MINUTES - REGULAR COUNCIL MEETING

May 19, 2020, 6:00 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

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

Staff Present: Mike Younie, Chief Administrative Officer
Barclay Pitkethly, Deputy Chief Administrative Officer
Jennifer Russell, Corporate Officer
Rogine Battel, Manager of RCMP Administration
Ken Bourdeau, Manager of Long Range Planning and Special Projects
Stephen Corp, Officer in Charge, Mission RCMP Detachment
Stacey Crawford, Economic Development Officer
Heather Gherman, Manager of Human Resources
Mark Goddard, Fire Chief
Chris Gruenwald, Director of Forestry
Kirsten Hargreaves, Manager of Social Development
Taryn Hubbard, Manager of Communications and Public Engagement
Tracy Kyle, Director of Engineering and Public Works
Robert Publow, Manager of Planning
Scott Ross, Manager of Accounting Services
Maureen Sinclair, Director of Parks, Recreation and Culture
Dan Sommor, Director of Development Services
Doug Stewart, Director of Finance
Allyssa Fischer, Administrative Assistant

1. CALL TO ORDER

Mayor Alexis called the meeting to order at 6:00 p.m.
2. ADOPTION OF AGENDA

RC20/268
Moved by Councillor Crawford
Seconded by Councillor Plecas

RESOLVED:

1. That Late Item 7(e) "Reconsideration of Mission Downtown Development Incentive Program Boundary" be added to the agenda under Development Services;

2. That Late Item 16(a) "Backyard Fire Permits" be added to the agenda under Notices of Motion; and

3. That the agenda for the Regular Council meeting of May 19, 2020 be adopted as amended.

CARRIED

3. PROCLAMATIONS

a. Seniors' Week

RC20/269
Moved by Councillor Plecas
Seconded by Councillor Crawford

RESOLVED:

That June 1-7, 2020 be proclaimed as "Seniors' Week" within the District of Mission.

CARRIED

4. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

RC20/270
Moved by Councillor Gill
Seconded by Councillor Hamilton

RESOLVED:

That Council now resolve itself into Committee of the Whole.

CARRIED
5. CORPORATE ADMINISTRATION AND FINANCE

a. Draft 2019 Financial Statements

A report from the Manager of Accounting Services dated May 19, 2020, seeking approval of the District’s draft 2019 financial statements, was provided for the Committee’s consideration.

The Manager of Accounting Services provided an overview of the District’s 2019 financial statements. Discussion ensued and staff answered the Committee’s questions in regards to the collection of Development Cost Charges, the health of the District’s reserve funds, and the funds available in the Sewer Reserve Fund for the Fraser River Crossing Forcemain project.

RC20/271
Moved by Councillor Plecas

RECOMMENDED:

That the District of Mission’s draft 2019 financial statements, attached as Appendix A to the Manager of Accounting Services’ report dated May 19, 2020 entitled Draft 2019 Financial Statements, be approved.

CARRIED

b. 2019 Audit Results and Communications

A report from the Manager of Accounting Services dated May 19, 2020, presenting the results of the audit of the District’s 2019 financial statements, as well as related communications from the District’s auditor, was provided for the Committee’s information.

The independent auditor, Brian Szabo of BDO Canada LLP, reviewed the executive summary and the results of the Audit Results and Communications report. Mr. Szabo advised that the District’s Finance Department is operating well and no concerns were noted.

c. Financial Impact of COVID-19 Pandemic

A report from the Director of Finance dated May 19, 2020, detailing the financial implications of the COVID-19 pandemic on the District and measures already taken to mitigate the impact, was provided for the Committee’s information.

The Director of Finance provided a presentation detailing the financial impact of the COVID-19 pandemic to the District, including revenue, expenses, cash flow, reserves, as well as future mitigation. He stated that the District has sufficient cash and investments to pay for all budgeted 2020 operating and capital expenditures as approved in the District’s Financial Plan and noted that staff would continue to monitor situation and provide regular updates to Council.
Discussion ensued and staff answered the Committee’s questions in regards to public transit funding and revenue, deferred capital projects, the impact to local non-profit organizations relying on gaming revenue, and potential changes to the 2021 grant intake process.

Staff were directed to notify past grant applicants, advising them that there would be an extended timeline to apply for a 2021 Municipally Funded Grant, but that there would be no guarantee of funding.

6. PUBLIC SAFETY & HEALTH
   a. RCMF Quarterly Report

   A report from the Officer-in-Charge of the Mission RCMP Detachment dated May 19, 2020, regarding the Mission RCMP Detachment’s quarterly report for January to April, 2020, was provided for the Committee’s information.

   Discussion ensued, and Inspector Corp answered Council’s questions in regards to the District’s speed watch program, drug trafficking, prolific offenders, and how the COVID-19 pandemic has impacted the detachment.

7. DEVELOPMENT SERVICES
   a. Housing Needs Assessment

   A report from the Manager of Long Range Planning and Special Projects and the Manager of Social Development dated May 19, 2020, regarding the Housing Needs Assessment for 2020 to 2024, was provided for the Committee’s consideration.

   The Manager of Long Range Planning and Special Projects and the Manager of Social Development gave a presentation on the Housing Needs Assessment Report, providing a snapshot of current housing needs in Mission, the factors behind the ongoing housing crunch, various scenarios of housing needs in Mission moving forward, and the District’s next steps.

   Discussion ensued and staff answered the Committee’s questions in regards to staff capacity to handle additional social housing projects, how affordable housing applications are processed and prioritized, the impact the lack of affordable housing had on vulnerable members of the community, and the timeline for updating the zoning bylaw regarding secondary dwelling units.

RC20/272
Moved by Councillor Hamilton

RECOMMENDED:

That the meeting be extended until all items of business have been concluded.

CARRIED
RC20/273
Moved by Councillor Hamilton

RECOMMENDED:
1. That the District of Mission 2020 to 2024 Housing Needs Assessment Report dated May 19, 2020 be received; and

2. That the Housing Needs Assessment Report be posted to the District’s website and be available free of charge to the public, as per Provincial requirements.

CARRIED

RC20/274
Moved by Councillor Plecas

RECOMMENDED:
That staff address the following questions and report back to Council for their consieration and discussion on developing a housing strategy moving forward

1. To update council on development applications for consideration (multi unit rentals, both affordable and market housing);

2. To bring forward the discussion on secondary suites with the intent of completing the Secondary Suite Bylaw by year end; and

3. To provide an update on the First Stage Housing project and how the process can be expedited.

CARRIED

b. Comprehensive Bylaw Update - Zoning Bylaw 5949-2020

A report from the Manager of Long Range Planning and Special Projects dated May 19, 2020, regarding the proposed comprehensive update to the Zoning Bylaw was provided for the Committee’s consideration.

The Manager of Long Range Planning and Special Project presented information regarding the proposed Zoning Bylaw 5949-2020 as follows:

• the scope of the Zoning Bylaw review;

• opportunities for public engagement;

• updates to the names of certain zones to coincide with the Official Community Plan Bylaw;

• new provisions covered in the proposed bylaw, including density bonusing, motor vehicle parking, Electric Vehicle (EV) infrastructure, bicycle parking, and home occupations; and
• proposed changes that would be reviewed independently of the new zoning bylaw, such as recreational vehicle parking and storage, shipping containers, and secondary suites.

Discussion ensued, and the following questions and concerns were noted by Council:

• with the growing importance of food security, what allowances had the new zoning bylaw made for small scale agriculture such as bee keeping or chickens;

• why multi-family builders would not be required to complete the installation of EV charging stations, but would be permitted to leave them roughed-in;

• how staff had determined which home occupations would be prohibited;

• if residential motor home storage and parking would be regulated under the new zoning bylaw and how current violations were handled;

• any impacts the new zoning bylaw would have on existing manufactured home parks;

• further information on density bonusing and community amenity contributions;

• if zoning for cannabis edible processing plants been taken into consideration; and

• if significant changes were proposed for either the INR or INRP Zones.

In response, staff stated that:

• hobby beekeeping was permitted, but commercial beekeeping was restricted to specific rural areas. The new zoning bylaw would clarify the types of animals and machinery permitted on smaller rural lots.

• staff were proposing to permit builders to leave EV charging stations roughed-in as this would provide the future property manager or strata with more flexibility on the charger’s final location;

• staff had considered types of businesses that may generate additional noise, traffic and light;

• staff had proposed to look at residential motor home parking and storage as a separate project after the adoption of the new zoning bylaw. It was noted that bylaw enforcement staff were not currently ticketing violators, but instead focusing on education;

• Planning staff would be working with the Finance Department this year to update the community amenity contribution (CAC) policy;
- Some manufactured home parks were zoned under Manufactured Home Park zoning while others were located in historical rural residential zoning and were protected by the Local Government Act and would be allowed to continue to operate;
- cannabis edible processing plants would be treated as any other food processing plant and special zoning would not be required; and
- no significant changes had been proposed for either the INR or INRP zones.

Discussion ensued, and Council expressed concern moving forward with the new Zoning Bylaw without holding a detailed workshop for Council that included further information on the proposed changes between the existing zoning bylaw and the new zoning bylaw, the rationale for any proposed changes, and impacts to builders with respect to the changes.

**RC20/275**
Moved by Councillor Hamilton

**RECOMMENDED:**
That small scale agriculture be added to the list of separate projects under the Zoning Bylaw and that a report with further details be brought back to Council.

CARRIED

**RC20/276**
Moved by Councillor Plecas

**RECOMMENDED:**
That a Council workshop on the proposed Zoning Bylaw be scheduled prior to a Public Hearing.

CARRIED

**RC20/277**
Moved by Councillor Crawford

**RECOMMENDED:**
That, upon due consideration of Section 475 of the Local Government Act, referrals go forward for Official Community Plan (OCP) Amending Bylaw 5942-2020-5670(19), in accordance with Policy LAN.47, and that persons, organizations and authorities receiving those referrals are considered to be those affected for the purposes of this Section.

CARRIED
c. **Cedar Valley Local Area Plan (CVLAP) – Stage 1 Implementation Strategy**

A report from the Senior Planner - Policy dated May 19, 2020, regarding Officia Community Plan Bylaw amendments to fulfill the implementation process for the Cedar Valley Local Area Plan, was provided for the Committee's consideration.

The Manager of Long Range Planning and Special Projects provided a presentation on the Cedar Valley Local Area Plan implementation process, including priority groups and proposed land use designation changes.

**RC20/278**

Moved by Councillor Crawford

RECOMMENDED:

That, upon due consideration of Section 475 of the *Local Government Act*, consultations go forward for the properties located at 32612 Vishloff Street; 32681 32727, 32733, 32749 Laminman Avenue; 9099 Cedar Street; and 9086 and 9104 Emry Street, under file number OCP19-005 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 *Local Government Act*.

CARRIED

d. **Development Variance Application (DV19-017) - 9562 Brenda Street**

A report from the Planner dated May 19, 2020, regarding a Development Variance Permit for the property located at 9562 Brenda Street, was provided for the Committee's information.

e. **Reconsideration of Mission Downtown Development Incentive Program Boundary**

Mayor Alexis stated that pursuant to Section 131(1) of the *Community Charter*, she was bringing back for reconsideration a previous resolution of Council (RC20/227) to keep the Mission Downtown Development Incentive Program boundary remain in its current configuration.

Discussion ensued and the Manager of Long Range and Special projects answered Council’s questions in regards to the financial implications of moving the boundary, staff time and capacity to make the necessary administrative changes, and potential impacts to the Downtown Business Association’s Business Improvement Area program.
RC20/279
Moved by Mayor Alexis

RECOMMENDED:

1. That staff bring a report back to Council with options for the realignment of the Downtown Development Incentive Program boundary, including information on properties committed to improving economic growth in the downtown Mission core; and

2. That staff consult with the Downtown Business Association regarding the possibility of expanding the Business Improvement Area boundary.

CARRIED

8. RESOLUTION TO RISE AND REPORT

RC20/280
Moved by Councillor Plecas
Seconded by Councillor Gill

RESOLVED:

That the Committee of the Whole now rise and report.

CARRIED

9. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

RC20/281
Moved by Councillor Plecas
Seconded by Councillor Crawford

RESOLVED:

That the recommendations of the May 19, 2020 Committee of the Whole, as contained in items RC20/271 to RC20/279 be adopted.

CARRIED
10. COUNCIL COMMITTEE REPORTS & MINUTES

Council provided updates on recent committee and association meetings.

a. Mission Traffic and Transit Committee Meeting (draft) - February 6, 2020

   RC20/282
   Moved by Councillor Plecas
   Seconded by Councillor Crawford

   RESOLVED:
   That the minutes of the February 6, 2020 Mission Traffic and Transit Committee Meeting be received as information.

   CARRIED

11. COUNCIL MEETING MINUTES FOR APPROVAL

a. Regular Council Meeting (for the purpose of going into a closed meeting) – May 4, 2020

b. Regular Council Meeting – May 4, 2020

   RC20/283
   Moved by Councillor Plecas
   Seconded by Councillor Crawford

   RESOLVED:
   That the minutes contained in Items 11 a - b be adopted.

   CARRIED

12. BYLAWS FOR CONSIDERATION

a. Official Community Plan Amending Bylaw 5937-2020-5670(18) - FIRST READING

   RC20/284
   Moved by Councillor Gill
   Seconded by Councillor Crawford

   RESOLVED:
   That Zoning Amending Bylaw 5937-2020-5670(18) OCP19-005 (District of Mission), a bylaw to redesignate select properties (or portions) on Laminman Avenue, Emiry, Cedar and Vishllof Streets from Urban Compact and Parks and Open Space to Attached Multi-Unit Residential and Parks and Open Space, be read a first time.

   CARRIED
b. Official Community Plan Amending Bylaw 5942-2020-5670(19) - FIRST READING

RC20/285
Moved by Councillor Plecas
Secorcd by Councillor Crawford

RESCLVED:

That Official Community Plan Amending Bylaw 5942-2020-5670(29) OCP20-0C3 (District of Mission), a bylaw to introduce density bonus incentives to encourage the construction of affordable housing options within the District of Mission, be read a first time.

CARRIED

c. Zoning Bylaw 5949-2020 - FIRST READING

RC20/286
Moved by Councillor Hamilton
Secorcd by Councillor Gill

RESCLVED:

That Zoning Bylaw 5949-2020 a bylaw to repeal and replace Zoning Bylaw 5050-2009, be read a first time.

CARRIED

d. Zoning Amending Bylaw 5930-2020-5050(378) - THIRD READING

RC20/287
Moved by Councillor Crawford
Secorcd by Councillor Gill

RESCLVED:

That Zoning Amending Bylaw 5930-2020-5050(378) R19-038 (Beland), a bylaw to rezone property at 31173 Dewdney Trunk Road from Rural 16 Secondary Dwelling (RU16s) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be read a third time.

CARRIED
13. PERMITS FOR CONSIDERATION
   a. Development Variance Permit Application DV19-017 (9562 Brenda Street)

   RC20/288
   Moved by Councillor Crawford
   Seconded by Councillor Plecas

   RESOLVED:

   That Development Variance Permit DV19-017 (9562 Brenda Street) to vary the applicable section of the Zoning Bylaw by:

   • Section 301 l.2 by increasing the maximum height of an accessory building from 6.0 metres (19.7 feet) to 7.81 metres (25.6 feet); and

   • Section 111 B.2 by increasing the maximum height of a retaining wall from 1.2 metres (3.9 feet) to 3.6 metres (11.8 feet)

   be approved.

   CARRIED

14. CORRESPONDENCE
   a. Tim Pippus, SweetLeaf Cannabis Corporation

   Council reviewed a letter dated April 28, 2020 from Tim Pippus, Director of SweetLeaf Cannabis Corporation, requesting Council consider extending the deadline to receive Retail Cannabis Store License Applications.

   Council received the correspondence as information and staff have already provided a response to the applicant.

15. NEW/OTHER BUSINESS

   There was no new/other business.

16. NOTICES OF MOTION
   a. Backyard Fire Permits

   Mayor Alexis asked Council to consider waiving 2020 fees for existing 2019 backyard fire pit permit holders.

   Fire Chief Goddard provided an overview of the history of backyard fire permits within the District of Mission. Discussion ensued in regards to the number of burning complaints per year, fees for burning permits, payment methods, and public education.
RC20/289
Moved by Mayor Alexis
Secorded by Councillor Plecas

RESOLVED:

1. That people holding a valid or expired backyard fire pit permit be allowed to continue burning for the 2020 calendar year at no cost provided all other aspects of the bylaw and permit are complied with;

2. That people who have never held a backyard fire permit and wish to operate one apply for a permit and pay the current $20 annual fee; and

3. That staff bring back a report detailing the history of the program and the rationale for moving from a lifetime permit to an annual permit.

CARRIED

17. ADJOURNMENT

RC20/290
Moved by Councillor Plecas
Seconded by Councillor Gill

RESOLVED:

That the meeting be adjourned.

CARRIED

The meeting was adjourned at 12:24 a.m on May 20, 2020.

PAMELA ALEXIS
MAYOR

JENNIFER RUSSELL
CORPORATE OFFICER