1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

4. PARKS, RECREATION AND CULTURE
   (a) Amendment to 2014 Fees and Charges Bylaw - Parks, Recreation & Culture Department

5. ENGINEERING AND PUBLIC WORKS
   (a) Murray Avenue CPR Overpass Rehabilitation

6. DEVELOPMENT SERVICES
   (a) Proposed Road Closure – Cherry Avenue east of Stave Lake Street
   (b) Development Variance Permit Application DV14-010 (Khangura) – 33783 Kettley Place
       For consideration of approval.
   (c) Rescind 1st and 2nd readings to District of Mission Zoning Amending Bylaw 5365-2013-5050(110) and close Rezoning Application R12-031 (Allard Contractors Ltd.)
   (d) Amend an incorrect property and legal description in Zoning Amending Bylaw 5414-2014-5050(132) that would create a new Industrial General Two (ING2) Zone and rezone four properties with legally non-conforming uses to this new ING2 Zone

7. CORPORATE SERVICES
   (a) 2013 Traffic Fine Revenue Reporting
   (b) Accounting Adjustment for Traffic Fine Revenue
8. **RESOLUTION TO RISE AND REPORT**

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

10. **BYLAWS FOR CONSIDERATION**

MOTION: That the readings of all bylaws included in the Bylaws section of the August 5, 2014 regular council agenda be approved as listed.

(a) **Zoning Amending Bylaw 5365-2013-5050(110)**

(R12-013 – Allard Contractors) – a bylaw to amend Section 102 definitions and to rezone property at 31489 Keystone Avenue Industrial Resource Extraction Zone (INR) to Industrial Resource Extraction and Processing Zone (INRP)

(b) **Zoning Amending Bylaw 5414-2014-5050(132)**

R13-032 (District of Mission) – a bylaw to add a new Industrial General Two Zone (ING2) to Section 902, and to rezone 29920 Lougheed Highway, 7277 Nelson Street, 7150 Bank Street, and 33516 Harbour Avenue from Industrial General Zone (ING) to Industrial General Two Zone (ING2)

(c) **Zoning Amending Bylaw 5414-2014-5050(132)**

R13-032 (District of Mission) – a bylaw to add a new Industrial General Two Zone (ING2) to Section 902, and to rezone 29920 Lougheed Highway, 7277 Nelson Street, 7150 Bank Street, and 33516 Harbour Avenue from Industrial General Zone (ING) to Industrial General Two Zone (ING2)

(d) **Sewer Amending Bylaw 5448-2014-5033(3)**

– a bylaw to update Schedule D to increase the rate for disposal of trucked liquid waste at the J.A.M.E.S. Treatment Plant

(e) **Election Procedures Amending Bylaw 5449-2014-2669(6)**

– a bylaw to make housekeeping amendments to the Special Voting Opportunities and Access to Campaign Financing sections

(f) **Highway Closing and Undedication (Cherry Avenue) Bylaw 5450-2014**

– a bylaw to close an unconstructed road right-of-way

(g) **User Fees and Charges Amending Bylaw 5451-2014-4029(8)**

– a bylaw to remove the mobile stage rental fee for non-profit groups
11. **MINUTES**

   (a) Freestanding Committee of the Whole Meeting (Corporate Services – Budget) – July 9, 2014  
   
   (b) Regular Council Meeting – July 21, 2014

12. **NEW/OTHER BUSINESS**

13. **NOTICE OF MOTION**

14. **MAYOR’S REPORT**

15. **MEMBERS’ REPORTS ON COMMITTEES, BOARDS, AND ACTIVITIES**

16. **QUESTION PERIOD**

17. **ADJOURNMENT**
DATE: August 5, 2014
TO: Mayor and Council
FROM: Maureen Sinclair, Director Parks, Recreation & Culture
SUBJECT: Amendment to 2014 Fees and Charges Bylaw - Parks, Recreation & Culture Department

RECOMMENDATION(S): Council consider and resolve:
That User Fees and Charges Bylaw 4029-2007 be amended by removing the five hundred dollar ($500) mobile stage rental fee for non-profit groups from Schedule 2 – Miscellaneous Fees, and that the amending bylaw be considered for its first three readings.

PURPOSE:
The purpose of this report is to respond to Council’s July 21st request to amend the User Fees and Charges Bylaw 4029-2007, related to use of the District of Mission’s portable stage.

BACKGROUND:
During the July 21st Council meeting a request was received from Rockin’ River to waive the fees to rent the District’s mobile stage. During the discussion it was noted that the newly implemented daily rental fee for the stage would create a hardship for some not-for-profits / community organizations.

Council asked that the fee for not-for-profit / community organizations to use the DOM portable stage be reconsidered.

DISCUSSION AND ANALYSIS:
The District of Mission purchased the portable stage in 2006 and at that time Council agreed that no rental fees would be charged to community organizations. The organizations were required to cover all towing costs, staff costs to set-up, and to submit a $500 damage deposit.

Staff have subsequently learned that the waiving of the rental fee for not-for-profit / community organizations was widely discussed during the lead-up to the stage purchase. The waiving of fees for community groups appears to have been a community priority and one of the factors considered when the decision to purchase the stage was made.

In the spirit of supporting those who provided the funds to purchase the stage, especially the Rotary Clubs of Mission, staff recommend that the daily charge for rental of the stage by not-for-profits / community organizations be removed from the current User Fees and Charges Bylaw 4029-2007.
COUNCIL GOALS/OBJECTIVES:
This recommendation supports Council’s desire to work in partnership with other community organizations.

FINANCIAL IMPLICATIONS:
Revising the User Fees and Charges Bylaw 4029-2007 should have very little impact on the Parks, Recreation & Culture Department as some of the organizations would be unable to use the stage based on the current $500 fee.

COMMUNICATION:
Notification of this bylaw change will be posted at the Leisure Centre as well as the website.

SUMMARY AND CONCLUSION:
If Council supports the staff recommendation, the amending bylaw could be considered for adoption at the August 18 regular Council meeting.

SIGN OFFS:

M Sinclair Director Parks, Recreation & Culture

Reviewed by:
Jennifer Russell, Deputy Corporate Officer

Comment from Chief Administrative Officer:
Reviewed.
DATE: August 5, 2014
TO: Mayor and Council
FROM: Sean McGinn, Acting Director of Engineering and Public Works
SUBJECT: Murray Avenue CPR Overpass Rehabilitation
ATTACHMENT(S): Appendix A - MOTI Concept Drawings for the Murray Avenue CPR Overhead

RECOMMENDATION(S): Council consider and resolve:
That the Ministry of Transportation and Infrastructure be advised that the District of Mission would prefer Option 2, as outlined in the Acting Director of Engineering and Public Works’ report titled “Murray Avenue CPR Overpass Rehabilitation”, of the construction staging options for the Murray Avenue Overpass Rehabilitation project, as follows:

a) Stage 1 (4 months): East-side construction works with two 4m traffic lanes and open sidewalk.

b) Stage 2 (4 months): West-side construction works with two 4m traffic lanes and closed sidewalk. Pedestrian traffic diverted to West Coast Express Overpass (400m detour).

c) Stage 3 (3 months): Median construction works with two 4.4m traffic lanes and open sidewalk.

PURPOSE:
The purpose of this report is to inform Mayor and Council of the BC Ministry of Transportation and Infrastructure’s (MOTI) intent to perform rehabilitation works to the Murray Avenue CPR overpass and to recommend the preferred construction staging option of the project.

BACKGROUND:
The Murray Avenue Overhead is a five-span 159m long structure which had a construction completion date in late 1973. MOTI staff have contacted District of Mission (DOM) staff to inform the DOM that MOTI has planned a general rehabilitation, functional improvements and seismic retrofit for the overpass. The works can be completed in two different options of construction phasing. The DOM has been requested to provide input into which option is preferable.

DISCUSSION AND ANALYSIS:
MOTI is conducting the design of the rehabilitation project in two phases, the first being the preliminary design followed by the detailed design. They are now near completion of the Preliminary Design report on Structural Condition, Site Investigation, Functional Upgrades, Live Load Evaluation and Seismic Retrofits and require input from DOM on the construction staging issue. Staff have reviewed all the design drawings with MOTI staff and are confident with the designs being proposed. The construction staging options as presented by the MOTI are as follows:
Option 1: Two Stage Construction (~8 months)
Stage 1 (4 months): East-side construction works with two 4m traffic lanes and open sidewalk.
Stage 2 (4 months): West-side construction works with two 3.2m traffic lanes and closed sidewalk. All truck traffic diverted to the Highway 11 crossing (2 km to the West). Pedestrian traffic diverted to West Coast Express Overpass (400m detour).

Option 2: Three Stage Construction (~11 months)
Stage 1 (4 months): East-side construction works with two 4m traffic lanes and open sidewalk.
Stage 2 (4 months): West-side construction works with two 4m traffic lanes and closed sidewalk. Pedestrian traffic diverted to West Coast Express Overpass (400m detour).
Stage 3 (3 months): Median construction works with two 4.4m traffic lanes and open sidewalk. This final stage is expected to be a little shorter because there will be no work relating to barriers or appurtenances.

The configuration of the lanes for Option 1 “Two Stage Construction” does not allow enough width during the second stage of construction for commercial trucks to use the overpass. All commercial trucks would be required to utilize the Cedar Street overpass to access Highway 11 south to Abbotsford for a four month duration. Pedestrians would also not be able to use the overpass for that duration and would be required to be diverted to the pedestrian overpass adjacent to the West Coast Express.

Option 2 “Three Stage Construction” will require a longer construction period. It will allow all traffic to continue to use the overpass throughout the construction period, however all pedestrian traffic will be diverted to West Coast Express Overpass during Stage 2, a four month period. Staff is therefore recommending this option be put forward to the MOTI as the preferred option for construction phasing, as it is the least disruptive to truck traffic.

FINANCIAL IMPLICATIONS:
There are no financial implications associated with this report.

COMMUNICATION:
The MOTI will be responsible for all communication to the public regarding the project and traffic pattern changes.

SUMMARY AND CONCLUSION:
The MOTI is in the process of design upgrades to the Murray Avenue overpass. The DOM has been asked to provide input into the construction phasing. Staff are recommending that Council choose the option that will allow pedestrian and commercial truck traffic access during the construction period.

SIGN-OFFS:

Sean McGinn, Acting Director of Engineering and Public Works
Reviewed by:
Sandra Johannson, Administrative Assistant

Comment from Chief Administrative Officer
Reviewed.
EXISTING DECK SECTION AT SOUTH APPROACH

UPGRADED DECK SECTION AT SOUTH APPROACH

* PRELIMINARY CONCEPTS ONLY
  NOT FOR CONSTRUCTION
Typical Deck Section on Bridge - Stage 1 Construction
Scale: 1:50

Typical Deck Section on Bridge - Stage 2 Construction
Scale: 1:50

Typical Deck Section on Bridge - Finished Construction
Scale: 1:50

Option 1: Two Stage Construction

Option 2: Three Stage Construction

Preliminary Concepts Only
Not for Construction
DATE:  August 5, 2014
TO:  Mayor and Council
FROM:  Gina MacKay, Planner
SUBJECT:  Proposed Road Closure – Cherry Avenue east of Stave Lake Street
ATTACHMENTS:  Appendix A – Cherry Road Right-of-Way Road Closure Map

RECOMMENDATIONS:  Council consider and resolve:

1. That the “District of Mission Highway Closing and Undedication (Cherry Avenue) Bylaw 5450-2014” describing the closure of 4,170 square metres (44,855 sq. ft.) of Cherry Avenue right-of-way outlined on the plan attached to the Planner’s report dated August 5, 2014 as Appendix 3, be considered for 1st and 2nd readings;

2. That following such readings, staff prepare public notifications pursuant to Sections 26(1)(3) and 94 of the Community Charter, identifying the land, the purchaser of the land and the agreed upon consideration of the land, in upcoming issues of the Mission City Record; and

3. That the Bylaw be brought forward, together with any comments received, for consideration of 3rd reading and final adoption, at subsequent meetings of Council.

PURPOSE:
This report seeks Council’s approval for the closure and sale of 2,085 square metres (22,442 sq. ft) of Cherry Avenue right-of-way as identified on Appendix A. The total sale value of this portion of road is $104,770.40.

BACKGROUND:
In January 2014 Council directed staff to advance the proposed Road Closure to Bylaw consideration, notification and consultation to the public. The application is now ready to move forward and hence this report together with the Road Closure Bylaw, is before Council for consideration.

The principals of 410374 BC Ltd. have applied to close a portion of Cherry Avenue east of Stave Lake Street and consolidate the closed road with their adjoining land. The portion of closed road will then be consolidated with the neighbouring property. Due to the topography of the land, the road proposed to be closed is not suitable to provide for a public access road. The area of closed road is indicated on the map included as Appendix A. Note that all three areas identified in pink, blue and green will be closed. The area indicated in blue will be purchased by the developer of the adjoining property.
DISCUSSION AND ANALYSIS:

The application for road closure and sale of 2,085 square metres (22,442 sq. ft.) of road is part of a larger subdivision plan for the eastern most portion of Cherry Avenue. District of Mission staff have reviewed the proposal and discussed future use of this dedicated road; it has been determined that this portion of Cherry Avenue will not be required for future road use.

Planning staff have had several meetings with representatives from Westminster Abbey regarding the sale of a portion of the road right-of-way to the developers of the adjacent property. Abbey representatives have stated that they have no objection to the road closure and subsequent sale of the closed road subject to the Abbey being provided with an access route from Cherry Avenue to the west side of their property. The requirement to provide access along a portion of the closed road is a condition of the subdivision of the subject property and will be addressed by the Approving Officer for the District.

FINANCIAL IMPLICATIONS:

Following closure of the right-of-way area, the District will receive $104,770.40 from the adjacent property owner/developer which will go into the land sale reserve fund. This price is based upon a selling price of $123.55 per m². The unit price is based on an average appraised value of $500,000 per acre. The total land area to be sold to the proponent may vary slightly after a legal survey has been prepared. All survey costs are to be borne by the applicant.

COMMUNICATION:

In accordance with the District’s Road Closure and Sale Policy – STR.34 and Section 40(3) of the Community Charter, Council must give notice of its intention for the proposed road closure. Accordingly, the road closure must be advertised in two consecutive editions of the local newspaper to provide an opportunity for persons who are affect to provide comments. Any comments received will be forwarded to Council for their review and consideration.

SUMMARY AND CONCLUSION:

As part of a larger subdivision, the land owners are applying to close and purchase road allowance to be included within their subdivision and they require Council approval to this road closure and sale.

SIGN-OFFS:

Gina MacKay, Planner

Reviewed by:
Tina Penney,
Acting Manager of Corporate Administration

Comment from Chief Administrative Officer
Reviewed.
Appendix A

Cherry Road Right-of-Way

Road Closure Map
DATE: August 5, 2013
TO: Mayor and Council
FROM: Gina MacKay, Planner
SUBJECT: Development Variance Permit proposal to accommodate a covered deck within the rear yard setback area.
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Site Plan
Appendix 3 – Building Elevations

CIVIC ADDRESS: 33783 Kettley Place

APPLICANT: Harinder Khangura

OCP: Urban Residential designation

DATE APPLICATION COMPLETE: July 7, 2014

LOCATION:
DEVELOPMENT VARIANCE PERMIT RECOMMENDATION:

Council consider and resolve:

That Development Variance Permit Application DV14-010, for the property located at 33783 Kettley Place, to vary:

Section 501, D. Setbacks of the District of Mission Zoning Bylaw 5050-2099 by reducing the minimum Rear setback for a portion of a Principal Building from 7.5 metres (24.6 feet) to 3.8 metres (12.5 feet) to allow a covered deck located off the main floor only, to encroach into the rear yard setback as shown Appendix 2 to the report from the planner dated August 5, 2014. 5th day of August, 2014, be approved.

PURPOSE:

The purpose of this report is for Council to consider issuance of Development Variance Permit (DVP) application DV14-01 to allow a reduction in the minimum rear setback for a covered deck located off the main floor of a principal building from 7.5 metres (24.6 feet) to 3.8 metres (12.5 feet). The variance permit would be limited to the portion of principal building that includes the covered deck on the main floor only as shown on Appendix 2. All other elevations/projections of the principal building would need to meet applicable bylaw regulations.

ZONING BYLAW COMPLIANCE (Bylaw 5050-2009)

The subject property is zoned Urban Residential 465 (R465) in the District of Mission Zoning Bylaw 5050-2009. Under this zone, the required setback from a rear property line for a principal building is a minimum of 7.5 metres (24.6 feet). The request of Council is to reduce this rear yard setback for a ground (covered) level deck while all other setback requirements are maintained.

PLANNING ANALYSIS

The subject property is located within a newly developed area of the District. Neighbouring properties are either recently developed or are currently under construction. As noted, the building plans for the proposed residence indicate a covered deck extending from the back of the home into the rear yard setback. While the plans also include a deck off the master bedroom on the upper floor of the home, this upper deck will comply with the setback requirements as prescribed in the Zoning Bylaw. Accordingly, the variance permit will only apply to the lower deck.

Applicant’s rationale for DVP

The applicant notes that the unconventional shape of the lot results in a shallow building envelope. Despite the fact that they have designed a home with the majority of the house at a depth of only 8.5 metres (28 feet) it is difficult to accommodate outdoor living space within the limited rear yard allowance.

Planning Division’s support for DVP

The proposed single family dwelling is well within the maximum allowable floor space ratio and does not exceed the lot coverage permitted for this zone. As part of the review of the variance request, planning staff base their support for the variance on the restriction that the encroachment be limited to the lower deck (including covering roof) with no further encroachment allowances of any other projection of the principal building. Since this lower deck is to be constructed less than one metre (3
feet) above the natural grade of the property, the potential privacy impacts on neighbouring properties that an upper deck encroachment might cause, are for the most part mitigated. For this reason, staff are in a position to support the applicant’s variance request provided this condition is detailed within the permit.

COMMUNICATION

A notice of Development Variance Permit has been mailed or otherwise delivered in accordance with Bylaw 3612-2003 and provisions of the Local Government Act. No written submissions had been received from the public at the time of writing this report.

SIGN-OFFS:

Gina MacKay, Planner

Reviewed by:
Dan Sommer, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix 1
Information for Corporate Officer

Civic Address: 33783 Kettley Place

PID: 028-620-003

Legal: Lot 9 Section 27 Township 17 New Westminster District Plan
       BCP48567
Appendix 2

Site Plan

Required 7.5-metre setback for upper deck

3.8 metres (12.8 feet) requested variance

Extent of lower covered deck encroachment area
Appendix 3

Building Elevations
DATE: August 05, 2014
TO: MAYOR AND COUNCIL
FROM: Dan Sommer, Manager of Planning
SUBJECT: Rescind 1st and 2nd readings to District of Mission Zoning Amending Bylaw 5365-2013-5050(110) and close Rezoning Application R12-031 (Allard Contractors Ltd.)

CIVIC ADDRESS: 31489 Keystone Avenue

APPLICANT: James T. Allard, Allard Contractors Ltd.

ATTACHMENT: Appendix 1 – Information for Corporate Officer

RECOMMENDATION:

Council consider and resolve:

That 1st and 2nd readings to District of Mission Zoning Amending Bylaw 5365-2013-5050(110) be rescinded and that the associated Rezoning Application R12-031 submitted by Allard Contractors Ltd. be closed.

BACKGROUND

On June 16, 2014, Council defeated a motion to grant third reading to District of Mission Zoning Amending Bylaw 5365-2013-5050(110) (R12-031 Allard Contractors); a bylaw to amend Section 102 definitions and to rezone the property located at 31489 Keystone Avenue from Industrial Resource Extraction (INR) Zone to Industrial Resource Extraction and Processing (INRP) Zone.

The text amendment proposed to broaden the Resource Processing definition to allow resource materials needed by an INRP zoned operation to be sourced from lands other than those it operates on. The INRP zone would have permitted the existing sand and gravel operation to expand by allowing further processing of material and concrete manufacturing.

Shortly following defeat of the motion, the applicant contacted the Mayor to request a reconsideration of the matter under provisions of section 131(1) of the Community Charter and further requested that Council grant the Bylaw third reading.

Council reconsidered the matter at the meeting of July 7, 2014 but maintained their resolution not to grant third reading given the applicant’s failure to address a number of concerns about the potential impacts that the Bylaw amendment might have on the surrounding neighbourhood area residents.
SUMMARY AND CONCLUSION

A key aspect to addressing Council’s concerns required the applicant to provide further clarification (i.e., a noise abatement study) on how increasing noise levels resulting from an expansion of the existing sand and gravel operation, namely the establishment of a concrete manufacturing plant, could be mitigated. By way of email correspondence to the Mayor, dated June 25, 2014, the applicant informed the Mayor and Council that no further information would be submitted.

Consequently, as Council reconsideration of the matter did not result in the granting of third reading, staff are recommending that Council now rescind first and second readings of the Bylaw and that staff formally close the associated Rezoning Application R12-031 submitted by Allard Contractors Ltd.

SIGN-OFFS:

Dan Sommer  
Manager of Planning

Reviewed by:  
Mike Younie  
Director of Development Services

Comment from Chief Administrative Officer  
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 31489 Keystone Avenue

PID: 000-948-659

Legal: LEGAL SUBDIVISION 5 SECTION 6 TOWNSHIP 18 NEW WESTMINSTER DISTRICT
DATE: August 5, 2014
TO: Mayor and Council
FROM: Marcy Bond, Senior Planner
SUBJECT: Amend an incorrect property and legal description in Zoning Amending Bylaw 5414-2014-5050(132) that would create a new Industrial General Two (ING2) Zone and rezone four properties with legally non-conforming uses to this new ING2 Zone

ATTACHMENTS:
- Appendix A - Information for Corporate Officer
- Appendix B - Legally Non-Conforming Barge Loading Sites
- Appendix C - Zoning Amending Bylaw 5414-2014(5050)132 to be rescinded
- Appendix D - February 2014 Staff Report for new Industrial General Two (ING2) Zone and Rezoning Four Barge Loading Sites.
- Appendix E - Location of the Existing Non-Conforming Barge Loading Site and Proposed New Barge Loading Site

CIVIC ADDRESSES: 29920 Lougheed Highway, 7277 Nelson Street, 7150 Bank Street and 33516 Harbour Avenue

APPLICANT: District of Mission

OCP: This application is in conformance with each of the properties’ current OCP designations of Industrial

LAND USE RECOMMENDATIONS

Council consider and resolve:

1. That 2nd and 3rd readings of Zoning Amending Bylaw 5414-2014(5050)132 be rescinded;
2. That Zoning Amending Bylaw 5414-2014(5050)132 be amended by deleting Clause 2 b) in its entirety and replacing it with the following:
   b) rezoning the following properties:
   29920 Lougheed Highway
   PID 011-722-549, Lot 1, District Lot 436, Group 1, New Westminster
   District Plan 69567
   7277 Nelson Street
   PID 000-639-648, District Lot 465, Group 1 Except: Firstly Part on Statutory Right of Way Plan 908; Secondly Part on Reference Plan 3067; Thirdly Part Dedicated Road on Plan LMP2169; and Fourthly: Part on Statutory Right of
PURPOSE

On March 3, 2014, Council granted third reading to Zoning Amending Bylaw 5414-2014(5050)132. The purpose of the Bylaw is twofold; first to create a new Industrial General Two (ING2) Zone to permit barge loading uses along with general industrial uses, and second, to rezone four waterfront properties along the Fraser River to the new ING2 Zone to accommodate their current legally nonconforming barge loading operations (Appendix B).

The purpose of this report is to recommend amendments to correct an inaccuracy with the original Bylaw presented to Council while maintaining the original intent and outcome of the Bylaw. Specifically, one of the four properties (i.e., 29920 Lougheed Highway) identified in the original Bylaw was incorrectly referenced on an appended map as was this property’s associated legal description. The error was the result of an incorrect address reference on a provincial foreshore license of occupation.

To correct the inaccuracy in the Bylaw, 2nd and 3rd readings of Zoning Amending Bylaw 5414-2014(5050)132 (the Bylaw that created the ING2 zone) attached as Appendix C, need to be rescinded. The Bylaw will then be amended to reflect the correct property and legal description after which 2nd Reading of the Bylaw will be reread as amended. It is noted that the proposed changes to the Bylaw will necessitate a new public hearing date to which staff have recommended the 18th of August 2014 with 3rd reading to follow should Council consider moving the Bylaw forward. A special meeting of Council has been scheduled for August 20th, 2014 to allow consideration of final adoption of the Bylaw; that is if the amended bylaw is signed by the
Ministry of Transportation and Infrastructure and Council is in agreement with the recommended changes to the Bylaw.

BACKGROUND

Proposed ING2 Zone

Council’s long standing interest has been and still is to consider barge loading activities on a case by case basis to help create jobs and improve Mission’s economy. In February of 2014, the Acting Manager of Planning introduced a new Industrial General Two (ING2) Zone that would allow a barge loading complement to the industrial uses already permitted in the existing Industrial General (ING) Zone. This initiative also included the rezoning of four riverfront properties (which were identified as having provincial licenses of occupation for barge loading operations and thus deemed legally nonconforming), to the new ING2 Zone. The February 2014 staff report is attached as Appendix D.

Prior to a Zoning Bylaw amendment in 2007, barge loading was a permitted use on all properties zoned Industrial. Since that time, five existing barge loading facilities between Hatzic and Silverdale have continued to operate as legal nonconforming. To bring about bylaw conformity, four of the five properties were slated for rezoning with the introduction of the new ING2 Zone, the fifth of which was being considered under separate application submitted by Fraser Pacific Enterprises Inc. Appendix B presents the location of the four existing properties with barge loading operations that are the subject of this bylaw amendment.

Bylaw Correction

In anticipation of the creation of a new ING2 Zone, the District received another rezoning application for the property directly adjacent to the most westerly of the four properties targeted for the new ING2 Zone. Appendix E shows the location of the proposed new barge loading site (easternmost property) and the existing non-conforming barge loading facility (westernmost property).

As part of staff’s review of this new application, which included a site reconnaissance, it was discovered that there was an error that led to an incorrect legal description for one of the properties under ING2 consideration. The error appears to stem from an incorrect addressing note on the provincial foreshore licenses that staff used to identify which properties had legally nonconforming barge loading operations. Consequently, one of the legal descriptions noted in the proposed Bylaw that would create the new ING2 Zone, which is currently sitting at third reading, is incorrect and needs to be amended in the Bylaw proposing the new ING2 Zone.

Therefore as recommended, 2nd and 3rd readings of the Bylaw need to be rescinded and then the Bylaw needs to be reread as amended to reflect the correct property and legal description. A public hearing and 3rd reading may be scheduled for the August 18th, 2014 with adoption of the Bylaw on August 20th, 2014.

OFFICIAL COMMUNITY PLAN COMPLIANCE (Bylaw 4052-2008)

All four properties are designated Industrial in the Official Community Plan. Rezoning of these properties to the new Industrial General Two (ING2) Zone is consistent with the planning objectives of the Official Community Plan.
ZONING BYLAW COMPLIANCE (Bylaw 5050-2009)

The proposed new Industrial General Two (ING2) Zone maintains the existing mix of industrial uses of the current Industrial General (ING) and Industrial General Commercial (INGC) Zones but adds a barge loading use to its list of permitted uses. With the adoption of this Bylaw, the four legally nonconforming barge loading operations will be deemed an outright permitted use, where all other property owners wishing to establish “new barge loading operations” within Mission will need to apply for rezoning to the new ING2 Zone.

PLANNING ANALYSIS

Barge loading is an important economic component to Mission and has historically been associated with the Mission waterfront. Ensuring the correct properties are identified as legally nonconforming and that those properties are brought into compliance with the definition of barge loading helps to secure their continued operations.

It is anticipated that the District will be bringing additional rezoning of non-conforming sites forward as well as new applications for barge loading along the Fraser River.

FINANCIAL IMPLICATIONS

As this rezoning is a District initiated process, normal planning fees were not received. Apart from the internal resources needed to prepare a follow-up report and the $1,540 associated with the placement of four development notification signs, there are no additional financial implications associated with this report.

COMMUNICATION

Notification of the Zoning Amending Bylaw will be made through the placement of four development notification signs, one at each property site summarizing the proposed rezoning. Notification of the creation of the new ING2 Zone will be completed as per the Local Government Act and Bylaw 3612-2003, where newspaper advertising will occur for two consecutive issues, not less than three, and not more than ten days prior to the Public Hearing date.

As the Zoning Amending Bylaw proposes a text amendment to the District of Mission Zoning Bylaw 5050-2009, with the creation of a new ING2 Zone, the Ministry of Transportation and Infrastructure is required to sign the Bylaw prior to the adoption by the District of Mission.

Provided a public hearing date is determined by Council, the signs 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 properties located at 7150 Bank Street and 33516 Harbour Street and within a distance of 500 metres for the properties at 29920 Lougheed Highway and 7277 Nelson Street 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.

INFORMATIONAL NOTES
1. The correct four (4) legally non-conforming barge loading sites that are the subject of the zoning amending bylaw are identified in Appendix B.

2. The Zoning Bylaw 5414-2014(5050)132 that proposed to create the new Industrial General Two (ING2) Zone and rezone the original four properties that is sitting at 3rd reading is attached as Appendix C.

3. The original staff report and new Industrial General Two (ING2) Zone is attached as Appendix D.

4. As the bylaw requires a text amendment to Zoning Bylaw 5050-2009 the Ministry of Transportation and Infrastructure is required to sign the bylaw prior to adoption.

SIGN-OFFS
Marcy Bond, Senior Planner
Reviewed by: Dan Sommer, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.
Appendix A
Information for Corporate Officer

Civic Address: 29920 Lougheed Highway
PID: 011-722-549
Legal: Lot 1, District Lot 436, Group 1, New Westminster District Plan 69567

Civic Address: 7150 Bank Street
PID: (011-001-429
Legal: Parcel “One” (Reference Plan 9215) Lot “B” District Lot 411 Group 1 New Westminster District Plan 3689

Civic Address: 33516 Harbour Street
PID and Legal: PID 026-048-981 Parcel A, District Lot 411, Group 1 New Westminster District Plan BCP13302
PID 011-875-828 Lot 68, District 411, Group 1 New Westminster District Plan 611
PID 011-001-551 Lot A Except: Firstly: Parcel One (Reference Plan 8978) Secondly: Part Subdivided by Plan 44006; Thirdly Part on Statutory right of way Plan 43417, District Lot 411 Group 1 New Westminster District Plan 3689"

Civic Address: 7277 Nelson Street
PID: 000-639-648
Legal: District Lot 465, Group 1 Except: Firstly Part on Statutory Right of Way Plan 908; Secondly Part on Reference Plan 3067; Thirdly Part Dedicated Road on Plan LMP2169; and fourthly: Part on Statutory right of way plan LMP3745; Fifthly: Part Dedicated Road on Plan BCP44961; New Westminster District
Appendix B
Map Identifying Legally Non-Conforming Barge Loading Sites
Appendix C

DISTRICT OF MISSION

BYLAW 5414-2014-5050(132)

A Bylaw to amend "District of Mission Zoning Bylaw 5050-2009"

WHEREAS, under the provisions of 903 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 5414-2014-5050(132)".

2. "District of Mission Zoning Bylaw 5050-2009" as amended, is hereby further amended by:
   a) deleting Section 1004 – Industrial General Zones in its entirety, and replacing it with a new Section 1004 – Industrial General Zones, as set out in Schedule "A" attached to and forming part of this Bylaw;
   b) rezing the following properties:
      29920 Lougheed Highway
      PID: 014842386
      Lot C Plan 4578 (Parcel C, Group 1, REF PL 4578, EXC PCL D REF PL 2583)

      7277 Nelson Street
      PID: 000639648
      Rem D.L 456 GP 1 Plan 3067 (Except Plan SRW PL908, & EXC PL 3067, PL LMP2169, LMP3745, BCP44961.)

      7150 Bank Street
      PID: 011001429
      Pcl 1 Plan 9215 (Parcel ONE, Group 1, REF PL 9215.)

      33516 Harbour Avenue
      PID: 011001551, 011875828, 026048981
      Lot A BCP 13302 (Group 1, EXC PL PCL 1 (REF PL 8978) & EXC PL 44006 & 43417, Lot 68, Plan NWP611, District Lot 411, Group 1, New Westminster Land District, Parcel A, Plan BCP13302, District Lot 411, Group 1, New Westminster Land District)

      from Industrial General Zone (ING) to Industrial General Two Zone (ING2); and
c) amending the zoning maps accordingly.

READ A FIRST TIME this 3rd day of February, 2014
READ A SECOND TIME this 3rd day of February, 2014
PUBLIC HEARING held this 3rd day of March, 2014
READ A THIRD TIME this 3rd day of March, 2014

I hereby certify this document to be a true and correct copy of "District of Mission Zoning Amending Bylaw 5414-2014-5050(132).

[Signature]

Ken Bjorgaard, Chief Administrative Officer and Interim Corporate Officer
Dated at Mission, BC this 30th day of April, 2014.
## SCHEDULE “A”

### SECTION 1004 INDUSTRIAL GENERAL ZONES

<table>
<thead>
<tr>
<th>Zone Type</th>
<th>Zone Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial General Zone</td>
<td>ING</td>
</tr>
<tr>
<td>Industrial General Two Zone</td>
<td>ING2</td>
</tr>
<tr>
<td>Industrial General Commercial Zone</td>
<td>INGC</td>
</tr>
</tbody>
</table>

### A. Zone Intent

The intent of these zones is to provide for a mix of industrial uses. In addition, the **ING2** zones permits barge loading as a use, and the **INGC** zone provides for limited commercial uses.

### B. Permitted Uses

The following Principal Uses and no other shall be permitted in the **ING**, **ING2** and **INGC** zones:

#### a. Industrial limited to:

1. Auction – Wholesale,
2. Heavy Industry,
3. Industrial Equipment Rental,
4. Light Industry,
5. Min-Storage,
6. Recycling Depot,
7. Transportation Industry, and
8. Warehouse.

#### b. Industrial limited to the **ING2** Zone only,

1. Auction – Wholesale,
2. Heavy Industry,
3. Industrial Equipment Rental,
4. Light Industry,
5. Min-Storage,
6. Recycling Depot,
7. Transportation Industry, and
8. Warehouse,
9. Barge Loading Facility

#### c. Recreation, limited to:

1. Commercial Outdoor Recreation

#### d. Service, in the **INGC** Zone only, limited to:

1. Appliance Repair,
2. Beverage Container Return Centre,
iii. Call Centre,
iv. Dog and Cat Daycare Kennel,
v. Driving School,
vi. Funeral Parlour and/or Memorial Service Facility,
vii. General Service Use, and
viii. Taxi Dispatch.

2. The following Accessory Uses and no other shall be permitted in the ING, ING2 and INGC zones.

a. Office limited to:

i. Administrative Office Use – provided the Use is limited to a maximum of 50% of Floor Area of the Principal Use.

b. Residential limited to:

i. One Dwelling Unit – shall be located above the first Storey.

c. Retail, in the INGC Zone only, limited to:

i. Retail Store – provided the retailing of products are manufactured or wholesaled within the business premises, limited to a maximum of 30% of the Floor Area of the Principal Use or 450 sq m (4,843.8 ft), whichever is less.

d. Storage limited to the following:

i. Enclosed Storage, and
ii. Outdoor Storage – provided the Use is for finished products which are manufactured on the Site.

All Outdoor Storage operations shall:

- Not exceed 50% of the Floor Area of a Principal Use in size.
- Not include storage of material or goods likely to produce or give off dust or other particulate matter that may become wind-borne.
- Not exceed 2.0 m in height, from Finished Grade.
- Not be located within 3.0 m of a Lot line adjoining a Street.
- Be located only on that part of a Lot surfaced with dust-free material.
- Be bounded on all sides not adjacent to a Building or Structure by a fence of at least 1.8 m (6.0 ft) in Height constructed and maintained in a manner to completely screen storage from view from public Streets, the fence shall be fronted by a Landscaped Area 1.5 m (4.9 ft) wide containing a minimum of one tree, for every 9.0 linear m (29.5 ft) of fence. Each tree shall have a minimum size of 6.0 cm (2.4 in) caliper.

C. Lot Area

1. The minimum Lot Area must not be less than 0.2 ha (0.5 ac), except where such Lot existed at the date of adoption of this Bylaw or were created under Section 106.10.

2. Notwithstanding Section 1004, Part C.1, where a Lot contains and Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.
3. Notwithstanding Section 1004, 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>6.0 m (19.7 ft)</td>
<td>3.0 m (9.84 ft)</td>
<td>1.5 m (4.92 ft)</td>
<td>4.5 m (14.8 ft)</td>
</tr>
<tr>
<td><strong>Accessory Building/Structure</strong></td>
<td>6.0 m (19.7 ft)</td>
<td>3.0 m (9.84 ft)</td>
<td>1.5 m (4.92 ft)</td>
<td>4.5 m (14.8 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 1004 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. N/A

G. Floor Space

1. N/A

H. Height of Buildings

1. 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>ING</td>
<td>12.0 m (39.4 ft)</td>
<td>12.0 m (39.4 ft)</td>
</tr>
<tr>
<td>ING2</td>
<td>12.0 m (39.4 ft)</td>
<td>12.0 m (39.4 ft)</td>
</tr>
<tr>
<td>INGC</td>
<td>12.0 m (39.4 ft)</td>
<td>12.0 m (39.4 ft)</td>
</tr>
</tbody>
</table>

I. Off Street Parking

*Off Street Parking* shall be in accordance with the provisions of Section 108.
DATE: February 3, 2014
TO: MAYOR AND COUNCIL
FROM: Kari Huhtala, Acting Manager of Planning
SUBJECT: To create a new Industrial General Two (ING2) Zone to permit general industrial and barge loading uses on four waterfront properties; and to initiate discussions with the property owners to attain pedestrian trail access through the properties
ATTACHMENT(S): Appendix 1: Information for Corporate Officer
Appendix 2: Industrial General Two (ING2) Zone
Appendix 3: Existing Properties with Barge Loading Operations
Appendix 4: District of Mission Trail Routing Map

CIVIC ADDRESS: 29920 Lougheed Highway, 7277 Nelson Street, 7150 Bank Street, and 33516 Harbour Avenue.

APPLICANT: District of Mission

OCP: This application is in conformance with the current OCP designation: Industrial

RECOMMENDATIONS: Council consider and resolve:
1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by:
   a) Deleting 902 INDUSTRIAL GENERAL (ING) ZONE at properties addressed 29920 Lougheed Highway, 7277 Nelson Street, 7150 Bank Street, and 33516 Harbour Avenue and replacing it with a new Section 902 INDUSTRIAL GENERAL TWO (ING2) ZONE as outlined in Appendix 2 to a report, dated February 3, 2014, from the Acting Manager of Planning; and by
   b) Rezoning the four waterfront properties presently zoned INDUSTRIAL GENERAL (ING) ZONE to INDUSTRIAL GENERAL TWO (ING2) ZONE.
2. That the Bylaw be considered for 1st and 2nd Readings at the Regular Council meeting on February 3, 2014;
3. That following these readings, the Bylaw be forwarded to a Public Hearing on February 17, 2014; and
4. That discussions be initiated with the four property owners to determine opportunities to obtain public access, for trail purposes, through their properties with the results being reported back to Council.
PURPOSE

The purpose of this report is to create a new industrial zone in accordance with the Council resolution of January 6, 2014:

“1. That staff prepare a bylaw to amend the District of Mission Zoning Bylaw 5050-2009 by adding an Industrial General Two (ING2) Zone to permit barge loading;

2. That the new zone include all the regulations and permitted uses within the Industrial General (ING) Zone; and

3. That staff prepare a bylaw to amend the District of Mission Zoning Bylaw 5050-2009 to apply the new zoning category to the five properties that currently have barge loading facilities and are in the Industrial General (ING) Zone.”

BACKGROUND

In March of 2006, an inquiry for a gravel loading facility prompted Council to instruct staff to examine barge loading facilities and zones where these uses are permitted.

A staff report dated October 23, 2006 followed with a recommendation to explicitly prohibit barge loading facilities from the definition of "Industrial Use”. Subsequently, the District of Mission received correspondence dated January 17, 2007 from the Department of Fisheries and Oceans (DFO) regarding a proposal for a barge loading facility located at 34980 Lougheed Highway, outlining DFO's reluctance and hesitation given the likelihood of the facility triggering a "harmful alteration and disruption or destruction" (HADD) of fish habitat. The Fraser River Sturgeon Conservation Society in a letter dated February 10, 2007, noted that the Hatzic Eddy area of the Fraser River holds some of the highest densities of White Sturgeon year round. The amending Bylaw received final reading and adoption on March 19, 2007. Since that date, the five existing barge loading facilities have continued to operate as legal nonconforming uses.

SITE CHARACTERISTICS

Of the existing barge loading facilities in the District of Mission, most are historically associated with logs, wood chips and gravel loading activities. Currently, there are five properties between Hatzic and Silverdale where barge loading is allowed on a legal nonconforming status:

1. Pope & Talbot Ltd. - Renew Resources at 29920 Lougheed Highway;
2. Chips Ahoy Fibre Supply - Everwood Industries at 7277 Nelson Street;
3. Fraser Pacific Enterprises Inc. - S & K Cedar Products at 31870 Duncan Avenue;
4. Mission Chip Loading Ltd. at 7150 Bank Street; and
5. Island Cedar Products at 33516 Harbour Avenue.

Appendix 3 presents the location of the existing properties with barge loading operations.

Fraser Pacific Enterprises Inc. - S.K Cedar Products, has submitted a rezoning application to rezone the property from Industrial Business Park One (INBP1) and Industrial General (ING) zones to Comprehensive (CD) Zone to accommodate a variety of industrial uses and to continue utilizing the river as a "working river”. The matter of permitting barge loading as a permitted use at this location will be considered by staff as a part of that rezoning process and is not one of the properties being considered for rezoning as part of this report.
ZONING BYLAW AMENDMENT (Bylaw 5050-2009)

Appendix 2 presents the proposed new Industrial General Two (ING2) Zone that maintains existing Industrial General (ING) Zone uses and adds barge loading as a legal conforming use to four properties. Each property meets the zoning requirements under the proposed Industrial General Two (ING2) Zone.

PLANNING ANALYSIS

Council’s long standing interest has been and still is to consider barge loading activities on a case by case basis to help create jobs and improve Mission’s economy. This goal is consistent with Council’s object to promote greater industrial development and implement strategies to mitigate barriers.

It is recognized that the Mission reach of the Fraser River is well known and valuable salmon habitat and also provides important habitat for the White Sturgeon. White Sturgeon are currently listed as Endangered under the federal Species at Risk Act and are a red listed species on the provincial species at risk in the Lower Mainland Region (i.e. Northern Spotted Owl, White Sturgeon, Great Blue Heron, Grizzly Bear, etc.). In addition, the river also supports an active sports fishing industry that is important to Mission’s economy.

Both Fisheries and Oceans Canada and the Ministry of Environment have processes in place to consider threats to fish and fish habitat. Should threats be deemed excessive, both processes can stop development proposals or state mitigation measures that must be incorporated into development proposals as well as compensation measures that can be implemented to ensure no net loss of habitat. Notwithstanding these processes, provincial and federal environmental agencies commonly request that local governments consider using their powers to protect environmental resources.

OCP Compliance

The OCP’s industrial development objective is to provide a diverse supply of industrial and business park sites in Mission to support a wide range of industrial activities in order to strengthen the local economy and increase employment opportunities for Mission residents.

Policies in the OCP that support industrial development include:

- **Land Supply for Industry**
  
  *Policy 3.3.1: Encourage a wide range of industrial uses and maintain a diversity of designated, zoned and serviced industrial land and business areas to ensure adequate land is available to meet present needs and future demand for industrial development.*

- **Support Local Industry**
  
  *Policy 3.3.2: Support the retention and expansion of local industrial businesses as an important component of the community’s future demand.*

The proposed new Industrial General Two (ING2) Zone is consistent with the OCP ideal of supporting the benefits of industrial development particularly those that maintain existing activities, enhance revenue generation, create employment, and make more efficient use of land and existing infrastructure through land intensification as opposed to urban sprawl.
The Fraser Valley Regional District (FVRD) - Experience the Fraser

With the completion of the “Experience the Fraser (ETF) Concept Plan” in 2011 and the “Lower Fraser River Corridor Project Implementation Plan for Local Governments” in 2012, the ETF project is in its implementation phase of building connections between communities, parks, natural features, historic and cultural sites and other points of interest along the Lower Fraser River Corridor. The “Fraser Valley Regional District (FVRD) Trail Study” was also completed in 2012 with the purpose of developing a high-level understanding of construction costs associated with implementing the trail specifically within the regional district.

Appendix 4 presents the ETF’s Trail Study’s District of Mission Trail Routing Map that identifies various and existing trail types along the river (i.e. roads, off road, dyke, railways, etc.).

The proposed rezoning of the waterfront properties presents an opportunity for the District to begin discussions with the property owners on ways to create a pedestrian trail through their properties and along Mission’s waterfront. Public access can be achieved through several regulatory avenues, such as statutory right-of-ways, easements, or covenants. If, in the interim access is not possible, then temporary access could be provided via an alternative route until redevelopment of the site occurs. It is important for property owners to know that access for a trail through their property is desired by the District when they are planning uses for their property. Therefore, discussions should be initiated with the four property owners with the goal of obtaining public access through their properties and with the results being reported back to Council.

FINANCIAL IMPLICATIONS

Apart from the internal resources needed to prepare a follow-up report, there are no financial implications associated with this report.

COMMUNICATION

Bylaw 3612-2003 Land Use Application Procedures and Fees

Notification letters will be mailed to inform area property owners as shown on the assessment roll and to occupiers of all parcels as per current policy. An additional letter will be sent to the four property owners inviting them to discuss trail access with District staff.

The statutory advertising will be completed as per the Local Government Act and Bylaw 3612-2003, where newspaper advertising will occur for two (2) consecutive issues, not less than 3, and not more than 10 days prior to the Public Hearing date.

LAN. 50 Pre-Public Hearing Information Packages

Information packages for the Public Hearing will include copies of any related documents and reports, as well as copies of all documents that have been provided to Council in respect to the Public Hearing.
SUMMARY AND CONCLUSION

In summation, the new Industrial General Two (ING2) Zone permits all uses listed in the General Industrial (ING) Zone and adds barge loading as a permitted use. The approach presented offers an outcome that recognizes the desire of Council to help create jobs and improve Mission’s economy. Property owners wishing to establish new barge loading operations within Mission will need to apply for rezoning to the new ING2 zone. This is also an opportune time to initiate discussions with the existing barge loading property owners about pedestrian access along the Fraser River through their properties.

SIGN-OFFS

Kari Huhtala, Acting Manager of Planning

Reviewed by:
Mike Younie
Director of Development Services

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

Information for Corporate Officer

Civic Address: 29920 Lougheed Highway

PID: 014842386

Legal: Lot C Plan 4578 (Parcel C, Group 1, REF PL 4578, EXC PCL D REF PL 2583)

Civic Address: 7277 Nelson Street

PID: 000639648

Legal: Rem D.L 456 GP 1 Plan 3067 (Except Plan SRW PL908, & EXC PL 3067, PL LMP2169, LMP3745, BCP44961.)

Civic Address: 7150 Bank Street

PID: 011001429

Legal: Pcl 1 Plan 9215 (Parcel ONE, Group 1, REF PL 9215.)

Civic Address: 33516 Harbour Avenue

PID: 011001551, 011875828, 026048981

Legal: Lot A BCP 13302 (Group 1, EXC PL PCL 1 (REF PL 8978) & EXC PL 44006 & 43417, Lot 68, Plan NWP611, District Lot 411, Group 1, New Westminster Land District, Parcel A, Plan BCP13302, District Lot 411, Group 1, New Westminster Land District)
Appendix 2

SECTION 1004

Industrial
GENERAL Zone

Industrial General Zone  ING
Industrial General Two Zone  ING2
Industrial General Commercial Zone  INGC

A. Zone Intent

The intent of these zones is to provide for a mix of industrial uses. In addition, the ING2 zones permits barge loading as a use, and the INGC zone provides for limited commercial uses.

B. Permitted Uses

The following Principal Uses and no other shall be permitted in the ING, ING2 and INGC zones:

a. Industrial limited to:
   i. Auction – Wholesale,
   ii. Heavy Industry,
   iii. Industrial Equipment Rental,
   iv. Light Industry,
   v. Min-Storage,
   vi. Recycling Depot,
   vii. Transportation Industry, and
   viii. Warehouse.

b. Industrial limited to the ING2 Zone only,
   i. Auction – Wholesale,
   ii. Heavy Industry,
   iii. Industrial Equipment Rental,
   iv. Light Industry,
   v. Min-Storage,
   vi. Recycling Depot,
   vii. Transportation Industry, and
   viii. Warehouse,
   ix. Barge Loading Facility

c. Recreation, limited to:
   i. Commercial Outdoor Recreation

d. Service, in the INGC Zone only, limited to:
   i. Appliance Repair,
   ii. Beverage Container Return Centre,
   iii. Call Centre,
iv. Dog and Cat Daycare Kennel,
v. Driving School,
vi. Funeral Parlour and/or Memorial Service Facility,
vii. General Service Use, and
viii. Taxi Dispatch.

2. The following Accessory Uses and no other shall be permitted in the ING, ING2 and INGC zones.

a. Office limited to:
   i. Administrative Office Use – provided the Use is limited to a maximum of 50% of Floor Area of the Principal Use.

b. Residential limited to:
   i. One Dwelling Unit – shall be located above the first Storey.

c. Retail, in the INGC Zone only, limited to:
   i. Retail Store – provided the retailing of products are manufactured or wholesaled within the business premises, limited to a maximum of 30% of the Floor Area of the Principal Use or 450 sq m (4,843.8 ft), whichever is less.

d. Storage limited to the following:
   i. Enclosed Storage, and
   ii. Outdoor Storage – provided the Use is for finished products which are manufactured on the Site.

All Outdoor Storage operations shall:

- Not exceed 50% of the Floor Area of a Principal Use in size.
- Not include storage of material or goods likely to produce or give off dust or other particulate matter that may become wind-borne.
- Not exceed 2.0 m in height, from Finished Grade.
- Not be located within 3.0 m of a Lot line adjoining a Street.
- Be located only on that part of a Lot surfaced with dust-free material.
- Be bounded on all sides not adjacent to a Building or Structure by a fence of at least 1.8 m (6.0 ft) in Height constructed and maintained in a manner to completely screen storage from view from public Streets, the fence shall be fronted by a Landscaped Area 1.5 m (4.9 ft) wide containing a minimum of one tree, for every 9.0 linear m (29.5 ft) of fence. Each tree shall have a minimum size of 6.0 cm (2.4 in) caliper.

C. Lot Area

1. The minimum Lot Area must not be less than 0.2 ha (0.5 ac), except where such Lot existed at the date of adoption of this Bylaw or were created under Section 106.10.
2. Notwithstanding Section 1004, Part C.1, where a Lot contains and Undevelopable Area, that area shall not be included in the calculation of minimum Lot Area.

3. Notwithstanding Section 1004, 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>6.0 m</td>
<td>3.0 m</td>
<td>1.5 m</td>
<td>4.5 m</td>
</tr>
<tr>
<td></td>
<td>(19.7 ft)</td>
<td>(9.84 ft)</td>
<td>(4.92 ft)</td>
<td>(14.8 ft)</td>
</tr>
<tr>
<td><strong>Accessory Building/Structure</strong></td>
<td>6.0 m</td>
<td>3.0 m</td>
<td>1.5 m</td>
<td>4.5 m</td>
</tr>
<tr>
<td></td>
<td>(19.7 ft)</td>
<td>(9.84 ft)</td>
<td>(4.92 ft)</td>
<td>(14.8 ft)</td>
</tr>
</tbody>
</table>

2. Notwithstanding Section 1004 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. N/A

G. Floor Space
1. N/A

H. Height of Buildings
1. 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>ING</td>
<td>12.0 m (39.4 ft)</td>
<td>12.0 m (39.4 ft)</td>
</tr>
<tr>
<td>ING2</td>
<td>12.0 m (39.4 ft)</td>
<td>12.0 m (39.4 ft)</td>
</tr>
<tr>
<td>INGC</td>
<td>12.0 m (39.4 ft)</td>
<td>12.0 m (39.4 ft)</td>
</tr>
</tbody>
</table>
I. Off Street Parking

1. *Off Street Parking* shall be in accordance with the provisions of Section 108.
Appendix 3
Existing Properties with Barge Loading Operations

29920 Lougheed Hwy
Pope & Talbot Ltd (inactive)
Renew Resources (inactive)
Owner - B Thomas Holdings
Zoning - ING

7277 Nelson St
Chips Ahoy Fibre Supply
Everwood Industries
Owner - Wynnyk, John
Zoning - ING (bottom)
RU80 (top)

31870 Duncan Ave
Fraser Pacific Enterprises Inc
S & K Cedar Products Ltd
Owner - 359719 BC Ltd
Zoning - ING (right)
INBP1 (left)

7150 Bank St
Mission Chip Loading Ltd
Owner - Janbar Enterprises Ltd
Zoning - ING

33516 Harbour Ave
Island Cedar Products
Zoning - ING
Appendix 4

District of Mission Trail Routing Map
(Fraser River Regional District Trail Study – 2012)
Appendix E

Air Photo- Existing Industrial Barge Loading Facility and Proposed New Barge Loading Facility

Existing Barge Loading/Industrial Property historically referred to as 29920 Lougheed Highway

Vacant property identified as 29920 Lougheed Highway on District Mapping/Location of new rezoning application for barge loading facility
DATE: August 5, 2014  
TO: Mayor and Council  
FROM: Kris Boland, Manager of Finance  
SUBJECT: 2013 Traffic Fine Revenue Reporting  
ATTACHMENTS: Appendix A – 2013 Strategic Community Investment Funds Plan and Progress Report

This report is provided for information purposes only. No staff recommendation accompanies this report and Council action is not required.

PURPOSE:
To satisfy the reporting requirements of the Strategic Community Investment Funds Agreement.

DISCUSSION AND ANALYSIS:
The Strategic Community Investment Funds Agreement with the Province of British Columbia required the District to develop a plan that sets out the intended uses and performance targets for traffic fine revenue sharing grants received from 2012 through 2014, and to report publicly on the plan by June 30th each year.

The District’s plan encompasses using the entire amount of traffic fine revenue to enhance and support police operations, and thus these funds are entirely directed to the police operating budget. This treatment is consistent with how the District has used traffic fine revenue grants over the past number of years. The attached Appendix A reflects on the use of funds in 2013.

Staff recently became aware of the June 30th deadline for this report, and prepared the report as soon as the deadline was discovered.

FINANCIAL IMPLICATIONS:
There are no financial implications associated with this report.

COMMUNICATION:
No further communication action is required beyond reporting on this public agenda.

SUMMARY AND CONCLUSION:
In accordance with the requirements of the Strategic Community Investment Funds Agreement, this report is provided to the public regarding the use of traffic fine revenue sharing grants in 2013.

Kris Boland, Manager of Finance  
Reviewed by: Kerri Onken, Deputy Treasurer/Collector

Comment from the Chief Administrative Officer  
Reviewed.

g:\finance\rcmp\traffic fine revenue sharing grant\traffic fine reporting for 2013.docx
APPENDIX A
Strategic Community Investment Funds Plan and Progress Report

(1) SCI Funds received or anticipated: Payments under the small community, regional district and traffic fine revenue sharing portions of the Strategic Community Investment Funds (SCI Funds) will be set out separately in the local government’s SCI Funds Agreement.

<table>
<thead>
<tr>
<th>Strategic Community Investment Funds</th>
<th>Use</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Grants</td>
<td>local government services</td>
<td>March 2013</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 2013</td>
<td>N/A</td>
</tr>
<tr>
<td>RD Grants</td>
<td>local government services</td>
<td>March 2013</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 2013</td>
<td>N/A</td>
</tr>
<tr>
<td>TFRS Grants</td>
<td>Defray the cost of local police enforcement</td>
<td>March 2013</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>June 2013</td>
<td>$711,786.33</td>
</tr>
</tbody>
</table>

(2) SCI Funds intended use, performance targets and progress made:

Small Community or Regional District Portion of the SCI Funds

<table>
<thead>
<tr>
<th>Intended Use</th>
<th>Performance Targets</th>
<th>Progress made in reporting period (by June 30, 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Traffic Fine Revenue Sharing Portion of the SCI Funds

<table>
<thead>
<tr>
<th>Intended Use</th>
<th>Performance Targets</th>
<th>Progress made in reporting period (by June 30, 2014)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use funding to enhance and support police operations.</td>
<td>100% of Funds are used to enhance and support police operations over the term of the SCI Agreement.</td>
<td>• 100% of the TFRS SCI Funds were directed to the police operating budget.</td>
</tr>
</tbody>
</table>

(3) Report Date: 2014-07-25

Reports must be made by June 30th in each year of the SCIF Agreement.
DATE: August 5, 2014
TO: Mayor and Council
FROM: Kris Boland, Manager of Finance
SUBJECT: Accounting Adjustment for Traffic Fine Revenue

RECOMMENDATION(S): Council consider and resolve:

1. That $181,419 be transferred from accumulated surplus into the 2014 traffic fine revenue account, based on the related 2013 annual operating surplus; and,

2. That the financial plan be amended accordingly.

PURPOSE:

The purpose of this report is to advise Council of a change in accounting standard that took effect in 2013, which resulted in more traffic fine revenue being recorded in 2013 than anticipated. A recommendation to transfer the additional revenue recorded in 2013 from accumulated surplus to solve the timing difference for the 2014 budget is included in this report.

BACKGROUND:

At the May 5, 2014 regular meeting of Council, the Manager of Finance presented the District’s 2013 consolidated financial statements, and commented that a change in accounting standard had led to more traffic fine revenue being recorded during the year than was budgeted, which contributed to the 2013 annual surplus. This report is provided as a follow up, and recommends that the related surplus amount due to additional traffic fine revenue that was realized in 2013 be transferred to the 2014 budget, to solve the timing difference that the change in accounting standard created.

DISCUSSION AND ANALYSIS:

In March 2012, the District signed the Strategic Community Investment Funds Agreement, which stipulated the amount of Traffic Fine Revenue Sharing Grants that would be received over the three year period of 2012, 2013 and 2014. The traffic fine revenue payment amounts were not evenly spread across the three year period, but for accounting purposes the total amount was pro-rated equally over the three years, resulting in one third of the total revenue being recorded in each of the three years. At the time, this was in accordance with the relevant accounting standard.

In 2013, the District was required to adopt the new accounting standard related to government transfer revenue, “PS3410 Government Transfers”. This standard primarily dictates when revenue from government transfers is recognized; depending on the specific terms of each government transfer agreement, the revenue may or may not be recognized at the time it is received. In the case of the traffic fine revenue, the new accounting standard required the revenue to be recorded as it was received. The new accounting standard didn't change the amount of traffic fine revenue the District was entitled to, instead is just changed the timing of when the revenue was to be recognized.
The end result of the new accounting standard was an additional $181,419 of revenue was recorded in 2013, which was previously anticipated to be recorded in 2014. This additional $181,419 increased the 2013 annual surplus, which flows into the accumulated surplus account. In order to solve this timing difference, staff recommends that $181,419 be transferred from accumulated surplus to the 2014 traffic fine revenue account, in order to balance the 2014 budget.

FINANCIAL IMPLICATIONS:
The financial implications of this change in accounting standard are simply the timing of when revenues are recorded. As a result of the new accounting standard, more revenue than was budgeted was recorded in 2013, which will lead to less revenue than budgeted being recorded in 2014. The overall amount of revenue does not change. The recommended transfer from accumulated surplus will solve this timing difference and ensure a deficit is not caused by the implementation of the new accounting standard.

SUMMARY AND CONCLUSION:
A change in accounting standard has affected the timing of recognizing traffic fine revenue. This change in accounting standard does not change the amount of traffic fine revenue the District receives; rather it just changes the timing of when that revenue is recognized. This change in accounting standard created a $181,419 surplus in 2013, and a $181,419 deficit in 2014. As the $181,419 surplus from 2013 flows into accumulated surplus, staff recommends that $181,419 be transferred from accumulated surplus into the 2014 traffic fine revenue account, to balance the 2014 budget.

SIGN-OFFS:

Kris Boland, Manager of Finance

Reviewed by:
Kerri Onken, Deputy Treasurer/Collector

Comment from the Chief Administrative Officer
Reviewed.
DATE: August 6, 2014
TO: Mayor and Council
FROM: Scott Ross, Manager of Accounting Services

This report is provided for information purposes only. No staff recommendation accompanies this report and Council action is not required.

PURPOSE:
The purpose of this report is to provide Council with a quarterly update of the District’s cash and portfolio investment holdings.

BACKGROUND:
In accordance with the District’s Investment Policy FIN.20, staff report to Council on the District’s investment holdings on a quarterly basis.

DISCUSSION AND ANALYSIS:
The following table summarizes the District’s cash and portfolio investment holdings as at June 30, 2014:

<table>
<thead>
<tr>
<th>Investment Type</th>
<th>Amount</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFA Bond Fund</td>
<td>$16,044,513</td>
<td>3.25%&lt;sup&gt;A&lt;/sup&gt;</td>
</tr>
<tr>
<td>Cashable Term Deposits</td>
<td>16,165,193</td>
<td>1.85% to 1.95%</td>
</tr>
<tr>
<td>Non-cashable Term Deposits</td>
<td>25,241,419</td>
<td>2.10% to 2.70%</td>
</tr>
<tr>
<td>General Bank Account</td>
<td>12,939,548</td>
<td>1.50%</td>
</tr>
<tr>
<td><strong>Total Cash and Portfolio Investments</strong></td>
<td><strong>$70,390,673</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note A - returns for the MFA Bond Fund are based on actual performance over the immediately preceding 12 month period.

Excluding general bank interest earnings, the District's investment portfolio has yielded an average annualized return of approximately 2.48% for the six months ended June 30, 2014.

All investment decisions made are in compliance with Section 183 of the Community Charter and ensuring the primary objective is the preservation of capital as per the District’s Investment Policy FIN.20.
FINANCIAL IMPLICATIONS:
There are no financial implications directly associated with this report.

COMMUNICATION:
No communication action is required.

SUMMARY AND CONCLUSION:
The District’s total cash and portfolio investment balance is $70,390,673 as at June 30, 2014.

SIGN-OFFS:

Scott Ross, Manager of Accounting Services

Reviewed by: Kris Boland, Manager of Finance

Comments from the Chief Administrative Officer
Reviewed.

g:\finance\investments\memos\2014\investment holding quarterly report - june 30 2014.docx
DATE: August 5, 2014
TO: Mayor and Council
FROM: Ken Bjorgaard, Chief Administrative Officer
SUBJECT: Update on Council’s Goals and Objectives and the Status of the Core Services Review Action Items
ATTACHMENTS: Appendix A – Status of Action Items Related to Council’s Goals and Objectives
Appendix B – Core Services Review Recommendations Tracking Chart

This report is provided for information purposes only. No staff recommendation accompanies this report and Council action is not required.

PURPOSE:
The purpose of this report is to provide an update on the status of the action items which are part of Council’s goals and objectives and to apprise Council of the status of the remaining core services review action items, including the associated staff responsibilities and expected timelines for each of the approved actions.

BACKGROUND:
The status of the various action items related to Council’s Goals and Objectives as at July 28, 2014, is shown in attached Appendix A together with the previously reported status updates. Staff are making progress in terms of fulfilling the various action items associated with Council’s goals and objectives as many action items have been completed and others are well underway.

The attached Core Services Review Recommendations Tracking Chart (Appendix B) shows the core services review recommendations, the approved actions related to those recommendations, and the staff member(s) responsible and expected timelines for each of the action items. All of the action items, with the exception of some of the process reviews, have been completed to date. Council will be kept informed of staff’s progress related to the remaining process reviews.

FINANCIAL IMPLICATIONS:
There are no financial implications associated with this report.

COMMUNICATION:
The status of action items related to Council’s goals and objectives and the Core Services Review recommendations will be communicated to Council and the public on a regular basis.

SIGN-OFF:

Ken Bjorgaard, Chief Administrative Officer

Status as of July 28, 2014

This report summarizes the results of Council's planning session on January 13 and 14, 2012 and reflects changes implemented by Council at the June 21, 2012 Administration and Finance Committee meeting. A further review was conducted in March 2013 and resulting amendments have been incorporated into this document.

Mission Statement:
Our purpose is to build a safe, healthy and inclusive community that is abundant in economic, cultural and recreational opportunities.

Council’s Core Values:
Council agreed to operate collectively by embracing four core values:

1. Respect
   a. Encouraging a variety of opinions and perspectives
   b. Building upon each other’s knowledge and experience

2. Teamwork
   a. Acknowledging other members for their contributions
   b. Supporting the decisions that are made

3. Listening
   a. Listening for understanding and asking for clarity
   b. Paraphrasing for understanding

4. Mutual Support
   a. Asking for support and advice
   b. Seeking “win – win” solutions

Council’s Vision:
To be the most business friendly and livable community in the Lower Mainland of British Columbia.

Council Strategic Goals:

1. Financial Sustainability (pages 2-4)
2. Economic Development (Pages 4-8)
3. Infrastructure and Facilities Development (pages 9-15)
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Conduct Core Services Review and approve recommendations for implementation (This will include a review of all grant programs, such as fee-for-service, municipal grants, permissive tax exemptions, etc. and optional services.) | Acceptance and communication of final Core Services report and approval of any recommendations to be implemented | July, 2012 | Administration  
Chief Administrative Officer  
Deputy Chief Administrative Officer  
All Department Heads | ACTION ITEM COMPLETED |
| • Implement approved Core Services Review recommendations               | Approved Core Services Review recommendations fully implemented                              | April, 2013 (dependent on number and extent of recommendations) | Administration  
Chief Administrative Officer  
All Department Heads | As of November 20, 2012: The approved core services review items have been actioned and will be tracked and completed over the next year.  
As of December 24, 2012: 7 of 17 action items have been completed to date. An update on all action items will be provided to Council in January 2013.  
As of February 4, 2013: An update as to the status of the action items was provided to Council on January 21, 2013. Completion of the action items for the most part are on track.  
As of March 18, 2013: Staff are working through the core services review action items.  
As of May 10, 2013: Staff continue to work through the action items and an update will be provided to Council in June.  
As of July 29, 2013: Ten of the seventeen action items have been completed.  
As of October 28, 2013: Thirteen of the seventeen action items have been completed. As of July 28, 2014: 15 of the 17 action items have been completed. |
## FINANCIAL SUSTAINABILITY GOAL

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Complete RCMP resource study</td>
<td>Study received and considered by Council</td>
<td>August, 2012</td>
<td><strong>RCMP</strong>&lt;br&gt;RCMP Inspector&lt;br&gt;Chief Administrative Officer&lt;br&gt;Deputy Chief Administrative Officer</td>
<td>ACTION ITEM COMPLETED</td>
</tr>
</tbody>
</table>

### OBJECTIVE: Achieve Sustainable Forestry Operation Focused on Ongoing Profitability

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Review Core Services Review recommendations related to Forestry and implement any approved recommendations</td>
<td>Implementation of approved Forestry Core Services Review recommendations</td>
<td>December, 2012</td>
<td><strong>Forestry</strong>&lt;br&gt;Director of Forest Management</td>
<td>As of November 20, 2012: Recommendations #13, #16 and #17 are complete. There is no current action on #14, although there is to be an annual update to monitor if and when action might be required. #15 is ongoing. (NOTE: Numbers correspond to the Chief Administrative Officer’s Core Services Review Recommendations Tracking Chart document).&lt;br&gt;As of December 24, 2012: No current action needed, so no change from November 20, 2013. ACTION ITEM COMPLETED</td>
</tr>
</tbody>
</table>

### OBJECTIVE: Create and Implement Efficient and Effective Financial/Business Planning Processes

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Approve the annual budget (operating and capital) before the start of each fiscal year</td>
<td>Annual budget formally approved by Council before beginning of each fiscal year&lt;br&gt;Council approval of new integrated system</td>
<td>By December, 2012 for 2013 fiscal year and ongoing</td>
<td><strong>Finance</strong>&lt;br&gt;Manager of Finance&lt;br&gt;All Departments</td>
<td>As of December 24, 2012: Financial Plan Bylaw adopted December 17, 2012 ACTION ITEM COMPLETED</td>
</tr>
</tbody>
</table>
| ● Develop system to integrate Council’s goals and objectives with the budget and operational planning | Strategic, budget and operational plans are more fully integrated | For 2014 fiscal year budget | **Finance**<br>Manager of Finance<br>All Departments | As of September 7, 2012: Not started. Finance will be meeting with the CAO to clarify this action item including the depth of changes that
## FINANCIAL SUSTAINABILITY GOAL

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>processes and implement approved system</td>
<td></td>
<td></td>
<td></td>
<td>may be needed. / As of December 24, 2012: Same as on September 7, 2012. As of February 4, 2013: This project is now in process. As of March 18, 2013: Consideration of Council’s goals and objectives has been incorporated into the Capital Spending Package process, as work on the 2014 capital budget is now underway. ACTION ITEM COMPLETED</td>
</tr>
</tbody>
</table>

## ECONOMIC DEVELOPMENT GOAL

**OBJECTIVE:** Promote and Stimulate Economic Development and Business Activity

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Provide for additional and accelerated funding for Economic Development Office | Funding in place | June, 2012 | *Economic Development Officer*  
Chief Administrative Officer | ACTION ITEM COMPLETED |
| • Hire additional contract resource(s) for Economic Development | Resource(s) in place | July, 2012 | *Economic Development Officer*  
Chief Administrative Officer | ACTION ITEM COMPLETED |
| • Identify any impediments to greater commercial and industrial development and implement strategies to mitigate barriers where possible | Report to Council and implementation of approved strategies | December, 2012 | *Development Services*  
Director of Development Services  
Economic Development Officer | As of September 7, 2012: Other than the review of policies and bylaws that apply to downtown, this work has not formally started. Policies and bylaws that apply to the downtown have been reviewed. Further reviews are ongoing and will be forwarded to Council on a
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Create a practical and implementable downtown revitalization plan including a common vision, a land-use plan, a business strategy, i.e. development incentive program, an infrastructure plan, etc.</td>
<td>Council approval of final vision and plan to be implemented</td>
<td>December, 2012</td>
<td><strong>Development Services</strong>&lt;br&gt;Senior Policy Planner&lt;br&gt;Director of Long Range Planning&lt;br&gt;Other Departments as required</td>
<td>As of September 7, 2012: RFP released to market. Concept plan due by December 2012 and final plan by March 31, 2012.&lt;br&gt;As of October 5, 2012: Contract signed with consultant, work to commence immediately.&lt;br&gt;As of November 20, 2012: Open House held on November 15, 2012. Charrette planned for January 16/17, 2013. / As of December 24, 2012: Same as above. b&lt;br&gt;As of February 4, 2013: Charrette completed and Big Moves workshop took place on February 4, 2013.&lt;br&gt;As of March 18, 2018: Ongoing meeting with key stakeholders are underway with a “Priorities Workshop” scheduled with Council in early May.&lt;br&gt;As of May 10, 2013: Draft plan reviewed with Council. Charrette team meeting planned for late May. Final plan to Council in late June-early July.&lt;br&gt;As of July 29, 2013: Plan adopted on June 3, 2013.</td>
</tr>
<tr>
<td>Action(s)</td>
<td>Measurable Success Outcome(s)</td>
<td>Timeline</td>
<td>Lead Department &amp; Person Responsible/Team Members</td>
<td>Status as of April 28, 2014</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| • Create and implement a marketing and communication strategy to execute the downtown plan including development of a developers/investors guide highlighting applicable incentives, regulations, etc. | Marketing and communication material produced and used                                    | February, 2013 | Economic Development Officer  
Manager of Long Range Planning  
Senior Policy Planner  
Other Departments as required                                                          | As of September 7, 2012: This portion of the downtown revitalization plan needs to be prepared at the end of the planning process in order to incorporate the actions associated with implementing the revitalization plan.  
As of December 24, 2012: Same as above.  
// As of February 4, 2013: Will be completed by staff after downtown plan is completed.  
// As of March 18, 2013: same as above.  
// As of May 10, 2013: This will be completed to roll out with Downtown Plan.  
As of July 29, 2013: The incentive package will go to Council in August or early September for approval. Once approved, the policies and bylaws will be amended and forwarded to Council for approval and the marketing package can be finalized.  
As of October 28, 2013: The incentive package was approved in principal by Council and policies and bylaws will be amended and forwarded to Council, along with the marketing package prior to year end.  
As of December 27, 2013: All required bylaws and policy changes have been presented to Council for consideration. Marketing materials to be completed by February 2014.  
As of April 28, 2014: Draft marketing materials have been prepared and are being reviewed.  
Tax |
## ECONOMIC DEVELOPMENT GOAL

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>exemption bylaw will be forwarded to Council for consideration by May 20, 2014.</td>
<td></td>
<td></td>
<td></td>
<td>As of June 3, 2014: The downtown incentive promotional package is complete. The broader communications strategy to promote downtown development will be complete by June 18, 2014.</td>
</tr>
</tbody>
</table>

### OBJECTIVE: Provide for Interim Development Opportunities on the Waterfront

- Report on interim waterfront development strategies and implement any practical strategies

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of October 5, 2012: Investigation of comparable municipalities' approaches complete. Staff to synthesize findings and report to Council on interim options and implementation of any approved strategies by end of October.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of November 20, 2012: Report delayed until early December.</td>
</tr>
<tr>
<td>Finalize waterfront planning implementation strategy</td>
<td>Final implementation report forwarded to Council</td>
<td>December, 2012</td>
<td>Development Services Senior Policy Planner</td>
<td>As of September 7, 2012: Staff currently attending Developers meeting with Consultant. Survey sent</td>
</tr>
</tbody>
</table>

**ACTION ITEM COMPLETED**
### Economic Development Goal

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>

- **Director of Long Range Planning**

**Out:** Results to be included in final report. // As of October 5, 2012: Meetings with developers ongoing. Property owners survey results received. Meetings with provincial agencies to begin. Completion of Phase 4 will occur in late Fall 2012.


As of February 4, 2013: Report sent to Council on January 7, 2013. Staff will use actual development applications to implement study’s recommendation and will report back to Council at a later date. // As of March 18, 2013: A mock application has been completed and referrals have been distributed which seek feedback from different departments.

As of May 10, 2013: Staff are working with some developers in the hope that actual applications will be submitted.

As of July 29, 2013: Staff are still working with some developers in the hope that actual applications will be submitted.

As of October 28, 2013: Staff continue to work with developers for pre-applications and will undertake some contaminated sites work as part of the process.

**Action Item Completed**
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Report on recommended asset management system(s) and associated resources and develop plan for implementation | Development of asset management system | June, 2013 | **Engineering**  
**Municipal Design & Asset Manager**  
Director of Engineering  
Manager of Parks & Facilities  
Manager of Accounting Services | As of September 7, 2012: Report to Council regarding the Asset Manager position at the September 17, 2012 Regular Council meeting. // As of October 5 and November 20, 2012: Council has given approval in principal to place the Asset Manager in the 2013 Budget discussions. // As of December 24, 2012: 2013 budget now approved including the Manager of Assets/Infrastructure position. Staff will post job in January 2013. / As of February 4, 2013: Interviews for the Manager of Assets/Infrastructure position are being arranged. // As of March 18, 2013: AC watermain replacement program has been started and additional replacement budget approved by Council. Unsuccessful in first round of interviews to hire an Asset Manager. A second ad is being created to be advertised to a broader audience than the previous version via professional and asset management associations.  
As of May 10, 2013: Asset manager interview are being arranged within the next two weeks.  
As of July 29, 2013: The Asset Manager position has been filled. The anticipated start date is August 19, 2013. |
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of Oct 28, 2013. The Asset Manager is now on-board and is working on a pavement management review. Report target is December 2, 2013. The next priority is to review downtown infrastructure and report back to Council in the first quarter of 2014. The third priority is to develop an overall Asset management Strategy for all District Infrastructure. The expected target completion is the 3rd quarter of 2014.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of December 27, 2013: The Pavement Management report has been submitted to Council. Next step is to find a funding source for ongoing pavement management costs. Currently working on the downtown infrastructure review with a priority on the Welton Street and First Avenue area to support the 2014 plaza development.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of April 28, 2014: The Manager of Assets and Infrastructure has left the District. The Recruitment Process for a replacement is underway.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ongoing strategies :</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Pavement Management plan is being funded and works are underway.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Downtown infrastructure review continues and is near completion.</td>
</tr>
</tbody>
</table>
## INFRASTRUCTURE AND FACILITIES DEVELOPMENT GOAL

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| - Create a sustainable asset replacement and maintenance program for all assets within the financial plan including a fully funded road resurfacing program | Implementation of asset management system       | June, 2014     | Engineering  
Municipal Design & Asset Manager  
Director of Engineering  
Manager of Parks & Facilities  
Manager of Finance          | As of July 28, 2014: Complete but ongoing analysis is being undertaken.  
**ACTION ITEM COMPLETED** |

**OBJECTIVE:** Provide for Mission’s Future Water Needs

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| - Undertake water demand study to determine future water needs         | Final report forwarded to Council                | July, 2012     | Engineering  
Deputy Director of Engineering  
Director of Engineering          | As of September 7, 2012: Public presentation made on September 4, 2012 WSC presentation set for September 13, 2012. Offer for staff to make public presentations has been made.  
**ACTION ITEM COMPLETED** |
### INFRASTRUCTURE AND FACILITIES DEVELOPMENT GOAL

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| - Investigate potential water supply sources, working with Mission's regional partner, including metering, to meet future water needs | Investigation completed with recommendations to Council | December, 2012 | **Engineering**  
**Director of Engineering**  
Deputy Director of Engineering  
Manager of Finance | As of September 7, 2012: As above.  
**ACTION ITEM COMPLETED** |
| - Report on whether Mission should proceed with water meters throughout the community and if the answer is yes develop strategy to implement | Final Council decision and approval of strategy (if any) | December, 2012 | **Engineering**  
**Deputy Director of Eng. & Public Works**  
Director of Engineering  
Manager of Finance | As of September 7, 2012: As above.  
Report Complete. Public consultation to take place in fall 2012.  
**ACTION ITEM COMPLETED** |
| - Include future water supply (including potential metering costs) in financial plan with appropriate funding source(s) | Inclusion of water source and any metering in financial plan | December, 2012 | **Finance**  
Manager of Finance  
Director of Engineering | As of September 7 and October 5, 2012: Mission’s water demand study is now released; staff are waiting for feedback. The utility management committee also continues to investigate second water source options.  
// As of November 20, 2012: Staff are working on a report regarding water meters. The Utility Management Committee and the Water & Sewer Commission are continuing to investigate new water source options and timing.  
// As of February 4, 2013: A report is slated to go to an open Council meeting in late February or early March. Staff have conducted meetings with Surrey and Richmond to discuss their metering programs.  
// As of March 18, 2013: Water meter report will go to Council on April 15, 2013.  
As of May 10, 2013: Staff is working on a report outlining suggestions and recommendations to implement a |
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>voluntary water metering program, reversing the Industrial, Commercial and Institutional (ICI) water rates so that the more volume one uses, the greater the incremental cost; and implementing higher seasonal rates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of October 28, 2013: Council has rescinded previous motion to implement a volunteer water metering system and requested a follow up report. Target date for report is December 16, 2013.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of December 27, 2013: Council has directed staff to continue its research on water meters; implement a sample water meter program in the West Heights and the AC water main replacement areas to gauge actual water consumption in older homes in Mission, with the results to come back to Council; and, before proceeding with the program, staff come back with the budgetary impact and a source of funds for the program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of April 28, 2014: Water meters for sample program have been ordered. Delivery expected mid-May. Installation will be approximately one month.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of July 28, 2014: Further action is deferred. Matter will be addressed by incoming Council.</td>
</tr>
</tbody>
</table>
## INFRASTRUCTURE AND FACILITIES DEVELOPMENT GOAL

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Finalize community amenity strategy including related list of amenity projects | Council’s final approval of strategy and amenity list | October, 2012 | **Development Services**  
Manager of Long Range Planning  
Director of Parks, Recreation & Culture  
Chief Administrative Officer | As of September 7 and October 5, 2012:  
Workshop 1 – October 18, 2012  
Workshop 2 – November 6, 2012  
Report and new policy to follow workshops.  
As of December 24, 2012: Workshop #2 held and staff directed to develop draft policy.  
As of February 4, 2013: Policy being drafted.  
As of March 18, 2018: Policy still being drafted.  
As of December 27, 2013: As above.  
As of April 28, 2014: As above.  
**As of July 28, 2014:** Further action is deferred. Matter will be addressed by incoming Council (per CAO). |
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Update community amenities policy based on agreed upon strategy/project list and implement the same in financial plan | Adoption of amended community amenities policy and inclusion of approved amenities in financial plan | November, 2012 | *Development Services Manager of Long Range Planning*  
Director of Parks, Recreation & Culture  
Manager of Finance | As of September 7 and October 5, 2012: As above.  
As of December 24, 2012: Workshop #2 held and staff directed to develop draft policy.  
As of February 4, 2013: Policy being drafted.  
As of March 18, 2018: Policy still being drafted.  
As of May 10, 2013: Policy to be drafted.  
As of December 27, 2013: As above.  
As of July 28, 2014: Further action is deferred. Matter will be addressed by incoming Council (per CAO). |
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| Establish performance management measures for each department including accountability and service standards and track the measures on a quarterly basis | Performance management data collected on a quarterly basis                                     | Starting with the quarter ending September, 2012      | Administration  
Chief Administrative Officer  
Deputy Chief Administrative Officer  
All Departments | As of September 7, 2012: Performance measures will be discussed as part of consideration of the core services review recommendations on September 17th. Staff are still aiming to have a more robust performance management system in place by the end of the year.  
// As of October 5 and November 20, 2012: Staff are still aiming to have a more robust performance management system in place by the end of the year.  
// As of December 24, 2012: No further information other than that noted above.  
// As of March 18, 2018: No further information other than that noted above.  
// As of May 10, 2013: No further information other than that noted above.  
As of July 29, 2013: Departmental activity performance measures are being reported on a regular basis. A more comprehensive performance management measurement system is under consideration and review.  
As of October 28, 2013: In light of vacancies within the department, work on this project will take place over the next six months (anticipated implementation date: April 2014).  
As of December 27, 2013: As above. |
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Report to Council and the public on a quarterly basis as to the results of performance measures | Quarterly performance management reports on Council agendas       | Starting October, 2012 and ongoing                                      | All Departments  
Chief Administrative Officer  
Deputy Chief Administrative Officer | As of September 7, October 5 and November 20, 2012: See item above.  
As of December 24, 2012: Quarterly reporting in place; reports will change as performance measures evolve.  
ACTION ITEM COMPLETED                                                                  |
| • Complete quarterly RCMP accountability reports, including financial updates, as per the new RCMP agreement | Quarterly reports received by Council                             | Starting with quarter ending June, 2012                               | RCMP  
Manager, RCMP Administration  
RCMP Inspector                                                                                      | As of September 7, 2012: Reports being presented quarterly.  
ACTION ITEM COMPLETED                                                                                   |

**OBJECTIVE:** Complete Other Priority Operational Projects

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Review Cedar Valley Comprehensive Development Plan (Plan) including drainage and development phasing strategies | Council approval of revised Plan and formal adoption of any applicable policies, bylaws, etc. | December, 2012       | Development Services  
Manager of Planning  
Director of Engineering                                                                                       | As of September 7, 2012: Report to go to Council on October 1, 2012.  
// October 5, 2012: Memo to Council is scheduled to be completed by the week of October 15th, at which time a workshop meeting with Council will have to be arranged.  
// As of December 24, 2012: Project plan drafted and currently being reviewed by management. Per Council’s November 5, 2012 resolution, staff are preparing a report and workshop with Council tentatively scheduled for March 2013.  
// As of February 4, 2013: Meeting scheduled for April 17, 2013 Freestanding Committee of the Whole meeting.  
// As of March 18, 2013: Due to a scheduling conflict on April 17, 2013, this item was rescheduled to the May 22, 2013 Freestanding Committee of the Whole meeting.  
// As of May 10, 2013: Due}
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
</table>
| • Finalize and implement new subdivision control bylaw | New bylaw adopted | December, 2012 | **Development Services**  
**Director of Development Services**  
Director of Engineering  
Director of Parks, Recreation & Culture | to other priority projects, the CVCDP review has been postponed to late summer ~ early fall of 2013.  
As of July 29, 2013: Report to Council anticipated for November 2013  
As of October 28, 2013: Due to other priority projects, the CVCDP review has been postponed to the spring of 2014.  
As of December 27, 2013: As above.  
As of April 28, 2014: As above.  

As of September 7, 2012: Workshop tentatively set for October 4, 2012. Direction to be provided at that workshop.  
As of October 5, 2012: Workshop with Council was held on Oct. 4th. Council directed staff to (1) contact external stakeholders for their comments and inputs on the draft Bylaw (2) estimate the overall change in the cost of development, if the draft Bylaw is adopted.  
As of November 20, 2012: Stakeholder consultation material to be sent out week of November 19, 2012.  
As of December 24, 2012: Stakeholder consultation material to be sent out by December 30, 2012.  
As of February 4, 2013: Draft bylaw delayed to stakeholders until end of February 2013.  
As of March 18, 2018: a Draft Bylaw has been forwarded to key...
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stakeholders in the development community for feedback and input.</td>
<td></td>
<td></td>
<td>As of May 10, 2013: Stakeholder review process completed April 30 and draft bylaw will be sent for legal review.</td>
</tr>
<tr>
<td></td>
<td>As of July 29, 2013: Stakeholder comments to be integrated into the bylaw and reviewed internally prior to being sent for legal review.</td>
<td></td>
<td></td>
<td>As of July 29, 2013: Stakeholder comments to be integrated into the bylaw and reviewed internally prior to being sent for legal review.</td>
</tr>
<tr>
<td></td>
<td>As of October 28, 2013: Stakeholder comments reviewed with developers and staff will work toward bringing the bylaw back to Council by mid-January 2014.</td>
<td></td>
<td></td>
<td>As of October 28, 2013: Stakeholder comments reviewed with developers and staff will work toward bringing the bylaw back to Council by mid-January 2014.</td>
</tr>
<tr>
<td></td>
<td>As of April 28, 2014: Staff have begun work on the draft bylaw again, plans are in place to revise the original draft to reflect recent format changes implemented by other local governments that provide flexibility for the Engineer and should limit the number of variances required for Council consideration on purely technical and engineering matters.</td>
<td></td>
<td></td>
<td>As of April 28, 2014: Staff have begun work on the draft bylaw again, plans are in place to revise the original draft to reflect recent format changes implemented by other local governments that provide flexibility for the Engineer and should limit the number of variances required for Council consideration on purely technical and engineering matters.</td>
</tr>
</tbody>
</table>
### MUNICIPAL OPERATIONS AND PARTNERSHIPS GOALS

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Finalize and implement project management policy</td>
<td>Approval of final policy and procedures</td>
<td>December, 2012</td>
<td>Engineering Director of Eng. &amp; Public Works All Departments</td>
<td>As of September 7, 2012: As above. October 5, November 20, and December 24, 2012: It is currently being reviewed by the CAO. // As of February 4, 2013: As per previous update. // As of March 18, 2013: A report is anticipated for the April 17, 2013 Freestanding Committee of the Whole meeting. // Report went to Council on May 13, 2013.</td>
</tr>
<tr>
<td>• Review of fee-for-service policy and procedures.</td>
<td>New policy, procedures and agreements in place</td>
<td>September, 2012</td>
<td>Administration Deputy Director of Corporate Administration Deputy Treasurer/Collector</td>
<td>As of September 7, 2012: Report went on the August 29, 2012 Agenda.</td>
</tr>
<tr>
<td>• Support 2014 BC Winter Games Organizing Committee</td>
<td>Regular and timely reporting to the committee and successful hosting of the games</td>
<td>Ongoing to February, 2014</td>
<td>Parks, Recreation and Culture Director of Parks, Recreation and Culture Other Departments as Required</td>
<td>As of September 7, 2012: Facility tour of all athletic venues was conducted and sports shifted as a result of new site information received. // As of October 5, 2012: The Board of Directors continues to meet monthly in preparation for the Games. Current priority is a review of the venues required. // As of November 20, 2012: Monthly meetings are ongoing. Requests for additional venues are being made; mission statement developed; Board of Directors continue to evolve their respective portfolios. // As of December 24, 2012: All venues have been identified and requested including venues in Abbotsford and Langley. The Board participated in the</td>
</tr>
<tr>
<td>Action(s)</td>
<td>Measurable Success Outcome(s)</td>
<td>Timeline</td>
<td>Lead Department &amp; Person Responsible/ Team Members</td>
<td>Status as of April 28, 2014</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------</td>
<td>----------</td>
<td>-----------------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mission Candlelight Parade and are making efforts to increase community awareness. // As of February 4, 2013: Training sessions with all Directors were scheduled in week of January 24, 2013. The 1-year-to-go event is being planned for February at the Leisure Centre and the volunteer recruitment kick-off is in its planning stages. As of March 18, 2013: The one year to go event has been taken place and the countdown clock has been installed at the Leisure Centre. Plans are underway to start volunteer recruitment during Volunteer Recognition Week the last week in April. All Directorates are moving forward on their respective areas of concern. All sports venues have been secured. // As of April 18, 2013: The volunteer recruitment process begins during Volunteer Recognition Week April 22-27. The Directorates are all working on finalizing their budget requirements. // As of May 10, 2013: There are monthly meetings with the Board of Directors. Volunteer recruitment has begun and volunteers can now sign-up on line. Staff are working to clarify criteria around the in-kind donations provided by the DOM. The budget is being refined but has not yet been finalized. As of July 29, 2013: The Board of Directors reviewed and approved a Games budget at their July meeting.</td>
<td></td>
</tr>
</tbody>
</table>
### MUNICIPAL OPERATIONS AND PARTNERSHIPS GOALS

<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>There are still two sports that require venues as gym spaces remaining in the District are too small. The Board will not being meeting until September to allow everyone an opportunity to vacation and re-charge before the home stretch leading up to the Games. As of October 28: All sports have identified venues. Society activities are on track. Volunteer recruitment activities are ongoing as are activities in all 14 Directorates. As of December 27, 2013: All venues are set, contract with the School District is pending – relates to accommodations, sport venues in 4 schools, food and transportation. In January a two day session will update on each Directorate’s activities and needs leading up to the Games in February. As of April 28, 2014: The Games were successfully hosted in the District of Mission between February 20 – 23. The final tally for the Games Legacy is the last outstanding matter.</td>
<td></td>
</tr>
</tbody>
</table>

---

**OBJECTIVE:** Develop and Implement Partnership Communication Strategy

- Identify key partnership persons, agencies and organizations

<p>| List forwarded to Council | November, 2012 | Administration Manager of Civic Engagement and Corporate Initiatives Director of Parks, Recreation &amp; Culture | As of September 7, 2012: Inventory stage has been initiated. As of October 5, 2012: No further update. As of November 20, 2012: Staff are finalizing a strategy and will report to |</p>
<table>
<thead>
<tr>
<th>Action(s)</th>
<th>Measurable Success Outcome(s)</th>
<th>Timeline</th>
<th>Lead Department &amp; Person Responsible/ Team Members</th>
<th>Status as of April 28, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to Council on communication strategy that would be implemented to interact with key partners</td>
<td>Communication strategy approved and implemented</td>
<td>December, 2012</td>
<td>Administration&lt;br&gt;&lt;br&gt;Manager of Civic Engagement and Corporate Initiatives&lt;br&gt;Director of Parks, Recreation &amp; Culture</td>
<td>As of September 7, 2012: Current communications efforts are being reviewed as part of the inventory phase which is underway.&lt;br&gt;As of October 5, 2012: No further...</td>
</tr>
<tr>
<td>Action(s)</td>
<td>Measurable Success Outcome(s)</td>
<td>Timeline</td>
<td>Lead Department &amp; Person Responsible/ Team Members</td>
<td>Status as of April 28, 2014</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------</td>
<td>----------</td>
<td>--------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>update.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of November 20, 2012: A report to Council is anticipated in January 2013.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of December 24, 2012: Strategy will be developed once the Manager of Civic Engagement and Corporate Initiatives position has been hired.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of February 4, 2013: See previous update.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of March 18, 2013: Same as above. The recruitment process for the Manager of Civic Engagement and Corporate Initiatives position is underway.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of May 10, 2013: To be completed by Manager of Civic Engagement and Corporate Initiative who will be starting on June 3, 2013</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of July 29, 2013: Manager of Civic Engagement and Corporate Initiatives is doing a communications audit and this initiative will be addressed as part of this audit.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of October 28, 2013: Communications audit to be completed December 2013.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>As of December 27, 2013: Report to come to Council in January 2014.</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION ITEM COMPLETED**
## Core Services Review Recommendations Tracking Chart
(Update as of July 28, 2014)

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Details</th>
<th>Staff’s Related Recommended Actions</th>
<th>Person(s) Responsible &amp; Team Members</th>
<th>Expected Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Continue sound financial management</strong></td>
<td>The District has the highest total assets to liabilities ratio of all the comparators. They have the second largest financial assets to liabilities ratio and the lowest government transfers to revenue ratio. Although the District's expenditures per capita increased in 2011, they are still comparable to the average of the five municipalities. Furthermore, although the District's financial position is strong, the District should consider increasing grant submissions to improve government transfers.</td>
<td>It is recommended that the District’s key financial indicators be benchmarked against comparative organizations yearly to ensure that the District remains on track financially. It is recommended that the District develop a prioritized list of potential, shovel-ready grant projects for Council’s consideration and that a list of available grant programs be maintained.</td>
<td>Manager of Finance</td>
<td>Apr. 30th each year</td>
</tr>
<tr>
<td>2. <strong>Reviews should be conducted for select processes</strong></td>
<td>The District should conduct process reviews for the following internal and external processes: 1. Capital and Operating Budgets 2. Procure to Pay 3. Records Management 4. Time Card Reporting 5. Service Requests 6. Development Approvals - Enable Online Applications (in process) - Enable Online Fee Payment 7. Fire Department</td>
<td>It is recommended that administration schedule, initiate and complete, in conjunction with other departments, these process reviews over the next year, with the results being forwarded to Council. For the time card reporting, staff are focusing on moving the benefit reconciliations and T4s from general accounting to payroll before undertaking new initiatives.</td>
<td>1. Manager of Finance 2. Buyer 3. IT Project Coordinator (Manager of Corporate Administration) 4. Manager of Accounting Services 5. Chief Administrative Officer 6. Director of Development Services and Deputy Treasurer/Collector 7. Deputy CAO</td>
<td>1. Completed 2. Completed 3. Completed 4. August 31, 2014 5. Completed 6. October 2014 7. Completed</td>
</tr>
<tr>
<td>3. <strong>Create two business units to support IT</strong></td>
<td>Council should decide whether to continue supporting the RCMP’s IT network or to discontinue this business relationship. If Council</td>
<td>It is recommended that staff report back on the feasibility of providing separate and dedicated IT support</td>
<td>Deputy Chief Administrative Officer</td>
<td>Completed</td>
</tr>
</tbody>
</table>

---

APPENDIX B

---

80
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Details</th>
<th>Staff’s Related Recommended Actions</th>
<th>Person(s) Responsible &amp; Team Members</th>
<th>Expected Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>infrastructure</td>
<td>decides to continue this relationship, we recommend creating two separate business units with dedicated staff to support the IT infrastructure between the areas. This will ensure that both areas, District of Mission and RCMP, receive IT support as required in a timely fashion. It also allows for better service delivery as staff won’t be required to build subject matter expertise for two IT networks. Alternatively, the District could contract for RCMP network support. This strategy has been done in the past.</td>
<td>for the RCMP.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Rotate IT staff to enhance after-hours support</td>
<td>The IT Department should create an on-call shift that rotates between staff, to provide better after-hours support to the departments that require it. This newly created rotation would allow for a quick resolution to IT issues rather than waiting until the next business day. It would also allow for decreased level of downtime with departments.</td>
<td>It is recommended that staff report back as to the best way of implementing enhanced after-hours IT support at the District.</td>
<td>Deputy Chief Administrative Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>5. Contractors/partners should be held accountable for major capital projects</td>
<td>The District should hold contractors and partners accountable for major capital projects. To improve this process, the District should improve the procurement process, create more robust contracts and include enforceable terms. This should lead to major capital projects being more accountable and enforceable.</td>
<td>It is recommended that a project management policy and procedure be implemented over the next few months and that a formal training program be initiated for those staff involved in project management.</td>
<td>Chief Administrative Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>6. Improve accountability by establishing a performance management framework</td>
<td>The District should introduce a performance management framework to assess organizational performance while maintaining a holistic view of the organization. A comprehensive municipal performance management framework balances citizen needs and wants against constraints such as legislation, sustainability, and financial resources. The development of a balanced scorecard will require clarification of Council’s strategic direction.</td>
<td>It is recommended that staff follow through with developing more robust and meaningful individual and departmental performance measures as per Council’s objective of introducing a performance management and reporting system.</td>
<td>Chief Administrative Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Details</td>
<td>Staff’s Related Recommended Actions</td>
<td>Person(s) Responsible &amp; Team Members</td>
<td>Expected Timeline</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>-------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>This will ensure that Council’s intent can be executed by the administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Continue with the current level of financial reporting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Improve citizens satisfaction measurement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Process measures (Service time and value)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Measure DOM staff ability to deliver services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Reorganize Department and staff resources to better support the organization</td>
<td>A reorganization of Departments and resources should be considered to ensure optimal service delivery and increased communication across the organization. This will ensure that each Department has the appropriate levels of expertise to deliver services and will allow for opportunities for collaboration. Identifying departments that work together frequently will allow for increased communications and minimize service delays. The CAO should select an organizational structure that best complements the organization as a whole. There is no one “correct” organizational structure. Some issues for DOM to consider in the redesign of the administration are that the design should increase accountability and service to citizens. To do so, clean lines of accountability should be established for all citizen-facing services, such as development services and the internal services that support them, such as finance.</td>
<td>It is recommended that staff report back to Council within one year as to the operational impact of the organizational restructuring.</td>
<td>Chief Administrative Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>• Maximize the accountability span</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Critical mass for specialization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ensure that authority and responsibility are aligned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Span of control</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Develop a comprehensive communication strategy to support the</td>
<td>The District should develop a comprehensive strategy to support internal communications across all departments and external communications to citizens and the community. This strategy should:</td>
<td>It is recommended that the District develop a comprehensive internal and external communication strategy, including detailed communication actions and processes (tailored to the District’s</td>
<td>Mgr of Citizen Engagement &amp; Corporate Initiatives</td>
<td>Completed. Approved by Council July 15, 2013 with report to Council</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Details</td>
<td>Staff’s Related Recommended Actions</td>
<td>Person(s) Responsible &amp; Team Members</td>
<td>Expected Timeline</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>-------------------------------------</td>
<td>-------------------------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| organization | - Identify communication initiatives to support these goals and objectives. Each initiative should identify target audiences and appropriate mechanisms to deliver communication; and  
- Set performance measures to identify success rates.  
Internal - An internal communication strategy is required to increase the flow of information between departments.  
External - A comprehensive communication strategy is required to support the flow of information from the District to citizens and the community. | different communication needs), for Council’s review and approval. | | January 2014.  
The new Mgr. of Corporate Initiatives will review the report upon commencement of employment. |
| 9. A communication position should be created to support the organization | The District should create a communication position to lead the comprehensive communication strategy. The creation of this position will improve the implementation of the communication strategy and ensure communication to staff and the community is conducted on a regular basis. As well, it will create accountability for the delivery of a concise communication strategy. | Staff believe that a broader position that is focused on citizen engagement and corporate initiatives is needed more so than a specific position dedicated solely to communications and have put forward this recommendation in another report that has been forwarded to Council. Implementation of the comprehensive communication strategy noted above will assist in improving and clarifying communication processes. | Chief Administrative Officer | Completed |
| 10. Expand governance policies to direct Council | - Roles for Council and Administration  
- Communication to the public and internal staff  
- Separation of overseeing and implementing development  
- Promotion of suitably qualified and motivated staff  
- Code of ethics | It is recommended that staff bring forward a formal council/administration protocol policy that differentiates and clarifies the roles and responsibilities of both Council and administration at the District of | Chief Administrative Officer | Completed |
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Details</th>
<th>Staff’s Related Recommended Actions</th>
<th>Person(s) Responsible &amp; Team Members</th>
<th>Expected Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Explore One Window service delivery</td>
<td>The District should explore a one window service delivery method for citizen-facing services. One Window service allows the municipality to provide the public with multi-layered access to integrated services in one all-encompassing medium. Commonly referred to as a one-stop-shop, One Window enables the public sector to gain information and assistance on all issues through one point of contact. From a client’s perspective, the future state service delivery processes will simplify and provide more timely service, therefore increasing client satisfaction with the services they receive. This will allow for enhanced service delivery to citizens while allowing for increased utilization of resources. Staff will be given the opportunity to be cross-trained in a number of areas and increase productivity. Through developing this enterprise approach, automation and an integrated workforce will provide more cost effective methods for service delivery across the entire organization.</td>
<td>It is recommended that staff report back to Council with details as to how the one-window approach will be implemented within the District, including the resources that will be required for implementation.</td>
<td>Deputy Chief Administrative Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>12. Reposition the “community forest” for Economic Development</td>
<td>The District should leverage their existing parks assets, such as trails and interpretive forest, to increase the level of Economic Development. The “community forest” is a unique asset that surrounding municipalities do not have and cannot replicate and should be incorporated into the District’s differentiation strategy. This would increase their diverse portfolio of programs and services and could potentially increase municipal revenues due to Tourism.</td>
<td>It is recommended that the Economic Development Officer, after consultation with other departments, report back to Council as to options for leveraging our community forest and parks/trails assets to generate greater economic activity and value for the District of Mission.</td>
<td>Economic Development Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>13. Retain Forestry within the District</td>
<td>The District has three options for positioning the Forestry department: 1. They could exit the community forest and lose control of 88% of their land mass to the</td>
<td>It is recommended that the present model of operating Forestry as a separate department within the District of Mission continue.</td>
<td>Chief Administrative Officer</td>
<td>Completed</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Details</td>
<td>Staff’s Related Recommended Actions</td>
<td>Person(s) Responsible &amp; Team Members</td>
<td>Expected Timeline</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>-------------------------------------</td>
<td>--------------------------------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| private sector. They would have limited ability to influence the look and use of the land within their boundary; 2. They can either remain within the organization (status quo adjusted) as a department; or 3. Move it out into a municipal corporation. Option one, while possible, has some business closure costs that, in the short term, exceed the forecasted loss for this year. It also limits the Districts upside which has been historically favorable (approximately $18M in revenue over its life). Alternatively, if it remained within the organization as the Forestry department, the District would continue to benefit from the grants being brought in by the department. It would continue to absorb some of the fixed overhead costs from the District that would not go away if the department separated. Business exiting costs would not be incurred and charge backs to Parks and Public Works using Forestry resources are simplified. There should be formal charge back of Forestry resources to the other departments to increase accountability not only in Forestry but the other departments that use their resources. The quality of the service to the citizens would also be better controlled. Consequently, we recommend the District retain Forestry within the organization to eliminate the complications of becoming a crown corporation. If the department separated and became a municipal corporation Forestry would have more control over their future. The corporation would directly report to Council and could have private sector representation. As it would be run as a separate legal entity (a company) it could contract with the District for services or the private sector. As well if Council allowed it, it could have better control over the retained earnings and profit. If it
<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Details</th>
<th>Staff’s Related Recommended Actions</th>
<th>Person(s) Responsible &amp; Team Members</th>
<th>Expected Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14. The District should create an energy strategy</strong></td>
<td>The District should cooperate with other operators in the upper Fraser river delta to explore the potential for a regional biomass energy facility. Specifically, new torrefied wood pellet technology should be explored with feedstock coming from multiple sources of wood, including river and reservoir salvage. This approach may require partnerships with the regional district, BC Hydro and other providers of wood biomass, but the district has multiple advantages, including access to export facilities. Moreover, blending feedstock with salvage biomass will lower its overall cost and may allow the TFL to dispose of its low quality timber to feed a local energy conversion plant.</td>
<td>It is recommended that the District not pursue the use of forestry resources as part of an energy strategy at this time, as economic conditions are not yet present to make this financially feasible, and that staff re-evaluate this possibility if economic conditions change.</td>
<td>Director of Forest Management</td>
<td>Re-evaluate annually</td>
</tr>
<tr>
<td><strong>15. A financial reporting position should be fully supported for the Forestry Department</strong></td>
<td>A position should be created to improve the financial reporting requirements for the Forestry Department. This would allow the Forestry Department to attend to the complex book keeping required to interface with the other Departments and to meet the demands for timely cost accounting for the TFL.</td>
<td>It is recommended that Finance continue to work with the Forestry Department to further enhance financial reporting and tracking systems and that Forestry management then be responsible for reporting results from these systems, including the reporting of accurate and timely financial results.</td>
<td>Director of Forest Management Manager of Accounting Services</td>
<td>Originally anticipated for December 31, 2012 / Ongoing to December 2013 / As of July 29, 2013: Will re-evaluate in the 4th quarter. Completed.</td>
</tr>
<tr>
<td><strong>16. Forestry should optimize the overall log value with consideration for the cost to carry the inventory</strong></td>
<td>Log inventory is a use of cash that should include an interest charge. Market logging requires that log inventory is held until maximum sales values are generated. Accordingly, the log sales values should be adjusted to consider the daily carrying charges for holding the inventory and reported as net realizable value on the cutoff date. Moreover, short-term cash demands may require periodic inventory liquidation, which could be done with full</td>
<td>It is recommended that Forestry carry on with their present system of maximizing log values and managing related log inventories.</td>
<td>Director of Forest Management</td>
<td>Completed</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Details</td>
<td>Staff’s Related Recommended Actions</td>
<td>Person(s) Responsible &amp; Team Members</td>
<td>Expected Timeline</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>17. Forestry should assess utilizing a broker versus selling timber “on the stump”</td>
<td>Forestry should conduct an analysis of the relative value of utilizing a log broker versus selling timber “on-the-stump,” by trying to draw a comparison with BCTS auctions. Most BCTS is a “thin market” with most sales having less than 3 bids, and the wood profile and logging chance has a significant effect on pricing, but an experienced timber appraisal forester can differentiate these factors to determine fair market value. Moreover, the time to sell each merchandized log through broker system should be considered in the overall net realizable value (NRV) with adjustments made for the cost to carry the inventory. In all cases, each product will have a “shelf life” whereby the NRV is at breakeven and it makes more sense to liquidate rather than hold out for a higher price.</td>
<td>It is recommended that the Forestry Department report to Council within the next few months as to the options and recommended course of action for selling District timber in 2013 and beyond.</td>
<td>Director of Forest Management</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Minutes of the Freestanding Committee of the Whole (Corporate Services Committee - Budget) meeting of the DISTRICT OF MISSION held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Wednesday, July 9, 2014 commencing at 2:01 p.m.

Committee Members Present: Mayor Ted Adlem  
Councillor Dave Hensman (arrived at 2:03 pm and left at 5:55 pm)  
Councillor Jeff Jewell  
Councillor Tony Luck  
Councillor Larry Nundal

Committee Members Absent: Councillor Jenny Stevens  
Councillor Nelson Tilbury

Staff Members Present: Tina Penney, Acting Manager of Corporate Administration  
Kris Boland, Manager of Finance  
Kerri Onken, Deputy Treasurer/Collector  
Jennifer Russell, Deputy Corporate Officer  
Debi Decker, Administrative Assistant

Other Staff Members Present: Kelly Cameron, Forestry Technician  
Margie Laue, RCMP Office Manager  
Sgt. Shaun Wright, RCMP Member, Mission Detachment  
Staff Sgt. Rob Dixon, RCMP Member, Mission Detachment  
Rob Collins, Assistant Fire Chief  
Stacey Crawford, Economic Development Officer  
Sean McGinn, Acting Director of Engineering & Public Works  
Matt Dunham, Operations Manager  
Maureen Sinclair, Director of Parks, Recreation & Culture  
Stephanie Key, Deputy Director of Parks, Recreation & Culture  
Kerry Bysouth, Manager of Parks and Facilities  
Kathryn Bekkering, Manager of Human Resources  
Chris Knowles, Manager of Information Services

1. CALL TO ORDER

The meeting was called to order.

2. ADOPTION OF AGENDA

Moved by Councillor Nundal, seconded by Councillor Jewell, and

RESOLVED: That the July 9, 2014 Corporate Services Committee agenda be adopted.

CARRIED
3. CORPORATE SERVICES

2015 General Operating Fund Draft Budget Status

A report dated July 9, 2014 and a presentation from the Deputy Treasurer/Collector regarding the 2015 general operating fund draft budget status was provided for the committee’s information.

The Deputy Treasurer/Collector provided the following information in her presentation:

a) Overview of the draft 2015 operating budget:
   - Staff are proposing a $773,735 or a 2.77% budget increase over 2014
   - This includes $275,159 to maintain services, and
   - Includes an increase of $498,576 in transfers to reserves

b) Unknown Impacts:
   - BC Transit contract
   - Spending package requests
   - New Construction revenue

c) Total of twelve spending package requests to be presented to Council at the August 6, 2014 budget meeting, and

d) Upcoming budget meeting discussions.

Department Presentations on Draft 2015 Operating Budget

The following departments gave a presentation detailing the department services, department service levels, 2015 budget variance (over the 2014 budget), department successes, initiatives and challenges and, where applicable, spending packages:

- Forestry Enterprises (Kelly Cameron, Forestry Technologist);
- Police Support Services (Margie Laue, RCMP Office Manager);
- Police Services - RCMP Contract (Sgt. Shaun Wright, RCMP Member); and
- Fire/Rescue Service (Rob Collins – Assistant Fire Chief).

The meeting recessed at 3:30 pm and reconvened at 3:35 pm. Council attendance remained the same.

The department presentations continued as follows:

- Economic Development (Stacey Crawford, Economic Development Officer); and
- Engineering/Public Works and Facilities (Sean McGinn, Acting Director of Engineering & Public Works).

Following a discussion on road repairs and the asphalt rehabilitation statistic numbers, it was agreed that staff would provide statistics calculated in square meters rather than kilometers (as is currently calculated).

Staff were requested to bring back to Council, at the next budget meeting, a matrix on the locations and work details for all road/pavement management works, including any new infrastructure work being completed underneath the road works.
The presentations continued as follows:

- Parks, Recreation & Culture, Administration, Parks, and Cemetery (Maureen Sinclair, Director of Parks, Recreation & Culture);
- Development Services, Building/Bylaw, Planning and Transit (Mike Younie, Director of Development Services);
- Corporate Services, Council and Corporate Administration (Tina Penney, Acting Manager of Corporate Administration);
- Corporate Services, Finance/Purchasing (Kerri Onken, Deputy Treasurer/Collector);
- Corporate Services – Reserve Transfers General Operating Fund (Kerri Onken, Deputy Treasurer/Collector);
- Corporate Services – Taxation – (Kerri Onken, Deputy Treasurer/Collector); and
- Corporate Services – Payroll Overhead – Kerri Onken, Deputy Treasurer/Collector.

Following a discussion on employee cost and payroll overhead calculations, staff advised that they would provide Council members with copies of the information discussed.

Councillor Hensman excused himself from the meeting at 5:55 pm.

The final presentation was as follows:

- Corporate Services – Debt and Other Fiscal Services – Kris Boland, Manager of Finance.

4. **ADJOURNMENT**

Moved by Councillor Luck, seconded by Councillor Nundal, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 6:08 p.m.
MINUTES of the REGULAR MEETING of the COUNCIL of the DISTRICT OF MISSION
held in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission,
British Columbia, on July 21, 2014 commencing at 6:00 p.m.

Council Members Present: Mayor Ted Adlem
Councillor Dave Hensman
Councillor Jeff Jewell
Councillor Larry Nundal
Councillor Jenny Stevens

Council Members Absent: Councillor Tony Luck
Councillor Nelson Tilbury

Staff Members Present: Ken Bjorgaard, Chief Administrative Officer
Tina Penney, Acting Manager of Corporate Administration
Jennifer Russell, Deputy Corporate Officer
Tina Mooney, Administrative Clerk

1. CALL TO ORDER

Mayor Adlem called the meeting to order.

2. ADOPTION OF AGENDA

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED:

1. That the order of business on the agenda for July 21, 2014 be amended to move the
   Public Hearing portion of the meeting after Proclamations;

2. That item 6(a)(ii) be deleted because Council had previously adopted a resolution to
   waive the Public Hearing for the Zoning Bylaw text amendment; and

3. That the agenda for the regular Council meeting of July 21, 2014 be adopted, as
   amended.

CARRIED

3. DELEGATIONS

RC14/482
JUL. 21/14

Ron Coreau
Re: Bike Routes and Urban Trails

Ron Coreau appeared before Council to provide an overview of the Bicycle Planning
Committee that was created in 2001, including a brief history and how the committee
planned to integrate cycling into community life. Mr. Coreau pointed out areas where
Mission’s current bicycle route markings could be improved, and described how vibrant
and highly functional bicycle routes add economic and recreational value to the
community.

Mr. Coreau asked Council to consider re-establishing the Bicycle Planning Advisory
Committee with an updated terms of reference.
Staff were directed to provide a report to Council regarding the Bicycle Master Plan and the Bicycle Planning Advisory Committee, including any terms of reference.

Heather Stewart, Mission Communities in Bloom Society
Re: Programs and Community Involvement

Heather Stewart appeared before Council to present information about the Mission Communities in Bloom Society including the Society’s purpose, origins and current programs. Ms. Stewart outlined the benefits provided to the community through participation in the Communities in Bloom competition, and invited Council and the community to attend the BC Day in Mission celebration on Monday, August 4 from 1:00 to 4:00 p.m. at the Spirit Square.

Ms. Stewart asked Council to consider proclaiming August 4, 2014 as “BC Day in Mission: “Our River – Our Heritage”.

4. PRESENTATIONS

Mission Regional Chamber of Commerce
Re: Semi-annual Reporting on Activities

Ann Harper, President of the Mission Regional Chamber of Commerce (MRCC), appeared before Council with Michelle Favero, Manager to present the semi-annual reporting on MRCC contract services. Ms. Harper showed a PowerPoint presentation that provided the following information about the services MRCC provides:

1. visitor centre services including Stan the Sturgeon;
2. Inside Mission visitor guide;
3. work on the Stave West initiative;
5. business development services including Business Track newsletter;
6. offering services for business such as employment and procurement solutions;
7. hosting the annual Candlelight Parade; and
8. helping to define Mission’s brand identity.

Mayor and Council expressed appreciation for all the services that the Mission Regional Chamber of Commerce provides to the community.

5. PROCLAMATIONS

Mission Communities in Bloom Society

Moved by Councillor Stevens, seconded by Councillor Hensman, and
CARRIED
6. PUBLIC HEARING

Phased Development Agreement Amending Bylaw 5441-2014-4071(1) – a bylaw to amend Phased Development Agreements with Genstar Titleco Limited and Madison Development Corporation

The purpose of the proposed bylaw amendment is to replace the existing phased development agreement with two new phased development agreements to reflect the different owners of lands, recent legislation changes and greater overall clarity. The amending bylaw authorizes a phased development agreement between the District of Mission and Genstar Titleco Limited and a second phased development agreement between the District of Mission and Madison Development Corporation respecting the specified zoning and servicing provisions contained within the District of Mission Zoning Bylaw 5050-2009 and District of Mission Subdivision Control Bylaw 1500-1985. The proposed agreement also sets out the voluntary contribution by Genstar Titleco Limited and Madison Development Corporation of certain community amenities and fees, as set out in the bylaw.

The District of Mission Phased Development Agreement Amending Bylaw 5441-2014-4071(1), if approved, establishes two phased development agreements each with a term that expires on March 2, 2029 and remains unchanged from the term of the existing Phased Development Agreement in place between the District of Mission, Genstar Titleco Limited and Madison Development Corporation. The nature of the development that will be subject to the phased development agreements includes single family and multi-family residential units, commercial and office spaces, parks and trails, recreation facilities and conservation areas protected for their environmental sensitivity.

The zoning is protected by the District through a no-build covenant that is placed over the entire Silverdale Neighbourhood One area. The covenant will be lifted by the District on a subdivision basis and only when the obligations of the developers are met.

The proposed agreement also provides for the option of assignment by the developer to a class of related companies, individuals, entities and/or partnerships, provided however that the obligations to the District are fulfilled in the same manner as if the agreement had not been assigned.

The Project Lands are those portions of the Lands, legally described hereunder, that are within the boundaries outlined in heavy black on the plans that follow:

<table>
<thead>
<tr>
<th>Owner</th>
<th>Civic Address</th>
<th>Street Name</th>
<th>PID</th>
<th>Legal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>8691</td>
<td>LAW AVENUE</td>
<td>006-168-485</td>
<td>Lot 1 Section 26 Township 14 New Westminster District Plan 47033</td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td></td>
<td></td>
<td>013-337-645</td>
<td>Part N 1/2 of NE1/4, Section 26, Township 14, Except part subdivided by Plan 47033, New Westminster District</td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30405</td>
<td>GUNN AVENUE</td>
<td>013-337-611</td>
<td>Part W 1/2 of NW1/4, Section 25, Township 14, Except Parcel “B” (Reference Plan 3961)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Parcel “A” (Reference Plan 7337), New Westminster District</td>
</tr>
<tr>
<td>Company</td>
<td>Parcel ID</td>
<td>Address</td>
<td>Details</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30655</td>
<td>GUNN AVENUE</td>
<td>Lot 2 Section 25 Township 14 New Westminster District Plan 49405</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td></td>
<td>OLSON AVENUE</td>
<td>Lot 3 Section 25 Township 14 New Westminster District Plan 10893</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30473</td>
<td>GUNN AVENUE</td>
<td>Parcel C, Plan EP16589, Part W 1/2 of NW1/4, Section 25, Township 14, New Westminster District</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30523</td>
<td>GUNN AVENUE</td>
<td>Parcel B, Plan RP3961, Part W 1/2 of NW1/4, Section 25, Township 14, Except Part Included in Parcel “C” (Explanatory Plan 16589) Part Subdivided Under Plan 20368, New Westminster District</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td></td>
<td>GUNN AVENUE</td>
<td>Parcel B, Plan RP4290, Part NE1/4, Section 26, Township 14, New Westminster District</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30331</td>
<td>GUNN AVENUE</td>
<td>Parcel A, Plan RP5684, Part NE1/4, Section 26, Township 14, New Westminster District</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30233</td>
<td>GUNN AVENUE</td>
<td>West 10 Chains of the East 20 Chains South 1/2 of NE1/4 Section 26 Township 14 New Westminster District</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td></td>
<td>GUNN AVENUE</td>
<td>Lot 3 Section 26 Township 14 New Westminster District Plan 50881</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30728</td>
<td>GUNN AVENUE</td>
<td>Lot 3 Section 25 Township 14 New Westminster District Plan 10393</td>
<td></td>
</tr>
<tr>
<td>GENSTAR TITLECO LIMITED</td>
<td>30450</td>
<td>GUNN AVENUE</td>
<td>Lot 4 Section 25 Township 14 New Westminster District Plan 11699</td>
<td></td>
</tr>
</tbody>
</table>
Mike Younie, Director of Development Services, showed a PowerPoint presentation that provided the following information:

1. purpose of the Public Hearing;
2. background on phased development agreements in BC;
3. subject property map;
4. general characteristics of Silverdale Neighbourhood 1;
5. background and key features of the subject Phased Development Agreements;
6. details of the proposed amendments;
7. the net effect of the proposed amendments; and
8. the next steps in the process.

The Acting Manager of Corporate Administration stated that the following submissions pertaining to the subject application had been received:

Email from Jim Shaw, Store Manager, Save on Foods, Mission (no address given) dated July 12, 2014 in support of the proposal.

Written statement from Jeanette Smith dated July 21, 2014 which she intends to read out at tonight’s meeting. (see speaker’s comments on page 6)
Jeanette Smith, Mission, read a prepared statement regarding the history and outcome of the previous ‘Genstar Public Hearing’ held at the Best Western several years ago. Ms. Smith expressed concern about the lack of information about the phased development agreement amendments in the newspaper and the timing of the public hearing. Ms. Smith stated her opposition to the phased development agreements and intensive development in Silverdale in general. The following are some of Ms. Smith’s concerns:

- The total amount of taxes paid on the Genstar/Madison Lands in the past tax year?
- Where will the garbage from 40,000 people go and where would another dump be sited and at what cost?
- Where is water, at 400 litres per day per household, going to come from and at what cost?
- Where is the sewage from 40,000 people going to be and at what cost?
- Where is the written proof that the Mission residents will not be paying for massive infrastructure costs?
- What are the costs to the taxpayers for the amenities?
- Was there a comprehensive and competent body who reviewed the PDA?

Following Ms. Smith’s submission, District staff made the following comments to her specific questions.

- Genstar paid $144,000 and Madison paid $63,000, for a total of $207,000 paid to the District in taxes for 2014.
- In regards to garbage, water and sewer, the District has long term planning processes in place over the next 20 or 40 years depending on projected community growth.
- The development has to be serviced at the cost of the developer, before subdivision occurs.
- There is no absolute figure for the cost of the future amenities. The amenities that are being provided are greater than those that are required by other developers. This development will provide approximately 15 to 17 million dollars’ worth of amenities.
- The District’s legal counsel reviewed the proposed amendments to the PDA.

Danny Plecas, Mission, stated support of the agreements and complimented District staff on the work done in reviewing those agreements to the benefit of the District.

The Mayor asked Council if they had any questions of clarification.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Phased Development Agreement Amending Bylaw 5441-2014-4071(1), closed at 7:00 p.m.

7. ADOPTION OF INFORMATIONAL ITEMS

Moved by Councillor Hensman, seconded by Councillor Nundal, and
RESOLVED: That the following items be received as information:

a. Minutes of the Economic Development Select Committee meeting held on April 17, 2014; and

b. Minutes of the Economic Development Select Committee meeting held on May 15, 2014.

CARRIED

8. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Hensman, seconded by Councillor Nundal, and

RESOLVED: That Council now resolve itself into Committee of the Whole.

CARRIED

9. ENGINEERING AND PUBLIC WORKS

Cedar Street Widening Project Conceptual Designs
(with Presentation by ISL Engineering and Land Services)

Moved by Councillor Nundal, and

RECOMMENDED: That staff be instructed to proceed to Detailed Design of the Cedar Street widening project as outlined in option 1 of the Conceptual Design Report from ISL Engineering and Land Services attached to the Acting Director of Engineering and Public Works report dated July 21, 2014.

Cory Clark, Project Engineer with ISL Engineering and Land Services Ltd., showed a PowerPoint presentation that provided the following information:

1. introduction and background of the project;
2. project constraints (existing infrastructure);
3. photographs of the intersection;
4. intersection upgrade options; and
5. recommendation to upgrade the traffic signal and widening Cedar Street to five lanes.

Discussion ensued regarding the timing of the improvement project and the merits of deferring consideration of the improvements to a later date.

The Chair called the question on the motion and it was CARRIED with opposition noted as follows:

OPPOSED: Councillor Jewell

Trucked Liquid Waste – Bylaw Amendment

Moved by Councillor Jewell, and

RECOMMENDED:
1. That the Trucked Liquid Waste Rates in the Mission Sewer Bylaw No. 5033-2009 – Schedule D, “Sanitary Sewer User Rates & Fees”, Disposal of Trucked Liquid Waste at the J.A.M.E.S. Treatment Plant be amended as follows:
   a. Delete “Per 1,000 liters…………………………………………………. $29.00”
   b. Replace with “Per 1,000 liters…………………………………………  $41.40”;

2. That the Mission Sewer Amending Bylaw, be considered for its first three readings at the July 21, 2014 regular Council meeting; and


CARRIED

10. DEVELOPMENT SERVICES

Special Consideration for Townhome Development in Phase 2 of the Cedar Valley Comprehensive Development Plan

Dan Sommer, Manager of Planning, clarified that replacement pages to the report from the Engineering Technologist dated July 21, 2014 regarding special consideration for townhome development in Phase 2 of the Cedar Valley Comprehensive Development Plan had been provided to Council and posted to the District’s website.

The Manager of Planning confirmed that the changes are of a housekeeping nature, rather than a change in the intent of the policy. He further stated that there was a change in the name of the policy that should be reflected in the recommendation.

Moved by Councillor Nundal, and

RECOMMENDED: That Council Policy C-LAN.60 – Criteria for Consideration of Townhome Development in Phase II of the Cedar Valley Comprehensive Development Plan attached as the amended Appendix 1 to the Engineering Technologist’s report dated July 21, 2014 be approved.

CARRIED

Outcome from the Affordable Housing Task Force

Moved by Councillor Stevens, and

RECOMMENDED:

1. That LAN.61 - Incentives for Affordable Housing Policy, attached as Appendix 1 to the Director of Long Range Planning and Special Projects report dated July 21, 2014 be adopted.

2. That LAN.40 – Financial Contributions for Community Amenities Policy be amended by:
   a. Adding the following to the list of Community Amenity Reserve Fund contributions:

      Affordable Housing units to be included on Mission’s
Affordable Housing Inventory (see related policy LAN.61 - Incentives for Affordable Housing) $0 per unit

3. That the Affordable Housing Strategy attached as Appendix 3 to the report from the Director of Long Range Planning and Special Projects dated July 21, 2014 be amended by:
   a. Deleting the definition on page 15 and replacing it with the following:
      ‘The term “Affordable Housing” for Mission means housing that is appropriate to household needs and whose cost, without compromising basic survival needs, is within the reach of household incomes. Affordable housing includes a wide variety of housing types that meets a broad spectrum of needs.’

4. That the amended Affordable Housing Strategy be adopted as LAN.62 – Affordable Housing Strategy Policy.

5. That, following an information session with the development community, realtors, designers and non-profits, the Draft LAN.63 - Voluntary Flex Housing Policy be forwarded to Council for consideration of adoption.

6. That applicable amendments to the Land Use Application Procedures and Fees Bylaw 3612-2003, to reduce development application fees for projects with affordable housing units, be drafted and forwarded to Council for consideration.

CARRIED

Sale of the District Road Right-of-Way – Sabo Street

Moved by Councillor Nundal, and

RECOMMENDED:
1. That the Road Closure Bylaw # 5446 - 2014 describing the closure of 556.2 square metres (5,986.9 square feet) of Sabo Street right-of-way outlined on the plan attached to the Planner’s report dated July 21, 2014 as Appendix 2, be considered for 1st, 2nd and 3rd readings;

2. That following such readings, staff prepare public notifications pursuant to Section 26(1)(3) and 94 of the Community Charter, identifying the land, the purchaser of the land and the agreed upon consideration of the land, in the August 1st and August 8th, 2014 issues of the Mission City Record; and

3. That the Bylaw be brought forward, together with any comments received for final reading on August 18, 2014.

CARRIED

Development Variance Permit Application DV14-009 (Holzapfel) – 32942 Egglestone Avenue

Moved by Councillor Nundal, and

RECOMMENDED: That Development Variance Permit Application DV14-009 to vary District of Mission Zoning Bylaw 5050-2009, Section 601, Part F. Floor Space, paragraph 2, by:
Increasing the maximum floor space of the second storey of the principal building from 80% of the floor space of the first storey (including attached garage and covered, unenclosed and un-habitable front porch or veranda) to 90%; be approved.

CARRIED

Excerpt from the Minutes of the Public Hearing held on April 22, 2014 and related Staff Report dated April 7, 2014 (R14-003 – District of Mission)

An excerpt from the Minutes of the Public Hearing held on April 22, 2014 and a copy of the related staff report dated April 7, 2014 was provided to the Committee as background information to assist in the consideration of adoption of Zoning Amending Bylaw 5428-2014-5050(138).

11. PARKS, RECREATION AND CULTURE

Emma’s Acres – L.I.N.C. Presentation Response

Moved by Councillor Nundal, and

RECOMMENDED:

1. That up to $7,000 be allocated from the Cemetery Reserve Fund to cover the water installation costs at Emma’s Acres, 54890 Cemetery Avenue as recommended in the report from the Director of Parks, Recreation & Culture dated July 7, 2014; and

2. That the District of Mission Financial plan be amended accordingly.

CARRIED

Griner Park Improvements Requested

A report from the Director of Parks, Recreation and Culture dated July 21, 2014 regarding a public request for improvements to Griner Park was provided for the Committee’s information.

Discussion ensued regarding the merits of developing a comprehensive plan for the park including community consultation.

Moved by Councillor Hensman, and

RECOMMENDED: That staff proceed with installing an additional two benches and replacement of two picnic tables in Griner Park as described in the report from the Director of Parks, Recreation and Culture dated July 21, 2014, with the approximate cost of $4,500 to be funded from the 2014 Council Contingency Fund.

CARRIED

Moved by Councillor Stevens, and

RECOMMENDED: That staff prepare a report to Council recommending a terms of reference for a task force to review the long-term plan for Griner Park.
CARRIED

**Rockin’ River Productions’ Request for Community Stage**

A report from the Director of Parks, Recreation and Culture dated July 21, 2014 regarding a request to use the community stage at no cost was provided for the Committee’s information.

Moved by Councillor Nundal, and

RECOMMENDED: That $500 be provided as a grant to Rockin’ River Productions to offset the rental cost of the community stage, to be funded from the Mayor’s Contingency Fund.

OPPOSED: Mayor Adlem
Councillor Hensman
Councillor Jewell
Councillor Nundal
Councillor Stevens

DEFEATED

Moved by Councillor Stevens, and

RECOMMENDED:

1. That $500 from the Stabilization Reserve Fund be provided as a grant to Rockin’ River Productions to offset the rental cost of the community stage; and

2. That staff prepare an amendment to User Fees and Charges Bylaw 4029-2007 to eliminate the charge to non-profit organizations for the rental of the community stage.

CARRIED

**12. FORESTRY**

**Purchase of Used Equipment for Forestry Operations**

Moved by Councillor Stevens, and

RECOMMENDED:

1. That a direct award purchase of a used 1972 D6C Bulldozer for approximately $4,572, based on a rent-to-own purchase to be funded from the Forestry Reserve account, be approved.

2. That a direct award purchase of a used 1980 Volvo Rock for approximately $2,563, to be funded from the Forestry Reserve account, be approved.

3. That the cost for the on-going operation and maintenance of the used equipment in recommendations #1 and #2 come from the existing Forestry Operations annual logging road construction and maintenance budget.

4. That the District’s financial plan be amended accordingly.
13. CORPORATE SERVICES

UBCM Ministers/Ministry Meetings

Moved by Councillor Nundal, and

RECOMMENDED: That meetings with the following Ministries be requested for the 2014 UBCM convention:

a. Ministry of Agriculture;
b. Ministry of Community, Sport and Cultural Development;
c. Ministry of the Environment;
d. Ministry of Forests, Lands and Natural Resource Operations;
e. Ministry of Health;
f. Ministry of Justice; and
g. Ministry of Transportation and Infrastructure.

CARRIED

It was noted that the topic of Fraser River dredging and dyke system should be included in the meeting with the Ministry of Environment.

Regional Water Capital Carry Forward Amendment

Moved by Councillor Jewell, and

RECOMMENDED:

1. That the 2014 regional water capital carry forward amendment request to add $81,456 (Mission’s share is $19,476) to the budget for the Riverside Generator replacement be approved, with funding from the Water Capital Reserve Fund; and

2. That the District’s 2014 Financial Plan be amended accordingly.

CARRIED

Social Development Commission Application for 2014 Community Enhancement Grant

Moved by Councillor Nundal, and

RECOMMENDED:

1. That the eligibility section of policy FIN.19 Grants – Municipal Grants in Aid indicating that an applicant must be incorporated either under the Societies Act of British Columbia or under any federal act as a charitable organization, be suspended for the purpose of the following motion.
2. That a 2014 Community Enhancement grant in the amount of $1,500 be awarded to the District of Mission Social Development Commission for the implementation of a Middle Development Instrument (MDI) in all grade 4 classes within Mission, to be funded from account number 20500-340.

CARRIED

Recent Changes to Local Government Elections and Amendments to Election Procedures Bylaw 2669-1993

Moved by Councillor Stevens, and

RECOMMENDED:

1. That Election Procedures Bylaw 2669-1993 be amended by deleting section 3 – Special Voting Opportunities in its entirety and replacing it with a new section 3 – Special Voting Opportunities as follows:

   a. As authorized under section 99 of the Local Government Act, special voting opportunities will be provided and the chief election officer is hereby authorized to establish the dates, locations, and voting hours within the limits set out in section 99 of the Local Government Act, for the special voting opportunities.

   b. The only electors who may vote at a special voting opportunity are electors who, on the date on which the special voting opportunity is held, and before the end of the voting hours for that special voting opportunity, have been admitted as patients, are residents of, or are workers at the location of the special voting opportunity.

   c. The following procedures for voting and for conducting the voting proceedings apply to the special voting opportunities:

      (i) The ballot boxes and necessary supplies for the voting may be carried from room to room by the presiding election official and another election official to afford each elector the opportunity to vote at his/her bedside, where it is determined by the presiding election official that the elector cannot attend the voting place established at each of the special voting opportunities.

   d. One candidate representative may be present at each of the special voting opportunities, with that candidate representative chosen by agreement of the candidates for that election, or failing such agreement, by the Chief Election Officer.


3. That Election Procedures Bylaw 2699-1993 be amended by adding a new section 7 – Oath of Office, to provide for a customized oath of office as follows:

   I, [insert name of person elected or appointed], do [swear]/[solemnly affirm] as (Mayor)/(Councillor) for the District of Mission, that I shall:
• Perform the duties of the office of (Mayor)(Councillor) faithfully and with integrity;
• Abide by the statutes, bylaws and policies that govern the District and promote openness, accountability, and responsible leadership;
• Provide stewardship of the public assets through the development and evaluation of the District’s policies and programs; and
• Always consider the well-being and interest of the community as a whole leading the development of a safe, vibrant and sustainable Community.

CARRIED

14. RESOLUTION TO RISE AND REPORT

Moved by Councillor Hensman, seconded by Councillor Stevens, and

RESOLVED: That the Committee of the Whole now rise and report.

CARRIED

15. ADOPTION OF COMMITTEE OF THE WHOLE REPORT

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED: That the recommendations of the Committee of the Whole, as contained in items RC14/488 to RC14/505, except items RC14/489 (Cedar and 7th project design), be adopted.

CARRIED

Moved by Councillor Stevens, seconded by Councillor Nundal, and

RESOLVED: That the recommendation of the Committee of the Whole, as contained in item RC14/489 (Cedar and 7th project design), be adopted.

OPPOSED: Councillor Jewell

CARRIED

16. BYLAWS

Moved by Councillor Hensman, seconded by Councillor Stevens, and

RESOLVED: That District of Mission Phased Development Agreement Amending Bylaw 5441-2014-4071(1), a bylaw to amend Phased Development Agreements with Genstar Titleco Limited and Madison Development Corporation, be read a third time.

CARRIED
Moved by Councillor Hensman, seconded by Councillor Nundal, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5442-2014-5050(143), a bylaw to incorporate housekeeping text amendments to Sections 1301(A) and 1301(B), be read a third time.
CARRIED

Moved by Councillor Nundal, seconded by Councillor Hensman, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5428-2014-5050(138), a text amendment to increase the maximum permitted lot coverage for existing undersized lots within the Urban Residential Area, be adopted.
CARRIED

Moved by Councillor Jewell, seconded by Councillor Nundal, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5447-2014-5050(145), a text amendment to Section 106C1(f) that will eliminate the general prohibition of opioid substitution treatment clinics and will instead allow those clinics and related facilities including mobile dispensing vans in specified zones, be read a first and second time.
CARRIED

Moved by Councillor Nundal, seconded by Councillor Stevens, and

RESOLVED: That District of Mission Highway Closing and Undedication (Sabo Street) Bylaw 5446-2014, a bylaw to close an unconstructed road right-of-way, be read a first, second and third time.
CARRIED

Moved by Councillor Hensman, seconded by Councillor Jewell, and

RESOLVED: That District of Mission Sewer Amending Bylaw 5448-2014-5033(3), a bylaw to update Schedule D to increase the rate for disposal of trucked liquid waste at the J.A.M.E.S. Treatment Plant, be read a first, second and third time.
CARRIED

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED: That District of Mission Election Procedures Amending Bylaw 5449-2014-2669(6), a bylaw to make housekeeping amendments to the Special Voting Opportunities and Access to Campaign Financing sections, be read a first, second and third time.
CARRIED
17. MINUTES

Moved by Councillor Hensman, seconded by Councillor Nundal, and

RESOLVED: That the following minutes be adopted:

a. Regular Council Meeting (for the purposes of going into a Closed meeting) – July 7, 2014;

b. Regular Council Meeting – July 7, 2014; and

c. Freestanding Committee of the Whole (Development Services Committee – Affordable Housing) – July 7, 2014.

CARRIED

18. NEW/OTHER BUSINESS

There was no other business.

19. NOTICE OF MOTION

There were no notices of motion.

20. MAYOR’S REPORT

The Mayor reported on various activities, meetings and events attended since the last regular Council meeting.

21. MEMBERS’ REPORTS ON COMMITTEES, BOARDS AND ACTIVITIES

Some of the Council members reported on various activities, meetings and events attended since the last regular Council meeting.

22. QUESTION PERIOD

The following issues were addressed:

- Mayor Adlem and other members of Council would be attending MissionFest on July 26.
- Staff would be providing a report to Council regarding the plans for Griner Park that will include historical information about the donor agreement concerning the park land, and the previous decisions of Council.
- The Mayor and Councillor Jewell both sit on the Mission Healthy Community Council and accordingly have knowledge of the issues surrounding harm reduction measures and needle dispensing operations.
- The Mission Healthy Community Council meetings are public meetings, therefore any person is permitted to attend to observe.
23. ADJOURNMENT

Moved by Councillor Hensman, seconded by Councillor Jewell, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:14 p.m.

WALTER (TED) ADLEM, MAYOR

KEN BJORGAARD, CHIEF
ADMINISTRATIVE OFFICER
(Interim Corporate Officer)