Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in the **Training Room** of Fire Station No. 1, 33330 – 7th Avenue, Mission, British Columbia on Monday, April 9, 2018 commencing at 8:30 a.m.

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

**Staff Members Present:**
Ron Poole, Chief Administrative Officer  
Mike Younie, Deputy Chief Administrative Officer  
Michael Boronowski, Manager of Civic Engagement and Corporate Initiatives  
Ken Bourdeau, Manager of Long Range Planning  
Jenny Hill, Administrative Assistant  
Kerri Onken, Deputy Treasurer/Collector  
Robert Publow, Manager of Planning  
Jennifer Russell, Deputy Corporate Officer  
Debbie Sanderson, Administrative Assistant  
Steve Simmonds, Manager of Inspection Services  
Dan Sommer, Director of Development Services  
Dale Unrau, Fire Chief

1. **CALL TO ORDER**

The meeting was called to order.

2. **ADOPTION OF AGENDA**

Moved by Councillor Plecas, seconded by Councillor Hamilton, and

RESOLVED: That the April 9, 2018 Special Council Agenda be adopted.

CARRIED

3. **NEW BUSINESS**

**Secondary Suites Program – Recommended Approach**

*Presentation by Staff*

The Director of Development Services gave a PowerPoint presentation, titled “Exploring Options for a Secondary Suites Program”, which provided a brief overview of the current situation and possible options for the District’s secondary suite program. This presentation included the following information:
As there are several direct and indirect issues surrounding secondary suites, several of the District's bylaws may need to be amended and new policies written. Due to the increase in price of houses and diminishing rental vacancies, secondary suites are vital to provide affordable rental units within the District. Currently, the District's Zoning Bylaw identifies secondary suites under a "secondary dwelling use" which includes coach houses, garden cottages and secondary family dwellings. The Zoning Bylaw further stipulates restrictions with respect to parking requirements and suite size. There are challenges with the current definition of a suite that will need to be addressed when moving forward with a new secondary suite program.

The current issues directly related to secondary suites are as follows:

- an inconsistent and difficult application process, and difficulties in the administration and enforcement of the bylaws and policies;
- inequity in the current approach;
- the issue of utility consumption in regards to double-billing, revenue, and cost recovery;
- life safety and BC Building Code issues, as an acceptable threshold has not yet been established; and
- the issue of illegal suites, (i.e. multiple suites in one residence).

The current issues that are indirectly related to secondary suites, in that these issues are not only related to suites, are as follows:

- parking and traffic issues in regards to congestion, lack of on and off street parking, and challenges with first responder and garbage services;
- noise and unsightly premises; and
- vacation rentals, which have not yet become a concern within the District.

The objectives of a secondary suite program were identified as follows:

- registration of all secondary suites in regards to tracking and cost recovery;
- suites only being allowed in areas that could accommodate for the required parking, service capacity, and lot configuration;
- having some properties and neighbourhoods set aside exclusively for single-family dwellings with no secondary suites being allowed;
- ensuring everyone pays their fair share in regards to utilities, roads, parks, policing, etc.;
- a program that is easy to comply with;
- an amnesty period for unauthorized suites to provide time to comply;
- no displacement of renters unless absolutely necessary; and
- ensuring life safety and Building Code compliance when practical and reasonable.
Based on tax roll records, there are approximately 13,000 residential properties within the District. Of those, approximately 1,500 are zoned to allow for a secondary dwelling which are concentrated within Mission’s core, whereas the others were specifically rezoned to accommodate for secondary suites. Of the 1,500 properties, 360 are currently being double billed for a secondary suite. These residences are designated as “authorized suites” as they meet both the zoning bylaw and utility billing requirements. There are currently 1,668 double-billed suites that do not have the proper zoning to allow a secondary suite. There are 96 properties which have been identified as either having several secondary suites or have serious safety and BC Building Code concerns. Staff in Bylaw Enforcement are actively working to gain compliance on these properties. These are referred to as “unauthorized suites” because they have been granted tacit or implied approval by way of double-billing.

As the tracking of secondary suites is currently done by cross-referencing various information such as ads in the local paper and online, a program that requires the registration of any secondary dwelling would provide a better database. Staff are aware that there are numerous residences which contain secondary suites which have not yet been identified.

The current zoning bylaw approach to secondary suites results in approximately 21 percent compliance rate due to non-enforcement of the zoning bylaw and allowing double-billing as an alternative to rezoning. An option for the District’s secondary suite program is to accommodate for the existing unauthorized suites by changing the zoning to allow every residential property to have a suite, provided certain criteria are met such as registration, parking, water meter installation, etc. Any conditions imposed would be directly related to the overall objectives of the program.

Discussion, Comments, Questions

Discussion ensued on the following points:

- double-billing and other fees;
- a thorough assessment of the proposed fee structure;
- where the revenue from the secondary suite program will be allocated;
- liability issues and legal ramifications;
- ensuring the District will be complying with all rules and regulations;
- ensuring equity with the program;
- best practices for obtaining compliance;
- timelines for implementation;
- amnesty periods for homeowners;
- preparing an objective and clear definition of a secondary suite; and
- water meters.

Staff will utilize the feedback received from Council to prepare secondary suite program options for Council’s consideration.
4. ADJOURNMENT

Moved by Councillor Plecas, seconded by Councillor Hamilton, and
RESOLVED: That the Special Council meeting be adjourned.
CARRIED

The meeting was adjourned at 10:31 a.m.

RANDY HAWES
MAYOR

MIKE YOUNIE
CORPORATE OFFICER