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 November 21, 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
Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
Kris Boland, Manager of Finance
Ken Bourdeau, Planner
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Stacey Crawford, Economic Development Officer
* 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
Dave Heyes, Manager of Forestry Business
* Jay Jackman, Manager of Assets, Infrastructure and Projects
* Tracy Kyle, Director of Engineering and Public Works
Gina MacKay, Manager of Long Range Planning and Special Projects
* Jennifer Meier, Environmental Coordinator
* Bob O’Neal, Director of Forestry
* Kerri Onken, Deputy Treasurer/Collector
* Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
* Brent Schmitt, Manager of Business Services
* Clare Seeley, Executive Assistant and Marketing Coordinator

* 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 Stevens, seconded by Councillor Nicholson, and
   RESOLVED:
   1. That Late Item 5(d), “Mission Sustainable Housing Committee”, be added under the Development Services section of the agenda; and
   2. That the agenda for the regular Council meeting of November 21, 2016 be adopted, as amended.
   CARRIED
3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Hinds, seconded by Councillor Alexis, and

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

CARRIED

4. FORESTRY

Councillor Stevens assumed the Chair.

Forestry Operations 2016 Quarter3 (Q3) Report

A report from the Manager of Forestry Business dated November 21, 2016 summarizing the third quarter financial results for the forestry operation was provided for the Committee’s information. It was noted that logging has ceased for the year as the forestry operation has met their annual limit, however work will continue on repairing and building forestry roadways.

5. DEVELOPMENT SERVICES

Councillor Nicholson assumed the Chair.

Street naming bylaw in relation to the subdivision of 8502 & 8455 McTaggart Street

A report from the Planner dated November 21, 2016 regarding four proposed new street names in relation to the subdivision of properties located at 8502 and 8455 McTaggart Street was provided for the Committee’s information. The Street Naming Bylaw has been listed under the “Bylaws for Consideration” section of the agenda.

Councillor Hinds provided additional background information on two of the new street names:

- Adair Avenue, named after Doug and Lorna Adair, who were instrumental to the development of the community.
- Jack Crescent, named after Milton Jack and his wife. Milton Jack would travel each year to the Chicago Flower Show, a world class event, often winning top awards for his flowers and bulbs. Mrs. Jack was an unofficial archivist and was responsible for preserving many of Mission’s historical documents and for forming what would later become the Mission Historical Society.

Moved by Councillor Hinds, and

RECOMMENDED: That staff provide a report regarding the cost of replacing all existing street signs that honour fallen Veterans with signs depicting the poppy symbol.

CARRIED

Development Permit amendment for the property located at #134 - 32555 London Avenue

A report from the Planner dated November 21, 2016 detailing an amendment to an existing development permit application to facilitate façade improvements for the building located at #134 – 32555 London Avenue was provided for the Committee’s information. Staff support the proposed development permit amendment and as such have listed it under the “Development Permits for Consideration” section of the agenda.
Rezoning and Development Variance Permit Applications to facilitate a 10-lot subdivision – 8473 & 8511 Judith Street

A report from the Planner dated November 21, 2016 detailing the rezoning and development variance permit applications to allow a ten lot subdivision on the properties located at 8473 and 8511 Judith Street was provided for the Committee’s information. Staff support the application and as such have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda. Staff also support the development variance permit application, which will be listed for consideration of approval at the time of adoption of the Zoning Amending Bylaw.

LATE ITEM – Mission Sustainable Housing Committee

A report from the Manager of Social Development and the Manager of Long Range Planning and Special Projects dated November 21, 2016 regarding the development of a new sustainable housing committee was provided for the Committee’s consideration.

Discussion ensued regarding the lack of low-income housing in the community and potential solutions to address the need for additional housing, including affordable and accessible housing units. It was noted that homeowners and landlords may be eligible for provincial grants to upgrade their home to improve accessibility and promote independent living. Additionally, low income families may apply for a rental subsidy through BC Housing.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the Terms of Reference for the Mission Sustainable Housing Committee, as attached to the report of the Manager of Social Development and Manager of Long Range Planning and Special Projects dated November 21, 2016 be adopted;
2. That Councillor Nicholson be appointed as a non-voting member to the Mission Sustainable Housing Committee;
3. That $3,000 from the Contingency Account be used to cover the cost of administrative staff to attend committee meetings in 2017, and that the 2018 and future budgets include this cost; and
4. That the Financial Plan be amended accordingly.

CARRIED

6. ENGINEERING AND PUBLIC WORKS

Councillor Hinds assumed the Chair.

Clean Water and Wastewater Fund Application

The Committee reviewed a report from the Manager of Engineering Planning and Design dated November 21, 2016 recommending two projects for submission to the Clean Water and Wastewater Fund (CWWF) grant program.

Moved by Councillor Alexis, and

RECOMMENDED:

1. That the following projects be supported for the Clean Water and Wastewater Fund (CWWF) Grant program as outlined in the Manager of Engineering Planning and Design report dated November 21, 2016:
a. Fraser River Sanitary Crossing project at the Class D cost estimate of $8,310,872 (excluding the required land acquisition at the estimated cost of $300,000 plus GST), with funding for the District's share of $1,712,848 in accordance with the District's DCC Bylaw and financial plan, including an internal loan from the Sewer Capital Reserve Fund to the DCC Reserve Fund as required, which is to be repayable by future DCC collections;

b. Water Meter Infrastructure project at the Class D cost estimate of up to $15,500,000, with funding for the District's share of $2,635,000 from the Water Capital Reserve Fund;

2. That the required funding for engaging the services of a consultant to assist the District in preparing the application for Item 1.b, at a cost not to exceed $10,000, be funded from the Water Contingency budget, which has a remaining budget of $44,000; and

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

CARRIED

The Committee requested that a letter be sent to Jati Sidhu, Mission's Member of Parliament, and Simon Gibson, the Member of the Legislative Assembly, notifying them of the applications and the importance of the projects.

Fraser Basin Council Request for Funds for Lower Mainland Flood Management Strategy

A report from the Manager of Business Services dated November 21, 2016 regarding the request for funding from the Fraser Basin Council for their Lower Mainland Flood Management Strategy was provided for the Committee's consideration.

Moved by Councillor Plescas, and

RECOMMENDED:

That the District contribute $4,000 to the Fraser Basin Council for development of Phase 2 of the Lower Mainland Flood Management Strategy, with funding from the existing Drainage Utility – Dyke Maintenance budget.

CARRIED

Municipal Hall Renovation Budget Amendment

The Committee reviewed a report from the Manager of Development Engineering and Projects dated November 21, 2016 requesting funding that was previously approved for the purchase of required office equipment associated with three new positions be moved into the Municipal Hall Renovation Budget.

Moved by Councillor Alexis, and

RECOMMENDED:

1. That the $5,000 funding previously approved for a new workstation for the part-time tax/utility clerk be moved into the Municipal Hall Renovation budget;

2. That the $10,000 funding previously approved for the new workstation for the two new positions in Finance and Inspections be moved into the Municipal Hall Renovation budget; and

3. That the financial plan be amended accordingly.

CARRIED
Landfill Operating Contract

A report from the Environmental Coordinator dated November 21, 2016 detailing the public procurement process and recommending the Mission Landfill operating contract be awarded to SSG Environmental was provided for the Committee's consideration.

Moved by Councillor Stevens, and

RECOMMENDED:

1. That the 2017-2021 Mission Landfill Operating Contract, in the amount of $857,302 for 2017, be awarded to SSG Holdings Ltd (SSG), including the following additional services:
   a. grinding of dimensional lumber;
   b. mattress recycling at a handling cost of $8.50 per unit, to be offset by a new user fee of $10.00 per unit; and
   c. after-hours site security improvements;
2. That the estimated net budget shortfall of $44,000 be accommodated by a corresponding decrease in the transfer to the Refuse Reserve Fund;
3. That the feasibility and cost of establishing a salvage facility at the landfill be further investigated;
4. That the feasibility and cost of establishing a household hazardous waste facility at the landfill be further investigated; and
5. That the District’s financial plan be amended accordingly.

CARRIED

Discussion ensued regarding expanding the service for hazardous waste disposal and on-site salvage operations. The Committee discussed the annual free compost giveaway event and potential cost recovery measures due to the popularity of the event necessitating the District purchasing additional compost from the contractor.

7. CORPORATE ADMINISTRATION AND FINANCE

Councillor Alexis assumed the Chair.

Fall Financial Reporting – September 30, 2016

A report from the Deputy Treasurer/Collector dated November 21, 2016 regarding the status of the 2016 budget and provided a projection of the District’s overall financial results to December 31, 2016 was provided for the Committee’s information.

It was noted that the number of dog licences issued as stated in the report reflect only the licences issued at the municipal hall and does not include the licences issued by the Fraser Valley Regional District CARE Centre.

Delivery of Tourism Services and Formation of an Independent Destination Marketing Organization

A report from the Economic Development Officer dated November 21, 2016 regarding the Strategic Tourism Plan which outlines a four-year transitional plan to develop a Destination Marketing Organization (DMO) for the development and delivery of tourism services in Mission was provided for the Committee’s consideration.
Riley Forman, of Connect Media, and Summer Dhillon, of Slap Communications, presented the Strategic Tourism Plan (Strategy). The Strategy is a four year process that focuses on governance, research, marketing and finance to advance tourism by highlighting current products and services and identifying areas for future development.

The Committee discussed the Strategy and the recommendation to establish a DMO as summarized in the following comments:

- Should the DMO be established, a member of Council would sit on the board in a voting capacity.
- As the budget discussions for 2017 have concluded, the start date of the organization may need to be adjusted to later in the year or to 2018.
- Concern regarding the municipality providing the financial support for the Strategy versus tourism stakeholders, and whether the benefits for taxpayers justify the cost.
- Concern regarding waiting for year four of the Strategy to implement the hotel tax.
- Clarification on the use of the additional monies for the Chamber of Commerce is required.
- Potentially working with Maple Ridge and Scenic 7 BC to develop tourism opportunities.
- Concern that the infrastructure to provide increased tourism opportunities needs to be developed first, for example RV parking, additional campsites, and a conference centre.

Moved by Mayor Hawes, and

RECOMMENDED: That any decision regarding the establishment or management of an independent Destination Marketing Organization (DMO) be deferred to the December 19, 2016 Regular meeting of Council.

CARRIED

8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

Moved by Councillor Piecas, seconded by Councillor Hinds, 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 Piecas, 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)(g) of the Community Charter – litigation or potential litigation affecting the municipality.
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 3:55 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
Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Haylee Gould, Administrative Assistant
Tracy Kyle, Director of Engineering and Public Works
Gina MacKay, Manager of Long Range Planning and Special Projects
Jennifer Russell, Deputy Corporate Officer

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

Moved by Councillor Alexis, seconded by Councillor Plecas, and

RESOLVED: That the recommendations of the November 21, 2016 Committee of the Whole, as contained in items RC16/616 to RC16/626 be adopted.

CARRIED

12. PRESENTATIONS

Staff Service Recognition

Mayor Hawes presented Kelly Kitsch, Forestry Technologist, with a pin and certificate in recognition of her 20 years of dedicated service to the District of Mission.

Communities in Bloom

This presentation did not appear.

13. DELEGATIONS

Citizens of Cedar Street

Laura Bucker, on behalf of the Citizens of Cedar Street Delegation appeared before Council as a follow up to their September 6, 2016 delegation regarding issues relating to traffic on Cedar Street, including excessive noise, speeding vehicles, dangerous driving and pedestrian safety. Ms. Bucker provided a presentation that overviewed various traffic calming techniques used by other municipalities. She referenced the City of Edmonton’s noise bylaw and requested that the District develop a new noise bylaw to address traffic noise community-wide.
Moved by Councillor Plecas, seconded by Councillor Alexis, and

RESOLVED: That staff investigate possible changes to District of Mission bylaws to address traffic noise and safety issues, including looking at how other municipalities manage these issues, and to provide a report back to Council with recommendations.

CARRIED

Mark Gervais and Pierre Robinson, Mission Tennis Club

Pierre Robinson and Mark Gervais of the Mission Tennis Club appeared before Council to request a fourth tennis court at Centennial Park. Membership with the Mission Tennis Club is limited to 35 members due to the number of hours of reserved time on the existing tennis courts in Centennial Park. The Mission Tennis Club has been consulting with Tennis BC to provide additional programs for kids and families; however additional courts will be required to expand programming. The Mission Tennis Club offered the District of Mission $10,00 in anticipation of an appropriate investment from the District to build a fourth court at Centennial Park.

Mayor Hawes thanked Mr. Robinson and Mr. Gervais for their presentation and their generous offer. It was noted that Mr. Robinson and Mr. Gervais met previously with the Parks Advisory Committee where discussion ensued regarding adding a new tennis court to Centennial Park or repairing other courts in the community.

Staff were directed to refer the matter to the Parks Advisory Committee for their consideration and for the Committee to report back with recommendations.

14. PUBLIC HEARINGS

Zoning Amending Bylaw 5595-2016-5060(220)

R16-017 (Analytical Consulting) – a bylaw to rezone property at 7755 Horne Street from the Urban Residential 558 (R558) Zone to the Residential Compact 465 (RC465) Zone

The purpose of the proposed Zoning bylaw amendment is to accommodate the subsequent subdivision of the subject property into three (3) residential compact lots of a minimum 465 square metre (5,005 square foot) lot size and one (1) remainder lot having a minimum 558 square metre (6,006 square foot) lot size. The subject property is legally described as:

Parcel Identifier: 004-531-795
Lot 14 Section 21 Township 17 New Westminster District Plan 12578

The Mayor opened the public hearing.

The Deputy Chief Administrative Officer stated that no written submissions pertaining to the subject application had been received.

Gina MacKay, Manager of Long Range Planning and Special Projects, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map, aerial and topographical photos.
4. Proposed site plan.
In response to questions from Council, the Manager of Long Range Planning and Special Projects noted that:

- the 5% cash-in-lieu of contribution of parkland applies when new lots are created;
- community amenity contributions apply when new units are created;
- if the adjacent lot is developed into multi-family units, the cash-in-lieu parkland contribution would not apply as no new lots would be created; and
- once the adjacent lot is developed, the District could require that the future strata be responsible for maintenance of the panhandle access for the existing home.

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

*Woman in audience* asked when construction would begin on the proposed new lots. Staff responded that the bylaw must be adopted first and that the timeline for adoption of the bylaw depends on the developer meeting the requirements for final reading of the bylaw.

*David Ledgerwood* expressed concern with the lack of sidewalks and high speed traffic on Home Street.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5595-2016-5050(220) R16-017 (Analytical Consulting) closed.

15. COUNCIL COMMITTEE REPORTS AND MINUTES

Moved by Councillor Plecas, seconded by Councillor Hinds, and

RESOLVED: That the following minutes be received as information:

(a) Young Adult Engagement Committee meeting – August 31, 2016
(b) Economic Development Select Committee meeting – September 13, 2016
(c) Cultural Resources Commission meeting – November 4, 2016

CARRIED

16. BYLAWS FOR CONSIDERATION

Moved by Councillor Hamilton, seconded by Councillor Nicholson, and

RESOLVED:

1. That Zoning Amending Bylaw 5608-2016-5050(223) R16-027 (Gill) – a bylaw to rezone the properties located at 8473 and 8511 Judith Street from Suburban 36 (S36) Zone to Urban Residential 465 (R465) Zone, be read a first and second time.

2. That Street Naming Bylaw (Adair Avenue, Ewert Avenue Extension, George Street, Jack Crescent) 5611-2016 – a bylaw to name four new streets in a subdivision, be read a first, second and third time.

3. That Zoning Amending Bylaw 5595-2016-5050(220) R16-017 (Analytical Consulting) – a bylaw to rezone property at 7765 Home Street from the Urban Residential 558 (R558) Zone to the Residential Compact 465 (RC465) Zone, be read a third time.

4. That Zoning Amending Bylaw 5586-2016-5050(213) – a bylaw to permit and prohibit certain uses in the Core Commercial Downtown 1 (CCD1) Zone, be adopted.

CARRIED
17. DEVELOPMENT PERMITS FOR CONSIDERATION

Development Permit Application DPM16-029 (#134 - 32555 London Avenue)

Moved by Councillor Hinds, seconded by Councillor Alexis, and

RESOLVED: That Development Permit DPM16-029 (#134 - 32555 London Avenue) to supplement District of Mission Zoning Bylaw 5050-2009 as follows:

- Building design and siting plans to be as shown on Drawings Numbered A2.0 and A2.1 inclusive, as attached to Development Permit DPM16-029

- The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with Development Permit DPM16-029 unless approval in writing has been obtained from the Municipality to deviate from the said development plan

be approved.

CARRIED

18. COUNCIL MEETING MINUTES FOR APPROVAL

Moved by Councillor Nicholson, seconded by Councillor Stevens, and

RESOLVED: That the minutes of the Regular Council Meeting dated November 7, 2016 be adopted.

CARRIED

19. NEW/OTHER BUSINESS

There was no new/other business.

20. NOTICES OF MOTION

There were no notices of motion.

21. QUESTION PERIOD

Mike Wester requested that Council follow up with the Bylaw Enforcement Division regarding his neighbouring property, which has several large food trucks and semi-trucks parked on the property. Staff noted that they would follow up on this matter.

22. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:18 p.m.

RANDY HAWES, MAYOR

MIKE YOUNIE, CORPORATE OFFICER