

Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in the **Training Room of Fire Station No. 1, 33330 – 7th Avenue**, Mission, British Columbia on Monday, October 23, 2017 commencing at 9:00 a.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas

Council Members Absent: Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Jennifer Hill, Administrative Assistant
Madison MacAulay, Accounting Clerk II
Gina MacKay, Manager of Long Range Planning and Special Projects
Kerri Onken, Deputy Treasurer/Collector
Jennifer Russell, Deputy Corporate Officer
Hardeep Sidhu, Planning Technician
Steve Simmonds, Manager of Inspection Services
Dan Sommer, Director of Development Services

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

SC17/051
OCT. 23/17

Moved by Mayor Hawes, seconded by Councillor Nicholson and
RESOLVED: That the October 23, 2017 Special Council Agenda be adopted.
CARRIED

3. NEW BUSINESS

SC17/052
OCT. 23/17

Secondary Suites Program Phase 2 – Clarifying Direction Discussion

i. Presentation by Staff

The Director of Development Services provided a presentation entitled "We Support Secondary Suites". The presentation covered:

- the importance of the availability of secondary suites within the District;

- the purpose of the meeting, which was for Council to provide direction to staff in regards to the next steps for the secondary suite program;
- terms and definitions;
- current statistics in regards to secondary suites; and
- a request for Council to identify the secondary suite issues and problems for staff to provide potential solutions for consideration.

ii. Council/Staff Discussion

Discussion ensued and Council identified the following issues and problems associated with secondary suites:

- parking and traffic congestion;
- inconsistent application and administration of the current bylaw and policies;
- the current policy leaves too much open for interpretation by the bylaw officers;
- inequity to residents with the current approach;
- the current procedure to legalize a secondary suite is confusing and cumbersome;
- utility consumption (double-billing versus water meters, revenue and cost recovery);
- excessive noise and unsightly premises;

The Manager of Inspection Services also identified vacation rental suites and safety as two issues for consideration. He noted that the bylaw officers have inspected several suites that present a potential hazard to the occupants, so steps must be taken to ensure people's safety. Also, the District must ensure that the policies do not conflict with the new building code when it is implemented. The new building code may also have new requirements for secondary suites.

The Director of Development Services then provided some options which could be implemented to address the problems associated with secondary suites. Council discussed the proposed solutions and provided additional options as follows:

- suites only being allowed on "appropriate" properties;
- some (houses in) neighbourhoods set aside exclusively for single-family homes (no suites permitted);
- removing the secondary suite uses from the secondary dwelling 's' zones and allow secondary suite use in all single family residential zones provided they meet certain bylaw criteria;
- creating a GIS map layer to show where suites are not allowed based on established criteria and also where a decision of Council or developer commitment to not have suites has been made, (i.e., new development along McTaggart Street and Prentis Avenue); and

- requiring all homes with a secondary suite to have a water meter installed, which is currently the requirement when a property is rezoned to allow for a secondary suite.

Considerable discussion ensued on the these potential options for a secondary suite program, where Council specifically raised concerns about the option that would remove the secondary dwelling 's' zone requirement from "appropriate" properties thereby allowing a secondary suite use in all single family residential zones. Council maintained the position that secondary suites should be approved as part of a public hearing process.

4. RESOLUTION TO RECESS THE SPECIAL MEETING OF COUNCIL

SC17/053
OCT. 23/17

Moved by Councillor Plecas, seconded by Councillor Alexis and

RESOLVED: That the October 23, 2017 Special Meeting of Council be recessed until the completion of the Committee of the Whole (Administration and Finance) meeting in the Council Chamber of Municipal Hall.

CARRIED

The meeting recessed at 12:09 p.m.

5. RECONVENE

SC17/054
OCT. 23/17

Mayor Hawes reconvened the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on October 23, 2017 at 3:33 p.m.

Council Members Present: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson

Council Members Absent: Councillor Danny Plecas
Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement & Corporate Initiatives
Jenny Hill, Administrative Assistant
Kerri Onken, Deputy Treasurer/Collector
Jennifer Russell, Deputy Corporate Officer
Hardeep Sidhu, Planning Technician
Steve Simmonds, Manager of Inspection Services
Dan Sommer, Director of Development Services

6. NEW BUSINESS (CONTINUED)

SC17/055
OCT. 23/17

Secondary Suites Program Phase 2 – Clarifying Direction Discussion

The Director of Development Services provided Council and staff with a revised presentation handout. He then reviewed what had been covered and the responses received from Council at the morning session which included:

- a need for legal direction;
- implementation of a register to track and administer the program;
- having secondary suites prohibited in certain neighbourhoods;
- utility rates adjusted on a regular basis to ensure equality and sustainability;
- the definition of ‘appropriate properties’ remaining ambiguous until all factors have been considered;
- incentives to comply with the proposed registration requirements; and
- a public education program.

Discussion ensued and Council provided the following suggestions:

- reducing the fees down to \$900 (\$300 licensing fee + \$600 utility fee), and implementing an “amnesty day” for secondary suite registrations where owners would only need to bring the suites up to certain safety standards rather than complying with the full BC Building Code; and
- implementing a registration process that includes a site inspection to ensure basic safety requirements are in place.

7. ADJOURNMENT

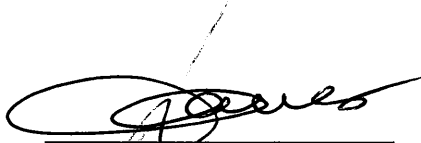
SC17/056
OCT. 23/17

Moved by Councillor Hinds, seconded by Councillor Hamilton, and

RESOLVED: That the Special Council meeting be adjourned.

CARRIED

The meeting was adjourned at 4:21 p.m.



RANDY HAWES
MAYOR



JENNIFER RUSSELL
DEPUTY CORPORATE OFFICER