Regular Meeting of Council
Agenda
December 4, 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. ENGINEERING AND PUBLIC WORKS

(a) Recycle BC Update and Presentation from Allen Langdon
    This report is for information to provide a Recycle BC update and to advise that Allen Langdon will be presenting to Mayor and Council on December 4, 2017.

(b) Results of the Abbotsford and Mission Waste, Recycling, and Compost Audit 2017
    This report provides Council with the results of the Abbotsford and Mission – Waste, Recycling, and Compost Audit 2017. No staff recommendation accompanies this report and Council action is not required.

(c) Amendments to Traffic Regulation Bylaw 1698-1987
    This report details the proposed amendments to Traffic Regulation Bylaw 1698-1987, as presented in Appendix A of this report. The proposed amended bylaw is listed for first, second and third readings under the “Bylaws for Consideration” section of the agenda.
5. **PUBLIC SAFETY AND HEALTH**

   (a) **Draft Fire Sprinkler Bylaw 5679-2017 Proposed Amendment**

   **RECOMMENDATIONS:** Council consider and resolve:

   That the draft Fire Sprinkler Bylaw 5679-2017 be amended by:

   a) Adding the words “/sprinkler permit” between the words “building” and “applications” in section 4(a);

   b) Deleting the words “with a building/sprinkler permit” at the end of section 4(a) and renaming the section as 4(a)(i);

   c) Adding a new subsection 4(a)(ii) as follows:

      “At the discretion of the Manager of Inspection Services, the requirement for a sprinkler in (i) may be waived for a building permit application submitted before March 30, 2018, provided all requirements of the BC Building Code are met.”;

   d) Deleting the words “within any 24 month period” in section 4(b);

   e) Deleting both instances of “25%” in section 4(b) and replacing both with “50%”;

   f) Adding a new section 4(f) as follows:

      “The owners of buildings or structures containing sprinklers shall be entirely responsible for the maintenance of the fire sprinklers in accordance with the latest edition of the NFPA standards.”;

   g) Deleting the words “Farm buildings located in agricultural zones” from section 5(d) and replacing them with the words “Buildings where the principal use is an agricultural use that is permitted by the District’s Zoning Bylaw 5050-2009”.

6. **FORESTRY**

   (a) **Log Marketing and Dry Land Sort Services for 2018**

   **RECOMMENDATION:** Council consider and resolve:

   That the District of Mission enter into a one-year extension for the 2018 calendar year to the Log Marketing & Dry Land Sort Services Agreement with West Coast Timber Products (WCTP) at the same rates charged in 2017 for log marketing and dry land sort services.

7. **PARKS, RECREATION AND CULTURE**

   (a) **Parks, Recreation, Arts and Culture Master Plan Update**

   This report is provided for Council’s information only. No staff recommendation accompanies this report and Council action is not required.
8. DEVELOPMENT SERVICES

(a) Business Licence Regulation and Fee Review Update

RECOMMENDATIONS: Council consider and resolve:

1. That $35,000 be added to the 2017-2021 Financial Plan for the Business Licence Regulation and Fee Review project funded from General Fund Accumulated Surplus; and

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

(b) Discharge of Land Use Contract (LUC) 171-1972 and the Rezoning of the property at 32270 Lougheed Highway to Commercial Vehicle Dealership (CVD) Zone

This report details the development application to discharge Land Use Contract (LUC) 171-1972 and to rezone the subject properties to Commercial Vehicle Dealership (CVD) Zone, and identifies the necessary Zoning Bylaw amendment.

Staff supports the application moving forward and as such has 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 December 18, 2017.

9. CORPORATE ADMINISTRATION AND FINANCE

(a) 2018 Fee Revision Bylaw

Council was presented with preliminary fees and charges information at the September 19, 2017 Freestanding Committee of the Whole - Budget meeting. This report provides updated information on the 2018 proposed fee increases, new fees, the deletion of fees and minor housekeeping items effective January 1, 2018. A Fee Revision Bylaw to amend these fee changes is listed under the “Bylaws for Consideration” section of the agenda for first three readings.

(b) 2018 Water Rates, Sewer User Rates and Charges, and Solid Waste Management Amending Bylaws

On November 29, 2017, Council approved, effective January 1, 2018, a 1% increase to the water user rates, a 4% increase to the sewer user rates, and increases to various landfill tipping fees. The three Bylaws to amend these user rates and landfill tipping fees are listed under the “Bylaws for Consideration” section of the agenda for first three readings.

10. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

RECOMMENDATION: Council consider and resolve to rise from Committee of the Whole
11. **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;
   - Section 90(1)(k) of the *Community Charter* – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
   - 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.

12. **RECONVENE (7:00 P.M.)**

13. **MISSION MOMENTS – MISSION CANDLELIGHT PARADE**

14. **RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE**

   (a) Freestanding Committee of the Whole (Corporate Administration and Finance – Budget) report dated November 29, 2017

   **RECOMMENDATION:** That the recommendations listed in the Freestanding Committee of the Whole (Corporate Administration and Finance – Budget) report dated November 29, 2017 be adopted

   (b) Committee of the Whole report dated December 4, 2017

   Report of recommendations to be circulated at the 7:00 p.m. reconvened public meeting
15. **COUNCIL COMMITTEE REPORTS AND MINUTES**

(a) Parks and Recreation Advisory Committee Meeting – September 12, 2017 Page 124

(b) Parks and Recreation Advisory Committee Meeting – October 17, 2017 Page 128

16. **BYLAWS FOR CONSIDERATION**

(a) **Land Use Contract Repeal Bylaw 5690-2017**

A bylaw to discharge the Land Use Contract for the property at 32270 Lougheed Highway

*See Development Services Section 8(b)*

(b) **Zoning Amending Bylaw 5689-2017-5050(269)**

R15-022 (Obero) – a bylaw to rezone property located at 32270 Lougheed Highway from Urban Residential 558 (R558) Zone to Commercial Vehicle Dealership (CVD) Zone

*See Development Services Section 8(b)*

(c) **Traffic Regulation Amending Bylaw 5681-2017-1698(13)**

A bylaw to amend District of Mission Traffic Regulation Bylaw 1698-1987

*See Engineering and Public Works Section 4(c)*

(d) **2018 Fee Revision Bylaw 5683-2017**

A bylaw to amend user fees and charges within various District of Mission bylaws

*See Corporate Administration and Finance Section 9(a)*

(e) **Water Rates Amending Bylaw 5684-2017-2197(29)**

A bylaw to amend “District of Mission Water Rates Bylaw 2197-1990”

*See Corporate Administration and Finance Section 9(b)*

(f) **Sewer User Rates and Charges Amending Bylaw 5685-2017-1922(24)**

A bylaw to amend “District of Mission Sewer User Rates and Charges Bylaw 1922-1989”

*See Corporate Administration and Finance Section 9(b)*

(g) **Solid Waste Management Amending Bylaw 5686-2017-5526(2)**

A bylaw to amend “District of Mission Solid Waste Management Bylaw 5526-2015”

*See Corporate Administration and Finance Section 9(b)*
(h) **Fire Sprinkler Bylaw 5679-2017**  
A bylaw to require the installation of fire sprinkler systems  
*See Public Safety and Health Section 5(a)*  
*Rescind Third Reading*  

(i) **Fire Sprinkler Bylaw 5679-2017**  
A bylaw to require the installation of fire sprinkler systems  
*See Public Safety and Health Section 5(a)*  
*Third Reading (as amended)*  

(j) **Zoning Amending Bylaw 5636-2017-5050(241)**  
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  
*Excerpt from Public Hearing Minutes and previous staff report included as background information*  
*Adoption*  

(k) **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  
*Adoption*  

17. **COUNCIL MEETING MINUTES FOR APPROVAL**  
RECOMMENDATION: That the following minutes be adopted:  
(a) Regular Council Meeting – November 6, 2017  
(b) Official Community Plan Public Hearing – November 7 and 9, 2017  
(c) Regular Council Meeting – November 20, 2017  

18. **RESOLUTIONS RELEASED FROM CLOSED**  
(a) **Province of British Columbia – Wildfire and Flood ‘Above and Beyond’ Award Nominations (November 20, 2017)**  
This report is being provided for information purposes. Council action is not required.  

19. **NEW/OTHER BUSINESS**  
20. **NOTICES OF MOTION**  
21. **QUESTION PERIOD**  
22. **ADJOURNMENT**
21. QUESTION PERIOD

22. ADJOURNMENT
DATE: December 4, 2017
TO: Mayor and Council
FROM: Barry Azevedo, Manager of Environmental Services
SUBJECT: Recycle BC Update and Presentation from Allen Langdon

This report is for information to provide a Recycle BC update and to advise that Allen Langdon will be presenting to Mayor and Council on December 4, 2017.

PURPOSE:
The purpose of this report is to inform Council that Allen Langdon, Managing Director of Recycle BC, will be presenting to Mayor and Council on December 4, 2017, regarding the Recycle BC program, and to provide an update on the Recycle BC program.

BACKGROUND:
The District of Mission joined the Recycle BC program on April 3, 2017. Under the program, the District began collecting curbside recycling as per the contract with Recycle BC, in exchange for monthly collection “incentive” payments. Recyclables from the curbside programs continue to be taken to the Abbotsford Mission Recycling Depot (AMRD) to be sorted and processed for market. The AMRD is jointly-owned by the District of Mission and the City of Abbotsford, and is operated by Abbotsford Community Services (ACS).

In addition to the District’s curbside collection joining the Recycle BC Program, the Mission Recycling Depot was accepted into the Recycle BC Program as a “satellite” to the AMRD Residential Drop-off. The Mission Landfill Recycling Depot was not accepted into the Recycle BC Program.

DISCUSSION AND ANALYSIS:
The District joined the Recycle BC program to receive collection incentive payments for curbside collection of recycling, which would reduce the District’s cost for the collection of recycle materials. The collection incentive payment is partially off-set by the additional cost of separated curbside glass collection, as well as the additional cost of recycling depot operating changes required to meet Recycle BC depot requirements. Despite these additional costs, there is a net financial benefit to the program that is expected to increase over time as the new operating requirements are optimized.

Another benefit of the Recycle BC program is that the District is not as negatively impacted by the weak recycling commodity markets. The commodity markets are expected to stay weak as a result of China’s National Sword program. The National Sword program is limiting the amount of plastics and mixed paper imported into China, and will require contamination of less than 0.5% (as compared to 3% in previous years). If the District was not part of the Recycle BC program at the current time, it would be having troubles selling its curbside mixed paper and plastics to commodity markets.

The residents’ primary concern with the Recycle BC program in the District is that film plastic (eg. plastic grocery bags) is no longer collected at the curbside. From the District’s perspective, the list of concerns with the program also includes not fully accepting the Mission Recycling Depot as a Recycle...
BC depot. The Mission Recycling Depot was only allowed by Recycle BC to be a satellite depot to the Abbotsford Mission Recycling Depot in Abbotsford, and as a satellite depot is more costly than being a full depot. In addition, Recycle BC did not allow the Mission Landfill recycling drop-off to be either a Recycle BC depot or a satellite depot.

The BC Recycling Regulation requires that stewardship plans be updated every five years. The current Recycle BC stewardship plan was approved in 2013, and is therefore required to be updated and resubmitted for approval in 2018. Prior to preparing a revised plan for submission to the Province, Recycle BC first consulted with its service providers (e.g., municipalities providing curbside and depot collection) regarding proposed contract changes and high-level changes to the stewardship plan. These workshops were held on November 15 and 16, 2017 in New Westminster, with local governments from across BC in attendance, including District and City staff. Staff have identified several concerns with the proposed changes, including reducing the financial benefit to the District. A letter will be provided from the District to Recycle BC which provides the District’s concerns with the proposed changes.

Allen Langdon, Managing Director of Recycle BC, will be providing a presentation to Council on December 4 regarding the Recycle BC program, and will be available to answer questions from Council.

FINANCIAL IMPLICATIONS:
There are no financial implications associated with this report

COMMUNICATION:
No communication action is required.

SUMMARY AND CONCLUSION:
There are some financial benefits to being part of the Recycle BC program but also some opportunities for improvement. Allen Langdon, Managing Director of Recycle BC, will be providing a presentation to Council on December 4 regarding the Recycle BC program, and will be available to answer questions from Council.

SIGN-OFFS:

Barry Azevedo, Manager of Environmental Services

Reviewed by:
Brent Schmitt, Acting Director of Engineering & Public Works

Comment from Chief Administrative Officer:
Reviewed.
DATE: November 20, 2017
TO: Mayor and Council
FROM: Barry Azevedo, Manager of Environmental Services
SUBJECT: Results of the Abbotsford and Mission Waste, Recycling, and Compost Audit 2017

This report provides Council with the results of the Abbotsford and Mission – Waste, Recycling, and Compost Audit 2017.

PURPOSE:
The purpose of this report is to present the results of the Abbotsford and Mission – Waste, Recycling, and Compost Audit 2017 (Audit).

BACKGROUND:
At the November 9, 2017 meeting of the Joint Shared Services Committee (JSSC), the JSSC resolved that the results of the Audit be shared with District of Mission (District) and City of Abbotsford (City) Councils for information (Appendix A).

DISCUSSION AND ANALYSIS:
In July 2017, Abbotsford Community Services (ACS) conducted an audit of the garbage, compost and recycling collected from the City and District municipal curbside collection programs. ACS generally conducts these waste audits every second year, with the most recent prior audit carried out in 2015 for Mission and in 2013 for Abbotsford. Discussion and analysis of the audit is summarized in the report provided to the JSSC (Appendix A).

FINANCIAL IMPLICATIONS:
There are no financial implications associated with this report.

COMMUNICATION:
No communication action is required.

SUMMARY AND CONCLUSION:
A biennial audit of the City and District single family curbside programs was carried out in July 2017. The purpose of the audit is to determine waste stream trends and guide waste diversion and education programs. The audit results indicate a decrease in the amount of recyclables and compostables found in the garbage from both municipalities, which suggests that more residents are participating in the diversion of materials from the garbage stream. Results from the City’s material also indicated an increase in the amount of garbage in the recycling, while the District’s results indicated a decrease in
the amount of garbage in the recycling. In addition, both municipalities observed a decrease in the amount of recyclable film plastics found in the garbage. The amount of recyclable glass found in the City’s garbage was unchanged from the 2013 audit, while the amount of recyclable glass found in the District’s garbage decreased from the 2013 audit.

**SIGN-OFFS:**

-Barry Azevedo, Manager of Environmental Services

-Reviewed by: Brent Schmitt, Acting Director of Engineering & Public Works

Comment from Chief Administrative Officer: Reviewed.
Appendix A

REPORT

To: Joint Shared Services Committee (JSSC)
From: Nathan Koning, Senior Engineer, Solid Waste and Environmental Services, COA
       Barry Azevedo, Manager of Environmental Services, DOM
Date: October 18, 2017
Subject: Abbotsford and Mission – Waste, Recycling and Compost Audit 2017
File: 5360-20-09
Report No.: JSSC 050-2017

RECOMMENDATION

THAT the results of the Abbotsford and Mission – Waste, Recycling and Compost Audit 2017, be
forwarded to the District of Mission and City of Abbotsford Councils for information.

PURPOSE

The purpose of this report is to present the results of the Abbotsford and Mission – Waste,
Recycling and Compost Audit 2017, and to recommend that these results be forwarded to the
City of Abbotsford (City) and District of Mission (District) Councils for information.

BACKGROUND

The City and District provide curbside collection services to their respective municipalities.
Recyclables collected through both programs are taken to the Abbotsford Mission Recycling
Depot (AMRD) to be sorted and processed for market. The AMRD is jointly-owned by the City
and District, and is operated by Abbotsford Community Services (ACS).

In July 2017, ACS conducted an audit of the garbage, compost and recycling collected from the
City and District municipal curbside programs. ACS has historically conducted similar audits on a
biennial basis, with the most recent prior audit for both municipalities carried out in 2013, and an
audit for Mission only in 2015. The purpose of the audits is to determine waste stream trends
and provide direction for waste diversion and reduction efforts.
The audit was carried out at the AMRD and followed the established procedure developed in conjunction with staff from the City and District. The procedure was modified slightly from the previous version in order to accommodate changes to the programs as a result of the Recycle BC implementation in both communities in April 2017. The audit was carried out by ACS with support from City staff.

The District provides collection service to single family and multi-family households in the community’s urban area; however, only material from single family units was included in the Audit. The City provides collection service to all single family households in both urban and rural areas, with service divided into the West and East Abbotsford collection areas. Material from Abbotsford was audited separately from the urban and rural areas, as well as the West and East Abbotsford collection areas, in order to identify trends and guide reduction efforts in the respective areas.

**DISCUSSION / ANALYSIS**

The data from each municipality has been compiled to determine key trends that can be compared year over year. These include the amount of recycling in the garbage, the amount of compostable material in the garbage, and the amount of garbage in the recycling. These are key metrics for measuring progress towards the goals of increasing diversion and reducing contamination in the recycling to ensure compliance with established contracts. The following sections summarize these key metrics for the respective municipalities.

**Abbotsford**

The City’s audit result indicated a decrease in the amount of recycling and compostables in the garbage compared to previous audits. The 2017 analysis revealed that 10% of the City’s audited garbage consisted of recycling, which is a decrease from 18% in 2013 and 12% in 2011. The audit also revealed that 25% of the garbage consisted of compostable material, which is a decrease from 37% in 2013 and 58% in 2011.

The City’s audit results also indicated that the amount of garbage in the recycling has increased compared to previous audits. The 2017 analysis found that 9% of the recycling consisted of garbage, which is an increase from 7% in 2013 and just over 8% in 2011. The key trends from the City’s audited material are summarized in Table 1.

<table>
<thead>
<tr>
<th>Key Metric</th>
<th>2011 Audit</th>
<th>2013 Audit</th>
<th>2017 Audit</th>
</tr>
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<tbody>
<tr>
<td>Recyclable Material in Garbage</td>
<td>12%</td>
<td>18%</td>
<td>10%</td>
</tr>
<tr>
<td>Compostable Material in Garbage</td>
<td>58%</td>
<td>37%</td>
<td>25%</td>
</tr>
<tr>
<td>Garbage in Blue Bag Recycling</td>
<td>8%</td>
<td>7%</td>
<td>9%</td>
</tr>
</tbody>
</table>

**Mission**

The audit of the District’s curbside material also indicated a decrease in the amount of recycling and compostables found in the garbage. The analysis found that 8% of the District’s audited garbage consisted of recycling, which is a decrease from 14% in 2015 and 16% in 2013. The audit also revealed that 22% of the garbage analysed consisted of compostable material, which is a decrease from 28% in 2015 and 47% in 2013.
The audit of the District’s material also indicated that the amount of garbage in the recycling has decreased compared to previous audits. The 2017 audit found that 7% of the recycling consisted of garbage, which is a decrease from 14% in 2015 and 13% in 2013. The key trends from the District’s audited material are summarized in Table 2.

<table>
<thead>
<tr>
<th>Key Metric</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013 Audit</td>
</tr>
<tr>
<td>Recyclable Material in Garbage</td>
<td>16%</td>
</tr>
<tr>
<td>Compostable Material in Garbage</td>
<td>47%</td>
</tr>
<tr>
<td>Garbage in Blue Bag Recycling</td>
<td>13%</td>
</tr>
</tbody>
</table>

Film Plastics

The audit results indicated a decrease in the amount of recyclable film plastics found in the garbage in both municipalities. The amount of recyclable film plastics in Abbotsford’s garbage has decreased to just over 1% from approximately 5% in 2013. For Mission, the amount of recyclable film plastics has decreased to just under 2% from approximately 4% in 2013.

Glass

The recent audit results for Abbotsford indicated no change in the amount of recyclable glass found in the garbage, at just over 1%. In Mission, the amount of recyclable glass in the garbage decreased from approximately 1.5% in 2013, to 0.3% in 2017. The decrease observed in Mission is likely due to the implementation of separated curbside glass collection that commenced in 2017.

Conclusions

The results and key trends from the 2017 Audit are due in part to the solid waste education and communication programs in both communities, and indicate that residents are adjusting to changes to the respective curbside glass collection programs in recent years. The results can also be attributed to the work of ACS and their recycling education program.

FINANCIAL IMPLICATIONS

The cost to implement the waste audit is included in the Joint Recycling Services budget, which is shared proportionally by Abbotsford and Mission based on the annual tonnage split of recyclables from the municipalities.

Reviewed and approved by the:
Chief Financial Officer, COA

Reviewed and approved for the:
Chief Financial Officer, DOM

COMMUNICATION PLAN

No communication plan on the report recommendations is planned at this time. The City and District may choose to communicate the results from their respective municipalities upon presentation to their respective Councils.
SUMMARY

A biennial audit of the City and District single family curbside programs was carried out in July 2017. The purpose of the audit is to determine waste stream trends and guide waste diversion and education programs. The audit results indicate a decrease in the amount of recyclables and compostables found in the garbage from both municipalities, which suggests that more residents are participating in the diversion of materials from the garbage stream. Results from the City’s material also indicated an increase in the amount of garbage in the recycling, while the District’s results indicated a decrease in the amount of garbage in the recycling. In addition, both municipalities observed a decrease in the amount of recyclable film plastics found in the garbage. The amount of recyclable glass found in the City’s garbage was unchanged from the 2013 audit, while the amount of recyclable glass found in the District’s garbage decreased from the 2013 audit.

Nathan Koning, P.Eng.
Senior Engineer, Solid Waste and Environmental Services

Barry Azevedo, P.Eng.
Manager of Environmental Services

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

Brent Schmitt, P.Eng.
Acting Director of Engineering and Public Works, DOM
DATE: December 4, 2017
TO: Mayor and Council
FROM: Michele Fernie, Engineering Technologist III – Traffic and Transportation
SUBJECT: Amendments to Traffic Regulation Bylaw 1698-1987
ATTACHMENT: Appendix A – Proposed Amendments to Traffic Regulation Bylaw 1698-1987

This report details the proposed amendments to Traffic Regulation Bylaw 1698-1987, as presented in Appendix A of this report. The proposed amended bylaw is listed for first, second and third readings under the “Bylaws for Consideration” section of the agenda.

PURPOSE:
The purpose of this report is to present to Council the proposed amendments to Traffic Regulation Bylaw 1698-1987 (Bylaw) for consideration of first three readings.

BACKGROUND:
Mission experienced record breaking snowfalls in the winter of 2016/2017; and as a result, Council and staff received countless complaints regarding the accumulation of snow on sidewalks, and requests for clearing of residential streets. Regarding sidewalks, the current Bylaw states “It shall be unlawful for any person to permit any accumulation of snow or ice to remain upon any sidewalk after ten o’clock in the morning, […] in front of or abutting any premises owned or occupied by him located on First Avenue from the west side of Horne Street to the east side of Grand Street”. This statement is very prescriptive in nature and does not address residents’ concerns regarding snow and ice accumulation on most sidewalks in the District. With regards to clearing residential streets last winter, parked cars and narrow streets provided many challenges for staff clearing the roads, and resulted in several incidents of vehicle damage.

DISCUSSION AND ANALYSIS:
With the exception of general fees and charges amending bylaws, the Bylaw was last updated on June 21, 2010. Recent events have identified the need for amending the existing Bylaw to better reflect the current state in Mission.

This Bylaw amendment has a short timeline, and as such is only addressing known issues, and will not be a comprehensive review of the Bylaw. There are three major modifications that are proposed with this amendment, they are regarding:

- Sidewalk clearing after snow events (Section 3.10);
- Additional parking prohibitions (Section 8.02); and
- Approval to tow without a Bylaw Notice (Section 8.09).

Additionally, there are several minor modifications proposed to the Bylaw, many of which are housekeeping, such as removing definitions which do not occur in the Bylaw, and improving wording for clarity and comprehension. The following summarizes the proposed major amendments in 3 sections in
the Bylaw. The proposed amendments in their entirety are noted in Appendix A.

**Section 3.10  Snow, Ice, Rubbish**

At the November 20, 2017 Council meeting, Council approved a pilot project for sidewalk snow clearing. The pilot program intends to clear approximately 10 km of municipally-owned, non-resident or business-fronted sidewalk. The amendment to Section 3.10 complements the pilot program, as it requires that all owners and occupants clear the snow accumulation on the sidewalks fronting their property.

**Section 8.02  Prohibitions - General**

Multiple parking prohibitions have been included with this amendment. They are a result of the installation of new infrastructure, or inadequacies with the current Bylaw, as identified by the Parking Enforcement Pilot Project.

**Section 8.09  Removal of Vehicles**

Based on the current Bylaw, it is unlawful to tow a vehicle unless a Bylaw Violation Notice has been issued. The amendment to Section 8.09 serves to provide the ability to tow under specific conditions, such as to protect public safety, remove vehicles for snow clearing activities, and to restore the free flow of traffic where an abandoned vehicle prohibits such.

This Bylaw amendment has a truncated timeline, as staff would like the amendments to be in effect prior to the next snowfall.

At the May 15, 2017 Council meeting, Council discussed potential amendments to the Bylaw to be more realistic for modern subdivisions in regards to on-street parking after snow events. Unfortunately, based on the timeline available to complete this Bylaw amendment, this issue could not be adequately researched and drafted, and as such was not included in this amendment. However, staff will consider amending Section 8.08 “Parking, Snow Removal” in a future Traffic Regulation Bylaw amendment.

**COUNCIL GOALS/OBJECTIVES:**

The proposed amendments to the Bylaw support Council’s objective of “Improved public safety”, by requiring all property owners and occupants to clear their sidewalks of snow and ice, and thus provides for a safer Mission.

**FINANCIAL IMPLICATIONS:**

There are no direct financial implications associated with this report; however, there may be increased costs associated with towing of vehicles, as well as an increase in fine revenue in relation to the additional parking prohibitions. Provided the Parking Enforcement Pilot Project is continued, staff costs associated with this Bylaw are expected to remain within the current expected budgetary expenditures.

I have reviewed the financial implications
Kris Boland, Director of Finance

**COMMUNICATION:**

The amended Bylaw will be made available on the District’s website. Additionally, staff will announce the updated sidewalk clearing requirements to Mission residents through our website, as well as social media, to reinforce the expectation for residents and businesses to clear sidewalks that front their properties.
SUMMARY AND CONCLUSION:
This report is being provided to Council to request amendments to Traffic Regulation Bylaw 1698-1987, in accordance with the amendments detailed in Appendix A.

Staff support the amendments to the Bylaw moving forward and, as such, have listed Traffic Regulation Amending Bylaw 5681-2017-1698(13) under the “Bylaws for Consideration” section of the agenda.

SIGN-OFFS:

Michele Fernie, Engineering Technologist III – Traffic and Transport

Reviewed by: Brent Schmitt, Acting Director of Engineering & Public Works

Comment from Chief Administrative Officer: Reviewed.
### TRAFFIC REGULATION BYLAW

#### 1698-1987

**THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY** and is a consolidation of District of Mission Traffic Regulation Bylaw 1698-1987 with the following amending bylaws.

<table>
<thead>
<tr>
<th>Bylaw Number</th>
<th>Date Adopted</th>
<th>Section Amended</th>
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<tr>
<td>2189-1990</td>
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Individual copies of any of the above bylaws are available from the Administration Department of the District of Mission. For legal purposes, copies of the original bylaws should be obtained.
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WHEREAS the Council of the District of Mission may, by bylaw, regulate the control of traffic and the use of highways within the District of Mission, subject to the provisions of the Municipal Act, the Highways Act, the Motor Carrier Act and the Motor Vehicle Act;

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

(a) This Bylaw may be cited for all purposes as "District of Mission Traffic Regulation Bylaw No. 1698-1987".

(b) "District of Mission Traffic Regulation Bylaw No. 620-1977" and amendments thereto, is hereby rescinded.

PART ONE - PREAMBLE

1.01 Short Title
This bylaw may be referred to in short form as the "Traffic Bylaw" of the District of Mission.

1.02 Purpose
To provide for regulating and controlling the use of highways and the orderly and efficient movement of traffic within the District of Mission.

PART TWO - DEFINITIONS

2.01 General
Words or expressions defined in the Motor Vehicle Act or in the regulations made pursuant thereto shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

Any street named within this bylaw shall refer to the street so named within the boundaries of the District of Mission.

2.02 Definitions
In this Bylaw, unless the context otherwise requires:

“Abandoned Motor Vehicle Sticker” means a sticker which may be affixed to an abandoned motor vehicle to advise the motorist of when that vehicle will become subject to towing if the vehicle has not been removed by that time.

"Arterial Highway" means a highway of importance that, on the recommendation of the Minister of Transportation and Highways, is classified as an arterial highway.
“Bus Stop” means a location designated with traffic control devices for the stopping, standing, or parking of buses for the purpose of loading or unloading passengers.

“Boulevard” on a highway with curbs means that portion of a highway between the face of curb and the adjoining property line; and on a highway without curbs, means that portion of the highway between the Shoulder and the adjoining property line.

“Bylaw Enforcement Officer” means the Manager, Bylaw Services for the District, or every Bylaw Enforcement Officer appointed to inspect and enforce any bylaw of the District, a person designated by the District of Mission to enforce municipal bylaws.

“Clerk” shall mean the Municipal Clerk of the Municipality or any other official for the time being authorized to carry out the duties ascribed to the said Municipal Clerk under the provisions of this or any other bylaw of the District of Mission.


“Curb” means a raised margin or barrier up to 30 cm high which marks the edge of a roadway, median island, or similar traffic delineator.

“Cycle” means a device having any number of wheels that is propelled by human power or gravity, and on which a person may ride. Without restricting the foregoing, includes bicycles, skateboards, roller skates and roller blade skates.


“District” means the municipal area comprised within the boundaries of the District of Mission.

“Electric Vehicle Charging Station” means any facility or equipment that is used to charge a battery or other energy storage device of an electric vehicle.

“Emergency Vehicle” means:

(a) a motor vehicle carrying rescue or first aid equipment where there is an urgent emergency justifying a rate of speed in excess of any maximum rate of speed provided for in the Motor Vehicle Act or this Bylaw;

(b) a motor vehicle driven by a member of a fire department in the discharge of his duties;

(c) a motor vehicle driven by a Peace Officer, constable or member of the police branch of Her majesty’s Armed Forces in the discharge of his duty. (Section 1, MVA)

“Farm Machinery” or “Farm Implements” means a vehicle owned or operated by a farmer, rancher, or market gardener, the use of which is confined to purposes connected with a farm, ranch, or market garden.

“Engineer” means the Director of Engineering and Public Works or designate.

“Highway” includes all public streets, roads, right-of-way, trails, Lanes, bridges, trestles, ferry landings, approaches, and any other public way for the use of vehicles or pedestrians but does not include an easement on private property. It encompasses the roadway, curb and gutter, Sidewalk, Shoulder, Boulevard, and ditch.
"Intersection" means the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of the roadways of the two highways which join one another at or approximately at right angles, or the area within which vehicles travelling on different highways joining at any other angle may come in conflict; and, for the purpose of this definition, highway does not include a Lane as defined in this bylaw, or way less than 10 metres in width separating the rear property lines of parcels of land fronting on highways running more or less parallel to and on each side of the lane or way.

"Lane" means a Highway having less than 10 m of width, and may providing a secondary access to the abutting properties.

"Loading Zone" shall be an area or areas designated with traffic control devices for the expeditious loading or unloading of passengers to and from motor vehicles, and for the expeditious loading or unloading of freight by commercial vehicles.

"Municipal Engineer" means the Engineer of the Municipality under whatever title currently applies and includes any person duly authorized to act as his Deputy.

"Regulations"[Motor Vehicle Act" or "MVA" means the Motor Vehicle Act Regulations, BC Reg. 26/58 and any amendments thereto.

"Municipality" means the District of Mission.

"Notice" shall mean any handwritten warning, traffic ticket of any sort, bylaw violation notice of any sort, summons of any kind, parking ticket, Abandoned Motor Vehicle Sticker, or chalk mark placed on tires, issued under this bylaw.

"Parade" means any procession, group, or body of persons, except members of the armed forces, numbering more than fifteen (15), standing, marching, cycling, walking, running, or moving in any way upon any street, sidewalk, Shoulder, Boulevard or Walking Strip in such a way as to obstruct Traffic or draw the attention of motorists, OR any group of vehicles numbering ten (10) or more, except funeral processions, standing or moving on any street.

"Park", when prohibited, means the standing of a vehicle or Cycle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading; (Sec. 115, MVA)

"Parking Attendant" means an employee of the District of Mission who assists in the enforcement of this bylaw.

"Peace Officer" means a constable or person having the powers of a constable under the provisions of the Police Act.

"Permit" means permission issued pursuant to this Bylaw, not necessarily in writing.

"Recreation Vehicle" means a Trailer, motor home, camper, boat, or boat on a Trailer for the private use of individuals or families.

"Residential Area" means any part of the Municipality which is zoned for residential uses and includes any Highway abutting a residential such zoned property or on either side of a Highway where residential zoned property exists on one side of the Highway, or adjacent to a park or school and where the zone is different on the two sides of the highway the dividing line shall be taken to be the centre line of the highway.
"School Traffic Patrol" means an adult school crossing guard or a school pupil acting as a member of a school patrol where such guards or pupils are provided at a school crossing.

"Shoulder" means the area of the Highway usable by vehicles for the purpose of emergency stopping off the roadway and located between the edge of pavement travelled surface of an un-curbed roadway and the Boulevard, generally being 3 m in width measured from the edge of pavement. If a Walkway intervenes between the roadway and the above measurement, the shoulder extends only to the edge of the Walkway closest to the roadway.

"Sleigh" means a sliding device propelled by human power, animal power or gravity and on which a person may ride.

"Taxi Zone" shall be an area designated by a traffic control device for exclusive use of licensed taxis while waiting for fares or the expeditions loading or unloading of passengers.

"Through Highway" means a highway or part of a highway, at the entrances to which traffic control devices are erected to restrict or temporarily stop Traffic from intersecting streets.

"Time", where indicated in this bylaw or on a traffic control device shall mean "Pacific Standard Time" or "Pacific Daylight Saving Time", as may be in current use in the District.

"Traffic" includes pedestrians, ridden or herded animals, vehicles, Cycles, bicycles, motor vehicles, and other conveyances, either singly or together, while using a Highway to travel.

"Trailer" means a vehicle without motive power designed for carrying persons or property and to be drawn by or used in conjunction with a motor vehicle, and includes a semi-trailer, but does not include a trailer having a gross vehicle weight of less than 680 kg, which is licensed pursuant to the Motor Vehicle Act.

"User Fees and Charges Bylaw" mean the District of Mission User Fees and Charges Bylaw 4029-2007 and any amendments thereto.

"Utility Vehicle" means a vehicle operated by an employee of, or a contractor under hire to, a public or private company or agency responsible for construction, operation, and maintenance of electrical, telephone, cable television, communications, natural gas, water, sewerage, drainage or roadworks, traffic control devices, street lighting, or other related utility works and services, while being operated for the installation, inspection, operation or repair of such utilities. Such vehicle shall be marked or signed in such a way as to be identifiable with a utility company.

"Walking Strip" shall mean the lateral widening of the paved roadway and delineated by a White Line to the right of the travel lane, as improved for pedestrians, cyclists, or equestrians portion of a paved roadway located on the right hand side thereof which is 1.8 metres wide delineated by a solid white line and signed for the purpose of pedestrian travel. It shall have the same restrictions as sidewalks under this Bylaw. The area of the walking strip shall include the delineation line or lines.

"Walkway" means a portion of the Highway separate from the paved roadway intended for pedestrian access.
"White Line" as the context applies is a traffic control device which indicates a specially controlled parking zone which will be accompanied by a sign(s) specifying the intended use of the zone. It shall also mean a solid white line painted on the travelled surface of a Highway to mark the boundaries beyond which a vehicle may not normally be operated.

"Yellow Curb" and "Yellow Line" means, except where a bylaw of the Municipality provides otherwise, a traffic control device consisting of a curb painted yellow or yellow lines painted on the pavement surface which instructs every the operator of a vehicle that no person shall stop, Park or leave standing any vehicle, adjacent to or upon, attended or unattended, except where necessary to avoid conflict with other Traffic, or in compliance with the direction of a Peace Officer, traffic control signal, or device.

PART THREE - GENERAL REGULATIONS

3.01 Emergency Traffic Control

Any Peace Officer, member of the Royal Canadian Mounted Police, any officer or member of the District Fire Department, Bylaw Enforcement Officer, while in the course of duty, or any other authorized person in or about any fire, at the scene of any accident, or in any other emergency event, in order to expedite the flow of Traffic or safeguard pedestrians, may direct Traffic on any Highway in the vicinity of such situation, and every pedestrian or every driver of any vehicle shall comply with such directions.

3.02 General Prohibitions

Within any Highway, unless permitted by the Engineer, it shall be unlawful for any person to:

(a) Break, tear up, or remove any pavement, sidewalk, curbing, crossing, planking, soil, surface, or any other works.

(b) Dig or make any excavation in, on, or under any Highway.

(c) Paint or otherwise mark any surface or works.

(d) Allow any part of a building, structure, fence, railing, or foundation to project into, on, over, or under the vertical projection upwards and downwards of the boundaries of such Highway, except as provided for in the Sign Bylaw of the District of Mission or any other lawful authorization.

(e) Place or store refuse or refuse containers except for the time required to collect refuse and only under conditions acceptable to the Engineer.

(f) Store building supplies, soil, vegetation, or any other materials.

(g) Place, build, construct, fasten, or allow to occupy any material, object, structure, shelter, access, container, merchandise, vegetation, landscaping or debris. Lawns as required for Boulevard improvement shall be excluded from this section.

(h) Carry out any activity which will obstruct or impede Traffic thereon or deface or damage such Highway or permitted works in it. Such activities shall include, but not be limited to, cutting wood, construction of any kind, mixing of concrete, or operating of machinery.

3.03 Works Adjacent to Highways - Restrictions

It shall be unlawful for any person to carry out any works, or excavation, or fill adjacent to a...
Highway which, in the opinion of the Engineer, may endanger the Highway or the works within or on it, or the Traffic using such Highway.

The Engineer is authorized to set conditions for barricades, warning devices, hoardings, shoring, or any other conditions required to maintain the safety of the Highway and Traffic, or works within it.

3.04 Works Within Highways - District’s Right to Intervene

The Engineer is hereby authorized to remove or cause to be removed any object or thing which is an obstruction to the free use thereof, or which encroaches thereon, or which may endanger the Traffic thereon.

3.05 Security

Where permission for construction in, storage on, or use of a Highway requires permission of the Engineer, he may require a deposit as security in the amount and form he deems fit to cover the supervision, use, maintenance, restoration, or any other obligations associated with the use.

3.06 Restoration

Any person requiring permission to use a Highway shall indemnify the District against all loss, costs, charges, expenses, and damages to which the said Municipality may be put by reason of such use, including, but not limited to, breaking, tearing-up, removing, digging, or excavating as aforesaid, or by reason of the permission granted him so to do; and shall restore the Highway to a condition for the free use and safety of Traffic to the satisfaction of the Engineer.

3.07 Foreign Materials

No person shall throw, drop, deposit, leave, or let fall from or out of any vehicle any object, article, refuse, debris, liquid, or any other materials whatsoever, not required for the maintenance or construction of the Highway or works within it, on or upon any Highway within the District.

3.08 Trees, Shrubs, Fences

(a) It shall be unlawful, unless with permission of the Engineer, for any person to plant, dig up, or in any manner injure or destroy any tree, flower, flowering plant or shrubbery in or upon any Highway.

(b) It shall be unlawful for any person to tie or fasten, or cause to be tied or fastened, any animal or thing to any vegetation, hydrant, pole, box, fence, support sign, structure, vehicle, appurtenance, device or other thing within a Highway not intended for such use by tying or fastening.

3.09 Advertising

(a) It shall be unlawful for any person, unless with permission of the Engineer, to post any bill, or placard or sign on any tree, electric light pole, telephone pole, hydrant or street sign in or upon any Highway, or otherwise mark or deface any such tree, electric light pole, telephone pole, hydrant or street sign.

(b) It shall be unlawful for any person, unless by permission of Council, through the City Clerk, to place, set-up, keep or maintain any booth, stand, table, box, board, shelf, vehicle, banner, streamer, or other object in, upon, or over any Highway for the
purpose of selling or distributing therefrom any article or thing, or exhibiting any animal, 
bird or curiosity, or advertising anything whatsoever.

3.10 Snow, Ice, Rubbish

(a) It shall be unlawful for any person to permit any accumulation of snow or ice to remain 
on any sidewalk after ten o'clock in the morning of any day, except Christmas Day, 
and New Year's Day, in front of or abutting any premises owned or occupied by him 
located on First Avenue from the west side of Horne Street to the east side of Grand 
Street.

(b) Owner or occupiers of real property shall remove snow and ice from the sidewalk, 
Walkways and Walking Strips fronting or abutting on real property owned or occupied 
by them by 10:00 am following any accumulation of snow or ice, except on Christmas 
Day, and New Year's Day.

(b) It shall be unlawful for any person to allow the accumulation of any rubbish upon any 
sidewalk in front of or abutting any premises owned or occupied by him, located within 
the area bounded by First Avenue, Murray Street, North Railway Avenue, and Birch 
Street, or in front of or abutting any premises located on the parts of the 
 aforementioned streets forming such area boundary.

PART FOUR - OPERATION OF VEHICLES

4.01 Vehicles Prohibited

(a) It shall be unlawful for any person to drag or haul any timber or other articles along or 
over any Highway in such manner that any portion of the same shall rest upon or come 
in contact with the surface of such Highway, or to lock the wheel of any vehicle by the 
method commonly known as "rough-locking" or by any method whereby such wheel is 
prevented from revolving, while such vehicle continues in motion, or to use any drag, 
stone-boat, or other sliding device, upon the Highways in the District, at any time.

(b) No person shall operate or use any vehicle having wheels, tires or treads constructed 
or equipped with projecting spikes, cleats, clamps, flanges, lugs, or other 
attachments or projections which extend beyond the tread or traction surface of the 
wheel, tire or tread upon any Highway in the District. This section shall not apply to 
winter tires with studs or snow chains when lawfully used.

4.02 Control of Loads

It shall be unlawful for any person hauling or conveying any load or material on or through 
any Highway in the District, in any vehicle, to permit or allow any portion of such load to 
overhang the rear or side of said vehicle in such a manner as shall cause the said load to 
drag upon the surface of the Highway, or to project and interfere with other Traffic, unless 
such hauling or conveying is otherwise permitted under this bylaw.

4.03 Animals

It shall be unlawful for any person to ride, lead, walk, or otherwise travel with any horse, 
mule, donkey, cow, oxen, or other large animal on any roadway, with the exception of 
within a Walking Strip, sidewalk except for those sidewalks formed by the lateral widening 
of a roadway surface and delineated by a white line as improved for a pedestrian sidewalk.
which are commonly known as walking strips.

4.04 Remova of Glass and Debris

Any person removing a wrecked or damaged vehicle from a Highway shall remove any glass or other debris dropped upon the Highway from such vehicle.

4.05 Driving Over Sidewalks

No person shall drive any vehicle in, over or upon any sidewalk so as to encumber, obstruct, injure, foul or otherwise damage the same, except that where it is necessary to cross a sidewalk for loading or unloading when no other reasonable access is available, and in such case, adequate provision shall be made to protect the sidewalk from damage by the use of suitable planking or other material, having due consideration for the size and weight of the vehicle and load, to the satisfaction of the Engineer.

Nothing in this Section shall relieve a person from costs of repair for damages incurred, in the opinion of the Engineer, of such crossing.

4.06 Vehicle Warning Devices

No person operating a motor vehicle within the District of Mission shall sound or cause to be sounded a horn or other warning device except when necessary to warn a person or animal of probable danger. No person being the owner of a motor vehicle equipped with an intruder alarm shall permit the alarm to operate in a manner so that noise or sound which emanates therefrom disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood, or of persons in the vicinity.

4.07 Broadcasting or Noise Making Devices

No person shall operate upon a vehicle any loudspeaker or other noise-making device upon the streets of the District for advertising or other purposes, unless permission has been applied for and granted, through the EngineerClerk, on authority of the Council. This provision shall not apply in the case of a parade unless stipulated on the parade permit.

4.08 Entering Roadways

The driver of any vehicle emerging from any Lane, driveway, or building shall stop such vehicle immediately prior to driving on or across any sidewalk or Boulevard extending to or across such Lane, driveway, or building entrance, and shall not proceed until such movement can be safely made.

4.09 Coasting

It shall be unlawful for any person to operate any Cycle, Sleigh, or vehicle upon any Highway in the manner commonly known as coasting, unless application therefore has been made in writing to, and has received the approval of Council, through the Municipal ClerkEngineer, prior to the event requiring such permission. This provision shall not apply to Cycles when coasting takes place as part of their normal operation on a Highway.

PART FIVE - TRAFFIC CONTROL

5.01 Ministry of Transportation and HighwaysInfrastructure

This part shall not apply to Arterial Highways within the meaning of the "Highways Act".
5.02 Through Highways
The Engineer is hereby authorized to designate Highways or parts of Highways as "through highways", and to place and maintain, or cause to be placed or maintained, on every Highway intersecting any "through highway" at or near the property line of every "through highway" so intersected, such of the traffic control devices or traffic control signals he may deem appropriate.

5.03 Closing of Highways
The Engineer is hereby authorized to close to Traffic any Highway or any portion of any Highway or throughway, at such time and for such periods, and in respect of the class or classes of Traffic or use as he may deem necessary, and place and maintain, or cause to be placed or maintained, a good and sufficient barrier or barriers or other devices or warnings to indicate such closure, the manner in which vehicles may proceed, the speed limits which shall apply, or any other warnings or devices; and it shall be unlawful for any person to remove, interfere with or pass beyond such barrier, device, or warning, or to enter through such closed area, or to proceed in contravention of such devices or signs.

5.04 Temporary Street Use Permit
The Engineer may, on application by a person or corporation, issue a temporary Street Use Permit for the use of a Highway in a manner otherwise prohibited by this Bylaw. The Permit requires a minimum of:

(a) Completed application form stating the applicants contact information, and the nature, location and timing of the work to be undertaken;
(b) A permit application fee as per the User Fees and Charges Bylaw;
(c) Cash security deposit or letter of credit as specified by the Engineer;
(d) Certificate of Insurance naming the District of Mission additionally insured under the general liability clause for $5,000,000.00; and
(e) An approved Traffic Management Plan in compliance with the Traffic Management Manual for Work on Roadways as published by the Ministry of Transportation and Infrastructure.

This provision does not apply to work being carried out by the District of Mission.

5.05 Placing Temporary Signs
The Engineer, Fire Chief, or any Peace Officer is hereby authorized by order made by them or any one of them, to erect, place, or cause to be erected or placed, at any time and at any location within the District on a temporary basis, such traffic control devices and signals, or otherwise, as they may deem necessary or advisable in the interest of public safety.

5.06 Traffic Control Devices
(a) The Engineer is hereby authorized to locate, establish, and maintain upon any Highway such traffic control devices as may be deemed necessary for the regulation, direction and control of Traffic on any Highway.
(b) The Engineer is hereby authorized to designate Highways or portions of Highways upon which no vehicle shall be stopped or parked, or only such vehicles or classes thereof at such times and upon such conditions as may be prescribed.

(c) The Engineer is hereby authorized to place or cause to be placed for periods not exceeding 30 days at any one time portable traffic control devices:

(i) At the entrance to dance halls, funeral parlours or other places of public assembly during the period of assembly therein.

(ii) Upon either or both sides of any street or portion of street along the route of any Parade or in the vicinity of a large public gathering.

(iii) At any other location in order to expedite the movement of Traffic or to safeguard pedestrians or property.

(iv) During the time such portable signs are in place they shall be deemed to supersede any provisions of this bylaw or any regulations, warnings, or directions displayed by any other traffic control devices or traffic control signal.

(d) The Engineer is hereby authorized to set speed limits on any Highway or portion of a Highway subject to Section 5.08, and where speed limits differ from Section 5.08, the Highways or portions of Highways shall be posted accordingly.

5.07 Extraordinary Signs

Where, in the opinion of the Engineer, traffic control devices consistent with previous subsections of Section 5. are not adequate to regulate or control Traffic on Highways because of particular circumstances, he may have traffic control devices manufactured and placed indicating the regulations and conditions which apply.

Such traffic control devices shall have black lettering on a white background and indicate that they have been placed by order of the Engineer.

The Engineer may have manufactured and placed such signs as he considers appropriate on municipal lands, facilities, or works such as landfills, gravel pits, parking lots, and maintenance areas for the purpose of regulating or prohibiting the use of, or setting conditions for the use of such areas. Such signs shall indicate that they have been placed by order of the Engineer.

5.08 Speed Limits

No person shall drive any vehicle in any roadway at a speed greater than 50 km per hour, or in any Lane at a speed greater than 20 km per hour in the District of Mission unless posted otherwise.

5.09 Obstructing Traffic

No person shall obstruct Traffic or form part of a group of persons congregated or do anything which will direct the attention of persons and cause them to congregate in a group on a street in such a manner as to obstruct the free passage of pedestrians or vehicles, except with the written permission of the Council. Such application for permission and approval if granted shall be through the Municipal ClerkEngineer.

5.10 Legal Signal Timing Request

The Engineer may, on application by a person or corporation, approve the release of the
signal timing of an Intersection, subject to an application fee as per the User Fees and Charges Bylaw. The applicants must give their reason(s) for seeking the requested information and to whom the information will be disclosed.

**PART SIX - EXTRAORDINARY TRAFFIC AND LIMITATIONS**

6.01 **Highways Exempted**
This part shall not apply to Arterial Highways within the meaning of the "Highway Act".

6.02 **Vehicles Exempted**
Emergency Vehicles and public Utility Vehicles, shall be exempted from provisions of this Part.

6.03 **Extraordinary Traffic Permits - General**
(a) No person, unless authorized by Extraordinary Traffic Permit as hereinafter provided, shall operate or permit the operation of a vehicle on any Highway of the District of Mission if said vehicle contravenes the provisions of the Commercial Transport Act R.S.B.C., 1979, Chapter 55 and all amendments thereto and regulations made thereunder in respect to overloading and oversizing as defined therein.

(b) Any person desiring a Permit required by subsection (a) shall make application in writing therefore to the Engineer giving such particulars therein as the Engineer may require. The Engineer may, in writing, but subject to the conditions or limitations as may be stated therein, authorize the operation and driving of vehicles and loads which are otherwise prohibited from being operated or driven pursuant to subsection (a).

(c) Any person desiring a Permit may apply for a one-time Permit, subject to fees, deposits, and conditions hereinafter described.

(d) A Permit shall be carried in the vehicle to which it applies, and shall be produced on the demand of a Peace Officer.

(e) A Permit is valid for a single trip and subject to an application fee as per the User Fees and Charges Bylaw, of $103.00 (effective January 1, 2016).

6.04 **Limitations**
The Engineer may cancel, suspend, or modify Permit conditions, where in his opinion there is non-compliance with the Permit or for the protection of municipal Highways.

6.05 **Load Restrictions**
Where load restrictions on a Highway are set by the Engineer, they shall suspend any authority granted by Permit herein, and such authority shall not be reinstated until load restrictions are removed.

6.06 **Mandatory Weighing**
A driver of a vehicle suspected of being overloaded or oversized shall obey the directions of a Peace Officer to have the said vehicle weighed and/or measured.

6.07 **Contrary to Conditions**
No person shall drive or operate a vehicle contrary to any condition specified in a Permit
issued under this part.

PART SEVEN - CYCLES

7.01 **Towing of Cyclists**

No person shall cling to any vehicle in motion nor to any rope or similar tether device attached to a vehicle in motion or upon any Highway.

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7.02 **Riding on Sidewalks**

No person shall ride a Cycle or Sleigh on a sidewalk unless otherwise permitted directed by a sign.

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7.03 **Inadequate Control of Cycle**

No person riding a bicycle or Cycle shall carry a package, bundle or articles which prevent the rider from keeping one hand on the handle bar, or which obstructs the rider's vision, or control of the bicycle or Cycle.

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7.04 **Careless Cycling**

No rider of a bicycleCycle shall remove both hands from the handle bars or feet from the pedals, or practice any acrobatic or fancy riding on any street while riding a bicycleCycle.

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7.05 **Cyclists’ Rights and Duties**

(a) Every person riding a bicycleCycle upon a Highway shall have all of the rights and be subject to all of the duties applicable to the driver of a vehicle under and pursuant to this Bylaw, except those provisions which, by their nature, can have no application.

(b) The operator of every bicycleCycle shall operate the bicycleCycle as close as possible to the right hand edge or curb of any roadway unless it is impracticable to travel on such side.

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7.06 **Wearing of Headphones Prohibited**

No person shall ride a bicycleCycle upon a street while wearing headphones or any other manufactured device capable of transmitting sound, over or in close proximity to both ears.

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PART EIGHT - PARKING PROHIBITIONSREGULATIONS

8.01 **Authorization**

(a) The Engineer is hereby authorized to designate any Highway or portion of a Highway on which no person shall stop, stand or Park any vehicle, or leave standing any vehicle at or during any time or period of time so designated or directed by the Engineer, except when necessary to avoid conflict with Traffic, or to comply with the law or the directions of a Peace Officer or traffic control device or by special permission of the Engineer.

(b) The Engineer may specify the days and times during which such prohibition shall apply, and in the event that no such days or times are specified in such order, the prohibition shall be deemed to be in effect twenty-four (24) hours in each day. The Engineer is also authorized to place and maintain, or cause to be placed or
maintained, the appropriate traffic control device or devices prohibiting or limiting the stopping, standing or parking of any vehicle pursuant to the terms of such order.

8.02 **Prohibitions - General**

A driver of a vehicle shall obey the instructions of an applicable traffic control device, except where necessary to avoid conflict with traffic or to comply with the law or the directions of a Peace Officer or member of the District Fire Department, or where special written permission from the Engineer is given.

A person shall not stop, stand or Park any part of a vehicle:

(a) on or cause to overhang any portion of a sidewalk, Walking Strip, Boulevard, or within a corridor designated by a traffic control device for the use of cyclists, pedestrians, or equestrians;

(b) in front of, or within 1.5 m of the nearest side of a driveway or sidewalk crossing;

(c) in an Intersection, except as permitted by a sign;

(d) within 5 m of a fire hydrant measured from a point on the curb or edge of the roadway which is closest to the fire hydrant;

(e) on a crosswalk;

(f) within 6 m of both the approach and departure sides of a marked crosswalk - on a two-way street or the approach side of a crosswalk on a one-way street, except as authorized by the Engineer in cases where the installation of curb extensions has been deemed to allow for the safe parking of vehicles; within 6 m of the approach side of a crosswalk;

(g) within 6 m on the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway;

(h) within 15 m of the nearest rail of a railway crossing;

(i) on a Highway for the principal purpose of
   (i) displaying a vehicle for sale;
   (ii) advertising, greasing, painting, wrecking, storing, or repairing a vehicle, except where repairs are necessitated by an emergency;
   (iii) displaying signs; or
   (iv) selling flowers, fruit, vegetables, sea foods or other commodities or articles;

(j) alongside or opposite an excavation or obstruction when stopping, standing or parking obstructs Traffic and is in contravention of approved traffic control devices posted for the excavation or obstruction;

(k) on a bridge or other elevated structure on a Highway or in a Highway tunnel, except as permitted by a traffic control device;

(l) on any portion of a Lane, except an attended commercial vehicle actively loading or unloading, and provided the vehicle is so placed as to leave three (3) m of clear roadway for passage;

(m) on any portion of a Highway on that side of the Highway abutting the frontage of a fire hall;

(n) on a roadway, not being a Lane,
i) within 4.63 m of the entrance or exit property line of an intersecting Lane;

ii) within 3 meters of the end of a curb return at an intersection involving roadways having curbs or within 8 meters of an intersection involving a roadway having no curb; within 6 m of the property line of an intersecting street;

(o) repealed on a lane within 1.5 m of an intersecting street or lane;

(p) on any portion of a Highway indicated by traffic signs as reserved for any class of vehicles, other than a vehicle coming within such class;

(q) adjacent to, or upon a Yellow Curb or Yellow Line;

(r) in a manner that obstructs the visibility of a traffic control device or sign erected by or with the authority of the Minister of Transportation and Highways Infrastructure or this Bylaw;

(s) that does not display a valid license plate and a valid decal, where required, anywhere on a Highway, Shoulder or Boulevard;

(t) in a parking zone contrary to time limits displayed on a traffic control device;

(u) in a disabled parking zone without displaying a valid Disabled Persons’ Parking Permit issued under the provisions of this Bylaw Division 38 of the Motor Vehicle Act;

(v) where a block or portion of a block is subject to a parking regulation with a time limit, no person shall move a vehicle from one location to another within the same block in an attempt to avoid the time limit;

(w) upon any Highway for any continuous period exceeding 48 hours without movement;

(x) in any Electric Vehicle Charging Station stall at a public parking facility, unless actively engaged in the vehicle charging process;

(y) on any portion of a public boat launch;

(z) within 3.5 meters of the road centerline, either delineated with a yellow center line or not, or of the left lane line or in such a manner as to obstruct the free passage of Traffic on the Highway or on the paved portion of a roadway where the pavement measures 8 m or less;

(aa) that does not have valid insurance, where required, anywhere on a Highway, Shoulder or Boulevard;

(bb) within 5 m radius of a community mailbox;

(cc) within a Loading Zone unless actively engaged in the loading or unloading of a vehicle;

8.03 Trailers

No person shall Park a Trailer or semi-trailer on any Highway without the motive power unit attached.

8.04 Special Time Limits

(a) Where any area is subject to a parking time limit, but within such area a smaller area is made subject to a lesser parking time limit, the time limit set for the smaller area shall apply to such area notwithstanding the time limit set for the larger area.

(b) Except in the cases of any vehicles so mechanically disabled as to prevent the
immediate moving of the same, no person shall Park or leave standing such vehicles on any street in the CC-D1 Zone as designated in the current District of Mission Zoning Bylaw No. 5050-2009 and amendments thereto, between the hours of 3:00 a.m. and 7:00 a.m. seven days per week.

8.05 Special Parking Zones

The Engineer is authorized to locate and establish, under conditions satisfactory to him for time limits, duration, location or any other conditions he may consider applicable, special parking zones for taxis, loading, Bus Stops, passenger loading and unloading, disabled persons, deliveries and other special parking. Such zones shall be suitably marked and posted at his direction.

Special parking zones shall be used expeditiously and only for the purposes authorized.

8.06 Diagonal Parking

The Engineer may from time to time designate streets or portions thereof whereon parking of a vehicle other than parallel to a curb or lateral lines of the roadway, or angle parking zones may be located and set out conditions and marking for their use. Upon those streets which have been marked or signed for angle parking, the driver of a vehicle shall Park such vehicle at the angle to the curb indicated by such marks or signs and as close to the curb as practicable, and in such manner that it is headed substantially in the general direction of the movement of Traffic on the side of the street on which such vehicle is parked. But in no event shall such driver Park any vehicle so as to leave any portion thereof at a greater distance than 6 m from the curb at which it is parked.

8.07 Large Vehicle Excluded from Parking in Residential Area

In Residential Areas no person at any time shall Park or store upon any Highway a commercial vehicle, truck, bus, Recreational Vehicle, tow car or any equipment in a residential district, except as follows:

(a) a truck or commercial vehicle not exceeding 4500 kg licensed gross vehicle weight;
(b) a Recreational Vehicle, provided that the overall length does not exceed 8.0 m (26.25 ft.);
(c) where required to move the possessions of an occupant to or from a dwelling unit;
(d) where required to make deliveries or pick up materials requiring a larger vehicle while the vehicle is engaged in loading or unloading;
(e) vehicles as required for the construction or renovation or landscaping of a lot or structure while the construction or renovation or landscaping is actively being carried on at the time the vehicle is parked in the Residential Area.

8.08 Parking, Snow Removal

No owner of any vehicle shall cause or permit such vehicle to occupy any portion of any street or Highway while such street or Highway is under a snow removal program. The Engineer shall, by Notice, provide twelve (12) consecutive hours' notice prior to such snow removal program.

8.09 Removal of Vehicles
Any vehicle found to:

(a) be in contravention of any of the provisions of this Bylaw, and which has received a Bylaw Violation Notice pursuant to the provisions of this Bylaw,
(b) be causing an imminent threat to life safety;
(c) be obstructing to the free passage of Traffic;
(d) be parked on the Highway during snow removal programs after Notice has been provided in accordance with Section 8.08; or
(e) have 2 or more unpaid parking Notices

may be relocated, removed, detained, or impounded upon the direction of the Engineer, a Peace Officer, a Bylaw Enforcement Officer, a Parking Attendant or member of the District Fire Department.

In the event that a vehicle is removed, detained, impounded, or stored, written Notice from the District or its designated towing contractor shall be given to the last known registered owner at his last known address as shown on the records of the Superintendent of Motor Vehicles advising of the seizure, the sum payable to release the vehicle, and the amount accumulating daily.

Any vehicle removed, detained or impounded may be recovered by the owner or his agent upon satisfactory proof of ownership or interest and by paying the towing company the fees, costs, and expenses which have been incurred in removing, detaining, impounding and storing said vehicle.

Any vehicle not claimed by its owner within thirty (30) calendar days of written Notice being issued and forwarded to the owner by registered mail may be sold by the District or its designated towing contractor at public auction, which auction shall be advertised at least once in a newspaper circulating in the District in accordance with the Warehouse Lien Act [RSBC 1996] Chapter 480.

The proceeds of such auction sale shall be applied firstly to the cost of the sale; secondly, to the fees, costs, and expenses of the District and the towing company as set out above and including advertising and incidental expenses; and thirdly, the balance, if any, shall be paid to the owner or, if unclaimed for one (1) year from the date of sale, shall be paid into the General Revenue Fund of the District.

If the towing company advises that the value of said vehicle is estimated to be less than the costs incurred in towing and storing the vehicle and written notice from the District has been given to the last known registered owner at his last known address as shown on the records of the Superintendent of Motor Vehicles, authorization may be given to the towing company by the Municipal Engineer, a Peace Officer, a Bylaw Enforcement Officer, or a Parking Attendant to dispose of the vehicle as they see fit.

8.10 Manner of Parking

Except when the Municipality or the Minister of Transportation and Infrastructure permits, a driver shall not stop, stand or Park a vehicle on a roadway other than on the right side of the roadway and with the right hand wheels parallel to that side, and where there is a curb, within 30 cm of the curb.

Except when the Municipality permits otherwise, where parking is permitted on both sides of a one way street, a driver parking on the left hand side of the roadway shall only stop, stand or Park a vehicle with the left hand wheels parallel to that side, and where there is a curb, within 30 cm of the curb.
curb, within 30 cm of the curb.

Notwithstanding the above, no driver shall stop, stand, or Park a vehicle in a manner which obstructs the traveled surface of a Highway.

8.11 Disabled Parking Permits

(a) An application for a disabled person's parking permit shall be made by or on behalf of a disabled person to the Social Planning and Research Council of British Columbia (SPARC).

(b) Council hereby designates the Social Planning and Research Council of British Columbia (SPARC) as responsible for issuing and cancelling disabled persons' parking permits pursuant to Division 38 of the Regulations.

(c) Council hereby designates the Social Planning and Research Council of British Columbia (SPARC) as responsible for determining all matters pertaining to the issuance and cancellation of disabled persons' parking permits under Division 38 of the Regulations, including without limitation the
(i) criteria for establishing that a person qualifies as a disabled person;
(ii) form of the application for a disabled person's parking permit;
(iii) information required to be submitted on or with the application for a disabled person's parking permit;
(iv) duration of a permanent, temporary, or substitute disabled person's parking permit.

PART NINE - SCHOOL PATROLS AND CONSTRUCTIONS FLAGGERS

9.01 At all designated school crosswalks in the Municipality there shall be assigned to assist pedestrians in crossing the Highway during time periods, as determined by officials of the School Authority, when students are walking to and from the school, a School Traffic Patrol. This requirement shall apply to all regular day schools in the Municipality.

9.02 Construction flaggers may be appointed by the supervisor of a construction project to assist and control Traffic in the vicinity of that project.

9.03 Members of a School Traffic Patrol, or Construction Flaggers shall be provided with identifying belts, vests, hats, or uniforms such as to make them recognizable to Traffic.

9.04 Members of a School Traffic Patrol, or Construction Flaggers shall be provided with manual signaling devices such as flags or paddles which will indicate to Traffic when stopping is required.

9.05 Members of a School Traffic Patrol may control the movement of Traffic at designated school crosswalks by exhibiting a manual traffic control device.

9.06 Drivers of vehicles and pedestrians shall obey the instructions of any traffic control device exhibited by a member of a School Patrol at designated school crosswalks or Construction Flaggers in the vicinity of a construction project.

9.07 When instructions are given to a School Traffic Patrol or Construction Flaggers by the Engineer or a Peace Officer, they shall immediately comply with those instructions.
9.08 School Traffic Patrols and Construction Flaggers shall operate in a manner and at locations acceptable to the Engineer.

PART TEN - PEDESTRIAN REGULATIONS

10.01 General
   (a) Pedestrians shall walk on a sidewalk or a Walking Strip where one is provided or clear of the travelled portion of a roadway except where it is impractical to do so.
   (b) Pedestrians shall be subject to traffic control signals at Intersections where such signals are provided; and, where pedestrian signals are present, pedestrians shall comply with such signals.
   (c) Every pedestrian who is alleged to have committed an offence under this bylaw shall stop and state correctly his name and address when requested to do so by a Peace Officer.

10.02 Crosswalks - General
   Every pedestrian crossing a street or throughway at any point other than within a crosswalk shall yield the right-of-way to all vehicles on the Highway.

10.03 Pedestrian’s Right-of-Way at Crosswalks
   The driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian:
   (a) is upon the half of the roadway upon which the vehicle is travelling, or
   (b) is approaching so closely from the opposite half of the roadway as to be in danger, provided that no pedestrian shall leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.
   Whenever any vehicle has stopped or slowed down at a marked crosswalk or at any unmarked crosswalk at an Intersection, to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such vehicle.

PART ELEVEN - PARKING ATTENDANT TRAFFIC BYLAW VIOLATION NOTICE

11.01 Authority
   A Traffic Bylaw Violation Notice or other form of Notice as approved by the Municipality may be completed and issued by a Peace Officer, Bylaw Enforcement Officer, or Parking Attendant when violations of this Bylaw are noted.

11.02 Removal of Bylaw Violation Notice
   No person other than the owner or operator of a vehicle shall remove any Bylaw Violation Notice or other Notice from that vehicle placed thereon or affixed thereon by a Peace Officer, Bylaw Enforcement Officer, or Parking Attendant.

11.03 Altering Bylaw Violation Notice
   Once any Notice has been placed on, or affixed to any vehicle by a Peace Officer, Bylaw Enforcement Officer, or Parking Attendant it shall be unlawful for any person to alter such
PART TWELVE - EMERGENCY AND PUBLIC UTILITY VEHICLES

12.01 Exemption to Emergency Vehicles
The provisions of this bylaw regulating the operation, movement, stopping, and parking of vehicles shall not apply to any Emergency Vehicle, while it is responding to an emergency call in compliance with the provisions of Section 118 of the Motor Vehicle Act.

12.02 Exemptions to Utility Vehicles
The provisions of this bylaw prohibiting stopping or parking shall not apply to:
(a) Utility Vehicles;
(b) tow cars;
while such vehicles are actually engaged in works of necessity requiring them to be stopped or parked in contravention of any of such provisions.

12.03 Other Vehicles in Vicinity of Emergency Vehicles
No person driving or operating any vehicle, except such vehicles as are conveying authorized persons who may have duties to perform in connection with the emergency, shall follow closer than within 150 m of such Emergency Vehicle.

12.04 Speed Limits in Vicinity
The driver of a vehicle shall not cause or permit the vehicle to pass or operate within 100 m of:
(a) a Utility Vehicle,
(b) a tow car, or;
(c) an Emergency Vehicle;
at a speed exceeding 30 km per hour where the stopped vehicle has stopped partly or wholly on the Shoulder of a Highway and is displaying a flashing amber, red, or blue light or lights.

PART THIRTEEN - PARADES AND FUNERALS

13.01 Parades - Authorization
No Parade shall be held unless application therefor has been made in writing to, and receives the approval of the Council, through the Municipal ClerkEngineer, by the parade marshal, organizer or other person in charge thereof, at least three months before the Parade commences, provided that such application shall specify the name of the individual designated as Parade marshal, the nature of the Parade, the day and hour which such Parade is to be held, the place or places of formation or commencement thereof, the route intended to be taken and the point of disbandment thereof.

In accordance with District of Mission Parade and Gathering Policy, the Administrator is authorized to approve requests for Parades or processions on any municipal street which he considers to be a routine nature. Requests for approval for walkathons or other small
pedestrian Parades which the Administrator considers to be of an unusual nature will be forwarded for Council approval.

Council may set such conditions for a Parade as may be recommended by the Engineer, the Royal Canadian Mounted Police, the Ministry of Transportation and Infrastructure Highways, or such other authorities as they deem applicable.

A Street Use Parade Permit, signed by the Engineer Municipal Clerk, shall be carried by the parade marshal during the Parade and be available for examination on request.

If any deviation from such direction in the Permit is made, or if such direction be not otherwise complied with, (save as directed by such Permit) the Permit shall be void and to no effect.

13.02 Parade Marshal

The parade marshal shall be the person responsible for organizing and controlling a Parade.

The parade marshal shall be deemed to represent the group or organization requesting a Parade and shall be responsible to apply for the Permit, convey the regulations set out by Council, attend the Parade during its complete duration from the start of assembly to the completion of dispersal, and shall be responsible to coordinate the operation and regulation of the Parade with other authorities having jurisdiction and the group or organization sponsoring the Parade.

13.03 National Flag of Canada

If any flags or emblems of other nations, societies, organizations, or associations are displayed in any Parade, the same shall be displayed under or behind the National Flag and the National Flag shall be no smaller than any of these.

13.04 Attendance

No person shall take part in a Parade unless it is permitted governed by this Bylaw.

13.05 Funerals - Identification

Funeral processions shall be identified as such by each vehicle therein having its headlights illuminated, or its hazard flasher lights illuminated, or by the display of a pennant or other identifying insignia.

13.06 Funerals - Other Traffic

No driver of vehicle shall drive between the vehicles comprising a funeral or authorized procession while it is in motion. The provision shall not apply at Intersections where Traffic is being controlled by Peace Officer, signs, traffic signals, or other traffic control devices.
PART FOURTEEN - PENALTIES

14.01 Motor Vehicle Operations
Any person who operates a motor vehicle, or who, being the owner or operator of a motor vehicle, permits it to stand or be parked in contravention of a traffic control device or traffic control signal is liable on summary conviction to a fine not exceeding the limits established under the Offence Act.

14.02 General Bylaw Violations
Except as otherwise provided in this bylaw, every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this bylaw is liable on summary conviction to a fine not exceeding the limits established under the Offence Act; or in the case of contravention of Part Six, to a fine as authorized by the Commercial Transport Act R.S.B.C. 1979 C.55 and regulations made thereunder.

PART FIFTEEN - SEVERABILITY

15.01 Severability
If a section, subsection, or clause in this bylaw is held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

READ A FIRST TIME this 6th day of July, 1987.

READ A SECOND TIME this 6th day of July, 1987.

READ A THIRD TIME this 6th day of July, 1987.


RECONSIDERED AND FINALLY ADOPTED this 2nd day of November, 1987.

(original signed by Acting Mayor Brown)  (original signed by Donald West)
MAYOR                              CLERK
DATE: December 04, 2017
TO: Mayor and Council
FROM: Dale Unrau, Fire Chief
SUBJECT: Draft Fire Sprinkler Bylaw 5679-2017 Proposed Amendment
ATTACHMENT(S): Appendix A – Draft Fire Sprinkler Bylaw 5679-2017 with Proposed Amendments

RECOMMENDATIONS: Council consider and resolve:

That the draft Fire Sprinkler Bylaw 5679-2017 be amended by:

a) Adding the words “/sprinkler permit” between the words “building” and “applications” in section 4(a);

b) Deleting the words “with a building/sprinkler permit” at the end of section 4(a) and renaming the section as 4(a)(i);

c) Adding a new subsection 4(a)(ii) as follows:

“At the discretion of the Manager of Inspection Services, the requirement for a sprinkler in (i) may be waived for a building permit application submitted before March 30, 2018, provided all requirements of the BC Building Code are met.”;

d) Deleting the words “within any 24 month period” in section 4(b);

e) Deleting both instances of “25%” in section 4(b) and replacing both with “50%”;

f) Adding a new section 4(f) as follows:

“The owners of buildings or structures containing sprinklers shall be entirely responsible for the maintenance of the fire sprinklers in accordance with the latest edition of the NFPA standards.”; and

g) Deleting the words “Farm buildings located in agricultural zones” from section 5(d) and replacing them with the words “Buildings where the principal use is an agricultural use that is permitted by the District’s Zoning Bylaw 5050-2009”.

DISCUSSION AND ANALYSIS:

After the November 20, 2017 presentation to Council of the draft Fire Sprinkler Bylaw 5679-2017 staff identified the need for some wording changes within the proposed Bylaw.

1. The proposed amendment to the wording in clause 4(a) is to make the sentence easier to read and remove some redundant wording.

2. The proposed amendment to the wording in clause 4(b) is to bring the Draft Fire Sprinkler Bylaw wording in line for the identified trigger points for the installation of fire sprinklers in homes being renovated in line with trigger points in existing sprinkler Bylaws in place in Maple Ridge and Pitt Meadows.

3. The proposed amendment with the addition of clause 4(e) is to clearly identify who is responsible for maintenance of the fire sprinkler system.

4. The proposed amendment to the wording in clause 5(d) is to bring the wording in line to be consistent with the District’s Zoning Bylaw 5050-2009.
SUMMARY AND CONCLUSION:
Staff believes the proposed amendments to the Draft Fire Sprinkler Bylaw 5679-2017 will rectify inconsistencies with the District’s Zoning Bylaw and neighboring Sprinkler Bylaws and recommends that Council approves the proposed amendments.

SIGN-OFFS:

Dale Unrau, Fire Chief

Comment from Chief Administrative Officer:
Reviewed.
DISTRICT OF MISSION

BYLAW 5679-2017

A Bylaw to require the installation of Fire Sprinkler Systems in buildings within the District of Mission

WHEREAS pursuant to the provisions of the Community Charter, Council may provide any service it considers necessary or desirable and may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services;

AND WHEREAS Sections 8(3)(g)(l), 53, and 63 of the Community Charter authorizes Council, by bylaw, to regulate and impose requirements with respect to the health, safety, or protection of persons or property;

AND WHEREAS the installation of approved Fire Sprinkler Systems have proven to be effective in protecting life, property, and reducing injuries to emergency responders;

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

TITLE

1. This Bylaw may be cited for all purposes as “Mission Fire Sprinkler Bylaw 5679-2017”.

INTERPRETATION

2. In this Bylaw:
   a) “accessory building” means a separate Building from the Principal Building which is used clearly as an accessory to the Principal Use or Building;
   b) “approved Fire Sprinkler System” means a Fire Sprinkler System that meets the applicable National Fire Protection Association (NFPA) Standard 13, 13D or 13R for each specific occupancy;
   c) “building official” has the same meaning as defined in the District's Building Bylaw 3590-2003;
   d) “District” means the District of Mission;
   e) “permit” has the same meaning as defined in the District's Building Bylaw 3590-2003;
   f) “temporary building” has the same meaning as defined in the District's Building Bylaw 3590-2003

Subject to Section 2, words in this Bylaw that are defined in the BC Building Code have the same meaning as in the BC Building Code.
3. The installation of an Approved Fire Sprinkler System is required as a part of the construction of all new buildings within the District.

REQUIREMENTS FOR SPRINKLER SYSTEMS

4.

a)  (i) An approved Fire Sprinkler System shall be installed in all new buildings, additions and renovations pursuant to building/sprinkler permit applications made after December 31, 2017, with a building/sprinkler permit.
   
   (ii) At the discretion of the Manager of Inspection Services, the requirement for a sprinkler in (i) may be waived for a building permit application submitted before March 30, 2018, provided all requirements of the BC Building Code are met.

b)  An approved Fire Sprinkler System shall be installed in the entire building as part of the construction of an addition or renovation to any building where the total building permit value determined by the building official, pursuant to this Bylaw, of all additions, renovations and structural alterations made within 24 month period, exceeds 2550% of the current floor area, or if the cost of any proposed renovations exceeds 2550% of the assessed value of the existing building, as determined by the most recent assessment by the British Columbia Assessment Authority.

c)  All Fire Sprinkler Systems must be designed and reviewed by a registered professional with experience in sprinkler system design, in accordance with the BC Building Code.

d)  The requirement for registered professional design and review may be waived, at the discretion of the building official, for modifications to existing sprinkler systems involving the relocation or addition of less than 3 sprinkler heads.

e)  Review of the work by a registered professional must include a field review, as defined in the BC Building Code, and a review of the Contractor's Material and Test Certificates, a copy of the water flow verification report (confirming the water supply and pressure at the installed sprinkler head location), a copy of which shall be provided with the letter of assurance of the Professional Field Review and Compliance.

f)  The owners of sprinklered buildings or structures shall be entirely responsible for the maintenance of the fire sprinklers in accordance with the latest edition of the NFPA standards.

EXEMPTIONS

5. This Bylaw does not apply to:
a) Accessory buildings without dwelling units that do not exceed 100m² in building floor area, or do not exceed 50% of the principal building floor area, whichever is less;

b) Open air storage sheds used for non-combustible storage or for parking 5 vehicles or less;

c) Temporary buildings; and

d) Buildings where the principal use is an agricultural use that is permitted by the District's Zoning Bylaw 5050-2009 Farm buildings located in agricultural zones which conform to and are maintained in accordance with the National Farm Code and are classified as having low human occupancy.

SEVERABILITY

6. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

READ A FIRST TIME this 20ᵗʰ day of November, 2017
READ A SECOND TIME this 20ᵗʰ day of November, 2017
READ A THIRD TIME this 20ᵗʰ day of November, 2017
RESCINDED THIRD READING this ______ day of ________, 2017
READ A THIRD TIME AS AMENDED this ______ day of ________, 2017
ADOPTED this ______ day of ________, 2017

RANDY HAWES, MAYOR          MIKE YOUNIE, CORPORATE OFFICER
DATE: December 4, 2017
TO: Mayor and Council
FROM: Dave Heyes, Manager of Forestry Business and Bob O'Neal, Director of Forestry
SUBJECT: Log Marketing and Dry Land Sort Services for 2018
ATTACHMENT(S): Appendix A: Current Contract with West Coast Timber Products

RECOMMENDATION: Council consider and resolve:
That the District of Mission enter into a one-year extension for the 2018 calendar year to the Log Marketing & Dry Land Sort Services Agreement with West Coast Timber Products (WCTP) at the same rates charged in 2017 for log marketing and dry land sort services.

PURPOSE:
This memo provides the background and rationale for the recommendation for a one-year extension for the log marketing and dry land sort services

BACKGROUND:
The current log marketing and dry land sort services agreement (Appendix A) with WCTP (formerly Tamihi Logging Ltd.) expires on December 31, 2017. Through a competitive RFP process in December 2015, WCTP was awarded a contract to provide log marketing and dry land sort services. The term of the agreement was for one year and it included a provision for an extension of one year at the discretion of the District.
Staff recommends that Council approve an additional one-year extension to the Agreement with an expiry date of December 31, 2018.

DISCUSSION AND ANALYSIS:
Staff report that WCTP has successfully provided the log marketing and dry land sort services in 2016 and 2017 and that they have fulfilled their responsibilities as to the “Contractor Responsibilities” as outlined in Part IV, section 1 to 9 of the Agreement. They have continued to implement cost saving measures and they have worked with District staff and our contract loggers on value added initiatives for increasing log sales revenue.

FINANCIAL IMPLICATIONS:
There are no financial implications associated with this report. All rates would be unchanged for 2018.
COMMUNICATION:
No communication action is required.

SUMMARY AND CONCLUSION:
The current extension to the log marketing and dry land sort services agreement (Appendix A) with WCTP expires on December 31, 2017. Through a competitive RFP process in December 2015, WCTP was awarded a contract to provide log marketing and dry land sort services. The term of the Agreement was for one year and it included a provision for an extension of a one one-year term at the discretion of the District. Staff recommends that Council approve an additional one-year extension to the agreement with an expiry date of December 31, 2018 with no change in rates.

SIGN-OFFS

Dave Heyes, Manager of Forestry Business
Reviewed by: Bob O’Neal, Director of Forestry

Comment from Chief Administrative Officer:
Reviewed
LOG MARKETING & DRY LAND SORT SERVICES AGREEMENT

THIS AGREEMENT is made as of the 1st day of February, 2016;

BETWEEN: DISTRICT OF MISSION
8645 Stave Lake Street
Mission, BC
V2V 4L9

(hereinafter called the "District")

AND: Tamihi Logging Ltd.
Box 4, 14250 Morris Valley Rd.
Harrison Mills, B.C.
V0M 1L0

(hereinafter called the "Contractor")

WITNESSES THAT WHEREAS:

A. The District has a forestry operation which is involved in harvesting Logs;

B. The District wishes to sell its harvested Logs at an optimum price, while minimizing the costs associated with Log Marketing Services, Dry Land Sort Services and Export Fees; and whereas,

C. The Contractor has expertise and experience in providing Log Marketing Services and in overseeing Dry Land Sort Services and wishes to provide these Services to the District;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual promises set out herein, the District and the Contractor undertake and agree as follows:

PART 1 - Definitions and Interpretation

Definitions
In this agreement, the following words and expressions shall have the meanings respectively ascribed to them:

“Boom” means a sorted pile, bundle or group of like Logs;

“Dry Land/Water Sort” means the Sub-Contractor’s physical site, on land or in the water, where Logs are to be delivered and kept prior to delivery to buyers;

“Dry Land Sort Services” means the activities associated with the Logs at the Dry Land/Water Sort, from the time the Logs arrive at the Dry Land/Water Sort to the time the buyer(s) take possession of the Logs; specific activities for the Logs include: tracking/inventory, preparing for sale, off-loading from trucks, handling, grading, sorting, storing, booming, reloading, dewatering and arranging for transportation of the Logs to the buyer(s) as required;

“Dry Land Sort Sub-Contractor” means the company(s) or person(s), as agreed to in writing by the District,
engaged or hired by the Contractor to perform Dry Land Sort Services;

“Effective Date” means the date that this Agreement is executed by the District and the Contractor;

“End Date” means December 31st, 2016;

“Export Fees” means any special charges or fees associated with exporting Logs including fees in lieu of manufacturing and export tariffs as well as any additional handling, transportation or scaling costs that are approved by the District;

“Extension Period” means the period of time from January 1\textsuperscript{st}, 2017, to December 31\textsuperscript{st}, 2017;

“Gross Sales Amount” means the gross sales price, not including any applicable taxes, paid by the buyer(s) for the Logs;

“Initial Term” means the period of time from the Effective Date to the End Date;

“Log Marketing Services” means the process of seeking and obtaining the best possible markets/sale prices for the Logs including but not limited to:

a) Tracking and analyzing market trends, sale prices and selling costs;

b) Analyzing a wide range of both domestic and export market opportunities and potential buyers;

c) All of the related administrative and accounting activities associated with log marketing such as finalizing sales agreements and permits, providing inventory tracking and control and reporting on sales, costs and inventory;

d) Other obligations as detailed in the Log Marketing Services subsection:

“Logs” means the timber, either logs or slabs that are harvested through logging or road construction under the District’s forestry operations that is subject to the Log Marketing Services provided by the Contractor;

“Party” means the District and/or the Contractor;

“Scaler” means an independent, experienced and competent, government-licensed log scaling person or company that has been approved in writing by the District;

“Scaling” means measuring, assessing, recording and reporting each Log according to provincial scaling regulations including determining species, statutory grades and volumes;

“Stumpage” means the dollar amount(s) to be paid to the province for harvesting timber in the Province of BC;

**PART II - Log Ownership and Insurance**

1. It is herein acknowledged and agreed to that all the Logs are owned by the District until the Contractor has received payment from a buyer for the said Logs;

2. The Contractor and the Dry Land Sort Sub-Contractor are responsible for safeguarding the delivered Logs prior to sale. Possession of the Logs will only be relinquished to buyers, by the Contractor, when the Contractor has received monetary deposits from the buyers which are the equivalent of the estimated Gross Sales Amount plus any applicable taxes or when the Contractor has actually received full payment from buyers for the Logs, thus ensuring that the District will receive its funds. All funds that the Contractor receives from buyers for the Logs are to be held in trust for the District;

3. As an exception to Section 2.2, the District may approve in writing the extension of credit by the Contractor to certain buyers. A separate approval from the District for each buyer that is to be extended credit is required; and

4. The Contractor will allow the District to insure its Logs that are in the custody and control of the Contractor through the Contractor’s marine cargo insurance policy at any time if the District so chooses. If the District so chooses the District will become an additional named insured on the Contractor’s policy, and the District will pay the Contractor for the Log insurance at the Contractor’s existing insurance rates that are in effect from time to time and the District will also pay for any proportionate deductible that would apply to the Logs in the event of a loss.
PART III - District Responsibilities

The District will:

1. Provide approximately 30,000 m³ from the total log production in each calendar year from the District’s forestry operation to the Contractor to handle under the Contractor’s Log Marketing Services; however, the District does not guarantee delivery of a pre-determined volume of timber, over any period of time, to the Contractor;

   By doing this, the District does not intend to undermine the marketing strength or the ability of the Contractor to market the Logs or where buyers are encouraged to deal directly with the District;

   The District may choose to exercise a right to market logs not through the Contractor’s marketing Services.

2. Pay the Contractor a fee (Marketing Fee) of two (2) percent of the Gross Sales Amount, for all Logs sold by the Contractor under this Agreement as compensation to the Contractor for performing Log Marketing Services for the District. (Note: if required, more than one fee can be stated to differentiate between domestic and export sales). This Marketing Fee:

   - Will be deducted by the Contractor from the Gross Sales Amount;
   - Applies to both domestic and international/export Log sales, unless stated otherwise above;
   - Will be fixed throughout the Initial Term of this Agreement;
   - Will remain the same in any extensions to the Agreement unless changed upon mutual agreement by both Parties;

   - Will be the only compensation the Contractor receives for performing Log Marketing Services for the District. To clarify, if any other compensation related to the sale of the Logs is received by or accrues to the Contractor or any entity related to the Contractor from the buyer or any other person or entity, this fact needs to be disclosed to the District as soon as known by the Contractor and the Contractor must promptly forward such amounts, rebates or savings to the District;

3. Pay for Dry Land Sort Services and Scaling fee in the amount of $12.00 per cubic metre for Logs delivered to the Dry Land/Water Sort that are subject to stick scaling during the Initial Term of this Agreement. This fee shall also include the full cost of Scaling. Any Scaling rebates received from Log buyers (i.e. the industry standard for domestic Log sales is for the buyer to pay 50% of the Scaling cost) will be paid back to the District by the Contractor.

   Pay for Weigh Scaling fees in the amount of $6.50 per cubic metre for Logs delivered to the Dry Land/Water Sort that are subject to Weigh Scaling. Any Weigh Scaling rebates received from the Log buyers will be paid back to the District by the Contractor.

   Pay for towing and storage fees in the amount of $1.50 per cubic metre for logs delivered to the Dry Land/Water Sort.

   The Dry Land Sort Services and Scaling fee and towing and storage fee shall not be payable when the Logs are shipped directly from the District’s logging site to a buyer (i.e. when the Logs are not delivered to the Dry Land/Water Sort).

   For clarification, the Dry Land Sort Services and Scaling fee will not have any fees, surcharges or premiums (i.e. fuel surcharges, waste disposal fees, storage etc.) made to the Contractor or Dry Land Sort Sub-Contractor beyond or in addition to those noted herein.

   The Contractor or Dry-Land Sort Subcontractor is to invoice the District directly on a monthly basis for the cost of the Dry Land Sort Services and Scaling and this Dry Land Sort Services and Scaling fee will not be deducted from the Gross Sales Amount. The District will pay these invoices within 15 days of receipt;

4. Pay for any allowed Export Fees, currency exchange costs, and/or applicable taxes as deductions from the Gross Sales Amount;
5. Pay additional costs only where mutually agreed to by both Parties in extenuating circumstances (i.e. where an opportunity has been identified to realize higher Net Revenue on Logs but there may be additional costs involved); and

6. Pay all Stumpage fees associated with the Logs directly to the Province of BC.

7. Pay for weigh scale fees in the amount of $6.50 per cubic meter of Logs delivered to the weigh scale.

**PART IV - Contractor Responsibilities**

1. **Dry Land Sort Sub-Contractor and Dry Land Sort Services**

The Contractor will:

1. Following mutual agreement with the District, engage a reputable and professional Dry Land Sort Sub-Contractor to perform Dry Land Sort Services and be solely responsible for the Dry Land Sort Sub-Contractor;

2. Ensure that the Dry Land Sort Sub-Contractor is managed in a professional manner and is performing in the best interests of the District, which includes supervising the Dry Land Sort Sub-Contractor in the performance of Dry Land Sort Services to ensure that the market or sales value of the Logs is maximized;

3. Arrange for a Dry Land/Water Sort whereto the District’s Contractor(s) will deliver the Logs, with the initial location of the Dry Land/Water Sort and any subsequent location changes being approved in writing by the District;

4. Provide the District and/or its representatives with access to the Dry Land/Water Sort, at any time, for purposes of examining the Logs and/or to review the performance of the Dry Land Sort Sub-Contractor in performing the Dry Land Sort Services;

5. Ensure that the Dry Land Sort Sub-Contractor efficiently off-loads the Logs being delivered by the District’s Contractor(s) so that the average time for the Contractor from entering the Dry Land Sort to leaving the Dry Land Sort is less than 15 minutes. The maximum off-loading time should not exceed 30 minutes, although it is recognized that certain extenuating circumstances, such as train traffic or mechanical breakdown, may periodically result in a longer off-loading time; however, the Contractor will strive to ensure that the Dry Land Sort Sub-Contractor minimizes off-loading times as much as possible;

6. Ensure that the Dry Land Sort Sub-Contractor can process all of the Logs delivered to the Dry Land Sort on a daily basis;

7. Provide copies of the Dry Land Sort Sub-Contractor’s Boom inspection reports to the District upon the District’s request. Historical Boom inspection reports for a period of up to a one year period will always be available to the District;

8. Ensure that the Dry Land Sort storage grounds and water booming areas have sufficient security to safeguard the Logs; and

9. Ensure that the Dry Land/Water Sort area is inspected daily by the Dry Land Sort Sub-Contractor and at least two times per week by the Contractor.

2. **Scaling**

The Contractor will:

1. Arrange for the Services of a professional and competent Scaler to perform Scaling the Logs at the Dry Land/Water Sort or at the logging site, where necessary;

2. Ensure that the Scaler performs Scaling for all of the Logs promptly as per provincial scaling regulations and according to coastal forest industry standards;
3. Ensure that the Scaler maintains custom scaling software, compiles and records all Log Scaling data and that the Scaling data is downloaded and stored daily, by load arrival number, into a government approved log management system;

4. Ensure timely submission of required Log Scaling data into the government Harvest Billing System;

5. Retain Log Scaling reports and forward those reports to the District upon request. Historical Log Scaling reports, for a period of up to one year will always be available to the District; and

6. Provide the District with various timely, pertinent and accurate Scaling reports for the District to accurately track its Logs, revenues and costs throughout the process.

3. Log Marketing Services

The Contractor will:

1. Acknowledge the District’s objective whereby the District wishes to receive the best net value from the sale of the Logs including considering all revenues and the District’s costs associated with the sale and production of the Logs. The Contractor agrees to always follow this objective, comprehensively considering both domestic and export market opportunities for the Logs, unless agreed to otherwise with the District. The Contractor is also to be aware of any sustainable forest management certifications the District has for its forestry operation and consider if any market premiums are attainable for such certified Logs;

2. Perform professional and competent Log Marketing Services for the District;

3. When considering export sales opportunities for the Logs, the Contractor will consider any extra costs and risks that may result for the District, including but not limited to, Export Fees, currency exchange rates, and any lengthier waiting periods prior to delivery. However, the Contractor shall not consider any additional costs that the Contractor would bear, as a result of exporting the Logs, if the export market would achieve the best net value for the District;

4. Maintain on-going contact with potential buyers, both domestic and international, to discuss market or sales opportunities, to assess market issues, trends and potential impacts, and to ascertain the best timber profile specifications;

5. Provide information on the Logs to potential buyers through forest and sort tours, Boom inspections, photographs and/or specification sheets;

6. Walk through every District logging block in advance of harvesting in order to understand the timber profile, harvest logistics and planned production flow;

7. Review the general market outlook and then provide an average market value estimate for each District logging block, prior to the start of falling, to ensure potential market strategies are understood and achievable;

8. Proactively communicate with and involve District staff in Log sales decisions;

9. Identify and discuss in a timely manner with District staff all special market opportunities that occur from time to time and that may result in Log price premiums;

10. Ensure all Logs either are sold “arms-length” to third party companies on behalf of the District or where any Logs are contemplated to be sold to a non-arms-length or company associated to the Contractor, this potential sale is to be firstly discussed with the District to ensure the log sale is in the best interest of the District;

11. Blend the Logs with logs from other owners at the Dry Land/Water Sort, only where the logs are of equal quality/value, and ensure that the District receives full and proper value for its Logs when blending does occur. If the Logs are being sold with the requirement that they are from any sustainable forest management certifications existing for the District’s forestry operation, ensure that there is an adequate chain of custody tracking of these certified Logs to the buyer’s requirements;
12. Advise the District of opportunities to save costs through the production and/or direct hauling of certain product sorts (i.e. hemlock piling, cedar poles, Douglas-fir house Logs etc.) directly to the buyer from the woods rather than delivering to the Dry Land/Water Sort;

13. Advise the District and suggest potential solutions at relevant times when waste and residue levels delivered to the Dry Land/Water Sort are higher than economically advisable for the District; or when Booms are being produced where the overall revenue for the District is less from these Booms than their overall costs to the District, taking into account the costs for the Dry Land Sort and Log Marketing Services as well as the District’s total logging costs for the Logs in these Booms;

14. Regularly visit active District logging blocks and road construction sites to determine production flow and species profile, and to monitor desired manufactured Log quality;

15. Discuss Log quality issues and bucking specifications with the District and its Contractors including answering any questions posed by the logging crews; also help to implement log quality solutions upon agreement with District management staff; and

16. Provide plasticized bucking specification cards to the District and/or its Contractors which show the current log profile and quality specifications, with these cards being updated as frequently as market changes dictate.

3. Administrative and Accounting Services

The Contractor will:

1. Provide the District with an accurate Log inventory report, as at the end of each month, by the 7th day of the following month, in a form satisfactory to the District;

2. Account for and itemize all Gross Sales Amounts, Export Fees, fees for Log Marketing Services and Dry Land Sort Services, and any applicable taxes, and provide the District with accurate statements of the same as at the 15th and at the end of each and every month with the statements to be delivered to the District within five (5) business days from these dates;

3. Ensure that any foreign currency payments, for exported Logs, are well managed including favourable conversion rates to Canadian dollars with minimal fees or commissions to the benefit of the District. The currency exchange rate and any commission paid for all export Booms are to be shown on a copy of the invoice provided to the District for those export Booms;

4. Retain all original sales, fee and cost invoices/receipts, that pertain to the Logs, for a period of seven (7) years and provide copies of originals of same to the District upon request;

5. Work with the District to develop, maintain and monitor a tracking/comparison system that tracks the actual Log sales prices in comparison to available published market sales data;

6. Maintain a listing of the names, addresses and telephone numbers of all Log buyers;

7. Allow the District to review all documentation associated with the Logs, at any time and to audit the same if so desired by the District; and

8. Provide an irrevocable letter of credit in favour of the District in the amount of one hundred thousand dollars ($100,000.00), which the District can draw upon in the event that the Contractor does not pay the District for any Logs delivered and/or sold under this Agreement. The District agrees to pay the Contractor the bank cost of issuing the letter of credit facility.

4. Log Payments

The Contractor will remit all Gross Sales Amounts received from buyers for Logs together with any applicable taxes and Scaling rebates that are received from buyers as at the 15th and as at the end of each and
every month, with payments being forwarded to the District within five (5) business days from these dates, with any unpaid Log Marketing Services fees, Export Fees, towing fees and applicable taxes that pertain to the sold Logs, being deducted from the Contactor’s payment to the District.

PART V - Term

The Initial Term of this Agreement will be from the Effective Date to the End Date; Extensions to the agreement are at the discretion of the district. No extension may expire beyond the end of the Extension Period.

PART VI - GENERAL PROVISIONS

1. Liability Insurance
The Contractor will carry a minimum of $5,000,000 commercial general liability insurance during the term of the Agreement or its most current renewal, and on demand shall promptly provide proof of insurance to the District.

2. Indemnities
The Contractor covenants and agrees to indemnify and save harmless the District (including any officer, elected official, employee or affiliate of the District) from and against any and all losses, damages, costs, liabilities, suits, claims, or expenses arising from negligence in the performance by the Contractor of this Agreement.

3. Termination for Cause
Either Party to this Agreement (the “Terminating Party”) may terminate this Agreement for material breach by the other party;

In the event of material breach of the Agreement by the Contractor, the District may:

a) Terminate the Agreement, which shall have the effect of relieving the District from any further obligations hereunder, but shall in no way relieve the Contractor from obligations accrued up to that point in time;
b) Suspend all further delivery of logs;
c) Seize and recover any and all Logs previously delivered by the District to the Dry Land/Water Sort;
d) Draw upon any letter of credit issued as security for the Contractor’s obligations under the Agreement, up to the full extent of the said letter of credit; and/or,
e) Commence action against the Contractor for damages for non-payment, together with contractual interest for all Logs delivered for which payment has not been received in full together with interest at the current prime lending rate.

4. Notices
Any notice or demand required or permitted to be given under this agreement shall be in writing and may be delivered personally or may be forwarded by first class prepaid registered mail to the address set forth below. Any notice mailed as aforesaid shall be deemed to have been given and received on the second normal day in British Columbia after it is so posted. The address for the parties hereto respectively are as follows:

District: Director of Forestry
District of Mission
33835 Dewdney Trunk Road, Box 20
Mission, BC
V2V 4L9

Contractor: Vice President
Tamihi Logging Ltd.
Box 4, 14250 Morris Valley Rd.
Harrison Mills, B.C. V0M 1L0

or to such other address or addresses as may be notified in writing by the Parties hereto respectively. Notwithstanding the foregoing, if there shall be between the time of mailing and the actual receipt of any notice or demand, a mail strike, slow down or other labour dispute which might affect the delivery of such notice or demand by the mails, then any notice, demand or payment sent by mail shall be effective only if and when actually delivered.

5. **Severability**

In any term if this Agreement is held to be unenforceable by a court, that term is to be severed from the Agreement and the rest of the Agreement remains in force unaffected by the severance of that term.

6. **Assignment**

This Agreement shall not be assigned by any Party without the prior written consent of the other.

7. **Inurement**

This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

8. **Entire Agreement**

This Agreement shall be the entire agreement between the Parties hereto and supersede all previous communications, representations and agreements whether verbal or written between the Parties with respect to the subject matter hereof. This Agreement may only be amended or modified by a further written agreement of the Parties.

9. **Jurisdiction**

This Agreement shall be governed by and construed in accordance with the laws of British Columbia.

IN WITNESS WHEREOF the parties hereto have executed this agreement:

By the **DISTRICT OF MISSION** per )

Mayor )

Deputy Chief Administrative Officer
(Authorized signatories)

By **TAMIHI LOGGING LTD.** per )
Authorized signatory

Printed Name of Signatory

Authorized Signatory

Printed Name of Signatory
DATE: December 4, 2017
TO: Mayor and Council
FROM: Maureen Sinclair, Director of Parks, Recreation and Culture
SUBJECT: Parks, Recreation, Arts & Culture Master Plan Update
ATTACHMENTS: Parks, Recreation, Arts & Culture Master Plan
Draft Executive Summary for Review

This report is provided for Council’s information 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 progress of the Parks, Recreation, Arts and Culture Master Plan project.

BACKGROUND:
The District of Mission engaged the services of Stantec Consulting Ltd. to undertake the current review of the 2009 Parks, Trails & Bicycle Master Plan and to develop recommendations related to programming and facilities for recreation, arts and culture in the District.

Stantec representatives and Mission staff have reported out to Council twice on the progress related to the Master Plan, once in May and the second presentation was made in September. The current presentation is to update staff in advance of the public open house scheduled for Saturday, December 9th to be held at the Leisure Centre.

DISCUSSION AND ANALYSIS:
The Master Plan process has been ongoing since March 2017. The initial Scope of Work supported by the Parks and Recreation Advisory Committee and later endorsed by Council have been revised twice, once to include Centennial Park and later to include Tourism as it relates to parks, recreation, cultural programming and facilities in the community.

The consultants have used several tools to seek input related to the Master Plan process including sounding boards located at Missionfest, the Leisure Centre and Mission Secondary. Questionnaires were made available at the Canada Day event, Children’s Festival and at the Leisure Centre as well as on the District web site. Residents were also asked to respond to a series of Mindmixer questions on line relating to various questions that have arisen during the course of the process.

The enclosed Executive Summary has been prepared in order to seek Council’s feedback and to act as a tool to encourage community input on the draft recommendations that have been developed by the consultants with feedback and input from the staff project team. The Summary will be revised and updated based on Council and community input. The Summary will, following Council’s review, be...
made available through the District website as well as at the Open House in December.

Once the additional feedback is received from the community staff will work with the consulting team to recommend appropriate time lines for implementation and the entire document will be returned to Council for their final review.

COUNCIL GOALS/OBJECTIVES:

The completion of the Master Plan relates to Council’s Strategic Priorities and the goal to “increase and enhance recreation and lifestyle opportunities” and will set a clear road map for the community parks, recreation, arts and culture facilities and programs for the next ten to fifteen years.

FINANCIAL IMPLICATIONS:

No financial implications are associated with this phase of the master plan project. All of the work to date has been completed within the allocated project budget.

COMMUNICATION:

The next and final phase of the project and one of the key communications steps will be the upcoming Open House on December 9th at which time residents can comment directly on the findings and the recommendations prepared by the project team and included in the Executive Summary.

SUMMARY AND CONCLUSION:

The Parks, Recreation, Arts and Culture Master Plan has now entered the final stage of the project timeline and will be completed on time and within the approved budget.

SIGN-OFFS:

Maureen Sinclair, Director of Parks, Recreation and Culture
Stephanie Key, Deputy Director Parks, Recreation & Culture

Comment from Chief Administrative Officer:
Reviewed.
Parks, Recreation, Arts & Culture Master Plan

Draft Executive Summary for Review

Prepared By: Stantec Consulting Ltd.
November 24, 2017
EXECUTIVE SUMMARY

Recreation programs, facilities, parks and open spaces contribute to the health of the environment, economy, and social and physical well-being of the community. This Parks, Recreation, Arts & Culture Master Plan positions the District of Mission (the District) to anticipate and respond to the evolving recreation and cultural needs of a diversifying population. It is a long-term plan intended to guide the planning, development and delivery of recreation resources (e.g. programs, facilities, parks and open spaces) for the next 10-15 years.

The District has a rich history and is a tourist, recreation and shopping hub for residents and visitors alike. Listening to the residents of the District who live, work, play and volunteer in the community was an essential piece in developing this Master Plan. Engaging with the public, stakeholders, local leaders and town administration was crucial in gaining the understanding required to make relevant recommendations. Engagement was emphasized throughout the project as a critical piece of the decision-making process. The tools used allowed us to glean information on Parks, Recreation, Arts & Culture:

- Indoor and outdoor spaces and facilities;
- Programs and events;
- Real and perceived barriers to participation; and,
- Gaps and opportunities that exist in the District.

Engagement with the community is important to our team, and is essential for the development of a plan that reflects the values and aspirations of the community. The process for the preparation of the Parks, Recreation, Arts, and Culture Master Plan included a wide demographic of Mission stakeholders. This engagement helped to provide an understanding of the opportunities for community parks, recreation, arts, and culture. By incorporating engagement findings into the Parks, Recreation, Arts, and Culture Master Plan and the Fraser River Heritage Park Master Plan, Mission residents and stakeholders will feel a sense of ownership over the recommendations provided for recreation and cultural resources in Mission. Community engagement unfolded in three major phases:

- **Phase 1** – Analysis & Engagement
- **Phase 2** – Awareness, Visioning, Issues & Opportunities Identification
- **Phase 3** – Input on the Draft Master Plan

Revised Executive Summary – November 24, 2017
The engagement sessions held with Stakeholders and First Nations led to the creation of the word cloud of key themes below. A survey was also used to glean input from the community on their thoughts related to Parks, Recreation, Arts & Culture provision in the District.

In addition to engaging the community, it is important to understand recreation benefits and trends at the National, Provincial, and local level to determine where recreation is headed in the future. The personal, community, environmental, heritage, and economic benefits of Parks, Recreation, Arts & Culture in Canada are highlighted in this Master Plan. The trends affecting Parks, Recreation, Arts & Culture service provision have also been listed as they relate to: community demographics; behaviours and choices in participation; accessibility and condition of facilities & infrastructure; environmental and ecological considerations; and, sustainable service delivery.

The project team undertook a formal review of approximately 16 related (and existing) plans and policies and several other plans to ensure compliance and consistency for District administration and decision-makers. Understanding relationships between existing plans and policies affecting this Master Plan are essential for effective implementation.

The recommendations in this Plan have been created through a holistic analysis that included: engaging the community; benchmarking service provision with other communities; conducting and reviewing the inventory of (indoor and outdoor) facilities and programs; and, conducting a high-level analysis of finances in the District.
This Parks, Recreation, Arts & Culture Master Plan introduces an Implementation Plan that incorporates the vision, goals, and information gleaned throughout the planning process and provide direction for Parks, Recreation, Arts & Culture in the District for the next 10 – 15 years. The next iteration of the Executive Summary will contain short, medium, and long-term timing for each recommendation. This timing will be created collaboratively.

### RECOMMENDATIONS

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<tr>
<th>Service Delivery Framework</th>
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<tbody>
<tr>
<td>1.1 Review and revise the Local Area Service Tax Policy – to include Parks, Recreation, Arts, &amp; Culture infrastructure.</td>
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<td>1.2 The vision, goals and priorities for this Master Plan and the Parks, Recreation, &amp; Culture Department should be evaluated on an annual basis to monitor progress and ensure they are still relevant and viable.</td>
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<td>1.3 Support and work with organizations such as Volunteer Mission to attract a new volunteer base in the District and recognize existing volunteers through the DOM Volunteer Awards.</td>
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<td>1.4 Develop a Parkland Dedication Policy.</td>
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<td>1.5 Develop a formal agreement between the Mission Archives Historical Society and the District to manage DOM archival materials.</td>
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<td>1.6 Review, update, and combine the Regulation of Public Use of Parks Bylaw 5001-2008 and Amending Bylaw 5068-2009-5001(1) to create an updated and comprehensive Regulation of Public Use of Parks Bylaw that includes increased enforcement of park rules and regulations.</td>
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<tr>
<th>Arts &amp; Culture</th>
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<tr>
<td>2.1 Reach out to and work with the grassroots cultural organizations that are operating within the District to allow for a collaboration of human, facility, and financial resources. The District should coordinate an annual workshop for all stakeholders and organizations to discuss their services and how they plan to address any shortfalls/gaps over the next year.</td>
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<td>2.2 Arts &amp; Culture initiatives in the more ‘rural’ areas of the District are unique and complimentary to those offered in the more ‘urban’ areas. The District should set up a plan to provide specific funding that promotes and supports program &amp;/or services with human and financial resources (where appropriate).</td>
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<td>2.3 Establish a long term permanent home for the Mission Arts Council (MAC) in the downtown that includes: a community gallery; workshop and program space; as well as, administrative and office space.</td>
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<td>2.4 Undertake a review of the Public Art Policy and Program in 2020 to identify what is working within the policy, what is not, and what revisions can be made without negatively impacting the components that are working.</td>
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## RECOMMENDATIONS

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<tr>
<td>2.5</td>
<td>Continue to support and fund the development, purchase and acquisition of public art.</td>
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<td>2.6</td>
<td>Further coordination and alignment of services should be sought between MAC and other arts and culture organizations in the District. This will help clarify what services each organization is providing and where there are further opportunities for collaboration (including level of funding or “fees for service”).</td>
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<td>2.7</td>
<td>Further develop and invest in Culture Days to showcase local talent and build the relationship between artists and the public. This could include annual artist open studio tours, art classes, and other volunteer opportunities. This event should undergo minor revisions annually to bring a fresh element to the event by adding or deleting a component.</td>
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<tr>
<td>2.8</td>
<td>Establish an Arts &amp; Culture “Excellence Awards” recognizing the work and achievements of contributing community members.</td>
</tr>
</tbody>
</table>

## Programs & Events

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Work collaboratively with the community to develop new and coordinate existing programs and events that are considerate of community needs. This type of collaboration would streamline program and event delivery while also allowing organizations to share resources (e.g. facilities, funding, volunteers, etc.).</td>
</tr>
<tr>
<td>3.2</td>
<td>Ensure programs and services are developed based on the needs of the community and are focused on equity of access for all. Evaluate the need to expand programs related to financial need (e.g. PLAY Pass).</td>
</tr>
<tr>
<td>3.3</td>
<td>When programs and events are developed, implement and monitor them with a ‘results-based approach’.</td>
</tr>
<tr>
<td>3.4</td>
<td>Include outdoor play elements in appropriate natural environments.</td>
</tr>
<tr>
<td>3.5</td>
<td>Build on existing programming to reflect the diversity of the community. These programs could include (but are not limited to): culture, culinary, language, arts, etc.</td>
</tr>
<tr>
<td>3.6</td>
<td>Expanding program delivery to areas outside of the Mission Leisure Centre (MLC) including: the lawn bowling facility, seniors/youth facilities, and the parks &amp; open spaces to diversify program offerings.</td>
</tr>
<tr>
<td>3.7</td>
<td>Expand preschool programming and nature based programming. Explore opportunities for a more established nature based program or centre at Stave West, the Silver Creek Wetlands, Fraser River Heritage Park, or the Harbour.</td>
</tr>
<tr>
<td>3.8</td>
<td>Continue to work closely with the Mission Public School District (MPSD) to increase and enhance community usage of their facilities when not required for educational purposes (i.e. Joint Use Agreement).</td>
</tr>
<tr>
<td>3.9</td>
<td>Create opportunities for interpretive cultural heritage and natural history programming within DOM facilities, parks and trails.</td>
</tr>
<tr>
<td>3.10</td>
<td>Adoption of and publicly posting the True Sport Principles through the District recreation programs, staff, and the local sports community.</td>
</tr>
</tbody>
</table>
**RECOMMENDATIONS**

**Parks & Open Spaces**

<table>
<thead>
<tr>
<th>4.1</th>
<th>Explore opportunities to expand the recreational opportunities (such as a destination park) present along Mission’s waterfront.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>Provide signage or some other means to identify the Fraser River as a nationally significant waterway.</td>
</tr>
<tr>
<td>4.3</td>
<td>Explore opportunities for developing a linear trail network along the Fraser River in coordination with the Experience the Fraser (ETF) project to connect with other natural and recreational amenities in the District, including Silverdale Wetland, and FRHP.</td>
</tr>
<tr>
<td>4.4</td>
<td>Recognize the industrial heritage of the waterfront by integrating compatible forms of light industry and formally acknowledging and respecting heritage in any development / redevelopment projects.</td>
</tr>
<tr>
<td>4.5</td>
<td>Improve the public boat launch and parking facility to encourage better access to the Fraser River.</td>
</tr>
<tr>
<td>4.6</td>
<td>Include a variety of activity nodes in any redevelopment plans that consider park spaces, cultural elements, and other recreational opportunities.</td>
</tr>
<tr>
<td>4.7</td>
<td>Promote the natural areas (such as the Silverdale Creek Wetlands and Stave West) within the more rural sections of the District as interpretive areas for conservation and education opportunities that are unique from the manicured parks and open spaces within the urban area.</td>
</tr>
<tr>
<td>4.8</td>
<td>Ensure all parks and open spaces have appropriate infrastructure (sidewalks, pathways, and trails) to provide safe and equitable active transportation to all (where appropriate).</td>
</tr>
<tr>
<td>4.9</td>
<td>Ensure all district and community-level parks have appropriate quantities and locations of vehicular parking and bicycle / other active transportation parking facilities for visitors.</td>
</tr>
<tr>
<td>4.10</td>
<td>Explore opportunities for an additional off-leash dog area east of FRHP.</td>
</tr>
<tr>
<td>4.11</td>
<td>Develop another dog off-leash area adjacent to the Mission Raceway.</td>
</tr>
<tr>
<td>4.12</td>
<td>Update and improve the existing dog off-leash area in Centennial Park once a new off-leash area is complete.</td>
</tr>
<tr>
<td>4.13</td>
<td>Incorporate additional amenities into District and Community Parks to expand the hours of use of the park, including (but not limited to) washrooms and lighting.</td>
</tr>
<tr>
<td>4.14</td>
<td>Continue to implement the recommendations included in the Hatzic Cemetery Business Plan (2014).</td>
</tr>
<tr>
<td>4.15</td>
<td>Develop a standardized signage program for all parks including interpretive, wayfinding and park name and rules/regulations.</td>
</tr>
<tr>
<td>4.16</td>
<td>Secure an appropriate parcel of land to develop a downtown community plaza / square that incorporates some green space. Consider interim downtown square such as 1st street &amp;/or the Welton Building parking lot.</td>
</tr>
</tbody>
</table>
# Recommendations

| 4.17 | Review Field Allocation Policies every two years to ensure that they remain current and relevant. |
| 4.18 | Increase stewardship and volunteerism by creating and promoting opportunities for residents to participate in recreation, open space events, projects, and programs (i.e. Friends of Mission Parks Society). |
| 4.19 | Parks can be used to manage storm water but should not detract from the primary use as a park site. |
| 4.20 | Ensure that new parks provide appropriate public road frontages for safety, accessibility, and visibility purposes. |
| 4.21 | Incorporate physically accessible elements in parks to improve access. |
| 4.22 | Develop standards for park development and redevelopment. |
| 4.23 | Acquire lands near or adjacent to Silverdale Park for future sports park development. |
| 4.24 | Construct and integrate an innovative and flexible spray park(s) in the central & south area of the District to better serve Silverdale, West Heights, and ‘rural’ residents and visitors. |
| 4.25 | Work with the MPSD and appropriate Community Associations to construct and operate play options for the rural communities/ neighbourhoods within the District (e.g. Steelhead Community). |

## Trails

| 5.1 | Work with the community to create a comprehensive map (or maps) of all trails in the District. |
| 5.2 | All trails within the District Parks system should be assessed and classified per the classifications and difficulty ratings adopted in this Master Plan. |
| 5.3 | Regular maintenance and inspections of trails and related structures (boardwalks, bridges, stairs, etc.) are undertaken based on the trail class identified in the trails classification. |
| 5.4 | Develop a standardized signage program for all trails including interpretive, wayfinding and trail name and rules/regulations. |
| 5.5 | Expand the trail network to create off-street links across the community and connections from the rural northern areas of the District and the waterfront to downtown. |

## Forest Recreation

| 6.1 | Collaborate with the Stave West Master Plan recommendation and DOM Forestry Department to develop a detailed trails master plan integrated with Experience the Fraser (ETF), Tourism Mission, and other regional initiatives. |
| 6.2 | Collaborate with the Stave West Master Plan recommendation and DOM Forestry Department to pursue trail-specific funding and volunteer opportunities within the context of parks, trails and forestry lands. |
## RECOMMENDATIONS

### 6.3
Collaborate with the Stave West Master Plan recommendation and DOM Forestry Department to ensure consistency between all signage in parks, trails and forestry lands.

### Indoor Facilities

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7.1</strong></td>
<td>Before any upgrades are made to indoor District facilities, it is recommended that a formal and comprehensive assessments be conducted by qualified professionals on the mechanical; structural; functional components. In addition, the outdoor amenities and their relationship to the internal components should also be examined.</td>
</tr>
<tr>
<td><strong>7.2</strong></td>
<td>The District should include in the booking system for indoor recreation, arts and culture facility spaces available across the District and MSPD to include facilities run by other organizations across the community.</td>
</tr>
<tr>
<td><strong>7.3</strong></td>
<td>New Arts Centre needed with program, artist studio, administrative, retail and gallery spaces, ideally downtown with easy visitor access.</td>
</tr>
<tr>
<td><strong>7.4</strong></td>
<td>Continue to employ energy conservation practices to reduce energy consumption in District facilities.</td>
</tr>
<tr>
<td><strong>7.5</strong></td>
<td>Replace and upgrade the plantings around the Leisure Centre.</td>
</tr>
<tr>
<td><strong>7.6</strong></td>
<td>Replace the turf area northeast of the main entrance at the Leisure Centre and consider developing an outdoor room.</td>
</tr>
<tr>
<td><strong>7.7</strong></td>
<td>Upgrade the sidewalks near parks and recreation centres (as per the Transportation Master Plan).</td>
</tr>
<tr>
<td><strong>7.8</strong></td>
<td>Upgrade bike parking and security at the Leisure Centre (as per the Transportation Master Plan).</td>
</tr>
</tbody>
</table>

### Fraser River Heritage Park (FRHP)

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.1</strong></td>
<td>Offer a walking tour brochure / online experience of the park.</td>
</tr>
<tr>
<td><strong>8.2</strong></td>
<td>Enter into discussions with the local First Nations related to the cultural attributes and protection of Fraser River Heritage Park.</td>
</tr>
<tr>
<td><strong>8.3</strong></td>
<td>Work with the local First Nations peoples to run programming and events in the park.</td>
</tr>
<tr>
<td><strong>8.4</strong></td>
<td>Improve surfacing of trails to meet the needs of those using mobility devices (walkers, strollers, wheelchairs, etc.).</td>
</tr>
<tr>
<td><strong>8.5</strong></td>
<td>In consultation with First Nations and Residential School Survivors develop commemorative and interpretative features that appropriately recognize the history of St. Mary’s Residential School and honour both the survivors and those whom were laid to rest in the area.</td>
</tr>
<tr>
<td><strong>8.6</strong></td>
<td>Leverage the MPSD to develop educational programming in collaboration with the First Nations, that accurately tells the history of the St. Mary’s Residential School and provides hands-on learning of area history.</td>
</tr>
<tr>
<td><strong>8.7</strong></td>
<td>Develop commemorative features that recognize the natural heritage value of the Fraser River and the Sto:lo people.</td>
</tr>
<tr>
<td><strong>8.8</strong></td>
<td>Maintain open space for community inclusive events.</td>
</tr>
<tr>
<td><strong>8.9</strong></td>
<td>Create a community garden on the west or east end of the area, including vegetables and herbs that can be utilized at the Blackberry Kitchen.</td>
</tr>
</tbody>
</table>
## RECOMMENDATIONS

### 8.10 Develop commemorative or interpretative features that provide a history of the Grotto and the pilgrimage.

### 8.11 Enhance natural areas with indigenous plants with specific cultural, spiritual and medicinal value that enhance the ecological function and cultural significance of the park and its people.

### 8.12 Develop a linear connection from the Chamber of Commerce to FRHP.

## Centennial Park

### 9.1 Update the existing Disc Golf course by re-orienting the holes to maintain pockets of passive recreation activity, install a disc golf course map/kiosk and refurbish the tees.

### 9.2 Once the existing Disc Golf course is updated, develop a second Disc Golf course in the community.

### 9.3 Review/revise design of the off-leash area in the Park, including increasing the fence height to a minimum of 4’; add a double-gated entrance/exit; and provide a water source for the animals immediately outside the entrance/exit.

### 9.4 Maintain existing layout of tennis courts in Centennial Park.

### 9.5 Explore options for tennis court renovations elsewhere in Mission where complimentary facilities exist (indoor space, washrooms and parking) to enable Mission Tennis Club to host sanctioned tournaments. Lights should be considered for this new location.

### 9.6 Resurfacing the tennis courts at Hillside would add to the inventory of quality courts in the future.

### 9.7 Explore option to relocate parking associated with tennis court toward the park’s perimeter to reduce conflict with pedestrian and vehicular traffic.

### 9.8 Prioritize the recommendations in the Transportation Master Plan to upgrade 14th Avenue and 11th Avenue.

### 9.9 Review pedestrian circulation in and around the park.

### 9.10 Explore a linked circular pathway looping around the park (and linking the amenities within it) to a Class 1 – Greenway/Urban Trail standard (See Section 7.3.2). Walkway should be designed in a manner that integrates CPTED principles into the design, including proper lighting that adheres to dark sky parameters and safe distances from dense shrubbery.

### 9.11 Extend and rebuild existing hard surface walking path to a Class 1 – Greenway/Urban Trail standard (See Section 7.3.2) to provide accessibility throughout the park.

### 9.12 Incorporate additional facilities into the park to increase safety and expand the hours of use of the park, including (but not limited to): public washrooms; drinking fountains for people and dogs; power-sources for special events; and lighting.

### 9.13 Develop more seating areas, including covered/sheltered picnic areas near the playground and/or in an area that can accommodate a group special event such as music or arts events.

### 9.14 Maximize benefits of mature vegetation with proximal passive seating that offer “natural sanctuary’s” and for reading, reflection, and socialization away from the active sports facilities or higher traffic areas.
### RECOMMENDATIONS

<table>
<thead>
<tr>
<th>9.15</th>
<th>All alterations, including installation of new park features/elements should bear sustainable and eco-friendly principles in mind, such as fabrication from renewable resources, manufacturing and supply from local sources.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.16</td>
<td>Proposed alterations or interventions to the park should preserve the existing mature trees, including measures that maximize growing conditions. For example, establishing a well-delineated root protection zone with current arboricultural practices.</td>
</tr>
<tr>
<td>9.17</td>
<td>Continue to implement selected removal and planting of vegetation. Plan to maximize growing conditions of healthy tree stock and improve sight lines for public safety (application of CPTED principles).</td>
</tr>
<tr>
<td>9.18</td>
<td>Opportunities for art installation should be designed following accepted CPTED principles to reduce opportunity for vandalism.</td>
</tr>
<tr>
<td>9.19</td>
<td>Where possible, introduce educational interpretive elements, such as identification of native plant materials, and their past and current usage (cultural, medicinal, spiritual, industrial).</td>
</tr>
<tr>
<td>9.20</td>
<td>Enclose the existing lacrosse box and add needed amenities such as washrooms, change rooms and concession to provide an all-season training facility. This may require the basketball hoops to be relocated outside the box with a hard-court surface area.</td>
</tr>
</tbody>
</table>

This Master Plan will become the foundational document for planning and decision-making (specific to parks, recreation, arts and culture) over the next 10 – 15 years. The recommendations contained within this Master Plan should be reviewed every three years to:

- See if they were implemented;
- Examine if they are still relevant and viable within the current context; and,
- Update as necessary.

The recommendations in this Parks, Recreation, Arts & Culture Master Plan serve to inform the decision makers of the preliminary needs identified by the community along with supporting information (e.g., benefits, trends, conditions analysis, financial analysis, etc.). By investing in the implementation of the recommendations contained within this Master Plan, the District has demonstrated a strategic management of resources, which is crucial to the provision of a higher quality of life for the community.

---

1 True Sport Principles include: Go For It, Play Fair, Respect Others, Keep it Fun, Stay Healthy, Include Everyone, and Give Back. (link: http://truesportpur.ca:true-sport-principles)
DATE: December 4, 2017
TO: Mayor and Council
FROM: Steve Simmonds, Manager of Inspection Services
SUBJECT: Business Licence Regulation and Fee Review Update

RECOMMENDATION(S): Council consider and resolve:

1. That $35,000 be added to the 2017-2021 Financial Plan for the Business Licence Regulation and Fee Review project funded from General Fund Accumulated Surplus; and
2. That the District’s Financial Plan be amended accordingly.

PURPOSE:
This report provides background information regarding the Business Licence Regulation and Fee Review Project.

BACKGROUND:
The 2016-2018 Strategic Plan puts forward Council’s corporate vision for the municipality. Council has directed staff to review the existing business license fees and relate them to the costs driven by each category of business. Over the summer, staff issued an Expression of Interest (EOI) and a Request for Proposal (RFP) respectively in order to source a qualified professional with experience assessing fees and charges in a municipal environment. The Request for Proposal closed on September 21, 2017 and C. Boehringer & Associates was the highest scoring Proponent. The consultant’s work will support Council’s goal of implementing a cost neutral business licensing system. The project is expected to take approximately 3-5 months and will include stakeholder consultation.

Preliminary research indicates that business license regulations, fees and associated categories vary across the Lower Mainland, which means the District of Mission cannot rely solely on how other jurisdictions regulate their businesses in order to understand the costs driven by each category of business. Detailed research will be required in order to properly benchmark business license fees so as to determine equitable and appropriate business fee schedules. It is imperative that local governments regulate business in a manner that is sustainable for the District and to ensure high impact businesses are not being subsidized by tax payers, or other businesses.

The District of Mission currently charges individual businesses the same license fee ($148), regardless of the municipal costs to service the business category. It is believed, that in many instances within the broad range of use categories, (i.e., industrial, retail, hotels, pawn brokers, fast food restaurants, banks etc.) the District’s current license fees do not justify the actual service costs to the municipality.

Based upon the finding of the independent Business Licence Regulation and Fee Review project, Council will be able to consider adopting new business licence fees that relate them to the costs driven by each category. Business Licence fees are likely to increase overall to help recover a portion of the
full operating costs. The fee each business pays may go up or down if a new fee calculation is adopted.

**DISCUSSION AND ANALYSIS:**

Business Licence fees are charged to offset the costs the District incurs providing services to businesses. The study will assess what the actual operating costs are to the District (i.e. administrative costs, disproportionate regulatory costs, service call costs). Administrative costs are the costs associated with the processing and renewal of all licences. These costs include staff time to process a new licence, renew a licence or make changes to an account. These costs include all District staff or stakeholders including police, fire and in some cases health. Disproportionate regulatory costs are the costs associated with different types of businesses that need special regulation. An example would be pawn shops that have increased reporting requirements to prevent stolen merchandise from changing hands. The consultant will also be reviewing disproportionate calls for service that include the costs of services for police, fire, building or bylaw staff related to inspections or related work.

The District expects that the Consultant would undertake the fee analysis phase of this project. The Consultant would identify and collect necessary information from District staff and stakeholders to review the existing business license fees and relate them to the costs driven by each category of business. This would include an analysis of the resources necessary to provide regulatory enforcement. C. Boehringer & Associates has provided a sound project approach and methodology along with a communications and public engagement strategy. Communication with District staff and Council will be in person during the first three weeks of the project. This will enable the consultant to find and confirm information, collect documents and build knowledge. Consultation will also take place between the consultant and impacted stakeholders in an “in person open house” format.

C. Boehringer & Associates have conducted similar work in other municipalities, including reviewing the rates for four community water systems. Christine Boehringer is based in Coquitlam and has managed civil infrastructure projects since 1994 and is supported by a Bachelor of General Studies in Business and Liberal Studies, a Master of Business Administration Degree, and a master’s Certificate in Project Management. C. Boehringer & Associates have completed work projects ranging in cost between $500,000 to $11.7 million.

**COUNCIL GOALS/OBJECTIVES:**

Excellence in Financial Management and Planning – Review business licence fees and relate them to the costs driven by each category of business.

**FINANCIAL IMPLICATIONS:**

When Council originally approved this project, it was envisioned that in-house resources would be utilized. Competing priorities, along with the complexity of the research and consultation required to achieve the desired result, will significantly draw from existing staff projects. For this reason, staff are proposing a more expedient solution to achieve Council’s objective, which involved a consultant performing the review on behalf of the District.

Staff are recommending that $35,000 be added to the 2017-2021 Financial Plan for the Business Licence Regulation and Fee Review project funded from General Fund Accumulated Surplus. The reserve has a current uncommitted balance of approximately $5 million, as compared to a minimum recommended balance of $3.6 million.
COMMUNICATION:

A communications plan is being prepared by the District’s Manager of Civic Engagement and Corporate Initiatives. In addition, C. Boehringer & Associates will be consulting stakeholders and aligning communication efforts with the District communications plan through ongoing stakeholder engagement.

SUMMARY AND CONCLUSION:

The 2016-2018 Strategic Plan (The Plan) puts forward Council’s corporate vision for the municipality. Through the Plan, Council has directed staff to review the existing business license fees and relate them to the costs driven by each category of business. The District of Mission currently charges all businesses $148, regardless of the costs to service a specific business category. It is believed, that in many instances within the broad range of business categories, (i.e., industrial, large retail, hotels, pawn brokers, fast food restaurants, banks etc.) the District’s current license fees do not justify the actual service costs to the municipality.

SIGN-OFFS:

Steve Simmonds, Manager of Inspection Services

Reviewed by:
Mike Younie, Deputy Chief Administrative Officer

Comment from Chief Administrative Officer: reviewed.
DATE: December 4, 2017
TO: Mayor and Council
FROM: Ken Bourdeau, Planner
SUBJECT: Discharge of Land Use Contract (LUC) 171-1972 and the Rezoning of the property at 32270 Lougheed Highway to Commercial Vehicle Dealership (CVD) Zone

ATTACHMENT(S):
- Appendix 1 – Information for Corporate Officer
- Appendix 2 – Location Map
- Appendix 3 - Engineering Department Comments
- Appendix 4 – Land Use Contract 171-1972

CIVIC ADDRESS: 32270 Lougheed Highway
APPLICANT: Manu Oberoi
OCP: This application is in conformance with the current Commercial OCP designation.

DATE APPLICATION COMPLETE:
LOCATION: Mission Core (Lougheed Highway Commercial Area)
OVERVIEW AND STAFF COMMENTS

This report details the development application to discharge Land Use Contract (LUC) 171-1972 and to rezone the subject properties to Commercial Vehicle Dealership (CVD) Zone, and identifies the necessary Zoning Bylaw amendment.

Staff supports the application moving forward and as such has 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 December 18, 2017.

SUMMARY

A development application has been received from Manu Oberai, on behalf of the property owner Baljinder Gill, for the property located at 32270 Lougheed Highway (Appendix 2).

The application includes the proposal to rezone the property from Urban Residential 558 (R558) Zone to Commercial Vehicle Dealership (CVD) Zone and to discharge Land Use Contract (LUC) 171-1972.

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.

BACKGROUND

The property is currently subject to Temporary Use Permit TP15-002, which permits a temporary warehouse facility use limited to the storage and shipment of post-consumer plastic. TP15-002 was renewed for a term of 12 months on October 16, 2017.

APPLICATION DETAILS

Site Specifics

<table>
<thead>
<tr>
<th>Location</th>
<th>32270 Lougheed Highway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Uses</td>
<td>Commercial Building (Vacant)</td>
</tr>
<tr>
<td>Total Area</td>
<td>2.06 hectares (5.1 acres)</td>
</tr>
</tbody>
</table>

Official Community Plan

<table>
<thead>
<tr>
<th>Future Land Use</th>
<th>Commercial</th>
</tr>
</thead>
</table>

Zoning Bylaw

<table>
<thead>
<tr>
<th>Current Zoning</th>
<th>Urban Residential 558 (R558) Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Zoning</td>
<td>Commercial Vehicle Dealership (CVD) Zone</td>
</tr>
<tr>
<td>Purpose</td>
<td>To allow a vehicle dealership as the principal use and allow future development potential in the Commercial designation.</td>
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<td>------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------</td>
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</tbody>
</table>

**Surrounding Land Uses**

<table>
<thead>
<tr>
<th>North</th>
<th>Hotel (across Lougheed Highway)</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>Canadian Pacific Railway (CPR) corridor</td>
</tr>
<tr>
<td>East</td>
<td>Light Manufacturing (Truss manufacturing)</td>
</tr>
<tr>
<td>West</td>
<td>Commercial development (Superstore, Gas Station &amp; Auto Glass Repair)</td>
</tr>
</tbody>
</table>

**SITE CHARACTERISTICS**

The subject property is approximately 2.06 hectares (5.1 acres) in area and is located in the Lougheed Highway Commercial Area. The subject property fronts Rai Avenue to the north and the Canadian Pacific Railway right-of-way to the south. The northern portion of the lot is relatively flat and is developed with a commercial building that is currently vacant, but was previously used as a garden centre.

**PLANNING ANALYSIS**

**Official Community Plan (OCP)**

The proposed rezoning is consistent with the property’s Official Community Plan (OCP) designation of Commercial.

The intention of the OCP’s Commercial designation is to encourage a wide range of commercial businesses and maintain a diversity of commercial retail, office and service sector locations in Mission to provide for local, neighbourhood, community-wide and regional needs.

The proposed rezoning to CVD 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, and to limit strip retail and large warehouse retail businesses to existing commercial use areas.

**Land Use Contract (LUC) 171-1972 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 to an 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 171-1972 was to expire in 2024, the underlying R558 Zone would come into effect. If the property were to become 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 uses (Christmas Tree Farm,
Nursery, Farm and Garden Supplies, Tool and Equipment Rental, Office, Ship Rental and Cabinet Manufacturing) 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 this 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.

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

Correspondence received from MoTI advises a complete Traffic Impact Assessment (TIA) is not required at this time as the property owner is not contemplating development; however, MoTI does advise that the “the Ministry is willing to approve the Zoning [Bylaw] provided the owner is willing to enter into a Restrictive Covenant tied to existing trip generation. The owner will need to have trips counted in the am and pm peak hours in order to establish a baseline for the Covenant”.

The purpose of the Restrictive Covenant is to ensure a TIA is conducted when the property is redeveloped in the future.

**RECOMMENDATION**

Staff recommends discharging the LUC and rezoning the properties to CVD Zone because:

- the LUC limits the property to a limited number of uses which is contrary to the Commercial OCP designation which calls for a wider variety of uses.
- the property may become vacant for a period of more than 6 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 CVD 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

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, as there is no development proposed at this time. Engineering comments are available in Appendix 4.

REQUIREMENT(S) 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), including the registration of a Restrictive Covenant related to existing trip generation.

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: 32270 Lougheed Highway
PID: 010-095-047
Legal: Lot 5: Except Part Dedicated Road on Plan LMP1007; Section 17 Township 17 New Westminster District Plan 20947
Appendix 2

Location Map
CIVIC ADDRESS: 32270 Lougheed Highway

CURRENT ZONES: Land Use Contract

PROPOSED ZONES: CVD (Commercial Vehicle Dealership Zone)

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on Rai Avenue. Modeling and/or upgrades may be required at the time of future subdivision and/or development permit stages.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is available via District-owned sanitary main infrastructure that bisects the property. No upgrades are required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is available on Rai Avenue. No upgrades required. Onsite upgrades may be required at the time of future subdivision and/or development permit stages.

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:
Brent Schmitt, Director of Engineering & Public Works (Acting)

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
Appendix 4

DISTRICT OF MISSION

BY-LAW NO. 171 - 1972

A By-Law to authorize the Council to enter
into a Land Use Contract with Donald Hudson
Duncan and Clarice Monica Duncan.

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 By-Law No. 108 -
(1971)", declared the following described land to be a Development Area:

Commencing at the NW corner of Parcel "A" (EP 37493) of
Lots 24 & 25, NW 1/4 Section 17, Township 17, thence
easterly along the south boundary of the Lougheed Highway
to the eastern boundary of Lot "F", District Lot 165,
Group 3, Plan 12788, thence southerly to the northern
boundary of the Canadian Pacific Railway, thence westerly
along the northern boundary of the Canadian Pacific Railway
to the southwest corner of the Remainder of Lot 1, Block B,
N.W. 1/4, Section 17, Township 17, Plan 35475 and Plan 9579,
thence northerly along the eastern boundary of Wren Road to
the point of commencement.

And commencing at the Southwest corner of Lot 16, District
Lot 165, Group 3, Plan 9880, thence north westerly along
the western boundary of said Lot 16 to a point 225 feet
perpendicularly distant north of the northern boundary
of the Lougheed Highway, thence easterly across Lot 16 and Lot
14, District Lot 165, Group 3, Plan 9880, to a point on the
easterly boundary of said Lot 14, 225 feet perpendicularly
distant north of the north boundary of the Lougheed Highway,
thence easterly across Hig Road to a point on the westerly
boundary of Lot 13, District Lot 165, Group 3, Plan 9880,
225 feet perpendicularly distant north of the north boundary of the
Lougheed Highway, thence easterly across Park Road to a point on
the westerly boundary of Lot 11, District Lot 165, Group 3,
Plan 9880, 225 feet perpendicularly distant north of the north
boundary of the Lougheed Highway, thence easterly across said
Lot 11 and Lot 10, District Lot 165, Group 3, Plan 9880 and
Lot 23, District Lot 165, Group 3, Plan 951, to a point on the
easterly boundary of said Lot 23, 225 feet perpendicularly
distant north of the northern boundary of the Lougheed Highway,
thence southerly along the easterly boundary of said Lot 23 and 24,
District Lot 165, Group 3, Plan 951, to the intersection of the
northern boundary of the Lougheed Highway, thence westerly along
the northern boundary of the Lougheed Highway to the point of
commencement.

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 garden supplies store and nursery and containing a
furniture manufacturing shop within the said Development Area:

AND WHEREAS a Public Hearing was held on the 10th day of April, 1972
with respect to the said application for a garden supplies store and
nursery, and a Public Hearing was held on the 23rd day of April, 1973 with
respect to the said application for a furniture manufacturing shop:

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 "Mission District Land
Use Contract By-Law No. 171 - 1972".
2. It shall be lawful for and the Council of the District of Mission is hereby empowered to enter into a Land Use Contract with Donald Hudson Duncan and Clarice Monica Duncan for the construction of a garden supplies store and nursery and a furniture manufacturing shop upon land described as:-

Lot 5 of Lot 2, Block B, North West 1/4 Section 17, Township 17, Plan 20947, 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 1st day of May, 1972.

READ A SECOND TIME this 1st day of May, 1972.

READ A THIRD TIME THIS 7th day of May, 1973.

RECONSIDERED AND FINALLY ADOPTED this 4th day of June, 1973.

\[Signature\]  \[Signature\]
MAYOR CLERK

I HEREBY CERTIFY the foregoing to be a true and correct copy of "Mission District Land Use Contract By-Law No. 171 - 1972".

\[Signature\]
CLERK
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 By-Law No. 108 - 1971", declared the following described land to be a Development Area:

Commencing at the NW corner of Parcel "A" (EP 37493) of Lots 24 & 25, NW 1/4 Section 17, Township 17, thence easterly along the south boundary of the Lougheed Highway to the eastern boundary of Lot "P", District Lot 165, Group 3, Plan 12788, thence southerly to the northern boundary of the Canadian Pacific Railway, thence westerly along the northern boundary of the Canadian Pacific Railway to the southwest corner of the Remainder of Lot 1, Block B, N.W. 1/4, Section 17, Township 17, Plan 33475 and Plan 9579, thence northerly along the eastern boundary of Wren Road to the point of commencement.

And commencing at the Southwest corner of Lot 15, District Lot 165, Group 3, Plan 9880, thence north westerly along the western boundary of said Lot 16 to a point 225 feet perpendicularly distant north of the northern boundary of the Lougheed Highway, thence easterly across Lot 16 and Lot 14, District Lot 165, Group 3, Plan 9880, to a point on the easterly boundary of said Lot 14, 225 feet perpendicularly distant north of the north boundary of the Lougheed Highway, thence easterly across Haig Road to a point on the westerly boundary of Lot 15, District Lot 165, Group 3, Plan 9880, 225 feet perpendicularly distant north of the north boundary of the Lougheed Highway, thence easterly across Park Road to a point on the westerly boundary of Lot 11, District Lot 165, Group 3, Plan 9880, 225 feet perpendicularly distant north of the north boundary of the Lougheed Highway, thence easterly across said Lot 11 and Lot 10, District Lot 165, Group 3, Plan 9880 and Lot 23, District Lot 165, Group 3, Plan 951, to a point on the easterly boundary of said Lot 23, 225 feet perpendicularly distant north of the northern boundary of the Lougheed Highway, thence southerly along the easterly boundary of said Lot 23 and 24, District Lot 165, Group 3, Plan 951, to the interception of the northern boundary of the Lougheed Highway, thence westerly along the northern boundary of the Lougheed Highway to the point of commencement.

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 garden supplies store and nursery and containing a furniture manufacturing shop within the said Development Area:

AND WHEREAS a Public Hearing was held on the 10th day of April, 1972 with respect to the said application for a garden supplies store and nursery, and a Public Hearing was held on the 23rd day of April, 1973 with respect to the said application for a furniture manufacturing shop:

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 "Mission District Land Use Contract By-Law No. 171 - 1972".
2. It shall be lawful for and the Council of the District of Mission is hereby empowered to enter into a Land Use Contract with Donald Hudson Duncan and Clarice Monica Duncan for the construction of a garden supplies store and nursery and a furniture manufacturing shop upon land described as:

Lot 5 of Lot 2, Block B, North West 1/4 Section 17, Township 17, Plan 20947, 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 1st day of May, 1972.
READ A SECOND TIME this 1st day of May, 1972.
READ A THIRD TIME this 7th day of May, 1973.

RECONSIDERED AND FINALLY ADOPTED this 4th day of June 1973.

[Signatures]

I HEREBY CERTIFY the foregoing to be a true and correct copy of "Mission District Land Use Contract By-Law No. 171 - 1972".

[Signature]
LAND USE CONTRACT

THIS CONTRACT is dated the 4th day of June, 1973.

BETWEEN:

DISTRICT OF MISSION, a Municipal Corporation, duly incorporated under the laws of the Province of British Columbia, of 33157 First Avenue, Mission City, British Columbia.

(hereinafter called "THE MUNICIPALITY")

AND:

DONALD HUDSON DUNCAN and
CLARICE MONICA DUNCAN,
662 Ioco Road,
Fort Moody, 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 Municipality entering into this contract.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration 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 an owner of those lands and premises situates, lying and being in the DISTRICT of MISSION, in the Province of British Columbia, and being more particularly known and described as:

   Lot 5, of Lot 2, Blk B - NWK, Sec 17, Twp 17,
   Plan 20947, 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 prefiguring 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, thereover 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, telephone 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 "E" hereto.

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

13. Except as specifically provided in Schedule "E" 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 theDeveloper shall save harmless the Municipality from any such claim.

15. Except as provided in Schedule "E" hereto, the Municipality shall, from the date of acceptance, become 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 "I" 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 $350.00 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 60 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".
Appendix 4

- 6 -

INTERPRETATION

19. Whenever the singular or masculine is used herein, the same shall be construed as meaning the plural, feminines or body corporate or politic where the context or the parties so require.

BINDING

20. This agreement shall assure 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 on

10th day of April, A.D. 1972

and on the 23rd day of April, 1973.

This agreement was approved on the 4th 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 the District of Mission was affixed in the presence of)

[Seal]

Mayor

[Signature]

Clerk

[Signature]

SIGNED, SEALED AND DELIVERED

by the Developer in the presence of:

[Name]

Address

Mission, BC

Occupation

[Signature]

AS TO BOTH SIGNATURES.
ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that, on the 8th day of JANUARY, 1974, at MISSION, in the Province of British Columbia, FRANK HARMETT (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 CLERK of the DISTRICT OF MISSION, B.C., and that he is the person who subscribed his name to the annexed instrument as CLERK of the said DISTRICT OF MISSION and affixed the seal of the DISTRICT OF MISSION 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 JANUARY, one thousand nine hundred and seventy-four.

[Signature]

A Notary Public in and for the Province of British Columbia.

[Signature]

A Commissioner for taking affidavits within British Columbia.

LAURENCE A. H. WAINWRIGHT
A Notary Public in and for the Province of British Columbia

AFFIDAVIT OF WITNESS

Province of British Columbia

To Wit:

I, MARGARET WAINWRIGHT, of the DISTRICT of MISSION, 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 DONALD HUDSON DUNCAN and CLARICE MONICA DUNCAN, the parties thereto, for the purposes named therein.

2. The said instrument was executed at MISSION, B.C.

3. I know the said parties, and that they are 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 8th day of JANUARY, 1974.

[Signature]

A Notary Public in and for the Province of British Columbia.

[Signature]

A Commissioner for taking affidavits within British Columbia.

LAURENCE A. H. WAINWRIGHT
A Notary Public in and for the Province of 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 agrees
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:

Fare _______________________
Address _______________________
Occupation _______________________

__________________________

__________________________
LAND USE CONTRACT

SCHEDULE OF PERSON'S HAVING A REGISTERED INTEREST IN THE LAND WHOSE 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>NOT APPLICABLE</td>
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</table>

LAND USE CONTRACT

SCHEDULE "A"

Schedule of permitted land use.

Construction and planting of the following:-

1. Christmas tree farm.
2. Nursery.
3. Farm and Garden Supplies: Sales and Service.
4. Tool and Equipment Rental.
5. Office and shop rental building.
LAND USE CONTRACT

SCHEDULE "B"

Plot Plan and Specifications:

Site Area - 5.1 acres = 2,221,560 sq. ft.

Yards front - nil as existing site

rear - 40' x 60' service yard = 2400 sq. ft.

side - 6000 sq. ft. = 150' x 40' East side of concrete building
- 1200 sq. ft. = 40' x 30' West side of concrete building

Site Coverage - 4,250 sq. ft. (Existing structures)
65' x 40', 30' x 20', 35' x 30' (Including portable sheds)

Height of Building and Structures

maximum - 25 feet (Existing structures)
minimum - 10 feet (Existing structures)

Floor space ratio

Minimum floor area

NOT APPLICABLE

Number of units

PLAN

LOUGHEED HWY

FRONTAGE RD.

STORE

XMAS TREES
4 SEEDLINGS

MACHINE

FUTURE

SALES

DEPOT

SHELF

SHELF
LAND USE CONTRACT

SCHEDULE "C"

Off Street Parking:

Total area = 40' x 150'
Number of Spaces = 10 plus provision for expansion
Size of Spaces = 10' x 20'
Surfacing = Asphalt - To be completed to approved standards by June 30, 1974
Lighting = Floodlighting on exterior wall facing Lougheed Highway
and parking area
Signs = Nil
Access = Level access from frontage access road running parallel to Lougheed Highway

Plan

Off Street Loading:

Total area = 2000 sq. ft.
Size of Area = 40' x 50'
Location = West side of lot
Surfacing = Gravel
Lighting = Nil
Signs = Nil
Access = Level access from frontage road as above

Lougheed Hwy

Plan

Frontage Rd
LAND USE CONTRACT

SCHEDULE "D"

Signs:
Number - three
Types - painted on wood panels
Location - two on concrete building 64' x 30'
    one on 8 foot posts near centre of parking
Design - THE MILE 44
    GARDEN CENTRE
Size - 10 feet x 2 feet

Plan

Buildings & Structures:

Plans Existing structures (building)

Specifications - Chain link fencing - pipe or treated wood posts
    Plastic panels and lath for covered display areas.

Landscaping, Surface Treatment, Fences and Screens:

Plans

Specifications - area surrounding building to be landscaped
    and maintained in neat and tidy manner, with grass, trees, and flowering plants.
LAND USE CONTRACT

SCHEDULE "E"

Utilities:

Water

Sewer

Gas

Telephone

Electricity

Plans

Specifications

Locations
LAND USE CONTRACT

SCHEDULE "F"

Highways, Bridges, Lanes, Walkways:

Plans
Specifications

Street Lighting:

Plans
Specifications

Boulevards:

Plans
Specifications

Signs:

Plans
Specifications
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:

<table>
<thead>
<tr>
<th>Construction</th>
<th>NOT APPLICABLE</th>
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<tbody>
<tr>
<td>Location</td>
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<tr>
<td>Size</td>
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<tr>
<td>Development</td>
<td></td>
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<tr>
<td>Furnishing</td>
<td></td>
</tr>
<tr>
<td>Plans</td>
<td></td>
</tr>
</tbody>
</table>
LAND USE CONTRACT

SCHEDULE "T"

Development and Service to be provided or paid for by the

Municipality: NOT APPLICABLE
LAND USE CONTRACT

SCHEDULE "J"

Works and Services to be Maintained and Operated by the Developer

NOT APPLICABLE
LAND USE CONTRACT

SCHEDULE "K"

Performance Security: Amount:
Performance Bond:
Mortgage:
Certified Cheque:

Other: $1,000.00 letter of credit as security for completion by the Developer of all the requirements of this Contract
LAND USE CONTRACT

SCHEDULE "L"

Item to be Provided Constructed
Located, Developed:

Date of Completion:

June 30th, 1974.

Garden Supplies Store, and Nursery, and a Furniture
Manufacturing Shop, and other items as in the contract
stipulated.
LAND USE CONTRACT

Donald Hudson Duncan, et ux

DISTRICT OF MISION
Council was presented with preliminary fees and charges information at the September 19, 2017 Freestanding Committee of the Whole - Budget meeting. This report provides updated information on the 2018 proposed fee increases, new fees, the deletion of fees and minor housekeeping items effective January 1, 2018. A Fee Revision Bylaw to amend these fee changes is listed under the “Bylaws for Consideration” section of the agenda for first three readings.

PURPOSE:
This report presents the 2018 Fee Revision Bylaw 5683-2017 to Council for consideration of first three readings and highlights changes since the September 19, 2017 report.

BACKGROUND:
At the Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) meeting held on September 19, 2017 a report was presented to the Committee listing:

- New fees proposed for 2018;
- List of fees proposed to changed effective January 1, 2018;
- Fees proposed to be deleted from existing bylaws; and
- Housekeeping items.

Since September 19, additional changes are being proposed and are outlined below.

DISCUSSION AND ANALYSIS:
Additional changes to the bylaws are being proposed and shown below, sorted into the following groupings:

- New fees/fines proposed for 2018; (Section A - Table 1 – Appendix A)
- Proposed additional changes to existing bylaw fees for 2018; (Section B)
- Fees proposed to be deleted from existing bylaws; (Section C - Table 2 – Appendix B) and
- Housekeeping items (Section D - Table 3).

These increases will assist with recovering costs associated with performing the related function, and any projected new revenue generated by the proposed new fees and fee increases has been included within the 2018 draft operating budget.
### A - New fees/fines proposed for 2018:

The first item in the following chart highlights a fee first presented in September 19, 2017 however, the description has changed to provide clarity (see bolded text). The remainder items in the chart are new fines to the Municipal Ticket Information Bylaw that are being proposed.

**Table 1**

<table>
<thead>
<tr>
<th>Name of Fee/Fine</th>
<th>Proposed 2018 Rate *</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Fees &amp; Charges Administrative Bylaw 4029-2007 – Schedule 1</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| D. Financial Services  
3. Administration Fee for Processing a Transfer between Tax or Utility accounts with different roll numbers (per property) | $10.00 | To offset staff time to process the transferring of account balances from one property or utility account to another when that account is attached to a different roll number. |
| **Municipal Ticket Information (MTI) Bylaw 2646-1993 – Schedule 5 and 22** | | |
| **Schedule 5 – Traffic Regulation Bylaw** | | |
| Section 3.10 (b) Accumulation of rubbish on sidewalk | $250.00 | Upon review of the Traffic Regulation Bylaw, it was realized that the offence was missing from the MTI Bylaw |
| Section 8.02 (x) Park in any electric vehicle charging station stall at a public parking facility | $250.00 | Upon updating the Traffic Regulation Bylaw, this offence was created and requires to be included within the MTI Bylaw |
| Section 8.02 (y) Park on any portion of a public boat launch | $50.00 | Upon updating the Traffic Regulation Bylaw, this offence was created and requires to be included within the MTI Bylaw |
| Section 8.02 (z) Park in such a manner as to obstruct the free passage of traffic | $50.00 | Upon updating the Traffic Regulation Bylaw, this offence was created and requires to be included within the MTI Bylaw |
| Section 8.02 (aa) No valid insurance | $250 | Upon updating the Traffic Regulation Bylaw, this offence was created and requires to be included within the MTI Bylaw |
| Section 8.02 (bb) Park within 5 meters of a community mailbox | $50.00 | Upon updating the Traffic Regulation Bylaw, this offence was created and requires to be included within the MTI Bylaw |
| Section 8.02 (cc) Park within a Loading Zone | $50.00 | Upon updating the Traffic Regulation Bylaw, this offence was created and requires to be included within the MTI Bylaw |
| Section 8.04 (b) Park between 3:00 am to 7:00 am in CC-D1 zones | $50.00 | Upon review of the Traffic Regulation Bylaw, it was realized that the offence was missing from the MTI Bylaw |
| **New Schedule 22 – Regulation of Public Use of Park Bylaw 5001-2008** | | |
| (See Appendix A for list of offences) | Various fines | Upon review of the Ticket Information Bylaw, it was realized that the offences from the Regulation of Public Use of Park Bylaw were missing. |

*Effective January 1, 2018

(A) Upon review of the Traffic Regulation Bylaw, for offences within the Ticket Information Bylaw, one offence was added (for clarity), one offence had its fine reduced, and one offence was deleted.
B - Proposed changes to existing bylaw fees for 2018

Listed below are the bylaws that staff are proposing to increase rates for 2018 to:

**Cemetery and Crematorium Bylaw 5664-2017** (three updated fees since last report)
- *Columbarium Double Niche Bottom:*
  - Current 2017 rate: Grave Space - $6,080.14; Care - $657.57; Total - $6,755.71
  - Proposed 2018 rate: Grave Space - $6,201.74; Care - $689.08; Total - $6,890.83
- *Marker Permit & Installation (Double):*
  - Current 2017 rate: Space - $300.00; Care - $30.00; Total - $330.00
  - Proposed 2018 rate: Space - $306.00; Care - $30.60; Total - $336.60
- *Re-set Marker or Niche Plate on Subsequent Inscription:*
  - Current 2017 rate: $196.23
  - Proposed 2018 rate: $200.15

**Ticket Information Bylaw 2646-1993**
- No Valid License Plate - decrease fine from $250 to $75 (A)

C - Fees proposed to be deleted from bylaws – Appendix B

The following are being requested to be deleted for 2018.

**Table 2**

<table>
<thead>
<tr>
<th>Name of Fine</th>
<th>Rate</th>
<th>Reason to be Deleted *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticket Information Bylaw 2646-1993</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule 5 – Traffic Regulation Bylaw 1698-1987 “No Decal”</td>
<td>$75</td>
<td>Upon updating the Traffic Regulation Bylaw, this offence was deemed to be a duplicate and therefore, proposed to be deleted. (A)</td>
</tr>
<tr>
<td>Schedule 8 – Zoning bylaw 5050-2009 All the offences with the exception of “Unauthorized Use” will be deleted. See Appendix B with offences to be deleted.</td>
<td>Various fine amounts</td>
<td>The wording “unauthorized use” encompassed all the offences within the zoning bylaw, and staff believe at this time that it is unnecessary to itemize each offence separately as the Zoning Bylaw states what is and is not authorized use within each zone.</td>
</tr>
</tbody>
</table>

* Effective January 1, 2018

D - Housekeeping items:

The following are housekeeping wording/numbering changes to reflect current procedures.

**Table 3**

<table>
<thead>
<tr>
<th>Bylaw</th>
<th>Description</th>
<th>Change *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land Use Application Procedures &amp; Fees Bylaw 3612-2003</td>
<td></td>
<td>Update to reflect that the Downtown Revitalization Bylaw has extended the application date to December 31, 2019.</td>
</tr>
</tbody>
</table>

(A) Upon review of the Traffic Regulation Bylaw, for offences within the Ticket Information Bylaw, one offence was added (for clarity), one offence had its fine reduced, and one offence was deleted.
### Table 3 (cont'd)

<table>
<thead>
<tr>
<th>Bylaw</th>
<th>Description</th>
<th>Change *</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ticket Information Bylaw 2646-1993</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule 5 Traffic Regulation Bylaw</td>
<td>Park to display vehicle for sale</td>
<td>Park to display vehicle for sale/repair vehicle</td>
</tr>
<tr>
<td>Schedule 5 Traffic Regulation Bylaw</td>
<td>Disobey flagperson</td>
<td>Disobey Flag Person/School Patrol</td>
</tr>
<tr>
<td><strong>Traffic Regulation Bylaw 1698-1987</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 5.04 – Street Use Permit</td>
<td>Street Use Permit</td>
<td>Move this to Section C. Engineering/Public Works Services within the User Fees &amp; Charges Administration Bylaw 4029-2007</td>
</tr>
<tr>
<td>Section 5.10</td>
<td>Signal Timing Sheet</td>
<td>Move this to Section C. Engineering/Public Works Services within the User Fees &amp; Charges Administration Bylaw 4029-2007</td>
</tr>
<tr>
<td>Section 6.03 (e)</td>
<td>Extraordinary Traffic Permit</td>
<td>Move this to Section C. Engineering/Public Works Services within the User Fees &amp; Charges Administration Bylaw 4029-2007</td>
</tr>
</tbody>
</table>

**Sewer Bylaw 5033-2009**

| Schedule C – Sewer Connection Fees 1. (b) (i) (ii) | (i) Effective January 1, 2016, the administration fee for a connection, irrespective of diameter shall be $202.00 | (i) Effective January 1, 2016, the administration fee for a quote to connect irrespective of diameter shall be: $50.00; |
| | (ii) The non-refundable deposit for a quote to connect, irrespective of diameter, shall be $50.00 and will be applied to the administrative fee above when application is completed and paid for. | (ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be $202.00 |

| Schedule C – Sewer Connection Fees 2. (b) (i) (ii) | (i) Effective January 1, 2016, the administration fee for a connection, irrespective of diameter shall be $202.00 | (i) Effective January 1, 2016, the administration fee for a quote to connect irrespective of diameter shall be: $50.00; |
| | (ii) The non-refundable deposit for a quote to connect, irrespective of diameter, shall be $50.00 and will be applied to the administrative fee above when application is completed and paid for. | (ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be $202.00 |

* Effective January 1, 2018

The above changes along with changes reported at the September 19, 2017 Freestanding Committee of the Whole (Corporate Administration and Finance – Budget) meeting have been contained in the Fee Revision Bylaw presented to Council for consideration of first three readings on today’s agenda.
COUNCIL GOALS/OBJECTIVES:
This bylaw supports Council’s financial goal of financial sustainability through diversified and optimized revenue.

FINANCIAL IMPLICATIONS:
There are no direct financial implications associated with this report as any projected increase in revenue has been included in the District’s 2018 to 2022 Financial Plan.

COMMUNICATION:
Signage informing the public of the fee/charge increases will be posted in the lower lobby area at the Municipal Hall, at the Fire Station #1, Public Works and at the Leisure Centre. As well the District’s Website and City Page will include information that fees are increasing effective January 1, 2018.

SUMMARY AND CONCLUSION:
At the Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) meeting held on September 19, 2017 a report was presented to the Committee listing several changes to fees and charges. Since September 19, additional changes are being proposed and are outlined within this report. Additional changes to the bylaws that staff are proposing are sorted into the following groupings:

• New fees proposed for 2018; (Section A - Table 1 – Appendix A)
• Proposed additional changes to existing bylaws for 2018; (Section B)
• Fees proposed to be deleted from existing bylaws; (Section C - Table 2 – Appendix B) and
• Housekeeping items (Section D - Table 3).

These increases will assist with recovering costs associated with performing the function, and any projected new revenue generated by the proposed new fees and fee increases has been included within the 2018 draft operating budget.

SIGN-OFFS:
Kerri Onken, Deputy Treasurer/Collector
Reviewed by: Kris Boland, Director of Finance

Comment from the Chief Administrative Officer
Reviewed
\Maverick\Data\FINANCE\BUDGET\User Fees & Charges\2017\2017 Fees and Charges REPORT.docx
# New Schedule 22 -
Regulation of Public Use of Parks Bylaw 5001-2008

<table>
<thead>
<tr>
<th>Prohibited Activity</th>
<th>Proposed 2018 Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>In contravention of the prohibited activities in Section 4 of the bylaw without a special use permit</td>
<td>$250.00</td>
</tr>
<tr>
<td>Possession or use of any type of firearms</td>
<td>$250.00</td>
</tr>
<tr>
<td>Possession or use of bows and arrows</td>
<td>$250.00</td>
</tr>
<tr>
<td>Possession of use of any other weapons including, but not limited to, knives, bear spray or other animal repellents, or other similar weapons</td>
<td>$250.00</td>
</tr>
<tr>
<td>Possession or use of any type of fireworks or explosives</td>
<td>$250.00</td>
</tr>
<tr>
<td>Use of loud and / or vulgar language</td>
<td>$250.00</td>
</tr>
<tr>
<td>Cutting down of trees</td>
<td>$250.00</td>
</tr>
<tr>
<td>Erection or use of tents of any kind</td>
<td>$250.00</td>
</tr>
<tr>
<td>Lighting of campfires</td>
<td>$250.00</td>
</tr>
<tr>
<td>Dumping of refuse</td>
<td>$250.00</td>
</tr>
<tr>
<td>Buying, selling or consuming alcohol or any controlled substances</td>
<td>$250.00</td>
</tr>
<tr>
<td>Keeping of any domesticated animals</td>
<td>$250.00</td>
</tr>
<tr>
<td>Golf</td>
<td>$250.00</td>
</tr>
<tr>
<td>Permit any dog to run at large in any park, except for a designated &quot;off-leash park&quot;</td>
<td>$250.00</td>
</tr>
<tr>
<td>Drive or permit any private motorized vehicle to enter into or upon any park</td>
<td>$250.00</td>
</tr>
<tr>
<td>Pick, cut down, dig or pull up, or knowingly injure or destroy in whole or in part any flower, plant, shrub, or tree in any park</td>
<td>$250.00</td>
</tr>
<tr>
<td>Destroy, damage, move or deface any bench, table, playground equipment, refuse container or any other public property situated in any park</td>
<td>$250.00</td>
</tr>
<tr>
<td>Throw, deposit, drop or leave in any park any glass, plastic, bottle, can, container, paper, food, garbage or litter, except in containers provided for that purpose</td>
<td>$250.00</td>
</tr>
</tbody>
</table>
**Appendix B**  
Fines to be Deleted from Municipal Ticket Information Bylaw 2646-1993

<table>
<thead>
<tr>
<th>Schedule 8 - Zoning Bylaw 5050-2009</th>
<th>Existing 2017 Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEEP:</strong></td>
<td></td>
</tr>
<tr>
<td>Unauthorized Use</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>DELETE:</strong></td>
<td></td>
</tr>
<tr>
<td>Prohibited Use</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Prohibited Container</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Prohibited flop house</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Keeping Fowl</td>
<td>$250 Delete</td>
</tr>
<tr>
<td>Keeping Livestock</td>
<td>$250 Delete</td>
</tr>
<tr>
<td><strong>Suburban designation areas</strong></td>
<td></td>
</tr>
<tr>
<td>Park in front yard</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Park prohibited vehicle</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Keep prohibited equipment</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Park over-length vehicle</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Unlicensed vehicles</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Dismantled/wrecked vehicle</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Park within 1.5m of lot line</td>
<td>$175 Delete</td>
</tr>
<tr>
<td><strong>Urban designation areas</strong></td>
<td></td>
</tr>
<tr>
<td>Park in front yard</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Park prohibited vehicle</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Keep prohibited equipment</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>Park over-length vehicle</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Unlicensed vehicles</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Dismantled/wrecked vehicle</td>
<td>$175 Delete</td>
</tr>
<tr>
<td>Park within 1.5m of lot line</td>
<td>$175 Delete</td>
</tr>
<tr>
<td><strong>Fencing</strong></td>
<td></td>
</tr>
<tr>
<td>Unauthorized fence height</td>
<td>$250 Delete</td>
</tr>
<tr>
<td>Unauthorized fence height when located on a wall</td>
<td>$250 Delete</td>
</tr>
<tr>
<td><strong>Rural Zones</strong></td>
<td></td>
</tr>
<tr>
<td>RU80, RU36, &amp; RU16</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>RU80s, RU36s, &amp; RU16s</td>
<td>$200 Delete</td>
</tr>
<tr>
<td><strong>Rural Residential Zones</strong></td>
<td></td>
</tr>
<tr>
<td>RR7</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>RR7s</td>
<td>$200 Delete</td>
</tr>
<tr>
<td><strong>Suburban Zones</strong></td>
<td></td>
</tr>
<tr>
<td>S36</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>S36s</td>
<td>$200 Delete</td>
</tr>
<tr>
<td><strong>Urban Residential Zones</strong></td>
<td></td>
</tr>
<tr>
<td>R930, R669, R558 &amp; R465</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>R930s, R669s, R558s, &amp; R465s</td>
<td>$200 Delete</td>
</tr>
<tr>
<td><strong>Residential Compact Zones</strong></td>
<td></td>
</tr>
<tr>
<td>RC465, RC372 &amp; RC280</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>RC465s</td>
<td>$200 Delete</td>
</tr>
<tr>
<td>RT465 &amp; RB558</td>
<td>$200 Delete</td>
</tr>
</tbody>
</table>
DATE: December 4, 2017
TO: Mayor and Council
FROM: Kerri Onken, Deputy Treasurer/Collector
ATTACHMENT(S): Appendix A - Water Rates Amending Bylaw 5684-2017-2197(29)
Appendix B - Sewer User Rates and Charges Amending Bylaw 5685-2017-1922(24)
Appendix C - Solid Waste Management Amending Bylaw 5686-2017-5526(2)

On November 29, 2017, Council approved, effective January 1, 2018, a 1% increase to the water user rates, a 4% increase to the sewer user rates, and increases to various landfill tipping fees. The three Bylaws to amend these user rates and landfill tipping fees are listed under the “Bylaws for Consideration” section of the agenda for first three readings.

PURPOSE:
The purpose of this report is to present the Water Rates Amending Bylaw 5684-2017-2197(29), the Sewer User Rates and Charges Amending Bylaw 5685-2017-1922(24) and the Solid Waste Management Amending Bylaw 5686-2017-5526(2) to Council for consideration of first three readings.

BACKGROUND:
The following recommendations were approved by the Committee of the Whole at the November 29, 2017 Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) meeting:

1. “That the 2018 Water Utility Financial Plan, capital and operating, including a 1% increase in water user rates effective January 1, 2018, be approved;

2. That the 2018 Sewer Utility Financial Plan, capital and operating, including a 4% increase in sewer user rates effective January 1, 2018, be approved; and

3. That the 2018 Waste Management Utility Financial Plan, capital and operating, including increases to various landfill tipping fees effective January 1, 2018, be approved.”

The next step in the bylaw amendment process is to incorporate the above fee amendments into the three utility amending bylaws and bring these bylaws forward to Council for consideration of first three readings.

Council also approved a 4.6% increase to the drainage utility levy at the November 29, 2017 Freestanding Committee of the Whole (Corporate Administration & Finance – Budget) meeting. This increase, along with the 3.63% property tax increase, will be reflected within the District’s Tax Rate Bylaw that is prepared in April of 2018.
COUNCIL GOALS/OBJECTIVES:
These bylaws are supporting Council’s financial goal of financial sustainability through diversified and optimized revenue.

FINANCIAL IMPLICATIONS:
There are no direct financial implications associated with this report as any projected increase in revenue has been included in the 2018 Financial Plan.

SUMMARY AND CONCLUSION:
The Water Rates Amending Bylaw 5684-2017-2197(29), the Sewer User Rates and Charges Amending Bylaw 5685-2017-1922(24), and the Solid Waste Management Amending Bylaw 5686-2017-5526(2) are listed under the “Bylaws for Consideration” section of the agenda for first three readings. The fee increases would be effective January 1, 2018.

SIGN-OFFS:

Kerri Onken, Deputy Treasurer/Collector

Reviewed by:
Kris Boland, Director of Finance

Comment from the Chief Administrative Officer:
Reviewed
Appendix A

DISTRICT OF MISSION

BYLAW 5684-2017-2197(29)

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

WHEREAS, The Council of the District of Mission did, on the 20th day of August, 1990 enact a bylaw
cited as "District of Mission Water Rates Bylaw 2197-1990";

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

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

1. This Bylaw may be cited for all purposes as "District of Mission Water Rates Amending Bylaw
5684-2017-2197(29)".

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

3. This Bylaw shall take effect on the 1st day of January, 2018.

READ A FIRST TIME this xxx day of December, 2017

READ A SECOND TIME this xxx day of December, 2017

READ A THIRD TIME this xx day of December, 2017

ADOPTED this xx day of December, 2017

RANDY HAWES, MAYOR  MICHAEL YOUNIE, CORPORATE OFFICER
WATER UTILITY FEES

Classes of Consumer | Rates Payable Effective January 1, 2018

1 One and Two Unit Residential (Unmetered)
   (a) Residential Use, One Unit
      (i) per dwelling unit $41.56 per month $498.72 per annum
      (ii) per secondary dwelling unit $41.56 per month $498.72 per annum
   (b) Residential Use, Two Units
      (i) per dwelling unit $41.56 per month $498.72 per annum
      (ii) per secondary dwelling unit $41.56 per month $498.72 per annum

2 Multi-Unit Residential (Unmetered)
   (a) Mobile Home Park Use - per pad $41.56 per month $498.72 per annum
   (b) Residential Use, Apartment
      (i) 3 dwelling units, per dwelling unit $41.56 per month $498.72 per annum
      (ii) 4 dwelling units, per dwelling unit $41.56 per month $498.72 per annum
      (iii) more than 4 dwelling units, per dwelling unit $35.67 per month $428.04 per annum
   (c) Residential Use, Townhouse
      (i) per dwelling unit $41.56 per month $498.72 per annum
      (ii) per secondary dwelling unit $41.56 per month $498.72 per annum

3 Commercial/Industrial/Institutional (Unmetered)
   (a) Per account $41.56 per month $498.72 per annum

4 Commercial/Industrial/Institutional and Multi-Unit Residential (Metered)
   (a) Quarterly Metered Water User Rates (subject to minimum charge per quarter)
      Up to 300 cubic meters $1.0860 per cubic meter of water consumed
      On next 300 cubic meters $0.8904 per cubic meter of water consumed
      On next 300 cubic meters $0.8068 per cubic meter of water consumed
      On next 300 cubic meters $0.7238 per cubic meter of water consumed
      On balance $0.5561 per cubic meter of water consumed

   Meter Size | Minimum Charge per Quarter | Quarterly Meter Rental Rates
   Up to 19 mm | $118.39 | $3.42
   25 mm | $118.39 | $4.62
   32 mm | $118.39 | $5.80
   38 mm | $118.39 | $8.10
   50 mm | $131.56 | $13.60
   75 mm | $131.56 | $40.55
   100 mm | $427.82 | $60.17
   150 mm | $427.82 | $60.17

5 One and Two Unit Residential (Metered)
   (a) Annual Water User Rate: $1.26 per cubic meter of water consumed annually
   (b) Annual Meter Rental Rates

   Meter Size | Annual Rental
   up to 19 mm | $13.62
   25 mm | $18.41
DISTRICT OF MISSION

BYLAW 5685-2017-1922(24)

A Bylaw to amend "District of Mission Sewer User Rates and Charges Bylaw 1922-1989"


AND WHEREAS, the Council of the District of Mission deems it advisable to amend "District of Mission Sewer User Rates and Charges Bylaw 1922-1989";

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 Sewer User Rates and Charges Amending Bylaw 5685-2017-1922(24)".

2. "District of Mission Sewer User Rates and Charges Bylaw 1922-1989", as amended, is hereby further amended by:
   (a) deleting Schedule “A” in its entirety; and
   (b) replacing it with the new amended Schedule “A” attached to and forming part of this bylaw.

3. This bylaw shall take effect the 1st day of January, 2018.

READ A FIRST TIME this XX day of December, 2017
READ A SECOND TIME this XX day of December, 2017
READ A THIRD TIME this XX day of December, 2017
ADOPTED this XX day of December, 2017

RANDY HAWES, MAYOR
MICHAEL YOUNIE, CORPORATE OFFICER
Schedule "A"

SEWER UTILITY FEES

<table>
<thead>
<tr>
<th>Classes of Consumer</th>
<th>Rates Payable Effective January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 One and Two Unit Residential that are not metered for water purposes</td>
<td></td>
</tr>
<tr>
<td>(a) Residential Use, One Unit</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(b) Residential Use, Two Units</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>2 Multi-Unit Residential and Commercial/Industrial/Institutional that are not metered for water purposes</td>
<td></td>
</tr>
<tr>
<td>(a) Mobile Home Park Use - per pad</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(b) Residential Use, Apartment</td>
<td></td>
</tr>
<tr>
<td>(i) 3 dwelling units, per dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(ii) 4 dwelling units, per dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(iii) more than 4 dwelling units, per dwelling unit</td>
<td>$ 29.58 per month</td>
</tr>
<tr>
<td>(c) Residential Use, Townhouse</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(d) Commercial/Industrial/Institutional</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$ 34.50 per month</td>
</tr>
<tr>
<td>3 Commercial/Industrial/Institutional and Multi-Unit Residential customers that are metered for water purposes shall pay the following quarterly sewer rates:</td>
<td></td>
</tr>
<tr>
<td>(a) 84.00% of the quarterly water user charges imposed and levied against the owner of real property for the use of water pursuant to District of Mission Water Rates Amending Bylaw 5601-2016-2197 (27) and amendments thereto.</td>
<td></td>
</tr>
<tr>
<td>4 One and Two Unit Residential that are metered for water purposes shall pay the following annual sewer rates:</td>
<td></td>
</tr>
<tr>
<td>(a) 84.00% of the annual water user charges imposed and levied against the owner of real property for the use of water pursuant to District of Mission Water Rates Amending Bylaw 5601-2016-2197 (27) and amendments thereto.</td>
<td></td>
</tr>
</tbody>
</table>

AND WHEREAS, the Council of the District of Mission deems it advisable to amend "District of Mission Solid Waste Management Bylaw 5526-2015";

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 Solid Waste Management Amending Bylaw 5686-2017-5526-(2)";

2. "District of Mission Solid Waste Management Bylaw 5526-2015" as amended, is hereby further amended by:
   (a) deleting Schedule “A” in its entirety; and
   (b) replacing it with the new amended Schedule “A” attached to and forming part of this Bylaw.

3. This Bylaw shall take effect on the 1st day of January, 2018.

READ A FIRST TIME this xxx day of December, 2017

READ A SECOND TIME this xxx day of December, 2017

READ A THIRD TIME this xx day of December, 2017

ADOPTED this xx day of December, 2017

RANDY HAWES, MAYOR               MICHAEL YOUNIE, CORPORATE OFFICER
## Schedule “A”
### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Effective January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Garbage Stickers</td>
<td>per sticker</td>
<td>$3.50</td>
</tr>
<tr>
<td>All Garbage from sources within the District except as specified below</td>
<td>per tonne</td>
<td>$103.00</td>
</tr>
<tr>
<td>Minimum charge for loads from sources within the District</td>
<td>per load</td>
<td>$5.00</td>
</tr>
<tr>
<td>Minimum charge for loads from sources outside the District</td>
<td>per load</td>
<td>$10.00</td>
</tr>
<tr>
<td>Greenwaste from sources within the District or outside the District</td>
<td>per tonne</td>
<td>$67.00</td>
</tr>
<tr>
<td>Gypsum board (post 1990) from sources within the District</td>
<td>per tonne</td>
<td>$160.00</td>
</tr>
<tr>
<td>Sod, soil, bricks and small concrete debris (not exceeding 30 centimetres in any dimension) from sources within the District</td>
<td>per tonne</td>
<td>$33.00</td>
</tr>
<tr>
<td>Residential Food Waste from sources within the District</td>
<td>per tonne</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Food Waste from source within the District</td>
<td>per tonne</td>
<td>$77.00</td>
</tr>
<tr>
<td>Residential Recyclables from sources within the District</td>
<td>per tonne</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Recyclables received at the Landfill or the Recyclables Processing Facility</td>
<td>per tonne</td>
<td>$85.00</td>
</tr>
<tr>
<td>Off-rim Tires (passenger car and light truck tires only) from sources within the District</td>
<td>per tire</td>
<td>$0.00</td>
</tr>
<tr>
<td>On-rim Tires (passenger car and light truck tires only) from sources within the District</td>
<td>per tire</td>
<td>$1.00</td>
</tr>
<tr>
<td>Mattress Recycling Fee</td>
<td>per unit</td>
<td>$10.00</td>
</tr>
<tr>
<td>Residential Food Waste received from sources outside the District</td>
<td>per tonne</td>
<td>$67.00</td>
</tr>
<tr>
<td>Garbage, Trade Waste, or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources within the District</td>
<td>per tonne</td>
<td>$165.00</td>
</tr>
<tr>
<td>Garbage, Trade Waste or Construction and Demolition Waste received from sources outside the District, except as specified below</td>
<td>per tonne</td>
<td>$168.50</td>
</tr>
<tr>
<td>Garbage, Trade Waste, or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources outside of the District</td>
<td>per tonne</td>
<td>$240.00</td>
</tr>
<tr>
<td>Surcharge on the higher disposal fee for any unsorted loads (charged at the highest tipping fee applicable to any material in the load)</td>
<td>per tonne</td>
<td>50%</td>
</tr>
<tr>
<td>Surcharge for Unsecured Loads</td>
<td>per load</td>
<td>$10.00</td>
</tr>
<tr>
<td>Alternative cover material, contaminated soil, animal mortalities, food production waste and other, non-hazardous, but less common materials from sources within the FVRD</td>
<td>per tonne</td>
<td>to be determined</td>
</tr>
</tbody>
</table>
Committee of the Whole Report
November 29, 2017

A Freestanding Committee of the Whole (Corporate Services – Budget) meeting took place on November 29, 2017 at 1:00 p.m. The following presents the Committee’s recommendations to Council for consideration:

THESE ITEMS WERE CARRIED UNANIMOUSLY AND CAN BE RATIFIED TOGETHER

2018 to 2022 Financial Plan Objectives and Policies

RECOMMENDED:

That the District’s 2018 to 2022 Financial Plan Bylaw includes the objectives and policies as noted in the report entitled “2018 to 2022 Financial Plan Objectives and Policies” dated November 29, 2017 from the Deputy Treasurer/Collector.

This recommendation was carried unanimously.

2018 to 2022 Financial Plan Bylaw Preparation

RECOMMENDED:

1. That the 2018 General Fund budget, capital and operating, including an increase of 3.63% to the 2018 property tax levy which includes the operating spending packages presented and one additional RCMP Officer, be approved;
2. That the 2018 Water Utility Financial Plan, capital and operating, including a 1% increase in water user rates effective January 1, 2018, be approved;
3. That the 2018 Sewer Utility Financial Plan, capital and operating, including a 4% increase in sewer user rates effective January 1, 2018, be approved;
4. That the 2018 Waste Management Utility Financial Plan, capital and operating, including increases to various landfill tipping fees effective January 1, 2018 be approved;
5. That the 2018 Drainage Utility Financial Plan, capital and operating, including a 4.6% increase to the 2018 drainage levy, be approved;
6. That the increases noted above, as well as all of the recommendations of the Freestanding Committee of the Whole (Corporate Administration & Finance) Budget meetings, put forward during the 2018 budget process, and subsequently approved and adopted by Council, be included in the District’s 2018 to 2022 Financial Plan Bylaw; and
7. That all other applicable bylaws be updated accordingly.

These recommendations were carried unanimously.
The Minutes of the Parks and Recreation Advisory Committee meeting held in Multi-Purpose Room #3 at the Mission Leisure Centre on Tuesday, September 12, 2017 commencing at 7:00 p.m.

Members Present: Manpreet Brar  
Pam Hockridge, Chair  
Ed Hodson  
Bob Ingram  
Dan Schubert  
Danica Stene  
Rich Vigurs

Members Absent: Laura Wilson

Others Present: Rachel Kleindienst, Booking Clerk  
Ron Poole, CAO, District of Mission  
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 agenda of the Parks and Recreation Advisory Committee meeting held on September 12, 2017 be approved as circulated.

CARRIED

3. RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 7:45 P.M. AND IMMEDIATELY CONVENE INTO CLOSED SESSION

Moved by B. Ingram and seconded by D. Stene,

RESOLVED:

1. That pursuant to Section 90 of the Community Charter, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:
   • Section 90(1)(g) of the Community Charter – litigation or potential litigation affecting the municipality;
   • 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;
   • Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm
the interests of the municipality if they were held in public;
2. That the public portion of the meeting be recessed until 7:45 p.m.; and
3. That the Committee immediately resolve into the closed portion of their meeting.
CARRIED
The meeting recessed at 7:05 p.m.

4. RECESS TO CLOSED COMMITTEE MEETING

5. RECONVENE

M. Sinclair reconvened the meeting at 7:45 p.m.

Members Present: Manpreet Brar
Paul Hockridge
Ed Hodson
Bob Ingram
Dan Schubert
Danica Stene
Rich Vigurs

Members Absent: Laura Wilson

Others Present: Rachel Kleindienst, Booking Clerk
Maureen Sinclair, Director of Parks, Recreation and Culture

6. MINUTES FOR APPROVAL

Moved by D. Stene and seconded by R. Vigurs,

That the minutes of the June 13, 2017 meeting of the Parks and Recreation Advisory Committee be approved.
CARRIED

7. NEW BUSINESS

(a) Master Plan Update

M. Sinclair updated the committee on the progress of the Parks, Recreation and Culture Master Plan over the past two months. The scope of the report has been revised to add Fraser River Heritage Park and Centennial Park as areas that require more attention. Other addendums to the report are recommendations to focus on Tourism and the Stave West development. There is potential for another addendum or a separate report that would look at the Cedar Valley Development, Phases 3 & 4. There is an identified need to re-focus the planning of parks and trails in the future phases.
The public engagement portion of the Master Plan returned 400 questionnaires that were circulated at various community events over the summer. Two meetings have taken place with First Nations and one more is scheduled with the Friendship Centre.

A follow-up meeting to discuss draft recommendations is scheduled for October. The addendum pieces could push back the date of completion.

**(b) 2018 Budget Update**

Three spending packages for the Operating Budget are;

1) Additional supervisory coverage for the Leisure Centre. Approximately 50 hours per week has no supervisor for building maintenance.

2) Additional Parks Labourer.

3) Twelve support positions have been requested District wide.

Capital Budget requests include;

1) Condenser replacement for the North and South Arenas. This request has been moved forward from the 2020-2021 budget.

2) Roofing costs need to be carried forward into the 2018-2019 budget and the total value has been increased. Repairs have taken place over the past four years but there is an estimated three more years of work required.

3) Master Plan projects are requiring a budgeted amount of $100,000 each year over the next five years.

**(c) Hatzic Park Improvements**

M. Sinclair circulated an email received by a resident of Hatzic that listed suggestions for Hatzic Park and the Cemetery. Most of the suggestions seemed to line up with plans already in place. Discussion ensued as to how to inform and involve the Hatzic Community in the upcoming improvements to Hatzic Park. Suggestions were:

- Host an Open House,
- Post an informative billboard at the entrance to the park, or
- Invite community input through a notice in the paper.

M. Sinclair also received a request from a Hatzic resident that the park be fully fenced. The concern of this resident is that vehicles have access to the park.

Moved by E. Hodson, seconded by B. Ingram and

RESOLVED:

That the committee are not supportive of fencing off Hatzic Park from the adjacent street and encourage open frontages for all community parks.

CARRIED
8. **NEXT MEETING**

   October 10, 2017 at 7:00 p.m. regular committee meeting

   October 19, 2017 at 7:00 p.m. special meeting with Council

9. **ADJOURNMENT**

   Moved by R. Vigurs and seconded by E. Hodson,

   That the meeting of the Parks and Recreation Advisory Committee be adjourned.

   CARRIED

   The meeting adjourned at 8:30 p.m.
The Minutes of the Parks and Recreation Advisory Committee meeting held in the Multi-Purpose Room #4 at the Mission Leisure Centre on Tuesday, October 17, 2017 commencing at 7:00 p.m.

Members Present: Paul Hockridge, Chair  
Ed Hodson  
Bob Ingram  
Dan Schubert  
Rich Vigurs  
Laura Wilson  

Members Absent: Manpreet Brar  
Danica Stene  

Others Present: Rachel Kleindienst, Booking Clerk  
Maureen Sinclair, Director of Parks, Recreation and Culture

1. CALL TO ORDER

The Chair called the meeting to order at 7:05 p.m.

2. ADOPTION OF AGENDA

Moved by B. Ingram and seconded by R. Vigurs,
That the agenda of the Parks and Recreation Advisory Committee meeting held on October 17, 2017 be approved as circulated.
CARRIED

3. MINUTES FOR APPROVAL

Moved by B. Ingram and seconded by D. Schubert,
That the minutes of the September 12, 2017 meeting of the Parks and Recreation Advisory Committee be approved.
CARRIED

4. BUSINESS ARISING

(a) Projects Identified by Community

The Committee discussed the list of park enhancement projects brought forward by the community and the priority order they should be implemented.
The committee agreed that five items will be included with the Parks and Recreation Master Plan and will follow the timeline set in the Master Plan:

- Interpretive Signs at Fraser River Heritage Park,
- Playground at Fraser River Heritage Park,
- Flag Plaza at Fraser River Heritage Park,
- Tennis Court Improvements at Centennial Park, and
- Lacrosse Box Improvements at Centennial Park.

The committee agreed that the remaining projects had been brought forward previously and the committee agreed to the following priorities:

1) Improvements to Off-Leash Dog Park at Centennial Park

   The plan is to re-fence the dog park with a 4-foot high fence (lined with durable mesh), and add a water fountain that can be shared with the tennis courts. There is also the possibility of creating a second dog park on land owned by the Ministry of Transportation near Mission Raceway Park. The Ministry has approved the installation of the park. Three sides of the proposed area have a natural boundary of blackberry bushes. A fence and gate will be installed on the fourth side. The area will still be suitable for the Raceway to use as overflow parking during large events.

2) Replace Picnic Shelter at Griner Park

   Upgrading the picnic shelter at Griner will benefit another park, possibly Tunbridge Common, by receiving the old shelter.

3) Re-furbish the old Skatepark on the Leisure Centre grounds

4) Play boxes installed in additional parks

5. **NEXT MEETING**

   November 14, 2017 at 7:00 p.m.

6. **ADJOURNMENT**

   Moved by R. Vigurs and seconded by L. Wilson,
   That the meeting of the Parks and Recreation Advisory Committee be adjourned.
   CARRIED

   The meeting adjourned at 8:15 p.m.
DISTRICT OF MISSION

LAND USE CONTRACT REPEAL BYLAW 5690-2017

A Bylaw to Amend (Discharge)
“District of Mission Land Use Contract Bylaw 171-1972”

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 4th day of June, 1973 enact a bylaw cited as “Mission District Land Use Contract Bylaw No. 171-1972”;

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 5690-2017”.

2. The Land Use Contract between the District of Mission and Donald Hudson Duncan and Clarice Monica Duncan, for the property legally described as:

   Parcel Identifier: 010-095-047
   Lot 5: Except Part Dedicated Road on Plan LMP1007; Section 17 Township 17 New Westminster District Plan 20947

   is hereby discharged.

3. “Mission District Land Use Contract Bylaw No. 171-1972” is hereby repealed.

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 ____, 2018
ADOPTED THIS ____ day of ____, 2018

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

BYLAW 5689-2017-5050(269)

A 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
5689-2017-5050(269)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended
by:
   a) rezoning the property located at 32270 Lougheed Highway and legally described
      as:
      Parcel Identifier: 010-095-047
      Lot 5: Except Part Dedicated Road on Plan LMP1007; Section 17
      Township 17 New Westminster District Plan 20947
      from Urban Residential 558 (R558) Zone to Commercial Vehicle Dealership (CVD)
      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

AND WHEREAS, the Council of the District of Mission deems it advisable to amend “District of Mission Traffic Regulation Bylaw 1698-1987”;

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 Traffic Regulation Amending Bylaw 5681-2017-1698(13)".

2. "District of Mission Traffic Regulation Bylaw 1698-1987", as amended, is hereby further amended by incorporating all of the amendments set out in Appendix 1, 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
### TRAFFIC REGULATION BYLAW

**1698-1987**

**THIS DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY** and is a consolidation of District of Mission Traffic Regulation Bylaw 1698-1987 with the following amending bylaws.

<table>
<thead>
<tr>
<th>Bylaw Number</th>
<th>Date Adopted</th>
<th>Section Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2189-1990</td>
<td>July 16, 1990</td>
<td>Sections 2, 4, 7, 8</td>
</tr>
<tr>
<td>2367-1991</td>
<td>November 4, 1991</td>
<td>Sections 2, 4, 7</td>
</tr>
<tr>
<td>2502-1992</td>
<td>March 1, 1993</td>
<td>Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and Schedule A</td>
</tr>
<tr>
<td>2611-1993</td>
<td>January 4, 1994</td>
<td>Section 13</td>
</tr>
<tr>
<td>2812-1994</td>
<td>January 3, 1995</td>
<td>Section 8, 11 and Schedule A</td>
</tr>
<tr>
<td>3035-1997-1698(6)</td>
<td>June 2, 1997</td>
<td>Section 6</td>
</tr>
<tr>
<td>3101-1997-1698(7)</td>
<td>March 2, 1998</td>
<td>Section 2 and 8</td>
</tr>
<tr>
<td>3257-1999-1698(9)</td>
<td>January 17, 2000</td>
<td>Sections 2, 8</td>
</tr>
<tr>
<td>3280-1999-1698(10)</td>
<td>December 20, 1999</td>
<td>Section 8</td>
</tr>
<tr>
<td>5106-2009-1698(11)</td>
<td>January 18, 2010</td>
<td>Section 8.04(b)</td>
</tr>
<tr>
<td>5150-2010-1698(12)</td>
<td>June 21, 2010</td>
<td>Section 8.09(a)</td>
</tr>
<tr>
<td>5198-2010 (general fees &amp; charges amending)</td>
<td>December 20, 2010</td>
<td>Sections 5 and 6</td>
</tr>
<tr>
<td>5318-2012 (general fees &amp; charges amending)</td>
<td>November 5, 2012</td>
<td>Sections 5.04 and 6.03</td>
</tr>
<tr>
<td>5487-2015-4029(11) (general fees &amp; charges amending)</td>
<td>March 16, 2015</td>
<td>Sections 5.04, 5.10, 6.03(c), 6.03(e)</td>
</tr>
<tr>
<td>5531-2016 (a general fees &amp; charges amending bylaw)</td>
<td>December 7, 2015</td>
<td>Sections 5.04, 5.10, 6.03(e)</td>
</tr>
<tr>
<td>5681-2017-1698(13)</td>
<td>XXXX ##, 2017</td>
<td></td>
</tr>
</tbody>
</table>

Individual copies of any of the above bylaws are available from the Administration Department of the District of Mission. For legal purposes, copies of the original bylaws should be obtained.
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DISTRICT OF MISSION
BYLAW 1698-1987

A Bylaw for the Regulation of Traffic, Parking, and the Use of Highways of the use of Highways within the District of Mission

WHEREAS the Council of the District of Mission may, by bylaw, regulate the control of traffic and the use of highways within the District of Mission, subject to the provisions of the Municipal Act, the Highways Act, the Motor Carrier Act and the Motor Vehicle Act;

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

(a) This Bylaw may be cited for all purposes as "District of Mission Traffic Regulation Bylaw No. 1698-1987".

(b) "District of Mission Traffic Regulation Bylaw No. 620-1977" and amendments thereto, is hereby rescinded.

PART ONE - PREAMBLE

1.01 Short Title
This bylaw may be referred to in short form as the “Traffic Bylaw” of the District of Mission.

1.02 Purpose
To provide for regulating and controlling the use of highways and the orderly and efficient movement of traffic within the District of Mission.

PART TWO - DEFINITIONS

2.01 General
Words or expressions defined in the Motor Vehicle Act or in the regulations made pursuant thereto shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

Any street named within this bylaw shall refer to the street so named within the boundaries of the District of Mission.

2.02 Definitions
In this Bylaw, unless the context otherwise requires:

“Abandoned Motor Vehicle Sticker” means a sticker which may be affixed to an abandoned motor vehicle to advise the motorist of when that vehicle will become subject to towing if the vehicle has not been removed by that time.

"Arterial Highway" means a highway of importance that, on the recommendation of the Minister of Transportation and Highways, is classified as an arterial highway.
"Bus Stop" means a location designated with traffic control devices for the stopping, standing, or parking of buses for the purpose of loading or unloading passengers.

"Boulevard" on a highway with curbs means that portion of a highway between the face of curb and the adjoining property line; and on a highway without curbs, means that portion of the highway between the shoulder and the adjoining property line.

"Bylaw Enforcement Officer" means the Manager, Bylaw Services for the District, or every Bylaw Enforcement Officer appointed to inspect and enforce any bylaw of the District, a person designated by the District of Mission to enforce municipal bylaws.


"Curb" means a raised margin or barrier up to 30 cm high which marks the edge of a roadway, median island, or similar traffic delineator.

"Cycle" means a device having any number of wheels that is propelled by human power or gravity, and on which a person may ride. Without restricting the foregoing, includes bicycles, skateboards, roller skates and roller blade skates.

"Disabled Persons Parking Permit" means a valid "Disabled Persons Parking Placard" issued by the Social Planning and Research Council of B.C. (SPARC) disabled person’s parking permit issued under Division 38 of the Motor Vehicle Act Regulations.

"District" means the municipal area comprised within the boundaries of the District of Mission.

"Electric Vehicle Charging Station" means any facility or equipment that is used to charge a battery or other energy storage device of an electric vehicle.

"Emergency Vehicle" means:

(a) a motor vehicle carrying rescue or first aid equipment where there is an urgent emergency justifying a rate of speed in excess of any maximum rate of speed provided for in the Motor Vehicle Act or this Bylaw;

(b) a motor vehicle driven by a member of a fire department in the discharge of his duties;

(c) a motor vehicle driven by a peace officer, constable or member of the police branch of Her majesty’s Armed Forces in the discharge of his duty. (Section 1, MVA)

"Farm Machinery" or "Farm Implements" means a vehicle owned or operated by a farmer, rancher, or market gardener, the use of which is confined to purposes connected with a farm, ranch, or market garden.

"Engineer" means the Director of Engineering and Public Works or designate.

"Highway" includes all public streets, roads, right-of-way, trails, lanes, bridges, trestles, ferry landings, approaches, approaches, and any other public way for the use of vehicles or pedestrians but does not include an easement on private property. It encompasses the roadway, curb and gutter, sidewalk, shoulder, boulevard, and ditch.
"Intersection" means the area embraced within the prolongation or connection of the lateral curb lines, or if none, then the lateral boundary lines of the roadways of the two highways which join one another at or approximately at right angles, or the area within which vehicles travelling on different highways joining at any other angle may come in conflict; and, for the purpose of this definition, Highway does not include a Lane as defined in this bylaw, or way less than 10 metres in width separating the rear property lines of parcels of land fronting on highways running more or less parallel to and on each side of the lane or way.

"Lane" means a Highway having less than 10 metres of width, and may provide a secondary access to the abutting properties.

"Loading Zone" shall be an area or areas designated with traffic control devices for the expeditious loading or unloading of passengers to and from motor vehicles, and for the expeditious loading or unloading of freight by commercial vehicles.

"Municipal Engineer" means the Engineer of the Municipality under whatever title currently applies and includes any person duly authorized to act as his Deputy.

"Municipality" means the District of Mission.

"Notice" shall mean any handwritten warning, traffic ticket of any sort, bylaw violation notice of any sort, summons of any kind, parking ticket, Abandoned Motor Vehicle Sticker, or chalk mark placed on tires, issued under this bylaw.

"Parade" means any procession, group, or body of persons, except members of the armed forces, numbering more than fifteen (15), standing, marching, cycling, walking, running, or moving in any way upon any street, sidewalk, shoulder, Boulevard or walking strip in such a way as to obstruct traffic or draw the attention of motorists, OR any group of vehicles numbering ten (10) or more, except funeral processions, standing or moving on any street.

"Park", when prohibited, means the standing of a vehicle or Cycle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading; (Sec. 115, MVA)

"Parking Attendant" means an employee of the District of Mission who assists in the enforcement of this bylaw.

"Peace Officer" means a constable or person having the powers of a constable under the provisions of the Police Act.

"Permit" means permission issued pursuant to this Bylaw, not necessarily in writing.

"Recreation Vehicle" means a trailer, motor home, camper, boat, or boat on a trailer for the private use of individuals or families.


"Residential Area" means any part of the Municipality which is zoned for residential uses and includes any highway [putting a residential such-zoned property or on either side of a highway where residential zoned property exists on one side of the highway, or adjacent to a park or school, and where the zone is different on the two sides of the highway, the dividing line shall be taken to be the centre line of the highway].
"School Traffic Patrol" means an adult school crossing guard or a school pupil acting as a member of a school patrol where such guards or pupils are provided at a school crossing.

"Shoulder" means the area of the highway usable by vehicles for the purpose of emergency stopping off the roadway and located between the edge of pavement travelled surface of an un-curbed roadway and the boulevard, generally being 3.0 metres in width measured from the edge of pavement. If a Walkway intervenes between the roadway and the above measurement, the shoulder extends only to the edge of the Walkway closest to the roadway.

"Sleigh" means a sliding device propelled by human power, animal power or gravity and on which a person may ride.

"Taxi Zone" shall be an area designated by a traffic control device for exclusive use of licensed taxis while waiting for fares or the expeditions loading or unloading of passengers.

"Through Highway" means a highway or part of a highway, at the entrances to which traffic control devices are erected to restrict or temporarily stop traffic from intersecting streets.

"Time", where indicated in this bylaw or on a traffic control device shall mean "Pacific Standard Time" or "Pacific Daylight Saving Time", as may be in current use in the District.

"Traffic" includes pedestrians, ridden or herded animals, vehicles, Cycles, bicycles, motor vehicles, and other conveyances, either singly or together, while using a highway to travel.

"Trailer" means a vehicle without motive power designed for carrying persons or property and to be drawn by or used in conjunction with a motor vehicle, and includes a semi-trailer, but does not include a trailer having a gross vehicle weight of less than 680 kg, which is licensed pursuant to the Motor Vehicle Act.

"Utility Vehicle" means a vehicle operated by an employee of, or a contractor under hire to, a public or private company or agency responsible for construction, operation, and maintenance of electrical, telephone, cable television, communications, natural gas, water, sewerage, drainage or roadworks, traffic control devices, street lighting, or other related utility works and services, while being operated for the installation, inspection, operation or repair of such utilities. Such vehicle shall be marked or signed in such a way as to be identifiable with a utility company.

"Walking Strip" shall mean the lateral widening of the paved roadway and delineated by a white line to the right of the travel lane, as improved for pedestrians, cyclists, or equestrians portion of a paved roadway located on the right hand side thereof which is 1.8 metres wide delineated by a solid white line and signed for the purpose of pedestrian travel. It shall have the same restrictions as sidewalks under this Bylaw. The area of the walking strip shall include the delineation line or lines.

"Walkway" means a portion of the highway separate from the paved roadway intended for pedestrian access.

"White Line" as the context applies is a traffic control device which indicates a specially controlled parking zone which will be accompanied by a sign(s) specifying the intended use of the zone. It shall also mean a solid white line painted on the travelled surface of a highway to mark the boundaries beyond which a vehicle may not normally be operated.
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"Yellow Curb" and "Yellow Line" means, except where a bylaw of the Municipality provides otherwise, a traffic-control device consisting of a curb painted yellow or yellow lines painted on the pavement surface which instructs every operator of a vehicle that no person shall stop, park or leave standing any vehicle, adjacent to or upon, attended or unattended, except where necessary to avoid conflict with other traffic, or in compliance with the direction of a Peace Officer, traffic control signal, or device.

PART THREE - GENERAL REGULATIONS

3.01 Emergency Traffic Control

Any Peace Officer member of the Royal Canadian Mounted Police, any officer or member of the District Fire Department, Bylaw Enforcement Officer, while in the course of duty, or any other authorized person in or about any fire, at the scene of any accident, or in any other emergency event, in order to expedite the flow of traffic or safeguard pedestrians, may direct traffic on any highway in the vicinity of such situation, and every pedestrian or every driver of any vehicle shall comply with such directions.

3.02 General Prohibitions

Within any highway, unless permitted by the Municipal Engineer, it shall be unlawful for any person to:

(a) Break, tear up, or remove any pavement, sidewalk, curbing, crossing, planking, soil, surface, or any other works.
(b) Dig or make any excavation in, on, or under any highway.
(c) Paint or otherwise mark any surface or works.
(d) Allow any part of a building, structure, fence, railing, or foundation to project into, on, over, or under the vertical projection upwards and downwards of the boundaries of such highway, except as provided for in the Sign Bylaw of the District of Mission or any other lawful authorization.
(e) Place or store refuse or refuse containers except for the time required to collect refuse and only under conditions acceptable to the Municipal Engineer.
(f) Store building supplies, soil, vegetation, or any other materials.
(g) Place, build, construct, fasten, or allow to occupy any material, object, structure, shelter, access, container, merchandise, vegetation, landscaping or debris. Lawns as required for Boulevard improvement shall be excluded from this section.
(h) Carry out any activity which will obstruct or impede traffic thereon or deface or damage such highway or permitted works in it. Such activities shall include, but not be limited to, cutting wood, construction of any kind, mixing of concrete, or operating of machinery.

3.03 Works Adjacent to Highways - Restrictions

It shall be unlawful for any person to carry out any works, or excavation, or fill adjacent to a highway which, in the opinion of the Municipal Engineer, may endanger the highway or the works within or on it, or the traffic using such highway.

The Municipal Engineer is authorized to set conditions for barricades, warning devices, hoardings, shoring, or any other conditions required to maintain the safety of the
highway and traffic, or works within it.

3.04 Works Within Highways - District’s Right to Intervene

The Municipal Engineer is hereby authorized to remove or cause to be removed any object or thing which is an obstruction to the free use thereof, or which encroaches thereon, or which may endanger the traffic thereon.

3.05 Security

Where permission for construction in, storage on, or use of a highway requires permission of the Municipal Engineer, he may require a deposit as security in the amount and form he deems fit to cover the supervision, use, maintenance, restoration, or any other obligations associated with the use.

3.06 Restoration

Any person requiring permission to use a highway shall indemnify the District against all loss, costs, charges, expenses, and damages to which the said Municipality may be put by reason of such use, including, but not limited to, breaking, tearing-up, removing, digging, or excavating as aforesaid, or by reason of the permission granted him so to do; and shall restore the highway to a condition for the free use and safety of traffic to the satisfaction of the Municipal Engineer.

3.07 Foreign Materials

No person shall throw, drop, deposit, leave, or let fall from or out of any vehicle any object, article, refuse, debris, liquid, or any other materials whatsoever, not required for the maintenance or construction of the highway or works within it, on or upon any highway within the District.

3.08 Trees, Shrubs, Fences

(a) It shall be unlawful, unless with permission of the Municipal Engineer, for any person to plant, dig up, or in any manner injure or destroy any tree, flower, flowering plant or shrubbery in or upon any highway.

(b) It shall be unlawful for any person to tie or fasten, or cause to be tied or fastened, any animal or thing to any vegetation, hydrant, pole, box, fence, support sign, structure, vehicle, appurtenance, device or other thing within a highway not intended for such use by tying or fastening.

3.09 Advertising

(a) It shall be unlawful for any person, unless with permission of the Municipal Engineer, to post any bill, or placard or sign on any tree, electric light pole, telephone pole, hydrant or street sign in or upon any highway, or otherwise mark or deface any such tree, electric light pole, telephone pole, hydrant or street sign.

(b) It shall be unlawful for any person, unless by permission of Council, through the City Clerk, to place, set-up, keep or maintain any booth, stand, table, box, board, shelf, vehicle, banner, streamer, or other object in, upon, or over any Highway for the purpose of selling or distributing therefrom any article or thing, or exhibiting any animal, bird or curiosity, or advertising anything whatsoever.

3.10 Snow, Ice, Rubbish
(a) It shall be unlawful for any person to permit any accumulation of snow or ice to remain upon any sidewalk after ten o'clock in the morning of any day, except Christmas Day, and New Year's Day, in front of or abutting any premises owned or occupied by him located on First Avenue from the west side of Horne Street to the east side of Grand Street.

(a) Owner or occupiers of real property shall remove snow and ice from the sidewalk, walkways and walking strips fronting or abutting on real property owned or occupied by them by 10:00 am following any accumulation of snow or ice, except on Christmas Day, and New Year's Day.

(b) It shall be unlawful for any person to allow the accumulation of any rubbish upon any sidewalk in front of or abutting any premises owned or occupied by him located within the area bounded by First Avenue, Murray Street, North Railway Avenue, and Birch Street, or in front of or abutting any premises located on the parts of the aforementioned streets forming such area boundary.

PART FOUR - OPERATION OF VEHICLES

4.01 Vehicles Prohibited

(a) It shall be unlawful for any person to drag or haul any timber or other articles along or over any highway in such manner that any portion of the same shall rest upon or come in contact with the surface of such highway, or to lock the wheel of any vehicle by the method commonly known as "rough-locking" or by any method whereby such wheel is prevented from revolving, while such vehicle continues in motion, or to use any drag, stone-boat, or other sliding device, upon the highways in the District, at any time.

(b) No person shall operate or use any vehicle having wheels, tires or treads constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs, or other attachments or projections which extend beyond the tread or traction surface of the wheel, tire or tread upon any highway in the District. This section shall not apply to winter tires with studs or snow chains when lawfully used.

4.02 Control of Loads

It shall be unlawful for any person hauling or conveying any load or material on or through any highway in the District, in any vehicle, to permit or allow any portion of such load to overhang the rear or side of said vehicle in such a manner as shall cause the said load to drag upon the surface of the highway, or to project and interfere with other traffic, unless such hauling or conveying is otherwise permitted under this bylaw.

4.03 Animals

It shall be unlawful for any person to ride, lead, walk, or otherwise travel with any horse, mule, donkey, cow, oxen, or other large animal on any roadway, with the exception of within a Walking Strip, sidewalk except for those sidewalks formed by the lateral widening of a roadway surface and delineated by a white line as improved for a pedestrian sidewalk which are commonly known as walking strips.

4.04 Removal of Glass and Debris

Any person removing a wrecked or damaged vehicle from a highway shall remove any
glass or other debris dropped upon the highway from such vehicle.

4.05 Driving Over Sidewalks

No person shall drive any vehicle in, over or upon any sidewalk so as to encumber, obstruct, injure, foul or otherwise damage the same, except that where it is necessary to cross a sidewalk for loading or unloading when no other reasonable access is available, and in such case, adequate provision shall be made to protect the sidewalk from damage by the use of suitable planking or other material, having due consideration for the size and weight of the vehicle and load, to the satisfaction of the Municipal Engineer.

Nothing in this Section shall relieve a person from costs of repair for damages incurred, in the opinion of the Municipal Engineer, of such crossing.

4.06 Vehicle Warning Devices

No person operating a motor vehicle within the District of Mission shall sound or cause to be sounded a horn or other warning device except when necessary to warn a person or animal of probable danger. No person being the owner of a motor vehicle equipped with an intruder alarm shall permit the alarm to operate in a manner so that noise or sound which emanates therefrom disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood, or of persons in the vicinity.

4.07 Broadcasting or Noise Making Devices

No person shall operate upon a vehicle any loudspeaker or other noise-making device upon the streets of the District for advertising or other purposes, unless permission has been applied for and granted, through the Municipal Engineer Clerk, on authority of the Council. This provision shall not apply in the case of a parade unless stipulated on the parade permit.

4.08 Entering Roadways

The driver of any vehicle emerging from any Lane, driveway, or building shall stop such vehicle immediately prior to driving on or across any sidewalk or boulevard extending to or across such Lane, driveway, or building entrance, and shall not proceed until such movement can be safely made.

4.09 Coasting

It shall be unlawful for any person to operate any Cycle, sleigh, or vehicle upon any highway in the manner commonly known as coasting, unless application therefore has been made in writing to, and has received the approval of Council, through the Municipal Engineer, prior to the event requiring such permission. This provision shall not apply to bicycles when coasting takes place as part of their normal operation on a highway.

PART FIVE - TRAFFIC CONTROL

5.01 Ministry of Transportation and Highways

This part shall not apply to Arterial Highways within the meaning of the "Highways Act".

5.02 Through Highways

The Municipal Engineer is hereby authorized to designate highways or parts of
highways as "through highways", and to place and maintain, or cause to be placed or maintained, on every highway intersecting any "through highway" at or near the property line of every "through highway" so intersected, such of the traffic control devices or traffic control signals he may deem appropriate.

5.03 Closing of Highways

The Municipal Engineer is hereby authorized to close to traffic any highway or any portion of any highway or throughway, at such time and for such periods, and in respect of the class or classes of traffic or use as he may deem necessary, and place and maintain, or cause to be placed or maintained, a good and sufficient barrier or barriers or other devices or warnings to indicate such closure, the manner in which vehicles may proceed, the speed limits which shall apply, or any other warnings or devices; and it shall be unlawful for any person to remove, interfere with or pass beyond such barrier, device, or warning, or to enter through such closed area, or to proceed in contravention of such devices or signs.

5.04 Temporary Street Use Permits

The Municipal Engineer may, on application by a person or corporation, issue a temporary Street Use Permit for the use of a highway in a manner otherwise prohibited by this Bylaw. The permit requires a minimum of:

(a) Completed application form stating the applicants contact information, and the nature, location and timing of the work to be undertaken;
(b) An permit application fee as per the User Fees and Charges Bylaw 4029-2007;
(c) Cash security deposit or letter of credit as specified by the Engineer;
(d) Certificate of Insurance naming the District of Mission additionally insured under the general liability clause for $5,000,000.00; and
(e) An approved Traffic Management Plan in compliance with the Traffic Management Manual for Work on Roadways as published by the Ministry of Transportation and Infrastructure.

Subject to an application fee of $154.50 (effective January 1, 2016), authorizing the placement of barricades for a particular purpose; said permit to state the nature of the work to be undertaken, the type of barricading required, and the period of time it may remain. This provision does not apply to work being carried out by the District of Mission.

5.05 Placing Temporary Signs

The Municipal Engineer, Fire Chief, or any Peace Officer is hereby authorized by order made by them or any one of them, to erect, place, or cause to be erected or placed, at any time and at any location within the District on a temporary basis, such traffic control devices and signals, or otherwise, as they may deem necessary or advisable in the interest of public safety.

5.06 Traffic Control Devices

(a) The Municipal Engineer is hereby authorized to locate, establish, and maintain upon any highway such traffic control devices as may be deemed necessary for the regulation, direction and control of traffic on any highway.
(b) The Municipal Engineer is hereby authorized to designate highways or
portions of highways upon which no vehicle shall be stopped or parked, or only such vehicles or classes thereof at such times and upon such conditions as may be prescribed.

(c) The Municipal Engineer is hereby authorized to place or cause to be placed for periods not exceeding 30 days at any one time portable traffic control devices:

(i) At the entrance to dance halls, funeral parlours or other places of public assembly during the period of assembly therein.

(ii) Upon either or both sides of any street or portion of street along the route of any Parade or in the vicinity of a large public gathering.

(iii) At any other location in order to expedite the movement of traffic or to safeguard pedestrians or property.

(iv) During the time such portable signs are in place they shall be deemed to supersede any provisions of this bylaw or any regulations, warnings, or directions displayed by any other traffic control devices or traffic control signal.

(d) The Municipal Engineer is hereby authorized to set speed limits on any highway or portion of a highway subject to Section 5.08, and where speed limits differ from Section 5.08, the highways or portions of highways shall be posted accordingly.

5.07 Extraordinary Signs

Where, in the opinion of the Municipal Engineer, traffic control devices consistent with previous subsections of Section 5. are not adequate to regulate or control traffic on highways because of particular circumstances, he may have traffic control devices manufactured and placed indicating the regulations and conditions which apply.

Such traffic control devices shall have black lettering on a white background and indicate that they have been placed by order of the Municipal Engineer.

The Municipal Engineer may have manufactured and placed such signs as he considers appropriate on municipal lands, facilities, or works such as landfills, gravel pits, parking lots, and maintenance areas for the purpose of regulating or prohibiting the use of, or setting conditions for the use of such areas. Such signs shall indicate that they have been placed by order of the Municipal Engineer.

5.08 Speed Limits

No person shall drive any vehicle in any roadway at a speed greater than 50 km per hour, or in any Lane at a speed greater than 20 km per hour in the District of Mission unless posted otherwise.

5.09 Obstructing Traffic

No person shall obstruct traffic or form part of a group of persons congregated or do anything which will direct the attention of persons and cause them to congregate in a group on a street in such a manner as to obstruct the free passage of pedestrians or vehicles, except with the written permission of the Council. Such application for permission and approval if granted shall be through the Municipal Clerk.

5.10 Legal Signal Timing Request

The Municipal Engineer may, on application by a person or corporation, approve
the release of the signal timing of an intersection, subject to an application fee as per the User Fees and Charges Bylaw 4029-2007. The applicants must give their reason(s) for seeking the requested information and to whom the information will be disclosed.

PART SIX - EXTRAORDINARY TRAFFIC AND LIMITATIONS

6.01 Highways Exempted
This part shall not apply to Arterial Highways within the meaning of the "Highway Act".

6.02 Vehicles Exempted
Emergency Vehicles and public Utility Vehicles, shall be exempted from provisions of this Part.

6.03 Extraordinary Traffic Permits - General
(a) No person, unless authorized by Extraordinary Traffic Permit as hereinafter provided, shall operate or permit the operation of a vehicle on any highway of the District of Mission if said vehicle contravenes the provisions of the Commercial Transport Act R.S.B.C., 1979, Chapter 55 and all amendments thereto and regulations made thereunder in respect to overloading and oversizing as defined therein.

(b) Any person desiring a Permit required by subsection (a) shall make application in writing therefore to the Municipal Engineer giving such particulars therein as the Municipal Engineer may require. The Municipal Engineer may, in writing, but subject to the conditions or limitations as may be stated therein, authorize the operation and driving of vehicles and loads which are otherwise prohibited from being operated or driven pursuant to subsection (a).

(c) Any person desiring a Permit may apply for a one-time permit, subject to fees, deposits, and conditions hereinafter described.

(d) A Permit shall be carried in the vehicle to which it applies, and shall be produced on the demand of a Peace Officer.

(e) A permit is valid for a single trip and subject to an application fee of as per the User Fees and Charges Bylaw 4029-2007, $103.00 (effective January 1, 2010).

6.04 Limitations
The Municipal Engineer may cancel, suspend, or modify Permit conditions, where in his opinion there is non-compliance with the Permit or for the protection of municipal highways.

6.05 Load Restrictions
Where load restrictions on a highway are set by the Municipal Engineer, they shall suspend any authority granted by Permit herein, and such authority shall not be reinstated until load restrictions are removed.

6.06 Mandatory Weighing
A driver of a vehicle suspected of being overloaded or oversized shall obey the directions of a Peace Officer to have the said vehicle weighed and/or measured.

6.07 Contrary to Conditions
No person shall drive or operate a vehicle contrary to any condition specified in a Permit issued under this part.

PART SEVEN - CYCLES

7.01 Towing of Cyclists

No person shall cling to any vehicle in motion nor to any rope or similar tether device attached to a vehicle in motion or upon any highway.

7.02 Riding on Sidewalks

No person shall ride a Cycle or sleigh on a sidewalk unless otherwise permitted directed by a sign.

7.03 Inadequate Control of Cycle

No person riding a bicycle or Cycle shall carry a package, bundle or articles which prevent the rider from keeping one hand on the handle bar, or which obstructs the rider's vision, or control of the bicycle or Cycle.

7.04 Careless Cycling

No rider of a bicycle Cycle shall remove both hands from the handle bars or feet from the pedals, or practice any acrobatic or fancy riding on any street while riding a bicycle Cycle.

7.05 Cyclists' Rights and Duties

(a) Every person riding a bicycle Cycle upon a highway shall have all of the rights and be subject to all of the duties applicable to the driver of a vehicle under and pursuant to this Bylaw, except those provisions which, by their nature, can have no application.

(b) The operator of every bicycle Cycle shall operate the bicycle Cycle as close as possible to the right hand edge or curb of any roadway unless it is impracticable to travel on such side.

7.06 Wearing of Headphones Prohibited

No person shall ride a bicycle Cycle upon a street while wearing headphones or any other manufactured device capable of transmitting sound, over or in close proximity to both ears.

PART EIGHT - PARKING PROHIBITIONS REGULATIONS

8.01 Authorization

(a) The Municipal Engineer is hereby authorized to designate any highway or portion of a highway on which no person shall stop, stand or park any vehicle, or leave standing any vehicle at or during any time or period of time so designated or directed by the Municipal Engineer, except when necessary to avoid conflict with traffic, or to comply with the law or the directions of a Peace Officer or traffic control device or by special permission of the Municipal Engineer.

(b) The Municipal Engineer may specify the days and times during which such prohibition shall apply, and in the event that no such days or times are specified in such order, the prohibition shall be deemed to be in effect twenty-four (24) hours in
each day. The Municipal Engineer is also authorized to place and maintain, or cause to be placed or maintained, the appropriate traffic control device or devices prohibiting or limiting the stopping, standing or parking of any vehicle pursuant to the terms of such order.

8.02 Prohibitions - General

A driver of a vehicle shall obey the instructions of an applicable traffic control device, except where necessary to avoid conflict with traffic or to comply with the law or the directions of a Peace Officer or member of the District Fire Department, or where special written permission from the Municipal Engineer is given.

A person shall not stop, stand or park any part of a vehicle:

(a) on or cause to overhang any portion of a sidewalk, walking strip, boulevard, or within a corridor designated by a traffic control device for the use of cyclists, pedestrians, or equestrians;

(b) in front of, or within 1.5 m of the nearest side of a driveway or sidewalk crossing;

(c) in an intersection, except as permitted by a sign;

(d) within 5 m of a fire hydrant measured from a point on the curb or edge of the roadway which is closest to the fire hydrant;

(e) on a crosswalk;

(f) within 6 m of both the approach and departure sides of a marked crosswalk on a two-way street or the approach side of a crosswalk on a one-way street, except as authorized by the Engineer in cases where the installation of curb extensions has been deemed to allow for the safe parking of vehicles; within 6 m of the approach side of a crosswalk;

(g) within 6 m on the approach to a flashing beacon, stop sign or traffic control signal located at the side of a roadway;

(h) within 15 m of the nearest rail of a railway crossing;

(i) on a highway for the principal purpose of

   (i) displaying a vehicle for sale;

   (ii) advertising, greasing, painting, wrecking, storing, or repairing a vehicle, except where repairs are necessitated by an emergency;

   (iii) displaying signs; or

   (iv) selling flowers, fruit, vegetables, sea foods or other commodities or articles;

(j) alongside or opposite an excavation or obstruction when stopping, standing or parking obstructs traffic and is in contravention of approved traffic control devices posted for the excavation or obstruction;

(k) on a bridge or other elevated structure on a highway or in a highway tunnel, except as permitted by a traffic control device;

(l) on any portion of a Lane, except an attended commercial vehicle actively loading or unloading, and provided the vehicle is so placed as to leave three (3) m of clear roadway for passage;

(m) on any portion of a highway on that side of the highway abutting the frontage of a
(n) on a roadway, not being a Lane,  
   i) within 1.5 m of the entrance or exit property line of an intersecting Lane;  
   ii) within 3 meters of the end of a curb return at an intersection involving roadways  
       having curbs or within 8 meters of an intersection involving a roadway having no  
       curb, within 6 m of the property line of an intersecting street;  

(o) repealed; on a lane, within 1.5 m of an intersecting street or lane;  

(p) on any portion of a highway indicated by traffic signs as reserved for any class of  
    vehicles, other than a vehicle coming within such class;  

(q) adjacent to, or upon a yellow curb or yellow line;  

(r) in a manner that obstructs the visibility of a traffic control device or sign erected by or  
    with the authority of the Minister of Transportation and Highways Infrastructure or this  
    Bylaw;  

(s) that does not display a valid license plate and a valid decal, where required, anywhere  
    on a highway, shoulder or boulevard;  

(t) in a parking zone contrary to time limits displayed on a traffic control device;  

(u) in a disabled parking zone without displaying a valid Disabled Persons’ Parking Permit  
    issued under the provisions of this Bylaw;  

(v) where a block or portion of a block is subject to a parking regulation with a time  
    limit, no person shall move a vehicle from one location to another within the same block in an  
    attempt to avoid the time limit;  

(w) upon any highway for any continuous period exceeding 48 hours without movement;  

(x) In any Electric Vehicle Charging Station stall at a public parking facility, unless actively  
    engaged in the vehicle charging process;  

(y) on any portion of a public boat launch;  

(z) within 3.5 meters of the road centerline, either delineated with a yellow center line or  
    not, or left lane line or in such a manner as to obstruct the free passage of traffic on the  
    highway or on the paved portion of a roadway where the pavement measures 8 m or less;  

(aa) that does not have valid insurance, where required, anywhere on a highway,  
    shoulder or boulevard;  

(bb) within 5 m radius of a community mailbox;  

(cc) within a Loading Zone unless actively engaged in the loading or unloading of a  
    vehicle.  

8.03 Trailers  

No person shall park a trailer or semi-trailer on any highway without the motive power unit  
attached.  

8.04 Special Time Limits  

(a) Where any area is subject to a parking time limit, but within such area a smaller area is  
    made subject to a lesser parking time limit, the time limit set for the smaller area shall  
    apply to that smaller area only.
apply to such area notwithstanding the time limit set for the larger area.

(b) Except in the cases of any vehicles so mechanically disabled as to prevent the immediate moving of the same, no person shall park or leave standing a such vehicles on any street in the CC-D1 Zone as designated in the current District of Mission Zoning Bylaw No. 5050-2009 and amendments thereto, between the hours of 3:00 a.m. and 7:00 a.m. seven days per week.

8.05 Special Parking Zones

The Municipal Engineer is authorized to locate and establish, under conditions satisfactory to him for time limits, duration, location or any other conditions he may consider applicable, special parking zones for taxis, loading, buses, passenger loading and unloading, disabled persons, deliveries and other special parking. Such zones shall be suitably marked and posted at his direction.

Special parking zones shall be used expeditiously and only for the purposes authorized.

8.06 Diagonal Parking

The Municipal Engineer may from time to time designate streets or portions thereof whereon parking of a vehicle other than parallel to a curb or lateral lines of the roadway, or angle parking zones may be located and set out conditions and marking for their use. Upon those streets which have been marked or signed for angle parking, the driver of a vehicle shall park such vehicle at the angle to the curb indicated by such marks or signs and as close to the curb as practicable, and in such manner that it is headed substantially in the general direction of the movement of traffic on the side of the street on which such vehicle is parked. But in no event shall such driver park any vehicle so as to leave any portion thereof at a greater distance than 6 metres from the curb at which it is parked.

8.07 Large Vehicle Excluded from Parking in Residential Area

In Residential Areas no person at any time shall park or store upon any highway a commercial vehicle, truck, bus, recreational vehicle, tow car or any equipment in a residential district, except as follows:

(a) a truck or commercial vehicle not exceeding 5500 kg licensed gross vehicle weight;

(b) a recreational vehicle (see definition), provided that the overall length does not exceed 8.0 m (26.25 ft.);

(c) where required to move the possessions of an occupant to or from a dwelling unit;

(d) where required to make deliveries or pick up materials requiring a larger vehicle while the vehicle is engaged in loading or unloading;

(e) vehicles as required for the construction or renovation or landscaping of a lot or structure while the construction or renovation or landscaping is actively being carried on at the time the vehicle is parked in the Residential Area.

8.08 Parking, Snow Removal

No owner of any vehicle shall cause or permit such vehicle to occupy any portion of any street or highway while such street or highway is under a snow removal program. The Municipal Engineer shall, by notice, provide twelve (12) consecutive hours.
notice prior to such snow removal program.

8.09 Removal of Vehicles

Any vehicle found to: be in contravention of any of the provisions of this Bylaw, and:

(a) be in contravention of any of the provisions of this Bylaw, and which has received a
    Bylaw Violation Notice pursuant to the provisions of this Bylaw,

(b) be causing an imminent threat to life safety;

(c) have 2 or more unpaid parking Notices;

(d) be obstructing to the free passage of traffic; or

(e) be parked on the Highway during snow removal programs after Notice has been
    provided in accordance with Section 8.08

may be relocated, removed, detained, or impounded upon the direction of the Municipal
Engineer, a Peace Officer, a Bylaw Enforcement Officer, a Parking Attendant or member of the District Fire Department.

(b) In the event that a vehicle is removed, detained, impounded, or stored, written
    notice from the District or its designated towing contractor shall be given to the last known
    registered owner at his last known address as shown on the records of the Superintendent
    of Motor Vehicles advising of the seizure, the sum payable to release the vehicle, and the
    amount accumulating daily.

(c) Any vehicle removed, detained or impounded may be recovered by the owner or
    his agent upon satisfactory proof of ownership or interest and by paying the towing
    company the fees, costs, and expenses which have been incurred in removing, detaining,
    impounding and storing said vehicle.

Any vehicle not claimed by its owner within thirty (30) calendar days of written notice being
issued and forwarded to the owner by registered mail may be sold by the District or its
designated towing contractor at public auction, which auction shall be advertised at least
once in a newspaper circulating in the District in accordance with the Warehouse Lien Act

The proceeds of such auction sale shall be applied firstly to the cost of the
sale; secondly, to the fees, costs, and expenses of the District and the towing company as
set out above and including advertising and incidental expenses; and thirdly, the balance, if
any, shall be paid to the owner or, if unclaimed for one (1) year from the date of sale, shall
be paid into the General Revenue Fund of the District.

If the towing company advises that the value of said vehicle is estimated to be less
than the costs incurred in towing and storing the vehicle and written notice from the District
has been given to the last known registered owner at his last known address as shown on
the records of the Superintendent of Motor Vehicles, authorization may be given to the
towing company by the Municipal Engineer, a Peace Officer, a Bylaw Enforcement Officer,
or a Parking Attendant to dispose of the vehicle as they see fit.

8.10 Manner of Parking

Except when the Municipality or the Minister of Transportation and Highways Infrastructure
permits, a driver shall not stop, stand or park a vehicle on a roadway other than on the right
side of the roadway and with the right hand wheels parallel to that side, and where there is
a curb, within 30 cm of the curb.
Except when the Municipality permits otherwise, where parking is permitted on both sides of a one way street, a driver parking on the left hand side of the roadway shall only stop, stand or park a vehicle with the left hand wheels parallel to that side, and where there is a curb, within 30 cm of the curb.

Notwithstanding the above, no driver shall stop, stand, or park a vehicle in a manner which obstructs the traveled surface of a highway.

8.11 Disabled Parking Permits

(a) An application for a disabled person’s parking permit shall be made by or on behalf of a disabled person to the Social Planning and Research Council of British Columbia (SPARC).

(b) Council hereby designates the Social Planning and Research Council of British Columbia (SPARC) as responsible for issuing and cancelling disabled persons’ parking permits pursuant to Division 38 of the Regulations.

(c) Council hereby designates the Social Planning and Research Council of British Columbia (SPARC) as responsible for determining all matters pertaining to the issuance and cancellation of disabled persons’ parking permits under Division 38 of the Regulations, including without limitation the

(i) criteria for establishing that a person qualifies as a disabled person;

(ii) form of the application for a disabled person’s parking permit;

(iii) information required to be submitted on or with the application for a disabled person’s parking permit;

(iv) duration of a permanent, temporary, or substitute disabled person’s parking permit.

PART NINE - SCHOOL PATROLS AND CONSTRUCTIONS FLAGGERS

9.01 At all designated school crosswalks in the Municipality there shall be assigned to assist pedestrians in crossing the highway during time periods, as determined by officials of the School Authority, when students are walking to and from the school, a School Traffic Patrol. This requirement shall apply to all regular day schools in the Municipality.

9.02 Construction flaggers may be appointed by the supervisor of a construction project to assist and control traffic in the vicinity of that project.

9.03 Members of a School Traffic Patrol, or Construction Flaggers shall be provided with identifying belts, vests, hats, or uniforms such as to make them recognizable to traffic.

9.04 Members of a School Traffic Patrol, or Construction Flaggers shall be provided with manual signaling devices such as flags or paddles which will indicate to traffic when stopping is required.

9.05 Members of a School Traffic Patrol may control the movement of traffic at designated school crosswalks by exhibiting a manual traffic control device.

9.06 Drivers of vehicles and pedestrians shall obey the instructions of any traffic control device exhibited by a member of a School Patrol at designated school crosswalks or Construction Flaggers in the vicinity of a construction project.
9.07 When instructions are given to a School Traffic Patrol or Construction Flaggers by the Municipal Engineer or a Peace Officer, they shall immediately comply with those instructions.

9.08 School Traffic Patrols and Construction Flaggers shall operate in a manner and at locations acceptable to the Municipal Engineer.

PART TEN - PEDESTRIAN REGULATIONS

10.01 General
(a) Pedestrians shall walk on a sidewalk or a walking strip where one is provided or clear of the travelled portion of a roadway except where it is impractical to do so.
(b) Pedestrians shall be subject to traffic control signals at intersections where such signals are provided; and, where pedestrian signals are present, pedestrians shall comply with such signals.
(c) Every pedestrian who is alleged to have committed an offence under this bylaw shall stop and state correctly his name and address when requested to do so by a Peace Officer.

10.02 Crosswalks - General
Every pedestrian crossing a street or thoroughway at any point other than within a crosswalk shall yield the right-of-way to all vehicles on the highway.

10.03 Pedestrian’s Right-of-Way at Crosswalks
The driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian:
(a) is upon the half of the roadway upon which the vehicle is travelling, or
(b) is approaching so closely from the opposite half of the roadway as to be in danger, provided that no pedestrian shall leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield. Whenever any vehicle has stopped or slowed down at a marked crosswalk or at any unmarked crosswalk at an intersection, to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such vehicle.

PART ELEVEN - PARKING ATTENDANT TRAFFIC BYLAW VIOLATION NOTICE

11.01 Authority
A Traffic Bylaw Violation Notice or other form of Notice as approved by the Municipality may be completed and issued by a Peace Officer, Bylaw Enforcement Officer, or Parking Attendant when violations of this Bylaw are noted.

11.02 Removal of Bylaw Violation Notice
No person other than the owner or operator of a vehicle shall remove any Bylaw Violation Notice or other Notice from that vehicle placed thereon or affixed thereon by a Peace
11.03 Altering Bylaw Violation Notice

Once any Notice has been placed on, or affixed to any vehicle by a Peace Officer, Bylaw Enforcement Officer, or by a Parking Attendant it shall be unlawful for any person to alter such Notice.

PART TWELVE - EMERGENCY AND PUBLIC UTILITY VEHICLES

12.01 Exemption to Emergency Vehicles

The provisions of this bylaw regulating the operation, movement, stopping, and parking of vehicles shall not apply to any Emergency Vehicle, while it is responding to an emergency call in compliance with the provisions of Section 118 of the Motor Vehicle Act.

12.02 Exemptions to Utility Vehicles

The provisions of this bylaw prohibiting stopping or parking shall not apply to:

(a) utility vehicles;
(b) tow cars;

while such vehicles are actually engaged in works of necessity requiring them to be stopped or parked in contravention of any of such provisions.

12.03 Other Vehicles in Vicinity of Emergency Vehicles

No person driving or operating any vehicle, except such vehicles as are conveying authorized persons who may have duties to perform in connection with the emergency, shall follow closer than within 150 metres of such Emergency Vehicle.

12.04 Speed Limits in Vicinity

The driver of a vehicle shall not cause or permit the vehicle to pass or operate within 100 metres of:

(a) a utility vehicle,
(b) a tow car, or;
(c) an Emergency Vehicle;

at a speed exceeding 30 km per hour where the stopped vehicle has stopped partly or wholly on the shoulder of a highway and is displaying a flashing amber, red, or blue light or lights.

PART THIRTEEN - PARADES AND FUNERALS

13.01 Parades - Authorization

No Parade shall be held unless application therefor has been made in writing to, and receives the approval of the Council, through the Municipal ClerkEngineer, by the parade marshal, organizer or other person in charge thereof, at least three months before the Parade commences, provided that such application shall specify the name of the individual designated as Parade Marshal, the nature of the parade, the day and hour which such parade is to be held, the place or places of formation or commencement.
thereof, the route intended to be taken and the point of disbandment thereof.

In accordance with District of Mission Parade and Gathering Policy, the Administrator is authorized to approve requests for parades or processions on any municipal street which he considers to be a routine nature. Requests for approval for walkathons or other small pedestrian parades which the Administrator considers to be of an unusual nature will be forwarded for Council approval.

Council may set such conditions for a parade as may be recommended by the Municipal Engineer, the Royal Canadian Mounted Police, the Ministry of Transportation and Infrastructure, or such other authorities as they deem applicable.

A Street Use parade Permit, signed by the Municipal Engineer Clerk, shall be carried by the Parade Marshall during the parade and be available for examination on request.

If any deviation from such direction in the permit is made, or if such direction be not otherwise complied with, (save as directed by such permit) the permit shall be void and to no effect.

13.02 Parade Marshall

The Parade Marshall shall be the person responsible for organizing and controlling a parade.

The Parade Marshal shall be deemed to represent the group or organization requesting a parade and shall be responsible to apply for the permit, convey the regulations set out by Council, attend the parade during its complete duration from the start of assembly to the completion of dispersal, and shall be responsible to coordinate the operation and regulation of the parade with other authorities having jurisdiction and the group or organization sponsoring the parade.

13.03 National Flag of Canada

If any flags or emblems of other nations, societies, organizations, or associations are displayed in any parade, the same shall be displayed under or behind the National Flag and the National Flag shall be no smaller than any of these.

13.04 Attendance

No person shall take part in a parade unless it is permitted governed by this Bylaw.

13.05 Funerals - Identification

Funeral processions shall be identified as such by each vehicle therein having its headlights illuminated, or its hazard flasher lights illuminated, or by the display of a pennant or other identifying insignia.

13.06 Funerals - Other Traffic

No driver of vehicle shall drive between the vehicles comprising a funeral or authorized procession while it is in motion. The provision shall not apply at intersections where traffic is being controlled by Peace Officer, signs, traffic signals, or other traffic control devices.
PART FOURTEEN - PENALTIES

14.01 Motor Vehicle Operations

Any person who operates a motor vehicle, or who, being the owner or operator of a motor vehicle, permits it to stand or be parked in contravention of a traffic control device or traffic control signal is liable on summary conviction to a fine not exceeding the limits established under the Offence Act.

14.02 General Bylaw Violations

Except as otherwise provided in this bylaw, every person who violates any of the provisions of this bylaw, or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, omits or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this bylaw is liable on summary conviction to a fine not exceeding the limits established under the Offence Act; or in the case of contravention of Part Six, to a fine as authorized by the Commercial Transport Act R.S.B.C. 1979 C.55 and regulations made thereunder.

PART FIFTEEN - SEVERABILITY

15.01 Severability

If a section, subsection, or clause in this bylaw is held to be invalid by a court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the invalid and severed section, subsection or clause.

READ A FIRST TIME this 6th day of July, 1987.

READ A SECOND TIME this 6th day of July, 1987.

READ A THIRD TIME this 6th day of July, 1987.


RECONSIDERED AND FINALLY ADOPTED this 2nd day of November, 1987.

(original signed by Acting Mayor Brown) (original signed by Donald West)
MAYOR CLERK
WHEREAS, pursuant to the provisions of the Community Charter, the Council for the District of Mission may, by bylaw, establish a fee payable in respect of: all or part of a service of the municipality; the use of municipal property; or the exercise of authority to regulate, prohibit or impose requirements.

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

a) This bylaw may be known and cited for all purposes as "District of Mission 2018 Fee Revision Bylaw 5683-2017."

b) This bylaw shall amend District of Mission Downtown Revitalization Tax Exemption Bylaw 5391-2013 by:

i. Deleting the following Preamble "AND WHEREAS the Community Charter requires a municipality to set out in its Financial Plan, the objectives and policies in relation to the use of permissive tax exemptions and such provisions have been set out in the District of Mission 2013-2017 Financial Plan Bylaw 5320-2013 and are consistent with this Bylaw" and replacing it with "AND WHEREAS the Community Charter requires a municipality to set out in its Financial Plan, the objectives and policies in relation to the use of permissive tax exemptions and such provisions have been set out in the District of Mission Financial Plan Bylaws and are consistent with this Bylaw".

ii. Deleting the year "2016" in paragraph 6 (d) and replacing it with "2019".

iii. Deleting the following section “6. (e) the Project must be completed and an occupancy permit for the Project issued by the District by no later than December 31, 2018" – and replacing it with “6. (e) the Project must be completed and an occupancy permit or accepted final inspection slip for the Project issued by the District by no later than December 31, 2021".

iv. Deleting the following section “9. (a) (v) a fee in the amount prescribed within Schedule 1 A.10 (b) (ii) of the “District of Mission User Fees and Charges Bylaw 4029-2007" as amended, “Land Use Application Procedures and Fees Bylaw 3612-2003” as amended,” and within Schedule “A” (1) (f), (2) (f), and (8) (b) of “Building Bylaw 3590-2003" as amended.”

c) This bylaw shall amend District of Mission Building Bylaw 3590-2003 by:

i. Deleting the year “2016” in every place it appears in Schedule “A” and replacing it with the year “2019”.

d) This bylaw shall amend District of Mission Land Use Application Procedures and Fees Bylaw 3612-2003 by:

i. Deleting the year “2016” from the Schedule “A” preamble and replacing it with the year “2019”.

ii. Deleting the year “2016” from the “clause” in Schedule “A” and replacing it with the year “2019”.


e) This bylaw shall amend District of Mission Soil Removal Bylaw 3088-1997 by:
   i. Deleting “$180.25 (effective January 1, 2016)” from section 6 (b) and replacing it with “$350.00 (effective January 1, 2018)”.
   ii. Deleting “Effective January 1, 2016 - $0.52 per cubic meter - $0.276 per metric tonne” from section 6 (c) and replacing it with “Effective January 1, 2018 - $0.67 per cubic meter - $0.356 per metric tonne”

f) This bylaw shall amend District of Mission Soil Deposit Bylaw 5506-2015 by:
   i. Deleting “Effective January 1, 2016: $180.25” from section 8 (e) and replacing it with “Effective January 1, 2018: $350.00”
   ii. Deleting “Effective January 1, 2016 - $0.52 per cubic metre - $0.276 per metric tonne” from section 11 and replacing it with “Effective January 1, 2018 - $0.67 per cubic metre - $0.356 per metric tonne”

g) This bylaw shall amend District of Mission Fire Prevention Bylaw 3281-1999 by deleting Schedule A and replacing it with the new Schedule A as set out in Appendix 1 attached to and forming a part of this bylaw.

h) This bylaw shall amend District of Mission Ticket Information Bylaw 2646-1993 by adding a new Schedule 22 – Regulation of Public Use of Parks Bylaw 5001-2008 as set out in Appendix 2 attached to and forming a part of this bylaw.

i) This bylaw shall amend District of Mission Ticket Information Bylaw 2646-1993 by amending Schedule 1 by adding the new Schedule 22 information and the following Designated Bylaw Enforcement Officer:
   i. Director of Parks, Recreation & Culture
   ii. Deputy Director of Parks, Recreation & Culture
   iii. Manager of Parks
   iv. Member, Royal Canadian Mounted Police
   v. Bylaw Enforcement Officer
   vi. Parking Attendant
   vii. Member of the District of Mission Fire Department

j) This bylaw shall amend District of Mission Ticket Information Bylaw 2646-1993 by amending Schedule 1 by adding to Schedule 11 – Burning Bylaw 2975-1996 under Designated Bylaw Enforcement Officer the following:
   i. Fire Captain
   ii. Member, Royal Canadian Mounted Police

k) This bylaw shall amend District of Mission Ticket Information Bylaw 2646-1993 by deleting Schedules 4, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 19, 20, and 21 and replacing them with the new amended Schedules 4, 5, 6, 7, 8, 9, 10, 11, 13, 15, 16, 17, 19, 20, and 21 as set out in Appendix 3 attached to and forming a part of this bylaw.

l) This bylaw shall amend District of Mission User Fees and Charges Bylaw 4029-2007 by deleting Schedules 1 and 2 and replacing them with the new amended Schedules 1 and 2 as set out in Appendix 4 attached to and forming part of this bylaw.

m) This bylaw shall amend District of Mission Cemetery and Crematorium Bylaw 5664-2017 by deleting Schedule C and replacing it with the new amended Schedule C as set out in Appendix 5 attached to and forming part of this bylaw.

n) This bylaw shall take effect on the 1st day of January, 2018.
READ A FIRST TIME this > day of December, 2017

READ A SECOND TIME this > day of December, 2017

READ A THIRD TIME this > day of December, 2017

ADOPTED this > day of December, 2017

RANDY HAWES, MAYOR

MICHAEL YOUNIE, CORPORATE OFFICER
Appendix 1

District of Mission Fire Prevention Bylaw 3281-1999

SCHEDULE "A"

SCHEDULE OF FEES AND CHARGES

<table>
<thead>
<tr>
<th>1. Contravention of Burning Bylaw</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge to property owners in contravention of District of Mission Burning Bylaw, where the Fire Service must respond and extinguish a fire:</td>
<td>Time and Materials (includes equipment) as set out in the Inter-Agency Operational Procedures and Reimbursement Rates Manual</td>
</tr>
<tr>
<td>Cost of Fire Engine, including cost of staff,</td>
<td></td>
</tr>
<tr>
<td>Cost of Water Tender, including cost of staff,</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Practical Fire Training for Private Industry</th>
<th>85.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical fire training for private industry</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>(cost per hour, per instructor, plus associated equipment costs)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Alarm System Verification</th>
<th>85.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per hour</td>
<td>$ 85.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Fuel Dispensing Station Permit Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>For each storage tank</td>
<td>$ 60.00</td>
</tr>
<tr>
<td>For each fuel dispensing device</td>
<td>$ 60.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Re-Inspection Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Where more than two inspections are required because of the work or portion of work with respect to a permit is not in compliance with the provisions of this Bylaw or the Fire Code; or the work was incomplete or not ready for inspection at the time notification was given to the Fire Chief to inspect, the charge for each inspection after the second inspection shall be (per hour):</td>
<td>$ 85.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Special Inspection and Reports</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per hour (minimum charge of 1 hour)</td>
<td>$ 85.00</td>
</tr>
<tr>
<td>Copy of report</td>
<td>$ 85.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. New Construction Fire Safety Plan Review</th>
<th>170.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>(approximately 2 hours per review)</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Fire Investigation Fee</th>
<th>510.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 2

**SCHEDULE 22**

Public Use of Parks Bylaw 5001-2008

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>In contravention of the prohibited activities in Section 4 of the bylaw without a special use permit</td>
<td>3</td>
<td>$250</td>
</tr>
<tr>
<td>Possession or use of any type of firearms</td>
<td>4.a</td>
<td>$250</td>
</tr>
<tr>
<td>Possession or use of bows and arrows</td>
<td>4.b</td>
<td>$250</td>
</tr>
<tr>
<td>Possession of use of any other weapons including, but not limited to, knives, bear spray or other animal repellents, or other similar weapons</td>
<td>4.c</td>
<td>$250</td>
</tr>
<tr>
<td>Possession or use of any type of fireworks or explosives</td>
<td>4.d</td>
<td>$250</td>
</tr>
<tr>
<td>Use of loud and/or vulgar language</td>
<td>4.e</td>
<td>$250</td>
</tr>
<tr>
<td>Cutting down of trees</td>
<td>4.f</td>
<td>$250</td>
</tr>
<tr>
<td>Erection or use of tents of any kind</td>
<td>4.g</td>
<td>$250</td>
</tr>
<tr>
<td>Lighting of campfires</td>
<td>4.h</td>
<td>$250</td>
</tr>
<tr>
<td>Dumping of refuse</td>
<td>4.i</td>
<td>$250</td>
</tr>
<tr>
<td>Buying, selling or consuming alcohol or any controlled substances</td>
<td>4.j</td>
<td>$250</td>
</tr>
<tr>
<td>Keeping of any domesticated animals</td>
<td>4.k</td>
<td>$250</td>
</tr>
<tr>
<td>Golf</td>
<td>4.l</td>
<td>$250</td>
</tr>
<tr>
<td>Permit any dog to run at large in any park, except for a designated “off-leash park”</td>
<td>5.a</td>
<td>$250</td>
</tr>
<tr>
<td>Drive or permit any private motorized vehicle to enter into or upon any park</td>
<td>5.b</td>
<td>$250</td>
</tr>
<tr>
<td>Pick, cut down, dig or pull up, or knowingly injure or destroy in whole or in part any flower, plant, shrub, or tree in any park</td>
<td>5.c</td>
<td>$250</td>
</tr>
<tr>
<td>Destroy, damage, move or deface any bench, table, playground equipment, refuse container or any other public property situated in any park</td>
<td>5.d</td>
<td>$250</td>
</tr>
<tr>
<td>Throw, deposit, drop or leave in any park any glass, plastic, bottle, can, container, paper, food, garbage or litter, except in containers provided for that purpose</td>
<td>5.e</td>
<td>$250</td>
</tr>
</tbody>
</table>
## Appendix 3

### SCHEDULE 4

**Commercial Vehicle Licensing Bylaw 1381-1984**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating without a licence</td>
<td>4</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to display licence</td>
<td>11</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 5

**Traffic Regulation Bylaw 1698-1987**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place container within highway</td>
<td>3.02(g)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Place debris within highway</td>
<td>3.02(g)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Place landscaping within highway</td>
<td>3.02(g)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Place object within highway</td>
<td>3.02(g)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Obstruct traffic</td>
<td>3.02(h)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Deposit material on highway</td>
<td>3.07</td>
<td>$250.00</td>
</tr>
<tr>
<td>Post bill or placard</td>
<td>3.09(a)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Accumulation of snow/ice on sidewalk</td>
<td>3.10(a)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Accumulation of rubbish on sidewalk</td>
<td>3.10(b)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Drag object on highway</td>
<td>4.01(a)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Spiked tires</td>
<td>4.01(b)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Overhanging load</td>
<td>4.02</td>
<td>$250.00</td>
</tr>
<tr>
<td>Operate noise making device without permit</td>
<td>4.07</td>
<td>$250.00</td>
</tr>
<tr>
<td>Exceed 50 km per hour</td>
<td>5.08</td>
<td>$250.00</td>
</tr>
<tr>
<td>Exceed posted speed</td>
<td>5.08</td>
<td>$250.00</td>
</tr>
<tr>
<td>Speed in lane</td>
<td>5.08</td>
<td>$250.00</td>
</tr>
<tr>
<td>Obstruct traffic</td>
<td>5.09</td>
<td>$250.00</td>
</tr>
<tr>
<td>Disobey instruction to weigh vehicle</td>
<td>6.08</td>
<td>$250.00</td>
</tr>
<tr>
<td>Riding on sidewalk</td>
<td>7.02</td>
<td>$250.00</td>
</tr>
<tr>
<td>Inadequate control of cycle</td>
<td>7.03</td>
<td>$250.00</td>
</tr>
<tr>
<td>Careless cycling</td>
<td>7.04</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to keep right</td>
<td>7.05(b)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Wearing headphones</td>
<td>7.06</td>
<td>$250.00</td>
</tr>
<tr>
<td>Park vehicle contrary to traffic control device</td>
<td>8.01(a)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on sidewalk</td>
<td>8.02(a)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on boulevard</td>
<td>8.02(a)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 1.5m of driveway</td>
<td>8.02(b)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park in intersection</td>
<td>8.02(c)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 5m of hydrant</td>
<td>8.02(d)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on crosswalk</td>
<td>8.02(e)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 6m of crosswalk</td>
<td>8.02(f)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 6m of stop sign</td>
<td>8.02(g)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 6m of traffic control signal</td>
<td>8.02(g)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 15m of rail crossing</td>
<td>8.02(h)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
### SCHEDULE 5 (cont'd)

**Traffic Regulation Bylaw 1698-1987**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park to display vehicle for sale/repair vehicle</td>
<td>8.02 (i)(i)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on highway to sell commodities</td>
<td>8.02(i)(iv)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on a bridge</td>
<td>8.02(k)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park in tunnel</td>
<td>8.02(k)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park in lane</td>
<td>8.02(l)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Park within 1.5m of intersecting lane</td>
<td>8.02(n)(i)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within 6m of intersection</td>
<td>8.02(n)(ii)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on a lane within 1.5m of intersection</td>
<td>8.02(o)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park on yellow line</td>
<td>8.02(q)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Obstruct visibility of traffic control device</td>
<td>8.02(r)</td>
<td>$50.00</td>
</tr>
<tr>
<td>No valid license plate</td>
<td>8.02(s)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Overtime parking</td>
<td>8.02(t)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Disabled parking zone</td>
<td>8.02(u)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Move to avoid time limit</td>
<td>8.02(v)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Exceed 48 hours</td>
<td>8.02(w)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park in any electric vehicle charging station stall at a public parking facility</td>
<td>8.02(x)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Park on any portion of a boat launch</td>
<td>8.02(y)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park in such a manner as to obstruct the free passage of traffic</td>
<td>8.02(z)</td>
<td>$50.00</td>
</tr>
<tr>
<td>No valid insurance</td>
<td>8.02(aa)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Park within 5 meters of a community mailbox</td>
<td>8.02(bb)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park within a loading zone</td>
<td>8.02(cc)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park unattached trailer</td>
<td>8.03</td>
<td>$250.00</td>
</tr>
<tr>
<td>Exceed time limit</td>
<td>8.04(a)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park between 3:00 am to 7:00 am in CC-D1 zones</td>
<td>8.04(b)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park in loading zone</td>
<td>8.05</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper diagonal parking</td>
<td>8.06</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park large vehicle in residential area</td>
<td>8.07</td>
<td>$250.00</td>
</tr>
<tr>
<td>Park during snow removal</td>
<td>8.08</td>
<td>$50.00</td>
</tr>
<tr>
<td>Park more than 30 cm from curb</td>
<td>8.10</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking facing wrong direction</td>
<td>8.10</td>
<td>$50.00</td>
</tr>
<tr>
<td>Disobey Flag Person/School Patrol</td>
<td>9.06</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 6

**Business Licence Bylaw 3964-2007**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>No business licence</td>
<td>3.1</td>
<td>$200.00</td>
</tr>
<tr>
<td>Possession, trade, sale or distribution of shark fins or derivative products</td>
<td>3.3</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fail to post licence</td>
<td>7.2</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
### SCHEDULE 7
Building Bylaw 3590-2003

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction without permit</td>
<td>5(1)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Occupy building without approval</td>
<td>5.2(a)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Occupy building contrary to permit</td>
<td>5.2(b)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Tamper with notice</td>
<td>5.5</td>
<td>$500.00</td>
</tr>
<tr>
<td>Construction contrary to permit</td>
<td>5.6</td>
<td>$500.00</td>
</tr>
<tr>
<td>Fail to fence pool</td>
<td>10.2</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 8
Zoning Bylaw 5050-2009

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized Use</td>
<td>103(A)(1)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 9
Sign Bylaw 1662-1987

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign without permit</td>
<td>7.1</td>
<td>$250.00</td>
</tr>
<tr>
<td>Prohibited sign</td>
<td>7.3</td>
<td>$250.00</td>
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### SCHEDULE 10
Water Bylaw 2196-1990

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violate water restriction – Stage 1</td>
<td>5.1(d)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Violate water restriction – Stage 2</td>
<td>5.1(d)</td>
<td>$375.00</td>
</tr>
<tr>
<td>Violate water restriction – Stage 3</td>
<td>5.1(d)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Violate water restriction – Stage 4</td>
<td>5.1(d)</td>
<td>$1,000.00</td>
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</table>

### SCHEDULE 11
Burning Bylaw 2975-1996

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prohibited burn</td>
<td>5 (a)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Burn contrary to conditions of permit</td>
<td>5 (b)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Burn contrary to ban</td>
<td>5 (c)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Burn contrary to order</td>
<td>5 (f)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
### SCHEDULE 13

**Truck Route Bylaw 1811-1988**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck off truck route</td>
<td>4</td>
<td>$250.00</td>
</tr>
<tr>
<td>Truck exceeding temporary load restrictions</td>
<td>5</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 15

**Fire Prevention Bylaw 3281-1999**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Permit</td>
<td>4 (1)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Failure to maintain extinguisher</td>
<td>5 (a)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No extinguisher</td>
<td>5 (b)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fire alarm not operable</td>
<td>5 (c)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Voice communication not operable</td>
<td>5 (c)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain fire alarm</td>
<td>5 (d)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain standpipe</td>
<td>5 (e)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain hose system</td>
<td>5 (e)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain sprinkler system</td>
<td>5 (f)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain suppression system</td>
<td>5 (g)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain emergency lighting</td>
<td>5 (h)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain exit sign</td>
<td>5 (h)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain egress</td>
<td>5 (i)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No fire safety plan posted</td>
<td>5 (j)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No occupant load posted</td>
<td>5 (k)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Too many occupants</td>
<td>5 (l)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to provide fire vehicle access</td>
<td>5 (m)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain fire vehicle access</td>
<td>5 (m)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to furnish record</td>
<td>5 (n)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No smoke alarm</td>
<td>5 (o)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain fire separation</td>
<td>5 (p)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain closure</td>
<td>5 (p)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No address displayed</td>
<td>6 (a)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No number displayed</td>
<td>6 (b)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No permit</td>
<td>7 (1)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to maintain hydrant</td>
<td>7 (2)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to submit records</td>
<td>7 (2)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Hydrant not clear or accessible</td>
<td>7 (2)</td>
<td>$250.00</td>
</tr>
<tr>
<td>No brass protective cap</td>
<td>8</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to secure building</td>
<td>9 (1)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fail to comply with order</td>
<td>10</td>
<td>$500.00</td>
</tr>
<tr>
<td>No permit</td>
<td>11 (1)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 16

**Soil Deposit Bylaw 3550-2003**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit soil without permit</td>
<td>5(a)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>
### SCHEDULE 17

**Soil Removal Bylaw 3088-1997**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove soil without permit</td>
<td>3(a)</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

### SCHEDULE 19

**Sewer Bylaw 5033-2009**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to install/maintain interceptor</td>
<td>16(2)</td>
<td>$250</td>
</tr>
<tr>
<td>Interceptor maintenance</td>
<td>16(3)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep interceptor records</td>
<td>16(4)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to retain interceptor records</td>
<td>16(5)</td>
<td>$250</td>
</tr>
<tr>
<td>Deposit of interceptor residue to sewer</td>
<td>16(6)</td>
<td>$500</td>
</tr>
<tr>
<td>Recreational vehicle waste</td>
<td>18</td>
<td>$250</td>
</tr>
<tr>
<td>Trucked Liquid Waste</td>
<td>22(1)</td>
<td>$250</td>
</tr>
<tr>
<td>Prohibited waste, Restricted waste</td>
<td>23(1)(a)</td>
<td>$500</td>
</tr>
<tr>
<td>Industrial Cooling Water</td>
<td>23(1)(b)</td>
<td>$500</td>
</tr>
<tr>
<td>Uncontaminated water discharge</td>
<td>23(2)</td>
<td>$250</td>
</tr>
<tr>
<td>Prohibited Waste</td>
<td>24(1)(a)</td>
<td>$500</td>
</tr>
<tr>
<td>Restricted Waste</td>
<td>24(1)(b)</td>
<td>$500</td>
</tr>
<tr>
<td>Discharging operation waste</td>
<td>24(1)(c)</td>
<td>$500</td>
</tr>
<tr>
<td>Cooling/uncontaminated water</td>
<td>24(1)(d)</td>
<td>$500</td>
</tr>
<tr>
<td>Air-conditioning water</td>
<td>24(1)(e)</td>
<td>$250</td>
</tr>
<tr>
<td>Storm Water, runoff</td>
<td>24(1)(f)</td>
<td>$250</td>
</tr>
<tr>
<td>Dilution</td>
<td>24(2)</td>
<td>$500</td>
</tr>
<tr>
<td>Accident prevention</td>
<td>24(3)(a)</td>
<td>$250</td>
</tr>
<tr>
<td>Signage</td>
<td>24(3)(b)</td>
<td>$250</td>
</tr>
<tr>
<td>Employee notification</td>
<td>24(3)(c)</td>
<td>$250</td>
</tr>
<tr>
<td>Roof leaders</td>
<td>24(6)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to apply for wastewater discharge</td>
<td>25(3)</td>
<td>$250</td>
</tr>
<tr>
<td>Facility Maintenance</td>
<td>27(1)</td>
<td>$250</td>
</tr>
<tr>
<td>Bypass flow</td>
<td>27(2)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to notify</td>
<td>28(1)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to submit Schedule I</td>
<td>28(2)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to remedy discharge</td>
<td>28(3)</td>
<td>$500</td>
</tr>
<tr>
<td>Failure to notify Engineer</td>
<td>28(4)</td>
<td>$250</td>
</tr>
<tr>
<td>Refusal of access</td>
<td>29(4)</td>
<td>$500</td>
</tr>
<tr>
<td>Installation of monitoring point</td>
<td>30(1)</td>
<td>$250</td>
</tr>
<tr>
<td>Monitoring point maintenance</td>
<td>30(2)</td>
<td>$250</td>
</tr>
<tr>
<td>Improper installation of monitoring point</td>
<td>30(3)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to inform Engineer</td>
<td>30(6)</td>
<td>$250</td>
</tr>
<tr>
<td>Accessibility</td>
<td>30(7)</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to install water meter</td>
<td>30(14)</td>
<td>$250</td>
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<tr>
<td>Tampering</td>
<td>31</td>
<td>$500</td>
</tr>
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</table>
## Appendix 2 (cont’d)

### SCHEDULE 20

**Solid Waste Management Bylaw 5526-2015**

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective 2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to manage waste in accordance with bylaw provisions</td>
<td>2.1</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to separate Recyclables and Compostables from Garbage within Curbside Collection Area</td>
<td>2.2</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to separate Recyclables and Compostables from Garbage outside Curbside Collection Area</td>
<td>2.4</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to deposit Garbage, Trade Waste, Recyclable Materials, Compostables, Greenwaste, Construction or Demolition Waste at an Authorized Facility</td>
<td>2.5</td>
<td>$500</td>
</tr>
<tr>
<td>Burning waste within Curbside Collection Area</td>
<td>2.6</td>
<td>$250</td>
</tr>
<tr>
<td>Burning waste outside Curbside Collection Area</td>
<td>2.7</td>
<td>$250</td>
</tr>
<tr>
<td>Including prohibited materials for Curbside Collection, On-site Collection or Spring Clean-up</td>
<td>2.11</td>
<td>$250</td>
</tr>
<tr>
<td>Early set-out of waste for Curbside Collection</td>
<td>3.4</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to utilize Wildlife Resistant Containers or Wildlife Resistant Enclosures outside of set-out timeframe</td>
<td>3.5</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to contain Spring Clean-up items</td>
<td>3.11.2</td>
<td>$250</td>
</tr>
<tr>
<td>Early set-out of Spring Clean-up Garbage in bags</td>
<td>3.11.3</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to remove excess Spring Clean-up items from curb within seven (7) days</td>
<td>3.11.4</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep Wildlife Attractants inaccessible to Dangerous Wildlife</td>
<td>5.1</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to store Garbage, Recyclables or Compostables in Wildlife Resistant Enclosures or Wildlife Resistant Containers</td>
<td>5.2</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep barbecues clean or stored in a Wildlife Resistant Enclosure</td>
<td>5.3</td>
<td>$250</td>
</tr>
<tr>
<td>Leaving pet food outside or setting up bird feeders between April and November</td>
<td>5.4</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to maintain backyard composters in a way that does not attract Dangerous Wildlife</td>
<td>5.5</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep ripe fruit inaccessible to Dangerous Wildlife</td>
<td>5.6</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep bee hives inaccessible to Dangerous Wildlife</td>
<td>5.7</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep pets and small livestock indoors or contained in a Wildlife Resistant Enclosure from dusk to dawn</td>
<td>5.8</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to store livestock feed in Wildlife Resistant Enclosure from dusk to dawn</td>
<td>5.9</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to provide Wildlife Resistant Containers or Wildlife Resistant Enclosures to tenants</td>
<td>5.10</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to keep Wildlife Resistant Containers or Wildlife Resistant Enclosures closed, locked or in proper condition</td>
<td>5.11</td>
<td>$250</td>
</tr>
</tbody>
</table>
## Appendix 2 (cont’d)

### SCHEDULE 21

*Good Neighbour Bylaw 5524-2015*

<table>
<thead>
<tr>
<th>Offence</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cause a nuisance</td>
<td>5.1</td>
<td>$250</td>
</tr>
<tr>
<td>Relieving oneself in public</td>
<td>5.2</td>
<td>$250</td>
</tr>
<tr>
<td>Erecting tent in public place</td>
<td>5.3</td>
<td>$250</td>
</tr>
<tr>
<td>Indecent and obscene language</td>
<td>5.5</td>
<td>$250</td>
</tr>
<tr>
<td>Indecent activity</td>
<td>5.5</td>
<td>$250</td>
</tr>
<tr>
<td>Soliciting that causes an obstruction</td>
<td>6.1</td>
<td>$250</td>
</tr>
<tr>
<td>Light that disturbs</td>
<td>7.2</td>
<td>$500</td>
</tr>
<tr>
<td>Make noise which disturbs</td>
<td>8.2</td>
<td>$500</td>
</tr>
<tr>
<td>Permit noise which disturbs</td>
<td>8.3</td>
<td>$500</td>
</tr>
<tr>
<td>Amplified sound which disturbs</td>
<td>8.4</td>
<td>$500</td>
</tr>
<tr>
<td>Animal which disturbs</td>
<td>8.5</td>
<td>$250</td>
</tr>
<tr>
<td>Hawkster that disturbs</td>
<td>8.6</td>
<td>$250</td>
</tr>
<tr>
<td>Construction noise</td>
<td>8.7</td>
<td>$500</td>
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<tr>
<td>Failure to comply with terms of permit</td>
<td>8.11</td>
<td>$500</td>
</tr>
<tr>
<td>Discharge of noxious of offensive odour</td>
<td>9.1</td>
<td>$500</td>
</tr>
<tr>
<td>Owner allowing graffiti to be placed</td>
<td>10.1</td>
<td>$250</td>
</tr>
<tr>
<td>Person placing graffiti</td>
<td>10.2</td>
<td>$250</td>
</tr>
<tr>
<td>Deposit of litter</td>
<td>11.1</td>
<td>$500</td>
</tr>
<tr>
<td>Unsightly property</td>
<td>12.1</td>
<td>$500</td>
</tr>
<tr>
<td>Waste overflowing from container</td>
<td>12.2</td>
<td>$500</td>
</tr>
<tr>
<td>Unlocked waste container</td>
<td>12.3</td>
<td>$500</td>
</tr>
<tr>
<td>Dumping of yard waste</td>
<td>12.4</td>
<td>$250</td>
</tr>
<tr>
<td>Collection of water</td>
<td>12.5</td>
<td>$500</td>
</tr>
<tr>
<td>Uncontrolled flow of water</td>
<td>12.6</td>
<td>$500</td>
</tr>
<tr>
<td>Noxious weeds</td>
<td>12.7</td>
<td>$250</td>
</tr>
<tr>
<td>Excessive lawn growth</td>
<td>12.8</td>
<td>$250</td>
</tr>
<tr>
<td>Damage by trees</td>
<td>12.9</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to remove demolition debris</td>
<td>12.10</td>
<td>$500</td>
</tr>
<tr>
<td>Failure to remove derelict vehicle</td>
<td>13.1</td>
<td>$500</td>
</tr>
<tr>
<td>Failure to maintain boulevard</td>
<td>14.1</td>
<td>$500</td>
</tr>
<tr>
<td>Failure to maintain fence</td>
<td>15.1</td>
<td>$250</td>
</tr>
<tr>
<td>Failure to contain livestock</td>
<td>15.2</td>
<td>$250</td>
</tr>
<tr>
<td>Allowing infestation</td>
<td>15.4</td>
<td>$250</td>
</tr>
<tr>
<td>Accumulation of water on land</td>
<td>16.1</td>
<td>$250</td>
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<tr>
<td>Accumulation of water in excavation</td>
<td>17.1</td>
<td>$500</td>
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<tr>
<td>Handling of wildlife attractants</td>
<td>17.2</td>
<td>$500</td>
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<tr>
<td>Feeding dangerous wildlife</td>
<td>18.1</td>
<td>$250</td>
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<tr>
<td>Area free of bird seed</td>
<td>18.2</td>
<td>$500</td>
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<tr>
<td>Area free of fallen fruit</td>
<td>18.3</td>
<td>$250</td>
</tr>
<tr>
<td>Area free of fallen fruit</td>
<td>18.4</td>
<td>$250</td>
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<tr>
<td>Cause a Nuisance</td>
<td>19.1</td>
<td>$500</td>
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### Appendix 3
User Fees and Charges Bylaw 4029-2007
Schedule 1

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A CORPORATE SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Documentation Research Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Provide historical information (per hour)</td>
<td>GST</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>2 Mailings</td>
<td></td>
<td></td>
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<tr>
<td>(a) Mail-out for Public Information Meeting (per envelope - for the number of addresses information is mailed to)</td>
<td>GST</td>
<td>$2.50</td>
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</tr>
<tr>
<td>3 Maps</td>
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<tr>
<td>(a) Street Maps</td>
<td>GST/PST</td>
<td>$3.00</td>
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<tr>
<td>(b) Full set of legal, address or assessment section maps (prepaid)</td>
<td>GST/PST</td>
<td>$109.15</td>
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</tr>
<tr>
<td>(c) Zoning Map (each)</td>
<td>PST</td>
<td>$7.24</td>
<td>LAN.41</td>
</tr>
<tr>
<td>(d) OCP Map (each)</td>
<td>GST/PST</td>
<td>$7.23</td>
<td>LAN.41</td>
</tr>
<tr>
<td>(e) OCP Map (colour print) (each)</td>
<td>GST/PST</td>
<td>$10.31</td>
<td>LAN.41</td>
</tr>
<tr>
<td>(f) OCP Maps (set of 12)</td>
<td>GST/PST</td>
<td>$72.10</td>
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<tr>
<td>(g) Zoning Maps (set of 5)</td>
<td>PST</td>
<td>$32.34</td>
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</tr>
<tr>
<td>(h) Cedar Valley Comprehensive Development Plan (report &amp; maps)</td>
<td>GST/PST</td>
<td>$67.01</td>
<td>LAN.41</td>
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<tr>
<td>(i) Large Forestry Maps</td>
<td>GST/PST</td>
<td>$15.18</td>
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<tr>
<td>4 Maps - Digital (electronic) copy</td>
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<tr>
<td>(a) Street Map</td>
<td>GST/PST</td>
<td>$173.88</td>
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<tr>
<td>(b) Cadastral Base Map (1/2 section)</td>
<td>GST/PST</td>
<td>$23.21</td>
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<tr>
<td>(c) (i) Overlays (1/2 section) each</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (ii) &gt; Legal Incl street names &amp; plan #2</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (iii) &gt; Civic Addresses incl street names</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (iv) &gt; Roll numbers incl street names</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (v) &gt; Topographical</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (vi) &gt; Water System key plans</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (vii) &gt; Drainage/storm/sewer key plans</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (viii) &gt; Sanitary key plans</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(d) Cadastral Mosaic (entire District) incl legal descriptions, civic addresses, and roll number layers</td>
<td>GST/PST</td>
<td>$2,228.53</td>
<td></td>
</tr>
<tr>
<td>(e) Water Overlays entire water service area - additional cost</td>
<td>GST/PST</td>
<td>$1,337.28</td>
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</tr>
<tr>
<td>(f) Sanitary Overlays entire sanitary service area - additional cost</td>
<td>GST/PST</td>
<td>$557.14</td>
<td></td>
</tr>
</tbody>
</table>
## Description of Existing Fee/Charge

<table>
<thead>
<tr>
<th></th>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(g)</td>
<td>Storm Overlays entire District - additional cost</td>
<td>GST/PST</td>
<td>$2,228.57</td>
<td></td>
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<tr>
<td>(h)</td>
<td>Storm Overlays with topography entire District - additional cost</td>
<td>GST/PST</td>
<td>$3,310.00</td>
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</tr>
<tr>
<td>(i)</td>
<td>OCP Maps - all including all cadastral base</td>
<td>GST/PST</td>
<td>$2,206.52</td>
<td></td>
</tr>
<tr>
<td>(j)</td>
<td>Zoning Maps A2, A3 (urban areas) each</td>
<td>PST</td>
<td>$724.30</td>
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<tr>
<td>(k)</td>
<td>Zoning Maps (outer areas-two maps) each map</td>
<td>PST</td>
<td>$27.85</td>
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<tr>
<td>(l)</td>
<td>OCP maps and Zoning maps - all including cadastral</td>
<td>GST/PST</td>
<td>$2,785.62</td>
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<tr>
<td>(m)</td>
<td>Gravel Pit Topographical Map - each</td>
<td>GST/PST</td>
<td>$557.23</td>
<td></td>
</tr>
</tbody>
</table>

### Microfiche

- **(a)** Microfiche research fee to provide property information (flat rate) | GST | $20.00 |
- **(b)** per copy (8 1/2 x 11) | GST/PST | $1.16 |

### Photocopies or Computer Generated Copies

- **(a)** Property Owners - first five black & white copies | -- | $0.00 |
- **(b)** Property Owners six copies & up (per black & white copy) | GST/PST | $0.58 |
- **(c)** Non-Residents or Businesses (per black & white copy) | GST/PST | $0.58 |
- **(d)** Property Owners, Non-Residents or Businesses (per colour copy) | GST/PST | $1.20 |

### Paper Prints

- **(a)** A1 or 24"x36" (single original) | GST/PST | $6.25 |
- **(b)** Oversize (single original) | GST/PST | $6.25 |

### Road Closure and Sale

- **(a)** The applicant agrees to pay a non-refundable deposit of 10% of the purchase price up to a maximum of $2,000. | $2,000.00 | STR.34 |
- **(b)** The applicant agrees to pay an administration fee for the road closure and sale process. | $1,000.00 | STR.34 |
- **(c)** The applicant agrees to pay all costs associated with advertising and to complete all legal documents and register them at the Land Title Office. | Time and Materials | STR.34 |

### District Insignia

- **(a)** District Pins | Included | $0.70 |
- **(b)** District Flags | Included | $165.00 |
Appendix 3 - Schedule 1 (cont’d)

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Land Title Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Company Searches</td>
<td>Exempt LTO Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) (i) Title Search</td>
<td>Exempt LTO Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) (ii) Title Search for</td>
<td>Exempt LTO Fee</td>
<td>-- $0.00</td>
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<tr>
<td>development applications within the MissionCity Downtown Action Plan area (Schedule 3) prior to December 31, 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) First Restrictive Covenant/RoW/Easement</td>
<td>Exempt LTO Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Additional Restrictive Covenants/RoW/Easements</td>
<td>Exempt LTO Fee</td>
<td></td>
<td></td>
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</tbody>
</table>

**B DEVELOPMENT SERVICES**

<table>
<thead>
<tr>
<th>1 Utility Billing Exemption for Unoccupied Secondary Suites</th>
<th>GST included</th>
<th>$77.44</th>
<th>LAN.38</th>
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</thead>
<tbody>
<tr>
<td>2 Status Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Commercial, Industrial or Multi-Family</td>
<td>Exempt</td>
<td>$206.00</td>
<td></td>
</tr>
<tr>
<td>(b) Other</td>
<td>Exempt</td>
<td>$77.25</td>
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<tr>
<td>3 Business License Administration Fee</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>for changes to existing business license owner information, or changes to the business name or address</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Business License Inspection Fee</td>
<td>GST included</td>
<td>$77.44</td>
<td></td>
</tr>
<tr>
<td>for when a Mission Resident business changes its location, an inspection fee plus the Administration Fee will be charged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Sign Permit</td>
<td>Exempt</td>
<td>$118.50</td>
<td>Sign Bylaw 1662-1987</td>
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<tr>
<td>The applicant for a permit has paid to the District of Mission a fee per sign</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Copy of Official Community Plan (OCP) Bylaw</td>
<td>GST/PST</td>
<td>$95.00</td>
<td>LAN.41</td>
</tr>
<tr>
<td>7 Copy of Zoning Bylaw</td>
<td>PST</td>
<td>$30.00</td>
<td>LAN.41</td>
</tr>
<tr>
<td>8 Community Heritage Register - Properties Protected by Heritage Designation</td>
<td>PST</td>
<td>$336.50</td>
<td>LAN.44</td>
</tr>
<tr>
<td>9 Wireless Telecommunication Towers pay a fee to the District - compensation for public notification costs</td>
<td>Exempt</td>
<td>$644.00</td>
<td>LAN.46</td>
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<tr>
<td>10 Board of Variance Fee</td>
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<td>$515.00</td>
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</tr>
<tr>
<td></td>
<td>Description of Existing Fee/Charge</td>
<td>Applicable Taxes to be Added</td>
<td>Effective January 1, 2018</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>C</td>
<td><strong>ENGINEERING / PUBLIC WORKS SERVICES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Administrative Fee on Changing an Existing Civic Address</td>
<td>GST</td>
<td>$108.00</td>
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<tr>
<td>2</td>
<td>Banner Installation Fee</td>
<td>GST included</td>
<td>$125.00</td>
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<tr>
<td>3</td>
<td>Fire Hydrant Use (Customer Charges)</td>
<td>Exempt</td>
<td>$121.00</td>
</tr>
<tr>
<td>4</td>
<td>Fire Hydrant Flow Tests</td>
<td>Exempt</td>
<td>$370.50</td>
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<tr>
<td>5</td>
<td>Private Fire Hydrant Maintenance - to service and maintain private hydrants</td>
<td>Exempt</td>
<td>$125.00</td>
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<tr>
<td>6</td>
<td>Water Modelling Results (per scenario)</td>
<td>GST</td>
<td>$100.00</td>
</tr>
<tr>
<td>7</td>
<td>Water, Sewer and/or Drainage System Model for large/complex development</td>
<td>GST</td>
<td>Time &amp; Materials</td>
</tr>
<tr>
<td>7 (a)</td>
<td>Administrative Fee for Water, Sewer and/or Drainage System Model</td>
<td>GST</td>
<td>$150.00</td>
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<tr>
<td>8</td>
<td><strong>Film Permit Application Fee</strong></td>
<td>GST/PST</td>
<td>$260.00</td>
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<tr>
<td>(b)</td>
<td>Refundable Damage Deposit</td>
<td>N/A</td>
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<td>9</td>
<td>Street Use Permit</td>
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<td>$154.50</td>
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<tr>
<td>10</td>
<td>Extraordinary Traffic Permit</td>
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<td>$103.00</td>
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<tr>
<td>11</td>
<td>Signal Timing Sheet</td>
<td></td>
<td>$303.00</td>
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<td>12</td>
<td>Private Firm Parking in the Public Works yard - monthly fee</td>
<td>Included</td>
<td>$112.55</td>
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<tr>
<td>13</td>
<td><strong>Rental Rates - Protective Devices</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Wooden barricades - per day each</td>
<td>GST/PST</td>
<td>$3.66</td>
</tr>
<tr>
<td>(b)</td>
<td>Flasher barricades - per day each</td>
<td>GST/PST</td>
<td>$4.42</td>
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<tr>
<td>(c)</td>
<td>Traffic cones - per day each</td>
<td>GST/PST</td>
<td>$1.05</td>
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<tr>
<td>(d)</td>
<td>Traffic Bags - each (no return)</td>
<td>GST/PST</td>
<td>$0.58</td>
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<tr>
<td>(e)</td>
<td>Sign stands - per day each</td>
<td>GST/PST</td>
<td>$3.10</td>
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<tr>
<td>(f)</td>
<td>Signs - per day each</td>
<td>GST/PST</td>
<td>$4.60</td>
</tr>
<tr>
<td>(g)</td>
<td>Fencing - per day per roll</td>
<td>GST/PST</td>
<td>$5.10</td>
</tr>
<tr>
<td>14</td>
<td><strong>Street Sweeping</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>At the time of a building permit, a street sweeping fee shall be charged</td>
<td>Exempt</td>
<td>$55.15</td>
</tr>
<tr>
<td></td>
<td>Description of Existing Fee/Charge</td>
<td>Applicable Taxes to be Added</td>
<td>Effective January 1, 2018</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-----------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>D</td>
<td>FINANCIAL SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Service fee for N.S.F. &amp; Dishonoured cheques (per returned payment)</td>
<td>Exempt</td>
<td>$35.00</td>
</tr>
<tr>
<td>2</td>
<td>Administration Fee for Processing of Refunds for Property Tax or Utility Overpayments (per property)</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>3</td>
<td>Administration Fee for Processing a Transfer between Tax or Utility accounts with different roll numbers (per property)</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>4</td>
<td>Fee for Property Tax Listing for Mortgage Companies (per roll number or property)</td>
<td>Exempt</td>
<td>$10.00</td>
</tr>
<tr>
<td>5</td>
<td>Administration Fee for Processing of a Request for an Apportionment (per new lot)</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>6</td>
<td>Tax Statement Fees (Tax Certificates) for non-owners, &quot;per property&quot; basis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manual hard copy maximum 2 business day turnaround time</td>
<td>Exempt</td>
<td>$47.33</td>
</tr>
<tr>
<td></td>
<td>Manual hard copy maximum 2 hour turnaround time</td>
<td>Exempt</td>
<td>$94.66</td>
</tr>
<tr>
<td></td>
<td>Verbal confirmation of tax statement figures within 2 weeks of providing original figures</td>
<td>Exempt</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Manual hard copy confirmation of tax statement figures after 2 weeks of providing original figures</td>
<td>Exempt</td>
<td>$47.33</td>
</tr>
<tr>
<td></td>
<td>BC On-line service</td>
<td>Exempt</td>
<td>$30.00</td>
</tr>
<tr>
<td>7</td>
<td>Rate of interest charged on all overdue municipal fees that are set and invoiced pursuant to District bylaws</td>
<td>Non-compounding interest of 0.065753% per day (equivalent to 2% per month or 24% per annum) on fees that remain outstanding after 30 days from the mailing date of the invoice. Interest will be charged on outstanding or unpaid amounts on the 31st day from the invoice mailing date and thereafter until payment is received in full or until the unpaid amounts are transferred to property taxes (only applies to certain property related fees), at which time legislative interest rates would apply.</td>
<td>FIN.2</td>
</tr>
<tr>
<td>8</td>
<td>Accounts Receivable Administration Fee - administrative cost recovery charge on certain invoices</td>
<td></td>
<td>15.00%</td>
</tr>
</tbody>
</table>
### FORESTRY SERVICES

#### 1 Minor Forest Product and Activity Permit

<table>
<thead>
<tr>
<th>Description</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Commercial Permit fee per month</td>
<td>GST/PST included</td>
<td>$300.00</td>
<td>LIC.18</td>
</tr>
<tr>
<td>(b) Botanical Products per month</td>
<td>GST/PST included</td>
<td>$150.00</td>
<td>LIC.18</td>
</tr>
<tr>
<td>(c) Personal Permit fee per week (any product)</td>
<td>GST/PST included</td>
<td>$30.00</td>
<td>LIC.18</td>
</tr>
</tbody>
</table>

#### 2 Trees for Filming Purposes

<table>
<thead>
<tr>
<th>Description</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters) per regular pick-up truck load</td>
<td>GST</td>
<td>$250.00</td>
</tr>
<tr>
<td>(a) Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters) per tree</td>
<td>GST</td>
<td>$20.00</td>
</tr>
<tr>
<td>(b) Conifers (cedars majority) Under 15 feet – per regular pick-up truck load</td>
<td>GST</td>
<td>$385.00</td>
</tr>
<tr>
<td>(b) Conifers (cedars majority) Under 15 feet – per tree</td>
<td>GST</td>
<td>$40.00</td>
</tr>
<tr>
<td>(c) Large conifers (all species) over 25 feet</td>
<td>GST</td>
<td>Price on request, depending on diameter, species and other requirements</td>
</tr>
<tr>
<td>(d) Deciduous trees - any size – per regular pick-up truck load</td>
<td>GST</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

#### 3 Forestry Gate Keys

<table>
<thead>
<tr>
<th>Description</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Weekly charge for key being issued (minimum charge being 2 weeks)</td>
<td>GST</td>
<td>$5.00</td>
<td>PRO.26</td>
</tr>
<tr>
<td>(b) Deposit required for each key issued</td>
<td>N/A</td>
<td>$60.00</td>
<td>PRO.26</td>
</tr>
<tr>
<td>(c) Key(s) returned by the due date as outlined in the key loan agreement, the deposit for each key in 3(b) above will be refunded in full.</td>
<td>N/A</td>
<td>-$60.00</td>
<td>PRO.26</td>
</tr>
<tr>
<td>(d) Key(s) returned after the due date as outlined in the key loan agreement, will be subject to a weekly service charge, reducing the refundable portion of the deposit collected in 3(b) until refundable portion is $0.00</td>
<td>N/A</td>
<td>-$30.00</td>
<td>PRO.26</td>
</tr>
<tr>
<td>(e) Lost or damaged keys will not be issued any refunds</td>
<td>GST</td>
<td>$0.00</td>
<td>PRO.26</td>
</tr>
</tbody>
</table>
### F LIBRARY

<table>
<thead>
<tr>
<th></th>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meeting Room Rental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Non-Profit Organizations (per 4 hours)</td>
<td></td>
<td><strong>$26.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Profit Organizations (per 4+ hours)</td>
<td></td>
<td><strong>$51.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) For Profit Organizations (per 4 hours)</td>
<td></td>
<td><strong>$61.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Profit Organizations (per 4+ hours)</td>
<td></td>
<td><strong>$121.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Rotary Seminar Room (per 4 hours)</td>
<td></td>
<td><strong>$11.00</strong></td>
<td></td>
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</tbody>
</table>

### G RCMP SERVICES

<table>
<thead>
<tr>
<th></th>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2018</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accidents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Accident Report - MV6020</td>
<td>Included</td>
<td><strong>$54.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Field Diagram</td>
<td>Included</td>
<td><strong>$40.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Scale Drawing</td>
<td>Included</td>
<td><strong>$46.00</strong></td>
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</tr>
<tr>
<td></td>
<td>(d) Traffic Analyst Report</td>
<td>Included</td>
<td><strong>$690.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(e) Mechanical Inspection Report</td>
<td>Included</td>
<td><strong>$230.00</strong></td>
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</tr>
<tr>
<td></td>
<td>(f) Preliminary Analyst Report</td>
<td>Included</td>
<td><strong>$115.00</strong></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Consent / Court Orders / Investigational Cases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Administrative Charge - per 30 minutes (Court Orders/File Copies)</td>
<td>Included</td>
<td><strong>$34.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Police Report (brief synopsis of incident)</td>
<td>Included</td>
<td><strong>$65.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Court Order Police Report</td>
<td>Included</td>
<td><strong>$85.00</strong></td>
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<tr>
<td></td>
<td>(d) Packaging &amp; shipping/mailing fee</td>
<td>Included</td>
<td><strong>$8.00</strong></td>
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<tr>
<td></td>
<td>(e) Photocopy (per page)</td>
<td>Included</td>
<td><strong>$0.57</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(f) Searching fee for multiple RCMP files (per hour rate)</td>
<td>Included</td>
<td><strong>$57.00</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description of Existing Fee/Charge</td>
<td>Applicable Taxes to be Added</td>
<td>Effective January 1, 2018</td>
<td>Policy Reference</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------</td>
<td>------------------------------</td>
<td>--------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>3</td>
<td>Criminal Record Searches</td>
<td></td>
<td></td>
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<tr>
<td>(a)</td>
<td>Volunteers</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Recovery House tenants</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Welton Tower Prospective Tenants</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Students</td>
<td>Exempt</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Employment (incl Recovery House employees)</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Rental (Landlord/Tenant)</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(g)</td>
<td>Adoption</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Other Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Canadian Police Certificate</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>US Waivers/Visa</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Pardon Application</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Fingerprints</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Canadian Citizenship/Immigration</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Name Change</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(g)</td>
<td>Private Investigator/Security Officer</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(h)</td>
<td>Taxi Permits</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Per hour per police officer</td>
<td>Exempt</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>ICBC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Accident Report - CL59 (MV6020) - ICBC</td>
<td>Exempt</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Accident Report - CL-152 requests - ICBC</td>
<td>Exempt</td>
<td>$57.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Photographs</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(a)</td>
<td>Video tapes</td>
<td>Included</td>
<td>$42.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Digital CD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>(1 to 5 images)</td>
<td>Included</td>
<td>$7.00</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>(6 to 10 images)</td>
<td>Included</td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>(11 or more images)</td>
<td>Included</td>
<td>$24.00</td>
<td></td>
</tr>
</tbody>
</table>
**Appendix 3**

**SCHEDULE 2 – Parks, Recreation and Culture General Admission and Rental Fees and Charges**

**Definitions:**

**Youth / Minor Group** - Mission based provincially recognized organization such as Mission Minor Hockey, Baseball & others.

**Adult Group** - A sport association or organization comprised of at least 75% Mission residents.

**Commercial / Non-Resident** - Any individual or organization who is in business for profit or are not residents of the District.

**Private / Non-profit** - A Mission resident or non-profit organization

**Family** - Maximum of 2 adults with children under the age of 19 residing in the same household.

ALL RATES ARE EFFECTIVE January 1, 2018

<table>
<thead>
<tr>
<th></th>
<th>Individual</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAY Pass Administration Fee</td>
<td>5.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

**LEISURE CENTRE DROP-IN ADMISSIONS**

Tax extra on all admissions except for child

<table>
<thead>
<tr>
<th></th>
<th>Infant (Under the age of 3)</th>
<th>Child (3 - 12 years)</th>
<th>Youth (13 - 18 years)</th>
<th>Adult (19 - 59 years)</th>
<th>Sixty Plus (60 years or older)</th>
<th>Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Admission</td>
<td>N/C</td>
<td>3.25</td>
<td>3.71</td>
<td>5.81</td>
<td>4.86</td>
<td>11.90</td>
</tr>
<tr>
<td>Monthly Pass</td>
<td>N/C</td>
<td>27.78</td>
<td>32.22</td>
<td>52.62</td>
<td>42.12</td>
<td>105.44</td>
</tr>
<tr>
<td>Three-Month Pass</td>
<td>N/C</td>
<td>74.13</td>
<td>85.95</td>
<td>140.49</td>
<td>111.10</td>
<td>281.18</td>
</tr>
<tr>
<td>Six-Month Pass</td>
<td>N/C</td>
<td>141.80</td>
<td>161.30</td>
<td>264.30</td>
<td>209.10</td>
<td>529.60</td>
</tr>
<tr>
<td>Yearly Pass</td>
<td>N/C</td>
<td>246.20</td>
<td>273.70</td>
<td>448.40</td>
<td>361.00</td>
<td>893.00</td>
</tr>
<tr>
<td>Multi-Pass</td>
<td>N/C</td>
<td>31.50</td>
<td>36.50</td>
<td>60.20</td>
<td>48.30</td>
<td>N/A</td>
</tr>
</tbody>
</table>

1. The District of Mission shall charge drop-in admissions to use Parks, Recreation and Culture facilities including the pool, weight room, arena, studio, racquet courts & gymnasium.

2. Disabled person's assistant will not be charged an admission when acting in the capacity of an attendant.

**POOL RENTALS**

(Per hour / plus tax)

<table>
<thead>
<tr>
<th></th>
<th>Youth / Minor Group</th>
<th>Adult Group (19 years and up)</th>
<th>Commercial/Non-Resident</th>
<th>Private / Non-Profit</th>
<th>School District No. 75 (Mission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lane Rental</td>
<td>11.00</td>
<td>22.00</td>
<td>40.20</td>
<td>25.90</td>
<td></td>
</tr>
<tr>
<td>Entire Pool (first 50 people)</td>
<td>121.40</td>
<td>170.90</td>
<td>310.90</td>
<td>196.50</td>
<td>As per Joint Use Agreement</td>
</tr>
<tr>
<td>Additional Lifeguard (for waterslide or each additional 50 people)</td>
<td>34.40</td>
<td>34.40</td>
<td>34.40</td>
<td>34.40</td>
<td></td>
</tr>
</tbody>
</table>
### ARENA RENTALS

<table>
<thead>
<tr>
<th>Youth / Minor Group</th>
<th>Adult Group (19 years &amp; up)</th>
<th>Commercial / Non-Resident</th>
<th>Private / Non-Profit</th>
<th>Junior B</th>
<th>School District #75 (Mission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice - Prime Time</td>
<td>119.90</td>
<td>301.30</td>
<td>389.60</td>
<td>331.50</td>
<td>119.90</td>
</tr>
<tr>
<td>Ice - Non-Prime Time</td>
<td>82.00</td>
<td>158.50</td>
<td>266.90</td>
<td>176.50</td>
<td>82.00</td>
</tr>
<tr>
<td>Dry Floor - Prime Time</td>
<td>38.70</td>
<td>80.10</td>
<td>153.70</td>
<td>104.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Dry Floor - Non-Prime Time</td>
<td>28.10</td>
<td>62.20</td>
<td>125.60</td>
<td>64.70</td>
<td>N/A</td>
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</tbody>
</table>

### CURLING RINK RENTALS

<table>
<thead>
<tr>
<th>Youth / Minor Group</th>
<th>School District No. 75 (Mission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curling Ice - Prime Time Rates set by the Mission Curling Club</td>
<td></td>
</tr>
<tr>
<td>Curling Ice - Non-Prime Time</td>
<td></td>
</tr>
<tr>
<td>Dry Floor - Prime Time</td>
<td>As per Joint Use Agreement</td>
</tr>
<tr>
<td>Dry Floor - Non-Prime Time</td>
<td>As per Joint Use Agreement</td>
</tr>
</tbody>
</table>

### FIELD RENTALS

<table>
<thead>
<tr>
<th>Youth / Minor League (teams with players up to 19 years)</th>
<th>Youth / Minor Tournament (teams with players up to 19 years)</th>
<th>Adult League (19 years and up)</th>
<th>Adult Tournament (19 years and up)</th>
<th>Commercial / Non-Resident</th>
<th>Private / Non-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Park Grass Fields N/C</td>
<td>8.10</td>
<td>16.40</td>
<td>32.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Park Artificial Turf Field – Main 19.40</td>
<td>19.40</td>
<td>38.80</td>
<td>38.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sports Fields N/C</td>
<td>6.70</td>
<td>10.90</td>
<td>27.30</td>
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</tr>
<tr>
<td>Lights ** 12.30</td>
<td>12.30</td>
<td>12.30</td>
<td>12.30</td>
<td>12.30</td>
<td>12.30</td>
</tr>
</tbody>
</table>

**No charge for lights on ATF Warm-up field when ATF Main lights are booked.**

### MOBILE STAGE

<table>
<thead>
<tr>
<th>School District #75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Stage - Rate per day N/A</td>
</tr>
<tr>
<td>Mobile Stage - Extra days Negotiable</td>
</tr>
<tr>
<td>Mobile Stage - Towing Costs At Cost</td>
</tr>
<tr>
<td>Mobile Stage - Damage Deposit Minimum $500</td>
</tr>
</tbody>
</table>
### SCHEDULE 2 – Parks, Recreation and Culture General Admission and Rental Fees and Charges cont’d

<table>
<thead>
<tr>
<th>ROOM RENTALS</th>
<th>LC - Leisure Centre</th>
<th>Youth / Minor Group</th>
<th>Adult Group (19 years and up)</th>
<th>Commercial/Non-Resident</th>
<th>Private / Non-Profit</th>
<th>School District No. 75 (Mission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Purpose Room (capacity 11-25)</td>
<td>LC Room 4A</td>
<td>12.60</td>
<td>16.20</td>
<td>33.40</td>
<td>24.50</td>
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<tr>
<td></td>
<td>LC Room 4B Conference Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Purpose Room (capacity 26-50)</td>
<td>LC Room 3</td>
<td>16.30</td>
<td>20.90</td>
<td>42.70</td>
<td>30.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LC Room 4A/B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As per joint use agreement</td>
</tr>
<tr>
<td></td>
<td>LC Kitchen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AC Room 2 Curling Lounge</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Curling Lobby</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Multi-Purpose Room (capacity 51-100)</td>
<td>AC Room 1</td>
<td>32.60</td>
<td>41.80</td>
<td>86.10</td>
<td>60.20</td>
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<tr>
<td>Multi-Purpose Room (capacity over 100)</td>
<td>LC Gymnasium</td>
<td>39.50</td>
<td>80.10</td>
<td>153.70</td>
<td>92.20</td>
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</table>

### MISCELLANEOUS FEES (plus tax)

<table>
<thead>
<tr>
<th>MISCELLANEOUS FEES</th>
<th>Youth / Minor Group</th>
<th>Adult Group (19 years and up)</th>
<th>Commercial / Non-Resident</th>
<th>Private / Non-Profit</th>
<th>School District No. 75 (Mission)</th>
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</thead>
<tbody>
<tr>
<td>Skate &amp; Ice Cleat Rentals</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
<td>4.00</td>
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<tr>
<td>Skate Helmet Rentals</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
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<tr>
<td>Parking Lot usage for special events - per day</td>
<td>N/A</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
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<tr>
<td>Event Camping - 1-20 units</td>
<td>163.20</td>
<td>163.20</td>
<td>163.20</td>
<td>163.20</td>
<td>N/A</td>
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<tr>
<td>Event Camping - Over 20 units</td>
<td>$265.20 + waste removal cost</td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
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<tr>
<td>Skateboard Park</td>
<td>N/A</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
</tr>
<tr>
<td>Community Parks</td>
<td>Negotiable</td>
<td></td>
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<td></td>
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<tr>
<td>Special Event Licenses - per day (Beer Gardens)</td>
<td>N/A</td>
<td>114.60</td>
<td>114.60</td>
<td>114.60</td>
<td>N/A</td>
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<tr>
<td>Parks Half Day Tournament</td>
<td>25.50</td>
<td>53.60</td>
<td>N/A</td>
<td>61.60</td>
<td>As per joint use agreement</td>
</tr>
<tr>
<td>Parks Full Day Tournament</td>
<td>51.00</td>
<td>107.20</td>
<td>N/A</td>
<td>123.30</td>
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<tr>
<td>Set-up, Take Down, Deliveries</td>
<td></td>
<td></td>
<td></td>
<td>Cost + 20%</td>
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</tr>
<tr>
<td>Busking Annual Permit</td>
<td>$25.50 for individual</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>$51 for group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$15.30 fee for lost permits</td>
<td></td>
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</tr>
<tr>
<td>FRASER RIVER HERITAGE PARK</td>
<td></td>
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<tr>
<td>---------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rental Fees</strong> (plus taxes)</td>
<td>Non-Profit Free Community Events</td>
<td>Non-Profit Community Events with Admission Fees</td>
<td>Commercial Events</td>
<td></td>
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<tr>
<td>-----------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
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<tr>
<td>PARK EVENT FEE (grounds use) per day*</td>
<td>No Charge*</td>
<td>$102.00</td>
<td>$306.00</td>
<td></td>
<td></td>
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<tr>
<td>PICNIC SHELTER per 3 hours (minimum)</td>
<td>$81.60</td>
<td>$102.00</td>
<td>$153.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PICNIC SHELTER – each additional hour</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLAG PLAZA per 3 hours (minimum)</td>
<td>$81.60</td>
<td>$102.00</td>
<td>$153.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FLAG PLAZA – each additional hour</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAZEBO per 3 hours (minimum)</td>
<td>$40.80</td>
<td>$76.50</td>
<td>$115.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAZEBO – each additional hour</td>
<td>15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE BOARDROOM, per 3 hours (minimum)</td>
<td>$30.60</td>
<td>$30.60</td>
<td>$45.90</td>
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<td></td>
</tr>
<tr>
<td>OFFICE BOARDROOM each additional hour</td>
<td>$8.00</td>
<td>$8.00</td>
<td>$8.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Non-profit free community events – if booking the grounds the picnic shelter, flag plaza and gazebo will be offered free.
- Fees are based on a 9 hour day. Events longer than 9 hours may be charged an additional $50/hr over the posted rates.
- Damage deposits for all bookings may be required.
- The District of Mission has agreements in place with concession and parking vendors which define core events where their services must be used if it is deemed by the District that these services are required.
- The District of Mission reserves the right to require park users to provide additional washrooms, garbage collection and security at their cost.
### Appendix 4
Cemetery and Crematorium Bylaw 5664-2017
Schedule C

<table>
<thead>
<tr>
<th>Area</th>
<th>Grave Space</th>
<th>Care Fund Portion</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grave Space - Resident</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>2,343.28</td>
<td>781.10</td>
<td>$3,124.37</td>
</tr>
<tr>
<td>Child (2-12 years)</td>
<td>1,209.72</td>
<td>403.24</td>
<td>$1,612.96</td>
</tr>
<tr>
<td>Infant (under 2 years)</td>
<td>1,008.10</td>
<td>336.03</td>
<td>$1,344.13</td>
</tr>
<tr>
<td>Cremated Remains</td>
<td>1,046.19</td>
<td>348.73</td>
<td>$1,394.93</td>
</tr>
<tr>
<td>Columbarium - single niche, bottom row</td>
<td>2,036.68</td>
<td>226.30</td>
<td>$2,262.98</td>
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<tr>
<td>Columbarium - single niche, middle row</td>
<td>2,259.00</td>
<td>251.00</td>
<td>$2,510.00</td>
</tr>
<tr>
<td>Columbarium - single niche, top two rows</td>
<td>2,479.70</td>
<td>275.52</td>
<td>$2,755.22</td>
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<tr>
<td>Columbarium - double niche, bottom row</td>
<td>3,100.87</td>
<td>344.54</td>
<td>$3,445.41</td>
</tr>
<tr>
<td>Columbarium - double niche, middle row</td>
<td>3,434.36</td>
<td>381.60</td>
<td>$3,815.96</td>
</tr>
<tr>
<td>Columbarium - double niche, top two rows</td>
<td>3,765.40</td>
<td>418.38</td>
<td>$4,183.78</td>
</tr>
<tr>
<td>Grave Space - Non-Resident</td>
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<tr>
<td>Adult</td>
<td>4,686.56</td>
<td>1,562.18</td>
<td>$6,248.74</td>
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<tr>
<td>Child (2-12 years)</td>
<td>2,419.45</td>
<td>806.49</td>
<td>$3,225.93</td>
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<tr>
<td>Infant (under 2 years)</td>
<td>2,016.19</td>
<td>672.06</td>
<td>$2,688.26</td>
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<tr>
<td>Cremated Remains</td>
<td>2,092.38</td>
<td>697.46</td>
<td>$2,789.84</td>
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<tr>
<td>Columbarium - single niche, bottom row</td>
<td>4,073.36</td>
<td>452.59</td>
<td>$4,525.96</td>
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<tr>
<td>Columbarium - single niche, middle row</td>
<td>4,518.02</td>
<td>502.00</td>
<td>$5,020.02</td>
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<tr>
<td>Columbarium - single niche, top two rows</td>
<td>4,959.41</td>
<td>551.04</td>
<td>$5,510.45</td>
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<tr>
<td>Columbarium - double niche, bottom row</td>
<td>6,201.74</td>
<td>689.08</td>
<td>$6,890.82</td>
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<tr>
<td>Columbarium - double niche, middle row</td>
<td>6,868.71</td>
<td>763.19</td>
<td>$7,631.90</td>
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<tr>
<td>Columbarium - double niche, top two rows</td>
<td>7,530.80</td>
<td>836.75</td>
<td>$8,367.55</td>
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<tr>
<td>Ossuary</td>
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<tr>
<td>Ossuary</td>
<td>241.59</td>
<td>26.85</td>
<td>$268.44</td>
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<tr>
<td>Ossuary market/ faceplate</td>
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<td></td>
<td>$186.00</td>
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<tr>
<td>Grave Liners</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cremains Liner</td>
<td></td>
<td></td>
<td>$159.00</td>
</tr>
<tr>
<td>Adult Liners</td>
<td></td>
<td></td>
<td>$478.00</td>
</tr>
<tr>
<td>Child Liners</td>
<td></td>
<td></td>
<td>$478.00</td>
</tr>
</tbody>
</table>

Fees effective January 1, 2018
all fees subject to tax
## Schedule C cont’d

### Service Fees

Services rendered Mon-Fri from 7am - 2pm. Weekends and after 2pm on weekdays are subject to a 50% additional fee over posted rates. Stat holidays are subject to a 100% additional fee over posted rates. Oblates Mary Immaculate (OMI) at Fraser River Heritage Park subject to 20% additional fee over posted rates.

<table>
<thead>
<tr>
<th></th>
<th>Grave Space</th>
<th>Care Fund Portion</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Services rendered Mon-Fri from 7am - 2pm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Opening and Closing</td>
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</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
<td>$2,041.21</td>
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<tr>
<td>Child (2-12 years)</td>
<td></td>
<td></td>
<td>$1,293.93</td>
</tr>
<tr>
<td>Infant (under 2 years)</td>
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<td></td>
<td>$1,011.94</td>
</tr>
<tr>
<td>Cremains</td>
<td></td>
<td></td>
<td>$663.76</td>
</tr>
<tr>
<td>Each additional set of cremains (interred together)</td>
<td></td>
<td></td>
<td>$331.88</td>
</tr>
<tr>
<td>Exhumation/Disinterment</td>
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<td></td>
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</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
<td>$3,800.43</td>
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<tr>
<td>Child (2-12 years)</td>
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<td>$3,053.14</td>
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<tr>
<td>Infant (under 2 years)</td>
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<td>$2,190.89</td>
</tr>
<tr>
<td>Cremains</td>
<td></td>
<td></td>
<td>$1,290.54</td>
</tr>
<tr>
<td>Marker Permit &amp; Installation</td>
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</tr>
<tr>
<td>Single</td>
<td>255.00</td>
<td>25.50</td>
<td>$280.50</td>
</tr>
<tr>
<td>Double</td>
<td>306.00</td>
<td>30.60</td>
<td>$336.60</td>
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<tr>
<td>Cremains</td>
<td>278.46</td>
<td>27.54</td>
<td>$306.00</td>
</tr>
<tr>
<td>Columbarium niche plate inscription</td>
<td>278.46</td>
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<td>$306.00</td>
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<td>Re-set marker or niche plate on subsequent inscription</td>
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<td></td>
<td>$200.15</td>
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<td>Other Fees</td>
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<tr>
<td>License Transfer</td>
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<td>$104.00</td>
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<tr>
<td>Documentation Replacement Fee</td>
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<td>$104.00</td>
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</tbody>
</table>
DISTRICT OF MISSION

BYLAW 5684-2017-2197(29)

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


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

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

1. This Bylaw may be cited for all purposes as "District of Mission Water Rates Amending Bylaw 5684-2017-2197(29)".

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

3. This Bylaw shall take effect on the 1st day of January, 2018.

READ A FIRST TIME this xxx day of December, 2017

READ A SECOND TIME this xxx day of December, 2017

READ A THIRD TIME this xx day of December, 2017

ADOPTED this xx day of December, 2017

RANDY HAWES, MAYOR

MICHAEL YOUNIE, CORPORATE OFFICER
## WATER UTILITY FEES

### Classes of Consumer

**Rates Payable Effective January 1, 2018**

1. **One and Two Unit Residential (Unmetered)**
   - (a) Residential Use, One Unit
     - (i) per dwelling unit: $41.56 per month / $498.72 per annum
     - (ii) per secondary dwelling unit: $41.56 per month / $498.72 per annum
   - (b) Residential Use, Two Units
     - (i) per dwelling unit: $41.56 per month / $498.72 per annum
     - (ii) per secondary dwelling unit: $41.56 per month / $498.72 per annum
   - (a) Mobile Home Park Use - per pad
     - $41.56 per month / $498.72 per annum

2. **Multi-Unit Residential (Unmetered)**
   - (a) Mobile Home Park Use - per pad
     - $41.56 per month / $498.72 per annum
   - (b) Residential Use, Apartment
     - (i) 3 dwelling units,
       - per dwelling unit: $41.56 per month / $498.72 per annum
     - (ii) 4 dwelling units,
       - per dwelling unit: $41.56 per month / $498.72 per annum
     - (iii) more than 4 dwelling units,
       - per dwelling unit: $35.67 per month / $428.04 per annum
   - (c) Residential Use, Townhouse
     - (i) per dwelling unit: $41.56 per month / $498.72 per annum
     - (ii) per secondary dwelling unit: $41.56 per month / $498.72 per annum

3. **Commercial/Industrial/Institutional (Unmetered)**
   - (a) Per account
     - $41.56 per month / $498.72 per annum

4. **Commercial/Industrial/Institutional and Multi-Unit Residential (Metered)**
   - (a) Quarterly Metered Water User Rates (subject to minimum charge per quarter)
     - Up to 300 cubic meters: $1.0860 per cubic meter of water consumed
     - On next 300 cubic meters: $0.8904 per cubic meter of water consumed
     - On next 300 cubic meters: $0.8068 per cubic meter of water consumed
     - On next 300 cubic meters: $0.7238 per cubic meter of water consumed
     - On balance: $0.5561 per cubic meter of water consumed

   **Meter Size** | **Minimum Charge per Quarter** | **Quarterly Meter Rental Rates**
   --- | --- | ---
   Up to 19mm | $118.39 | $3.42
   25mm | $118.39 | $4.62
   32mm | $118.39 | $5.80
   38mm | $118.39 | $8.10
   50mm | $131.56 | $13.60
   75mm | $131.56 | $40.55
   100mm | $427.82 | $60.17
   150mm | $427.82 | $60.17

5. **One and Two Unit Residential (Metered)**
   - (a) Annual Water User Rate: $1.26 per cubic meter of water consumed annually
   - (b) Annual Meter Rental Rates

   **Meter Size** | **Annual Rental**
   --- | ---
   up to 19 mm | $13.62
   25 mm | $18.41

AND WHEREAS, the Council of the District of Mission deems it advisable to amend "District of Mission Sewer User Rates and Charges Bylaw 1922-1989";

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 Sewer User Rates and Charges Amending Bylaw 5685-2017-1922(24)".

2. "District of Mission Sewer User Rates and Charges Bylaw 1922-1989", as amended, is hereby further amended by:

   (a) deleting Schedule “A” in its entirety; and

   (b) replacing it with the new amended Schedule “A” attached to and forming part of this bylaw.

3. This bylaw shall take effect the 1st day of January, 2018.

READ A FIRST TIME this XX day of December, 2017

READ A SECOND TIME this XX day of December, 2017

READ A THIRD TIME this XX day of December, 2017

ADOPTED this XX day of December, 2017

Randy Hawes, Mayor

Michael Younie, Corporate Officer
Schedule "A"

**SEWER UTILITY FEES**

<table>
<thead>
<tr>
<th>Classes of Consumer</th>
<th>Rates Payable Effective January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> One and Two Unit Residential that are not metered for water purposes</td>
<td></td>
</tr>
<tr>
<td>(a) Residential Use, One Unit</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(b) Residential Use, Two Units</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td><strong>2</strong> Multi-Unit Residential and Commercial/Industrial/Institutional that are not metered for water purposes</td>
<td></td>
</tr>
<tr>
<td>(a) Mobile Home Park Use - per pad</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(b) Residential Use, Apartment</td>
<td></td>
</tr>
<tr>
<td>(i) 3 dwelling units, per dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(ii) 4 dwelling units, per dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(iii) more than 4 dwelling units, per dwelling unit</td>
<td>$29.58 per month</td>
</tr>
<tr>
<td>(c) Residential Use, Townhouse</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td>(d) Commercial/Industrial/Institutional</td>
<td>$34.50 per month</td>
</tr>
<tr>
<td><strong>3</strong> Commercial/Industrial/Institutional and Multi-Unit Residential customers that are metered for water purposes shall pay the following quarterly sewer rates:</td>
<td></td>
</tr>
<tr>
<td>(a) 84.00% of the quarterly water user charges imposed and levied against the owner of real property for the use of water pursuant to District of Mission Water Rates Amending Bylaw 5601-2016-2197 (27) and amendments thereto.</td>
<td></td>
</tr>
<tr>
<td><strong>4</strong> One and Two Unit Residential that are metered for water purposes shall pay the following annual sewer rates:</td>
<td></td>
</tr>
<tr>
<td>(a) 84.00% of the annual water user charges imposed and levied against the owner of real property for the use of water pursuant to District of Mission Water Rates Amending Bylaw 5601-2016-2197 (27) and amendments thereto.</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT OF MISSION

BYLAW 5686-2017-5526(2)

A Bylaw to amend "District of Mission
Solid Waste Management Bylaw 5526-2015"


AND WHEREAS, the Council of the District of Mission deems it advisable to amend "District of Mission Solid Waste Management Bylaw 5526-2015";

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 Solid Waste Management Amending Bylaw 5686-2017-5526-(2)";

2. "District of Mission Solid Waste Management Bylaw 5526-2015" as amended, is hereby further amended by:

   (a) deleting Schedule “A” in its entirety; and

   (b) replacing it with the new amended Schedule “A” attached to and forming part of this Bylaw.

3. This Bylaw shall take effect on the 1st day of January, 2018.

READ A FIRST TIME this xxx day of December, 2017

READ A SECOND TIME this xxx day of December, 2017

READ A THIRD TIME this xx day of December, 2017

ADOPTED this xx day of December, 2017

RANDY HAWES, MAYOR

MICHAEL YOUNIE, CORPORATE OFFICER
## Schedule “A”

### Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Effective January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Garbage Stickers</td>
<td>per sticker</td>
<td>$3.50</td>
</tr>
<tr>
<td>All Garbage from sources within the District except as specified below</td>
<td>per tonne</td>
<td>$103.00</td>
</tr>
<tr>
<td>Minimum charge for loads from sources within the District</td>
<td>per load</td>
<td>$5.00</td>
</tr>
<tr>
<td>Minimum charge for loads from sources outside the District</td>
<td>per load</td>
<td>$10.00</td>
</tr>
<tr>
<td>Greenwaste from sources within the District or outside the District</td>
<td>per tonne</td>
<td>$67.00</td>
</tr>
<tr>
<td>Gypsum board (post 1990) from sources within the District</td>
<td>per tonne</td>
<td>$160.00</td>
</tr>
<tr>
<td>Sod, soil, bricks and small concrete debris (not exceeding 30 centimetres in any dimension) from sources within the District</td>
<td>per tonne</td>
<td>$33.00</td>
</tr>
<tr>
<td>Residential Food Waste from sources within the District</td>
<td>per tonne</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Food Waste from source within the District</td>
<td>per tonne</td>
<td>$77.00</td>
</tr>
<tr>
<td>Residential Recyclables from sources within the District</td>
<td>per tonne</td>
<td>$0.00</td>
</tr>
<tr>
<td>Commercial Recyclables received at the Landfill or the Recyclables Processing Facility</td>
<td>per tonne</td>
<td>$85.00</td>
</tr>
<tr>
<td>Off-rim Tires (passenger car and light truck tires only) from sources within the District</td>
<td>per tire</td>
<td>$0.00</td>
</tr>
<tr>
<td>On-rim Tires (passenger car and light truck tires only) from sources within the District</td>
<td>per tire</td>
<td>$1.00</td>
</tr>
<tr>
<td>Mattress Recycling Fee</td>
<td>per unit</td>
<td>$10.00</td>
</tr>
<tr>
<td>Residential Food Waste received from sources outside the District</td>
<td>per tonne</td>
<td>$67.00</td>
</tr>
<tr>
<td>Garbage, Trade Waste, or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources within the District</td>
<td>per tonne</td>
<td>$165.00</td>
</tr>
<tr>
<td>Garbage, Trade Waste or Construction and Demolition Waste received from sources outside the District, except as specified below</td>
<td>per tonne</td>
<td>$168.50</td>
</tr>
<tr>
<td>Garbage, Trade Waste, or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources outside of the District</td>
<td>per tonne</td>
<td>$240.00</td>
</tr>
<tr>
<td>Surcharge on the higher disposal fee for any unsorted loads (charged at the highest tipping fee applicable to any material in the load)</td>
<td>per tonne</td>
<td>50%</td>
</tr>
<tr>
<td>Surcharge for Unsecured Loads</td>
<td>per load</td>
<td>$10.00</td>
</tr>
<tr>
<td>Alternative cover material, contaminated soil, animal mortalities, food production waste and other, non-hazardous, but less common materials from sources within the FVRD</td>
<td>per tonne</td>
<td>to be determined</td>
</tr>
</tbody>
</table>
A Bylaw to require the installation of Fire Sprinkler Systems in buildings within the District of Mission

WHEREAS pursuant to the provisions of the Community Charter, Council may provide any service it considers necessary or desirable and may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services;

AND WHEREAS Sections 8(3)(g)(l), 53, and 63 of the Community Charter authorizes Council, by bylaw, to regulate and impose requirements with respect to the health, safety, or protection of persons or property;

AND WHEREAS the installation of approved Fire Sprinkler Systems have proven to be effective in protecting life, property, and reducing injuries to emergency responders;

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

TITLE

1. This Bylaw may be cited for all purposes as “Mission Fire Sprinkler Bylaw 5679-2017”.

INTERPRETATION

2. In this Bylaw:
   a) “accessory building” means a separate Building from the Principal Building which is used clearly as an accessory to the Principal Use or Building;
   b) “approved Fire Sprinkler System” means a Fire Sprinkler System that meets the applicable National Fire Protection Association (NFPA) Standard 13, 13D or 13R for each specific occupancy;
   c) “building official” has the same meaning as defined in the District’s Building Bylaw 3590-2003;
   d) “District” means the District of Mission;
   e) “permit” has the same meaning as defined in the District’s Building Bylaw 3590-2003;
   f) “temporary building” has the same meaning as defined in the District’s Building Bylaw 3590-2003

Subject to Section 2, words in this Bylaw that are defined in the BC Building Code have the same meaning as in the BC Building Code.
3. The installation of an Approved Fire Sprinkler System is required as a part of the construction of all new buildings within the District.

REQUIREMENTS FOR SPRINKLER SYSTEMS

4. 
   a) (i) An approved Fire Sprinkler System shall be installed in all new buildings, additions and renovations pursuant to building/sprinkler permit applications made after December 31, 2017.
      (ii) At the discretion of the Manager of Inspection Services, the requirement for a sprinkler in (i) may be waived for a building permit application submitted before March 30, 2018, provided all requirements of the BC Building Code are met.

   b) An approved Fire Sprinkler System shall be installed in the entire building as part of the construction of an addition or renovation to any building where the total building permit value determined by the building official, pursuant to this Bylaw, of all additions, renovations and structural alterations made , exceeds 50% of the current floor area, or if the cost of any proposed renovations exceeds 50% of the assessed value of the existing building, as determined by the most recent assessment by the British Columbia Assessment Authority.

   c) All Fire Sprinkler Systems must be designed and reviewed by a registered professional with experience in sprinkler system design, in accordance with the BC Building Code.

   d) The requirement for registered professional design and review may be waived, at the discretion of the building official, for modifications to existing sprinkler systems involving the relocation or addition of less than 3 sprinkler heads.

   e) Review of the work by a registered professional must include a field review, as defined in the BC Building Code, and a review of the Contractor's Material and Test Certificates, a copy of the water flow verification report (confirming the water supply and pressure at the installed sprinkler head location), a copy of which shall be provided with the letter of assurance of the Professional Field Review and Compliance.

   f) The owners of sprinklered buildings or structures shall be entirely responsible for the maintenance of the fire sprinklers in accordance with the latest edition of the NFPA standards.

EXEMPTIONS

5. This Bylaw does not apply to:
a) Accessory buildings without dwelling units that do not exceed 100m² in building floor area, or do not exceed 50% of the principal building floor area, whichever is less;

b) Open air storage sheds used for non-combustible storage or for parking 5 vehicles or less;

c) Temporary buildings; and

d) Buildings where the principal use is an agricultural use that is permitted by the District’s Zoning Bylaw 5050-2009 and are maintained in accordance with the National Farm Code and are classified as having low human occupancy.

SEVERABILITY

6. If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

READ A FIRST TIME this 20th day of November, 2017

READ A SECOND TIME this 20th day of November, 2017

READ A THIRD TIME this 20th day of November, 2017

RESCINDED THIRD READING this ______ day of ________, 2017

READ A THIRD TIME AS AMENDED this ______ day of ________, 2017

ADOPTED this _____ day of ________, 2017

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

BYLAW 5636-2017-5050(241)

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 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 20th day of March, 2017
READ A SECOND TIME this 20th day of March, 2017
PUBLIC HEARING held this 3rd day of April, 2017
READ A THIRD TIME this 1st day of May, 2017
ADOPTED this __ day of ___, 2017

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
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 to 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 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
Applicant: Jason Tiegen & Gary Toor
Subject Property: 33880 Prentis Avenue
Owner: Chutter Developments Ltd
Subject Property: 33904 Prentis Avenue
Owner: Barry Hammond & Gillian Pender
Subject Property: 33930 Prentis Avenue
Owner: 512602 BC Ltd
Zoning: RR7
OCP Designation: Urban Compact - Multi Family
SINGLE FAMILY LOTS
DEVELOPMENT SITE
ENVIRONMENTAL AREA SETBACK
PRENTIS AVENUE (extension)

TOOLEY PLACE
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
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: May 1, 2017
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner

OVERVIEW AND STAFF COMMENTS

This Third Readings report is provided in response to questions raised by Council at the April 3, 2017 regular meeting regarding Official Community Plan Amending Bylaw 5622-2017-4052(47) and Zoning Amending Bylaws 5623-2017-5050(232), 5633-2017-5050(239), and 5636-2017-5050(241). The questions on the Bylaws relate to three residential developments and their provision for on-street and off-street parking, lot size and building design and coverage including the available municipal services capacity for the development related to the latter Bylaw.

With the additional information provided, staff have re-listed the Bylaws for consideration of third reading under the “Bylaws for Consideration” section of the agenda.

SUMMARY

Among the various bylaws listed for readings on the April 3, 2017 regular meeting of Council Agenda, there were four related to three development applications that did not receive third reading as a result of questions raised by Council following the close of the public hearings for these Bylaws. Council resolved to defer third readings of these Bylaws pending receipt of additional information from staff regarding each of the development’s provision for on-street and off-street parking, lot size, building design, lot coverage allowances including the capacity of municipal service to one of the developments. While these concerns stemmed primarily from increasing public complaints related to neighbourhood road congestion, secondary suites and the lack of on-street parking associated with all small lot residential development, Council nonetheless requested information on what was or could be done to mitigate these concerns with these three developments.

To fully address the above noted concerns in a comprehensive manner, it is likely that a wholesale review of the District’s policies and bylaws relating to small lot development would have to be made. While some of the issues raised would be addressed with the advent of a new Official Community Plan (OCP), further efforts will have to be achieved largely through subsequent and purposeful changes to applicable regulatory Bylaws.

In the interim, however, it was suggested that a policy could be developed to provide developers and...
staff with a list of alternative design options that could be considered, when proposing compact residential development that would address the above noted concerns. Staff are currently working on a policy that will examine how factors such as road widths, off and on street parking, relative lot size, lot width, house size, lot coverage and setbacks to lot lines could be designed to better manage these impacts. Staff have begun work on an interim policy that will be brought forward for council’s consideration in the near future.

As for the Bylaws that were presented at the April 3, 2017 Public Hearing, staff consider it important to move these instream applications forward given their consistency to current OCP, Zoning and Subdivision Control Bylaws and in light of the measures incorporated to mitigate some of these known concerns. To support this recommendation, this report highlights how some of the concerns raised by Council have already been addressed in the design of these current development applications.

CONCERNS RAISED BY COUNCIL AT APRIL 3, 2017 PUBLIC HEARING

The following sections summarize how each of three development applications attempts to address some of the concerns raised by Council.

While the comments made at the Public Hearing may have been specific to a particular bylaw, there was a general consensus on concerns for all three development proposals, including:

- Wider pavement that ensures adequate on street parking while allowing for congestion free vehicular movement;
- Adequate and appropriate on and off street parking allowances for small lot residential developments with authorized and unauthorized secondary suites;
- Appropriate house designs related to house size, setbacks and lot coverage relevant to lot size; and
- Restrictive covenants and other regulatory measures that could be used to address and lessen such conflicts.

APPLICATION DETAILS

The following provides a summary of each application with examples of how staff and the developers have worked to address these concerns ahead of any upcoming changes to the OCP and regulatory bylaws and policies.

1. **P2016-015: S16-001/R16-010/DV17-005 (8540, 8554, and 8590 Nottman Street)**

   Official Community Plan Amending Bylaw 5622-2017-4052(47) and Zoning Amending Bylaws 5623-2017-5050(232) for the properties located at 8540, 8554 and 8590 Nottman Street (Map 1 below) were granted 1st reading on March 20, 2017.

   The development proposes the creation of up to twenty-nine (29) single-family compact residential lots under a proposed OCP designation of *Urban Residential Compact* and combination target zoning of Residential Compact 465 Zone and Residential Compact 465 Secondary Dwelling Zone.

   A conceptual road and lot configuration for the development is shown below.
Road Width/ Pavement Width

The road network proposed meets the requirements of the Zoning Bylaw and the Subdivision Control Bylaw and requests no variances related to widths or standards of the road.

On and Off Street Parking

To help address the parking issue often associated with compact lots, the developer has agreed to a covenant registered on title that will require the construction of an additional unobstructed parking space beyond the current bylaw requirement. The additional off-street parking area will be accommodated at the time of the construction of the principal dwelling for those lots that are zoned to allow a secondary suite or coach house.

House Size, Setbacks and Lot Coverage

While there were no specific terms negotiated with the developer related to dwelling size and setbacks, the developer has not requested any variances to these bylaw requirements that would further exacerbate the situation as noted.
Restrictive Covenants

The developer has agreed to a covenant registered on title of each lot zoned to allow a secondary dwelling. This covenant would require any new home constructed to meet BC Building Code standards in terms of being suite ready at the time of construction of the dwelling.

House Designs

The form and character of each home will be regulated through a development permit which will allow staff to work with the developer to ensure that the massing and design of the house is consistent with the approved development permit guidelines of the neighbourhood prior to the issuance of a building permit.

2. **P2016-060 R16-034, DP16-023 (33880, 33904 and 33930 Prentis Avenue)**

The Zoning Amending Bylaw 5636-2017-5050(241) for the properties located at 33880, 33904 and 33930 Prentis Avenue (Map 2) was granted 1st and 2nd reading on March 20, 2017.

The development proposes the creation of up to thirty-six (36) single family lots under the Residential Compact 372 Zone.

Map 2

![Map 2](image)

Conceptual Lot Layout

Road Width / Pavement Width

The road network proposed meets the requirements of the Zoning Bylaw and the Subdivision Control Bylaw and requests no variances related to widths or standards of the road.

On and Off Street Parking

As a measure to address the lack of on street parking concerns with compact lot development, the development will have a majority of the lots include a minimum of 14 metres frontage, rather than the
12 metre wide lot which is the minimum permitted under the Residential Compact 372 Zone to allow for more road frontage and thus increased on street parking throughout the development.

Each lot will also meet the requirement of the Zoning Bylaw by accommodating two off-street parking stalls.

**House Size, setbacks and lot coverage**

While there were no specific terms negotiated with the developer on this topic, the developer has not requested any variances to the Zoning Bylaw that would further exacerbate the situation as noted.

**Restrictive Covenants**

The developer has agreed to the registration of a restrictive covenant on the title of each lot stipulating that secondary suites are not permitted.

The registration of a restrictive covenant on title will allow for an additional layer of information so that prospective purchasers are made fully aware that when they purchase any lots within this neighbourhood, rezoning for suites will not be supported in this development.

**House Designs**

A development permit will be required for each house to ensure that the form and character as well as massing of each house meet the requirements of the Zoning Bylaw and OCP guidelines.

3. **P2016-089 R16-050 (32554, 32596, 32598 Cherry Avenue)**

The Zoning Amending Bylaw 5633-2017-5050(239) for the properties located at 32554, 32596, and 32598 Cherry Avenue was granted 1st and 2nd reading on March 20, 2017.

The development proposes the creation of up to twenty (20) single family lots under a combination zoning of Residential Compact 372 Secondary Dwelling Zone and Residential Compact 465 Zone.
Road Width / Pavement Width

As Cherry Avenue is a collector road it will have a greater road dedication than the standard required width for a local 18 metre road dedication.

In addition, the developer has proposed a road network that meets the requirements of the Zoning Bylaw and the Subdivision Control Bylaw with no requested variances.

On and off Street Parking

The four lots fronting Cherry Avenue and the four lots fronting the new road will have lane access with detached garages. Rear lanes allow for increased on-street parking along the entire frontage of a streetscape given that there will be no interruption with driveway letdowns to the main road.

As the development is proposing secondary dwelling units, for the lots backing on to the lane, an additional parking stall dedicated for the secondary dwelling will be required as per the requirement of the Zoning Bylaw.

Double garages with double parking aprons will add to off street parking on a lot.

House Size, Setbacks and Lot Coverage

While there were no specific terms negotiated with the developer on this topic, the developer has not requested any variances to the Zoning Bylaw that would further exacerbate the situation as noted.

House Designs

A development permit will be required for each house which will ensure that the form and character as well as massing of each house meets the requirements of the Zoning Bylaw and the design guidelines of the OCP.

SUMMARY

To fully address the above noted concerns in a comprehensive manner, it is likely that a wholesale review of the District’s policies and bylaws relating to small lot development would have to be made.

In the interim, however, it was suggested that a policy could be developed to provide developers and staff with a list of alternative design options that could be considered, when proposing compact residential development that would address road widths, off and on street parking, relative lot size, lot width, house size, lot coverage and setbacks to better manage impacts.

As for the Bylaws that were presented at the April 3, 2017 Public Hearing, staff consider it important to move these instream applications forward given their consistency to current OCP, Zoning and Subdivision Control Bylaws and in light of the measures incorporated to mitigate some of these known concerns.
SIGN-OFFS:

Marcy Bond, Senior Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Zoning Amending Bylaw 5636-2017-5050(241)

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

The purpose of the proposed Zoning bylaw amendment is to accommodate the subsequent subdivision of the subject properties resulting in up to a maximum of 36 lots of a minimum 372 square metre (4,004 square foot) lot size. The subject properties are 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” (Ref. 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” (Ref. Plan 6080) North West Quarter Section 22 Township 17 Except:
  Parcel “One” (Reference Plan 12952), New Westminster District

The Mayor opened the public hearing.

The Senior Planner showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Watercourse and topography constraints.

In response to questions from Council, the Senior Planner stated that:

- The north side of the development has a greenbelt which is designated as an environmentally sensitive area. Although the area does not currently have a formal trail to Heritage Park, this can be discussed further;
- the Fire Department has advised District staff they have no concerns with this application as the proposed subdivision meets all requirements; and
- as the developer has determined that the area’s sanitary sewer system can service no more than 36 lots, there will be a covenant put in place prohibiting secondary suites in the subdivision at this time. Staff would focus on this area to ensure compliance with the covenant. Secondary suites could be considered at a later date if the sewer system’s capacity is increased.

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

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

Kathleen MacKillop, lives on Prentis Avenue and expressed concerns in regards to potentially increased traffic and parking on the street. She noted that the street already experiences increased traffic and parking due, in part, to its close vicinity to the Clarke Theatre. Ms. MacKillop also advised that many of the residents currently use the trail to Heritage Park to bike and walk their dogs and wanted assurances that the trail would not be affected by this development.
When Ms. MacKillop questioned how the new sewer line will affect existing homes, District staff advised that properties which are currently on septic and well water will not be affected. Ms. MacKillop also asked if the current properties on septic would be able to hook up to the new sewer line and if a second fire hydrant will be installed.

Ms. MacKillop asked if the developer had considered the issue of road width and how it will look and suggested the use of traffic calming devices such as speed bumps. Ms. MacKillop also noted the need for the street to be well-lit as it is currently very dark.

Tony Miniaci, the developer, responded to several of Kathleen MacKillop’s questions and questions from Council and advised that:

- he is currently working with District staff in regards to Prentis Street upgrades such as the road being expanded, fully curbed, continuity into the site, and the addition of street lights; and
- there will be a combination of two-story and basement entry homes, of which the two-story residences would not have the potential to accommodate secondary suites.

The Director of Engineering and Public Works advised that any further requests to be connected to the new water line will be looked at on an individual basis as the modelling that was done was only for the subject development, and there was likely not a problem with the two neighbouring single family homes being connected. In regards to the sewer capacity, she advised Council that the Engineering Department is currently investigating a new sewer model and will have further information shortly.

Clint Nelson, Pastor for Parkside Church, advised he is not opposed to the application but expressed concerns in regards to the sewer capacity and the church’s ability to connect to the public sewer line. As the church is contributing to the road improvement fees, he wanted to ensure they would be able to access these services.

Gary Toor, the developer, mentioned that the proposed residences would have double car garages which, if utilized, would not result in excessive cars being parked on the street. He noted that families often have more than two cars, and suggested a solution to this problem would be to start issuing tickets to residents who are parking on the roads. Mr. Toor stated that compact lots are workable for emergency services in Abbotsford and should therefore be workable in Mission. He noted that the application adheres to the District’s bylaw and regulations and said the OCP should be adhered to. He expressed opposition to requirements being changed as a result of one extreme winter with higher than average snowfall. Mr. Toor noted that developers have invested significant funds based on the current zoning bylaw. He also stated that yards are not used as much as they have been in the past, and that residential compact zone properties are more affordable for many families.

Manny Deol, noted that he lives in a home on a compact lot because it is affordable and many people cannot afford a home on a standard size lot.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5636-2017-5050(241) R16-034 (Tiegen & Toor) closed.
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 potions 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 20th day of March, 2017

READ A SECOND TIME this 20th day of March, 2017

READ A THIRD TIME this 20th day of March, 2017

ADOPTED this __ day of _____, 2017

RANDY HAWES, MAYOR MIKE YOUNIE, CORPORATE OFFICER
MINUTES of the REGULAR MEETING of the COUNCIL of the DISTRICT OF MISSION held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on November 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
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Stacey Crawford, Economic Development Officer
*Mike Dickinson, Planner
*Erika Duplissie, Administrative Clerk
Annette Fellner, Officer in Charge, Mission RCMP Detachment
Jennifer Hill, Administrative Assistant
Jay Jackman, Manager of Development Engineering and Projects
Robert Publow, Manager of Planning
Jennifer Russell, Deputy Corporate Officer
Brent Schmitt, Manager of Business Services
*Wesley Woo, Planner
*Hardeep Sidhu, Planning Technician
Steve Simmonds, Manager of Inspection Services
Dan Sommer, Director of Development Services
*Present for a portion of the meeting

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

2. ADOPTION OF AGENDA
Moved by Councillor Plecas, seconded by Councillor Alexis, and

RESOLVED:
1. That Late Item “Request for a Site Specific Exemption to the Floodplain Management Bylaw 4027-2007 to allow for the construction of a single family dwelling as proposed on the properties located at 9084 and 9142 Harper Terrace” be added to the agenda under Development Services; and
2. That the agenda for the regular Council meeting of November 6, 2017 be adopted, as amended.

CARRIED
3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Hinds, seconded by Councillor Stevens, and
RESOLVED: That Council now resolve itself into Committee of the Whole.
CARRIED

4. CORPORATE ADMINISTRATION AND FINANCE

Councillor Alexis assumed the Chair.

Cycling Route Task Force Summary Report

A report from the Manager of Civic Engagement and Corporate Initiatives dated November 6, 2017 regarding the work undertaken by the Cycling Route Task Force was provided for the Committee’s information.

Rocky Blondin, a member of the Cycling Task Force Committee, introduced the committee and provided a presentation which reviewed: the work they have done over the summer, the conclusions reached, and their recommendations. The committee’s core recommendations include: utilizing 7th Avenue as the cross-town connection, establishing an ongoing cycling committee, converting some road shoulders to bike lanes, prioritizing street cleaning on cycling routes, improving cycling amenities at Heritage Park, Retail Plaza and the Leisure Centre, and installing signage on Jasper Avenue to raise awareness of shared cycling lanes. The committee also identified cycling infrastructure funding sources such as the BikeBC program.

Discussion ensued in regards to parking issues, a neighbourhood consultation process, and having Engineering staff collaborate with the task force.

Moved by Councillor Plecas, and
RECOMMENDED: That staff report back to Council on the recommended actions of the Cycling Route Task Force, including implementation of a dedicated bike lane on 7th Avenue, identification of funding opportunities, and establishment of an ongoing advisory committee to support non-motorized transportation.
CARRIED

5. PUBLIC SAFETY AND HEALTH

Councillor Plecas assumed the Chair.

Mission RCMP Detachment Quarterly Report

The quarterly report from the Inspector of the Mission RCMP Detachment dated November 6, 2017 was provided for the Committee’s information.

Inspector Fellner provided a brief overview of the Mission RCMP Detachment’s quarterly report. The report covered: priorities for 2017, crime reduction statistics, the Prolific Offender Suppression Team, a crime density map, policing activity statistics, major investigations and initiatives, domestic violence, road safety issues, accountability, and information in regards to the Community Police Advisory Committee.

6. DEVELOPMENT SERVICES

Councillor Nicholson assumed the Chair.

Proposed Telecommunication Facility on Municipal Right-of-Way at 7th Avenue, Adjacent to 7494 Mary Street, Mission, BC
A report from the Planning Technician dated November 6, 2017 detailing a wireless telecommunication facility application was provided for the Committee’s information.

The Manager of Planning provided a presentation detailing the proposal.

Discussion ensued and concerns were noted in regards to the number of cellular tower applications the District has received. Following discussion of the proposed fence, the Committee directed staff to expand the resident notification area.

**Progress Report on the Cedar Valley Plan Project**

A report from the Planner dated November 6, 2017 detailing the progress of the Cedar Valley Comprehensive Development Plan was provided for the Committee’s information.

The Planner and Planning Technician provided a presentation which covered: background information and reasons for the review, the scope of the review, key issues, connectivity, challenges, opportunities, and the next steps. Staff will be preparing a Local Area Plan which will be brought forward early in the new year.

Following discussion, staff answered several questions in regards to timelines, funding and recovering of costs.

**Application for a Site Specific Exemption to the Floodplain Management Bylaw 4027-2007 to allow for the construction of a single family dwelling on the property located at 9143 Gilmour Terrace**

A report from the Manager of Planning dated November 6, 2017 regarding an application for a site-specific exemption to the Floodplain Management Bylaw 4027-2007 to allow for a single family dwelling on the subject property was provided for the Committee’s consideration.

Moved by Councillor Hinds, and

RECOMMENDED: That the request for a Site Specific Exemption for the property located at 9143 Gilmour Terrace to Section 6.a (iv) of District of Mission Floodplain Management Bylaw 4027-2007 to reduce the Flood Construction Level established at an elevation of 43.58 metres Geodetic Survey of Canada (G.S.C.) by Madrone Environmental to an elevation of 42.95 metres G.S.C. as detailed in the report from the Manager of Planning dated November 6, 2017, be approved.

CARRIED

**LATE ITEM - Request for a Site Specific Exemption to the Floodplain Management Bylaw 4027-2007 to allow for the construction of a single family dwelling as proposed on the properties located at 9084 and 9142 Harper Terrace**

A report from the Manager of Planning dated November 6, 2017 regarding an application for a site specific exemption to the Floodplain Management Bylaw 4027-2007 to allow for a single family dwelling on the subject properties was provided for the Committee’s consideration.

Moved by Councillor Plecas, and

RECOMMENDED:

1. That the request for a Site Specific Exemption for the property located at 9084 Harper Terrace from Section 6. a (iv) of District of Mission Floodplain Management Bylaw 4027-2007, to reduce the Flood Construction Level established at an elevation of 47.03 metres Geodetic Survey of Canada (G.S.C.) by GeoCan Engineering to an elevation of 44.746 metres G.S.C. as detailed in the report from the Manager of Planning dated November 6, 2017, be approved;
and

2. That the request for a Site Specific Exemption for the property located at 9142 Harper Terrace from Section 6. a (iv) of District of Mission Floodplain Management Bylaw 4027-2007, to reduce the Flood Construction Level established at an elevation of 44.3 metres Geodetic Survey of Canada (G.S.C.) by GeoCan Engineering to an elevation of 44.083 metres G.S.C. as detailed in the report from the Manager of Planning dated November 6, 2017, be approved.

CARRIED

7. ENGINEERING AND PUBLIC WORKS

Councillor Hinds assumed the Chair.

Third Reading Report - Rezoning R16-031 for Fifty-eight Townhouse Units for the Properties Located at 33173, 33191, 33209, and 33221 Cherry Avenue

A report from the Manager of Development Engineering and Projects dated November 6, 2017 providing further information in regards to a rezoning application to allow a new townhouse development of up to 58 units was provided for the Committee’s information.

Discussion ensued in regards to the five recommendations in the report. Staff advised the Committee that the District is currently working with the developer per recommendation one, and will follow up with items two through five.

8. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

RESOLVED: That Council rise from Committee of the Whole.

CARRIED

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

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)(c) of the Community Charter – labour relations or other employee relations;
   - 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)(f) of the Community Charter – law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
   - Section 90(1)(g) of the Community Charter – litigation or potential litigation affecting the municipality;
   - Section 90(1)(k) of the Community Charter – negotiations and related discussions
respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

2. That the public portion of the meeting be recessed until 7:00 p.m.; and

3. That Council immediately resolve into the closed portion of their meeting.

CARRIED

The meeting recessed at 3:15 p.m.

10. RECONVENE

Mayor Hawes reconvened the meeting at 7:00 p.m.

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

Council Members Absent: Councillor Jenny Stevens

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Jennifer Hill, Administrative Assistant
Jay Jackman, Manager of Development Engineering and Projects
Robert Publow, Manager of Planning
Jennifer Russell, Deputy Corporate Officer
Brent Schmitt, Manager of Business Services
Dan Sommer, Director of Development Services

A moment of silence was observed in remembrance of the fallen Abbotsford Police Department officer who died in the line of duty earlier in the day.

11. MISSION MOMENTS: VETERANS

Dyane Betts, past President of the Royal Canadian Legion #57, presented this evening’s Mission Moments: Veterans. The Mission Royal Canadian Legion #57 has a long, proud history in the community and, in past years, was the social and cultural centre of town. The Legion is run almost entirely by volunteers and provides financial support to many organizations in the community. Money raised by the sale of poppies is used solely in support of veterans and their families.

Many Mission residents served in the wars with:

- 96 residents making the ultimate sacrifice in World War I (Mission’s population at the time was under one thousand people);
- 38 residents making the ultimate sacrifice in World War II; and
- 1 resident making the ultimate sacrifice in the Korean War.

Each year, the British Columbia/Yukon Command of the Royal Canadian Legion publishes a Military Service Recognition Book which includes veterans’ histories and
photographs. Submissions for the annual book are welcome from everyone; including veterans, service personnel, relatives and friends.

12. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

Moved by Councillor Plecas, seconded by Councillor Alexis, and

RESOLVED: That the recommendations of the November 6, 2017 Committee of the Whole, as contained in items RC17/551 to RC17/556, be adopted.

CARRIED

13. DELEGATIONS

Joan Fishleigh, Mission 125 Blanket

Joan Fishleigh presented Mayor Hawes with the Mission 125 – Canada 150 Needle-Felted Community Blanket on behalf of the Fishleigh and Flynn families, and the community of Mission. The blanket was needle-felted at several events and contains the initials of over 300 participants. On behalf of Council, Mayor Hawes thanked Ms. Fishleigh for her gift.

14. PUBLIC HEARINGS

Zoning Amending Bylaw 5677-2017-5050(268)

R17-016 (Central Valley Engineering) – a bylaw to rezone property at 8504 and 8522 Cedar Street from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 280 (RC280) Zone

The purpose of the proposed Zoning bylaw amendment is to rezone the properties at 8504 and 8522 Cedar Street from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 280 (RC280) Zone to enable the subsequent subdivision of the subject properties into 12 lots, with 6 lots having a minimum 280 sq.m. (3014 sq.ft.) lot size and 6 lots having a minimum 465 sq.m. (5,005 sq.ft.) lot size. The subject properties are legally described as:

Parcel Identifier: 001-998-455
Lot 61 Section 28 Township 17 New Westminster District Plan 58347 Except Plan BCP45990

Parcel Identifier: 002-030-063
Lot 1 Section 28 Township 17 New Westminster District Plan 70106

The Mayor opened the public hearing.

Rob Publow, Manager of Planning, showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map with surrounding context.
3. Conformation with the Official Community Plan.
4. Planned connectivity.
5. A map of the storm sewer right-of-way.
The Deputy Chief Administrative Officer stated that the following correspondence pertaining to the subject application had been received:

1. An email from Russell and Andrea Cooper, dated October 22, 2017, expressing concerns regarding the proposed rezoning bylaw due to safety issues for children if Sylvia Avenue is connected to Cedar Street.

2. An email from Bonnie and Paul Peters, dated October 22, 2017, expressing many concerns regarding the proposed rezoning bylaw including safety, logistics, and compact lots.

3. An email from Frank Holzapfel, dated October 27, 2017, expressing opposition to the proposed rezoning bylaw in regards to compact lots.

4. A petition signed by 38 residents of 20 addresses expressing opposition to the proposed rezoning bylaw in regards to Sylvia Avenue being connected to Cedar Street.

Council discussed the application and had staff answer questions in regards to: lot size, the sewer right-of-way, any possible drainage problems, implementation of a restrictive covenant for secondary suites, on-street parking, Sylvia Avenue going through to Cedar Street and its possible impact on residents and access to emergency vehicles, and conformation of the design to existing and future developments in the area.

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

Bonnie Peters, Mission, voiced opposition to the application for the following reasons:

- believes the plans of the District are being subverted in pursuit of profit;
- says the application threatens the community feel of the street (i.e. street block parties);
- is concerned the proposal will increase parking and traffic along Sylvia Avenue from Cherry Avenue, which is a safety concern due to the amount of children who play in the area and walk along Sylvia Avenue to get to school;
- has concerns in regards to drainage issues in the area; and
- questioned if the costs of the project had been properly studied.

Ms. Peters further stated that Sylvia Avenue does not need to go through to Cedar Street but would be better converted into a semi cul-de-sac.

Bill MacPherson, Mission, advised that he is opposed to Cedar Street being open to Sylvia Avenue as it would result in people driving too fast along Sylvia Avenue which would result in a safety issue for the children who walk along and play near that road.

Ken Collier, Mission, stated opposition to the application and advised he helped facilitate the petition that was submitted to Council as part of the Public Hearing package. Mr. Collier stated that he has concerns with the motorized vehicle route from Sylvia Avenue through to Cedar Street due to the possibility of cars diverting from the nearby school onto Sylvia to avoid the 30 kilometre per hour zone. Mr. Collier noted that earlier drawings of the plan showed Sylvia Avenue turning north onto Trenholm Avenue which, he believes, would be a better solution for garbage trucks and moving vans which would then be able to drive straight through instead of backing up down the street. He also noted that, as the proposed exit from Sylvia onto Cedar could only allow north-bound turns, drivers may start trying to cut through the small break in the cement road-barrier in order to turn south which would cause traffic hazards. Mr. Collier also had concerns in regards to flooding in the area as he has seen in the past which was resolved by the property owners having trenches dug and installing weeping tile.
Bonnie Peters, concurred with Mr. Collier in regards to the flooding and drainage concerns in the area.

Ken Collier, added that Trenholm is an older street than Sylvia and believed that the contractor at the time had been required to put in a special absorbent soil in the area but that Sylvia was not done and resulted in water collecting in the Sylvia Avenue residents' backyards.

Peter Chu, Mission, expressed concern in regards to Sylvia Avenue going straight through to Cedar Street which, he believes, will result in increased traffic and speeding issues. Mr. Chu also noted concerns with how the restrictions on secondary suites would be enforced as they could result in parking problems on the street. He expressed opposition to the other options for the road as he believes they would also result in drivers taking short-cuts through the residential streets in the area.

Leo Lammerts, Mission, advised his main concern with the proposal is the plan to have Sylvia Avenue go through to Cedar Street. As the proposal only allows for a north-bound turns onto Cedar, he believes this will result in an increase in U-turns on Egglestone Avenue which will be problematic. He suggested that a gate could be utilized for emergency vehicles instead. He noted that, as Sylvia Avenue is already a very narrow street, and the proposal would result in an increase in secondary suites, this would ultimately cause a parking problem on the street.

Eric DiPaola, Mission, advised he is in favour of development but expressed concerns in regards to this proposal potentially causing traffic and speeding issues. He noted that there are many children living in the area and believes this would cause a safety concern. He also noted that Sylvia Avenue is a very narrow street which cannot accommodate for the increased traffic and parking which could result from the proposal.

Shirley Sawers, Mission, expressed opposition to the application due to the safety issue of cars speeding in the area and parking concerns. Ms. Sawers also noted that, although there is a restriction on secondary suites, many houses in the area have these suites. She suggested a parking restriction for one side of the street.

Gayle A. MacDonald, Mission, advised she does not live in the area but drives through the locale each day and has noted the extra driving time required due to increased traffic during school hours. Ms. MacDonald also expressed concerns regarding bears in the area becoming accustomed to people due to a lack of green space.

Ken Collier, suggested a walkway be constructed from Sylvia Avenue out to Cedar Street for pedestrian access as the shortcut local children are currently taking to school is not working.

Bonnie Peters, stated that compact lot sizes do not work and suggested the proposed six small lots be converted into four larger lots. Ms. Peters also stated that, in regards to finances, the District needs to plan more proactively for new developments.

Leo Lammerts, advised he would be in favour of the plan being amended to accommodate for four lots instead of the six which are currently proposed.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5677-2017-5050(268) (Central Valley Engineering) closed.
15. COUNCIL COMMITTEE REPORTS AND MINUTES

Moved by Councillor Hinds, seconded by Councillor Plecas, and

RESOLVED: That the following minutes be received as information:

(a) Mission Sustainable Housing Committee Meeting – June 8, 2017
(b) Mission Community Heritage Commission Meeting – September 6, 2017
(c) Mission Sustainable Housing Committee Meeting – September 14, 2017
(d) Mission Traffic and Transit Committee – October 5, 2017
(e) Mission Community Heritage Commission Meeting – October 11, 2017

CARRIED

Councillor Alexis noted an update to the information contained in the minutes of the Cultural Resources Commission meeting, in that the Mission 125 Public Art Project will be delayed.

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED: That the minutes of the September 20, 2017 Cultural Resources Commission meeting be received as information.

CARRIED

16. BYLAWS FOR CONSIDERATION

Council discussed the concerns raised by citizens during the Public Hearing in regards to density issues with compact lots and Sylvia Avenue going through to Cedar Street. The Director of Development Services clarified that the current decision before Council is for the land use change. He advised that the Engineering Department and Planning Division evaluate the road network as a whole and, although the plan is not perfect, they are of the opinion it is the best solution. He noted that the developer has offered to register restrictive covenants to further restrict secondary suites, the proposal is consistent with the Official Community Plan, and the developer is also open to other concessions to mitigate Council’s concerns.

Moved by Councillor Hinds, seconded by Councillor Hamilton, and

RESOLVED:

1. That Zoning Amending Bylaw 5677-2017-5050(268) (R17-016 Central Valley Engineering), a bylaw to rezone properties at 8504 and 8522 Cedar Street from Suburban 36 (S36) Zone to Residential Compact 465 (RC465) Zone and Residential Compact 280 (RC280) Zone, be read a third time.

2. That Street Naming Bylaw 5678-2017, a bylaw to name three road extensions in a new subdivision, be read a third time.

OPPOSED: Mayor Randy Hawes
Councillor Pam Alexis
Councillor Carol Hamilton
Councillor Jim Hinds
Councillor Rhett Nicholson
Councillor Danny Plecas

DEFEATED
Moved by Councillor Plecas, seconded by Councillor Alexis, and

RESOLVED:

That Zoning Amending Bylaw 5671-2017-5050(264) (R16-031 Legendary-Gold Edge Developments), a bylaw to rezone properties at 33173, 33191, 33209 and 33221 Cherry Avenue from the Suburban 36 (S36) Zone to the Multiple Family 52 Townhouse (MT52) Zone, be read a third time.

CARRIED

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED:

That Zoning Amending Bylaw 5674-2017-5050(266) (ZBT 17-001 District of Mission), a bylaw to add “Opioid Substitution Treatment Clinic” as a permitted use within the Comprehensive Development 26 (CD26) Zone, be adopted.

CARRIED

17. COUNCIL MEETING MINUTES FOR APPROVAL

Moved by Councillor Hinds, seconded by Councillor Nicholson, and

RESOLVED: That the following minutes be adopted:

(a) Special Council Meeting – August 21, 2017
(b) Regular Council Meeting – October 16, 2017
(c) Special Council Meeting – October 19, 2017
(d) Freestanding Committee of the Whole (Corporate Administration & Finance Committee – Budget) Meeting – October 23, 2017

CARRIED

18. NEW/OTHER BUSINESS

There was no new/other business.

19. NOTICES OF MOTION

There were no notices of motion.

20. QUESTION PERIOD

There were no questions from the public.

21. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Alexis, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:34 p.m.

RANDY HAWES, MAYOR
MIKE YOUNIE, CORPORATE OFFICER
MINUTES of the PUBLIC HEARING held in the Chapel Room at the Best Western Plus, Mission City Lodge at 32281 Lougheed Highway, Mission, British Columbia on November 7, 2017, which commenced at 6:00 p.m., recessed at 7:14 p.m. and reconvened on November 9, 2017 at 6:00 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  
Kris Boland, Director of Finance  
Ken Bourdeau, Planner  
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives  
Stacey Crawford, Economic Development Officer  
Krista De Souza, Receptionist  
Annette Fellner, Officer in Charge, Mission RCMP Detachment  
Allyssa Fischer, Administrative Assistant  
Jennifer Hill, Administrative Assistant  
Jason Horton, Manager of Parks & Facilities  
Hirod Gill, Manager of Engineering Design and Planning  
Chris Knowles, Manager of Information Services  
Gina MacKay, Manager of Long Range Planning and Special Projects  
Bob O’Neal, Director of Forestry  
Robert Publow, Manager of Planning  
Jennifer Russell, Deputy Corporate Officer  
Debbie Sanderson, Administrative Assistant  
Brent Schmitt, Manager of Business Services  
Hardeep Sidhu, Planning Technician  
Dan Sommer, Director of Development Services  

1. CALL TO ORDER  
Mayor Hawes called the meeting to order at 6:00 p.m.  

2. ADOPTION OF AGENDA  
Moved by Councillor Nicholson, seconded by Councillor Hinds, and  
RESOLVED: That the agenda for the Public Hearings to be held on November 7 and 9, 2017 be adopted.  
CARRIED  

3. PUBLIC HEARING  
Official Community Plan Bylaw 5670-2017  
A bylaw to provide policy statements on managing the District of Mission’s current and future growth and development
The Mayor opened the Public Hearing and explained the structure of the meeting and the Speaker’s List procedure.

Catherine Berris, Community Planner and Landscape Architect at Urban Systems, showed a PowerPoint presentation that provided the following information regarding the District’s proposed Official Community Plan Bylaw:

- The process of creating the bylaw;
- Engaging with the local community;
- Council involvement on the project; and
- The end result – a clear path to make Mission a livable community.

The Manager of Long Range Planning presented information regarding the proposed Official Community Plan Bylaw as follows:

- **An outline of the bylaw approval process**, including the first reading of the bylaw (August 14, 2017); referral to the Agricultural Land Commission; referral to First Nations, adjacent communities, the Fraser Valley District, and relevant provincial ministries; the second reading of the bylaw (October 16, 2017); Public Hearings (November 7 and 9, 2017), future third reading and eventual adoption of the bylaw by Council;

- **Overview of the Official Community Plan review process**, including social media marketing, meetings with impacted stakeholders, internal workshops, a community survey with 480 respondents, First Nations outreach, six neighbourhood open houses;

- **New policies and directions with the new OCP**, including the community vision, guiding principles, the focus on infill development projects, mixed-used neighbourhood with vibrant walkable hubs, the coordination of other municipal plans (Transportation Master Plan, Parks, Recreation and Culture Master Plan, etc.); and

- **Areas of interest or concern**, including a capacity analysis of Mission neighbourhoods, the redrawing of the Urban Growth Boundary, Special Study Areas, and the addition of the Ferndale Neighbourhood Plan.

The Deputy Chief Administrative Officer stated that the following correspondence pertaining to the proposed Official Community Plan Bylaw had been received:

- Petition of 42 signatures received February 15, 2017 from residents of west Mission requesting the area of west Mission (west of Manzer Street, north of the Lougheed Highway, and south of Keystone Avenue not currently within the Agricultural Land Reserve) be designated as *Urban*, not *Suburban*, under the new Official Community Plan.

- Email dated August 14, 2017 from Diane Marie regarding the completion of the Cedar Valley Comprehensive Development Plan and how its completion would impact the Official Community Plan. She expressed concern regarding the zoning of lots within the Cedar Valley Comprehensive Development Plan and questioned why the Official Community Plan would be brought forward to Council for adoption prior to the completion of the Cedar Valley Comprehensive Development Plan.

- Email dated August 14, 2017 from Ryan Anderson of OTG Development Concepts requesting that the area around Dewdney Trunk Road from Richards Avenue to Cedar Street be designated as *Suburban* to allow for 0.88 acre lots. His email included a letter of support from OTG Development Concepts, a petition from more
than 40 residents to amend the Official Community Plan zoning for the area, and an associated map of the canvassed area.

- Emails dated August 14, 2017, October 11, 2017, and November 6, 2017 from Kim Sutherland noting the following concerns and comments:
  - Retaining heritage homes in downtown Mission by implementing a heritage status;
  - Mission should be planning for climate change and food security;
  - Development in northern Mission should be consider the risk of wildfire and a strategy to encourage intensive agriculture along the urban/forest interface;
  - Future industrial developments should be considered within current urban boundaries, close to transit;
  - Mission should work to keep its unique character when considering future developments;
  - Single-family homes and parks should be built in proximity of currently existing neighborhood infrastructure and not on the outskirts of the built area;
  - Very large newly built single-family homes are often used as multiple family homes; and
  - Mission needs to ensure required adequate space for trees and greenery on lots.

- Emails dated August 23, 2017 and November 6, 2017 from Tracy Lyster, Chair of the Citizens Against Urban Sprawl Society (CAUSS) providing the following comments:
  - Support for policies encouraging infill development and neighbourhood planning that protect the environment and archeological sites;
  - Opposition to public subsidization of development infrastructure and exclusions of farmland from the ALR; and
  - Concern about the lack of protection for the Lower Stave river estuary.

- Email dated August 24, 2017 from Courtney Cardy expressing concern regarding the potential construction of a gas station in the Stave Falls community. She stated that she felt the Stave Falls community had been left out during the Official Community Planning process and would like to open a line of discussion between the Stave Falls community and Mayor and Council.

- Email dated August 30, 2017 from Maretta Beger, Referral Officer for People of the River Referrals Office, confirming that they had received a copy of Mission’s proposed Official Community Plan.

- Report received September 12, 2017 from the Fraser Valley Regional District noting that staff were in support of the proposed Official Community Plan.

- Letter dated September 14, 2017 from Kevin McGowan, Area Development and Operations Technician for the Chilliwack office of the Ministry of Transportation & Infrastructure, stating that the Ministry of Transportation and Infrastructure has no comments on Mission’s proposed Official Community Plan.

- Email dated September 14, 2017 from Judith Ray on behalf of Mission’s Sustainable Housing Committee requesting an amendment to the Official Community Plan to include a section on affordable housing and asking that the tasks in Section 5.1.23 as stated in the original draft be reinstated.
• Letter dated September 21, 2017 from Peter Loewen on behalf of the Fraser Valley Homebuilders’ Association stating that the Association had received the proposed Official Community Plan and may be providing comments at a later date.

• Letter dated September 27, 2017 from Kamelli Mark, Regional Planner for the Agricultural Land Commission, stating that Commission staff had reviewed the proposed Official Community Plan and were requesting several text amendments to Section 4.3. and an amendment to Map 2 in Appendix C. It was noted that the Commission were not supportive of the designation of ALR lands as “Special Study Areas” for urban growth.

• Email dated October 4, 2017 from Alison Fox, Land Use Agrologist for the BC Ministry of Agriculture, stating that Ministry staff had reviewed the proposed Official Community Plan and were requesting several text amendments to Section 4.3. It was noted that Ministry staff were not supportive of the designation of ALR lands as “Special Study Areas” for urban growth.

• Email dated October 11, 2017 from Wayne Tribe expressing concern about the increase in congestion on residential streets due to the number of secondary suites prevalent throughout the municipality, the increase in traffic at the Highway 7/Cedar Street and the lack of a commercial shopping area in Cedar Valley.

• Letter dated October 27, 2017 from Brent Elliott, Manager of Community Planning for the City of Maple Ridge, expressing support for the draft Official Community Plan and noting a number of areas of interest to Maple Ridge, including: traffic implications, servicing opportunities, demand for employment lands, and the preservation of agricultural lands.

• Emails received between October 31, 2017 and November 4, 2017 from Ken and Tracey Stenerson, Phil and Darlene St. Jean, Keith and Susan Smith, Phil and Barb Aldridge, Heidi Smith, Scott Scodellaro, Mike and Brenda Sargeant, David Power, James Gaudiuso, and Mike and Wendy Harris stating opposition to the proposed Arterial Road between Cherry Avenue (at the south end of Terris Street) and the east end of Olson Avenue in regard to the marketability and potential development of their properties on Terris Street. The residents requested that Map 6 be amended to show Cherry Avenue connecting to Tyler Street.

• Email dated November 3, 2017 from Harjot Riarh stating support for the proposed Official Community Plan, and noting that the Land Use sections and the Plan are well-defined and easy to understand.

• Email dated November 6, 2017 from Val Pack requesting that the District refrain from seeking further exclusions of ALR land, that the Ferndale area retain its existing lot sizes and designations, and that housing construction become primarily infill in focus.

• Email dated November 6, 2017 from K. C. McPherson in support of the proposed Official Community Plan, noting it provides developers with clarity on Mission’s future growth.

• Email dated November 6, 2017 from Sonia Girn in support of the proposed Official Community Plan, expressing appreciation for the new transition areas between urban and rural, and the downtown area plan.

The Mayor noted that after the proposed Official Community Plan Bylaw has been adopted, amendments would be made to the Zoning Bylaw in order to bring it into conformity.

The Mayor opened the floor to the public for questions and comments.
Peter Bulla, Mission, requested that his property located near Barr Street and Ferndale Avenue be redesignated from Rural Residential to Urban Residential. He stated that a number of properties surrounding his lot had been designated as high density Urban Residential and questioned whether his property had been overlooked. He expressed frustration that his taxes were higher than surrounding properties and was not eligible for municipal waste collection.

Ken Stenerson, Mission, acknowledged the work done by both District Council and staff on the proposed Official Community Plan. He stated that he was in support of Silverdale Flats Special Study Area and endorsed the municipality’s efforts to establish industrial employment lands. He encouraged Council to work with adjacent municipalities and the provincial government in the provision of additional employment lands.

Mr. Stenerson noted a potential error in Map 6 of the proposed Official Community Plan Bylaw showing Cherry Avenue extending across Silverdale Creek and connecting to Tyler Avenue. He stated that the road currently stops just west of Terris Street and that the map should be corrected. Mr. Stenerson requested that the arterial connection between Cherry Avenue and Olson Avenue be removed from Map 6 and proposed a connection between Cherry Avenue and Tyler Street as a more environmentally sustainable and affordable alternative.

James Gaudioso, Mission, expressed concern regarding the potential cost and environmental impact of the proposed road alignment between Cherry Avenue and Olson Avenue as shown on Map 6 of the proposed Official Community Plan Bylaw. He requested that the arterial connection between Cherry Avenue and Olson Avenue be removed from Map 6.

In response to Mr. Gaudioso’s comments, Mayor Hawes clarified that the connection between Cherry Avenue and Olson Avenue was a conceptual drawing only and that no engineering work had been undertaken to determine the final alignment for the road. He stated that concerns about the road alignment had noted by staff.

Heidi Smith, Mission, stated that she understood the connection between Cherry Avenue and Olson Avenue as shown on Map 6 of the proposed Official Community Plan Bylaw was only a conceptual drawing, but expressed concern that potential buyers would take the drawing at face value. She questioned whether the map could be amended to connect Cherry Avenue to the Silverdale area through uninhabited land rather than through an already established neighbourhood.

Gord Lawson, Port Coquitlam, stated that he owned land in Mission in the Steelhead area. He expressed concern regarding the District’s process of notifying property owners who do not live in Mission. He stated that he had reviewed the proposed Official Community Plan and expressed the following concerns:

- The potential exclusion of land from the ALR to use for industrial purposes;
- Waterfront land prone to flooding proposed for future industrial use;
- Proposed Interface Fire Hazard Plan regulations for newly constructed homes;
- Proposed Interface Fire Hazard Plan regulations preventing residents from returning to protect and preserve their homes;
- Long-time land owners who are required to abide by new bylaws when they construct their homes;
- Mission Tree Farm’s risk for wildfires and the damage this may cause to surrounding residents' homes; and
- Trees from the Mission Tree Farm falling and damaging neighbouring properties.
Peter Bulla questioned whether the lines on his property were conceptual. He also asked Council if the Public Hearing was considered the third reading of the proposed Official Community Plan Bylaw.

In response to Mr. Bulla’s questions, Mayor Hawes stated that the conceptual line that had been referred to was an arterial road that would connect Cherry Avenue to the Silverdale community. He noted that when the Transportation Master Plan had been completed in 2016, the designer of the plan realized there needed to be a connection between Cherry Avenue and the Silverdale community. He emphasized that the connection was purely conceptual in nature and that no engineering work had been done to date. Mayor Hawes noted that Mr. Bulla’s lot lines were not conceptual and that staff had noted his concerns.

Mayor Hawes clarified that the Public Hearing would reconvene on November 9, 2017 at 6:00 p.m. and that the third reading of the bylaw would happen at a later date after Council had had the opportunity to consider the comments from the public.

Councillor Stevens expressed concern regarding the conceptual connection of Cherry Avenue to the Silverdale area included in Map 6 of the proposed Official Community Plan Bylaw. She stated that many potential investors access the Official Community Plans of municipalities and base their investment decisions on information found within those plans.

Gord Lawson expressed concern that wood was still permitted as a building material on newly constructed homes. He further noted that the proposed Official Community Plan encouraged urban forests and the planting of trees in most areas of Mission, but had conflicting regulations for the Steelhead area. He expressed concern regarding the expense to home owners who may have to remove trees from their properties.

In response to Mr. Lawson’s comments, Mayor Hawes clarified that wood siding was not permitted, but Hardie Board siding was an accepted building material for newly constructed homes in the Steelhead area due to its fire resistance. Mayor Hawes recommended that Mr. Lawson speak to the Fire Chief in regards to the proposed Interface Fire Hazard Plan regulations.

Mike Gildersleeve, Mission, stated that he was a member of Citizens Against Urban Sprawl Society (CAUSS) and expressed the following summarized comments:

- In support of policies encouraging infill development, and comprehensive neighbourhood planning, to ensure that environmentally sensitive areas are identified and protected from development;
- Areas with significant archaeological value should be protected to ensure Mission’s heritage is not lost;
- Opposed to greenfield development, including the urbanization of Silverdale lands;
- Opposed to public subsidizing development infrastructure;
- Sufficient capacity exists within Mission’s various serviced neighbourhoods to provide for the municipality’s growth projections;
- In support of the recommendation of phased neighbourhood plans to reduce the risk of creating unsustainable and costly infrastructure;
- Opposed to the exclusion of farmland from the ALR; and
- Pleased to see the work being done in Stave West, but expressed concern regarding the continuing lack of protection for the Lower Stave River estuary.
Kim Allen, Mission, asked about the District’s future road plans for 1st Avenue and the Lougheed Highway. She noted that traffic and congestion had increased over the years and large trucks were now using the road on a regular basis.

In response to Ms. Allen’s comments, Mayor Hawes clarified that 1st Avenue and the Lougheed Highway were provincial highways and therefore fall under the jurisdiction of the Province. He noted that staff have had discussions with the province and have been told that there is no budget for improvements along the route at this time. He stated that staff will continue their dialogue with the Province.

Councillor Alexis noted that congestion along 1st Avenue/Lougheed Highway had been a topic of conversation at several recent Mission Traffic and Transit Committee meetings. She stated that members of the Ministry of Transportation and Infrastructure had been present at the meetings and had heard residents’ concerns.

Kim Allen stated that she was opposed to the exclusion of ALR land for industrial use, but was in support of infill development. She noted that there was enough land available in Mission not currently designated as ALR that would be suitable for industrial use.

Robert Lamblin, Mission, asked for clarification regarding any zoning changes proposed in the Official Community Plan Bylaw for land between Ferndale Avenue and Richards Avenue.

In response to Mr. Lamblin’s question, the Manager of Long Range Planning stated that Council had directed staff to add the Ferndale area to the list of neighbourhood planning areas. She noted that staff were in the process of putting together a report on a possible project plan for neighbourhood planning in the Ferndale area and would bring the report forward to Council when completed. She stated that there were currently no plans to change the designation of Rural Residential within the Ferndale area.

Mayor Hawes stated that the Ferndale area faced several topographical challenges, including wetlands and other environmentally sensitive areas, and that research needed to be done prior to determining if an Urban Residential designation would be recommended for the area.

Peter Bulla expressed the following concerns:

- Investors making decisions based on information in the current OCP;
- The capacity and safety of the water supply in Ferndale; and
- Water runoff onto Dewdney Trunk Road and Barr Street causing unsafe road conditions in the winter.

In response, Mayor Hawes stated that Mr. Bulla’s comments had been noted and Engineering staff would be made aware of the issues.

Gord Lawson expressed concern regarding the increase in assessed property value and property taxes to homes on large acreage over the last few years. He questioned whether the District had plans to monitor the number of people living in trailers on rural properties as this could unfairly put pressure on other residents’ property taxes.

In response, Mayor Hawes clarified that all property assessments in British Columbia were carried out by the BC Assessment Authority and that any concerns about a property’s assessed value needed to be discussed with the Authority. The Mayor noted that the District’s Bylaw Enforcement Division would be focusing on unauthorized secondary suites within the District moving forward.

Jennifer Field, Mission, asked if the proposed Official Community Plan included plans for a park with a play structure in the Hatzic area.
In response, the Manager of Parks and Facilities stated that there were plans to install a fieldhouse on the west side of Hatzic Park in 2018. He noted that a trail would be constructed to connect it to a new play structure planned to be installed on the east side of the park in 2018.

Councillor Plecas noted that a number of the Public Hearing submissions contained questions, and asked whether staff had responded to them.

The Manager of Long Range Planning clarified that the Planning Department had responded to all inquiries received in relation to the proposed Official Community Plan Bylaw to date. The Deputy Chief Administrative Officer noted that the Manager of Long Range Planning’s answers had been included in the Public Hearing package.

Hearing no further questions or comments, the Mayor called for a resolution to recess the Public Hearing.

4. **RESOLUTION TO RECESS THE PUBLIC HEARING UNTIL 6:00 P.M. ON NOVEMBER 9, 2017**

Moved by Councillor Nicholson, seconded by Councillor Plecas, and

RESOLVED: That the Public Hearing recess until 6:00 p.m. on November 9, 2017.

CARRIED

The meeting recessed at 7:14 p.m.

5. **RESOLUTION TO RECONVENE THE PUBLIC HEARING**

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  
Stacey Crawford, Economic Development Officer  
Krista De Souza, Receptionist  
Mike Dickinson, Planner  
Annette Fellner, Officer in Charge, Mission RCMP Detachment  
Allyssa Fischer, Administrative Assistant  
Jennifer Hill, Administrative Assistant  
Gina MacKay, Manager of Long Range Planning and Special Projects  
Jennifer Russell, Deputy Corporate Officer  
Debbie Sanderson, Administrative Assistant  
Brent Schmitt, Manager of Business Services  
Maureen Sinclair, Director of Parks, Recreation and Culture  
Dan Sommer, Director of Development Services
Moved by Councillor Plecas, seconded by Councillor Nicholson, and
RESOLVED: That the Public Hearing reconvene.
CARRIED
The Public Hearing reconvened at 6:00 p.m. on November 9, 2017.

6. PUBLIC HEARING CONTINUED

Official Community Plan Bylaw 5670-2017

A bylaw to provide policy statements on managing the District of Mission’s current and future growth and development

The Mayor opened the public hearing and explained the Speaker’s List procedure.
The Manager of Long Range Planning repeated the presentation given on November 7, 2017.
The Deputy Chief Administrative Officer stated that no new submissions had been received since the recess of the Public Hearing on November 7, 2017.
The Mayor opened the floor to the public for questions and comments.

Jeannette Smith, Mission, expressed the following summarized questions and concerns:

- Why the Best Western Plus had been chosen as the location to host the proposed Official Community Plan Bylaw Public Hearings as opposed to the Municipal Hall or the Leisure Centre, which would not impact on Mission taxpayers;
- Concern that hosting the meeting at the Best Western Plus had resulted in a lower turnout than would have occurred at Municipal Hall;
- If there was a greater percentage of designated park land in the new proposed Official Community Plan compared to the existing Official Community Plan;
- Clarification regarding the ALC’s support or opposition of the District’s special study area of ALR land for industrial use;
- If the Urban Growth Boundary had increased in size from the current Official Community Plan; and
- Concern that the maps included in the proposed Official Community Plan Bylaw were difficult to interpret.

In response, Mayor Hawes noted:

- That the Best Western Plus was chosen to host the proposed Official Community Plan Bylaw Public Hearings as the facility was able to accommodate a larger audience than Municipal Hall;
- While the Leisure Centre could have provided the meeting space, it would have disrupted scheduled programming;
- Hosting the Official Community Plan Public Hearing at the Best Western Plus would not impact Mission taxpayers as the District had utilized available grant funding;
As neighbourhood plans were created for the Cedar Valley and Silverdale areas, land would be set aside for parks. These areas are currently designated as Special Study Areas in the proposed new Official Community Plan Bylaw and research was still being conducted to determine the best uses for the land.

The District had not yet applied to the ALC to exclude any land from the ALR. That the District would be researching agricultural uses for the land that would increase employment, revenue, and intensify crop growth. The ALC had recommended that the District research all Mission neighbourhoods to determine what can be achieved in terms of industrial land and job creation;

The Cedar Valley and Silverdale areas had been designated as Special Study Areas in the new proposed Official Community Plan and that the District would be seeking input from the public during the neighbourhood planning process. Following the neighbourhood planning process, updates would occur to the District’s Zoning Bylaw.

The Manager of Long Range Planning further noted:

That staff had applied to the Strategic Priorities Fund, funded by the Federal Gas Tax Fund, to cover the cost of the proposed Official Community Plan Public Hearing. She noted that the District had received $25,000 from the Strategic Priorities Fund for the Official Community Plan project;

That the current Official Community Plan had separated Mission proper and the Silverdale area into two distinct areas. The decision had been made to combine Mission proper and the Silverdale area as well as a small area along the Fraser River south of Silverdale and a small area east of Municipal Hall as one urban growth area in order to better demonstrate that Mission was one complete community;

That many residents with questions regarding specific properties had come to Municipal Hall to discuss their concerns directly with District staff. She noted that the proposed Official Community Plan Bylaw maps had been posted in the lobby at Municipal Hall and that staff had been available to answer any inquiries regarding specific properties over the last two years.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Official Community Plan Bylaw 5670-2017 closed.

Mayor Hawes noted that Council had heard residents’ concerns regarding the conceptual drawing on Map 6 of the proposed Official Community Plan Bylaw that showed Cherry Street connecting to Olson Avenue via the south end of Terris Street.

Moved by Councillor Alexis, seconded by Councillor Hinds, and RESOLVED:
That staff amend Map 6 of the proposed Official Community Plan Bylaw to show Cherry Street connecting to the Silverdale area via Tyler Street.

CARRIED

7. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Nicholson, and RESOLVED: That the meeting be adjourned.

CARRIED
The Public Hearing was adjourned at 6:22 p.m.

RANDY HAWES, MAYOR  MIKE YOUNIE, CORPORATE OFFICER
MINUTES of the REGULAR MEETING of the COUNCIL of the DISTRICT OF MISSION held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on November 20, 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
Kris Boland, Director of Finance
*Marcy Bond, Senior Planner
*Ken Bourdeau, Planner
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
Mike Dickinson, Planner
Matt Dunham, Operations Manager
*Annette Fellner, Officer in Charge, Mission RCMP Detachment
Allyssa Fischer, Administrative Assistant
*Hirod Gill, Manager of Engineering Design and Planning
Dave Heyes, Manager of Forestry Business
Jay Jackman, Manager of Development Engineering and Projects
Stephanie Key, Deputy Director of Parks, Recreation and Culture
*Gina MacKay, Manager of Long Range Planning and Special Projects
*Bob O’Neal, Director of Forestry
*Kerri Onken, Deputy Treasurer/Collector
Robert Publow, Manager of Planning
Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
*Brendan Schneeberger, Engineer-in-Training
Brent Schmitt, Acting Director of Engineering and Public Works
Maureen Sinclair, Director of Parks, Recreation and Culture
Dan Sommer, Director of Development Services
Dale Unrau, Fire Chief
Dale Vinnish, Assistant Operations Manager
*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 Plecas, and

RESOLVED: That the agenda for the regular Council meeting of November 20, 2017 be adopted.

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. ENGINEERING AND PUBLIC WORKS

Councillor Hinds assumed the Chair.

Fraser River Forcemain Sanitary Crossing – Pipe Purchase Award

A report from the Manager of Engineering Planning & Design dated November 20, 2017 regarding the Fraser River Sanitary Crossing Pipe Purchase contract for the forcemain installation phase was provided for the Committee’s consideration.

Joel McAllister, Project Manager at Onsite Engineering Ltd., appeared before Council to present information on the Fraser River Forcemain Sanitary Crossing project, including:

- Information on the age and capacity of the existing forcemain;
- The need for a new additional forcemain;
- An update on the grant funding status;
- Maps showing the preferred location of the new forcemain;
- Work completed on the project to date; and
- Upcoming work on the project, including detail design, tender documents, and construction.

In response to questions from Council, Mr. McAllister noted that:

- Each connection to the existing forcemain will also be connected to the new forcemain, enabling the District to take one forcemain out of service if necessary;
- After the Request for Proposal (RFP) has been awarded, construction on the project will take up to six months; and
- The pipe supplier will be required to provide one year of pipe storage.

Council expressed concern regarding the March 31, 2018 project completion deadline set by the province to qualify for financial assistance. The Manager of Engineering Planning and Design noted that the District had requested an extension to March 31, 2019.

Moved by Councillor Plecas, and

RECOMMENDED:

That the “Supply and Delivery of Lined and Coated AWWA C200 Steel Pipe for Sewer Forcemain Contract, RFP Reference No.: 2017-026", be awarded to Northwest Pipe in the amount of $2,018,125, excluding GST, subject to the contractor fulfilling the mandatory requirements as specified in the RFP documents.

CARRIED
Sidewalk Snowplowing Pilot Project

A report from the Operations Manager dated November 20, 2017 regarding a pilot project for clearing snow from approximately 10 km of sidewalks for the 2017/2018 winter season was provided for the Committee’s consideration.

It was noted that the District would liaise with the School District about clearing the small portion of sidewalk on 4th Avenue in front of the Mission Central Community Garden adjacent to Mission Central Elementary.

In response to questions about advising residents of their responsibilities during snow events, the Manager of Civic Engagement and Corporate Initiatives stated that staff had recently published posts on the District’s website and the District City Page in the Mission Record reminding residents of the District’s snow and ice control policies. He stated that he would be working closely with the Public Works Department during the 2017/2018 winter season to provide frequent updates on the District website and social media accounts in order to ensure residents had the most up-to-date information on Mission’s road conditions.

Moved by Councillor Hamilton, and

RECOMMENDED:

1. That notwithstanding the District of Mission Snow Plowing Policy STR.25, the District will undertake a pilot project for sidewalk snow clearing for the 2017/2018 winter season to determine the feasibility of clearing snow from specific sidewalks, as identified in Appendix B of the report from the Assistant Operations Manager dated November 20, 2017;

2. That all other aspects of Snow Plowing Policy STR.25 will continue as currently stated; and

3. That staff engage the services of a local contractor, West Coast Snow and Ice Management Ltd., to clear snow from specific sidewalks identified in Appendix B for the 2017/2018 winter season.

CARRIED

5. DEVELOPMENT SERVICES

Councillor Nicholson assumed the Chair.

Application to amend the Official Community Plan for the north-east 0.48 hectare portion of the property located at 29684 Dewdney Trunk Road from Rural Residential to Commercial

A report from the Planner dated November 20, 2017 regarding an application to amend the Official Community Plan for a portion of the property located at 29684 Dewdney Trunk Road, that would allow development of a mixed-use commercial/residential project that includes a service station, convenience store, delicatessen, associated retail uses and one residential unit, was provided for the Committee’s consideration.

Staff support the application moving forward to first reading and as such have listed the Official Community Plan Amending Bylaw 5680-2017-4052(53) under the “Bylaws for Consideration” section of the Council agenda.

Discussion ensued regarding the areas of Stave Falls best suited for future commercial development. Council expressed concern regarding the property’s proposed location, and the high vehicle speeds along Dewdney Trunk Road.
In response to questions from Council, the Manager of Planning stated that:

- After first reading, the development application would go out for external referrals, which would provide Council and staff with additional information on the suitability of the project;
- The applicant had proposed a community engagement meeting, the results of which would come back in a report to Council;
- The public would also have the opportunity to provide their input to Council at a Public Hearing; and
- The applicant was required to provide a traffic impact assessment as part of the development application process.

Staff were directed to provide more detail on the project in a second reading report, including information on areas in Stave Falls best suited for future commercial development.

Moved by Councillor Hamilton, and

RECOMMENDED:

That, upon due consideration of Section 475 of the Local Government Act, consultations go forward for the property located at 29684 Dewdney Trunk Road under file number OCP17-003 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.

OPPOSED: Councillor Plecas

CARRIED

Land Use Contract (LUC) Termination Project

A report from the Planner dated November 20, 2017 regarding changes to provincial legislation that will impact the District’s Land Use Contracts was provided for the Committee’s information.

In response to a question from Council, the Director of Development Services stated that the province would not be providing financial assistance to municipalities during the implementation of the legislated changes. He noted that he had spoken to the staff of several municipalities, all of whom intended to absorb the costs associated with the changes.

The Planner presented the following information to Council:

- Background information on the provincial legislation that will terminate all Land Use Contracts (LUCs) by 2024;
- The number and locations of the District’s current LUCs;
- The process and timeline for dealing with the legislation changes; and
- The policy changes and funds that will be needed to implement the project!

The Director of Development Services clarified that the termination only applied to LUCs, not Temporary Use Permits.

In response to questions from Council, the Planner stated that the termination of a LUC would cause the subject property to revert to its underlying zoning. He noted that Planning staff would be researching the underlying zoning of each property currently under a LUC to determine if the current zoning was appropriate or if a recommendation
would be brought forward to Council to rezone the property. The Planner stated that where rezoning was required, staff would endeavour to recommend zoning that would provide the owner with similar land use rights to those experienced under the LUC.

It was noted that a Public Hearing would be required for each LUC termination and that a second may be necessary if staff recommended a zoning change.

Moved by Councillor Stevens, and

RECOMMENDED:
1. That Policy LAN.06 – Land Use Contract Amendments, be deleted;
2. That Policy LAN.03 – Development Notification Signs, be updated to state that the posting of a development notification sign is not required for properties subject to a Development Application that includes a Land Use Contract (LUC) Amendment Bylaw and associated Rezoning initiated under Section 548 of the Local Government Act (LGA)
3. That a budget of $45,000 be established for the LUC termination project, with funding from General Fund Accumulated Surplus; and
4. That the District’s financial plan be amended accordingly.

CARRIED

6. CORPORATE ADMINISTRATION AND FINANCE

Councillor Alexis assumed the Chair.

Application for Community Emergency Preparedness Grant Funding

A report from the Deputy Chief Administrative Officer dated November 20, 2017 regarding an application to the Community Emergency Preparedness Fund in order to purchase supplies for a Mobile Emergency Reception Centre was provided for the Committee’s consideration.

Moved by Councillor Plecas, and

RECOMMENDED:

That staff submit an application to the Community Emergency Preparedness Fund for $24,312.24 to fund the purchase of supplies for a Mobile Emergency Reception Centre and additional training.

CARRIED

Fall Financial Reporting – September 30, 2017

A report from the Deputy Treasurer/Collector dated November 20, 2017 regarding the current status of the 2017 budget was provided for the Committee’s information.

Investment Holdings Quarterly Report – September 30, 2017

A report from the Manager of Accounting Services dated November 20, 2017 regarding the District’s current cash and portfolio investment holdings was provided for the Committee’s information.
Draft 2018-2022 Regional Water and Sewer Financial Plans

A report from the Director of Finance dated November 20, 2017 regarding the draft regional water and sewer financial plans for 2018-2022 was provided for the Committee’s consideration.

Moved by Councillor Plecas, and

RECOMMENDED:


CARRIED

Ainsworth Road Water Main Break

A report from the Director of Finance dated November 20, 2017 regarding the District’s share of costs for the Ainsworth Road water main repair was provided for the Committee’s consideration.

Moved by Councillor Hamilton, and

RECOMMENDED:

1. That Mission’s share of costs totaling $45,989 (total regional cost is $189,800), for the Ainsworth Road water main repair costs and spare pipe sections, be approved to be reallocated from the 2017 water supply contingency budget; and

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

CARRIED

7. PARKS, RECREATION AND CULTURE

Councillor Hamilton assumed the Chair.

Mission Community Excellence Awards

A report from the Deputy Director of Parks, Recreation and Culture dated November 20, 2017 regarding the Mission Community Excellence Awards program was provided for the Committee’s consideration.

It was noted that the Cultural Resources Commission had developed the awards program with the intent of celebrating Mission residents in the fields of arts and culture, academic, and humanitarian excellence; areas that were currently overlooked by existing awards programs within the community. Council commended the Cultural Resources Commission for their dedication in bringing the awards program to fruition.

Moved by Councillor Alexis, and

RECOMMENDED:

That the Mission Community Excellence Awards program as attached to the November 20, 2017 report from the Deputy Director, Parks, Recreation & Culture be approved.

CARRIED
True Sport Community

A report from the Deputy Director of Parks, Recreation and Culture dated November 20, 2017 regarding the District’s status as a True Sport Community was provided for the Committee’s consideration.

In response to questions from Council, the Deputy Director of Parks, Recreation and Culture stated that the funding the Department had received from Fraser Health Active Communities Grant would be used to display Mission’s proclamation as a True Sport Community at different sports venues throughout the community. She stated that grant funding would also be utilized to work directly with local sports organizations, helping to set local sports teams up with online donations, communicating training opportunities, and offering general assistance.

Moved by Mayor Hawes, and

RECOMMENDED:

1. That the District of Mission be declared a True Sport Community, joining over 1,400 other True Sport communities, organizations, clubs, leagues and teams across Canada; and

2. That as a community, the District will work to ensure the following steps are taken including:
   a) Ensuring equitable access to sport and recreation facilities and programs especially for new Canadians, low-income people and those with disabilities.
   b) Setting clear standards for ethical behaviour and inclusion for all municipally funded sport facilities and programs.
   c) Asking how sport can help advance key social and economic goals and developing strategies and linkages to make it happen.
   d) Facilitating dialogue between sport and other community organizations and working together to achieve community objectives.
   e) Developing an integrated community sport plan aimed at providing accessible, quality sport experiences to all community members.

CARRIED

8. FORESTRY

Councillor Stevens assumed the Chair.

Forestry Operations 2017 Third Quarter (Q3) Report

A report from the Manager of Forestry Business dated November 20, 2017 regarding third quarter financial results for Forestry Operations was provided for the Committee’s information.

It was noted that the Municipal Forest will most likely record a loss in the fourth quarter due to an increase in business costs and a lack of existing inventory. The Manager of Forestry Business stated that forestry operations had resumed on October 1, 2017 after a forced closure this summer due to unseasonably dry conditions and that inventory was once again climbing.

Discussion ensued regarding general aspects of the logging industry. It was noted that shake and shingle producers in the Fraser Valley were suffering due to export policies and a declining cedar supply. The Mayor stated that many mills had been forced to reduce employee shifts and were facing closure if the market did not improve.
H&C Logging Ltd. Replaceable Logging Agreement

A report from the Manager of Forestry Business dated November 20, 2017 regarding a Replaceable Logging Agreement between the District and H&C Logging Ltd. for the period January 1, 2017 to December 31, 2021 was provided for the Committee’s information.

9. PUBLIC SAFETY AND HEALTH

Councillor Plecas assumed the Chair.

Proposed District of Mission Fire Sprinkler Bylaw

A report from the Fire Chief dated November 20, 2017 regarding a proposed bylaw to regulate the installation of fire sprinkler systems was provided for the Committee's information.

The Fire Chief provided a brief overview of the proposed bylaw and the rationale for implementing it. He noted that the Office of Housing and Construction Standards was providing municipalities with an opportunity to enact community fire sprinkler bylaws prior to the new Building Act coming into effect on December 15, 2017. He stated that, if adopted, the bylaw would take effect on January 1, 2018 and would encompass all new developments throughout the District. It was noted that the new proposed bylaw would not impact developments currently under construction.

The proposed Fire Sprinkler Bylaw has been listed for consideration of first three readings under the “Bylaws for Consideration” section of the agenda.

10. RESOLUTION TO RISE FROM COMMITTEE OF THE WHOLE

Mayor Hawes resumed the Chair.

Moved by Councillor Hamilton, seconded by Councillor Stevens, and

RESOLVED: That Council rise from Committee of the Whole.

CARRIED

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

Moved by Councillor Alexis, seconded by Councillor 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)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

   • Section 90(1)(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(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.

CARRIED

The meeting recessed at 3:12 p.m.

12. RECONVENE

Mayor Hawes reconvened the meeting at 7:00 p.m.

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

Staff Members Present: Ron Poole, Chief Administrative Officer
Mike Younie, Deputy Chief Administrative Officer
*Barry Azevedo, Manager of Environmental Services
Rogine Battel, Manager of RCMP Administration
Kris Boland, Director of Finance
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives
*Matt Dunham, Operations Manager
Annette Fellner, Officer in Charge, Mission RCMP Detachment
Allyssa Fischer, Administrative Assistant
*Heather Gherman, Manager of Human Resources
Hirod Gill, Manager of Engineering Design and Planning
*Dave Heyes, Manager of Forestry Business
Chris Knowles, Manager of Information Services
Bob O’Neal, Director of Forestry
*Kerri Onken, Deputy Treasurer/Collector
*Scott Ross, Manager of Accounting Services
Jennifer Russell, Deputy Corporate Officer
Brent Schmitt, Acting Director of Engineering and Public Works
Maureen Sinclair, Director of Parks, Recreation and Culture
Dan Sommer, Director of Development Services
Dale Unrau, Fire Chief
*Heather Gherman, Manager of Human Resources

*Present for a portion of the meeting

13. MISSION MOMENTS: MISSION HOSPITAL

Betty Robertson, co-author of “Mission’s Living Memorials,” presented this evening’s Mission Moments. In Mission’s early years, the sick, the injured, and the newborn were cared for in private homes and there were very few nurses. In May of 1920, a temporary hospital, the Stoke’s House on 3rd Avenue and Birch Street, was opened as the first Mission Memorial Hospital.
While the board struggled with various levels of government, the hospital auxiliary carried out various fundraising events to raise money for a new hospital, including May Day celebrations, the Strawberry Festival, and garden parties held by the Registered Nurses Association. In the spring of 1924, the promise of financial assistance came from the province for a new hospital. In 1925, the new hospital opened debt free.

Throughout the following years, the community continued to maintain the operation of the hospital and two new additions occurred. By 1954, the 31-bed hospital was so overcrowded that there were beds in the corridors. In March 1956, the hospital board purchased property on Hurd Street to build a new hospital, but it would be another nine years before the hospital would be complete.

The grand opening of the current Mission Memorial Hospital was held on October 24, 1965, and was declared ‘the finest hospital on the continent' by the Honourable Eric Martin.

14. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED: That the recommendation of the November 20, 2017 Committee of the Whole, as contained in item RC17/575 (Application to amend the Official Community Plan for the north-east 0.48 hectare portion of the property located at 29684 Dewdney Trunk Road from *Rural Residential* to *Commercial*) be adopted.

OPPOSED: Councillor Plecas

CARRIED

Moved by Councillor Plecas, seconded by Councillor Hamilton, and

RESOLVED: That the recommendations of the November 20, 2017 Committee of the Whole, as contained in items RC17/573 to RC17/586, except item RC17/575 (Application to amend the Official Community Plan for the north-east 0.48 hectare portion of the property located at 29684 Dewdney Trunk Road from *Rural Residential* to *Commercial*) be adopted.

CARRIED

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the recommendations of the November 1, 2017 Freestanding Committee of the Whole (Corporate Administration and Finance – Budget) report, as contained in items COW17/037 to COW17/042 be adopted.

CARRIED

15. PRESENTATIONS

**Staff Service Recognition**

Mayor Hawes presented Joan McPherson, Recreation Leader for the Parks, Recreation and Culture Department, with a pin and certificate in recognition of her 35 years of dedicated service to the District of Mission.

16. PROCLAMATIONS

Moved by Councillor Stevens, seconded by Councillor Hamilton, and
**RESOLVED:** That November, 2017 be proclaimed “Adoption Awareness Month” within the District of Mission.

**17. PUBLIC BUDGET CONSULTATION**

The Deputy Treasurer/Collector presented a slideshow overview of the draft 2018 proposed budget, including:

- A 3.63% increase in property taxes;
- A 1% increase in water user rates;
- A 4% increase in sewer user rates;
- A 4.6% increase to the drainage levy;
- No increase in curbside pick-up of garbage and recycling/compost user rates;
- The budget priorities:
  - Improve public safety
  - Increase staffing for Building Services and Engineering Services
  - Increase administrative support and transfer to the reserve funds
  - Increase safety at the Leisure Centre while the facility is open to the public
- $15.2 million is scheduled for capital projects in 2018;
- Key budget drivers totaling $789,925 to maintain existing services;
- A proposed budget increase of $1,050,525;
- The impact on the average assessed value home of $68.83;
- A tax notice breakdown;
- How Mission compares in 2017 with neighbouring communities (4th lowest of 22 communities in terms of property taxes);
- The forestry enterprise update;
- The capital plan;
- Reserve Transfers;
- Outstanding debt vs. the borrowing limit;
- Utility operations including the water fund, sewer fund, waste management, flat rate user fees, and drainage utility fund;
- The budget survey; and
- Encouragement to the public to provide feedback.

The Mayor opened the floor to the public for comments.

**Lynne Christensen,** Mission, noted she was a long-time resident and business professional in Mission. She expressed the following summarized comments:

- She stated that she was in favour of the animal control services Mission was providing through a contract with the Fraser Valley Regional District’s CARE Centre;
- Ms. Christensen expressed concern regarding the District’s preparedness for winter events. She noted that many residents were unable to leave their homes for several days during last year’s snow event even if their homes were located on snow clearing routes.
- She commended the District’s Bylaw Enforcement Division for their responsiveness and diplomacy, but noted that the Division was understaffed and therefore unable to respond to issues in a timely matter.
- She expressed concern that emergency vehicles would be unable to access her street due to the number of illegally parked cars in the cul-de-sac.
- She urged the District to better market new bylaws to ensure all residents were aware of the changes.
In response to Ms. Christensen’s concerns, Mayor Hawes stated that:

- Emergency vehicles need access to residences at all times and parking was an issue the District was taking seriously;
- The District had hired a Parking Attendant in order to better regulate parking throughout the community;
- The District was also in the process of developing a secondary suite program to ensure that existing units meet safety standards;
- Council had approved a pilot project for sidewalk snow clearing for the 2017/2018 winter season to clear snow from approximately 10 km of municipally-owned, non-resident or business fronted sidewalk.

Councillor Hinds stated that the District had also allocated funds in the 2018 budget to purchase more equipment for snow removal in 2018.

Heidi Smith, Mission, stated that she was a member of the Gorilla Gardeners, a group of volunteers who help to maintain Mission’s public spaces. She noted that the 2018 budget did not appear to allocate any additional funds to better maintain the public spaces throughout the District and expressed concern regarding the amount of litter, graffiti, and weeds in Downtown Mission.

She reminded Council that Downtown Mission was scheduled to receive a $3.5 million facelift and expressed concern that the downtown area would quickly fall into a state of disrepair without an increase in maintenance levels. Ms. Smith suggested that weeds could be chemically suppressed in order to decrease maintenance and noted that the District should consider hiring a local Mission enterprise to perform maintenance tasks downtown.

The Mayor thanked Ms. Smith for her comments and voiced appreciation for the dedication and hard work performed by the Gorilla Gardeners.

Hearing no further comments from the public, the Mayor closed the Public Budget Consultation.

18. COUNCIL COMMITTEE REPORTS AND MINUTES

Moved by Councillor Alexis, seconded by Councillor Stevens, and

RESOLVED: That the following minutes be received as information:
(a) Mission Community Wellness Committee Meeting – September 12, 2017
(b) Joint Shared Services Committee Meeting – September 14, 2017
CARRIED

19. BYLAWS FOR CONSIDERATION

Moved by Councillor Alexis, seconded by Councillor Nicholson, and

RESOLVED:
That Official Community Plan Amending Bylaw 5680-2017-4052(53) (OCP 17-003 CHP Architects), a bylaw to redesignate a portion of property at 29683 Dewdney Trunk Road from Rural Residential to Commercial, be read a first time.

OPPOSED: Councillor Plecas

CARRIED

Mayor Hawes briefly summarized the regulations outlined in the proposed Fire Sprinkler Bylaw 5679-2017 and noted the December 15, 2017 deadline for adoption.

Moved by Councillor Alexis, seconded by Councillor Hamilton, and

RESOLVED:

That Fire Sprinkler Bylaw 5679-2017, a bylaw to require the installation of fire sprinkler systems, be read a first second, and third time.

CARRIED

Moved by Councillor Plecas, seconded by Councillor Hinds, and

1. That Zoning Amending Bylaw 5497-2015-5050(169) (R15-002 Yeo), a bylaw to rezone property at 12654 Powell Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be adopted.

2. That Zoning Amending Bylaw 5574-2016-5050(206) (R16-009 Lafleur), a bylaw to rezone property at 30374 Berg Avenue from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be adopted.

CARRIED

20. COUNCIL MEETING MINUTES FOR APPROVAL

Moved by Councillor Stevens, seconded by Councillor Hamilton, and

RESOLVED: That the following minutes be adopted:

(a) Special Council Meeting – November 1, 2017

(b) Freestanding Committee of the Whole Meeting (Corporate Administration and Finance Committee – Budget) – November 1, 2017

CARRIED

21. NEW/OTHER BUSINESS

There was no new/other business.

22. NOTICES OF MOTION

Moved by Plecas, seconded by Councillor Nicholson, and
RESOLVED:
That the next meeting requirement for the following motion be waived.
CARRIED

Moved by Councillor Hinds, seconded by Councillor Alexis, and

RESOLVED:
That a letter be sent to the Minister and Deputy Minister of Forests, Lands, Natural Resource Operations & Rural Development requesting immediate intervention to ensure supply is available for the shake and shingle mills in the Fraser Valley.
CARRIED

23. QUESTION PERIOD
There were no questions from the public.

24. ADJOURNMENT
Mayor Hawes noted that prominent Mission resident, Tok Herar, had passed away the previous evening. He commended Mr. Herar for his decades of service to the Mission community and offered condolences to his family on behalf of the District.

Moved by Councillor Plecas, seconded by Councillor Nicholson, and

RESOLVED: That the meeting be adjourned.
CARRIED

The meeting was adjourned at 8:27 p.m.
DATE: December 4, 2017
TO: Mayor and Council
FROM: Christine Brough, Executive Assistant
SUBJECT: Resolutions Released from Closed Council – Province of British Columbia – Wildfire and Flood ‘Above and Beyond’ Award Nominations

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

At the November 20, 2017 Closed Council meeting, the following information was released from Closed Council:

Province of British Columbia – Wildfire and Flood ‘Above and Beyond’ Awards

The following people have been nominated by Council for the Province of British Columbia’s Wildfire and Flood ‘Above and Beyond’ Awards:

a) Emergency Social Services (16 separate nominees)
   i. Gina Albanese  ix. Roxanne Jopling-Hill
   ii. Steph Wallbank  x. Shawna Bain
   iii. Maureen Haddock  xi. Catherine O’Donovan
   iv. Allison Harris  xii. Danielle Harris
   v. Shaina Chawla  xiii. Patti DelGrosso
   vi. Manor Madhwan  xiv. Sam Jones
   viii. Maureen Parsley  xvi. Sander Ketellapper

b) Dale Unrau, District of Mission Fire Chief
c) Blaine Odenbach, District of Mission Assistant Fire Chief, Emergency Planning and Fire Prevention
d) Mark Goddard, District of Mission Fire/Rescue Service, Captain
e) Chris Knowles, District of Mission, Manager of Information Services

BACKGROUND:

On October 14, 2017, the Provincial Government announced a recognition program for individuals who performed acts of selflessness and bravery in response to B.C.’s 2017 wildfires and floods. The specifics of the program can be found at https://engage.gov.bc.ca/aboveandbeyondawards.

DISCUSSION AND ANALYSIS:

The following is a list of individuals from Mission who are known to have participated in emergency response efforts throughout the Province.
Their contributions have been summarized based on the information available and is provided below:

a) Emergency Social Services (16 separate nominees)

i. Gina Albanese
ii. Steph Wallbank
iii. Maureen Haddock
iv. Allison Harris
v. Shaina Chawla
vi. Manor Madhwan
vii. Jason Ralston
viii. Maureen Parsley
ix. Roxanne Jopling-Hill
x. Shawna Bain
xi. Catherine O’Donovan
xii. Danielle Harris
xiii. Patti DelGrosso
xiv. Sam Jones
xv. Jav Gill
xvi. Sander Ketellapper

Summary of Activities:

*Prince George Deployment: July 12 – 19, 2017*

Gina Albanese, Steph Wallbank, Maureen Haddock, Allison Harris, Shaina Chawla, Manor Madhwan, Jason Ralston and Maureen Parsley were deployed from July 12 – July 19, 2017. Most of them had supervisory roles (e.g. registration supervisor, night shift supervisor, documentation form checker, etc.). Four out of eight of their group had a red vest on at any given time. The team also did mobile support registration and emotional support to hotels, motels and camp grounds. They re-registered evacuees that were not mobile or had no means of transportation. The team has a psychological support background and could problem solve, assist with paper work, and give emotional support at the same time. The Fire Chief they worked alongside called them his “A Team” and was always relieved when he saw them arrive with their ESU jackets.

*Kamloops Deployment: July 7 – 14, 2017*

Roxanne Jopling-Hill was utilized in Kamloops as a Disaster Psychosocial Volunteer. Her main job in this deployment was to evaluate staff and volunteer burnout and provide emotional debriefing. She was deployed for 7 days, interacted with 42 + people, and provided one-on-one support for 18 individuals.
**Chilliwack Deployment: July 16 to August 8, 2017**

Steph Wallbank, Catherine O’Donovan, Shaina Chawla, Allison Harris, Danielle Harris, Jason Ralston, Manor Madhwan, Patti DelGrosso, Sam Jones, Sander Ketellapper, Jav Gill, and Shawna Bain all assisted the reception center activations from July 16, 2017 to August 8, 2017. The Mission team worked numerous shifts upon activation and continued to support the reception center registration throughout the activation.

**Abbotsford Deployment: September 8, 2017**

On September 8, 2017, Shawna Bain attended the setup of Abbotsford activation for registration; this was in response to a need to have someone that was trained in the registration process as Chilliwack was starting to shut down.

**Williams Lake and 100 Mile House to Abbotsford: Last week of August**

Gina Albanese and Roxanne Jopling-Hill were asked to attend to assist with the evacuation of two First Nations bands, one in Williams Lake and the other in 100 Mile House. Their job was to organize a smooth transition for 87 evacuees, to provide emotional support, and to link them up with services (medical, spiritual, family reunification). The two bands were housed in Abbotsford where Gina and Roxanne worked for a 4 day period to ensure all services were provided as well as emotional support.

**Victoria: Last weekend in August to first week of September**

Gina Albanese was sent to work in the Provincial Emergency Coordination Centre (PECC) in Victoria were she spent 7 days assisting the needs of workers, volunteers and Emergency Management BC (EMBC) staff. Her main job was assessment of burnout and one-on-one debriefing. She interacted with more than 60 people and did one-on-one meetings with more than 27 staff and volunteers. She had a daily meeting with the Operations Manager to make recommendations on emotional wellness and on other resources that should have been put into place prior to the activation. She was asked to stay for an additional 7 days but was not able to fulfill that request.

b) Dale Unrau, District of Mission Fire Chief

Dale was assigned to the Advanced Planning Unit at the NE Provincial Regional Emergency Operation Centre (PREOC) in Prince George from August 1 to August 11, 2017, from 0800-1900 each day. His primary responsibilities were to assess communities’ potential ESS needs/capability for all communities in the North East region of the Province. He also liaised with each of those communities to offer assistance for anything they might need, from training to money, should they either need to evacuate or receive evacuees.

c) Blaine Odenbach, District of Mission Assistant Fire Chief, Emergency Planning and Fire Prevention

Blaine, a seasoned member of Mission’s Emergency Response Team, attended the Emergency Response Centre (ERC) in Williams Lake from July 19 to 24, 2017 after a call from Williams Lake for assistance went out. While there, Blaine assisted with establishing the correct EOC structure and improved communications within the EOC as well as with the Caribou Regional District’s EOC, also in Williams Lake. His presence also made it possible for the EOC team in Williams Lake to rest and take some much needed time off. The District will benefit from the additional experience that Blaine received while in Williams Lake and is proud of the willingness our staff showed to help those in need.
d) Mark Goddard, District of Mission Fire/Rescue Service, Captain

Mark, a seasoned member of Mission’s Emergency Response Team, attended the ERC in Williams Lake from July 19 to 24, 2017 after a call from Williams Lake for assistance went out. While there, Mark assisted with establishing the correct EOC structure and improved communications within the EOC as well as with the Caribou Regional District’s EOC, also in Williams Lake. His presence also made it possible for the EOC team in Williams Lake to rest and take some much needed time off. The District will benefit from the additional experience that Mark received while in Williams Lake and is proud of the willingness our staff showed to help those in need.

e) Chris Knowles, District of Mission, Manager of Information Services

Chris, a seasoned member of Mission’s Emergency Response Team, attended the ERC in Williams Lake from July 19 to 24, 2017 after a call from Williams Lake for assistance went out. While there, Chris was instrumental in addressing the outstanding IT challenges faced by the EOC. His presence also made it possible for the EOC team in Williams Lake to rest and take some much needed time off. The District will benefit from the additional experience that Chris received while in Williams Lake and is proud of the willingness our staff showed to help those in need.

While individual Council members and members of the public are free to submit nominations under their own names, these nominations were submitted by Council as a group which required a Council resolution.

SIGN-OFFS:

Christine Brough, Executive Assistant

Comment from Chief Administrative Officer
Reviewed.