Regular Meeting of Council
Agenda

March 20, 2017

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

Commencing at 1:00 p.m. for Committee of the Whole

Immediately followed by a Closed Council meeting

Reconvening at 7:00 p.m. for Regular Council proceedings

1. CALL TO ORDER (1:00 P.M.)
2. ADOPTION OF AGENDA
3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE
4. DEVELOPMENT SERVICES
   (a) Official Community Plan and Zoning amendments to facilitate the development of properties located at 8540, 8554 and 8590 Nottman Street to create up to twenty-nine (29) compact residential lots

   This report details the development applications for the properties located at 8540, 8554 and 8590 Nottman Street and identifies the necessary amendments to the Official Community Plan and Zoning Bylaws that would allow subdivision of the lands into approximately twenty-nine (29) compact single-family residential lots with some allowances for secondary dwellings.

   Staff support the applications moving forward to first readings of the bylaws and as such have listed the Official Community Plan and Zoning Amending Bylaws under the “Bylaws for Consideration” section of the Council agenda. Staff also support the development variance permit application, which will be listed for Council consideration under the “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amending Bylaw.

   Subject to Council’s approval, a Public Hearing will be scheduled for April 3rd, 2017.
RECOMMENDATIONS: Council consider and resolve:

1. That, upon due consideration of Section 475 of the Local Government Act, consultations go forward in accordance with Policy LAN 47, and that persons, organizations and authorities receiving those consultation referrals are considered to be those affected for the purposes of that section of the Act;

2. That the Mayor and the Corporate Officer be authorized to execute the Development Cost Charge Agreement as attached to the staff report from the Senior Planner dated March 20, 2017.

(b) Rezoning Application to allow a secondary dwelling use in the form of a secondary suite – 33936 McPhee Place

This report details the rezoning application to allow a secondary dwelling unit use at the property located at 33936 McPhee Place and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(c) Discharge of Land Use Contract (LUC) 455-1975 and the Rezoning of the properties located at 32290 and 32336 Lougheed Highway to Commercial Highway Two (CH2) Zone

This report details the development application to discharge Land Use Contract (LUC) 455-1975 and to rezone the subject properties to Commercial Highway Two Zone (CH2), and identifies the necessary Zoning Bylaw amendment.

Staff supports the application moving forward and as such have listed the Zoning Bylaw amendment and the Land Use Contract Discharging Bylaw under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(d) Rezoning and Development Variance Permit Application to facilitate a 3-lot subdivision – 7354 Wren Street

This report details the rezoning and development variance permit applications to allow a three (3) lot subdivision on the property located at 7354 Wren Street and identifies the necessary amendment to the Zoning Bylaw.
Staff support the rezoning application moving forward and as such have listed the Zoning Amendment Bylaw 5632-2017-5050(238) under the “Bylaws for Consideration” section of the Council agenda. Staff also support the development variance permit application, which will be listed for Council consideration under the “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amendment Bylaw.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(e) **Rezoning Application and Street Naming to facilitate a 20 lot subdivision – 32554, 32596, and 32598 Cherry Avenue**

This report details the street naming and development application to rezone 32554, 32596, and 32598 Cherry Avenue to facilitate a 20 lot subdivision and identifies the necessary amendment to the Zoning Bylaw.

Staff support the rezoning application moving forward and as such have listed Zoning Amending Bylaw 5633-2017-5050(239) and Street Naming Bylaw 5634-2017 under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(f) **Rezoning Application to allow a 2-lot subdivision at the property located at 7297 Wardrop Street**

This report details the development application to rezone 7297 Wardrop Street to RC372 Zone to facilitate a two (2) lot subdivision, and to identify the necessary amendment to the Zoning Bylaw. Issuance of development variance permit to reduce the lot depth of proposed lot ‘1’ is required.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(g) **Rezoning Application R13-034 for the properties located at 33880, 33904 and 33930 Prentis Avenue to facilitate the creation of up to 36 single family lots under the Residential Compact RC372 zone**

This report details the rezoning application for the properties located at 33880, 33904 and 33930 Prentis Avenue and identifies the necessary amendments to the Zoning Bylaw to allow for up to thirty-six (36) single family lots under the proposed Residential Compact 372 (RC372) zone.
Staff support the application moving forward and as such have listed the Zoning Amending Bylaw and associated Street Naming Bylaw under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(h) Rezoning Application to allow a secondary dwelling use in the form of a coach house at the property located at 33759 Ferndale Avenue

This report details an application to rezone the property located 33759 Ferndale Avenue to allow for a secondary dwelling use in the form of a coach house.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

(i) Rezoning Application to formalize an existing secondary dwelling at 32973 10th Avenue

This report details the rezoning application to formalize a secondary dwelling unit use at the property located at 32973 10th Avenue and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 18, 2017.

(j) Rezoning Application to allow a secondary dwelling unit at the property located at 9953 Stave Lake Street

This report details the development application to rezone 9953 Stave Lake Street to facilitate a secondary dwelling unit, and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 18, 2017.
(k) **Rezoning Application to allow a secondary dwelling unit on each lot resulting from a proposed 4 lot subdivision of the property located at 9319 Stave Lake Street**

This report details the development application to rezone 9319 Stave Lake Street to RR7s to permit a secondary dwelling unit on each lot resulting from a proposed 4 lot subdivision and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 18, 2017.

(l) **Development Variance Permit, 5% Cash in Lieu of Parkland for Subdivision Application, and adoption of Street Naming Bylaw for the property at 8394 McTaggart Street**

This report details the Development Variance Permit, Street Naming Bylaw and the resolution required from Council for 5% Cash in Lieu of Parkland requirements, to facilitate the subdivision of 8394 McTaggart Street to allow for a maximum of 20 single family lots.

Staff supports the application moving forward and as such have listed the associated Street Naming Bylaw under the “Bylaws for Consideration” section of the agenda. Staff also support the accompanying Development Variance Permit which will be listed for Council consideration under “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amending Bylaw.

**RECOMMENDATION:** Council Consider and Resolve:

That pursuant to Section 510 of the *Local Government Act* 5% Cash in Lieu of parkland, for subdivision of the property at 8394 McTaggart Street, be applied to subdivision file S16-001.

(m) **Official Community Plan Review – Update and Change to project scope by adding a Council workshop**

This report is provided for information purposes only. No staff recommendation accompanies this report and Council action is not required.
5. **CORPORATE ADMINISTRATION AND FINANCE**

(a) **Budget Carry Forward Request for Tech Sector Development Projects**

RECOMMENDATIONS: Council consider and resolve:

1. That the 2016 unspent budgeted amounts for the following projects be carried forward to 2017:
   
   a. Fraser Valley Tech Jobs Portal, $7,000 funded from General Fund Accumulated Surplus;
   
   b. Tech Sector Implementation Strategy, $30,000 funded from General Fund Accumulated Surplus; and

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

(b) **New Freedom of Information and Protection of Privacy Bylaw**

As the previous District of Mission Freedom of Information Bylaw 2837-1994 was adopted in 1994 and has not been updated since 2005, this report proposes a new District of Mission Freedom of Information Bylaw 5560-2016, which is listed under the “Bylaws for Consideration” section of the agenda for consideration of first three readings.

(c) **Mission International Cultural Association Request for Funding**

RECOMMENDATIONS: Council consider and resolve:

1. That the Mission International Cultural Association receive a grant of $8,000 from the Contingency budget to assist with the cost of hosting an official delegation from Mission’s Sister City of Oyama, Japan in the summer of 2017; and

2. That the Mission International Cultural Association provide the District with a detailed report of how the grant funds were spent by December 31, 2017.

6. **PARKS, RECREATION AND CULTURE**

(a) **2017 National Volunteer Week**

RECOMMENDATIONS: Council consider and resolve:

1. That Council declare the week of April 23-29 as Volunteer Recognition Week in the District of Mission; and

2. That Council extends its thanks to all volunteers who contribute to the quality of life in the District.

(b) **Mission PLAY Pass Program**

RECOMMENDATIONS: Council consider and resolve:

That the PLAY Pass Policy C-FIN.03 be revised to eliminate the maximum number of visits and that the policy allow for an unlimited number of visits for those holding a valid PLAY Pass.
7.  **ENGINEERING AND PUBLIC WORKS**

(a)  **Updating GIS Orthographic Photos**

RECOMMENDATIONS: Council consider and resolve:

1. That staff initiate a joint project with the Forestry Department to retain a contractor to update District’s orthographic photos at the preliminary cost estimate of $18,400 (GST excluded), as outlined in the Manager of Engineering Planning and Design report dated March 20, 2017;

2. That the requested budget of $18,400 plus GST for updating the District’s Orthographic photo be approved, with funding from the General Capital Reserve Fund; and

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

(b)  **2017 Paving, Watermain, Sewer, Drainage, and Sidewalk Project Locations**

This report provides an update on the current planned Engineering & Public Works capital projects for 2017 relating to paving, watermain, sewer, drainage, and sidewalks.

(c)  **Local Area Service Program**

RECOMMENDATION: Council consider and resolve:

That the Local Area Service Policy, as attached to the report from the Manager of Engineering Planning and Design dated March 20, 2017, be approved.

(d)  **Stave Lake Street Improvements Conceptual Design**

RECOMMENDATIONS: Council consider and resolve:

1. That staff acquire engineering consulting services at the estimated cost of $36,000 (including 20% contingency) plus GST to explore available options to upgrade the Stave Lake Street corridor from 11th Avenue to Dewdney Trunk Road, and provide conceptual designs for each option with their corresponding Class D cost estimates;

2. That $36,000 of the existing 2018 budget to upgrade Stave Lake Street from 11th Avenue to Best Avenue be advanced to 2017, to allow the conceptual design to begin immediately, to better coordinate with the ongoing development applications at Parr and Prentis Avenues;

3. That staff report back to the Council with the preferred option(s) to upgrade Stave Lake Street; and

4. That the District’s Financial Plan be amended accordingly.
Fraser River Forcemain Sanitary Crossing Design-Build Project Award

RECOMMENDATIONS: Council consider and resolve:

1. That the Fraser River Forcemain Sanitary Crossing Upgrade Design-Build Project, RFP 2016-031, be awarded to Onsite Engineering Ltd., in the amount of $446,000 (including 15% contingency and excluding GST);

2. That $146,000 of the 2019 budget for this project be advanced to 2017, to allow the detailed design to begin immediately, to better coordinate with timing requirements of the District’s ongoing “Clean Water and Wastewater Fund” grant application;

3. That an internal loan of up to $146,000 from the Sewer Capital Reserve Fund to the Regional Sewage Treatment DCC Reserve Fund be approved, in the event that there is a shortfall in the Regional Sewage Treatment DCC Reserve Fund during the year; and

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

8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

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

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

RECOMMENDATIONS: Council consider and resolve:

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

   • Section 90(1)(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(2)(b) of the Community Charter – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.
2. That the public portion of the meeting be recessed until 7:00 p.m.; and
3. That Council immediately resolve into the closed portion of their meeting.

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

11. MISSION MOMENTS: MUNICIPAL FOREST

12. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE
(a) Committee of the Whole report dated March 20, 2017
   Report of recommendations to be circulated at the 7:00 p.m. reconvened public meeting

13. PRESENTATIONS
(a) RCMP Corporate Management Finance Presentation

14. DELEGATIONS
(a) Clinton and Veronica Tod
   Re: Parking on Herar Lane, and safety concern about blind access from 8282 Melburn Drive
(b) Bob Scragg
   Re: Amendments to the Official Community Plan to designate all areas of west Mission as “Urban”

15. PROCLAMATIONS
(a) Ukrainian Cultural Festival Day
   May 6, 2017

16. PUBLIC HEARINGS
(a) Public Hearing Notice for March 20, 2017
   For reference
(b) Zoning Amending Bylaw 5627-2017-5050(234)
   R16-037 (Dhaliwal) – a bylaw to rezone property at 32857 Best Avenue from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone
   Copy of Notice to Owner/Occupant and previous staff report included as background information
(c) **Zoning Amending Bylaw 5628-2017-5050(235)**

R16-052 (Willson) – a bylaw to rezone properties at 9981 Willingdon Street and 33249 Richards Avenue from Rural 16 (RU16) Zone and Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone

Copy of *Notice to Owner/Occupant* and previous staff report included as background information

(d) **Zoning Amending Bylaw 5629-2017-5050(236)**

R16-046 (Gill) – a bylaw to rezone property at 32163 Bueckert Avenue from Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone

Copy of *Notice to Owner/Occupant* and previous staff report included as background information

(e) **Zoning Amending Bylaw 5630-2017-5050(237)**

R16-051 (OTG Development Concepts) – a bylaw to rezone property at 32811 4th Avenue from Residential Two Unit (RT465) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone

Copy of *Notice to Owner/Occupant* and previous staff report included as background information

17. **COUNCIL COMMITTEE REPORTS AND MINUTES**

(a) Economic Development Select Committee Meeting – January 11, 2017

(b) Parks and Recreation Advisory Committee Meeting – February 15, 2017

18. **BYLAWS FOR CONSIDERATION**

(a) **Official Community Plan Amending Bylaw 5622-2017-4052(47)**

(i) In accordance with Section 477 of the *Local Government Act*, Council has considered District of Mission Official Community Plan Amending Bylaw 5622-2017-4052(47) in conjunction with the District's Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan

(ii) OCP16-001 (Analytical Consulting) – a bylaw to redesignate the properties located at 8540, 8554, and 8590 Nottman Street from *Urban Residential Compact Cluster* to *Urban Residential Compact*

See “Development Services” Section 4(a)
(b) **Zoning Amending Bylaw 5623-2017-5050(232)**  
R16-010 (Analytical Consulting) – a bylaw to rezone properties at 8540, 8554 and 8590 Nottman Street from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 465 Secondary Dwelling (RC465s) Zone  
*See “Development Services” Section 4(a)*

(c) **Zoning Amending Bylaw 5613-2016-5050(226)**  
R16-040 (Dhaliwal) – a bylaw to rezone property at 33936 McPhee Place from Urban Residential 465 (R465) Zone to Urban Residential 465 Secondary Dwelling (R465s) Zone  
*See “Development Services” Section 4(b)*

(d) **Zoning Amending Bylaw 5625-2017-5050(233)**  
R16-030 (McIntyre) – a bylaw to rezone properties at 32290 and 32336 Lougheed Highway from Urban Residential 558 (R558) Zone to Commercial Highway Two (CH2) Zone  
*See “Development Services” Section 4(c)*

(e) **Land Use Contract Discharging Bylaw 5626-2017**  
A bylaw to discharge the Land Use Contract between the District of Mission and the Mission Builders Market Ltd  
*See “Development Services” Section 4(c)*

(f) **Zoning Amending Bylaw 5632-2017-5050(238)**  
R16-048 (Redekop) – a bylaw to rezone property located at 7354 Wren Street from Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone and to Residential Two Unit (RT465) Zone  
*See “Development Services” Section 4(d)*

(g) **Zoning Amending Bylaw 5633-2017-5050(239)**  
R16-050 (Civic Consultants) – a bylaw to rezone properties at 32554, 32596 and 32598 Cherry Avenue from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and to Residential Compact 372 Secondary Dwelling (RC372s) Zone  
*See “Development Services” Section 4(e)*

(h) **Zoning Amending Bylaw 5635-2017-5050(240)**  
R16-043 (Mani) – a bylaw to rezone property located at 7297 Wardrop Street from Residential Two Unit (RT465) Zone to Residential Compact 372 (RC372) Zone  
*See “Development Services” Section 4(f)*
Zoning Amending Bylaw 5636-2017-5050(241) - First and Second Readings
R16-034 (Tiegen & Toor) – a bylaw to rezone properties located at 33880, 33904 and 33930 Prentis Avenue from Rural Residential 7 (RR7) Zone to Residential Compact 372 (RC372) Zone
See “Development Services” Section 4(g)

Zoning Amending Bylaw 5638-2017-5050(243) - First and Second Readings
R16-047 (Pankratz) – a bylaw to rezone property at 33759 Ferndale Avenue from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone
See “Development Services” Section 4(h)

Zoning Amending Bylaw 5639-2017-5050(244) - First and Second Readings
R16-053 (Docksteader) – a bylaw to rezone property located at 32973 10th Avenue from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone
See “Development Services” Section 4(i)

Zoning Amending Bylaw 5640-2017-5050(245) - First and Second Readings
R17-001 (Clark) – a bylaw to rezone property located at 9953 Stave Lake Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone
See “Development Services” Section 4(j)

Zoning Amending Bylaw 5641-2017-5050(246) - First and Second Readings
R16-032 (Rempel) – a bylaw to rezone property located at 9319 Stave Lake Street from Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone
See “Development Services” Section 4(k)

Freedom of Information Bylaw 5560-2016 - First, Second and Third Readings
A bylaw for the administration of the Freedom of Information and Protection of Privacy Act
See “Corporate Administration and Finance” Section 5(b)

Street Naming (McTaggart Street Extension and Ewert Avenue Extension) Bylaw 5631-2017 - First, Second and Third Readings
A bylaw to name two extensions of road in a subdivision
See “Development Services” Section 4(l)
(p) **Street Naming (Breakey Street, McQuarrie Lane Extension, Lissimore Avenue Extension) Bylaw 5634-2017**

A bylaw to name a new road and two extension of road in a new subdivision

*See “Development Services” Section 4(e)*

(q) **Street Naming (Prentis Avenue Extension and Tooley Place) Bylaw 5642-2017**

A bylaw to name an extension of a street and a new street within the a new subdivision

*See “Development Services” Section 4(g)*

(r) **Zoning Amending Bylaw 5627-2017-5050(234)**

R16-037 (Dhaliwal) – a bylaw to rezone property at 32857 Best Avenue from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone

*See “Public Hearings” Section 16(b)*

(s) **Zoning Amending Bylaw 5628-2017-5050(235)**

R16-052 (Willson) – a bylaw to rezone properties at 9981 Willingdon Street and 33249 Richards Avenue from Rural 16 (RU16) Zone and Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone

*See “Public Hearings” Section 16(c)*

(t) **Zoning Amending Bylaw 5629-2017-5050(236)**

R16-046 (Gill) – a bylaw to rezone property at 32163 Bueckert Avenue from Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone

*See “Public Hearings” Section 16(d)*

(u) **Zoning Amending Bylaw 5630-2017-5050(237)**

R16-051 (OTG Development Concepts) – a bylaw to rezone property at 32811 4th Avenue from Residential Two Unit (RT465) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone

*See “Public Hearings” Section 16(e)*

(v) **Zoning Amending Bylaw 5480-2015-5050(165)**

R13-031 (D & D Design Ltd.) – a bylaw to rezone property at 7883 Cedar Street from Urban Residential 558 Zone (R558) to Residential Compact 372 Secondary Dwelling Zone (RC372s)

*Excerpt from Public Hearing Minutes and previous staff report included as background information*
19. COUNCIL MEETING MINUTES FOR APPROVAL
   RECOMMENDATION: That the following minutes be adopted:
   (a) Regular Council Meeting – March 6, 2017

20. NEW/OTHER BUSINESS

21. NOTICES OF MOTION

22. QUESTION PERIOD

23. ADJOURNMENT
DATE: March 20, 2017
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner
SUBJECT: Official Community Plan Amendment (OCP16-001) and Rezoning (R16-010) to facilitate the development of properties located at 8540, 8554 and 8590 Nottman Street to create up to twenty-nine (29) compact residential lots
ATTACHMENTS:
Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Conceptual Lot Layout and Road Configuration
Appendix 4 – Alternative Lot Layout and Road Configuration
Appendix 5 – Official Community Plan designation
Appendix 6 – Map identifying Lots Zoned to allow Secondary Dwellings
Appendix 7 – Engineering Department Comments
Appendix 8 – Community Stormwater Detention Facility
Appendix 9 – DCC Servicing Agreement
Appendix 10 – Dalke Pond and Lot Layout on Aerial photo
Appendix 11 – Development Variance Permit
Appendix 12 – Parks, Recreation and Culture Department Comments

CIVIC ADDRESS: 8540, 8554 and 8590 Nottman Street
APPLICANT: Analytical Consulting Ltd.
OCP: This application is not in conformance with the current OCP designation of Urban Residential – Compact Cluster.
DATE APPLICATION COMPLETE: February 27, 2016
LOCATION: Cedar Valley
OVERVIEW AND STAFF COMMENTS

This report details the development applications for the properties located at 8540, 8554 and 8590 Nottman Street and identifies the necessary amendments to the Official Community Plan and Zoning Bylaws that would allow subdivision of the lands into approximately twenty-nine (29) compact single-family residential lots with some allowances for secondary dwellings.

Staff support the applications moving forward to first readings of the bylaws and as such have listed the Official Community Plan and Zoning Amending Bylaws under the “Bylaws for Consideration” section of the Council agenda. Staff also support the development variance permit application, which will be listed for Council consideration under the “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amending Bylaw.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3rd, 2017.

RECOMMENDATIONS: Council consider and resolve:

1. That, upon due consideration of Section 475 of the Local Government Act, consultations go forward in accordance with Policy LAN 47, and that persons, organizations and authorities receiving those consultation referrals are considered to be those affected for the purposes of that section of the Act;

2. That the Mayor and the Corporate Officer be authorized to execute the Development Cost Charge Agreement as attached to the staff report from the Senior Planner dated March 20, 2017.

BACKGROUND

In mid 2015, Analytical Consulting Ltd (the developer), representing BC Company 1030502 B.C. Ltd., (a consortium of property owners), began preliminary discussions with the District’s Development Services Department regarding a proposal to develop the properties located at 8540, 8554 and 8590 Nottman Street (Appendix 2).

Although the land use designation of these properties envisioned higher density urban residential development, limitations in stormwater servicing require that any development of these lands provide for either an independent private stormwater system on site or wait until the expansion of the area’s municipal community stormwater facility is completed. Given that both the District and the developer have an interest in these lands to be serviced by a community stormwater management facility, support for an Official Community Plan (OCP) amendment was provided on the basis the developer initiate the preliminary steps toward the construction of the community stormwater facility.

After considerable work by the developer and staff to prepare a conceptual plan of subdivision that met a number of competing interests, including future development opportunities and servicing objectives of the area, the application to amend the District’s OCP and Zoning Bylaws for these properties were submitted. Approval of the amendments by Council would both facilitate subdivision of the subject lands to create up to twenty nine (29) fee-simple single family lots under a combination zoning of Residential Compact 465 Zone and the Residential Compact 465 Secondary Dwelling Zone and initiate the design work needed for the construction of the community stormwater system.

While the road and lot configuration for the development (as shown in Appendix 3) are considered conceptual due to ongoing negotiations with a contiguous property owner (8566 Nottman Street) and continued investigations into the viability of a new community stormwater management facility.
directly north of Dalke Avenue, the amendments to the OCP and Zoning Bylaws as presented are supportable as any subsequent changes to the lot configuration would still need to be bylaw compliant.

Appendix 4 indicates an alternative and preferred road and lot configuration that would be considered should the developer’s negotiations with the contiguous property owners be successful.

PROPOSAL

The proposal is to develop the properties located at 8540, 8554 and 8590 Nottman Street to create up to twenty-nine (29) single-family compact residential lots. To allow subdivision of these lands, approval to amend the parent properties’ OCP designation from Compact Cluster Residential to Urban Residential Compact is needed along with approval of a corresponding rezoning from Suburban Residential (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 465 Secondary Dwelling Zone. A Development Variance Permit is also sought by the developer to reduce lot widths for proposed Lots19 and 20 and lot depth for proposed Lot 1 within the development. The variances are supported by staff as they would allow for the most practical and efficient lot and road configuration possible.

As the development involves the creation of compact residential lots, the issuance of an Intensive Residential Development Permit is required to ensure that the form and character of the dwellings within the development are consistent with the guidelines in the OCP. It is noted that approval of Intensive Residential Development Permits has been delegated to the Director of Development Services and that no approval from Council is required for the issuance of such permits provided they are consistent with applicable bylaws and policies.

SITE CHARACTERISTICS

The site consists of three properties totaling 1.28 hectares (3.17 acres). The site is located within the Cedar Valley area of Mission and within Phase I of the Cedar Valley Comprehensive Development Plan. The site is directly east of Nottman Street and between Dalke Avenue at the north and Cherry Avenue at the south (Appendix 2).

There is currently a dwelling on each property, two of which will be removed as part of the subdivision where one will be retained as it falls within the proposed lot boundaries of Lot 16. It is noted that this particular lot is approximately double the lot width and area of the lots proposed within this development and therefore would allow for further subdivision should the house be removed in the future.

The development site is relatively flat with few trees that would warrant retention. While this area is known for its high water table, there are no watercourses or environmentally sensitive areas identified on the Cedar Valley Environmental Management Plan for this site.

BYLAWS COMPLIANCE

Official Community Plan Bylaw 4050-2008

The development site and surrounding properties are designated Compact Cluster Residential in the OCP. The Compact Cluster Residential designation within the Cedar Valley Comprehensive Development Plan envisions strata developments intended to manage stormwater on development sites independently. The built form under this designation could take a variety shapes and forms including but not limited to multiple-family townhouse, compact single-family with or without carriage homes and/or garden cottages under bare-land strata tenure.
The OCP land use designations are shown on Appendix 5.

While the change to the land use designation from Compact Cluster Residential to Urban Residential Compact would not result in any real tangible differences in the design of housing in the neighbourhood, the applicant’s rationale for requesting an amendment to the OCP designation is on their assessment that the current real estate market demand for single-family housing is more favourable for fee-simple type tenures than strata tenures. Unlike strata developments, fee-simple type developments consist of privately held parcels fronting public roads and do not have the benefit of shared common lands of a strata development which could be used to manage shared delivery and maintenance obligations of a private stormwater management system.

To facilitate a fee-simple residential development, the applicant has been working with District engineering staff to prepare an area wide storm water management strategy that will ultimately provide for a community stormwater facility that will service a broader area beyond that of the development site. As such staff are supportive of the proposed OCP change from Compact Cluster Residential to Urban Residential Compact. The details of the stormwater management strategy are outlined later in this report.

Zoning Bylaw 5050-2009

The proposal is to rezone the properties from Suburban Residential (S36) Zone to a combination zoning of Residential Compact 465 (RC465) and Residential Compact 465 Secondary Dwelling Zones (RC465s). Both target zones would allow the creation of up to twenty-nine (29) single family lots, some of which allowing secondary dwellings in the form of secondary suites or coach and garden cottages where possible. The minimum lot size for these zones is 465 square metres or approximately 5,005 square feet.

Specifically, the developer is requesting that twenty-three (23) of the twenty-nine (29) lots be zoned to allow for a secondary dwelling unit. Appendix 6 identifies the lots that could accommodate a secondary dwelling. While the secondary dwelling use allowance will likely take the form of a secondary suite within the dwelling in the majority of the lots proposed, some of the larger lots in this development could accommodate either a detached coach house or garden cottage. The principal dwelling on those lots allowing a detached secondary dwelling would be restricted to a two storey main entry type home (i.e., living space and kitchen on the main floor) by way of a restrictive covenant registered on title. The restriction on dwelling type would minimize the possibility of an additional secondary suite within the principal dwelling as could be the case with a basement entry home. The developer has also agreed to the registration of a restrict covenant that will required those lots zoned to allow a secondary dwelling to be constructed to “suite ready” including the provision of a parking space for the secondary dwelling.

NEIGHBOURHOOD PLANNING AND SERVICING

Although the immediate neighbourhood consists of larger suburban lot acreages, the area is designated to allow for more compact residential development with the installation of full municipal services.

Proposed Lot Layout and Road Configuration

Appendix 4 identifies the preferred road and lot configuration as it achieves the maximum lot yield for the immediate area and reduces the amount of road construction required for this development. However, the developers have provided an acceptable alternative plan of subdivision as they have not been able to come to an agreement with the contiguous property owner of 8566 Nottman Avenue to secure a servicing corridor across this property.
Municipal Services within the Development

The Engineering Department comments are attached as Appendix 7. From an Engineering point of view, there are no servicing requirements that need to be installed prior to the adoption of the zoning amending bylaw.

Municipal Services beyond the Development

Fee simple urban residential developments rely on the availability of municipal services, and in particular, municipal storm sewer. In Cedar Valley, stormwater management is by far the greatest challenge to complete the build-out of the area. The existing detention pond at the corner of Dalke Avenue and Nottman Street was constructed as a temporary stormwater detention facility and was slated to be released once the community stormwater detention facility (identified as the D3 site as shown on Appendix 8) was brought online.

To advance the construction of the D3 project and allow the development to proceed under fee-simple residential lot tenure, the developer has agreed to undertake the engineering design works needed to determine the viability of the D3 site as a stormwater management facility for the entire catchment area as shown on Appendix 8.

There is a need to complete hydrological and environmental analyses to evaluate what design is best. Given that there are minimal funds in the Cedar Valley Stormwater Development Cost Charges (DCC) reserve account and that it is more efficient for the developer to undertake the design work, the developer has requested that they complete the design work on behalf of the municipality and receive DCC credits at the time of subdivision approval.

Staff have prepared the attached agreement (Appendix 9) outlining what DCC credits would be applied and the conditions that would need to be met. Should the design work confirm that the facility can be constructed on the D3 site; staff will prepare a subsequent agreement for Council’s consideration that would provide further DCC credits (and possibly other credits including any community amenity contribution received for this development) to enable the developer to complete the construction of the facility on behalf of the municipality.

The new stormwater management facility will be designed to manage all rainwater for the area as shown on Appendix 8, including the area currently serviced by the existing detention pond located at the corner of Dalke Avenue and Nottman Street.

Once the new facility is fully functional, it is recommended that the existing Dalke Pond facility site be decommissioned and the land it encumbered be sold for the purposes of residential development. Appendix 10 identifies the location of the Dalke pond, with the lot layout over the aerial photo. The developer has indicated that they wish to purchase the land from the District to incorporate it into the developable area of their proposed development site. While the conceptual plan of subdivision has envisioned this transaction, the sale of these lands will be brought forward for Council consideration. While the land will be sold at market value, the value of the land will be reflective of the significant decommissioning and reclamation works required to bring this land to its ultimate development potential.

Tree Retention

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant 2 trees per lot. The total number of trees required will be based on the final lot yield. In addition, the applicant is required to replace any significant tree (trees having a caliper of 0.2 metres or greater) that will be removed, except for those trees within the proposed municipal infrastructure necessary to complete the development.

Due to the size of the lots and road configuration, it is anticipated that five (5) of the seven (7) significant trees within the development site will require removal. The two trees that are to remain...
must be protected with snow fencing during the construction phase as per LAN 32 Tree Policy.

PARKS AND TRAILS (Section 510 of the Local Government Act, and the Parks and Trails Master Plan)

No parkland designation has been identified within the development site. The Parks Recreation and Culture Department is recommending that given the proposal to use the open space block north of Nottman for storm water detention purposes an effort should be made to develop a walking loop through the area/around the we areas to connect to local sidewalks and trail north of the block. A portion of the cash in lieu funding could be requested as a voluntary contribution to enhance this recreational opportunity. This opportunity will be brought forward for Council’s consideration in a subsequent report.

DEVELOPMENT PERMIT DP17-003

Compact residential development on lands designated Urban Compact – in Cedar Valley require an “Intensive Residential Development Permit”. This designation establishes guidelines for the form and character of intensive residential development by facilitating a higher standard of building design, housing, alternative site compatibility and site aesthetics that promote the important quality of a vibrant residential neighbourhood. The applicant is required to register a covenant in combination with the Development Permit to ensure that the buildings constructed meet the Guidelines as outlined in the OCP.

Approval of Intensive Residential Development Permits are delegated to the Director of Development Services. As such, no approval from Council is required.

DEVELOPMENT VARIANCE PERMIT DVP17-005 (Zoning Bylaw 5050-2009)

To allow for the lot yield, road and lot configuration, the application requires bylaw relaxation for lot width for proposed Lots 19 and 20 and lot depth relaxation for proposed Lot 1, as described on Appendix 6.

Specifically, the development variance permit seeks to vary District of Mission Zoning Bylaw 5050-2009 as follows:

Section 601, C. Lot Area 1. by:

a) Reducing the width at the front lot line for proposed Lot 19 from 14.0 metres (45.93 feet) to 6.0 metres (19.86 feet); and

b) Reducing the width at the front lot line for proposed Lot 20 from 14.0 metres (45.93 feet) to 6.0 metres (19.86 feet).

c) Reducing the lot depth for proposed Lot 1 from 25 metres (82.02 feet) to 9.0 metres (29.52 feet).

Staff support the variances as they are considered relatively minor and will not have a significant impact on the surrounding neighbourhood. The flexibility in this regard will allow for a lot layout that achieves a more efficient and equitable subdivision and road configuration that would be possible without the variances.

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

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 (per new residential lot created) to offset the unique financial burden that residential development incurs...
on the District to fund new or expand facilities and/or amenities within the community. While the contribution is a direct cash contribution based on the overall lot yield achieved by the developer, these monies could be used to assist towards the construction of the community stormwater management facility if Council deems such construction a community benefit. This option will be presented to Council in a subsequent report.

COMMUNICATION

The developer has posted two (2) development notification signs on the site describing the proposed development of the lands. Provided a public hearing date is determined by Council, the signs will be modified to advertise the public hearing details (i.e., date, time and place). In addition, a notice will be mailed to the owners and to the occupiers of all properties within a distance of 152 metres (500 ft.) of the development site notifying them of the public hearing details.

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 will be made 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.47 - Official Community Plan (OCP) Referral

Based on Lan.47, the only organization which will require a referral for the OCP amendment is school District #75.

REFERRALS

Engineering

The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 7.

Parks, Recreation and Culture

The Parks, Recreation and Culture Department has no objection to the project and offers the following comments as attached to Appendix 11.

REQUIREMENTS PRIOR TO FINAL READING

The Final Reading of the OCP and Zoning Amending Bylaws will be held until the following have been satisfied:

1. Any requirements received from external agencies regarding the proposed OCP amendment;
2. The community amenity contribution that has been volunteered in the amount of $2,815 per new lot is received;
3. The servicing requirements, as outlined in Appendix 8, have been addressed to the satisfaction of the District Engineer; and
4. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.
INFORMATIONAL NOTES

1. Approval of Development Variance Permit DV17-005 will be considered as part of the same Council agenda as the adoption of the Official Community Plan and Zoning Amending Bylaws is considered;

2. In accordance with Section 510 of the *Local Government Act* and Council Policy LAN. 26, parkland dedication of five per cent (5%) is applied as cash in lieu to subdivision file S16-010; and

3. Street naming bylaw will be presented in a subsequent report to Council and considered as part of the same Council agenda as the Official Community Plan and Zoning Amending Bylaws are considered.

SIGN-OFFS:

Marcy Bond, Senior Planner

Reviewed by:
Dan Sommer, Director of Development Services

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 8554 Nottman Street
PID: 017-711-762
Legal: Lot 1 South Half of the North West Quarter Section 28, Township 17, New Westminster District Plan LMP3590

Civic Address: 8540 Nottman Street
PID: 009-242-007
Legal: Lot 2 Except: Part Subdivided by Plan 35466: Section 28, Township 17, New Westminster District Plan 23197

Civic Address: 8590 Nottman Street
PID: 029-781-124
Legal: Lot A, Section 28, Township 17, New Westminster District Plan EPP57128
Subject Property: 8540, 8554, 8590 Nottman St
Owner: 1030502 BC Ltd
Applicant: Tony Miniaci
Analytical Consulting
Zoning: S36
OCP Designation: Urban Residential - Compact Cluster
Two Storey/Coach S - Zone Lots 10, 11, 16, 28, 29.

Two Storey Lot 3, 4, 5, 6, 7, 15, 19, 20.

Basement Entry S - Zone Lots 1, 2, 8, 9, 12, 13, 14, 17, 18, 19, 21, 2, 23, 24, 25, 26, 27.
CIVIC ADDRESS: 8540, 8554, & 8590 Nottman Street

CURRENT ZONE: S36          PROPOSED ZONE: RC465

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Nottman Street. No further upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Nottman Street to be extended to the site.
The extent of upgrades required to be addressed at the time of subdivision.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Nottman Street to be extended to the site.
The extent of upgrades required to be addressed at the time of subdivision.

ROAD WORK REQUIREMENTS:
Nottman Street provides paved access (open gravel shoulder and roadside ditches) to the site.
As per District of Mission Subdivision Control Bylaw 1500-1985, Urban Compact OCP land use designation, curb & gutter, sidewalk and ornamental street lighting will be required.
The extent of upgrades required to be addressed at the time of subdivision.

OTHER COMMENTS:
The applicant currently has an OCP amendment application for consideration by council (OCP16-001) to amend the designation from Urban Residential–Compact Cluster to Urban Residential Compact. Compact cluster requires the development to be stratified to manage storm water onsite whereas Residential Compact does not.

Offsite storm water detention for an Urban Residential Compact development would therefore require further study and engineered design. To be addressed at the time of subdivision.

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

Prepared by: Jason Anthony, Engineering Technologist
Reviewed by: Tracy Kyle, Director of Engineering & Public Works
Reviewed by: Jay Jackman, Manager of Development Engineering & Projects

February 14, 2017
Legend

- Catchment Area in Cedar Valley
- Existing Wetland
- Proposed Location for Rainwater Management Facility
- Existing Dwellings & New Development (11.55ha) - rainwater directed to the rainwater management facility
- Multi-family Area - rainwater detained on-site

Catchment Area in Cedar Valley

File: P2016-015

Drawn by: H.L. Date: 02/20/2017
AGREEMENT

THIS AGREEMENT made the _____ day of ________, 2017

BETWEEN:

DISTRICT OF MISSION
P.O. Box 20
8645 Stave Lake Street
Mission, BC V2V 4L9

(the "District")

OF THE FIRST PART

AND:

1030502 B.C. LTD.
206 – 33119 South Fraser Way
Abbotsford BC V2S 2B1

(the "Developer")

OF THE SECOND PART

WHEREAS:

A. The District has adopted the Cedar Valley Area Stormwater Management Plan Update (Urban Systems 2007) and stormwater detention Pond D3 ("Detention Facility") is proposed to be constructed on the District owned land ("Land") described in Schedule A to this Agreement;

B. The cost of constructing the Detention Facility is included within the District’s Development Cost Charge Bylaw 5214-2011;

C. The District does not have capital funds in its reserves for design and construction of the Detention Facility at this time;

D. The Developer has proposed a development ("Development") that requires the construction of the Detention Facility to manage the Development’s stormwater;

E. The Developer wishes to proceed with designing ("the Design") the Detention Facility and determining whether the Detention Facility can be constructed on the Land;

F. As permitted under the Local Government Act, the Developer wishes to secure Development Cost Charge credits (“DCC Credits”) to cover the Developer’s costs of preparing the Design of the Detention Facility, such DCC Credits not to exceed the DCC payable for the Detention Facility in Development Cost Charge Bylaw 5214-2011; and

G. The District is prepared to issue such DCC Credits according to the terms and conditions of this Agreement.
NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises and covenants contained herein and sum of $10.00 now paid by the Developer to the District, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. DEVELOPMENT COST CHARGES (DCCs)
   a. The estimated DCCs for the Development are $624,726.76 and are detailed in Schedule B.
   b. The estimated DCCs that can be directly related to the design and construction of the Detention Facility are the Cedar Valley Drainage DCCs in the amount of $153,973.40 as noted in Schedule B.

2. DESIGN ELEMENTS ELIGIBLE FOR DCC CREDITS
   a. A list of the works and services that are eligible for DCC Credits under this Agreement is provided in Schedule C.

3. PAYMENT OF DCC CREDITS
   a. The District agrees to provide DCC Credits for the cost of the Design to the Developer up to a maximum of $82,800 not including applicable taxes. For certainty, taxes paid by the Developer under this Agreement will be eligible for DCC Credits provided the Developer has not received tax rebates for those paid taxes.
   b. The District will reimburse any DCC Credits under this section at the time the Approving Officer approves the Development should that approval be granted; and
   c. The request for payment of DCC Credits by the District to the Developer must be in writing and must be accompanied by official invoices from service providers to the Developer and receipts showing all payments made by the Developer.

4. DELIVERABLES
   a. The Developer will ensure that the Design is completed by a qualified professional who certifies that the Detention Facility can be constructed in accordance with the goals and objectives of the Cedar Valley Area Stormwater Management Plan Update;
   b. The Developer will provide the District with drawings, reports and renderings for the Design in a format acceptable to the District for the purposes of tendering the construction of the Detention Facility within 30 days of being completed by the Developer.

5. TERM
   a. The Term of this Agreement commences on the 1st day of January 2017 and expires on the 31st day of December, 2017 unless earlier terminated under this Agreement or unless another term is otherwise agreed to in writing by both parties.
6. INDEMNIFICATION

a. The Developer indemnifies the District, its elected officials, appointed officers, employees, contractors, sub-contractors and agents from and against all lawsuits, damages, losses, costs, expenses, liabilities or fees which the District may incur by reason of the use or occupation of the Land by the Developer or the carrying on upon the land of any activity in relation to the Developer's use or occupation of the Land and in respect of any loss, damage or injury sustained by the Developer, or by any person while on the Land for the purpose of doing business with the Developer or otherwise dealing with the Developer, or by reason of non-compliance by the Developer with Laws or by reason of any defect in the Land, including all costs and legal costs, assessed on a solicitor and client basis, and disbursements and this indemnity shall survive the expiry or sooner determination of this Agreement.

b. For the purposes of section 6(a) "Developer" includes any assignee, licensee or sub-licensee of the Developer.

c. The Developer releases the District, its elected officials, appointed officers, employees, contractors, sub-contractors and agents from and against all claims, lawsuits, damages, costs, expenses, losses, liabilities or fees (including fees of a solicitor on a solicitor and own client basis) which the Developer may incur, suffer or alleged by reason of the use of the Land by the Developer or the Developer's directors, officers, employees, contractors, sub-contractors, agents and invitees. This release shall survive the expiry or sooner determination of this Agreement.

7. NOTICES

a. Notices

i. Each notice sent pursuant to this Agreement ("Notice") shall be in writing and shall be sent to the relevant Party at the relevant address, facsimile number or e-mail address set out below. Each such Notice may be sent by registered mail, by commercial courier, by facsimile transmission, or by electronic mail.

ii. The Contact Information for the parties is:

<table>
<thead>
<tr>
<th>DISTRICT OF MISSION</th>
<th>DEVELOPER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Younie</td>
<td>Tony Miniaci</td>
</tr>
<tr>
<td>PO Box 20</td>
<td>Analytical Project Consulting</td>
</tr>
<tr>
<td>8645 Stave Lake Street</td>
<td>34424 Rockridge Place</td>
</tr>
<tr>
<td>Mission, BC V2V 4L9</td>
<td>Mission BC V2V 7N3</td>
</tr>
<tr>
<td>Tel: 604-820-3798; Fax: 604-820-3715</td>
<td>Tel: 604-850-4854</td>
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<tr>
<td>Email: <a href="mailto:myounie@mission.ca">myounie@mission.ca</a></td>
<td>Email: <a href="mailto:analyticalconsulting2013@gmail.com">analyticalconsulting2013@gmail.com</a></td>
</tr>
</tbody>
</table>
iii. Each Notice sent by electronic mail ("E-Mail Notice") must show the e-mail address of the sender, the name or e-mail address of the recipient, and the date and time of transmission, must be fully accessible by the recipient, and unless receipt is acknowledged, must be followed within twenty-four (24) hours by a true copy of such Notice, including all addressing and transmission details, delivered (including by commercial courier) or sent by facsimile transmission.

iv. Subject to section 7a(v) through 7a(vii) each Notice shall be deemed to have been given or made at the following times:

1. if delivered to the address (including by commercial courier), on the day the Notice is delivered;

2. if sent by registered mail, seven (7) days following the date of such mailing by sender;

3. if sent by facsimile transmission, on the date the Notice is sent by facsimile transmission; or

4. if sent by electronic mail, on the date the E-Mail Notice is sent electronically by e-mail by the sender.

v. If a Notice is delivered, sent by facsimile transmission or sent by electronic mail after 4:00 p.m., or if the date of deemed receipt of a Notice falls upon a day that is not a Business Day, then the Notice shall be deemed to have been given or made on the next Business Day following.

vi. Notice given by facsimile transmission in accordance with the terms of this section a will only be deemed to be received by the recipient if the sender's facsimile machine generates written confirmation indicating that the facsimile transmission was sent.

vii. If normal mail service, facsimile or electronic mail is interrupted by strike, slow down, force majeure or other cause beyond the control of the parties, then a Notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the Notice shall utilize any other such services which have not been so interrupted or shall personally deliver such Notice in order to ensure prompt receipt thereof.

viii. Each Party shall provide Notice to the other Party of any change of address, facsimile number, or e-mail address of such Party within a reasonable time of such change.

8. TERMINATION

a. If the Developer is in breach of this Agreement, and if the default continues after the giving of notice by the District to the Developer, then the District may terminate this Agreement and the rights of the Developer with respect to the Agreement shall lapse and be absolutely forfeited.
b. Either party of this Agreement may, at their sole discretion, exercise an early termination clause, subject to giving the other party of this Agreement sixty (60) days’ prior notice of pending termination.

9. REGULATIONS

a. The Developer must:
   
   i. Comply promptly at its own expense with the statutes, regulations and bylaws applicable to the Land or the Developer’s use of the Land and other requirements of an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the District or the Developer; and

   ii. Indemnify the District from all lawsuits, damages, loss, costs or expenses that the District may incur by reason of non-compliance by the Developer with legal requirements or by reason of any defect in the Land or any injury to any person or damage to any personal property brought on to the Land. The Developer is responsible for any damage to the Land occurring while the Developer is exercising its rights under this Agreement.

b. The obligations of the Developer under section 9 shall survive the expiry or earlier termination of this Agreement.

10. NO COMPENSATION

a. The Developer is not entitled to compensation from the District for any loss, including economic loss, or injurious affection or disturbance resulting in any way from the termination of the Agreement.

b. The Developer is not entitled to compensation from the District for any loss, including economic loss, or injurious affection or disturbance resulting from the District of Mission Council or the District’s Approving Officer not approving the amendment to the Official Community Plan, the rezoning or subdivision of land related to the Development as the case may be.

11. MISCELLANEOUS

a. The Developer warrants and represents that it has authority to enter into this Agreement, taken all corporate steps necessary to authorize this Agreement and to authorize the execution of this Agreement by the person on behalf of a group or organization and warrants and represents to the District that the Developer has sufficient power, authority, and capacity to bind the group or organization with his or her signature.

b. The execution and delivery of this Agreement, and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Developer, and this Agreement constitutes a legal, valid and binding obligation of the Developer, enforceable against the Developer in accordance with its terms.
c. In consideration of being granted the use of the Land, the Developer agrees to be bound by the terms and conditions of this Agreement and, if the Developer represents a group or organization, the Developer agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

d. Waiver of any default by a party is not a waiver of any subsequent default.

e. The Agreement is personal to the Developer and the Developer may not assign its interest to any other person without the written consent of the District, which consent may be withheld by the District in its sole discretion.

f. Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.

g. Time is of the essence of this Agreement.

h. Nothing in this Agreement commits the District or the Developer to construction of the Detention Facility nor is any guarantee or certainty that additional DCC Credits will be provided beyond what is considered in this Agreement for the Design only.

i. The Developer's access to the Land will under all circumstances be viewed as temporary only for the purposes of this Agreement and will not create nor be deemed to create any property interest in favour of the Developer in the Land.

j. The Developer acknowledges and agrees that, by granting this Agreement, the District is not accepting any responsibility for the Developer's use of the Land. The Developer shall use best efforts to cause a minimum of obstruction and inconvenience in the Land.

12. INTERPRETATION

a. That when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require.

b. The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

c. That this Agreement must enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.

d. This Agreement must be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

e. All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.
f. A provision in this Agreement granting the District a right of approval must be interpreted as granting a free and unrestricted right to be exercised by the District in its discretion.

g. The Agreement is not assignable.

h. This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.

13. COUNTERPARTS

a. This Agreement may be executed in counterparts each of which will be deemed to be an original and all of which together will constitute one and the same agreement. A counterpart signed by a party and transmitted by facsimile or electronically in PDF format will have the same effect as a counterpart originally signed by such party.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

**DISTRICT OF MISSION**
by its authorized signatories

Randy Hawes, Mayor

Michael Younie, Corporate Officer

**Developer** by its authorized signatories

Name:

Name:

Name:
SCHEDULE A
Description of the Land

Legal Description: Township 17, Section 28, Plan BCP26897
**SCHEDULE B**

*Estimated Development Cost Charges for the Development*

Scope of development:
- 28 single family compact lots
- Within Cedar Valley (DCC Bylaw Area “B”)

**Table of Applicable Development Cost Charges for the Development**

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<th>Type</th>
<th># of Units</th>
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## Schedule C
### Authorized Works and Costing*

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<tr>
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<td>Design*</td>
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<td><strong>Total</strong></td>
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* Scope of work and cost as per attached Wedler Engineering estimate
** GST not payable if Developer receives GST rebate
DISTRICT OF MISSION
DEVELOPMENT VARIANCE PERMIT DV17-005

Issued pursuant to Section 498 of the Local Government Act

Issued to: 1030502 BC Ltd.
33456 South Fraser Way, Abbotsford, BC V2S 2B5

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: 009-242-007
Lot 2 Except: Part Subdivided by Plan 35446; Section 28 Township 17 New Westminster District Plan 23197

Parcel Identifier: 017-711-762
Lot 1 South Half of the North West Quarter Section 28 Township 17 New Westminster District Plan LMP3590

Parcel Identifier: 017-711-771
Lot 2 South Half of the North West Quarter Section 28 Township 17 New Westminster District Plan LMP3590

1. The said lands are zoned RC465 pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.

2. “District of Mission Zoning Bylaw” as amended is hereby varied in respect of the said lands as follows:
   (a) Reducing the required width at the front Lot line for proposed Lot 19 from 14.0 metres to 6.0 metres and for Lot 20 from 14.0 metres 6.0 metres
   (b) Reducing the lot depth for proposed Lot 1 from 25.0 metres to 9.0 metres along the west property boundary.

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 day of the month] day of [Click here to type month] , [Click here to type year] .

___________________________
Randy Hawes,
MAYOR

___________________________
Michael Younie,
CORPORATE OFFICER

Development Variance Permit DV17-005
SUBDIVISION APPLICATION COMMENTS

DISTRICT OF MISSION - PARKS, RECREATION & CULTURE DEPARTMENT COMMENTS

Referral Date: January 3, 2017

Subject Properties: 8540, 8554 & 8590 Nottman Street

Legal Descriptions:
8540 Nottman St. - Parcel Identifier: 009-242-007 Lot 2 Except: Part Subdivided by Plan 35446; Section 28 Township 17 New Westminster District Plan 23197

8554 Nottman St. - Parcel Identifier: 017-711-762 Lot 1 South Half of the North West Quarter Section 28 Township 17 New Westminster District Plan LMP3590

8590 Nottman St. - Parcel Identifier: 017-711-771 Lot 2 South Half of the North West Quarter Section 28 Township 17 New Westminster District Plan LMP3590

File Number: S16-010

# of Proposed Lots: 30 lots

The Parks and Recreation staff have reviewed this proposal and don't have any concerns related to the proposal. The development is within walking distance of Lightburn Park, which is small but will satisfy the needs of small children and parents. Given the proposal to use the open space block north of Nottman for storm water detention purposes an effort should be made to develop a walking loop through the area / around the wet areas to connect to local sidewalks and trails north of the block. A portion of the cash in lieu funding should be requested as a voluntary contribution to enhance this recreational opportunity.

Signed: [Signature]

Date: Jan 3/2017
DATE: March 20, 2017
TO: Mayor and Council
FROM: Heidi Lam, Planning Technician
SUBJECT: Rezoning Application to allow a secondary dwelling use in the form of a secondary suite – 33936 McPhee Place
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Engineering Department Comments

CIVIC ADDRESS: 33936 McPhee Place
APPLICANT: Jasvinder Dhaliwal
OCP: This application is in conformance with the current Urban Residential OCP designation.
DATE APPLICATION COMPLETE: February 22, 2017
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning application to allow a secondary dwelling unit use at the property located at 33936 McPhee Place and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY:

A rezoning application has been received from Jasvinder Dahlwal and Virinder Saran, property owners, seeking to construct a secondary dwelling at 33936 McPhee Place in the form of a secondary suite. To authorize the secondary dwelling use in the home, a rezoning of the property from Urban Residential 465 (R465) Zone to Urban Residential 465 Secondary Dwelling (R465s) Zone is required.

SITE CHARACTERISTICS:

The subject property is approximately 568 m² (6,114 ft²) in size, and is located south of McPhee Place and north of Cherry Avenue in the Mission Core area (Appendix 2). The property is designated Urban Residential in the District’s Official Community Plan (OCP) and is zoned R465 Zone. The property is currently developed with a single family dwelling.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance:

The proposed secondary suite will accommodate a floor area of up to 90 m² (968.8 ft²). This area is in conformance with the maximum allowable floor space for a secondary suite within the Zoning Bylaw, which is 40% of the principal residence’s floor space to a maximum of 90 m².

The applicant has provided a plan showing the proposed floor plan of the secondary suite. The secondary suite will meet the required separate entrance provision of the Zoning Bylaw as well as the unobstructed parking provisions of the Bylaw.

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

The proposed rezoning conforms to Section 2.3 Housing Choice and Quality and Section 2.4 Infill Residential, which both support single family residences with secondary dwelling units such as secondary suites. The OCP also supports secondary suites as it provides affordable and rental housing within the District.

Neighbourhood Character:

The subject property is located within an urban residential neighbourhood comprised mostly of single family dwellings. Lands surrounding the property are all within the R465 Zone, and are designated Urban Residential within the OCP.

It is believed that the rezoning of this property to allow for a secondary suite will have little or no impact on the surrounding neighbourhood. Typically, complaints that arise from secondary suites
relate to inadequate off-street parking. As noted, this proposal meets the off-street parking requirements of the Zoning Bylaw.

**Servicing:**

Municipal water, sanitary sewer, and storm sewer is available on McPhee Place. As a result, no upgrades are required.

**COMMUNICATION:**

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

Provided that a public hearing date is determined by Council:

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

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

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

**REFERRALS:**

*Engineering*

The Engineering Department has no objection to the project as outlined in Appendix 3.

**REQUIREMENT(S) PRIOR TO FINAL READING**

Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Any requirements resulting from Council’s consideration of the Bylaw including public hearing.

**SIGN-OFFS:**

Heidi Lam, Planning Technician

Reviewed by:

Robert Publow, Manager of Planning

Comment from Chief Administrative Officer

Reviewed.
### Appendix 1

**Information for Corporate Officer**

<table>
<thead>
<tr>
<th>Civic Address:</th>
<th>33936 McPhee Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>PID:</td>
<td>029-470-021</td>
</tr>
<tr>
<td>Legal:</td>
<td>Lot 14 Section 27 Township 17 New Westminster District Plan EPP45267</td>
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Appendix 2

Location Map

Subject Property: 33936 McPhee Place
Owner: Jasvinder Dahlwal & Virinder Saran
Applicant: Jasvinder Dahlwal
Zoning: R465
OCP Designation: Urban Residential
Appendix 3

Engineering Department Rezoning Comments

February 14, 2017

CIVIC ADDRESS: 33936 McPhee Place

CURRENT ZONE: R465 PROPOSED ZONE: R465s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on McPhee Place.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on McPhee Place.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on McPhee Place.
No upgrades are required.

ROAD WORK REQUIREMENTS:
McPhee Place provides paved access to the site.
No upgrades are required.

OTHER COMMENTS:
The revised parking plan (submitted Feb 10th) is acceptable in principle to the Engineering & Public Works department. The applicant shall contact works inspector Rod Hubler (604.820.3743) prior to construction.

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
DATE: March 20, 2017
TO: Mayor and Council
FROM: Ken Bourdeau, Planner
SUBJECT: Discharge of Land Use Contract (LUC) 455-1975 and the Rezoning of the properties located at 32290 and 32336 Lougheed Highway to Commercial Highway Two (CH2) Zone

ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 - OCP designation and Zoning map
Appendix 4 – Engineering Department Rezoning Comments
Appendix 5 – Land Use Contract 455-1975

CIVIC ADDRESS: 32290 and 32336 Lougheed Highway
APPLICANT: Sam Cavas
OCP: This application is in conformance with the current Commercial OCP designation

DATE APPLICATION COMPLETE: February 27, 2016
LOCATION: Mission Core - Lougheed Highway Commercial Area
OVERVIEW AND STAFF COMMENTS:

This report details the development application to discharge Land Use Contract (LUC) 455-1975 and to rezone the subject properties to Commercial Highway Two Zone (CH2), and identifies the necessary Zoning Bylaw amendment.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY:

A rezoning application has been received from Sam Cavas, on behalf of the property owner Project Mission Landing Inc..

The property owner owns four adjacent lots in the Lougheed Highway Commercial Area. Three of the lots are the subject of this application: 32290 Lougheed Highway (which consists of 2 lots) and 32336 Lougheed Highway. The fourth lot (32352 Lougheed Highway) is not part of this application, as it's already zoned CH2. Appendix 2 shows the location of the four lots.

The application proposes to rezone all three subject properties from Urban Residential R558 Zone to Commercial Highway Two Zone (CH2) and to discharge an existing Land Use Contract (LUC) that is registered on title for two of the lots (32290 Lougheed Highway). Appendix 3 shows the existing OCP designation and Zoning.

No development is complemented at this time and any development of the site in the future would require further development applications, including a development permit for building form and character.

SITE CHARACTERISTICS:

The subject properties are approximately 1.29 hectares (3.2 acres) in area and are located in the Lougheed Highway Commercial Area. The subject properties front Rai Avenue to the north and the Canadian Pacific Railway right-of-way to the south. The northern half of the lots are relatively flat and are developed with a commercial building that is currently vacant, but previously contained a Building Supply Store (Rona). The southern half of the lots are undeveloped and have steep slopes that are heavily forested with mature trees.

PLANNING ANALYSIS

Official Community Plan (OCP)

The subject properties are designated Commercial in the OCP. The proposed rezoning to CH2 conforms to the OCP, specifically Policy 3.2.3 which provide[s] for commercial uses that serve the local and regional population in regional shopping centre locations and in highway commercial areas on a site-by site basis. Limit strip retail and large warehouse retail businesses to existing commercial use areas.

Land Use Contract (LUC) and Zoning Bylaw Compliance:

From 1973 to 1979, provincial legislation allowed the District to enter into Land Use Contracts with property owners. LUCs were zoning, development permits, subdivision layout approval and servicing agreements all contained within one document. In a case where a property is the subject of a LUC, the LUC supersedes the underlying zoning, if any exists.
In May 2014, the Province adopted legislation to terminate all LUCs by no later than June 30, 2024 and directed Municipalities to have underlying zoning in place by June 30, 2022.

If the LUC was to expire in 2024, the underlying R558 Zone would come into effect. As the building has been vacant for a period of more than 6 months, the property would not be deemed a non-conforming use and as a result, the existing permitted use (retail lumber and hardware business) would not be entitled to legally non-conforming status.

Ministry of Environment (MoE) Comments

Correspondence received from MoE advises a detailed site investigation is required to determine the extent of possible contamination on the site; however, the proponent received a release from MoE that delays the requirement for a site investigation. In part, the MoE release states “the Ministry is prepared to provide the necessary release so that the District of Mission may proceed with approval of the zoning application the requirement for a site investigation is not extinguished by this release and this outstanding requirement will suspend the approval of future applications for the site identified in section 40 of the Environmental Management Act.”

Council may proceed with the Rezoning application with the understanding that the MoE requirement for a detailed site investigation, required under section 7(1) of the Contaminated Site Regulation, is not required at this time; however, any further development applications may not proceed until the MoE detailed site investigation requirements have been satisfied.

RECOMMENDATION

Staff recommends discharging the LUC and rezoning the properties to CH2 because:

- the LUC limits the property to one use (retail lumber and hardware business) which is contrary to the Commercial OCP designation which calls for a wider variety of uses.

- the property has been vacant for more than 6 continuous months, as a result if the LUC was to expire in 2024 without any action by the District, the property would not be eligible for non-conforming status, as per Section 528 of the Local Government Act, and the R558 zone would apply. This means the only permitted use would be one Single Family Dwelling and various accessory uses.

- the property has been used for commercial purposes for over 40 years, and could be considered a historic use.

- the purpose of the CH2 Zone is to provide for a broad range of businesses to serve the general retail, office, service and auto-oriented shopping needs of the community that are located along the Provincial Highway corridors (Highway #7 and Highway #11) and located within the Commercial [OCP designation] area only.

COMMUNICATION:

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

Provided that a public hearing date is determined by Council:

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

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

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

**REFERRALS:**

**Engineering**

The Engineering Department has no objection to the project, as there is no development proposed at this time. Engineering comments are available in *Appendix 4*. 
REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the amending bylaw(s) will be held until the following have been satisfied:

1. Approval from the Ministry of Transportation and Infrastructure (MOTI).
2. Any other requirements resulting from Council’s consideration of the Bylaw, including the Public Hearing.

SIGN-OFFS:

Ken Bourdeau, Planner
Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed
Appendix 1

Information for Corporate Officer

Civic Address: 32290 Lougheed Highway
PID: 004-639-561
Legal: Lot 29 Section 17 Township 17 New Westminster District Plan 40876

Civic Address: 32290 Lougheed Highway
PID: 004-639-570
Legal: Lot 4 Except Part on SRW Plan LMP24377, Section 17 Township 17 New Westminster District Plan 8282

Civic Address: 32336 Lougheed Highway
PID: 004-639-596
Legal: Lot 5, Except Part on SRW Plan LMP24377, Section 17, Township, New Westminster District Plan 8282
Appendix 2

Subject Property: 32290 Lougheed Highway (PID: 004639561, 004639570), & 32336 Lougheed Highway

Owner: Delesalle Holdings Ltd
Applicant: Daniel McIntyre (Delesalle Holdings Ltd)

Zoning: Land Use Contract, R558, CH2
OCP Designation: Commercial
CIVIC ADDRESS:  32290, 32336 & 32352 Lougheed Highway

CURRENT ZONES:  32290 Lougheed Highway (Parcels 1 & 2) – Land Use Contract
                 32336 Lougheed Highway – Land Use Contract
                 32352 Lougheed Highway – CH2 (no change)

PROPOSED ZONES:  32290 Lougheed Highway (Parcels 1 & 2) – CH2
                 32336 Lougheed Highway – CH2

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Rai Avenue. No upgrades required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Rai Avenue and via sanitary main infrastructure that bisects the properties. No upgrades required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Rai Avenue. No upgrades required.

ROAD WORK REQUIREMENTS:
Rai Avenue 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:
Jason Anthony, Engineering Technologist

Reviewed by:
Jay Jackman, Manager of Development
Engineering & Projects
Appendix 5

DISTRICT OF MISSION

BY-LAW NO. 455 - 1975

A By-Law to authorize the Council to enter into a Land Use Contract with Mission Builders Market Limited.

WHEREAS under the provisions of Section 702 A (2) of the Municipal Act the Council may, by by-law, amend the Zoning By-Law to designate areas of land within the Municipality as Development Areas:

AND WHEREAS the Council has, by Development Area No. 15 By-Law No. 246 - 1973, declared the following described land to be a Development Area:

"The whole of the areas within the boundaries of the Municipality which is divided into zone designations and all of the zones as designated by "The District of Mission Zoning By-Law No. 91 - 1971" and amendments thereto, save and except those areas described in the following By-Laws:"

Development Area No. 3 By-Law No. 95 - 1971
Development Area No. 4 By-Law No. 108 - 1971
Development Area No. 5 By-Law No. 109 - 1971
Development Area No. 7 By-Law No. 141 - 1971
Development Area No. 8 By-Law No. 142 - 1971
Development Area No. 9 By-Law No. 143 - 1971
Development Area No. 10 By-Law No. 144 - 1972
Development Area No. 11 By-Law No. 145 - 1972
Development Area No. 15 By-Law No. 155 - 1972
Development Area No. 16 By-Law No. 156 - 1972
Development Area No. 17 By-Law No. 159 - 1972
Development Area No. 19 By-Law No. 211 - 1972

AND WHEREAS the Council has received an application under the provisions of Section 702 A (3) of the Municipal Act for a Land Use Contract to develop a building supply market within the said Development Area:

AND WHEREAS a Public Hearing was held on the 1st day of November, 1971, with respect to the said application:

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

1. This By-law may be cited for all purposes as "District of Mission Land Use Contract By-Law No. 455 - 1975".

2. It shall be lawful and the Council of the District of Mission is hereby empowered to enter into a Land Use Contract with Mission Builders Market Limited, for the construction of a building supply market upon land known and described as:

Lot 29, North West Quarter, Township 17, Plan 40876, New Westminster District

3. The Mayor and the Clerk of the District of Mission are hereby authorized to sign, seal and deliver a Land Use Contract on behalf of the District of Mission, and to apply the Corporate Seal of the District of Mission thereto.

READ A FIRST TIME this 5th day of October, 1975.
READ A SECOND TIME this 6th day of October, 1975.
READ A THIRD TIME this 6th day of October, 1975.

RECONSIDERED AND FINALLY ADOPTED this 7th day of October, 1975.

[Signatures]

APPROVED

CLERK

I HEREBY CERTIFY the above to be a true and correct copy of "District of Mission Land Use Contract By-Law No. 455 - 1975".
DISTRICT OF MISSION

BY-LAW NO. 455 - 1975

A By-Law to authorize the Council to enter into a Land Use Contract with Mission Builders Market Limited.

WHEREAS under the provisions of Section 702 A (2) of the Municipal Act the Council may, by by-law, amend the Zoning By-Law to designate areas of land within the Municipality as Development Areas:

AND WHEREAS the Council has, by Development Area No. 15 By-Law No. 246 - 1975, declared the following described land to be a Development Area:

"The whole of the areas within the boundaries of the Municipality which is divided into zone designations and all of the zones as designated by "The District of Mission Zoning By-Law No. 91 - 1971" and amendments thereto, save and except those areas described in the following By-Laws:

Development Area No. 3 By-Law No. 95 - 1971
Development Area No. 4 By-Law No. 108 - 1971
Development Area No. 5 By-Law No. 109 - 1971
Development Area No. 7 By-Law No. 141 - 1971
Development Area No. 8 By-Law No. 142 - 1971
Development Area No. 9 By-Law No. 143 - 1971
Development Area No. 10 By-Law No. 144 - 1972
Development Area No. 11 By-Law No. 145 - 1972
Development Area No. 15 By-Law No. 155 - 1972
Development Area No. 16 By-Law No. 156 - 1972
Development Area No. 17 By-Law No. 159 - 1972
Development Area No. 19 By-Law No. 211 - 1972

AND WHEREAS the Council has received an application under the provisions of Section 702 A (3) of the Municipal Act for a Land Use Contract to develop a building supply market within the said Development Area;

AND WHEREAS a Public Hearing was held on the 1st day of November, 1971, with respect to the said application:

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

1. This By-law may be cited for all purposes as "District of Mission Land Use Contract By-Law No. 455 - 1975".

2. It shall be lawful and the Council of the District of Mission is hereby empowered to enter into a Land Use Contract with Mission Builders Market Limited, for the construction of a building supply market upon land known and described as:

Lot 20, North West Quarter, Township 17, Plan 40876, New Westminster District

3. The Mayor and the Clerk of the District of Mission are hereby authorized to sign, seal and deliver a Land Use Contract on behalf of the District of Mission, and to apply the Corporate Seal of the District of Mission thereto.

READ A FIRST TIME this 6th day of October, 1975.
READ A SECOND TIME this 6th day of October, 1975.
READ A THIRD TIME this 6th day of October, 1975.

RECONSIDERED AND FINALLY ADOPTED this 7th day of October, 1975.

[Signatures]

I HEREBY CERTIFY the above to be a true and correct copy of "District of Mission Land Use Contract By-Law No. 455 - 1975".

[Signature]
LAND USE CONTRACT

THIS CONTRACT is dated the 8th day of October, 1976.

BETWEEN:-

DISTRICT OF MISSION, a Municipal Corporation, duly incorporated under the laws of the Province of British Columbia, of Box 20, Mission City, British Columbia.

(hereinafter called "THE MUNICIPALITY")

OF THE FIRST PART

AND: MISSION BUILDERS MARKET LIMITED,
7164 Vedder Road,
Sardis, B.C.

(hereinafter called "THE DEVELOPER")

OF THE SECOND PART

WHEREAS the Municipality, pursuant to Section 702 A of the "Municipal Act", may, notwithstanding any by-law of the Municipality, or Section 712 or 713 of the "Municipal Act", enter into a land use contract containing such terms and conditions for the use and development of land as may be agreed upon with a developer, and thereafter the use and development of the land shall be in accordance with the land use contract;

AND WHEREAS the "Municipal Act" requires that the Municipal Council consider the criteria set out in Section 702 (2) and 702A (1) in arriving at the terms, conditions and consideration contained in a land use contract;

AND WHEREAS the Developer has presented to the Municipality a scheme for use and development of the within described lands and premises that would be in contravention of a by-law of the Municipality or Sections 712 or 713 of the "Municipal Act" or both, and has requested that the Council of the Municipality enter into this contract under the terms, conditions and for the consideration hereinafter set forth:
AND WHEREAS the Council of the Municipality, having given
due consideration to the criteria set forth in Section 702 (2) and
702A (1) of the "Municipal Act", have agreed to the terms, conditions
and consideration herein contained:

AND WHEREAS if the land is within a radius of one-half
mile of the intersection of a controlled access highway and another
highway, the approval of the Minister of Highways to the terms hereof
must be obtained:

AND WHEREAS the Municipality and the Developer both
acknowledge that the Council of the Municipality could not enter
into this agreement, until the Council held a public hearing in
relation to this agreement and considered any opinions expressed
at such hearing, and unless Council by by-law approved the Munici-
pality entering into this contract.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consid-
eration of the premises and the conditions and covenants hereinafter
set forth, the Municipality and the Developer covenant and agree
as follows:

1. The Developer is the owner of those lands and premises
situate, lying and being in the ______ DISTRICT ______
MISSION, in the Province of British Columbia,
and being more particularly known and described as:

  Lot 29, North West Quarter, Township Seventeen, Plan 40876 - N.W.D.

(Hereinafter called "THE LAND")

2. The Developer has obtained the consent of all persons
having a registered interest in the land as set out in the
schedule preface the consents to the use and development set
forth herein which consents are attached hereto.
3. The land, including the surface of water, and any and all buildings and structures erected thereon, theretoe or therein shall be used for the purpose specified in Schedule "A" hereto and for none other.

4. No building or structure shall be constructed, reconstructed, altered, moved or expanded upon the land except in compliance with the specifications and the plot plan set out in Schedule "B" hereto.

5. No sign shall be erected upon the land or any building structure thereon except those shown on the plans and specifications set out in Schedule "D" hereto.

6. Off street parking and loading spaces shall be provided, located and constructed in accordance with the plan set out in Schedule "C" hereto.

7. All buildings and structures shall be constructed strictly in compliance with and according to the plans and specifications set out in Schedule "D" hereto.

8. All landscaping, surface treatments, fences and screens shall be constructed, located, provided and maintained in compliance with and according to the plans and specifications set out in Schedule "D" hereto.

9. All utilities, including water, sewer, gas, telephones and electricity, shall be placed, provided and constructed in compliance with and according to the plans and specifications set out in Schedule "E" hereto.

10. All highways, bridges, lanes and walkways, including drainage, surfacing, curbs, gutters, street lighting, boulevards and street signs shall be provided, located and constructed in compliance with and according to the plans and specifications set out in Schedule "F" hereto.
11. All parks, public space, playgrounds or other recreation facilities, to be dedicated by subdivision plan or otherwise provided, shall be provided, constructed and developed in compliance with and according to the plans and specifications set out in Schedule "A" hereto.

12. No land shall be subdivided except in compliance with and according to the plans and specifications set out in Schedule "G" hereto.

13. Except as specifically provided in Schedule "I" hereto, the entire cost of the development of the land including the provision of all services and the provisions and construction of the items set out in paragraphs 6 to 11 hereof shall be paid for by the Developer.

14. All works and services, buildings, structures, pipes and fixtures and development constructed, placed or carried out upon property that is now, or by this contract becomes vested in the Municipality or located upon highways required to be dedicated, shall, upon acceptance by the Municipality in writing, become the property of the Municipality free and clear of any claim by the Developer or any person claiming through the Developer and the Developer shall save harmless the Municipality from any such claim.

15. Except as provided in Schedule "J" hereto, the Municipality shall, from the date of acceptance, be solely responsible for the operation, upkeep and maintenance of any works and services and any building, structure, pipes and fixtures of development accepted by it pursuant to paragraph 14 hereof, but nothing herein contained shall be deemed to or require the Municipality to operate, maintain or repair such works and services, buildings, structures, pipes, fixtures or development in any manner or to any extent different from its obligations in relation to similar works, services, buildings, structures, pipes, fixtures or developments constructed by it out of its general municipal funds.
16. The Developer shall provide the Municipality with the security set out in Schedule "K" hereto to guarantee performance hereof.

17. The Developer shall carry out the work and construct, locate, provide and develop the structures, buildings, works, services, developments and facilities according to the times set out in Schedule "L" hereto.

17A. The Developer hereby agrees to pay to the Municipality the sum of $_________ at the time the Developer makes application for a building permit on the said land for the Municipality's own use absolutely which amount or any part thereof is not refundable.

17B. Upon execution of this contract by the Developer, the Developer shall pay the sum of $_________ to the Municipality for the Municipality’s own use absolutely which amount or any part thereof is not refundable.

17C. In the event of breach by the Developer of any of the terms of this contract continuing after 30 days notice thereof has been given by the Municipality to the Developer by prepaid post to the address of the Developer as shown in this contract the Municipality may at its option cancel this contract and any monies paid by the Developer to the Municipality shall be forfeited and the Developer agrees to execute such documents and do such things whatsoever necessary to cancel this contract and its registration at the appropriate Land Registry Office.

18. This agreement shall be construed as running with the land and shall be registered in the Land Registry Office by the Municipality pursuant to the provisions of Section 702A (4) of the "Municipal Act".
Either the singular or masculine is used herein, the
same shall be construed as meaning the plural, feminine or body
porate or politic where the context or the parties so require.

20. This agreement shall ensure to the benefit of and be
binding upon the parties hereto and their respective heirs, executors,
administrators, successors and assigns.

A public hearing on this agreement was held the
2nd day of AUGUST, A.D. 1971.

This agreement was approved on the 12th day of

In witness whereof the parties to this agreement have
hereunto set their hands and seals the day and year first above
written.

THE CORPORATE SEAL OF
Burlington Bridge Market Ltd.
was affixed in the present of:

[Signature]

[Seal]

[Seal]

THE CORPORATE SEAL of the
DISTRICT OF MISSION was
affixed in the presence of:

[Seal]

[Seal]
ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that, on the 6th day of October, 1975, at Mission, in the Province of British Columbia, Calvin Neetz, whose identity has been proved by the evidence on oath of a personal acquaintance known to me, appeared before me and acknowledged to me that he is the President of Mission Builders Market Ltd., and that he is the person who subscribed his name to the annexed instrument as President of the said Company, and affixed the seal of the Company to the said instrument, that he was first duly authorized to subscribe his name as aforesaid, and affix the said seal to the said instrument, and that such corporation is legally entitled to hold and dispose of land in the Province of British Columbia.

IN TESTIMONY whereof I have hereunto set my Hand and Seal of Office, at Mission in the Province of British Columbia, this 6th day of October, one thousand nine hundred and seventy five.

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking affidavits within British Columbia.

AFFIDAVITY OF WITNESS

Province of British Columbia

I, (Name)

of the Province of British Columbia, make oath and say:

1. I was personally present and did see the within instrument duly signed and executed by the part thereeto, for the purposes named therein.

2. The said instrument was executed at (Place).

3. I know the said part , and that of the full age of nineteen years.

4. I am the subscribing witness to the said instrument and am of the full age of sixteen years.

Sworn before me at Mission in the Province of British Columbia, this day of , 19
ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that, on the 8th day of October, 1975, at Mission, in the Province of British Columbia, DONALD T. WICK (whose identity has been proved by the evidence on oath of), who is personally known to me, appeared before me and acknowledged to me that he is the Deputy Clerk of the District of Mission, and that he is the person who subscribed his name to the annexed instrument as Deputy Clerk of the said District and affixed the seal of the District to the said instrument, that he was first duly authorized to subscribe his name as aforesaid, and affix the said seal to the said instrument, and that such corporation is legally entitled to hold and dispose of land in the Province of British Columbia.

IN TESTIMONY whereof I have hereunto set my hand and seal of office, at Mission in the Province of British Columbia, this 8th day of October, one thousand nine hundred and seventy five.

Affirmed

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking affidavits within British Columbia.

AFFIDAVIT OF WITNESS

Province of British Columbia.

To Wit:

1. Of the of, in the Province of British Columbia, make oath and say:

1. I was personally present and did see the within instrument duly signed and executed by the part thereto, for the purposes named therein.

2. The said instrument was executed at

3. I know the said part , and that of the full age of nineteen years.

4. I am the subscribing witness to the said instrument and am of the full age of sixteen years.

Sworn before me at in the Province of British Columbia, this day of , 1975.

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking Affidavits within British Columbia.
LAND USE CONTRACT

CONSENT

KNOW ALL MEN BY THESE PRESENTS that, ________________

of ____________________________, being the holder of a charge by way of  ________________
registered at the Land Registry Office at ____________________
under number ____________________

against all and singular that certain parcel of tract of land and premises being in the ________________
of ____________________________, in the Province of British Columbia and known and described as ____________________

in consideration of the sum of ONE DOLLAR ($1.00) hereby agree and consents to the registration of a Land Use Contract made between the registered owner of the said lands and the ________________

dated the ___________ day of ____________________ A.D. 19__________

against the aforementioned lands in priority to the said charge in the same manner and to the same effect as if it had been dated and registered prior to the said charge.

SIGNED, SEALED AND DELIVERED at ____________________

British Columbia, this ___________ day of ____________________ 19__________
in the presence of: ____________________

Name ____________________
Address ____________________
Occupation ____________________
LAND USE CONTRACT

SCHEDULE OF PERSONS HAVING A REGISTERED INTEREST
IN THE LAND WHERE CONSENTS ARE REQUIRED.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>ADDRESS</th>
<th>OCCUPATION</th>
<th>NATURE OF CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
LAND USE CONTRACT

SCHEDULE "A"

Schedule of permitted land use.

Erection of a retail lumber and hardware business, plus storage of lumber, bricks, plywood and related building materials. An additional area to be constructed to Municipal approval may be erected at the rear of the present building, size to be determined by Market Conditions at a later date.
LAND USE CONTRACT

SCHEDULE "A"

Plot Plan and Specifications:

Site Area - 219,000 square feet = 300 x 730 average

Yards front - 60 ft. setback from frontage road on Loughheed

rear - 620 ft. setback from rear lot line

side - 56 ft. setback from west interior lot line
124 ft. setback from east interior lot line

Site Coverage = 5760 sq. ft. = 48' x 120'
Possible future extension of building at rear
of present structure.

Height of Building and Structures

maximum - 26 feet

minimum

Floor space ratio

Minimum floor area

Number of units

L A U G H E E D

Plan

FRONTAGE RD

PARKING-24

PARKING-15

STORE-1 STORAGE-1

LUMBER STORAGE AREA

Future addition possible at rear of building
Making total size 96 x 120'
LAND USE CONTRACT

SCHEDULE "C"

Off Street Parking:

Total area - 1800 sq. ft. = 20' x 370'
Number of Spaces - Thirty Seven (37)
Size of Spaces - 9' x 20'
Surfaceing - Asphalt
Lighting - Floodlighting on front of building
Signs - Nil
Access - from frontage road on Lougheed Highway

Plan

Off Street Loading:

Total area - 70,000 square feet
Size of Area - 300 x 240
Location - at rear of building
Surfaceing - dust free material
Lighting
Signs
Access

Plan
LAND USE CONTRACT

SCHEDULE "D"

Signs: - To requirements of District of Mission Sign By-law No. 451-1968

Number

Types

Location

Design

Size

Plan

Buildings & Structures:

Plans

Specifications

Landscaping, Surface Treatment, Fences and Screens:

Plans

Specifications - Area surrounding building to be landscaped and maintained in neat and tidy manner.
LAND USE CONTRACT

SCHEDULE 18

Utilities: Not Applicable

Water
Sewer
Gas
Telephone
Electricity
Plans
Specifications
Locations
LAND USE CONTRACT

SCHEDULE "F"

Highways, Bridges, Lanes, Walkways and Drainage:

30 foot frontage road to be constructed to gravelled stage

Paving, Curbs and Guttering:

Plans
Specifications

Street Lighting:

Plans
Specifications

Boulevards:

Plans
Specifications

Signs:

Plans
Specifications

Drainage:
Appendix 5

LAND USE CONTRACT

SCHEDULE "G"

Subdivision Plans: NOT APPLICABLE

Parcels:

Area
Shape
Dimensions

Highways:
Dimensions
Location
Alignment
Gradient
LAND USE CONTRACT

SCHEDULE "H"

Parks, Public Space and Recreational Facilities: NOT APPLICABLE

Construction
Location
Size
Development
Furnishing
Plans
LAND USE CONTRACT

SCHEDULE E

Development and Service to be provided or paid for by the Municipality

NIL
Land Use Contract

Schedule "I"

Works and Services to be Maintained and Operated by the Developer. NIL
LAND USE CONTRACT

SCHEDULE F

Performance Security:

Performance Bond:

Mortgage:

Certified Cheque:

Other:

NOT APPLICABLE

Amount:
<table>
<thead>
<tr>
<th>Item to be Provided Constructed Located, Developed</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building supplies complex and other items as in this Contract stipulated</td>
<td>September 30, 1972</td>
</tr>
</tbody>
</table>
DATE: March 20, 2017
TO: Mayor and Council
FROM: Wesley Woo, Planner
SUBJECT: Rezoning and Development Variance Permit Application to facilitate a 3-lot subdivision
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed Subdivision Plan
Appendix 4 – Zoning Amending Bylaw Reference Plan
Appendix 5 – Site Plan for Proposed Development Variance Permit
Appendix 6 – Building Envelope for Proposed Duplex Site
Appendix 7 – Engineering Department Rezoning Comments

CIVIC ADDRESSES: 7354 Wren Street
APPLICANT: Redekop Investments Group
OCP: This application is in conformance with the current Urban Compact – Multiple Family OCP designation

DATE APPLICATION COMPLETE: January 19, 2017
LOCATION: Mission Core
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning and development variance permit applications to allow a three (3) lot subdivision on the property located at 7354 Wren Street and identifies the necessary amendment to the Zoning Bylaw.

Staff support the rezoning application moving forward and as such have listed the Zoning Amendment Bylaw 5632-2017-5050(238) under the “Bylaws for Consideration” section of the Council agenda. Staff also support the development variance permit application, which will be listed for Council consideration under the “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amendment Bylaw.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY:

Rezoning, subdivision and development variance permit applications have been received from Redekop Investments Group, applicant, for the property located at 7354 Wren Street (Appendix 2). The application proposes to rezone the subject property from Urban Residential 558 Zone (R558) to Residential Compact 465 (R465) Zone and Residential Two Unit (RT465) Zone to facilitate a three (3) lot subdivision, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property is approximately 1,960 square meters (0.48 acres) in size and is located in Mission’s urban area on Wren Street, north of Hillcrest Avenue. The property is designated Urban Compact – Multiple Family in the District’s Official Community Plan (OCP) and is within the R558 Zone. The property is developed with a single family dwelling. The property fronts onto two roadways, Wren Street and Terepocki Crescent. Driveway access is currently provided off of Wren Street. The applicant has indicated that the existing home is to be demolished. The subject property is relatively flat and does not contain any watercourses as indicated from the District’s mapping system.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject property is currently designated Urban Compact – Multiple Family in the OCP and are zoned R558. The proposal for a rezoning to the RC465 Zone and RT465 Zone, as shown in Appendix 4 would accommodate the future subdivision of land into three (3) lots. The proposed RC465 Zone allows for lot sizes of a minimum 465m² (5,005 ft²) while the proposed RT465 Zone requires a minimum 558m² (6,006 ft²) in area if it is being developed for a duplex.

The OCP encourages a variety of infill residential developments. The proposed rezoning conforms to Section 2.3 Housing Choice and Quality and Section 2.4 Infill Residential of the OCP, which both support single family homes on smaller lots. The proposed rezoning is also supported by Policy 2.5.3 which allows for duplexes as a form of affordable housing through innovative housing forms.

Compact single-family residential lots and duplexes are considered to be an intensive residential development with the design managed through a Development Permit Area. An Intensive Residential Development Permit will be required for the proposed lots to manage the form and character of the development. The Intensive Residential Development Permit is delegated to staff for approval.
Neighbourhood Character:

The subject property is located within a mature neighbourhood in Mission’s urban area. The surrounding lands are designated Urban Compact – Multiple Family in the OCP. Lands north of the subject property are within the Residential Compact 465 Secondary Dwelling (RC465s) Zone. Lands to the south and east are within the R558 Zone, while the property to the west is within the Urban Residential Secondary Dwelling (R558s) Zone. Although the subject property is located in a mature neighbourhood, there has been some infill in the area in recent years, including the creation of four lots directly to the north within the RC465s Zone.

Servicing:

Municipal water, sanitary sewer, and storm sewer are available on Wren Street and Terepocki Crescent. As such, no upgrades are required.

Wren Street and Terepocki Crescent provide paved access to the proposed lots.

Tree Retention:

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of six (6) trees, two (2) trees for each of the three (3) lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a caliper of 0.2 m or greater) that will be removed except as permitted within LAN. 32.

Parks and Trails:

The subject property is located in close proximity to Kinsmen West Park, which is approximately 925 metres to the north.

Community Amenity Contribution (LAN.40 – Financial Contribution for Community Amenities):

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $8,445 ($2,815 per new unit) to offset the unique financial burden that residential development imposes on the District to fund new facilities and/or amenities.

DEVELOPMENT VARIANCE PERMIT (Zoning Bylaw 5050-2009)

The application seeks to vary one Zoning Bylaw regulation in order to facilitate the subdivision. The requested variance is for proposed Lot C and seeks to vary Section 603 Residential Multiple Unit Zones, Part C. Lot Area, Subsection 1 of the Zoning Bylaw, by reducing the minimum depth of an RT465 lot from 30 metres (98.4 feet) to 21.5 metres (70.5 feet), as shown in Appendix 5.

The lot is irregular in shape as the proposed north property line for Lot C completes the construction of the cul-de-sac at the termination of Terepocki Crescent. The Zoning Bylaw defines “lot depth” as the shortest distance within the lot between the front lot line and the rear lot line. As such the shortest distance happens to be 21.5 metres (70.5 feet) but the lot also reaches a maximum depth of 30.15 metres (98.9 feet). The proposed lot greatly exceeds the minimum width and would allow for a suitable duplex site as shown in Appendix 6.

Proposed Lot C exceeds the Zoning Bylaw in all other aspects of the Lot Area, as outlined in the table below. The applicant has also submitted a site plan that shows the building envelopes without any further variances to the setbacks, as shown in Appendix 6. As such, staff support the variance to
reduce the lot depth of the proposed lot as it facilitates the creation of two additional residential units and utilizes an oversized lot which would otherwise not have any potential to be created.

<table>
<thead>
<tr>
<th>Area Width Depth</th>
<th>Area Width Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RT465 Zone (duplex) as required by Zoning Bylaw</strong></td>
<td><strong>Proposed Lot C</strong></td>
</tr>
<tr>
<td>558 square metres (6,006 square feet)</td>
<td>658 square metres (7,083 square feet)</td>
</tr>
<tr>
<td>16.0 metres (52.5 feet)</td>
<td>27.78 metres (91.1 feet)</td>
</tr>
<tr>
<td>30.0 metres (98.4 feet)</td>
<td>21.5 metres (70.5 feet)</td>
</tr>
</tbody>
</table>

**COMMUNICATION:**

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted two (2) development notification signs on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

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

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

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

**REFERRALS:**

**Engineering**

The Engineering Department has no objection to the project. Including the development variance permit, subject to the completion of engineering servicing requirements as outlined in *Appendix 7*.

**Ministry of Transportation and Infrastructure (MoTI)**

A referral to the Ministry of Transportation and Infrastructure (MoTI) is necessary given the development site’s proximity to the Lougheed Highway.

**REQUIREMENTS PRIOR TO FINAL READING:**

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District’s community amenities reserve;

2. The Ministry of Transportation and Infrastructure’s (MoTI) approval of the Zoning Amending Bylaw is received; and
3. Any other requirements resulting from Council’s consideration of the Bylaw and Public Hearing submissions.

**SIGN-OFFS:**

Wesley Woo, Planner

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 7354 Wren Street

PID: 010-500-103

Legal: Lot 1 Section 20 Township 17 New Westminster District Plan 19303
Appendix 2

Location Map

Subject Property: 7354 Wren Street
Owner & Applicant: Redekop Investments Group Inc. No. BC 1086734
Zoning: R558
OCP Designation: Urban Compact - Multi Family
Appendix 3

Proposed Subdivision Plan
Appendix 4

Zoning Amending Bylaw Reference Plan

Legend

- Cross Hatched area to be rezoned from Urban Residential 558 Zone to Residential Compact 465 Zone
- Shaded area to be rezoned from Urban Residential 558 Zone to Residential Two Unit Zone
Appendix 5

Proposed Development Variance Permit

Reduction of lot depth from 30 m to 21.5 m.
Appendix 6

Building Envelope for Proposed Duplex Site (provided by applicant)
Appendix 7

Engineering Department Rezoning Comments

March 3, 2017

CIVIC ADDRESS: 7354 Wren Street

CURRENT ZONE: R558  PROPOSED ZONE: RC465 & RT465

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Wren Street and Terepocki Crescent.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Wren Street and Terepocki Crescent.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Wren Street and Terepocki Crescent.
No upgrades are required.

ROAD WORK REQUIREMENTS:
Wren Street and Terepocki Crescent provide paved access to the proposed lots.

RECOMMENDATION:
From an engineering point of view, this application may proceed to adoption.

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
DATE: March 20, 2017
TO: Mayor and Council
FROM: Wesley Woo, Planner
SUBJECT: Rezoning Application and Street Naming to facilitate a 20 lot subdivision
ATTACHMENT(S):
- Appendix 1 – Information for Corporate Officer
- Appendix 2 – Location Map
- Appendix 3 – Proposed Subdivision and Rezoning Plan
- Appendix 4 – Zoning Amending Bylaw Reference Plan
- Appendix 5 – Engineering Department Rezoning Comments

CIVIC ADDRESSES: 32554, 32596, and 32598 Cherry Avenue

APPLICANT: Civic Consultants
OCP: This application is in conformance with the current Urban Residential – Compact OCP designation

DATE APPLICATION COMPLETE: February 14, 2017
LOCATION:

[Map showing the location of the civic addresses]
OVERVIEW AND STAFF COMMENTS:

This report details the street naming and development application to rezone 32554, 32596, and 32598 Cherry Avenue to facilitate a 20 lot subdivision and identifies the necessary amendment to the Zoning Bylaw.

Staff support the rezoning application moving forward and as such have listed Zoning Amending Bylaw 5633-2017-5050(239) and Street Naming Bylaw 5634-2017 under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY:

Rezoning and subdivision applications have been received from Civic Consultants, applicant, for the properties located at 32554, 32596, and 32598 Cherry Avenue (Appendix 2). The application proposes to rezone the subject properties from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 372 Secondary Dwelling (RC372s) Zone to facilitate a 20 lot subdivision, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject site is approximately 1.2 hectares (3.0 acres) in size and is located in the Cedar Valley Comprehensive Development Plan area on Cherry Avenue, west of Cedar Street. The properties are developed each with a single family dwelling and various accessory buildings. The applicant has indicated that the existing structures are to be demolished with the development. The land is relatively flat and no watercourses are indicated from the District’s mapping system.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject properties are currently designated Urban Residential - Compact in the OCP and are zoned S36. The proposal for a rezoning to the RC465 Zone and RC372s Zone, as shown in Appendix 4 would accommodate the future subdivision of the land. The proposed RC465 Zone allows for lot sizes of a minimum of 465m² (5,005 ft²). The proposed RC372s Zone allows for lot sizes of a minimum 372 m² (4,004 ft²) and secondary dwelling units in the form of a secondary suite, coach house or garden cottage. The proposed rezoning to the RC372s Zone would only be for lots which back onto a lane, allowing for rear coach houses or detached garages as well as street parking at the front.

The proposed rezoning conforms to the OCP to provide for a variety of residential lifestyle options in Mission.

Compact single-family residential lots are considered to be an intensive residential development with the design managed through a Development Permit Area. An Intensive Residential Development Permit will be required for the proposed lots to manage the form and character of the development. The Intensive Residential Development Permit is delegated to staff for approval.

Neighbourhood Character:

The subject property is located within the Cedar Valley neighbourhood. The surrounding lands to the east, west, and north are designated Urban Residential – Compact in the OCP. Although there has
been ongoing development of single family dwellings in the vicinity, lands directly west and north of
the subject site remain as suburban lots due to various challenges such as the topography and
servicing of the land. The land directly east of the subject site is developed with a single family
dwelling. Cherry Hill Elementary School is located directly south of the subject site.

Street Naming (Policy STR.28 Street Naming):
In accordance with Council Policy STR.28, street naming of one new road is required. As shown on
Appendix 3, staff recommend that the road running north-south be named Breakey Street in
honour of World War I veteran Henry Leopold Breakey, who was a 2nd Lieutenant in the 102nd
Battalion of the Royal Air Force. The westerly extensions of Lissimore Avenue and McQuarrie Lane
are also required to facilitate this development. The associated Street Naming Bylaw will address
the naming of the proposed new north-south street and the proposed westerly extensions of Lissimore
Avenue and McQuarrie Lane.

Servicing:
Municipal water and storm sewer are available on Cherry Avenue. As such, no upgrades are required.
Municipal sanitary sewer is available on Cherry Avenue and is to be extended to the site. The extent
of upgrades required will be addressed at the time of subdivision. Cherry Avenue provides paved
access (open gravel shoulder) to the site. Curb and gutter, sidewalk, and ornamental street lighting
will be required at the time of subdivision. The extent of any road upgrades will be addressed at the
time of subdivision.

Tree Retention:
In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be
required to plant a total of 40 trees, two trees for each lot created. This condition will be met as part of
the subdivision approval. In addition to this requirement, the applicant is required to replace any
significant trees (trees having a calliper of 0.2 m or greater) that will be removed except in the areas
defined as building envelope and driveways.

Parks and Trails:
The subject properties are located in close proximity to a neighbourhood park. Griner Park is
approximately 575 metres to the east of the subject properties. The pedestrian walkway currently
accessed from Cherry Avenue to Cherry Hill Elementary School will be maintained with the
development of the subdivision.

Community Amenity Contribution (LAN.40 – Financial Contribution for Community Amenities):
In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $47,855
($2,815 per new lot) to offset the unique financial burden that residential development imposes on the
District to fund new facilities and/or amenities.

COMMUNICATION:
In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has
posted two (2) development notification signs on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

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

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

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

REFERRALS:

Engineering
The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 5.

REQUIREMENTS PRIOR TO FINAL READING:
The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District’s community amenities reserve; and
2. Any other requirements resulting from Council’s consideration of the Bylaw and Public Hearing submissions.

SIGN-OFFS:

Wesley Woo, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Insert Comments.
Appendix 1

Information for Corporate Officer

Civic Address: 32554 Cherry Avenue
PID: 018-332-684
Legal: Lot B Section 29 Township 17 New Westminster District Plan LMP11194

Civic Address: 32596 Cherry Avenue
PID: 005-742-561
Legal: Lot 1 Section 29 Township 17 New Westminster District Plan 59377

Civic Address: 32598 Cherry Avenue
PID: 002-177-455
Legal: Lot 2 Section 29 Township 17 New Westminster District Plan 59377
Appendix 2

Location Map

Subject Property: 32554, 32596, 32598 Cherry Avenue
Owner: 1068115 BC Ltd
Inc No. BC1068115
Applicant: Civic Consultants
John Haavisto
Zoning: S36
OCP Designation: Urban Residential Compact
Appendix 3

Proposed Subdivision and Rezoning Plan

Rezoning from the S36 Zone to the RC465 Zone

Rezoning from the S36 Zone to the RC372s Zone
Appendix 4

Zoning Amending Bylaw Reference Plan

Legend

- Cross Hatched area to be rezoned from Suburban 36 Zone to Residential Compact 372 Secondary Dwelling Zone
- Shaded area to be rezoned from Suburban 36 Zone to Residential Compact 465 Zone
Appendix 5

Engineering Department Rezoning Comments

March 7, 2017

CIVIC ADDRESS: 32554, 32596, 32598 Cherry Avenue

CURRENT ZONE: S36  PROPOSED ZONE: RC465 & RC372s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Cherry Avenue.
No further upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Cherry Avenue to be extended to the site.
The extent of upgrades required to be addressed at the time of subdivision.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Cherry Avenue.
No further upgrades are required.

ROAD WORK REQUIREMENTS:
Cherry Avenue provides paved access (open gravel shoulder) to the site.
As per District of Mission Subdivision Control Bylaw 1500-1985, Urban Compact OCP land use designation, curb & gutter, sidewalk and ornamental street lighting will be required at the time of subdivision.
The extent of upgrades required to be addressed at the time of subdivision.

OTHER COMMENTS:

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
DATE: March 20, 2017
TO: Mayor and Council
FROM: Ken Bourdeau, Planner
SUBJECT: Rezoning Application to allow a 2-lot subdivision at the property located at 7297 Wardrop Street
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed Subdivision Plan
Appendix 4 – Draft Development Variance Permit DV16-021
Appendix 5 – Engineering Department Rezoning Comments
Appendix 6 – BC Hydro Comments

CIVIC ADDRESS: 7297 Wardrop Street

APPLICANT: Asvind S Mani

OCP: This application is in conformance with the current Urban Compact – Multi Family OCP designation

DATE APPLICATION COMPLETE: February 22, 2016

LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the development application to rezone 7297 Wardrop Street to RC372 Zone to facilitate a two (2) lot subdivision, and to identify the necessary amendment to the Zoning Bylaw. Issuance of development variance permit to reduce the lot depth of proposed lot ‘1’ is required.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY:

A rezoning application has been received from Asvind Mani for the property located at 7297 Wardrop Street (Appendix 2). The application proposes to rezone the subject property from Residential Two Unit Zone (RT465) to Residential Compact Zone (RC372) to facilitate a two (2) lot subdivision, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property is 913.1m² (9828.53 ft²) in size and is located at the northwest corner of the intersection of Wardrop Street and Fraser Crescent. The subject property is currently developed with a single family dwelling which the applicant proposes to retain. The land slopes from north to south and there are no trees or watercourses identified on the property.

PLANNING ANALYSIS

Official Community Plan:

The property is designated Urban Compact – Multi Family in the OCP and is zoned RT465. The rezoning to RC372 Zone conforms to the OCP specifically Policy 2.4.3. Foster infill development by considering alternative housing developments that are planned compatibly with existing neighbourhoods and that make optimal use of developable land.

Neighbourhood Character:

The property is located in the Mission Core area. The property to the west is developed with a multi-family residential development. Directly to the east is a BC Hydro High Voltage line located within the Wardrop Street road right-of-way. Access to proposed ‘lot 1’ is under the high voltage line. The properties to the north, south and east are developed with single family dwellings.

Zoning Bylaw Compliance & Development Variance Permit DV-021:

The applicant proposes to vary three sections of the Zoning Bylaw to facilitate the subdivision application. One variance related to lot dimension for Proposed lot ‘1’ and two variances to allow the existing dwelling to be retained on Proposed lot ‘2’. The variances are:
<table>
<thead>
<tr>
<th></th>
<th>RC 372 Zone</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lot 1 - New Lot</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum - Lot Depth (North Lot line)</td>
<td>30.0m (98.4 ft.)</td>
<td>13.984 (45.88 ft.)</td>
</tr>
<tr>
<td><strong>Lot 2 - Existing Dwelling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td>7.5m (24.6 ft.)</td>
<td>1.2m (3.94 ft.)</td>
</tr>
<tr>
<td>Exterior Side Yard Setback</td>
<td>3.0m (9.8 ft.)</td>
<td>0.51m (1.67 ft.)</td>
</tr>
</tbody>
</table>

The Planning Department does not generally support such large variances; however, in this case, the variances are supportable because it facilitates in-fill development in an area with a number of constraints, including:

- adjacent multi-family development that prevents lot assembly and subsequent orderly lot development;
- a parent lot that’s irregularly shaped;
- a dwelling on the parent lot that does not meet the Zoning Bylaw requirements;
- BC Hydro ‘limit of approach’ requirements from High-Voltage power lines adjacent to the proposed lots.

Staff believe that while proposed lot 1 is unconventional in shape, in that it is wider than it is deep, this use of the land to accommodate one additional lot Zoned RC372 is the highest and best use.

Draft Development Variance Permit DV17-021 is shown in Appendix 4.

**Tree Retention:**

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of four trees, two trees for each of the two lots created. This condition will be met as part of the subdivision approval. The property does not have any significant trees (trees having a calliper of 0.2 m or greater). As a result, there is no requirement to retain existing trees.

**Community Amenity Contribution** (LAN.40 – Financial Contribution for Community Amenities):

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 ($2,815 per new lot) to offset the unique financial burden that residential development imposes on the District to fund new facilities and/or amenities.

**COMMUNICATION:**

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

Provided that a public hearing date is determined by Council:

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

2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the *Local Government Act*.
3. A pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at municipal hall for public viewing (in accordance with Policy LAN. 50 – Pre-Public Hearing Information Packages).

REFERRALS:

Engineering
The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 5.

BC Hydro
BC Hydro has no objection to the application provided the property owner obtains written permission from them prior to constructing anything within 10m of the transmission lines. The applicant has supplied written permission which states no objection to the proposed subdivision provided that the minimum ‘limit of approach’ from powerlines is maintained (Appendix 6). Additional correspondence states the minimum ‘limit of approach’ is 3.0m; however, BC Hydro recommends an additional 2.5m, for a total of 5.5m.

REQUIREMENTS PRIOR TO FINAL READING:
The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:
1. Collection of any volunteered contributions to the District’s community amenities reserve.
2. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.

SIGN-OFFS:

Ken Bourdeau, Planner

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
CAO Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 7297 Wardrop Street

PID: 001-621-467

Legal: Lot 30 District Lot 165 Group 3 Section 20, Township 17 New Westminster District Plan 24829
Appendix 2

Location Map
DISTRICT OF MISSION
DEVELOPMENT VARIANCE PERMIT DV17-002

Issued pursuant to Section 498 of the Local Government Act

Issued to: Asvind S Mani
32809 Lougheed Highway, Mission, BC V2V 1B1

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: 001-621-467
Lot 30 District Lot 165 Group 3 Section 20 Township 17 New Westminster District Plan 24829

1. The said lands are zoned Residential Compact 372 (RC372) Zone pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.

2. “District of Mission Zoning Bylaw” as amended is hereby varied in respect of the said lands as follows:

   (a) To vary District of Mission Zoning Bylaw 505-2009, Section 601, Part C. Lot Area, Subsection 1, by reducing the minimum lot depth from 30.0m (98.4ft.) to 13.984m (45.88ft.) for proposed lot ‘1’ and;

   (b) To vary District of Mission Zoning Bylaw 505-2009, Section 601, Part D. Setbacks, Subsection 1, by reducing the minimum rear yard setback from 7.5m (24.6 ft.) to 1.2m (3.94 ft.) for the existing dwelling on proposed lot ‘2’ and;

   (c) To vary District of Mission Zoning Bylaw 505-2009, Section 601, Part D. Setbacks, Subsection 1, by reducing the minimum exterior side yard setback from 3.0m (9.8 ft.) to 0.51m (1.67 ft.) for the existing dwelling on proposed lot ‘2’.

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] .
Draft Development Variance Permit DV16-021

Randy Hawes,
MAYOR

Michael Younie,
CORPORATE OFFICER

Development Variance Permit DV17-021
CIVIC ADDRESS:  7297 Wardrop Street

CURRENT ZONE:  RT465    PROPOSED ZONE:  RC372

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Wardrop Street and Fraser Crescent.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Wardrop Street and Fraser Crescent.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Wardrop Street and Fraser Crescent.
No upgrades are required.

ROAD WORK REQUIREMENTS:
Wardrop Street and Fraser Crescent provide paved access to the site.
No upgrades are required.

OTHER COMMENTS:

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development
Engineering & Projects
Properties
Property Rights Services
Phone: 604-543-1592
Email: mackenzie.wells@bchydro.com

February 17, 2017

32809 Lougheed Hwy
Mission, BC V2V 1B1

Attention: Mani Asvind

RE: Development Application for 7297 Wardrop Street, Mission (the “Property”)

BC Hydro’s works do not physically cross the Property, but are adjacent to the Property, within road allowance.

BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors. Accordingly, the following comments are for the property owner's information:

1. It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafe BC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working clearances (Limits of Approach).

2. If the developer or property owner wishes to relocate BC Hydro’s existing powerline and/or works, BC Hydro will work with the developer or property owner to find a solution satisfactory to all parties involved.

Please contact me by telephone at 604-543-1592 or email at mackenzie.wells@bchydro.com if you have any questions.

Yours truly,
British Columbia Hydro and Power Authority
By:

Mackenzie Wells,
Property Coordinator
Property Rights Services
DATE: March 20, 2016
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner
SUBJECT: Rezoning Application R13-034 for the properties located at 33880, 33904 and 33930 Prentis Avenue to facilitate the creation of up to 36 single family lots under the Residential Compact RC372 zone.

ATTACHMENTS:
- Appendix 1 – Information for Corporate Officer
- Appendix 2 – Location Map
- Appendix 3 – Conceptual Plan of Subdivision
- Appendix 4 – Topography and Watercourse Map
- Appendix 5 - Street Naming
- Appendix 6 - Engineering Department Comments
- Appendix 7 – Mission Fire/Rescue Service Comments
- Appendix 8 – Parks, Recreation and Culture Department Comments

CIVIC ADDRESS: 33880, 33904 and 33930 Prentis Avenue
APPLICANT: Jason Tiegen & Gary Toor
OCP: This application is in conformance with the current Compact Multiple Family OCP designation.
DATE APPLICATION COMPLETE: February 27, 2017
LOCATION: Mission Core
OVERVIEW AND STAFF COMMENTS

This report details the rezoning application for the properties located at 33880, 33904 and 33930 Prentis Avenue and identifies the necessary amendments to the Zoning Bylaw to allow for up to thirty-six (36) single family lots under the proposed Residential Compact 372 (RC372) zone.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY

A development application has been received from Analytical Consulting on behalf of the property owners Gary Toor and Jason Tiegen. The application relates to the development of the properties located at 33880, 33904 and 33930 Prentis Avenue (Appendix 2). The application includes the proposal to rezone the properties to allow for up to thirty-six (36) compact single-family lots with a minimum lot size of 372 square metres (4004 square feet). The conceptual plan of subdivision is provided as reference in Appendix 3.

Specifically, the rezoning application seeks to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the properties from:

- Rural Residential 7 (RR7) zone to Residential Compact 372 (RC723) zone.

The proposed rezoning is consistent with the properties’ Official Community Plan (OCP) designation of Urban Compact – Multiple Family.

Development permits are required as part of this application; the first is an Intensive Residential Development Permit and the second is a Geotechnical Hazard Lands Development Permit; both of which are approved by the Director of Development Services and as such do not require Council approval.

While it is understood that there may be additional variances required to the Zoning Bylaw and the Subdivision Control Bylaw with respect to the ultimate lot and road configuration, the developer is still working on completing and submitting outstanding information required to finalize the subdivision plan. Once all of the information is received and reviewed by staff, a subsequent report may be provided to Council to address any additional variances the developer is requesting. That being said, the general lot and road configuration is supported by staff.

SITE CHARACTERISTICS

The site consists of three properties totalling approximately 3.50 hectares (8.66 acres). The development site is located at the east terminating end of Prentis Avenue (Appendix 2). There are currently three dwellings on the property, all of which will be removed as part of the development.

The property has varying topography, with some steep slopes and one watercourse at the north end of the property as shown on Appendix 4.

ZONING BYLAW COMPLIANCE (Bylaw 5050-2009):

The subject properties are currently zoned Rural Residential 7 (RR7) zone which have a minimum lot size requirement of 0.7 hectares (1.72 acres). Considering the properties’ OCP designation of Urban
Compact-Multiple Family, the applicant proposes to rezone the entire site to the Residential Compact (RC372) 372 Zone, which is consistent with the OCP designation and will allow for lots with a minimum size of 372 square metres (4,004 square feet). As noted, the rezoning is to allow subdivision of the properties into approximately thirty-six (36) fee simple single family lots (Appendix 4).

The RC372 Zone states, “where possible all RC372 zoned lots should be developed with Detached Garages with access from a lane”. While staff encourage the development of lanes on lots zoned RC372, there are certain situations where lanes may not be appropriate. The installation of lanes for this development site would be a challenge due to configuration of the development site, topography, environmental encumbrances, and the location of the development at the terminus of a road which has no future road connectivity nor further development potential of the lands beyond.

To offset the relaxation on having to provide lanes, the developer offered that a majority of the lots would be no less than 14 metres wide. The conceptual plan of subdivision shows that twenty-seven (27) of the thirty-six (36) lots have widths of no less than 14 metres wide; the required lot width under the RC372 zone is 12 metres. Those lots that are not 14 metres wide meet the lot width requirement of the RC372 zone and are large oversized lots under the RC372 zone. The increased width of the lot is important to note as this would allow for adequate fronting garages where otherwise a lane would have addressed this concern.

Buildings must also be setback 6.0 metres (19.68 feet) from the established Stream Side Protection and Enhancement Area (SPEA). If building envelope setbacks of 6.0 metres are not achievable, then the developer will require development variance permit approval for this relaxation.

**PLANNING ANALYSIS**

**Neighbourhood Character**

Although the surrounding properties are designated as Urban Compact-Multiple Family in the OCP, the location of the development site, at the end of Prentis Avenue, combined with the topography and watercourse isolates this development from other lands to the north designated Urban Compact-Multiple Family.

**Access**

Prentis Avenue provides the only access into the development site. An internal road within the development will be constructed with a cul-de-sac at each end of the development.

**Road Alignment**

The existing Prentis Avenue road dedication and the new extension of Prentis Avenue road dedication do not appear to align according to the conceptual plan of subdivision. The road configuration and alignment will need to be addressed to the satisfaction of the District Engineer and the Approving Officer prior to subdivision approval. If any variances are required to the subdivision control bylaw this would necessitate a development variance permit for Council’s consideration.

**Servicing**

The Engineering Department comments are attached as Appendix 6 and detail the specific requirements as part of this application. However, there are other servicing concerns are highlighted as follows:
**Sewer Capacity**

As part of the development application, the Engineering Department required the developer to investigate the capacity of the sanitary sewer system for the development. The modelling undertaken for the sanitary sewer system determined that any development beyond the creation of thirty-six (36) single family lots would trigger approximately $2.3 million worth of upgrades to the downstream sanitary sewer system.

The proposed lot configuration has taken into account the servicing capacity limits of the site. Thus, there is no opportunity for allowing secondary dwelling units in this development at this time. As well, no rezoning to allow for secondary dwelling units will be considered by Council until such time as the downstream sanitary sewer service has been upgraded. The developer has agreed to the registration of a Section 219 restrictive covenant registered on the title of each lot, prohibiting future rezoning to allow secondary dwelling units until such time that the downstream sanitary sewer service has been ungraded.

**Sidewalks**

As part of a negotiated agreement with the developer, they will be extending the sidewalks from the east side of Prentis at the Heritage Park School all the way into the proposed development at the new proposed terminus of Prentice Avenue.

**Environmental Protection**

There is one water course located within the development site, at the north end of the property, at the bottom of a steep ravine. The developer has submitted a Riparian Area Assessment report identifying at 10 metre wide SPEA setback to protect the watercourse. The SPEA will be protected with a Section 219 covenant and signage.

**Geohazard Hazard Assessment**

Due to the steep topography of the site, a Landslide Hazard Assessment will be required as part of subdivision. The assessment report must address whether the lots with slope greater than 33% are safe for the use intended and whether the lots with slopes greater than 33% are meeting the lot area, width and depth requirements as per the zoning bylaw. If any of these requirements cannot be achieved, then a development variance permit will be required. The landslide hazard assessment will need to identify a safe building envelope on each lot prior to approval of the subdivision.

**Tree Retention**

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, where a development involves the creation of ten (10) or more lots the tree retention/replanting proposals must be reported to and approved by Council.

Pursuant to LAN 32, a subsequent report to council will be required for approval of the tree retention and replanting proposal.

**STREET NAMING (Policy STR.28 – Street Naming)**

That in accordance with Section 39 of the *Community Charter* and Council Policy Street Naming STR.28, a bylaw be prepared to provide a name for one road extension and one new internal road as shown on Appendix 5 as follows:

1. Road extending off of Prentis Avenue as the logical extension of Prentis Avenue;
2. Road intersecting with Prentis Avenue extending east and west be named **Tooley Place**.

Tooley Place is named after John and Ellen Tooley. John and Ellen Tooley were long-time residents of Mission. John Tooley was born in 1878 and died in 1948. Ellen was born in 1858 and died in 1933.

**DEVELOPMENT PERMIT DP16-023**

Compact residential development on lands designated Urban Compact – Multiple Family require an “Intensive Residential Development Permit”. The OCP establishes guidelines for the form and character of intensive residential development by facilitating a higher standard of building design, housing alternative, site compatibility and site aesthetics that promote the important quality of a vibrant residential neighbourhood.

The applicant is required to register a covenant to ensure that the proposed residential buildings meet the adopted Intensive Residential Development Permit Guidelines, as outlined in the OCP.

Intensive Residential Development Permits are delegated to the Director of Development Services, thus, no approval from Council is required.

**DEVELOPMENT VARIANCE PERMIT** (Zoning Bylaw 5050-2009)

As there is outstanding information related to the road and lot configuration, staff are unable to determine if additional variances would be required to facilitate the development. Once all of the information has been submitted and reviewed, staff will determine if variances permits need to be considered and approved by Council.

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

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 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 one (1) development notification sign on the site summarizing 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., date, time and place). In addition, a notice will be mailed to the owners and to the occupiers of all properties within a distance of 152 metres (500 ft.) of the development site notifying them of the public hearing details.

**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 will be made 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*. 
REFERRALS

Engineering
The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 6.

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 7.

Parks, Recreation and Culture
The Parks, Recreation and Culture Department has no objection to the proposed rezoning of the lots on Prentis Avenue. The comments from the Parks, Recreation and Culture Department are attached as Appendix 8.

However, the Parks, Recreation and Culture Department has indicated that there are a number of details that need to be addressed related to trail access and potential conflicts with the existing Crown land trials and the need to develop a future trail access from Prentis Avenue.

The developer will be required to work with the Planning Department and the Parks, Recreation and Culture Department to address these concerns as part of the subdivision approval process. This may necessitate the need for an additional report to Council.

REQUIREMENTS PRIOR TO FINAL READING
The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. The community amenity contribution that has been volunteered in the amount of $2,815 per new unit or lot is received.
2. The servicing requirements, as outlined in Appendix 6, have been addressed to the satisfaction of the District Engineer.
3. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.

SIGN-OFFS

Marcy Bond, Senior Planner

Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed..
Appendix 1

Information for Corporate Officer

Civic Address: 33904 Prentis Avenue
PID: 013-373-919
Legal: Parcel “One” (Reference Plan 12952) of Parcel “A” (Reference Plan 6080) North West quarter Section 22 Township 17, New Westminster District

Civic Address: 33880 Prentis Avenue
PID: 009-384-481
Legal: Lot 3, Section 22, Township 17, New Westminster District Plan 16442

Civic Address: 33930 Prentis Avenue
PID: 007-791-062
Legal: Parcel “A” Reference Plan 6080) North West Quarter, Section 22, Township 17, Except: Parcel “One” (Reference Plan 12592), New Westminster District
Appendix 2

Applicant: Jason Tiegen & Gary Toor
Subject Property: 33880 Prentis Avenue
Owner: Chutter Developments Ltd

Subject Property: 33904 Prentis Avenue
Owner: Barry Hammond & Gillilan Pender

Subject Property: 33930 Prentis Avenue
Owner: 512602 BC Ltd

Zoning: RR7
OCP Designation: Urban Compact - Multi Family
ENGINEERING DEPARTMENT REZONING COMMENTS

February 14, 2017

CIVIC ADDRESS:  33880, 33904, & 33930 Prentis Avenue

CURRENT ZONE:  RR7  PROPOSED ZONE:  RC372

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Prentis Avenue and is to be extended to the site.
The extent of upgrades required is to be addressed at the time of subdivision.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Prentis Avenue and is to be extended to the site.
The extent of upgrades required is to be addressed at the time of subdivision.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Prentis Avenue and is to be extended to the site.
The extent of upgrades required is to be addressed at the time of subdivision.

ROAD WORK REQUIREMENTS:
Prentis Avenue provides paved access (open gravel shoulder) to the site.
As per District of Mission Subdivision Control Bylaw 1500-1985, Urban Compact OCP land use
designation, curb & gutter, sidewalk and ornamental street lighting will be required at the time of
subdivision.
The extent of upgrades required is to be addressed at the time of subdivision.

OTHER COMMENTS:

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
To: Monica Stuart  
From: Assistant Fire Chief, Odenbach  
Date: September 30, 2016  
Subject: 33880, 33904, 33930 Prentis Avenue, Mission B.C.

Fire Department Access to Buildings:
Under section 9.10.20.3 of the BC Building Code access to a building must be provided by means of a roadway, or yard, the design and location of such roadway or yard, shall take into account connection with public thoroughfares, weight of fire fighting equipment, width of roadway, radius of curves, overhead clearances, location of hydrants, location of fire department connection and vehicular parking.

Appendix A. - A-3.2.5.6.(1) Fire Department Access Route:
The design and construction of the fire department access routes involves the consideration of many variables, some of which are specific in the requirements of the code. All these variables should be considered in relation to the type and size of fire department vehicles available in the municipality or area where the building will be constructed. It is appropriate, therefore, that the local fire department be consulted prior to the design and construction of access routes.

Appendix A. - A-9.10.20.3.(1) Fire department Access Route Modification:
In addition to other considerations taken into account in the planning of fire department access routes, special variation could be permitted for a house or residential building that is protected with an automatic sprinkler system. The sprinkler system must be designed in accordance with the appropriate National Fire Protection Association (NFPA 13 & 13R) standard and there must be assurance that water supply pressure and quantity are unlikely to fail. The considerations could apply to buildings that are located on the sides of hills and are not conveniently accessible by roads designed for fire fighting equipment and also to infill housing that are located behind other buildings on a given property.

Other than the items noted above the Fire Department has no further comments.

Blaine Odenbach  
Assistant Fire Chief  
Emergency Planning/Fire Prevention  
Mission Fire/Rescue Service  
604-302-0300
DEVELOPMENT SERVICES

P.O. Box 20,   8645 Stave Lake Street,   Mission, B.C.  V2V 4L9
Phone (604) 820-3748  Fax (604) 826-7951 &  (604) 820-3715  Web Site:  www.mission.ca   E-mail: planning@mission.ca

REZONING & SUBDIVISION APPLICATION COMMENTS

DISTRICT OF MISSION PARKS, RECREATION & CULTURE DEPARTMENT COMMENTS

Original Referral Date:   September 26, 2016
Subsequent Referral Date:  March 2, 2017
Subject Properties:    33880, 33904, 33930 Prentis Avenue

Legal Descriptions:

(33880 Prentis) Parcel Identifier: 009-384-481
Lot 3 Section 22 Township 17 New Westminster District Plan 16442

(33904 Prentis) Parcel Identifier: 013-373-919
Parcel “One” (Reference Plan 12952) of Parcel “A” (Reference Plan 6090) North West Quarter Section 22 Township 17 New Westminster District

(33930 Prentis) Parcel Identifier: 007-791-062
Parcel “A” (Reference Plan 6080) North West Quarter Section 22 Township 17 Except: Parcel “One” (Reference Plan 12952), New Westminster District

File Number:    S16-029

# of Proposed Lots:  36 lots

The Parks, Recreation & Culture Department have no objections to the proposed rezoning of the lots on Prentis as circulated. There are however a number of details that need to be addressed related to trail access and potential conflicts with the existing Crown land trails and the need to develop a future trail access from Prentis Avenue.

Signed: __
Date:                      March 7, 2017
DATE: March 20, 2017
TO: Mayor and Council
FROM: Heidi Lam, Planning Technician
SUBJECT: Rezoning Application to allow a secondary dwelling use in the form of a coach house at the property located at 33759 Ferndale Avenue
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Site Plan of the Proposed Coach House
Appendix 4 – Engineering Department Comments

CIVIC ADDRESS: 33759 Ferndale Avenue
APPLICANT: Douglas Pankratz
OCP: This application is in conformance with the current Rural Residential OCP designation.
DATE APPLICATION COMPLETE: March 1, 2017
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details an application to rezone the property located 33759 Ferndale Avenue to allow for a secondary dwelling use in the form of a coach house.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 3, 2017.

SUMMARY:

A rezoning application has been received from Douglas and Jennifer Pankratz, property owners, seeking to allow the construction of a secondary dwelling use in the form of a coach house at 33759 Ferndale Avenue. To authorize the coach house, a rezoning of the property from Rural 16 (RU16) Zone to Rural Residential Secondary Dwelling (RR7s) Zone is required.

SITE CHARACTERISTICS:

The subject property is approximately 4047 m² (1 acre) in size, and is located west of Stave Lake Street and north of Ferndale Avenue in the Ferndale area (Appendix 2). The property is designated Rural Residential in the District’s Official Community Plan (OCP) and is zoned RU16 Zone. As a secondary dwelling is not a permitted use in the RU16 Zone, a rezoning to the RR7s Zone is required.

The property is currently developed with a single family dwelling in the southwest corner of the site. The proposed coach house would be located to the northwest side of the single family dwelling (Appendix 3).

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance:

The applicant proposes to rezone the property to RR7s Zone to allow for a secondary dwelling use in the form of a coach house. The Site Plan for the proposed coach house indicates a floor space of 110 square metres (1,184 square feet) which falls within the maximum allowable floor space for a secondary dwelling in a Rural Residential Zone. The Inspection Services Division will ensure that the proposed secondary suite meets all of the BC Building Code requirements, including fire separation, during the building permit review and plan check process.

The proposed rezoning conforms to Section 2.3 Housing Choice and Quality and Section 2.4 Infill Residential, which both support single family residences with secondary dwelling units such as a coach house. The OCP also supports secondary suites as it provides affordable and rental housing within the District.

Neighbourhood Character:

The subject property is located within a rural residential neighbourhood comprised mostly of single family dwellings. Lands surrounding the property are all within the RR7 Zone, and are designated Rural Residential within the OCP.

It is believed that the rezoning of this property to allow for a coach house will have little or no impact on the surrounding neighbourhood. Typically, complaints that arise from secondary dwelling relate to inadequate off-street parking. This proposal meets the off-street parking requirements of the Zoning
Bylaw.

**Servicing:**

No municipal sanitary service is available to the property. The property owner will be required to provide confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that an onsite sewage treatment system can be installed to accommodate all discharge from the coach house.

Municipal water is available on Ferndale Avenue. The property owner has requested for a connection to municipal water for the proposed coach house and the Engineering Department has no objection.

**COMMUNICATION:**

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

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e., date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 metres (1,640 ft.) from the development site notifying them of the public hearing details.
2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the *Local Government Act*
3. A pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at municipal hall for public viewing (in accordance with Policy LAN. 50 – Pre-Public Hearing Information Packages).

**REFERRALS:**

**Engineering**

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

**REQUIREMENT(S) PRIOR TO FINAL READING**

Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Any requirements resulting from Council’s consideration of the Bylaw including public hearing; and
2. Confirmation that a septic system can be installed to service the proposed coach house.

**SIGN-OFFS:**

Heidi Lam, Planning Technician

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 33759 Ferndale Avenue

PID: 010-205-403

Legal: Lot “D” Section 34 Township 17 New Westminster District Plan 16754
Appendix 2

Location Map

Subject Property: 33759 Ferndale Avenue
Owner: Douglas & Jennifer Pankratz
Applicant: Douglas Pankratz
Zoning: RU16
OCP Designation: Rural Residential
Appendix 3

Site Plan of the Proposed Coach House
Appendix 4
Engineering Department Rezoning Comments

CIVIC ADDRESS: 33759 Ferndale Avenue

CURRENT ZONE: RU16       PROPOSED ZONE: RU16s

DOMESTIC WATER REQUIREMENTS:
Municipal water service is available on Ferndale Avenue.
Connection to the municipal system is not required.

SANITARY SEWER REQUIREMENTS:
No municipal sanitary services are available.
The applicant must provide a report from a septic engineer stating that the existing or proposed septic field can accommodate the proposed development.

STORM SEWER REQUIREMENTS:
No municipal storm services are available. Connection to the municipal system is not required.

ROAD WORK REQUIREMENTS:
Ferndale Avenue provides paved access to the site. No upgrades are required.

OTHER COMMENTS:
According to the draft plan submitted May 3, 2016; it appears as though the existing septic field may prevent access to the proposed location of the coach home. Should the applicants require a new driveway connection on to Ferndale Avenue, they must apply for it and will be subject to provisions of Highway Access Bylaw 1705-1987.

RECOMMENDATION:
From an engineering point of view, the application may proceed to adoption once the sanitary requirements have been met.

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
DATE: March 20, 2017
TO: Mayor and Council
FROM: Heidi Lam, Planning Technician
SUBJECT: Rezoning Application to formalize an existing secondary dwelling at 32973 10th Avenue
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Engineering Department Comments

CIVIC ADDRESS: 32973 10th Avenue
APPLICANT: Ken Docksteader
OCP: This application is in conformance with the current Urban Residential OCP designation.
DATE APPLICATION COMPLETE: March 1, 2017
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning application to formalize a secondary dwelling unit use at the property located at 32973 10th Avenue and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 18, 2017.

SUMMARY:

A rezoning application has been received from Ken and Taya Docksteader, property owners, seeking to formalize an existing secondary dwelling at 32973 10th Avenue. To authorize the secondary dwelling use in the home, a rezoning of the property from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone is required.

SITE CHARACTERISTICS:

The subject property is approximately 632 m² (6,800 ft²) in size, and is located west of Grand Street and north of 10th Avenue in the Mission Core area (Appendix 2). The property is designated Urban Residential in the District’s Official Community Plan (OCP) and is zoned R558 Zone. The property is currently developed with a single family dwelling along with an existing secondary dwelling in the basement. As a secondary dwelling unit is not a permitted use in the R558 Zone, a rezoning to the R558s Zone is required.

It was noted that the rezoning proposal is a voluntary legalization of an existing suite. The Bylaw Department did not receive any complaints regarding the subject property.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance:

The proposed secondary suite will accommodate a floor area of up to 90 m² (968.8 ft²). This area is in conformance with the maximum allowable floor space for a secondary suite within the Zoning Bylaw, which is 40% of the principal residence’s floor space to a maximum of 90m².

The applicant has provided a plan showing the proposed floor plan of the secondary suite. The secondary suite will meet the required separate entrance provision of the Zoning Bylaw as well as the unobstructed parking provisions of the Bylaw.

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

The proposed rezoning conforms to Section 2.3 Housing Choice and Quality and Section 2.4 Infill Residential, which both support single family residences with secondary dwelling units such as secondary suites. The OCP also supports secondary suites as it provides affordable and rental housing within the District.

Neighbourhood Character:

The subject property is located within an urban residential neighbourhood comprised mostly of single family dwellings. Lands surrounding the property are all within the R558 Zone, and are designated
Urban Residential within the OCP.

It is believed that the rezoning of this property to allow for a secondary suite will have little or no impact on the surrounding neighbourhood. Typically, complaints that arise from secondary suites relate to inadequate off-street parking. As noted, this proposal meets the off-street parking requirements of the Zoning Bylaw.

**Servicing:**

Municipal water, sanitary sewer, and storm sewer is available on 10th Avenue. As a result, no upgrades are required.

**COMMUNICATION:**

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

Provided that a public hearing date is determined by Council:

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

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

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

**REFERRALS:**

**Engineering**

The Engineering Department has no objection to the project as outlined in Appendix 3.

**REQUIREMENT(S) PRIOR TO FINAL READING**

Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Any requirements resulting from Council’s consideration of the Bylaw including public hearing.

**SIGN-OFFS:**

Heidi Lam, Planning Technician

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 32973 10th Avenue
PID: 002-343-401
Legal: Lot 28 Section 21 Township 17 New Westminster District Plan 2676
Appendix 2

Location Map

Subject Property: 32973 10th Avenue
Owner: Ken & Tanya Docksteader
Applicant: Ken Docksteader
Zoning: R558
OCP Designation: Urban Residential
Appendix 3
Engineering Department Rezoning Comments

March 1, 2017

CIVIC ADDRESS: 32973 10th Avenue

CURRENT ZONE: R558  PROPOSED ZONE: R558s

DOMESTIC WATER REQUIREMENTS:
None.

SANITARY SEWER REQUIREMENTS:
None.

STORM SEWER REQUIREMENTS:
None.

ROAD WORK REQUIREMENTS:
None.

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

Prepared by:  
Jason Anthony, Engineering Technologist

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

Reviewed by:  
Jay Jackman, Manager of Development Engineering & Projects
DATE: March 20, 2017
TO: Mayor and Council
FROM: Ken Bourdeau, Planner
SUBJECT: Rezoning Application to allow a secondary dwelling unit at the property located at 9953 Stave Lake Street

ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed location of Garden Cottage Map
Appendix 4 – Engineering Department Rezoning Comments

CIVIC ADDRESS: 9953 Stave Lake Street

APPLICANT: Bart Clark

OCP: This application is in conformance with the current Rural Residential OCP designation

DATE APPLICATION COMPLETE: January 6, 2017

LOCATION: Ferndale
OVERVIEW AND STAFF COMMENTS:

This report details the development application to rezone 9953 Stave Lake Street to RR7s to facilitate a secondary dwelling unit, and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 18, 2017.

SUMMARY:

A rezoning application has been received from Bark Clark, for the property located at 9953 Stave Lake Street (Appendix 2). The application proposes to rezone the subject property from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a secondary dwelling unit in the form of a garden cottage.

SITE CHARACTERISTICS:

The subject property is 1.174 hectares (2.9 acres) in size and is located in the Ferndale area. The subject property fronts Stave Lake Street roughly half-way between Watt Street and Squire Drive. The subject property is currently developed with a Single Family Dwelling. When approaching the property from Stave Lake Street access is via a steep upward slope. The north-west corner is the high point on the property, and then the land moderately slopes from the north-east to the south-west. District mapping indicates the presence of a watercourse in the north-west corner of the property.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject property is currently designated Rural Residential in the OCP and is zoned RU16 Zone. The proposal to rezone to the RU16s Zone will allow a garden cottage.

The proposed rezoning conforms to OCP Policy 2.3.3 which considers rezoning to provide secondary dwelling units on properties designated Rural or Rural Residential.

The subject property is 1.174 hectares (2.9 acres) in size which exceeds the minimum lot size of 0.7ha (1.73 acres) in the proposed RR7s Zone.

Neighbourhood Character:

The subject property is located within a rural residential neighbourhood comprised of single family dwellings on larger lots. The proposed garden cottage will fit within the context of the surrounding properties and is believed to have little or no impact on the surrounding neighbourhood.

Servicing:

Municipal water and sanitary services are not available to the property. If the secondary dwelling unit is in the form of a garden cottage, Fraser Health has specific requirements related for water system operators which would apply if more than one dwelling unit is serviced by a single well. Confirmation that the water supply is approved for a secondary dwelling unit will be required prior to the adoption of the zoning bylaw amendment.

A hydrologist’s report, prepared by a professional engineer with expertise in ground water supply, would be required to ensure that the well(s) supplying the residence meets the provisions of Council
Policy WAT. 19 – Well Water Quality – Aesthetic and Health Parameters. The property owner will also be required to provide confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that an onsite sewage treatment system can be installed to accommodate the discharge from the proposed principal dwelling and secondary dwelling unit.

COMMUNICATION:

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

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 metres (1,640 ft.) from the development site notifying them of the public hearing details.

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

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

REFERRALS:

Engineering

The Engineering Department has no objection to the rezoning application as outlined in Appendix 4.
REQUIREMENTS PRIOR TO FINAL READING:
The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Confirmation that an area for a new septic system for the proposed secondary suite has been approved or confirmation that the existing septic system can service both the proposed single family dwelling and the proposed secondary suite.

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

3. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.

SIGN-OFFS:

Ken Bourdeau, Planner

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed
Appendix 1

Information for Corporate Officer

Civic Address: 9173 Stave Lake Street

PID: 009-139-311

Legal: Lot 10 Section 34 Township 17 New Westminster District Plan 29870
Appendix 2

Location Map

Subject Property: 9953 Stave Lake Street
Owner: Bart Clark & Debbie Sanderson
Applicant: Bart Clark
Zoning: RU16
OCP Designation: Rural Residential
Appendix 3

Proposed location of Garden Cottage Map

SITE PLAN SHOWING PROPOSED GARDEN COTTAGE LOCATION
ON LOT 6, SEC 3, TP18, NWD, PLAN 19653
CIVIC ADDRESS: 9953 STAVE LAKE ST.
DATE: March 20, 2017
TO: Mayor and Council
FROM: Robert Publow, Manager of Planning
SUBJECT: Rezoning Application to allow a secondary dwelling unit on each lot resulting from a proposed 4 lot subdivision of the property located at 9319 Stave Lake Street
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Conceptual Plan of Subdivision
Appendix 4 – Engineering Department Rezoning Comments

CIVIC ADDRESS: 9319 Stave Lake Street

APPLICANT: Stanley Rempel
OCP: This application is in conformance with the current Rural Residential OCP designation

DATE APPLICATION COMPLETE: July 27, 2016
LOCATION: Ferndale
OVERVIEW AND STAFF COMMENTS:

This report details the development application to rezone 9319 Stave Lake Street to RR7s to permit a secondary dwelling unit on each lot resulting from a proposed 4 lot subdivision and identifies the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for April 18, 2017.

SUMMARY:

A rezoning application has been received from Stanley Rempel, on behalf of property owners of the property located at 9319 Stave Lake Street (Appendix 2). The application proposes to rezone the subject property from Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone to permit a secondary dwelling unit on each lot resulting from a proposed 4 lot subdivision, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property is 4.03 hectares (9.96 acres) in size and is located in the Ferndale area. The subject property is located on the east side of Stave Lake Street and is north of the intersection with Ferndale Avenue. The subject property is currently developed with one principle dwelling, one smaller dwelling which is legally non-conforming and will be removed at time of subdivision and several accessory buildings. The intent of the applicant is to retain all existing structures on the subject property, with the exception of the smaller dwelling non-conforming dwelling, and it is anticipated that all retained structures will be in conformance with the Zoning Bylaw at the completion of the subdivision process. The land is relatively flat but slopes gently from the centre of the property to the northeast and the northwest.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject property is currently designated Rural Residential in the OCP and is zoned RR7 Zone. The proposal to rezone to the RR7s Zone which will allow for a secondary dwelling unit on each of the proposed four lots.

The proposed rezoning conforms to OCP Policy 2.3.3 which considers rezoning to provide secondary dwelling units on properties designated Rural or Rural Residential.

Neighbourhood Character:

The subject property is located within a rural residential neighbourhood comprised of single family dwellings on larger lots. The proposed secondary dwelling units on the proposed lots will fit within the context of the surrounding properties and are believed to have little or no impact on the surrounding neighbourhood. There are currently four neighbouring properties located on the east side of Stave Lake Street and north of the subject property within the RR7s Zone.

Environmental Protection:

The applicant has had an assessment of the watercourse on the subject property completed which identifies two areas on the property which require protection. Draper Creek passes through the
northwest corner of the property and adjacent to the northeast corner of the property. Also two small branches of an unnamed watercourse are present on the south side of the lot, mainly within proposed Lot 2. The QEP has required a 10 meter setback adjacent to each identified watercourse. The proposed setbacks are identified on Appendix 3 by a green line.

**Servicing:**

Municipal water and sanitary services are not available to the property. If the secondary dwelling unit is proposed in the form of a coach house, Fraser Health has specific requirements related for water system operators which would apply. Confirmation that the water supply is approved for a secondary dwelling unit will be required through the subdivision process.

A hydrologist’s report, prepared by a professional engineer with expertise in ground water supply, would be required to ensure that the well(s) supplying the residence meets the provisions of Council Policy WAT. 19 – Well Water Quality – Aesthetic and Health Parameters.

The property owner will also be required to provide confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that an onsite sewage treatment system can be installed to accommodate the discharge from the proposed principal dwelling and secondary dwelling unit.

**Tree Retention**

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of two (2) trees; 2 trees for the new lot created. This condition will be met as part of the subdivision approval.

In addition to this requirement, the applicant is required to replace any significant tree (trees having a caliper of 0.2 metres or greater) that will be removed except within the proposed municipal infrastructure necessary to complete the development.

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

In this case an Amenity Contribution was paid in relation to a past application, rezoning R04-008. However, the subsequent subdivision was not completed as it was abandoned by the developer. As such, the Amenity Contribution is considered to have been paid and no further contribution is sought.

**COMMUNICATION:**

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

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 metres (1,640 ft.) from the development site notifying them of the public hearing details.

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

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

Engineering

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

REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Confirmation that a septic system can be installed to service each proposed new lot;
2. A well report, prepared by a professional engineer with expertise in ground water supply, has been received and that the subject well(s) meets the provisions of the Subdivision Control Bylaw and Council Policy WAT. 19 – Well Water Quality – Aesthetic and Health Parameters; and
3. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.

SIGN-OFFS:

Robert Publow, Manager of Planning

Reviewed by:

Marcy Bond, Senior Planner

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

Civic Address: 9319 Stave Lake Street

PID: 005-824-362

Legal: Lot 32 Section 34 Township 17 New Westminster District Plan 59869
Appendix 2 - Location Map

Subject Property: 9319 Stave Lake Street

Owner: Stanley, Bevan, Nathan, Joseph, & Elizabeth Rempel, Lois Friesen, Rita Janischewski

Applicant: Stanely Rempel

Zoning: RR7

OCP Designation: Rural Residential
Appendix 3 - Conceptual Plan of Subdivision
Appendix 4 – Engineering Department Rezoning Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

October 21, 2016

CIVIC ADDRESS: 9319 Stave Lake Street

CURRENT ZONE: RR7     PROPOSED ZONE: RR7s

DOMESTIC WATER REQUIREMENTS:
None.

SANITARY SEWER REQUIREMENTS:
None.

STORM SEWER REQUIREMENTS:
None.

ROAD WORK REQUIREMENTS:
Stave Lake 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:
Jason Anthony, Engineering Technologist

Reviewed by:
Jay Jackman, Manager of Development
Engineering & Projects
DATE: March 20, 2017
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner
SUBJECT: Development Variance Permit DV17-007, 5% Cash in Lieu of Parkland for Subdivision Application S16-001 and adoption of Street Naming Bylaw for the property at 8394 McTaggart Street.
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Conceptual Lot Layout
Appendix 4 - Map Identifying Lots with Variances
Appendix 5 – Development Variance Permit
Appendix 6 – Parks, Recreation and Culture Department Comments
Appendix 7 – Street Naming Map

CIVIC ADDRESS: 8394 McTaggart Street
APPLICANT: Teo Bate, Central Valley Engineering
OCP: This application is in conformance with the current Urban Residential OCP designation.
DATE APPLICATION COMPLETE: October 22, 2016
LOCATION:
OVERVIEW AND STAFF COMMENTS

This report details the Development Variance Permit, Street Naming Bylaw and the resolution required from Council for 5% Cash in Lieu of Parkland requirements, to facilitate the subdivision of 8394 McTaggart Street to allow for a maximum of 20 single family lots.

Staff supports the application moving forward and as such have listed the associated Street Naming Bylaw under the “Bylaws for Consideration” section of the agenda. Staff also support the accompanying Development Variance Permit which will be listed for Council consideration under “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amending Bylaw.

RECOMMENDATION: Council Consider and Resolve:

That pursuant to Section 510 of the Local Government Act 5% Cash in Lieu of parkland, for subdivision of the property at 8394 McTaggart Street, be applied to subdivision file S16-001.

SUMMARY

A development application, submitted by Central Valley Engineering (2004) Ltd. on behalf of the property owners Rex Blane and Kevin Wiebe, to rezone 8394 McTaggart Street to the Urban Residential 669 (R669) zone is currently sitting at third reading. The Zoning Amending Bylaw 5556-2016-5050(194) was given 1st and 2nd reading on June 6, 2016. A public hearing was held on June 20, 2016 with 3rd reading being granted the same day.

The rezoning application will allow for the subject property to be subdivided into a maximum of twenty (20) single family lots under the proposed Urban Residential 669 zone. The original conceptual subdivision layout for the development included several requests to Council to vary road widths to facilitate the proposed development. While some of the requested variances were supported by Council, they did not support the request to reduce the road dedication of Ewert Avenue from 18.0 metres (59.05 feet) to 15.0 metres (49.2 feet). Thus, the developer was required to revise the lot layout based on the required 18.0 metre (59.06 feet) road dedication along Ewert Avenue.

The developer has now submitted a revised conceptual plan of subdivision showing eighteen (18) single family lots (Appendix 3), under the R669 Zone. Lot 18 is an oversized lot that will retain the existing single family dwelling. Lot 18 will also have future subdivision potential into three lots, one on either side of the existing dwelling. As a result of the revised lot layout the developer is requesting a development variance permit. The variances being requested are for lot depth on five (5) of the proposed lots.

A bylaw to extend McTaggart Street and Ewert Avenue is required. A resolution from Council is also required regarding the contribution of 5% Cash in Lieu of Parkland as part of subdivision S16-001.

PLANNING ANALYSIS

The purpose of this staff report is three fold: Development Variance Permit DV17-007, Street Naming and parkland contribution pursuant to Section 510 of the Local Government Act.

Development Variance Permit DV17-007 (Zoning Bylaw 5050-2009)

The conceptual lot layout and road network configuration of the development was determined by the forward plan of subdivision that was completed as part of previous developments in the area. Thus,
due to the shape of the parent parcel, and the requirement for road connectivity with the existing developments the overall configuration of lot layout did not allow for traditional lot configurations. Thus, in order to maximize lot yield, density and allow for a practical road network the developer is requesting that the lot depth on proposed Lots 1, 2, 3, 11 and 12 be reduced as shown on Appendix 4. Specifically, the developer is requesting District of Mission Zoning Bylaw 5050-2009 Section 501 C. Lot Area: Depth, be varied as follows:

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Required Lot Depth</th>
<th>Proposed Lot Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>30 metres (98.42 feet)</td>
<td>25 metres (82 feet)</td>
</tr>
<tr>
<td>Lot 2</td>
<td>30 metres (98.42 feet)</td>
<td>25 metres (82 feet)</td>
</tr>
<tr>
<td>Lot 3</td>
<td>30 metres (98.42 feet)</td>
<td>26 metres (85.30 feet)</td>
</tr>
<tr>
<td>Lot 11</td>
<td>30 metres (98.42 feet)</td>
<td>28 metres (91.86 feet)</td>
</tr>
<tr>
<td>Lot 12</td>
<td>30 metres (98.42 feet)</td>
<td>25 metres (82 feet)</td>
</tr>
</tbody>
</table>

Although the developer is requesting variances to reduce the required lot depth on lots 1, 2, 3, 11 and 12 the width of these lots exceeds the minimum 18 metre lot width requirement of the R669 zone. Thus, even with the reduced lot depths these are still large, extra wide lots that will allow for substantial building envelopes.

Staff supports the requested variances to reduce the lot depth as detailed in the above table. To ensure that the building envelopes on each of these lots is maximized, and that no further variances are required as part of the building permit, a restrictive covenant regulating the building envelope and the form and character will be required on Lots 1, 2, 3, 11 and 12 as part of approval of the development variance permit. The draft development permit is attached as Appendix 5.

Parks and Trails (Section 510 of the Local Government Act, and the Parks and Trails Master Plan)
With the proximity of Hatzic Park to the proposed development the Parks, Recreation and Culture Department is recommending that 5% of the value of the land be taken as cash in lieu of parkland for parkland purposes, pursuant to Section 510 of the Local Government Act and applied to subdivision application S16-001.

The comments from the Parks, Recreation and Culture Department are attached as Appendix 6.

Street Naming (Policy STR.28 – Street Naming)
That in accordance with Section 39 of the Community Charter and Council Policy STR. 38, a bylaw be prepared to provide a name for two road extensions as shown on Appendix 7, as follows;

i. Road running north off of Henry Avenue as the logical extension of McTaggart Street.

ii. Road running east off of McTaggart Street as logical extension of Ewert Avenue.
COMMUNICATION
A notice of the Development Variance Permit was mailed or otherwise delivered in accordance with Bylaw 3612-2003 and the Local Government Act.
No comments were received as a result of the mail out notification.

REQUIREMENTS PRIOR TO FINAL APPROVAL
1. Approval of Development Variance Permit DV17-007 will be considered as part of the same Council agenda as the Zone Amending Bylaw 5556-2016-5050(194) is considered for adoption.
2. Approval of the Street Naming Bylaw will be considered as part of the same Council agenda as Zone Amending Bylaw 5556-2016-5050(194) is considered for adoption.
3. A section 219 restrictive covenant, regulating the building envelope and the form and character on Lots 1, 2, 3, 11 and 12 will be registered on the title of those lots prior to the adoption of the Zone Amending Bylaw and approval of DV17-007.
4. Any other requirements resulting from Council’s consideration of the Development Variance Permit.

INFORMATIONAL NOTES
1. In accordance with Section 510 of the Local Government Act and Council Policy LAN. 26, parkland dedication of five per cent (5%) shall be applied as cash in lieu to subdivision file S16-001.

SIGN-OFFS:

Marcy Bond, Senior Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 8394 McTaggart Street

PID: 002-410-583

Legal: Parcel “A” (Explanatory Plan 6920) District Lot 476 Group 1 New Westminster District
Reduced lot depth from 30m to 28m
Reduced lot depth from 30m to 25m
Reduced lot depth from 30m to 26m
Reduced lot depth from 30m to 25m
Reduced lot depth from 30m to 25m
Reduced lot depth from 30m to 25m
DISTRICT OF MISSION
DEVELOPMENT VARIANCE PERMIT DV17-007

Issued pursuant to Section 498 of the Local Government Act

Issued to: Meadowlands at Hatzic Developments Ltd., Inc. No. BC1056893

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

1. The said lands are zoned Urban Residential 669 (R669) Zone pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.
2. “District of Mission Zoning Bylaw” as amended is hereby varied in respect of the said lands as follows:
   (a) Section 501, Subsection C. Lot Area 1. Lot Depth for Urban Residential 669 (R669) Zone of District of Mission Zoning Bylaw 5050-2009 as follows:

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Required Lot Depth</th>
<th>Proposed Lot Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>30 metres (98.42 feet)</td>
<td>25 metres (82 feet)</td>
</tr>
<tr>
<td>Lot 2</td>
<td>30 metres (98.42 feet)</td>
<td>25 metres (82 feet)</td>
</tr>
<tr>
<td>Lot 3</td>
<td>30 metres (98.42 feet)</td>
<td>26 metres (85.30 feet)</td>
</tr>
<tr>
<td>Lot 11</td>
<td>30 metres (98.42 feet)</td>
<td>28 metres (91.86 feet)</td>
</tr>
<tr>
<td>Lot 12</td>
<td>30 metres (98.42 feet)</td>
<td>25 metres (82 feet)</td>
</tr>
</tbody>
</table>

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 day of the month] day of [Click here to type month] , 2017.

_________________________________________
Randy Hawes,
MAYOR

_________________________________________
Michael Younie,
CORPORATE OFFICER

Development Variance Permit DV17-007
SUBDIVISION APPLICATION COMMENTS

DISTRICT OF MISSION - PARKS, RECREATION & CULTURE DEPARTMENT COMMENTS

Referral Date: February 27, 2017

Subject Property: 8394 McTaggart Street

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

File Number: S16-001

# of Proposed Lots: 18 lots (one oversize remainder has future subdivision potential into 3 lots)

Required Variances:

<table>
<thead>
<tr>
<th>Lot Number</th>
<th>Required Lot Depth</th>
<th>Proposed Lot Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>30 metres (98.42 feet)</td>
<td>25.63 metres (84.08 feet)</td>
</tr>
<tr>
<td>Lot 2</td>
<td>30 metres (98.42 feet)</td>
<td>25.63 metres (84.08 feet)</td>
</tr>
<tr>
<td>Lot 3</td>
<td>30 metres (98.42 feet)</td>
<td>26.96 metres (88.45 feet)</td>
</tr>
<tr>
<td>Lot 11</td>
<td>30 metres (98.42 feet)</td>
<td>28.53 metres (93.60 feet)</td>
</tr>
<tr>
<td>Lot 12</td>
<td>30 metres (98.42 feet)</td>
<td>25.71 metres (84.35 feet)</td>
</tr>
</tbody>
</table>

Comments:

The PRC staff have reviewed the proposed development at 8394 McTaggart Street and have no specific concerns regarding the development. The proponent should be asked to remit 5% cash-in-lieu of parkland as allowed under the *Local Government Act*.

Signed: M Sinclair

Date: February 27th, 2017
DATE: March 20, 2017
TO: Mayor and Council
FROM: Gina MacKay, Manager of Long Range Planning and Special Projects
SUBJECT: Official Community Plan Review – Update and Change to project scope by adding a Council workshop

RECOMMENDATIONS:
This report is provided for information purposes only. No staff recommendation accompanies this report and Council action is not required.

PURPOSE:
The purpose of this report is to update Council on the Official Community Plan (OCP) review process and to identify a minor amendment to the project scope and timeline resulting from the addition of a Council workshop.

BACKGROUND:
The first draft of the proposed OCP was presented to Council on December 14th, 2016. In response to comments received at this meeting, minor revisions were made to the draft document. Following these revisions, the document was provided to the public for their consideration. The draft OCP has been made available on the District website and the Mission Library.

Staff also acknowledges that Council wishes to add a workshop opportunity to the current OCP review process. The purpose of the workshop would be for staff to provide clarification on a number of items presented in the draft, including how neighbourhood planning will be undertaken and how this initiative would be prioritized. The workshop would also allow for the opportunity to discuss land use opportunities that have now been identified by the various stakeholder consultations.

COMMENTS TO DATE:
To solicit further comments from the public, neighbourhood meetings were held on January 24th at the Clark Theatre Cafeteria, on January 25th at the Silverdale Elementary School, on January 31, 2017 at the Steelhead Community Hall in Steelhead and on February 1, 2017 at Fire Hall #2 in Stave Falls.

The draft OCP and accompanying maps have been made available on the District’s OCP review website at www.makeityourmission.ca along with a brief survey. A narrated PowerPoint presentation can also be viewed by those who may have been unable to attend any of the scheduled community engagement opportunities.

Overall, there was good public support for the ideals and direction identified in the draft OCP. Areas of discussion included concerns with increased traffic, parking in residential neighbourhoods and the need for local commercial business in the Cedar Valley area.
A particular topic of conversation at the Silverdale area meeting was regarding the provision of water service for the area and the opportunity for development to expedite the installation of this particular service to area residents. Discussions on other opportunities and challenges to what development might bring to the area were not brought up, only the desire of area residents for municipal water service.

Survey results to date indicate general support for the draft OCP. Areas of discussion include:

- removal of land from the Agricultural Land Reserve,
- addition of parkland to offset increased growth in the area,
- a by-pass to remove highway traffic from downtown Mission,
- support for the urban growth boundary,
- preserving Silvermere Island for a community park,
- additional recreation and culture facilities,
- the need for improved connections between neighbourhoods (walking and biking), and
- identifying sites for future post-secondary institutions.

COUNCIL WORKSHOP

District of Mission Council has requested that an additional workshop be added to the OCP review process to discuss the draft OCP. The workshop has been scheduled for March 27, 2017. The intention of this workshop will be to answer questions that Council may have with respect to the draft OCP.

Any information provided to staff and clarification points made at this workshop will then form part of the overall comments received on the draft OCP.

NEXT STEPS

The planning consultant and staff will continue to compile and review comments and survey results. During the month of April, the final draft OCP reflecting all the input received to date will be presented to District staff for their final consideration. Any changes and updates to the draft OCP will then be prepared and subsequently presented to Council in the form of a bylaw for their consideration.

COUNCIL GOALS/OBJECTIVES:

The OCP review process fulfills Council’s objective to complete a full OCP review.

FINANCIAL IMPLICATIONS:

No financial implications are associated with this report. Works completed to date are captured within the allotted project budget.

COMMUNICATION:

This report provides an update to Council and the public on the Official Community Plan review process. Communication is a key element for success of this project. Staff will continue to provide updates to Council at regular Council meetings and throughout the process.

SUMMARY AND CONCLUSION:

The OCP review is now in Phase 4 of the project timeline.
SIGN-OFFS:

Gina MacKay, Manager of Long Range Planning & Special Projects

Reviewed by:
Dan Sommer Director of Development Services

Comment from Chief Administrative Officer
Reviewed
RECOMMENDATIONS: Council consider and resolve:

1. That the 2016 unspent budgeted amounts for the following projects be carried forward to 2017:
   a. Fraser Valley Tech Jobs Portal, $7,000 funded from General Fund Accumulated Surplus;
   b. Tech Sector Implementation Strategy, $30,000 funded from General Fund Accumulated Surplus; and

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

EXECUTIVE SUMMARY:

Under the Tech Starts Here initiative, the economic development department had anticipated completion and final billing for two tech-related projects prior to the carry forward deadline in December, 2016. The projects were subsequently extended, however, the administrative task of requesting a carry forward was missed.

As such, the Economic Development Officer is requesting that the two tech-related projects have their remaining budgets carried forward to 2017 in order to meet financial obligations related to the completion of the projects.

The two projects in question are:

1. Fraser Valley Tech Jobs Portal
   Under the development control of the Sumas Regional Consortium for High Tech (SRCTec), this initiative involves the development of a web portal featuring local and regional tech-related job opportunities, as well as positioning the District and region as the ideal location to launch or locate technology businesses. This portal would be independent of the official District website (mission.ca) and SRCTec’s site (srctec.org) and would be the primary marketing tool for this sector development initiative.
   
   The total budget for the development of the web portal is $14,500, of which $7,500 has been expended. The remainder of $7,000 is requested to be carried forward and the completion date and final payment are scheduled for no later than April 30, 2017.
2. Tech Sector Implementation Strategy

Also under development with SRCTec, the overall project objective is the creation of a detailed implementation strategy that sets forth the long term vision for the growth of the technology sector within the Region, based in Mission. The cost to develop the strategy is $60,000, of which the District is a 50% contributor in partnership with the Province of BC. To date, $30,000 has been expended with the remainder due upon completion of the plan. The updated timeline from SRCTec now has the plan being completed by no later than March 31, 2017.

The plan will provide clear direction for the community and will cover the 2017 - 2021 period and beyond. It will align with the vision of Mission, including its Tech Starts Here initiative and Jobs Portal, to attract, support, and retain technology based business and employment opportunities in the community and region.

PURPOSE:

The purpose of the report is to request that council approve the carry forward of unspent 2016 budgeted amounts for both the Fraser Valley Tech Jobs Portal and Tech Sector Implementation Strategy into the 2017 budget.

BACKGROUND:

Technology and manufacturing have been identified as priority areas for Mission’s economic development. These sectors, along with agriculture and aerospace, represent the key focus areas for our local delivery partner, SRCTec, who have successfully launched their first venture accelerator targeted at high-tech in agriculture.

SRCTec, is a not-for-profit organization governed by a select group of technology executives that form a volunteer board of directors. SRCTec is a coalition of local government, industry partners and high education institutions interested in attracting tech based investment into the “Region” (including the District of Mission, City of Abbotsford, Chilliwack, Langley and Maple Ridge).

Tech Starts Here is a campaign launched in partnership between the District of Mission and SRCTec. It is an over-arching initiative to attract, support, and retain technology businesses to the District of Mission and the Fraser Valley.

The Fraser Valley Tech Jobs Portal and the Tech Sector Implementation Strategy are foundational components to supporting the development of the tech sector in Mission and the region. Both projects will be complete within the next 60 days.

FINANCIAL IMPLICATIONS:

The financial implications include a late request for a carry forward from 2016 into 2017 for the Fraser Valley Tech Jobs Portal in the amount of $7,000 and with the Tech Sector Implementation Strategy in the amount of $30,000.

Funding for both carry-forward requests will be from General Fund Accumulated Surplus, in accordance with the original budget approval for these two projects.

COMMUNICATION:

No communication action is required.
SIGN-OFFS:

Stacey Crawford – Economic Development Officer

Comment from Chief Administrative Officer:
Reviewed

Reviewed by:
Kris Boland, Director of Finance
DATE: March 20, 2017
TO: Mayor and Council
FROM: Jenny Hill, Administrative Assistant, Corporate Administration
SUBJECT: New Freedom of Information and Protection of Privacy Bylaw
Appendix B – Current DOM Freedom of Information Bylaw 2837-1994

As the previous District of Mission Freedom of Information Bylaw 2837-1994 was adopted in 1994 and has not been updated since 2005, this report proposes a new District of Mission Freedom of Information Bylaw 5560-2016, which is listed under the “Bylaws for Consideration” section of the agenda for consideration of first three readings.

PURPOSE:
This report presents the new District of Mission Freedom of Information and Protection of Privacy Bylaw 5560-2016 for consideration of first three readings.

BACKGROUND:
Section 4 of the Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165 (the Act), specifies that:

1. A person who makes a request under section 5 has a right of access to any record in the custody or under the control of a public body, including a record containing personal information about the applicant.

2. The right of access to a record does not extend to information excepted from disclosure under Division 2 of this Part, but if that information can reasonably be severed from a record an applicant has the right of access to the remainder of the record.

3. The right of access to a record is subject to the payment of any fee required under Section 75.

The Act requires the head of a public body to make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely. This requirement applies to all records in the custody or under the control of the public body, with a few noted exceptions.
DISCUSSION AND ANALYSIS:

The District’s current Freedom of Information Bylaw was originally adopted on December 5, 1994 and has not been amended since April 4, 2005.

The new bylaw has been condensed from ten pages to five as several items are already specified in the Act, such as ‘Exceptions to Disclosure’, and therefore do not need to be restated in the bylaw. The fee schedule table has also been removed as the ‘Schedule of Maximum Fees’ are legislated per Schedule 1 of the Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012, O.C. 491/2012. Item ‘b’ in the preamble section of the bylaw has been removed to align with the current version of the Act. The ‘Definitions’ and ‘Administration’ sections of the bylaw have been updated to correspond to the current wording in the Act and to reflect the District of Mission’s current Corporate Administration position titles.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to the adoption of the new bylaw.

COMMUNICATION:

The new bylaw will be posted on Pipeline for staff and on the District’s website for public viewing.

SUMMARY AND CONCLUSION:

The Freedom of Information and Protection of Privacy Act [RSBC 1996] requires all public bodies to provide access to any record in their custody or under their control, with a few noted exceptions listed in the Act. As the District of Mission’s current Freedom of Information Bylaw 2837-1994 is over 22 years old, a new up-to-date District of Mission Freedom of Information and Protection of Privacy Bylaw 5560-2016 has been proposed for the first three readings.

SIGN-OFFS:

Reviewed by:

Jenny Hill, Administrative Assistant

Mike Younie, Deputy Chief Administrative Officer

Comment from Chief Administrative Officer:
Reviewed
DISTRICT OF MISSION
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
BYLAW 5560-2016

A Bylaw for the administration of the Freedom of Information
and Protection of Privacy Act.

WHEREAS, a local government:

a) must designate a person or group of persons as the head of the municipality for the purposes of the Freedom of Information and Protection of Privacy Act; and

b) may set any fees the municipality requires to be paid under section 75 of the Freedom of Information and Protection of Privacy Act.

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

1.0 CITATION

This Bylaw may be cited as the "District of Mission Freedom of Information Bylaw 5560-2016".

2.0 DEFINITIONS

2.1 The definitions contained in schedule 1 of the Act shall apply to this Bylaw.

2.2 In this Bylaw:


"Applicant" means a person requesting a record under section 5 of the Act.

"Commercial Applicant" means a person requesting a record under section 5 of the Act for the purpose of doing business and whose primary purpose is connected with or engaged in commerce.

"Coordinator" means the person designated in section 3.2 of this Bylaw as the Information and Privacy Coordinator.

"Council" means the current Mayor and Council Members of the District.

"District" means the District of Mission.

"Request" means a written request under section 5 of the Act.
3.0 ADMINISTRATION

3.1 The Council shall designate the Corporate Officer to be the Head for the purposes of the Act.

3.2 The Council shall designate the Deputy Corporate Officer to be the Information and Privacy Coordinator.

4.0 POWERS AND DUTIES OF THE COORDINATOR

4.1 The Coordinator must perform the duties and exercise all the functions of the Head under the Act as summarized in section 5 of this Bylaw.

4.2 The Coordinator must comply with an order of the Information and Privacy Commissioner whose powers are outlined in section 42 to 44 of the Act.

4.3 The Coordinator must refuse to disclose information to an Applicant if the disclosure is prohibited or restricted by or under another act.

5.0 RESPONDING TO REQUESTS

Duty to Assist Applicants

5.1 The Coordinator shall make every reasonable effort to assist Applicants and respond to Requests, without delay, in an open, accurate and complete manner.

Contents of Response

5.2 a) The Coordinator shall provide a response to the Applicant which includes information as to whether or not the Applicant is entitled to access the record, or part of the record, and, if applicable, where, when and how access will be given.

   b) If the Applicant is not entitled to access the record the Coordinator will provide the reasons for the refusal and the provision of the Act upon which the refusal is based. The Coordinator will also provide their name, title, business address and business telephone number and advise the Applicant they may ask for a review of the decision under section 52 of the Act.

Means of Access to Requested Information

5.3 If the Act allows the Applicant access to the requested record, or part of the requested record, the Coordinator may provide:

   a) a photocopy of the record, or part of the record, if requested by the Applicant;

   b) a copy of the record, or part of the record, saved to CD or DVD, if requested by the Applicant; or

   c) an opportunity to examine the record, or part of the record, if requested by the Applicant or if the record cannot reasonably be copied.
Notification

5.4 The Coordinator:
   a) must give written notice to the third party and the Applicant if he intends to
give access to a record that contains information that may be excepted
from disclosure under section 21 or 22 of the Act; and
   b) may give written notice to a third party if he does not intend to give access
to a record that contains information excepted from disclosure under
section 21 or 22 of the Act.

Public Interest

5.5 As per section 25 of the Act, the Coordinator must, without delay, disclose to the
public, to an affected group of people or to an Applicant, information:
   a) about a risk of significant harm to the environment or to the health or safety
of the public or a group of people, or
   b) the disclosure of which is, for any other reason, clearly in the public interest.

6.0 FEES

6.1 An Applicant making a Request for a record shall pay the District the applicable
fees as set out in Schedule 1 of the Freedom of Information and Protection of
Privacy Regulation, B.C. Reg. 155/2012, O.C. 491/2012 for the purposes of:
   a) locating, retrieving and producing the record;
   b) preparing the record for disclosure;
   c) shipping and handling the record; and
   d) providing a copy of the record.

6.2 An Applicant making a Request for a record shall not be required to pay a fee for:
   a) their own personal information;
   b) the first 3 hours spent locating and retrieving a record; or
   c) the time spent severing information from a record.

6.3 If an Applicant is required to pay a fee for services under section 6.1 of this Bylaw,
the District:
   a) must give the Applicant a written estimate of the total fee before providing
the service; and
   b) may require the Applicant to pay a deposit in the amount set by the Head.

7.0 PROTECTION OF INFORMATION

The District must protect personal information in its custody or under its control by making
reasonable security arrangements against such risks as unauthorized access, collection,
use, disclosure or disposal.
8.0 REPEAL

The “District of Mission Freedom of Information Bylaw 2837-1994” and all amendments are repealed.

READ A FIRST TIME this __ day of ___, 2017
READ A SECOND TIME this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
ADOPTED THIS __ day of ___, 2017

RANDY HAWES, MAYOR       MIKE YOUNIE, CORPORATE OFFICER
District of Mission
Bylaw 2837 - 1994

A Bylaw for the Administration of the
Freedom of Information and Protection of Privacy Act

WHEREAS, under section 76.1 of the Freedom of Information and Protection of Privacy Act, a local government:

(a) must designate a person or group of persons as the head of the municipality for the purposes of the Freedom of Information and Protection of Privacy Act; and

(b) may authorize any person to perform any duty or exercise any function under the Freedom of Information and Protection of Privacy Act of the person or group of persons designated as the head of the municipality, and

(c) may set any fees the local public body requires to be paid under section 75 of the Freedom of Information and Protection of Privacy Act.

NOW, THEREFORE, the Council of the District of Mission in open meeting assembled enacts as follows:

1.0 This Bylaw may be cited for all purposes as the "District of Mission Freedom of Information Bylaw 2837 - 1994".

2.0 Definitions and Interpretation

2.1 The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

2.2 In this bylaw:

"Act" means the Freedom of Information and Protection of Privacy Act, Statutes of B.C. 1992, c.61

"Administrator" means the person duly appointed by Council from time to time as Administrator for the District of Mission, including any acting or deputy Administrator.

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.

"Coordinator" means the person designated in section 3.3 as the Information and Privacy Coordinator.

"Council" means the Council of the Municipality.
"Municipal Clerk" means the person duly appointed by Council from time to time as Municipal Clerk for the District of Mission including any acting or deputy Municipal Clerk.

"Head" means the person or group of persons designated as the Head of the municipality under section 3 of this Bylaw.

"Municipality" means the District of Mission.

"Request" means a request under section 5 of the Act.

3.0 Administration

3.1 The Council hereby designates the Administrator to be the Head for the purposes of the Freedom of Information and Protection of Privacy Act.

3.2 The duties and Functions of Head which remain those of the Head are set out for reference in Appendix 1.

3.3 The Council hereby designates the Municipal Clerk to be the Information and Privacy Coordinator.

4.0 Powers of Coordinator

The Council hereby authorizes the Coordinator to perform the following duties or exercise the following functions of the Head under the Act:

4.1 Responding to Requests

(1) The duty to create a record from a machine readable record in the custody or under the control of the municipality using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the municipality;

(2) The power to respond to a request except where the Head has the discretion under the Act to determine whether a record shall be released or withheld from disclosure.

(3) The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.

(4) The power to refuse in a response to confirm or deny the existence of:

(a) a record containing information described in section 15 of the Act (information harmful to law enforcement), or

(b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.
4.2 Extension of Time

(1) The power to extend the time for responding to a request for up to 30 days.

(2) The power to apply to the Information and Privacy Commissioner for a longer time period for response to a request where:

(a) the applicant does not give enough detail to enable the municipality to identify a requested record,

(b) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the municipality,

(c) more time is needed to consult with a third party or other public body before the Head can decide whether or not to give the applicant access to a requested record, or,

(d) a third party asks for a review under section 52(2) or 62(2) of the Act.

(3) The power to tell the applicant the reason for an extension, when a response can be expected and that the applicant may complain about the extension under section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under section 10(1) of the Act.

4.3 Transfer Request

(1) The power to transfer a request and, if necessary, the records to another public body if:

(a) the record was produced by or for the other public body,

(b) the other public body was the first to obtain the record, or

(c) the record is in the custody or under the control of the other public body.

(2) The power to notify the applicant of the transfer.

4.4 Information to be Released Within 60 Days

(1) The power to refuse to disclose information that is available for purchase by the public under section 20(1)(a) of the Act.
4.5 Business Interests

(1) The power to refuse to disclose to an applicant information:

(a) that would reveal

(i) trade secrets of a third party, or

(ii) commercial, financial, labour relations, scientific or technical information of a third party;

(b) that is supplied, implicitly or explicitly, in confidence, and

(c) the disclosure of which could reasonably be expected to

(i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,

(ii) result in similar information no longer being supplied to the public body when it is in the public interest that similar information continue to be supplied,

(iii) result in undue financial loss or gain to any person or organization, or

(iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labour relations dispute.

(2) The duty to refuse to disclose to an applicant information that was collected on a tax return or gathered for the purpose of determining tax liability or collecting a tax.

(3) The duty set out in paragraphs (1) and (2) is subject to section 21(3) of the Act which provides that the duty to refuse disclosure does not apply if a third party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives of a public body and that has been in existence for 50 or more years.

4.6 Notification

(1) The power to notify a third party that the municipality intends to give access to a record that the Coordinator has reason to believe contains information that might
be excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.

(2) The power to give a notice under section 23(1.2) of the Act where the Coordinator does not intend to give access to a record that contains information excepted from disclosure under section 21 (information harmful to business interests of a third party) or section 22 (information harmful to personal privacy) of the Act.

(3) The power to give written notice of the decision whether or not to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under section 21 or 22 of the Act to the applicant and a third party.

4.7 Public Interest

The power to disclose information in accordance with section 25 of the Act to the public, to an affected group of people or to an applicant:

(a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or

(b) the disclosure of which is, for any other reason, clearly in the public interest.

4.8 Information Protection

(1) The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

(2) The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

4.9 Commissioner's Orders

The power to comply with an order of the Information and Privacy Commissioner.

5.0 Fees

An applicant making a request shall pay to the municipality the fees set out in Schedule "A" for the purpose of:

(a) locating, retrieving and producing the record;

(b) preparing the record for disclosure;

(c) shipping and handling the record;
(d) providing a copy of the record.

READ A SECOND TIME this 21st day of November, 1994

READ A THIRD TIME this 21st day of November, 1994

ADOPTED this 5th day of December, 1994

_____________________________________________________

____________________________________

MAYOR

I HEREBY CERTIFY the foregoing to be a true and correct copy of "District of Mission Freedom of Information Bylaw 2837-1994".

____________________________________

CLERK
### APPENDIX 1

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6(1)</td>
<td>The duty to assist applicants.</td>
</tr>
<tr>
<td>12.1</td>
<td>The power to refuse to disclose to an applicant information that would reveal:</td>
</tr>
<tr>
<td></td>
<td>(a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts or a draft of a private bill, or</td>
</tr>
<tr>
<td></td>
<td>(b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.</td>
</tr>
<tr>
<td>13</td>
<td>The power to refuse to disclose information that would reveal advice or recommendations developed by or for a public body.</td>
</tr>
<tr>
<td>14</td>
<td>The power to refuse to disclose information subject to solicitor/client privilege.</td>
</tr>
<tr>
<td>15</td>
<td>The power to refuse to disclose information if the disclosure could reasonably be expected to harm a law enforcement matter or that would have any of the other results set out in section 15 of the Act.</td>
</tr>
<tr>
<td>16</td>
<td>The power to refuse to disclose information if the disclosure could reasonably be expected to be harmful to intergovernmental relations or negotiations in accordance with section 16 of the Act.</td>
</tr>
<tr>
<td>17(1)</td>
<td>The power to refuse to disclose information which could reasonably be expected to harm the financial or economic interests of a local public body or the government of British Columbia or the ability of that government to manage the economy including the matters set out in section 17(1) of the Act.</td>
</tr>
<tr>
<td>17(1.1)</td>
<td>The power to refuse to disclose research information under section 17(1.1) of the Act.</td>
</tr>
<tr>
<td>18</td>
<td>The power to refuse to disclose information if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of any of the things referred to in section 18 of the Act (heritage sites, endangered species, etc).</td>
</tr>
<tr>
<td>19(1)</td>
<td>The power to refuse to disclose information, including personal information about an applicant, where the disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health or interfere with public safety under section 19(1) of the Act.</td>
</tr>
<tr>
<td>19(2)</td>
<td>The power to refuse to disclose to an applicant personal information about the</td>
</tr>
</tbody>
</table>
applicant if the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's safety or mental or physical health under section 19(2) of the Act.

22 The power to refuse to disclose personal information if disclosure would be an unreasonable invasion of a third party's personal privacy under section 22 of the Act.

24 The duty to make a decision and to give written notice of a decision under section 24 of the Act.

70 The duty to make available to the public manuals, instructions, or guidelines issued to the offices or employees of the public body or substantive rules or policy statements adopted by the public body in accordance with section 70 of the Act.

71 The power to prescribe categories of records that are in the custody or under the control of the public body and that are available to the public on demand without request for access under the Act, to require persons who ask for a copy of an available record to pay a fee to the public body in accordance with section 71 of the Act.

75(5) The power to excuse an applicant from paying all or part of a fee if, in the Head's opinion, the applicant cannot afford the payment or for any other reason it is fair to excuse payment where the record relates to a matter of public interest, including the environment or public health or safety.

[NOTE: While the list of powers and duties set out above represents those powers and duties which the Coordinator is not specifically granted, in practice many of the duties will actually be fulfilled by staff acting on behalf of the Head, such as the duty under section 70 to make available to the public manuals, instructions or guidelines.]

SCHEDULE "A"

SCHEDULE OF MAXIMUM FEES

1.00 For applicants other than commercial applicants:

(a) for locating and retrieving a record $7.50 per 1/4 hour after the first 3 hours

(b) for producing a record manually $7.50 per 1/4 hour

(c) for producing a record from a machine readable record $16.50 per minute for cost of use of central
(d) for preparing a record for disclosure and handling a record

$7.50 per 1/4 hour

(e) for shipping copies

actual costs of shipping method chosen by applicant

(f) for copying records:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) photocopies and computer printouts</td>
<td>$.25 per page (8.5&quot; x 11&quot;, 8.5&quot; x 14&quot;)</td>
</tr>
<tr>
<td>(ii) floppy disks</td>
<td>$10.00 per disk</td>
</tr>
<tr>
<td>(iii) computer tapes</td>
<td>$40.00 per tape, up to 2400 feet</td>
</tr>
<tr>
<td>(iv) microfiche</td>
<td>$10.00 per fiche</td>
</tr>
<tr>
<td>(v) 16 mm microfilm duplication</td>
<td>$25.00 per roll</td>
</tr>
<tr>
<td>(vi) 35 mm microfilm duplication</td>
<td>$40.00 per roll</td>
</tr>
<tr>
<td>(vii) microfilm to paper duplication</td>
<td>$.50 per page</td>
</tr>
<tr>
<td>(viii) photographs (colour or black and white)</td>
<td>$5.00 to produce a negative</td>
</tr>
<tr>
<td></td>
<td>$12.00 each for 16&quot; x 20&quot;</td>
</tr>
<tr>
<td></td>
<td>$9.00 each for 11&quot; x 14&quot;</td>
</tr>
<tr>
<td></td>
<td>$4.00 each for 8&quot; x 10&quot;</td>
</tr>
<tr>
<td></td>
<td>$3.00 each for 5&quot; x 7&quot;</td>
</tr>
<tr>
<td>(ix) photographic print of textual, graphic or cartographic record (8&quot; x 10&quot;) black and white</td>
<td>$12.50 each</td>
</tr>
<tr>
<td>(x) hard copy laser print, B/W, 300 dots/inch</td>
<td>$.25 each</td>
</tr>
<tr>
<td>(xi) hard copy laser print, B/W, 1200 dots/inch</td>
<td>$.40 each</td>
</tr>
<tr>
<td>(xii) hard copy laser print, colour</td>
<td>$1.65 each</td>
</tr>
</tbody>
</table>
(xiii) Photomechanical reproduction of 105 mm cartographic record/plan $3.00 each

(xiv) Slide duplication $.95 each

(xv) Plans $1.00 per square metre

(xvi) Audio cassette duplication $10.00 plus $7.00 per 1/4 hour of recording

(xvii) Video cassette (1/4" or 8 mm) duplication $11.00 per 60 minute cassette plus $7.00 per 1/4 hour of recording; $20.00 per 120 minute cassettes plus $7.00 per 1/4 hour of recording

(xviii) Video cassette (1/2") duplication $15.00 per cassette plus $11.00 per 1/4 hour of recording

(xix) Video cassette (3/4") duplication $40.00 per cassette plus $11.00 per 1/4 hour of recording

2 For commercial applicants for each service listed in item 1 the actual cost of providing that service
DATE: March 20, 2017
TO: Mayor and Council
FROM: Jennifer Russell, Deputy Corporate Officer
SUBJECT: Mission International Cultural Association Request for Funding

RECOMMENDATIONS: Council consider and resolve:
1. That the Mission International Cultural Association receive a grant of $8,000 from the Contingency budget to assist with the cost of hosting an official delegation from Mission’s Sister City of Oyama, Japan in the summer of 2017; and
2. That the Mission International Cultural Association provide the District with a detailed report of how the grant funds were spent by December 31, 2017.

PURPOSE:
The purpose of this report is to provide Council with information to assist with its consideration of a request for funding from the Mission International Cultural Association.

BACKGROUND:
Mission International Culture Association (MICA) is a registered non-profit society that was created in 2010 to promote understanding between cultures and peoples of various countries around the world. MICA provides leadership, conducts activities and programs, coordinates with governments, organizations and service clubs, receives and administers grants, facilitates hosting, and undertakes fundraising activities. It oversees all of Mission's international connections, however is predominantly involved with Oyama.

The last delegation to visit Mission from Oyama was in 2013. Council of the day provided a one-time grant of $10,000 that was used to help fund the successful visit.

DISCUSSION AND ANALYSIS:
This summer MICA will be hosting an official delegation of approximately 25 people between June 29 and July 3. MICA’s plans for the short and dynamic visit include a guided tour of Mission and the Fraser Valley and participation in the Canada Day celebration at Heritage Park.

On March 6, 2017 MICA president Brian Wilks, appeared before Council to ask for:

1. access to District personnel to coordinate certain events,
2. a contribution towards the estimated budget of $8,000 for the 5 day visit, and
3. participation from Mayor and Council to meet with the delegation.

Agreement with requests 1 and 3 was verbally confirmed by Council at the March 6th meeting. Approval for funding assistance requires a resolution from Council. The breakdown of MICA's estimated budget is as follows:
Staff Report to Council

Transportation $2,500
Meals 2,000
Entertainment 800
Gifts 400
Tour costs/rentals 1,000
Misc/hospitality 300
Translators 500
Gifts to Oyama 500

Total $8,000

Staff are recommending that a grant in the full amount requested be provided to MICA to fund the 2017 official delegation from Oyama, and that MICA provide a report on the use of the grant funds by the end of the year.

FINANCIAL IMPLICATIONS:

There is currently $30,800 available in the District’s Contingency budget for 2017. Should Council decide to provide the full $8,000 grant as requested, the balance would be reduced to $22,800.

COMMUNICATION:

Staff will directly inform the president of the Mission International Cultural Association of Council’s decision.

SIGN-OFFS:

Jennifer Russell, Deputy Corporate Officer
Reviewed by:
Kris Boland, Director of Finance

Comment from Chief Administrative Officer:
Reviewed.
DATE: March 20, 2017
TO: Mayor and Council
FROM: Maureen Sinclair, Director of Parks, Recreation & Culture
SUBJECT: 2017 National Volunteer Week

RECOMMENDATION(S): Council consider and resolve:
1. That Council declare the week of April 23-29 as Volunteer Recognition Week in the District of Mission; and
2. That Council extends its thanks to all volunteers who contribute to the quality of life in the District.

PURPOSE:
This report is provided to Council in support of the many volunteers who contribute to the community and make the District of Mission a community rich in recreational, cultural and social opportunities.

BACKGROUND:
This year marks the 16th year of the National Volunteer Week (NVW) held annually at the end of April, this year from April 23 – 29. Volunteers play a crucial role in enhancing communities and creating a high quality of life. National Volunteer Week represents an opportune time to celebrate long serving volunteers and encourage other residents to give of their time and talent.

DISCUSSION AND ANALYSIS:
Volunteering is a part of who we are as Canadians. The Right Honourable David Johnston, Governor General of Canada, called Canada “a smart and caring nation” and stated rightly that it’s our dedication to community involvement that has given us a reputation as a caring people at home and around the globe.
Volunteer activities

The most popular sectors where Canadians volunteer both in terms of the volunteer rate and percentage of volunteer hours are social services, sports and recreation, education and research, and religion, with 64% of all volunteer hours being devoted to them. The most popular volunteer activities among Canadians are organizing events and fundraising, with almost half of Canadians volunteering for both. A third of Canadian volunteers sit on a committee or board. (Reference Volunteer Canada website)

Volunteers strengthen our community and make it vibrant. Volunteers are involved in many ways throughout the community, they govern organizations as board members, they lead recreational programs and coach teams, they lend a hand to their neighbours and friends, and they commit their time and talents to the community in hundreds of large and small ways.

National Volunteer Week (NVW) is an opportune time to thank volunteers for all they do for our community. NVW is all about taking time to recognize the tremendous impact of our incredible volunteers. All District of Mission staff who work with volunteers should be encouraged to take this opportunity to recognize all those who volunteer in our community from the volunteers who pick up litter, who staff food banks, who serve on advisory committees and boards, who enhance and protect the natural environment, provide community programs and mentor our youth.

This year’s National Volunteer Week brings focus on one of our most important community assets – our community volunteers.

COUNCIL GOALS/OBJECTIVES:

Community volunteers assist in delivering Council’s goal to “enhance lifestyle opportunities” within the District of Mission.

FINANCIAL IMPLICATIONS:

While this report has no financial implications to the District budget it is important to note the significant contribution that volunteers make to the community. It is estimated that in Canada some 12 million people volunteer more than a billion hours of time annually or the equivalent of 549,000 full time jobs. Some sources suggest that the national value of volunteer time is $14 billion or 1.4% of the GDP. (Source – Volunteer Canada and Canadian Centre for Philanthropy- Understanding Canadian Volunteers, 2004.)

COMMUNICATION:

This report was written based on both local and Canadian source materials. A follow-up letter will be sent to those volunteers who work with the Parks, Recreation & Culture staff directly, including the Parks and Recreation Advisory Committee, the Cultural Commission members, the 125th Anniversary working committee and the Community Wellness Committee.

The Parks and Recreation Advisory Committee passed the following motion at their March 7th regular meeting:

“That Council be encouraged to declare April 23 – 29 Volunteer Appreciation Week in the District of Mission; and

That the many volunteers who contribute to sport, recreation, arts, culture, community wellness and the environment be thanked and commended for their work on behalf of the community.”
SUMMARY AND CONCLUSION:
This is an opportune time to thank all community volunteers who contribute in large and small ways to the community without them the community would be a lesser place.

SIGN-OFFS:

M. Sinclair, Director of Parks, Recreation & Culture

Reviewed by:
S. Key Deputy Director Parks, Recreation & Culture

Comment from Chief Administrative Officer:
Reviewed
DATE: March 20, 2017  
TO: Mayor and Council  
FROM: Maureen Sinclair, Director of Parks, Recreation & Culture  
SUBJECT: Mission PLAY Pass Program  
ATTACHMENT: Revised C-FIN.03  

RECOMMENDATION(S): Council consider and resolve:  
That the PLAY Pass Policy C-FIN.03 be revised to eliminate the maximum number of visits and that the policy allow for an unlimited number of visits for those holding a valid PLAY Pass.

PURPOSE:  
The purpose of this report is to seek Council's support to eliminate the cap on the number of eligible visits to the Mission Leisure Centre allowed under the Parks, Recreation & Culture PLAY Pass Program Policy C-FIN.03.

BACKGROUND:  
The current Access Policy, established in 2002, strives to provide equitable access to basic recreation and fitness programs at the Mission Leisure Centre for residents who are economically disadvantaged. Those who meet the eligibility criteria receive access to a maximum of 52 admissions to the Leisure Centre (public swimming, skating, weight room and/or fitness drop-in fitness sessions) per year and up to 12 free child minding sessions per year. The demand for PLAY Passes has been steady since the program was initiated in 2002, averaging 869 issued passes per year over the last 5 years.

While the number of issued passes is relatively high the actual use of the passes remains modest as just over 50% of the passes are actually used. Recently staff has been asked to waive the 52 pass limit and allow additional visits, this report seeks Council's approval to eliminate the current cap and allow unlimited visits similar to all other passes.

DISCUSSION AND ANALYSIS:  
The PLAY Pass serves a very important function to residents and allows access to the Mission Leisure Centre to all, including those who are financially disadvantaged. Recently staff has been approached by residents with passes who have asked if the usage could be extended beyond the 52 visit limit currently in place. In all cases the users were in jeopardy of losing access to the Leisure Centre as they had all but exhausted their limits very early in the year.

Of the passes issued in 2016 only 55% were actually used and this is fairly typical over the last five years. Given the current requests to extend the pass beyond the current 52 visit limit and given the relatively small number of passes this would affect staff are recommending that the current 52 visit limit be removed from the policy and that unlimited access be allowed under the PLAY Pass program.
This will essentially put all passes, whether purchased or provided at no charge, on the same footing, which allows unlimited access to the holder for public swimming, skating, weight room and/or fitness drop-in sessions.

COUNCIL GOALS/OBJECTIVES:
The PLAY Pass program and the recommended revisions to the program supports Council’s goal to enhance lifestyle opportunities within the District of Mission.

FINANCIAL IMPLICATIONS:
There are no measurable financial implications to extending the PLAY Pass program as recommended herein.

COMMUNICATION:
Given the high volume of passes processed and the relatively low usage, staff would prefer to simply make the adjustments to the cards that are being actively used and advising those users accordingly.

SUMMARY AND CONCLUSION:
The PLAY Pass program is important to the health and wellbeing of individuals in the community who are for a variety of reasons are economically disadvantaged. Staff believes that adjusting the program parameters to unlimited access brings the PLAY pass in line with all other pass holders and ensures these individuals equal access to health and wellness.

SIGN-OFFS:

M. Sinclair, Director of Parks, Recreation & Culture

Reviewed by:
S. Key Deputy Director Parks, Recreation & Culture

Comment from Chief Administrative Officer:
Reviewed
ATTACHMENT

POLICY AND PROCEDURE MANUAL

<table>
<thead>
<tr>
<th>Category: Financial Administration</th>
<th>Number: C-FIN.03</th>
<th>PLAY PASS PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: Policy</td>
<td>Authority: Council</td>
<td>Approved By: Council</td>
</tr>
<tr>
<td>☒ Policy</td>
<td>☐ Procedure</td>
<td>☐ Administrative</td>
</tr>
<tr>
<td>☐ Procedure</td>
<td>☒ Council</td>
<td>☐ Chief Administrative Officer</td>
</tr>
<tr>
<td>☐ Administrative</td>
<td>☐ Department Head</td>
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</tbody>
</table>

Office of Primary Responsibility: Parks, Recreation & Culture

Date Adopted: July 15, 2002

Council Resolution No: RC12/685

Date to be Reviewed: November 2014

Manner Issued: Website, Pipeline, Email

PURPOSE:

The District of Mission wishes to assist low-income individuals and families that reside in Mission with access to basic Parks, Recreation and Culture programs and services.

POLICY:

1. Definitions

   “Department Head(s)” means those District employees that are charged with overseeing a particular operational or departmental area and/or their designates.

   “District” means the District of Mission.

2. Policy

   The District of Mission hereby establishes an access program to be known as the PLAY (Providing Leisure All Year) Pass Program, which enables eligible economically disadvantaged residents of Mission to develop healthy lifestyles through participation in recreation opportunities.

3. Programs and Services

   Eligible individuals and families will have free access to the following District programs/services, in each calendar year, through the PLAY Pass Program:

   - 12 child minding sessions; and
   - Unlimited access to the Mission Leisure Centre for swimming, skating, weight room, gym and/or drop-in fitness sessions.

4. Administration

   An administrative fee of $5 per individual or $10 per family will be charged to all approved applicants.
RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

FIN.04 – Parks, Recreation & Culture Procedure – PLAY Pass Program

*** END OF POLICY ***

RECORD OF AMENDMENTS/REVIEW

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Date Adopted</th>
<th>Date Reviewed</th>
<th>Amended (Y/N)</th>
<th>Date Reissued</th>
<th>Authority (Resolution #)</th>
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<tr>
<td>FEE.36</td>
<td>2002/07/15</td>
<td>2012/11/12</td>
<td>Y</td>
<td>2012/11/19</td>
<td>RC12/685</td>
</tr>
</tbody>
</table>
DATE: March 20, 2017
TO: Mayor and Council
FROM: Hirod Gill, Manager of Engineering Planning and Design
SUBJECT: Updating GIS Orthographic Photos

RECOMMENDATIONS: Council consider and resolve:
1. That staff initiate a joint project with the Forestry Department to retain a contractor to update District’s orthographic photos at the preliminary cost estimate of $18,400 (GST excluded), as outlined in the Manager of Engineering Planning and Design report dated March 20, 2017;
2. That the requested budget of $18,400 plus GST for updating the District’s Orthographic photo be approved, with funding from the General Capital Reserve Fund; and
3. That the District’s Financial Plan be amended accordingly.

PURPOSE:
Staff seek Council approval to team up with the Forestry Department in a joint project to update the District’s orthographic photo (orthophoto) layer to be used for in the District’s Geographic Information System (GIS) and Webmap for projects ranging from engineering to land use planning studies and environmental assessments.

BACKGROUND:
GIS imagery provides a positionally-correct photographic image of the earth. An orthophoto is a georeferenced (geographically located) image prepared from an aerial photograph or other remotely sensed data. The orthophotos are used extensively throughout the municipality to assist with planning, engineering, and public works activities.

Similar to other municipalities in BC, the District updates its orthophotos periodically. The District’s first orthophoto was prepared in 2003. The orthophotos were later updated for different parts of the District in 2005, 2006, 2008, and 2012.

DISCUSSION AND ANALYSIS:
Orthophotography is one of the most valuable GIS layers which municipalities use, as it provides context to the other GIS layers and often is a case where ‘a picture is worth a thousand words’. Once purchased, the orthophotos will be available to staff, consultants working on behalf of the District, and the public at large for projects ranging from engineering to land use planning studies and environmental assessments.

While it is generally agreed that orthophotography is a valuable GIS layer, it is sometimes cost prohibitive. As such, municipalities often wait for a proper opportunity to team up with other organizations and/or their neighbouring municipalities to coordinate a joint project to update their orthophotos. This approach will allow for sharing the cost of flying airplane for photography and hence benefitting the involved parties.
The District’s Forestry Department has recently initiated a project to update their LIDAR\(^1\) and orthophotos for Tree Forest License 26 (TFL #26). Staff requested that the Forestry Department explore the cost-sharing opportunity for a joint project with the Engineering and Public Works Department, and expand the scope of the project to include preparing orthophotos for the urban, suburban, and rural areas in the District. Updating the District’s LIDAR has not been included in this project at this time, as The District updated its LiDAR in 2013 and given that no major changes in the District’s terrain has happened since, there is no need at this time to update the District’s LIDAR.

In order for the airplanes to perform their digital aerial photography successfully and prepare the LIDAR database for the Forestry Department, the project would need to start in April, once the snow has melted, and leaves have not grown on the trees yet.

The project cost estimates that the Forestry Department has received to-date are at their preliminary stage and have not been finalized by the bidding companies. Given that there is about a month left between the time this report is prepared and the time the project will start, and the fact that the District does not have an approved budget for updating its orthophotos for 2017, staff is proactively requesting Council to approve the estimated class D budget of $18,400 toward updating orthophotos. This estimate is based on the actual cost of updating District’s Orthophoto in 2012 ($15,965) plus 15% contingency.

**COUNCIL GOALS/OBJECTIVES:**

Updating the District’s orthophotos will allow staff, the public, and the District’s consultants to use this tool for different projects and studies. This is consistent with Council goals that support “Optimized Planning and Management of Assets and Infrastructure” to maintain and continuously enhance the quality of services and life across our community.

**FINANCIAL IMPLICATIONS:**

The requested budget of $18,400 plus GST can be funded from the General Capital Reserve Fund, which currently has an uncommitted balance of approximately $1.3 million.

I have reviewed the financial implications
Kris Boland, Director of Finance

**COMMUNICATION:**

No communication action is required.

**SUMMARY AND CONCLUSION:**

The District’s Forestry Department has recently initiated a project to update their orthophotos. Staff recommend Council approve a joint project between the Forestry and Engineering & Public Works Departments at the cost of $18,400, plus GST, to update District’s orthophotos in the urban, suburban, and rural areas.

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\(^1\) LIDAR, which stands for Light Detection and Ranging, is a remote sensing method that uses light in the form of a pulsed laser to measure ranges (variable distances) to the Earth. LIDAR is used to develop contour lines.
SIGN-OFFS:

Hirod Gill, Manager of Engineering Planning and Design

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

Comment from Chief Administrative Officer:
Reviewed.
DATE: March 20, 2017
TO: Mayor and Council
FROM: Jay Jackman, Manager of Development Engineering & Projects
SUBJECT: 2017 Paving, Watermain, Sewer, Drainage, and Sidewalk Project Locations

This report provides an update on the current planned Engineering & Public Works capital projects for 2017 relating to paving, watermain, sewer, drainage, and sidewalks.

PURPOSE:
The purpose of this report is to update Council on the Engineering & Public Works capital projects planned for 2017 in the areas of paving, water distribution, sewer, drainage, and sidewalks.

BACKGROUND:
Each year, the capital budget includes allocations for the assessment and replacement of pavement, water and sewer, as well as renewal or expansion of walkways, sidewalks, and approved drainage projects. This report is to inform Council on the planned projects for this funding for 2017.

DISCUSSION AND ANALYSIS:

Paving Program – Budget $2.4 M plus 2016 carry forward amount

- Cedar Connector north bound curb lane over watermain trench
- Badger Avenue and Antelope Avenue in coordination with watermain replacement
- Cade Barr Street and 14th Avenue in coordination with drainage works
- James Street from 2nd Avenue to 4th Avenue
- 4th Avenue from James Street to Cedar Street
- Dalke Avenue from Dewdney Trunk Road going west 330 m
- Dewdney Trunk Road from Pilgrim Street to the switchbacks east of the Stave Lake (hydro) Dam
- Eider Street from McRae Avenue to Crane Avenue
- Swan Avenue from Eider Street going east 160 m
- Stave Lake Street from Watt Street to municipal border
- Taulbut Street from 7th Avenue to 14th Avenue
- Wilson Street from municipal border going north 279 m
- Dewdney Trunk Road from Lougheed Highway to Manson Street
- Draper Street from Dewdney Trunk Road to Douglas Avenue
**Watermain Upgrades**—Budget $200 K plus 2016 carry forward amount and developer contribution

- Loop existing water system from bottom of the Cedar Connector north of Fraser Crescent up to cap south of Ross Drive

**Water Condition Assessment and Replacement**—Budget $1.0 M plus 2016 carry forward amount

- Replace 150 mm asbestos cement pipe on Badger Avenue, Antelope Crescent, and Antelope Avenue with new 150 mm Ductile Iron pipe
- Taulbut Street from Plumridge Avenue to 14th Avenue

**Sewer Condition Assessment and Replacement**—Budget $304 K plus 2016 carry forward amount

- Taulbut Street from Plumridge Avenue to 14th Avenue

**Drainage Condition Assessment & Replacement including Blott Street**—Budget $35 K plus 2016 carry forward amount

- Cade Barr Street and 14th Avenue
- Continued review and repairs of Sandpiper neighbourhood/area system

**Walkway and Sidewalks**—Budget $300 K plus 2016 carry forward amount

- Taulbut Street from Plumridge Avenue to 14th Avenue
- Cherry Avenue south side from the east boundary of Griner Park to the intersection of Cedar Street
- Dewdney Trunk Road west side from Moffat Avenue going north 220 m

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

**COMMUNICATION:**
During the coming year, staff will prepare quarterly updates for Council.

**SUMMARY AND CONCLUSION:**
This report summarizes the planned capital projects for the year 2017 in the areas of paving, water distribution, sewer, drainage, and walkways and sidewalks. Second quarter, third quarter and year end updates will be presented to Council as they become available.

**SIGN-OFFS:**

Jay Jackman, Manager of Development Engineering & Projects

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

Comment from Chief Administrative Officer:
Reviewed.
DATE: March 20, 2017
TO: Mayor and Council
FROM: Hirod Gill, Manager of Engineering Planning and Design
SUBJECT: Local Area Service Program
ATTACHMENTS: Appendix A: Cost Sharing Arrangements at Different Municipalities in BC
Appendix B: Local Area Service Tax Policy

RECOMMENDATION: Council consider and resolve:
That the Local Area Service Policy, as attached to the report from the Manager of Engineering Planning and Design dated March 20, 2017, be approved.

PURPOSE:
The purpose of this report is to introduce a new “Local Area Service” Policy for Council’s consideration. This Policy establishes a mechanism whereby property owners can have a service, such as a sidewalk, a road improvement, etc., installed when such a service may not currently be provided for in the District’s financial plan.

BACKGROUND:
A Local Area Service (LAS) project is a neighbourhood improvement that is either partially or fully paid for by the owners of the benefiting properties, in order to accelerate the process in delivering specific engineering infrastructure. Some services may qualify for assistance from the District, at the discretion of Council.

LAS taxing authority is established in sections 210 through 219 of the Community Charter, which provides the opportunity for the owners of at least 50% of the affected properties, representing at least 50% of the assessed value of the affected lots, to initiate the petition for an LAS.

Typical services accommodated under the LAS program are road improvements (including paving, curb and gutters, sidewalks, trees and streetlights, as required) and utility extensions such as water, storm, and sanitary sewer.

DISCUSSION AND ANALYSIS:
There are many different types of projects that can be completed through an LAS. The most common request received to date is from residents for providing new services such as sidewalks, storm and sanitary sewer, and water into currently un-serviced areas. Less common, but also possible, are LAS requests for finishing off a roadway complete with widening, ditch infill, and curb and gutter.

To help the property owners understand the LAS process, staff are introducing the District’s LAS Tax Policy to Council and the public, which provides guidelines in conjunction with the provisions of the Community Charter for local area services.

Per the proposed LAS Tax Policy (Appendix B), an LAS may be initiated either by Council or petition of the benefiting property owners, where in the latter case, any LAS is ultimately subject to the approval of
a certain majority of the affected property owners. The steps to review and establish the LAS, for Council and/or property owners initiated LAS, are outlined in the District’s LAS Tax Policy.

In either case, staff will provide a Class B cost estimate to the LAS proponent and Council during the preliminary petition process. If the cost of the requested LAS project is significantly higher than what the District budget at the time can contribute, then Council is not bound to approve the LAS petition as a result.

Once a petition for LAS has been certified as sufficient\(^1\), Council may establish the LAS by adopting an LAS bylaw, with the actual amount charged to the property owners not to exceed the Class B cost estimate put forward in the petition.

Staff have proposed a cost sharing formula that is based on the percentage of the LAS project cost, as opposed to a flat fee. The proposed cost sharing percentage mechanism for the District’s LAS Tax Policy is similar to other municipalities (Appendix A), but has taken into consideration the potential financial commitments vs. the District’s average annual Capital Program budget. Charging a percentage of actual project costs, as opposed to asking for flat fees for different projects, may provide a more equitable cost sharing method, as it will allow the property owner’s portion of the project costs to rise with inflation.

The District’s cost share percentage in the proposed LAS Tax policy (shown also in Appendix A) is a function of the degree the property owners in other parts of our community may indirectly benefit from a particular LAS project. For example, it is proposed that property owners pay 100% of the cost of extension of existing sewer and water servicing outside of currently serviced areas, as they are normally the sole beneficiaries of such works.

To set a cost split formula among the petitioners, the Community Charter allows municipalities to determine a *Taxable Frontage Formula* (see Schedule D in the LAS Tax Policy) based on the property frontage, area, and other physical characteristics of the parcels. This formula allows the District to split the LAS cost among the property owners proportionally.

As cost share ratios in Appendix A are not established by bylaw but rather by policy, they provide Council with the flexibility of varying any given projects cost sharing split if they believe the project warrants it. This flexibility may be a driving factor for the property owners when Council is initiating an LAS project. For example, if a particular project has wide sweeping benefits, Council can adjust the recovery method and/or homeowner costs by decreasing the homeowner’s percentage of project cost responsibility, to reflect this greater good, thereby increasing the chances of petitioner support while still recovering contributing dollars.

Finally, the property owners’ payment in the proposed LAS Tax Policy can be made over a duration that could range from five to twenty years and would include an interest charge equal to the Municipal Finance Authority of British Columbia’s lending rate for the projected term on the date Council approves circulation of the official petition for the local area service plus a 1% risk factor levied annually for the selected duration. If a property owner prefers, a one-time lump sum payment is permitted, equal to the full charge to the property owner as calculated through the petition without any interest, which must be paid within four months of Council approval. Additionally, property owners can pay out (or “commute”) the remaining unamortized balance, plus any accrued interest, at any point during the LAS program duration.

**COUNCIL GOALS/OBJECTIVES:**

The proposed LAS Tax Policy in this staff report is consistent with Council goals that support “enhances lifestyle opportunities and community health” and promote “excellence in financial management and planning”.

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\(^1\) Sufficient support, as per the Community Charter, is deemed to exist where at least fifty percent (50\%) of the owners of parcels located in the proposed **Benefiting Area** indicate their support for the proposed LAS on the **Preliminary Petition**.
FINANCIAL IMPLICATIONS:

By adopting a cost-sharing methodology as outlined in the proposed Local Area Service Tax Policy, property owners are provided with additional options to fund local service initiatives they desire, but are currently not included in the District’s financial plan. LAS programs allow for property owner funding contributions to extend the municipal capital dollars for the various infrastructure projects.

Various requirements regarding the petition process are included in the Community Charter, including that a certain majority of the affected property owners must approve the LAS before it can proceed, however Council is under no obligation to proceed with any given petition for an LAS. The District’s share of funding towards each LAS project would be considered by Council at the time of receiving an eligible petition. Any proposed LAS would be subject to budget discussions and suitable funds being made available in order to proceed.

I have reviewed the financial implications
Kris Boland, Director of Finance

COMMUNICATION:

The LAS Tax Policy will be posted on the District’s website, accompanied by a webpage that will explain in simple language the steps required for property owners to prepare a petition for a proposed LAS project.

SUMMARY AND CONCLUSION:

This report introduces the District’s Local Area Service Tax Policy whereby property owners can have a service such as sidewalks installed when such a service may not currently be provided for in the District’s financial plan. The Local Area Service Tax Policy complies with the Community Charter, which provides the opportunity for the owners of at least 50% of the affected properties, representing at least 50% of the assessed value of the affected lots, to initiate the petition for a Local Area Service. Per Appendix A of the report, the proposed cost sharing formula is in line with other municipalities in BC.

Moving toward a more equitable cost share through a Local Area Service program will allow the District to more effectively balance the requests of individual neighbourhoods with the needs of the municipality as a whole. It will allow the District to complete more Local Area Service projects within allotted budgets and will also provide Council with the opportunity to give special consideration to the cost sharing arrangement, should the particulars of a project warrant it.

SIGN-OFFS:

Hirod Gill, Manager of Engineering Planning and Design

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

Reviewed by:
Kerri Onken, Deputy Treasurer

Comment from Chief Administrative Officer:
Reviewed.
## Appendix A

Cost Sharing Arrangements at Different Municipalities in BC

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Method</th>
<th>Property Owner's Share (typical %)</th>
<th>Roadworks</th>
<th>Utility Undergrounding</th>
<th>Curb &amp; Gutter/Sidewalk</th>
<th>Drainage</th>
<th>Water/Sewer</th>
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<tbody>
<tr>
<td>Surrey</td>
<td>% of actual</td>
<td></td>
<td>50 – 100</td>
<td>N/A</td>
<td>50 – 100</td>
<td>100</td>
<td>100</td>
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<tr>
<td>Richmond</td>
<td>% of actual</td>
<td></td>
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<td>100</td>
<td>100</td>
<td>66 2/3</td>
<td>100</td>
</tr>
<tr>
<td>Maple Ridge</td>
<td>% of actual</td>
<td></td>
<td>100</td>
<td>N/A</td>
<td>75</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Abbotsford</td>
<td>% of actual</td>
<td></td>
<td>75</td>
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<td>75</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Township of Langley</td>
<td>% of actual</td>
<td></td>
<td>50 - 100</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>City of Langley</td>
<td>% of actual</td>
<td></td>
<td>60</td>
<td>60</td>
<td>60</td>
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<td>60</td>
</tr>
<tr>
<td>Burnaby</td>
<td>Fixed rate</td>
<td></td>
<td>50</td>
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<td>25</td>
<td>0</td>
<td>N/A</td>
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<tr>
<td>Coquitlam</td>
<td>% of actual</td>
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<tr>
<td>Delta</td>
<td>% of actual</td>
<td></td>
<td>50</td>
<td>N/A</td>
<td>50</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Mission (proposed)</td>
<td>% of actual</td>
<td></td>
<td>75 - 100</td>
<td>100</td>
<td>75</td>
<td>75</td>
<td>100</td>
</tr>
</tbody>
</table>

1. Maple Ridge offers 50% to 60% cost sharing formula for its downtown core
2. Business oriented development is required to pay 100% of the cost
3. Although, Burnaby uses a fixed rate, the rates are calculated in order to achieve the approximate percentages identified. (Reference: The Corporation of Delta, Council report dated January 16, 2007)
4. Not Applicable; All existing neighbourhoods already have these services
### LOCAL AREA SERVICE TAX POLICY

**Type:** Policy  
**Authority:** Council  
**Approved By:** Council

<table>
<thead>
<tr>
<th>Office of Primary Responsibility:</th>
<th>Engineering and Public Works</th>
</tr>
</thead>
</table>

**Date Adopted:** March 20, 2017  
**Council Resolution No:**  
**Date to be Reviewed:** March 20, 2018  
**Manner Issued:** Letter, Website

### BACKGROUND:

Part 7, Division 5 of the *Community Charter* (Local Service Taxes) authorizes a Local Area Service which is defined as “a municipal service that is to be paid for in whole or in part by a local service tax”. Local Area Services may be proposed either by petition of the benefiting property owners or by the initiative of Council.

Local Area Services are a mechanism whereby, property owners can have a local service, such as a sidewalk, a road improvement, a sanitary sewer or a storm sewer, installed when such a service may not currently meet normal municipal criteria for funded capital works.

This policy identifies the portion of the cost of a Local Area Service that is to be recovered by a local service tax, and indicates how the tax is to be apportioned.

### PURPOSE:

To establish criteria for calculating Local Area Service taxes to be imposed on parcels of land, which benefit from or abut Local Area Services, as established by bylaw pursuant to the requirements of the Community Charter.

### POLICY:

1. **Definitions**

   “**Benefiting Area**” means the area in which a local service tax is imposed to recover all or part of the costs of an *LAS*.

   “**Council**” means the duly elected officials of the District, those being the Mayor and Councilors.

   “**Director**” means the Director of Engineering and Public Works or designate.

   “**District**” means the District of Mission.

   “**Frontage**” means the side of a parcel which is nearest to the *LAS* works and, if two (2) or more sides of a parcel are equidistant from the *LAS* works, means the shortest of those sides.

   “**Highway**” means a public street, road, recreational trail, lane, bridge, trestle, tunnel, ferry landing, ferry approach, and any other public way.
“LAS” means Local Area Service, that is a municipal service that is to be paid for in whole, or in part by an LAS tax, in accordance with the establishing LAS Bylaw for the service by means of a parcel tax.

“LAS Proponent” means an owner of a parcel who would like to petition for an LAS for the benefit of their parcel.

“Official Petition for LAS” means an official petition and information package mailed out to all owners of parcels in the Benefiting Area.

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

“Petition Against LAS” means as ascribed in Section 2.3.3.1 of this Policy;

“Policy” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

“Preliminary Petition for LAS” means a petition form issued to the LAS Proponent whereby signatures are requested from parcel owners that benefit from or abut the LAS.

“Rearage” means the side of a parcel which is opposite the frontage.

“Request for LAS” means a form completed by the LAS Proponent requesting an LAS.

“Taxable Frontage” means the portion of the frontage of a parcel that may be taxed by a local service tax.

“Total Perimeter” means the total perimeter of a parcel, including the frontage.

2. Local Area Services (LASs)

2.1 The only services that may be provided as LASs are services that Council considers provide particular benefit to part of the District.

2.2 An LAS tax is imposed only on those parcels of land, which benefit from or abut LASs. Revenue from an LAS tax may only be expended for the LAS in relation to which it is imposed.

Initiating and Establishing an LAS

2.3 LASs may be initiated either by petition of the benefiting property owners or by Council.

2.3.1 Petition

2.3.1.1 An owner of a parcel who would like to petition for an LAS for the benefit of their parcel (“LAS Proponent”), must submit a request (“Request for LAS”) to the Director in the form attached hereto as Schedule “A”.

2.3.1.2 The Director will review a Request for LAS and may:

(a) request further information about the proposed LAS from the LAS Proponent;

(b) provide the LAS Proponent with a letter outlining the reasons why the District will not proceed with the proposed LAS; or

(c) provide the LAS Proponent with a letter:
• outlining the scope of the proposed LAS;
• providing a Class B cost estimate of the proposed LAS; and
• including a blank Preliminary Petition (“Preliminary Petition for LAS”), in the form attached hereto as Schedule “B”.

2.3.1.3 The LAS Proponent has up to sixty (60) days, after initial receipt, to circulate the Preliminary Petition for LAS and return it to the Director. If the Preliminary Petition for LAS is not returned within sixty (60) days, the District will not take any further steps with respect to the proposed LAS. If the Preliminary Petition for LAS is returned within sixty (60) days, and the Director is satisfied that there is sufficient support for the proposed LAS from the owners of parcels located in the proposed Benefiting Area, the Director will prepare a Class B cost estimate of the proposed LAS and will request permission from Council to circulate an Official Petition (“Official Petition for LAS”). Sufficient support is deemed to exist where at least fifty percent (50%) of the owners of parcels located in the proposed Benefiting Area indicate their support for the proposed LAS on the Preliminary Petition.

2.3.1.4 If Council authorizes staff to circulate an Official Petition for LAS, District staff will mail out an information package to all owners of parcels in the Benefiting Area which will include: covering letter, estimated costs to each parcel, map of the works, voting sheet, and pre-paid and pre-addressed return envelope. Voting sheets are to be mailed back to the District or returned to District offices in person within sixty (60) days or another period of time specified by the Director. The Director will provide the Official Petition for LAS to the Deputy Chief Administrative Officer to determine its sufficiency and validity.

2.3.1.5 To be certified as sufficient and valid:

(a) an Official Petition for LAS must be signed by the owners of at least fifty percent (50%) of the parcels located in the Benefiting Area; and

(b) the persons signing the Official Petition for LAS must be the owners of parcels that in total represent at least fifty percent (50%) of the assessed value of land and improvements in the Benefiting Area.

2.3.1.6 If two or more persons are owners of a parcel:

(a) they will be considered as one owner only;

(b) they are not entitled to sign the Official Petition for LAS unless a majority of them concurs; and

(c) their signatures will be disregarded in determining whether the Official Petition for LAS is sufficient unless it is signed by the majority of them.
2.3.1.7 Once an Official Petition for LAS has been certified as sufficient and valid by the Deputy Chief Administration Officer:

(a) Council may sign the Official Petition for LAS if the District is the owner of a parcel included in the Benefiting Area; and

(b) Council may establish the LAS by adopting an LAS bylaw.

2.3.1.8 If the Official Petition for LAS is not certified as sufficient and valid by the Deputy Chief Administrative Officer, the District will provide written notice to the owners of parcels in the proposed Benefiting Area but will not take any further steps with respect to the proposed LAS.

2.3.1.9 Construction of an LAS may be delayed by the Director to coordinate with other projects, or by the Director of Finance to the appropriate budget year.

2.3.2 Council Initiative

2.3.2.1 Council may propose to undertake a local area service on its own initiative by giving notice of this intention (in accordance with Section 94 of the Community Charter, SBC 2003, Chapter 26) to the owners of parcels that are located within the proposed Local Service Area.

2.3.3.1 The Council notice shall include a Class B cost estimate of the proposed LAS.

2.3.4.1 If the owners of parcels that are located within the proposed Benefiting Area object to the proposed LAS, they may present Council with a Petition Against LAS, in the form attached hereto as Schedule "C", within thirty (30) days after the notice required pursuant to Section 2.3.2.1 has been given. The Petition Against LAS will be subject to the conditions outlined in sections 2.3.1.5 and 2.3.1.6 and will not be accepted by the District more than thirty (30) days after the notice required pursuant to Section 2.3.2.1 has been given.

2.3.5.1 If the owners of parcels that are located within the proposed Benefiting Area do not present Council with a Petition Against LAS within thirty (30) days after the second notice publication (in the newspaper) under Section 2.3.2.1, Council may establish the local area service by adopting a LAS Bylaw with the assent of the electors, in accordance with the Community Charter.

2.3.6.1 If a Petition Against LAS meets the requirements of sections 2.3.1.5 and 2.3.1.6, and is presented to Council within thirty (30) days after the notice required pursuant to Section 2.3.2.1 has been given, Council will not:

(a) proceed with the proposed local area service, or

(b) propose the same local area service on its own initiative within a year after the presentation of the Petition Against LAS to Council, unless the local area service varies from or is less expensive than the local area service which was originally proposed.
2.3.7.1 If the owners of parcels that are located within the proposed Local Service Area do not present Council with a Petition Against LAS within thirty (30) days after the second notice publication under Section 2.3.2.1(a), Council may establish the local area service by adopting a LAS Bylaw with the assent of the electors, in accordance with the Community Charter.

Change in LAS Project Costs

2.4 If after receipt of construction bids, the cost of completing the LAS is more than 10% of the Class B cost estimate set out in the Official Petition for LAS, the District will:

(a) circulate a new Petition for LAS containing a revised estimate of the costs of the LAS; or
(b) elect not to proceed with the LAS.

2.5 If the construction cost of completing the LAS is less than 10% higher than the Class B cost estimate set out in the Official Petition for LAS, the District would fund this additional expense.

2.6 If the actual construction costs are lower, the property owners will only be charged based on the actual costs.

Cost Recovery

2.7 The District will recover staff time to assess and process LAS requests from application time to construction/completion of the project in the form of an administration fee in accordance with the following table:

<table>
<thead>
<tr>
<th>Administration Fee Breakdown</th>
<th>Incremental Project Cost</th>
<th>Administration Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>$100,000</td>
<td>5.50%</td>
</tr>
<tr>
<td>Next</td>
<td>$150,000</td>
<td>5.00%</td>
</tr>
<tr>
<td>Next</td>
<td>$250,000</td>
<td>4.50%</td>
</tr>
<tr>
<td>Next</td>
<td>$500,000</td>
<td>4.00%</td>
</tr>
<tr>
<td>Remainder</td>
<td>$1,000,000 and over</td>
<td>3.75%</td>
</tr>
</tbody>
</table>

*% of Incremental Project Cost

2.8 The owners of parcels benefiting from an LAS will pay the administrative fee per Item 2.7 plus their share of the total project costs in accordance with the percentages outlined in the following table:

<table>
<thead>
<tr>
<th>Type of Local Area Service</th>
<th>Owners’ Share</th>
<th>District’s Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete curbs and sidewalks</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Sanitary sewer systems</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Storm sewer drainage systems</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>Street lighting</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Roadworks (building or repairing)</td>
<td>75% - 100%</td>
<td>0% - 25%</td>
</tr>
<tr>
<td>Utility under-grounding*</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Water systems</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Conversion of overhead BC Hydro, Telus and Shaw cable that are on utility poles to underground conduits
2.9 For LASs not described in the above table, owners of benefiting parcels will be responsible for the percentage of the total project costs of that LAS, as specified by the Director.

2.10 If a concrete sidewalk or curb is to be constructed as an LAS on one side of a highway, the owners of the parcels adjacent to the sidewalk are responsible for 65% of the owners’ share, and the owners of the parcels on the opposite side of the highway are responsible for 35% of the owners’ share of the costs of the LAS.

Private Connection Costs

2.11 All costs associated with connecting a parcel to an LAS (including any work on private property) are the sole responsibility of the owner or owners of the parcel.

Enlargement, Reduction or Merging of Benefiting Areas

2.12 Council may, by bylaw, enlarge or reduce a Benefiting Area, or may by bylaw, merge two or more Benefiting Areas into one Benefiting Area.

LAS Tax

2.13 The owners’ portion of the cost is payable by a local service tax that, depending on the nature of the LAS undertaken and the total cost for the work, can be levied for a duration between 5 to 20 years, with the annual charge per property being the cost per taxable frontage metre, including interest, multiplied by the taxable frontage for that property.

2.14 At the Discretion of the Director, the local service tax shall be calculated on the basis of one or more of the following:

(a) a single amount for each parcel;
(b) the taxable area of the parcel;
(c) the taxable frontage of the parcel; or
(d) the taxable frontage and area in accordance with the instructions outlined in Schedule “D”.

2.15 A local service tax will be levied annually on properties located within the Benefiting Area for a period set out in the LAS Bylaw (ranging from 5 to 20 years), commencing in the following year the project is completed.

Interest Rate on LAS Projects

2.16 The interest rate charged on a local service tax will be the Municipal Finance Authority of British Columbia's lending rate for the projected term on the date Council approves circulation of the official petition for the local area service plus a 1% risk factor.

Committed Value

2.17 An owner subject to a local service tax may commute, by payment, the local service tax imposed upon them. The commuted value is the unamortized proportionate share of the owners’ portion of the costs of the LAS plus interest as determined by the Director of Finance. A one-time lump sum payment, equal to the full charge to the property owner as calculated through the petition without any interest is also
permitted, given it is paid within four months from the date Council approves the circulation of the official petition for the LAS.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

Not Applicable.

*** END OF POLICY ***
## RECORD OF AMENDMENTS/REVIEW

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Date Adopted</th>
<th>Date Reviewed</th>
<th>Amended (Y/N)</th>
<th>Date Reissued</th>
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</table>
REQUEST FOR Local Area Service

APPLICANT INFORMATION

Name _______________________________ Date ____________________
Address ______________________________________________________
Phone _______________________________ Email ____________________

Type of Local Area Service you are Requesting:
€ Concrete curbs, gutters, and sidewalks
€ Retaining walls along river banks
€ Sanitary sewer systems
€ Storm sewer drainage systems
€ Street Lighting
€ Utility undergrounding
€ Water systems
€ Roadworks (building or repairing)

If the type of local area service you are requesting is not listed above, please describe it below.

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Where would you like this local area service to be constructed?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Why are you requesting this local area service?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Is there any other information that the District should know about this local area service?

________________________________________________________________________

________________________________________________________________________

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Schedule “B”

PRELIMINARY PETITION FOR LOCAL AREA SERVICE

We, the undersigned property owners, wish to petition Council for the following local area service:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Dated this __________ day of ________________________, 20 ______.

CONTACT PERSON

Name
Address
Phone __________________________ Email __________________________

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Schedule “C”

PETITION AGAINST LOCAL AREA SERVICE

We, the undersigned property owners, wish to petition Council against the establishment of the following local area service:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Dated this ___________ day of __________________________, 20 ______.

CONTACT PERSON

Name ____________________________________________________________
Address __________________________________________________________
Phone ____________________________ Email ____________________________

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Schedule “D”

TAXABLE FRONTAGE RULES

For works undertaken in the Local Area Service Program the property owners at the Benefiting Area will be charged on the actual foot frontage of their properties except in cases of corner lots, triangular lots or irregularly shaped parcels of land (Cul-de-sacs, etc.) as described below:

Minimum Frontage: 5 m

CORNER LOTS:

If the infrastructure improvement is on one side of the lot, the taxable frontage can be calculated by using one of the following methods. However, if the infrastructure improvement is on both sides of the lot the taxable frontage will be equal to 50% of the total of both frontages.

Rectangular /Triangular/Trapezoidal:

(a) Rectangular: Taxable Frontage = F
(b) Triangular: Taxable Frontage = (2/3)*F
(c) Trapezoidal: Taxable Frontage = (R+2*F)/3

COURTS/CUL_DE_SAC LOTS:

Taxable Frontage = (R+2*F)/3

PANHANDLE LOTS:

In the case of a panhandle, the Taxable Frontage shall be considered equal to the lot line that is approximately parallel to the street from which access to the lot is gained.
DATE: March 20, 2017
TO: Mayor and Council
FROM: Hirod Gill, Manager of Engineering Planning and Design
SUBJECT: Stave Lake Street Improvements Conceptual Design

RECOMMENDATIONS: Council consider and resolve:

1. That staff acquire engineering consulting services at the estimated cost of $36,000 (including 20% contingency) plus GST to explore available options to upgrade the Stave Lake Street corridor from 11th Avenue to Dewdney Trunk Road, and provide conceptual designs for each option with their corresponding Class D cost estimates;

2. That $36,000 of the existing 2018 budget to upgrade Stave Lake Street from 11th Avenue to Best Avenue be advanced to 2017, to allow the conceptual design to begin immediately, to better coordinate with the ongoing development applications at Parr and Prentis Avenues;

3. That staff report back to the Council with the preferred option(s) to upgrade Stave Lake Street; and

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

PURPOSE:

This report seeks Council’s approval to engage engineering consulting services to explore viable options to upgrade Stave Lake Street and provide conceptual designs for each option with their corresponding Class D cost estimates.

BACKGROUND:

The District’s 2016 Transportation Master Plan has identified Stave Lake Street as one of the three north-south arterial roads in the District. Wren Street and Cedar Street are the other two important connections that connect the Lougheed Highway to the northern areas of the District.

The existing road configuration along Stave Lake Street neither meets the Transportation Association of Canada (TAC)’s guidelines for safe, secure and efficient travel, nor the District’s current Subdivision Control Bylaw standards. The vertical and horizontal curves at different segments of the road, as well as the road’s grade, have raised safety concerns by local residents in the past. As a result, exploring the available options to upgrade the street to today’s TAC and Bylaw standards is necessary. The finalized upgrade option would allow the ongoing development applications along Stave Lake Street to coordinate their development plans with the future road alignments in that area.
DISCUSSION AND ANALYSIS:

The following Table summarizes the District’s Roads DCC program to upgrade Stave Lake Street. The proposed DCC budget in 2012 was based on upgrading the Stave Lake Street corridor to a 14 metre urban arterial road standard. These budgets were based on project cost estimates prepared in 2007 and may not be sufficient for the type of upgrades the Stave Lake Street may need.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget*</th>
<th>Approximate Length</th>
<th>Capital Plan Implementation Time</th>
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<tbody>
<tr>
<td>Upgrade Stave Lake Street from 11th Avenue to Best Avenue</td>
<td>$2,937,000</td>
<td>933 m</td>
<td>2018</td>
</tr>
<tr>
<td>Upgrade Stave Lake Street from Best Avenue to Cherry Avenue</td>
<td>$1,317,000</td>
<td>390 m</td>
<td>2027</td>
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<tr>
<td>Upgrade Stave Lake Street from Cherry Avenue to Dewdney Trunk Road</td>
<td>$1,234,000</td>
<td>416 m</td>
<td>2030</td>
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*based on the 2012 DCC Bylaw Background Report

The District’s “Roads – All Areas DCC” Reserve currently has an uncommitted balance of approximately $580,000. This is not nearly enough to start the road construction at Stave Lake Street. There is at least one other high priority DCC road upgrade project, the Cedar Street and 7th Avenue intersection, that competes with the Stave Lake Street upgrade for the same funding.

The District’s Development Services Department is currently reviewing a number of development proposals that may have bearing on the priority and degree of upgrading needed for Stave Lake Street. These proposals are at Stave Lake Street and Dewdney Trunk Road, and Parr/Prentis Avenues, where the latter could potentially see an additional 550 dwelling units using this corridor.

Developers have recently requested staff to consider Stave Lake Street at Best Avenue as an access point to the developable lands to the east. Specifically, completion of these two developments plus other development in the north-east side of the District (e.g., development application at 8738 and 34058 Stave Lake Street and other new developments at Ferndale/ North Hatzic area), would add to the traffic demands of Stave Lake Street.

Stave Lake Street is an arterial road and one of the few north-south truck route connections in the District. For all of these reasons, upgrades to this corridor need to be studied carefully to accommodate current and future traffic demands in the area. As a result, staff believe that a conceptual design to assess options and road alignments to upgrade Stave Lake Street is a priority at this time. A traffic study will also be conducted as a part of the conceptual design, which should provide an indication as to when the timing of the eventual upgrades are required.

Staff recommend that a request for proposals (RFP) be issued to secure a civil engineering consultant to carry out the conceptual design work for Stave Lake Street between 11th Avenue to the north side of Dewdney Trunk Road. The conceptual design would be presented to Council for consideration and will include road alignment, road width, and cross-section options. The options presented would seek to identify and minimize environmental impacts, identify additional road rights-of-way requirements and solicit input from stakeholders. The terms of reference for the RFP options require the preparation of a Class D cost estimate for each of the options proposed.

Given the existing restrictive geometry of the road as well as current development application activity on the lands to the east side of Stave Lake Street, the consultant will be required to consider additional alignment and design options that would improve road safety with an Arterial Road design and accommodate efficient traffic connections for the future land development. As part of the terms of reference, the consultant will, at the minimum, provide the following three
conceptual design options:

1. Widening of the current Stave Lake Street alignment to an arterial road standard with a traffic signal at the Best Avenue intersection;

2. Realigning Stave Lake Street to the east, designed to an arterial road standard, with a traffic signal at the Best Avenue intersection; and

3. Realigning Stave Lake Street to the east, designed to an arterial road standard, with a roundabout installed at the Best Avenue intersection.

The conceptual design options will be presented to Council for consideration and direction prior to proceeding to detailed design.

Preparing the detailed design will address the uncertainties related to the ongoing development pressure in the area, especially at Parr Avenue and Prentis Avenue and lands beyond. The construction timing of the project would depend on the availability of funding and the traffic count projections in this area that will be provided as a part of the conceptual design phase of the project.

COUNCIL GOALS/OBJECTIVES:

The conceptual design to upgrade the Stave Lake Street to arterial road standards will allow the District to establish a plan that improves road safety and addresses the traffic volume increase in this north-south corridor at the District. This is consistent with Council goals that support “Optimized Planning and Management of Assets and Infrastructure” to maintain and continuously enhance the quality of services and life across our community.

FINANCIAL IMPLICATIONS:

The requested budget of $36,000 plus GST can be funded from the existing Roads – All Areas DCC Program. Funding would follow the established amounts in the District’s DCC Bylaw. The Roads – All Areas DCC Reserve currently has an uncommitted balance of approximately $580,000. Proceeding with the conceptual design as recommended in this report requires advancing $36,000 of the existing budget for this project from 2018 to 2017.

I have reviewed the financial implications
Kris Boland, Director of Finance

COMMUNICATION:

No communication action is required.

SUMMARY AND CONCLUSION:

The existing road configuration of Stave Lake Street is deemed sub-standard in that it neither meets the TAC’s guidelines nor the District’s current Subdivision Control Bylaw standards.

Staff anticipate that ongoing development along Stave Lake Street and in the north-east side of the District would soon add pressure to traffic on Stave Lake Street. As a result, staff believe it is a priority to complete a conceptual design to upgrade Stave Lake Street to arterial road standards, which will establish a plan that improves road safety, guides future development, and addresses the traffic volume increase in this critical north-south corridor.

To successfully plan for the upgrade and reconstruction of Stave Lake Street, staff recommend that an RFP be issued to engage a civil engineering consultant to carry out the conceptual design works
to explore viable options to upgrade the Stave Lake Street corridor from 11th Avenue to Dewdney Trunk Road, including Dewdney Trunk intersection alignment, at the estimated cost of $36,000 (including 20% contingency) plus GST.

The conceptual design options will be presented to Council for consideration and direction prior to proceeding to the detailed design.

SIGN-OFFS:

Hirod Gill, Manager of Engineering Planning and Design

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

Comment from Chief Administrative Officer:
Reviewed.
DATE: March 20, 2017
TO: Mayor and Council
FROM: Hirod Gill, Manager of Engineering Design and Planning
SUBJECT: Fraser River Forcemain Sanitary Crossing Design-Build Project Award
ATTACHMENT: Appendix A - Fraser River Sanitary Forcemain Crossing Project Area Map

RECOMMENDATIONS: Council consider and resolve:

1. That the Fraser River Forcemain Sanitary Crossing Upgrade Design-Build Project, RFP 2016-031, be awarded to Onsite Engineering Ltd., in the amount of $446,000 (including 15% contingency and excluding GST);

2. That $146,000 of the 2019 budget for this project be advanced to 2017, to allow the detailed design to begin immediately, to better coordinate with timing requirements of the District’s ongoing “Clean Water and Wastewater Fund” grant application;

3. That an internal loan of up to $146,000 from the Sewer Capital Reserve Fund to the Regional Sewage Treatment DCC Reserve Fund be approved, in the event that there is a shortfall in the Regional Sewage Treatment DCC Reserve Fund during the year; and

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

PURPOSE:
The purpose of this report is to request Council to award the Fraser River Forcemain Sanitary Crossing Upgrade Project whereby Onsite Engineering Ltd. will complete the design of a 900 mm sanitary forcemain crossing, prepare tender documents towards hiring a contractor for the construction phase, and perform as the District’s contract Administrator during the construction period.

BACKGROUND:
In 1982, the Dewdney-Alouette Regional District (DARD), in partnership with the District of Mission and the District of Matsqui, installed twin 600 mm ø steel pipes across the Fraser River, downstream of the Mission Bridge. One of these pipes conveyed potable water from the newly-constructed Norrish Creek water supply system to the District of Matsqui. The other pipe is a forcemain that conveyed sewage from the District of Mission to the Joint Abbotsford Mission Environmental System (JAMES) Wastewater Treatment Plant (WWTP). Both of these pipes have been in near continuous operation since.

The District has recognized the vulnerability of the forcemain, as it is the only pipe conveying wastewater to the JAMES WWTP and its structural condition is unknown. The District has identified the need to install a new pipe in parallel with the existing forcemain to increase capacity and provide redundancy.
The project area map is shown in Appendix A. The project scope includes the following two sections:

- Design and construction services for a 900 mm crossing of the Fraser River (approximately 950 m); and
- Design and construction services for the connecting land portions on both the north and south side of the Fraser River (approximately 1,460 m).

DISCUSSION AND ANALYSIS:

The District has applied to the Clean Water and Wastewater Fund (CWWF) in November 2016 to obtain a grant to construct its second Fraser River sanitary crossing. The application evaluation results and awarding will be announced in April 2017. In order for the District to be eligible for the CWWF grant, the District committed to comply with the CWWF project schedule constraint and complete the project by the end of March 31, 2018.

A formal “Design-Build” Request for Proposals (RFP) was issued by the District on December 21, 2016. The RFP required the proponents to provide a proposal that describes their process and services offered for completing the design of a 900 mm sanitary forcemain crossing, preparing tender documents towards hiring a contractor for the construction phase, and performing as the District’s contract Administrator during the construction period. District staff in different stages of the project will supervise the successful proponent.

An evaluation committee, consisting of four staff, reviewed and scored the proposals using the evaluation matrix and weightings described in the RFP document. The evaluation committee is recommending the project be awarded to the highest scoring proponent, Onsite Engineering Ltd., as their proposal provides the best overall value to the District.

Since the value of this contract award is greater than $250,000, as per the District’s procurement policy, it requires Council's approval.

COUNCIL GOALS/OBJECTIVES:

The proposed Design-Build Fraser River sanitary forcemain crossing in this staff report is consistent with Council goals that support “improved public safety”, “enhances lifestyle opportunities and community health”, and promote “excellence in financial management and planning”.

FINANCIAL IMPLICATIONS:

The CWWF considers most project costs (e.g., design, consulting fees, and construction) incurred between April 1, 2016 and March 31, 2018 as eligible costs (ineligible costs include such items as purchasing land and buildings). As such, if the District obtains the CWWF grant, up to 83% of the requested budget of $446,000 for the design of the river crossing will be paid by the CWWF.

In the meantime while waiting to hear if the grant is approved, the District’s Financial Plan currently includes this project funded from development cost charges (DCCs), of which $300,000 is currently budgeted in 2017, an additional $350,000 in 2019, and the remaining $4.7 million for construction budgeted in 2020. As previously discussed with Council, a conceptual design for this project was prepared in 2015, which indicated that the current budget may need to increase to $8.6 million. This project budget will be updated during the DCC bylaw update that is currently in process, and further details on funding the eventual construction of this project will occur once the outcome of the grant application is known.

The requested design-build budget of $446,000 plus GST can be partially funded from the existing 2017 budget of $300,000, and will require $146,000 of the 2019 budget to be advanced to 2017. As per the established DCC program, this project is funded 99% from the Regional Sewage Treatment DCC Reserve, and 1% from the Sewer Capital Reserve Fund.
The Regional Sewage Treatment DCC currently has an uncommitted balance of approximately $320,000, and before considering any DCCs that may be collected during 2017, the majority of that existing reserve balance is committed to other projects that are already in the budget (including the $300,000 already budgeted in 2017 for this project). At this time, that means there is a funding shortfall in the DCC Reserve for the $146,000 that is being requested to be advanced. However, in the past few years the District has collected on average more than $400,000 per year in this DCC program, so it is very possible at the recent level of development activity that adequate funds will be collected during the year to fund this budget request.

The Sewer Capital Reserve Fund currently has an uncommitted balance in excess of $8 million, which is more than adequate to fund its 1% portion of the current budget request. Additionally, if the DCC collections are not adequate during the year to fund the DCC portion of the budget request, there are adequate funds in the Sewer Capital Reserve Fund to extend an internal loan to the DCC Reserve if required.

Staff recommend that Council approve the request to advance $146,000 from 2019 to 2017 for the reasons outlined in this report to begin the detailed design project, and that an internal loan from the Sewer Capital Reserve Fund to the Regional Sewage Treatment DCC Reserve be approved, should it be required.

I have reviewed the financial implications
Kris Boland, Director of Finance

COMMUNICATION:
The successful proponent will be contacted upon Council approval.

SUMMARY AND CONCLUSION:
The District has recognized the vulnerability of the existing 600 mm Fraser River sanitary forcemain crossing, as it is the only pipe conveying wastewater to the JAMES WWTP, and its structural condition is unknown. The District has identified the need to install a new pipe in parallel with the existing forcemain to increase capacity and provide redundancy.

A formal “Design-Build” Request for Proposals (RFP) was issued by the District on December 21, 2016. The RFP required the proponents to provide a proposal that describes their process and services offered for completing the design of a 900 mm sanitary forcemain crossing, preparing tender documents towards hiring a contractor for the construction phase, and performing as the District’s contract Administrator during the construction period. District staff in different stages of the project will supervise the successful proponent.

The evaluation committee is recommending the project be awarded to the highest scoring proponent, Onsite Engineering Ltd., as their proposal provides the best overall value to the District.

This approval requires $146,000 of the existing budget for this project be advanced from 2019 to 2017, and depending on DCC collections during the year, an internal loan from the Sewer Capital Reserve Fund to the Regional Sewage Treatment DCC may be required as a result of advancing a portion of the budget.
SIGN-OFFS:

Hirod Gill, Manager of Engineering Design & Planning

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

Reviewed by:
Ilsa Foster, Manager of Purchasing and Stores

Comment from Chief Administrative Officer:
Reviewed.
Appendix A

Fraser River Sanitary Forcemain Crossing Project Area Map
REQUEST TO APPEAR AS A DELEGATION

Date: March 8, 2017

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)
- Parking along Herar Lane
- Safety concern about blind access - 8282 Melburn Drive

Preferred meeting date for delegation: March 20, 2017

Alternative meeting date for delegation: April 3, 2017

Clinton Tod/Veronica Tod
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):

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

If yes, what was the result? Inconclusive

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.
On February the 24th, the residents of Herar Lane in Mission BC received notice that they are not to park along the Highway that is the primary access for their homes, citing that the highway is a lane way, under the “Traffic Regulation Bylaw” of the City of Mission.

The definition of a lane way in the “Traffic Regulation Bylaw” is: "Lane" means a highway having less than 10 meters of width and providing a secondary access to the abutting properties.

As this is a primary access for all homeowners with a Herar Lane address, nor has this has been a safety issue for 15 years we, the undersigned, ask the District of Mission for the following: To allow for parking of up to two additional vehicles along the highway for residents of Herar Lane in front of their homes as additional parking. Vehicles would be associated with the address that they are parked in front of, require to be parked partially on the homeowner's property beyond the curb (two wheels up), and obey all additional applicable District and Provincial laws and bylaws.

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The residence at 8282 Melburn Drive is using the back of their property as a driveway with daily in and out access. This poses a safety hazard as this location is situated down a hill around a blind corner with very poor visibility.

There are several residents on Melburn Drive that do use the rear of their property for boat storage, small trailers and the like. However, all other Melburn Drive residences are either fully enclosed with a fence, or have a gate for access. At the point of property development there would have been a restrictive covenant for these properties to be fully fenced in, but as this is not a by-law, it is not enforceable in any manner.

We, the undersigned, ask the District of Mission for the following: to address the safety concern of the back property of 8282 Melburn Drive by asking that the resident erect a gate in the absence of a full fence. In this solution, oncoming traffic would at least be aware of a daily used driveway and reduce the chance of a collision.

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REQUEST TO APPEAR AS A DELEGATION

Date: March 7, 2017

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)
Amendments to the OCP and the necessity to designate all areas of West Mission as "Urban" in order to allow, and not deter, development of West Mission, not designated agricultural, into urban housing and supporting commercial uses. This decision will benefit the current community and allow, and not delay, or deter, the supply of services of both water and sewer to West Mission.

Preferred meeting date for delegation: March 20, 2017

Alternative meeting date for delegation: March 20, 2017

Bob Scragg
Name(s) of presenter(s)

Pacific Gateway Properties Ltd.
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? Senior staff encouraged us to speak to council so as to make sure that our point of view was taken into account.

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.
District of Mission

Proclamation

That May 6, 2017 be proclaimed “Ukrainian Cultural Festival Day”
District of Mission Council Resolution - March 6, 2017

WHEREAS British Columbia has a large and diverse multicultural society in which the Ukrainian community plays a leading and vibrant role; and

WHEREAS The District of Mission will host dancers from across British Columbia, and Washington State who will attend an adjudicated dance competition; and

WHEREAS Canadians of all nationalities will have an opportunity to discover and explore Ukrainian culture, heritage and history; and

WHEREAS Ukrainian arts and crafts will be displayed and demonstrated; and

WHEREAS Ukrainian music played will be performed throughout the day on traditional folk Instruments and the singing of folk songs; and

WHEREAS Traditional Ukrainian cuisine will be served for the nourishment and enjoyment of all; and

WHEREAS The Ukrainian Cultural Festival has been an annual event in the Lower Mainland since 1996, attracting performers and audiences from within and outside the Province of British Columbia,

Now, therefore, be it resolved that the District of Mission hereby proclaims May 6, 2017 as

Ukrainian Cultural Festival Day

IN WITNESS WHEREOF this 6th Day of March, 2017

_______________________________________________  __________________________________________________
MAYOR RANDY HAWES                                  CORPORATE OFFICER
10 February 2017

The Honourable Randy Hawes
Mayor of The District of Mission
8645 Stave Lake Street
Box 20
Mission, BC V2V 4L9

Re: 22nd Annual BC Ukrainian Cultural Festival

The BC Ukrainian Cultural Festival Society, a non-profit organization, is sponsoring its 22nd Annual BC Ukrainian Cultural Festival. This year’s festival will take place on Saturday, 6 May 2017 at the Clarke Foundation Theatre located at Heritage Park Secondary School, 33700 Prentis Avenue, Mission BC.

We feature dance competitions, arts and crafts for display and sale, food, entertainment and much more.

We would be greatly honoured if you and your members of City Council would be our guests at the daytime activities (confirmation required).

We will have a brief opening ceremony at 8:50 a.m. with the singing of O’ Canada and then the Official Opening at 9:50 a.m. at which time we invite you to the stage for opening remarks.

Also, I have enclosed a copy of a previous years “District of Mission Proclamation” to proclaim “Ukrainian Festival Day”. We humbly ask that you present this request at your next meeting on our behalf. We would appreciate a new copy of the Proclamation. Please mail to above address and we would also appreciate an emailed digital copy to include in the program.

I’d like to thank you and your council for assisting our organization in the promotion of our event.

Sincerely,

Glenna Nychyporuk
President
BC Ukrainian Cultural Festival Society
bcucfs@gmail.com
www.bcucfs.ca
Pursuant to the provisions of Sections 464 and 466 of the Local Government Act, a Public Hearing will take place in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC at 7:00 p.m. on Monday, March 20, 2017 to consider the following proposed bylaws:

1. **DISTRICT OF MISSION ZONING AMENDING BYLAW 5629-2017-5050(236) (R16-046-Gill)***

The purpose of the proposed amendment is to enable the subsequent subdivision of the subject property into two (2) lots of a minimum 465 square metres (5,005 square feet) lot size.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 024-655-635
Lot 1 Section 29 Township 17 New Westminster District Plan LMP43349
from the Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone.

The location of the subject property is 32163 Bueckert Avenue and is shown on the following maps:

2. **DISTRICT OF MISSION ZONING AMENDING BYLAW 5628-2017-5050(235) (R16-052-Wilson)***

The purpose of the proposed amendment is to enable the subsequent subdivision of the subject properties into 3 lots of a minimum 0.7 hectares (1.73 acres) lot size and to allow for a secondary dwelling use on each property.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described properties:

Parcel Identifier: 029-293-995
Lot B Section 4 Township 18 New Westminster District Plan EPP35885

Parcel Identifier: 017-817-650
Lot 2 Section 4 Township 18 New Westminster District Plan LMP4946
from the Rural 16 (RU16) Zone and Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone.

The locations of the subject properties are 9981 Willingdon Street and 33249 Richards Avenue and are shown on the following maps:

3. **DISTRICT OF MISSION ZONING AMENDING BYLAW 5630-2017-5050(237) (R16-051-OTG Developments)***

The purpose of the proposed amendment is to facilitate a two (2) lot subdivision and to allow for a secondary dwelling use on each new lot.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described properties:

Parcel Identifier: 011-603-798
Lot 7 Block 13 Section 21 Township 17 New Westminster District Plan 332

Parcel Identifier: 011-603-801
Lot 8 Block 13 Section 21 Township 17 New Westminster District Plan 332
from the Residential Two Unit (RT465) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone.

The locations of the subject properties are 32811 4th Avenue and are shown on the following maps:

4. **DISTRICT OF MISSION ZONING AMENDING BYLAW 5627-2017-5050(234) (R16-037-Dhaliwal)***

The purpose of the proposed amendment is to enable the subsequent subdivision of the subject property into two (2) lots of a minimum 558 square metres (6,006 square feet) lot size and to allow for a secondary dwelling use on each property.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 012-422-894
Lot 2 Section 26 Township 17 New Westminster District Plan 79871
from the Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone.

The location of the subject property is 32857 Best Avenue and is shown on the following maps:

Copies of the proposed bylaws and reports relevant to these bylaws may be inspected at the Municipal Hall, 8645 Stave Lake Street, Mission, BC, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from Friday, March 10, 2017 to Monday, March 20, 2017. The information is also available on our website at www.mission.ca by searching “Public Meeting Information”. For further information regarding these bylaws, please contact the Development Services Department at (604) 820-3748.

At the Public Hearing, persons who believe that their interest in property is affected by these proposed bylaws will have the opportunity to be heard. Should you have any comments or concerns you wish to convey to Council and you cannot attend the meeting, please submit in writing to the Corporate Officer by 4:00 p.m. on Friday, March 17, 2017.

You may forward your submission by:
- Mailing or delivering to the Corporate Officer’s Office, P.O. Box 20, 8645 Stave Lake Street, Mission, BC, V2V 4L9
- Faxing: 604-826-1363 (Attn: Corporate Officer)
- E-mail: info@mission.ca with PUBLIC HEARING COMMENTS as the subject line

Please note: Submissions that are subject of a public hearing, public meeting or other public processes will be included, in their entirety, in the public information package and will form part of the public record. Council shall not receive further information or submissions after the conclusion of the Public Hearing.

Following the Public Hearing portion of the meeting, council may consider advancing bylaws forward for additional readings.

Michael Younie
Corporate Officer
Dated at Mission, BC this 7th day of March, 2017.
March 7, 2017

Dear Owner/Occupant:

Re: Rezoning Application R16-037 & Development Variance Permit Application DV16-022 (Dhaliwal) - 32857 Best Avenue

As a property owner or neighbouring resident to the subject property located at 32857 Best Avenue, you are invited to attend a Public Hearing at 7:00 p.m. on March 20, 2017 and make known any comments that you may have about the proposed bylaw.

The Public Hearing will be held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

The following is an excerpt from the Public Hearing Notice:

DISTRICT OF MISSION ZONING AMENDING BYLAW 5627-2017-5050(234) (R16-037-Dhaliwal)

The purpose of the proposed amendment is to enable the subsequent subdivision of the subject property into two (2) lots of a minimum 558 square metres (6,006 square feet) lot size and to allow for a secondary dwelling use on each property.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 012-422-894
Lot 2 Section 28 Township 17 New Westminster District Plan 79781

from the Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone.

The location of the subject property is 32857 Best Avenue and is shown on the following maps:
The purpose of the development variance permit is to vary Zoning Bylaw 5050-2009 Section 502, Part C. Lot Area, Subsection 1, R558s, to reduce the lot depth from 30 metres (98.4 feet) to 28.4 metres (93.2 feet).

A copy of the proposed bylaw and report relevant to this bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from Friday, March 10, 2017 to Monday, March 20, 2017. The information is also available on our website at www.mission.ca by searching “upcoming public hearing”.

If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Michael Younie, Corporate Officer, or email info@mission.ca by 4:00 p.m. on the Friday preceding the date of the Public Hearing. All submissions will form part of the record of the Hearing.

If you require additional information, please contact the Development Services Department at (604) 820-3748 or email planning@mission.ca.

Yours truly,

For, Rob Publow
MANAGER OF PLANNING
DATE: March 6, 2017
TO: Mayor and Council
FROM: Wesley Woo, Planner
SUBJECT: Rezoning and Development Variance Permit Application to facilitate a 2-lot subdivision
ATTACHMENT(S):
- Appendix 1 – Information for Corporate Officer
- Appendix 2 – Location Map
- Appendix 3 – Proposed Subdivision Plan
- Appendix 4 – Engineering Department Rezoning Comments
- Appendix 5 – Site Plan for Proposed Development Variance Permit

CIVIC ADDRESS: 32857 Best Avenue

APPLICANT: Manjinder and Gurjit Dhaliwal

OCP: This application is in conformance with the current Urban Residential OCP designation

DATE APPLICATION COMPLETE: October 24, 2016

LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning and development variance permit applications to allow a two (2) lot subdivision on the property located at 32857 Best Avenue and identifies the necessary amendment to the Zoning Bylaw.

Staff support the rezoning application moving forward and as such have listed Zoning Amending Bylaw 5627-2017-5050(234) under the “Bylaws for Consideration” section of the Council agenda. Staff also support the development variance permit application, which will be listed for Council consideration under the “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amendment Bylaw.

Subject to Council’s approval, a Public Hearing will be scheduled for March 20, 2017.

SUMMARY:

Rezoning, subdivision and development variance permit applications have been received from Manjinder and Gurjit Dhaliwal, applicant, for the property located at 32857 Best Avenue (Appendix 2). The application proposes to rezone the subject property from Urban Residential 558 Zone (R558) to Urban Residential 558 Secondary Suite (R558s) to facilitate a two lot subdivision with secondary dwelling units, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property is approximately 1,546 square meters (16,641 square feet) in size and is located in Mission’s urban area on Best Avenue, east of Cedar Street. The property is designated Urban Residential in the Official Community Plan (OCP) and is within the R558 Zone. The property is developed with a single family dwelling situated towards the north portion of the property. The property fronts onto two roadways, Best Avenue and Bowyer Drive. Driveway access is provided off of Best Avenue. The applicant has indicated that the existing home is to be retained as part of the subdivision without any variances to the setbacks. The land slopes upwards from south to north and no watercourses indicated from the District’s mapping system.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The proposed rezoning conforms to Section 2.3 Housing Choice and Quality and Section 2.4 Infill Residential, which both support single family residences with secondary dwelling units such as secondary suites. The OCP also supports secondary suites as it provides affordable and rental housing within the District.

Neighbourhood Character:

The subject property is located within a mature neighbourhood in Mission’s urban area. The surrounding lands are designated Urban Residential in the OCP and zoned R558 with the exception of one property across from the subject property that is within the R558s Zone. Although the subject property is located in a mature neighbourhood, there has been some infill in the area over the years, which typically subdivide larger urban lots into smaller residential lots.

Servicing:
Municipal water, sanitary sewer, and storm sewer are available on Best Avenue and Bowyer Drive. As such, no upgrades are required.

Best Avenue and Bowyer Drive both provide paved access to the site from the south and the north.

**Tree Retention:**

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of four trees, two trees for each of the two lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a calliper of 0.2 m or greater) that will be removed except in the areas defined as (a) building envelope to a maximum of 2,000 m² (21,528 ft²), (b) driveways, (c) septic field and (d) wells.

**Parks and Trails:**

The subject property is located in close proximity to a neighbourhood park, approximately 250 metres to Griner Park.

**Community Amenity Contribution** (LAN.40 – Financial Contribution for Community Amenities):

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 ($2,815 per new lot) to offset the unique financial burden that residential development imposes on the District to fund new facilities and/or amenities.

**DEVELOPMENT VARIANCE PERMIT** (Zoning Bylaw 5050-2009)

The application seeks to vary one Zoning Bylaw regulation in order to create the subdivision. The requested variance is for proposed Lot B and seeks to vary Section 502 Urban Residential Secondary Dwelling Zones, Part C. Lot Area, Subsection 1 of the Zoning Bylaw, by reducing the minimum depth of an R558s lot from 30 metres (98.4 feet) to 28.4 metres (93.2 feet).

The lot is irregular in shape as the proposed west property line for Lot B is 28.4 metres (93.2 feet) and the proposed east property line exceeds the minimum depth at 35.6 metres (116.7 feet). The Zoning Bylaw defines “lot depth” as the shortest distance within the lot between the front lot line and the rear lot line. As such, the variance is required since the lot depth is technically 28.4 metres (93.2 feet) in length.

Proposed Lot B exceeds the Zoning Bylaw in all other aspects of the Lot Area, as outlined in the table below. As such, staff support the variance to reduce the lot depth of the proposed lot as it facilitates the creation of one infill lot with little compromise to the neighbourhood character.

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<td><strong>R558s Zone</strong></td>
<td>558 square metres (6,006 square feet)</td>
<td>18.0 metres (59.1 feet)</td>
<td>30.0 metres (98.4 feet)</td>
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<td><strong>Proposed Lot B</strong></td>
<td>761 square metres (8,191 square feet)</td>
<td>24.9 metres (81.6 feet)</td>
<td>28.4 metres (93.2 feet)</td>
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**COMMUNICATION:**
In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted two (2) development notification signs on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

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

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

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

REFERRALS:

Engineering

The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 4.

REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District’s community amenities reserve; and
2. Any other requirements resulting from Council’s consideration of the Bylaw and Public Hearing submissions.

SIGN-OFFS:

Wesley Woo, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 32857 Best Avenue

PID: 012-422-894

Legal: Lot 2 Section 28 Township 17 New Westminster District Plan 79781
Appendix 2

Location Map

Subject Property: 32857 Best Avenue
Owner: Manjinder Singh Daliwal
        Gurjit Kaur Dahiwal
        Jatinder Singh Dahiwal
        Harpinder Kaur Dahiwal
Applicant: Manjinder & Gurjit Dahiwal
Zoning: R558
OCP Designation: Urban Residential
Appendix 3

Proposed Subdivision Plan
Appendix 4

Engineering Department Rezoning Comments

February 15, 2017

CIVIC ADDRESS: 32857 Best Avenue

CURRENT ZONE: R558  PROPOSED ZONE: R558s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Best Avenue and Bowyer Drive.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Best Avenue and Bowyer Drive.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Best Avenue and Bowyer Drive.
No upgrades are required.

ROAD WORK REQUIREMENTS:
Best Avenue and Bowyer Drive provide paved access to the site.
No upgrades are required.

OTHER COMMENTS:
A statutory right of way (SRW 79782) is in place across a northern portion of the lot. The original intent was to provide for future road widening in anticipation of Bowyer Drive ending in a cul-de-sac bulb. The adjacent development pattern has rendered the future cul-de-sac as a non-viable option. Bowyer Drive has been constructed as a full width road with curb and gutter across the north frontage of the lot. Engineering & Public Works Department recommends that the SRW be discharged (at the developer's expense).

RECOMMENDATION:
From an engineering point of view, the application may proceed to adoption once the SRW discharge has taken place.

Prepared by:  
Jason Anthony, Engineering Technologist

Reviewed by:  
Tracy Kyle, Director of Engineering & Public Works
Appendix 5

Proposed Development Variance Permit

Reduction of lot depth from 30 m to 28.4 m.
March 7, 2017

Dear Owner/Occupant:

Re: Public Hearing Notification

As a property owner or neighbouring resident to the subject properties located at 9981 Willingdon Street and 33249 Richards Avenue, you are invited to attend a Public Hearing at 7:00 p.m. on Monday, March 20, 2017 and make known any comments that you may have about the proposed bylaw.

The Public Hearing will be held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

The following is an excerpt from the Public Hearing Notice:

DISTRICT OF MISSION ZONING AMENDING BYLAW 5628-2017-5050(235) (R16-052-Willson)

The purpose of the proposed amendment is to enable the subsequent subdivision of the subject properties into 3 lots of a minimum 0.7 hectares (1.73 acres) lot size and to allow for a secondary dwelling use on each property.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described properties:

Parcel Identifier: 029-293-995
Lot B Section 4 Township 18 New Westminster District Plan EPP35885

Parcel Identifier: 017-817-650
Lot 2 Section 4 Township 18 New Westminster District Plan LMP4946

from the Rural 16 (RU16) Zone and Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone.

The locations of the subject properties are 9981 Willingdon Street and 33249 Richards Avenue and are shown on the following maps:
A copy of the proposed bylaw and report relevant to this bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from Friday, March 10, 2017 to Monday, March 20, 2017. The information is also available on our website at www.mission.ca by searching “upcoming public hearing”.

If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Wesley Woo, wwoo@mission.ca, or email info@mission.ca by **4:00 p.m. on the Friday preceding the date of the Public Hearing**. All submissions will form part of the record of the Hearing.

If you require additional information, please contact the Development Services Department at (604) 820-3748 or email planning@mission.ca.

Yours truly,

For, Rob Publow
MANAGER OF PLANNING
DATE: March 6, 2017
TO: Mayor and Council
FROM: Wesley Woo, Planner
SUBJECT: Rezoning Application to allow a 3-lot subdivision with secondary dwelling units
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed Subdivision Plan
Appendix 4 – Engineering Department Rezoning Comments

CIVIC ADDRESSES: 9981 Willingdon Street and 33249 Richards Avenue

APPLICANT: Jim Willson
OCP: This application is in conformance with the current Rural Residential OCP designation

DATE APPLICATION COMPLETE: January 4, 2017
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the development application to rezone 9981 Willingdon Street and 33249 Richards Avenue to facilitate a three (3) lot subdivision, to allow for a secondary dwelling use on each property, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and such have listed Zoning Amending Bylaw 5628-2017-5050(235) under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for March 20, 2017.

SUMMARY:

A rezoning application has been received from Jim Willson, for the properties located at 9981 Willingdon Street and 33249 Richards Avenue (Appendix 2). The application proposes to rezone the property at 9981 Willingdon Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone and the property at 33249 Richards Avenue from Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a three (3) lot subdivision with the potential for secondary dwelling units, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property at 9981 Willingdon Street is approximately 1.3 hectares (3.2 acres) in size and is located in the Ferndale area, north of Richards Avenue. The property is designated Rural Residential in the Official Community Plan (OCP) and is zoned RU16 Zone. The subject property is currently developed with a single family dwelling. The land slopes upwards from south to north and the District’s mapping indicates that a watercourse runs down the east side of the property. The majority of land is covered with mature trees.

The subject property at 33249 Richards Avenue is approximately 1.6 hectares (4.0 acres) in size and is also located in the Ferndale area. Similar to the 9981 Willingdon Street property, 33249 Richards Avenue is also designated Rural Residential within the OCP, zoned RU16, and developed with a single family dwelling.

The total combined area for both subject properties is approximately 2.9 hectares (7.2 acres) in size.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject property is currently designated Rural Residential in the OCP and is zoned RU16 Zone. The proposal for a rezoning to the RR7s Zone will allow the subdivision of the land into three parcels and allows for a secondary dwelling unit on each property in the form of a coach house, garden cottage or secondary suite. The proposed RR7s Zone provides for a minimum lot size of 0.7 hectares (1.73 acres). Although the subdivision creates three new lots, the net gain for the neighbourhood is one additional lot.

The proposed rezoning conforms to OCP Policy 2.3.1 which states that larger lot sizes shall be retained in the Rural Residential areas to support hobby farming and rural lifestyles. The proposed rezoning also conforms to Policy 2.3.3 which considers rezoning to provide secondary dwelling units on properties designated Rural or Rural Residential.
Neighbourhood Character:

The subject property is located within a rural residential neighbourhood comprised of single family dwellings on larger lots. The three (3) lot subdivision with secondary dwelling units will fit within the context of the surrounding properties and is believed to have little or no impact on the surrounding neighbourhood.

Servicing:

Municipal water and sanitary service is not available to the property. A hydrologist’s report, prepared by a professional engineer with expertise in ground water supply, will be required to ensure that the well(s) supplying water to each proposed lot meets the provisions of Council Policy WAT. 19 – Well Water Quality – Aesthetic and Health Parameters. In addition, Fraser Health has specific requirements related to water system operators which would apply if more than one dwelling is serviced by a single well. Confirmation that the water supply is approved for a secondary dwelling unit will be required at time of building permit review.

The property owner will also be required to provide confirmation from a Registered Onsite Wastewater Practitioner (ROWP) that an onsite sewage treatment system can be installed on each proposed lot to accommodate the discharge from the proposed principal dwelling and secondary dwelling unit, if proposed.

No upgrades to Richards Avenue and Willingdon Street are required.

Previous Development:

A previously approved application to waive the requirement to construct Willingdon Street to a Rural Local Residential standard was forwarded to Council on December 21, 2015. The Engineering Department determined that the construction of Willingdon Street to a full municipal standard is not warranted as required by the District’s Subdivision Control Bylaw because access is limited. It is noted that Council approved a variance to waive the requirement to construct Willingdon Street to a Rural Local Residential standard as part of the previous development application. As such, staff did not require another variance application to the Subdivision Control Bylaw.

Tree Retention:

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of six (6) trees, two (2) trees for each of the three (3) lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a calliper of 0.2 m or greater) that will be removed except in the areas defined as (a) building envelope to a maximum of 2,000 m² (21,528 ft²), (b) driveways, (c) septic field and (d) wells. No tree is permitted to be removed within an identified streamside protection and enhancement areas (SPEA).

Environmental Protection:

The District mapping identifies multiple watercourses over the subject site. A Riparian Areas Regulation (RAR) report will be a requirement at the subdivision stage. A restrictive covenant to identify the appropriate Streamside Protection and Enhancement Area (SPEA) may also be required.

Community Amenity Contribution (LAN.40 – Financial Contribution for Community Amenities):

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 ($2,815 per new lot) to offset the unique financial burden that residential development imposes on the District.
to fund new facilities and/or amenities.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted two (2) development notification signs on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 metres (1,640 ft.) from the development site notifying them of the public hearing details.

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

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

REFERRALS:

Engineering

The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 4.

REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District’s community amenities reserve.

SIGN-OFFS:

Wesley Woo, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 9981 Willingdon Avenue
PID: 029-293-995
Legal: Lot B Section 4 Township 18 New Westminster District Plan EPP35885

Civic Address: 33249 Richards Avenue
PID: 017-817-650
Legal: Lot 2 Section 4 Township 18 New Westminster District Plan LMP4946
Appendix 2

Location Map

Subject Property: 9981 Willingdon Street & 33249 Richards Avenue
Applicant: Jim Wilson
Owner: James & Jody Wilson (9981 Willingdon Street)
Robert & Karen Knapp (33249 Richards Avenue)
Zoning: RU16 & RR7
OCP Designation: Rural Residential
Appendix 3

Proposed Subdivision Plan
Appendix 4

Engineering Department Rezoning Comments

February 9, 2017

CIVIC ADDRESS: 9981 Willingdon Avenue

CURRENT ZONE: RU16 & RR7  PROPOSED ZONE: RR7s

DOMESTIC WATER REQUIREMENTS:
No municipal water service is available.
Connection to the municipal system is not required.

SANITARY SEWER REQUIREMENTS:
No municipal sanitary services are available.
The applicant must provide a report from a septic engineer stating that the existing or proposed septic field can accommodate the additional occupancy.

STORM SEWER REQUIREMENTS:
No municipal storm services are available.
Connection to the municipal system is not required.

ROAD WORK REQUIREMENTS:
Richards Avenue and Willingdon Street provide paved access to the site.
No upgrades are required.

RECOMMENDATION:
From an engineering point of view, the application may proceed to adoption once the sanitary requirements have been met.

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
March 7, 2017
Dear Owner/Occupant:

Re: Public Hearing Notification

As a property owner or neighbouring resident to the subject property located at 32163 Bueckert Avenue, you are invited to attend a Public Hearing at 7:00 p.m. on March 20, 2017 and make known any comments that you may have about the proposed bylaw.

The Public Hearing will be held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

The following is an excerpt from the Public Hearing Notice:

DISTRICT OF MISSION ZONING AMENDING BYLAW 5629-2017-5050(236) (R16-046-Gill)

The purpose of the proposed amendment is to enable the subsequent subdivision of the subject property into two (2) lots of a minimum 465 square metres (5,005 square feet) lot size.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 024-655-635
Lot 1 Section 20 Township 17 New Westminster District Plan LMP44349

from the Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone.

The location of the subject property is 32163 Bueckert Avenue and is shown on the following maps:
A copy of the proposed bylaw and report relevant to this bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from Friday, March 10, 2017 to Monday, March 20, 2017. The information is also available on our website at www.mission.ca by searching “upcoming public hearing”.

If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Ken Bourdeau, Planner, or email info@mission.ca by 4:00 p.m. on the Friday preceding the date of the Public Hearing. All submissions will form part of the record of the Hearing.

If you require additional information, please contact the Development Services Department at (604) 820-3748 or email planning@mission.ca.

Yours truly,

For, Rob Publow
MANAGER OF PLANNING
DATE: March 6, 2017
TO: Mayor and Council
FROM: Ken Bourdeau, Planner
SUBJECT: Rezoning Application to allow a 2-lot subdivision at the property located at 32163 Bueckert Avenue
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed Subdivision Plan
Appendix 4 – Engineering Department Rezoning Comments
CIVIC ADDRESS: 32163 Bueckert Avenue
APPLICANT: Rob Gill
OCP: This application is in conformance with the current Urban Compact – Multi Family OCP designation
DATE APPLICATION COMPLETE: February 9, 2016
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the development application to rezone the property located at 32163 Bueckert Avenue from Urban Residential (R558) Zone to Urban Residential Compact (RC465) Zone to facilitate a two (2) lot subdivision and to identify the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for March 20, 2017.

SUMMARY:

A rezoning application has been received from Rob Gill, on behalf of property owner Yadwinder Singh Brar, for the property located at 32163 Bueckert Avenue (Appendix 2). The application proposes to rezone the subject property from Urban Residential (R558) Zone to Urban Residential Compact (RC465) to facilitate a two (2) lot subdivision as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property is 0.137 hectares (0.338 acres) in size and fronts the north side of Bueckert Avenue, halfway between Hurd Street and Pleasantview Crescent. The subject property currently accommodates a single-family dwelling and an accessory building which are proposed to be retained as part of the subdivision. The land is relatively flat, but slopes moderately from north to south.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject property is designated Urban Compact – Multi Family in the OCP and is zoned R558. The proposal for a rezoning to the RC465 Zone will allow the subdivision of the land into two (2) lots. The proposed areas of lot ‘A’ is 784m² (8439 square feet) and proposed lot ‘B’ is 586m² (6308 square feet). The lots meet the dimension requirements of the Zoning Bylaw.

The rezoning conforms to the OCP to provide for a variety of residential lifestyle options in Mission.

Neighbourhood Character:

The subject property is located within an urban residential neighbourhood comprised of primarily single family dwellings. The two new lots will fit within the context of the surrounding properties and is believed to have little to no impact on the surrounding neighbourhood.

Community Amenity Contribution (LAN.40 – Financial Contribution for Community Amenities):

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 ($2,815 per new lot) to offset the unique financial burden that residential development imposes on the District to fund new facilities and/or amenities.

COMMUNICATION:

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

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

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

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

**REFERRALS:**

**Engineering**

The Engineering Department has no objection to the project provided the engineering servicing requirements as outlined in *Appendix 4* are completed to satisfaction of the Department.

**REQUIREMENTS PRIOR TO FINAL READING:**

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District’s community amenities reserve.
2. Any other requirements resulting from Council’s consideration of the Bylaw, including Public Hearing.

**SIGN-OFFS:**

Ken Bourdeau, Planner

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 32163 Bueckert Avenue

PID: 024-655-635

Legal: Lot 1 Section 20 Township 17 New Westminster District Plan LMP44349
Appendix 2

Location Map

Subject Property: 32163 Bueckert Avenue
Owner: Yadwinder Singh Brar
Applicant: Rob Gill
Zoning: R558
OCP Designation: Urban Compact - Multi-Family

[Map showing the location with key streets and landmarks]
Appendix 3
Draft Subdivision Plan
Appendix 4

February 9, 2017

CIVIC ADDRESS: 32163 Bueckert Avenue

CURRENT ZONE: R558   PROPOSED ZONE: R558s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Bueckert Avenue.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available via existing statutory right-of-way at the rear property line.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is not available at the property line on Bueckert Avenue.
The developer will be required to extend the existing storm main from the west across the lot frontage at the time of subdivision.

ROAD WORK REQUIREMENTS:
Bueckert Avenue provides paved access to the site.
No upgrades are required.

OTHER COMMENTS:

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
CIVIC ADDRESS: 32163 Bueckert Avenue

CURRENT ZONE: R558  PROPOSED ZONE: R558s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Bueckert Avenue.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Bueckert Avenue.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is not available at the property line on Bueckert Avenue.
The developer will be required to extend the existing storm main from the west across the lot
frontage at the time of subdivision.

ROAD WORK REQUIREMENTS:
Bueckert Avenue provides paved access to the site.
No upgrades are required.

OTHER COMMENTS:

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
March 7, 2017
Dear Owner/Occupant:

Re: Public Hearing Notification

As a property owner or neighbouring resident to the subject properties located at 32811 4th Avenue, you are invited to attend a Public Hearing at 7:00 p.m. on Monday, March 20, 2017 and make known any comments that you may have about the proposed bylaw.

The Public Hearing will be held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

The following is an excerpt from the Public Hearing Notice:

DISTRICT OF MISSION ZONING AMENDING BYLAW 5630-2017-5050(237) (R16-051 – OTG Developments)

The purpose of the proposed amendment is to facilitate a two (2) lot subdivision and to allow for a secondary dwelling use on each new lot.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described properties:

Parcel Identifier: 011-603-798
Lot 7 Block 13 Section 21 Township 17 New Westminster District Plan 332

Parcel Identifier: 011-603-801
Lot 8 Block 13 Section 21 Township 17 New Westminster District Plan 332

from the Residential Two Unit (RT465) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone.

The locations of the subject properties are 32811 4th Avenue and are shown on the following maps:
A copy of the proposed bylaw and report relevant to this bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from Friday, March 10, 2017 to Monday, March 20, 2017. The information is also available on our website at www.mission.ca by searching “upcoming public hearing”.

If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Ken Bourdeau, Planner, or email info@mission.ca by 4:00 p.m. on the Friday preceding the date of the Public Hearing. All submissions will form part of the record of the Hearing.

If you require additional information, please contact the Development Services Department at (604) 820-3748 or email planning@mission.ca.

Yours truly,

For, Rob Publow
MANAGER OF PLANNING
DATE: March 6, 2017
TO: Mayor and Council
FROM: Ken Bourdeau, Planner
SUBJECT: Rezoning Application to allow a 2-lot subdivision at the property located at 32811 4th Avenue
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed Subdivision Plan
Appendix 4 – Engineering Department Rezoning Comments

CIVIC ADDRESS: 32811 4th Avenue

APPLICANT: OTG Development

OCP: This application is in conformance with the current Urban Compact – Multi Family OCP designation

DATE APPLICATION COMPLETE: February 16, 2016

LOCATION: Mission Core
OVERVIEW AND STAFF COMMENTS:

This report details the development application to rezone the property located at 32811 4th Avenue from Residential Two Unit Zone (RT465) to Residential Compact Secondary Dwelling Zone (RC372s) to facilitate a two (2) lot subdivision and to allow for a secondary dwelling use on each new lot, and to identify the necessary amendment to the Zoning Bylaw.

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

Subject to Council’s approval, a Public Hearing will be scheduled for March 20, 2017.

SUMMARY:

A rezoning application has been received from OTG Development, on behalf of the property owner, Eustace Ian Ebert for the property located at 32811 4th Avenue (Appendix 2). The application proposes to rezone the subject property from Residential Two Unit Zone (RT465) to Residential Compact Secondary Dwelling Zone (RC372s) to facilitate a lot line adjustment that will create two similar sized lots and to allow a secondary dwelling use on each lot, as shown in Appendix 3.

SITE CHARACTERISTICS:

The subject property is 1091.58m² (11749.71 ft²) in size and is located at the northwest corner of the intersection of 4th Avenue and Cedar Street. The subject property is currently developed with a single-family dwelling and detached garage that will be demolished as part of the subdivision development. The land slopes gently from north to south.

PLANNING ANALYSIS

Official Community Plan & Zoning Bylaw Compliance:

The subject property is designated Urban Compact – Multi Family in the OCP and is zoned RT465. The proposal for a rezoning to the RC372s Zone will allow the subdivision of the land into two (2) lots. Proposed lot ‘1’ is 424.4m² and propose proposed lot ‘2’ is 488.7m². Each of proposed lots complies with the requirements of the proposed RC372s zone.

The rezoning conforms to the OCP to provide for a variety of residential lifestyle options in Mission.

Neighbourhood Character:

The subject property is located within an urban residential neighbourhood comprised of single-family dwellings. The two (2) lot subdivision will fit within the context of the surrounding properties and is believed to have little to no impact on the surrounding neighbourhood.

COMMUNICATION:

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

Provided that a public hearing date is determined by Council:

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

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

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

**REFERRALS:**

**Engineering**

The Engineering Department has no objection to the project provided the engineering servicing requirements as outlined in **Appendix 4** are completed to the satisfaction of the Department

**REQUIREMENTS PRIOR TO FINAL READING:**

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District's community amenities reserve.

2. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

**SIGN-OFFS:**

Ken Bourdeau, Planner

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
CAO Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 32811 4th Avenue

PID: 011-603-798

Legal: Lot 7 Block 13 Section 21, Township 17 New Westminster District Plan 332
Appendix 2

Location Map

Subject Property: 32811 4th Avenue
Owner: Eustace Ian Ebert
Applicant: OTG Development Concepts
Zoning: RT485
OCP Designation: Urban Compact - Multi-Family
Appendix 4
Engineering Department Rezoning Comments

February 10, 2017

CIVIC ADDRESS: 32811 4th Avenue

CURRENT ZONE: RT465  PROPOSED ZONE: RC372s

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on 4th Avenue and Cedar Street.
No upgrades are required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available on Cedar Street and the lane adjacent to the north property line.
No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is not readily available on 4th Avenue.
At the time of subdivision the developer will be required to extend the existing storm sewer main on 4th Avenue from the west to the site.
Engineering design will be required.

ROAD WORK REQUIREMENTS:
4th Avenue provides paved access to the site.

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

Prepared by:
Jason Anthony, Engineering Technologist

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

Reviewed by:
Jay Jackman, Manager of Development
Engineering & Projects
The **Minutes** of the **Economic Development Select Committee** meeting held in the **Boardroom** at the Economic Development Department at B-7337 Welton Street, Mission, BC on Wednesday, January 11, 2017 commencing at 8:00 a.m.

**Members Present:** Paul Adams, Altentech Power Inc. & Mission Wood Pellet
Rocky Blondin, Blondin Enterprises
Ann Harper, Representative for the Mission Regional Chamber of Commerce (MRCC)
Cory Padula, DragonAire Cooking Technologies Inc.
Wade Peary, Riverside College
Pia Ritch, Mission Community Skills Centre Society
Dan Schubert, Schubert Plumbing & Heating Ltd
Raymond Szabada, Sumas Regional Consortium for High Tech. (SRCTec)
Beverly Toews, Fraser Pacific Enterprises Inc.
Craig Toews, University of the Fraser Valley (UFV)

**Staff:**
Stacey Crawford, Economic Development Officer
Gina MacKay, Manager of Long Range Planning
Ron Poole, Chief Administration Officer
Clare Seeley, Executive Assistant for Economic Development

1. **CALL TO ORDER**
   
   R. Blondin called the meeting to order.

2. **ADOPTION OF AGENDA**
   
   Moved by A. Harper and seconded by W. Peary
   
   That the agenda of the Economic Development Select Committee meeting held on January 11, 2017 be approved as circulated.
   
   CARRIED

3. **MINUTES FOR APPROVAL**
   
   Moved and seconded,
   
   That the minutes of the November 8, 2016 meeting of the Economic Development Select Committee be approved.
   
   CARRIED
   
   B. Toews requested that the minutes be made available to the group as soon as they are drafted.
   
   **Action:** C. Seeley to distribute the draft Minutes to the group once available and with the meeting Agenda.
P. Ritch joined the meeting at 8:02 a.m.

4. NEW BUSINESS

(a) Planning update (OCP)

- **Official Community Plan**
  The OCP goes live on January 24, 2017, with an Open House at the Clarke Theatre. Further sessions will be held at Silverdale on January 25, Steelhead on January 31 and Stave Falls on February 1.

  **Action:** G. MacKay to e-mail EDSC members the invitation.

- **Development Statistics**
  G. MacKay provided a Planning Update Report (see attached handout for full details).

  This was a record year for Mission with 133 enquiries and 90 formal development applications.

(b) Downtown discussion

Discussion ensued regarding the Downtown, with the group agreeing that the big picture was to bring people to the area.

- **Possibilities:**
  Previous Plan (to be reviewed)
  People gathering
  Events (possibly between 1\(^{st}\) and 2\(^{nd}\) Avenue that do not require major road closures)
  Art work and green space

  Examples that have worked include New Westminster, Abbotsford, Ladner, Portland, Eugene and Salem.

- **Limitations:**
  Highway 7 through the downtown.

  **Action:** S. Crawford to provide the previously completed Downtown Action Plan to the group.
(c) Economic Development update

- **Waterfront Redevelopment**

A report will be presented to Council on February 20, 2017 which will include recommendations on the strategy, timeline and budget to complete the pre development planning of the Waterfront.

A draft timeline has been created:


Compile available technical studies and evaluate what is still required with estimated costs and timelines for completion. Identify development constraints – February 6, 2017.


There have been preliminary meetings with the Planning and Engineering Departments and discussion has begun with some of the landowners, which will continue over the coming months.


- **Industrial Lands**

Council are looking to increase the industrial land base, with an employment target of 32,000 jobs by 2053, this sees the number of available jobs increase by 13,655.

The Silverdale flats have been identified as the most appropriate site to develop, representing approximately 600 acres. This will require moving land from the Agricultural Land Reserve (ALR). Initial discussion with the Agricultural Land Commission (ALC) was helpful, with the guidance that this should be a community driven dialogue, in line with the OCP.

A meeting with the landowners will occur in March or April, 2017 as they must all give consent for the land designation to change, this will follow a similar process to the Waterfront engagement process.

There are currently no plans to undertake geotechnical studies of the area.

S. Crawford is currently meeting with surrounding municipalities to discuss how they successfully moved lands from the ALR.

Brownfield infill will also be reviewed across Mission’s key industrial areas, along with identifying a Waterfront migration strategy. A list of current Waterfront businesses has been created, with approximately 70 identified, primarily automotive, retail, forestry and machine and fabrication shops.

**Action:** EDSC members to provide R. Blondin with feedback on the Primary Industry Report.
(d) Selection of EDSC Vice-Chair
As there have been no recommendations, the vacancy for the EDSC will be advertised, after which the Vice-Chair position will be established.
Action: C. Seeley to advertise the EDSC position.

5. NEXT MEETING

EDSC Regular Meeting – Wednesday, March 1, 2017.

6. ADJOURNMENT

Moved by R. Blondin
That the meeting be adjourned.
CARRIED
The meeting adjourned at 09:31 a.m.
The Minutes of the Parks and Recreation Advisory Committee meeting held in the Conference Room at the Mission Leisure Centre on Wednesday, February 15, 2017 commencing at 7:00 p.m.

Members Present: Paul Hockridge, Chair  
Ed Hodson  
Bob Ingram  
Dan Schubert  
Jim Shaw  
Danica Stene  
Laura Wilson

Members Absent: Manpreet Brar  
Rich Vigurs

Others Present: Stephanie Key, Deputy Director of Parks, Recreation and Culture  
Rachel Kleindienst, Booking Clerk  
Maureen Sinclair, Director of Parks, Recreation and Culture

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. ADOPTION OF AGENDA

Moved by B. Ingram and seconded by E. Hodson,  
That the following item be added to this agenda under “New Business”  
   b) Canada Day Fireworks

CARRIED

3. MINUTES FOR APPROVAL

Moved by D. Schubert and seconded by D. Stene,  
That the minutes of the January 10, 2017 meeting of the Parks and Recreation Advisory Committee be approved.

CARRIED
4. BUSINESS ARISING

(a) Master Plan Input Session/Update

M. Sinclair summarized the information from the sessions with Council discussing the Master Plan. A common theme was community programming. The notes from the sessions have been sent to the Councillors to review for corrections or additions. M. Sinclair to forward notes to committee once returned from Council.

(b) Fees and Charges Discussion

S. Key led the discussion on the PLAY Pass program and some of the challenges the department faces with issuing the low-income pass. The department uses Statistics Canada’s determination of low income as a guideline for determining the families that are below the threshold and therefore eligible for the pass. Those on social assistance automatically qualify. Approximately one-half to two-thirds of issued passes are those on social assistance.

Most families that apply meet the required criteria, only approximately 5% are denied. There is no limit to the number of passes that can be approved, yet only between 55 – 60% of passes are utilized each year.

Many of the challenges faced for determining eligibility are;

- Household size – Mission has a lot of suites,
- Must be a 3 month resident of Mission – this was reduced from 6 months,
- Group Homes – most homes are given a set number of passes to distribute as most of the members are transient and don't meet the 3 month resident requirement,
- False information given – common-law, self-employed, etc.,
- District of Mission boundaries – east of Shook Road is not eligible as they pay taxes to FVRD, their closest recreation centre is in Hope, who does not have a low-income program.

The number of visits/passes is 52 per year. Average use is probably 25 of the 52. There are a very low number of individuals that use up these visits very quickly (less than 3-4 months). Currently each PLAY pass holder must wait one year from issue before they can re-apply.

Discussion ensued regarding the possibility of allowing the individuals that use their passes before the year is up having the opportunity to re-apply sooner or remove the 52 visit cap entirely.

Moved by E. Hodson and seconded by D. Stene,

That an individual can be eligible to apply for more visits to the Leisure Centre, within the same year.

CARRIED
5. NEW BUSINESS

(a) Super Seniors Program
Many communities offer Senior (60+), and Super-Senior (over 80) discounts on their rates to their facilities and programs. In the 60’s and 70’s many seniors were living below the poverty line, this has trended to the opposite in recent years. The senior demographic is growing and stats show that 50 – 55% are not financially disadvantaged. The Committee discussed the need of a Super-Senior Pass and felt it is not warranted.

(b) Canada Day Fireworks
Mission Raceway has approached the District with regards to combining efforts for the 2017 Canada Day fireworks display. Discussion ensued with regards to the limited space for the display at Fraser River Heritage Park compared to the limited space and feasibility for parking and families at the race track. It was decided to extend an invite to Mission Raceway to attend the next Parks Advisory Committee meeting on March 7th to discuss further.

7. NEXT MEETING
Tuesday, March 7, 2017 at 7:00pm in room #3.

8. ADJOURNMENT
Moved by B. Ingram and seconded by E. Hodson,
That the meeting of the Parks and Recreation Advisory Committee be adjourned.
CARRIED
The meeting adjourned at 8:40 p.m.
DISTRICT OF MISSION

BYLAW 5622-2017-4052(47)

Bylaw to amend "District of Mission Official Community Plan Bylaw 4052-2008"

WHEREAS, under the provisions of the Local Government Act, a Council may, by bylaw, adopt one or more community plans for one or more areas;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Official Community Plan Bylaw 4052-2008" and amended same from time to time;

AND WHEREAS the Council deems it desirable and in the public interest to further amend the Official Community Plan Bylaw;

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

1. This Bylaw may be cited for all purposes as "District of Mission Official Community Plan Amending Bylaw 5622-2017-4052(47))."

2. "District of Mission Official Community Plan Bylaw 4052-2008" as amended, is hereby further amended by:
   a) redesignating the properties located at 8540, 8554 and 8590 Nottman Street and legally described as:
      Parcel Identifier: 017-711-762
      Lot 1 South Half of the North West Quarter Section 28, Township 17, New Westminster District Plan LMP3590
      Parcel Identifier: 009-242-007
      Lot 2 Except: Part Subdivided by Plan 35466: Section 28, Township 17, New Westminster District Plan 23197
      Parcel Identifier: 029-781-124
      Lot A, Section 28, Township 17, New Westminster District Plan EPP57128

      from Urban Residential Compact Cluster to Urban Residential Compact; and

   b) amending the official community plan maps accordingly.

READ A FIRST TIME this __ day of ___, 2017

COUNCIL CONSIDERATION OF SECTION 477 OF THE LOCAL GOVERNMENT ACT given this __ day of ___, 2017

PUBLIC HEARING held this __ day of ___, 2017

READ A SECOND TIME this __ day of ___, 2017

READ A THIRD TIME this __ day of ___, 2017
ADOPTED this __ day of ____, 2017

RANDY HAWES, MAYOR

MIKE YOUNIE, CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5623-2017-5050(232)

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 5623-2017-5050(232)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the properties located at 8540, 8554 and 8590 Nottman Street and legally described as:

   Parcel Identifier: 009-242-007 Lot 2 Except: Part Subdivided by Plan 35446; Section 28 Township 17 New Westminster District Plan 23197

   Parcel Identifier: 017-711-762 Lot 1 South Half of the North West Quarter Section 28 Township 17 New Westminster District Plan LMP3590

   Parcel Identifier: 017-711-771 Lot 2 South Half of the North West Quarter Section 28 Township 17 New Westminster District Plan LMP3590

   from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 465 Secondary Dwelling (RC465s) Zone, as shown on Appendix A attached to and forming part of this bylaw; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2017

READ A SECOND TIME this ___ day of ___, 2017

PUBLIC HEARING held this ___ day of ___, 2017

READ A THIRD TIME this ___ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR

MIKE YOUNIE, CORPORATE OFFICER
APPENDIX A

PORTIONS OF PROPERTIES TO BE REZONED FROM S36 TO RC465s

PORTIONS OF PROPERTIES TO BE REZONED FROM S36 TO RC465
DISTRICT OF MISSION

BYLAW 5613-2016-5050(226)

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 5613-2016-5050(226)."

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

   a) rezoning the property located at 33936 McPhee Place and legally described as:
      Parcel Identifier: 029-470-021
      Lot 14 Section 27 Township 17 New Westminster District Plan EPP45267
      from Urban Residential 465 (R465) Zone to Urban Residential 465 Secondary Dwelling (R465s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2017
READ A SECOND TIME this ___ day of ___, 2017
PUBLIC HEARING held this ___ day of ___, 2017
READ A THIRD TIME this ___ day of ___, 2017
ADOPTED this ___ day of ___, 2017

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
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 5625-2017-5050(233)."

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

   a) rezoning the properties located at 32290 and 32336 Lougheed Highway and legally described as:

      Parcel Identifier: 004-639-561
      Lot 29 Section 17 Township 17 New Westminster District Plan 40876

      Parcel Identifier: 004-639-570
      Lot 4 Except Part on SRW Plan LMP24377, Section 17 Township 17 New Westminster District Plan 8282

      Parcel Identifier: 004-639-596
      Lot 5, Except Part on SRW Plan LMP 24377, Section 17, Township 17, New Westminster District Plan 8282

      from Urban Residential 558 (R558) Zone to Commercial Highway Two (CH2) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2017
READ A SECOND TIME this ___ day of ___, 2017
PUBLIC HEARING held this ___ day of ___, 2017
READ A THIRD TIME this ___ day of ___, 2017
APPROVED by the Ministry of Transportation and Infrastructure this ___ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR

MIKE YOUNIE, CORPORATE OFFICER
WHEREAS Council of the District of Mission, under Section 137 of the Community Charter, has the power to amend or repeal bylaws;

AND WHEREAS Council of the District of Mission, under Section 546 of the Local Government Act, has the power to amend, modify or discharge Land Use Contracts;

AND WHEREAS the Council of the District of Mission did, on the 7th day of October, 1975 enact a bylaw cited as "District of Mission Land Use Contract Bylaw No. 455-1975";

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 Contract Repeal Bylaw 5626-2017".

2. The Land Use Contract between the District of Mission and Mission Builders Market Limited, for the property legally described as:

   Parcel Identifier: 004-639-570
   Lot 4 Except Part On SRW Plan LMP24377, Section 17 Township 17 New Westminster District Plan 8282

   is hereby discharged.

3. "District of Mission Land Use Contract Bylaw No. 455-1975" is hereby repealed.
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 5632-2017-5050(238)."

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

   a) rezoning the property located at 7354 Wren Street and legally described as:

      Parcel Identifier: 010-500-103
      Lot 1 Section 20 Township 17 New Westminster District Plan 19303

      from Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone for the western portion of the property; and

      from Urban Residential 558 (R558) Zone to Residential Two Unit (RT465) Zone for the eastern portion of the property, as shown on Schedule A attached to and forming part of this bylaw; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2017
READ A SECOND TIME this __ day of ___, 2017
PUBLIC HEARING held this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
APPROVED by the Ministry of Transportation and Infrastructure this __ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR
MIKE YOUNIE, CORPORATE OFFICER
SCHEDULE A

Legend

- Cross Hatched area to be rezoned from Urban Residential 558 Zone to Residential Compact 465 Zone
- Shaded area to be rezoned from Urban Residential 558 Zone to Residential Two Unit Zone
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 5633-2017-5050(239)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the properties located at 32554, 32596 and 32598 Cherry Avenue and legally described as:
      Parcel Identifier: 018-332-684
      Lot B Section 29 Township 17 New Westminster District Plan LMP11194

      Parcel Identifier: 005-742-561
      Lot 1 Section 29 Township 17 New Westminster District Plan 59377

      Parcel Identifier: 002-177-455
      Lot 2 Section 29 Township 17 New Westminster District Plan 59377

   from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone for the western and southern portions of the properties; and

   from Suburban 36 (S36) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone for the north-eastern portions of the properties, as shown on Schedule A attached to and forming part of this bylaw; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2017

READ A SECOND TIME this __ day of ___, 2017

PUBLIC HEARING held this __ day of ___, 2017

READ A THIRD TIME this __ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
SCHEDULE A

Legend

Cross Hatched area to be rezoned from Suburban 36 Zone to Residential Compact 372 Secondary Dwelling Zone

Shaded area to be rezoned from Suburban 36 Zone to Residential Compact 465 Zone
DISTRICT OF MISSION

BYLAW 5635-2017-5050(240)

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 5635-2017-5050(240)."

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

   a) rezoning the property located at 7297 Wardrop Street and legally described as:

   Parcel Identifier:  001-621-467
   Lot 30 District Lot 165 Group 3 Section 20 Township 17 New Westminster District Plan 24829

   from Residential Two Unit (RT465) Zone to Residential Compact 372 (RC372) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2017
READ A SECOND TIME this __ day of ___, 2017
PUBLIC HEARING held this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
APPROVED by the Ministry of Transportation and Infrastructure this __ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
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 5636-2017-5050(241)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the properties located at 33880, 33904, and 33930 Prentis Avenue and legally described as:
      Parcel Identifier: 009-384-481
      Lot 3 Section 22 Township 17 New Westminster District Plan 16442
      Parcel Identifier: 013-373-919
      Parcel "One" (Reference Plan 12952) of Parcel "A" (Reference Plan 6080) North West Quarter Section 22 Township 17 New Westminster District
      Parcel Identifier: 007-791-062
      Parcel "A" (Reference Plan 6080) North West Quarter Section 22 Township 17 Except: Parcel "One" (Reference Plan 12952), New Westminster District
      from Rural Residential 7 (RR7) Zone to Residential Compact 372 (RC372) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2017
READ A SECOND TIME this ___ day of ___, 2017
PUBLIC HEARING held this ___ day of ___, 2017
READ A THIRD TIME this ___ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR

MIKE YOUNIE, CORPORATE OFFICER
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 5638-2017-5050(243)."

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

   a) rezoning the property located at 33759 Ferndale Avenue and legally described as:
      Parcel Identifier: 010-205-403
      Lot "D" Section 34 Township 17 New Westminster District Plan 16754
      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2017
READ A SECOND TIME this __ day of ___, 2017
PUBLIC HEARING held this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
ADOPTED this __ day of ___, 2017

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

BYLAW 5639-2017-5050(244)

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 5639-2017-5050(244)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 32973 10th Avenue and legally described as:
      Parcel Identifier: 002-343-401
      Lot 28 Section 21 Township 17 New Westminster District Plan 2676
      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 ___, 2017
READ A SECOND TIME this __ day of ___, 2017
PUBLIC HEARING held this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
ADOPTED this __ day of ___, 2017

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

BYLAW 5640-2017-5050 (245)

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
5640-2017-5050 (245)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended
by:
   a) rezoning the property located at 9953 Stave Lake Street and legally described as:
      Parcel Identifier: 010-537-180
      Lot 6 Section 3 Township 18 New Westminster District Plan 19653
      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s)
      Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2017
READ A SECOND TIME this ___ day of ___, 2017
PUBLIC HEARING held this ___ day of ___, 2017
READ A THIRD TIME this ___ day of ___, 2017
ADOPTED this ___ day of ___, 2017

RANDY HAWES, MAYOR            MIKE YOUNIE, CORPORATE OFFICER
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 5641-2017-5050(246)."

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

   a) rezoning the property located at 9319 Stave Lake Street and legally described as:

      Parcel Identifier: 005-824-362
      Lot 32 Section 34 Township 17 New Westminster District Plan 59869

      from Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2017
READ A SECOND TIME this __ day of ___, 2017
PUBLIC HEARING held this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
WHEREAS, a local government:

a) must designate a person or group of persons as the head of the municipality for the purposes of the Freedom of Information and Protection of Privacy Act; and

b) may set any fees the municipality requires to be paid under section 75 of the Freedom of Information and Protection of Privacy Act.

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

1.0 CITATION

This Bylaw may be cited as the "District of Mission Freedom of Information Bylaw 5560-2016".

2.0 DEFINITIONS

2.1 The definitions contained in schedule 1 of the Act shall apply to this Bylaw.

2.2 In this Bylaw:


“Applicant” means a person requesting a record under section 5 of the Act.

“Commercial Applicant” means a person requesting a record under section 5 of the Act for the purpose of doing business and whose primary purpose is connected with or engaged in commerce.

“Coordinator” means the person designated in section 3.2 of this Bylaw as the Information and Privacy Coordinator.

“Council” means the current Mayor and Council Members of the District.

“District” means the District of Mission.

“Request” means a written request under section 5 of the Act.
3.0 ADMINISTRATION

3.1 The Council shall designate the Corporate Officer to be the Head for the purposes of the Act.

3.2 The Council shall designate the Deputy Corporate Officer to be the Information and Privacy Coordinator.

4.0 POWERS AND DUTIES OF THE COORDINATOR

4.1 The Coordinator must perform the duties and exercise all the functions of the Head under the Act as summarized in section 5 of this Bylaw.

4.2 The Coordinator must comply with an order of the Information and Privacy Commissioner whose powers are outlined in section 42 to 44 of the Act.

4.3 The Coordinator must refuse to disclose information to an Applicant if the disclosure is prohibited or restricted by or under another act.

5.0 RESPONDING TO REQUESTS

Duty to Assist Applicants

5.1 The Coordinator shall make every reasonable effort to assist Applicants and respond to Requests, without delay, in an open, accurate and complete manner.

Contents of Response

5.2 a) The Coordinator shall provide a response to the Applicant which includes information as to whether or not the Applicant is entitled to access the record, or part of the record, and, if applicable, where, when and how access will be given.

b) If the Applicant is not entitled to access the record the Coordinator will provide the reasons for the refusal and the provision of the Act upon which the refusal is based. The Coordinator will also provide their name, title, business address and business telephone number and advise the Applicant they may ask for a review of the decision under section 52 of the Act.

Means of Access to Requested Information

5.3 If the Act allows the Applicant access to the requested record, or part of the requested record, the Coordinator may provide:

a) a photocopy of the record, or part of the record, if requested by the Applicant;

b) a copy of the record, or part of the record, saved to CD or DVD, if requested by the Applicant; or

c) an opportunity to examine the record, or part of the record, if requested by the Applicant or if the record cannot reasonably be copied.
Notification

5.4 The Coordinator:
   a) must give written notice to the third party and the Applicant if he intends to give access to a record that contains information that may be excepted from disclosure under section 21 or 22 of the Act; and
   b) may give written notice to a third party if he does not intend to give access to a record that contains information excepted from disclosure under section 21 or 22 of the Act.

Public Interest

5.5 As per section 25 of the Act, the Coordinator must, without delay, disclose to the public, to an affected group of people or to an Applicant, information:
   a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or
   b) the disclosure of which is, for any other reason, clearly in the public interest.

6.0 FEES

6.1 An Applicant making a Request for a record shall pay the District the applicable fees as set out in Schedule 1 of the Freedom of Information and Protection of Privacy Regulation, B.C. Reg. 155/2012, O.C. 491/2012 for the purposes of:
   a) locating, retrieving and producing the record;
   b) preparing the record for disclosure;
   c) shipping and handling the record; and
   d) providing a copy of the record.

6.2 An Applicant making a Request for a record shall not be required to pay a fee for:
   a) their own personal information;
   b) the first 3 hours spent locating and retrieving a record; or
   c) the time spent severing information from a record.

6.3 If an Applicant is required to pay a fee for services under section 6.1 of this Bylaw, the District:
   a) must give the Applicant a written estimate of the total fee before providing the service; and
   b) may require the Applicant to pay a deposit in the amount set by the Head.

7.0 PROTECTION OF INFORMATION

The District must protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
8.0 REPEAL

The “District of Mission Freedom of Information Bylaw 2837-1994” and all amendments are repealed.

READ A FIRST TIME this __ day of ___, 2017
READ A SECOND TIME this __ day of ___, 2017
READ A THIRD TIME this __ day of ___, 2017
ADOPTED THIS __ day of ___, 2017

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

BYLAW 5631-2017

A Bylaw to name two extensions of road 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 (McTaggart Street Extension and Ewert Avenue Extension) Bylaw 5631-2017".

2. One new road and an extension of road over potions of property located at 8394 McTaggart Street and legally described as:

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

shall be named as follows:

   a) extension of road extending southerly from McTaggart Street, intersecting with Henry Avenue and running generally north to south as McTaggart Street (Extension), and

   b) extension of road extending easterly from Ewert Avenue from the intersection of Ewert Avenue and McTaggart Street as Ewert Avenue (Extension).

as shown on Schedule “A” attached to and forming part of this Bylaw.

READ A FIRST TIME this __ day of _____, 2017

READ A SECOND TIME this __ day of _____, 2017

READ A THIRD TIME this __ day of _____, 2017

ADOPTED this __ day of _____, 2017

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

BYLAW 5634-2017

A Bylaw to name a new street and two extensions of road 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 (Breakey Street, McQuarrie Lane Extension, Lissimore Avenue Extension) Bylaw 5634-2017”.

2. One new road and two extensions of road over potions of property located at 32554, 32596 and 32598 Cherry Avenue and legally described as:
   - Parcel Identifier: 018-332-684
     Lot B Section 29 Township 17 New Westminster District Plan LMP11194
   - Parcel Identifier: 005-742-561
     Lot 1 Section 29 Township 17 New Westminster District Plan 59377
   - Parcel Identifier: 002-177-455
     Lot 2 Section 29 Township 17 New Westminster District Plan 59377

shall be named as follows:
   a) new road running generally north to south and extending south from Cherry Avenue, intersecting with McQuarrie Lane and Lissimore Avenue, as Breakey Street,
   b) extension of road extending westerly from McQuarrie Lane, intersecting with Breakey Street, and running generally east to west as McQuarrie Lane (Extension), and
   c) extension of road extending westerly from Lissimore Avenue, intersecting with Breakey Street, and running generally east to west as Lissimore Avenue (Extension),

as shown on Schedule “A” attached to and forming part of this Bylaw.

READ A FIRST TIME this __ day of _____, 2017
READ A SECOND TIME this __ day of _____, 2017
READ A THIRD TIME this __ day of _____, 2017
ADOPTED this __ day of _____, 2017

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

BYLAW 5642-2017

A Bylaw to name an extension of a street and a new 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 (Prentis Avenue Extension and Tooley Place) Bylaw 5642-2017".

2. One new road and an extension of road over portions of property located at 33904, 33880 and 33930 Prentis Avenue and legally described as:

   Parcel Identifier: 013-373-919
   Parcel “One” (Reference Plan 12952) of Parcel “A” (Reference Plan 6080) North West quarter Section 22 Township 17, New Westminster District

   Parcel Identifier: 009-384-481
   Lot 3, Section 22, Township 17, New Westminster District Plan 16442

   Parcel Identifier: 007-791-062
   Parcel “A” Reference Plan 6080) North West Quarter, Section 22, Township 17, Except: Parcel “One” (Reference Plan 12592), New Westminster District

shall be named as follows:

a) new road running generally southwest to northeast as Tooley Place, and

b) extension of road extending northeasterly from Prentis Avenue to intersect with Tooley Place as Prentis Avenue (Extension).

as shown on Schedule “A” attached to and forming part of this Bylaw.

READ A FIRST TIME this __ day of _____, 2017

READ A SECOND TIME this __ day of _____, 2017

READ A THIRD TIME this __ day of _____, 2017

ADOPTED this __ day of _____, 2017

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
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 5627-2017-5050(234)."

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

   a) rezoning the property located at 32857 Best Avenue and legally described as:
      Parcel Identifier: 012-422-894
      Lot 2 Section 28 Township 17 New Westminster District Plan 79781
      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 6th day of March, 2017
READ A SECOND TIME this 6th day of March, 2017
PUBLIC HEARING held this ___ day of ___, 2017
READ A THIRD TIME this ___ day of ___, 2017
ADOPTED this ___ day of ___, 2017

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

BYLAW 5628-2017-5050(235)

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 5628-2017-5050(235)."

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

   a) rezoning the properties located at 9981 Willingdon Street and 33249 Richards Avenue and legally described as:

      Parcel Identifier: 029-293-995
      Lot B Section 4 Township 18 New Westminster District Plan EPP35885

      Parcel Identifier: 017-817-650
      Lot 2 Section 4 Township 18 New Westminster District Plan LMP4946

      from Rural 16 (RU16) Zone and Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this 6th day of March, 2017

READ A SECOND TIME this 6th day of March, 2017

PUBLIC HEARING held this __ day of ___, 2017

READ A THIRD TIME this __ day of ___, 2017

ADOPTED this __ day of ___, 2017

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

BYLAW 5629-2017-5050(236)

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 5629-2017-5050(236)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 32163 Bueckert Avenue and legally described as:
      Parcel Identifier: 024-655-635
      Lot 1 Section 20 Township 17 New Westminster District Plan
      LMP44349
      from Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this 6th day of March, 2017
READ A SECOND TIME this 6th day of March, 2017
PUBLIC HEARING held this ___ day of ___, 2017
READ A THIRD TIME this ___ day of ___, 2017
APPROVED by the Ministry of Transportation and Infrastructure this ___ day of ___, 2017
ADOPTED this ___ day of ___, 2017

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

BYLAW 5630-2017-5050(237)

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 5630-2017-5050(237)."

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

   a) rezoning the property located at 32811 4th Avenue and legally described as:

      Parcel Identifier: 011-603-798
      Lot 7 Block 13 Section 21 Township 17 New Westminster District Plan 332

      Parcel Identifier: 011-603-801
      Lot 8 Block 13 Section 21 Township 17 New Westminster District Plan 332

      from Residential Two Unit (RT465) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this 6th day of March, 2017

READ A SECOND TIME this 6th day of March, 2017

PUBLIC HEARING held this ___ day of ___, 2017

READ A THIRD TIME this ___ day of ___, 2017

APPROVED by the Ministry of Transportation and Infrastructure this ___ day of ___, 2017

ADOPTED this ___ day of ___, 2017

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

BYLAW 5480-2015-5050(165)

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 5480-2015-5050(165)".

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

   a) rezoning the property located at 7883 Cedar Street and legally described as:

      Parcel Identifier: 010-331-751
      Lot 1 Section 20 Township 17 New Westminster District Plan 18084

      from the Urban Residential 558 (R558) Zone to the Residential Compact 372 Secondary Dwelling (RC372s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this 19th day of January, 2015

READ A SECOND TIME this 19th day of January, 2015

PUBLIC HEARING held this 2nd day of February, 2015

READ A THIRD TIME this 2nd day of February, 2015

ADOPTED this

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
1. PUBLIC HEARINGS

Zoning Amending Bylaw 5480-2015-5050(165)

R13-031 (D & D Design Ltd.) — a bylaw to rezone property at 7883 Cedar Street from Urban Residential 558 Zone (R558) to Residential Compact 372 Secondary Dwelling Zone (RC372s)

The purpose of the proposed Zoning Bylaw amendment is to rezone the property located at 7883 Cedar Street and legally described as:

Parcel Identifier: 010-331-751
Lot 1 Section 20 Township 17 New Westminster District Plan 18084

from Urban Residential 558 Zone (R558) to Residential Compact 372 Secondary Dwelling Zone (RC372s).

The Mayor opened the public hearing at 7:42 p.m.

Mike Younie, Director of Development Services, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map and site photos.
3. Topography and watercourse information.
4. Proposed site plan.
5. Current Official Community Plan (OCP) designation and neighbouring property OCP designations.

It is noted that as parking is not permitted within lanes in Mission, a covenant requiring a total of four off street parking spots will be required on each lot. Staff supports the application going forward and as such have listed the Zoning Amending bylaw under the “Bylaws for Consideration” section of the agenda for consideration of third reading.

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

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

Steve Jenson expressed concern with traffic on Charnley Street and available parking spots for the proposed new homes. Staff responded that the proposed development includes an attached garage with two parking spaces, with an additional two parking spaces in the driveway. No additional parking is designated on Charnley Street.

Darren Hall, the developer, confirmed that the garage will have two parking spaces and four spaces outside the garage. The garage will be accessed by laneway.

Peter Bulla noted that parking is not permitted in Mission laneways and that any issues that may arise regarding parking in the laneway could be remedied through bylaw enforcement.

Hearing no further questions or comments, the Mayor declared the Public Hearing for the District of Mission Zoning Amending Bylaw 5480-2015-5050(165) R13-031 (D & D Design Ltd.) closed at 7:49 p.m.
DATE: January 19, 2015
TO: Mayor and Council
FROM: Parissa Shafizadeh, Planner
SUBJECT: Rezoning application for the property located on 7883 Cedar Street to facilitate a 4 lot residential compact subdivision
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Aerial Photo 2012
Appendix 3 – Topography and Watercourse Map
Appendix 4 – Draft Plan of Subdivision
Appendix 5 – Engineering Comments
Appendix 6 – Parks, Recreation and Culture Department Comments

CIVIC ADDRESS: 7883 Cedar Street
APPLICANT: D & D Design Ltd. on behalf of property owner Perwez Iqubal
OCP: This application is not in conformance with the current OCP designation of Urban Compact – Multiple Family
DATE APPLICATION COMPLETE: December 10, 2014
LOCATION:
OVERVIEW AND STAFF COMMENTS

This report details the rezoning application for the property located on 7883 Cedar Street and identifies the necessary amendment to the Zoning Bylaw to facilitate the subdivision of the property into four (4) residential lots. Staff support the application moving forward and as such have listed the Zoning Amendment Bylaw under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for February 2, 2015.

SUMMARY

A development application has been received for the property located on 7883 Cedar Street. The location and aerial photo are provided with Appendix 2. The application seeks to rezone the property from Urban Residential 558 Zone (R558) to Residential Compact 372 Secondary Dwelling Zone (RC372s) to allow a four (4) lot compact single-family residential subdivision. The rezoning will also allow each lot the potential for a legal secondary dwelling unit in the form of secondary suite. The proposed rezoning and development proposal is consistent with the property’s Official Community Plan (OCP) designation of Urban Compact – Multiple Family. As this development is identified as intensive residential development, any home constructed on the new lots will be subject to development permit guidelines for form and character.

SITE CHARACTERISTICS

The subject property is approximately 0.28 hectares (0.69 acres) in size and is located at the corner of Cedar Street and Charnley Avenue. The property contains an abandoned existing single family dwelling with dilapidated outbuildings which will be removed as part of the associated subdivision of the lands. The property slopes southward across its northern property line, where the central and southern portions of the property are generally flat lying except for the south-west corner of the lot (riparian area of a tributary of Windebank Creek) which drops off at a slope greater than 33% (Appendix 3).

ZONING BYLAW COMPLIANCE (Bylaw 5050-2009)

The subject property is currently zoned Urban Residential 558 (R558) with a minimum lot area of 558.0 square metres (6,006 square feet). Considering the property’s OCP designation of Urban Compact – Multiple Family, the applicant proposes to rezone the property to Residential Compact 372 Secondary Dwelling Zone (RC372s) which allows lots with a minimum size of 372.0 square metres (4,004 square feet). The applicant did not wish to pursue a multi-family development which would also be supported by the OCP, but opted to rezone the property to allow a subdivision into four (4) residential compact lots. Appendix 4 provides a conceptual layout of the subdivision.

The zoning regulations for the RC372s zone encourage lots with lane access. While this requirement ensures that the access to off-street parking is provided from the lane to rear detached garages and that homes constructed on these narrower lots do not exhibit the garage as the dominant feature along the fronting street, the District’s Highway Access Bylaw also provides this restriction for traffic safety purposes. To meet this requirement, the development proposes a 9.0 metre (29.5 feet) wide lane on the west portion of the site.

A rezoning to the RC372s will also allow for a secondary dwelling unit in the form of a coach house, garden cottage and secondary suite. Given the restrictions on on-street parking for these lots, the applicant is required to register a restrictive covenant restricting the secondary dwelling option to a secondary suite only. In addition, one (1) parking space that is separate and unencumbered from the
off-street parking of the primary residence will be provided for each secondary dwelling unit. Considering that the access to the new lots will be prohibited from Cedar Street and parking is not permitted along Cedar Street and on the proposed lane, providing adequate off-street parking for both primary and secondary dwelling is necessary. To address this potential parking issue, it is required that the any proposed secondary dwelling be restricted to a secondary suite each with a minimum two parking spaces. The applicant is required to register a covenant on title of the proposed lots to ensure that these requirements will be met at the building permit stage.

PLANNING ANALYSIS

Neighbourhood Character

The subject property is situated within the Urban Infill Area of Mission and surrounded primarily by single-family residential zoned properties. These neighbouring properties have lot areas ranging from 300.0 square metres (3230.0 square feet) to 0.2 hectares (0.49 acres) and are designated either Urban Residential or Urban Compact – Multiple Family in the OCP. The neighbouring property to the northeast east of Cedar Street is under a land use contract allowing multi-family strata complex. Overall, the proposed four lot development is consistent with the neighbourhood density and the OCP designation of the surrounding area.

Geohazard Hazard Assessment

A geohazard hazard assessment was prepared by Landtec Consultants Ltd., dated December 2014. The purpose of the assessment was to evaluate soil conditions and to identify any mitigative works that would be needed ensure the site is safe for the use intended. A covenant will be registered as part of the subdivision to ensure that the recommendations of the report are met at the time of subdivision development.

Intensive Residential Development Permit Area

Compact residential development on lands designated for Urban Compact – Multiple Family in the Urban Infill Area of Mission require issuance of an "Intensive Residential Development Permit". The OCP establishes guidelines for the form and character of intensive residential development by facilitating a higher standard of building design, housing alternatives, site compatibility and site aesthetics that promote the important qualities of a vibrant residential neighbourhood. The applicant is required to register a covenant to ensure that the new homes constructed meet the Intensive Residential Development Permit Guidelines as outlined in the OCP.

Approval of Intensive Residential Development Permits has been delegated to the Director of Development Services and as such no approval from Council is required.

Tree Retention

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of eight (8) trees; i.e., two (2) trees for each of the four (4) lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant tree (trees having a caliper of 0.2 metres or greater) that will be removed except within the proposed municipal infrastructure necessary to complete the development.

Parks and Trails (Section 941 of the Local Government Act, and the Parks and Trails Master Plan)

The OCP has not identified lands for neighbourhood parkland on the subject property. Provisions of the Local Government Act authorize a local government to receive up to 5% of the land value as cash in lieu contribution for parkland. As the proposed development is in proximity to the land designated park in the OCP located at the corner of Cedar Street and 14th Avenue, and the Horne Creek trail, it is recommended that parkland dedication be accepted as cash-in-lieu.
Community Amenity Contribution (CAC) (LAN. 40 – Financial Contribution for Community Amenities)

It is recognized that residential development imposes a unique financial burden on the community by creating a need or demand for new/upgraded public facilities or amenities. In order to address this unique financial burden, rezoning applicants are requested to make a contribution to the District’s Community Amenity Reserve Fund for new/upgraded public facilities or amenities. The applicant has agreed to contribute $8,445 ($2,815 per new residential unit) as part of this rezoning application and in accordance with Council Policy LAN. 40 – COMMUNITY AMENITY CONTRIBUTIONS.

COMMUNICATION

The developer has posted two (2) development notification signs on the site summarizing 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., date, time and place). In addition, a notice will be mailed to the owners and to the occupiers of all properties within a distance of 152 metres (500 feet) of the development site notifying them of the public hearing details.

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 will be made 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.

REFERRALS

Engineering

The Engineering Department has no objection to the proposed development subject to completion of the engineering requirements as outlined in (Enter Appendix #).

Parks, Recreation and Culture

The Parks, Recreation and Culture Department has no objection to the project and recommends that park dedication be accepted as cash-in-lieu.

REQUIREMENT(S) PRIOR TO FINAL READING:

The Final Reading of the amending bylaw will be held until the following have been satisfied:

1. The community amenity contribution in the amount of $8,445 (for three new lots) is received.

2. A restrictive covenant is registered on title of all proposed lots to ensure that the Zone’s allowance for a secondary dwelling unit on each lot will only be in the form of a secondary suite and that the lot provide the secondary suite a minimum two off-street parking spaces.

INFORMATIONAL NOTES

In accordance with Section 941 of the Local Government Act and Council Policy LAN. 26, parkland dedication of five per cent (5%) is applied as cash in lieu to subdivision file S13-021.
SIGN-OFFS:

Parissa Shafizadeh, Planner

Reviewed by:
Dan Sommer, Manager of Planning

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

Civic Address: 7883 Cedar Street

PID: 010-331-751

Legal: Lot 1 Section 20 Township 17 New Westminster District Plan 18084
Appendix 2
Location and Aerial Photo (2012)

The existing house to be removed as part of the subdivision
Appendix 3
Topography and Watercourse
Appendix 4
Conceptual Plan of Subdivision

The proposed lane with the width of 9.0 m

Note: Additional Road dedication required along Charnley Avenue to meet Width requirements of the Subdivision Control Bylaw (not shown)

Shaded area indicates slopes of 33% or greater defined as undevelopable area

Lot 1
499.34 sq. m

Lot 2
498.9 sq. m

Lot 3
422.79 sq. m

Lot 4
847.9 sq. m
Appendix 5
Engineering Comments

Dec 15, 2014
CIVIC ADDRESS: 7883 Cedar Street
CURRENT ZONING: R558
REZ. FILE: R13-031
PROPOSED ZONING: RC372s

1. DOMESTIC WATER REQUIREMENTS:
   Municipal water is available on Charnley Avenue. No further upgrading is required.

2. SANITARY SEWER REQUIREMENTS:
   Municipal sanitary sewer is available on Cedar Street. No further upgrading is required.

3. STORM SEWER REQUIREMENTS:
   Municipal storm sewer is available within a right of way on the southern portion of the
   property. No further upgrading is required.

4. ROAD WORK REQUIREMENTS:
   Charnley Avenue and Cedar Street provide paved access to the site. No further
   upgrading is required.

   The site is to be accessed from a proposed lane off Charnely Avenue. As there will
   be no parking permitted on the lane, the Engineering Department requests that
   additional on site parking spaces beyond the minimum required by the Zoning Bylaw
   be considered.

RECOMMENDATION

From an engineering point of view the rezoning application may proceed to final adoption.

Prepared by

Sterling Chan
Engineering Technologist

Reviewed by

Tracy Kyle
Director of Engineering
Hi Parissa,

We do not have any objection to this rezoning/subdivision. Cash in lieu of parkland would be appropriate in this case. We do own land north of Charnley for future park development. If you have any further questions don’t hesitate to ask.

Stephanie

Stephanie Key
Deputy Director
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 March 6, 2017 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
Rogine Battel, Manager of RCMP Administration
* Alyn Beerda, RCMP Constable
* Kris Boland, Director of Finance
* Marcy Bond, Senior Planner
* 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
Dave Heyes, Manager of Forestry Business
Jay Jackman, Manager of Assets, Infrastructure and Projects
* Stephanie Key, Deputy Director of Parks, Recreation and Culture
* Tracy Kyle, Director of Engineering and Public Works
Bob O'Neal, Director of Forestry
Robert Publow, Manager of Planning
Jennifer Russell, Deputy Corporate Officer
Maureen Sinclair, Director of Parks, Recreation and Culture
* Dan Sommer, Director of Development Services
* Dale Unrau, Fire Chief
* Rob Wheeler, RCMP Sergeant
  *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 Alexis, seconded by Councillor Hamilton, and

   RESOLVED:
   1. That Late Item “Resolution to Exclude Public, Recess the Public Meeting until 7:00 p.m. and Immediately Convene into Closed Session” be added to the agenda immediately following Item 9, “Resolution to Rise from Committee of the Whole”; and
   2. That the agenda for the regular Council meeting of March 6, 2017 be adopted, as amended.

   CARRIED
3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Nicholson, seconded by Councillor Hinds, and

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

CARRIED

4. FORESTRY

Councillor Stevens assumed the Chair.

Forestry Operations 2016 Quarter 4 (Q4) Report

A report from the Manager of Forestry Business dated March 6, 2017 summarizing the 2016 fourth quarter financial results for the forestry operation and providing additional information on forestry reserves, strategies, plans, activities and challenges for the next year, was provided for the Committee’s information.

5. FIRE/RESCUE SERVICE

Councillor Plecas assumed the Chair.

Fire Underwriters Survey (FUS) – Fire Hall Location Analysis

A report from the Fire Chief dated March 6, 2017 presenting the Fire Underwriters Survey (FUS) Fire Hall Location Analysis was provided for the Committee’s information. The Fire Hall Location Analysis confirms the recommendation from the 1986 FUS review that a fire hall is needed in the Cedar Valley area and recommended identifying future fire hall locations in the Hatzic and Silverdale development lands in the new Official Community Plan for consideration as those areas develop.

Staff were directed to consider future fire hall needs as part of the ongoing community amenity contribution review.

6. PARKS, RECREATION AND CULTURE

Councillor Hamilton assumed the Chair.

Parks & Recreation Management Software

A report from the Deputy Director of Parks, Recreation and Culture dated March 6, 2017 seeking a budget increase to upgrade the Parks and Recreation management software to the PerfectMind software was provided for the Committee’s consideration.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That the existing $35,000 budget to upgrade Parks and Recreation management software be increased by $90,015 with funding from the General Capital Reserve Fund, for a total budget of $125,015 to facilitate the implementation of the PerfectMind software; and

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

CARRIED
Mission Rotary Sports Park Score Clock

A report from the Director of Parks, Recreation and Culture dated March 6, 2017 regarding a contribution from Mission Mid-Day Rotary Club for the purchase of a score clock at the Mission Rotary Sports Park was provided for the Committee’s consideration.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That the $20,000 contribution from the Mission Mid-Day Rotary Club for the purchase of a score clock from Nevco Integrated Display and Scoring Solutions for the new artificial turf field be accepted;

2. That the artificial turf field budget be increased by $20,000 to facilitate the score clock purchase, with funding from the Mission Mid-Day Rotary Club’s contribution;

3. That the Mission Mid-Day Rotary Club be thanked for their generous contribution; and

4. That the District’s Financial Plan be adjusted accordingly.

CARRIED

A grand re-opening of the Sports Park will be scheduled once the weather has improved and the last site works and landscaping is completed.

7. DEVELOPMENT SERVICES

Councillor Nicholson assumed the Chair.

Rezoning and Development Variance Permit Application to facilitate a 2-lot subdivision – 32857 Best Avenue

A report from the Planner dated March 6, 2017 detailing the rezoning and development variance permit applications to allow a two-lot subdivision for the property located at 32857 Best Avenue 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. Staff also support the development variance permit application, which will be listed for consideration under the “Development Permits for Consideration” section of the agenda at the time of adoption of the Zoning Amending Bylaw.

Rezoning Application to allow a 3-lot subdivision with secondary dwelling units – 9981 Willingdon Street and 33249 Richards Avenue

A report from the Planner dated March 6, 2017 regarding a development application to rezone 9981 Willingdon Street and 33249 Richards Avenue to facilitate a three-lot subdivision with secondary dwelling units was provided for the Committee’s information. Staff support the application moving forward and as such, have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.

Rezoning Application to allow a 2-lot subdivision at the property located at 32163 Bueckert Avenue

A report from the Planner dated March 6, 2017 detailing a development application to rezone the property located at 32163 Bueckert Avenue to facilitate a two-lot subdivision with secondary dwelling units was provided for the Committee’s information. Staff support the application moving forward and as such, have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.
Rezoning Application to allow a 2-lot subdivision at the property located at 32811 4th Avenue

A report from the Planner dated March 6, 2017 regarding a development application to rezone the property located at 32811 4th Avenue to facilitate a two-lot subdivision and to allow for a secondary dwelling use on each new lot was provided for the Committee’s information. Staff support the application moving forward and as such, have listed the Zoning Amending Bylaw under the “Bylaws for Consideration” section of the agenda.

Development proposal for the properties located at 8738 Stave Lake Street and 34058 York Avenue

A report from the Manager of Planning dated March 6, 2017 regarding the development proposal for the properties located at 8738 Stave Lake Street and 34058 York Avenue was provided for the Committee’s consideration.

Moved by Mayor Hawes, and

RECOMMENDED: That staff continue to process Official Community Plan and Zoning Amending Bylaw applications OCP15-001 and R16-020.

The Committee discussed the development proposal and noted the following concerns:

- The school board has indicated there is insufficient room in the local school for additional students in the area. It was questioned if one of the closed schools could be reopened to alleviate the impact of population growth.
- The sanitary sewer lift station may not have the capability to support the proposed future development. Improvements to the lift station would take at least a year to complete. Downstream upgrades to the sanitary sewer system would also be required.
- There has not been a neighbourhood plan completed for the area to guide development, the application is not in conformance with the Official Community Plan, and it is outside the planned growth boundary.
- It is unknown whether the houses would be built to the SAFERhome standard to allow for aging in place for seniors.
- The location of the development is isolated from neighbourhood amenities (e.g. parks, transit).
- The developer has requested that the Development Permit application be deferred; this information would therefore not be available during the Public Hearing.
- Introducing a new Comprehensive Development Zone tailored for a specific development is not best practice and could lead to non-ideal development applications in other areas of the community.

It was suggested that if the application was approved to proceed to first and second reading, the developer could provide information to answer some of these concerns.

The Chair called the question on the main motion and it was DEFEATED.

OPPOSED: Councillor Alexis
Councillor Hamilton
Councillor Hinds
Councillor Nicholson
Councillor Plecas
Councillor Stevens
Moved by Councillor Alexis, and

RECOMMENDED:

1. That Official Community Plan OCP15-001 and Zoning Amending Bylaw applications R16-020 be deferred and that the applicant be requested to continue the development of the properties (located at 8738 Stave Lake Street and 34058 York Avenue) in a form that maintains the current Official Community Plan land use designation for the area; and

2. That any further consideration to introduce urban density development to the area be preceded by a neighbourhood planning process detailing future servicing and road network plans for the Hatzic neighbourhood area.

OPPOSED: Mayor Hawes

CARRIED

Application for a Site Specific Exemption to the Floodplain Management Bylaw 4027-2007 to allow for the construction of a single family dwelling for the property at 29951 Silverdale Avenue

A report from the Senior Planner dated March 6, 2017 regarding an application for a site specific exemption for the property located at 29951 Silverdale Avenue to reduce the Flood Construction Level from 1.5 metres to 0.0 metres was provided for the Committee’s consideration.

Moved by Mayor Hawes, and

RECOMMENDED: That the request from Gurmukh (Gord) Sidhu for a site specific exemption from Section 6.A(iv) of District of Mission Floodplain Management Bylaw 4027-2007 for the property located at 29951 Silverdale Avenue to reduce the Flood Construction Level from 1.5 metres to 0.0 metres, as detailed in the report from the Senior Planner dated March 6, 2017, be approved.

OPPOSED: Councillor Plecas

Councillor Stevens

CARRIED

It was noted that the site specific exemption requirements include a hold harmless covenant and construction of an engineered berm.

8. CORPORATE ADMINISTRATION AND FINANCE

Councillor Alexis assumed the Chair.

2016 - 2018 Strategic Plan Executive Summary –
Progress Report as of February 9, 2017

The Committee reviewed a report from the Chief Administrative Officer dated March 6, 2017 which provided a status update on the objectives contained within Council's 2016-2018 Strategic Plan.

Discussion ensued and it was decided to keep Objective 1.8, “ensure free parking at the Mission Memorial Hospital”, on the Strategic Plan Executive Summary.
Moved by Councillor Nicholson, and

RECOMMENDED: That the following objectives, as contained in Council’s 2016 - 2018 Strategic Plan Executive Summary document, be deemed completed at the strategic plan level and moved to an objectives completed tracking list:

a. Objective 1.5 Determine role of District regarding downtown renewal (completed);

b. Objective 5.2 Develop TOR and task-list for Economic Development (completed).

CARRIED

Mission Soapbox Derby Association Request for Funding

A report from the Deputy Corporate Officer dated March 6, 2017 regarding a request for funding from the Mission Soapbox Derby Association was provided for the Committee’s consideration.

Moved by Councillor Stevens, and

RECOMMENDED:

1. That the Mission Soapbox Derby Association receive a grant in the amount of $4,200 from the Contingency budget to assist with the 2017 Soapbox Derby community event; and

2. That receipt of the grant funds is conditional upon receipt of all required documents as set out in Municipally Funded Grants Policy FIN.50.

CARRIED

Stave West Forest and Recreation Area

A report from the Manager of Civic Engagement and Corporate Initiatives and the Business Manager of Forestry Enterprise dated March 6, 2017 providing an update on current and planned initiatives related to the Stave West Forest and Recreation Area was provided for the Committee’s consideration.

In response to questions from the Committee, staff noted:

- The campgrounds will be operated under a partnership agreement, and draft language for the agreement to ensure the District’s interests are protected is being finalized. This agreement will cover maintenance and provide protection for the Tree Farm and the interpretive forest.
- An official comment from an archaeologist regarding the foreshore flats will be sent to the Province for their consideration for heritage conservation.
- The roads to these campsites are accessible for recreational vehicles.
- Campers will be able to place campsite reservations online.

Moved by Councillor Hamilton, and

RECOMMENDED:

1. That staff work with the Ministry of Forests, Lands and Natural Resource Operations to complete campground and road designs and undertake the construction as soon as possible;

2. That the District’s $215,000 share of capital costs for the Stave West Forest & Recreation Area initiatives be approved with funding from the Forestry Reserve Fund;

3. That $10,000 for ongoing operations related to 2017 initiatives be funded from the Forestry operating budget; and
4. The District’s 2017 Financial Plan be amended accordingly. 
CARRIED

9. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

Moved by Councillor Hinds, seconded by Councillor Nicholson, and

RESOLVED: That Council rise from Committee of the Whole.

CARRIED

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

Moved by Councillor Hamilton, seconded by Councillor Plecas, 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)(i) of the Community Charter – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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 4:22 p.m.

11. RECONVENE

Mayor Hawes reconvened the meeting at 7:00 p.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Haylee Gould, Administrative Assistant
Jennifer Russell, Deputy Corporate Officer
Dan Sommer, Director of Development Services
12. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

Moved by Councillor Stevens, seconded by Councillor Hinds, and

RESOLVED: That the recommendations of the March 6, 2017 Committee of the Whole, as contained in items RC17/078 to RC17/091, except items RC17/087 (Development proposal for 8738 Stave Lake Street and 34058 York Avenue) and RC17/088 (Floodplain Management Bylaw Exemption) be adopted.

CARRIED

Moved by Councillor Hamilton, seconded by Councillor Alexis, and

RESOLVED: That Official Community Plan OCP15-001 and Zoning Amending Bylaws application R16-020 be deferred pending further consideration to introduce urban density development to the area be preceded by a neighbourhood planning process detailing future servicing and road network plans for the Hatzic neighbourhood area.

CARRIED

Moved by Councillor Hamilton, seconded by Councillor Hinds, and

RESOLVED: That the recommendation of the March 6, 2017 Committee of the Whole, as contained in item RC17/088 (Application for a Site Specific Exemption to the Floodplain Management Bylaw 4027-2007 to allow for the construction of a single family dwelling for the property at 29951 Silverdale Avenue) be adopted

OPPOSED: Councillor Plecas
Councillor Stevens

CARRIED

13. MISSION MOMENTS: PLACES THAT MATTER

As part of Mission’s 125th Anniversary celebrations, Janice Shultz, member of the Mission Community Heritage Commission, presented Mission Moments: Places that Matter, featuring two of Mission’s historical landmarks: the Mission Fairgrounds, and First Avenue.

An annual fair was hosted at the Mission Fairgrounds from 1910 to 1999. Many other annual events took place at the Fairgrounds, including May Day celebrations, Highland Games, and Pow-Wow’s hosted by the Mission Friendship Centre. On July 1, 1953, the first permanent soapbox derby track in Canada opened at the Fairgrounds.

First Avenue, originally named Washington Street in 1890, was renamed Main Street in 1932, and finally named First Avenue in 1969. First Avenue has been the home to many celebrations and parades, including the first official soapbox derby race at the Strawberry Festival in 1947. Princess Margaret concluded her visit in 1958 on the steps of the Post Office, and the annual Santa Claus parade, now in its 36th year, was the first nighttime parade ever held in the province.

14. DELEGATIONS

Brian Wilks, Mission International Cultural Association (MICA)

Brian Wilks, Chairperson for the Mission International Cultural Association, appeared before Council to request financial assistance towards a delegation from Oyama, Japan expected to arrive in Mission this summer. Approximately 25 to 30 delegates will be touring Mission and the Fraser Valley during the five day exchange.
Staff were directed to report back to Council identifying a funding source to assist MICA with their delegation this summer.

**Raymond Szabada, SRCTec**

Raymond Szabada of SRCTec appeared before Council to provide a mid-term report for Phase II of his project. Phase I, which included the launch of two venture acceleration programs and the opening of the Tech Centre of Excellence, is set to be complete by the end of this March. Phase II will focus on engagement with the community and with skilled training providers in Mission, expansion of the programs available to tech businesses in the Fraser Valley, and development of the Mission Tech Park.

The Mayor thanked Mr. Szabada on behalf of Council for his presentation.

**15. COUNCIL COMMITTEE REPORTS AND MINUTES**

Moved by Councillor Nicholson, seconded by Councillor Hamilton, and

RESOLVED: That the following minutes be received as information:

(a) Young Adult Engagement Committee meeting – January 25, 2017

CARRIED

**16. BYLAWS FOR CONSIDERATION**

Moved by Councillor Stevens, seconded by Councillor Alexis, and

RESOLVED:

1. That Zoning Amending Bylaw 5627-2017-5050(234) (R16-037 Dhaliwal) – a bylaw to rezone property at 32857 Best Avenue from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone, be read a first and second time.

2. That Zoning Amending Bylaw 5628-2017-5050(235) (R16-052 Willson) – a bylaw to rezone properties at 9981 Willingdon Street and 33249 Richards Avenue from Rural 16 (RU16) Zone and Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be read a first and second time.

3. That Zoning Amending Bylaw 5629-2017-5050(236) (R16-046 Gill) – a bylaw to rezone property at 32163 Bueckert Avenue from Urban Residential 558 (R558) Zone to Residential Compact 465 (RC465) Zone, be read a first and second time.

4. That Zoning Amending Bylaw 5630-2017-5050(237) (R16-051 OTG Development Concepts) – a bylaw to rezone property at 32811 4th Avenue from Residential Two Unit (RT465) Zone to Residential Compact 372 Secondary Dwelling (RC372s) Zone, be read a first and second time.

5. That Zoning Amending Bylaw 5614-2016-5050(227) (R16-045 Schmidt) – a bylaw to rezone property at 9173 Stave Lake Street from Rural 16 (RU16) Zone to Rural 16 Secondary Dwelling (RU16s) Zone, be adopted.

CARRIED

**17. COUNCIL MEETING MINUTES FOR APPROVAL**

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the following minutes be adopted:

(a) Regular Council Meeting – February 20, 2017

CARRIED
18. RESOLUTIONS RELEASED FROM CLOSED

Appointment to the Mission Community Heritage Commission

At the February 20, 2017 Closed Council meeting, the following information was released from Closed Council:

Appointment to the Mission Community Heritage Commission

Ms. Erin Mackintosh has been appointed to the Mission Community Heritage Commission for a two (2) year term commencing February 20, 2017 and ending February 20, 2019.

19. NEW/OTHER BUSINESS

There was no new/other business.

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 Hinds, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:59 p.m.

RANDY HAWES, MAYOR
MIKE YOUNIE, CORPORATE OFFICER