MINUTES of the REGULAR MEETING of the COUNCIL of the DISTRICT OF MISSION and COMMITTEE OF THE WHOLE held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on April 1, 2019 commenced at 6:00 p.m.

Council Members Present: Mayor Pam Alexis
Councillor Cal Crawford
Councillor Mark Davies
Councillor Jag Gill
Councillor Carol Hamilton
Councillor Ken Herar
Councillor Danny Plecas

Staff Members Present: Mike Younie, Chief Administrative Officer
Jennifer Russell, Corporate Officer
Ken Bourdeau, Manager of Long Range Planning and Special Projects
*Guy Gusdal, Manager of Inspection Services
*Jay Jackman, Manager of Development Engineering and Projects
*Arthur Kastelein, Manager of Engineering Design and Planning
Tracy Kyle, Director of Engineering and Public Works
Kerri Onken, Acting Director of Finance
Barclay Pitkethly, Deputy Chief Administrative Officer
Robert Publow, Manager of Planning
Scott Ross, Manager of Accounting Services
Dan Sommer, Director of Development Services
Allyssa Fischer, Administrative Assistant
Jennifer Hill, Administrative Assistant

*Present for a portion of the meeting

1. CALL TO ORDER

Mayor Alexis called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Plecas, seconded by Councillor Gill, and

RESOLVED: That the agenda for the Regular Council meeting of April 1, 2019 be adopted.

CARRIED

3. PRESENTATIONS

Canadian Award for Financial Reporting

The Mayor presented the Finance Department with the Government Finance Officers Association of the United States and Canada’s Canadian Award for Financial Reporting in 2017.
4. DELEGATIONS

Angel Elias

Angel Elias of the Mission Hospice Society appeared before Council to discuss the approaching expiration of the Temporary Use Permit (TUP) for 32180 Hillcrest Avenue. She stated that the cost to renew the TUP every three years represented a strain on the Society’s operating budget and that she was seeking to rezone the property to accommodate the Society’s services moving forward.

Mayor Alexis noted that Council had passed a motion at the March 18, 2019 Council meeting for staff to investigate options to provide non-profit organizations with discounted fees for development applications and permits.

Don Lennox

Don Lennox appeared before Council to discuss the disparity in municipal utility fees between single family dwelling units and homes with secondary dwelling units. Mr. Lennox stated that the additional fees paid by homeowners with secondary dwelling units does not always accurately reflect the residents’ use of municipal utilities and asked Council to consider alternatives.

It was noted that staff are in the process of developing a program for secondary dwelling units that would more accurately reflect their use of municipal utilities.

5. PUBLIC HEARINGS

Zoning Amending Bylaw 5811-2018-5050(328)

R18-046 (Bate) – a bylaw to rezone property at 32939 Best Avenue from Urban Residential 558 (R558) Zone to Urban Residential 465 (R465) Zone and Urban Residential 465 Secondary Dwelling (R465s) Zone

The purpose of the proposed Zoning bylaw amendment is to rezone property at 32939 Best Avenue from Urban Residential 558 (R558) Zone to Urban Residential 465 (R465) Zone and Urban Residential 465 Secondary Dwelling (R465s) Zone to facilitate an eight lot subdivision with secondary dwelling units permitted on five of the eight lots. The subject property is legally described as:

- Parcel Identifier: 017-452-368
- Lot 28 Section 28 Township 17 New Westminster District Plan LMP1139

The Mayor opened the public hearing.

The Manager of Planning showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map.
3. Proposed site plan.

The Corporate Officer stated that the following correspondence pertaining to the subject application had been received:

- Letter from Leigh Lehmann dated March 1, 2019 expressing concerns with the application in regards to potential parking and access issues on Bowyer Drive, visibility and access to driveways along Best Avenue, the land to building ratio, lack of green spaces, conformity to existing neighbourhood character, and increased consumption of groundwater resources.
Email from Michelle Kolinsky dated April 1, 2019, read out in its entirety, which noted concerns with the application in regards to potential parking and access issues on the corner of Bowyer Drive.

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

Gail Hildebrandt, Mission, expressed concerns in regards to lack of parking, poor visibility, and access issues on Bowyer Drive. Ms. Hildebrandt stated that the proposed development was not the best option for the street.

The Manager of Planning clarified that only one property on Bowyer Drive would be rezoned to permit a secondary dwelling unit and that all lots zoned to permit secondary dwelling units would be required to provide three off-street parking spaces. He noted that shared driveways had been recommended for the development in order to maximize the amount of off-street parking. He further noted that the homes met the setback requirements for the proposed zoning and no variances would be required.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5811-2018-5050(328) R18-046 (Bate) closed.

Zoning Amending Bylaw 5828-2019-5050(336)

R18-055 (Gibson) – a bylaw to rezone property at 8250 Haffner Terrace from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone

The purpose of the proposed Zoning bylaw amendment is to rezone property at 8250 Haffner Terrace from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone to allow a secondary dwelling use. The subject property is legally described as:

Parcel Identifier: 017-511-241
Lot 25 Section 29 Township 17 New Westminster District Plan LMP1907

The Mayor opened the public hearing.

The Manager of Planning showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map.
3. Proposed site plan.

The Corporate 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.

Susan Collins, Mission, expressed concerns regarding the number of illegal secondary dwelling units located on 33 foot lots on Haffner Terrace and Tanaka Terrace, which contribute to parking congestion in the neighbourhood. She stated that many homeowners parked large recreational vehicles on their driveways and did not provide off-street parking spaces for their tenants. She noted that vehicles parked on both sides of Kudo Drive, creating visibility issues and allowing only a single lane of travel. Ms. Collins asked if the grass boulevard on Kudo Drive could be paved to provide additional parking spaces.

Stefan Dyk, Mission, expressed concerns with the application in regards to an increase in traffic and noise, cars using his driveway to turn around, parking congestion, and speeding vehicles creating safety issues. He stated that homeowners in the area were not providing off-street parking for tenants and zoning bylaws should be enforced.
Scott Gibson, the applicant, stated that he was in agreement with his neighbours in regards to parking and traffic congestion in the area. He noted that an additional off street parking space would be provided to the tenant.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5828-2019-5050(336) R18-055 (Gibson) closed.

6. **RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE**

   Moved by Councillor Davies, seconded by Councillor Plecas, and

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

   CARRIED

7. **DEVELOPMENT SERVICES**

   **Review and Update of the District of Mission Zoning Bylaw**

   A report from the Manager of Long Range Planning and Special Projects dated April 1, 2019, detailing public consultation that will be initiated prior to the introduction of the updated Zoning Bylaw for Council’s consideration, was provided for the Committee’s information.

   The Manager of Long Range Planning and Special Projects provided an update on the consultation process. He stated that opportunities for the public to provide feedback on the updated Zoning Bylaw continue, with an online survey launching in April, and public consultation sessions to be held at Silverdale Elementary School on April 25 and Heritage Park on May 1. Staff will review public feedback in May and June and will consider public feedback when drafting the bylaw. He stated that staff plan to bring forward the bylaw for Council’s consideration in early July.

   **Rezoning Application (R18-051) - 9826 Dewdney Trunk Road**

   A report from the Planner dated April 1, 2019, regarding a development application for 9826 Dewdney Trunk Road, was provided for the Committee’s information.

   Staff supports the application moving forward and will schedule the Public Hearing for April 15, 2019 subject to Council granting first and second readings to the related zoning bylaw.

   **Rezoning Application (R18-054) - 33789 Knight Avenue**

   A report from the Planning Technician dated April 1, 2019, regarding a development application for 33789 Knight Avenue, was provided for the Committee’s information.

   Staff supports the application moving forward and will schedule the Public Hearing for April 15, 2019 subject to Council granting first and second readings to the related zoning bylaw.

   **Rezoning Application (R18-048) - 12631 Powell Street**

   A report from the Planning Technician dated April 1, 2019, regarding a development application for 12631 Powell Street, was provided for the Committee’s information.

   Staff supports the application moving forward and will schedule the Public Hearing for April 15, 2019 subject to Council granting first and second readings to the related zoning bylaw.
Show Home Building Permit Policy
A report from the Manager of Inspection Services dated April 1, 2019, detailing the proposed Show Home Building Permit Policy, was provided for the Committee’s consideration.

In response to questions from Council, staff clarified that unlike a purpose built sales centre, a show home would be available for purchase and occupation after the development was complete.

Moved by Councillor Plecas, and

RECOMMENDED:
1. That Development and Subdivision Control Bylaw 5650-2017 be amended to delete Schedule G - Standards for Show Home Building Permits and to remove related references to Schedule G in the bylaw as provided in Appendix 1 to the report by the Manager of Inspection Services report dated April 1, 2019; and

2. That proposed Council Policy LEG.02(C) - Show Home Building Permit, as provided in Appendix 2 to the report by the Manager of Inspection Services dated April 1, 2019, be approved to allow issuance of show home building permits.

CARRIED

Rescind Rezoning Application (R17-033) - 8187 Oyama Street
A report from the Planning Technician dated April 1, 2019, detailing the applicant’s request to close the development application to rezone 8187 Oyama Street, was provided for the Committee’s information.

Zoning Amending Bylaw 5776-2018-5050(311) is currently sitting at third reading, and all readings need to be rescinded to close the file. Staff have listed the bylaw under the “Bylaws for Consideration” section of the Council agenda.

Renewal of Temporary Use Permit TP15-003 - 34641 Lougheed Highway
A report from the Planner dated April 1, 2019, seeking Council’s approval to renew a Temporary Use Permit for 34641 Lougheed Highway, was provided for the Committee’s consideration.

Staff support the renewal application for a Temporary Use Permit for a three year term due to the applicant’s commitment to completing the outstanding items and, as such, have listed the Temporary Use Permit for approval under the “Permits for Consideration” section of the Council agenda.

Moved by Councillor Hamilton, and

RECOMMENDED:
That Temporary Use Permit Renewal Application TP15-003 be approved and the issuance of the Temporary Use Permit Renewal TP15-003 for 34641 Lougheed Highway be held for up to 30 days to allow the remaining outstanding items to be finalized.

CARRIED

8. CORPORATE ADMINISTRATION AND FINANCE

2019 to 2023 Financial Plan Bylaw
A report from the Acting Director of Finance dated April 1, 2019, detailing the 2019 to 2023 Financial Plan Bylaw, was provided for the Committee’s information.
The 2019 to 2023 Financial Plan is listed under the "Bylaws for Consideration" section of the agenda for consideration of first three readings.

**Mission Downtown Business Improvement Area Bylaw**

A report from the Acting Director of Finance dated April 1, 2019, regarding the renewal of the Mission Downtown Business Improvement Area, was provided for the Committee’s information.

The counter-petition process for the annual business improvement levy for the Business Improvement Area has concluded with insufficient opposition to defeat the renewal process. It is therefore recommended that Council proceed to adopt Mission Downtown Business Improvement Area Establishment Bylaw 5793-2018 which is listed under the "Bylaws for Consideration" section of this agenda.

**Regional Utilities Financial Plan Carry Forward Amendment, 2018 to 2019**

A report from the Acting Director of Finance dated April 1, 2019, seeking approval of the regional water and sewer budget carry forward requests and budget amendments, was provided for the Committee's consideration.

Moved by Councillor Hamilton, and

RECOMMENDED:

1. That the Regional water operating carry forward requests, totaling $153,000 (Mission’s share is $36,307) be approved;

2. That the correction to the 2019 Regional Water Operating Plan (presented January 10, 2019) reducing the plan by $169,000 (Mission’s share is $40,104) be approved;

3. That the regional sewer operating carry forward requests, totaling $103,000 (Mission’s share is $21,918) be approved;

4. That the regional water capital carry forward requests and associated funding sources attached as Appendix 2 to the Acting Director of Finance’s report entitled “Regional Utilities Financial Plan Carry Forward Amendment, 2018 to 2019” dated April 1, 2019, and includes blending the Norrish Creek Actuator for $80,000 and the Hydraulic Actuator for $180,000 into one budget (Mission’s share is $1,434,952) be approved;

5. That the regional sewer capital carry forward requests and associated funding sources attached as Appendix 2 to the Acting Director of Finance’s report entitled “Regional Utilities Financial Plan Carry Forward Amendment, 2018 to 2019” dated April 1, 2019, (Mission’s share is $1,774,076) be approved;

6. That the capital project to replace the HVAC/AC at the office building at 6011 Gladwin Road for $15,000 (Mission’s share is $3,192) with funding from the Sewer Capital Reserve Fund be added to the Regional Sewer Capital Plan be approved; and

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

CARRIED

**2018 Budget Carry Forward Requests**

A report from the Manager of Accounting Services dated April 1, 2019, detailing the 2019 budget carry forward requests for specific projects, was provided for the Committee’s consideration.

Discussion ensued and staff answered the Committee’s questions in regards to cost savings, inflation, and reserve funds.
Moved by Councillor Crawford, and

RECOMMENDED:

1. That the 2018 capital budget carry forwards attached as Appendix “A” to the report entitled ‘2018 Budget Carry Forward Requests” from the Manager of Accounting Services dated April 1, 2019, be approved;

2. That the 2018 operating budget carry forwards attached as Appendix “B” to the report entitled ‘2018 Budget Carry Forward Requests” from the Manager of Accounting Services dated April 1, 2019, be approved; and

3. That the District’s 2019 Financial Plan be amended accordingly (final dollar amounts will depend on year-end balances).

CARRIED

9. ENGINEERING AND PUBLIC WORKS

JAMES Wastewater Treatment Plant, Old Outfall – Land Tenure Renewal Application

A report from the Director of Engineering & Public Works dated April 1, 2019, seeking approval for the renewal of the Outfall Land Tenure Replacement Application package, was provided for the Committee’s consideration.

Moved by Councillor Crawford, and

RECOMMENDED:

That Council endorse the Outfall Land Tenure Replacement Application package, for a period of 10-30 years, for the JAMES Wastewater Treatment Plant, as included in Attachment “A” to the report from the Director of Engineering and Public Works dated April 1, 2019.

CARRIED

Supply and Delivery of a Truck Mounted Combination Jet/Vacuum Hydro-Excavating Truck

A report from the Operations Manager dated April 1, 2019, seeking approval to complete the purchase of a Combination Truck, was provided for the Committee’s consideration.

Discussion ensued and staff answered the Committee’s questions in regards to maintenance costs and the vehicle’s life expectancy.

Moved by Councillor Crawford, and

RECOMMENDED:

1. That the contract for the purchase of one Combination Truck be awarded to Kendrick Equipment Ltd. at a cost of $604,175.50 plus GST; and

2. That notwithstanding “Policy FIN.24 – Procurement, Stores and Disposition”, any future change orders to the contract within the approved budget be delegated to the Operations Manager.

CARRIED

Nottman Rainwater Detention Pond

A report from the Manager of Engineering Planning and Design dated April 1, 2019, seeking approval to proceed with completion of the detailed design of the Nottman Rainwater Detention Pond, was provided for the Committee’s consideration.
Moved by Councillor Davies, and

RECOMMENDED:

1. That the 2019 budget be amended to include $25,000 to complete the design of Nottman Rainwater Detention Pond;

2. That the budget of $25,000 for design be funded from the Drainage DCC Reserve Fund, with the municipal assist portion of 1% from the General Capital Reserve Fund; and

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

CARRIED

10. RESOLUTION TO RISE AND REPORT

RC19/198
APR. 01/19

Moved by Councillor Crawford, seconded by Councillor Herar, and

RESOLVED: That the Committee of the Whole now rise and report.

CARRIED

11. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

RC19/199
APR. 01/19

Moved by Councillor Plecas, seconded by Councillor Davies, and

RESOLVED: That the recommendations of the April 1, 2019 Committee of the Whole, as contained in items RC19/184 to RC19/197 be adopted.

CARRIED

12. COUNCIL COMMITTEE REPORTS AND MINUTES

RC19/200
APR. 01/19

Council provided updates on recent committee and association meetings.

Moved by Councillor Davies, seconded by Councillor Plecas, and

RESOLVED: That the following items be received as information:

(a) Parks and Recreation Advisory Committee meeting minutes – January 8, 2019

(b) Joint Shared Services Committee meeting minutes – January 10, 2019

(c) Cultural Resources Commission meeting minutes – January 16, 2019

(d) Mission Heritage Committee meeting draft minutes – March 6, 2019

CARRIED

13. COUNCIL MEETING MINUTES FOR APPROVAL

RC19/201
APR. 01/19

Moved by Councillor Plecas, seconded by Councillor Davies, and

RESOLVED: That the following minutes be adopted:

(a) Special Council Meeting (Budget) – March 6, 2019

(b) Regular Council Meeting (for the purpose of going into a closed meeting) – March 18, 2019

(c) Regular Council Meeting – March 18, 2019

CARRIED
14. BYLAWS FOR CONSIDERATION

RC19/202
APR. 01/19
Moved by Councillor Plecas, seconded by Councillor Herar, and

RESOLVED:

That Zoning Amending Bylaw 5831-2019-5050(338) R18-051 (OTG Development Concepts), a bylaw to rezone property at 9826 Dewdney Trunk Road from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be read a first and second time.

CARRIED

RC19/203
APR. 01/19
Moved by Councillor Crawford, seconded by Councillor Gill, and

RESOLVED:

That Zoning Amending Bylaw 5833-2019-5050(339) R18-054 (Cheema), a bylaw to rezone property at 33789 Knight Avenue from Urban Residential 465 (R465) Zone to Urban Residential 465 Secondary Dwelling (R465s) Zone, be read a first and second time.

CARRIED

RC19/204
APR. 01/19
Moved by Councillor Crawford, seconded by Councillor Davies, and

RESOLVED:

That Zoning Amending Bylaw 5835-2019-5050(340) R18-048 (Ollen), a bylaw to rezone property at 12631 Powell Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be read a first and second time.

CARRIED

RC19/205
APR. 01/19
Moved by Councillor Hamilton, seconded by Councillor Crawford, and

RESOLVED:

That 2019 to 2023 Financial Plan Bylaw 5826-2019, a bylaw to establish the District’s Financial Plan for the years 2019 to 2023, be read a first, second, and third time.

CARRIED

RC19/206
APR. 01/19
Moved by Councillor Crawford, seconded by Councillor Hamilton, and

RESOLVED:

That Development and Subdivision Control Amending Bylaw 5832-2019-5650(2), a bylaw to clarify the District’s standards for show home building permits, be read a first, second, and third time.

CARRIED

RC19/207
APR. 01/19
Moved by Councillor Davies, seconded by Councillor Herar, and

RESOLVED:

That first, second, and third readings of Zoning Amending Bylaw 5776-2018-5050(311) R17-033 (Theron), a bylaw to rezone property at 8187 Oyama Street from Suburban 36 (S36) Zone to Suburban 36 Secondary Dwelling (S36s) Zone, be rescinded.

CARRIED
Moved by Councillor Crawford, seconded by Councillor Davies, and

RESOLVED:

That Zoning Amending Bylaw 5811-2018-5050(328) R18-046 (Bate), a bylaw to rezone property at 32939 Best Avenue from Urban Residential 558 (R558) Zone to Urban Residential 465 (R465) and Urban Residential 465 Secondary Dwelling (R465s) Zone, be read a third time.

CARRIED

Discussion ensued regarding the development application for 8250 Haffner Terrace. Council noted residents’ concerns and directed staff to investigate parking issues on Kudo Drive.

Moved by Councillor Plecas, seconded by Councillor Crawford, and

RESOLVED:

That Zoning Amending Bylaw 5828-2019-5050(336) R18-055 (Gibson), a bylaw to rezone property at 8250 Haffner Terrace from Urban Residential 558 (R558) Zone to Urban Residential 558 Secondary Dwelling (R558s) Zone, be read a third time.

CARRIED

Moved by Councillor Hamilton, seconded by Councillor Davies, and

RESOLVED:

That Business Improvement Area Establishment Bylaw 5793-2018, a bylaw to establish a specified area for the purposes of annually funding the Mission Downtown Business Association, be adopted.

CARRIED

Moved by Councillor Davies, seconded by Councillor Plecas, and

RESOLVED:


CARRIED

Moved by Councillor Hamilton, seconded by Councillor Crawford, and

RESOLVED:


CARRIED

15. PERMITS FOR CONSIDERATION

Temporary Use Permit TP15-003 (34641 Lougheed Highway)

Moved by Councillor Davies, seconded by Councillor Gill, and

RESOLVED: That Temporary Use Permit TP15-003 (34641 Lougheed Highway) to supplement District of Mission Zoning Bylaw, as amended, in respect to the above-noted lands as follows:

- to allow for the addition of ‘Supportive Recovery Home’ as the principal use; and
• the allowable use, outlined in this permit, shall be permitted to be conducted on the said lands for a maximum of three (3) years from the date of issuance of the permit and the use of the property for those purposes is subject to several conditions as listed on the draft permit.

be **approved.**

CARRIED

16. RESOLUTIONS RELEASED FROM CLOSED

The following resolution was released from the Closed Council meeting held on March 18, 2019:

**Temporary Appointment of Financial Officer**

That Kerri Onken, the Deputy Treasurer/Collector, be appointed as the District of Mission's Financial Officer until a permanent replacement for Kris Boland, the Director of Finance, is hired.

17. NEW/OTHER BUSINESS

There was no new/other business.

18. NOTICES OF MOTION

There were no notices of motion.

19. QUESTION PERIOD

There were no questions from the public.

20. ADJOURNMENT

Moved by Councillor Davies, seconded by Councillor Crawford, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:27 p.m.

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PAMELA ALEXIS, 
MAYOR

JENNIFER RUSSELL, 
CORPORATE OFFICER