

Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in **Room #4** of the Mission Leisure Centre, 7650 Grand St, Mission, British Columbia on Monday, December 9, 2019 commencing at 9:00 a.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  
Barclay Pitkethly, Deputy Chief Administrative Officer  
Doug Stewart, Director of Finance  
Christine Brough, Executive Assistant

Other Staff Members Present, for specific topics as noted:

SC19/061-062 Jason, Horton, Manager of Parks and Facilities  
SC19/063-065 Jay Jackman, Manager of Development Engineering,  
Projects and Design  
SC19/061-062 Stephanie Key, Deputy Director of Parks, Recreation  
and Culture  
SC19/063-065 Tracy Kyle, Director of Engineering and Public Works  
SC19/059-060 Norm MacLeod, Assistant Fire Chief  
SC19/060-065 Maureen Sinclair, Director of Parks, Recreation and  
Culture  
SC19/063-065 Dan Sommer, Director of Development Services  
SC19/059-060; 063-065 Dave Unrau, Fire Chief and Director of Fire/Rescue  
Services

Guests Present, for specific topics as noted:

SC19/063-065 Paul Fenske, EKISTICS Principal – Urban Planning  
SC19/063-065 Beatriz Oliva, EKISTICS Project and Operations  
Manager

## 1. CALL TO ORDER

The meeting was called to order.

## 2. ADOPTION OF AGENDA

SC19/059  
DEC. 09/19

Moved by Councillor Plecas, seconded by Councillor Gill, and

RESOLVED: That the December 9, 2019 Special Council Agenda be adopted.

CARRIED

### 3. NEW BUSINESS

SC19/060  
DEC. 09/19

#### Emergency Management

The Assistant Fire Chief reviewed the British Columbia Emergency Management System (BCEMS) Four Pillars Approach. He also provided an overview of the status of the AGLG Action Plan. Discussion ensued on those parts of the plan that have been completed in 2019, the work that is ongoing, and the tasks that have been scheduled for completion in 2020.

Assistant Fire Chief MacLeod then provided an overview of the new structure for the District of Mission's Emergency Management Program. He noted that Council, as the Executive Emergency Management Committee Policy Group, are responsible for:

- a) declaring a state of local emergency, as well as rescinding the declaration once the need for the declaration has passed;
- b) authorizing the use of emergency powers available under the *Emergency Program Act*, as required, and to monitor use of such powers;
- c) establishing any emergency policy and/or bylaw necessary to facilitate the response to an emergency or disaster; and,
- d) requiring an emergency management program and plans to be prepared for the District of Mission respecting preparation for, response to, and recovery from an Emergency or Disaster.

In response to questions from Council, the Chief Administrative Officer confirmed that the Council Procedure Bylaw allows for electronic participation of all Council members at a Council meeting during an emergency.

The Assistant Fire Chief explained how a State of Local Emergency (SOLE) is declared and what is involved in the creation/rescinding of evacuation orders.

The Director of Parks, Recreation and Culture joined the meeting at 9:44 a.m.

Discussion ensued on the need for greater community preparedness.

In response to questions from Council, the Assistant Fire Chief and the Chief Administrative Officer stated the following:

- Should an emergency occur while the Manager of Civic Engagement and Corporation Initiatives position is vacant, there are other members of staff who can assume the Information Officer's duties. Those duties related to internal and external (stakeholder) communication will be addressed when this position is re-staffed.
- There will be emergency training exercises scheduled in 2020.
- The District values its relationships with neighbouring municipalities and its local First Nations partners. Communication and coordination are an important part of ensuring that everyone is prepared in case of an emergency.

The Fire Chief and the Assistant Fire Chief left the meeting at 9:54 a.m.

The Deputy Director of Parks, Recreation and Culture and the Manager of Parks and Facilities joined the meeting at 10:08 a.m.

SC19/061  
DEC. 09/19

### **Parks, Recreation, Arts & Culture Master Plan Update**

A report dated December 9, 2019 from the Director of Parks, Recreation and Culture regarding the Parks, Recreation, Arts & Culture Master Plan was provided for Council's information.

The Director of Parks, Recreation and Culture provided an overview of the history and the content of the 2018 Parks, Recreation, Arts & Culture Master Plan and the 2009 Parks, Trails & Bicycle Master Plan.

Discussion ensued on the following:

- managing expectations for services given that Mission has a relatively large geographic area compared to other communities with similar populations;
- the District's liability as it relates to trail use and maintenance;
- staffing requirements and challenges with regard to recruitment of both municipal employees and program contractors;
- mental health issues among patrons and the challenges this presents to the operations of the Parks, Recreation and Culture department;
- space limitations for programming;
- planning and funding for future needs;
- the need to ensure that, as the community grows, Mission retains its sense of history; and
- challenges in ensuring that there is sufficient funding for parks as the municipality moves to greater densification.

Discussion ensued on how Development Cost Charges (DCCs) and/or Community Amenity Contributions (CACs) could potentially be used to address funding challenges related to the provision of parks / facilities in neighbourhoods with high density developments.

It was recognized that the 2018 Parks, Recreation, Arts & Culture Master Plan focused on parks and recreation at the expense of arts and culture. Staff were directed to separate out the arts and culture related references/ recommendations from the Master Plan and bring a follow-up report to Council.

The Manager of Parks and Facilities, who will oversee the upcoming facility infrastructure assessment of the Mission Leisure Centre, provided an update on the state of the building and its ongoing maintenance requirements.

Staff were directed to bring a detailed report to Council addressing the \$100,000 unfunded project list.

The Deputy Director of Parks, Recreation and Culture provided an overview of the Club KIDS Program, and identified the various challenges of running the program in the face of growing demand for services, including:

- the fact that the Provincial Government replaced the Child Care Subsidy with the Affordable Child Care Benefit, which has increased the number of families eligible for subsidized care without accounting for the fact that municipality has been absorbing the unfunded portion of the costs of running the program for those receiving subsidy, thus escalating the overall costs for the District;

- increased minimum wage requirements;
- space limitations and capacity issues;
- recruitment and retention of staff issues;
- software challenges; and
- behavioural concerns related to youth within the program.

The Deputy Director of Parks, Recreation and Culture stated that staff are currently looking at potential changes to Club KIDS to ensure that the program remains viable for the long run.

Council expressed its desire to send a letter from the Mayor to the Province, expressing concerns related to the downloading of costs to the municipalities and the lack of afterschool support for youth with special needs and/or behavioural challenges.

#### **4. RECESS MEETING**

SC19/062  
DEC. 09/19

Moved by Councillor Plecas, seconded by Councillor Hamilton, and

RESOLVED: That the meeting be recessed.

CARRIED

The Deputy Director of Parks, Recreation and Culture and the Manager of Parks and Facilities left the meeting, and the meeting recessed at 12:03 p.m.

#### **5. RECONVENE MEETING**

SC19/063  
DEC. 09/19

Moved by Councillor Crawford, seconded by Councillor Herar, and

RESOLVED: That the meeting be reconvened.

CARRIED

The Director of Development Services, the Director of Engineering and Public Works, the Fire Chief, the Manager of Development Engineering, Projects and Design, and the EKISTICS Consultants joined the meeting, and the meeting reconvened at 1:07 p.m.

#### **6. NEW BUSINESS (CONTINUED)**

SC19/064  
DEC. 09/19

##### **Silverdale Comprehensive Planning Area Neighbourhood Planning Terms of Reference**

A report dated December 9, 2019 from the Deputy Chief Administrative Officer on the Silverdale Comprehensive Planning Area (SCPA) Neighbourhood Planning Terms of Reference was provided for Council's information.

The Consultant, Mr. Fenske, provided an overview of the steps that have been taken on the project to-date, and discussion ensued on:

- the strengths and weaknesses of LAN.48, the Silverdale Urban Residential Neighbourhood Plans Terms of Reference Policy; and
- the draft SCPA Neighbourhood Planning Terms of Reference (TOR).

Consensus was reached on the following points:

- While it is important to have a public engagement / communications strategy, it is not necessary for the TOR to be prescriptive on this point.
- Under *Neighbourhood Planning Initiation and Authorization Section a) NP Application Submission by Proponent*, the TOR should provide greater clarity to the proponent in terms of what is required for public consultation.

In response to questions from Council, the Chief Administrative Officer confirmed that the draft TOR will be reviewed by staff and brought forward to a future Council meeting for consideration.

## 7. ADJOURNMENT

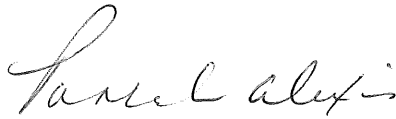
SC19/065  
DEC. 09/19

Moved by Councillor Davies, seconded by Councillor Crawford, and

RESOLVED: That the Special Council meeting be adjourned.

CARRIED

The meeting was adjourned at 3:08 p.m.



PAMELA ALEXIS  
MAYOR



JENNIFER RUSSELL  
CORPORATE OFFICER