



The **Agenda** of the **Economic Development Select Committee (EDSC)** meeting to be held in the **Conference Room** of the Welton Common Building at 7337 Welton Street, Mission, British Columbia on Wednesday, October 9, 2019 at 8:00 a.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES FOR APPROVAL

- (a) Minutes of the Economic Development Select Committee meeting held on Wednesday, September 11, 2019. Page 2

4. OLD BUSINESS

- (a) Development Services: Update on Sep. 10/19 Action Item – Commercial & Industrial Development Activity Data Tracking – D. Sommer

5. RESOLUTION TO EXCLUDE PUBLIC AND IMMEDIATELY CONVENE INTO CLOSED SESSION

- (a) That, pursuant to Sections 90(1)(e) and 90(1)(k) of the Community Charter, this Regular Meeting of the EDSC be closed to the public as the subject matter being considered relates to the following: Page #
- 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)(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.

- (b) That the public portion of this meeting be recessed until all closed items of business are dispensed with.

- (c) That the Committee immediately resolve into the closed portion of their meeting.

6. RECONVENE

7. ROUNDTABLE (time permitting)

Opportunity to speak about your business, the local economy, opportunities, committee liaison roles, or ideas. Please keep brief to allow time for others.

8. CLOSING REMARKS – Ed Sarfeld

9. NEXT MEETING: Wednesday, November 13, 2019.

10. ADJOURNMENT

The **Minutes** of the **Economic Development Select Committee** meeting held in the **Conference Room 2** of the Welton Common Building at 7337 Welton Street, Mission, British Columbia on Wednesday, September 11, 2019 commencing at 8:00 am.

Members Present: Edgar Sarfeld, Vinegar Hill Consulting, Chair
Rocky Blondin, Blondin Enterprises Inc.
Lesa Lacey, Lacey Developments Ltd.
Chris Hartman, Polygon Homes Ltd.
Allan Main, Community Futures North Fraser
Wade Peary, Riverside College
Dan Schubert, Schubert Plumbing & Heating Ltd.
Raymond Szabada, Sumas Regional Consortium for High Tech

Members Absent: Sean Melia, MRCC & Prospera Credit Union
Beverly Toews, Fraser Pacific Enterprises & Sumas Transport Inc.
Craig Toews, University of the Fraser Valley

Council
Representative: Mayor Pam Alexis

Others Present: Stacey Crawford, Economic Development Officer
Barclay Pitkethly, Deputy CAO
Jennifer Russell, Corporate Officer
Clare Seeley, Manager of Tourism
Dan Sommer, Director of Development Services
Mike Younie, CAO
Sandra Johannson, Administrative Assistant

1. CALL TO ORDER

The Chair called the meeting to order.

2. ADOPTION OF AGENDA

Moved and seconded,

That the agenda of the Economic Development Select Committee meeting held on September 11, 2019 be approved as circulated.

CARRIED

3. MINUTES FOR APPROVAL

Moved and seconded,

That the minutes of the June 12, 2019 meeting of the Economic Development Select Committee be approved.

CARRIED

4. NEW BUSINESS

(a) Welcome and Introduction of New Members

The Chair welcomed and introduced the new Committee members: Allan Main from Community Futures North Fraser and Chris Hartman from Polygon Homes Ltd.

(b) Conflict of Interest and Non-Disclosure

Jennifer Russell and Barclay Pitkethly presented an overview of the responsibilities of Council Committees and their relationship with Council, including expectations, decorum, and protocol.

It was noted that the EDSC's Terms of Reference outline the responsibilities of this Committee, plus the *Community Charter* and the District of Mission's Council Committee policies both provide further information.

At one time, members of this Committee signed a confidentiality agreement when they became a member. Although this is no longer practiced, it can be re-introduced if that is the direction this Committee would like to take.

Barclay Pitkethly and Jennifer Russell left the meeting at 8:24 am.

(c) Tourism and Film Update

Clare Seeley provided the Committee with an update on tourism and film from throughout the summer.

This was the first summer of the Visitors Information Centre (VIC); the focus has been on "Made in Mission", Mission-based brands and artisans. A new external map of Mission that focuses on trails and attractions (rather than the road network) has been erected at the VIC and paper copies are being printed for distribution to the public.

Other highlights include:

- weekend events that have been showcased on social media throughout the summer, plus a social media pilot project with Destination BC has started;
- an increase in the number of filming applications in Mission; and
- the new Tourism Subcommittee is underway.

(d) Development Services Update

Dan Sommer provided an overview of recent policy and programs/initiatives for the Development Services Department, including:

- Zoning Bylaw Review;
- Housing Needs Assessment and Affordable Housing Strategy;
- Cedar Valley Local Area Plan Review (nearing completion);
- neighbourhood planning;
- Building Permit Fees Review – currently, the District of Mission does not recover some of the fees that other municipalities do;
- departmental process efficiency improvements in Inspection Services;

- the District's involvement in the province's Tall Buildings/Mass Timber initiative which is designed to make higher density projects more affordable, by allowing wood construction up to 12 stories. Council is supporting the District being part of pilot project; and
- development of bylaws and policies to respond to the legalization of recreational cannabis.

Mr. Sommer provided a brief overview of development application and building permit application numbers, noting that in general, the numbers are comparable to those of 2018.

Discussion ensued regarding the increasing gap between commercial/industrial lands and residential lands. It was noted that many of the District's broader initiatives (i.e., Waterfront), will help to address this gap.

Action Item: Dan Sommer is to provide the Committee with a breakdown of data, specifically noting comparisons of the commercial and industrial applications for new space and new construction, as well as a breakdown of Pre-Application Review Applications that are commercial or industrial-based.

Lesia Lacey left the meeting at 8:50 am.

(e) Waterfront Revitalization Initiative Update

Stacey Crawford explained that during the summer, there were four types of technical studies underway related to the Waterfront: geotechnical, environmental, flood management, and municipal infrastructure requirements. In addition, the District is assessing the transportation networks. Technical testing is now complete and it is expected that by the end of September, the District will have received the reports and recommendations from the consultants.

Mr. Crawford added that Council's vision for the Waterfront is closely aligned to the Official Community Plan and to their Strategic Plan. Furthermore, Council has provided clear direction on a delivery model to achieve this vision of the Waterfront. Council is eager to diversify the tax base and development of the Waterfront would help to achieve this.

The next phase of this initiative is engagement with stakeholders and other levels of government as well as looking for new funding opportunities, as illustrated on the "Mission Waterfront Roadmap". The Roadmap illustrates the major deliverables and objectives of this project with a timeline, and also who the key engagement and consultation stakeholders are.

The District has ongoing meetings occurring with different stakeholders, including: with waterfront landowners and the Advisory Committee in approximately four to six weeks (postponed from September due to low enrolment); with First Nations and the owners of Mission Raceway; and with a variety of agencies to discuss employment lands. The next major engagement with Council will likely occur in November.

(f) DRAFT Operational Plan

Stacey Crawford reported that an updated draft of the Operational Plan is not yet available, however the completed draft should be completed for the November EDSC meeting.

Raymond Szabada left the meeting at 9:13 am.

(g) Industrial Land Inventory

An inventory of industrial-zoned lands in Mission was provided to the Committee as information.

5. ROUNDTABLE

Highlights of the roundtable discussion include:

- A concern regarding mill closures that have been in the news lately, although there aren't any closing Mission that members of this Committee are aware of.
- Mayor Alexis sent an open letter to the editor of the Mission City Record whereby she has extended an open invitation to all candidates to talk about Mission's priorities. The details of the letter will appear in the September 13 edition of the newspaper, as well as on the District's website.
- Community Futures is looking for office space. It was noted that there is a shortage of this type of space within the community.

6. CLOSING REMARKS

The Chair discussed how this Committee meeting was an informational one to provide updates. These "update" meetings will be held two to three times a year, and the remainder will be to discuss specific topics and perhaps form working groups.

7. NEXT MEETING

Wednesday, October 9, 2019 at 8:00 am in the Conference Room at the Welton Common Building.

8. ADJOURNMENT

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:33 pm.

Building Permits Issued		
Permit Construction Type	Statistics	Comments
Commercial	<ul style="list-style-type: none"> • 43 Permits issued (29 Tenant Improvements), Total construction value of \$6.86 million. • Less than 8 weeks average processing time to permit issuance; • Average construction value of \$190,000 (from \$1,000 to \$4 million). 	1 new building
Institutional	<ul style="list-style-type: none"> • 3 permits issued. • Approximately 4.5 weeks average processing time to permit issuance. • Average construction value \$42,500. 	
Industrial	<ul style="list-style-type: none"> • No permits issued. 	
Building Permit Application In-Process (awaiting detail plan review)		
Commercial	<ul style="list-style-type: none"> • 22 applications • Estimated total construction value of \$6.61 million • 5 ½ weeks average in progress processing time 	A number of applications were received in the past 2 weeks 1 new building received in the past 2 weeks.
Institutional	<ul style="list-style-type: none"> • 2 applications in process • Estimated total construction value of \$ 546,000 	
Industrial	<ul style="list-style-type: none"> • No applications in process 	
Building Permit Application In-Process (Application reviewed – awaiting information or revisions from the Applicant)		
Commercial	<ul style="list-style-type: none"> • 10 applications reviewed • Estimated total construction value of \$17.7 million • 23 weeks average in processing time 	One project (new seniors housing and community centre) is the bulk of the construction value (approximately \$17 million). A number of townhouse/row house applications were received that did not provide estimated construction values.
Institutional	<ul style="list-style-type: none"> • 1 application reviewed • \$300,000 estimated construction value 	
Industrial	<ul style="list-style-type: none"> • 1 application reviewed • \$311,000 estimated construction value 	