b) (ii) applies,
   (a) the first payment is due on the date that is
      (i) no earlier than April 1, 2016 and no later than June 1, 2016, and
      (ii) set by the person responsible for carrying out the monitoring, and
   (b) subsequent payments are due annually for each year or part of a year that monitoring is carried out.
DATE: July 4, 2016
TO: Mayor and Council
FROM: Hirod Gill, Manager of Engineering Design & Planning
SUBJECT: Amendments to Water Rates Bylaw
ATTACHMENTS: Appendix A – Proposed Amendments to Water Rates Bylaw 2197-1990, Schedule B
Appendix B - Staff report dated December 7, 2015, “Mill Pond Water Fill Station Funding”
Appendix C – Frequently Asked Questions and Permit Sample

RECOMMENDATION: Council consider and resolve:
That District of Mission Water Rates Bylaw 2197-1990 Schedule B be amended to include fees for water fill station key FOBs, as shown in Appendix A attached to the report from the Manager of Engineering Design and Planning dated July 4, 2016 entitled, Amendments to Water Rates Bylaw.

PURPOSE:
The purpose of this report is to provide Council with proposed amendments to Water Rates Bylaw 2197-1990, related to a new key FOB (FOB) system at the Mill Pond water fill station. The amending bylaw is listed under the “Bylaws for Consideration” section of the agenda.

BACKGROUND:
At the December 7, 2015 regular meeting of Council, funding for a secured bulk water fill station at Mill Pond was approved, including a new FOB system for authorized users to ensure that only Mission residents not connected to the municipal water system are using the facility (see Appendix B for details). An amendment to Water Rates Bylaw 2197-1990 is required to include a fee for the FOBs. At this time, there is no cost for the water used by residents from the Mill Pond water station.

DISCUSSION AND ANALYSIS:
Equipment for the new secured water fill station is ready to be installed at Mill Pond. Introducing a FOB system ensures that only residents currently not connected to the municipal water system have access to the water fill station, providing potable water to residents as an interim measure while their own well systems are recharging during times of drought. Commercial trucks and residents from other jurisdictions will not be able to purchase a FOB, thus will not have access to this water.

There are a potential 2,000 residential properties in Mission with a well that will have the option of obtaining potable water during times of drought. Staff are proposing that these residents will complete a permit application and buy a FOB allowing them access to the Mill Pond water station. Staff are also proposing the District buy back the FOB at a reduced rate once the resident no longer requires access to the water station.
The new equipment at Mill Pond will monitor who connects to the system and how much water is being drawn. The station will be programmed to allow residents to withdraw a maximum of 4,000 litres per visit. Any future changes on the withdrawal allowance will be based on Council decisions and direction.

Staff are proposing a fee structure to partially offset the cost of this system. The proposed fee structure, attached as Appendix A, is as follows:

- Key FOB $45, incl. applicable taxes
- Replacement FOB $15, incl. applicable taxes
- Key FOB returned $25, incl. applicable taxes (the District will buy-back returned FOBs)

The net cost to the Mission resident is $20 during the time the FOB is required to collect potable water. This charge will partially offset some of the cost to the District for this system, such as:

- Initial cost of the FOB - $12
- Staff time to process the permit and issue the FOB (approx. 15 min) - estimated at $11
- Staff time to process the FOBs buy-back (approx. 15 min) - estimated at $11
- Capital cost for the water fill station system of approximately $54,000, not factored into the price of the FOB
- Annual operating cost estimated at $1,500 per year, not factored into the price of the FOB
- Collection of data and analysis, not factored into the price of the FOB

Appendix C, attached to this report, provides answers to frequently asked questions and provides a sample of the permit application.

FINANCIAL IMPLICATIONS:

The financial implication of implementing this system is the additional staff time required to administer the program. The proposed fee will cover the cost of the FOB and staff time to issue the permit should the FOB not be returned and partially cover the staff time if the FOB is returned. While this fee is set low enough to allow the residents on wells to purchase the FOBs at a reasonable price allowing them access to potable water during periods of drought, it does not pay for running the entire program. In effect, this program is being subsidized by the water utility to ensure the water system is only used by Mission residents not on the municipal water system.

I have reviewed the financial implications
Kerri Onken, Deputy Treasurer

COMMUNICATION:

The existing sign at Mill Pond will be replaced, providing information regarding where users can register and FOBs can be purchased. The sign will also provide detailed information such as the cost of the FOB and how to use the new system.

The District’s website and social media sites will also provide this information to residents in addition to an article on the City Page in the Mission City Record.

SUMMARY AND CONCLUSION:

With the upcoming installation of the new secured bulk water fill station at Mill Pond, the Water Rates Bylaw 2197-1990 requires an amendment to reflect the proposed new fees for the FOB system being put in place. The FOBs will be necessary in order to provide users access to the water, and are being put in place to limit users to only those Mission residents not connected to the municipal water system. The fee charged will cover the cost of the FOB and staff time to issue the FOB if FOB not
returned, and partially cover the costs if the FOB is returned. There is no cost for withdrawing the potable water at this time. The amending bylaw is listed under the Bylaws for Consideration section of the agenda.

SIGN-OFFS:

Hirod Gill, Manager of Engineering Design and Planning

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

Comment from Acting Chief Administrative Officer:
Reviewed
### Proposed Amendments (Additions) to Water Rates Bylaw 2197-1990

**SCHEDULE B**

<table>
<thead>
<tr>
<th></th>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Fee Effective July 1, 2016</th>
</tr>
</thead>
</table>
| 1 | Water Fill Station Key FOBs Mill Pond  
(FOBs for Mission residences only who are not connected to the water system) |                              |                           |
| (a) | Key FOB - each                                                                                 | Included                      | $45.00                    |
| (b) | Key FOB replacement - each                                                                      | Included                      | $15.00                    |
| (c) | Key FOB Returned – The District will buy back the FOB provided it is in working condition and is not damaged | Included                      | ($25.00)                  |
DATE: December 7, 2015
TO: Mayor and Council
FROM: Robinson Puche, Engineering Technologist - Design
SUBJECT: Mill Pond Water Fill Station Funding
ATTACHMENTS: Appendix A - Water Stand Pipe at Mill Pond
Appendix B - Typical Bulk Water Fill Stations

This report seeks Council approval for the purchase and installation of a secured bulk water fill station in order to replace the existing water stand pipe at Mill Pond. The new system will use a secured system which will enable the District to ensure that only authorized users are provided with potable water at this water fill station.

RECOMMENDATIONS: Council consider and resolve:
1. That the existing water stand pipe at Mill Pond be replaced with a secured bulk water fill station at the estimated cost of $54,000;
2. That the funds to install the fill station come from the Water Capital Reserve Fund;
3. That the 2016 water utility operating budget be amended to include the $1,500 estimated yearly operating/maintenance costs related to the fill station; and
4. That the District’s 2016 Financial Plan be amended accordingly.

EXECUTIVE SUMMARY:
The District currently owns two public potable water dispensing stations, one at Mill Pond and one on Mission Way. The two water fill stations provide additional potable water sources for local residents who operate their own well systems during times of drought. Currently, commercial users are not authorized to access these water sources.

The water fill station on Mission Way is located in an isolated area and there are commercial trucks and residents from other jurisdictions filling up at this location, especially during the dry months. This has become a more frequent occurrence since all neighboring municipalities have now installed controlled dispensing systems.

To address this issue, staff recommend replacing the existing water stand pipe at the Mill Pond with a secured bulk water fill station. Authorized users will be able to gain access using either a PIN and/or fob key. This enables the District to ensure the water at this station is provided only to the authorized users.

PURPOSE:
This report seeks Council approval for the purchase and installation of a secured bulk water fill station in order to replace the existing water stand pipe at Mill Pond.
BACKGROUND:

A bulk water station is a location where users can collect large volumes of water at an easily accessible designated site. These bulk water fill stations have been designed to eliminate the need for withdrawal of water from fire hydrants. Bulk water stations are specifically designed to minimize the potential for contamination of the water supply and reduce discoloured water events.

The District owns two public bulk water fill stations; one is located at Mill Pond on Dewdney Trunk Road and the other is located at the Public RV Dump Station on Mission Way. These stations consist of ¾ inch water stand pipes (i.e. vertical pipes), as shown in Appendix A. Currently, there is no equipment or security measure in place to identify users and/or control access nor consumption.

The two water fill stations were installed to provide additional potable water sources for local residents, who operate their own well systems during times of drought. This service is meant to provide potable water for these residents in the interim, while allowing their wells to recharge. Currently, commercial users are not authorized to access these water sources.

DISCUSSION AND ANALYSIS:

The Mill Pond potable water dispensing station is located in an isolated area on Dewdney Trunk Road, approximately 700 m south of Welch Avenue. The District has received information from Mission residents about commercial trucks and residents from other jurisdictions filling up at this location, especially during the dry months when water restrictions are in effect. This has become a more frequent occurrence since all neighboring municipalities have now installed controlled dispensing systems at their bulk water fill stations.

On the other hand, the water fill station on Mission Way is located within a busy industrial area, next to the public RV dump station. This tends to discourage unauthorized users; who’ve been identified using the Mill Pond fill station instead. Staff recommend installing a secured and automated bulk water fill station at Mill Pond. Usage at the Mission Way fill station will continue to be closely monitored, and staff will determine and report back to Council on whether a second secured unit is required at this location in the future.

The new system will use a secured personal identification number (PIN) and/or fob key system which will enable the District to control access and consumption at the water fill station. Users will be able to obtain potable water from the distribution system year round, 24 hours per day. Mission residents will need to fill out a Residential Water Supply Permit Application in order to obtain their water hauling permits. An account number as well as a PIN will be provided to the permit holder; these two numbers will need to be entered for the unit to start dispensing. There will also be an easier “scan-and-go” option available which will require a fob key that can be scanned at the station every time water is dispensed. This type of controlled dispensing system is the prevalent approach to distribute water at fill stations in other communities across British Columbia. Appendix B depicts examples of typical bulk water fill stations.

Should Council approve the installation of the new unit, the District’s Water Bylaw 2196-1990 will need to be amended accordingly in order to address the required permitting process, along with any user limits or restrictions, as deemed necessary.

This replacement at the Mill Pond station will allow the District to keep track of the users’ information, including the date, time and volume dispensed each time at the station. Accounts can be set up at the Municipal Hall front desk after the applicant acquires a permit. Neighbouring municipalities currently do not charge residential users for the dispensed water. However, both commercial and residential users must obtain a water supply permit.
In the future, should the District entertain the idea of billing or charging commercial and/or residential users for the bulk water, the proposed system will have both billing and charge capabilities. Implementing a charge-based water fill station will ensure that the water consumption of those using the fill station is not being subsidized by other paying municipal water users.

**Fill-up Time Improvement**

In a recent email dated November 6, 2015, the Steelhead Community Association raised the concern of having excessively long fill-up times at the Mill Pond station due to the existing ¾ inch spigot and have enquired about the possibility of upsizing it. Users of the stations have also raised concerns about long line-ups forming at both the Mill Pond and the Mission water fill stations during the dry months. The proposed unit will be equipped with a 2 inch outlet which will allow for much faster fill-up times; reducing wait times and line-ups. If deemed necessary, the unit can also be custom made to fit a second ¾ inch outlet for filling bottles or smaller containers.

It is standard practice for neighboring municipalities to require users to have the proper fitting (i.e. 2 inch female cam-lock) and enough hose attached to reach their tank in order to use the bulk water fill station. Fittings and supplies are easily available at any plumbing supply store.

**Durability**

The proposed new unit will have a very durable and robust design, and will require very low maintenance; however, occasional inspections by District staff are recommended. All the components are industrial rated and are designed to handle harsh conditions. Similar units installed over 10 to almost 20 years ago are still operational, only requiring the odd panel controller replacement. A 20 year life cycle for this equipment shall be easily achievable with the occasional maintenance. The meter within the station shall also be tested annually for accuracy.

**FINANCIAL IMPLICATIONS:**

Replacing the existing stand pipe at Mill Pond with a secured bulk water fill unit will result in a total one time cost of $54,000. The cost of replacement should be added to the Capital Budget based on an approximate 20 year life cycle. Staff recommend funding this from the Water Capital Reserve Fund, which currently has an uncommitted balance of approximately $9.9 million.

A $30 initial set up fee will be charged to users in order to cover administrative costs. Fob keys will be available to be purchased at an approximate additional cost of $15.

District staff estimate that an additional $1,500 per year of operations budget will cover the required maintenance, testing, and monitoring costs associated with the proposed new unit. However, it is noted that given that this technology is entirely new to the District; the actual yearly operating/maintenance cost is still to be determined. It is recommended that the 2016 water utility operating budget be amended in order to incorporate the estimated $1,500 required for the above mentioned ongoing operating/maintenance costs, and that staff monitor the actual costs for future budget consideration.

**COMMUNICATION:**

Should Council approve the replacement of the water stand pipe, a public information session will be held in the spring to assist current and potential users through the transition from the existing stand pipe to the new and secured station. Signs would also be displayed at the Mill Pond station in the weeks prior to the replacement, informing Mission residents of the new unit to be installed and the new required permitting process in order to access the future station.
SIGN-OFFS:

Robinson Puche, Engineering Technologist - Design

Reviewed by:
Kris Boland, Manager of Finance

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

Comment from Chief Administrative Officer:
Reviewed.
Water Stand Pipe at Mill Pond
Typical Bulk Water Fill Stations
Frequently Asked Questions (FAQ)

1. Why did the District of Mission upgrade the water fill station at Mill Pond and require the users to register with the District?
   There was no control over who uses the water fill station at Mill Pond, including non-residents and commercial haulers. This system guarantees that only Mission residents will be using this service.

2. How do I operate the station?
   Users must acquire a permit first at the Municipal Hall. The applicants are required to pay a fee in the amount of $45 (applicable taxes included) to receive a key FOB. This FOB will be used to monitor users’ water withdrawal transactions. The District will buy back the FOB at any time for $25 upon returning the FOB that is in good and working condition.
   Residential water supply permit form is provided at the end of FAQs.

3. Where can I get a key FOB?
   Key FOBs are available at the District of Mission Municipal Hall at 8645 Stave Lake Street, lower floor.

4. What does it cost if I lose my key FOB or damage it?
   The lost key FOB will be deactivated to prevent unauthorized users to withdraw water at the Mill Pond water fill station.
   You will need to apply for a new water permit and a replacement fee of $15 will be charged.

5. Why do I have to sign a permit?
   The District would like to control who has access to the water fill station and to have a record of its usage.

6. Are the Bulk Water Fill Stations being shared by residential users?
   No, the filling station at Mill Pond is for residential users only who are not connected to the water system.

7. How much does water cost at the Mill Pond fill station for a residential user?
   Residential users are not charged for water at the present time. Any future changes will be based on Council decisions and direction.

8. How about the water fill station at Mission Way?
   This fill station has not been upgraded at this time and no registration is required for using the station. Any future changes to how this station operates will be based on Council decisions and direction.
9. What happens during a power outage?
   The station is not currently equipped with a power generator and hence will not operate during a power outage. Any future changes to make the station operational during a power outage will be based on Council decisions and direction.

10. Where can I view the Fraser Health Authority document entitled "Guideline for Bulk Water Hauling?"
    The Fraser Health Authority document will be available on the District website at www.mission.ca.

11. Why is there a 4,000 litre limit on residential user permits?
    Residential users are not being charged for the water and the municipality does not want residential users collecting water for commercial users.

12. What type of fitting will I need and where can I get one?
    A 51 mm (2 inch) female cam-lock will be needed. Fittings are available or can be ordered by any plumbing supply store.

13. What unit of measurement do I enter at the key pad when I order water?
    When ordering water, enter the amount you require in litres.
## SAMPLE

### Water Fill Permit Application

<table>
<thead>
<tr>
<th>Date:</th>
<th>Permit Number:</th>
</tr>
</thead>
</table>

### SECTION A – GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Roll Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Civic Address of Applicant:</th>
</tr>
</thead>
</table>

**Are you the Owner of the Property (please circle):** Yes  No

<table>
<thead>
<tr>
<th>Print Name of Owner:</th>
</tr>
</thead>
</table>

**Contact Person:**

<table>
<thead>
<tr>
<th>Day time Telephone Number:</th>
</tr>
</thead>
</table>

**Reason for Use:**

---

**Permission is hereby granted to the applicant for use of Residential Water Supply**

**Key FOB Number:**

---

### SECTION B – TERMS OF BULK WATER FILL STATION WATER SUPPLY PERMIT

I understand and agree that I am fully responsible for the safe and proper use of the Bulk Water Fill Station, and that I am expected to read and comply with the operating instructions and directions provided at the Bulk Water Fill Station. I understand the key fob supplied for use is the property of the District of Mission (the District).

I further agree that any and all water taken from the Bulk Water Fill Station is for personal use and will not be offered for sale or transported to properties other than the address assigned to the permit. I agree to use a properly disinfected tank (as set out by the Fraser Health Authority in their document Guideline for Bulk Water Hauling that is available on the District’s website), to transport any and all potable water obtained at the District Bulk Water Fill Station. The maximum quantity of water to be drawn from the Bulk Water Fill Station at any one time shall be four thousand liters (4,000 L).

I further agree to release, indemnify and save harmless the District against any and all claims, actions, costs, expenses, losses and liabilities of whatsoever kind and by whomsoever brought against the District arising out of or in any way due or relating to the granting to me of this Bulk Water Fill Station Permit, or my compliance or non-compliance with the terms of this permit.

---

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Permit Issued By:**

<table>
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<tr>
<th>Date:</th>
</tr>
</thead>
</table>

**Staff signature**

- [ ] Applicant not connected to municipal water system

**Distribution:** [ ] Original to File  [ ] Finance  [ ] Applicant
REQUEST TO APPEAR AS A DELEGATION

Date: May 25, 2016

To: Deputy Corporate Officer

I hereby request permission to appear as a delegation before District of Mission Mayor and Council with reference to the following topic: (attach additional pages and supporting material as required)

The members of Mission Association for Seniors Housing (MASH), the Mission Association for Community Living (MACL), and the Mission Community Services Society (MCSS) would like to raise some current urgent housing issues that we would like Council to consider as part of policy development, development permit applications, and OCP planning.

Preferred meeting date for delegation: July 4, 2016

Alternative meeting date for delegation: 

Please refer to the Council Meeting Schedule on the District’s website for dates of Council Meetings

___________________________
Judith Ray
Name(s) of presenter(s)

___________________________
on behalf of the group
Name of group/organization (if applicable)

Are you requesting any financial or in-kind assistance from Council? □ Yes □ No
If yes, provide details of requested assistance (including financial amounts, if applicable):

___________________________

Have you spoken with District staff about this request? □ Yes □ No

If yes, what was the result? (Did as part of Affordable Housing Task Force)

The deadline for submission of the request, including any presentation or supporting material, is 4:30 p.m. on the Monday preceding the date of the meeting. Once the delegation request has been approved, presenter(s) will be allotted a maximum of 10 minutes to present at the agreed upon meeting. Presenter(s) are limited to discussing only the above topic during the delegation.

All or a portion of this meeting may be audio/video recorded, live-streamed and archived on the District of Mission website. Council is unable to hear issues addressing a concern after a public hearing has been held, or if the issue is outside the jurisdiction of the legal authority of the District. The District of Mission reserves the right to refuse any delegation request.

Information provided on this form will be published and made available for public viewing. Please submit a separate document with your contact information.
REQUEST TO APPEAR AS A DELEGATION

Date: _______ June 28, 2016
To: Deputy Corporate Officer

I hereby request permission to appear as a delegation before District of Mission Mayor and Council with reference to the following topic: (attach additional pages and supporting material as required)

Mission Association for Community Living’s 2016 Municipally Funded Grant

Preferred meeting date for delegation: ___________ July 4, 2016 ___________

Alternative meeting date for delegation: ___________ August 15, 2016 ___________

Please refer to the Council Meeting Schedule on the District’s website for dates of Council Meetings

Dawn Hein, Executive Director Mission Association for Community Living
Name(s) of presenter(s) Name of group/organization (if applicable)

Are you requesting any financial or in-kind assistance from Council? X Yes □ No
If yes, provide details of requested assistance (including financial amounts, if applicable):

Request to have the 2016 Municipally Funded Grant applied to an expanded Diwali as opposed to Illuminaria Lantern Festival; we will be partnering with Mission Community Services to expand Diwali to in celebrating not only multiculturalism, but also diverse ability and community inclusion for children and adults with intellectual disabilities.

Have you spoken with District staff about this request? X Yes □ No
If yes, what was the result? District staff directed to pursue request via delegation to council

The deadline for submission of the request, including any presentation or supporting material, is 4:30 p.m. on the Monday preceding the date of the meeting. Once the delegation request has been approved, presenter(s) will be allotted a maximum of 10 minutes to present at the agreed upon meeting. Presenter(s) are limited to discussing only the above topic during the delegation.

All or a portion of this meeting may be audio/video recorded, live-streamed and archived on the District of Mission website. Council is unable to hear issues addressing a concern after a public hearing has been held, or if the issue is outside the jurisdiction of the legal authority of the District. The District of Mission reserves the right to refuse any delegation request.

Information provided on this form will be published and made available for public viewing. Please submit a separate document with your contact information.
REQUEST TO APPEAR AS A DELEGATION

Date: June 28, 2016

To: Deputy Corporate Officer

I hereby request permission to appear as a delegation before District of Mission Mayor and Council with reference to the following topic: (attach additional pages and supporting material as required)

The BC Wildlife Federation is seeking council's support to restore a portion of wetland habitat at Silverdale Wetlands between August 29th to September 2nd 2016. The works would include re-contouring portions of reed canary grass field into shallow water wetlands. We currently have support in principal of Fraser Valley Watershed Coalition, Ducks Unlimited, Stave Valley Salmonid Enhancement Society and staff of District of Mission. The works would coincide with a wetland restoration training workshop with a restoration expert.

Preferred meeting date for delegation: July 4, 2016

Alternative meeting date for delegation: ____________________________

Please refer to the Council Meeting Schedule on the District’s website for dates of Council Meetings

Name(s) of presenter(s) ____________________________

Name of group/organization (if applicable) ____________________________

Are you requesting any financial or in-kind assistance from Council? ☐ Yes ☐ No

If yes, provide details of requested assistance (including financial amounts, if applicable):

No financial assistance requested, but request to have inkind support from District of Mission.

Have you spoken with District staff about this request? ☐ Yes ☐ No

If yes, what was the result? We have support in principal, and were recommended to provide a presentation to council. A draft agreement was prepared between BCWF and District of Mission.

The deadline for submission of the request, including any presentation or supporting material, is 4:30 p.m. on the Monday preceding the date of the meeting. Once the delegation request has been approved, presenter(s) will be allotted a maximum of 10 minutes to present at the agreed upon meeting. Presenter(s) are limited to discussing only the above topic during the delegation.

All or a portion of this meeting may be audio/video recorded, live-streamed and archived on the District of Mission website. Council is unable to hear issues addressing a concern after a public hearing has been held, or if the issue is outside the jurisdiction of the legal authority of the District. The District of Mission reserves the right to refuse any delegation request.

Information provided on this form will be published and made available for public viewing. Please submit a separate document with your contact information.
The Minutes of the Mission Community Wellness Committee meeting held in the Conference Room at the Mission Municipal Hall (8645 Stave Lake Street), on May 10, 2016 at 4:00 p.m.

Members Present: Michele Chapman-Sheaves, School Champions
Paul Horn, Riverside College (arrived at 4:25 pm)
Elizabeth Thomas, Community Member
Judith Ray, Seniors’ Housing / Community Member

Members Absent: N/A

Others Present: Shona Brown, Mission Division of Family Practice
Cynthia Coyle, Executive Director, Fraser House Society Mission
Debi Decker, Administrative Assistant, District of Mission
Deborah Gardner, Women’s Resource Society
Sanjay Gulati, Executive Director, Mission Community Services Society
Kirsten Hargreaves, Manager of Social Development, District of Mission
Robert Jeffery, Centennial Place
Andrew Larder, Fraser Health Authority
Carrie Prentice, Hope Central
Maureen Sinclair, Director of Parks, Recreation & Culture, District of Mission
Anne Todd, Fraser Health Authority
Laura Wilson, Early Childhood Development Committee

Others Absent: Grace Cunningham, Mission Friendship Centre Society
Marilyn Collins, Community Engagement Worker, Xyolhemeylh/Fraser Valley Aboriginal Children and Family Services Society
Jamie Hayes, Mission Downtown Business Association
Bob Ingram, Acting Committee Chair, Mission Seniors’ Centre Association
Courtney Novotny, Mission Library
Paula Young, Fraser Health Authority

1. CALL TO ORDER at 4:07 p.m.
   K. Hargreaves assumed the Chair as B. Ingram was unable to attend.
2. **ADOPTION OF AGENDA**

Moved by Sanjay Gulati, and

RECOMMENDED:

1. That the following item be added to the agenda:
   
   Item 4(d) Food Hub – S. Gulati & C. Prentice.

2. That the agenda for the Mission Community Wellness Committee meeting held on May 10, 2016 be adopted as amended.

CARRIED

3. **MEETING MINUTES FOR APPROVAL**

Moved by Maureen Sinclair, and

RECOMMENDED: That the minutes for the March 8, 2016 meeting of the Mission Community Wellness Committee be approved.

CARRIED

4. **FOLLOW UPS AND UPDATES**

   a) **Volunteer Centre Update – S. Gulati**

   A Volunteer Centre is a central office that recruits volunteers and then matches them up with societies in need of their help.

   A working group has been formed and seed funding acquired from the provincial government totalling $25,000 for a volunteer hub. The working group has met with potential coordinators and will be splitting the business plan into phases, with Phase I taking between 8-10 months to complete.

   Phase I includes creating a virtual hub so potential volunteers can login and register. Societies will post for the volunteers required, and the hub will then match the registered volunteers to these societies. The hub will look after the records; with the coordinator collecting police information checks while the societies will look after the training of the volunteers. It was noted that one volunteer could be “sourced” out to more than one society.

   The working group will provide updates on a continuing basis, and are asking for community support and participation from the various agencies. Fundraising will start in September once the deliverables have been identified.

   A coordinator would be hired, and possibly office space required (hopefully provided from a member agency), however everything would be done virtually, cloud based. As there will be a cost for the coordinator and the virtual hub, it is hoped that some agencies will pay annual membership fees to cover these costs.
b) Community Cares Continuation – Paul Horn

P. Horn reminded the Committee that the Community Cares program is an online mental health response training course. It is comprised of two classroom sessions, eight hours long and an online version; however it is not necessary to take all of the components of the program. Students can take only those components that are relevant to their requirements.

A number of agencies have used aspects of this program, along with first responders and firefighters. This program first came out in 2013 and is scheduled to be reviewed and updated where necessary in 2017.

The program is currently funded until the end of September 2016. A full year of funding would be $6,000 or $500 per month. If anyone is aware of any funding opportunities, please contact P. Horn with this information. Tax receipts are available if required.

c) Youth Fest Event/Drug Forum/CopeCakes Group/Sport for Life Workshop Updates – Kirsten Hargreaves

The Youth Fest event focus was a well-received skateboard/bike competition which included a pro-skater in attendance. The new skateboard park will be the focus of next year’s event. Although Youth Fest is a week-long event, the District of Mission has typically held a one day event. Youth Fest 2017 will aim to hold a different event for each day of Youth Week with different areas highlighted each day, (art, sport, etc. with the last day the skate competition). There were many ideas and suggestions at the planning meetings.

A drug forum was held on April 14th with approximately 110 registrants from all walks of life. The morning session was held for service providers while Fraser Health provided a keynote speaker during lunch. Although the feedback forms have not been reviewed and the planning team has not yet been debriefed, it appears the event went well and was very well received.

CopeCakes Group – Jordyn Mooney, who attended the previous MCWC meeting to present her idea of a youth group which meets to bake cupcakes to help cope with anxiety. The Leisure Centre has offered Jordyn free space for this youth group. The group is for youths ages 9 – 15 years who will spend time baking and eating cupcakes. A qualified councillor will also be there to talk to the youths and offer support.

Sport for Life – RBC – Play boxes are popping up at parks in other municipalities to help get families involved and active. A locked box is filled with age appropriate supplies that families can use while at the park, and then leave in the box for the next group. This is a great way to promote an active lifestyle that is nonjudgmental and doesn’t affect a person’s socio-economic status.

d) Food Hub – Carrie Prentice

Carrie Prentice was invited by Paul Horn to attend this meeting to inform the group of a project that she is working on with Hope Central.
Carrie spoke about the building on 1st Avenue which was purchased by a foundation. Various spaces will be rented out and utilized for different purposes. This initiative is expected to be up and running by Thanksgiving.

The Penny Coffee House will focus on families and youth. An internet station, plug-ins and adapters will available. Home baking (healthy options) and coffee will be sold, with the profits dispersed to a different organization each month.

Copper Place will be located downstairs from the Penny Coffee House which will be a community space that welcomes Mission citizens from every walk of life with an aim to be inclusive. Uses could include cooking lessons with a hot plate or microwave. A commercial kitchen will be installed in this space.

A safe and nonjudgmental gathering place, that could include a Rotary Medical clinic or mobile nurse, is planned to help fulfil the community’s wants and needs. Sustainable funding sources for this initiative will be sought. It was noted that there was discussion at the MFAN Strategic Planning Meeting, on how a food hub could also fit within this new space.

Following a discussion on the value of having Carrie Prentice involved with this committee, it was:

Moved by Paul Horn, and

RECOMMENDED: That the request to add a representative from Hope Central to the Mission Community Wellness Committee be forwarded to the District of Mission Council for consideration.

CARRIED

5. PRESENTATIONS

a) Spring Connect Event Survey Results Update – Anne Todd

A PowerPoint presentation was given by A. Todd regarding the Connect Event survey results thanks to the Riverside College students who completed the surveys.

A request was made that, if surveys are to be completed at the next Connect Event, could “transgender” be added as an option.

The following comments were noted:

- The feasibility of having students with iPads completing the surveys online and also having comparable surveys at different events, (i.e. Connect Event, Stone Soup dinners, etc.). It was noted that data could be analyzed with base lines being formed and if surveys are digital they could be used during outreach programs;
- The types of questions asked on the survey. It is important to ask the user groups, “what do you want us to know about you?” Surveyors need to build a rapport with the user groups to get ‘their’ stories;
- Whether different surveys for vulnerable versus non-vulnerable persons are needed, and if it would be beneficial to have different (but similar) surveys for teens, women and seniors. How to ensure the surveys reflect the opinions of the broader community;
• Hold the event on a Pro-D Day to help increase participation;
• Ask participants what they would like to see at a Connect Event;
• How the event can be made more user friendly;
• How to ‘draw-in’ people who don’t want to be ‘drawn in’; and
• To contact Kirsten Hargreaves for those who would like to be part of the planning committee for the October Connect Event.

b) Play Boxes – Kirsten Hargreaves

Kirsten Hargreaves has applied for a grant with BC Healthy Communities for $5000 to begin implementing the play boxes in three Mission parks. Following this, a request will get forwarded to Mission Council for support to purchase the boxes, which cost approximately $1,500 per box. A discussion to identify which parks should receive the first of the boxes has taken place with the Child and Youth Committee.

Although there is no defined age group for the box’s supplies, they are usually used for ages 12 and under. Badminton rackets, bouncy balls, etc. would be an example of items inside a play box. The Leisure Centre would have the lock’s code, and participants would have to fill out a brief questionnaire to determine who is accessing the play boxes and what types of equipment/supplies should be included.

Eventually we would like to see play boxes being donated or partnered by/with different businesses, agencies, families, etc. and placed in most parks.

c) Stone Soup – Next Steps – Paul Horn

P. Horn indicated that exciting things are happening with the Stone Soup initiative and that the monthly dinners are being sponsored by different groups and organizations between May and December. He noted a good cross section of attendees are coming out, and the food is very good.

The UFV Graphic department is going to participate in raising awareness in homelessness with some posters, but display space is needed.

The following comments were noted:
• Update to be provided to Council on all the things the Stone Soup Committee is doing June 20, 2016;
• Fundraisers for the Stone Soup initiative: a flash fundraiser and at Martin’s Restaurant;
• December Stone Soup dinner to be more than just a meal, to be made more special, or held in January when depression sets in for many people;
• The need for a paid Stone Soup coordinator or administrator to take charge and find resources, do the leg work, navigate – a formalized ask will go forward as part of the 2017 budget;
• The downtown security guards were not seen positively by social service agencies, part of this work could include a new model for a “downtown ambassador”;

• A dental chair could be installed somewhere or have a mobile dentist unit, look for partners such as Rotary, or provide subsidies for existing dentist offices;

• A Community kitchen where people can take away their dinners, have access to a fridge, oven and/or microwave;

• Having people learn to be more effective tenants and facilitating landlord development;

• Providing developers an incentive to build affordable housing;

• Secondary dwelling unit challenges; and

• Community Services is partnering with the Star Fish Program in Mission, which is food for children, similar to Blessings in a Backpack program by Rotary.

6. ADJOURNMENT

Moved by Kirsten Hargreaves, and

RECOMMENDED: That the meeting be adjourned.

CARRIED

The meeting adjourned at 5:50 p.m.

The July 12, 2016 meeting will be cancelled due to vacation schedules. A June 30, 2016 workshop will take its place. Kirsten Hargreaves will send out details regarding the time and location of this workshop.
DISTRICT OF MISSION  

BYLAW 5581-2016-5050(209)  

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

WHEREAS, under the provisions 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 5581-2016-5050(209)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 7991 Willow Street and legally described as:
      Parcel Identifier: 002-085-453
      Lot 345 Section 21 Township 17 New Westminster District Plan 41148
      from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2016
READ A SECOND TIME this __ day of ___, 2016
PUBLIC HEARING held this __ day of ___, 2016
READ A THIRD TIME this __ day of ___, 2016
ADOPTED this __ day of ___, 2016

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5582-2016-3612(16)

A Bylaw to amend "District of Mission Land Use Application Procedures and Fees Bylaw 3612-2003"

WHEREAS the Council of the District of Mission did, on the 5th day of August, 2003, enact a bylaw cited as "District of Mission Land Use Application Procedures and Fees Bylaw 3612-2003";

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Land Use Application Procedures and Fees Amending Bylaw 5582-2016-3612(16)".

2. "District of Mission Land Use Application Procedures and Fees Bylaw 3612-2003", as amended, is hereby further amended by:
   a) deleting from Schedule “A” the following three lines:

<table>
<thead>
<tr>
<th>Agricultural Land Reserve Application fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Non-refundable portion</td>
<td>$300.00</td>
</tr>
<tr>
<td>- Portion forwarded to the Province, or refunded to Registered Owner if application is not supported by council</td>
<td>-$300.00</td>
</tr>
</tbody>
</table>

   and replacing it with the following line:

   | Agricultural Land Commission Application ($1200 remitted to ALC, $300 retained by municipality) | $1500 |

READ A FIRST TIME this XX day of XXX, 2016

READ A SECOND TIME this XX day of XXX, 2016

READ A THIRD TIME this XX day of XXX, 2016

ADOPTED this XX day of XXX, 2016

RANDY HAWES, MAYOR       MIKE YOUNIE, CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5580-2016-2197(26)

A Bylaw to amend "District of Mission Water Rates Bylaw 2197-1990"


AND WHEREAS, the Council of the District of Mission deems it advisable to amend “District of Mission Water Rates Bylaw 2197-1990”;

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 Water Rates Amending Bylaw 5580-2016-2197(26)".

2. "District of Mission Water Rates Bylaw 2197-1990", as amended, is hereby further amended by:
   (a) deleting Schedule “B” in its entirety; and
   (b) replacing it with the Schedule “B” attached to and forming part of this Bylaw.

READ A FIRST TIME this XX day of XXX, 2016

READ A SECOND TIME this XX day of XXX, 2016

READ A THIRD TIME this XX day of XXX, 2016

ADOPTED this XX day of XXX, 2016

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
SCHEDULE “B”

<table>
<thead>
<tr>
<th></th>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Fee Effective July 1, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water Fill Station Key FOBS Mill Pond (FOBs for Mission Residences only who are not connected to the water system)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Key FOB – each</td>
<td>Included</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td>(b) Key FOB replacement – each</td>
<td>Included</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td>(c) Key FOB Returned – The District will buy back the FOB provided it is in working condition and is not damaged</td>
<td>Included</td>
<td>($25.00)</td>
</tr>
<tr>
<td>2</td>
<td>Deposit for testing a meter as set out in Section 9.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) 15 mm water line to 50 mm water line</td>
<td>Included</td>
<td>$270.58</td>
</tr>
<tr>
<td></td>
<td>(b) 200 mm water line</td>
<td>Included</td>
<td>$1,050.80</td>
</tr>
<tr>
<td>3</td>
<td>For an inaccessible meter as set out in Section 9.1 (per month fee)</td>
<td>Included</td>
<td>$28.64</td>
</tr>
</tbody>
</table>
DISTRICT OF MISSION

BYLAW 5406-2014

A Bylaw to name a street within the District of Mission

WHEREAS the Council of the District of Mission, pursuant to the provisions of Section 39 of the Community Charter, may assign the name of any highway;

AND WHEREAS the Council of the District of Mission deems it advisable to name certain streets within the Municipality;

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 Street Naming (Caselton Terrace) Bylaw 5406-2014".

2. A new road running east-west over a portion of the following properties:

   9321 Barr Street
   Parcel Identifier: 016-145-291
   Lot 1, Section 33, Township 17, New Westminster District Plan 85896

   9343 Barr Street
   Parcel Identifier: 016-145-313
   Lot 2, Section 33, Township 17, New Westminster District Plan 85896

   33237 Dewdney Trunk Road
   Parcel Identifier: 002-017-512
   Lot 21 Except: Part Subdivided by plan 66978: Section 33 Township 17, New Westminster District Plan 3344

   33293 Dewdney Trunk Road
   Parcel Identifier: 010-995-862
   Lot 20 Section 33, Township 17 New Westminster District Plan 3344

   as shown on Schedule “A” attached to and forming part of this Bylaw, shall be named Caselton Terrace.

READ A FIRST TIME this 6th day of January, 2014

READ A SECOND TIME this 6th day of January, 2014

READ A THIRD TIME this 6th day of January, 2014

ADOPTED this

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
SCHEDULE "A"

District of Mission Street Naming
Bylaw 5406-2014
DISTRICT OF MISSION

BYLAW 5402-2013-5050(125)

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 5402-2013-5050(125)".

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

   a) rezoning portions of the following properties:

      9321 Barr Street
      Parcel Identifier: 016-145-291
      Lot 1, Section 33, Township 17, New Westminster District Plan 85896

      9343 Barr Street
      Parcel Identifier: 016-145-313
      Lot 2, Section 33, Township 17, New Westminster District Plan 85896

      33237 Dewdney Trunk Road
      Parcel Identifier: 002-017-512
      Lot 21 Except: Part Subdivided by plan 66978: Section 33 Township 17, New Westminster District Plan 3344

      33293 Dewdney Trunk Road
      Parcel Identifier: 010-995-862
      Lot 20 Section 33, Township 17 New Westminster District Plan 3344

         (i) from Rural 16 Zone (RU16) to Rural Residential 7 Zone (RR7) labelled as Area “A” comprising 5.36 hectares (13.24 acres) as shown on Schedule 1 attached to and forming part of this Bylaw;

         (ii) from Rural 16 Zone (RU16) to Suburban 36 Zone (S36) labelled as Area “B” comprising 1441.9 sq. metres (15,521.5 sq. feet) as shown on Schedule 1 attached to and forming part of this Bylaw;
(iii) from a Suburban 36 Zone (S36) to Rural Residential 7 Zone (RR7) labelled as **Area “C”** comprising 0.495 hectares (1.22 acres) as shown on Schedule 1 attached to and forming part of this Bylaw; and

b) amending the zoning maps accordingly.

READ A FIRST TIME this 16th day of December, 2013

READ A SECOND TIME this 16th day of December, 2013

PUBLIC HEARING held this 6th day of January, 2014

READ A THIRD TIME this 7th day of April, 2014

ADOPTED this

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
SCHEDULE 1

Area A: Rezone from Rural 16 to Rural Residential 7

Area B: Rezone from Rural 16 to Suburban 36

Area C: Rezone from Suburban 36 to Rural 7

Dedicated unconstructed road
PUBLIC HEARING

Zoning Amending Bylaw 5402-2013-5050(125) - a bylaw to rezone properties at 33293 & 33237 Dewdney Trunk Road and 9343 & 9321 Barr Street from Rural 16 Zone (RU16) Suburban 36 Zone (S36) to Rural Residential 7 Zone (RR7) and Suburban 36 Zone (S36)

Development Variance Permit Application DV13-017

The purpose of the proposed zoning bylaw amendment is to rezone certain portions of the following properties:

- 9321 Barr Street
  Parcel Identifier: 016-145-291
  Lot 1, Section 33, Township 17, New Westminster District Plan 85896

- 9343 Barr Street
  Parcel Identifier: 016-145-313
  Lot 2, Section 33, Township 17, New Westminster District Plan 85896

- 33237 Dewdney Trunk Road
  Parcel Identifier: 002-017-512
  Lot 21 Except : Part Subdivided by plan 66978: Section 33 Township 17, New Westminster District Plan 3344

- 33293 Dewdney Trunk Road
  Parcel Identifier: 010-995-862
  Lot 20 Section 33, Township 17 New Westminster District Plan 3344

from Rural 16 Zone (RU16) and Suburban 36 Zone (S36), to Rural Residential 7 Zone (RR7) and Suburban 36 Zone (S36) to create ten (10) bare land strata lots and with two (2) remainder, fee simple lots under the existing Suburban 36 (S36) zone.

Marcy Bond, Planner, showed a PowerPoint presentation that provided the following information:

1. purpose and outline of the proposal;
2. subject property map and site photos;
3. surrounding area designation;
4. environmentally sensitive areas and servicing requirements;
5. Development Permit Application details;
6. development requirements; and
7. land use question.

The Acting Manager of Corporate Administration stated that no correspondence pertaining to the subject application had been received.

Danny Plecas, Mission, expressed concern about the private water line, its possible impact on any future water metering system, and where any District responsibility for that line would lie. Mr. Plecas also expressed concern about the request for a development variance permit and whether future developers would have to develop Dewdney Trunk Road to a higher standard.
The Planner responded that the water line would be metered at the property line, just like all the other strata developments, and the owners would have full responsibility for the portion of the line that is on private property. She further stated that this proposal is not seeking to create any new lots fronting Dewdney Trunk Road, so if and when those lots are developed into small urban lots the developer will complete the required upgrades at that time.

Chris Chartier, Mission, expressed concern about the construction of a road next to his property line, and asked what kind of safety, security and privacy measures would be put in place.

The Planner stated that District staff and the developer will work with the neighbouring property owners to work out any concerns.

Jeanette Smith, Mission, asked why there hadn’t been a new notification sign on the property, considering the existing one has been there for many years.

The Planner responded that the applicant had originally put up the sign in 2008 as per the requirements at that time. The application has taken this much time to come forward because of working the lot layout around the environmentally sensitive area. The sign was amended to include the new Public Hearing date, and notification letters had been sent out as per the legislative requirements.

Ed Copson, Mission, stated he did not receive his notification letter until today, even though the letter is dated December 24, 2013.

Danny Plecas, Mission, expressed concern about the size of the lots and the timing of the development, and stated he does not support the application.

Peter Bulla, Mission, asked questions about what would be happening with the future road dedication, and why the District did not offer to purchase land for road dedications from one of the other property owners.

The Mayor responded that staff would investigate the matter and respond to his questions.

In response to questions from Council regarding how to repair a water line in an environmentally sensitive area, Slade Dyer, the applicant, stated that there would be a covenant in favour of the District registered on the property that would provide specific parameters for access and maintenance of the water line. He further stated that if there was a need for repair, the water would be shut off, the repairs completed, and immediate mitigation of any damage that might have been done to the environmentally sensitive area.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5402-2013-5050(125) (R13-002 – Slade Dyer & Associates Inc.), closed.
DATE: December 16, 2013
TO: MAYOR AND COUNCIL
FROM: Marcy Bond, Planner
SUBJECT: To create ten (10) bare land strata lots under the Rural Residential 7 (RR 7) zone and two (2) remainder fee simple lots under the Suburban 36 (S36) zone.
CIVIC ADDRESS: 33293 and 33237 Dewdney Trunk Road and 9343 and 9321 Barr Street
APPLICANT: Slade Dyer & Associates Inc.
OCP: The bare land strata portion of this application is in conformance with the current OCP designation: Rural Residential.
DATE APPLICATION COMPLETE: October 30, 2013
ATTACHMENTS:
Appendix 1 - Information for Corporate Officer
Appendix 2 - Plan of Reference
Appendix 3 - Draft Plan of Subdivision
Appendix 4 - Official Community Plan
Appendix 5 - Zoning
Appendix 6 - Environmentally Sensitive Areas
Appendix 7 - Applicant’s Rationale for Development Variance Permit
Appendix 8 - Engineering Comments
Appendix 9 - Fire Department Comments
Appendix 10 - Parks, Recreation and Culture Department Comments
LOCATION:
LAND USE RECOMMENDATIONS:

Council Consider and Resolve:

1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning a portion of the properties located at 33237 and 33293 Dewdney Trunk Road from:
   
   i) Rural 16 (RU16) zone to Rural Residential 7 (RR7) zone labelled as Area “A” comprising 5.36 hectares (13.24 acres) as shown on Appendix 2 in the report from the Planner dated December 16, 2013.
   
   ii) Rural 16 (RU16) zone to Suburban 36 (S36) zone labelled as Area “B” comprising 1441.9 sq. metres (15,521.5 sq. feet) as shown on Appendix 2 in the report from the Planner dated December 16, 2013.
   
   iii) Suburban 36 (S36) zone to Rural Residential 7 (RR7) zone labelled as Area “C” comprising 0.495 hectares (1.22 acres) as shown on Appendix 2 in the report from the Planner dated December 16, 2013.

2. That the bylaw be considered for 1st and 2nd readings at the Regular Council meeting on December 16, 2013;

3. That following these readings the bylaw be forwarded to Public Hearing on January 6, 2014.

COUNCIL POLICY RECOMMENDATIONS:

Council Consider and Resolve:

7. That in accordance with Council Policy LAN. 32, the Tree Retention and Replanting plan to plant two trees per lot be approved and listed as a requirement of approval for Subdivision. (Subdivision File S13-002)

8. That in accordance with Section 941 of the Local Government Act and Council Policy LAN. 26, parkland dedication of five per cent is applied as cash-in-lieu to subdivision file S08-005.

9. That in accordance with Section 39 of the Community Charter and Council Policy STR. 38, a bylaw be prepared to provide names for one new road shown on Appendix 3, as per the report from the Planner dated December 16, 2013, as follows:

   a. Road running east west as Caselton Terrace.
DEVELOPMENT VARIANCE PERMIT RECOMMENDATION:

Council consider and resolve:

10. That Development Variance Permit Application DV13-017 to waive the requirements of Subdivision Control Bylaw 1500-1986:
   i) SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of asphalt, piped storm, Municipal water system, curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the extension of Larkspur Avenue;
   ii) SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the portion of Dewdney Trunk Road adjacent to the site

be forwarded to public input meeting on January 6, 2014.

REQUIREMENT PRIOR TO FINAL READING:

11. That the Final Reading of the amending bylaw be held until the following has been satisfied:
   a. The community amenity contribution in the amount of $2,815 per newly created lot is received.
EXECUTIVE SUMMARY

The development site includes four parent properties comprising 9.2 hectares of which 4.73 hectares (11.68 acres) or 51% of the area is Environmentally Sensitive Area. The proposal is to rezone a portion of the properties from Rural 16 (RU16) zone to Rural Residential 7 (RR7) zone to create ten (10) bare land strata lots and two (2) remainder, fee simple lots under the existing Suburban 36 (S36) zone.

The bare land strata development is consistent with the Rural Residential designation in the Official Community Plan. The two (2) fee simple lots are designated Urban Residential in the Cedar Valley Comprehensive Development Plan and have been configured to allow for Urban Residential development when the area is supplied with full urban services and ready for higher density development.

The rationale for the bare land strata development is as follows:

1) It will be connected to a private water system connected to the municipal water system;
2) The development affords a greater opportunity to protect the Environmentally Sensitive Area;
3) There is greater flexibility for road standards within a bare land strata development which has allowed for a narrower road outside of the ESA.

The applicant is requesting to waive two requirements of the Subdivision Control Bylaw, both of which are supportable. The first is to waive the requirement to construct the extension of Larkspur Avenue. This request is supportable as any extension of this road would be through an ESA. The second request is to waive the requirement to construct Dewdney Trunk Road to an urban road standard. This is supportable for the following reasons:

1) No new lots fronting Dewdney Trunk Road are being created;
2) The two remainder lots have been designed to facilitate the development of urban sized lots in the future;
3) The road construction requirements when the application was originally submitted were to the suburban standard.

SITE CHARACTERISTICS

The development site comprises four properties; 33237 and 33293 Dewdney Trunk Road and 9321 and 9343 Barr Street totalling 9.2 hectares (22.73 acres) shown on Map 1. The development site contains a watercourse with a significant Environmentally Sensitive Area (ESA). The topography is generally flat with some steeper portions close to the northern property lines and a ravine close to Dewdney Trunk Road. The applicant and Qualified Environmental Professional (QEP) have designed a lot layout with building envelopes outside of the ESA.

PROPOSAL

The application is to create ten (10) bare land strata lots and two (2) remainder fee simple lots. The bare land strata development is proposed to be developed under the Rural Residential 7 (RR7) zone, while the two remainder fee simple lots are proposed to retain their Suburban 36
(S36) zoning. The draft plan of subdivision is attached as Appendix 3. The two fee simple remainder lots have future development potential based on the Urban Residential designation of Phase IV of the Cedar Valley Comprehensive Development Plan and the Official Community Plan designation.

OFFICIAL COMMUNITY PLAN - Compliance

The development site includes three Official Community Plan Designations; Rural Residential, Environmentally Sensitive Area and Urban Residential. The Official Community Plan map is attached as Appendix 4.

The proposed ten (10) lot bare land strata development proposal is consistent with the Rural Residential designation in the Official Community Plan.

The two remainder fee simple lots are designated as Urban Residential in the Cedar Valley Comprehensive Development Plan and the Official Community Plan and are in Phase IV and will remain designated Urban Residential. The lot lines for these remainder lots are being adjusted to coincide with the Environmentally Sensitive Area; thus allowing for future development under the Urban Residential designation when the area is supplied with full urban services and ready for higher density development.

Neighbourhood Character

The areas to the north of the development site are comprised of rural lots, with some lots already developed under the Rural Residential designation with minimum lot sizes of 0.7 hectares (1.73 acres). Thus, the 10 lot bare land strata development with an average lot size of 0.7 ha (1.73 acres) fits within the existing neighbourhood character.

The 10 lot bare land strata development is accessed from a 6.0 metre wide private road off of Barr Street, and thus for the most part will not be visible from Barr Street.

No new lots fronting Dewdney Trunk Road will be created as part of the development proposal. The two existing dwellings and accesses from Dewdney Trunk Road will be retained, thus there will be no change in the neighbourhood character along Dewdney Trunk Road.

PLANNING ANALYSIS

Bare Land Strata Development

The applicant is proposing the 10 lots accessed off Barr Street to be developed as a bare land strata. The rationale for a bare land strata development versus a traditional fee simple development for this specific application includes:

1) The bare land strata development will be connected to a private water system connected to the municipal water system. The area is susceptible to arsenic contamination in drilled wells and shallow wells are susceptible to contamination; thus a private water line that is connected to a municipal water line is a more secure source of water.

2) The bare land strata development affords a greater opportunity to protect the Environmentally Sensitive Area (ESA). Appendix 6 shows the ESA that encompasses the development site and the area that will be protected as common property as part of the bare land strata. The common property will also form a buffer between the Rural Residential development and the future urban development in Cedar Valley.
3) The bare land strata development provides greater flexibility for road standards within the development. The benefit is the applicant was able to create a narrower road, 6.0 metre wide, located entirely outside of the ESA.

The bare land strata development provides an opportunity to provide community water and protection of the ESA that may not have been achievable under a traditional fee simple development.

Zoning

Portions of the development site require rezoning to facilitate the ten (10) lot bare land strata development and the creation of the two remainder fee simple lots. The zoning for the entire development site is shown on Appendix 5.

The portions of 33237 and 33293 Dewdney Trunk Road requiring rezoning to Rural Residential 7 to accommodate the bare land strata development are identified on Appendix 2 - Plan of Reference. The properties at 9321 and 9343 Barr Street are already zoned Rural Residential 7 (RR7) zone and do not require rezoning to facilitate the 10 lot bare land strata development.

Appendix 2 – Plan of Reference shows the portions of the development site requiring rezoning:

- **A.** Area A: Comprising 5.36 hectares (13.24 acres) from Rural 16 (RU16) to Rural Residential 7 (RR 7) zone;
- **B.** Area B: Comprising 141.9 sq. metres (15,521.5 sq. ft.) from Rural 16 (RU16) zone to Suburban 36 (S36) zone; and
- **C.** Area C: Comprising 4949 sq. metres (1.22 acres) from Suburban 36 (S36) to Rural Residential 7 (RR7) zone.

The entire bare land strata is proposed to be zoned Rural Residential 7 which allows for the creation of bare land strata lots with minimum lot sizes as follows:

<table>
<thead>
<tr>
<th>Minimum Lot Size for a Lot within a Bare Land Strata</th>
<th>Average Bare Land Strata Lot Size – including common property used for roads</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.6 ha (1.5 ac)</td>
<td>0.7 ha (1.73 ac)</td>
</tr>
</tbody>
</table>

Each proposed lot within the bare land strata meets the minimum lot size of 0.6 hectare (1.48 acres) required for bare land strata developments, the average proposed bare land strata lot size, which includes all common property is 0.78 hectares (1.92 acres).

The two remainder fee simple lots require a minor adjustment to the Suburban 36 (S36) zone boundary to ensure the lot line, zone boundary and ESA boundaries coincide; thereby facilitating future development along Dewdney Trunk Road under the Urban Residential designation.

Although the adjustment of the S36 zone boundary is not consistent with the Urban Designation in the Official Community Plan the rationale for supporting these small adjustments to the lot line and not triggering an Official Community Plan amendment are as follows:

- **i.** The zone boundary will be consistent with the Environmentally Sensitive Area on the ground;
ii. The zone boundary is being adjusted so split zoning is eliminated; and

iii. Each lot has further development potential under the Urban Residential designation when full services are brought to the area and are ready for higher density development.

Environment

The Environmentally Sensitive Areas within the development, identified by a qualified professional, is based on a combination of the Riparian Area Regulations and Streamside Protection setbacks established in the Cedar Valley Environmental Management Plan and the Zoning Bylaw. The Environmentally Sensitive Area encumbering the development site is identified on Appendix 6. Of the total site area, 51% - 4.73 hectares (11.7 acres) has been identified as ESA.

The proposed ten (10) bare land strata lots encompass 7.78 hectares (19.22 acres) of which 4.76 hectares (11.76 acres) or 61% is Environmentally Sensitive Areas (ESA). Appendix 6 identifies the ESA in green and buildable area in white on each proposed strata lot. The proposed bare land strata development has been designed with building envelopes located on the north side of the strata access road and outside of the ESA. The strata access road provides a hard boundary between buildable area and ESA thus helping to further protect the ESA from encroachment. Table 1 provides a breakdown of the developable area and Environmentally Sensitive Area on each proposed lot.

Table 1

<table>
<thead>
<tr>
<th>Strata Lot</th>
<th>ESA</th>
<th>Buildable Area</th>
<th>Strata Lot</th>
<th>ESA</th>
<th>Buildable Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4139 m²</td>
<td>2249 m²</td>
<td>6</td>
<td>2999 m²</td>
<td>3209 m²</td>
</tr>
<tr>
<td>2</td>
<td>4169 m²</td>
<td>2049 m²</td>
<td>7</td>
<td>3229 m²</td>
<td>3519 m²</td>
</tr>
<tr>
<td>3</td>
<td>3969 m²</td>
<td>2139 m²</td>
<td>8</td>
<td>3229 m²</td>
<td>2829 m²</td>
</tr>
<tr>
<td>4</td>
<td>3689 m²</td>
<td>2309 m²</td>
<td>9</td>
<td>1029 m²</td>
<td>4979 m²</td>
</tr>
<tr>
<td>5</td>
<td>3409 m²</td>
<td>2799 m²</td>
<td>10</td>
<td>2389 m²</td>
<td>3259 m²</td>
</tr>
</tbody>
</table>

The proposed strata lots range in size from 0.601 hectares (1.48 acres) to 0.639 hectares (1.57 acres) and meet the minimum requirement of the Rural Residential 7 (RR7) zone.

The entire ESA within the development site will be protected at the subdivision stage with sign posts identifying the location of the ESA and with the registration of a Section 219 restrictive covenant.

Access

Access to the 10 bare land strata lots is via a 6.0 metre wide private road from Barr Street. The applicant and the qualified professional have located the access road outside of the Environmentally Sensitive Area.

The two remainder lots will continue to be accessed from their existing driveways on Dewdney Trunk Road.
Topography
According to the District of Mission topographical mapping the northern portion of the bare land strata, development includes slopes greater than 30%. A Landslide Hazard Assessment will be required prior to final subdivision approval to ensure there is a safe building site on each lot.

The two remainder fee simple lots include existing dwellings and have large flat buildings areas, no Landslide Hazard Assessment is required for these lots.

Tree Removal
The tree survey has identified 109 trees that require removal to facilitate the bare land strata development. As per LAN. 32 Tree Retention and Replanting policy all 109 trees are located within on site necessities and thus do not require replacement. The developer will be required to plant 2 trees per lot for a total of 24 trees.

The two remainder fee simple lots require no tree removal.

The proposal for directional drilling of the water service through the ESA is intended to have minimal impact on tree removal within the development.

Street Naming (Policy STR. 28 - Street Naming)
The private strata road will be named Caselton Terrace, (Appendix 3). The Caselton’s owned land in Mission from 1898 to 1900 and resided in Victoria.

SERVICING
Water Supply
The Rural Residential 7 (RR7) zone permits each lot to be serviced by an individual well. However, the developer wishes to provide the bare land strata with municipal water. At this time, the developer is proposing to extend a private water main off the existing municipal water main on Dewdney Trunk Road. This private water main would extend north through one of the fee simple lots, by way of an easement or right of way, then through the strata owned Environmentally Sensitive Area to service the development. The developer prefers this option as this route results in reduced costs relative to constructing the water main in the municipal road right of way along Dewdney Trunk Road and Barr Street. The strata corporation would be responsible for the on-going maintenance of the water line on strata property.

The Engineering Department has voiced concerns about the developer’s proposal to install a private water main through the strata land in terms of future repairs in the event of a break and the strata’s potential expectations on the District to repair the break. The final decision to approve the servicing plan for the development lies with the Approving Officer and discussions with the developer and the Approving Officer will continue as the application proceeds.

The two remainder lots are currently serviced by municipal water; there will be no changes to the service levels for these lots.

DEVELOPMENT VARIANCE PERMIT (Subdivision Control Bylaw 1500-1985)
The initial development application was submitted to the District in February 2008. However, with the various revised lot layouts, submission of numerous environmental reports in an attempt to address the environmentally sensitive areas and then the addition of two parent
properties the application was significantly different than the initial application, thus a new application was required that would be evaluated based on the regulations of the day. The applicant is requesting to waive Service Requirements, Works on Adjacent Highway as part of the development.

Specifically, the applicant is requesting Subdivision Control Bylaw 1500-1985 be waived for the following standards:

i. SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of asphalt, piped storm, Municipal water system, curb/gutter, sidewalk, sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the extension of Larkspur Avenue.

ii. SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the portion of Dewdney Trunk Road adjacent to the site.

Applicant’s Rational for the DVP

The applicant’s rationale is attached as Appendix 7.

The rationale for requesting to waive the requirement to construct the Larkspur Avenue road extension directly south of the two Barr Street properties is that the road dedication is located within an ESA and the lot layout has been developed providing access to the bare land strata development outside of the ESA; therefore it is not necessary to construct a road through an ESA that does not serve the development or any future development potential.

The second request is to waive the road construction requirements fronting Dewdney Trunk Road based on the Urban Residential designation in the Official Community Plan. These requirements include:

- Asphalt
- Curb/gutter
- Sidewalk
- Piped storm sewer system
- Municipal water
- Sanitary sewerage
- Underground electrical, natural gas distribution and telephone system
- Ornamental street lighting
- Boulevard tree planting.

The applicants rationale to waive the above urban road construction requirements is that when the original development application was submitted in 2008 road construction requirements in the Subdivision Control Bylaw were based on the proposed zone, i.e. Suburban 36. Today, road construction requirements in the Subdivision Control Bylaw 1500-1985 are based on the land use designation in the Official Community Plan, i.e. Urban Residential. Appendix 5 shows the portions of 33237 and 33293 Dewdney Trunk Road designated Urban Residential in the
Official Community Plan. When the original development application was submitted the applicant was required to construct Dewdney Trunk Road to the Suburban road standard, today that requirement has been upgraded to the Urban Standard with full sidewalk, curb and gutter.

The applicant wishes to construct the road to the requirements similar to the Suburban designation in the Official Community Plan. The road construction requirements based on the Suburban designation in the Official Community Plan are as follows:

- Asphalt
- Piped storm sewer system
- Municipal water

The application request is to upgrade asphalt and install piped storm sewer system as would have been required prior to changes in the Subdivision Control Bylaw 1500-1985. Municipal water service is installed along the entire frontage of Dewdney Trunk Road.

Planning Department Rationale for the DVP

The request to waive the requirement to construct the Larkspur Avenue extension, shown as dedicated road on Appendix 2 is supportable. The road dedication shown on Appendix 2 was established prior to the mapping of the Environmentally Sensitive Area in Cedar Valley and as such the construction of road through the environmentally sensitive area is not beneficial. The 6.0 metre private road provides access to the bare land strata development outside of the ESA. Due to the ESA encumbrances on the development site, the extension of Larkspur Avenue would result in a road leading into the ESA with no surrounding development potential.

The request to waive the requirement to construct Dewdney Trunk Road to an Urban road standard is supportable for the following reasons:

- No new lots fronting Dewdney Trunk Road are being created;
- The two remainder lots have been designed to facilitate the development of urban sized lots in the future;
- The road construction requirements when the application was originally submitted were to the Suburban standard.

COMMUNITY AMENITY CONTRIBUTION (LAN. 40 – Financial Contribution for Community Amenities)

In accordance with Council Policy LAN. 40, the applicant has volunteered to contribute $22,520 ($2815 per new lot or unit) to offset the unique financial burden that residential development incurs on the District to fund new facilities and/or amenities.

COMMUNICATION

The developer has posted two (2) development notification signs on the site which summarize the proposed development. Provided a public hearing date is determined by Council, the sign will be modified to advertise the public hearing details (i.e. time and place). In addition, a notice will be mailed to the owners and to the occupiers of all properties within a distance of 500 metres (1640 ft.) of the development site notifying them of the public hearing details.

Pre-public hearing information packages will be prepared to include copies of all applicable documents and are available online or at municipal hall for public viewing.
Bylaw 3612-2003 Land Use Application Procedures and Fees

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

A notice of the Development Variance Permit shall be mailed or otherwise delivered in accordance with Bylaw 3612-2003 and the Local Government Act.

Policy LAN. 50 - Pre-Public Hearing Information Packages

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.

REFERRALS

Engineering

The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 8.

Mission Fire/Rescue Service

The Mission Fire/Rescue Service has no objection to the project subject to the completion of the requirements outlined in Appendix 9.

Parks, Recreation and Culture

The Parks, Recreation and Culture Department has no objections to the proposed development. Their comments are attached as Appendix 10.

INFORMATIONAL NOTES

1. Approval of Development Variance Permit DV13-017 will be considered as part of the same Council agenda as the Zone Amending Bylaw is considered.

SIGN-OFFS:

Marcy Bond, Planner

Reviewed by:
Mike Younie Director of Development Services

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

9321 Barr Street

Civic Address:

PID: 016-145-291

Legal: Lot 1, Section 33, Township 17, New Westminster District Plan 85896

9343 Barr Street

Civic Address:

PID: 016-145-313

Legal: Lot 2, Section 33, Township 17, New Westminster District Plan 85896

33237 Dewdney Trunk Road

Civic Address:

PID: 002-017-512

Legal: Lot 21 Except : Part Subdivided by plan 66978: Section 33 Township 17, New Westminster District Plan 3344

33293 Dewdney Trunk Road

Civic Address:

PID: 010-995-862

Legal: Lot 20 Section 33, Township 17 New Westminster District Plan 3344
Appendix 2

Plan of Reference- showing areas to be rezoned

Area A: Rezone from Rural 16 to Rural Residential 7
Area B: Rezone from Rural 16 to Suburban 36
Area C: Rezone from Suburban 36 to Rural 7
Dedicated unconstruced road
Appendix 3
Draft Plan of Subdivision

 Fee Simple Lots 1 and 2

Casselton Terrace: Private 6 m wide road (common property)

Common Property 1.4 ha
Appendix 4
Official Community Plan Designations

Cedar Valley Comprehensive Development Boundary
Orange: Rural Residential Designation
Green: Environmentally Sensitive Yellow: Urban Residential
Appendix 5
Zoning

33237 and 33293 Dewdney Trunk Road have split zoning: the northern portion is zoned RU16 with the southern portion zoned S36.

Zone Boundary (shown in blue)

9321 & 9343 Barr Street (no rezoning required)
Appendix 6
Environmentally Sensitive Areas in Green & Buildable Area in White
Appendix 7

Applicant’s Rationale for DVP

ATTN: MAYOR AND COUNCIL

Re: Development Variance Permit rationale for subdivision application S13-002

Although a Development Inquiry was made for the subject property in June of 2007 an application for subdivision was not made until February of 2008. At that time the proposed subdivision of the property included two lots fronting on Dewdney Trunk Road, being created under the existing zoning of RS-2 (Suburban Residential).

At the time of application (2008) the District of Mission Subdivision Control Bylaw set out subdivision servicing standards based upon land zoning. For the existing RS-2 zone the only works required on Dewdney Trunk Road were; asphalt road and water service. Both of which existed at the time. No indication was provided through the Development Inquiry or subsequent subdivision application, that any works or improvements on Dewdney Trunk Road were needed or required respecting water or asphalt.

However development issues such as; environmental protection, site contamination questions and adjacent development did need to be addressed. In consideration of adjacent development potential a further plan of development, including an additional assembly lot, was reviewed and supported in principle by the Planning Department in April of 2012. This additional lot was then included into the development assembly and an updated subdivision plan submitted in June of 2012.

This revised plan of subdivision now showed three lots fronting on Dewdney Trunk Road. Two lots from the original plan and one additional lot because of the extra lot added to the development assembly. At that time the Subdivision Control Bylaw still applied servicing standards based upon zoning. The three lots on Dewdney Trunk Road were still being created under the existing RS-2 zone and the servicing standard still only required asphalt and water, as it did in 2008.

As part of ongoing discussions with the Municipality, regarding environmental protection issues in the area, the Planning Department had suggested that a further land assembly would be helpful in reducing the impact on an environmentally sensitive area. This additional lot was added to the development assembly in July of 2012 and another revised plan of subdivision produced that; lessened the impact on the environmentally sensitive area and still maintained three lots on Dewdney Trunk Road under the existing zoning. The revised plan was submitted to the Municipality on August 2, 2012. At that time we had an ongoing subdivision application that had been amended from time to time since 2008, with no indication of any road works being required on Dewdney Trunk Road.

On August 7, 2012 the Municipality adopted a new Subdivision Control Bylaw which not only updated the servicing standards in the Municipality but completely changed how these standards were to be applied. Servicing standards were no longer based upon zoning but on land use designations set out in the Official Community Plan. We were not aware of this change but the consequences, in respect of this subdivision, are quite significant, as will be explained later in this rationale.

Although the original subdivision application of 2008 was still valid, the changes up to August 2012 required additional fees. For purposes of administrative simplicity, staff suggested that the original application be
withdrawn and a new application be applied for. This was agreed to and a new application was submitted in February 2013. Hence the 2013 file number rather than a 2008 number.

Up to this point, all costing projections for this subdivision (including the additional assembly lands) had been predicated on no additional road works being required on Dewdney Trunk Road. In March of 2013 we were advised by Municipal staff that the Mission Subdivision Control Bylaw was now tied to OCP designations (August 2012 amendment) and notwithstanding the Suburban zoning for this subdivision the servicing requirement was now based upon an Urban Residential designation. Therefore the developer must now upgrade Dewdney Trunk Road to an urban collector standard, including sanitary sewer which is not even needed in the Suburban Residential zone.

The cost for these works, to create three Suburban Residential lots on Dewdney Trunk Road, essentially went from zero to something in excess of $200,000 for three lots. A cost, that that had never been considered or budgeted for in respect of these three lots. A cost, that only came about because of a Bylaw amendment during the process of this subdivision application.

As the financial implications of this requirement were so severe, a meeting with staff was requested to discuss the potential of a Development Variance Permit for the works on Dewdney Trunk Road. Particularly in consideration of; the history of this application, the fact that it is a Suburban Residential subdivision not an Urban Residential subdivision and only three lots were being created. After much discussion back and forth we were advised that staff would not support a Variance for these works unless the number of lots fronting on Dewdney Trunk Road was reduced from three to two. Notwithstanding that the current zoning would permit three lots. Although we did not agree with this approach or determination, we felt that without staff support the Variance may not be approved by Council. The subdivision plan was then amended to show two lots fronting on Dewdney Trunk Road instead of three, so that staff would support a Variance for the now required works on Dewdney Trunk Road. We were then asked to provide a rationale for the Variance.

Under the current Subdivision Control Bylaw, as amended on August 7, 2012, the minimum servicing requirements are now established for lands under various Official Community Plan (OCP) Designations. Under the OCP Designations there is four primary categories and they are; 1) Rural Area, 2) Urban Area, 3) Within Cedar Valley Neighborhood Land Use Conceptual Plan, and 4) Within Silverdale Neighborhood Land Use Conceptual Plan. Under each of these categories is a number of OCP designations with the servicing criteria required for each designation.

The current zoning for the subject property is S36 (Suburban) previously (RS-2, Suburban Residential). However the OCP designation for this land is Urban Residential: 4-5 Units/Acre, within the Cedar Valley Neighborhood Land Use Conceptual Plan. Under this designation the following road works are now required for the subject subdivision:

- Asphalt surface for roads and lanes
- Curb/gutter and sidewalk
- Piped storm sewer system
- Municipal water system when lands are located in water specified area
- Sanitary sewerage system when lands are located in sewer specified area
- Underground electrical and natural gas distribution and telephone system
• Ornamental street lighting
• T = Boulevard tree planting

Prior to the Subdivision Control Bylaw amendment in August 2012, the road works for subdivision under the Suburban zone were Asphalt and Water only.

Also under the Cedar Valley Neighborhood Land Use Conceptual Plan category is the designation “Suburban Residential: Single Family – 3 New Lots or Less Created”. Under this designation the road works that would be required for this subdivision would be:

• Asphalt surface for roads and lanes
• Piped storm sewer system
• Municipal water system

The “Suburban Residential: Single Family – 3 New Lots or Less Created” designation is also included under the Urban Area category of the Subdivision Control Bylaw, with the same servicing requirements of asphalt, piped storm sewer and Municipal water.

As the proposed subdivision is for the purpose of Suburban lots under the existing zoning and only two lots are being created on Dewdney Trunk Road, we would respectfully request Council support for a waiver of the Urban Residential: 4-5 Units/Acre servicing requirement, to the Suburban Residential: Single Family – 3 New Lots or Less Created servicing standard as follows:

• Asphalt surface to an Urban Residential standard.
• Piped storm sewer system
• Municipal water system

This construction standard is consistent with the current Suburban zoning of the property and is close to the construction standard in place at the time of subdivision application for this property.

Thank you for your consideration.

Slade Dyer, Agent
Appendix 8

Engineering Comments

ENGINEERING DEPARTMENT SERVICING COMMENTS

FILE: S13-002

November 7, 2013

CIVIC ADDRESS: 33237, 33293 Dewdney Trunk Road & 9321, 9343 Barr Street

The Developer has requested that Council consider a variance to the District of Mission Subdivision Control Bylaw No. 1500-1985 to vary the following standards:

1. Work on Adjacent Highways: Waive the requirement of schedule B-1 requiring the construction of curb/gutter, sidewalk, sanitary sewer, underground hydro/tel, street lighting and boulevard trees, for the portion of Dewdney Trunk Road adjacent to the site;

2. Work on Adjacent Highways: Waive the requirement of schedule B-1 requiring the construction of the portion Larkspur Avenue adjacent to the site;

The Engineering Department has reviewed the proposal as well as the site plan and offers the following comments for Council to consider:

- Staff has worked with the Developer to come up with a site plan that allows for the proposed lots accessed off of Dewdney Trunk Road to be subdivided to urban densities in the future. At the time of future subdivision, the works to be waived by this variance would be required.
- Sanitary sewer is not available in the area and is not required for suburban lots.
- The Developer has cited the large cost of installing the required works and the fact that they would not be creating any additional lots off of Dewdney Trunk Road as the basis of their request for this variance.
- The portion of Larkspur Avenue adjacent to the site cannot be constructed as it is located within an environmentally sensitive area.
- It should be noted that the Developer will not realize additional lot yield due to this variance.
- The Developer will construct road widening and storm sewers along the portion of the site fronting Dewdney Trunk Road.

Prepared by

[Signature]
Sterling Chan
Engineering Technologist

Reviewed by

[Signature]
Rick Bomhof
Director of Engineering
Appendix 9

Fire Department Comments

Mission
District of Fraser
Fire/Rescue Service
Memorandum

File Category: PRO.DEV.ZON
File Number: R13-003

To: Planning Department
From: Deputy Fire Chief Watkinson
Date: November 19, 2013

Subject: 33293 & 33237 Dewdney Trunk Road, and 9321 & 9343 Barr Street, Mission B.C.

The subject properties on Barr Street do not reside within the urban municipal water works supply system for fire protection. The nearest water supply to the subject property is located at Dewdney Trunk Road. As such, the Mission Fire/Rescue Service has identified safety concerns with regards to fire department access, water supply, fire flows, and/or response time for reaching the lands to attend to any fire calls.

It is my recommendation that the Grantor address all fire safety concerns (i.e. residential sprinklers or water reservoir) through consultation with Mission Fire/Rescue Service at the building permit stage prior to the construction of any structures on the subject property. This would also include the design and construction of any private vehicular access routes as per the requirements of the B.C. Building Code.

The Mission Fire/Rescue Service would also require a full service road and Cul-de-sac turnaround at the end of Strata Road as per the requirements of the B.C. Building Code.

Larry Watkinson
Deputy Fire Chief
Appendix 10

Parks Recreation and Culture Department Comments

PLANNING APPLICATION REVIEW COMMENTS

Subject Property: 33237, 33293 Dewdney and 9321, 9343 Barr Street

Comments related to the proposed development:

1. These lands are not within walking distance of any developed parkland and there are no plans or recommendations included in the current DOM Parks, Trails and Bicycle Master Plan to create a park in this area of the community.

2. Staff recommend that Council request cash-in-lieu of parkland for future parkland acquisition in the District.

Maureen Sinclair
DIRECTOR OF PARKS, RECREATION AND CULTURE
DISTRICT OF MISSION
BYLAW 5579-2016

A Bylaw to close and undedicate a portion of unconstructed road

WHEREAS pursuant to Section 40 of the Community Charter, the Council of the District of Mission may by bylaw close all or part of a highway that is vested in the municipality to all or some types of traffic, and remove the dedication of a highway;

AND WHEREAS the Municipal Council for the District of Mission deems it desirable and expedient to close that certain portion of highway hereinafter described to all types of traffic and to remove the dedication of that certain portion of highway;

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 Highway Closing and Undedication (Yeo Street) Bylaw 5579-2016".

2. All and singular that portion of road shown dedicated by Plan 56598, Lot 1, Section 14, Township 15, New Westminster District Plan 13495, shown outlined in bold and marked as “PARCEL A” on reference plan EPP62500 prepared by Devon Pallmann, a British Columbia Land Surveyor, with an area of 773.5 square metres for “PARCEL A” more or less, as shown on Schedule A attached to and forming part of this Bylaw, is hereby stopped up and closed to traffic of all kinds forever and is undedicated as highway.

READ A FIRST TIME this 20th day of June, 2016
READ A SECOND TIME this 20th day of June, 2016
READ A THIRD TIME this 20th day of June, 2016
ADVERTISED THIS 17th and 24th day of June, 2016
ADOPTED this __ day of __, 2016

RANDY HAWES, MAYOR          MIKE YOUNIE, CORPORATE OFFICER
SCHEDULE A

EXPLANATORY PLAN OF PARCEL "A" (BYLAW PLAN 56590) OF LOT 1
SECTION 14 TOWNSHIP 15
NEW WESTMINSTER DISTRICT PLAN 13495

Pursuant to Section 107 Land Title Act
BCS 926.029

District of Mission
All distances are in meters and decimals
Thick lines indicate existing features

PLAN EPP62500

This plan lies within the jurisdiction of the approving officer for the District of Mission

REMAINDER
E 1/2 of NE 1/4

This plan is based on the following land title and survey authority of BC Records:
Plan 56590, Plan 57234

Devon Pallmann, BCS #784

Bearings are astronomic and are derived from Plan 56590

Made & Associates Land Surveying Ltd.
BC Land Surveyors
Mission & Maple Ridge
Phone: (604) 826-3561 or 465-4753
File: M1804-01

This plan is based on the following land title and survey authority of BC Records:
Plan 56590, Plan 57234

Devon Pallmann, BCS #784
WHEREAS, under the provisions 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
   5575-2016-5050(207)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 32704 Cherry Avenue and legally described as:
      Parcel Identifier:  010-353-330
      Lot 10 Section 29 Township 17 New Westminster District Plan
      18396
      from Suburban 36 (S36) Zone to Residential Compact 465 Secondary Dwelling
      (RC465s) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this 6th day of June, 2016
READ A SECOND TIME this 6th day of June, 2016
PUBLIC HEARING held this 20th day of June, 2016
READ A THIRD TIME this 20th day of June, 2016
ADOPTED this __ day of ___, 2016

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
DISTRICT OF MISSION
DEVELOPMENT VARIANCE PERMIT DV13-017

Issued pursuant to Section 498 of the Local Government Act

Issued to: Danielle and Brian Fotheringham, 33237 Dewdney Trunk Road, Mission, BC
Darrel and Bernice Janzen, 34847 Oakhill Drive, Abbotsford, BC
Sean Blom and Colette Hurtubise, 9343 Barr Street, Mission, BC
Henry and Irene Hurtubise, 2780 St. Mortiz Way, Abbotsford, BC
Michael Hurtubise, 13037 251A Street, Maple Ridge, BC
Barry Hurtubise, 13037 151A Street, Maple Ridge, BC
Tracey Kelsey, 35092 High Drive, Abbotsford, BC

as the registered owner (hereinafter referred to as the Permittee) and shall only apply to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Municipality of Mission, in the Province of British Columbia, and more particularly known and described as:

Parcel Identifier: 002-017-512
Lot 21 Except: Part Subdivided by Plan 66978; Section 33 Township 17 New Westminster District Plan 3344

Parcel Identifier: 010-995-862
Lot 20 Section 33 Township 17 New Westminster District Plan 3344

Parcel Identifier: 016-145-291
Lot 1 Section 33 Township 17 New Westminster District Plan 85896

Parcel Identifier: 016-145-313
Lot 2 Section 33 Township 17 New Westminster District Plan 85896

1. The said lands are zoned Rural Residential 7 (RR7) Zone and Suburban 36 (S36) Zone pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.

2. “District of Mission Subdivision Control Bylaw 1500-1985” as amended, is hereby varied in respect of the said lands as follows:
   i) SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of asphalt, piped storm, Municipal water system, curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the extension of Larkspur Avenue;
   ii) SCHEDULE B-1 SERVICE REQUIREMENTS – Works on Adjacent Highway - Within Cedar Valley Neighbourhood Land Use Concept Plan - Urban Residential requiring the construction of curb/gutter, sidewalk sanitary sewer, underground hydro/tel, street lighting and boulevard trees for the portion of Dewdney Trunk Road adjacent to the site

3. This Permit does not constitute a subdivision approval or a building permit.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month], [Click here to type year].
IN WITNESS WHEREOF this Development Variance Permit is hereby issued by the Municipality signed by the Mayor and the Corporate Officer the [Click here to type year] day of [Click here to type year], [Click here to type year].

___________________________
Randy Hawes,
MAYOR

___________________________
Michael Younie,
CORPORATE OFFICER

Development Variance Permit DV13-017
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 20, 2016 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: Mike Younie, Acting Chief Administrative Officer  
Rogine Battel, Manager of RCMP Administration  
Kris Boland, Manager of Finance  
* Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives  
* Ted De Jager, Officer in Charge, Mission RCMP Detachment  
* Hirod Gill, Manager of Engineering Design and Planning  
Haylee Gould, Administrative Assistant  
Kirsten Hargreaves, Manager of Social Development  
Jennifer Hill, Administrative Assistant  
Jay Jackman, Manager of Assets, Infrastructure and Projects  
* Stephanie Key, Deputy Director of Parks, Recreation and Culture  
* Chris Laing, Manager of Planning  
* Gina MacKay, Manager of Long Range Planning  
Kerri Onken, Deputy Treasurer/Collector  
Scott Ross, Manager of Accounting Services  
Jennifer Russell, Deputy Corporate Officer  
* Maureen Sinclair, Director of Parks, Recreation and Culture  
* Dan Sommer, Director of Development Services  
*Present for a portion of the meeting

1. CALL TO ORDER
   Mayor Hawes called the meeting to order at 1:00 p.m.

2. ADOPTION OF AGENDA
   Moved by Councillor Nicholson, seconded by Councillor Hinds, and
   RESOLVED: That the agenda for the regular Council meeting of June 20, 2016 be adopted.
   CARRIED

3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE
   Moved by Councillor Alexis, seconded by Councillor Hamilton, and
   RESOLVED: That Council now resolve itself into Committee of the Whole.
   CARRIED
4. DEVELOPMENT SERVICES

Councillor Alexis assumed the Chair.

Seniors Housing Project

A report from the Manager of Long Range Planning and Special Projects dated June 20, 2016 regarding the Seniors Housing Project at 7682 Grand Street was provided for the Committee’s consideration.

Moved by Councillor Hamilton, and

RECOMMENDED: That no further action be taken at this time nor applications be made for funding with respect to the proposed Seniors Housing Project being considered at 7682 Grand Street.

CARRIED

Official Community Plan Review – Update

A report from the Manager of Long Range Planning and Special Projects dated June 20, 2016 regarding the Official Community Plan review process to date and an overview of phase three of the project was provided for the Committee’s information.

Discussion ensued regarding the timeline for neighbourhood planning and reviewing the urban growth boundary. The Committee asked staff to invite Richard Wozny, the consultant working on the land economics study, to attend a future meeting to answer questions.

Development Variance Permit DV16-010, 34344 Kirkpatrick Avenue

A report from the Planning Technician dated June 20, 2016 detailing the development variance permit for 34344 Kirkpatrick Avenue was provided for the Committee’s information. Staff support the application and as such have listed the development variance permit for approval under the “Development Permits for Consideration” section of the agenda.

Third Reading Follow-up regarding Rezoning to facilitate subdivision of property located at 9503 Dawson Drive

A report from the Planner dated June 20, 2016 providing additional information regarding concerns raised at the May 16, 2016 public hearing for the rezoning application at 9503 Dawson Drive was provided for the Committee’s information. Staff support the rezoning application moving forward and as such have listed the zoning amending bylaw under the “Bylaws for Consideration” section of the agenda.

Proposed Telecommunications Towers on 32086 Lougheed Highway and 8294 Cedar Street

A report from the Planner dated June 20, 2016 regarding two applications for wireless communications facilities at 32086 Lougheed Highway and 8294 Cedar Street was provided for the Committee’s consideration.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That applications TEL16-001 and TEL16-002 for proposed wireless communications facilities on 32086 Lougheed Highway and 8294 Cedar Street, as described in the report from the Planner dated June 20, 2016, be supported; and
2. That staff be directed to forward the District’s “concurrence” with the proposals to Industry Canada.

CARRIED

5. PARKS, RECREATION AND CULTURE

Councillor Nicholson assumed the Chair.

125th Anniversary Steering Committee

A report from the Deputy Director of Parks, Recreation and Culture dated June 20, 2016 detailing the applications received and those individuals accepted onto the 125th Anniversary Steering Committee was provided for the Committee’s information.

Public Art Policy and Program

A report from the Deputy Director of Parks, Recreation and Culture dated June 20, 2016 recommending the repeal and replacement of the existing Public Art Policy with a revised policy and new Public Art Program was provided for the Committee’s consideration.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the current Public Art Policy – ORG.08 be repealed and replaced with the revised Public Art Policy as attached to the Deputy Director of Parks, Recreation and Culture’s report dated June 20, 2016;

2. That the proposed Public Art Program be approved;

3. That Council establish a $50,000 annual budget beginning in 2017, with funding from the Gaming Reserve Fund, for Public Art initiatives and maintenance of existing public art installations;

4. That Council establish a $10,000 budget in 2016, with funding from the Gaming Reserve Fund, for maintenance of existing Public Art; and

5. That the Financial Plan be amended accordingly.

CARRIED

Welcome Stairs Mural

A report from the Deputy Director of Parks, Recreation and Culture dated June 20, 2016 to present a public art application from the Neighbourhood School Champions to paint a mural on the Welton Stairs was provided for the Committee’s consideration.

In response to questions from the Committee, staff clarified that a professional artist will be outlining the mural on the stairs and the community will be filling in the colour. The Committee encouraged the Neighbourhood School Champions to reach out to the homeless and marginalized groups in the community to help with the project. Staff were directed to ensure that the sealant used on the mural allows for easy removal of graffiti.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That the Welcome Stairs Mural application be approved with the following conditions:
   a. Artist consultation and oversight on the art work design and installation;
   b. The mural only be applied to the stair risers;
c. Approval by the District of Mission on the paint and sealant used, including installation to the manufacturer's specifications; and

d. That the Neighbourhood School Champions establish a reserve account with a minimum of $2,000 for either decommissioning or re-painting the mural in the future.

2. That a budget increase of $2,000 to the public works budget be approved, with funding from the Contingency Fund, for concrete repair and site preparation for the Welton Stairs; and

3. That the District’s Financial Plan be amended accordingly.

CARRIED

**Stone Soup Progress Report and Update**

A report from the Manager of Social Development dated June 20, 2016 regarding nine homelessness initiatives supported by Council was provided for the Committee’s information.

The Committee commended the Stone Soup group for their work in the community and recommended that Nancy Arcand of the Mission Arts Council be consulted to gauge if there is any interest in developing a mentoring opportunity between professional artists and youth.

**Air Handling Unit 6 Mechanical Repairs (Leisure Centre)**

A report from the Manager of Parks, Recreation and Culture dated June 20, 2016 regarding mechanical repairs on Air Handling Unit 6 (AHU-6) underway at Mission Leisure Centre was provided for the Committee’s consideration.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That the budget for the mechanical repair of AHU-6 be increased by $36,141, with funding from the General Capital Reserve Fund; and

2. That the District’s Financial Plan be amended accordingly.

CARRIED

**Mission Activity Centre Renovations**

A report from the Director of Parks, Recreation and Culture dated June 20, 2016 seeking support to engage a qualified consulting firm to evaluate the existing Mission Community Activity Centre and provide recommendations and a budget for the expansion of the building was provided for the Committee’s consideration.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the Parks, Recreation and Culture Department be directed to seek a qualified consulting firm to inspect and evaluate an expansion of the Mission Activity Centre for seniors and community programming;

2. That a community working group be created to work with staff and the consultant;

3. That a budget of $7,500 be established with funding from the General Capital Reserve Fund; and
4. That the District’s Financial Plan be amended accordingly.
CARRIED

The Committee discussed the membership of the community working group and the timeline for completion of the building evaluation.

Bob Ingram of the Mission Seniors Centre Association expressed disappointment and frustration with the delays in developing a new multi-generational centre, and with the perceived lack of consultation with the Mission Seniors Centre Association.

Moved by Mayor Hawes, and
RECOMMENDED: That a meeting be scheduled with Council and the Mission Seniors Centre Association.
CARRIED

6. ENGINEERING AND PUBLIC WORKS

Councillor Plecas assumed the Chair.

7337 Welton Street Roof Replacement or Repair

A report from the Engineering Technologist II dated June 20, 2016 with recommendations for the replacement or repair of the roof at 7337 Welton Street was provided for the Committee’s consideration.

Moved by Councillor Plecas, and
RECOMMENDED: That consideration of roof replacement or repair at 7337 Welton Street be deferred pending receipt of further information regarding:

a. District investment in the building since the time of purchase;
b. Additional upgrades or repairs that may be anticipated over the next 3 to 5 years;
c. The estimated value of the site at present; and
d. What legal obligations the District may have in relation to this site.
CARRIED

Traffic Signal Design at Murray Street and 7th Avenue

A report from the Manager of Engineering Design & Planning dated June 20, 2016 seeking approval to move funds from the 2018 budget to the 2016 budget to prepare the detailed traffic design at Murray Street and 7th Avenue was provided for the Committee’s consideration.

Moved by Councillor Alexis, and
RECOMMENDED:

1. That $30,000 of the existing $188,000 budget for signalization of Murray Street and 7th Avenue be moved from 2018 to 2016 to prepare the detailed traffic design at the Murray Street and 7th Avenue intersection; and
2. That the District’s Financial Plan be amended accordingly.
CARRIED

It was noted that the $30,000 for the detailed traffic design does not include any installation costs.
Water Supply to Community Garden on 4th Avenue

A report from the Engineering Student dated June 20, 2016 seeking approval to provide water supply service to the community garden on 4th Avenue was provided for the Committee’s consideration.

Moved by Councillor Hamilton, and

RECOMMENDED:

1. That the water supply installation for a community garden on 4th Avenue, west of Welton Street, be approved; and

2. That water supply costs estimated at $5,130 be funded out from the existing Environmental Charter budget.

CARRIED

7. CORPORATE ADMINISTRATION AND FINANCE

Councillor Hamilton assumed the Chair.

2015 Statement of Financial Information

A report from the Director of Finance dated June 20, 2016 regarding the District’s 2015 Statement of Financial Information was provided for the Committee’s consideration.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the District of Mission 2015 Statement of Financial Information be approved for submission to the Ministry of Community, Sport and Cultural Development; and

2. That the Mayor and Director of Finance be authorized to sign the Statement of Financial Information Approval form.

CARRIED


A report from the Deputy Treasurer/Collector dated June 20, 2016 outlining the RCMP budget estimates for 2017-2018 and their impact on the District’s budget was provided for the Committee’s consideration.

Moved by Councillor Nicholson, and

RECOMMENDED:

That the “Letter of Approval in Principle” for the RCMP 2017-2018 budget estimates as attached as Appendix “1” to the report dated June 20, 2016 from the Deputy Treasurer/Collector be approved for forwarding to the Ministry of Justice and the RCMP.

CARRIED

Closure and Sale of a Portion of Yeo Street

A report from the Deputy Chief Administrative Officer dated June 20, 2016 presenting a proposal to close and sell an undedicated portion of Yeo Street to Mr. Bill Banning was provided for the Committee’s consideration.
Moved by Councillor Plecas, and

RECOMMENDED:

1. That provided District of Mission Highway Closing and Undedication (Yeo Street) Bylaw 5579-2016 is adopted, the 773.5 square portion of Yeo Street identified in Appendix 1 of the Deputy Chief Administrative Officer’s report dated June 20, 2016 be sold to Mr. Bill Banning at a price of $4,693; and

2. That the proceeds from the sale be deposited within the Land Sale Reserve as per Section 188 of the Community Charter.

CARRIED

**Rental Fees for Canada Pacific Trials Association Event in Mission**

A report from the Deputy Chief Administrative Officer dated June 20, 2016 was provided in response to questions posed by Council at the June 6th regular council meeting regarding the rent paid by Canada Pacific Trials Association for events in the Lower Mainland.

Moved by Councillor Nicholson, and

RECOMMENDED:

1. That Council authorize the Mayor and Corporate Officer to execute the Licence of Occupation Agreement attached in Attachment 1 to the Deputy Chief Administrative Officer’s report dated June 20, 2016; and

2. That the rent for the Canada Pacific Trials Event be set at $1.

CARRIED

**2016 Council Strategic Plan**

A report from the Manager of Civic Engagement and Corporate Initiatives dated June 20, 2016 with the final draft 2016 Council Strategic Plan was provided for the Committee’s consideration.

Moved by Councillor Alexis, and

RECOMMENDED:

1. That the Draft Council Strategic Plan, as provided in Appendix A of the report from the Manager of Civic Engagement and Corporate Initiatives dated June 20, 2016, be adopted;

2. That funding in the amount of $647,300 be approved for the various planning projects listed in Appendix B of the report from the Manager of Civic Engagement and Corporate Initiatives dated June 20, 2016, as follows:
   a. $407,300 from General Fund Accumulated Surplus;
   b. $150,000 from the Water Capital Reserve Fund;
   c. $90,000 from the Sewer Capital Reserve Fund; and

3. That the District’s Financial Plan be amended accordingly.

CARRIED
2015 Annual Report

A report from the Director of Finance and the Manager of Civic Engagement and Corporate Initiatives dated June 20, 2016 providing the District’s 2015 Annual Report was provided for the Committee’s information.

Moved by Mayor Hawes, and

RECOMMENDED: That the District of Mission 2015 Annual Report including financial statements for the year ended December 31, 2014, as attached as Appendix A to the Director of Finance and Manager of Civic Engagement and Corporate Initiative’s report dated June 20, 2016 and entitled “2015 Annual Report” be approved.

CARRIED

Staff were directed to amend the 2015 Annual Report by:

- including the types of grants the District of Mission provides and their monetary values;
- adding the Mission Traffic and Transit Committee to the list of Council committees; and
- adding reference to the Mission Traffic and Transit Committee under the Development Services, Transit Services section of the report.

8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

Moved by Councillor Nicholson, seconded by Councillor Plecas, and

RESOLVED: That Council rise from Committee of the Whole.

CARRIED

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

Moved by Councillor Hinds, 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)(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; and
   - Section 90(1)(j) of the Community Charter – information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

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 3:06 p.m.
10. 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: Mike Younie, Acting Chief Administrative Officer
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Haylee Gould, Administrative Assistant
Jennifer Hill, Administrative Assistant
Jay Jackman, Manager of Assets, Infrastructure and Projects
Chris Laing, Manager of Planning
Jennifer Russell, Deputy Corporate Officer
Maureen Sinclair, Director of Parks, Recreation and Culture
Dan Sommer, Director of Development Services

11. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE REPORT

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED: That the recommendations of the June 20, 2016 Committee of the Whole, as contained in items RC16/338 to RC16/358 be adopted.

CARRIED

12. PRESENTATIONS

Reconciliation in Mission

Joseph Heslip, Acting District Principal of Siwal Si’wes (Aboriginal Education) of Mission Public Schools, and Priscilla Wells appeared before Council to discuss the interpretive signs at Fraser River Heritage Park. Mr. Heslip provided a brief history of the residential schools in Canada and highlighted some of the misrepresentations on the current educational signs in Fraser River Heritage Park. Mr. Heslip invited Council to attend an educational tour on October 24, 2016.

Mayor Hawes thanked Mr. Heslip and Ms. Wells for their presentation on behalf of Council and noted that the signs in Fraser River Heritage Park will be removed shortly and that further collaboration with First Nations for replacement signage is needed.
13. DELEGATIONS

Raymond Szabada
Re: SRCTech’s activities and plans as related to technology sector growth and their strategic vision
Raymond Szabada, Chairman of the Board and CEO of SRCTec appeared before Council to provide an overview of SRCTec’s achievements to date and their plans for Phase 2, which includes working with the District to develop a strategic plan for the development of a Tech Park in Mission. SRCTec is also working on cultivating local talent by working with University of the Fraser Valley, First Nations, and public schools to develop technology based education programs.

Chad Marlatt
Re: launch of Wind Mobile wireless network
This delegation did not proceed, as the Wind Mobile telecommunications tower item had been dealt with during Committee of the Whole.

14. PUBLIC HEARINGS

Zoning Amending Bylaw 5556-2016-5050(194)
R16-001 (Central Valley Engineering (2004) Ltd.) – a bylaw to rezone property at 8394 McTaggart Street from Rural 80 (RU80) Zone to Urban Residential 669 (R669) Zone
The purpose of the proposed zoning bylaw amendment is to accommodate the subsequent subdivision of the subject property into 19 urban residential lots of a minimum 669 square metre (7,201 square foot) lot size and one (1) remainder lot having future subdivision potential into two (2) additional lots. The subject property is legally described as:

Parcel Identifier: 002-410-583
Parcel “A” (Explanatory Plan 6920) District Lot 476 Group 1 New Westminster District

Mayor Hawes declared a conflict of interest under Section 100(2)b of the Community Charter, due to having received a campaign donation from the proponent of this application, and left the meeting at 8:37 p.m. Councillor Plecas assumed the Chair.

The Chair opened the public hearing.

The Deputy Corporate Officer stated that the following correspondence pertaining to the subject application had been received:

- Email from Riley dated April 5, 2016 requesting the developer provide additional green space and increase the size of the lots, and expressing concern regarding the decrease in the width of the road.

Dan Sommer, Director of Development Services, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. The associated development variance permit application details.
3. Intention of the rezoning application.
4. Conceptual forward plan of the subdivision.
5. Developer’s plan of the subdivision, dependant on approval of the development variance permit.

The Chair opened the floor to the public for questions and comments.

Debbie Schmidt expressed concern with increased traffic, specifically regarding the intersection of Dewdney Trunk Road and Lougheed Highway, noting that a traffic signal with left turn signal is required. Ms. Schmidt further commented that notification of this public hearing should have been sent to all the residents in the Hatzic neighbourhood, and that she is opposed to the proposed variance to the road width.

The Director of Development Services noted that a traffic impact assessment was conducted during two previous rezoning applications in the area and found that no considerable impacts on the road network are expected from this development.

Rex Blane, the applicant, stated that the variance to reduce the road from 18 metres to 15 metres in width only applies to the internal road; the driveable width of the road remains the same.

Council discussed the style, design, form and character of the proposed homes in relation to other houses in the neighbourhood.

Hearing no further questions or comments, the Chair declared the Public Hearing for District of Mission Zoning Amending Bylaw 5556-2016-5050(194) R16-001 (Central Valley Engineering (2004) Ltd.) closed.

Mayor Hawes returned to the meeting at 8:11 p.m.

Zoning Amending Bylaw 5575-2016-5050(207)

R16-018 (Sidhu) – a bylaw to rezone property at 32704 Cherry Avenue from Suburban 36 (S36) Zone to Residential Compact Secondary Dwelling (RC465s) Zone

The purpose of the proposed zoning bylaw amendment is to facilitate the construction of a single family dwelling with a secondary suite. The subject property is legally described as:

Parcel Identifier: 010-353-330
Lot 10 Section 29 Township 17 New Westminster District Plan 18393

The Mayor opened the public hearing.

Chris Laing, Manager of Planning, showed a PowerPoint presentation that provided the following information:

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

The Deputy Corporate Officer 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.

Sarah Kube stated that she is opposed to the application and noted the following concerns:

- lack of privacy due to a larger house being built on the lot;
- inadequate on-street parking from the additional suite, compounded by the existing bus stop and fire hydrant across the street;
- increase in nuisance noise; and
• there has been a lack of yard maintenance since the new owners purchased the house, as well as garbage and uninsured vehicles left on the property.

Mayor Hawes noted that in order for a secondary suite to be approved, there must be additional off-street parking for the tenants.

Dilpreet Hans addressed Ms. Kube’s concerns and stated that once the existing house is demolished, the garbage and yard maintenance issues will be resolved.

Esther Poirier expressed concern with the large number of unauthorized suites in the neighbourhood and the possibility of the new house having additional unauthorized suites. She further expressed concern about the additional garbage from the secondary suite.

Mayor Hawes noted that the District of Mission does not allow more than one secondary dwelling unit per lot, and that the proposed secondary suite would pay double utilities to cover the cost of additional water, sewer and garbage service.

Jesse Brown expressed concern with the size of the proposed home and the effect of decreased sun exposure on his fruit trees, as well as impacts on his family’s privacy and the potential for increased noise.

Questions were raised about the specifics of the Residential Compact Secondary Dwelling (RC465s) Zone in regard to maximum house size and height restrictions.

Gurpreet Chahal stated that there are many larger houses in the neighbourhood and that this application is similar in size to those other houses.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5575-2016-5050(207) R16-018 (Sidhu) closed.

Zoning Amending Bylaw 5576-2016-5050(208)

R16-011 (Lyle and Lori Osberg) – a bylaw to rezone property at 8735 Gaglardi Street from Suburban 36 (S36) Zone to Suburban 36 Secondary Dwelling (S36s) Zone

The purpose of the proposed zoning bylaw amendment is to accommodate a secondary dwelling use in the form of a garden cottage on the subject property. The subject property is legally described as:

Parcel Identifier: 003-109-861
Lot 27 District Lot 436 Group 1 New Westminster District Plan 62528

The Mayor opened the public hearing.

Chris Laing, Manager of Planning, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map, aerial and site photos.
3. Intent of the rezoning application.
4. The associated development variance permit application details.
5. Proposed site plan.

The Deputy Corporate Officer 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 questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5576-2016-5050(208) R16-011 (Lyle and Lori Osberg) closed.

15. COUNCIL COMMITTEE REPORTS AND MINUTES

Moved by Councillor Nicholson, seconded by Councillor Alexis, and

RESOLVED: That the following minutes be received as information:

(a) Mission Traffic and Transit Committee meeting – April 7, 2016
(b) Young Adult Engagement Committee meeting – April 27, 2016
(c) Cultural Resources Commission meeting – May 13, 2016
(d) Young Adult Engagement Committee meeting – May 25, 2016

CARRIED

16. BYLAWS FOR CONSIDERATION

Moved by Councillor Alexis, seconded by Councillor Hinds, and

RESOLVED:

1. That Highway Closing and Undedication (Yeo Street) Bylaw 5579-2016, a bylaw to close and undedicated an unconstructed portion of road off Yeo Street, be read a first, second and third time.

2. That Zoning Amending Bylaw 5561-2016-5050(198) R16-002 (Burfoot), a bylaw to rezone property at 9503 Dawson Drive from Rural 16 Zone (RU16) to Rural Residential 7 Secondary Dwelling Zone (RR7s), be read a third time.

3. That Zoning Amending Bylaw 5575-2016-5050(207) R16-018 (Sidhu), a bylaw to rezone property at 32704 Cherry Avenue from Suburban 36 (S36) Zone to Residential Compact Secondary Dwelling (S36s) Zone, be read a third time.

4. That Zoning Amending Bylaw 5576-2016-5050(208) R16-011 (Lyle and Lori Osberg), a bylaw to rezone property at 8735 Gaglardi Street from Suburban 36 (S36) Zone to Suburban 36 Secondary Dwelling (S36s) Zone, be read a third time.

5. That Water Amending Bylaw 5578-2016-2196(28), a bylaw for housekeeping amendments to Schedule D of the District of Mission Water Bylaw 2196-1990, be adopted.

6. That Highway Closing and Undedication (McTaggart Street) Bylaw 5572-2016, a bylaw to close and undedicated an unconstructed portion of McTaggart Street, be adopted.

CARRIED

Mayor Hawes declared a conflict of interest under Section 100(2)b of the Community Charter, due to having received a campaign donation from the proponent of rezoning application R16-001, and left the meeting at 8:37 p.m.

Council directed staff to confirm the sanitary sewer contribution amount with the developer and to provide an update to Council prior to consideration of adoption of the zoning amending bylaw for the property at 8394 McTaggart Street.
Moved by Councillor Alexis, seconded by Councillor Hinds, and

RESOLVED: That Zoning Amending Bylaw 5556-2016-5050(194) R16-001 (Central Valley Engineering (2004) Ltd.), a bylaw to rezone property at 8394 McTaggart Street from Rural 80 (RU80) Zone to Urban Residential 669 (R669) Zone, be read a third time.
CARRIED

Mayor Hawes returned to the meeting at 8:39 p.m.

17. DEVELOPMENT PERMITS FOR CONSIDERATION

Development Variance Permit DV16-010 (34344 Kirkpatrick Avenue) – Recommended for approval

Moved by Councillor Alexis, seconded by Councillor Plecas, and

RESOLVED: That Development Variance Permit DV16-010 (34344 Kirkpatrick Avenue) to vary the following sections of Zoning Bylaw 5050-2009:

- Section 301, Part D, Subsection 1 by reducing the front lot line setback from 7.5 m (24.6 ft) to 3.0 m (9.8 ft); and
- Section 102, Height, Subsection (b) to increase the maximum permitted height of the building with a flat roof or a pitch of less than 4:12 without the 3.0 m (9.8 ft) reduction

be approved.
CARRIED

18. COUNCIL MEETING MINUTES FOR APPROVAL

Moved by Councillor Hamilton, seconded by Councillor Nicholson, and

RESOLVED: That the minutes of the June 6, 2016 Regular Council meeting be adopted.
CARRIED

19. RESOLUTIONS RELEASED FROM CLOSED

Economic Development Select Committee Appointment

The following resolution was released from the Closed Council meeting held on June 6, 2016:

Economic Development Select Committee Appointment
Wade Peary has been appointed to the Economic Development Select Committee, for a two year term commencing July 1, 2016 and ending June 30, 2018.

20. NOTICES OF MOTION

There were no notices of motion.

21. QUESTION PERIOD

There were no questions from the public.
22. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:41 p.m.

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
DATE: July 4, 2016
TO: Mayor and Council
FROM: Haylee Gould, Administrative Assistant
SUBJECT: Resolution Released from Closed Council – Provision of Services for Mission Seniors

This report is being provided for information purposes. Council action is not required.

At the June 27, 2016 Closed Council meeting, the following information was released from Closed Council:

Provision of Services for Mission Seniors
That Council is committed to the redevelopment of the Mission Activity Centre to a multi-generational seniors’ centre, subject to a favourable inspection and evaluation by a qualified professional consultant.

SIGN-OFFS:

Haylee Gould, Administrative Assistant
Reviewed by:
Jennifer Russell, Deputy Corporate Officer

Comment from Deputy Chief Administrative Officer:
‘Reviewed’