Regular Council Meeting Agenda
December 16, 2019 at 6:00 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS
   (a) Dawna Dodds  
       Re: Petition to amend Traffic Regulation Bylaw 1698-1987 to allow for the parking of larger Recreational Vehicles  
       Page 15

   (b) Mike Gildersleeve & James MacNamara  
       Re: Mission City Farmers Market operations  
       Page 16

4. PUBLIC HEARINGS
   (a) Public Hearing Notice for December 16, 2019  
       For reference  
       Page 17

   (b) Zoning Amending Bylaw 5883-2019-5050(360)  
       R19-026 (Murray) – a bylaw to rezone property at 9447 Slater Street from Rural 16 (RU16) Zone to Rural 16 Secondary Dwelling (RU16s) Zone  
       Copy of Notice to Owner/Occupant and previous staff report included as background information  
       Page 19

   (c) (i) Land Use Contract Repeal Bylaw 5884-2019  
         R19-031 (Dean) – a bylaw to terminate Land Use Contract 714-1978 for the property at 11546 Dewdney Trunk Road  
         Page 30

         (ii) Zoning Amending Bylaw 5885-2019-5050(361)  
              R19-031 (Dean) – a bylaw to rezone the properties at 11546 and 11596 Dewdney Trunk Road from Industrial Resource Extraction (INR) Zone to Industrial Resource Extraction and Processing (INRP) Zone  
              Copy of Notice to Owner/Occupant and previous staff report included as background information

5. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE
6. DEVELOPMENT SERVICES

(a) Remedial Action Order (Declaration as Nuisance Property) - 8220 Cedar Street

RECOMMENDATIONS: Council consider and resolve:

1. That, after viewing photographs of the property at 8220 Cedar Street (legally described as Lot 3, Section 28, Township 17, New Westminster District Plan LMP3172) provided in the report of the Manager of Inspection Services, dated December 16, 2019, entitled “Remedial Action Order for 8220 Cedar Street” and pursuant to the authority provided in Section 74 of the Community Charter, the property is so dilapidated or unclean as to be offensive to the community and, as a result, is a “Declared Nuisance” that requires remedial action to remove the accumulation of debris and discarded materials from the property as well as to clear the property of all noxious weeds and other offensive overgrowth;

2. That the following remedial action be imposed upon the registered property owner, Troy Lenard Rankel, in respect of the property noted above to remove the accumulation of debris and discarded materials from the property as well as to clear the property of all noxious weeds and other offensive growth;

3. That the time limit for compliance with the Remedial Action Order detailed above is set at 60 days commencing December 20, 2019;

4. That the time limit for a written Notice to request Council reconsider the Remedial Action Order detailed above be set at 14 days commencing December 20, 2019; and

5. That staff be authorized to take all appropriate actions, including site clean-up and disposal of all items removed from the property, in accordance with Section 17 (Municipal Action at Defaulter’s Expense) of the Community Charter to ensure the property is brought into compliance with the Remedial Action Orders specified above subject to the following:

   a. the property owner has not fully complied with the Remedial Action Order on or before the compliance date specified by Council; and

   b. that all costs incurred by the District of Mission to bring the property into compliance shall be at the expense of the property owner and, as per Section 17 of the Community Charter, these costs shall be treated as a debt owed to the Municipality.
(b) Retail Cannabis Sales Licence Application (RC19-001) - 31956 Lougheed Highway

RECOMMENDATIONS: Council consider and resolve:

1. That Retail Cannabis Sales Licence Application RC19-001 for a public cannabis retail store at 31956 Lougheed Highway be supported; and
2. That the recommendation be forwarded to the Liquor Distribution Branch.

(c) Rezoning Application (R19-013) - 30782 Dewdney Trunk Road

This report details the application to rezone the property located at 30782 Dewdney Trunk Road from the Rural 36 (RU36) Zone to the Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate an eight-lot bare land strata subdivision with secondary dwelling units, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5886-2019-5050(362) and associated Street Naming Bylaw 5887-2019 under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for January 6, 2020.

(d) Rezoning Application (R19-027) - 33625 Ferndale Avenue

This report details the rezoning application to rezone the property located at 33625 Ferndale Avenue from the Rural 16 (RU16) Zone to the Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a two-lot subdivision with secondary dwelling units, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5888-2019-5050(363) under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6, 2020.

(e) Rezoning Application (R19-025) - 8437 McKenzie Street

This report details the rezoning application to rezone the property located at 8437 McKenzie Street from the Rural 80 (RU80) Zone to the Rural 80 Secondary Dwelling (RU80s) Zone to allow a secondary dwelling unit and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5901-2019-5050(364) under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6, 2020.
(f) **Rezoning Application (R19-036) - 33355 Richards Avenue**

This report details the application to rezone the property located at 33355 Richards Avenue from the Rural 16 (RU16) Zone to the Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a subdivision into four lots, each with a secondary dwelling unit, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5902-2019-5050(365) under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6th, 2020.

(g) **Rezoning Application (R19-018) - 32180 Hillcrest Avenue**

This report details the application to rezone the property located at 32180 Hillcrest Avenue from Urban Residential 558 Secondary Dwelling (R558s) Zone to the Comprehensive Development 46 (CD46) Zone and identifies the necessary amendments to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5903-2019-5050(366) for approval under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6, 2020.

(h) **Bylaw Enforcement Section Housekeeping Part 1**

This report details proposed revisions to enact enforcement housekeeping amendments to the following District of Mission bylaws:

- Fire Prevention Bylaw 3281-1999
- Soil Deposit Bylaw 5506-2015
- Soil Removal Bylaw 3088-1997
- Sewer Bylaw No. 5033-2009
- Solid Waste Management Bylaw No. 5526-2015
- Good Neighbour Bylaw 5524-2015

The amending bylaws listed above as attachments have been listed under the “Bylaws for Consideration” section of the Council agenda.
(i) **Bylaw Enforcement Section Housekeeping Part 2**

This report details proposed revisions to enact enforcement housekeeping amendments to the following District of Mission bylaws:

- Burning Bylaw 2975-1996
- Sign Bylaw No. 1662-1987
- Water Bylaw 2196-1990
- Commercial Vehicle Licensing Bylaw 1381-1984
- Truck Route Bylaw 1811-1988
- Regulation of Public Use of Parks Bylaw 5001-2008

The amending bylaws listed above as attachments have been listed under the “Bylaws for Consideration” section of the Council agenda.

(j) **Development Permit Application (DP18-015) - 8387, 8289 and 8279 Nelson Street**

This report details the development permit application to allow for the construction of one hundred sixty-one (161) Townhouse Units under the current MT52 Zoning for the properties located at 8387, 8289 and 8279 Nelson Street.

Staff support the application moving forward and, as such, has listed the Development Permit under the “Permits for Consideration” section of the Council agenda.

(k) **Development Application - 29560 Lougheed Highway – OCP18-006/R18-035/DP18-052**

This report provides further information on the proposed development at 29560 Lougheed Highway as requested by Council at the July 2, 2019 Council meeting (RC19/398).

Staff support the application moving forward and, as such, have listed the OCP Amending Bylaw and the Zone Amending Bylaw under the “Bylaws for Consideration” section of the Council Agenda and the Development Permit under the “Permits for Consideration” section of the Council agenda.
CORPORATE ADMINISTRATION AND FINANCE

(a) 2020 Municipally Funded Grants

RECOMMENDATIONS: Council consider and resolve:

1. That 2020 Community Enhancement Grants be awarded to the following organizations in the following amounts:

   Greater Vancouver Youth Unlimited  $ 6,000
   Hope Central (New Heights Community Church)  $ 12,000
   Joy Vox Community Choir Society  $ 500
   L’Association Des Parents De L’Ecole Des Deux Rives  $ 3,000
   Mission Alano Club  $10,000
   Mission Artists Association  $ 1,000
   Mission City Farmers’ Market Society  $ 3,500
   Mission Community Services Society (Food Security Program)  $ 3,000
   Mission Community Services Society (Seniors Connection Program)  $ 5,000
   Mission Friends of the Library  $ 1,000
   Mission Genealogy Club  $ 500
   Mission Health Care Auxiliary Society  $ 3,000
   Mission Hospice Society  $ 4,000
   Mission Literacy in Motion  $ 4,000
   Mission Minor Lacrosse  $ 1,000
   Mission Sports Council  $ 3,000
   Opening Nite Theatre Society  $ 5,000
   Optimist Club of Mission  $ 2,100
   Steelhead Community Association  $ 2,500
   Valley Singers  $ 500

2. That a 2020 Special Event Grant in the amount of $1,200 be awarded to Serenata Singers.

3. That 2020 Community Event Grants be awarded to the following organizations in the following amounts:

   Fraser Valley Bald Eagle Festival Society (FV Bald Eagle Festival)  $ 3,500
   Mission Community Services Society (Diwali Festival of Lights)  $ 2,000
   Mission Downtown Business Association (MissionFest)  $ 3,500
   Mission Folk Music Festival Society (Community Celebration Evening)  $ 3,000
   Mission Literacy in Motion Association (Riot of Reading and Family Night)  $ 3,000
   Mission Marlins Swim Club (Mission Marlins Annual Swim Meet)  $ 1,500
4. That the 2020 Fee for Service agreements be awarded to the following organizations for a three-year term, in the following amounts (with a 2% increase in years two and three) and that the Mayor and Corporate Officer be authorized to execute the agreements for the corresponding services:

- Fraser Valley Humane Society $26,200
- Greater Vancouver Youth Unlimited $23,700
- Lifetime Learning Centre Society $ 9,261
- Mission Arts Council $27,000
- Mission Association for Seniors’ Housing $ 3,000
- Mission District Historical Society $77,000
- Mission Environmental Stewardship Society $35,000
- Mission Search & Rescue (in-kind) $ 4,737

5. That the amount of $555 be transferred from the Community Enhancement grant account to the Community Event grant account to facilitate the recommended awards.

(b) **2020 to 2024 Financial Plan Bylaw**

The Draft 2020 to 2024 Financial Plan was approved at the November 25, 2019 Freestanding Committee of the Whole - 2020 Budget meeting, and as required by the Community Charter, a Bylaw to formalize the 2020 to 2024 Financial Plan is listed under the “Bylaws for Consideration” section of the agenda for consideration of first three readings.

8. **RESOLUTION TO RISE AND REPORT**

9. **ADOPTION OF COMMITTEE OF THE WHOLE REPORT**

10. **COUNCIL COMMITTEE REPORTS AND MINUTES**

RESOLUTION: That the following items be received as information:

(a) Mission Community Heritage Commission meeting minutes – May 15, 2019

(b) Mission Traffic and Transit Committee meeting minutes (draft) – October 3, 2019
11. **COUNCIL MEETING MINUTES FOR APPROVAL**

RESOLUTION: That the following minutes be adopted:

(a) Regular Council Meeting (for the purpose of going into a closed meeting) – December 2, 2019  Page 286

(b) Special Council Meeting – December 9, 2019  Page 288

12. **BYLAWS FOR CONSIDERATION**

(a) **Zoning Amending Bylaw 5886-2019-5050(362)**  
First and Second Readings  
R19-013 (Slade Dyer and Assoc. Inc.) – a bylaw to rezone property at 30782 Dewdney Trunk Road from Rural 36 (RU36) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone  
See “Development Services” Section 6(c)  
Page 293

(b) **Street Naming (Harrington Terrace) Bylaw 5887-2019**  
First and Second Readings  
R19-013 (Slade Dyer and Assoc. Inc.) – a bylaw to name a new road  
See “Development Services” Section 6(c)  
Page 294

(c) **Zoning Amending Bylaw 5888-2019-5050(363)**  
First and Second Readings  
R19-027 (McCrinle) – a bylaw to rezone property at 33625 Ferndale Avenue from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone  
See “Development Services” Section 6(d)  
Page 296

(d) **Zoning Amending Bylaw 5901-2019-5050(364)**  
First and Second Readings  
R19-025 (Saddle Ridge Developments Ltd.) – a bylaw to rezone property at 8437 McKenzie Street from Rural 80 (RU80) Zone to Rural 80 Secondary Dwelling (RU80s) Zone  
See “Development Services” Section 6(e)  
Page 297

(e) **Zoning Amending Bylaw 5902-2019-5050(365)**  
First and Second Readings  
R19-036 (Burfoot) – a bylaw to rezone property at 33355 Richards Avenue from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone  
See “Development Services” Section 6(f)  
Page 298

(f) **Zoning Amending Bylaw 5903-2019-5050(366)**  
First and Second Readings  
R19-018 (Mission Hospice Society) – a bylaw to rezone property at 32180 Hillcrest Avenue from Urban Residential 558 Secondary Dwelling (R558s) Zone to Comprehensive Development 46 (CD46) Zone  
See “Development Services” Section 6(g)  
Page 299
(g) **Fire Prevention Bylaw Amending Bylaw 5867-2019-3281(1)**

A bylaw to update the enforcement section
See “Development Services” Section 6(h)
Page 302

(h) **Soil Deposit Bylaw Amending Bylaw 5868-2019-5506(1)**

A bylaw to update the enforcement section
See “Development Services” Section 6(h)
Page 304

(i) **Soil Removal Amending Bylaw 5869-2019-3088(2)**

A bylaw to update the enforcement section
See “Development Services” Section 6(h)
Page 306

(j) **Sewer Amending Bylaw 5870-2019-5033(4)**

A bylaw to update the enforcement section
See “Development Services” Section 6(h)
Page 308

(k) **Solid Waste Management Amending Bylaw 5871-2019-5526(4)**

A bylaw to update the enforcement section
See “Development Services” Section 6(h)
Page 310

(l) **Good Neighbour Amending Bylaw 5872-2019-5524(2)**

A bylaw to update the enforcement section
See “Development Services” Section 6(h)
Page 312

(m) **2020 – 2024 Financial Plan Bylaw 5882-2019**

A bylaw to establish the District’s Financial Plan for the years 2020 to 2024
See “Corporate Administration & Finance” Section 7(b)
Page 314

(n) **Commercial Vehicle Licensing Amending Bylaw 5894-2019-1381(3)**

A bylaw to update the enforcement section
See “Development Services” Section 6(i)
Page 323

(o) **Sign Amending Bylaw 5895-2019-1662(8)**

A bylaw to update the enforcement section
See “Development Services” Section 6(i)
Page 325
(p) **Mission Water Amending Bylaw 5896-2019-2196(30)**

A bylaw to update the enforcement section

See “Development Services” Section 6(i)

Page 327

(q) **Burning Amending Bylaw 5897-2019-2975(4)**

A bylaw to update the enforcement section

See “Development Services” Section 6(i)

Page 329

(r) **Truck Route Amending Bylaw 5898-2019-1811(5)**

A bylaw to update the enforcement section

See “Development Services” Section 6(i)

Page 331

(s) **Regulation of Public Use of Parks Amending Bylaw 5899-2019-5001(1)**

A bylaw to update the enforcement section

See “Development Services” Section 6(i)

Page 333

(t) **Zoning Amending Bylaw 5883-2019-5050(360)**

R19-026 (Murray) – a bylaw to rezone property at 9447 Slater Street from Rural 16 (RU16) Zone to Rural 16 Secondary Dwelling (RU16s) Zone

See “Public Hearings” Section 4(b)

Page 335

(u) **Land Use Contract Repeal Bylaw 5884-2019**

R19-031 (Dean) – a bylaw to terminate Land Use Contract 714-1978 for the property at 11546 Dewdney Trunk Road

See “Public Hearings” Section 4(c)

Page 336

(v) **Zoning Amending Bylaw 5885-2019-5050(361)**

R19-031 (Dean) – a bylaw to rezone the properties at 11546 and 11596 Dewdney Trunk Road from Industrial Resource Extraction (INR) Zone to Industrial Resource Extraction and Processing (INRP) Zone

See “Public Hearings” Section 4(c)

Page 337

(w) **Official Community Plan Amending Bylaw 5839-2019-5670(11)**

OCP18-006 (OTG Developments Ltd.) – a bylaw to redesignate property at 29560 Lougheed Highway from Silverdale Comprehensive Planning Area to Commercial

Excerpt from Public Hearing minutes and previous staff report included as background information

Page 338
(x) **Zoning Amending Bylaw 5840-2019-5050(342)**

R18-035 (OTG Developments Ltd.) – a bylaw to rezone property at 29560 Lougheed Highway from Commercial Gas Service Station (CGS) Zone to Commercial Highway Two (CH2) Zone

See previous staff report and Public Hearing minutes for Official Community Plan Amending Bylaw 5839-2019-5670(11)

(y) **Zoning Amending Bylaw 5842-2019-5050(344)**

R12-038 (Dhaliwal) – a bylaw to rezone property at 32970 Tunbridge Avenue from Suburban 36 (S36) Zone to Multiple Family 79 Townhouse (MT79) Zone and Institutional Parks Recreation and Civic (IPRC) Zone

Excerpt from Public Hearing minutes and previous staff report included as background information

(z) **Traffic Regulation Amending Bylaw 5864-2019-1698(15)**

A bylaw to add Towing Impound Fee regulations and make minor housekeeping changes to the bylaw

(aa) **User Fees and Charges Amending Bylaw 5865-2019-4029(14)**

A bylaw to add a Towing Impound Fee and make minor housekeeping changes to the bylaw

(bb) **Land Use Contract Repeal Bylaw 5873-2019**


(cc) **Zoning Amending Bylaw 5874-2019-5050(356)**

LUC18-019 (District of Mission) – a bylaw to rezone the property located at 7755 Grand Street from Urban Residential 558 (R558) Zone to Institutional Care (IC) Zone.

(dd) **Downtown Incentive Program Amending Bylaw 5880-2019**

A bylaw to amend various other bylaws to extend the Downtown Incentive Program to the end of 2022 and to make other related housekeeping amendments.

(ee) **2020 Fee Revision Bylaw 5889-2019**

A bylaw to amend user fees and charges within various District of Mission bylaws
(ff) **Water Rates Amending Bylaw 5891-2019-2197(31)**  
A bylaw to amend “District of Mission Water Rates Bylaw 2197-1990” to increase the water flat-rate user fees by $4.80, the water flat-rate user fees for more than 4 dwelling units by $4.20, and the remaining water utility fees by 1%.

Adoption  
Page 420

(gg) **Sewer User Rates and Charges Amending Bylaw 5892-2019-1922(26)**  
A bylaw to amend “District of Mission Sewer User Rates and Charges Bylaw 1922-1989” to increase the sewer flat-rate user fees by $23.40, the sewer flat-rate user fees for more than 4 dwelling units by $19.80, and the remaining sewer utility fees by 5.4%.

Adoption  
Page 422

(hh) **Solid Waste Management Amending Bylaw 5893-2019-5526(5)**  
A bylaw to amend “District of Mission Solid Waste Management Amending Bylaw 5526-2015” to increase the garbage flat-rate user fee for curbside garbage pick-up by $3.24 and the Recycling/Compost flat-rate user fee for curbside pick-up by $2.52.

Adoption  
Page 424

13. **PERMITS FOR CONSIDERATION**

(a) **Development Permit Application DP12-013 (32970 Tunbridge Avenue)**

Development Permit to supplement Zoning Bylaw 5050-2009, as amended, in respect to the above-noted property as follows:

- Building design, siting and landscaping plans to be as shown on Drawings Numbered DP12-013-1 to DP12-013-16 inclusive, and landscape drawings DP12-13-17 and DP12-13-18 which are attached hereto and form part of this permit; and

- Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

Page 426

(b) **Development Permit Application DP18-015 (8387, 8289 and 8279 Nelson Street)**

Development Permit to supplement Zoning Bylaw 5050-2009, as amended, in respect to the above-noted properties as follows:

- Section 111 B. Retaining Walls 1 be varied by increasing the permitted height of a retaining wall at the property line from 0.6 metres to 1.50 metres;

Page 188
• Section 111 B. Retaining Walls 2 be varied by increasing the permitted height of a retaining wall at all other points on a property from 1.2 metres to 3 metres;

• Section 701 E. Setbacks 2. Buildings & Structures be varied by reducing the setback to the lot lines as follows:
  o Principal Building setback to the front lot line for Building 2 is reduced from 4.0 metres to 3.95 metres;
  o Accessory Building setback to the front lot line for the Amenity Building is reduced from 7.5 metres to 6.0 metres;

• Section 701 E Setbacks 3 be varied by reducing the required setback to the undevelopable area for the Amenity Building from 6.0 metres to 0.0 metres;

• Section 701 J. Outdoor Amenity Space be varied by reducing the amount of outdoor amenity space for 67 of the 161 units within the development from 50m² to 42m²;

• Various Building Setbacks - Phasing Boundaries as listed within the Development Permit;

• Building design, siting and landscaping plans as outlined within the Development Permit; and

• Minor changes to the aforesaid drawings that do not affect the intent of this Development Permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

See “Development Services” Section 6(j)

(c) Development Permit Application DP18-052 (29560 Lougheed Highway)

Development Permit to supplement Zoning Bylaw 5050-2009, as amended, in respect to the above-noted property as follows:

• Building design, siting and landscaping plans to be as shown on Drawings Numbered DP18-052(1) to DP18-052 (7) inclusive, and landscape drawing DP18-052 (8) which are attached hereto and form part of this permit; and

• Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

See “Development Services” Section 6(k)
14. NEW/OTHER BUSINESS
15. NOTICES OF MOTION
16. QUESTION PERIOD
17. ADJOURNMENT
Delegation Request

The deadline for submission is 4:00 p.m. by Friday, 10 days in advance of the date of the Council Meeting. Completed submissions are to be addressed to the Corporate Officer and can be delivered by:

- Email: openagenda@mission.ca
- Fax: 604-826-1363
- Mail or hand deliver: Corporate Administration Department, 8645 Stave Lake Street, Mission, BC V2V 4L9

<table>
<thead>
<tr>
<th>Request to attend the Council Meeting of:</th>
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<tr>
<td>Preferred meeting date</td>
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<td>Dec 16, 2019 6 p.m.</td>
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Please refer to the Council Meeting Schedule on the District's website for dates of Council Meetings.

<table>
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<tr>
<th>Individual(s) making the presentation:</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Dawna Dodds</td>
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<th>Organization being Represented:</th>
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<tr>
<th>Subject of the presentation:</th>
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<tr>
<td>Amendment to by-law 109 5 b(ii)</td>
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<tr>
<th>Action requested:</th>
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<tr>
<td>Council will amend by-law 109 5 b(ii) to make a permanent restriction for recreational vehicles on private property. Will freeze by-law while considering.</td>
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Have you been in contact with District staff/Council regarding your matter of interest?  
☑ Yes  ☐ No

If yes, what was the result?  
☑ Will speak in front of council on Dec 16/19

Background material  
PowerPoint: ☐ Yes ☐ No  Handout: ☑ Yes ☐ No  Will provide by Dec 6

Your PowerPoint presentation is required to be submitted to openagenda@mission.ca no later than 12:00 pm on the Friday prior to the meeting.

- Each Delegation to Council is limited to ten (10) minutes
- The District of Mission reserves the right to refuse any delegation request.
- If your request is approved, you will be provided with further details including the meeting time and date and what specific Committee meeting you will attend.
- Presenter(s) are limited to discussing only the above topic during the delegation.

Please Note: This form will be published and made available for public viewing. Council meetings are recorded and broadcast live on our website. A copy of the agenda, video recording, and written minutes of the meeting will be posted to our website. Presenters and presentations will form part of the public record.

Personal information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, and will be used for the purpose of providing correspondence relating to matters before Council. Questions regarding collection of the information on this form may be directed to the Corporate Officer, 8645 Stave Lake Street, Mission, BC V2V 4L9.
Delegation Request

The deadline for submission is 4:00 p.m. by Friday, 10 days in advance of the date of the Council Meeting.

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- Email: openagenda@mission.ca
- Fax: 604-826-1363
- Mail or hand deliver: Corporate Administration Department, 8645 Stave Lake Street, Mission, BC V2V 4L9

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<td>Name</td>
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<tr>
<td>Mike Gildersleeve</td>
<td>Vice President</td>
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<tr>
<td>James MacNamara</td>
<td>Board Member</td>
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<td>Mission City Farmer's Market</td>
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<th>Subject of the presentation:</th>
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<td>Overview of Market operations, benefits to the community, current challenges</td>
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<td>Confirmation of long term location, use of washrooms and water, permanent marks in parking lot to locate vendor stalls, provision of sufficient electrical power.</td>
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<tr>
<th>Have you been in contact with District staff/Council regarding your matter of interest?</th>
<th>□ Yes □ No</th>
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<td>It was suggested by a Council member that we do a presentation to council.</td>
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<tr>
<td>PowerPoint: □ Yes □ No</td>
<td>Handout: □ Yes □ No</td>
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<td>Your PowerPoint presentation is required to be submitted to <a href="mailto:openagenda@mission.ca">openagenda@mission.ca</a> no later than 12:00 pm on the Friday prior to the meeting.</td>
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- Each Delegation to Council is limited to **ten (10) minutes**.
- The District of Mission reserves the right to refuse any delegation request.
- If your request is approved, you will be provided with further details including the meeting time and date and what specific Committee meeting you will attend.
- Presenter(s) are limited to discussing only the above topic during the delegation.

**Please Note:** This form will be published and made available for public viewing. Council meetings are recorded and broadcast live on our website. A copy of the agenda, video recording, and written minutes of the meeting will be posted to our website. Presenters and presentations will form part of the public record.

Personal information contained on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of providing correspondence relating to matters before Council. Questions regarding collection of the information on this form may be directed to the Corporate Officer, 8645 Stave Lake Street, Mission, BC V2V 4L9.
Pursuant to the provisions of Sections 464 and 466 of the Local Government Act, a Public Hearing will take place in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC at 6:00 pm on Monday, December 16, 2019 to consider the following proposed bylaws:

1. DISTRICT OF MISSION ZONING AMENDING BYLAW 5883-2019-5050(360) (R19-026 - MURRAY)
   The purpose of the Bylaw is to rezone the subject property located at 9447 Slater Street (shown on the maps below) from the Rural 16 (RU16) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone to allow a secondary dwelling use.

2. DISTRICT OF MISSION LAND USE CONTRACT REPEAL BYLAW 5884-2019 (R19-031 – DEAN)
   The purpose of the Bylaw is to discharge Land Use Contract Bylaw No. 714-1978 registered to the property located at 11546 Dewdney Trunk Road (shown on the maps below).

3. DISTRICT OF MISSION ZONING AMENDING BYLAW 5885-2019-5050(361) (R19-031 – DEAN)
   The purpose of the Bylaw is to rezone the subject properties located at 11546 and 11596 Dewdney Trunk Road (shown on the maps below) from the Industrial Resource Extraction (INR) Zone to the Industrial Resource Extraction and Processing (INRP) Zone to allow a mobile asphalt plant.

Copies of the proposed bylaws and reports relevant to these bylaws may be inspected at the Municipal Hall, 8645 Stave Lake Street, Mission, BC, Monday to Friday, excluding statutory holidays, from 8:00 am to 4:30 pm, from Friday, December 6, 2019 to Monday, December 16, 2019. The information is also available on our website at mission.ca by searching “Public Hearing Information”. For further information regarding these bylaws, please contact the Development Services Department at (604) 820-3748.

At the Public Hearing, persons who believe that their interest in property is affected by these proposed bylaws will have the opportunity to be heard.

Should you have any comments or concerns you wish to convey to Council and you cannot attend the meeting, please submit in writing to the Corporate Officer by 4:00 pm on Friday, December 13, 2019.
You may forward your submission by:

- Mailing or delivering to the Corporate Officer’s Office, P.O. Box 20, 8645 Stave Lake Street, Mission, BC, V2V 4L9
- Faxing: 604-826-1363 (Attn: Corporate Officer)
- E-mail: info@mission.ca with PUBLIC HEARING COMMENTS as the subject line

Please note: Submissions that are subject of a public hearing, public meeting or other public processes will be included, in their entirety, in the public information package and will form part of the public record. Council shall not receive further information or submissions after the conclusion of the Public Hearing.

Following the Public Hearing portion of the meeting, Council may consider advancing bylaws forward for additional readings.

Jennifer Russell
Corporate Officer

Dated at Mission, BC
this 3rd day of December, 2019.
Dear Owner/Occupant:

Re: Public Hearing Notification – Rezoning R19-026 – 9447 Slater Street

As a property owner or neighbouring resident to the subject property located at 9447 Slater Street, you are invited to attend a Public Hearing at 6:00 pm on Monday, December 16, 2019 and make known any comments that you may have about the proposed bylaw.

The Public Hearing will be held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

The following is an excerpt from the Public Hearing Notice:

1. **DISTRICT OF MISSION ZONING AMENDING BYLAW 5883-2019-5050(360) (R19-026 - MURRAY)**

   The purpose of the Bylaw is to rezone the subject property located at 9447 Slater Street (shown on the maps below) from the Rural 16 (RU16) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone to allow a secondary dwelling use.

A copy of the proposed bylaw and report relevant to this bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 am to 4:30 pm from Friday, December 6, 2019 to Monday, December 16, 2019. The information is also available on our website at [mission.ca](http://mission.ca) by searching “Public Hearing Information”.

[Map of the area showing the location of 9447 Slater Street]
If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Jennifer Russell, Corporate Officer, or email info@mission.ca by **4:00 pm on the Friday preceding the date of the Public Hearing**. All submissions will form part of the record of the Hearing.

If you require additional information, please contact the Development Services Department at (604) 820-3748 or email planning@mission.ca.

Yours truly,

Jay Hazzard
Planner

*For, Rob Publow*
Manager of Planning
DATE: December 2, 2019
TO: Chief Administrative Officer
FROM: Jay Hazzard, Planner
SUBJECT: Rezoning Application (R19-026) to Allow a Secondary Dwelling Unit in the Form of a Coach House at the Property Located at 9447 Slater Street
ATTACHMENTS: A – Information for Corporate Officer  
B – Location Map  
C – Site Plan  
D – Engineering Department Comments

CIVIC ADDRESS: 9447 Slater Street
APPLICANT: Hanna Murray
OCP: Silverdale Comprehensive Planning Area
DATE APPLICATION COMPLETE: August 7, 2019
LOCATION: Silverdale
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning application to rezone the property located at 9447 Slater Street to the Rural 16 Secondary Dwelling (RU16s) Zone to allow a secondary dwelling unit ancillary to an existing principal dwelling.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5883-2019-5050(360) under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for December 16, 2019.

SUMMARY:

A rezoning application was received from Hanna Murray for the property located at 9447 Slater Street (Attachment A). The application proposes to rezone the property from Rural 16 (RU16) Zone to Rural 16 Secondary Dwelling (RU16s) Zone to facilitate a secondary dwelling unit in the form of a coach house.

SITE CHARACTERISTICS:

The subject property is approximately 3.87 hectares (9.56 acres) in size and is located in the Silverdale neighbourhood. The property fronts Stephen Street which is located off the eastern end of Silverhill Avenue. Slater Street bisects the property creating a smaller portion to the east. The majority of development has taken place on the larger western portion. The entire property is quite steep and slopes downward to the north. There are also numerous watercourses running through and around the property.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance

The subject property is currently designated Silverdale Comprehensive Planning Area in the Official Community Plan (OCP). Although rezoning is not currently permitted for properties designated as Silverdale Comprehensive Planning Area, an exception is made for properties rezoning to allow for a secondary dwelling unit. This proposal to rezone to the RU16s Zone will allow for a secondary dwelling unit and is supported by the OCP.

Specifically, OCP Policy 5.1.26 supports rezoning for secondary dwelling units as a form of infill housing and states that secondary dwelling units may be considered on lots that are large enough to accommodate on-site parking, private outside space, a separate entrance that is clearly secondary to the primary dwelling. The scale of the secondary dwelling (coach home) must clearly be ancillary to the primary use.

The applicant has supplied a site plan that shows ample off-street parking on the property. The site plan showing the location of the existing single-family dwelling and the proposed coach house is attached as Attachment C.

Neighbourhood Character

The subject property is located within a rural neighbourhood comprised of single-family dwellings on larger lots. The proposed secondary dwelling unit will fit within the context of the surrounding properties and is believed to have little impact on the larger neighbourhood.

Hazardous Lands Assessment

Due to the slopes on the property, a report prepared by a geotechnical engineer was required to assess the potential hazards within the development property. The report states the engineer believes that the proposed development is feasible and the land may be used safely provided their recommendations and
hazard mitigation measures are followed. Based on the findings of the report, a Geotechnical Hazards Development Permit is required.

Environmental Protection

District mapping identifies watercourses on and near the subject property. A riparian area regulation (RAR) assessment was prepared by a qualified environmental professional (QEP) in order to determine the setbacks from the watercourses and the developable areas on the property. A Natural Environmental Development Permit is required and any identified Streamside Protection and Enhancement Areas will be protected with a restricted covenant.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted one (1) development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 metres (1,640 ft.) from the development site notifying them of the public hearing details.

2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act

3. A pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at municipal hall for public viewing (in accordance with Policy LAN. 50 – Pre-Public Hearing Information Packages).

REFERRALS:

Engineering

The Engineering Department has no objection to the project, subject to the completion of engineering servicing requirements as outlined in Attachment D.

REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the amending bylaw(s) will be held until the following have been satisfied:

1. The servicing requirements, as outlined in Attachment D, have been addressed to the satisfaction of the District Engineer.

2. Any requirements resulting from Council’s consideration of the Bylaw, including Public Hearing.

SIGN-OFFS:

Jay Hazzard, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer:
Reviewed.
Attachment A - Information for Corporate Officer

Civic Address: 9447 Slater Street

PID: 013-376-055

Legal: South West Quarter Legal Subdivision 13 Section 31 Township 17
      Except: Parcel “A” (Reference Plan 16167), New Westminster District
Attachment B – Location Map

Subject Property: 9447 Slater Street
Owner: Elektra and Patrick Jordon & David and Hanna Murray
Applicant: Hanna Murray
Zoning: RU16
OCP Designation: Rural
Attachment C – Site Plan
Attachment D – Engineering Department Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

CIVIC ADDRESS: 9447 Slater Street  
DATE: October 30, 2019

CURRENT ZONE: RU16  
PROPOSED ZONE: RU16s

NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 5650-2017 as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water is not available on Slater Street. Connection to the municipal system is not required.

Should the rezoning result in an application for building or plumbing permit for new construction the following will apply:

The developer shall provide potable water from a proven ground water source as per the provincial Drinking Water Protection Act and Regulations, Water Act, and the Development and Subdivision Control Bylaw 5650-2017 Schedule C, Section 3.15 Private Water Systems.

An automatic fire sprinkler system is required for new building construction in accordance with the Development and Subdivision Control Bylaw 5650-2017. Schedule C, Section 3.5

As this development is outside of the municipal water supply distribution system, the buildings must meet the current National Fire Protection Association 1142 standard on Water supplies for Suburban and Rural fire fighting as outlined in the Development and Subdivision Control Bylaw 5650-2017 Schedule C, Section 3.4

Well locations and buffers are to be shown on the drawings submitted for review.

STORM SEWER REQUIREMENTS:

Municipal storm sewer is not available on Slater Street. Connection to the municipal system is not required.

Should the rezoning result in an application for building or plumbing permit for new construction the following will apply:

The developer shall design and construct a storm water system for the proposed development as required by the District of Mission in accordance with the Development and Subdivision Control Bylaw 5650-2017 Schedule C, Sections 4.0 – Rainwater Collection & Disposal, and 5.0 – Rainwater Best Management Practices.

In particular, when implementing the District of Mission groundwater recharge guidelines, the developer shall be responsible to conduct a hydrological investigation to determine infiltration rates and soil permeability, and determine the location of the water table and its seasonal variations. This information is to be included in any drawing submittals, as it is critical to the design of Best Management Practices (BMPs). The existing conditions outlined in the current geotechnical report state that the use of infiltration facilities for handling of the storm water may be limited by the presence of very dense soils with low permeability. Alternative methods may be implemented to handle the roof drainage. These methods are outlined in the Development and Subdivision Bylaw 5650-2017 Schedule C, Section 5.3.2.2.2

Designs shall also be accompanied by a statement from a fully qualified professional engineer, which clearly identifies the specific opportunities and constraints for implementing best management practices for the development, demonstrates that groundwater recharge and/or
ENGINEERING DEPARTMENT REZONING COMMENTS

other appropriate best management practices are sustainable, and have been maximized for
the particular site and provide examples of similar installations which demonstrate the
sustainability, ability to construct, and ease of maintenance of the works to be constructed.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is not available on Slater Street. Connection to the municipal system is
not required.

Should the rezoning result in an application for a building or plumbing permit for new
construction, the following will apply:

The developer is to provide proof that a sewerage system design for the lot has been filed with
the Fraser Health Authority.

A copy of the "Record of Sewerage System" form must be submitted for the lot.

The developer's qualified professional shall confirm that the impacts of the proposed private
sewage disposal systems on the absorption characteristics of the surrounding area and
adjacent watercourses have been addressed as required by the Development and Subdivision
Control Bylaw 5650-2017 Section 6.

An engineer's report is required. The location of the sanitary field shall be shown on the
drawings for review.

ROAD WORK REQUIREMENTS:
Stephen Street provides paved access to the proposed building site. Slater Street also provides
paved access to the proposed building site. Paved access to the lot is required from Stephen
Street to the property line. District of Mission standard drawings SS-R23B shows the required
specifications of the paved portion. This is to be outlined and shown on the drawings submitted
for review.

The submitted drawings show driveway grades in excess of 12% in sections and a narrow
section near the coach house. This design will need to be revised and resubmitted for review as
the maximum allowable grade of the entire driveway is 12% as per the Development and
Subdivision Control Bylaw 5650-2017 Schedule C, Section 8.3.4 Table 8.1.

Driveway approach shall be graded at 2% from edge of pavement to property line as per
Development and Subdivision Bylaw 5650-2017 Schedule C, Section 8.11.2 and shall be
asphalt paved a minimum of 5m from edge of pavement OR from edge of pavement to property
line, whichever distance is shorter, for gravel driveways as per District of Mission Standard
Drawing SSR-23B.

The submitted drawings appear to relocate the existing driveway access to the property from
Stephen Street to Slater Street and the existing driveway is not noted for decommissioning. As
per Development and Subdivision Bylaw 5650-2017 Schedule C, Section 8.11.5 only one
driveway access is permitted to a single-family lot. The plan for driveway access must clearly be
shown on the drawings and if existing driveway is to be decommissioned this must be noted
clearly on the drawings.

Should the rezoning result in an application for a building or plumbing permit for new
construction, the following will apply:

The developer shall provide access to the proposed buildings onsite in general compliance with
the District of Mission driveway design standards which can be found in the Development and
Subdivision Control Bylaw 5650-2017 Schedule C, Section 8.11 and District of Mission standard
detail drawings SS-R23A (plan) & SS-R23B (profile) for Non-Urban Driveway Construction.
OTHER COMMENTS

Drawings provided for review as part of the rezoning application do not clearly show any required setbacks. The required SPEA setbacks from Stream 2 at the south east corner of the proposed building locations/cleared area must be shown and clearly defined on the drawings as a boundary for review.

The coach house garage slab elevation is below the recommended Flood Construction Level elevation stated in section 6.5 of the geotechnical report. A setback of a minimum 15m is to be observed from the high water mark of Stream 2. This setback needs to be clearly defined on the drawings.

There are no clear minimum building elevations noted for either building on the drawings. The minimum building elevation is recommended in the geotechnical report and follows the FCL guidelines. The minimum building elevation must clearly be shown on the drawings.

There appears to be 3 retaining walls shown at the north west corner of the proposed coach house. Retaining walls shall not exceed 1.2m in height above finished grade at the base of the wall and must be minimum of 1.2m apart horizontally with a max grade of 1:4 between them. Blank concrete walls and blank concrete blocks are not permitted for use. These requirements are outlined as per Zoning Bylaw 5050-2009 Section 111 (B). Top of wall and bottom of wall elevations need to be clearly shown for review.

RECOMMENDATION:

From an engineering point of view, this application shall have revised drawings resubmitted, reviewed, and accepted before proceeding to rezoning approval.

Prepared by:
Graham Harder,
Engineering Technologist I

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:
Jay Jackman, Manager of Development
Engineering & Projects
Dear Owner/Occupant:

Re: Public Hearing Notification - Rezoning Application (R19-031)
11546 and 11596 Dewdney Trunk Road

As a property owner or neighbouring resident to the subject properties located at 11546 and 11596 Dewdney Trunk Road, you are invited to attend a Public Hearing at 6:00 pm on Monday, December 16, 2019 and make known any comments that you may have about the proposed bylaws.

The Public Hearing will be held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

The following is an excerpt from the Public Hearing Notice:

1. DISTRICT OF MISSION LAND USE CONTRACT REPEAL BYLAW 5884-2019 (R19-031 – DEAN)

   The purpose of the Bylaw is to discharge Land Use Contract Bylaw No. 714-1978 registered to the property located at 11546 Dewdney Trunk Road (shown on the maps below).

2. DISTRICT OF MISSION ZONING AMENDING BYLAW 5885-2019-5050(361) (R19-031 – DEAN)

   The purpose of the Bylaw is to rezone the subject properties located at 11546 and 11596 Dewdney Trunk Road (shown on the maps below) from the Industrial Resource Extraction (INR) Zone to the Industrial Resource Extraction and Processing (INRP) Zone to allow a mobile asphalt plant.

A copy of the proposed bylaws and report relevant to these bylaws may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 am to 4:30 pm, from
Friday, December 6, 2019 to Monday, December 16, 2019. The information is also available on our website at mission.ca by searching “Public Hearing Information”.

If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Jennifer Russell, Corporate Officer, or email info@mission.ca by 4:00 pm on the Friday preceding the date of the Public Hearing. All submissions will form part of the record of the Hearing.

If you require additional information, please contact the Development Services Department at (604) 820-3748 or email planning@mission.ca.

Yours truly,

[Signature]
Hardeep Atwal
Planner

For, Rob Publow
Manager of Planning
DATE: December 2, 2019
TO: Chief Administrative Officer
FROM: Hardeep Atwal, Planner
SUBJECT: Rezoning Application R19-031 for the Properties Located at 11546 and 11596 Dewdney Trunk Road to Facilitate a Mobile Asphalt Plant
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Site Plan & Equipment Layout Plan
Appendix 4 – Land Use Contract (LUC) 714-1978
Appendix 5 – Bill 17
Appendix 6 – Watercourse Mapping
Appendix 7 – Engineering Department Comments dated November 12, 2019

CIVIC ADDRESSES: 11546 and 11596 Dewdney Trunk Road
APPLICANT: Tyler Dean
OCP: Resource Industrial
DATE APPLICATION COMPLETE: September 6, 2019
LOCATION: Steelhead Neighbourhood
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning application for the properties located at 11546 and 11596 Dewdney Trunk Road from Industrial Resource Extraction (INR) Zone to the Industrial Resource Extraction and Processing (INRP) Zone to facilitate a mobile asphalt plant. It also requires the discharging of the LUC 714-1978 and identifies the necessary amendments to the Zoning Bylaw.

Staff support the application moving forward and such have listed Land Use Contract Repeal Bylaw 5884-2019 and Zoning Amending Bylaw 5885-2019-5050(361) under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for December 16, 2019.

SUMMARY:

An application has been received for the properties located at 11546 and 11596 Dewdney Trunk Road (Appendix 2) to rezone the properties Industrial Resource Extraction (INR) Zone to Industrial Resource Extraction and Processing (INRP) Zone to facilitate a mobile asphalt plant (Appendix 3). LUC 714-1978, which is currently registered on 11546 Dewdney Trunk Road, is to be discharged as part of this application.

SITE CHARACTERISTICS:

Combined, the properties are approximately 8.46 ha (20.9 ac) in size and are located in the Steelhead Neighbourhood. The properties are located on the east side of Dewdney Trunk Road, north of the Creston Avenue intersection, within a rural neighbourhood. The lands to the west of the subject site are designated Municipal Forest, and the lands to the north, east and south of the subject site are designated Resource Industrial. There is also one parcel designated Rural to the north of the subject site. The subject site is currently surrounded by resource extraction activity, and the addition of a mobile asphalt plant is considered to have little or no impact on the surrounding neighbourhood.

PLANNING ANALYSIS:

Official Community Plan

Both properties are currently designated Industrial in the Official Community Plan (OCP); the applicant is proposing to rezone to Industrial Resource Extraction and Processing (INRP) Zone to allow the property owner to continue the activities currently permitted by LUC 714-1978 (Appendix 4) on 11546 Dewdney Trunk Road, and expand the activities to 11596 Dewdney Trunk Road. Considering this information, the proposed rezoning conforms to OCP Policy 4.2.21 which considers encouraging and supporting the retention and expansion of local businesses.

Zoning Bylaw Compliance

11546 Dewdney Trunk Road

The property located at 11546 Dewdney Trunk Road is currently is zoned INR and under a LUC. A LUC is a contract between a property owner and a municipality to address the use and development rights related to a property. The regulations in a LUC are similar to those found within a zoning bylaw, except that the LUC is registered to title and may contain other items typically not found within a zoning bylaw, such as engineering servicing standards and development cost charges. LUC 714-1978 allows for the construction of an asphalt plant and disposal of manufactured products from such a plant, and to crush gravel.

As of May 2014, the Province passed Bill 17 (Appendix 5), an amendment to the Local Government Act that terminates all LUCs in the Province on June 30, 2024. While staff have been directed by Council to bring forward bylaws which would terminate LUCs prior to June 30, 2020, the property owner
of 11546 Dewdney Trunk Road has decided to proceed ahead with a rezoning of the property to INRP Zone, separate of the staff-initiated process. The underlying zoning for this site is the INR Zone; however, to allow for the additional use of resource processing, the INRP Zone is being requested.

As per the Site Plan and the Equipment Layout Plan (Appendix 3), only the proposed site trailer, a rap bin and the conveyor will be located on this parcel. There are no structures on the site and no new structures are being proposed at this time. If a structure is proposed in the future, it will be required to comply to the Zoning Bylaw.

11596 Dewdney Trunk Road

The property located at 11596 Dewdney Trunk Road is zoned INR. To allow for resource processing, in addition to the current uses allows on the site, the proposal is to rezone to INRP Zone.

The majority of the proposed activity is to be located on this parcel, as both the proposed aggregate area and the proposed asphalt plant are to be located on it. Further details are provided in the Site Plan and the Equipment Layout Plan. There are no structures on the site and no new structures are being proposed at this time. If a structure is proposed in the future, it will be required to comply to the Zoning Bylaw.

Environment

The provincial Environmental Management Act regulates the discharge of waste to the environment that may result from carrying out a business or a trade. Such discharge of waste is not permitted unless authorized by a permit, or unless the discharge of waste is consistent with a Code of Practice, that applies to the specific business or trade. The provincial Asphalt Plant Regulation sets environmental limits for asphalt plants. The regulation includes requirements for plant location, emissions, maintenance, and monitoring.

The Ministry of Environment Regional Environmental Protection Officer is responsible for enforcement of the Asphalt Plant Regulation. The Environment Management Act provides enforcement options including pollution prevention orders under section 81, pollution abatement orders under section 83 and offences and penalties under section 120 (13). Should there be an environmental contamination concern, staff believe that the provincial and federal governments would take the lead on any environmental enforcement action using their legislation.

Tree Retention

Council Policy LAN. 32 – Tree Retention and Replanting, was last updated in 2012 and does not reflect the changes and updates of OCP Bylaw 5670-2017. As such, staff believe that Policy LAN. 32 does not apply to the subject site as it is designated Resource Industrial and no trees are required to be planted.

Watercourses

District of Mission mapping indicates the presence of a watercourse, on or near the property. A map of watercourses is shown in Appendix 6.

Prior to final adoption of the Bylaw, the applicant will be required to have the property assessed by a Qualified Environmental Professional (QEP). The QEP will determine the appropriate Streamside Protection and Enhancement Area (SPEA) setback and protection measures for the identified watercourses.

Preliminary findings of the QEP propose a SPEA of:

- Stream 1 – 10 m setback from the high-water mark
- Stream 2 – 30 m setback
- Wetland 1- no setback under RAR
- Wetland 2 – 30 m setback
To accept the above setbacks, the SPEA must meet the methodology of the Provincial Riparian Areas Regulations through the provincial notification process.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted a development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 1,000 m (3,280 ft) from the development site notifying them of the public hearing details;

2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. A pre-public hearing information package will be prepared to include copies of all applicable documents and will be available online or at Municipal Hall for public viewing (in accordance with Policy LAN. 50 – Pre-Public Hearing Information Packages).

REFERRALS:

Engineering

The Engineering Department has no objection to the project, subject to the satisfying the engineering servicing requirements, as outlined in Appendix 7.

Forestry

The Forestry Department has no objection to the project.

Province of BC

The Ministry of Environment and Climate Change Strategy has no objection to the project.

REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the Zoning Amending Bylaw will be held until the following have been satisfied:

1. The servicing requirements, as outlined in Appendix 7, have been addressed to the satisfaction of the District Engineer;

2. Notification of the SPEA meeting the Provincial Riparian Areas Regulation has been received; and

3. Any other requirements resulting from Council’s consideration of the Bylaw, including Public Hearing.

INFORMATIONAL NOTES:

Approval of Development Permit Area E (Environmental) and registration of a restrictive covenant is delegated to staff for approval.
SIGN-OFFS:

Hardeep Atwal, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer:
Reviewed.

Reviewed by:
Sandra Johannson, Administrative Assistant
Appendix 1: Information for Corporate Officer

Civic Address: 11546 Dewdney Trunk Road
PID: 006-136-371
Legal: Lot 1 Section 17 Township 18 New Westminster District Plan 41306

Civic Address: 11596 Dewdney Trunk Road
PID: 006-136-397
Legal: Lot 2 Sections 16 and 17 Township 18 New Westminster District Plan 41306
Appendix 2: Location Map

Subject Property: 11546 & 11596 Dewdney Trunk Road
Owner: Hartshorne Holding Limited
Applicant: Tyler Dean
Zoning: INR (11596) & Land Use Contract 714-1978 (11546)
OCP Designation: Resource Industrial
Appendix 3: Proposed Site Plan & Equipment Layout Plan
Appendix 4: Land Use Contract (LUC) 714-1978
LAND USE CONTRACT

THIS CONTRACT is dated the ___ day of ___ , 1978.

BETWEEN:

DISTRICT OF MISSION, a Municipal Corporation, duly incorporated under the laws of the Province of British Columbia, of 8645 Stave Lake Street, Mission British Columbia.

(hereinafter called "THE MUNICIPALITY")

OF THE FIRST PART

AND:

MISSION PAVING SERVICES CO. LTD.

Box 3148, Mission, British Columbia

(hereinafter called "THE DEVELOPER")

OF THE SECOND PART

WHEREAS the Municipality, pursuant to Section 702A 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:

C.S.

Substitute for form C

Date: ___ / ___ / 1978
Deed No. 0, Deed Book ___
Place: _____________________________
Tel. No.: (___) ___-___

[Signatures]

[Name]
[Address]
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:

OWNER
1. The Developer is an owner of these lands and premises situate lying and being in the District of Mission, in the Province of British Columbia, and being more particularly known and described as:

    Lot 2 of Legal Subdivision 5, of Section 18, and of Legal Subdivision B, Section 17, Township 18, Plan 41306, New Westminster District

(hereinafter called "THE LAND")

LAND

CONSENTS
2. The Developer has obtained the consent of all persons having a registered interest in the land as set out in the schedule prefacing the consents to the use and development set forth herein which consents are attached hereto. G. C.
USES

3. The land, including the surface of water, and any and all buildings and structures erected thereon, thereafter or therein shall be used for the purpose specified in Schedule "A" hereto and for none other.

SITING

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.

SIGNS

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.

PARKING

6. Off street parking and loading spaces shall be provided, located and constructed in accordance with the plans set out in Schedule "C" hereto.

CONSTRUCTION

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.

UTILITIES

9. All public utilities and Municipal services 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.

HIGHWAYS

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 F1 and F2 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 H hereto.

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

13. Except as specifically provided in Schedule I hereto, the entire cost of the development of the land including the provision of all works and services and (including Municipal Inspection fees) and the provision 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, save and except gas and electricity, 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 dedicated or required to be dedicated, or upon rights-of-way granted or required to be granted 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 the Developer shall save harmless the Municipality from any such claim.

15. Except as provided in Schedule J hereto, the Municipality shall, from the date of acceptance, becomes 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 and 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.
SCHEDULE

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 1 hereto.

17A. The Developer hereby agrees to pay to the Municipality the normal building permit fee 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 $500.00 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.

REGISTRATION

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".

INTERPRETATION

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

BY-LAWS

20. All references to a by-law mean a By-law of the Municipality (whether or not so stated herein). All by-laws referred to, or applicable in this contract, shall be the most recent by-law enacted, with the most recent amendments thereto, effective on the date of the public hearing for this Land Use Contract.
Should the proposed development not be completed by the stated date, the Municipality may require that new or amended by-laws become effective where applicable.

**DRAWINGS**

21. The drawings (if any) referred to on Schedule "A" of this contract (herein referred to as the Drawings) shall form part of this contract as if embodied herein; additional and/or working drawings shall also form part of this contract if approved by the Municipality.

Wherever and whenever works and services are required to be constructed to Municipal requirements or reference is made to engineering drawings they shall be prepared by a Professional Engineer registered to practise in British Columbia; the said drawings shall be submitted by the Developer for approval by the Municipality as if they were being submitted in accordance with the requirements of the Municipal Subdivision Control By-law.

3766-2009-3143(196)
RC 05/158

21A. This land use contract may be amended in the future by mutual agreement of the parties, provided that the amendment does not affect the density or use of the property included in this land use contract.

This agreement was approved on the 11th day of October, A.D. 1979 by By-Law No. 714-1979.

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:

[Signature]

Ahmed J. Wash

[Signature]

Signed, sealed and delivered by the Developer in the presence of:

[Signature]

Name: Mr. A. Wash

Address: 2744 Hudson St.

Mission B.C.

Occupation: Engineer

[Signature]

Mr. Wash
ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that, on the 15th day of December, 1978, at Mission, in the Province of British Columbia,

[...]

(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 Secretary of Mission, and that he is the person who subscribed his name to the annexed instrument as Clerk of the said

district and affixed the seal of the District 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 15th day of December, one thousand nine hundred and seventy-eight.

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking Affidavits within British Columbia.

AFFIDAVIT OF WITNESS

Province of British Columbia:

To wit:

[...]

1. I was personally present and did see the within instrument duly signed and executed by the said thereto, for the purposes named therein

2. The said instrument was executed at

3. I know the said portion, and that 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 15th day of December, 1978.

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking Affidavits within British Columbia.
ACKNOWLEDGMENT OF OFFICER OF A CORPORATION

I HEREBY CERTIFY that, on the 14 day of May, 1928, at Maple Ridge, in the Province of British Columbia, (whose identity has been proved by the evidence on oath of Mike Stetson, who is) personally known to me, appeared before me and acknowledged to me that he is the President of Mission Engineering Co. Ltd., and that he is the person who subscribed his name to the annexed instrument as President of the said Mission Engineering Co. Ltd. and affixed the seal of the Company 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 Maple Ridge, in the Province of British Columbia, this 15 day of May, one thousand nine hundred and seventy-six.

[Signature]

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking Affidavits within British Columbia.

AFFIDAVITY OF WITNESS

Province of British Columbia
To Wit:
1. Of the of the Province of British Columbia, make oath and say:

2. I was personally present and did see the within instrument duly signed and executed by the part thereto, for the purposes named therein.

3. The said instrument was executed at

4. I know the said part of the full age of nineteen years.

I am the subscribing witness to the said instrument and am of the full age of sixteen years.

Sworn before me at in the Province of British Columbia, this day of 19.

[Signature]

A Notary Public in and for the Province of British Columbia.
A Commissioner for taking Affidavits within British Columbia.
LAND USE CONTRACT

CONSENT

KNOW ALL MEN BY THESE PRESENTS that,

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 or 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 aforesaid 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:
Name
Address
Occupation
LAND USE CONTRACT

SCHEDULE "A"

Schedule of permitted land use.

The construction of an asphalt plant and the disposal of manufactured products from such plant (the Development).

The crushing of gravel on the premises.

The unlimited use of motor vehicles for parking, or the transportation of such goods as may be necessary.

All machinery and vehicles are to be operated from within the hours of 6:00 a.m. to 6:00 p.m., save and except Sundays and statutory holidays. Any other hours of operation will require permission from Council for the District of Mission.

The Developer shall keep in force a soil removal permit during the duration of this contract.

It is understood and agreed, that upon prior notice from the Municipality not less than 24 hours in advance, trucks owned by the Municipality or working for the Municipality shall be given priority for loading.

It is understood and agreed that a production maximum of 50,000 tons of asphalt per year will be allowed.

The mixing machine for asphalt material shall be an "Easy Mix" asphalt plant - Model CD6627, or such similar model approved by the Municipal Council.
LAND USE CONTRACT

SCHEDULE “B”

Plot Plan and Specifications:

Site Area: all buildings to be located and sited as stated below

Yards:
front 25 foot setback
rear 25 foot setback
side 25 foot setback

Site coverage

Height of Building and Structures

  Maximum
  Minimum

Floor Space Ratio

Minimum Floor Area

Number of Units

Plan: all operating machinery other than loading vehicles shall be located 300 feet from the front lot line and a distance of 100 feet from each side line.
LAND USE CONTRACT
SCHEDULE "C"

Off Street Parking:
Total Area  2,500 square feet
Number of Spaces  one space per staff member plus six parking spaces for the use of customers (excluding commercial trucks)
Size of Spaces
Signs
Access  from Dewdney Trunk Road
Plan

Off Street Loading:
Total Area  Anywhere on site
Size of Area
Location
Access
Plan
LAND USE CONTRACT

SCHEDULE "D"

Signs: To regulations of Municipal Sign By-law No. 451 - 1968

Number

Types

Location

Design

Size

Plan

Buildings & Structures:

Plans

Specifications

Landscaping, Surface Treatment, Fences and Screens:

Plans

Specifications

To conform to the Soil Removal permit.

Should dust be a problem to neighbouring properties in the general area of residential or industrial buildings, the Municipality may require a screen of solid plant material to alleviate the situation. Such screen to be to Municipal approval standards.

An evergreen screen (not necessarily solid) shall be located at the front of the property for landscaping purposes.

[Signature]
LAND USE CONTRACT

SCHEDULE "E"

Utilities: Not applicable

Water

Sewer

Gas

Telephone

Electricity

Plans

Specifications

Locations
LAND USE CONTRACT

SCHEDULE "F"

Highways, Bridges, Lanes, Walkways and Drainage:
Not applicable

Paving, Curbs and Gutters:

Street Lighting:

Boulevards:

Signs:

Drainage:
LAND USE CONTRACT

SCHEDULE "G"

Subdivision Plans:
Not applicable

Parcels:

Area

Dimensions

Highways:

Dimensions

Location

Alignment

Gradient
LAND USE CONTRACT

SCHEDULE "H"

Parks, Public Space and Recreational Facilities: Not applicable

Construction

Location

Size

Development

Furnishing

Plans
LAND USE CONTRACT

SCHEDULE "I"

Development and Service to be provided or paid for by the Municipality.

Not applicable
LAND USE CONTRACT NO. 

SCHEDULE "J"

Works and Services to be Maintained by the Developer

Not applicable

[Signature]
LAND USE CONTRACT NO.

SCHEDULE "K"

Security:

The security to guarantee the performance of this contract shall be a letter of credit in a form acceptable to the Municipality in the amount of $1,000.00 for the putting into operation of the Development (the Development Security).

The Development Security shall be released within 30 days of the Developer giving notice to the Municipality in writing that the development is in operation.
LAND USE CONTRACT NO.

SCHEDULE "L"

Time For Operation

Operations shall commence within 6 months from the date of the signing of this contract. Save and except that reasonable extension may be granted by Council due to circumstances beyond the control of the Developer. The Developer shall promptly apply for such an extension when deemed necessary.
Appendix 5: Bill 17

Miscellaneous Statutes Amendment Act, 2014 (Bill 17, 2014)
Amendments to Local Government Act, Community Charter and Vancouver Charter

Bill 17, 2014, the Miscellaneous Statutes Amendment Act, 2014 includes a number of amendments intended to streamline local and provincial government land use planning and development approvals, modernize outdated legislative tools and provide greater certainty and transparency for residents and those who develop and build within communities. Specifically, Bill 17 introduces amendments to the Local Government Act, Community Charter and Vancouver Charter to remove unnecessary ministerial approvals for certain land use planning and development bylaws; allow modern land use policies and practices to replace land use contracts; and, protect developers from increases in development cost charges (DCC) or development cost levies (DCL) in the City of Vancouver for 12 months after DCC/DCL rate increases are made, where a rezoning or development permit application is in process.

Proposed Amendments:
Proposed amendments to the Local Government Act, Community Charter and Vancouver Charter:

Removing the requirement for Ministerial approval for Regional District (RD) land use bylaws.

The following amendments remove the requirement for Ministerial approval of certain RD land use bylaws, streamlining the RD bylaw approval process. They also broaden the authority of the Minister to develop provincial policy guidelines in relation to RD land use bylaws, providing an opportunity to provide clarity regarding provincial interests and support the appropriate notification and referral of regional district bylaws to Provincial ministries and agencies.

- Removes requirement for Ministerial approval of RD OCP, zoning, subdivision servicing and temporary use bylaws (LGA s. 882, 913, 921, 930, 938).
- Provides discretionary authority for the Minister to require approval of RD bylaws (LGA s. 874.1).
- Broadens the existing authority of the Minister, to develop provincial policy guidelines in relation to RD zoning, subdivision servicing and temporary use bylaws (LGA s. 873.2).
- Removes the requirement for the minister responsible for the Transportation Act to approve subdivision servicing bylaws, if a regional district provides the subdivision approving officer services, and provides discretionary regulatory authority for that minister to require approval of such bylaws (LGA s. 938(3.1)).

Removing Ministerial approval for soil removal and deposit bylaws that include fees

- Removes the requirement for the Minister to approve the application of fees within municipal soil removal and deposit bylaws (CC s. 195(3)), and for such regional district bylaws (LGA s. 723(7)).
- Note: The Ministry of Environment maintains its approval role for soil deposit bylaws, and the Ministry of Energy and Mines maintains its approval role for soil removal bylaws.

Ministry of Community, Sport and Cultural Development
Intergovernmental Relations and Planning
PO Box 8941 Ste 10
Vancouver, BC V8W 9T2
Phone: (604) 250-1108
Fax: (604) 250-9212
Terminating Land Use Contracts (LUC)

- Provides for the termination of all land use contracts in affected BC municipalities and regional districts on the “sunset” date of June 30, 2024 and requires all local governments to have zoning in place for lands covered by land use contracts by June 30, 2022 (LGA Part 26, Division 7.1, s. 914.1).
- Enables local governments to undertake early termination of land use contracts under certain conditions (LGA, Division 7.1, s. 914.2), namely:
  - Early termination bylaw is adopted on or before June 30, 2022;
  - Early termination bylaw comes into force at least one year after it is adopted;
  - A public hearing, which cannot be waived, is held (LGA s. 892, 893);
  - Zoning is in place where land use contracts are to be terminated; and
  - Proper land title office is notified of early termination bylaw within 30 days of its adoption.
- Requires local governments to give written notice of land use contract termination, when land use contracts are terminated early or in advance of the sunset date of June 30, 2024 (LGA s. 914.3).
- Provides Boards of Variance with new authority to extend the dates set in early termination bylaws for reasons of hardship, up to the sunset date of June 30, 2024 at the latest (LGA s. 901.1).
- Provides non-conforming use status to land, buildings and structures that are on land subject to a land use contract after land use contracts are terminated (LGA s. 911).
- Provides that compensation is not payable with regard to land use decisions for the termination of land use contracts, which extends the current no-compensation provisions currently provided in relation to land use bylaws (LGA s. 914).
- Note: this amendment does not impact the City of Vancouver, as there are no lands affected by land use contracts in the City.

Providing in-stream protection from DCC/DCL rate changes

- Provides developers with 12 months protection from increases to development cost charges (DCCs) if a DCC bylaw is adopted after an application for a rezoning or a development permit has been submitted to a local government for approval (in a form acceptable to the local government and fees paid) (LGA s.937.001).
  - The same level of protection currently exists for subdivision (LGA s. 943) and building permit applications (LGA s. 937.001).
- Provides that the same 12-month protection applies to development cost levy (DCL) rate changes in the City of Vancouver for development permit and rezoning applications (in a form acceptable to the City and fees paid) (VC s.523D).
  - The City of Vancouver currently has the same level of protection for building permit applications (VC s. 523D (8.2)).

Practical Considerations:

- If the legislation is passed, the changes will come into force on the date that the Miscellaneous Statutes Amendment Act, 2014 (Bill 17) receives Royal Assent.

Statutes amended:

Local Government Act: sections 5, 723, 870, 873.2, 874.1, 876, 882, 890, 892, 893, 900, 901.1, 911, 913, 914, 914.1, 914.2, 914.3, 914.4, 921, 930, 937.001, 938

Community Charter: section 195

Vancouver Charter: sections 2.1, 523D

Link to Bill 17, 2014
http://www.leg.bc.ca/49th2nd/1st_read/eql17-1.htm
Appendix 6: Watercourse Mapping

FIGURE 3: MAP OF ALL WATERCOURSES OBSERVED ON OR AROUND ON THE PARCEL (11546 & 11596 DEWDNEY TRUNK ROAD) AND THE SETBACKS ASSOCIATED WITH EACH WATERCOURSE.
Appendix 7: Engineering Department Comments

CURRENT ZONE: INR & LUC714-1978

PROPOSED ZONE: INRP

NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 5650-2017 as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water is not available on Dewdney Trunk Road. Connection to the municipal system is not required.

There is a regional watermain fronting the site that is under the jurisdiction of the Abbotsford Mission Water and Sewer Commission (AMWSC) for which the City of Abbotsford assumes operation responsibility. 11546 Dewdney Trunk Road has a service record card that shows an existing non-metered 19mm service connection to the 400Ø Hyproson water main.

It may be permitted to use this connection if needed, at the discretion of the Engineer. In order to consider using this connection it must be in acceptable condition, is not upsized, and is fitted with a proper meter box, meter setter, and meter with radio head at the property line. Provincial regulations may require an acceptable water source for an asphalt plant or mine operation. The District of Mission requires confirmation in writing if a water supply is not needed as per Provincial regulations. The District of Mission will require an inspection report, at the developer’s cost, if the developer wishes to use the existing connection.

STORM SEWER REQUIREMENTS:

Municipal storm sewer is not available on Dewdney Trunk Road. Connection to the municipal system is not required.

SANITARY SEWER REQUIREMENTS:

Municipal sanitary sewer is not available on Dewdney Trunk Road. Connection to the municipal system is not required.

There are no proposed septic services to the proposed development. The District of Mission requires confirmation in writing that the proposed development complies with Provincial and Fraser Health regulations for resource extraction and processing operations, and that septic services are not required for the proposed development facilities.

ROAD WORK REQUIREMENTS:

Dewdney Trunk Road provides paved access to the site.

The condition of the existing access which crosses Stream 1 as identified in the Environmental Assessment Report prepared by Madrone Environmental Services Ltd. dated August 20, 2019 is unknown. The applicant shall have a QEP and Civil Engineer assess the Stream crossing, and if necessary, the applicant will repair or replace the crossing as a condition of rezoning.

Storm water management must be addressed at the driveway access to the property from Dewdney Trunk Road. To manage storm water, a swale shall be installed for the width of the driveway and will follow District of Mission standard drawing SS-C04 for design. The driveway is currently positively sloped from the edge of Dewdney Trunk Road onto the property. This proposed swale is to be shown on the drawings as part of the site plan review for rezoning.
Engineered design required. The design shall comply with the District of Mission Development and Subdivision Control Bylaw and shall include the recommendations noted in the Environmental Assessment Report prepared by Madrone Environmental Services Ltd. dated August 20, 2019.

OTHER COMMENTS:

As recommended in the Environmental Assessment Report prepared by Madrone Environmental Services Ltd. dated August 20, 2019 an Erosion and Sediment Control Plan shall be designed and implemented as a condition of rezoning.

RECOMMENDATION:

From an engineering point of view, this application shall have revised drawings resubmitted, reviewed, and accepted as well as confirmation of water and sanitary requirements as requested before proceeding to rezoning approval.

Prepared by:  
Graham Harder,  
Engineering Technologist I

Reviewed by:  
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:  
Jay Jackman, Manager of Development  
Engineering & Projects
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Guy Gusdal, Manager of Inspection Services
SUBJECT: Remedial Action Order for 8220 Cedar Street (Declaration as Nuisance Property)
ATTACHMENTS: A – Photographs of the Property at 8220 Cedar Street
B – Letters from Staff to the Property Owner
C – Photographs of the Yards of Neighbouring Properties

RECOMMENDATIONS: Council consider and resolve:

1. That, after viewing photographs of the property at 8220 Cedar Street (legally described as Lot 3, Section 28, Township 17, New Westminster District Plan LMP3172) provided in the report of the Manager of Inspection Services, dated December 16, 2019, entitled “Remedial Action Order for 8220 Cedar Street” and pursuant to the authority provided in Section 74 of the Community Charter, the property is so dilapidated or unclean as to be offensive to the community and, as a result, is a “Declared Nuisance” that requires remedial action to remove the accumulation of debris and discarded materials from the property as well as to clear the property of all noxious weeds and other offensive overgrowth;

2. That the following remedial action be imposed upon the registered property owner, Troy Lenard Rankel, in respect of the property noted above to remove the accumulation of debris and discarded materials from the property as well as to clear the property of all noxious weeds and other offensive growth;

3. That the time limit for compliance with the Remedial Action Order detailed above is set at 60 days commencing December 20, 2019;

4. That the time limit for a written Notice to request Council reconsider the Remedial Action Order detailed above be set at 14 days commencing December 20, 2019;

5. That staff be authorized to take all appropriate actions, including site clean-up and disposal of all items removed from the property, in accordance with Section 17 (Municipal Action at Defaultor’s Expense) of the Community Charter to ensure the property is brought into compliance with the Remedial Action Orders specified above subject to the following:

   a. the property owner has not fully complied with the Remedial Action Order on or before the compliance date specified by Council;

   b. that all costs incurred by the District of Mission to bring the property into compliance shall be at the expense of the property owner and, as per Section 17 of the Community Charter, these costs shall be treated as a debt owed to the Municipality.
PURPOSE:
The purpose of this report is to obtain Council’s approval to remove an eyesore from the District; and to restore the property to a condition that is generally in keeping with the prevailing standard of the surrounding neighbourhood. This action would be undertaken in the event that the property owner does not take appropriate action to resolve this issue prior to Council’s Remedial Action Order deadline. It should be noted that, if the property owner makes significant progress with the site clean-up, then staff would continue to work with the property owner towards compliance without invoking Council’s remedial action authority.

BACKGROUND:

Site History:
On October 22, 2018 the District of Mission received a complaint regarding the unsightly condition of the property with regards to the significant amount of debris and discarded items contained on the property (8022 Cedar Street) exposed to the elements. The District has a history of unsightly issues with this property.

Issues with the subject property include:

- Significant accumulation of debris (including a substantial number of plastic bags of what appears to be household garbage) and discarded items (including multiple derelict vehicles) on the property since some limited progress was made earlier this year.
- Overgrowth of the lawn, weeds and other vegetation.
- An apparent rat infestation on the property.
- Potential unsightly issues with the structures on the property that may become visible once all the debris and discarded items are removed from the property.

City Actions/Inspection Activity to Date:

- October 26, 2018 – property inspected and pictures taken. Property is unsightly pursuant to the Good Neighbour Bylaw (Bylaw) with substantial debris, discarded materials and overgrowth on the property. Letter from the Bylaw Enforcement Officer dated October 26, 2018 advising of Bylaw regulations (Attachment B). Photographs were taken.
- November 15, 2018 – verbal order by Bylaw Enforcement Officer to clean up the property was given to the property owner (Troy Rankel) and his son. A letter from the Bylaw Enforcement Officer dated November 15, 2018 explaining that issues of non-compliance with the Bylaw remain and that compliance is required (Attachment B). Photographs were taken.
- November 28, 2019 – bylaw enforcement officers re-inspect the property. It did not appear that much work was done. The owner indicated that three truck loads were removed from the property.
- December 14, 2019 – property was re-inspected; there was no change.
- January 10, 2019 – property was re-inspected; there was little change. A ticket issued with commitment that the ticket will be dismissed if significant progress is made with the property clean-up.
- January 30, 2019 – property was re-inspected; there was no change. The owner indicated that the weather (snow-fall) hampered his clean-up efforts. The owner was advised that clean-up must occur soon to avoid having their property be declared a “nuisance” property. Photographs were taken.
- February 28, 2019 – property was re-inspected; there was no change. No one answered the door when the bylaw officer attempted to contact the property owner, business card was left at the door).
- March 5, 2019 – property was re-inspected; there was no change and no answer at the door.
• March 12, 2019 – property was re-inspected; there was no change and no answer at the door.
• March 15, 2019 – property was re-inspected; there was no answer at the door. The bylaw enforcement officer notes that the number of garbage bags appeared to have grown. Photographs were taken.
• March 18, 2019 – staff meeting to discuss next steps.
• March 21, 2019 – property was re-inspected to catalogue, as much as possible, the debris and discarded items on the property, including identifying vehicles. Photographs were taken.
• April 2, 2019 – an Order to clean-up dated April 2, 2019 was sent by the Manager of Inspection Services to the property owner with a compliance date of May 3, 2019 (Attachment B).
• May 8, 2019 – property was re-inspected. Clean up had started and visible progress had been made, some small garbage had been removed from the property.
• July 11, 2019 – property was re-inspected. Substantial garbage/debris had been removed from the north-east corner of the property by the shed and the deck area appeared to have improved.
• July 17, 2019 – property was re-inspected to photograph the rest of the property (photography was stopped on July 11, 2019 because the property owner was getting upset).
• August 8, 2019 – property was re-inspected. Clean up of the property had been stalled; there was no change from the July 11, 2019 inspection. A voice mail message was left on the property owner’s phone to this effect.
• September 11, 2019 – property was re-inspected; there was no change. A message was left with the property owner.
• September 24, 2019 – property was re-inspected; there was no change. A message was left with the property owner’s son.
• October 3, 2019 – property was re-inspected; there was no change. The voice mailboxes of the owner and the owner’s son were both full; therefore, no message could be left.
• October 10, 2019 – property was re-inspected; there was no change. The bylaw enforcement officers spoke with property owner’s son on site regarding the need to clean up the property. The property owner’s son indicated that his father has been “laid up” for sometime from a back injury suffered in a motor vehicle accident. Photographs were taken. At this time, the bylaw enforcement officers clearly stated to the property owner’s son that if the clean up does not commence, then the issue will be brought before Council for action.
• November 14, 2019 – property was re-inspected; there was no change. Photographs were taken. The bylaw enforcement officer attempted, but was unable to speak with the property owner or the property owner’s son.

**Community Charter Remedial Action Authority & Process:**

Sections 72 through 80 of the Community Charter outline the process for remedial action requirements. Remedial action requirements are imposed by Council resolution and do not require enacting a bylaw. The ability to impose remedial actions cannot be delegated to Administration.

Section 72 provides the authority to Council to impose remedial actions on property owners, leasees or occupiers of land in relation to hazardous conditions, declared nuisances, or circumstances (that) harm drainage or dikes. The section also stipulates the actions that Council may require the person to undertake:

1. remove or demolish the matter or thing,
2. fill it in, cover it over or alter it,
3. bring it up to a standard specified by bylaw, or
4. otherwise deal with it in accordance with the directions of Council or a person authorized by Council.
Section 73 provides clarification and limitations to Council’s authority to impose a “hazardous condition” remedial action on a property. At this time this is not an issue for this property.

Section 74 provides clarification to Council’s authority to impose a “declared nuisance” remedial action on a property. The section affords Council a significant latitude with regards to determining what “matters or things” in relation to a property can be declared a nuisance (this includes the ability for Council to consider a thing that is so dilapidated or unclean as to be offensive to the community). To ensure that this broad authority is not abused, the City should exercise a standard of “reasonableness” when assessing whether a matter or thing in relation to private property is “declared a nuisance”.

Section 75 is not relevant to the issues on the property that are the subject of this report.

Section 76 of the Community Charter stipulates the minimum time period that Council can set for compliance must not be less than 30 days from the date of the notice to the affected persons. Section 77 outlines the process the City must use to notify property owners and other, defined, affected persons of Council’s decision to impose a remedial action requirement on a property. It also references the ability for the City to exercise the authority under Section 17 of the Community Charter [municipal action at defaulter’s expense] if the remedial action requirement is not completed by the compliance date. Furthermore, Section 17 authorizes the City to collect all related costs as a debt owed to the City, which, if unpaid, would be transferred to taxes as arrears at the end of the year.

Section 78 grants a person affected by remedial action the right to request that Council reconsider their decision and to have an opportunity to make a representation directly to Council. The section stipulates the minimum time period that Council can set for an affected person to request reconsideration at not less than 14 days from the date of the notice to the affected persons; it also defines the reconsideration process.

Section 79 grants Council the authority to reduce both of the time limits stated in Sections 76 and 78, if Council considers there is a significant risk to health or safety if action is not taken earlier.

Section 80 of the Community Charter provides a mechanism for the City, under very specific circumstances, to recover municipal costs through the sale of the property, should the remedial action requirement not be satisfied by the property owner or affected persons, by the date specified for compliance.

DISCUSSION AND ANALYSIS:

Staff continue to monitor the property for compliance with the Bylaw (unsightly/untidy) and attempt to regularly communicate with the property owner regarding his progress to clean up the property (though all signs indicate that this work has stalled for the foreseeable future); as well as communicating with the complainants in the area.

As outlined in the chronology provided above regarding District activity associated with the property, staff have spent considerable time working with the property owner to bring the property into compliance with the Bylaw. Staff achieved some initial success that saw the property owner remove some of the debris from the property voluntarily. Unfortunately, the success was short-lived and momentum in clean-up was lost and the property reverted to its previous state. In some respects, the issues on the property have since worsened as much of the debris appears to be household garbage. The apparent increase in household garbage may be contributing to a rat infestation in the neighbourhood. Staff have received complaints of an increased rat presence in the neighbourhood.

A number of pictures provided in Attachment A document the existing condition of the property. In this situation, each picture is worth a thousand words. Staff have also included pictures of the yards of properties in close proximity to the subject property for comparison. The photographs clearly demonstrate that the subject property is not being maintained to the same standard that prevails on properties in the surrounding community. This evidence is sufficient to support a decision determining that the property is an eyesore and, thus can be declared a Nuisance pursuant to Section 74 of the Community Charter.
Other Parties with an Interest in the Property:
A title search of the property indicates that there are other parties beyond the property owner that have a registered interest in the property, including a mortgage holder and two separate judgements with monetary claims against the property. The Community Charter requires a local authority to notify all persons with an interest in the property when a Remedial Action Order is being considered (mortgage holders typically meet this criteria) and again when a Remedial Action Order has been issued.

FINANCIAL IMPLICATIONS:
Over the past two years, the District has incurred costs with respect to inspecting and monitoring the property to date and for the preparation of inspection reports and correspondence pertaining to the property. Additional costs will be incurred to continue to monitor the property and follow through with the implementation of the remedial action should the property owner not bring the property into compliance by the deadline. However, if action is taken to obtain compliance with the remedial action requirements, any costs associated with that work shall be charged back to the owner as a debt owed to the Municipality as per Section 17 of the Community Charter and if unpaid, would be added to the property taxes as arrears at the end of the year. Staff are not able to recover any staff costs related to monitoring the property; only those costs associated directly with the clean-up could be recovered.

COMMUNICATION:
No communication action is required.

SUMMARY AND CONCLUSION:
Staff recommend that Council declare the property as Nuisance and support the issuance of the proposed Remedial Action Order so that the District can take the steps necessary to bring the property at 8220 Cedar Street into compliance. Should Council agree with staff’s recommendation, Council should state reasons for their decision to declare the property a Nuisance pursuant to Section 74 of the Community Charter.

SIGN-OFFS:

Guy Gusdal, Manager of Inspection Services
Reviewed by:
Dan Sommer, Director of Development Services

Comment from Chief Administrative Officer:
Reviewed.
ATTACHMENT “A”

Front yard over growth

Rear Yard #1
Rear Yard #2

Rear Yard #3
Rear Yard #6

Rear Yard #7
Rear Yard #8

North Side Yard looking west #1
October 26, 2018

Troy Rankel
8220 Cedar St
Mission, BC V2V 3N6

Dear Troy:

Re: Property situated at 8220 Cedar Street, Mission BC.

This office is in receipt of a complaint regarding the above noted property. As a result of an inspection, it was found that the premises have been allowed to become unsightly. Please have the derelict vehicles, car parts, tires, old metal, wood and debris removed.

Specifically, you are required to remove all debris, tires, metal and car parts, wood and derelict vehicles. Only one uninsured vehicle per property, derelict vehicles prohibited.

The Good Neighbour Bylaw 5524-2015 provides that:

“Unsightly Property” includes Land that displays any one or more of the following characteristics to such an extent that as a whole it looks unkempt, unmaintained, dilapidated or in disrepair:

a) the accumulation of Refuse, discarded or recyclable materials, or Derelict Vehicles;

b) fencing materials are broken, rotting, contain holes or cracks, or are rusted or covered with peeling paint;

c) landscaping plants, bushes and trees are dead or clearly demonstrate uncontrolled growth;

d) a Building or structure that contains holes, breaks, rot or surfaces that are crumbling or cracking, or covered with rust or peeling paint;

e) the windows in a Building or structure are broken or boarded up;
The purpose of this letter is to provide you with a final notice regarding the bylaw infraction on your property. Please bring this property into compliance by **November 15, 2018**.

Failure to comply by the deadline will legal action, including fines of $500 for each day the property remains in non-compliance. These fines will be issued pursuant to the Good Neighbour Bylaw.

We trust you will take corrective measures in response to this letter. If you have any questions, please call me at 604-814-1265.

Yours Truly

Annabel Russbueldt
Bylaw Enforcement Officer
November 15, 2018

Troy Rankel
8220 Cedar St
Mission, BC  V2V 3N6

Dear Troy:

Re: Property situated at 8220 Cedar Street, Mission BC.

This office is in receipt of a complaint regarding the above noted property. As a result of an inspection, it was found that the premises have been allowed to become unsightly. Please have the derelict vehicles, car parts, tires, old metal, wood and debris removed.

Specifically, you are required to remove all debris, tires, metal and car parts, wood and derelict vehicles. Only one uninsured vehicle per property, derelict vehicles prohibited.

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c) landscaping plants, bushes and trees are dead or clearly demonstrate uncontrolled growth;

d) a Building or structure that contains holes, breaks, rot or surfaces that are crumbling or cracking, or covered with rust or peeling paint;

e) the windows in a Building or structure are broken or boarded up;
The purpose of this letter is to provide you with a final notice regarding the bylaw infraction on your property. Please bring this property into compliance by December 7, 2018.

Failure to comply by the deadline will legal action, including fines of $500 for each day the property remains in non-compliance. These fines will be issued pursuant to the Good Neighbour Bylaw.

We trust you will take corrective measures in response to this letter. If you have any questions, please call me at 604-814-1265. Please call me, as I will be issuing a fine of $500 after December 7, 2018.

Yours Truly

Annabel Russbuehl
Bylaw Enforcement Officer
April 2, 2019

Troy L Rankel
8220 Cedar Street
Mission BC
V2V 3N6

Dear Mr. Troy L Rankel:

Re: Unsightly Property Clean-Up Order for 8220 Cedar Street, Mission, BC, (Legally Described as Lot 3, Plan LMP3172, Section 28, Township 17, New Westminster Land District); Parcel Identification Number 017675898,

As the registered property owner of the above noted property this Order is to advise you of the Unsightly condition of the property and the requirement to bring the property into compliance with Sections 12 and 14 of the “District of Mission Good Neighbour Bylaw 5524-2015”. The “Good Neighbour Bylaw 5524-2015” defines “Unsightly Property” as:

“...Land that displays any one or more of the following characteristics to such an extent that as a whole it looks unkempt, unmaintained, dilapidated or in disrepair:

a) the accumulation of Refuse, discarded or recyclable materials, or Derelict Vehicles;
b) fencing materials are broken, rotting, contain holes or cracks, or are rusted or covered with peeling paint;
c) landscaping plants, bushes and trees are dead or clearly demonstrate uncontrolled growth;
d) a Building or structure that contains holes, breaks, rot or surfaces that are crumbling or cracking, or covered with rust or peeling paint;
e) the windows in a Building or structure are broken or boarded up.”

On March 21, 2019, Bylaw Enforcement Officers, Annabel Russbueldt and Pat Northup inspected the above noted property and documented the condition of the property as follows:

- dilapidated, disrepair, rotting refuse, debris and discarded materials that are exposed to the elements consisting of these items:
  - 2 coke cola machines,
  - 5 motor trikes,
  - 3 motorcycles,
  - 1 ski or sea doo,
  - 2 hot-tubs (one contains stale/stagnant water),
  - stainless steel refrigeration bar with pour spouts,
  - old furnace,
  - 2 hot tub covers,
  - 1 dune buggy,
2

- 2 flat bottom jet boats with inboard motors on trailers (1 boat CF 9581FE, Trailer plate WEN 13C),
- 3 rotting mattresses,
- large stack of plywood,
- 6 stainless steel construction grid plates,
- large stack of 2x4 & 2x6 lumber,
- large Roto Gro hoist,
- 4 car doors,
- 'Big O' drainage pipe,
- several sliding glass doors (approximately 6),
- 5 car tire rims,
- 9 plastic bins with various heavy duty power tools, non-power tools & auto parts,
- 3 steel drums from "Degardur" (Resins- Solvent free),
- 1 homemade trailer from an old pick-up truck bed,
- approximately 20 full or partially full garbage bags of household garbage on the back, east, deck,
- approximately 20 garbage bags full or partially full garbage bags of household garbage in the back of the blue Silverado, Chevrolet, pick-up truck,
- approximately 15 garbage bags full or partially full garbage bags of household garbage throughout the property,
- approximately 40 vehicle tires (off rims, rubber only),
- 1 house door,
- 3-4 glass window panes,
- 1 large propane tank,
- 2 barbecue size propane tanks,
- 2 extension ladders,
- 1 canopy for a pick-up truck,
- 6 dining room chairs,
- 4 children's bicycles,
- 1 lawn mower,
- 1 dining room table,
- 1 ride on "Royer" tractor,
- 4 large aluminum grow light reflectors,
- rotting boat covers;
- piles of household garbage not contained in garbage bags;
- dead vegetation,
- rotting clothes and beverage cans throughout the property; and
- The following delict vehicles:
  - 1 yellow Volkswagens bug (for parts) 1973, #1132673945;
  - 1 yellow Volkswagen bug, no VIN#, no plates;
  - 1 blue "1 ton" cube Vandura 3500 VIN# G31M8G4515859;
  - 1 black Honda Accord, Plate # FT3-09M;
  - 1 silver Lincoln Navigator, Plate # 771-ELE, VIN # JH MBA414XKC801856;
  - 1 blue Chevrolet pick up truck, No plates, VIN# covered by papers; and
  - 1 green Sierra GMC truck, Plate # MX 8514.
Due to the condition of your property I have declared that your property is an “Unsightly Property” and that as the registered property owner your property contravenes Section 12.2 of the “Good Neighbour Bylaw 5524-2015” which states that:

“No Owner or Occupier shall cause or permit the Land of the Owner or Occupier to become or remain an Unsightly Property.”

Furthermore, the site inspection noted Derelict Vehicle(s) on the property which contravenes Section 14.1 of the “Good Neighbour Bylaw 5524-2015”. Section 14.1 states:

“No Owner or Occupier shall cause or permit the storage or accumulation on the Land of the Owner or Occupier of a Derelict Vehicle or parts of a Derelict Vehicle or of a wrecked, broken or dismantled trailer, boat or mechanical equipment unless the Zoning Bylaw permits, as a principle use, the wholesaling or retailing, storing or parking of wrecked, broken or dismantled materials, or equipment, or Derelict Vehicles and only provided that they are stored in a manner so as not to be visible from other Land, Streets, municipal parks, or other public places.”

Non-compliance with Sections 12.2 and 14.1 of the “Good Neighbour Bylaw 5524-2015” must be rectified. Therefore, pursuant to Sections 23.1 and 23.5 of the “Good Neighbour Bylaw 5524-2015” you are Ordered to remove all debris, household garbage, discarded materials and Derelict Vehicles from the property on or before May 3, 2019.

Please note that failure to comply with this Notice may result in further enforcement action by the District of Mission. Further enforcement action would include:

- referring the matter to a public meeting of Council to obtain a Council Remedial Action Order to bring the property into compliance;
- granting authorization for staff to enter the property to take the action required to obtain compliance;
- authorization to recover the District’s costs to obtain compliance from the property owner; and
- authorization to add any unpaid costs to the property’s property taxes as Arrears.

Should you have any questions regarding this Order to comply please contact me at your convenience by phone at 604.820.5374 or via email at gusdal@mission.ca. Should you require additional time to comply with this order please submit your signed written request to me on or before May 3, 2019. Please include your reasons for the extension and your proposed date for bringing the property into compliance in your letter.

Sincerely,

Guy Gusdal
Manager of Inspection Services

cc: Annabel Russbeuldt and Pat Northup Bylaw Enforcement Officers
Compliance Officer, Ministry of Finance, Revenue Solutions Branch, Compliance Unit, PO Box 9497 Stn Prov Govt, Victoria BC, V8W 9N8
Lawson Lundell LLP, Barristers and Solicitors Attn: Paul Kressock, 1600-925 West Georgia Street, Vancouver, BC V6C 3L2
Canadian Imperial Bank of Commerce, 33165 1st Ave, Mission, BC V2V 4J4
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Hardeep Atwal, Planner
SUBJECT: Retail Cannabis Sales Licence Application (RC19-001), located at 31956 Lougheed Highway
ATTACHMENTS:
1 – Information for Corporate Officer
2 - Location Map
3 – Unit Location Map
4 – Storefront and Concept Floor plan
5 – Buffer/Radius Map

CIVIC ADDRESS: 31956 Lougheed Highway
APPLICANT: BC Liquor Distribution Branch
OCP: Commercial
DATE APPLICATION COMPLETE: February 8, 2019
LOCATION: Mission Core
RECOMMENDATIONS: Council consider and resolve:

1. That Retail Cannabis Sales Licence Application RC19-001 for a public cannabis retail store at 31956 Lougheed Highway be supported; and
2. That the recommendation be forwarded to the Liquor Distribution Branch.

PURPOSE:
The purpose of this report is to receive a Council resolution in support of a Retail Cannabis Sales Licence application for the property at 31956 Lougheed Highway (Attachment 2).

BACKGROUND:
On October 17, 2018, the selling of cannabis for non-medical purposes became legal in Canada. Within British Columbia, the Provincial Government is the licencing authority through the Liquor and Cannabis Regulation Branch (LCRB) for non-medical cannabis retail stores. Public cannabis stores are authorized under the Cannabis Distribution Act, and are established and operated, in BC, by the Liquor Distribution Branch (LDB).

The LDB is one of two branches of government responsible for non-medical cannabis industries in B.C. Through the Liquor Distribution and Cannabis Distribution Acts, the LDB is mandated with the purchase and distribution of cannabis for the Province. As of December 2, 2019, the LDB has nine public cannabis retail stores, as well as an e-commerce platform to offer public online sales of cannabis. Further, the LDB has an additional 24 approved applications by local governments that are in various stages of opening.

On October 7, 2019, Council considered and gave 1st and 2nd readings to the Zoning Amendment Bylaw 5651-2019-5050(355) to allow for Retail Cannabis Store as a permitted use. Additionally, Council considered amendments to the Business Licence Bylaw and the Land Use Applications and Fees Bylaw. The bylaws were heard at the October 21, 2019 Public Hearing. Council has subsequently given and amended 3rd reading to the zoning bylaw the same evening.

On November 18, 2019, the District of Mission adopted the LEG.04(C) Cannabis Retail Store Licence Application Policy and all applicable Zoning Bylaw amendments.

PLANNING ANALYSIS:
Location – Neighbourhood and Site Characteristics
The subject site, addressed 31956 Lougheed Highway, is located at the southwest corner of Lougheed Highway, Rai Avenue and Wren Street. The subject site has a large retail complex on it and is surrounded by lands designated Commercial to the immediate north, east, and west; while, lands to the south are designated Industrial and Parks and Open Space. Current businesses located on the site are Mission Medical Skin & Laser, Vape Street, Subway, GNC, Pizza Hut, Fat Burger, Marble Slab Creamery, Great Clips, Telus, Dollarama, Westland Insurance, and Walmart. The proposed public retail cannabis sales store is to be located in Unit 6, next to Great Clips, as shown on Attachment 3. The combined unit area is approximately 3,092 ft². The storefront will have frosted windows to align with Health Canada’s requirements that cannabis not be visible to minors. The storefront and the concept floorplan is provided in Attachment 4. The retail complex provides for ample parking and easy access to customers.

Land Use Impact - Official Community Plan & Zoning Bylaw Compliance
The subject site is designated Commercial in the Official Community Plan (OCP) and it is zoned Commercial Highway Two (CH2) Zone. While the proposed use is permitted in the target zone, there are spatial limitations between cannabis retail sales stores and between cannabis retail stores and schools that apply to all proposed retail cannabis stores.
As this is the first proposed cannabis retail store in the District, there is no spatial conflict to consider between other cannabis retail stores. Further, the subject site is well over 250 meters from the nearest school at 755 meters and no other cannabis retail store would be permitted within the 150 meters of the subject parcel (24 properties) as demonstrated in Appendix 5.

LEG.04(C) Cannabis Retail Store Licence Applications Policy

Policy LEG.04(C) (Policy) outlines the applicability and process for a Retail Cannabis Sales Licence Application. The policy exempts all applications made by the BC Government for publicly operated cannabis retail stores. As such, the LDB application is exempt from the requirements of the Cannabis Retail Store Licence Application Policy. Despite the exemption, the LDB has made an application to the District of Mission for Council consideration and transparency.

PROPOSAL ANALYSIS:

Business Plan

The LDB proposes to have bright, clean, welcoming and professional store, with the intent of creating a safe and favourable alternative to purchasing cannabis from the illicit market. All cannabis products carried by BC Cannabis Stores are sourced from federally licensed cannabis producers that are required to meet Health Canada’s guidelines for quality control, Good Production Practices and inventory management.

The store is to employ unionized staff of approximately 12 employees. The store will have a Store Manager, at least one Assistant Store Manager, and staff comprised of full and part time Cannabis Consultants. All employees go through criminal background checks. Proposed store hours are:

- Monday to Thursday 9 am to 7 pm
- Friday to Saturday 10 am to 10 pm
- Sunday 10 am to 5 pm

Security

Customer, employee, and community safety is paramount to the LDB. As such, the LDB brings over 40 years of experience in working with local governments, enforcement agencies, and security experts in establishing and operating secure retail stores in BC.

LDB owned and operated cannabis stores will have:

- Centrally maintained province-wide intruder and fire monitoring systems;
- Interior and exterior camera surveillance;
- Locked and tempered glass display cases for cannabis accessories;
- A secure storage room where product will be kept that will require access cards to enter;
- Durable and reliable commercial-grade doors and locks;
- Security shutters; and
- Smash-resistant windows.

The LDB utilizes Crime Prevention Through Environment Design (CPTED) principles in the retail store layout and the LDB’s Corporate Loss Prevention department fully supports BC Cannabis Stores. Further, the LDB has privately contracted security personnel that are available to ensure security practices and protocols are followed.

Community Impact

The LDB has acknowledged their social responsibility to the community. As such, they have identified three major objectives to focus on: encouraging and promoting responsible use of cannabis, reducing environmental impact and giving back to the community. These objectives are met by:
• Delivering products that meet strict product safety and quality requirements – all cannabis products will be purchased through the LDB wholesale channel; product will be lab tested and will only be purchased from producers that have been licensed by Health Canada;
• Ensure accountability for our key business partners (e.g. Licensed Cannabis Producers);
• Promoting the safe and responsible use of cannabis through social responsibility campaigns aimed at keeping cannabis out of the hands of the youth, preventing driving under the influence, and informing the public about associated health risks;
• Actively discouraging customers from engaging in high-risk behavior such as consuming cannabis and driving, consuming cannabis during pregnancy and participating in sporting activities while under the influence of cannabis;
• Increasing awareness of the dangers associated with over-consumption or risky behaviour through various in-store campaigns with strategically placed messaging;
• Raising money through in-store fundraising campaigns for dry grad celebrations, Red Cross disaster relief, kids in need, and local community charities (through the Provincial Government’s Employee Workplace charitable giving campaign); and
• Incorporating environmentally sustainability into all facets of our business with a goal of reducing our environmental footprint and being a leader in sustainable retailing.

Further, keeping cannabis out of the hands of minors will be a top priority of the LDB. Unlike liquor stores, minors will not be permitted to enter cannabis retail stores, even if they are accompanied by a parent or guardian. When entering the store, there will be an ID check at the entrance. Individuals without ID or minors (even those accompanying someone of legal age) will not be permitted in the store. As well, staff will be required to complete a provincial training program.

Community Benefit
Revenue generated through the LDB’s wholesale and retail operations is directed to the Provincial Government and contributes to supporting vital public services such as health care and education. For the 2017/2018 fiscal year, the LDB contributed $1.12 billion to fund government services. Revenue generated through LDB’s newly implemented cannabis operations (both wholesale and retail) will also be directed back to the Province to support important public services.

Public Input
The LDB is exempt from the public input process.

SUMMARY AND CONCLUSION:
While Council may resolve to support or not support the application without further consideration or conditions, staff recommend that Council support application RC19-001 for the proposed public retail cannabis store.

INFORMATIONAL NOTES:
The LDB will be applying for a building permit and a business licence.

SIGN-OFFS:

Hardeep Atwal, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
### Attachment 1: Information for Corporate Officer

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic Address</td>
<td>31956 Lougheed Highway</td>
</tr>
<tr>
<td>PID</td>
<td>028-972-937</td>
</tr>
<tr>
<td>Legal</td>
<td>Lot 1 Section 18 Township 17 New Westminster District Plan EPP13265</td>
</tr>
</tbody>
</table>
Attachment 2: Location Map

Subject Property: Unit D0003 & D0004
31956 Lougheed Highway
Owner: RMM Mission Property Inc.
Applicant: BC Liquor Distribution Branch
Zoning: CH2
OCP Designation: Commercial
Attachment 3: Unit Location Map

1. Walmart Supercentre
2. Westland Insurance
3. Dollarama
4. Tom Harris Telus
5. Great Clips
6. BC Cannabis
7. Fatburger
8. Pizza Hut
9. Subway
10. Vape Street
11. Mission Laser & Skin Care
Attachment 4: Storefront and Concept Floor Plan

Storefront
Attachment 5: Buffer/Radius Map
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Jay Hazzard, Planner
SUBJECT: Rezoning Application (R19-013) for the Property at 30782 Dewdney Trunk Road to Allow an Eight Lot Bare Land Strata Subdivision with Secondary Dwelling Units
ATTACHMENTS: 1 – Information for Corporate Officer
2 – Location Map
3 – Subdivision Plan
4 – Street Naming Map
5 – Engineering Department Comments

CIVIC ADDRESS: 30782 Dewdney Trunk Road
APPLICANT: Slade Dyer and Assoc. Inc.
OCP: Rural Residential
DATE APPLICATION COMPLETE: March 20, 2019
LOCATION: Stave Falls
OVERVIEW AND STAFF COMMENTS:

This report details the application to rezone the property located at 30782 Dewdney Trunk Road to the Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate an eight lot bare land strata subdivision with secondary dwelling units, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5886-2019-5050(362) and associated Street Naming Bylaw 5887-2019 under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for January 6, 2020.

SUMMARY:

A rezoning application was received from Slade Dyer and Associates Inc. for the property located at 30782 Dewdney Trunk Road (Attachment 2). The application proposes to rezone the property from Rural 36 (RU36) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate an eight lot bare land strata subdivision that could accommodate a single-family dwelling with a secondary dwelling unit on each lot. The applicant’s proposed subdivision is illustrated on Attachment 3.

SITE CHARACTERISTICS:

The subject property is 5.92 ha (14.6 ac) in size and is located in the Stave Falls neighbourhood. The subject property fronts Dewdney Trunk Road and is located between Pilgrim Street and Bell Street. The property is currently developed with a single-family dwelling and numerous accessory structures. The property is currently heavily forested and slopes downward to the south-east. The area to the south of the property is very steep. There are numerous watercourses on the eastern side of the property.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance

The property is currently designated Rural Residential in the OCP. This designation is characterized by larger lot residential units on the fringe of urban areas not serviced by municipal water or sewer. This development conforms to this definition.

The property is currently zoned RU36 and is proposed to be rezoned to RR7s. Within the RR7s Zone, the minimum lot area permitted for a lot within a bare land strata is 0.6 ha (1.5 ac). This is given that the average size of all the lots within the bare land strata (taking common property used for roads into account) is 0.7 ha (1.73 ac). The proposed rezoning will meet this and allow the subdivision of the land into eight strata parcels. It will also allow for a secondary dwelling unit on each property in the form of a coach house, garden cottage, or secondary suite.

The proposal for secondary dwelling units conforms to and supports the OCP policies for affordable and inclusive housing as follows:

OCP Section 5.1.8 “Facilitate the development of affordable, rental and special needs housing through supporting multi-unit housing developments, small house/small lot housing, secondary suites, duplexes in appropriate locations, mixed market/non-market housing projects, coach houses, garden cottages and other innovative housing forms.”

OCP Section 5.1.20 “Allow detached suites such as garden cottages on all single detached lots with lot sizes that are able to appropriately accommodate an additional on-site parking space.”
Neighbourhood Character

The subject property is located within a rural residential neighbourhood comprised of single-family dwellings on larger lots. The eight lot subdivision with secondary dwelling units will fit within the context of the surrounding properties and is believed to have little impact on the surrounding neighbourhood.

Access and Servicing

The proposed eight lots in this subdivision are designed to access Dewdney Trunk Road via a curving cul-de-sac that extends south from Dewdney Trunk Road, proposed to be named Harrington Terrace. The proposed road will be eight metres wide and be considered common property as part of the bare land strata.

Municipal water, sanitary sewer, and storm sewer are not available on Richards Avenue. Connection to the municipal system is not required. No upgrades are required.

Hazardous Lands Assessment

Due to the slopes on the property, a report prepared by a geotechnical engineer is required to assess the potential hazards on the development property. Based on the findings of the report, a Geotechnical Hazards Development Permit may be required.

Environmental Protection

District mapping identifies watercourses on and near the subject property. A riparian area regulation assessment is required from a qualified environmental professional in order to determine the setbacks from the watercourses and the developable areas on the property. A Natural Environmental Development Permit is required and any identified Streamside Protection and Enhancement Areas will be protected with a restricted covenant.

Tree Retention

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a minimum of sixteen trees, two trees for each of the eight lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a calliper of 0.2 m or greater) that will be removed except in the areas defined as (a) building envelope to a maximum of 2,000 m² (21,528 ft²), (b) driveways, (c) septic field and (d) wells. No tree is permitted to be removed within an identified streamside protection and enhancement area.

Parkland Contribution

The OCP has not identified parkland on the subject property. Provisions of the Local Government Act (Act) authorize a local government to receive up to 5% land or cash-in-lieu contribution for parkland. Under this provision of the Act, 5% parkland cash-in-lieu will be collected from the developer prior to the completion of the subdivision. The Parks, Recreation and Culture Department supports this approach.

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 to offset the unique financial burden that residential development incurs on the District to fund new facilities and/or amenities.

STREET NAMING:

In accordance with Section 39 of the Community Charter and Council Policy Street Naming STR.28, a bylaw shall be prepared to provide a name for the new cul-de-sac road extending south off of Dewdney Trunk Road. It is recommended the road be named Harrington Terrace and is shown on Appendix 4.
HARRINGTON TERRACE

Charles Harrington is listed as one of the District of Mission Freemen within Street Naming Policy STR.28.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted a development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. the development notification sign will be modified to advertise the public hearing details (i.e., date, time, and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 m (1,640 ft) from the development site notifying them of the public hearing details;

2. a notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. a pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at Municipal Hall for public viewing (in accordance with Policy LAN. 50 Pre-Public Hearing Information Packages).

REFERRALS:

Engineering

The Engineering Department recommends that "From an engineering point of view, the application may proceed to adoption", as noted in Appendix 5.

REQUIREMENTS PRIOR TO FINAL READING:

The final reading of the amending bylaws will be held until the following have been satisfied:

1. Contribution of any volunteered contributions to the District’s community amenities reserve;

2. Substantial completion of the requirements of subdivision S19-007; and

3. Any other requirements resulting from Council’s consideration of the Bylaw, including Public Hearing.

SIGN-OFFS:

Jay Hazzard, Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer:
Reviewed.
## Attachment 1 - Information for Corporate Officer

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<tr>
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<td>PID:</td>
<td>026-991-322</td>
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<td>Legal:</td>
<td>Lot 1 Section 24 Township 15 New Westminster District Plan BCP28571</td>
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Attachment 2 – Location Map

Subject Property: 30782 Dewdney Trunk Road
Owner: Bonita Simpson, Denis Herbert & Terry Pirson
Applicant: Slade Dyer and Associate Inc.
Zoning: RU36
OCP Designation: Rural Residential
Attachment 3 – Subdivision Plan
Attachment 4 – Street Naming Map
Attachment 5 – Engineering Department Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

October 23, 2019

CIVIC ADDRESS: 30762 Dewdney Trunk Road

CURRENT ZONE: RU36   PROPOSED ZONE: RR7s

NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 5650-2017.

DOMESTIC WATER REQUIREMENTS:
Municipal water is not available on Dewdney Trunk Road. Connection to the municipal system is not required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is not available on Dewdney Trunk Road. Connection to the municipal system is not required.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is not available on Dewdney Trunk Road. Connection to the municipal system is not required.

ROAD WORK REQUIREMENTS:
Dewdney Trunk Road provides access to the site.

RECOMMENDATION:
From an engineering point of view, this application may proceed to adoption.

Prepared by: Rob Racine, Engineering Technologist III – Capital Projects

Reviewed by: Tracy Kyle, Director of Engineering & Public Works

Reviewed by: Jay Jackman, Manager of Development Engineering & Projects
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Jay Hazzard, Planner
SUBJECT: Rezoning Application (R19-027) for the Property at 33625 Ferndale Avenue to Allow a Two-Lot Subdivision with Secondary Dwelling Units
ATTACHMENTS: 1 – Information for Corporate Officer
2 – Location Map
3 – Site Plan
4 – Engineering Department Comments

CIVIC ADDRESS: 33625 Ferndale Avenue
APPLICANT: Gordon McCrindle
OCP: Rural Residential
DATE APPLICATION COMPLETE: July 30, 2019
LOCATION: Ferndale
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning application to rezone the property located at 33625 Ferndale Avenue to the Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a two-lot subdivision with secondary dwelling units, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5888-2019-5050(363) under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6, 2020.

SUMMARY:

A rezoning application was received from Gordon McCrindle for the property located at 33625 Ferndale Avenue (Attachment 2). The application proposes to rezone the property from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a two-lot subdivision that could accommodate a single-family dwelling with a secondary dwelling unit on each lot. The applicant’s proposed subdivision as shown in Attachment 3.

SITE CHARACTERISTICS:

The subject property is 2.02 ha (5 ac) in size and is located in the Ferndale neighbourhood. The subject property fronts Ferndale Avenue and is located between Barr Street and Stave Lake Street. The property is currently developed with a single-family dwelling and an accessory building. The property is generally flat, but does have some sloping areas. The rear of the property is marshy and contains a watercourse.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance

The property is currently designated Rural Residential in the OCP. This designation is characterized by larger lot residential units on the fringe urban areas not serviced by municipal water or sewer. This development meets this designation and supports a rural lifestyle.

The property is currently zoned RU16 and is proposed to be rezoned to RR7s. The RR7s Zone provides for a minimum lot size of 0.7 ha (1.73 ac). The applicant has proposed two lots, one 0.856 ha (2.12 ac) and the other 1.148 ha (2.84 ac).

The proposal for secondary dwelling units conforms to and supports the OCP policies for affordable and inclusive housing as follows:

- **Section 5.1.8**: “Facilitate the developments of affordable, rental and special needs housing through supporting multi-unit housing developments, small house/small lot housing, secondary suites, duplexes in appropriate locations, mixed market/non-market housing projects, coach houses, garden cottages and other innovating housing forms.”

- **Section 5.1.20**: “Allow detached suites such as garden cottages on all single detached lots with lot sizes that are able to appropriately accommodate an additional on-site parking space.”

Neighbourhood Character

The subject property is located within a rural residential neighbourhood comprised of single-family dwellings on larger lots. The two-lot subdivision with secondary dwelling units will fit within the context of the surrounding properties and is believed to have little impact on the surrounding neighbourhood.

Access and Servicing

Lot 2 will be accessed via a panhandle. Sanitary sewer and storm service are not available on Ferndale Avenue. Municipal water is available and may be required at subdivision stage.
As part of the subdivision process, a statutory right-of-way will be placed across the property for future road dedication. The District has identified that Larkspur Avenue will one day extend across this property as the Ferndale neighbourhood develops. The right-of-way is located at the middle of the property where the new property line will be drawn and can be seen on Attachment 3.

Tree Retention

In accordance with Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a minimum of four trees, two trees for each of the two lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a calliper of 0.2 m or greater) that will be removed except in the areas defined as (a) building envelope to a maximum of 2,000 m² (21,528 ft²), (b) driveways, (c) septic field and (d) wells. No tree is permitted to be removed within an identified streamside protection and enhancement areas (SPEA).

Hazardous Lands Assessment

Due to the slopes on the property, a report prepared by a geotechnical engineer will be required to assess the potential hazards on the development property. Based on the findings of the report, a Geotechnical Hazards Development Permit may be required.

Environmental Protection

District mapping identifies watercourses on and near the subject property. A riparian area regulation assessment will be required from a qualified environmental professional in order to determine the setbacks from the watercourses and the developable areas on the property. A Natural Environmental Development Permit is required and any identified Streamside Protection and Enhancement Areas will be protected with a restricted covenant.

Community Amenity Contribution (LAN.40 Financial Contribution for Community Amenities)

In accordance with Policy LAN.40, the applicant has volunteered to contribute $2,815 ($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:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted a development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. the development notification sign will be modified to advertise the public hearing details (i.e., date, time, and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 m (1,640 ft) from the development site notifying them of the public hearing details;

2. a Notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. a pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at Municipal Hall for public viewing (in accordance with Policy LAN. 50 Pre-Public Hearing Information Packages).
REFERRALS:
Engineering

The Engineering Department recommends that “From an engineering point of view, the application may proceed to adoption”, as noted in Attachment 4.

REQUIREMENTS PRIOR TO FINAL READING:
The final reading of the amending bylaw will be held until the following have been satisfied:
1. Contribution of any volunteered contributions to the District’s community amenities reserve;
2. Substantial completion of the requirements of subdivision S19-012; and
3. Any other requirements resulting from Council’s consideration of the bylaw, including public hearing.

SIGN-OFFS:

Jay Hazzard, Planner

Reviewed by:
Rob Publow, Manager of Planning

Reviewed by:
Sandra Johannson, Administrative Assistant

Comment from Chief Administrative Officer:
Reviewed.
Attachment 1 – Information for Corporate Officer

Civic Address: 33625 Ferndale Avenue

PID: 011-171-766

Legal: Lot 5 Section 34 Township 17 New Westminster District Plan 5950
Attachment 2 – Location Map

Subject Property: 33625 Ferndale Avenue
Owner: Gordon McCrindle
Applicant: Gordon McCrindle
Zoning: RU16
OCP Designation: Rural Residential
Attachment 3 – Subdivision Plan
Attachment 4 – Engineering Department Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

November 14, 2019

CIVIC ADDRESS: 33625 Ferndale Avenue

CURRENT ZONE: RU16  PROPOSED ZONE: RR7s

NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 9550-2017.

DOMESTIC WATER REQUIREMENTS:
Municipal water service is available on Ferndale Avenue. Connection to the municipal system may be required at subdivision stage.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary service is not available on Ferndale Avenue. Connection to the municipal system is not required.

STORM SEWER REQUIREMENTS:
Municipal storm service is not available on Ferndale Avenue. Connection to the municipal system is not required.

ROAD WORK REQUIREMENTS:
Ferndale Avenue provides paved access to the site.

OTHER COMMENTS:
The noted property is challenged by the geometry, topography, and condition of Ferndale Avenue, which will be a consideration when contemplating subdivision and a new access point.

RECOMMENDATION:
From an engineering point of view, the application may proceed to adoption.

Prepared by:
Graham Harder, Engineering Technologist I

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

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

FILE:08-3310-20-090
R10:027
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Jay Hazzard, Planner
SUBJECT: Rezoning Application (R19-025) to allow a Secondary Dwelling Unit in the form of a Secondary Suite at the Property Located at 8437 McKenzie Street

ATTACHMENTS: 1 – Information for Corporate Officer
2 – Location Map
3 – Site Plan
4 – Engineering Department Comments

CIVIC ADDRESS: 8437 McKenzie Street
APPLICANT: Saddle Ridge Developments Ltd.
OCP: Rural
DATE APPLICATION COMPLETE: August 6, 2019
LOCATION: Hatzic
OVERVIEW AND STAFF COMMENTS:

This report details the rezoning application to rezone the property located at 8437 McKenzie Street to the Rural 80 Secondary Dwelling (RU80s) Zone to allow a secondary dwelling unit and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5901-2019-5050(364) under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6, 2020.

SUMMARY:

A rezoning application was received from Saddle Ridge Developments Ltd. for the property located at 8437 McKenzie Street (Attachment 2). The application proposes to rezone the property from Rural 80 (RU80) Zone to Rural 80 Secondary Dwelling (RU80s) Zone to facilitate a secondary dwelling unit in the form of a secondary suite.

SITE CHARACTERISTICS:

The subject property is approximately 1,015 m² (10,925 ft²) in size and is located in the Hatzic neighbourhood. The property fronts McKenzie Street, which is accessed via Shook Street off of Lougheed Highway. This property is located in the small residential community at the eastern edge of the District, beside Hatzic Lake. Currently there are no structures on the property. The property is flat and is located within the Hatzic Lake floodplain area.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance

The subject property is currently designated Rural in the OCP and is zoned RU80. The proposal to rezone to the RU80s Zone will allow a secondary dwelling unit.

The proposed rezoning conforms to OCP Policy 5.1.26 which encourages rezoning for secondary dwelling units as a form of infill housing. Secondary dwelling units may be considered on lots that are large enough to accommodate the following associated elements: on-site parking, private outside space, a separate entrance that is clearly secondary to the primary dwelling and scale of the secondary dwelling must clearly be ancillary to the primary use.

The secondary dwelling unit is proposed as an addition that will be constructed on to the principal dwelling. The property is large enough to allow for the required off-street parking spaces. As well, the proposed secondary suite will be under the maximum allowance of 90 m² (968.8 ft) and be permitted under the Zoning Bylaw. The site plan showing the proposed development is attached as Attachment 3.

During the building permit review and plan check process, staff will ensure the proposed secondary suite meets the requirements of the BC Building Code.

Floodplain Management

As the property is located within Hatzic Lake’s floodplain area, the Floodplain Management Bylaw must be followed, namely all minimum flood construction levels must be met. This will be enforced as part of the building permit review and plan check process.

Neighbourhood Character

The subject property is located within a rural-designated neighbourhood that functions more similarly to an urban residential neighbourhood. It is comprised of single-family dwellings on urban-sized lots. The proposed secondary dwelling unit will fit within the context of the surrounding properties and is believed to have little impact on the surrounding neighbourhood. Typically, complaints that arise from secondary
suites relate to inadequate off-street parking. As noted, this proposal meets the off-street parking requirements of the Zoning Bylaw.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted a development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. the development notification sign will be modified to advertise the public hearing details (i.e., date, time, and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 m (1,640 ft) from the development site notifying them of the public hearing details;

2. a Notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. a pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at Municipal Hall for public viewing (in accordance with Policy LAN.50 Pre-Public Hearing Information Packages).

REFERRALS:

Engineering

The Engineering Department has stated that “From an engineering point of view, this application may proceed to adoption.” These comments have been included as Attachment 4.

REQUIREMENT PRIOR TO FINAL READING:

The Final Reading of the amending bylaw will be held until the following has been satisfied:

1. Any requirements resulting from Council’s consideration of the Bylaw, including Public Hearing.

SIGN-OFFS:

Jay Hazzard, Planner

Reviewed by:
Rob Publow, Manager of Planning

Sandra Johannson, Administrative Assistant

Comment from Chief Administrative Officer:
Reviewed.
**Attachment 1 – Information for Corporate Officer**

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<th>Civic Address:</th>
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<td>008-799-521</td>
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<td>Legal:</td>
<td>Lot 33 Section 25 Township 17 New Westminster District Plan 20440</td>
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Attachment 2 – Location Map

Subject Property: 8437 McKenzie Street
Owner: Saddle Ridge Developments Ltd.
Applicant: Saddle Ridge Developments Ltd.
Zoning: RU80
OCP Designation: Rural
Attachment 3 – Site Plan
Attachment 4 – Engineering Department Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

CIVIC ADDRESS: 8437 McKenzie Street  DATE: November 28, 2019
CURRENT ZONE: RU80  PROPOSED ZONE: RU80s
NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 5650-2017 as amended.

DOMESTIC WATER REQUIREMENTS:
Municipal water is available on McKenzie Street. Connection to the municipal system is required.

The existing service is 19 millimetre diameter, and was installed in 1989. District of Mission records indicate the service is NOT METERED. Please note that the Consolidated Water Bylaw 2196-1990 as amended states in Schedule D Item 2 that an application for a building or plumbing permit will trigger the requirement for a water meter. Additionally, the Fire Sprinkler Systems Bylaw 5679-2017 as amended states in Item 4 that an approved Fire Sprinkler System shall be installed in all new buildings, additions, and renovations.

Should the rezoning result in an application for a building or plumbing permit for a new building, the following will apply:

The existing water service to the parent lot shall be replaced with an adequately sized water service (likely 38 millimetre diameter to satisfy the sprinkler requirements) complete with meter box, meter setter, and meter with radio head at the property line. This in turn will require the existing 19 millimetre diameter water service to be capped at the watermain. The supply, installation, and capping services will be provided by the District of Mission and all costs are to be paid by the applicant.

Engineered design may be required.

STORM SEWER REQUIREMENTS:
Municipal storm sewer is not available on McKenzie Street. Connection to the municipal system is not required.

Should the rezoning result in an application for a building or plumbing permit for a new building, the following will apply:

The developer shall design and construct a storm water system for the proposed development as required by the DOM in accordance with the DSCB Sections 4.0 – Rainwater Collection & Disposal, and 5.0 – Rainwater Best Management Practices.

Designs shall be accompanied by a statement from a fully qualified professional engineer, which clearly identifies the specific opportunities and constraints for implementing best management practices for the development, demonstrates that groundwater recharge and/or other appropriate best management practices are sustainable, and have been maximized for the particular site and provides examples of similar installations which demonstrate the sustainability, ability to construct, and ease of maintenance of the works to be constructed.

In particular, when implementing the DOM groundwater recharge guidelines, the developer shall be responsible to conduct a hydrological investigation to estimate infiltration rates and soil permeability, and determine the location of the water table and its seasonal variations. This information is to be included in any engineering drawing submittals, as it is critical to the design of Best Management Practices (BMPs).

All upgrades and/or deficiencies identified shall be completed at the developer's sole expense.
ENGINEERING DEPARTMENT REZONING COMMENTS

SANITARY SEWER REQUIREMENTS:
Municipal sanitary sewer is not available on McKenzie Street. Connection to the municipal system is not required.
Should the rezoning result in an application for a building or plumbing permit for a new building, the following will apply:
The developer is to provide proof that a sewerage system design for the lot has been filed with the Fraser Health Authority.
A copy of the "Record of Sewerage System" form must be submitted for the lot.
The developer's qualified professional shall confirm that the impacts of the proposed private sewage disposal systems on the absorption characteristics of the surrounding area and adjacent watercourses have been addressed.
An engineer's report is required.
See the Development and Subdivision Control Bylaw, Section 6.

ROAD WORK REQUIREMENTS:
McKenzie Street provides paved access to the site.
Should the rezoning result in an application for a building or plumbing permit for a new building, the following will apply:
The developer shall provide access to the proposed building in general compliance with the District's design standards. Driveway grades exceeding 12% will not be permitted.
See the Development and Subdivision Control Bylaw, Section 8.

RECOMMENDATION:
From an engineering point of view, this application may proceed to adoption.

Prepared by:
Graham Harder,
Engineering Technologist I

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:
Jay Jackman, Manager of Development Engineering & Projects
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Jay Hazzard, Planner
SUBJECT: Rezoning Application (R19-036) to Rezone 33355 Richards Avenue to Allow for a Four-Lot Subdivision
ATTACHMENTS: 1 – Information for Corporate Officer
                 2 – Location Map
                 3 – Site Plan
                 4 – Engineering Department Comments

CIVIC ADDRESS: 33355 Richards Avenue
APPLICANT: Rick Burfoot
OCP: Rural Residential
DATE APPLICATION COMPLETE: September 23, 2019
LOCATION: Ferndale
OVERVIEW AND STAFF COMMENTS:

This report details the application to rezone the property located at 33355 Richards Avenue to the Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate a subdivision into four lots, each with a secondary dwelling unit, and identifies the necessary amendment to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5902-2019-5050(365) under the “Bylaws for Consideration” section of the Council Agenda.

Subject to Council’s approval, a public hearing will be scheduled for January 6th, 2020.

SUMMARY:

A rezoning application has been received from Rick Burfoot for the property located at 33355 Richards Avenue (Attachment 2). The applicant proposes to rezone the subject property from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone to facilitate development of a four-lot rural residential subdivision that could accommodate a single-family dwelling with a secondary dwelling unit on each of the four proposed lots. A site plan is attached as Attachment 3.

The applicant originally proposed a three-lot subdivision at 33355 Richards Avenue with two of the properties zoned RR7s and one larger property zoned as Rural 16 Secondary Dwelling (RU16s) Zone. The proposal was later changed to a four-lot subdivision with all four properties being zoned RR7s. The original application had received 3rd reading and was rescinded in order to bring this amended application forward.

SITE CHARACTERISTICS:

The subject property is 3.81 ha (9.42 ac) in size and contains a single-family dwelling, garage, and several accessory buildings. The property is significantly covered with a second growth forest including Western Red Cedar, Douglas Fir, Western Hemlock, Red Alder and Bigleaf Maple. The property slopes gradually upward approximately 15 m in elevation from Richards Avenue towards the adjacent municipal forest property. There are numerous watercourses across the property including a large pond at the northern end.

PLANNING ANALYSIS:

Official Community Plan & Zoning Bylaw Compliance

The proposed development is located within and conforms to the Rural Residential OCP designation characterized by larger residential lots on the fringe of urban areas not serviced by municipal water or sewer. Within the Rural Residential OCP designation, the minimum lot area permitted is 0.7 ha (1.73 ac). Land uses permitted in this designation include single detached residential and accessory units with appropriate zoning.

Additionally, this proposal conforms to and supports the OCP policies for affordable and inclusive housing as follows:

- **Section 5.1.8** “Facilitate the development of affordable, rental and special needs housing through supporting multi-unit housing developments, small house/small lot housing, secondary suites, duplexes in appropriate locations, mixed market/non-market housing projects, coach houses, garden cottages and other innovative housing forms.”
- **Section 5.1.30** “Allow detached suites such as garden cottages on all single detached lots with lot sizes that are able to appropriately accommodate an additional on-site parking space.”
Neighbourhood Character

The subject property is located within the Ferndale community on the south side of Bear Mountain where rural residential properties contain single family dwellings (some zoned for secondary dwellings). The proposed subdivision includes four lots that have potential for supporting a single-family dwelling and a secondary dwelling on each of the proposed lots. This development format fits within the context of the surrounding rural properties and should have little impact upon the immediate neighbourhood.

Servicing

Municipal water, sanitary sewer and storm sewer are not available on Richards Avenue. Connection to the municipal system is not required. No upgrades are required at the rezoning stage.

Environmental Protection

District mapping and the environmental consultant report indicate the presence of watercourses on the property and a ditch along the north side of Richards Avenue, in front of the property. The applicant retained a Qualified Environmental Professional (QEP), Barsanti Environmental Services Ltd, who prepared a Riparian Areas Regulation (RAR) assessment report. The report assesses nine watercourses that fall into three categories: one pond, five natural streams and three human made ditches. Two small tributaries flow into the subject property from the northwest and into the pond. Other tributaries flow to the south. According to the RAR report, fish including Coho Salmon, Rainbow Trout, and other species may be present on or near the site.

The RAR report also recommends a tree protection plan prepared by a qualified professional that must account for protection of trees within the SPEA and any roots that extend beyond the SPEA. This tree protection review should be conducted by a registered Arborist and illustrate suitable building envelopes that will provide substantial preservation of mature trees on this site, to ensure protection of the forest ecosystem, SPEAs and for slope stability. Additionally, the QEP recommends an erosion and sediment control (ESC) plan by a qualified professional for the construction or development plan.

Development of the property will be subject to the guidelines of the Natural Environment Development Permit area. The applicant has submitted a development permit application (DP19-131) which will be reviewed by staff and approved by the Manager of Planning.

Geohazard Assessment

The development site is also located within DP Area G: Geotechnical Hazard Development Permit Area that applies to properties with slopes greater than 30%. The intent of the DP Area is to protect residents, structures and property from the potential risk of natural hazards caused by new development. The applicant has submitted a development permit application (DP19-132) which will be reviewed by staff and approved by the Manager of Planning.

Tree Retention

In accordance with Council Policy LAN.32 – Tree Retention and Replanting, the applicant will be required to plant a total of eight trees (two trees for each lot created). This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a caliper of 0.2m or greater) that will be removed except in the areas defined as building envelopes and driveways.

Community Amenity Contribution (LAN.40 Financial Contribution for Community Amenities)

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $8,445 ($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:
In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted a development notification signs on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. the development notification sign will be modified to advertise the public hearing details (i.e., date, time, and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 500 m (1,640 ft) from the development site notifying them of the public hearing details;

2. a Notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. a pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at Municipal Hall for public viewing (in accordance with Policy LAN. 50 Pre-Public Hearing Information Packages).

REFERRALS:

Engineering

The Engineering Department recommends that this application proceeds to adoption. See Attachment 4 for more details.

REQUIREMENTS PRIOR TO FINAL READING:

The Final Reading of the amending bylaw will be held until the following have been satisfied:

1. Collection of any volunteered contributions to the District's community amenities reserve;

2. Substantial completion of the requirements of subdivision application S19-019;

3. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

SIGN-OFFS:

Jay Hazzard, Planner
Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer:
Reviewed.
Attachment 1 - Information for Corporate Officer

Civic Address: 33355 Richards Avenue

PID: 010-995-706

Legal: Lot 2 Section 4 Township 18 New Westminster District Plan 3344
Attachment 2 – Location Map

Subject Property: 33355 Richards Avenue
Owner: Timothy Pippus
Applicant: Rick Burfoot
Zoning: RU16
OCP Designation: Rural Residential
Attachment 3 – Site Plan
Attachment 4 – Engineering Department Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

CIVIC ADDRESS: 33355 Richards Avenue

CURRENT ZONE: RU16  PROPOSED ZONE: RR7s

NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 5650-2017 as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water service is not available on Richards Avenue. Connection to the municipal water system is not required. No upgrades are required at the rezoning stage.

STORM SEWER REQUIREMENTS:

Municipal storm service is not available on Richards Avenue. Connection to the municipal storm system is not required. No upgrades are required at the rezoning stage.

SANITARY SEWER REQUIREMENTS:

Municipal sanitary service is not available on Richards Avenue. Connection to the municipal system is not required. No upgrades are required at the rezoning stage.

ROAD WORK REQUIREMENTS:

Richards Avenue provides paved access to the site. No upgrades are required at the rezoning stage.

RECOMMENDATION:

From an engineering point of view, the application may proceed to adoption.

Prepared by:
Graham Harder,
Engineering Technologist I

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

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

FILE:08-3310-21-110
R18-030
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Hardeep Atwal, Planner
SUBJECT: Rezoning Application (R19-018) for 32180 Hillcrest Avenue
ATTACHMENTS: Attachment 1 – Information for Corporate Officer
Attachment 2 – Location Map
Attachment 3 – Proposed Comprehensive Development 46 (CD46) Zone
Attachment 4 – Engineering Comments

CIVIC ADDRESS: 32180 Hillcrest Avenue
APPLICANT: Mission Hospice Society
OCP: Attached Multi-Unit Residential
DATE APPLICATION COMPLETE: May 29, 2019
LOCATION: Mission Core Neighbourhood
OVERVIEW AND STAFF COMMENTS:

This report details the application to rezone the property located at 32180 Hillcrest Avenue from Urban Residential 558 Secondary Dwelling (R558s) Zone to the Comprehensive Development 46 (CD46) Zone and identifies the necessary amendments to the Zoning Bylaw.

Staff support the application moving forward and, as such, have listed Zoning Amending Bylaw 5903-2019-5050(366) for approval under the “Bylaws for Consideration” section of the Council agenda.

Subject to Council's approval, a public hearing will be scheduled for January 6, 2020.

SUMMARY

A rezoning application has been received from the Mission Hospice Society (Society), for the property located at 32180 Hillcrest Avenue (Attachment 2). The application proposes to rezone the subject property from Urban Residential 558 Secondary Dwelling (R558s) Zone to the Comprehensive Development 46 (CD46) Zone. The rezoning would allow the Society to operate on the subject site as a permitted use. It would also allow the Society to abandon the temporary use permit process which they have been using to provide their service to the community since 2013.

The CD46 zoning regulations are detailed in Attachment 3.

BACKGROUND:

Hospice facilities are licensed under the Community Care Act and regulated by the Residential Care Regulations. The Society is not-for-profit and has been providing a variety of community services to the residents of Mission. The main focus of the Society is to provide bereavement support to people of all ages, from children to adults, in both group settings and one-on-one sessions. They have been able to provide these services through the temporary use permit process that allowed them to use the building located at 32180 Hillcrest Avenue for this purpose.

The Mission Hospice Society was granted a 3-year Temporary use Permit (TUP) in June of 2013. The TUP was renewed in June of 2016 for an additional 3 years, lasting into 2019.

SITE CHARACTERISTICS:

The subject site is located in the Mission Core neighbourhood. The site is around the corner from the Mission Memorial Hospital, the Christine Morrison Hospice located in the Mission Memorial Hospital, and the Community Health Centre. This area is a hub of medical and health services with the location of the hospital, medical clinics, community health centre, and pharmacy.

As such, the site is ideally located for the administrative offices and operations of the Mission Hospice Society. In addition to the administration office use, the Society is also responsible for operating individual and group counselling programs.

PLANNING ANALYSIS:

Official Community Plan

The subject site is designated Attached Multi-unit in the Official Community Plan (OCP). The Attached Multi-unit designation would not initially appear to be a good fit for the proposed CD46 Zone; however, the OCP has a provision that takes into consideration this unique land use situation. Policy 8.1.43 guides staff to encourage health care facilities on major bus routes and within the Urban Growth Boundary. Applications for OCP amendments are not required to locate institutional uses within the Urban Growth Boundary. The public input regarding the location may be received through the Public Hearing process associated with rezoning applications.
The proposed use is located within the Urban Growth Boundary and within 40 m of a major bus route on Hurd Street. As per policy 8.1.43, this application does not need an OCP amendment and the proposed use would be permitted in the Attached Multi-unit Designation.

Zoning Bylaw Compliance

The subject site is 928 m² (9,989 ft²) in size and accommodates a single-family residence under the existing Urban Residential 558 Secondary Dwelling (R558s) Zone. The administrative office and operations use for the Society, which is defined as a Care Facility under the Institutional Use, is not a permitted use under the property’s current R558s zoning.

The proposal is to rezone the property from R558 Zone to the proposed CD46 Zone to allow the Society to operate as a permitted use in the existing building. The CD46 Zone is modelled largely on the Institutional Care (IC) Zone, with the only significance difference being that the CD46 Zone does not allow for Congregate Care, Hospital, Child Care Centre or Dwelling use.

Neighbourhood Character

The subject site is located in an urban neighbourhood, with primarily single-family dwelling units to the north, south and west. To the east of the subject site, the neighbouring properties are commercial and institutional. As the proposed use has been taking place under a temporary use permit since 2013, without any concerns, staff believe that the proposed rezoning will not have any significant impacts on the surrounding properties.

Servicing

Municipal water is available to the subject site and connection to the municipal system is required. Should the rezoning result in an application for a building or plumbing permit for new construction, upgrades to the system will be required.

Municipal sanitary and storm services are available to the subject site and connection to the municipal system is required. The current service and connection are sufficient and no further upgrades are required at this time.

Hillcrest Avenue provides paved access to the site. No further upgrades are required at this time.

Secure waste storage that prevents wildlife attraction is recommended.

Please see Attachment 4 for detailed servicing comments.

COMMUNICATION:

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the developer has posted one development notification sign on the site summarizing the proposed development.

Provided that a public hearing date is determined by Council:

1. The development notification sign will be modified to advertise the public hearing details (i.e., date, time and place) and a notice will be mailed to the owners and occupiers of all properties within a radius of 152 m (500 ft) from the development site notifying them of the public hearing details;

2. A notice of Public Hearing will be prepared in accordance with Bylaw 3612-2003 and the Local Government Act; and

3. A pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at Municipal Hall for public viewing (in accordance with Policy LAN. 50 Pre-Public Hearing Information Packages).
REFERRALS:
Referral comments were received from the Ministry of Transportation and Infrastructure, Bylaw Enforcement, Parks, Recreation and Culture, Inspection Services, and Engineering. No objections to the rezoning application were received.

REQUIREMENTS PRIOR TO FINAL READING:
The Final Reading of the Zoning Amending Bylaw will be held until the following has been satisfied:
   1. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.

SIGN-OFFS:

Hardeep Atwal, Planning

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed
Attachment 1 - Information for Corporate Officer

Civic Address: 32180 Hillcrest Avenue

PID: 006-934-820

Legal: Lot 81 Section 20 Township 17 New Westminster District Plan 33906
Attachment 2 - Location Map

Subject Property: 32180 Hillcrest Avenue
Owner: Mission Hospice Society
Applicant: Mission Hospice Society
Zoning: R558s
OCP Designation: Attached Multi-unit Residential
Attachment 3 – CD46 Zone

Comprehensive Development Zone 46

A. Zone Intent

1. The CD46 Zone is based on the Institutional Care (IC) Zone. The intent of the CD46 Zone is to accommodate an end of life and compassionate care facility for patients, and family of patients, receiving palliative care in a residential setting. The Zone also accommodates volunteer training and meetings, support group meetings, and over-night patient care.

B. Permitted Uses

1. The following Principal Uses and no other shall be permitted in the CD46 zone:
   a. Institutional limited to:
      i. Care Facility,
      ii. Community Service, and
      iii. Assembly – Civic.

2. The following Accessory Uses and no other shall be permitted in the CD46 zone:
   a. Office Administrative use
   b. Storage limited to:
      i. Enclosed Storage.

C. Lot Area

1. The minimum Lot Area created through subdivision be a minimum of 2,000 sq m (0.5 ac).

2. Notwithstanding Section 1102, Part C.1, where a Lot contains an Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

3. Notwithstanding Section 1102, Part C.1 and C.2, where a Lot contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum Lot Area.

D. Density

1. N/A
E. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Building</td>
<td>2.0 m (6.5 ft)</td>
<td>2.0 m (6.5 ft)</td>
<td>2.0 m (6.5 ft)</td>
<td>2.0 m (6.5 ft)</td>
</tr>
<tr>
<td>Accessory Building/Structure</td>
<td>7.5 m (24.6 ft)</td>
<td>4.5 m (14.8 ft)</td>
<td>4.5 m (14.8 ft)</td>
<td>4.5 m (14.8 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 1102 Part E.1, all Buildings shall be sited a minimum of 6.0 m (19.6 ft) from all Undevelopable Areas as defined in this Bylaw.

F. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD46</td>
<td>40%</td>
</tr>
</tbody>
</table>

G. Floor Space

1. The floor space shall not exceed the ratio as listed in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD46</td>
<td>0.50</td>
</tr>
</tbody>
</table>

Height of Buildings

2. The Height of the Principal Building and Accessory Buildings shall not exceed the heights outlined in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Principal Building</th>
<th>Accessory Building/Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD46</td>
<td>13.0 m (42.6 ft)</td>
<td>4.5 m (14.8 ft)</td>
</tr>
</tbody>
</table>

H. Indoor Amenity Space

1. N/A

I. Outdoor Amenity Space

1. N/A
J. Off Street Parking

1. *Off Street Parking* shall be in accordance with the provisions of Section 109.
Attachment 4 – Engineering Comments

CIVIC ADDRESS: 32180 Hillcrest Avenue

CURRENT ZONE: R558s  PROPOSED ZONE: CD 46 Zone

NOTE: The following engineering comments are made in accordance with the District of Mission Development and Subdivision Control Bylaw No. 5650-2017 as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water service is available on Hillcrest Avenue. Connection to the Municipal water main is required.

The existing service is a 19mm diameter copper line. District of Mission records indicate that the connection is not metered. Please note that the Consolidated Water Bylaw 2196-1990 as amended states in Schedule D Item 2 that an application for a building or plumbing permit will trigger the requirement for a water meter. Additionally, the Fire Sprinkler Systems Bylaw 5679-2017 as amended states in Item 4 (b) that an approved Fire Sprinkler System shall be installed in all new buildings, additions, and renovations that exceed 50% of the current floor area.

Should the rezoning result in an application for a building or plumbing permit for a new construction, the following will apply:

The existing water service to the parent lot shall be replaced with an adequately sized water service (likely 38 mm diameter to satisfy the sprinkler requirements) complete with meter box, meter setter, and meter with radio head at the property line. This in turn will require the existing 19 mm diameter water service to be capped at the watermain. The supply, installation, and capping services will be provided by the District of Mission and all costs are to be paid by the applicant.

Engineered design may be required.

STORM SEWER REQUIREMENTS:

Municipal storm service is available on Hillcrest Avenue. Connection to the municipal system is required. Lot currently has a 150mm diameter storm service connection. No further upgrades required.

SANITARY SEWER REQUIREMENTS:

Municipal sanitary service is available on Hillcrest Avenue. Connection to the municipal system is required.

There is an existing 100mm diameter sanitary service connection that was installed in 1973 and the current condition is unknown. No further upgrades required at this time.

ROAD WORK REQUIREMENTS:

Hillcrest Avenue provides paved access to the site. No further upgrades required at this time.

ENVIRONMENTAL REQUIREMENTS:
Please ensure sufficient secure waste storage for all dwelling units to prevent wildlife attraction. See Solid Waste Management Bylaw 5526-2015, Section 5.

**RECOMMENDATION:**
From an engineering point of view, the application may proceed to adoption.
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Guy Gusdal, Manager of Inspection Services &
SUBJECT: Enforcement Section Housekeeping
ATTACHMENTS: A – Fire Prevention Amending Bylaw 5867-2019-3281(1)
B – Soil Deposit Amending Bylaw 5868-2019-5506(1)
C – Soil Removal Amending Bylaw 5869-2019-3088(2)
D – Sewer Amending Bylaw 5870-2019-5033(4)
E – Solid Waste Management Amending Bylaw 5871-2019-5526(4)
F – Good Neighbour Amending Bylaw 5872-2019-5524(2)

This report details proposed revisions to enact enforcement housekeeping amendments to the following District of Mission bylaws:

- Fire Prevention Bylaw 3281-1999
- Soil Deposit Bylaw 5506-2015
- Soil Removal Bylaw 3088-1997
- Sewer Bylaw No. 5033-2009
- Solid Waste Management Bylaw No. 5526-2015
- Good Neighbour Bylaw 5524-2015

The amending bylaws listed above as attachments have been listed under the “Bylaws for Consideration” section of the agenda.

PURPOSE:

This report seeks Council support to enact housekeeping bylaw amendments that would update the enforcement sections of a number of the District’s regulations.

BACKGROUND:

The enforcement section of the bylaws being amended in the report remain unchanged since their initial adoption. These enforcement sections refer to the Offence Act for penalties because this was the typical legislation used at that time. Penalties available under the Offence Act are set and limited pursuant to Section 4 of the Act which states:

“Unless otherwise specifically provided in an enactment, a person who is convicted of an offence is liable to a fine of not more than $2,000 or to imprisonment for not more than 6 months, or to both.”

Enactment of the Community Charter provided local governments the authority to create penalties for
municipal bylaw infractions that exceed the limitations set in Section 4 of the Offence Act. The Offence Act still governs with respect to all other aspects of municipal enforcement and prosecutions taken through the court system. Also, the Community Charter includes a specific provision that the Offence Act penalties will apply if no other penalties are established.

Local government penalty authority is established in Section 263 of the Community Charter. Penalties provided in Section 263 are as follows:

1. A bylaw under section 260 (1) [enforcement powers] may establish one or more of the following penalties to which a person convicted of an offence in a prosecution under the Offence Act is liable:
   a. a minimum fine;
   b. a maximum fine of up to $10,000;
   c. in the case of a continuing offence, for each day that the offence continues either or both of
      i. a minimum fine under paragraph (a), or
      ii. a maximum fine under paragraph (b);
   d. imprisonment for not more than 6 months.
2. If no other penalties are established in relation to an offence referred to in subsection (1), the penalties established by section 4 [general penalty] of the Offence Act apply.
3. In a prosecution for an offence against a municipal bylaw, the justice or court may impose all or part of the penalties applicable in relation to the offence, together with the costs of prosecution.

Furthermore, Section 263.1 includes additional penalty and enforcement authority that can be used if required.

In addition, the Local Government Bylaw Notice Enforcement Act, SBC 2003, C 60. was enacted in 2003 and the District of Mission only created one bylaw (“Bylaw Notice Enforcement Bylaw 5700-2018”) pursuant to this authority on February 19, 2018. Many of the District’s bylaws were enacted before February 19, 2018, as such these bylaws do not currently reference the “Bylaw Notice Enforcement Bylaw 5700-2018”.

DISCUSSION AND ANALYSIS:

Working with practicum students of the University of the Fraser Valley, staff reviewed the District’s bylaws to identify bylaws the required revision of the enforcement sections. The proposed bylaw amendments will not only add clarity and consistency to the District of Mission’s bylaws, it will directly draw from the improved penalty and enforcement authority provided in the Community Charter. The enforcement housekeeping amendments will ensure that violations to the bylaws will be subject to the procedures, restrictions, limits, obligations and rights in accordance to the current Local Government Bylaw Notice Enforcement Act, SBC 2003, c 60. when the specific offence is listed in the District’s “Bylaw Notice Enforcement Bylaw 5700-2018”. Furthermore, having consistency between the bylaws will increase clarity and may reduce potential conflicts arising between the public and bylaw enforcement because of this ambiguity.

COUNCIL GOALS/OBJECTIVES:

While the proposed bylaw amendments do not readily link to a specific initiative in Council’s 2018 – 2022 Strategic Plan, they are aligned with Council’s goal for “Organizational Excellence”.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.
COMMUNICATION:
No internal or external communication action is required.

SUMMARY AND CONCLUSION:
Staff recommend that Council support the proposed bylaw amendments to support clarity and consistency of bylaw enforcement in the District.

SIGN-OFFS:

Guy Gusdal, Manager of Inspection Services
Reviewed by:
Dan Sommer, Director of Development Services

Comment from Chief Administrative Officer:
Reviewed.
ATTACHMENT “A”

DISTRICT OF MISSION

BYLAW 5867-2019-3281(1)

A Bylaw to amend “District of Mission Fire Prevention Bylaw 3281-1999”

WHEREAS the Council of the District of Mission did, on the 7th day of December, 1999, enact a bylaw cited as “District of Mission Fire Prevention Bylaw 3281-1999”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Fire Prevention Bylaw Amending Bylaw 5867-2019-3281(1)".

2. "District of Mission Fire Prevention Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting in Section 13 Penalty subsections 13(1) and 13(2) and replacing the subsection as follows:
      (1) Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:
         (a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.
         (b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;
         (c) a person who:
            (i) contravenes, violates or fails to comply with any provision of this Bylaw;
            (ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
            (iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and
         (d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

__________________________  __________________________
PAMELA ALEXIS               JENNIFER RUSSELL
MAYOR                       CORPORATE OFFICER
ATTACHMENT "B"

DISTRICT OF MISSION

BYLAW 5868-2019-5506(1)

A Bylaw to amend “District of Mission Soil Deposit Bylaw 5506-2015"

WHEREAS the Council of the District of Mission did, on the 17th day of August, 2015, enact a bylaw cited as “District of Mission Soil Deposit Bylaw 5506-2015”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Soil Deposit Bylaw Amending Bylaw 5868-2019-5506(1)".

2. "District of Mission Soil Deposit Bylaw", as amended, is hereby further amended as follows:

   (a) by deleting in Section 21 Penalty subsections 21(a) and 21(b) and replacing the subsection as follows:

   (a) Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   (i) Any person designated as a Bylaw Enforcement Officer pursuant to the "Bylaw Notice Enforcement Bylaw 5700-2018" is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   (ii) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   (iii) a person who:

       a. contravenes, violates or fails to comply with any provision of this Bylaw;

       b. permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

       b. fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   (iv) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

______________________________  ________________________________
PAMELA ALEXIS                JENNIFER RUSSELL
MAYOR                          CORPORATE OFFICER
ATTACHMENT “C”
DISTRICT OF MISSION

BYLAW 5869-2019-3088(2)

A Bylaw to amend “District of Mission Soil Removal Bylaw 3088-1997”


AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Soil Removal Bylaw Amending Bylaw 5869-2019-3088(2)”.

2. “District of Mission Soil Removal Bylaw”, as amended, is hereby further amended as follows:

   (a) by deleting in Section 12 Penalty subsections 12(a) and 12(b) and replacing the subsection as follows:

      (i) Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

         (i) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

         (ii) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

         (iii) a person who:

             a. contravenes, violates or fails to comply with any provision of this Bylaw;

             b. permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

             b. fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

         (iv) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

_________________________  __________________________
PAMELA ALEXIS            JENNIFER RUSSELL
MAYOR                    CORPORATE OFFICER
ATTACHMENT “D”
DISTRICT OF MISSION

BYLAW 5870-2019-5033(4)

A Bylaw to amend “District of Mission Sewer Bylaw 5033-2009”

WHEREAS the Council of the District of Mission did, on the 15th day of June, 2009, enact a bylaw cited as “District of Mission Sewer Bylaw No. 5033-2009”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Sewer Bylaw Amending Bylaw 5870-2019-5033(4)”.

2. "District of Mission Sewer Bylaw", as amended, is hereby further amended as follows:

(a) by deleting Section 33 Penalties and replacing the Section as follows:

Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

(1) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

(2) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

(3) a person who:

(a) contravenes, violates or fails to comply with any provision of this Bylaw;

(b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

(c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

(4) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

__________________________  _________________________
PAMELA ALEXIS              JENNIFER RUSSELL
MAYOR                      CORPORATE OFFICER
ATTACHMENT “E”
DISTRICT OF MISSION

BYLAW 5871-2019-5526(4)

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

WHEREAS the Council of the District of Mission did, on the 23rd day of December, 2015, enact a bylaw cited as “District of Mission Solid Waste Management Bylaw 5526-2015”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Solid Waste Management Bylaw Amending Bylaw 5871-2019-5526(4)".

2. "District of Mission Solid Waste Management Bylaw", as amended, is hereby further amended as follows:

   (a) by deleting in Section 12 Offences and subsections 12(a) and 12(b) and replacing the subsection as follows:

      10.1 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

      10.1.1 Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

      10.1.2 a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

      10.1.3 a person who:

          10.1.3.1 contravenes, violates or fails to comply with any provision of this Bylaw;

          10.1.3.2 permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

          10.1.3.3 fails or neglects to do anything required to be done under this Bylaw; has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

      10.1.4 each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

________________________________________  ______________________________________
PAMELA ALEXIS                             JENNIFER RUSSELL
MAYOR                                     CORPORATE OFFICER
ATTACHMENT “F”
DISTRICT OF MISSION

BYLAW 5872-2019-5524(2)

A Bylaw to amend “District of Mission
Good Neighbour Bylaw 5524-2015”

WHEREAS the Council of the District of Mission did, on the 19th day of September, 2016, enact a bylaw cited as “District of Mission Good Neighbour Bylaw 5524-2016”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Good Neighbour Bylaw Amending Bylaw 5872-2019-5524(2)".

2. "District of Mission Good Neighbour Bylaw", as amended, is hereby further amended as follows:

(a) by deleting in Section 23 Enforcement and subsections 23.9 and replacing the subsection as follows:

Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

c) a person who:

(i) contravenes, violates or fails to comply with any provision of this Bylaw;

(ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

(iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

__________________________  ____________________________
PAMELA ALEXIS            JENNIFER RUSSELL
MAYOR                  CORPORATE OFFICER
DATE: December 16, 2019  
TO: Chief Administrative Officer  
FROM: Guy Gusdal, Manager of Inspection Services  
SUBJECT: Enforcement Section Housekeeping – Part 2  
ATTACHMENT(S):  
A – Burning Amending Bylaw 5897-2019-2975(4)  
B – Sign Amending Bylaw 5895-2019-1662(8)  
C – Water Amending Bylaw 5896-2019-2196(30)  
D – Commercial Vehicle Licensing Amending Bylaw 5894-2019-1381(3)  
E – Truck Route Amending Bylaw 5898-2019-1811(5)  
F – Regulation of Public Use of Parks Amending Bylaw 5899-2019-5001(1)  

This report details proposed revisions to enact enforcement housekeeping amendments to the following District of Mission bylaws:

- Burning Bylaw 2975-1996
- Sign Bylaw No. 1662-1987
- Water Bylaw 2196-1990
- Commercial Vehicle Licensing Bylaw 1381-1984
- Truck Route Bylaw 1811-1988
- Regulation of Public Use of Parks Bylaw 5001-2008

The amending bylaws listed above as attachments have been listed under the “Bylaws for Consideration” section of the Council agenda.

PURPOSE:

This report seeks Council support to enact housekeeping bylaw amendments that would update the enforcement sections of a number of the District’s regulations.

BACKGROUND:

The enforcement section of the bylaws being amended in the report remain unchanged since their initial adoption. These enforcement sections refer to the Offence Act for penalties because this was the typical legislation used at that time. Penalties available under the Offence Act are set and limited pursuant to Section 4 of the Act which states:

“Unless otherwise specifically provided in an enactment, a person who is convicted of an offence is liable to a fine of not more than $2,000 or to imprisonment for not more than 6 months, or to both.”

Enactment of the Community Charter provided local governments the authority to create penalties for municipal bylaw infractions that exceed the limitations set in Section 4 of the Offence Act. The Offence Act...
Act still governs with respect to all other aspects of municipal enforcement and prosecutions taken through the court system. Also, the Community Charter includes a specific provision that the Offence Act penalties will apply if no other penalties are established.

Local government penalty authority is established in Section 263 of the Community Charter. Penalties provided in Section 263 are as follows:

1. A bylaw under section 260 (1) [enforcement powers] may establish one or more of the following penalties to which a person convicted of an offence in a prosecution under the Offence Act is liable:
   (a) a minimum fine;
   (b) a maximum fine of up to $10,000;
   (c) in the case of a continuing offence, for each day that the offence continues either or both of
      (i) a minimum fine under paragraph (a), or
      (ii) a maximum fine under paragraph (b);
   (d) imprisonment for not more than 6 months.
2. If no other penalties are established in relation to an offence referred to in subsection (1), the penalties established by section 4 [general penalty] of the Offence Act apply.
3. In a prosecution for an offence against a municipal bylaw, the justice or court may impose all or part of the penalties applicable in relation to the offence, together with the costs of prosecution.

Furthermore, Section 263.1 includes additional penalty and enforcement authority that can be used if required.

In addition, the Local Government Bylaw Notice Enforcement Act, SBC 2003, C 60, was enacted in 2003 and the District of Mission only created one bylaw (“Bylaw Notice Enforcement Bylaw 5700-2018”) pursuant to this authority on February 19, 2018. Many of the District’s bylaws were enacted before February 19, 2018, as such these bylaws do not currently reference the “Bylaw Notice Enforcement Bylaw 5700-2018”.

DISCUSSION AND ANALYSIS:

Working with practicum students of the University of the Fraser Valley, staff reviewed the District’s bylaws to identify bylaws the required revision of the enforcement sections. The proposed bylaw amendments will not only add clarity and consistency to the District of Mission’s bylaws, it will directly draw from the improved penalty and enforcement authority provided in the Community Charter. The enforcement housekeeping amendments will ensure that violations to the bylaws will be subject to the procedures, restrictions, limits, obligations and rights in accordance to the current Local Government Bylaw Notice Enforcement Act, SBC 2003, c 60, when the specific offence is listed in the District’s “Bylaw Notice Enforcement Bylaw 5700-2018”. Furthermore, having consistency between the bylaws will increase clarity and may reduce potential conflicts arising between the public and bylaw enforcement because of this ambiguity.

COUNCIL GOALS/OBJECTIVES:

While the proposed bylaw amendments do not readily link to a specific initiative in Council’s 2018 – 2022 Strategic Plan, they are aligned with Council’s goal for “Organizational Excellence”.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

COMMUNICATION:

No internal or external communication action is required.
SUMMARY AND CONCLUSION:
Staff recommend that Council support the proposed bylaw amendments to support clarity and consistency of bylaw enforcement in the District.

SIGN-OFFS:

Guy Gusdal, Manager of Inspection Services  
Reviewed by:  
Dan Sommer, Director of Development Services  

Comment from Chief Administrative Officer:  
Reviewed.
ATTACHMENT “A”
DISTRICT OF MISSION

BYLAW 5897-2019-2975(4)

A Bylaw to amend “District of Mission
Burning Bylaw 2975-1996”


AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Burning Amending Bylaw 5897-2019-2975(4)”.

2. "District of Mission Burning Bylaw", as amended, is hereby further amended as follows:

(a) by deleting in Section 6 Penalty subsections 6(a) and 6(b) and replacing the subsections as follows:

6.1 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   (a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   (b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   (c) a person who:

      (i) contravenes, violates or fails to comply with any provision of this Bylaw;

      (ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

      (iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   (d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2020

________________________  _________________________
PAMELA ALEXIS           JENNIFER RUSSELL
MAYOR                  CORPORATE OFFICER
ATTACHMENT “B”
DISTRICT OF MISSION

BYLAW 5895-2019-1662(8)

A Bylaw to amend “District of Mission Sign Bylaw 1662-1987”

WHEREAS the Council of the District of Mission did, on the 16th day of March, 1987, enact a bylaw cited as “District of Mission Sign Bylaw 1662-1987”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Sign Amending Bylaw 5895-2019-1662(8)".

2. "District of Mission Sign Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting Sections 12 Penalty subsections 12.1 and 12.2 and replacing the subsections as follows:

   12.1 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   1) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   2) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   3) a person who:
      a) contravenes, violates or fails to comply with any provision of this Bylaw;
      b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
      c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   4) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

__________________________  ____________________________
PAMELA ALEXIS              JENNIFER RUSSELL
MAYOR                      CORPORATE OFFICER
ATTACHMENT “C”
DISTRICT OF MISSION

BYLAW 5896-2019-2196(30)

A Bylaw to amend “District of Mission Water Bylaw 2196-1990”

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 Bylaw 2196-1990”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Water Amending Bylaw 5896-2019-2196(30)".

2. "District of Mission Water Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting Section 9 Penalties and replacing the Section as follows:

   Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   9.1 Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   9.2 a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   9.3 a person who:
       (a) contravenes, violates or fails to comply with any provision of this Bylaw;
       (b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
       (c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   9.4 each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

__________________________  ____________________________
PAMELA ALEXIS                JENNIFER RUSSELL
MAYOR                         CORPORATE OFFICER
ATTACHMENT “D”
DISTRICT OF MISSION

BYLAW 5894-2019-1381(3)

A Bylaw to amend “District of Mission
Commercial Vehicle Licensing Bylaw 1381-1984”


AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Commercial Vehicle Licensing Amending Bylaw 5894-2019-1381(3)”.

2. "District of Mission Commercial Vehicle Licensing Bylaw", as amended, is hereby further amended as follows:

   (a) by deleting in Section 14 and replacing the section as follows:

   Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   1. Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   2. a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   3. a person who:

   a) contravenes, violates or fails to comply with any provision of this Bylaw;

   b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

   c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   4. each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ____, 2019
READ A SECOND TIME this __ day of ____, 2019
READ A THIRD TIME this __ day of ____, 2019
ADOPTED this __ day of ____, 2020

__________________________   __________________________
PAMELA ALEXIS           JENNIFER RUSSELL
MAYOR                   CORPORATE OFFICER
ATTACHMENT “E”
DISTRICT OF MISSION

BYLAW 5898-2019-1811(5)

A Bylaw to amend “District of Mission
Truck Route Bylaw 1811-1988”

WHEREAS the Council of the District of Mission did, on the 3rd day of January, 1989, enact a bylaw cited as “District of Mission Truck Route Bylaw 1811-1988”; AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Truck Route Amending Bylaw 5898-2019-1811(5)”.
2. "District of Mission Truck Route Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting in Section 6 and replacing the Section as follows:
       Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:
       (a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.
       (b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;
       (c) a person who:
           (i) contravenes, violates or fails to comply with any provision of this Bylaw;
           (ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
           (iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and
       (d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

PAMELA ALEXIS  JENNIFER RUSSELL
MAYOR            CORPORATE OFFICER
ATTACHMENT “F”
DISTRICT OF MISSION

BYLAW 5899-2019-5001(1)

A Bylaw to amend “District of Mission Regulation of Public Use of Parks Bylaw 5001-2008”

WHEREAS the Council of the District of Mission did, on the 15th day of December, 2008, enact a bylaw cited as Regulation of Public Use of Parks Bylaw 5001-2008; and

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Regulation of Public Use of Parks Amending Bylaw 5899-2019-5001(1)".

2. "District of Mission Regulation of Public Use of Parks Bylaw ", as amended, is hereby further amended as follows:

(a) by deleting in Sections 7 and 8, and replacing with a new Section 7 as follows:

Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

a. Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

b. a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

c. a person who:

i. contravenes, violates or fails to comply with any provision of this Bylaw;

ii. permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

iii. fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

d. each day such infraction is caused, or allowed to continue, constitutes a separate offence.
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Marcy Bond, Senior Planner
SUBJECT: Development Permit (DP18-015) for 161 Townhouse Units at the Properties Located at 8387, 8289 and 8279 Nelson Street
ATTACHMENTS: 1 – Location Map
2 – Current Zoning Map
3 – Consolidation/Subdivision Plan
4 – Multi Family Development Permit Area
5 – Site Plan
6 - DRAFT Development Permit
7 – Variance Rationale from Developer

CIVIC ADDRESS: 8387, 8289 and 8279 Nelson Street
APPLICANT: Polygon Homes on behalf of Silverhills GP Ltd
OCP: This application is in conformance with the current Attached Multi Unit OCP designation.
DATE APPLICATION COMPLETE: November 4, 2019
LOCATION:
OVERVIEW AND STAFF COMMENTS:

This report details the development permit application to allow for the construction of one hundred sixty-one (161) Townhouse Units under the current MT52 Zoning for the properties located at 8387, 8289 and 8279 Nelson Street.

Staff support the application moving forward and, as such, has listed the Development Permit under the “Permits for Consideration” section of the agenda.

BACKGROUND:

The subject area was zoned in 2018 to the MT52 Zone (Attachment 2). The development site is part of a subdivision application from Polygon Homes to consolidate 5 parcels and create 4 parcels, as shown on Attachment 3. Once the consolidation is approved and the lots created, the boundaries of the multi family development will be as shown on Attachment 4.

SUMMARY:

The development permit application is to regulate the form and character of the proposed one hundred and sixty-one (161) townhouse units under the current Multi Unit Townhouse (MT52) Zone; as shown on Attachment 5. Specifically, the development proposal includes a variety of unit sizes and styles, including a combination of 2 and 3 storey townhouse units, with the number of bedrooms ranging from 2 bedrooms, to 3 bedrooms, to 3 bedroom units plus den and one four bedroom unit. There are also units with double or tandem car garages, which help to increase the range of price points available within the development. The development proposal provides for protection of the environmentally sensitive area, establishes setbacks from steep slopes, and provides pedestrian linkages throughout the development. Amenity features within the development will include a child's play area, outdoor swimming pool, community gardens, family gathering area with fire pit and BBQs and an indoor amenity building with a fitness studio, lounge, and dog washing facility.

APPLICATION DETAILS:

Site Specifics

<table>
<thead>
<tr>
<th>Location</th>
<th>West side of Nelson Street – Israel / Bench area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Uses</td>
<td>Single family dwellings and treed vacant land</td>
</tr>
<tr>
<td>Total Area</td>
<td>3.85 hectares</td>
</tr>
</tbody>
</table>

Official Community Plan

<table>
<thead>
<tr>
<th>North</th>
<th>Environmentally Sensitive Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>Suburban</td>
</tr>
<tr>
<td>East</td>
<td>Suburban</td>
</tr>
<tr>
<td>West</td>
<td>Suburban and Environmentally Sensitive Area</td>
</tr>
</tbody>
</table>

Zoning Bylaw

<table>
<thead>
<tr>
<th>North</th>
<th>Institutional Parks, Recreation and Civic (IPRC) Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>Suburban 36 Secondary Dwelling (S36s) Zone</td>
</tr>
<tr>
<td>East</td>
<td>Rural 16 (RU16) and Rural 16 Secondary Dwelling (RU16s) Zones</td>
</tr>
<tr>
<td>West</td>
<td>Rural 16 (RU16) and Suburban 36 Secondary Dwelling (S36s) Zones</td>
</tr>
</tbody>
</table>

Surrounding Land Uses

<table>
<thead>
<tr>
<th>North</th>
<th>Treed and vacant of buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>Single-family dwellings with coach houses or suites</td>
</tr>
<tr>
<td>East</td>
<td>One rural property and single-family dwellings with coach houses or suites</td>
</tr>
<tr>
<td>West</td>
<td>Treed and vacant of buildings</td>
</tr>
</tbody>
</table>
SITE CHARACTERISTICS:
The development site is approximately 3.85 ha (9.51 ac) in size and is located on the north side of Nelson Street. The existing single-family dwellings and any out buildings within the development site will be removed as part of the associated development.

While there are no watercourses within the property boundary, there is a steep slope and ravine along the north property boundary, with Mackie Creek at the bottom of the ravine. The setbacks to steep slopes and Streamside Protection Enhancement Area (SPEA) Protection Boundary of Mackie Creek have been taken into consideration with the design of the site layout. The overall site plan on Attachment 5 identifies the location of the geotechnical setbacks and SPEA Protection Boundary.

SITE HISTORY:
The development site was zoned in 2018 to allow for an attached multi-unit development, therefore no rezoning is required as part of this multi family development permit application. The attached Multi Unit Development Permit can be approved by Council, but will not be registered on title until the lot consolidation, creating the four lots is completed, as shown on Attachment 3.

ZONING BYLAW COMPLIANCE (Bylaw 5050-2009):
The development proposal meets the intent of the MT52 Zone by providing ground orientated townhouses that consist of a combination of 2 and 3 storey units.

The development proposal significantly meets the requirements of the MT52 Zone, however, there are some variances to the MT52 Zone the developer is requesting in order to achieve the layout and density as shown on the site plan. The variances are being requested due in part, to the steep topography fronting Nelson Street and the SPEA Protection Boundary along the north property line. Variances are also being requested to allow an increased number of tandem garages and reduced building setbacks to the phasing boundaries. These requested variances will be addressed in the Multi Family Development Permit section of this staff report.

The target density under the MT52 Zone allows for up to 200 units within the development site; the developer is proposing 161 units and therefore is under the required density of 52 units per hectare.

PLANNING ANALYSIS:
The developer has incorporated several different features into the overall design of the site that contributes to a high-quality development reflective of the character and style of the surrounding suburban neighbourhood. Design features include such things as a grand entrance, significant landscaping, pedestrian linkages and road upgrades to the area.

Neighbourhood Character
The overall site designed and aesthetic features reflect different aspects of the character of the surrounding neighbour. This has been achieved with the design of a wide entrance with a separated 2.0 m landscaped island entrance into the complex. The entrance way also includes a stone fence and trellis entry gate feature, which is similar to the entryway styles that could be expected within a suburban development. The proposed entryway is shown to the right.

The transition in grade from Nelson Street to the building site has been addressed with the
provision of a wide, multi-tiered landscaped retaining wall system fronting Nelson Street. The tiering of the retaining walls, in combination with the significant landscaping fronting Nelson Street, will provide for screening of the retaining walls when viewed from Nelson Street.

Road upgrades fronting Nelson Street include the installation of a multi-use path along the frontage of the townhouse site that will continue north, ending at the northern property line of the multi-family site.

Access and Servicing

Road upgrades along Nelson Street include significant improvements to a modified collector standard and the installation of the multi-use path along the frontage of the townhouse site in general conformance with the civil design package prepared by Core Group Civil Consultants Ltd.

In accordance with the Development and Subdivision Control Bylaw (DSCB) Schedule B and B1 the following minimum servicing requirements shall include:

- Asphalt roads with curb, gutter and sidewalk;
- Piped storm sewer system;
- Municipal water and sewer system;
- Underground electrical and natural gas distribution and telephone system;
- Ornamental street lighting; and
- Boulevard tree planting.

While these services are currently not at the property line the developer is committed to entering into a servicing agreement. At this time the Multi-Family Development Permit, which relates only to the form and character of the development, can proceed for Council’s consideration.

Waste Management

The subject property was included in the curbside collection area as part of a Council resolution on March 18, 2019. Therefore, full garbage and composting facilities will be available door to door at the townhouse units.

Environmental Protection

A Riparian Areas Regulation (RAR) assessment report prepared by Envirowest June 12 2018, and updated November 25, 2019, identifies a SPEA and a SPEA Protection Boundary for the watercourse (Mackie Creek), located to the north of the subject property. The RAR report has been accepted by the Province and the District. The watercourse will be protected with the registration of a covenant and an environmental development permit as part of the associated subdivision.

The SPEA Protection Boundary is identified on the site plan, Attachment 5.

Geohazard Hazard Assessment

The geotechnical reports prepared by Geopacific Consulting Engineers have established varying setbacks from the steep slopes along the northern and western property lines. The required setbacks have been accepted by the District and will be registered on title with a covenant and hazardous lands development permit as part of the associated subdivision.

The varying geotechnical setbacks are identified on the site plan, Attachment 5.

DEVELOPMENT PERMIT AREA B - MULTI UNIT RESIDENTIAL (DP18-015):

The purpose of the Multi-Unit Residential Development Permit area is to establish guidelines for the form and character of the development in order to achieve a higher standard of building design, housing alternatives, site compatibility and site aesthetics that are consistent with a vibrant residential neighbourhood.

The draft Development Permit DP18-015 is attached as Attachment 6.
In reviewing the development permit guidelines there are a number of approaches that have been incorporated into the site design that allows the development proposal to meet or exceeded the development permit guidelines.

Some of the criteria included in the development are as follows:

**Site Planning**
- Terraced landscape retaining walls have been designed to break up the elevation change from Nelson Street to the building site.
- To create a street presence on Nelson Street buildings 1 and 2 have direct access from their front yards to the multi-use path located along Nelson Street.

**Amenity Space**
- Amenity building and facilities have been located at the primary entrance to the site.
- Large amounts of open space are incorporated into the site for child’s play area, community garden, swimming pool and family gathering areas.

**Building Orientation**
- Two-storey amenity building and portion of building 1 at the front entrance have been designed as two-storey to respect the single detached residential area.

**Crime Prevention Through Environmental Design**
- The architect has provided a letter detailing how the development has addressed the principles of Crime Prevention Through Environmental Design (CPTED).

**Landscaping**
- Comprehensive landscape plan has been incorporated into the development.
- The landscaping style for building 1 and 2 has been designed to provide a mews-type setting with direct access to Nelson Street from the front yard.
- Fencing has been incorporated throughout the development to allow for privacy between units and to identify the boundaries of the geotechnical and environmental setbacks.
- Significant pedestrian connections within the development have been included, allowing for safe pedestrian movement through the development without having to walk on the internal roads.

**Garbage, Composting and Recycling**
- The developer has indicated that garbage and composting pick up will be door-to-door.

**Signage and Lighting**
- The front entrance includes a rock wall with signage, lighting and an arbor over the pedestrian entrance.
- External lighting has been included on the exterior of all garages.
- Although the development permit guidelines encourage lighting along all pedestrian pathways, and developments of this size usually have an internal lighting scheme, the developer does not wish to incorporate pedestrian lighting along the pathways within the development.

**Building Form and Character**
- Buildings have been designed with varying facades and rooflines to achieve the requirements of the development permit.
• The accessory building has been designed in a manner consistent with the design style of the townhouse units.

• High quality materials and finishes have been used throughout the development.

The architectural drawings and landscape architect drawings submitted for DP18-015 meet or exceed the Multi-Family Development Permit guidelines outlined in the Official Community Plan.

**VARIANCES REQUESTED:**

The variances being requested as part of this application include: increased height of retaining walls, tandem garages for interior units, reduced outdoor amenity area for some buildings, reduced building setbacks to lot lines, reduced amenity building setback to lot line and undevelopable area.

The developer has provided a letter regarding their rationale for the requested variances which is detailed on Attachment 7

**Retaining Wall Height**

Due to the elevation changes from Nelson Street to the development site there are a number of retaining walls required to help achieve a suitable building site. While the developer is meeting the intent of the OCP with providing tiered landscaped retaining walls, all of the proposed retaining walls require a variance to allow for walls higher than what is permitted under Zoning Bylaw 5050-2009. Specifically, the variance are as follows:

- **Section 111 B. Retaining Walls 1.** is varied by increasing the permitted height of a retaining wall at the property line from 0.6 metres to 1.50 metres; and

- **Section 111 B. Retaining Walls 2.** is varied by increasing the permitted height of a retaining wall at all other points on a property from 1.2 metres to 3 metres.

**Cross section showing retaining wall - variances**
The requested variances are supportable by staff as the retaining walls are stepped and significant landscaping has been incorporated to reduce the visual impact of the height of the retaining walls.

Examples of the aesthetically pleasing retaining walls are shown below:

![Lower retaining wall design](image1)
![Upper retaining wall design](image2)

**Building Setbacks**

In order to maximize density, increase common outdoor open space, and provide for an increased street presence fronting Nelson Street and to facilitate the development of the site into 5 phases the developer is requesting variances to reduce the required building setbacks under Zoning Bylaw 5050-2009. Specifically, the variances are as follows:

- **Section 701 E. Setbacks 2. Buildings & Structures** is varied by reducing the setbacks to the lot lines as follows:
  - Principal Building setback to the front lot line for Building 2 is reduced from 4.0 metres to 3.95 metres
  - Accessory Building setback to the front lot line for the Amenity Building is reduced from 7.5 metres to 6.0 metres

- **Section 701 E Setbacks 3.** Is varied by reducing the required setback to the undevelopable area for the Amenity Building from 6.0 metres to 0.0 metres.

The requested variances for reducing the setback to the front lot line for Building 1 and the Amenity Building are supportable by staff as it improves overall site design, allows for common open space and improves the street presence along Nelson Street.

**Building Setbacks - Phasing Boundaries**

The developer wishes to proceed with the construction of the townhouse units over 5 phases, as shown on [Attachment 5](#). Phasing in a building strata development allows for units to be constructed and sold as each phase completes, rather than waiting for all 161 units to be constructed. As each phase is treated as a separate lot, under provincial legislation, the Approving Officer is required to ensure that all buildings and structures meet the various components of the Zoning Bylaw including the setback to lot lines.

The developer is requesting variances to the setbacks required from the phasing boundaries (lot lines) as follows:
Phase 1
- Building 1: reduce the setback to the interior side lot line from 7.5 m to 2.5 m
- Building 11: reduce the setback to the interior side lot line from 7.5 m to 2.5 m

Phase 2
- Building 9: reduce the setback to the interior side lot line from 7.75 m to 4.0 m

Phase 3
- Building 8: reduce the setback to the interior side lot line from 7.75 m to 3.5 m

Phase 4
- Building 29: reduce the setback to the interior side lot line from 7.75 m to 5.0 m

Outdoor Amenity Space

The outdoor amenity space requirement as per the MT52 Zone is to be provided at a rate of 50 m² per unit. With 161 units this works out to a minimum requirement of 8,053 m². The developer is providing an overall amount of outdoor amenity of 9,814 m². There are 67 units within the development site that are providing slightly less than the 50 m². The following diagram identifies those units were there is less than the required outdoor amenity space being provided.

The developer is requesting a variance for Outdoor Amenity Space of Zoning Bylaw 5050-2009 as follows:
- **Section 701 J. Outdoor Amenity Space** be varied by reducing the amount of outdoor amenity space for 67 of the 161 units within the development from 50m² to 42m².

The request to vary the amount of outdoor amenity space is not normally supportable by staff. However,
with the average amount per unit is equivalent to 60.95 m². The configuration of the development with all of the units with less than 50m² of amenity space having their backyard space adjacent to the ‘great lawn’, the community garden, or are separated from other units with a pedestrian path, the requested variance is supportable.

The variances being requested as part of DP18-015 allows the developer to achieve the lot layout as shown on Attachment 5. The variances still allow the developer to meet the form and character requirements of the development permit guidelines therefore the requested variances are supportable by staff.

COMMUNICATION:

A notice has been mailed to the owners and to the occupiers of all properties within a distance of 10 metres as per the Land Use Application Procedures and Fees Bylaw 3612-2003 notifying them of the development proposal.

Comments have been received with concerns being raised regarding loss of privacy, the increase hazards of Nelson Street with the 160 + cars per day, and increased traffic on Kenney Avenue.

REFERRALS:

Engineering

The Engineering Department has no objection to approval of the form and character development permit. the project subject to the completion of engineering servicing requirements.

REQUIREMENT PRIOR TO REGISTRATION OF THE DEVELOPMENT PERMIT:

Development Permit DP18-015 will be registered on title once the lot consolidation is complete and Lot 3 is created with a parcel identifier.

SIGN-OFFS:

Marcy Bond, Senior Planner

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Attachment 1

Subject Property: 8279, 8289 & 8387 Nelson Street

Owner: Silverdale Lands TitleCo 38 Ltd., Inc.No. BC1090506 & Silverdale Lands TitleCo 39 Ltd., Inc.No. BC1090507

Applicant: Silverdale Hills GP Inc.

Zoning: IPRC & MT52

OCP Designation: Attached Multi-unit Residential, Environmentally Sensitive Area, Urban Compact, and Parks and Open Space
Attachment 2
Attachment 3
Attachment 4

Legend

- Subject Properties
- Multi-family Development Permit Area for 161 Townhomes
Attachment 5
DISTRICT OF MISSION
DEVELOPMENT PERMIT DP18-015

Issued to: Silverdale Lands Titleco 39 Ltd District of Mission

(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 389 West 6th Avenue Box 20, 8645 Stave Lake Street
Vancouver, BC V5Y 1L1 Mission, BC V2V 4L6

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.

2. This Development Permit applies to and only to those lands within the Municipality legally described below, and any and all buildings, structures and development thereon:

   Parcel Identifier: 008-798-753
   Lot 2, Section 30, Township 17, New Westminster District Plan 20409

   Parcel Identifier: 008-798-737
   Lot 1, Section 30, Township 17, New Westminster District Plan 20409

   Parcel Identifier: 013-827-243
   Lot 4, Section 30, Township 17, New Westminster District Plan 5248

3. The above property has been designated as Development Permit Area B- Multi-Unit Development Permit Area in the Official Community Plan.

   The said lands are zoned Multi Family 52 Townhouse Zone pursuant to "District of Mission Zoning Bylaw 5050-2009" as amended.

   "District of Mission Zoning Bylaw" as amended is hereby supplemented in respect of the said lands as follows:

   Retaining Walls

   • **Section 111 B. Retaining Walls 1.** is varied by increasing the permitted height of a retaining wall at the property line from 0.6 metres to 1.50 metres; and

   • **Section 111 B. Retaining Walls 2.** is varied by increasing the permitted height of a retaining wall at all other points on a property from 1.2 metres to 3 metres

Building Setbacks

• **Section 701 E. Setbacks 2. Buildings & Structures** is varied by reducing the setbacks to the lot lines as follows:
  
  o Principal Building setback to the front lot line for Building 2 is reduced from 4.0 metres to 3.95 metres

  ▪ Accessory Building setback to the front lot line for the Amenity Building is reduced from 7.5 metres to 6.0 metres
- **Section 701 E Setbacks 3.** Is varied by reducing the required setback to the undevelopable area for the Amenity Building from 6.0 metres to 0.0 metres.

**Building Setbacks -Phasing Boundaries**

**Phase 1**
- Building 1: reduce the setback to the interior side lot line from 7.5 m to 2.5 m
- Building 11: reduce the setback to the interior side lot line from 7.5 m to 2.5 m

**Phase 2**
- Building 9: reduce the setback to the interior side lot line from 7.75 m to 4.0 m

**Phase 3**
- Building 8: reduce the setback to the interior side lot line from 7.75 m to 3.5 m

**Phase 4**
- Building 29: reduce the setback to the interior side lot line from 7.75 m to 5.0 m

**Outdoor Amenity Space**
- **Section 701 J. Outdoor Amenity Space** be varied by reducing the amount of outdoor amenity space for 67 of the 161 units within the development from 50m² to 42m²

Building design, siting and landscaping plans to be as shown on Drawings Numbered as follows:

<table>
<thead>
<tr>
<th>Type of Drawing</th>
<th>Drawing Number</th>
<th>Type of Drawing</th>
<th>Drawing Number</th>
</tr>
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<tbody>
<tr>
<td>Cover Sheet</td>
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<td>A2.19.3</td>
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<tr>
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<td>A2.00.2</td>
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<td>Building 6 Elevations</td>
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<td>L11</td>
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</table>
Building 18 Elevations A2.18.3

inclusive, which are attached hereto and form part of this permit.

Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

4.

(a) The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with development plans attached to this permit, prepared by Ciccozzi Architecture (hereinafter referred to as “the plans”), unless approval in writing has been obtained from the Municipality to deviate from the said development plan.

(b) Access to and egress from the said lands shall be constructed substantially in conformance with the plans.

(c) Parking and siting thereof shall substantially conform to the plans.

(d) The following standards for landscaping are imposed:

   (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto as Drawing Number L1-L8 prepared by pmg Landscape Architects.

   (ii) All planting materials provided shall be able to survive for a period of one (1) year from the date of the site approval by the Municipality.

5. As a condition of the issuance of this development permit, the Municipality must have in its possession, prior to issuance of a building permit for this development, security as set out below to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clauses 5 (a) - (d) below. It is acknowledged that, at the time of issuance of this development permit, the municipality does not have such security in its possession. Any prospective purchaser or developer should be aware that this requirement will need to be fulfilled prior to issuance of a building permit for the development outlined in this permit.

   (a) An Irrevocable Letter of Credit in the amount of $622,577.30 for the purpose of landscaping for all 5 phases is required.

<table>
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<td>Phase 1</td>
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<tr>
<td>Phase 5</td>
<td>$18,102.20</td>
</tr>
</tbody>
</table>

   (b) The landscaping amount can be released on a per phase basis, with 10% of each phase being held back for one year.

   (c) A condition of the posting of the security is that should the Permittee fail to carry out the works or services as herein above stated, according to terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by servants, agents or contractors, and any surplus shall be paid over to the Permittee. If the security deposit is insufficient to cover the actual cost of completing the
said works, then the Developer shall pay such deficiency to the Municipality immediately upon receipt of the Municipality’s bill for same.

(d) The Permittee shall complete the landscaping works required by this permit within six (6) months of the occupancy permit being issued for the buildings. Within this six (6) month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within this six (6) month period, the Municipality has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

If the landscaping is approved within the six (6) months or thereafter in accordance with the preceding paragraph, without the Municipality having to draw the security, 90% of the original security will be returned to the Permittee.

A holdback of 10% of for each phase will be retained until a final inspection and sign off is provided by the landscape architect and is undertaken within 12 months of the date of the original inspection approval was given to the landscaping. If the landscaping receives approval at final inspection, the 10% holdback will be returned to the Permittee. If, after the final inspection, approval of the landscaping is not given, the Municipality has the option of continuing to renew the security until the required landscaping is approved or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter onto the property to undertake the required landscaping for which the security was submitted.

6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

7. This permit shall lapse if the Permittee does not substantially commence the construction of the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.

8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

9. This permit is not a building permit.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

IN WITNESS WHEREOF this Development Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

____________________________
MAYOR

____________________________

CORPORATE OFFICER
November 20, 2019

Ms. Marcy Bond, Senior Planner
Planning - Development Services
District of Mission
8645 Stave Lake St,
Mission, BC V2V 4L9

Dear Marcy,

RE: Rationale for Zoning Bylaw Variances
Archer Green - Form & Character Development Permit Application

Polygon’s Archer Green community will contain 161 townhomes and will be constructed in 5 phases. With units ranging from 1350sf to 1865sf, Archer Green will provide a variety of product and price points for the marketplace.

By developing the site to approximately 70% of its permitted density and 65% of the permitted lot coverage, the residents of Archer Green will have access to almost 2.3 acres of common outdoor amenity space that includes a Common Green, Family Gathering Area and Tot Lot.

In addition, the Archer Green Club is a 4800sf amenity building with an outdoor pool & hot tub, community BBQ, fitness room, fireside lounge, children’s multipurpose room, and indoor dog wash.

To deliver this project with these amenities, Polygon is seeking variances from the Zoning Bylaw based on the following rationale:

1. Archer Green’s unit mix allows Polygon to offer a range of product to the market. As such, 18 eighteen of our homes will have tandem parking with overheight ceilings and 527sf clear area inside the garage so that 2 full size pickup trucks can be parked inside. Section 701. K.4.b of the Zoning Bylaw limits the number of tandem parking units in a project to 50% and requires that they be internal units only. In Archer Green only 11% of our units have tandem parking, well below the 50% the bylaw permits. We are proposing to have tandem parking for the 6 end units (4% of the total unit count).

The requirement for a ‘non-tandem’ garage for the 6 end units increases the size and associated cost of these units and replaces green space with something to house an automobile. We have designed the Archer Green community to maximize the amount of green space that’s available to residents to enjoy. We are therefore reluctant to convert green space to an automobile dominated space for 6 units and are requesting a variance to that portion of Section 701. K.4.b that refers to the location of tandem parking.
2. We are also requesting a variance to a very small portion of the 6m setback from Undevelopable Area to accommodate a portion of the amenity building. The variance will allow us to maintain an adequate face-to-face building separation at the entry to the project. Because this is a highly visible entry from the surrounding neighbourhood we believe a minor incursion into the setback area is appropriate. Whereas 160sf of the setback area will be encroached upon, in exchange we have elected not to use 177sf contained within the setback area. As such there is no net loss of total setback area.

3. Overall the Archer Green site is flat except towards the south end where the grade drops significantly towards Nelson Street. Two natural stone retaining walls and a concrete cast-in-place retaining wall, with attractive stone facing, allows us to maintain a relatively flat surface to build the project. The alternative is to grade out the slope thereby reducing the amount of developable area and removing a significant amount of material from the site. Neither option is economically or environmentally prudent. Further the extensive landscaping along the retaining walls provides an attractive landscape buffer for the Nelson Street frontage and the adjacent Multi-Use Pathway. As such we are seeking variances for portions of the retaining wall heights and associated grading.

4. Variances to building setbacks are largely related to the phased construction of the project, as the associated phased strata plan requires each phase to be in conformance with the Zoning Bylaw as if it was a stand-alone parcel.

We trust this meets with your concurrence. In the interim if you have any questions please do not hesitate to contact me at 604.828.0021 or chartman@polyhomes.com.

Sincerely,

SILVERDALE HILLS GP INC.

Chris Hartman
Vice President, Development
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Mike Dickinson, Senior Planner - Policy
SUBJECT: Adoption report for Official Community Plan Application (OCP18-006), Rezoning Application (R18-035) and Approval of Development Permit Application DP18-052 that will allow for development of a commercial and mixed-use project located at 29560 Lougheed Highway

This report provides further information as requested by Council at the July 2, 2019 Council meeting (RC19/398).

Staff support the application moving forward and, as such, have listed the OCP Amending Bylaw and the Zone Amending Bylaw under the “Bylaws for Consideration” section of the Council Agenda and the Development Permit under the “Permits for Consideration” section of the Council Agenda

PURPOSE:

The purpose of this adoption report is to provide Council with additional information that supports the development application for the property at 29560 Lougheed Highway.

BACKGROUND:

On July 2, 2019, a public hearing was held regarding the Official Community Plan amendment and rezoning application for the property located at 29560 Lougheed Highway. At that meeting, a local resident raised questions about the potential impact of the development upon adjacent residential properties, particularly concerning the high level of water use that could occur if the six proposed residential units were to be developed with commercial uses at this time. Currently, this area is not served by municipal water or sanitary sewer. The developer proposes to serve the commercial and mixed-use development with a well and septic field.

DISCUSSION AND ANALYSIS:

Specifically, the concerns expressed by the owners of adjacent property were about the density and type of development on the subject site. The developer proposes two buildings on the property at 29560 Lougheed Highway; one is a commercial building that would accommodate a restaurant and a drive-through restaurant, and the other building includes mixed uses with commercial space on the ground floor and six residential units on the second floor.

Council at the time of third reading of the Zoning Amending bylaw 5840-2019-5050(342) resolved: “that prior to consideration of adoption of the above noted bylaw, a draft Section 219 covenant and a letter of undertaking be prepared that would prevent residential use until municipal servicing of the property has been addressed.” Resolution RC19/398 of the July 2, 2019 Council meeting was carried.
SUMMARY AND CONCLUSION:
The applicant has provided a restrictive covenant document and letter of undertaking to the satisfaction of District staff, fulfilling the requirements for final adoption of the rezoning and OCP Amending bylaws. Staff recommend that final adoption be given for Official Community Plan Amending Bylaw 5839-2019-5670(11) and Zoning Amending Bylaw 5840-2019-5050(342) and for this application.

SIGN-OFFS:

Mike Dickinson, Senior Planner - Policy

Reviewed by:
Rob Publow, Manager of Planning

Comment from Chief Administrative Officer:
Reviewed.
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Jennifer Russell, Corporate Officer
SUBJECT: 2020 Municipally Funded Grants
ATTACHMENTS: A – Municipally Funded Grants Policy FIN.50(C)
B – Fee for Service Grant Policy FIN.54(C)
C – Summary of Municipal Grants 2017 – 2019
D – Municipal Grants Select Committee Meeting Minutes

RECOMMENDATIONS: Council consider and resolve:

1. That 2020 Community Enhancement Grants be awarded to the following organizations in the following amounts:

   Greater Vancouver Youth Unlimited $ 6,000
   Hope Central (New Heights Community Church) $12,000
   Joy Vox Community Choir Society $ 500
   L'Association Des Parents De L’Ecole Des Deux Rives $ 3,000
   Mission Alano Club $10,000
   Mission Artists Association $ 1,000
   Mission City Farmers’ Market Society $ 3,500
   Mission Community Services Society (Food Security Program) $ 3,000
   Mission Community Services Society (Seniors Connection Program) $ 5,000
   Mission Friends of the Library $ 1,000
   Mission Genealogy Club $ 500
   Mission Health Care Auxiliary Society $ 3,000
   Mission Hospice Society $ 4,000
   Mission Literacy in Motion $ 4,000
   Mission Minor Lacrosse $ 1,000
   Mission Sports Council $ 3,000
   Opening Nite Theatre Society $ 5,000
   Optimist Club of Mission $ 2,100
   Steelhead Community Association $ 2,500
   Valley Singers $ 500

2. That a 2020 Special Event Grant in the amount of $1,200 be awarded to Serenata Singers.

3. That 2020 Community Event Grants be awarded to the following organizations in the following amounts:

   Fraser Valley Bald Eagle Festival Society (FV Bald Eagle Festival) $ 3,500
   Mission Community Services Society (Diwali Festival of Lights) $ 2,000
   Mission Downtown Business Association (MissionFest) $ 3,500
   Mission Folk Music Festival Society (Community Celebration Evening) $ 3,000
<table>
<thead>
<tr>
<th>Organization (Event)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Literacy in Motion Association (Riot of Reading and Family Night)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Mission Marlins Swim Club (Mission Marlins Annual Swim Meet)</td>
<td>$1,500</td>
</tr>
<tr>
<td>Mission Seniors’ Centre Association (Mission Seniors’ Week)</td>
<td>$2,200</td>
</tr>
<tr>
<td>Stave Falls Community Association (Family &amp; Friends Celebration)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Royal Canadian Legion – Branch #57 (Remembrance Day)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Mission Arts Council (Fraser Valley Children’s Festival)</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

4. That the 2020 Fee for Service agreements be awarded to the following organizations for a three-year term, in the following amounts (with a 2% increase in years two and three) and that the Mayor and Corporate Officer be authorized to execute the agreements for the corresponding services:

- Fraser Valley Humane Society: $26,200
- Greater Vancouver Youth Unlimited: $23,700
- Lifetime Learning Centre Society: $9,261
- Mission Arts Council: $27,000
- Mission Association for Seniors’ Housing: $3,000
- Mission District Historical Society: $77,000
- Mission Environmental Stewardship Society: $35,000
- Mission Search & Rescue (in-kind): $4,737

5. That the amount of $555 be transferred from the Community Enhancement grant account to the Community Event grant account to facilitate the recommended awards.

PURPOSE:
The purpose of this report is to recommend the 2020 Community Enhancement, Community Event, Special Event and Fee for Service grant awards for Council’s consideration. Council is asked to review the allocations for all grant programs recommended by the Municipal Grants Select Committee and by the staff committee and make any necessary reallocations.

BACKGROUND:
The District recognizes and appreciates the hard work and dedication of the non-profit organizations in the community and provides, at the direction of Council, dedicated grant funding in its annual budget.

The municipally funded grants are divided into four categories:

1. Community Enhancement;
2. Community Event;
3. Special Event; and
4. Fee For Service (FFS).

Community Enhancement Grants are intended to assist organizations in the provision of local community focused activities. The grants are awarded to Mission-based community groups in the fields of the arts, culture, recreation or social services.

Community Event Grants are intended to support recurring events that Council has pre-determined provide a significant benefit to the broader community and are open to all members of the public without charge. Typically, such grants are limited to not more than $5,000 per event annually.

Special Event Grants are intended to support one-time or first-time events that are of a cultural, social or recreational significance to the community, which are open to the community at large. There is no pre-set budget for these grants and they are funded from the Community Event budget.

Fee for Service Grants must primarily support a service or program that otherwise would likely be offered by the District. Staff liaisons are appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the District.
On September 16, 2019 Council amended the Municipally Funded Grants Policy FIN.50(C) (Attachment A) to remove all references and direction regarding the Fee for Service Grants program and adopted a new, separate Fee for Service Grants Policy FIN.54(C) (Attachment B). This new policy increases the term of the Fee for Service agreements from a one-year term to a three-year term and provides a 2% cost of living increase in years two and three. First time recipient organizations would receive one-year funding.

DISCUSSION:
A summary of Municipally Funded Grants provided to various organizations between 2017 and 2019 is provided in Attachment C.

1. Community Enhancement Grants
The Council-appointed Municipal Grants Select Committee is tasked with the responsibility of reviewing and providing recommendations for the Community Enhancement, Community Event and Special Event Grant applications. This Committee typically meets once per year at the end of the application intake process. This year the meeting was held on September 4, 2019. The minutes of that meeting are attached to this report as Attachment D.

The Committee reviewed 21 applications from 20 organizations for Community Enhancement Grants. The budget for the 2020 Community Enhancement Grants was set at $74,692 whereas the total amount applied for by the applicant organizations equalled $123,166 ($48,474 more than the allocated budget).

Each organization is required to provide a report on the use of the previous year’s funds. This is an important accountability test of the organization to ensure the District’s contributions are directly assigned to the primary purpose applied for.

Once their review was completed, the Committee provided their grant recommendations to District staff. The number of applications for 2020 was lower than the number of applications received for 2019. The Committee’s recommendations for the disbursement of the 2020 Community Enhancement Grants are listed in Table 1 below.

Table 1 includes the recommended award to the Serena Singers because the funding for Special Event grants comes from the same account as the Community Enhancement grants. There were no Special Event Grant applications received for 2020.

If Council approves the grant amounts as recommended, there will be a surplus of $2,892 in this account available to transfer to the other grant accounts.
Table 1: Committee Recommended Community Enhancement Grant Allocations

<table>
<thead>
<tr>
<th>Organization</th>
<th>2020 Amount Requested ($)</th>
<th>2020 Amount Recommended ($)</th>
<th>2019 Amount Awarded ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Vancouver Youth Unlimited</td>
<td>7,000</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Hope Central (New Heights Community Church)</td>
<td>15,000</td>
<td>12,000</td>
<td>7,500</td>
</tr>
<tr>
<td>Joy Vox Community Choir Society</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>L’Association Des Parents De L’Ecole Des Deux Rives</td>
<td>40,000</td>
<td>3,000</td>
<td>-</td>
</tr>
<tr>
<td>Mission Alano Club</td>
<td>11,000</td>
<td>10,000</td>
<td>7,500</td>
</tr>
<tr>
<td>Mission Artists Association</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Mission City Farmers Market Society</td>
<td>3,500</td>
<td>3,500</td>
<td>3,000</td>
</tr>
<tr>
<td>Mission Community Services Society (Food Security Program)</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Mission Community Services Society (Seniors Connection Program)</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Mission Friends of the Library</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Mission Genealogy Club</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Mission Health Care Auxiliary Society</td>
<td>5,000</td>
<td>3,000</td>
<td>-</td>
</tr>
<tr>
<td>Mission Hospice Society</td>
<td>5,000</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Mission Literacy in Motion</td>
<td>5,200</td>
<td>4,000</td>
<td>2,700</td>
</tr>
<tr>
<td>Mission Minor Lacrosse</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Mission Sports Council</td>
<td>3,500</td>
<td>3,000</td>
<td>-</td>
</tr>
<tr>
<td>Opening Nite Theatre Society</td>
<td>7,200</td>
<td>5,000</td>
<td>4,500</td>
</tr>
<tr>
<td>Optimist Club of Mission</td>
<td>2,066</td>
<td>2,100</td>
<td>-</td>
</tr>
<tr>
<td>2^Serenata Singers</td>
<td>1,200</td>
<td>1,200</td>
<td>500</td>
</tr>
<tr>
<td>Steelhead Community Association</td>
<td>5,000</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>Valley Singers</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>123,166</td>
<td>71,800</td>
<td>*69,000</td>
</tr>
</tbody>
</table>

1 The recommended grant award matches the organization’s total fundraising for the school’s playground equipment.

2 Recommended that $1,200 be awarded, and the organization’s application be considered under the Special Event grant category.

* This is the total amount awarded for 2019 Community Enhancement grants.

2. Community Event Grants

Organizations applying for a Community Event Grant must make a formal application to the Municipal Grants Select Committee. Similar to the Community Enhancements category, each organization is required to provide a report on the use of the previous year’s funds.

The Committee reviewed nine applications for grants under the Community Event category. The number of applications for a 2020 grant was slightly higher than those received for 2019. The budget for the 2020 Community Event Grants was set at $29,145 whereas the total amount applied for by the applicant organizations equaled $29,700 ($555 more than the allocated budget). The Committee’s recommendations for the disbursement of the 2020 Community Event Grants are listed in Table 2.
Table 2: Committee Recommended Community Event Grant Allocations

<table>
<thead>
<tr>
<th>Organization</th>
<th>2020 Amount Requested ($)</th>
<th>2020 Amount Recommended ($)</th>
<th>2019 Amount Awarded ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Valley Bald Eagle Festival Society (Fraser Valley Bald Eagle Festival)</td>
<td>3,500</td>
<td>3,500</td>
<td>3,500</td>
</tr>
<tr>
<td>Mission Community Services Society (Diwali Festival of Lights)</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Mission Downtown Business Association (MissionFest)</td>
<td>3,500</td>
<td>3,500</td>
<td>-</td>
</tr>
<tr>
<td>¹Mission Folk Music Festival Society (Community Celebration Evening)</td>
<td>5,000</td>
<td>3,000</td>
<td>-</td>
</tr>
<tr>
<td>Mission Literacy in Motion Association (Riot of Reading and Family Night)</td>
<td>4,000</td>
<td>3,000</td>
<td>2,150</td>
</tr>
<tr>
<td>Mission Marlins Swim Club (Mission Marlins Annual Swim Meet)</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Mission Seniors’ Centre Association (Mission Seniors’ Week)</td>
<td>2,200</td>
<td>2,200</td>
<td>2,500</td>
</tr>
<tr>
<td>²Royal Canadian Legion – Branch #57 (Remembrance Day)</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
</tr>
<tr>
<td>Stave Falls Community Association (Stave Falls Family and Friends Community Celebration)</td>
<td>3,000</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>29,700</td>
<td>19,700</td>
<td>*21,650</td>
</tr>
</tbody>
</table>

¹ The organization did not indicate how the funds would be utilized.
² As the organization’s financial documents did not show any planned expenditures for the 2020 Remembrance Day Ceremony, the request has been referred back to Council, and is included in the staff recommendation.
* This is the total amount awarded for 2019 Community Event grants.

The Select Committee recommended that the amount to be awarded to the Royal Canadian Legion Branch 57 for the Remembrance Day Ceremony be referred back to Council as the organization’s financial documents did not show any planned expenditures for the 2020 Remembrance Day ceremony. Staff have included a recommendation to award a Community Event grant in the amount of $5,000.

In addition, staff are also recommending that Mission Arts Council receive a Community Event grant in the amount of $5,000 for the Fraser Valley Children’s Festival. A transfer in the amount of $555 from the surplus in the Community Enhancement account is required to cover the shortfall in the Community Event budget.

3. Fee for Service (FFS) Grants

The budget for 2020 FFS grants is $205,898. The District received a total of seven applications totaling $249,462 ($43,564 more than the allocated budget). Table 3 below provides a summary of the 2020 FFS applications received as well as historical information regarding recent FFS grants. The Director of Parks, Recreation and Culture, Director of Development Services and the Corporate Officer met to review the applications and agree on funding recommendations for Council consideration. The total amounts disbursed under this category has varied from year to year because of fluctuating amounts of ‘surplus’ available from underspent funds in the budgets for the other two grant categories. Under the newly adopted policy, the 2020 Fee for Service grants and related agreements will be secured for three years, with a 2% cost of living increase in years 2 and 3.

The following provides a summary of how the grant funds will be used, and the services provided by be provided by each Fee for Service organization:

- Fraser Valley Humane Society: Operating expenses including wages, utilities, vet costs, rent, cat food, litter and office and cleaning supplies.
• Greater Vancouver Youth Unlimited: is one of the non-profit organizations providing oversight to MY House. The funds are to be used to fund staff salaries, program development, volunteer training, benefits and expenses.

• Lifetime Learning Centre Society: Covers operational costs of the centre such as rent, telephone, internet and advertising.

• Mission Arts Council: Subsidizing programs, art classes and workshops for children, youth aged 13 to 23 and seniors, overhead including rent and operating expenses. Additional funds of $10,000 are being requested in 2020 to fund the Ignite Youth program and the Fraser Valley Children’s Festival. Staff are recommending that the request for the annual Children’s Festival be considered under the Community Event category.

• Mission Association for Seniors Housing: Requested funding of $3,000 (same as previous years for fuel for bus for outings for the seniors).

• Mission District Historical Society: Operation of Mission Museum and Mission Archives, including facility operations, telephone, internet, insurance, lease expenses and wages; and Heritage Week in Mission. An increase of $16,262 is requested to fund additional hours for the Archivist and Museum Manager to upgrade the positions to full time (from 25 to 30 hours per week) in order to qualify for grants that require full-time staff.

• Mission Environmental Stewardship Society: Costs for the various programs including Junior Anti Litter Bug Club, spring and fall cleanups, educational displays and presentations, school education programs, signage program and staffing wages.

• Mission Search and Rescue: Maintain the 2019 FFS in-kind grant of $4,737 to cover the costs of renting space from the District at the Mershon Street Recycling facility.

The recommended award of FFS grants is as follows:

Table 3: 2020 Recommended and Historical Fee for Service Grants

<table>
<thead>
<tr>
<th>Name</th>
<th>2020 Proposed Grant ($)</th>
<th>2020 Requested Grant ($)</th>
<th>2019 Approved Grant ($)</th>
<th>2018 Approved Grant ($)</th>
<th>2017 Approved Grant ($)</th>
<th>2016 Approved Grant ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraser Valley Humane Society</td>
<td>26,200</td>
<td>35,000</td>
<td>27,500</td>
<td>25,000</td>
<td>30,000</td>
<td>30,000</td>
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<tr>
<td>Greater Vancouver Youth Unlimited (MY House)</td>
<td>23,700</td>
<td>25,500</td>
<td>25,435</td>
<td>19,863</td>
<td>20,313</td>
<td>NA</td>
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<tr>
<td>Lifetime Learning Centre Society</td>
<td>9,261</td>
<td>22,000</td>
<td>10,500</td>
<td>7,000</td>
<td>9,500</td>
<td>9,000</td>
</tr>
<tr>
<td>Mission Arts Council</td>
<td>27,000</td>
<td>35,000</td>
<td>28,500</td>
<td>28,500</td>
<td>31,500</td>
<td>28,500</td>
</tr>
<tr>
<td>Mission Assn. for Seniors Housing</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Mission District Historical Society</td>
<td>77,000</td>
<td>93,962</td>
<td>77,700</td>
<td>75,000</td>
<td>86,000</td>
<td>80,000</td>
</tr>
<tr>
<td>Mission Environmental Stewardship Society</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Mission Search and Rescue</td>
<td>4,737</td>
<td>4,737</td>
<td>4,737</td>
<td>4,737</td>
<td>4,737</td>
<td>4,737</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>205,898</strong></td>
<td><strong>$254,199</strong></td>
<td><strong>212,372</strong></td>
<td><strong>198,100</strong></td>
<td><strong>238,550</strong></td>
<td><strong>203,538</strong></td>
</tr>
</tbody>
</table>

FINANCIAL IMPLICATIONS:

The financial implications are discussed above. If Council approves the recommended grant awards, there will be $2337 remaining in the Community Enhancement category. The Community Event and Fee for Service categories would be fully allocated, with no surplus funds remaining. The following table summarizes the 2020 grant budgets and recommendations:
<table>
<thead>
<tr>
<th></th>
<th>2020 Budget</th>
<th>2020 Recommended Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Enhancement</td>
<td>74,692</td>
<td>71,800</td>
</tr>
<tr>
<td>Community Event</td>
<td>29,145</td>
<td>29,700</td>
</tr>
<tr>
<td>Fee for Service</td>
<td>205,898</td>
<td>205,898</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$309,735</strong></td>
<td><strong>307,398</strong></td>
</tr>
</tbody>
</table>

**COMMUNICATION:**

Once Council has made its decision on the Community Enhancement, Community Event, and Fee for Service Grant awards, staff will proceed with the processing and direct deposit of funds to the successful applicants. Separate letters will also be sent to the unsuccessful applicants.

**SUMMARY AND CONCLUSION:**

The District received 21 Community Enhancement Grant applications from 20 organizations, nine Community Event Grant applications and seven Fee for Service Grant applications. Staff recommend allocating $71,800 towards 2020 Community Enhancement grants and $29,700 towards 2020 Community/Special event grants.

Staff recommends awarding seven organizations with three-year Fee for Service grants totaling the budgeted amount of $205,989, with 2% increases in years two and three of the agreement term.

**SIGN-OFFS:**

Jennifer Russell, Corporate Officer

Reviewed by:
Kerri Onken, Deputy Treasurer/Collector

Comment from Chief Administrative Officer:
Reviewed.
PREAMBLE:
The adoption of this policy by Council Resolution includes the repeal of policy number FIN.18 and FIN.19.

BACKGROUND:
Municipalities in British Columbia may:

- provide any service through another organization
- provide grants to organizations by Council resolution

PURPOSE:
The Municipally Funded Grant types are as follows:

- Community Enhancement Grant
- Community Event Grant
- Special Event Grant

The Municipally Funded Grants Program is designed to assist:

- local community-minded organizations offering events and services that facilitate the arts, cultural, recreational or social service functions, (Community Enhancement, Community Event and Special Event Grants)

POLICY:
1. Process
   (a) Council will consider applications for Municipally Funded Grants annually. Notification will be advertised in the local newspaper and on the District website.

   (b) Applications must be submitted to the District using the prescribed application form, (included with this policy), on or before July 15th of each year unless otherwise designated in the annual notification. A select committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.

   (c) Applications received after July 15 will not be considered.
(d) All applications should include copies of the following in order to receive optimal consideration:

   i. Constitution (if not previously provided or if changes have occurred);
   ii. Current list of board members;
   iii. Annual general meeting minutes, (including manager’s report, if applicable);
   iv. Detailed proposed budget for the current year, listing expenditures and revenues, including a list of all other grants and donations;
   v. Financial statement (in the form attached to the grant application);
   vi. Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and
   vii. Identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.

(e) The committee report to Council will highlight relativity to the eligibility criteria.

(f) Delegations to Council by organizations missing the intake deadline will not be permitted, except under specific qualifying or emergency circumstances.

2. **Eligibility Criteria** *(Select Committee members are ineligible to apply for District Grants)*

(a) Organization’s Mandate:

   i. **Community Enhancement Grants:**
   Are intended to assist organizations in the provision of local community focused activities. The grants will be awarded to community groups with a physical presence in Mission, in the fields of the arts, cultural, recreational or social services.

   ii. **Community Event Grants:**
   Are intended to support recurring events that Council has pre-determined provide a significant benefit to the community as a whole and is open to all members of the public without charge. Typically, such grants are limited to not more than $5,000 per event annually.

   iii. **Special Event Grants:**
   Are intended to support one-time events that are of a cultural, social or recreational significance to the community, and that are open to the community at large.

(b) Nature of Organization:

   i. **Community Enhancement, Community Event and Special Event Grant Eligibility:**
   - Is not commercial in nature;
   - Is incorporated, either under the *Societies Act* of British Columbia or under any federal act as a charitable organization or, in the event that the funding applied for is equal to or less than $500, is an unincorporated group with a written constitution which evidences objectives which are charitable in nature;
   - Has demonstrated sound financial and administrative management;
   - Has demonstrated financial need; and
   - Funding would benefit the residents of the District of Mission.
## RECORD OF AMENDMENTS/REVIEW

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Date Adopted</th>
<th>Date Reviewed</th>
<th>Amended (Y/N)</th>
<th>Date Reissued</th>
<th>Authority (Resolution #)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN.50</td>
<td>2015-07-16</td>
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BACKGROUND:
Municipalities in British Columbia may:
- provide any service through another organization; and
- provide grants to organizations by Council resolution.

PURPOSE:
Fee for Service grants are designed to assist local not-for-profit incorporated organizations or Community Contribution Companies (CCC) with delivery of services to the community that otherwise would likely be offered by the District.

POLICY:
1. Process
   (a) Council will consider applications for Fee for Service grants annually. Notification will be advertised in the local newspaper and on the District website.

   (b) Applications must be submitted to the District using the prescribed application form, (included within this policy), on or before July 15th of the preceding year unless otherwise designated in the annual notification. A staff committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.

   (c) Applications received after July 15th of the preceding year will not be considered.

   (d) All applications should include copies of the following in order to receive optimal consideration:
      i. constitution (if not previously provided or if changes have occurred);
      ii. a current list of board members and number of employees, (full time and part time);
      iii. the organization’s public advertisement;
      iv. annual general meeting minutes, (including the manager’s report, if applicable);
      v. a detailed proposed budget for the current year, detailed expenditures and revenues, including a list of all other grants and donations;
vi. financial statements for the previous fiscal year (‘Notice to Reader’ for grant requests below $50,000 and ‘Review Engagement’ for grant requests above $50,000);

vii. a statement identifying the amount of reserved funds, if any, and the purpose of those funds; and

viii. identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.

(e) In order to ensure funding equitability among the grant recipients, the committee’s report to Council will highlight relativity to the eligibility criteria and any additional District assistance the organizations receive, (i.e. permissive tax exemptions, use of District buildings, etc.).

(f) Delegations to Council by organizations missing the intake deadline will not be permitted, except under specific qualifying or emergency circumstances.

2. Eligibility Criteria

(a) Organization’s Mandate:

Primarily must support a service or program that otherwise would likely be offered by the District. Staff Liaisons will be appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the District. The organization must notify the District of Mission Staff Liaison of the date, time, and venue for their organization’s Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

(b) Organization Eligibility:

i. the organization must be registered as a not-for-profit incorporated society in British Columbia or a Community Contribution Company (CCC);

ii. the organization must offer their services within the District of Mission;

iii. the general membership of the organization must consist of at least 50% of Mission’s residents;

iv. the organization must be able to demonstrate that they are able to match the District’s contributions in either other donation dollars or in-kind services; and

v. the organization must notify the District of Mission Staff Liaison of the date, time, and venue for their organization’s Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

3. Payment of Grant Funds

Upon receipt of the signed Municipal Fee for Service Agreement, and subsequent Statements of Accountability that are due at the end of each calendar year, the District will provide funding to the organization in the January of each calendar year for the term of the agreement. Funding is contingent upon receipt of the organization’s annual Statements of Accountability.
4. **Insurance Requirements**
   The organization is required to obtain and keep in force liability insurance coverage of not less than two million dollars per occurrence, throughout the duration of the Fee for Service Agreement. The insurance policy must name the District of Mission as an additional insured.

5. **Duration of Funding and Agreements**
   Fee for Service grants will normally be provided for a period of three years, with a two percent (2%) cost of living increase in years two and three. The two percent (2%) cost of living increase for subsequent funding years will be reviewed every fourth year, and may be adjusted based upon the Vancouver Consumer Price Index (VCPI).

   First time recipient organizations will receive one-year funding, and may receive three-year funding thereafter.

**RECORD OF AMENDMENTS/REVIEW**

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<thead>
<tr>
<th>Policy #</th>
<th>Date Adopted</th>
<th>Date Reviewed</th>
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**Community Enhancement**

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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
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<td><strong>Grants Total 2017:</strong></td>
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The Minutes of the Municipal Grants Select Committee meeting held in the Conference Room at Municipal Hall, 8645 Stave Lake Street, Mission, BC on Wednesday, September 4, 2019 commencing at 10:00 a.m.

Members Present: Ed Betterton
                Glen Kask
                Shirley Mitchell
                Rebecca Simpson

1. CALL TO ORDER

The meeting was called to order.

Moved and seconded,
That Glen Kask be appointed as Chair.
CARRIED

2. REVIEW OF APPLICATIONS FOR MUNICIPALLY FUNDED GRANTS

The Committee reviewed 21 applications for grants under the Community Enhancement category, and 9 applications for grants under the Community Event category.

Discussions ensued regarding the merits of each application. It was noted that $73,073 was available for Community Enhancement grants, and $28,514 was available for Community Event grants, for a grand total of $101,587.

Moved and seconded,
That Community Enhancement Grants be awarded as follows:

Greater Vancouver Youth Unlimited 6,000
Hope Central (New Heights Community Church) 12,000
Joy Vox Community Choir 500
'L'Association Des Parents De L'Ecole Des Deux Rives 3,000
Mission Alano Club 10,000
Mission Artists Association 1,000
Mission City Farmers Market Society 3,500
Mission Community Services Society (Food Security Program) 3,000
Mission Community Services Society (Seniors Connection Program) 5,000
Mission Friends of the Library 1,000
Mission Genealogy Club 500
Mission Health Care Auxiliary Society 3,000
Mission Hospice Society 4,000
Mission Literacy in Motion 4,000
Mission Minor Lacrosse 1,000
Mission Sports Council 3,000
Opening Nite Theatre Society 5,000
Optimist Club of Mission 2,100
Serenata Singers 1,200
Steelhead Community Association 2,500
Valley Singers 500
TOTAL: ($1,273 UNDER BUDGET) $71,800

CARRIED

Committee Comments

1. The recommended grant award matches the organization’s total fundraising for the school’s playground equipment.

2. Recommended that $1,200 be awarded, and the organization’s application be moved to the Special Events category.

Moved and seconded,

That Community Event Grants be awarded as follows:

Fraser Valley Bald Eagle Festival Society (FV Bald Eagle Festival) 3,500
Mission Community Services Society (Diwali Festival of Lights) 2,000
Mission Downtown Business Association (Missionfest) 3,500
Mission Folk Music Festival Society (Community Celebration Evening) 3,000
Mission Literacy in Motion Assn. (Riot of Reading and Family Night) 3,000
Mission Marlins Swim Club (Mission Marlins Annual Swim Meet) 1,500
Mission Seniors Centre Association (Seniors’ Week) 2,200
Royal Canadian Legion Branch 57 (Remembrance Day) 0
Stave Falls Community Assn. (Family & Friends Community Celebration) 1,000

TOTAL: ($8,814 UNDER BUDGET) $19,700

CARRIED

Committee Comments

1. The organization did not indicate how the funds would be utilized.

2. As the organization’s financial documents did not show any planned expenditures for the 2020 Remembrance Day Ceremony, the request has been referred back to Council.

3. ADJOURNMENT

Moved and seconded,

That the meeting be adjourned.

CARRIED
The meeting adjourned at 12:00 p.m.
DATE: December 16, 2019
TO: Chief Administrative Officer
FROM: Kerri Onken, Deputy Treasurer/Collector
SUBJECT: 2020 to 2024 Financial Plan Bylaw

The Draft 2020 to 2024 Financial Plan was approved at the November 25, 2019 Freestanding Committee of the Whole - 2020 Budget meeting, and as required by the Community Charter, a Bylaw to formalize the 2020 to 2024 Financial Plan is listed under the “Bylaws for Consideration” section of the agenda for consideration of first three readings.

PURPOSE:
The purpose of this report is to present the 2020 to 2024 Financial Plan Bylaw 5882-2019 to Council for consideration of first three readings.

BACKGROUND:
At the November 25, 2019 Freestanding Committee of the Whole - 2020 Budget meeting, the following was approved:

That the capital projects and suggested funding sources as discussed in the November 25, 2019 agenda be added to the Capital Plan with the five-year total of $900,000 plus $20,000 to be added to the appropriate operating fund, be approved;

That the spending packages as discussed in the November 25, 2019 agenda totaling $1,063,610 be added to the specified operating fund budgets, plus $483,000 in capital be added to the corresponding capital plan, be approved;

That a 1% increase in the equipment rates be approved;

That the General Operating Fund budget as discussed in the November 25, 2019 agenda, including an increase of 4.39% to the 2020 property tax levy, be approved;

That the Water Utility Operating budget include a $4.80 increase to the water flat-rate user fees, a $4.20 increase to the water flat-rate user fees for more than 4 dwelling units and a 1% increase in the remaining water utility fees in Schedule A of the Water Rates Bylaw for 2020, be approved;

That the Sewer Utility Operating budget include a $23.40 increase in sewer flat-rate user fees, a $19.80 increase to the sewer flat-rate user fees for more than 4 dwelling units, and a 5.4% increase to the remaining sewer utility fees in Schedule A of the Sewer Rates Bylaw for 2020, be approved;

That the Waste Management Utility capital and operating budgets, including a $3.24 increase to the garbage flat-rate user fee for curbside garbage pick-up, and a $2.52 increase to the Recycling/Compost flat-rate user fee for curbside pick-up for 2020, be approved;
That the Drainage Utility, capital and operating budgets, including a 16.86% increase to the 2020 drainage levy, be approved;

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 2020 budget process, and subsequently approved and adopted by Council, be included in the District’s 2020 to 2024 Financial Plan Bylaw; and

That all other applicable bylaws be amended accordingly.

The District’s 2020 to 2024 Financial Plan Bylaw 5882-2019 was prepared according to these recommendations, and is listed under the Bylaws for Consideration section of the agenda for consideration of first three readings.

COUNCIL GOALS/OBJECTIVES:

This bylaw is working towards achieving Council’s financial objectives goal of financial sustainability through diversified and optimized revenue.

FINANCIAL IMPLICATIONS:

There are no direct financial implications associated with this report. The financial implications directly associated with the 2020 to 2024 Financial Plan were discussed throughout the 2020 budget process.

SUMMARY AND CONCLUSION:

The 2020 to 2024 Financial Plan Bylaw 5882-2019 is listed under the Bylaws for Consideration section of the agenda for consideration of first three readings. The Draft 2020 to 2024 Financial Plan was previously approved at the November 25, 2019 Freestanding Committee of the Whole - 2020 Budget meeting.

SIGN-OFFS:

Kerri Onken, Deputy Treasurer/Collector

Reviewed by:
K. Klassen, Accounting Clerk - General

Comment from the Chief Administrative Officer:
Reviewed.
DISTRICT OF MISSION

BYLAW 5882-2019

A bylaw to establish the Financial Plan for the years 2020 to 2024

WHEREAS, pursuant to Section 165 of the Community Charter, the Council shall, before the 15th day of May in each year, before the annual property tax bylaw is adopted, adopt a financial plan;

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 2020 to 2024 Financial Plan Bylaw 5882-2019".

2. Those schedules marked as Schedule “A”, “B”, “C”, “D” and “E” attached hereto, and forming part of this bylaw, are hereby declared to be the Financial Plan for the District of Mission for the period January 1, 2020 to December 31, 2024.

READ A FIRST TIME this ___ day of December, 2019

READ A SECOND TIME this ___ day of December, 2019

READ A THIRD TIME this ___ day of December, 2019

ADOPTED this ___ day of ___, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL,
CORPORATE OFFICER
District of Mission
2020 to 2024 Financial Plan

Schedule “A” of Bylaw No. 5882-2019
Statement of Objectives and Policies

In accordance with Section 165(3.1) of the Community Charter, the District of Mission is required to include in its Five-Year Financial Plan (2020 to 2024), objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

Section 1 Funding Sources

Council’s objectives and policies in regard to operating and capital revenue sources are provided below. Table 1 highlights the various operating and capital revenue sources, including the percentage from each source, reflected in the District’s five-year financial plan (2020 to 2024). Over the five years about 50% of operating revenues will come from property value taxes (includes diking and drainage levy) with user fees making up the other significant portion at about 38%. The majority of capital funding is intended to come from the District’s internal reserves and from development cost charges (DCCs).

Operating Revenue Sources

Objective:
Over the five-year financial plan timeframe, it is Council’s goal to diversify and expand its revenue base as much as possible.

Policy:
Council recognizes that the District of Mission is reliant on property taxes to fund the majority of its services/programs. Council is committed, on an annual basis, to formally reviewing and adjusting, where possible, existing user fees, including those that should be charged on a cost recovery basis, and examining and implementing new user fees where applicable, in order to minimize overall property tax increases and reliance on reserves to maintain service levels. Council also recognizes that raising user fees beyond a certain point may result in less usage or demand and ultimately less revenue and that various services like recreation need to be subsidized to ensure all citizens can partake. The District of Mission, like other local governments in B.C., also needs access to other sources of revenue to meet growing service demands and to stabilize property tax increases. Grants from senior levels of government are actively sought to maximize other revenue sources.

Capital Revenue Sources

Objective:
Over the five-year financial plan timeframe, it is Council’s goal to build up its reserves to provide for greater internal capital funding/financing opportunities.


**Policy:**
Council sees the need to increase its internal capital funding capacity by building up its own reserves to minimize future external debt servicing costs (principal and interest payments) and to provide internal borrowing opportunities. Internal debt financing for capital projects should be utilized to the extent possible before considering external debt with the proviso that internal debt repayments need to take place as scheduled; however, external debt financing may be required for larger, high priority capital projects if sufficient reserves are not in place.

### Table 1: Sources of Revenue

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<th>2022</th>
<th>2023</th>
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<td>Parcel tax *</td>
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<td>User fees and charges</td>
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<td>37%</td>
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<td>Other revenue **</td>
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<td>Proceeds from borrowing</td>
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<tr>
<td><strong>Totals</strong></td>
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<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
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<tr>
<td>Other sources - Reserves</td>
<td>30%</td>
<td>39%</td>
<td>35%</td>
<td>42%</td>
<td>42%</td>
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<tr>
<td>Other sources - DCCs and developer contributions</td>
<td>22%</td>
<td>61%</td>
<td>65%</td>
<td>58%</td>
<td>58%</td>
</tr>
<tr>
<td>Other sources - Grants</td>
<td>48%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Proceeds from borrowing</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Cedar Valley Sewer 20 year parcel tax ends 2022
** Current Gas Tax agreement ends in 2023, reducing other revenue by $1.84 million

### Section 2 Distribution of Property Taxes

Council’s objective and policy in regard to the distribution of the property tax burden is provided below. Table 2 highlights the municipal property tax dollars and the respective percentages collected from each of the tax classes in 2019. The District collects approximately 75% of its property taxes from the residential class and approximately 21% from the business/other class with the remaining classes making up the balance. Approximately 93% of Mission’s assessment base is residential and about 7% is business/other and light industrial.

**Objective:**
Over the five-year financial plan timeframe, it is Council’s goal to diversify and expand its tax base so that all taxpayers are in a more favourable position.

**Policy:**
Council recognizes the need to rationalize its property tax distribution among the various tax classes; however, more importantly Council recognizes the need to diversify and expand its assessment/tax base. Council is committed to aggressively pursuing
business/commercial economic development opportunities to achieve this. Council is also committed to comparing its assessment mix, property tax levels and property tax distribution with other B.C. communities on an annual basis. Council understands that the level of property taxation for each of the tax classes does not necessarily correlate with the amount of services provided; however, quantifying and costing the services provided to each tax class is difficult and subjective at the very least. It should also be recognized that many businesses in the community have employees that benefit from and use many District services, facilities and amenities, and that additional services and amenities benefit all of the tax classes, both directly and indirectly.

Table 2: Distribution of 2019 Municipal Property Taxes and Assessment Values

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Property Tax Dollars Raised</th>
<th>% of Total Property Taxation</th>
<th>Assessed Values</th>
<th>Assessed Values Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Residential</td>
<td>$24,997,911</td>
<td>75.07%</td>
<td>$9,232,156,574</td>
<td>92.53%</td>
</tr>
<tr>
<td>2 Utilities</td>
<td>251,128</td>
<td>0.75%</td>
<td>$6,912,825</td>
<td>0.07%</td>
</tr>
<tr>
<td>3 Supportive Housing</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>4 Major Industry</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>5 Light Industry</td>
<td>993,092</td>
<td>2.98%</td>
<td>$115,196,700</td>
<td>1.15%</td>
</tr>
<tr>
<td>6 Business/Other</td>
<td>6,857,756</td>
<td>20.59%</td>
<td>$604,960,682</td>
<td>6.06%</td>
</tr>
<tr>
<td>7 Managed Forest</td>
<td>1,235</td>
<td>0.01%</td>
<td>$127,300</td>
<td>0.00%</td>
</tr>
<tr>
<td>8 Recreational/Non-profit</td>
<td>137,983</td>
<td>0.41%</td>
<td>$16,308,000</td>
<td>0.16%</td>
</tr>
<tr>
<td>9 Farm</td>
<td>62,133</td>
<td>0.19%</td>
<td>$3,047,082</td>
<td>0.03%</td>
</tr>
</tbody>
</table>

$33,301,238 100.00% $9,978,709,163 100.00%

Section 3 Permissive Tax Exemptions (including Revitalization Tax Exemptions)

Council’s objective and policy in regard to permissive tax exemptions (including revitalization tax exemptions) are provided below.

Objective:

Over the five-year financial plan timeframe, Council will continue supporting charitable/non-profit organizations that provide valuable services to the community and will determine how it can use its expanded powers in terms of revitalization tax exemptions to benefit the community as a whole.

Policy:

Council chooses to support charitable/non-profit organizations (churches, social, recreational, health and housing organizations) that provide valuable services to the community through permissive tax exemptions as allowed for by legislation. Council is committed to continuing with these tax exemptions and to treating all organizations with similar mandates equally when it comes to property tax exemptions.

A Mission Downtown Development Incentive Program offering a 10-year revitalization tax exemption is available within the defined Downtown Planning area and provides a financial incentive to encourage development in the downtown area. The revitalization tax exemption program will accept applications up to December 31, 2022.
## Schedule “B” of Bylaw No. 5882-2019
### 2020 Detailed Financial Plan

<table>
<thead>
<tr>
<th>Revenue</th>
<th>General Operating</th>
<th>Internal Adjustments</th>
<th>Drainage Operating</th>
<th>Water Operating</th>
<th>Sewer Operating</th>
<th>Refuse/Recycling</th>
<th>Forestry</th>
<th>General Capital</th>
<th>Drainage Capital</th>
<th>Water Capital</th>
<th>Sewer Capital</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property taxation</td>
<td>-$35,223,855</td>
<td>$0</td>
<td>-$2,255,331</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>-$37,479,185</td>
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<tr>
<td>Local improvements</td>
<td>0</td>
<td>0</td>
<td>-121,900</td>
<td>0</td>
<td>-42,370</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-164,270</td>
<td></td>
</tr>
<tr>
<td>Sale of services and regulatory fees</td>
<td>-9,201,636</td>
<td>0</td>
<td>-134,113</td>
<td>-6,711,430</td>
<td>-5,320,829</td>
<td>-5,458,922</td>
<td>-3,299,000</td>
<td>0</td>
<td>0</td>
<td>-100,000</td>
<td>0</td>
<td>-30,225,924</td>
</tr>
<tr>
<td>Government transfers</td>
<td>-2,959,736</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-20,759,124</td>
</tr>
<tr>
<td>Amortization of restricted revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-137,353</td>
<td>-569,250</td>
</tr>
<tr>
<td>Investment income</td>
<td>-1,052,238</td>
<td>0</td>
<td>-5,985</td>
<td>-467,463</td>
<td>-273,681</td>
<td>-40,450</td>
<td>-63,120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-1,902,733</td>
</tr>
<tr>
<td>Other revenue</td>
<td>-1,822,517</td>
<td>0</td>
<td>0</td>
<td>-4,723</td>
<td>0</td>
<td>-449,912</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-2,277,152</td>
</tr>
<tr>
<td>Total revenue</td>
<td>-$50,259,980</td>
<td>$0</td>
<td>-$2,517,330</td>
<td>-$7,183,616</td>
<td>-$5,638,880</td>
<td>-$5,949,284</td>
<td>-$3,362,120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-$22,076,820</td>
</tr>
</tbody>
</table>

| Expenses | Administration and finance | $6,117,650 | -$4,737 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $6,112,913 |
| General government and fiscal services | 2,153,228 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,153,228 |
| Protective services | 19,075,782 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19,075,782 |
| Engineering and public works | 7,735,515 | -290,329 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,445,186 |
| Transit services | 3,405,046 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,405,046 |
| Waste management | 0 | -419,795 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,270,722 |
| Development services | 3,431,221 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,431,221 |
| Parks, recreation and cultural services | 8,620,416 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,620,416 |
| Library | 1,614,356 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,614,356 |
| Cemetery | 260,822 | -15,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 245,822 |
| Drainage Utility | 0 | -630,004 | 2,987,011 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,357,006 |
| Water utility | 0 | -1,283,177 | 0 | 5,237,176 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,954,000 |
| Sewer utility | 0 | -1,209,863 | 0 | 0 | 5,099,785 | 0 | 0 | 0 | 0 | 0 | 0 | 3,889,922 |
| Forestry enterprise | 0 | -187,444 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,894,375 |
| Internal recoveries | -3,973,989 | 4,040,349 | 0 | -66,359 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total expenses | $48,440,045 | $0 | $2,987,011 | $5,170,817 | $5,099,785 | $3,081,818 | $0 | $0 | $0 | $0 | $0 | $70,469,988 |

| Annual (surplus) deficit | -$1,819,935 | $0 | $469,681 | -$2,012,799 | -$537,095 | -$236,788 | -$280,302 | -$5,241,296 | -$1,128,196 | -$1,128,196 | -$22,076,820 | -$34,802,217 |

| Reserves, capital and debt | Tangible capital assets purchased | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $34,879,969 |
| Tangible capital assets contributed by developers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| New debt/temporary borrowing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Repayment of debt | 527,406 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Transfers to reserves | 7,920,746 | 0 | 695,985 | 3,351,432 | 1,777,114 | 476,124 | 305,593 | 0 | 0 | 0 | 14,526,953 |
| Reserves/surplus used for capital funding | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -12,909,819 |
| Reserves/surplus used to fund operations | -729,509 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -729,509 |
| Total reserves, capital and debt | $1,819,935 | $0 | -$469,681 | $2,012,799 | $537,095 | $256,788 | $280,302 | $5,241,296 | $1,128,196 | $1,128,196 | $22,076,820 | $34,802,217 |
### Schedule “C” of Bylaw No. 5882-2019
2020 to 2024 Summary Financial Plan

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Local improvements</td>
<td>-164,270</td>
<td>-164,270</td>
</tr>
<tr>
<td></td>
<td>Government transfers</td>
<td>-23,718,860</td>
<td>-3,042,436</td>
</tr>
<tr>
<td></td>
<td>Amortization of restricted revenue</td>
<td>-911,026</td>
<td>-5,539,228</td>
</tr>
<tr>
<td></td>
<td>Investment income</td>
<td>-1,902,937</td>
<td>-1,892,676</td>
</tr>
<tr>
<td></td>
<td>Other revenue</td>
<td>-2,277,152</td>
<td>-2,362,617</td>
</tr>
<tr>
<td></td>
<td>Developer in-kind contribution for capital</td>
<td>-6,592,851</td>
<td>-8,893,475</td>
</tr>
<tr>
<td></td>
<td>Total revenue</td>
<td>-105,272,205</td>
<td>-92,144,970</td>
</tr>
</tbody>
</table>

#### Expenses

- Administration and finance: $6,112,913
- General government and fiscal services: $2,153,227
- Protective services: $19,075,782
- Engineering and public works: $7,445,185
- Transit services: $3,405,046
- Waste management: $5,270,722
- Development services: $3,431,221
- Parks, recreation and cultural services: $8,620,411
- Library: $1,614,356
- Cemetery: $245,822
- Drainage utility: $2,357,006
- Water utility: $3,954,000
- Sewer utility: $3,889,922
- Forestry enterprise: $2,894,375
- Internal recoveries: 0

**Total expenses**: $691,656

### Annual (surplus) deficit

- $34,802,217

### Reserves, capital and debt

- **Tangible capital assets purchased**: $34,679,969
- **Tangible capital assets contributed by developers**: $8,592,851
- **New debt/temporary borrowing**: 0
- **Repayment of debt - principal (see information below)**: $527,406
- **Transfers to reserves**: $14,526,993
- **Amortization**: $9,885,674
- **Reserves/surplus used for capital funding**: $12,909,819
- **Reserves/surplus used to fund operations**: $729,509

**Total**: $34,802,217

**Reserves, capital and debt**: $19,237,682

### Information details:

- **Principal**: $527,406
- **Interest associated with debt**: $164,250

**Total payments**: $691,656

**Total payments adjusted**: $711,876

**Total payments adjusted adjusted**: $732,875

**Total payments adjusted adjusted adjusted**: $754,682

**Total payments adjusted adjusted adjusted adjusted**: $777,328

**Total payments adjusted adjusted adjusted adjusted adjusted**: $3,668,417
## Schedule “D” of Bylaw No. 5882-2019
### 2020 to 2024 Summary Capital Plan

### PLANNED CAPITAL EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Capital Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cemetery</td>
<td>$20,000</td>
<td>$30,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Corporate Administration</td>
<td>29,842</td>
<td>18,342</td>
<td>18,342</td>
<td>18,342</td>
<td>18,342</td>
<td>103,210</td>
</tr>
<tr>
<td>Engineering &amp; Public Works</td>
<td>3,917,561</td>
<td>3,118,054</td>
<td>3,031,264</td>
<td>2,778,789</td>
<td>1,840,249</td>
<td>14,685,917</td>
</tr>
<tr>
<td>Finance &amp; Purchasing</td>
<td>5,956</td>
<td>4,456</td>
<td>4,456</td>
<td>4,456</td>
<td>4,456</td>
<td>23,780</td>
</tr>
<tr>
<td>Fire/Rescue Services</td>
<td>88,609</td>
<td>78,609</td>
<td>78,609</td>
<td>78,609</td>
<td>78,609</td>
<td>403,045</td>
</tr>
<tr>
<td>General Government - Major Projects</td>
<td>-</td>
<td>-</td>
<td>17,500</td>
<td>-</td>
<td>-</td>
<td>17,500</td>
</tr>
<tr>
<td>Information Services</td>
<td>430,500</td>
<td>321,500</td>
<td>163,500</td>
<td>220,500</td>
<td>219,500</td>
<td>1,355,500</td>
</tr>
<tr>
<td>Inspection Services</td>
<td>16,342</td>
<td>3,342</td>
<td>3,342</td>
<td>3,342</td>
<td>3,342</td>
<td>29,710</td>
</tr>
<tr>
<td>Parks, Recreation &amp; Culture</td>
<td>2,361,795</td>
<td>783,515</td>
<td>299,946</td>
<td>271,805</td>
<td>210,893</td>
<td>3,927,954</td>
</tr>
<tr>
<td>Planning</td>
<td>3,342</td>
<td>3,342</td>
<td>3,342</td>
<td>3,342</td>
<td>3,342</td>
<td>16,710</td>
</tr>
<tr>
<td>Police</td>
<td>42,798</td>
<td>7,798</td>
<td>7,798</td>
<td>7,798</td>
<td>7,798</td>
<td>73,990</td>
</tr>
<tr>
<td><strong>Subtotal General Capital Plan</strong></td>
<td>$6,917,859</td>
<td>$4,370,072</td>
<td>$3,629,213</td>
<td>$3,388,097</td>
<td>$2,387,645</td>
<td>$20,692,886</td>
</tr>
<tr>
<td><strong>General Development Cost Charge (DCC) Capital Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cedar Valley Roads</td>
<td>-</td>
<td>360,000</td>
<td>360,000</td>
<td>-</td>
<td>600,000</td>
<td>1,320,000</td>
</tr>
<tr>
<td>Roads - All Areas</td>
<td>138,740</td>
<td>319,000</td>
<td>-</td>
<td>-</td>
<td>3,774,000</td>
<td>4,231,740</td>
</tr>
<tr>
<td>Silver Creek Parkway Parkland</td>
<td>-</td>
<td>1,082,000</td>
<td>55,086</td>
<td>-</td>
<td>-</td>
<td>1,137,086</td>
</tr>
<tr>
<td><strong>Subtotal General DCC Capital Plan</strong></td>
<td>$138,740</td>
<td>$1,761,000</td>
<td>$415,086</td>
<td>-</td>
<td>$4,374,000</td>
<td>$6,688,826</td>
</tr>
<tr>
<td><strong>Waste Management Capital Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landfill</td>
<td>72,000</td>
<td>72,000</td>
<td>72,000</td>
<td>72,000</td>
<td>72,000</td>
<td>360,000</td>
</tr>
<tr>
<td>Abbotsford/Mission Recycling Depot</td>
<td>23,787</td>
<td>145,939</td>
<td>89,149</td>
<td>36,645</td>
<td>58,506</td>
<td>354,026</td>
</tr>
<tr>
<td><strong>Subtotal Waste Management Capital Plan</strong></td>
<td>$95,787</td>
<td>$217,939</td>
<td>$161,149</td>
<td>$108,645</td>
<td>$130,506</td>
<td>$714,026</td>
</tr>
<tr>
<td><strong>Equipment Replacement Capital Plan</strong></td>
<td>$2,149,710</td>
<td>$435,728</td>
<td>$1,130,707</td>
<td>$419,045</td>
<td>$755,957</td>
<td>$4,891,147</td>
</tr>
<tr>
<td><strong>Forestry Capital Plan</strong></td>
<td>$46,000</td>
<td>$100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$146,000</td>
</tr>
<tr>
<td><strong>Drainage Utility Capital Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage Capital</td>
<td>371,500</td>
<td>292,500</td>
<td>345,000</td>
<td>850,000</td>
<td>185,000</td>
<td>2,044,000</td>
</tr>
<tr>
<td>Cedar Valley Drainage DCCs</td>
<td>575,000</td>
<td>33,496</td>
<td>293,000</td>
<td>-</td>
<td>-</td>
<td>901,496</td>
</tr>
<tr>
<td><strong>Subtotal Drainage Utility Capital Plan</strong></td>
<td>$946,500</td>
<td>$325,996</td>
<td>$345,000</td>
<td>$1,143,000</td>
<td>$185,000</td>
<td>$2,945,496</td>
</tr>
<tr>
<td><strong>Water Utility Capital Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cedar Valley Water DCC</td>
<td>-</td>
<td>644,000</td>
<td>85,000</td>
<td>-</td>
<td>-</td>
<td>729,000</td>
</tr>
<tr>
<td>Water Capital - Local</td>
<td>1,619,391</td>
<td>1,625,792</td>
<td>1,371,891</td>
<td>1,242,280</td>
<td>1,174,391</td>
<td>7,033,745</td>
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<tr>
<td>Water Capital - Regional</td>
<td>378,058</td>
<td>1,068,050</td>
<td>1,251,794</td>
<td>1,450,831</td>
<td>5,009,198</td>
<td>9,157,931</td>
</tr>
<tr>
<td>Regional Water Supply DCC</td>
<td>-</td>
<td>2,878,400</td>
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<td>$6,217,242</td>
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### PLANNED CAPITAL FUNDING

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<td><strong>Drainage Utility Capital Plan</strong></td>
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<td><strong>Sewer Utility Capital Plan</strong></td>
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<td>Subtotal Sewer Utility Capital Plan</td>
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<tr>
<td><strong>TOTAL PLANNED CAPITAL FUNDING</strong></td>
<td>$34,679,969</td>
<td>$15,094,659</td>
<td>$17,335,638</td>
<td>$13,685,979</td>
<td>$21,703,165</td>
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Schedule “E” of Bylaw No. 5882-2019
2020 Change in Net Financial Assets

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<td>Proceeds on sale of tangible capital assets</td>
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<tr>
<td>(Increase)/Decrease in prepaid expenses</td>
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<tr>
<td>(Increase)/Decrease in inventories of supplies</td>
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<td><strong>Change in net financial assets/net debt</strong></td>
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The Minutes of the Mission Community Heritage Commission meeting held in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC on Wednesday, May 15, 2019 commencing at 6:00 p.m.

Members Present: Michelle Rhodes, Chair
Korina Charpentier
Carol Hamilton, Councillor
Jennifer Holmes
Janis Schultz

Members Absent: Cal Crawford, Councillor

Others Present: Marcy Bond, Senior Planner, District of Mission
Ken Bourdeau, Manager of Long Range Planning & Special Projects, District of Mission
Ivan Goman, Vancouver Building Design
Steve Kleiner, Realtor, The Real Estate Rebel, Sutton Centre Realty
Monica Stuart, Planning Assistant, District of Mission

CALL TO ORDER

The Chair called the meeting to order at 6:05 p.m.

1. ADOPTION OF AGENDA

Moved and seconded,

1. That the following items be included under “New Business”:
   - Proposed Planning Commission discussion
   - Provincial Update on Xa:ytem Statement of Significance

2. That the following item be removed under “New Business”:
   - Heritage Assessment Report for Properties Protected by Municipal Bylaw

3. That the order of the agenda be rearranged so that “33046 3rd Avenue (McRae House)” be discussed prior to “Minutes for Approval”; and,

4. That the agenda for the Mission Community Heritage Commission meeting of May 15, 2019 be adopted, as amended.

CARRIED
2. MINUTES FOR APPROVAL

Moved and seconded,
1. That the minutes of the Mission Community Heritage Commission dated March 6, 2019 be approved; and,
2. That the minutes of the Mission Community Heritage Commission dated April 3, 2019 be approved.
CARRIED

5. COMMISSION ELECTIONS

Moved and seconded,
1. That Michelle Rhodes will hold the position of Chair for a two year term; and,
2. That Janis Schultz will hold the position of Alternate Chair for a two year term.
CARRIED

4. NEW BUSINESS

(a) 33046 3rd Avenue (McRae House)

Potential purchaser S. Kleiner and developer I. Goman, approached the Heritage Commission on what the Commission’s wish would be for the house located at 33046 3rd Avenue, also known as the McRae House, in the event a multi family complex was developed on this lot. The Commission provided some suggestions such as:
- relocating the home on the lot closer to the existing neighbouring heritage style home;
- raising the home up to add a floor underneath to add to the density;
- maintaining the front façade of the old building within the new development somehow;
- maintain the pitched roof style which aids in breaking up the site lines and blends with the heritage style of the neighbourhood;
- having a plaque recognizing the heritage of the McRae House;
- re-using the brick within the front façade of the new development in the event the old home can not be saved; and,
- having this development set a precedence for heritage preservation within this community.

The Commission also expressed some concerns about losing a heritage home such as:
- the McRae House being one of the last few brick homes left in Mission;
- neighbouring homes being maintained and restored to match the architectural detail of surrounding heritage homes on this street; and that,
- people are moving to Mission for the heritage characteristics in some neighbourhoods and re-investing back into those homes.
This was a preliminary discussion with no decisions made.

(b) **Awards Advertising and Theme for 2019 Awards**

The Commission reviewed the current ideas for themes for the awards. It was discussed that doing the research on the theme would be a job for the summer student.

**Action Item:** Commission members to bring further information on theme ideas to next meeting.

(c) **Membership Vacancies and Advertising**

Advertising for membership has been placed in the library, museum, some local businesses and on the district’s “city page” in the local newspaper.

**Action Item:** M. Bond to advertise in the local newspaper for membership vacancies.

(d) **Mission Museum – Budget for Heritage Assessment Report**

The Commission discussed the need for a Heritage Assessment Report for the Museum which is in need of some repairs and upgrades that will affect the front façade of the building such as window & trim replacement. The museum is a District owned building that is protected by a District bylaw. The cost of a Heritage Assessment would not come out of the Heritage Commission budget.

Moved and seconded,

That the Heritage Commission recommend to Council to fund a Heritage Assessment Report prior to undertaking renovations to the Mission Museum.

CARRIED

(e) **Criteria for Heritage Places**

No discussion held. Item deferred to a later meeting.

(f) **Strategic Plan**

The Commission discussed having a working session at the July meeting to review the current Strategic Plan.

**Action Item:** Commission members to review the Strategic Plan and provide comments for the working session in July.

(g) **Website**

District Staff provided an overview of the current Mission Community Heritage Commission webpage located on the District website under the “Committees of Council” section.
(h) **Heritage Assessment Report for Properties Protected by Municipal Bylaw**

This item was removed from the agenda.

(i) **Proposed Planning Commission Discussion**

A discussion was held on the idea of the Heritage Commission having a greater role in development applications. The discussion was to explore an idea of the Heritage Commission having a greater role in the District’s approval process of development applications through a possible joint committee and how this could be accomplished. This was a preliminary discussion with no recommendations made. It was noted that a list of important heritage buildings in Mission would be a beneficial resource for Planning staff.

(j) **Provincial Update on Xa:ytem Statement of Significance**

An email was received from the provincial government that the Statement of Significance for Xa:ytem was denied by the province due to not meeting the consultation requirements with First Nations.

**Action Item:** Staff to follow-up and provide further information to the Commission on the next steps.

5. **NEXT MEETING**

Wednesday, June 5, 2019 at 6:00 p.m. in the Welton Conference Room at the Welton Common Building, 7337 Welton Street, Mission, BC.

6. **ADJOURNMENT**

Moved and seconded,
That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:30 p.m.
The Minutes of the Mission Traffic and Transit Committee meeting held in the Council Chambers at the Municipal Hall at 8645 Stave Lake Street, Mission, BC on Thursday October 3, 2019 commencing at 1:30 pm.

Members Present: Councillor Danny Plecas, Chairperson
Councillor Ken Herar, Vice-Chairperson
Jodi Marshall (School District #75), Mission Public Schools
Judith Ray, Mission Association for Seniors Housing

Members Absent: Representative, Mission Community Services
Representative, Mission Association for Community Living
Representative, Mission Seniors Activity Centre

Others Present: Brent Schmitt, Manager of Engineering Planning, Assets & Facilities
Neal Moulton, Ministry of Transportation and Infrastructure
David Hill, ICBC
Kate Woochuk, ICBC
Julie Holmes, Asset Technician
Constable Reid Truthsam, RCMP
Neil Smith, Mission Community Cycling Coalition
Brandi Cowell, 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 Mission Traffic and Transit Committee meeting held on October 3, 2019 be approved as circulated.
CARRIED

3. MINUTES FOR APPROVAL
Moved and seconded,
That the minutes of the June 6, 2019 meeting of the Mission Traffic and Transit Committee be approved.
CARRIED

4. OLD BUSINESS
a) Mission Hospital Crosswalk
Brent Schmitt, Manager of Engineering Planning, Assets and Facilities provided the committee an update. The crosswalk in front of the Mission Hospital on Hurd Street is
one of four crosswalks scheduled for upgrading by installing let-downs for accessibility. The work has commenced and should be completed within the second week of October.

b) Pop-Up Bike Lane After Action Report

A memo from the Engineering Technologist III – Traffic and Transportation regarding the pop-up bike lane installed by the District for Bike to Work Week was provided to the Committee for information.

Comment was made with regard the safety aspect of the bike lane and how it provided a traffic calming effect and the benefits of bike lanes are worth noting.

c) Update on Improvements to Transit in January 2020

It was noted that there was no one present at the meeting representing BC Transit.

Councillor Plecas advised the committee that a representative from BC Transit appeared before council August 19, 2019 and discussed the changes to service that will take place in January 2020 that will include increase to services on evenings, weekends and holidays.

d) Traffic Calming Policy Update

The Traffic Calming Policy was adopted September 16, 2019. Based on the policy the District will undertake some traffic calming initiatives within the community. A traffic calming guide book is being developed as an information source for the public.

e) MTTC Membership Update

The MTTC membership application process did not roll out during the summer as planned. A package outlining the requirements to sit on the MTTC is almost complete. It is anticipated that advertising for membership will take place in October.

f) MOTI Projects Updates

Neal Moulton provided the following updates to the Committee:

4-Laning Project in Silverdale

The project is currently winding down, and will shut down for the winter months to allow consolidation piles to settle. Work will begin again in April, maybe sooner, weather dependant. The MOTI is looking at snow clearing options during the winter.

Mr. Moulton confirmed that the push lanes at the west end of the project will be removed once the current work on that part of the project is completed.
Murray Street Overpass

The MOTI received numerous enquiries regarding the overpass concerning what appears to be rebar sticking out. Mr. Moulton reassured the Committee that it is not rebar rather it is heating coils that are showing due to the shallow depth and they can become visible when pot holes appear. The overpass condition is being monitored on a daily basis. There are plans to resurface the deck in the near future.

Highway 7 and Highway 11 Intersection

There are no updates at this time.

Mr. Moulton did advise the Committee that a meeting was held at the MOTI head office in Coquitlam earlier in the week with District of Mission staff. There was discussion regarding future projects that are in the planning stages including Highway 7 and Highway 11 improvements, Murray Street, and the off ramp off of Highway 11.

g) ICBC Road Safety Updates

Kate Woochuk provided the following updates and information to the Committee regarding completed and upcoming campaigns:

- April the focus was on auto crime prevention. There were targeted education campaigns set up at the malls. As part of auto crime prevention, ICBC has decals that can be placed on vehicle windows that indicate there is nothing valuable in the car.

- May was speed month. In Mission, two programs were brought to Mission Secondary School. The first, a road safety speaker came and spoke to 500 of the students. The second, was a presentation made to grade 10 students about the Graduated Licencing Program to help them effectively prepare to get their drivers licence.

- July and August focused on impaired driving. The campaign included road blocks at various locations that not only stopped impaired drivers but also provided visibility throughout the community.

- September was the beginning of the school year and on the first day of school, RCMP members along with the Integrated Road Safety Unit, volunteers, and Mayor Alexis made a visible presence and monitored all school zones within the District. September was also distracted driving month. The campaign focused on providing drivers with information regarding the facts about distracted driving, the rules and penalties around distracted driving and tips for drivers.

- October is the Shift into Winter and Pedestrian Safety campaign. Early in the morning on October 21, 2019 a targeted campaign will take place at the West Coast Express Station in Mission where reflectors and tip cards will be distributed to pedestrians who ride the train to educate on pedestrian safety. Additionally, RCMP may be present to provide enforcement for drivers in the 40 km speed zone.
• Ms. Woochuk informed the Committee about the current ICBC Telematics pilot project. This is a volunteer program that focuses on drivers that are in the novice stage or in the first 2 to 3 years of their class 5 drivers licence. It uses technology to monitor driving behaviours. As an incentive, good drivers will receive gift cards to retailers and restaurants.

David Hill informed the Committee of four projects ICBC is working on with the District. ICBC will be funding a total of $59,000 towards installation of guardrail on the Cedar Valley Connector, five crosswalk upgrades, three speed reader boards and, two sites on Cedar Street with anti-skid overlay installation.

h) Traffic Safety Strategy Update

Councillor Plecas advised that Council has dedicated $250,000 per year towards traffic safety initiatives. It was acknowledged that the update received by David Hill on the four projects are part of the initiatives outlined in the Traffic Safety Strategy. Brent Schmitt, Manager of Engineering Planning, Assets & Facilities advised the Committee that the Request for Proposal is being prepared for the five crosswalk updates project.

5. NEW BUSINESS

(a) 2nd Avenue Transit Improvements – for Discussion

A Memo from the Engineering Technologist III – Traffic and Transportation regarding 2nd Avenue Transit Exchange Improvements was provided for discussion.

Staff were asked by Council to look at improving the crossing near the transit exchange on 2nd Avenue at the Library. The Memo outlined possible crossing locations and included design based conceptual plan.

A discussion ensued regarding the crossing location options. Traffic and pedestrian safety concerns were raised. Suggestions were made as to adjustments to bus parking location and ensuring a safe crosswalk design.

Action Item: Brent Schmitt will come back with a new design taking into consideration the suggestions from the committee.

(b) 14th Avenue Design Project

A Request for Proposal for the 14th Avenue Design Project was put out and a contract was awarded. Survey crews will be starting work in the coming week.

6. CORRESPONDENCE

Correspondence to the District regarding traffic and/or transit-related issues, were received by the Committee for information.

7. NEXT MEETING

Thursday, December 5, 2019 at 1:30 pm in the Council Chambers at the Municipal Hall.
8. **ADJOURNMENT**

Moved and seconded,
That the meeting be adjourned.
CARRIED
The meeting adjourned at 2:37 pm.
Minutes of the REGULAR MEETING of the DISTRICT OF MISSION COUNCIL (for the purpose of going into a closed meeting) held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Monday, December 2, 2019 commencing at 1:00 p.m.

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

Council Members Absent: Councillor Ken Herar

Staff Members Present: Mike Younie, Chief Administrative Officer  
Jennifer Russell, Corporate Officer  
Michael Boronowski, Manager of Civic Engagement & Corporate Initiatives  
Guy Gusdal, Manager of Inspection Services  
Barclay Pitkethly, Deputy Chief Administrative Officer  
Mike Rohde, Senior Building Inspector  
Maureen Sinclair, Director of Parks, Recreation and Culture  
Dan Sommer, Director of Development Services  
Doug Stewart, Director of Finance  
Christine Brough, Executive Assistant

1. CALL TO ORDER

The meeting was called to order.

2. RESOLUTION TO EXCLUDE PUBLIC

Moved by Councillor Crawford, seconded by Councillor Gill, and

RESOLVED: That, pursuant to Sections 90 and 92 of the Community Charter, this Regular Meeting of Council be closed to the public 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(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; and
• 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.

CARRIED

3. ADJOURN TO CLOSED COUNCIL MEETING

Moved by Councillor Crawford, seconded by Councillor Gill, and
RESOLVED: That the Regular Council meeting be adjourned.
CARRIED
The meeting was adjourned at 1:00 p.m.

PAMELA ALEXIS  
MAYOR

JENNIFER RUSSELL  
CORPORATE OFFICER
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**

Moved by Councillor Plecas, seconded by Councillor Gill, and

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

CARRIED
3. NEW BUSINESS

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.
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

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                           JENNIFER RUSSELL
MAYOR                                  CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5886-2019-5050(362)

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 5886-2019-5050(362)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:

   a) rezoning the property located at 30782 Dewdney Trunk Road and legally described as:

      Parcel Identifier: 026-991-322
      Lot 1 Section 24 Township 15 New Westminster District Plan
      BCP28571

      from Rural 36 (RU36) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
PUBLIC HEARING held this ___ day of ___, 2020
READ A THIRD TIME this ___ day of ___, 2020
ADOPTED this ___ day of ___, 2020

PAMELA ALEXIS  JENNIFER RUSSELL
MAYOR      CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5887-2019

A Bylaw to name a 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 (Harrington Terrace) Bylaw 5887-2019".

2. That one new road over a portion of:
   Parcel Identifier: 026-991-322
   Legal Description: Lot 1 Section 24 Township 15 New Westminster District Plan BCP28571
   be named Harrington Terrace, as shown on Schedule "A" attached to and forming part of this Bylaw.

READ A FIRST TIME this ___ day of ___, 2019

READ A SECOND TIME this ___ day of ___, 2019

READ A THIRD TIME this ___ day of ___, 2020

ADOPTED this ___ day of ___, 2020

PAMELA ALEXIS, MAYOR

JENNIFER RUSSELL,
CORPORATE OFFICER
SCHEDULE “A”
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 5888-2019-5050(363)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 33625 Ferndale Avenue and legally described as:
      Parcel Identifier: 011-171-766
      Lot 5 Section 34 Township 17 New Westminster District Plan 5950
      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
PUBLIC HEARING held this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2019

__________________________________________
PAMELA ALEXIS                                   JENNIFER RUSSELL
MAYOR                                           CORPORATE OFFICER
DISTRIBUTION OF MISSION

BYLAW 5901-2019-5050(364)

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 5901-2019-5050(364)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:

   a) rezoning the property located at 8437 McKenzie Street and legally described as:
      Parcel Identifier: 008-799-521
      Lot 33 Section 25 Township 17 New Westminster District Plan 20440
      from Rural 80 (RU80) Zone to Rural 80 Secondary Dwelling (RU80s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
PUBLIC HEARING held this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
APPROVED by the Ministry of Transportation and Infrastructure this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2019

PAMELA ALEXIS                        JENNIFER RUSSELL
MAYOR                                CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5902-2019-5050(365)

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
5902-2019-5050(365)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 33355 Richards Avenue and legally described as:
      Parcel Identifier: 010-995-706
      Lot 2 Section 4 Township 18 New Westminster District Plan 3344
      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone;
      and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of __, 2019
READ A SECOND TIME this __ day of __, 2019
PUBLIC HEARING held this __ day of __, 2019
READ A THIRD TIME this __ day of __, 2019
ADOPTED this __ day of __, 2019

__________________________________________  ________________________________
PAMELA ALEXIS  JENNIFER RUSSELL
MAYOR  CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5903-2019-5050(366)

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 5903-2019-5050(366)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) Adding a new Section 1246 – Comprehensive Development 46 (CD46) Zone, as set out in Schedule "A" attached to and forming part of this Bylaw;
   b) rezoning the property located at 32180 Hillcrest Avenue and legally described as:
      Parcel Identifier: 006-934-820
      Lot 81 Section 20 Township 17 New Westminster District Plan 33906
      from Urban Residential 558 Secondary Dwelling (R558s) Zone to Comprehensive Development 46 (CD46) Zone; and
   c) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
PUBLIC HEARING held this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
APPROVED by the Ministry of Transportation and Infrastructure this __ day of ___, 2019
ADOPTED this __ day of ___, 2019

PAMELA ALEXIS ___________________________ JENNIFER RUSSELL ___________________________
MAYOR CORPORATE OFFICER
SCHEDULE “A”

Comprehensive Development Zone 46  CD46 Zone

A. Zone Intent

1. The CD46 Zone is based on the Institutional Care (IC) Zone. The intent of the CD46 Zone is to accommodate an end of life and compassionate care facility for patients, and family of patients, receiving palliative care in a residential setting. The Zone also accommodates volunteer training and meetings, support group meetings, and over-night patient care.

B. Permitted Uses

1. The following **Principal Uses** and no other shall be permitted in the CD46 zone:
   a. Institutional **limited** to:
      i. Care Facility,
      ii. Community Service, and
      iii. Assembly – Civic.

2. The following **Accessory Uses** and no other shall be permitted in the CD46 zone:
   a. Office Administrative use
   b. Storage **limited** to:
      i. Enclosed Storage.

C. Lot Area

1. The minimum *Lot Area* created through subdivision be a minimum of 2,000 sq m (0.5 ac).

2. Notwithstanding Section 1102, Part C.1, where a *Lot* contains an *Undevelopable Area*, that area shall not be included in the calculation of minimum *Lot Area*.

3. Notwithstanding Section 1102, Part C.1 and C.2, where a *Lot* contains natural slopes greater than or equal to 33%, that sloped area shall not be included in the calculation of minimum *Lot Area*.

D. Density

1. N/A
E. Setbacks

1. All Buildings and Structures shall be sited in accordance with the following minimum Setbacks:

<table>
<thead>
<tr>
<th></th>
<th>Front</th>
<th>Rear</th>
<th>Interior Side</th>
<th>Exterior Side</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principal Building</strong></td>
<td>2.0 m</td>
<td>2.0 m</td>
<td>2.0 m</td>
<td>2.0 m</td>
</tr>
<tr>
<td></td>
<td>(6.5 ft)</td>
<td>(6.5 ft)</td>
<td>(6.5 ft)</td>
<td>(6.5 ft)</td>
</tr>
<tr>
<td><strong>Accessory Building/Structure</strong></td>
<td>7.5 m</td>
<td>4.5 m</td>
<td>4.5 m</td>
<td>4.5 m</td>
</tr>
<tr>
<td></td>
<td>(24.6 ft)</td>
<td>(14.8 ft)</td>
<td>(14.8 ft)</td>
<td>(14.8 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 1102 Part E.1, all Buildings shall be sited a minimum of 6.0 m (19.6 ft) from all Undevelopable Areas as defined in this Bylaw.

F. Lot Coverage

1. Buildings shall together cover not more than the Lot Area as noted in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Lot Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD46</td>
<td>40%</td>
</tr>
</tbody>
</table>

G. Floor Space

1. The floor space shall not exceed the ratio as listed in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Floor Space Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD46</td>
<td>0.50</td>
</tr>
</tbody>
</table>

Height of Buildings

2. The Height of the Principal Building and Accessory Buildings shall not exceed the heights outlined in the following table:

<table>
<thead>
<tr>
<th>Zone:</th>
<th>Principal Building</th>
<th>Accessory Building/Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD46</td>
<td>13.0 m</td>
<td>4.5 m</td>
</tr>
<tr>
<td></td>
<td>(42.6 ft)</td>
<td>(14.8 ft)</td>
</tr>
</tbody>
</table>

H. Indoor Amenity Space

1. N/A

I. Outdoor Amenity Space

1. N/A

J. Off Street Parking

1. Off Street Parking shall be in accordance with the provisions of Section 109.
DISTRICT OF MISSION

BY-LAW 5867-2019-3281(1)

A Bylaw to amend “District of Mission

Fire Prevention Bylaw 3281-1999”

WHEREAS the Council of the District of Mission did, on the 7th day of December, 1999, enact a bylaw cited as “District of Mission Fire Prevention Bylaw 3281-1999”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Fire Prevention Amending Bylaw 5867-2019-3281(1)".

2. "District of Mission Fire Prevention Bylaw", as amended, is hereby further amended as follows:

(a) by deleting in Section 13 Penalty subsections 13(1) and 13(2) and replacing the subsection as follows:

(1) Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

(a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

(b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

(c) a person who:

i) contravenes, violates or fails to comply with any provision of this Bylaw;

ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

(d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2020

______________________________  ________________________________
PAMELA ALEXIS               JENNIFER RUSSELL
MAYOR                       CORPORATE OFFICER
DISTRIBUTION OF MISSION

BYLAW 5868-2019-5506(1)

A Bylaw to amend "District of Mission Soil Deposit Bylaw 5506-2015"

WHEREAS the Council of the District of Mission did, on the 17th day of August, 2015, enact a bylaw cited as "District of Mission Soil Deposit Bylaw 5506-2015";

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Soil Deposit Bylaw Amending Bylaw 5868-2019-5506(1)".

2. "District of Mission Soil Deposit Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting in Section 21 Penalty subsections 21(a) and 21(b) and replacing the subsection as follows:
      (a) Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:
         (a) Any person designated as a Bylaw Enforcement Officer pursuant to the "Bylaw Notice Enforcement Bylaw 5700-2018" is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.
         (b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;
         (c) a person who:
            (i) contravenes, violates or fails to comply with any provision of this Bylaw;
            (ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
            (iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and
         (d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this ___ day of ___, 2019

READ A SECOND TIME this ___ day of ___, 2019

READ A THIRD TIME this ___ day of ___, 2019

ADOPTED this ___ day of ___, 2020

________________________________________
PAMELA ALEXIS
MAYOR

________________________________________
JENNIFER RUSSELL
CORPORATE OFFICER

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Soil Removal Amending Bylaw 5869-2019-3088(2)".

2. "District of Mission Soil Removal Bylaw", as amended, is hereby further amended as follows:

(a) by deleting in Section 12 Penalty subsections 12(a) and 12(b) and replacing the subsection as follows:

(a) Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

(a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

(b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

(c) a person who:

(i) contravenes, violates or fails to comply with any provision of this Bylaw;

(ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

(iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

(d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

__________________________________________  _______________________________________
PAMELA ALEXIS                             JENNIFER RUSSELL
MAYOR                                    CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5870-2019-5033(4)

A Bylaw to amend “District of Mission

Sewer Bylaw 5033-2009”

WHEREAS the Council of the District of Mission did, on the 15th day of June, 2009, enact a bylaw cited as “District of Mission Sewer Bylaw No. 5033-2009”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Sewer Amending Bylaw 5870-2019-5033(4)".

2. "District of Mission Sewer Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting Section 33 and replacing the Section as follows:

   Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   (1) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   (2) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   (3) a person who:
     (a) contravenes, violates or fails to comply with any provision of this Bylaw;
     (b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
     (c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   (4) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019

READ A SECOND TIME this __ day of ___, 2019

READ A THIRD TIME this __ day of ___, 2019

ADOPTED this __ day of ___, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5871-2019-5526(4)

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

WHEREAS the Council of the District of Mission did, on the 23rd day of December, 2015, enact a bylaw cited as “District of Mission Solid Waste Management Bylaw 5526-2015”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Solid Waste Management Amending Bylaw 5871-2019-5526(4)".

2. "District of Mission Solid Waste Management Bylaw", as amended, is hereby further amended as follows:

   (a) by deleting in Section 10 Penalty subsection 10.1 and 10.2 and replacing the subsection as follows:

   10.1 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

      10.1.1 Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

      10.1.2 a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

      10.1.3 a person who:

         10.3.1 contravenes, violates or fails to comply with any provision of this Bylaw;

         10.3.2 permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

         10.3.3 fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   10.1.4 each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

________________________________________
PAMELA ALEXIS
MAYOR

________________________________________
JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5872-2019-5524(2)

A Bylaw to amend “District of Mission Good Neighbour Bylaw 5524-2015”

WHEREAS the Council of the District of Mission did, on the 19th day of September, 2016, enact a bylaw cited as “District of Mission Good Neighbour Bylaw 5524-2016”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Good Neighbour Amending Bylaw 5872-2019-5524(2)".

2. "District of Mission Good Neighbour Bylaw 5524-2015", as amended, is hereby further amended as follows:

(a) by deleting in Section 23 Penalty subsection 23.9 and replacing the subsection as follows:

23.9 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

c) a person who:

(i) contravenes, violates or fails to comply with any provision of this Bylaw;

(ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

(iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5882-2019

A bylaw to establish the Financial Plan for the years 2020 to 2024

WHEREAS, pursuant to Section 165 of the Community Charter, the Council shall, before the 15th day of May in each year, before the annual property tax bylaw is adopted, adopt a financial plan;

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 2020 to 2024 Financial Plan Bylaw 5882-2019".

2. Those schedules marked as Schedule “A”, “B”, “C”, “D” and “E” attached hereto, and forming part of this bylaw, are hereby declared to be the Financial Plan for the District of Mission for the period January 1, 2020 to December 31, 2024.

READ A FIRST TIME this ___ day of December, 2019

READ A SECOND TIME this ___ day of December, 2019

READ A THIRD TIME this ___ day of December, 2019

ADOPTED this ___ day of __, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL,
CORPORATE OFFICER
In accordance with Section 165(3.1) of the Community Charter, the District of Mission is required to include in its Five-Year Financial Plan (2020 to 2024), objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

**Section 1 Funding Sources**

Council’s objectives and policies in regard to operating and capital revenue sources are provided below. Table 1 highlights the various operating and capital revenue sources, including the percentage from each source, reflected in the District’s five-year financial plan (2020 to 2024). Over the five years about 50% of operating revenues will come from property value taxes (includes diking and drainage levy) with user fees making up the other significant portion at about 38%. The majority of capital funding is intended to come from the District’s internal reserves and from development cost charges (DCCs).

**Operating Revenue Sources**

**Objective:**
Over the five-year financial plan timeframe, it is Council’s goal to diversify and expand its revenue base as much as possible.

**Policy:**
Council recognizes that the District of Mission is reliant on property taxes to fund the majority of its services/programs. Council is committed, on an annual basis, to formally reviewing and adjusting, where possible, existing user fees, including those that should be charged on a cost recovery basis, and examining and implementing new user fees where applicable, in order to minimize overall property tax increases and reliance on reserves to maintain service levels. Council also recognizes that raising user fees beyond a certain point may result in less usage or demand and ultimately less revenue and that various services like recreation need to be subsidized to ensure all citizens can partake. The District of Mission, like other local governments in B.C., also needs access to other sources of revenue to meet growing service demands and to stabilize property tax increases. Grants from senior levels of government are actively sought to maximize other revenue sources.

**Capital Revenue Sources**

**Objective:**
Over the five-year financial plan timeframe, it is Council’s goal to build up its reserves to provide for greater internal capital funding/financing opportunities.
Policy:
Council sees the need to increase its internal capital funding capacity by building up its own reserves to minimize future external debt servicing costs (principle and interest payments) and to provide internal borrowing opportunities. Internal debt financing for capital projects should be utilized to the extent possible before considering external debt with the proviso that internal debt repayments need to take place as scheduled; however, external debt financing may be required for larger, high priority capital projects if sufficient reserves are not in place.

Table 1: Sources of Revenue

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue Sources</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property value taxation</td>
<td>49%</td>
<td>50%</td>
<td>50%</td>
<td>50%</td>
<td>51%</td>
</tr>
<tr>
<td>Parcel tax *</td>
<td>0.1%</td>
<td>0.1%</td>
<td>0.1%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>User fees and charges</td>
<td>39%</td>
<td>38%</td>
<td>38%</td>
<td>37%</td>
<td>38%</td>
</tr>
<tr>
<td>Other revenue **</td>
<td>12%</td>
<td>12%</td>
<td>12%</td>
<td>13%</td>
<td>11%</td>
</tr>
<tr>
<td>Proceeds from borrowing</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

| **Capital Revenue Sources** |      |      |      |      |      |
| Other sources - Reserves   | 30%  | 39%  | 35%  | 42%  | 42%  |
| Other sources - DCCs and developer contributions | 22%  | 61%  | 65%  | 58%  | 58%  |
| Other sources - Grants    | 48%  | 0%   | 0%   | 0%   | 0%   |
| Proceeds from borrowing   | 0%   | 0%   | 0%   | 0%   | 0%   |
| **Totals**                | 100% | 100% | 100% | 100% | 100% |

* Cedar Valley Sewer 20 year parcel tax ends 2022
** Current Gas Tax agreement ends in 2023, reducing other revenue by $1.84 million

Section 2 Distribution of Property Taxes

Council’s objective and policy in regard to the distribution of the property tax burden is provided below. Table 2 highlights the municipal property tax dollars and the respective percentages collected from each of the tax classes in 2019. The District collects approximately 75% of its property taxes from the residential class and approximately 21% from the business/other class with the remaining classes making up the balance. Approximately 93% of Mission’s assessment base is residential and about 7% is business/other and light industrial.

Objective:
Over the five-year financial plan timeframe, it is Council’s goal to diversify and expand its tax base so that all taxpayers are in a more favourable position.

Policy:
Council recognizes the need to rationalize its property tax distribution among the various tax classes; however, more importantly Council recognizes the need to diversify and expand its assessment/tax base. Council is committed to aggressively pursuing
business/commercial economic development opportunities to achieve this. Council is also committed to comparing its assessment mix, property tax levels and property tax distribution with other B.C. communities on an annual basis. Council understands that the level of property taxation for each of the tax classes does not necessarily correlate with the amount of services provided; however, quantifying and costing the services provided to each tax class is difficult and subjective at the very least. It should also be recognized that many businesses in the community have employees that benefit from and use many District services, facilities and amenities, and that additional services and amenities benefit all of the tax classes, both directly and indirectly.

Table 2: Distribution of 2019 Municipal Property Taxes and Assessment Values

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Property Tax Dollars Raised</th>
<th>% of Total Property Taxation</th>
<th>Assessed Values</th>
<th>Assessed Values Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Residential</td>
<td>$24,997,911</td>
<td>75.07%</td>
<td>$9,232,156,574</td>
<td>92.53%</td>
</tr>
<tr>
<td>2 Utilities</td>
<td>251,128</td>
<td>0.75%</td>
<td>$6,912,825</td>
<td>0.07%</td>
</tr>
<tr>
<td>3 Supportive Housing</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>4 Major Industry</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>5 Light Industry</td>
<td>993,092</td>
<td>2.98%</td>
<td>$115,196,700</td>
<td>1.15%</td>
</tr>
<tr>
<td>6 Business/Other</td>
<td>6,857,756</td>
<td>20.59%</td>
<td>$604,960,682</td>
<td>6.06%</td>
</tr>
<tr>
<td>7 Managed Forest</td>
<td>1,235</td>
<td>0.01%</td>
<td>$127,300</td>
<td>0.00%</td>
</tr>
<tr>
<td>8 Recreational/Non-profit</td>
<td>137,983</td>
<td>0.41%</td>
<td>$16,308,000</td>
<td>0.16%</td>
</tr>
<tr>
<td>9 Farm</td>
<td>62,133</td>
<td>0.19%</td>
<td>$3,047,082</td>
<td>0.03%</td>
</tr>
<tr>
<td></td>
<td>$33,301,238</td>
<td>100.00%</td>
<td>$9,978,709,163</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Section 3 Permissive Tax Exemptions (including Revitalization Tax Exemptions)

Council’s objective and policy in regard to permissive tax exemptions (including revitalization tax exemptions) are provided below.

Objective:

Over the five-year financial plan timeframe, Council will continue supporting charitable/non-profit organizations that provide valuable services to the community and will determine how it can use its expanded powers in terms of revitalization tax exemptions to benefit the community as a whole.

Policy:

Council chooses to support charitable/non-profit organizations (churches, social, recreational, health and housing organizations) that provide valuable services to the community through permissive tax exemptions as allowed for by legislation. Council is committed to continuing with these tax exemptions and to treating all organizations with similar mandates equally when it comes to property tax exemptions.

A Mission Downtown Development Incentive Program offering a 10-year revitalization tax exemption is available within the defined Downtown Planning area and provides a financial incentive to encourage development in the downtown area. The revitalization tax exemption program will accept applications up to December 31, 2022.
## Schedule “B” of Bylaw No. 5882-2019
### 2020 Detailed Financial Plan

<table>
<thead>
<tr>
<th>Revenue</th>
<th>General Operating</th>
<th>Internal Operating</th>
<th>Drainage Operating</th>
<th>Water Operating</th>
<th>Sewer Operating</th>
<th>Refuse/Recycling</th>
<th>Forestry</th>
<th>General Capital</th>
<th>Drainage Capital</th>
<th>Water Capital</th>
<th>Sewer Capital</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property taxation</td>
<td>-$35,223,855</td>
<td>$0</td>
<td>-$2,255,331</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>-$37,479,185</td>
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<tr>
<td>Local Improvements</td>
<td>0</td>
<td>0</td>
<td>-121,900</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sale of services and regulatory fees</td>
<td>-9,201,636</td>
<td>0</td>
<td>-134,113</td>
<td>-6,711,430</td>
<td>-5,320,829</td>
<td>-5,458,922</td>
<td>-3,299,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-100,000</td>
<td>0</td>
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<tr>
<td>Government transfers</td>
<td>-2,959,736</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amortization of restricted revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>137,353</td>
<td>-569,250</td>
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<td>0</td>
<td>-204,423</td>
<td>0</td>
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<tr>
<td>Investment income</td>
<td>-1,052,238</td>
<td>0</td>
<td>-5,985</td>
<td>-467,463</td>
<td>-273,681</td>
<td>-40,450</td>
<td>-63,120</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other revenue</td>
<td>-1,822,517</td>
<td>0</td>
<td>0</td>
<td>-4,723</td>
<td>0</td>
<td>-449,912</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Developer in-kind contribution for capital</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>-5,103,943</td>
<td>-1,347,439</td>
</tr>
<tr>
<td>Total revenue</td>
<td>-$50,259,980</td>
<td>$0</td>
<td>-$2,517,330</td>
<td>-$7,183,616</td>
<td>-$5,836,880</td>
<td>-$5,849,284</td>
<td>-$3,362,120</td>
<td>-$5,241,296</td>
<td>$1,916,689</td>
<td>-$1,128,196</td>
<td>$34,802,217</td>
<td>$19,075,782</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>General Operating</th>
<th>Internal Operating</th>
<th>Drainage Operating</th>
<th>Water Operating</th>
<th>Sewer Operating</th>
<th>Refuse/Recycling</th>
<th>Forestry</th>
<th>General Capital</th>
<th>Drainage Capital</th>
<th>Water Capital</th>
<th>Sewer Capital</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and finance</td>
<td>$6,117,650</td>
<td>-$4,737</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>General government and fiscal services</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Protective services</td>
<td>19,075,782</td>
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<td>0</td>
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</tr>
<tr>
<td>Engineering and public works</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Transit services</td>
<td>3,405,046</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Waste management</td>
<td>0</td>
<td>-419,795</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5,690,517</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Development services</td>
<td>3,431,221</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Parks, recreation and cultural services</td>
<td>8,620,416</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Library</td>
<td>1,614,356</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Cemetery</td>
<td>260,822</td>
<td>-15,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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| Annual (surplus) deficit | $1,819,935 | $0 | $469,681 | -$2,012,799 | -$537,095 | -$258,768 | -$280,302 | -$5,241,296 | $1,916,689 | -$1,128,196 | $22,076,820 | -$34,802,217 |

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<td>$280,302</td>
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318
### Schedule “C” of Bylaw No. 5882-2019
#### 2020 to 2024 Summary Financial Plan

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<th>2020</th>
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<td>-$9,526,644</td>
<td>-$9,859,938</td>
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<tr>
<td>Annual (surplus) deficit</td>
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<td>-$21,725,248</td>
<td>-$18,763,205</td>
<td>-$22,156,627</td>
<td>-$116,684,979</td>
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### Reserves, capital and debt

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<td>Tangible capital assets contributed by developers</td>
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<td>$9,204,618</td>
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<td>$9,859,938</td>
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<tr>
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<tr>
<td>Repayment of debt - principal (see information below)</td>
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<td>$547,626</td>
<td>$568,625</td>
<td>$590,432</td>
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### Information details:

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<th>2024</th>
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## Schedule “D” of Bylaw No. 5882-2019
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<td>72,000</td>
<td>72,000</td>
<td>72,000</td>
<td>72,000</td>
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<td>Abbotsford/Mission Recycling Depot</td>
<td>23,787</td>
<td>145,939</td>
<td>89,149</td>
<td>36,645</td>
<td>58,506</td>
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<tr>
<td><strong>Subtotal Waste Management Capital Plan</strong></td>
<td>95,787</td>
<td>217,939</td>
<td>161,149</td>
<td>108,645</td>
<td>130,506</td>
<td>714,026</td>
</tr>
<tr>
<td><strong>Equipment Replacement Capital Plan</strong></td>
<td>2,149,710</td>
<td>435,728</td>
<td>1,130,707</td>
<td>419,045</td>
<td>755,957</td>
<td>4,891,147</td>
</tr>
<tr>
<td><strong>Forestry Capital Plan</strong></td>
<td>46,000</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>146,000</td>
</tr>
<tr>
<td><strong>Drainage Utility Capital Plan</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drainage Capital</td>
<td>371,500</td>
<td>292,500</td>
<td>345,000</td>
<td>850,000</td>
<td>185,000</td>
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<td>Cedar Valley Drainage DCCs</td>
<td>575,000</td>
<td>33,496</td>
<td>293,000</td>
<td>-</td>
<td>-</td>
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<td><strong>Subtotal Drainage Utility Capital Plan</strong></td>
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<td>325,996</td>
<td>345,000</td>
<td>1,143,000</td>
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<td><strong>Water Utility Capital Plan</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cedar Valley Water DCC</td>
<td>-</td>
<td>644,000</td>
<td>85,000</td>
<td>-</td>
<td>-</td>
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<td>1,174,391</td>
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<td>Water Capital - Regional</td>
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<td>1,068,050</td>
<td>1,251,794</td>
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<td>5,009,198</td>
<td>9,157,931</td>
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<td>Regional Water Supply DCC</td>
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<td>7,215,300</td>
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<td><strong>Sewer Utility Capital Plan</strong></td>
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<td>Sewer Capital - Local</td>
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<td>461,230</td>
<td>333,730</td>
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<td>1,042,610</td>
<td>2,020,594</td>
<td>3,041,096</td>
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<td>Sewer Capital - Local DCC</td>
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<td>281,500</td>
<td>147,200</td>
<td>-</td>
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<td>Regional Sewage Treatment DCC</td>
<td>21,208,898</td>
<td>93,203</td>
<td>79,458</td>
<td>15,892</td>
<td>158,701</td>
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<td><strong>Subtotal Sewer Utility Capital Plan</strong></td>
<td>22,387,924</td>
<td>1,667,682</td>
<td>1,730,498</td>
<td>2,370,216</td>
<td>3,574,468</td>
<td>31,730,788</td>
</tr>
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<td><strong>TOTAL PLANNED CAPITAL EXPENDITURES</strong></td>
<td>$34,679,969</td>
<td>$15,094,659</td>
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<td>$13,685,979</td>
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### PLANNED CAPITAL FUNDING

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<tr>
<th></th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>Totals</th>
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<td><strong>General Capital Plan</strong></td>
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<tr>
<td>Reserve Funds</td>
<td>$6,528,859</td>
<td>$4,370,072</td>
<td>$3,629,213</td>
<td>$3,388,097</td>
<td>$2,387,645</td>
<td>$20,303,886</td>
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<td>Surplus</td>
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<td>-</td>
<td>-</td>
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<tr>
<td><strong>Subtotal General Capital Plan</strong></td>
<td>6,917,859</td>
<td>4,370,072</td>
<td>3,629,213</td>
<td>3,388,097</td>
<td>2,387,645</td>
<td>20,692,886</td>
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<td><strong>General Development Cost Charge (DCC) Capital Plan</strong></td>
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<td>DCCs</td>
<td>137,353</td>
<td>1,693,157</td>
<td>410,935</td>
<td>-</td>
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<td>6,571,705</td>
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<td>17,103</td>
<td>4,151</td>
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<td>50,740</td>
<td>-</td>
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<td><strong>Waste Management Capital Plan</strong></td>
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<tr>
<td>Refuse Reserve Fund</td>
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<td>217,939</td>
<td>161,149</td>
<td>108,645</td>
<td>130,506</td>
<td>714,026</td>
</tr>
<tr>
<td><strong>Subtotal Waste Management Capital Plan</strong></td>
<td>95,787</td>
<td>217,939</td>
<td>161,149</td>
<td>108,645</td>
<td>130,506</td>
<td>714,026</td>
</tr>
<tr>
<td><strong>Equipment Replacement Capital Plan</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle and Equipment Reserve Fund</td>
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<td>435,728</td>
<td>1,130,707</td>
<td>419,045</td>
<td>755,957</td>
<td>4,891,147</td>
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<tr>
<td><strong>Subtotal Equipment Replacement Capital Plan</strong></td>
<td>2,149,710</td>
<td>435,728</td>
<td>1,130,707</td>
<td>419,045</td>
<td>755,957</td>
<td>4,891,147</td>
</tr>
<tr>
<td><strong>Forestry Capital Plan</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forestry Reserve Fund</td>
<td>46,000</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>146,000</td>
</tr>
<tr>
<td><strong>Subtotal Forestry Capital Plan</strong></td>
<td>46,000</td>
<td>100,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>146,000</td>
</tr>
<tr>
<td><strong>Drainage Utility Capital Plan</strong></td>
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<td>Reserve Funds</td>
<td>377,250</td>
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<td>290,070</td>
<td>-</td>
<td>892,481</td>
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<td>325,996</td>
<td>345,000</td>
<td>1,143,000</td>
<td>185,000</td>
<td>2,945,496</td>
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<tr>
<td><strong>Water Utility Capital Plan</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Water Capital Reserve Fund</td>
<td>1,897,449</td>
<td>2,629,066</td>
<td>2,596,688</td>
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<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>500,000</td>
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<tr>
<td><strong>Subtotal Water Utility Capital Plan</strong></td>
<td>1,997,449</td>
<td>6,216,242</td>
<td>9,923,985</td>
<td>10,295,589</td>
<td>20,759,124</td>
<td>34,690,241</td>
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<tr>
<td><strong>Sewer Utility Capital Plan</strong></td>
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</tr>
<tr>
<td>Sewer Capital Reserve Fund</td>
<td>1,424,377</td>
<td>1,341,948</td>
<td>1,544,660</td>
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<td>3,494,356</td>
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<td>Sewer Capital DCCs - Local</td>
<td>14,850</td>
<td>278,685</td>
<td>145,728</td>
<td>-</td>
<td>-</td>
<td>439,263</td>
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<td>Sewer Capital DCCs - Regional</td>
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<td>47,049</td>
<td>40,110</td>
<td>8,022</td>
<td>80,112</td>
<td>364,866</td>
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<td>Grants</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>20,759,124</td>
</tr>
<tr>
<td><strong>Subtotal Sewer Utility Capital Plan</strong></td>
<td>22,387,924</td>
<td>1,667,682</td>
<td>1,730,498</td>
<td>2,370,216</td>
<td>3,574,468</td>
<td>31,730,788</td>
</tr>
<tr>
<td><strong>TOTAL PLANNED CAPITAL FUNDING</strong></td>
<td><strong>$34,679,969</strong></td>
<td><strong>$15,094,659</strong></td>
<td><strong>$17,335,638</strong></td>
<td><strong>$13,685,979</strong></td>
<td><strong>$21,703,165</strong></td>
<td><strong>$102,499,410</strong></td>
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### Schedule “E” of Bylaw No. 5882-2019
#### 2020 Change in Net Financial Assets

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<th>Description</th>
<th>Budget 2020</th>
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<td><strong>Surplus for the year</strong></td>
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<td>Acquisition of tangible capital assets</td>
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<td>Amortization of tangible capital assets</td>
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<tr>
<td>(Gain) / Loss on sale of tangible capital assets</td>
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<tr>
<td>Proceeds on sale of tangible capital assets</td>
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</tr>
<tr>
<td></td>
<td>1,614,049</td>
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<tr>
<td>(Increase)/Decrease in inventories of property</td>
<td></td>
</tr>
<tr>
<td>(Increase)/Decrease in prepaid expenses</td>
<td></td>
</tr>
<tr>
<td>(Increase)/Decrease in inventories of supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Change in net financial assets/net debt</strong></td>
<td>$1,614,049</td>
</tr>
</tbody>
</table>
DISTRICT OF MISSION

BYLAW 5894-2019-1381(3)

A Bylaw to amend “District of Mission Commercial Vehicle Licensing Bylaw 1381-1984”


AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Commercial Vehicle Licensing Amending Bylaw 5894-2019-1381(3)".

2. "District of Mission Commercial Vehicle Licensing Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting in Section 14 and replacing the section as follows:

   Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   1. Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   2. a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   3. a person who:
      a) contravenes, violates or fails to comply with any provision of this Bylaw;
      b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
      c) fails or neglects to do anything required to be done under this Bylaw; and is committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   4. each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020
DISTRICT OF MISSION

BYLAW 5895-2019-1662(8)

A Bylaw to amend “District of Mission Sign Bylaw 1662-1987”

WHEREAS the Council of the District of Mission did, on the 16th day of March, 1987, enact a bylaw cited as “District of Mission Sign Bylaw 1662-1987”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Sign Amending Bylaw 5895-2019-1662(8)".

2. "District of Mission Sign Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting Sections 12 Penalty subsections 12.1 and 12.2 and replacing the subsections as follows:

   12.1 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   1) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   2) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   3) a person who:

      a) contravenes, violates or fails to comply with any provision of this Bylaw;

      b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

      c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   4) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

________________________________________  ______________________________________
PAMELA ALEXIS  JENNIFER RUSSELL
MAYOR  CORPORATE OFFICER
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 Bylaw 2196-1990”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Water Amending Bylaw 5896-2019-2196(30)".

2. "District of Mission Water Bylaw", as amended, is hereby further amended as follows:
   (a) by deleting Section 9 Penalties and replacing the Section as follows:

   Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   9.1 Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   9.2 a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   9.3 a person who:
      (a) contravenes, violates or fails to comply with any provision of this Bylaw;
      (b) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
      (c) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   9.4 each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this __ day of ___, 2019
READ A SECOND TIME this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5897-2019-2975(4)

A Bylaw to amend “District of Mission
Burning Bylaw 2975-1996”


AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Burning Amending Bylaw 5897-2019-2975(4)”.

2. "District of Mission Burning Bylaw", as amended, is hereby further amended as follows:

(a) by deleting in Section 6 Penalty subsections 6(a) and 6(b) and replacing the subsections as follows:

6.1 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

(a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

(b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

(c) a person who:

(i) contravenes, violates or fails to comply with any provision of this Bylaw;

(ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

(iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

(d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2020

__________________________________________  __________________________________________
PAMELA ALEXIS                          JENNIFER RUSSELL
MAYOR                                 CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5898-2019-1811(5)

A Bylaw to amend “District of Mission
Truck Route Bylaw 1811-1988”


AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Truck Route Amending Bylaw 5898-2019-1811(5)”.

2. "District of Mission Truck Route Bylaw", as amended, is hereby further amended as follows:

   (a) by deleting in Section 6 and replacing the Section as follows:

       Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

       (a) Any person designated as a Bylaw Enforcement Officer pursuant to the "Bylaw Notice Enforcement Bylaw 5700-2018" is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

       (b) a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   (c) a person who:

       (i) contravenes, violates or fails to comply with any provision of this Bylaw;

       (ii) permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

       (iii) fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   (d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2020

______________________________  ______________________________
PAMELA ALEXIS              JENNIFER RUSSELL
MAYOR                      CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5899-2019-5001(1)

A Bylaw to amend “District of Mission
Regulation of Public Use of Parks Bylaw 5001-2008”

WHEREAS the Council of the District of Mission did, on the 15th day of December, 2008, enact a bylaw cited as Regulation of Public Use of Parks Bylaw 5001-2008”;

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Regulation of Public Use of Parks Amending Bylaw 5899-2019-5001(1)".

2. "District of Mission Regulation of Public Use of Parks Bylaw ", as amended, is hereby further amended as follows:

   (a) by deleting in Sections 7 and 8, and replacing with a new Section 7 as follows:

   Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

   a. Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

   b. a violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the Bylaw Notice Enforcement Bylaw 5700-2018, in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;

   c. a person who:

      i. contravenes, violates or fails to comply with any provision of this Bylaw;

      ii. permits or allows any act or thing to be done in contravention or violation of this Bylaw; or

      iii. fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

   d. each day such infraction is caused, or allowed to continue, constitutes a separate offence.
READ A FIRST TIME this ___ day of ___, 2019
READ A SECOND TIME this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5883-2019-5050(360)

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 5883-2019-5050(360)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 9447 Slater Street and legally described as:
      Parcel Identifier: 013-376-055
      South West Quarter Legal Subdivision 13 Section 31 Township 17
      Except: Parcel "A" (Reference Plan 16167), New Westminster District
      from Rural 16 (RU16) Zone to Rural 16 Secondary Dwelling (RU16s) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this 2nd day of December, 2019
READ A SECOND TIME this 2nd day of December, 2019
PUBLIC HEARING held this __ day of ___, 2019
READ A THIRD TIME this __ day of ___, 2019
ADOPTED this __ day of ___, 2020

PAMELA ALEXIS JENNIFER RUSSELL
MAYOR CORPORATE OFFICER
DISTRICT OF MISSION

BY LAW 5884-2019

A Bylaw to terminate “District of Mission Land Use Contract Bylaw 714-1978”

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 16th day of October, 1978 enact a bylaw cited as “District of Mission Land Use Contract By-law No. 714-1978”;

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 5884-2019".

2. The Land Use Contract 714-1978 between the District of Mission and Mission Paving Services Co. Ltd., for the property located at 11546 Dewdney Trunk Road and legally described as:

   Parcel Identifier: 006-136-397
   Legal Description: Lot 2, Section 16 and 17, Township 18, New Westminster District Plan 41306

   is hereby discharged.


READ A FIRST TIME this 2nd day of December, 2019

READ A SECOND TIME this 2nd day of December, 2019

PUBLIC HEARING held this ___ day of ____, 2019

READ A THIRD TIME this ___ day of ____, 2019

ADOPTED THIS ___ day of ____, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAWS 5885-2019-5050(361)

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
5885-2019-5050(361)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the properties located at 11546 and 11596 Dewdney Trunk Road and
      legally described as:
         Parcel Identifier: 006-136-371
         Lot 1, Section 17, Township 18, New Westminster District Plan 41306
         Parcel Identifier: 006-136-397
         Lot 2, Section 16 and 17, Township 18, New Westminster District
         Plan 41306
      from Industrial Resource Extraction (INR) Zone to Industrial Resource Extraction
      and Processing (INRP) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this 2nd day of December, 2019
READ A SECOND TIME this 2nd day of December, 2019
PUBLIC HEARING held this ___ day of ___, 2019
READ A THIRD TIME this ___ day of ___, 2019
ADOPTED this ___ day of ___, 2020

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
WHEREAS, under the provisions of the Local Government Act, a Council may, by bylaw, adopt one or more community plans for one or more areas;

AND WHEREAS the Council of the District of Mission has adopted "District of Mission Official Community Plan Bylaw 5670-2017" and amended same from time to time;

AND WHEREAS the Council deems it desirable and in the public interest to further amend the Official Community Plan 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 Official Community Plan Amending Bylaw 5839-2019-5670(11)."

2. "District of Mission Official Community Plan Bylaw 5670-2017" as amended, is hereby further amended by:
   a) redesignating the property located at 29560 Lougheed Highway and legally described as:
      Parcel Identifier: 000-604-399
      Lot "C" Except: Part Dedicated Road on Plan BCP14742; District Lot 435 Group 1 New Westminster District Plan 12792
      from Silverdale Comprehensive Planning Area to Commercial; and
   b) amending the official community plan maps accordingly.

READ A FIRST TIME this 6th day of May, 2019

COUNCIL CONSIDERATION OF SECTION 477 OF THE LOCAL GOVERNMENT ACT given this 17th day of June, 2019

READ A SECOND TIME this 17th day of June, 2019

PUBLIC HEARING held this 2nd day of July, 2019

READ A THIRD TIME this 2nd day of July, 2019

APPROVED by the Ministry of Transportation and Infrastructure this 26th day of November, 2019

ADOPTED this ___ day of ___, 2019

PAMELA ALEXIS                                   JENNIFER RUSSELL
MAYOR                                          CORPORATE OFFICER
1. PUBLIC HEARINGS

Official Community Plan Amending Bylaw 5839-2019-5670(11)

OCP18-006 (OTG Developments Ltd.) – a bylaw to redesignate property at 29560 Lougheed Highway from Silverdale Comprehensive Planning Area to Commercial

-AND-

Zoning Amending Bylaw 5840-2019-5050(342)

R18-035 (OTG Developments Ltd.) – a bylaw to rezone property at 29560 Lougheed Highway from Commercial Gas Service Station (CGS) Zone to Commercial Highway Two (CH2) Zone

The purpose of the proposed Official Community Plan amendment is to redesignate the property at property at 29560 Lougheed Highway from Silverdale Comprehensive Planning Area to Commercial to allow a mixed use commercial/residential development.

The purpose of the proposed Zoning bylaw amendment is to rezone the property at 29560 Lougheed Highway from Commercial Gas Service Station (CGS) Zone to Commercial Highway Two (CH2) Zone to allow a mixed use commercial/residential development. The subject property is legally described as:

Parcel Identifier: 000-604-399
Lot "C" Except: Part Dedicated Road on Plan BCP14742; District Lot 435 Group 1 New Westminster District Plan 12792

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.
4. Proposed access and circulation.

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

- Email from Tracy Lyster, Citizens Against Urban Sprawl Society (CAUSS), dated June 28, 2019 stating that CAUSS was in opposition to the proposed development. Ms. Lyster expressed concern regarding proceeding with the development prior to the completion of the Silverdale Comprehensive Planning Area, the archeological significance of the area and the need for further consultation with neighbouring First Nations communities, the removal of trees from the site and the lack of a tree planting plan, and the potential impact to the wells of neighbouring residents. She requested that Council reject the application and work with local First Nations to create a plan for the area that respects its historical and cultural significance.

- Letter from Bob and Sue McKamey dated June 28, 2019 expressing concern regarding the potential for water shortages due to the increase in users drawing well water, the lack of a privacy buffer between the proposed development and their home, and the decrease in their property’s value should water shortages occur.

- Email from Mike Gildersleeve dated June 28, 2019 stating that he was in opposition to the proposed development and requesting that Council reject the application.
The Mayor opened the floor to the public for questions and comments.

**Bob McKamey**, Mission, reiterated the following concerns raised in his letter:
- the lack of a buffer zone between his property and the development;
- the level of noise that would be created when the development’s garbage bins were emptied and their potential to attract rodents; and
- the potential for water shortages due to the increased use of well water if residential occupancy is permitted.

Mr. McKamey requested additional time be spent assessing the environmental and social impacts of the proposed development.

**Mike Gildersleeve**, Mission, reiterated his opposition to the development and expressed the following concerns:
- the approval of a development of this scale without municipal servicing in place;
- that the application is premature given the lack of a comprehensive neighbourhood plan;
- the lack of proper consultation with local First Nations communities;
- the need for an updated report on water supply; and
- the need to engage citizens in neighbourhood planning and preserve Mission’s unique character.

In response, the Manager of Planning clarified that local First Nations communities had been consulted and that none had stated direct opposition to the development proceeding.

**Dylan Anderson**, the applicant, stated that the 2014 water report for the site included the current phase of development and identified an adequate water supply. He stated that the existing zoning of the property allowed for residential apartment development and that the purpose of the rezoning application was to permit a drive-through to be constructed.

**Nirvair Singh**, the property owner, stated that the original intent behind the construction of the apartment units was to provide residential units for his staff, but as this was no longer required, the structure would be built as a shell. He stated that he did not intend to proceed with construction of residential apartments at this time.

**Dylan Anderson** stated that the existing gas station and drive-through on the property would continue to operate.

The Manager of Planning clarified that the current drive-through is legally non-conforming.

**Bob McKamey** questioned how a rezoning could be granted on a promise not to construct residential buildings and whether the rezoning was necessary.

The Manager of Planning clarified that the purpose of the rezoning application was to allow the construction of a drive-through on the property.

**Bob McKamey** stated that he would like to see a second, independent hydrogeological report.

Discussion ensued regarding the proposed development and Council raised the following questions and concerns:
- if the proposed drive-through met the Ministry of Transportation and Infrastructure’s standards;
- the privacy buffer between the neighbouring residence and the proposed development;
• whether the water supply would be sufficient to support the planned development;
• the number of wells located on the site;
• traffic flow and emergency vehicle access during peak business hours;
• proceeding with the development prior to the completion of the Silverdale Comprehensive Planning Area;
• efforts being taken to provide a buffer between the neighbouring property and the garbage bins;
• the number of local jobs created if the development was approved;
• clarification regarding the garbage pick-up schedule; and
• whether the property owner would consider a covenant restricting residential use on the property until municipal servicing is available.

In response to questions from Council, Nirvair Singh provided the following summarized comments:

• the drive-through exceeded the Ministry’s minimum requirement and would provide space for up to 20 cars;
• the privacy buffer would consist of a retaining wall, cedar fence, and cedar hedging;
• there would be two wells located on the site;
• the development would include 73 parking stalls;
• the garbage bins would be set against the retaining wall and would not be visible from the neighbouring property;
• the garbage bins would be emptied every 7-10 days and would be picked up around noon; and
• the site currently employed 35-40 people and was expected to employ 80-90 workers during the construction of the new buildings;
• his intent is to use the space originally designated for apartments as office space and an arcade.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Official Community Plan Amending Bylaw 5839-2019-5670(11) and Zoning Amending Bylaw 5840-2019-5050(342) (OCP18-006/R18-035 - OTG Developments Ltd.) closed.

The meeting was adjourned at 8:26 p.m.
DATE: May 6, 2019
TO: Chief Administrative Officer
FROM: Mike Dickinson, Planner
SUBJECT: To amend the Official Community Plan designation of 29560 Lougheed Highway from Silverdale Comprehensive Planning Area to Commercial

ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 - Draft Site Plan
Appendix 4 – Proposed OCP Designation Map
Appendix 5 – Proposed OCP Bylaw Map
Appendix 6 – Policy LAN.47 OCP Official Community Plan Referral

CIVIC ADDRESS: 29560 Lougheed Highway
APPLICANT: Dylan Anderson (OTG Developments Ltd)
OCP: Silverdale Comprehensive Planning
DATE APPLICATION COMPLETE: April 15, 2019
LOCATION: Silverdale
OVERVIEW AND STAFF COMMENTS:

RECOMMENDATIONS:

Council consider and resolve:

That, upon due consideration of Section 475 of the *Local Government Act*, consultations go forward for the property located at 29560 Lougheed Highway under file number OCP18-006 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*.

PURPOSE:

The purpose of this report is to introduce an OCP amendment bylaw for the property located at 29560 Lougheed Highway, located in the Silverdale neighbourhood of Mission (Appendix 2). Pursuant to Land Use Policy LAN.47, a resolution of Council is required to initiate relevant referrals to outside agencies on an OCP amending bylaw prior to further consideration of any subsequent rezoning and development permit applications on this property.

This report will initiate the requisite consultation referrals for an OCP amendment, the development proposal for the subject property also involves rezoning and development permit applications. The details of the rezoning and proposed development will be provided to Council in a subsequent staff report including the application’s compliance the District’s financial and solid waste management plans.

SITE CHARACTERISTICS:

The subject property occupies an area of approximately 0.54 hectares (1.32 acres), located on the south side of Lougheed Highway, the north side of St. Anthony’s Way and east of the intersection of Lougheed Highway and Hayward Street/St. Anthony’s Way. The property has a moderate slope upward from St. Anthony’s Way and is undeveloped. The property is located immediately adjacent to an established gasoline service station located at 29550 Lougheed Highway that is included within the corresponding rezoning and Development Permit applications.

PROPOSED OFFICIAL COMMUNITY PLAN AMENDMENT:

The applicant is proposing to develop the site area as a commercial and residential mixed-use development. The proposal includes two buildings and vehicle parking at grade level. The north building located adjacent to Lougheed Highway is proposed to include a drive-through restaurant and retail space. The south building is proposed to accommodate retail commercial space on the ground floor and six (6) apartments on the second floor. The proposed floor area for the buildings is 1420.5 sq. metres (15,291 sq. ft.), where the north single-storey building occupies 350.8 sq. m (3,777 sq. ft.) and the south two-storey building occupies 1069.6 sq. m (11,514 sq. ft.) At grade parking for vehicles includes approximately 49 spaces and one (1) loading zone (Appendix 3).

In order to achieve the proposed development, an amendment to the OCP designation map is required whereby the property would be redesignated from Silverdale Comprehensive Planning Area to Commercial.

Appendix 4 shows current and proposed OCP designations, and Appendix 5 shows the proposed OCP bylaw map.
OFFICIAL COMMUNITY PLAN REFERRAL LAN 47 POLICY:

Staff have reviewed the requirements of LAN. 47, attached as Appendix 6, and recommend that referrals with respect to the OCP amendment be forwarded to First Nations, School District No.75, the Ministry of Transportation and Infrastructure, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and the Department of Fisheries and Oceans.

SIGN-OFFS:

Mike Dickinson, Planner

Reviewed by:
Robert Publow, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1
Information for Corporate Officer

Civic Address: 29560 Lougheed Highway

PID: 000-604-399

Legal: Lot “C” Except: Part dedicated road on Plan BCP14742; District Lot 435 Group 1 New Westminster District Plan 12792
Appendix 2
Location Map

Subject Property: 29560 Lougheed Highway
Owner: Nirvair Singh
Applicant: OTG Developments
Zoning: CGS
OCP Designation: Silverdale Comprehensive Planning Area
Appendix 3
Draft Site Plan
Appendix 4
Proposed OCP Designation Map

ST. ANTHONY'S WAY
LOUGHEED HIGHWAY

DONATELLI AVE.

Silverdale Comprehensive Planning Area
Commercial
From Silverdale Comprehensive Planning Area to Commercial
Appendix 5
Proposed OCP Bylaw Map

From Silverdale Comprehensive Planning Area to Commercial
Appendix 6
Policy LAN.47 OCP Official Community Plan Referral

LAND USE

OFFICIAL COMMUNITY PLAN REFERRAL
LAN. 47

Policy LAN.47

Date Policy Adopted: July 2, 2002
Date Policy Amended: June 16, 2003
Council Resolution Number: 02/691
Council Resolution Number: 03/707

During the development of a new Official Community Plan, the District of Mission will consult with the organizations listed below prior to First Reading of the bylaw.

When an amendment is proposed to an Official Community Plan, the District of Mission will refer the proposed amendment to the organizations listed below following first reading of the bylaw, subject to the following provisions.

1. The Fraser Valley Regional District will be referred OCP amendment proposals that relate to land that is located adjacent to the boundary of Electoral Area “F” or that involve 100 or more urban lots located anywhere within the District of Mission. A referral to the Fraser Valley Regional District will be made during the development of new OCP’s.

2. The District of Maple Ridge will be referred OCP amendment proposals that relate to land that is located adjacent to its boundary. A referral to the District of Maple Ridge will be made during the development of new OCPs.

3. A referral to the City of Abbotsford will be made during the development of new OCPs.

4. First Nations will be referred OCP amendment proposals that relate to lands having high potential for archeological sites. This includes lands adjacent to the Fraser River and other watercourses and water bodies.

5. School District No. 75 will be referred amendment proposals in all cases.

6. The Ministry of Water, Land, and Air Protection will be referred OCP amendment proposals that involve a redesignation for residential, institutional, commercial, agricultural or industrial development that would result in a change to the land use, vegetative cover or surface water management within a watershed that has been identified as high risk by the agencies, or a property that is within an environmentally sensitive area. A referral to the Ministry of Water, Land and Air Protection will be made during the development of new OCP’s.
7. The Fraser Health Region will be referred OCP amendment proposals that would increase the number of parcels to be served by on-site sewage disposal systems. A referral to the Fraser Health Region will be made during the development of new OCPs.

8. The Ministry of Transportation will be referred OCP amendment proposals for land that is located within a radius of 800 metres of an intersection of a controlled access highway, where there is a companion rezoning involved. A referral to the Ministry of Transportation will be made during the development of new OCPs.

9. The Department of Fisheries and Oceans will be referred OCP amendment proposals relating parcels located adjacent to the Fraser River, any other watercourse or water body and where the subject parcels contain creeks. A referral to the Department of Fisheries and Oceans will be made during the development of new OCPs.

10. The Land Reserve Commission will be referred OCP amendment proposals for land that is within or adjacent to the Agricultural Land Reserve boundary. A referral to the Land Reserve Commission will be made during the development of new OCPs.

11. Utility Companies will be referred OCP amendment proposals involving 100 or more urban lots.

12. Canadian Pacific Railway will be referred OCP amendment proposals relating to lands directly adjacent to its rail line.

Council must consider the requirement to make referrals on a case-by-case basis and adopt a resolution to clarify that the referral requirements have been considered. If the referrals considered comply with the provisions of this policy, the Council resolution should include the following wording: "That upon due consideration of Section 879 of the Local Government Act, consultations go forward in accordance with Policy LAN.47, and that the persons, organizations and authorities receiving those consultation referrals are considered to be those affected for the purposes of the Section."
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 5840-2019-5050(342)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 29560 Lougheed Highway and legally described as:
      Parcel Identifier: 000-604-399
      Lot "C" Except: Part Dedicated Road on Plan BCP14742; District Lot 435 Group 1 New Westminster District Plan 12792
   from Commercial Gas Service Station (CGS) Zone to Commercial Highway Two (CH2) Zone; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this 17th day of June, 2019
READ A SECOND TIME this 17th day of June, 2019
PUBLIC HEARING held this 2nd day of July, 2019
READ A THIRD TIME this 2nd day of July, 2019
APPROVED by the Ministry of Transportation and Infrastructure this 22nd day of July, 2019
ADOPTED this ___ day of ___, 2019

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5842-2019-5050(344)

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 5842-2019-5050(344).

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) rezoning the property located at 32970 Tunbridge Avenue and legally described as:
      Parcel Identifier: 003-981-436
      Lot 15 Section 28 Township 17 New Westminster District Plan 33344
      from Suburban 36 (S36) Zone to Multiple Family 79 Townhouse (MT79) Zone and Institutional Parks Recreation and Civic (IPRC) Zone, as identified on Schedule 1 attached to and forming part of this bylaw; and
   b) amending the zoning maps accordingly.

READ A FIRST TIME this 2nd day of July, 2019
READ A SECOND TIME this 2nd day of July, 2019
PUBLIC HEARING held this 15th day of July, 2019
READ A THIRD TIME this 15th day of July, 2019
ADOPTED this ___ day of ___, 2019

______________________________________________  ________________________________
PAMELA ALEXIS                                   JENNIFER RUSSELL
MAYOR                                           CORPORATE OFFICER
SCHEDULE 1

Legend

- Suburban 36 Zone to Multiple Family 79
- Townhouse Zone
- Suburban 36 Zone to Institutional Parks, Recreation and Civic Zone
1. **PUBLIC HEARINGS**

**Zoning Amending Bylaw 5842-2019-5050(344)**

**R12-038 (Dhaliwal) – a bylaw to rezone property at 32970 Tunbridge Avenue from Suburban 36 (S36) Zone to Multiple Family 79 Townhouse (MT79) Zone and Institutional Parks Recreation and Civic (IPRC) Zone**

The purpose of the proposed Zoning bylaw amendment is to rezone the property at 32970 Tunbridge Avenue from Suburban 36 (S36) Zone to Multiple Family 79 Townhouse (MT79) Zone and Institutional Parks Recreation and Civic (IPRC) Zone to allow a townhouse development. The subject property is legally described as:

Parcel Identifier: 003-981-436
Lot 15 Section 28 Township 17 New Westminster District Plan 33344

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.
4. Gaudin Creek ‘C’ realignment.

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

- Emails from Diane McCulloch dated July 8, 11, and 12, 2019 expressing the following concerns:
  - opposing development of a trail in the greenspace,
  - increase in density and height inconsistent with neighbourhood character;
  - negative environmental impacts;
  - loss of greenspace;
  - light pollution;
  - excess noise and pest attraction if there will be garbage bins;
  - tree retention and replacement;
  - negative impact on property values if the units do not sell and become rentals;
  - proceeding with the development prior to the completion of the Cedar Valley Local Area Plan.

- Email from Lorna and Dave French dated July 12, 2019 in opposition to the proposed development if there will be a trail in the green belt area, and expressing concern that the trail would be a nuisance to the Boothby area residents.

- Email from Shelley MacKenzie dated July 12, 2019 stating that she was in opposition to the proposed development. She expressed the following concerns:
  - depreciation in the value of homes abutting the greenspace;
  - loss of greenspace;
  - increase in density inconsistent with neighbourhood character; and
Email from Marilyn Clarkson dated July 14, 2019 expressing concern regarding the walkway in the greenbelt and the lack of adequate infrastructure in place to support a rapid increase in population.

Email from Shelley MacKenzie dated July 13, 2019 expressing concern that there had not been adequate time to provide comment on the development and requested that Council table the Public Hearing.

Email from Leah Palmer dated July 15, 2019 expressing concern that developers were not considering the long-term wellbeing of the residents, and asking Council to consider a land swap that would keep 32970 Tunbridge Avenue as a park to protect the old growth cedar trees.

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

Randi Cebryk, Mission, expressed the following concerns:

- loss of the greenbelt behind her home;
- height of the proposed buildings inconsistent with the neighbourhood character;
- loss of mature trees and the tree replacement/landscaping plan;
- safety issues relating to the additional traffic on Tunbridge Avenue and inadequate parking; and
- lack of infrastructure to support the population increase, such as grocery stores and schools.

Ms. Cebryk queried whether the developer would consider changing the plan to a two-storey development and asked about the possibility of keeping the east side of Cedar Street zoned for single-family developments.

In response, the Manager of Planning clarified that the site would be fully landscaped, but that the trees would not be retained on the north portion of the site. He noted that the proposed height of the development was 11 metres, well under the maximum of 13 metres, and that most single-family homes in the area had a profile of nine metres.

Alan Palmer, Mission, commented on the original Cedar Valley Comprehensive Development Plan and expressed disappointment that much of what was in the original plan had not been realized. He stated that he had no objection to the form and design of the proposed development, but expressed concern in regards to the proposed building height and the impact of increased density without a greenspace offset. He questioned whether the new Cedar Valley Local Area Plan would better serve Cedar Valley area residents in the future.

Vishal Bajpai, Mission, expressed concern that he had not received a notice regarding the date of the Public Hearing. He noted that he had submitted an email and was concerned that it had not been received. He stated that he was in agreement with the concerns of previous speakers and that he was opposed to the development because he had not been given adequate time to properly review the proposal.

In response, the Manager of Planning stated that the standard radius of notice is 500 metres and that the addresses were generated by the District’s computer mapping system.

Matthew Randall, Mission, stated that he agreed with the previously stated concerns. He expressed concern regarding the loss of greenspace, loss of a natural play area for children, and the potential damage to the ecosystem.
Shelley Grogan, Mission, stated that she was in agreement with the concerns of previous speakers, including the lack of notice regarding the proposed development. She expressed concern regarding pedestrian safety along Tunbridge Avenue without a continuous sidewalk and noted that the townhouse development would lead to an increase in traffic and parking congestion in the area. She stated that she was not opposed to development in the area, but believed more time was needed in order to consider the development. She further noted that the notification sign located at the development site was difficult to see from the road.

In response, the Manager of Development Engineering & Projects stated that several safety improvements to Tunbridge Avenue would be taking place as part of the development. He noted that the ditch would be infilled as part of the Gaudin Creek realignment and that the landscaping plan for the north side of the property included a sidewalk set back from the roadside and separated by a raised curb. He stated that sidewalk construction along Tunbridge Avenue would continue as future developments progressed. He further noted that Tunbridge Avenue would be eligible for a centre line when it was completed up to a collector road classification.

Tony Raats, Mission, expressed concern regarding the increase in traffic, congestion, and parking issues along Tunbridge Avenue and noted that he would like to see lines painted on the road for safety. He stated that he was not in favour of the townhouse development and that the design and height of the buildings did not match the neighbourhood character.

Michael Alderking, Mission, stated that he opposed the proposed development. He stated that he agreed with the concerns of previous speakers, especially in regards to the loss of a natural play space for children and the lack of notice. He expressed concern regarding pedestrian safety on Tunbridge Avenue and the lack of infrastructure in place to support the development. He requested additional time to review the development proposal.

Nicole Raible, Mission, stated that she opposed the development proposal. She stated that she was told the area in question was a bird sanctuary and development was not permitted. She questioned how the development would impact the bird sanctuary. She expressed concern regarding increased traffic in the area and requested the installation of a traffic light at the intersection of Cedar Street and Tunbridge Avenue.

David French, Mission, stated that he was concerned that opioid and homeless problems would migrate to the Tunbridge area. He expressed concern in regards to the height of the proposed development and pedestrian safety on Tunbridge Avenue. He stated that he was opposed to the application.

Jeremy Bell, Mission, expressed concern regarding the safety of Tunbridge Avenue and the lack of infrastructure in place to support the development. He stated that he was opposed to the development.

Austin Schultz, Mission, stated that he agreed with the concerns of previous speakers. He expressed concern regarding development in the greenbelt, the influence of developers in District decision-making, and the design of the townhomes not conforming to the character of the neighbourhood.

Shelley MacKenzie, Mission, stated that the development should be two storeys to match the character of the existing neighbourhood. She expressed concern regarding the loss of wildlife and habitat and stated that she opposed the development.

Marilyn Clarkson, Mission, expressed concern regarding traffic safety and congestion on Tunbridge Avenue. She stated that she was opposed to the development until improvements had been made to Tunbridge Avenue.

Darren Hall, designer for the applicant, stated that he understood the concerns of Boothby residents and had been involved in the design of the lots on Boothby Avenue. He noted
that the proposal was consistent with the Official Community Plan and that the Gaudin Creek realignment was already planned when the Boothby residences were constructed. He described the challenges of an incremental build-out of a neighbourhood and explained that road improvements would occur as development along the Avenue progressed. He stated that the developer would retain as many trees as possible during construction.

Grant Schroeder, Mission, stated that he opposed the development and expressed concern regarding the loss of old growth trees.

Randi Cebryk, expressed concern regarding traffic on Tunbridge Avenue, the loss of mature trees and a natural play space for children, and that the Official Community Plan was not being adhered to in regards to retaining the greenbelt. She asked if residents could see a better plan that guarantees the sidewalk on Tunbridge Avenue will be completed to Cedar Street and questioned if another environmental assessment should be completed prior to the Gaudin Creek realignment.

In response, Mayor Alexis clarified that the sidewalk would be constructed as each lot was developed. She noted that the ditch along Tunbridge Avenue would filled in and a gravel pathway would be created as a temporary measure until the sidewalk was complete.

The Manager of Environmental Services stated that a biologist would be on site during the creek realignment and that adjustments would be made, where possible, to work around large mature trees or areas of environmental concern.

David French, questioned if residents had access to the environmental reports and the party responsible for paying the environmentalist. He stated that he had been told the greenspace would remain and expressed concern that he had not received a notice for the Public Hearing.

In response, Mayor Alexis stated that the environmental report was publicly available. The Manager of Environmental Services stated that the developer was responsible for paying the environmentalist and that the environmental report required provincial approval before any works can be done.

Austin Schultz, asked the following questions:

- if there would be an increase in waterflow when the Gaudin Creek is realigned;
- if there was an arborists’ report for the Gaudin Creek realignment; and
- the penalty to developer if they encroach on the greenspace.

In response, staff clarified that:

- stormwater flowing into Gaudin Creek would have a controlled flow and that the post development flow would mimic the predevelopment flow;
- extensive modelling had been done and each future development along the Creek was expected to meet the predevelopment flow requirement;
- there was no arborist report for the development project, but there was a biologist report for the Gaudin Creek realignment;
- the creek realignment project had been in the works for many years and this was the third and final stage; and
- the same biologist had been involved in all three phases of the creek realignment project and was vigilant about preventing damage to the environment.

Shelley MacKenzie, questioned why residents were not given more notice of the project if staff had been involved since 2012. She stated that taxpayers should have more say in the process.
Mayor Alexis clarified the Public Hearing notice process. She stated that the process for the current development had not deviated from any other development.

Alan Palmer, asked the following questions:

- why the developer was choosing to build three-storey townhomes instead of two-storey townhomes. He noted that the neighbourhood had previously only seen one or two-storey developments;
- what the Development Cost Charges were for developers east of Cedar Street. He noted that that he didn’t see a balance between developer contributions and developments in area; and
- if Council would consider a land swap for a property near Parker Court that was designated as park land and keep 32970 Tunbridge Avenue as a park to protect the old growth cedar trees.

In response, Mayor Alexis stated that the housing market drive the demand for different housing types and styles.

The Director of Parks, Recreation & Culture stated that while the property near Parker Court was zoned as park land, the Municipality did not own the property and that density did not require a park in the area at this time.

Discussion ensued regarding the proposed development, and Council raised the following questions:

- if the road improvements would take place to half of the road in front of the development and if that would help alleviate some of the traffic safety concerns;
- if the Mission School District 75 had been involved in the referral process;
- why some units in the development would provide side-by-side parking while others were shown to include tandem parking spaces;
- the proposed length of the parking spaces in units with tandem parking; and
- the proximity of the sidewalk to the front of the development.

In response to questions from Council, the Manager of Planning provided the following summarized comments:

- half road improvements would be completed as part of the development, but it is a patchwork approach. Improvements to the road will continue as each development proceeds;
- that Mission School District 75 had been given the opportunity to comment on the proposal and was included in the referral process of all proposed multi-family projects in Mission;
- the zoning would permit tandem parking for each unit, but that the developer was proposing 10 units with side-by-side parking and 17 units with tandem parking;
- the tandem parking spaces would be approximately two metres wide and 11 metres long; and
- the front of the townhomes would be four metres from the property line and that civil design would dictate the proximity of the sidewalk to the front of the townhomes.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5842-2019-5050(344) R12-038 (Dhaliwal) closed.
DATE: July 2, 2019
TO: Chief Administrative Officer
FROM: Mike Dickinson, Senior Planner
SUBJECT: Rezoning Application from Suburban 36 (S36) Zone to Multiple Family 79 Townhouse (MT79) Zone and Institutional Parks, Recreation and Civic (IPRC) Zone for a townhouse complex at 32970 Tunbridge Avenue
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Location Map
Appendix 3 – Proposed Subdivision Plan and Rezoning Bylaw Plan
Appendix 4 – Proposed Site Plan
Appendix 5 – Proposed Building Elevations
Appendix 6 – Gaudin Creek C Proposed Realignment Map
Appendix 7 – Engineering Department Rezoning Comments
Appendix 8 – FLNRO Letter – Gaudin Creek Realignment
Appendix 9 – Development Permit DP12-013

CIVIC ADDRESS: 32970 Tunbridge Avenue
APPLICANT: Gurmeet Dhaliwal
OCP: This application is in conformance with the current OCP designations: Attached Multi-unit Residential and Environmentally Sensitive Area
DATE APPLICATION COMPLETE: April 15, 2019
LOCATION: Cedar Valley
OVERVIEW AND STAFF COMMENTS

This report details the rezoning and development permit applications for the property located at 32970 Tunbridge Avenue to allow a townhouse and dedicated parkland for the re-alignment of Gaudin Creek ‘C’ and identifies the necessary amendment to the Zoning Bylaw.

Staff support the proposal moving forward and as such have listed Zoning Amending Bylaw 5842-2019-5050(344) under the “Bylaws for Consideration” section of the agenda.

Subject to Council’s approval, a Public Hearing will be scheduled for July 15, 2019.

SUMMARY:

An application has been received for the property at 32970 Tunbridge Avenue in the Cedar Valley community to develop a 27 unit townhouse development, and to dedicate land for public park purposes (Appendix 3). The applicant proposes to rezone the subject property from Suburban 36 (S36) Zone to Multiple Family 79 Townhouse (MT79) Zone for the north portion of the site and Institutional Parks, Recreation and Civic (IPRC) Zone for the south portion of the subject property. The south portion of the development site is proposed to be dedicated to the District for park purposes.

A Development Permit (DP12-013) is required to ensure that the form and character of the proposed townhouse development is consistent with the Multi-Unit Residential Development Permit Area (Area B) guidelines (Appendix 9).

APPLICATION DETAILS

Site Specifics

<table>
<thead>
<tr>
<th>Location</th>
<th>32970 Tunbridge Avenue</th>
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<tbody>
<tr>
<td>Current Uses</td>
<td>Vacant</td>
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<td>Total Area</td>
<td>0.62 hectares (1.53 acres)</td>
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Official Community Plan

| Future Land Use | Attached Multi-unit Residential and Environmentally Sensitive Area |

Zoning Bylaw

<table>
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<tr>
<th>Current Zoning</th>
<th>Suburban 36 (S36) Zone</th>
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<tr>
<td>Proposed Zoning</td>
<td>Multiple Family 79 Townhouse (MT79) Zone for the north portion of the site and Institutional Parks, Recreation and Civic (IPRC) Zone for the south portion of the subject site.</td>
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<tr>
<td>Purpose</td>
<td>To allow for development of a 27 unit townhouse development and dedication of public park for the Gaudin Creek ‘C’ re-alignment</td>
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Surrounding Land Uses

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<tr>
<th>North</th>
<th>Single Family Dwelling</th>
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<tbody>
<tr>
<td>South</td>
<td>Park properties for the Gaudin Creek ‘C’ realignment &amp; trail and single family dwellings on Boothby Avenue</td>
</tr>
<tr>
<td>East</td>
<td>Park (with detention pond) and Single Family Dwellings on Parker Court</td>
</tr>
<tr>
<td>West</td>
<td>Single family dwellings on large parcels and dedicated park property further west (also for the Gaudin Creek ‘C’ realignment.</td>
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</table>
SITE CHARACTERISTICS

The subject property is approximately 0.62 hectares (1.53 acres) in size and is located on the south side of Tunbridge Avenue west of Parker Court and Nottman Street. The property is flat and is vegetated with mature trees. A creek channel that runs north-south across the site will be eliminated in conjunction with the proposed Gaudin Creek ‘C’ realignment project. The re-aligned portion of Gaudin Creek will be developed in a protected natural corridor occupying the south 20 metres of the application site, and other areas south of and parallel to Tunbridge Avenue. A pathway is proposed on the berm extending along the north side of the relocated creek.

PLANNING ANALYSIS

The proposed 27 unit townhouse development occupies the north portion of the subject property (Appendix 3). The approximate net density of the townhouse site is 50.94 units/hectare (22.3 units/Acre) which conforms to the proposed MT79 zone for the north portion of the development site. An internal driveway serves the townhouse units and provides vehicular access from Tunbridge Avenue at the north-east corner of the site. All of the townhouse units are three-storeys in height. The townhouses have a contemporary design, with materials and colours that complement the surrounding area (Appendix 4). The proposal will incorporate a sidewalk and landscaped boulevard on Tunbridge Avenue. The Tunbridge ditch will be enclosed as it will be replaced by the realigned creek on the south side of the development site. A storm sewer on Tunbridge Avenue will also manage stormwater.

This development also includes an undisturbed natural area within the southern 20 metres (1,265 square metre portion) of the subject property for the proposed Gaudin Creek realignment (Appendix 6). This portion of the development site shall be rezoned from S36 to IPRC, subdivided from the portion of the site proposed for townhouses, and dedicated to the District. Within this area is a proposed single-track (1.5 metre wide) pathway to be developed along the top of the proposed berm, in conjunction with the creek re-alignment project. This trail will provide a direct pedestrian connection between the residential community and the Neighbourhood Centre at Tunbridge Avenue and Cedar Street, fulfilling a pedestrian access objective for Cedar Valley. This trail connection was envisioned by the original Cedar Valley Comprehensive Development Plan and the current draft Cedar Valley Local Area Plan as an important pedestrian connection.

All or most of the trees located within the proposed watercourse realignment area are proposed to be retained. Development of the creek channel is to be completed in accordance with the environmental consultant’s proposal, approved by the Province on February 8, 2019 (Appendix 8). The creek channel construction is to be managed for minimal environmental impacts.

Official Community Plan & Zoning Bylaw Compliance

The proposed rezoning is consistent with the Official Community Plan (OCP) land use designations; Attached Multi-unit Residential and Environmentally Sensitive Area.

Neighbourhood Character

The proposed townhouse site is situated in an Attached Multi-unit Residential designated enclave consisting of four properties on the south side of Tunbridge Avenue. To the east of the development site are properties developed as a small park with a detention pond at Parker Court, and compact lot single family development on Parker Court, Tunbridge Avenue and Nottman Street. Properties to the immediate south of the subject property are in a natural state and designated as Environmentally Sensitive Area (ESA), dedicated as ‘Park’. The ESA designated areas to the south and west of the subject property will be the location of the re-aligned Gaudin Creek ‘C.’ Properties south of the ESA areas are developed with single family dwellings on Boothby Avenue. North of Tunbridge Avenue, are larger properties containing single family dwellings, designated Attached Multi-unit Residential and...
Environmentally Sensitive Area. A proposed townhouse development application is on the properties at 32881 and 32899 Tunbridge Avenue.

Environmental Protection

The subject property is significantly forested with a variety of mature conifers. Recognizing the clustering of the townhouses and the need for site grading to mitigate potential flooding from the relocated stream course, it is anticipated that it will not be possible to retain any trees on the north portion of the site. Within the southern portion of the site where Gaudin Creek will be re-aligned every effort will be made to retain mature trees.

1. Gaudin Creek ‘C’ Watercourse Re-alignment

The re-alignment of Gaudin Creek in this location has been a strategic objective for Cedar Valley, first identified in the 1995 Cedar Valley Comprehensive Development Plan. The 2005 Cedar Valley Environmental Management Plan (CVEMP) also identified the need for diverting the Tunbridge ditch to provide an enhanced aquatic habitat and to allow development opportunity along the south side of Tunbridge Avenue. This entails diverting water from the ditch along the south side of Tunbridge Avenue (to be enclosed) and creating a new creek channel generally parallel to and south of Tunbridge Avenue, flowing through an undisturbed natural area (Appendix 6).

The BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development approved proposed changes in and about Gaudin Creek ‘C’ on February 8, 2019 (Appendix 8). This stream course construction work is proposed for the summer of 2019.

The developer has worked with the District in preparing designs and will be assisting with constructing the Gaudin Creek ‘C’ re-alignment. The developer will be entitled to Development Cost Charge credits and the District of Mission will be contributing the remaining funds to complete this project (see related report on the July 2, 2019 agenda).

2. Floodplain Management

Coinciding with the creation of the Gaudin Creek ‘C’ stream course realignment is the potential need for re-grading the development site to ensure floodplain protection from the newly created stream course to the south of the proposed townhouse development. A detailed lot grading plan is required to illustrate the extent of fill needed for site drainage. Site grading and drainage shall conform to the District’s Floodplain Management Bylaw 4027-2007.

Parks and Trails

Dedicated parkland exists to the immediate east and south of the development site. The park area situated to the east of the subject property contains a stormwater detention pond and a flat, undeveloped area adjacent to the corner of Tunbridge Avenue and Parker Court. The dedicated parkland located to the south (east and west) of the development site is also designated as Environmentally Sensitive Area in the OCP and where Gaudin Creek ‘C’ will be re-aligned (Appendix 7).

DEVELOPMENT PERMIT

The proposed 27 unit townhouse development occupies the north 0.53 ha (1.31 ac) portion of the subject property, and the southern 0.12 ha (.29 ac) portion is proposed to be dedicated to the District for parkland for the Gaudin Creek stream channel and trail. The proposal includes six groupings of townhouses where all of the units are three storeys in height. Ten of the units have side-by-side parking spaces and 17 units have tandem vehicle parking in the garages. All of the townhouse garages are oriented towards the internal driveway. A circular internal roadway provides for safe, direct
emergency vehicle access. Primary vehicular access from Tunbridge Avenue is via the driveway at the north east corner of the site (Appendix 4).

The proposed townhouse units have 3 or 4 bedrooms and floor areas vary from 175 sq. m (1,884 sq. ft.) to 224 sq. m (2,413 sq. ft.). The proposed townhouses have a contemporary design using exterior materials that include ‘Hardiboard’ cement siding, and aluminium horizontal siding. Asphalt shingles are used for the roofing (Appendix 5).

The proposal does not include an amenity room for this small-scale townhouse development. In exchange, the developer is dedicating land for the Gaudin Creek realignment, providing financial support for the design and construction of this watercourse, and financial contributions for park amenities that includes trail development within the Gaudin Creek alignment corridor. The proposal includes approximately 1,354 sq. m (14,574 sq. ft.) of outdoor amenity space (slightly greater than the 1,350 sq. m./14,531 sq. ft. required in the Zoning bylaw).

This application is in general conformance with the OCP (DP Area B: Multi-Unit Residential) development permit guidelines.

COMMUNITY AMENITY CONTRIBUTION
In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $2,815 per unit to offset the unique financial burden that residential development incurs on the District to fund new facilities and/or amenities.

FINANCIAL IMPLICATIONS
The developer is dedicating land required for the Gaudin Creek realignment (approximately 1,256 sq. m.), and providing financial contributions towards the cost of constructing the Gaudin Creek stream course and trail in lieu of developing the indoor amenity space for this proposed townhouse project.

The applicant is requesting that the District contribute funding for the Gaudin Creek realignment design, and estimated DCC credits (for drainage). This approach has been discussed by staff and, in balance, is anticipated to be a lower cost alternative to purchasing the land required to complete the Gaudin Creek realignment.

COMMUNICATION:
The developer has posted one (1) development notification signs 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.

A notice of Development Permit shall be mailed or otherwise delivered in accordance with Bylaw 3612-2003 and the Local Government Act.
REFERRALS

Engineering

The Engineering Department has commented: “From an engineering point of view, the rezoning and subdivision applications may proceed to adoption once the servicing requirements have been completed in accordance with the Development and Subdivision Control bylaw, Items 10 & 11.” (Appendix 7).

Environmental Coordinator: Regarding waste management, the townhouse complex is to be serviced door-to-door, as indicated on plans. Cost will be equivalent to single-family services as per Solid Waste Management Bylaw 5526-2015. Please ensure there is adequate indoor storage space for waste containers to avoid dangerous wildlife attraction.

Building Division:

The Building Division comments that sprinklers are required. On-site stormwater detention and floodplain setbacks from Gaudin Creek are required.

Parks, Recreation and Culture

The Parks and Recreation Department support this application and the re-routing of the creek. No active parkland is being requested as there are two parks within walking distance of this parcel—Lightburn Park and somewhat further, Tunbridge Park as well as adjacent trails.

REQUIREMENT(S) PRIOR TO FINAL READING

The Final Reading of the amending bylaw(s) 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 and funds for local park improvements are received;
2. Subdivision of the south 20 metre portion of the property completed;
3. The servicing requirements, as outlined in Appendix 7 have been addressed to the satisfaction of the District Engineer; and
4. Any other requirements resulting from Council’s consideration of the Bylaw including Public Hearing.

INFORMATIONAL NOTES

Approval of Development Permit DP12-013 will be considered as part of the same Council agenda when the Zone Amending Bylaw is considered.

SIGN-OFFS:

Mike Dickinson, Senior Planner

Comment from Chief Administrative Officer
Reviewed by:
Rob Publow, Manager of Planning
Appendix 1

Information for Corporate Officer

Civic Address: 32970 Tunbridge Avenue
PID: 003-981-436
Legal: Lot 15, Section 28 Township 17 New Westminster District Plan 33344
Appendix 2
Location Map

Subject Property: 32970 Tunbridge Avenue
Owner: 0735545 BC Ltd.
Applicant: Gurmeet Dhaliwal
Zoning: S36
OCP Designation: Townhouse and Environmentally Sensitive Area
Appendix 3
Proposed Rezoning Bylaw Plan

Legend

- Suburban 36 Zone to Multiple Family 79
- Townhouse Zone
- Suburban 36 Zone to Institutional Parks, Recreation and Civic Zone
Appendix 4
Proposed Site Plan

Tunbridge Avenue

Proposed Trail
Gaudin Creek 'C' Realignment Area
Appendix 5
Proposed Building Elevations
Appendix 5

Proposed Building Elevations
Appendix 6
Gaudin Creek ‘C’ Proposed Realignment Map
Appendix 7

Engineering Department Rezoning Comments

DATE: May 31, 2019

CIVIC ADDRESS: 32970 Tunbridge Avenue

CURRENT ZONE: S36       PROPOSED ZONE: MT79

DISCLAIMER: The following works and services for this rezoning and subdivision proposal are in accordance with the standards contained within District of Mission’s (DOM) current Development and Subdivision Control Bylaw (DSCB) 5650-2017.

DOMESTIC WATER REQUIREMENTS:
Municipal water service is available on Tunbridge Avenue. Connection to the municipal system is required.

Water modeling for the proposed development (as shown on the current DP drawing package, dated May 2019) is not required as per the DSCB Sections 3.0 – Water Distribution, and 3.2 – Pre-Design Requirements.

The developer shall provide a single-point water service connection with a bulk meter inside property line.

To satisfy the Fire Sprinkler Bylaw 5679-2017, all new water services will be a minimum of 38 millimeters, as per DOM Standard Drawing SS-W14, or larger as determined by the developer's engineer.

Engineered design is required. See DSCB 5650-2017, Section 3.

SANITARY SEWER REQUIREMENTS:
Municipal sanitary service is available on Tunbridge Avenue. Connection to the municipal system is required.

Sanitary modeling for the proposed development (as shown on the current DP drawing package, dated May 2019) is not required.

The DOM does not guarantee depth at property line. The developer shall prove out the limitations of the existing system by whatever means deemed appropriate, and shall ensure the development is adequately serviced at the developer's sole expense.

The existing sanitary service to the parent lot shall be either capped at the main, or deemed suitable for use and retrofitted with an inspection chamber and #37 box with metal lid, as per the MMCD Platinum Edition Drawing Number S7 and S9, and DOM Supplemental Standard Drawings SS-D08 and SS-G01.

Engineered design is required. See the DSCB, Section 6.
STORM SEWER REQUIREMENTS:

Municipal storm service is not available on Tunbridge Avenue. Connection to the municipal system is required.

The developer shall design and construct a storm water system for the proposed development (as shown on the current DP drawing package, dated May 2019) as required by the DOM in accordance with the DSCB Sections 4.0 – Rainwater Collection & Disposal, and 5.0 – Rainwater Best Management Practices.

The developer will not be permitted to utilize a direct outfall into nearby Gaudin Creek for the purpose of conveying onsite flows out of the development.

The DOM does not guarantee depth at property line. The developer shall prove out the limitations of the existing system by whatever means deemed appropriate, and shall ensure the development is adequately serviced at the developer's sole expense. The developer is required to provide storm water management for the development that meets the DOM groundwater recharge guidelines.

Designs shall be accompanied by a statement from a fully qualified professional engineer, which clearly identifies the specific opportunities and constraints for implementing best management practices for the subdivision, demonstrates that groundwater recharge and/or other appropriate best management practices are sustainable, and have been maximized for the particular site and provides examples of similar installations which demonstrate the sustainability, ability to construct, and ease of maintenance of the works to be constructed.

In particular, when implementing the DOM groundwater recharge guidelines, the developer shall be responsible to conduct a hydrological investigation to estimate infiltration rates and soil permeability, and determine the location of the water table and its seasonal variations. This information is to be included in any engineering drawing submittals, as it is critical to the design of Best Management Practices (BMPs).

All upgrades and/or deficiencies identified shall be completed at the developer's sole expense.

ROAD WORK REQUIREMENTS:

Tunbridge Avenue provides paved access to the site.

The developer is responsible for the construction of half-road improvements to a collector road standard, generally consistent with DOM Standard Drawing SS-R03.1. At a minimum, this shall include pavement widening, concrete curb & gutter, sidewalk or multi-use pathway, boulevard, plantings, underground electricity & telephone, and street lighting.

Engineered design is required. See the DSCB, Sections 8, 9, 10, and 11.

ENVIRONMENTAL REQUIREMENTS:

The site is located within the DOM Natural Environment Development Permit Area – please follow Official Community Plan (OCP) guidelines (see OCP Section 9.7). The site is also located immediately adjacent to a Class A watercourse. The developer shall retain the services of a qualified environmental professional (QEP) to conduct the following at a minimum:

- RAR assessment;
- Preliminary bio-inventory of terrestrial site features;
- Arborist report; and
- Invasive plant assessment, specifically for the four knotweed species and giant hogweed (do not remove any trees or other vegetation, or disturb any soil before providing the requested studies for District staff evaluation).

Additionally, the development is adjacent to the future Gaudin Creek Corridor. The developer will dedicate sufficient lands to accommodate the new channel and streamside protection and enhancement area. The developer will work in cooperation with the DOM to construct the new channel as a condition of rezoning.

OTHER COMMENTS:
Lot grading in accordance with Schedule E of the DSCB is applicable. Engineered design is required. The developer is required to transfer all overhead infrastructure adjacent to the site to be underground. Should removal of soil from the site exceed 100 cubic metres in one year (approximately 10 tandem axle trucks), or the deposit of soil exceed 200 cubic metres in one year (approximately 25 tandem axle trucks), the following provisions apply:

- The applicant shall obtain a Soil Removal or Deposit Permit, as outlined in Soil Removal Bylaws 3088-1997 and 5506-2015;
- The applicant will be responsible for the cost of the permit and the removal or deposit fee per cubic metre or per metric tonne, payable to the DOM; and
- The applicant shall comply with all provisions of the Soil Bylaws.

Please contact Rob Racine, Engineering Technologist, at racine@mission.ca or 604-820-5381 for more information, and to apply for a Soil Removal or Deposit Permit.

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<td></td>
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</tr>
<tr>
<td>2012-11-05</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DEVELOPMENT COST CHARGES
To be generated by the Senior Building Inspector and collected at Building Permit Stage

SCHOOL DISTRICT NO. 75 (MISSION) BYLAW #5
To be generated by the Senior Building Inspector and collected at Building Permit Stage

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>$ TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offsite Security Deposit</td>
<td>To be determined prior to construction</td>
</tr>
<tr>
<td>Subdivision Servicing Fees &amp; Deposits</td>
<td>To be determined prior to construction</td>
</tr>
<tr>
<td>Engineering Administration Fee</td>
<td>To be determined prior to construction (minimum $2,531.00 + GST)</td>
</tr>
<tr>
<td>Goods and Services Tax (GST)</td>
<td>To be determined</td>
</tr>
</tbody>
</table>
RECOMMENDATION:
From an engineering point of view, the rezoning and subdivision applications may proceed to adoption once the servicing requirements have been completed in accordance with the Development and Subdivision Control Bylaw, Introduction – Items 10 & 11.

Prepared by:
Jason Anthony, Engineering Technologist

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:
Jay Jackman, Manager of Development
Engineering & Projects
Appendix 8
FLNRO Letter – Gaudin Creek Realignment

February 08, 2019

Attention: Mike Younie
District of Mission
8645 Stave Lake Street
Mission, BC V2V 4L9

Dear Mike Younie:

Re: Application for approval to make changes in and about Gaudin Creek ‘C’

An approval for the proposed changes in and about Gaudin Creek ‘C’ has been granted, subject to the conditions noted on the attached Approval document 2006341.

You are advised that your project may be inspected during and post construction. You are reminded to notify our office 5 days prior to the start of construction to facilitate the timing of inspections.

The holder of this Approval should ensure that adequate employment opportunities are considered for interested First Nations for the entire length of this project and may include Archaeological and/or Environmental Monitoring.

If you have any questions or concerns, please contact the Water Information Technician at 604-586-4400.

Yours truly,

James Davies, P. Eng.
Assistant Water Manager

Enclosure

cc: Patrick Ehnes, AquaSilva Resource Management Ltd.
Kwantlen First Nation
Matsqui First Nation
People of the River Referral Office
Peters
Popkum First Nation
Seabird Island
Hul’qumi’num Treaty Group

CS / klj
Appendix 9
DP12-013

DISTRICT OF MISSION
DEVELOPMENT PERMIT DP112-013

Issued to: 0735545 B.C. Ltd., INC. NO> BC0735545
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 7798 Taulbut Street
Mission BC V2V 3W6

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.

2. This Development Permit applies to and only to those lands within the Municipality, and more particularly known and described as below, and any and all buildings, structures and development thereon:

   1. 32970 Tunbridge Avenue
      2. Parcel Identifier: 003-981-436
      3. Lot 15 Section 28 Township 17 New Westminster District Plan 33344

3. The above property has been designated as Development Permit Area B Multi-unit Residential in the Official Community Plan.

4. The said lands are zoned MT79 pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.

5. “District of Mission Zoning Bylaw” as amended is hereby supplemented in respect of the said lands as follows:

6. Building design, siting and landscaping plans to be as shown on Drawings Numbered DP12-013-1 to DP12-013 - 33 inclusive, and landscape drawings DP12-013 – 34 and DP12-013-35 which are attached hereto and form part of this permit.

7. Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

4.

(a) The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with development plans numbered DP12-013-1 to DP12-013 - 33 inclusive, prepared by Trio architecture Design Inc (hereinafter referred to as “the plans”), unless approval in writing has been obtained from the Municipality to deviate from the said development plan.

(b) Access to and egress from the said lands shall be constructed substantially in conformance with the plans.
(c) Parking and siting thereof shall substantially conform to the plans.

(d) The following standards for landscaping are imposed:

(i) All landscaping works and planting materials shall be provided in accordance with the landscaping plans and specifications thereon, which form part of this permit and is attached hereto as Drawings Numbered drawings DP12-013-34 and DP12-013-35 prepared by C. Kavolinas & Associates Inc.

(ii) All planting materials provided shall be able to survive for a period of one (1) year from the date of the site approval by the Municipality.

8.

5. As a condition of the issuance of this development permit, the Municipality must have in its possession, prior to issuance of a building permit for this development, security as set out below to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clauses 5 (b) and (c) below. It is acknowledged that, at the time of issuance of this development permit, the municipality does not have such security in its possession. Any prospective purchaser or developer should be aware that this requirement will need to be fulfilled prior to issuance of a building permit for the development outlined in this permit.

(a) An Irrevocable Letter of Credit in the amount of $72,447.10 for the purpose of:

(b) A condition of the posting of the security is that should the Permittee fail to carry out the works or services as herein above stated, according to terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by servants, agents or contractors, and any surplus shall be paid over to the Permittee. If the security deposit is insufficient to cover the actual cost of completing the said works, then the Developer shall pay such deficiency to the Municipality immediately upon receipt of the Municipality's bill for same.

(c) The Permittee shall complete the landscaping works required by this permit within six (6) months of the occupancy permit being issued for the building(s) / addition. Within this six (6) month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within this six (6) month period, the Municipality has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

If the landscaping is approved within the six (6) months or thereafter in accordance with the preceding paragraph, without the Municipality having to draw the security, 90% of the original security will be returned to the Permittee.

9. A holdback of 10% of the original security will be retained until a final inspection is undertaken within 12 months of the date of the original inspection approval was given to the landscaping. If the landscaping receives approval at final inspection, the 10% holdback will be returned to the Permittee. If, after the final inspection, approval of the landscaping is not given, the Municipality has the option of continuing to renew the security until the required landscaping is approved or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter onto the property to undertake the required landscaping for which the security was submitted.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

7. This permit shall lapse if the Permittee does not substantially commence the construction of the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.

8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

9. This permit is not a building permit.

AUTHORIZING RESOLUTION NO. _________________ passed by the Council on the ___________ day of ____________, 2019.

IN WITNESS WHEREOF this Development Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the ________ day of ____________, 2019.

___________________________
Pamela Alexis,
MAYOR

___________________________
Jennifer Russell
Corporate Officer

Development Permit DP12-013
DISTRICT OF MISSION

BYLAW 5864-2019-1698(15)

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

WHEREAS the Council of the District of Mission did, on the 15th day of December, 2003, enact a bylaw cited as "District of Mission Traffic Regulation Bylaw 1698-1987";

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 Traffic Regulation Amending Bylaw 5864-2019-1698(15)".

2. "District of Mission Traffic Regulation Bylaw 1698-1987", as amended, is hereby further amended as follows:

(a) by deleting Clause 8.02 (m) and replacing it with a new Clause 8.02 (m) as follows:
   "on the roadway side of a vehicle stopped or parked at the edge or curb of a roadway;"

(b) by deleting Section 8.09 and replacing it with a new Section 8.09 as follows:

8.09 Obstruction – Vehicle & Chattel Impoundment

   (a) Notwithstanding anything herein contained, no person shall place, maintain or permit to remain any goods, chattels or other things upon any Highway which will obstruct or impede Traffic thereon, or deface or injure any such Highway, or which may be an inconvenience to the free and lawful use thereof, or which may unlawfully encroach thereon.

   (b) Notwithstanding anything herein contained, the Engineer, Parking Attendant, member of the District of Mission Fire Rescue Services Department or any person designated as a Bylaw Enforcement Officer pursuant to the "Bylaw Notice Enforcement Bylaw 5700-2018" may remove, detain or impound or cause to be removed, detained, or impounded such goods, chattels, motor-vehicles and bicycles or other thing which unlawfully has been placed or maintained or permitted to remain or used in any way in contravention of this Bylaw upon any Highway and the cost of removing, towing, impounding and storing the same shall be charged to the owner thereof or the person placing, maintaining or permitting to remain or using in any way in contravention of this Bylaw the said goods, motor vehicles, chattels or other things.

   (c) 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 their 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.

(d) Any vehicle, goods, chattels, bicycles or other thing removed, detained or impounded may be recovered by the owner or their 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, and the District of Mission towing/impound administrative fee provided in Schedule 1 of the “District of Mission User Fees and Charges Bylaw 4029-2007”.

(e) 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 in accordance with the Warehouse Lien Act [RSBC 1996] Chapter 480.

(f) All impounded items, other than vehicles, not claimed by its owner within thirty (60) calendar days of impoundment may be sold or disposed of by the District or its designated towing contractor in accordance with the Warehouse Lien Act [RSBC 1996] Chapter 480.

(g) Wherein the opinion of the non-commissioned officer of the R.C.M.P. detachment, the Manager of Inspection Services or the Bylaw Enforcement Officer, the thing or obstruction removed, detained or impounded pursuant to section 8.09 (b) is a perishable item or has no apparent marketable value, or its custody involves unreasonable expense or inconvenience, the non-commissioned officer of the R.C.M.P. detachment, the Manager of Inspection Services or the Bylaw Enforcement Officer may dispose of the thing or obstruction in any manner in which is deemed expedient.

(c) by deleting Sections 14.01 and 14.02 and replacing the Sections as follows:

14.01 Subject to the offence and penalties as provided under the Community Charter or Local Government Act, the following will apply:

(a) Any person designated as a Bylaw Enforcement Officer pursuant to the “Bylaw Notice Enforcement Bylaw 5700-2018” is hereby authorized and empowered to enforce the provisions of this Bylaw by Bylaw Notice or as otherwise provided by this Bylaw.

(b) A violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations and rights established in the “Bylaw Notice Enforcement Bylaw 5700-2018,” in accordance with the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60;
(c) A person who:
   i. contravenes, violates or fails to comply with any provision of this Bylaw;
   ii. permits or allows any act or thing to be done in contravention or violation of this Bylaw; or
   iii. fails or neglects to do anything required to be done under this Bylaw, has committed an infraction of, or an offence against, this Bylaw; and is liable on summary conviction to a fine of not more than Ten Thousand Dollars ($10,000.00); and

(d) each day such infraction is caused, or allowed to continue, constitutes a separate offence.

14.02 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 Part Six of this bylaw is liable on summary conviction to a fine not exceeding the limits authorized by the Commercial Transport Act R.S.B.C. 1979 C.55 and regulations made thereunder.

14.03 For the purposes of this Bylaw, the District-owned parking lots described in Schedule A shall be deemed to be streets under this Bylaw.

(d) by deleting Section 11.01 and re-numbering the remaining sections in Part Eleven accordingly

(e) by inserting a new Schedule A as follows:

   SCHEDULE A – LIST OF PARKING LOTS DECLARED TO BE STREETS

1.0 District-Owned Facility Parking Lots
The following properties shown by their legal description and general street location comprise the District-owned parking lots deemed to be streets under Section 14.03 of this Bylaw:

<table>
<thead>
<tr>
<th>Legal Description</th>
<th>Location and Civic Address (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 14, Plan Number NWP48268</td>
<td>8645 Stave Lake Street (District Municipal Hall)</td>
</tr>
<tr>
<td>Lot 12, Plan Number NWP48268</td>
<td>33835 Dewdney Trunk Road (Engineering Operations Yard)</td>
</tr>
<tr>
<td>Lot 1, Plan Number BCP5918; and, Lot 27, Plan Number NWP36002</td>
<td>7650 Grand Street &amp; 7677 Taulbut Street (Mission Leisure Centre)</td>
</tr>
<tr>
<td>Lot A, District Lot 411, Plan Number NWP63023</td>
<td>7337 Welton Street (Welton Common Building)</td>
</tr>
<tr>
<td>Lot 2, Block 80, District Lot 411, Plan Number LMP14330</td>
<td>33215 2nd Avenue (Mission Library)</td>
</tr>
</tbody>
</table>
Lot 8, District Lot 2, Plan Number NWP29023 & 34033 Lougheed Highway (Tourism Office and Chamber of Commerce, including adjacent highway pullout)
Lot 3, Plan Number NWP2707; Lot 1, Plan Number NWP2707; Lot 2, Plan Number NWP2707; and, Lot 4, Plan Number NWP2707 & 8020 Oyama Street (Mission Rotary Sports Park)
Identified by Tax Roll # 830216000 or PID number 007732660 & 33330 7th Avenue (Mission Fire Hall No.1)
Lot 180, Plan Number NWP955 & 33100 10th Avenue (Mission Senior’s Activity Centre)

### 2.0 Parking Lots in Parks

<table>
<thead>
<tr>
<th>Park</th>
<th>Parking Lot Number</th>
<th>Approximate Location of Parking Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th Avenue Sports Courts</td>
<td>1</td>
<td>33276 7th Avenue – north of the courts</td>
</tr>
<tr>
<td>Centennial Park</td>
<td>4</td>
<td>West side at Grand Street, east side adjacent to Taulbut Street, and the south side off of 11th Avenue</td>
</tr>
<tr>
<td>Dr. Hume Memorial Park</td>
<td>6</td>
<td>West end of the park at Hurd Street</td>
</tr>
<tr>
<td>Fraser River Heritage Park</td>
<td>8</td>
<td>South west corner adjacent to Mary Street</td>
</tr>
<tr>
<td>Griner Park</td>
<td>10</td>
<td>North west corner of the park at Cherry Avenue</td>
</tr>
<tr>
<td>Hatzic Park</td>
<td>11</td>
<td>West end of the park at Draper Street</td>
</tr>
<tr>
<td>Jack Poole Habourside Park</td>
<td>13</td>
<td>Adjacent to Harbour Avenue</td>
</tr>
<tr>
<td>Kinsmen Park West</td>
<td>16</td>
<td>South West corner of the park at Hurd Street</td>
</tr>
<tr>
<td>Mission Horse Club Public Riding</td>
<td>20</td>
<td>North and west of the riding ring.</td>
</tr>
<tr>
<td>Mill Pond Park</td>
<td>22</td>
<td>West side of the park at Dewdney Trunk Road</td>
</tr>
<tr>
<td>Wren Park</td>
<td>29</td>
<td>South west corner of the park at Silverhill Avenue</td>
</tr>
</tbody>
</table>
READ A FIRST TIME this 2nd day of December, 2019
READ A SECOND TIME this 2nd day of December, 2019
READ A THIRD TIME this 2nd day of December, 2019
ADOPTED this ___ day of ___, 2019

__________________________________________  ____________________________________________
PAMELA ALEXIS                               JENNIFER RUSSELL
MAYOR                                        CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5865-2019-4029(14)

A Bylaw to amend "District of Mission User Fees and Charges Bylaw 4029-2007"

WHEREAS the Council of the District of Mission did, on the 15th day of December, 2003, enact a bylaw cited as "District of Mission User Fees and Charges Bylaw 4029-2007";

AND WHEREAS the Council of the District of Mission deems it advisable to amend the said 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 User Fees and Charges Amending Bylaw 5865-2019-4029(14)".

   (a) "District of Mission User Fees and Charges Bylaw 4029-2007", as amended, is hereby further amended as follows:

   (a) by inserting in Schedule “1” Section B “Development Services” new subclauses as follows:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Vehicle Towing/Impound Administrative Fee</td>
<td>Exempt</td>
<td>$70.00</td>
</tr>
<tr>
<td>12</td>
<td>Small Sign Impound Administrative Fee</td>
<td>Exempt</td>
<td>$50.00</td>
</tr>
<tr>
<td>13</td>
<td>Large Sign Impound Administrative Fee</td>
<td>Exempt</td>
<td>250.00</td>
</tr>
<tr>
<td>14</td>
<td>Bicycles/Motor Assisted Cycle as defined in the Motor Vehicle Act [RSBC 1996] Chapter 318 Impound Administrative Fee</td>
<td>Exempt</td>
<td>$200.00</td>
</tr>
<tr>
<td>15</td>
<td>Small Goods/Chattel Impound Administrative Fee</td>
<td>Exempt</td>
<td>$50</td>
</tr>
<tr>
<td>16</td>
<td>Large Goods/Chattel Impound Administrative Fee</td>
<td>Exempt</td>
<td>$200.00 plus actual cost to remove</td>
</tr>
</tbody>
</table>

(b) by inserting in Schedule “1” after Section G “RCMP SERVICES" a new Section H “GOOD NEIGHBOUR BYLAW COST RECOVERY” as follows:

<table>
<thead>
<tr>
<th>H</th>
<th>GOOD NEIGHBOUR BYLAW COST RECOVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Section 19 Nuisance Abatement Charges</strong></td>
</tr>
<tr>
<td>1.</td>
<td><strong>Fire Department</strong></td>
</tr>
<tr>
<td>(a)</td>
<td>Property Attendance by Fire Department</td>
</tr>
</tbody>
</table>
### 2. RCMP Detachment

| (a) | Property Attendance by RCMP | Exempt | $300.00 |

### 3. District Staff

| (a) | Property Attendance by District staff during standard operating hours Monday to Friday | Exempt | $150.00 |
| (b) | Property Attendance by District staff during at any other time | Exempt | $400.00 |

### Section 23 Property Clean-up

| (a) | Third Party Contractors Work | Exempt | Actual Cost |
| (b) | Disposal Costs | Exempt | Actual Cost |
| (c) | District Staff Labour Charges | Exempt | Actual Cost |
| (d) | District Equipment Costs | Exempt | Actual Costs per fleet charge rate |
| (e) | Administrative Costs | Exempt | 15% of the total cost charged for 4 (a), (b), (c) and (d) |

READ A FIRST TIME this 2\textsuperscript{nd} day of December, 2019

READ A SECOND TIME this 2\textsuperscript{nd} day of December, 2019

READ A THIRD TIME this 2\textsuperscript{nd} day of December, 2019

ADOPTED this ___ day of ___, 2019

__________________________  _________________________
PAMELA ALEXIS              JENNIFER RUSSELL
MAYOR                      CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5873-2019


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 548 of the Local Government Act, has the power to terminate a land use contract that applies to land within the jurisdiction of the local government;

AND WHEREAS the Council of the District of Mission did on:

a) the 18th day of December, 1972 enact a bylaw cited as “District of Mission Land Use Contract By-law No. 235-1972”; and

b) the 2nd day of June, 1986 enact a bylaw cited as “District of Mission Land Use Contract Bylaw No. 235-1972 Amending Bylaw No. 1586-1986”; and

c) the 19th day of October, 1987 enact a bylaw cited as “District of Mission Land Use Contract Bylaw No. 235-1972 Amending Bylaw No. 1711-1987.”

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 Land Use Contract Repeal Bylaw 5873-2019”.

2. The Land Use Contract 235-1972 between the District of Mission and Michael Angela Donatelli and Janette Marie Donatelli and Land Use Contracts 1586-1986, and 1711-1987 between the District of Mission and Intercare Homes Ltd. for the property located at 7755 Grand Street and legally described as:

   Parcel Identifier: 007-902-883
   Legal Description: Lot A (AA103844) Section 21 Township 17 New Westminster District Plan 2676

are hereby discharged.


4. This Bylaw shall come into force one year plus one day after the date of adoption, and in any event no later than June 30, 2024.

READ A FIRST TIME this 18th day of November, 2019

READ A SECOND TIME this 18th day of November, 2019

PUBLIC HEARING held this 2nd day of December, 2019
READ A THIRD TIME this 2nd day of December, 2019

ADOPTED THIS ___ day of ___, 2019

_________________________________________  ______________________________________
PAMELA ALEXIS                              JENNIFER RUSSELL
MAYOR                                      CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5874-2019-5050(356)

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 5874-2019-5050(356)."

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:

   a) rezoning the property located at 7755 Grand Street and legally described as:
      Parcel Identifier: 007-902-883
      Lot A (AA103844) Section 21 Township 17 New Westminster District
      Plan 2676
      from Urban Residential 558 (R558) Zone to Institutional Care (IC) Zone; and

   b) amending the zoning maps accordingly.

2. This Bylaw shall come into force one year plus one day after the date of adoption, and in any event no later than June 30, 2024.

READ A FIRST TIME this 18th day of November, 2019
READ A SECOND TIME this 18th day of November, 2019
PUBLIC HEARING held this 2nd day of December, 2019
READ A THIRD TIME this 2nd day of December, 2019
ADOPTED this ___ day of ___, 2019

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5880-2019

A Bylaw to amend the Downtown Development Incentive Program to 2022 and to make other related housekeeping amendments to various District of Mission bylaws

WHEREAS, the Council of the District of Mission, under Section 137 of the Community Charter has the power to amend or repeal bylaws.

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 Downtown Development Incentive Program Amending Bylaw 5880-2019”.

2. This bylaw shall amend Downtown Revitalization Tax Exemption Bylaw 5391-2013 by:
   a. Deleting “Manager of Corporate Administration” in every place it appears and replacing it with “Deputy Treasurer/Collector;”
   b. increasing the Eligibility Threshold in Section 6(a) from in excess of $15,000 to in excess of $200,000 for renovations of existing buildings and in excess of $500,000 for new construction and major redevelopment;
   c. deleting “December 31, 2019” in Section 6(d) and replacing it with “December 31, 2022;”
   d. deleting “December 31, 2021” in Section 6(e) and replacing it with “December 31, 2024;” and
   e. deleting Schedule “B” in its entirety.

3. This bylaw shall amend Land Use Application Procedures and Fees Bylaw 3612-2003 by:
   a. deleting the Commercial, industrial, institutional; Mixed-Use Commercial and Residential; and Comprehensive Development application types in the Rezoning section of Schedule “A” and replacing them with new entries as follows:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Effective January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning</td>
<td></td>
</tr>
<tr>
<td>Commercial, industrial, institutional</td>
<td>$4,848.00</td>
</tr>
<tr>
<td>If an application is received for a project within the MissionCity Downtown Action Plan area (Schedule &quot;B&quot;) and the Building Permit for the project will be received on or before December 31, 2022, this fee will be reduced by 1/2 (50%) of the amount shown.</td>
<td></td>
</tr>
<tr>
<td>Mixed-Use Commercial and Residential</td>
<td>$5,491.50</td>
</tr>
<tr>
<td>If an application is received for a project on a property within the MissionCity Downtown Action Plan area (Schedule “B”) and the Building Permit for the project will be received on or before December 31, 2022, this fee will be reduced by 1/2 (50%) of the amount shown.</td>
<td></td>
</tr>
</tbody>
</table>
Continued from previous page

<table>
<thead>
<tr>
<th>Comprehensive Development</th>
<th>$5,489.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>If an application is received for a project within the MissionCity Downtown Action Plan area (Schedule “B”) and the Building Permit for the project will be received on or before December 31, 2022, this fee will be reduced by 1/2 (50%) of the amount shown.</td>
<td></td>
</tr>
</tbody>
</table>

b. deleting the text in the Development Permit – (Area I: MissionCity Downtown) section of Schedule A and replacing it with:

| Development Permit – (Area I: MissionCity Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant, that is in compliance with LAN.42, is exempt from the fee. All new buildings and additions to buildings within the MissionCity Downtown area shall pay the full fee. | $517.00   |

4. This bylaw shall amend Building Bylaw 3590-2003 by deleting “December 31, 2019” from Schedule “A,” Section (1)(e) and replacing it with “December 31, 2022.”

5. This bylaw shall amend User Fees and Charges Bylaw 4029-2007 by deleting “December 31, 2019” from Schedule “1,” Section 9 (b)(ii) and replacing it with “December 31, 2022.”

READ A FIRST TIME this 18th day of November, 2019

READ A SECOND TIME this 18th day of November, 2019

READ A THIRD TIME this 18th day of November, 2019

ADOPTED THIS __ day of ___, 2019

______________________________  ________________________________
PAMELA ALEXIS                  JENNIFER RUSSELL
MAYOR                          CORPORATE OFFICER
DISTRICT OF MISSION

BYLAW 5889-2019

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

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 2020 Fee Revision Bylaw 5889-2019.”

b) This bylaw shall amend District of Mission Soil Removal Bylaw 3088-1997 by:
   i. Deleting “$357.00 (effective January 1, 2019)” from section 6 (b) and replacing it with “$360.00 (effective January 1, 2020)”.
   ii. Deleting “Effective January 1, 2019 - $0.68 per cubic meter - $0.363 per metric tonne” from section 6 (c) and replacing it with “Effective January 1, 2020 - $0.70 per cubic meter - $0.37 per metric tonne”

c) This bylaw shall amend District of Mission Soil Deposit Bylaw 5506-2015 by:
   i. Deleting “Effective January 1, 2019: $357.00” from section 8 (e) and replacing it with “Effective January 1, 2020: $360.00”
   ii. Deleting “Effective January 1, 2019 - $0.68 per cubic metre - $0.363 per metric tonne” from section 11 and replacing it with “Effective January 1, 2020 - $0.70 per cubic metre - $0.37 per metric tonne”

d) This bylaw shall amend District of Mission Burning Bylaw 2975-1996 by:
   i. Deleting the line “Administration Fee for a lifetime, non-transferrable fire pit registration permit (effective January 1, 2019 rate - $40.00)” from section 3.1 (c) (ii) and replacing it with “Administration Fee for an annual, non-transferrable fire pit registration permit (effective January 1, 2020 rate - $20.00. Permits paid for in 2019 will be extended through 2020).”

e) This bylaw shall amend District of Mission Penitentiary Sewage Lift Station Catchment Area Fee Bylaw 5040-2009 by:
   i. Deleting “$2646.00 (effective January 1, 2016)” from section 3 and replacing it with “$2712.15 (effective January 1, 2020)”.

f) This bylaw shall amend District of Cost Recovery Bylaw, 5479-2015 by deleting Schedule A and replacing it with the new amended Schedule A as set out in Appendix 1 attached to and forming part of this bylaw.

g) This bylaw shall amend District of Mission Water Bylaw 2196-1990 by deleting Schedule B, and replacing it with the new amended Schedule B as set out in Appendix 2 attached to and forming a part of this bylaw.

h) This bylaw shall amend District of Mission Sewer Bylaw 5033-2009 by deleting Schedule C, and replacing it with the new amended Schedule C as set out in Appendix 3 attached to and forming a part of this bylaw.

i) This bylaw shall amend District of Mission Solid Waste Management Bylaw 5526-2015 by deleting Schedule A and replacing it with the new amended Schedule A as set out in Appendix 4 attached to and forming a part of this bylaw.
j) 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 5 attached to and forming part of this bylaw.

k) 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 6 attached to and forming part of this bylaw.

l) This bylaw shall amend District of Mission **Land Use Application Procedures and Fees 3612-2003** by deleting Schedule A and replacing it with the new amended Schedule A as set out in Appendix 7 attached to and forming part of this bylaw.

m) This bylaw shall amend District of Mission **Highway Access Bylaw 1705-1987** by deleting Schedule A, and replacing it with the new amended Schedule A as set out in Appendix 8 attached to and forming a part of this bylaw.

n) This bylaw shall amend District of Mission **Water Rates Bylaw 2197-1990** by deleting Schedule B, and replacing it with the new amended Schedule B as set out in Appendix 9 attached to and forming a part of this bylaw.

o) This bylaw shall take effect on the 1st day of January, 2020.

READ A FIRST TIME this 2nd day of December, 2019

READ A SECOND TIME this 2nd day of December, 2019

READ A THIRD TIME AS AMENDED this 2nd day of December, 2019

ADOPTED this ___ day of December, 2019

_________________________________________  ______________________________________
PAMELA ALEXIS                            JENNIFFER RUSSELL,
MAYOR                                     CORPORATE OFFICER
## Appendix 1
District of Mission Cost Recovery Bylaw 5479-2015

**SCHEDULE "A"**

### SCHEDULE OF FEES AND CHARGES

The following hourly rates will be charged for every hour which any of the following personnel work at a Controlled Substance Property or any of the following apparatus or vehicles are used or present at a Controlled Substance Property and depending on the day of the week and the time of day which such services are required, the hourly rate may be increased by one and a half or two times. The minimum charge will be one quarter (1/4) of the hourly rate and increase in one quarter hour increments for the remaining portions of the hour worked or the apparatus or vehicles used or present at a Controlled Substance Property.

<table>
<thead>
<tr>
<th>1) Fire Department Staff</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief</td>
<td></td>
</tr>
<tr>
<td>Deputy Chief</td>
<td></td>
</tr>
<tr>
<td>Assistant Chief</td>
<td></td>
</tr>
<tr>
<td>District Chief</td>
<td></td>
</tr>
<tr>
<td>Captain (Suppression)</td>
<td></td>
</tr>
<tr>
<td>Lieutenant</td>
<td></td>
</tr>
<tr>
<td>Firefighter</td>
<td></td>
</tr>
<tr>
<td>Captain (Fire Prevention)</td>
<td></td>
</tr>
<tr>
<td>Inspector</td>
<td></td>
</tr>
</tbody>
</table>

**Time and Materials (includes equipment) as set out in the Inter-Agency Operational Procedures and Reimbursement Rates Manual**

<table>
<thead>
<tr>
<th>2) Fire Department Apparatus</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine</td>
<td></td>
</tr>
<tr>
<td>Rescue Apparatus</td>
<td></td>
</tr>
<tr>
<td>Water Tenders</td>
<td></td>
</tr>
<tr>
<td>Aerial Apparatus</td>
<td></td>
</tr>
<tr>
<td>Special Ops Trailers</td>
<td></td>
</tr>
<tr>
<td>Small Vehicles</td>
<td></td>
</tr>
</tbody>
</table>

**Time and Materials (includes equipment) as set out in the Inter-Agency Operational Procedures and Reimbursement Rates Manual**

<table>
<thead>
<tr>
<th>3) Fire Watch</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Watch</td>
<td></td>
</tr>
</tbody>
</table>

**Time and Materials (includes equipment) as set out in the Inter-Agency Operational Procedures and Reimbursement Rates Manual**

<table>
<thead>
<tr>
<th>4) District Staff</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Development Services</td>
<td>$78.00</td>
</tr>
<tr>
<td>Building Inspector</td>
<td>$55.00</td>
</tr>
<tr>
<td>Senior Bylaw Enforcement Officer</td>
<td>$55.00</td>
</tr>
<tr>
<td>Bylaw Enforcement Officer</td>
<td>$50.00</td>
</tr>
<tr>
<td>Engineering &amp; Public Works Manager</td>
<td>$86.00</td>
</tr>
<tr>
<td>Public Works Foreman</td>
<td>$56.00</td>
</tr>
<tr>
<td>Water/Sewer Operator</td>
<td>$52.00</td>
</tr>
<tr>
<td>Labourer III</td>
<td>$45.00</td>
</tr>
<tr>
<td>Equipment Operator IV</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

**4) District Staff**

**Time and Materials (includes equipment) as set out in the Inter-Agency Operational Procedures and Reimbursement Rates Manual**

<table>
<thead>
<tr>
<th>5) District Vehicles</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Cars</td>
<td>$3.97</td>
</tr>
<tr>
<td>District Trucks</td>
<td>$7.10</td>
</tr>
<tr>
<td>District Trucks - Service</td>
<td>$7.10</td>
</tr>
</tbody>
</table>

**Other District Vehicles**

per fleet rate
Appendix 1 cont.
District of Mission Cost Recovery Bylaw 5479-2015

SCHEDULE "A"

<table>
<thead>
<tr>
<th>6) RCMP Rates</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspector</td>
<td>Time and Materials</td>
</tr>
<tr>
<td>Staff Sergeant</td>
<td>(includes equipment)</td>
</tr>
<tr>
<td>Sergeant</td>
<td></td>
</tr>
<tr>
<td>Corporal</td>
<td></td>
</tr>
<tr>
<td>Constable</td>
<td></td>
</tr>
<tr>
<td>Private Scene Security</td>
<td></td>
</tr>
<tr>
<td>Emergency Vehicle</td>
<td></td>
</tr>
</tbody>
</table>

**Administration Costs**

The hourly rates referred to above in sections 1 through 6 of Schedule "A" will be subject to a ten percent (10%) administrative charge on top of the hourly rate calculation.

**Third Party Charges**

In the event that, under sections 4, 5 or 6 of this Bylaw, the District retains a third party such as a hazardous materials or building demolition company to carry out work at a Controlled Substance Property, to dispose of materials or to use additional equipment or supplies at a Controlled Substance Property, the following costs will be charged:

- **Contract Work**
  - Cost Plus 10%

- **Other Equipment and Supply Costs**
  - Cost Plus 10%

- **Disposal Costs**
  - Cost Plus 10%
## Appendix 2

### Water Bylaw 2196-1990

**Schedule "B"

<table>
<thead>
<tr>
<th>Miscellaneous Charges</th>
<th>Rate Effective January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Disconnection Fee</strong></td>
<td></td>
</tr>
<tr>
<td>Disconnection of the service at the main by municipal crews</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Capping of service at property line by municipal crews</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Capping of the water service at property line by municipal crews in conjunction with capping of either a storm or sanitary service capped</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Capping of water service at property line by municipal crews in conjunction with capping of both of sanitary and storm sewer services</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Capping of the service at property line by Owner under direct municipal inspection; per service charge</td>
<td>$85.00</td>
</tr>
</tbody>
</table>

**Water Pre-Service Connection Fee**
Where a water service was installed to a property line in the past but the Owner did not choose to connect, a fee shall be paid by the Owner who eventually chooses to connect. The same charge as for Water Service Connections, with a 20% reduction to applicable costs.

* Fee for Additional Water Consumption Complaint Investigations; or

* Fee for Additional Water Leak Inspections; or

* Fee for Additional Meter Readings

For subsequent site visits requested by a Consumer to investigate consumption complaints, inspect for possible leaks, or read a meter, after the District's first site visit requested by the Consumer is completed, per visit charge

**Deposit for Testing Water Meters**

| (a) up to 25 mm in diameter | $105.00 |
| (b) over 25 mm and up to 50 mm in diameter | $155.00 |
| (c) over 50 mm in diameter | $260.00 |
### Appendix 3
Sewer Bylaw #5033-2009

**SCHEDULE “C” - SEWER CONNECTION FEES**

1. **SANITARY SEWER CONNECTION**

   (a) The connection fees shall be:

<table>
<thead>
<tr>
<th>Depth of Main</th>
<th>First meter or less</th>
<th>Per meter beyond 1 meter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective January 1, 2020</td>
<td>Effective January 1, 2020</td>
</tr>
<tr>
<td>0 to 1 meter</td>
<td>$635.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>1.01 to 2 meters</td>
<td>$890.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>2.01 to 3 meters</td>
<td>$1,145.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>3.01 to 4 meters</td>
<td>$1,400.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>More than 4 meters depth or larger than 150mm diameter</td>
<td>The cost of time and materials to provide the service</td>
<td></td>
</tr>
</tbody>
</table>

   (b)  
   (i) Effective January 1, 2018, the administration fee for a quote to connect, irrespective of diameter, shall be **$50.00**.
   (ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be **$205.00**.

   (c)  
   (i) Sanitary sewer connection inspection fee:

   Effective January 1, 2020: **$80.95**
   (ii) Sanitary Sewer Connection Inspection Fee for inspections outside of regular working hours shall be the cost of time and materials to provide the service.

   (d)  
   (i) The Sanitary Sewer Pre-Service Connection Fee shall be the same as the Sanitary Sewer Service Connection Fee with a 20% reduction to applicable costs.

2. **STORM SEWER CONNECTION**

   (a) The connection fees shall be:

<table>
<thead>
<tr>
<th>Depth of Main</th>
<th>First meter or less</th>
<th>Per meter beyond 1 meter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective January 1, 2020</td>
<td>Effective January 1, 2020</td>
</tr>
<tr>
<td>0 to 1 meter</td>
<td>$635.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>1.01 to 2 meters</td>
<td>$890.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>2.01 to 3 meters</td>
<td>$1,145.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>3.01 to 4 meters</td>
<td>$1,400.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>More than 4 meters depth or larger than 150mm diameter</td>
<td>The cost of time and materials to provide the service</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 3 - SCHEDULE “C” - SEWER CONNECTION FEES cont’d

(b) (i) Effective January 1, 2018, the administration fee for a quote to connect, irrespective of diameter, shall be $50.00.

(ii) In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be $205.00.

(c) (i) Storm sewer connection inspection fee:
   Effective January 1, 2020: $80.95

(ii) The Storm Sewer Connection Inspection fee for inspections performed outside regular working hours shall be the cost of time and materials to provide the service.

(d) (i) The Storm Sewer Pre-Service Connection Fee shall be the same as the Storm Sewer Service Connection Fee with a 20% reduction to applicable costs.

3. EXTRA LENGTH AND DEEP SERVICE CONNECTIONS

   For any service connection, whether storm or sanitary, which exceeds twenty (20) meters in length, or which has a depth in excess of four (4) meters over more than half its length, the fee will be the actual cost of construction with a deposit at the time of application in the amount equal to the estimated cost of the work, as determined by the Engineer.

4. DISCONNECTION OF THE SERVICE

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Effective January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitary Sewer Disconnection (at the main by municipal crews)</td>
<td>$1,550.00</td>
</tr>
<tr>
<td>Capping the service at the property line by municipal crews</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Capping the service at property line by municipal crews in conjunction with capping of either a storm sewer or water service</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>Capping the service at property line by municipal crews in conjunction with capping of both storm sewer and water services</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Capping the service at property line by owner under direct municipal inspection – each service</td>
<td>$90.00</td>
</tr>
<tr>
<td>Storm Sewer Disconnection (at the main by municipal crews)</td>
<td>$1,550.00</td>
</tr>
<tr>
<td>Capping the service at the property line by municipal crews</td>
<td>$1,120.00</td>
</tr>
<tr>
<td>Capping the service at property line by municipal crews in conjunction with capping of either a sanitary sewer or water service</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>Capping the service at property line by municipal crews in conjunction with capping of both sanitary sewer and water services</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Capping the service at property line by owner under direct municipal inspection – each service</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

5. BUILDING SEWER INSTALLED BY DISTRICT

   Where an Owner fails to comply with an order to connect to the Sewer connection and the work is directed to be done by the District, the entire cost of the work plus a supervision and overhead charge not exceeding 20% of the total amount for labour, equipment and materials will be charged to the Owner.
## Appendix 4

### Solid Waste Management Bylaw 5526-2015

#### Schedule “A”

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Resident Provision of Rot Pot (46L cart for food waste)</td>
<td>1 unit</td>
<td>Free</td>
</tr>
<tr>
<td>Replacement Provision of Rot Pot (46L cart for food waste)</td>
<td>1 unit</td>
<td>$25.00</td>
</tr>
<tr>
<td>New Resident Provision of Black Box (27L box for container glass)</td>
<td>1 unit</td>
<td>Free</td>
</tr>
<tr>
<td>Replacement of Black Box (27 L box for container glass)</td>
<td>1 unit</td>
<td>$5.00</td>
</tr>
<tr>
<td>Extra Garbage Bag 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>$107.00</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 of the District</td>
<td>per load</td>
<td>$10.00</td>
</tr>
<tr>
<td>Greenwaste from sources within the District</td>
<td>per tonne</td>
<td>$69.00</td>
</tr>
<tr>
<td>Greenwaste from sources outside the District</td>
<td>per tonne</td>
<td>$71.00</td>
</tr>
<tr>
<td>Gypsum Board (post 1990) from sources within the District</td>
<td>per tonne</td>
<td>$166.00</td>
</tr>
<tr>
<td>Gypsum Board (post 1990) from sources outside the District</td>
<td>per tonne</td>
<td>$170.00</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>$34.00</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>$36.00</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 sources within the District</td>
<td>per tonne</td>
<td>$81.00</td>
</tr>
<tr>
<td>Commercial Food Waste from sources within the District</td>
<td>per tonne</td>
<td>$83.00</td>
</tr>
<tr>
<td>Resident 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 with loads greater than 50 % corrugated cardboard</td>
<td>per tonne</td>
<td>$95.00</td>
</tr>
<tr>
<td>Commercial Recyclables received at the Landfill or the Recyclables Processing Facility with loads less than 50 % corrugated cardboard</td>
<td>per tonne</td>
<td>$160.00</td>
</tr>
<tr>
<td>Off-rim Tires (passenger car &amp; 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 &amp; 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>$68.00</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>$171.00</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>$175.00</td>
</tr>
<tr>
<td>Garbage, Trade Waste or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources outside the District</td>
<td>per tonne</td>
<td>$250.00</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>
## Appendix 5
### User Fees and Charges Bylaw 4029-2007

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</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>$50.50</td>
<td></td>
</tr>
<tr>
<td>(b) Request for Wage Loss or Earnings Information</td>
<td>GST</td>
<td>$75.00 for the first hour and then $11.25 for each 15 minutes thereafter</td>
<td></td>
</tr>
<tr>
<td>Request documentation to requests for wage loss or earnings information initiated by or on behalf of any past or present employee of the District, with the exception of requests from the following: WorkSafeBC, Revenue Canada/Canada Pension Plan/Service Canada – EI, District Contracted Employee Benefit Plan Carrier, Municipal Superannuation (Pension) Plan, Employment Verification Confirmations</td>
<td>GST</td>
<td>$75.00 for the first hour and then $11.25 for each 15 minutes thereafter</td>
<td></td>
</tr>
<tr>
<td>2 Mailings</td>
<td></td>
<td></td>
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</tr>
<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>
<td></td>
</tr>
<tr>
<td>3 Maps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Street Maps</td>
<td>GST/PST</td>
<td>$3.00</td>
<td>LAN.41</td>
</tr>
<tr>
<td>(b) Full set of legal, address or assessment section maps (prepaid)</td>
<td>GST/PST</td>
<td>$109.15</td>
<td></td>
</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>
<td>LAN.41</td>
</tr>
<tr>
<td>(g) Zoning Maps (set of 5)</td>
<td>PST</td>
<td>$32.34</td>
<td>LAN.41</td>
</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>
</tr>
<tr>
<td>(i) Large Forestry Maps</td>
<td>GST/PST</td>
<td>$15.18</td>
<td></td>
</tr>
<tr>
<td>4 Maps - Digital (electronic) copy</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(a) Street Map</td>
<td>GST/PST</td>
<td>$173.88</td>
<td></td>
</tr>
<tr>
<td>(b) Cadastral Base Map (1/2 section)</td>
<td>GST/PST</td>
<td>$23.21</td>
<td></td>
</tr>
<tr>
<td>(c) Overlays (1/2 section) each</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (i) &gt; Legal incl street names &amp; plan #2</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (ii) &gt; Civic Addresses incl street names</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (iii) &gt; Roll numbers incl street names</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (iv) &gt; Topographical</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
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</tbody>
</table>

Schedule 1
### Description of Existing Fee/Charge

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(c) (v) &gt; Water System key plans</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (vi) &gt; Drainage/storm/sewer key plans</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) (vii) &gt; Sanitary key plans</td>
<td>GST/PST</td>
<td>$11.61</td>
<td></td>
</tr>
<tr>
<td>(c) viii) &gt; Fibre Optic Cable 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>
<td></td>
</tr>
<tr>
<td>(f) Sanitary Overlays entire sanitary service area - additional cost</td>
<td>GST/PST</td>
<td>$557.14</td>
<td></td>
</tr>
<tr>
<td>(g) Storm Overlays entire District - additional cost</td>
<td>GST/PST</td>
<td>$2,228.57</td>
<td></td>
</tr>
<tr>
<td>(h) Storm Overlays with topography entire District - additional cost</td>
<td>GST/PST</td>
<td>$3,310.00</td>
<td></td>
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<tr>
<td>(i) OCP Maps - all including all cadastral base</td>
<td>GST/PST</td>
<td>$2,206.52</td>
<td></td>
</tr>
<tr>
<td>(j) Zoning Maps A2, A3 (urban areas) each</td>
<td>PST</td>
<td>$724.30</td>
<td></td>
</tr>
<tr>
<td>(k) Zoning Maps (outer areas-two maps) each map</td>
<td>PST</td>
<td>$27.85</td>
<td></td>
</tr>
<tr>
<td>(l) OCP maps and Zoning maps - all including cadastral</td>
<td>GST/PST</td>
<td>$2,785.62</td>
<td></td>
</tr>
<tr>
<td>(m) Gravel Pit Topographical Map - each</td>
<td>GST/PST</td>
<td>$557.23</td>
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</table>

### Microfiche

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Microfiche research fee to provide property information (flat rate)</td>
<td>GST</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>(b) per copy (8 1/2 x 11)</td>
<td>GST/PST</td>
<td>$1.16</td>
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</table>

### Photocopies or Computer Generated Copies

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Property Owners - first five black &amp; white copies</td>
<td>--</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(b) Property Owners six copies &amp; up (per black &amp; white copy)</td>
<td>GST/PST</td>
<td>$0.58</td>
<td></td>
</tr>
<tr>
<td>(c) Non-Residents or Businesses (per black &amp; white copy)</td>
<td>GST/PST</td>
<td>$0.58</td>
<td></td>
</tr>
<tr>
<td>(d) Property Owners, Non-Residents or Businesses (per colour copy)</td>
<td>GST/PST</td>
<td>$1.20</td>
<td></td>
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</table>

### Paper Prints

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) A1 or 24&quot;x36&quot; (single original)</td>
<td>GST/PST</td>
<td>$6.25</td>
<td></td>
</tr>
<tr>
<td>(b) Oversize (single original)</td>
<td>GST/PST</td>
<td>$6.25</td>
<td></td>
</tr>
</tbody>
</table>

### Road Closure and Sale

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) The applicant agrees to pay a non-refundable deposit of 10% of the purchase price up to a maximum of $2,000.</td>
<td></td>
<td>$2,000.00</td>
<td>STR.34</td>
</tr>
<tr>
<td>(b) The applicant agrees to pay an administration fee for the road closure and sale process.</td>
<td></td>
<td>$1,000.00</td>
<td>STR.34</td>
</tr>
<tr>
<td>(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.</td>
<td>Time and Materials</td>
<td></td>
<td>STR.34</td>
</tr>
</tbody>
</table>
### Appendix 5 - 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, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9</strong> District Insignia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) District Pins</td>
<td>GST</td>
<td>$0.67</td>
<td></td>
</tr>
<tr>
<td>(b) District Flags</td>
<td>GST</td>
<td>$157.14</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong> Land Title Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Company Searches</td>
<td>Exempt</td>
<td>LTO Fee</td>
<td></td>
</tr>
<tr>
<td>(b) (i) Title Search</td>
<td>Exempt</td>
<td>LTO Fee</td>
<td></td>
</tr>
<tr>
<td>(b) (ii) Title Search for</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>development applications within</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the MissionCity Downtown Action</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plan area (Schedule 3) prior to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 31, 2019</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) First Restrictive Covenant/RoW/Easement</td>
<td>Exempt</td>
<td>LTO Fee</td>
<td></td>
</tr>
<tr>
<td>(d) Additional Restrictive</td>
<td>Exempt</td>
<td>LTO Fee</td>
<td></td>
</tr>
<tr>
<td>Covenants/RoW/Easements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> DEVELOPMENT SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Utility Billing Exemption for</td>
<td>GST</td>
<td>$73.75</td>
<td>LAN.38</td>
</tr>
<tr>
<td>Unoccupied Secondary Suites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Status Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Commercial, Industrial or</td>
<td>Exempt</td>
<td>$206.00</td>
<td></td>
</tr>
<tr>
<td>Multi-Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Other</td>
<td>Exempt</td>
<td>$77.25</td>
<td></td>
</tr>
<tr>
<td>3 Business License Administration Fee</td>
<td>for changes to existing</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>business license owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>information, or changes to</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>the business name or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Business License Inspection Fee</td>
<td>GST</td>
<td>$73.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for when a Mission Resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>business changes its</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>location, an inspection fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>plus the Administration Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>will be charged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Sign Permit</td>
<td>Exempt</td>
<td>$118.50</td>
<td>Sign Bylaw</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1662-1987</td>
</tr>
<tr>
<td>6 Copy of Official Community Plan</td>
<td>GST/PST</td>
<td>$95.00</td>
<td>LAN.41</td>
</tr>
<tr>
<td>(OCP) Bylaw</td>
<td></td>
<td></td>
<td></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 -</td>
<td></td>
<td>$336.50</td>
<td>LAN.44</td>
</tr>
<tr>
<td>Properties Protected by Heritage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Wireless Telecommunication</td>
<td>Exempt</td>
<td>$644.00</td>
<td>LAN.46</td>
</tr>
<tr>
<td>Towers pay a fee to the District -</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>compensation for public</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>notification costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Board of Variance Fee</td>
<td></td>
<td>$515.00</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, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Fee on Changing an Existing Civic Address</td>
<td>GST</td>
<td>$108.00</td>
<td>FEE.2</td>
</tr>
<tr>
<td>2</td>
<td>Banner Installation Fee</td>
<td>GST</td>
<td>$119.05</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Fire Hydrant Use (Customer Charges)</td>
<td>Exempt</td>
<td>$123.00</td>
<td>FEE.11</td>
</tr>
<tr>
<td>4</td>
<td>Fire Hydrant Flow Tests</td>
<td>Exempt</td>
<td>$370.50</td>
<td>FEE.12</td>
</tr>
<tr>
<td>5</td>
<td>Private Fire Hydrant Maintenance - to service and maintain private hydrants</td>
<td>Exempt</td>
<td>$125.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Water Modelling Results (per scenario)</td>
<td>GST</td>
<td>$100.00</td>
<td></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>
<td></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>
<td></td>
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<tr>
<td>9</td>
<td>Street Use Permit</td>
<td></td>
<td>$158.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Extraordinary Traffic Permit</td>
<td></td>
<td>$103.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Signal Timing Sheet</td>
<td></td>
<td>$303.00</td>
<td>Traffic Regulation Bylaw 1698-1987</td>
</tr>
<tr>
<td>12</td>
<td>Private Firm Parking in the Public Works yard - monthly fee</td>
<td>GST</td>
<td>$107.19</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Street Sweeping</td>
<td></td>
<td>Exempt</td>
<td>$55.15</td>
</tr>
</tbody>
</table>

**Notes:**
- At the time of a building permit, a street sweeping fee shall be charged.


<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
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<th>Effective January 1, 2020</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>D FINANCIAL SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Service fee for N.S.F. &amp; Dishonoured cheques (per returned payment)</td>
<td>Exempt</td>
<td>$35.00</td>
<td>FIN.2</td>
</tr>
<tr>
<td>2 Administration Fee for Processing of Refunds for Property Tax or Utility Overpayments (per property)</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>3 Administration Fee for Processing a Transfer between Tax or Utility accounts with different roll numbers (per property)</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>4 Fee for Property Tax Listing for Mortgage Companies (per roll number or property)</td>
<td>Exempt</td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>5 Administration Fee for Processing of a Request for an Apportionment (per new lot)</td>
<td></td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>(a) Accounts Receivable Collections Fee</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>6 Tax Statement Fees (Tax Certificates) for non-owners, “per property” basis.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Manual hard copy maximum 2 business day turnaround time</td>
<td>Exempt</td>
<td>$51.50</td>
<td></td>
</tr>
<tr>
<td>(b) Manual hard copy maximum 2 hour turnaround time</td>
<td>Exempt</td>
<td>$103.00</td>
<td></td>
</tr>
<tr>
<td>(c) Verbal confirmation of tax statement figures within 2 weeks of providing original figures</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(d) Manual hard copy confirmation of tax statement figures after 2 weeks of providing original figures</td>
<td>Exempt</td>
<td>$51.50</td>
<td></td>
</tr>
<tr>
<td>(e) BC On-line service</td>
<td>Exempt</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>7 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>
<td></td>
</tr>
<tr>
<td>8 Accounts Receivable Administration Fee - administrative cost recovery charge on certain invoices</td>
<td>15.00%</td>
<td>FIN.2</td>
<td></td>
</tr>
<tr>
<td>9 On-Line Payment Processing Fee</td>
<td>3% of the payment amount</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 5 - 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, 2020</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E FORESTRY SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Minor Forest Product and Activity Permit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Commercial Permit fee per month</td>
<td>GST/PST</td>
<td>$267.86</td>
<td>LIC.18</td>
</tr>
<tr>
<td>(b) Botanical Products per month</td>
<td>GST/PST</td>
<td>$133.93</td>
<td>LIC.18</td>
</tr>
<tr>
<td>(c) Personal Permit fee per week (any product)</td>
<td>GST/PST</td>
<td>$26.79</td>
<td>LIC.18</td>
</tr>
<tr>
<td>2 Trees for Filming Purposes</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>(a) (i) Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters) per tree</td>
<td>GST</td>
<td>$40.00</td>
<td></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>
<td></td>
</tr>
<tr>
<td>(b) (i) Conifers (cedars majority) Under 15 feet – per tree</td>
<td>GST</td>
<td>$60.00</td>
<td></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>
<td></td>
</tr>
<tr>
<td>(d) Deciduous trees - any size – per regular pick-up truck load</td>
<td>GST</td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>3 Forestry Gate Keys</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
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</table>
## Appendix 5 - 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, 2019</th>
<th>Policy Reference</th>
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<tbody>
<tr>
<td><strong>F LIBRARY</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>1 Meeting Room Rental</strong></td>
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<tr>
<td>(a) Non-Profit Organizations (per 4 hours)</td>
<td>$26.00</td>
<td></td>
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<tr>
<td>Non-Profit Organizations (per 4+ hours)</td>
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<tr>
<td>(b) For Profit Organizations (per 4 hours)</td>
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<tr>
<td>For Profit Organizations (per 4+ hours)</td>
<td>$122.00</td>
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<td></td>
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<tr>
<td>(c) Rotary Seminar Room (per 4 hours)</td>
<td>$11.00</td>
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<tr>
<td><strong>2 Equipment Rental</strong></td>
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<tr>
<td>(a) Flip Chart/White Board</td>
<td>$3.00</td>
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<tr>
<td>(b) Meeting Room 55” TV fee</td>
<td>$5.00</td>
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<tr>
<td>(c) Rotary Room TV fee</td>
<td>$5.00</td>
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<tr>
<td>(d) Blu-Ray Player &amp; Kit fee</td>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G RCMP SERVICES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 Accidents</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Accident Report - MV6020</td>
<td>GST $51.14</td>
<td></td>
<td></td>
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<tr>
<td>(b) Field Diagram</td>
<td>GST $38.10</td>
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<td></td>
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<tr>
<td>(c) Scale Drawing</td>
<td>GST $43.81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Traffic Analyst Report</td>
<td>GST $657.14</td>
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<tr>
<td>(e) Mechanical Inspection Report</td>
<td>GST $219.05</td>
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<tr>
<td>(f) Preliminary Analyst Report</td>
<td>GST $109.52</td>
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<td></td>
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<tr>
<td><strong>2 Consent / Court Orders / Investigational Cases</strong></td>
<td></td>
<td></td>
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<tr>
<td>(a) Administrative Charge - per 30 minutes (Court Orders/File Copies)</td>
<td>GST $32.38</td>
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<tr>
<td>(b) Police Report (brief synopsis of incident)</td>
<td>GST $61.90</td>
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<tr>
<td>(c) Court Order Police Report</td>
<td>GST $80.95</td>
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<tr>
<td>(d) Packaging &amp; shipping/mailing fee</td>
<td>$8.00</td>
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<tr>
<td>(e) Photocopy (per page)</td>
<td>$0.57</td>
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<tr>
<td>(f) Searching fee for multiple RCMP files (per hour rate)</td>
<td>GST $54.29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(h) Courier Fee</td>
<td>$12.00</td>
<td></td>
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</table>
### Description of Existing Fee/Charge

<table>
<thead>
<tr>
<th>Description of Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2019</th>
<th>Policy Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Criminal Record Searches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Volunteers</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(b) Recovery House tenants</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(c) Welton Tower Prospective Tenants</td>
<td>Exempt</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(d) Students</td>
<td>Exempt</td>
<td>$25.00</td>
<td></td>
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<tr>
<td>(e) Employment (incl. Recovery House employees)</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(f) Rental (Landlord/Tenant)</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(g) Adoption</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>4 Other Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Canadian Police Certificate</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(b) US Waivers/Visa</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(c) Pardon Application</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(d) Fingerprints</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(e) Canadian Citizenship/Immigration</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(f) Name Change</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(g) Private Investigator/Security Officer</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(h) Taxi Permits</td>
<td>Exempt</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>(i) Per hour per police officer</td>
<td>Exempt</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td>5 ICBC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Accident Report - CL59 (MV6020) - ICBC</td>
<td>Exempt</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>(b) Accident Report - CL-152 requests - ICBC</td>
<td>Exempt</td>
<td>$57.00</td>
<td></td>
</tr>
<tr>
<td>(c) Denial of Insurance</td>
<td>Exempt</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>6 Photographs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Video tapes</td>
<td>Included</td>
<td>$42.00</td>
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<tr>
<td>(b) Photocopies of Photographs</td>
<td></td>
<td>$2.00</td>
<td></td>
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<tr>
<td>7 Digital CD</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>(a) (1 to 5 images)</td>
<td>Included</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td>(b) (6 to 10 images)</td>
<td>Included</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>(c) (11 or more images)</td>
<td>Included</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>8 Audio Tapes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Tape</td>
<td>Included</td>
<td>$45.00</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 5
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, 2020

<table>
<thead>
<tr>
<th>LEISURE CENTRE DROP-IN ADMISSIONS</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>3.30</td>
<td>3.86</td>
<td>6.00</td>
<td>4.95</td>
<td>12.14</td>
</tr>
<tr>
<td>Monthly Pass</td>
<td>N/C</td>
<td>28.50</td>
<td>33.00</td>
<td>53.95</td>
<td>42.10</td>
<td>108.10</td>
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<tr>
<td>Three-Month Pass</td>
<td>N/C</td>
<td>76.00</td>
<td>88.55</td>
<td>144.00</td>
<td>111.10</td>
<td>288.25</td>
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<tr>
<td>Six-Month Pass</td>
<td>N/C</td>
<td>145.35</td>
<td>166.20</td>
<td>270.95</td>
<td>209.10</td>
<td>542.90</td>
</tr>
<tr>
<td>Yearly Pass</td>
<td>N/C</td>
<td>252.40</td>
<td>281.95</td>
<td>459.70</td>
<td>361.00</td>
<td>915.45</td>
</tr>
<tr>
<td>Multi-Pass</td>
<td>N/C</td>
<td>32.65</td>
<td>37.80</td>
<td>62.30</td>
<td>49.25</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.

<table>
<thead>
<tr>
<th>POOL RENTALS (Per hour / plus tax)</th>
<th>Youth / Minor 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>11.42</td>
<td>22.85</td>
<td>41.82</td>
<td>26.93</td>
</tr>
<tr>
<td>Entire Pool (first 50 people)</td>
<td>126.28</td>
<td>177.79</td>
<td>323.44</td>
<td>204.41</td>
</tr>
<tr>
<td>Additional Lifeguard (for waterslide or each additional 50 people)</td>
<td>$37.69 per hour + 20%</td>
<td>$37.69 per hour + 20%</td>
<td>$37.69 per hour + 20%</td>
<td>$37.69 per hour + 20%</td>
</tr>
</tbody>
</table>

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.
APPENDIX 5 - Schedule 2 cont’d

### ARENA RENTALS
(Per hour / plus tax)
(Prime Time used on Stats)

<table>
<thead>
<tr>
<th></th>
<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>124.75</td>
<td>313.45</td>
<td>421.26</td>
<td>358.43</td>
<td>139.75</td>
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</tr>
<tr>
<td>Ice - Non-Prime Time</td>
<td>85.27</td>
<td>166.57</td>
<td>288.56</td>
<td>190.84</td>
<td>124.75</td>
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</tr>
<tr>
<td>Dry Floor - Prime Time</td>
<td>40.29</td>
<td>83.33</td>
<td>159.94</td>
<td>108.22</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Dry Floor - Non-Prime Time</td>
<td>29.48</td>
<td>64.67</td>
<td>130.66</td>
<td>67.32</td>
<td>N/A</td>
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</table>

### CURLING RINK RENTALS
(Per hour / plus tax)

<table>
<thead>
<tr>
<th></th>
<th>Youth / Minor Group</th>
<th>Adult Group (19 years and up)</th>
<th>School District No. 75 (Mission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curling Ice - Prime Time</td>
<td></td>
<td></td>
<td>As per Joint Use Agreement</td>
</tr>
<tr>
<td>Curling Ice - Non-Prime Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry Floor - Prime Time</td>
<td>28.15</td>
<td>57.73</td>
<td>As per Joint Use Agreement</td>
</tr>
<tr>
<td>Dry Floor - Non-Prime Time</td>
<td>19.79</td>
<td>39.37</td>
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### ROOM RENTALS
(Per hour / plus tax)

<table>
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<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>Multi-Purpose Room</td>
<td>LC Room 4A</td>
<td>13.16</td>
<td>16.83</td>
<td>34.78</td>
<td>25.50</td>
</tr>
<tr>
<td>(capacity 11-25)</td>
<td>LC Room 4B</td>
<td>Conference Room</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Multi-Purpose Room</td>
<td>LC Room 3</td>
<td>16.93</td>
<td>21.73</td>
<td>44.47</td>
<td>31.31</td>
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<tr>
<td>(capacity 26-50)</td>
<td>LC Room 4A/B</td>
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<td></td>
<td>LC Kitchen</td>
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<tr>
<td></td>
<td>AC Room 2</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Curling Lounge</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Curling Lobby</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As per joint use agreement</td>
</tr>
<tr>
<td>Multi-Purpose Room</td>
<td>AC Room 1</td>
<td>33.97</td>
<td>43.45</td>
<td>89.56</td>
<td>62.63</td>
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<tr>
<td>(capacity 51-100)</td>
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</tr>
<tr>
<td>Multi-Purpose Room</td>
<td>LC Gymnasium</td>
<td>41.11</td>
<td>83.33</td>
<td>159.94</td>
<td>95.88</td>
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<tr>
<td>(capacity over 100)</td>
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## APPENDIX 5 - Schedule 2 cont’d

<table>
<thead>
<tr>
<th>MOBILE STAGE (plus tax)</th>
<th>Community Event - No Admission</th>
<th>Community Event - Paid Admission</th>
<th>Private Event</th>
<th>School District #75</th>
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<tbody>
<tr>
<td>Mobile Stage - Rate per day</td>
<td>N/A</td>
<td>1,093.24</td>
<td>546.62</td>
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<tr>
<td>Mobile Stage - Extra days</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
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<tr>
<td>Mobile Stage - Towing Costs</td>
<td>At Cost</td>
<td>At Cost</td>
<td>At Cost</td>
<td>N/A</td>
</tr>
<tr>
<td>Mobile Stage - Damage Deposit</td>
<td>Minimum $1000</td>
<td>Minimum $1000</td>
<td>Minimum $1000</td>
<td>N/A</td>
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</table>

<table>
<thead>
<tr>
<th>MISCELLANEOUS FEES (plus tax)</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>Skate &amp; Ice Cleat Rentals</td>
<td>3.57</td>
<td>3.57</td>
<td>3.57</td>
<td>3.57</td>
<td>3.57</td>
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<tr>
<td>Skate Helmet Rentals</td>
<td>0.89</td>
<td>0.89</td>
<td>0.89</td>
<td>0.89</td>
<td>0.89</td>
</tr>
<tr>
<td>Parking Lot usage for special events - per day</td>
<td>N/A</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Event Camping - 1-20 units</td>
<td>N/A</td>
<td>$169.79</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Camping - Over 20 units</td>
<td>N/A</td>
<td>$275.91 + waste removal cost</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skateboard Park</td>
<td>N/A</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Community Parks</td>
<td>N/A</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Special Event Licenses - per day (Beer Gardens)</td>
<td>N/A</td>
<td>119.24</td>
<td>119.24</td>
<td>119.24</td>
<td>N/A</td>
</tr>
<tr>
<td>Parks Half Day Tournament</td>
<td>26.32</td>
<td>55.79</td>
<td>N/A</td>
<td>64.06</td>
<td>As per joint use agreement</td>
</tr>
<tr>
<td>Parks Full Day Tournament</td>
<td>52.53</td>
<td>111.49</td>
<td>N/A</td>
<td>128.32</td>
<td>N/A</td>
</tr>
<tr>
<td>Set-up, Take Down, Deliveries</td>
<td>N/A</td>
<td>Negotiable</td>
<td>Negotiable</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

| Program Fees Promotion Passes | Fees based on market conditions, actual costs associated, overhead and comparative pricing from other providers |

The Director of Parks, Recreation & Culture has the ability to make allowances for unusual circumstances or promotional purposes and to quickly establish fees for new initiatives or marketing purposes. The Department cannot waive or reduce fees but will work co-operatively with organizations on joint programs where there is clear public benefit. All requests for waiver or reduction of fees will be forwarded to Council for consideration.
APPENDIX 5 - Schedule 2 cont’d

<table>
<thead>
<tr>
<th>FIELD RENTALS</th>
<th>Youth / Minor League</th>
<th>Youth / Minor Tournament</th>
<th>Adult League</th>
<th>Adult Tournament</th>
<th>Commercial/ Non-Resident</th>
<th>Private / Non-Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Per Game / Per Field / plus tax)</td>
<td>(teams with players up to 19 years)</td>
<td>(teams with players up to 19 years)</td>
<td>(19 years and up)</td>
<td>(19 years and up)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Park Grass Fields</td>
<td>N/C</td>
<td>8.47</td>
<td>17.03</td>
<td>34.07</td>
<td>Negotiated</td>
<td></td>
</tr>
<tr>
<td>Other Sports Fields</td>
<td>N/C</td>
<td>6.94</td>
<td>11.32</td>
<td>28.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights **</td>
<td>12.95</td>
<td>12.95</td>
<td>12.95</td>
<td>12.95</td>
<td>12.95</td>
<td>12.95</td>
</tr>
</tbody>
</table>

**No charge for lights on ATF Warm-up field when ATF Main lights are booked.

FRASER RIVER HERITAGE PARK

<table>
<thead>
<tr>
<th>Rental Fees (plus taxes)</th>
<th>Non-Profit Free Community Events</th>
<th>Non-Profit Community Events with Admission Fees</th>
<th>Commercial Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARK EVENT FEE (grounds use) per day*</td>
<td>No Charge*</td>
<td>$204.00</td>
<td>$1020.00</td>
</tr>
<tr>
<td>PICNIC SHELTER per hour</td>
<td>$28.30</td>
<td>$35.35</td>
<td>$106.20</td>
</tr>
<tr>
<td>FLAG PLAZA per hour</td>
<td>$28.30</td>
<td>$35.35</td>
<td>$106.20</td>
</tr>
<tr>
<td>GAZEBO per hour</td>
<td>$15.25</td>
<td>$28.65</td>
<td>$86.20</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 6
Cemetery and Crematorium Bylaw 5664-2017
Schedule C

<table>
<thead>
<tr>
<th>Fees effective January 1, 2019</th>
<th>Grave Space</th>
<th>Care Fund Portion</th>
<th>Total Fees + Applicable Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grave Space - Resident</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>2,437.96</td>
<td>812.65</td>
<td>$3,250.61</td>
</tr>
<tr>
<td>Child (2-12 years)</td>
<td>1,258.59</td>
<td>419.53</td>
<td>$1,678.11</td>
</tr>
<tr>
<td>Infant (under 2 years)</td>
<td>1,048.82</td>
<td>349.61</td>
<td>$1,398.43</td>
</tr>
<tr>
<td>Cremated Remains</td>
<td>1,088.45</td>
<td>362.82</td>
<td>$1,451.27</td>
</tr>
<tr>
<td>Columbarium - single niche, bottom row</td>
<td>2,118.96</td>
<td>235.44</td>
<td>$2,354.40</td>
</tr>
<tr>
<td>Columbarium - single niche, middle row</td>
<td>2,350.26</td>
<td>261.14</td>
<td>$2,611.40</td>
</tr>
<tr>
<td>Columbarium - single niche, top two rows</td>
<td>2,579.87</td>
<td>286.65</td>
<td>$2,866.53</td>
</tr>
<tr>
<td>Columbarium - double niche, bottom row</td>
<td>3,226.15</td>
<td>358.46</td>
<td>$3,584.61</td>
</tr>
<tr>
<td>Columbarium - double niche, middle row</td>
<td>3,573.11</td>
<td>397.01</td>
<td>$3,970.13</td>
</tr>
<tr>
<td>Columbarium - double niche, top two rows</td>
<td>3,917.53</td>
<td>435.28</td>
<td>$4,352.81</td>
</tr>
<tr>
<td><strong>Grave Space - Non-Resident</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>4,875.89</td>
<td>1,625.30</td>
<td>$6,501.18</td>
</tr>
<tr>
<td>Child (2-12 years)</td>
<td>2,517.20</td>
<td>839.07</td>
<td>$3,356.27</td>
</tr>
<tr>
<td>Infant (under 2 years)</td>
<td>2,097.64</td>
<td>699.21</td>
<td>$2,796.85</td>
</tr>
<tr>
<td>Cremated Remains</td>
<td>2,176.91</td>
<td>725.64</td>
<td>$2,902.55</td>
</tr>
<tr>
<td>Columbarium - single niche, bottom row</td>
<td>4,237.92</td>
<td>470.88</td>
<td>$4,708.80</td>
</tr>
<tr>
<td>Columbarium - single niche, middle row</td>
<td>4,700.55</td>
<td>522.28</td>
<td>$5,222.83</td>
</tr>
<tr>
<td>Columbarium - single niche, top two rows</td>
<td>5,159.77</td>
<td>573.31</td>
<td>$5,733.07</td>
</tr>
<tr>
<td>Columbarium - double niche, bottom row</td>
<td>6,452.28</td>
<td>716.92</td>
<td>$7,169.20</td>
</tr>
<tr>
<td>Columbarium - double niche, middle row</td>
<td>7,146.20</td>
<td>794.02</td>
<td>$7,940.22</td>
</tr>
<tr>
<td>Columbarium - double niche, top two rows</td>
<td>7,835.05</td>
<td>870.56</td>
<td>$8,705.61</td>
</tr>
<tr>
<td><strong>Ossuary</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ossuary</td>
<td>251.36</td>
<td>27.93</td>
<td>$279.29</td>
</tr>
<tr>
<td>Ossuary market/ faceplate</td>
<td></td>
<td></td>
<td>$193.80</td>
</tr>
<tr>
<td><strong>Grave Liners</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cremains Liner</td>
<td></td>
<td></td>
<td>$162.00</td>
</tr>
<tr>
<td>Adult Liners</td>
<td></td>
<td></td>
<td>$488.00</td>
</tr>
<tr>
<td>Child Liners</td>
<td></td>
<td></td>
<td>$488.00</td>
</tr>
</tbody>
</table>
APPENDIX 6 - Schedule C cont’d

<table>
<thead>
<tr>
<th>Service Fees</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>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Opening and Closing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
<td>$2,123.67</td>
</tr>
<tr>
<td>Child (2-12 years)</td>
<td></td>
<td></td>
<td>$1,346.21</td>
</tr>
<tr>
<td>Infant (under 2 years)</td>
<td></td>
<td></td>
<td>$1,052.82</td>
</tr>
<tr>
<td>Cremains</td>
<td></td>
<td></td>
<td>$690.58</td>
</tr>
<tr>
<td>Each additional set of cremains (interred together)</td>
<td></td>
<td></td>
<td>$345.29</td>
</tr>
<tr>
<td><strong>Exhumation/Disinterment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
<td>$3,953.97</td>
</tr>
<tr>
<td>Child (2-12 years)</td>
<td></td>
<td></td>
<td>$3,176.48</td>
</tr>
<tr>
<td>Infant (under 2 years)</td>
<td></td>
<td></td>
<td>$2,279.40</td>
</tr>
<tr>
<td>Cremains</td>
<td></td>
<td></td>
<td>$1,342.68</td>
</tr>
<tr>
<td><strong>Marker Permit &amp; Installation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>262.65</td>
<td>29.18</td>
<td>$291.83</td>
</tr>
<tr>
<td>Double</td>
<td>315.18</td>
<td>35.02</td>
<td>$350.20</td>
</tr>
<tr>
<td>Cremains</td>
<td>286.55</td>
<td>31.84</td>
<td>$318.39</td>
</tr>
<tr>
<td>Columbarium niche plate inscription</td>
<td>286.55</td>
<td>31.84</td>
<td>$318.39</td>
</tr>
<tr>
<td>Re-set marker or niche plate on subsequent inscription</td>
<td></td>
<td></td>
<td>$208.23</td>
</tr>
<tr>
<td><strong>Other Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License Transfer</td>
<td></td>
<td></td>
<td>$108.12</td>
</tr>
<tr>
<td>Documentation Replacement Fee</td>
<td></td>
<td></td>
<td>$108.12</td>
</tr>
</tbody>
</table>
Application fees for the purpose of recovering the direct costs of the processing, inspecting and advertising relating to the application shall be deposited at the time of application in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Effective January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rezoning</strong></td>
<td></td>
</tr>
<tr>
<td>Attached Multi-Unit Residential</td>
<td>$4,908.50</td>
</tr>
<tr>
<td>Single Family/Two Family Residential</td>
<td>$3,681.50</td>
</tr>
<tr>
<td>Commercial, industrial, institutional</td>
<td>$4,848.00</td>
</tr>
<tr>
<td>Mixed-Use Commercial and Residential</td>
<td></td>
</tr>
<tr>
<td>If an application is received for a project on a property within the MissionCity Downtown Action Plan area (Schedule “B”) and the Building Permit for the project will be received on or before December 31, 2019, this fees will be reduced by ½ (50%) of the amount shown.</td>
<td>$5,491.50</td>
</tr>
<tr>
<td>Secondary Dwelling</td>
<td>$969.50</td>
</tr>
<tr>
<td>All others (including text change)</td>
<td>$3,681.50</td>
</tr>
<tr>
<td>Comprehensive Development*</td>
<td>$5,489.00</td>
</tr>
<tr>
<td>Rezoning Extensions</td>
<td>$2,583.50</td>
</tr>
<tr>
<td><strong>Official Community Plan Amendment</strong></td>
<td></td>
</tr>
<tr>
<td>Official Community Plan (amendment only)</td>
<td>$2,584.50</td>
</tr>
<tr>
<td>Official Community Plan (amendment with rezoning)</td>
<td>$1,242.00</td>
</tr>
<tr>
<td>Agricultural Land Commission Application</td>
<td></td>
</tr>
<tr>
<td>($1200 remitted to ALC, $300 retained by municipality)</td>
<td>$1500.00</td>
</tr>
<tr>
<td><strong>Permits</strong></td>
<td></td>
</tr>
<tr>
<td>Development Permit – (Area A: Intensive Residential on a property designated Urban Compact in the OCP) Neighbourhood Form &amp; Character</td>
<td>$2,357.00</td>
</tr>
<tr>
<td>Intensive Residential Design Review (review design of a proposed home for conformance with previously issued Neighbourhood Form &amp; Character DP)</td>
<td>$267.50</td>
</tr>
<tr>
<td>Development Permit – (Area A: Intensive Residential on a property designated Urban Residential in the OCP)</td>
<td>$507.00</td>
</tr>
<tr>
<td>Development Permit – (Area B: Attached Multi-Unit Residential)</td>
<td>$3,230.00</td>
</tr>
<tr>
<td>Development Permit – (Area C: Commercial only)</td>
<td>$2,454.00</td>
</tr>
<tr>
<td>Development Permit – (Area C: Mixed-Use only)</td>
<td>$3,812.00</td>
</tr>
<tr>
<td>Development Permit – (Area D: Industrial)</td>
<td>$2,454.00</td>
</tr>
<tr>
<td>Development Permit – Area E: Natural Environment</td>
<td></td>
</tr>
<tr>
<td>Development Permit – Area F: Fraser River Development Permit – Area G: Geotechnical Hazards</td>
<td>$100.00</td>
</tr>
<tr>
<td>Development Permit – Area H: Fire Interface (includes the Site Information Form Fee)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Development Permit – (Area I: MissionCity Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant only, to LAN.42 only, is exempt from the fee. All new buildings and additions to buildings within the MissionCity Downtown area shall pay the full fee.</td>
<td>$517.00</td>
</tr>
</tbody>
</table>
### Application Type

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Effective January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Permit – Other</td>
<td>$2,430.00</td>
</tr>
<tr>
<td>Development Permit (Minor Amendment – New)</td>
<td>$502.00</td>
</tr>
</tbody>
</table>
| Development Variance Permit:  
  Single Family Residential zones on an existing lot | $1,010.00 |
| All other zones | $1,236.00 |
| To facilitate a subdivision | $1,937.00 |
| Construction initiated without Building Permit issuance | $1,937.00 |
| Any 2\(^{nd}\) & subsequent requests | $257.50 |
| Temporary Use Permits | $4,845.00 |
| Temporary Use Permits - Renewal | $505.00 |
| Temporary Use Permits in the area shown in Schedule “C” | $505.00 |

#### Request for Council Resolution

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bylaw Variance Request</td>
<td>$1,938.00</td>
</tr>
<tr>
<td>Site Specific Exemption from Floodplain Management Bylaw</td>
<td>$1,880.50</td>
</tr>
</tbody>
</table>

#### Miscellaneous Fees

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review of Phased Development Agreements</td>
<td>$380.00 plus all District’s direct legal costs associated with reviewing Agreements</td>
</tr>
<tr>
<td>Liquor Primary, new licence (exclusive of rezoning)</td>
<td>$3,619.00</td>
</tr>
<tr>
<td>Liquor Primary Licence Amendment (change to existing licence, increased seating capacity, patio endorsement, hours of operation)</td>
<td>$1,236.00</td>
</tr>
<tr>
<td>Food Primary Licence Amendment (extension of liquor service hours past midnight, or for patron participation)</td>
<td>$1,236.00</td>
</tr>
<tr>
<td>Retail Cannabis Store, new licence (exclusive of rezoning)</td>
<td>$3,619.00</td>
</tr>
<tr>
<td>Retail Cannabis Store Licence Amendment (amendment/change to existing licence)</td>
<td>$1,236.00</td>
</tr>
<tr>
<td>Temporary change to a Liquor Primary, Food Primary or Retail Cannabis Store Licence (temporary change to any condition/restriction on the licence)</td>
<td>$420.00</td>
</tr>
<tr>
<td>Change of Applicant/Owner on a development application file</td>
<td>$103.00</td>
</tr>
<tr>
<td>OCP Background Reports &amp; Planning Studies (cost per each document)</td>
<td>$51.50</td>
</tr>
<tr>
<td>OCP/Zoning Research Letters (cost per property)</td>
<td>$259.50</td>
</tr>
<tr>
<td>Legal Document Amendment/Discharge</td>
<td>$402.00</td>
</tr>
<tr>
<td>Development Inquiry Fee (written comments provided following development meeting)</td>
<td>$319.00</td>
</tr>
<tr>
<td>Request by Developer to have staff attend a developer initiated Public Information Meeting (cost per staff member, per hour)</td>
<td>$195.00</td>
</tr>
<tr>
<td>Strata Conversion/Phase Strata Development</td>
<td>$1,551.00 plus per unit (estimated 16 unit average) $98.00</td>
</tr>
<tr>
<td>Fee for copy of a legal plan</td>
<td>$3.00</td>
</tr>
<tr>
<td>Land Title Registration Fee</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
### Refunds

1. For rezoning applications:
   a. Withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;
   b. Withdrawn in writing by the applicant 30 or more days after submission but prior to the public hearing notice being prepared or advertised, 20% of the application fee shall be refunded to the applicant;
   c. withdrawn in writing by the applicant after preparation or advertising of the public hearing notice, no refund.

2. For all other development applications:
   a. Withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;
   b. Withdrawn in writing by the applicant 30 or more days after submission but prior to consideration by Council, 20% of the application fee shall be refunded to the applicant;
   c. withdrawn in writing by the applicant after consideration by Council, no refund.

### Subdivision

*Fee based on number of original lots

<table>
<thead>
<tr>
<th>Conventional and Bare Land Strata</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 5 lots for each phase of a subdivision (if applicable)</td>
<td>$1,550.00</td>
</tr>
<tr>
<td>plus per lot (estimated 3 lot average)</td>
<td>$97.00</td>
</tr>
<tr>
<td>Greater than 5 lots for each phase of a subdivision (if applicable)</td>
<td>$1,937.00</td>
</tr>
<tr>
<td>plus per lot</td>
<td>$97.00</td>
</tr>
</tbody>
</table>

Major revisions to subdivision (ex. tenure conversion, phasing, Development Agreement)

- 50% of the applicable application fee
- 5% of total cost of works or $2,531.00 minimum (whichever is greater)

No fee is applicable when:
- no engineering review is required; and
- no engineering related works are required

### Engineering Administration Fee

5% of the total cost of the works, but not less than the minimum fee charged + GST

When the whole of the installation of the service connection is carried out by the Municipality to connect to an existing Municipal sanitary sewer, storm sewer or watermain and the service connection fee is paid, the preparation of the service record card or cards and the Engineering Administration Fee shall be considered to be included in the service connection fee.

### Subdivision 12-month Extension

- Engineering Administration Fee
  - 5% of the total cost of the works, but not less than the minimum fee charged + GST
  - Minimum fee for subdivision of 4 lots or less
  - Minimum fee for subdivision of over 4 lots

- Engineering Administration Fee
  - 5% of total cost of works or $630.00 minimum fee (whichever is greater)

Final Plan Approval Fee

- Land Title Office (LTO) Fee to be paid prior to registration of subdivision plan
- As per fee charged by LTO

Site Information Form Processing Fee

- (Contaminated Site Profile) (cost per property)
- $100.00

Provincial (Ministry of Environment) Site Information Form Processing Fee

- (Contaminated Site Profile) (cost per property)
- $100.00

Signs

- Combination Traffic Control & Road Name Sign
- Single Traffic Control or Road Name Sign
- $300.00
- $180.00
## Appendix 8
### Highway Access Bylaw 1705-1987
#### Schedule A

<table>
<thead>
<tr>
<th>Description</th>
<th>Effective January 1, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> (i) Permit and inspection fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>(ii) Roads inspection fee charges for inspections performed outside regular working hours</td>
<td>The cost of time and materials to provide the service</td>
</tr>
<tr>
<td><strong>2.</strong> (i) The administration fee for the initial building permit application for access shall be:</td>
<td>$50.00</td>
</tr>
<tr>
<td>(ii) The administration fee to complete the building permit application for access shall be:</td>
<td>$205.00</td>
</tr>
<tr>
<td>(a total of $252.00 [effective January 1, 2016])</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong> Standard culvert, up to and including 600 mm in diameter where culvert is installed by the District (includes design, engineering, materials, equipment, labour and other associated costs)</td>
<td>The cost of time and materials to provide the service</td>
</tr>
<tr>
<td>(a) Access Culvert Installation up to 600 mm in diameter and 9.0 metres in length.</td>
<td></td>
</tr>
<tr>
<td>(b) Access Culvert Installation per metre surcharge where culvert exceeds 9.0 metres in length:</td>
<td></td>
</tr>
<tr>
<td>• 300mm diameter</td>
<td>The cost of time and materials to provide the service</td>
</tr>
<tr>
<td>• 450mm diameter</td>
<td></td>
</tr>
<tr>
<td>• 600mm diameter</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong> Culvert over 600 mm in diameter or other work as required by the Municipal Engineer including design, engineering, materials, equipment, labour and other associated costs.</td>
<td>The cost of time and materials to provide the service</td>
</tr>
</tbody>
</table>
## Appendix 9
### Water Rates Bylaw 2197-1990
#### Schedule "B"

<table>
<thead>
<tr>
<th>Description of Existing Fee/Charge</th>
<th>Applicable Taxes to be Added</th>
<th>Effective January 1, 2020</th>
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</thead>
<tbody>
<tr>
<td><strong>Water Fill Station Key FOBs Mill Pond</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 (FOBs for Mission Residences only who are not connected to the water system)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Key FOB - each</td>
<td>Included</td>
<td>$45.00</td>
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<tr>
<td>(b) Key FOB replacement - each</td>
<td>Included</td>
<td>$35.00</td>
</tr>
<tr>
<td>(c) Key FOB Returned - The District will buy back the FOB provided it is in working condition and is not damaged</td>
<td>Included</td>
<td>($25.00)</td>
</tr>
<tr>
<td><strong>2 Deposit for testing a meter as set out in Section 9.4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) 15 mm water line to 50 mm water line</td>
<td></td>
<td>$273.29</td>
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<tr>
<td>(b) 200 mm water line</td>
<td></td>
<td>$1,061.31</td>
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<tr>
<td><strong>3 For an inaccessible meter as set out in Section 9.1 (per month fee)</strong></td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>
DISTRICT OF MISSION

BYLAW 5891-2019-2197(31)

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 5891-2019-2197(31)".

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.

READ A FIRST TIME this 2nd day of December, 2019

READ A SECOND TIME this 2nd day of December, 2019

READ A THIRD TIME this 2nd day of December, 2019

ADOPTED this ___ day of ____, 2019

______________________________      ________________________________
PAMELA ALEXIS                      JENNIFER RUSSELL,  
MAYOR                             CORPORATE OFFICER
### Classes of Consumer

#### WATER UTILITY FEES

**Rates Payable Effective January 1, 2020**

<table>
<thead>
<tr>
<th>Classes of Consumer</th>
<th>Residential Use, One Unit</th>
<th>Residential Use, Two Units</th>
<th>Residential Use, Townhouse</th>
<th>Commercial/Industrial/Institutional (Unmetered)</th>
<th>Commercial/Industrial/Institutional and Multi-Unit Residential (Metered)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(a)</td>
<td>(b)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) per dwelling unit</td>
<td>(i) per dwelling unit</td>
<td>Per account</td>
<td>Up to 300 cubic meters</td>
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<tr>
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<tr>
<td></td>
<td></td>
<td>(ii) per secondary dwelling unit</td>
<td>(ii) per secondary dwelling unit</td>
<td>Per account</td>
<td>On next 300 cubic meters</td>
</tr>
<tr>
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<td>$44.40</td>
<td>$44.40</td>
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<td>(iii) more than 4 dwelling units, per dwelling unit</td>
<td>Per account</td>
<td>On balance</td>
</tr>
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<td>Residential Use, Townhouse</td>
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<td>Residential Use, Townhouse</td>
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<td>(ii) per secondary dwelling unit</td>
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<td>Up to 300 cubic meters</td>
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<td>$608.80</td>
<td>$44.40</td>
<td>$608.80</td>
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</tr>
</tbody>
</table>

#### Meter Size

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Minimum Charge per Quarter</th>
<th>Quarterly Meter Rental Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 19mm</td>
<td>$120.76</td>
<td>$3.48</td>
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<tr>
<td>25mm</td>
<td>$120.76</td>
<td>$4.72</td>
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<tr>
<td>32mm</td>
<td>$120.76</td>
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<td>$436.41</td>
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<tr>
<td>150mm</td>
<td>$436.41</td>
<td>$61.38</td>
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</table>

**5. One and Two Unit Residential (Metered)**

- **(a) Annual Water User Rate:** $1.28 per cubic meter of water consumed annually
- **(b) Annual Meter Rental Rates**

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Annual Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 19mm</td>
<td>$13.89</td>
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<tr>
<td>25mm</td>
<td>$18.78</td>
</tr>
<tr>
<td>32mm</td>
<td>$33.05</td>
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<tr>
<td>38mm</td>
<td>$55.48</td>
</tr>
<tr>
<td>50mm</td>
<td></td>
</tr>
</tbody>
</table>

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 5892-2019-1922(26)".

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.

READ A FIRST TIME this 2nd day of December, 2019

READ A SECOND TIME this 2nd day of December, 2019

READ A THIRD TIME this 2nd day of December, 2019

ADOPTED this __ day of __, 2019

PAMELA ALEXIS, JENNIFER RUSSELL,
MAYOR CORPORATE OFFICER
**Schedule "A"**

**SEWER UTILITY FEES**

<table>
<thead>
<tr>
<th>Classes of Consumer</th>
<th>Rates Payable Effective January 1, 2020</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>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>(b) Residential Use, Two Units</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$38.20 per month $458.40 per annum</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>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>(b) Residential Use, Apartment</td>
<td></td>
</tr>
<tr>
<td>(i) 3 dwelling units, per dwelling unit</td>
<td>$38.20 per month $458.40 per annum</td>
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<td>(ii) 4 dwelling units, per dwelling unit</td>
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<td>(iii) more than 4 dwelling units, per dwelling unit</td>
<td>$32.65 per month $391.80 per annum</td>
</tr>
<tr>
<td>(c) Residential Use, Townhouse</td>
<td></td>
</tr>
<tr>
<td>(i) per dwelling unit</td>
<td>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>(ii) per secondary dwelling unit</td>
<td>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>(d) Commercial/Industrial/Institutionan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$38.20 per month $458.40 per annum</td>
</tr>
<tr>
<td>3 Commercial/Industrial/Institution 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) 87.00% 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) 87.00% 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 5893-2019-5526(5)".

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

READ A FIRST TIME this 2nd day of December, 2019

READ A SECOND TIME this 2nd day of December, 2019

READ A THIRD TIME this 2nd day of December, 2019

ADOPTED this __ day of ____, 2019

PAMELA ALEXIS, JENNIFER RUSSELL,
MAYOR CORPORATE OFFICER
### SCHEDULE “B”

**COLLECTION & PROCESSING FEES**

<table>
<thead>
<tr>
<th></th>
<th>Curbside or On-site Collection and Processing</th>
<th>Rural Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Garbage Collection Fee per Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Compostables &amp; Recyclables Collection Fee per Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Compostables &amp; Recyclables Processing Fee per Unit</td>
<td></td>
</tr>
<tr>
<td>Default</td>
<td>Opted In</td>
<td>Default</td>
</tr>
<tr>
<td>Single-family Dwelling</td>
<td>$168.60</td>
<td>$132.72</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Suite</td>
<td>$168.60</td>
<td>$132.72</td>
</tr>
<tr>
<td></td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Multi-family Dwelling</td>
<td>n/a</td>
<td>$76.32</td>
</tr>
<tr>
<td></td>
<td>$168.54</td>
<td>$132.72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Compact Housing</td>
<td>n/a</td>
<td>$15.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>n/a</td>
</tr>
</tbody>
</table>
DISTRICT OF MISSION
DEVELOPMENT PERMIT DP12-013

Issued to: 0735545 B.C. Ltd., INC. NO. BC0735545
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 7798 Taulbut Street, Mission BC V2V 3W6

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.

2. This Development Permit applies to and only to those lands within the Municipality, and more particularly known and described as below, and any and all buildings, structures and development thereon:

   32970 Tunbridge Avenue
   Parcel Identifier: 003-981-436
   Lot 15 Section 28 Township 17 New Westminster District Plan 33344

3. The above property has been designated as Development Permit Area B Multi-unit Residential in the Official Community Plan.

   The said lands are zoned MT79 pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.

   “District of Mission Zoning Bylaw” as amended is hereby supplemented in respect of the said lands as follows:

   Building design, siting and landscaping plans to be as shown on Drawings Numbered DP12-013-1 to DP12-013-16 inclusive, and landscape drawing DP12-13-17 and DP12-13-18 which are attached hereto and form part of this permit.

   Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

4. (a) The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with development plans numbered DP12-013-1 to DP12-013-16 inclusive, prepared by Trio architecture design inc (hereinafter referred to as “the plans”), unless approval in writing has been obtained from the Municipality to deviate from the said development plan.

   (b) Access to and egress from the said lands shall be constructed substantially in conformance with the plans.

   (c) Parking and siting thereof shall substantially conform to the plans.

   (d) The following standards for landscaping are imposed:

      (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto as Drawing Number DP12-013 – 17 and DP12-013-18 prepared by C. Kavolinas & Associates Inc.

      (ii) All planting materials provided shall be able to survive for a period of one (1) year from the date of the site approval by the Municipality.
5. As a condition of the issuance of this development permit, the Municipality must have in its possession, prior to issuance of a building permit for this development, security as set out below to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clauses 5 (b) and (c) below. It is acknowledged that, at the time of issuance of this development permit, the municipality does not have such security in its possession. Any prospective purchaser or developer should be aware that this requirement will need to be fulfilled prior to issuance of a building permit for the development outlined in this permit.

(a) An Irrevocable Letter of Credit in the amount of $72,447.10 for the purpose of:

(b) A condition of the posting of the security is that should the Permittee fail to carry out the works or services as herein above stated, according to terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by servants, agents or contractors, and any surplus shall be paid over to the Permittee. If the security deposit is insufficient to cover the actual cost of completing the said works, then the Developer shall pay such deficiency to the Municipality immediately upon receipt of the Municipality’s bill for same.

(c) The Permittee shall complete the landscaping works required by this permit within six (6) months of the occupancy permit being issued for the building(s) / addition. Within this six (6) month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within this six (6) month period, the Municipality has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

If the landscaping is approved within the six (6) months or thereafter in accordance with the preceding paragraph, without the Municipality having to draw the security, 90% of the original security will be returned to the Permittee.

A holdback of 10% of the original security will be retained until a final inspection is undertaken within 12 months of the date of the original inspection approval was given to the landscaping. If the landscaping receives approval at final inspection, the 10% holdback will be returned to the Permittee. If, after the final inspection, approval of the landscaping is not given, the Municipality has the option of continuing to renew the security until the required landscaping is approved or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter onto the property to undertake the required landscaping for which the security was submitted.

6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

7. This permit shall lapse if the Permittee does not substantially commence the construction of the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.

8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

9. This permit is not a building permit.
AUTHORIZING RESOLUTION NO. ______________________ passed by the Council on the 18th day of December, 2019.

IN WITNESS WHEREOF this Development Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the ________ day of December, 2019.

__________________________________________

Pamela Alexis,
MAYOR

__________________________________________

Jennifer Russell
Corporate Officer

Development Permit DP12-013
PROPOSED TOWNHOUSES
32970 TUNBRIDGE AVE., MISSION, BC
DISTRICT OF MISSION
DEVELOPMENT PERMIT DP18-052

Issued to: 1038442 B.C. Ltd., INC.NO. BC1038442
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 3760 Southwood Street, Burnaby BC V5J 2C9

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.

2. This Development Permit applies to and only to those lands within the Municipality, and more particularly known and described as below, and any and all buildings, structures and development thereon:

   **29560 Lougheed Highway**
   Parcel Identifier: 000-604-399
   Lot “C” Except: Part Dedicated Road on Plan BCP14742; District lot 435 Group 1 New Westminster District Plan 12792

3. The above property has been designated as **Development Permit Area C Mixed-Use and Commercial** in the Official Community Plan.

   The said lands are zoned Commercial Highway Two (CH2) Zone pursuant to “District of Mission Zoning Bylaw 5050-2009” as amended.

   “District of Mission Zoning Bylaw” as amended is hereby supplemented in respect of the said lands as follows:

   Building design, siting and landscaping plans to be as shown on Drawings Numbered DP18-052(1) to DP18-052 (7) inclusive, and landscape drawing DP18-052 (8) which are attached hereto and form part of this permit.

   Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

4.

   (a) The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with development plans numbered DP18-052(1) to DP18-052 (7), inclusive, prepared by Urban Design Group Architects Ltd (hereinafter referred to as “the plans”), unless approval in writing has been obtained from the Municipality to deviate from the said development plan.

   (b) Access to and egress from the said lands shall be constructed substantially in conformance with the plans.

   (c) Parking and siting thereof shall substantially conform to the plans.

   (d) The following standards for landscaping are imposed:

      (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto as drawing number DP18-052 (8) prepared by C Kavolinas & Associates Inc.

      (ii) All planting materials provided shall be able to survive for a period of one (1) year from the date of the site approval by the Municipality.
5. As a condition of the issuance of this development permit, the Municipality must have in its possession, prior to issuance of a building permit for this development, security as set out below to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clauses 5 (b) and (c) below. It is acknowledged that, at the time of issuance of this development permit, the municipality does not have such security in its possession. Any prospective purchaser or developer should be aware that this requirement will need to be fulfilled prior to issuance of a building permit for the development outlined in this permit.

(a) An Irrevocable Letter of Credit in the amount of $24,923.00 for the purpose of:

(b) A condition of the posting of the security is that should the Permittee fail to carry out the works or services as herein above stated, according to terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by servants, agents or contractors, and any surplus shall be paid over to the Permittee. If the security deposit is insufficient to cover the actual cost of completing the said works, then the Developer shall pay such deficiency to the Municipality immediately upon receipt of the Municipality’s bill for same.

(c) The Permittee shall complete the landscaping works required by this permit within six (6) months of the occupancy permit being issued for the building(s) / addition. Within this six (6) month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within this six (6) month period, the Municipality has the option of continuing to renew the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

If the landscaping is approved within the six (6) months or thereafter in accordance with the preceding paragraph, without the Municipality having to draw the security, 90% of the original security will be returned to the Permittee.

A holdback of 10% of the original security will be retained until a final inspection is undertaken within 12 months of the date of the original inspection approval was given to the landscaping. If the landscaping receives approval at final inspection, the 10% holdback will be returned to the Permittee. If, after the final inspection, approval of the landscaping is not given, the Municipality has the option of continuing to renew the security until the required landscaping is approved or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter onto the property to undertake the required landscaping for which the security was submitted.

6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

7. This permit shall lapse if the Permittee does not substantially commence the construction of the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.

8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

9. This permit is not a building permit.
AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the ________ day of ______________, 2019.

IN WITNESS WHEREOF this Development Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the _________ day of __________, 2019.

____________________________________
Pamela Alexis,
MAYOR

____________________________________
Jennifer Russell
CORPORATE OFFICER

Development Permit DP18-052