

Minutes of the **SPECIAL MEETING** of the **DISTRICT OF MISSION COUNCIL** held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on June 14, 2011 commencing at 3:30 p.m.

Council Members Present: Mayor James Atebe
Councillor Paul Horn
Councillor Terry Gidda
Councillor Danny Plecas
Councillor Mike Scudder
Councillor Jenny Stevens
Councillor Heather Stewart

Staff Members Present: Glen Robertson, Chief Administrative Officer
Paul Gipps, Deputy Chief Administrative Officer
Sharon Fletcher, Director of Planning
Barclay Pitkethly, Deputy Director of Planning
Christine Brough, Acting Executive Assistant

1. TOPICS FOR DISCUSSION

SC2011/026
JUN 14/11

Planning Department Processes: Direction to Planning Staff Regarding Council's Expectations

Delegation of Authority for Development Permits

The Director of Planning provided a brief overview of her June 14, 2011 report, noting that, at the February 15, 2011 Special Council Meeting on the streamlining of planning processes, council directed staff to identify which development permits can be delegated and which cannot, and identify a process for reporting out about those development permits that are dealt with at a staff level. She explained how each type of development permit is currently being handled and recommended that delegation of authority continue for the following:

- *Intensive Residential Development Permits* where the development permit application is part of a rezoning and subdivision, or where a development permit application is not accompanied by a rezoning application;
- *Industrial Development Permits; and*
- *Development Permits for Hazard Lands.*

The Director of Planning explained that staff would continue to forward to council development permit applications in the aforementioned categories where political sensitivities and/or neighbourhood issues are deemed to exist, or at the request of council.

Ms. Fletcher also proposed that all development permit applications approved by staff be identified in a table as part of the annual year-end report on applications.

Council directed staff to report bi-annually on this issue.

The Director of Planning recommended that all infill development applications for form and character in existing neighbourhoods be forwarded to council.

Discussion ensued and it was:

Moved by Councillor Stevens, seconded by Councillor Scudder, and

RESOLVED: That staff bring forward for council consideration an amendment to the Delegation of Authority Bylaw, to define and remove "Infill" form and character Development Permits.

CARRIED

Councillor Horn noted that there is sometimes confusion among residents as to the purpose of a public input session on form and character development permit applications and requested that the correspondence that is sent to neighbours, and the presentations given by staff before council, provide greater clarity on this point.

File Closure

The Director of Planning outlined the circumstances under which staff would initiate file closures, noting that outdated files which remain open can hinder development for applicants going forward and completely inactive files where the applicant is non-responsive to repeated staff inquiries consume limited staff resources. The Director of Planning specified that slow-moving files, as opposed to completely dormant files, would not be impacted.

Council directed staff to report on staff file closures bi-annually and in greater detail than has been provided previously.

SC2011/027
JUN 14/11

Moved by Councillor Stevens, seconded by Councillor Gidda, and

RESOLVED: That staff bring forward for council consideration a revised Development File Closure and Extension policy (LAN.13) as per the recommendations contained in the June 14, 2011 report by the Director of Planning.

CARRIED

Other Planning Issues

Discussion ensued on challenges faced by the Planning Department, impediments to development, and secondary suite zoning, and it was:

SC2011/028
JUN 14/11

Moved by Councillor Horn, seconded by Councillor Scudder, and

RESOLVED: That staff provide a report at a future council meeting on options to address:

- a) issues/challenges related to geotechnical report requirements and inadequate/substandard reporting; and
- b) other identified issues/challenges related to development (internal and external processes).

CARRIED

SC2011/029
JUN 14/11

Moved by Councillor Horn, seconded by Councillor Stevens, and

RESOLVED: That staff report to council on the options for identifying specific types of secondary dwellings within the zoning bylaw.

CARRIED

SC2011/030
JUN 14/11

Moved by Councillor Horn, seconded by Councillor Plecas, and

RESOLVED: That discussion of secondary suites in rural areas be deferred to a more general discussion on secondary suite related issues.

CARRIED

SC2011/031
JUN 14/11

Moved by Councillor Scudder, seconded by Councillor Stevens, and

RESOLVED: That as part of the orientation process for a new council in the late fall/winter of 2011, staff arrange a tour of residential development in various communities.

CARRIED

2. ADJOURNMENT

SC2011/032
JUN 14/11

Moved by Councillor Scudder, seconded by Councillor Gidda, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:10 p.m.



JAMES ATEBE
MAYOR



PAUL GIPPS
DEPUTY CHIEF ADMINISTRATIVE OFFICER