Regular Council Agenda
May 20, 2014 – 6:00 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS AND PRESENTATIONS
   (a) Presentation of Heritage Fair Awards
   (b) Royal Canadian Legion – Community Update
   (c) Les Veale
       Re: Request for Council support of “Westray Amendments” to the Criminal Code of Canada
   (d) Ron Taylor
       Re: Council Procedures and how they might be improved

4. PUBLIC HEARING
   (a) (i) Zoning Amending Bylaw 5434-2014-5050(139)
       (R14-004 – McPherson/Toor) – a bylaw to rezone property at 8462 Stave Lake Street from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone
   (ii) Development Variance Permit DV14-005
   (b) Zoning Amending Bylaw 5435-2014-5050(140)
       (R14-005 – Pavlov) – a bylaw to rezone property at 12699 Cardinal Street from the Rural 36 (RU36) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone

5. PROCLAMATIONS
   (a) May 29, 2014 as “Day of the Honey Bee”
       Clinton Shane Ekdahl
   (b) May 31, 2014 as “Jumpstart Day”
       Mission Jumpstart Chapter
   (c) May 31 to June 7, 2014 as “Seniors’ Week”
       Mission Seniors Activity Centre
May 20, 2014

6. ADOPTION OF INFORMATIONAL ITEMS

(a) Correspondence from TELUS Corporation
Re: Enhancement of Wireless Services in Mission
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7. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

8. DEVELOPMENT SERVICES

(a) Special Consideration for Townhome Development in Phase II of the Cedar Valley Comprehensive Development Plan
Page 52

(b) Official Community Plan Amendment and Rezoning Application
R14-006 (Dunton) – 32921 – 14th Avenue
Page 58

(c) Official Community Plan Amendment and Rezoning Application
R14-008 (Genstar Titleco Limited) – 29221 Lougheed Highway
Page 73

9. FORESTRY

(a) Forestry Operations 2014 Quarter 1 (Q1) Report
Page 85

(b) Forestry Reserve Status Report
Page 91

10. ENGINEERING AND PUBLIC WORKS

(a) Asphalt Rehabilitation Tender
Page 96

(b) Engineering/Public Works Project Updates
Page 98

11. CORPORATE SERVICES

(a) Council Procedure Bylaw Amendment – “Notice of Motion” addition
Page 105

(b) 2014 Municipal Grants in Aid
Page 109

(c) Staffing Departures and Vacancies
Page 116

(d) The Manager of Civic Engagement and Corporate Initiatives Position
Page 122

12. RESOLUTION TO RISE AND REPORT

13. ADOPTION OF COMMITTEE OF THE WHOLE REPORT
14. **BYLAWS FOR CONSIDERATION**

MOTION: That the readings of all bylaws included in the Bylaws section of the May 20, 2014 regular council agenda be approved as listed.

(a) **Zoning Amending Bylaw 5434-2014-5050(139)**  
(R14-004 – McPherson/Toor) – a bylaw to rezone property at 8462 Stave Lake Street from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone  

(b) **Zoning Amending Bylaw 5435-2014-5050(140)**  
(R14-005 – Pavlov) – a bylaw to rezone property at 12699 Cardinal Street from the Rural 36 (RU36) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone  

(c) **Highway Closing and Undedication (Farrington Street) Bylaw 5425-2014** – a bylaw to close and undedicate an unconstructed portion of Farrington Street  

(d) **Discharge of Firearms Regulation Bylaw 5433-2014** – a bylaw to regulate the discharge of firearms within the municipal boundary  

(e) (i) **OCP Amending Bylaw 5436-2014-4052(34)**  
(R14-006 – Dunton) – a bylaw to redesignate the property at 32921 – 14th Avenue from Urban Residential to Urban Compact-Multiple Family  

(ii) In accordance with Section 882 of the Local Government Act, Council has considered District of Mission Official Community Plan Amending Bylaw 5436-2014-4052(34) in conjunction with the District’s Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan  

(f) **Zoning Amending Bylaw 5437-2014-5050(141)**  
(R14-006 – Dunton) – a bylaw to rezone the property located at 32921 – 14th Avenue from the Urban Residential 558 (R558) Zone to the Multiple Family 40 Townhouse (MT40) Zone  

(g) (i) **OCP Amending Bylaw 5438-2014-4052(35)**  
(R14-008 – Genstar Titleco Limited) – a bylaw to redesignate a portion of property at 29221 Lougheed Highway from Rural to Parks, Recreation and Natural Open Space
In accordance with Section 882 of the Local Government Act, Council has considered District of Mission Official Community Plan Amending Bylaw 5438-2014-4052(35) in conjunction with the District's Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan.

Zoning Amending Bylaw 5439-2014-5050(142) (R14-008 – Genstar Titleco Limited) – a bylaw to rezone a portion of the property located at 29221 Lougheed Highway from the Rural 80 (RU80) Zone to the Institutional Parks, Recreation and Civic (IPRC) Zone.

15. MINUTES
   (a) Special Council Meeting – April 22, 2014
   (b) Regular Council Meeting – April 22, 2014
   (c) Regular Council Meeting (for the purposes of going into a Closed meeting) – May 5, 2014
   (d) Regular Council Meeting – May 5, 2014

16. NEW/OTHER BUSINESS

17. MAYOR’S REPORT

18. MEMBERS’ REPORTS ON COMMITTEES, BOARDS, AND ACTIVITIES

19. QUESTION PERIOD

20. ADJOURNMENT
REQUEST TO APPEAR AS A DELEGATION

Date: April 8, 2014

To: Manager of Corporate Administration

I hereby request permission to appear as a delegation before District of Mission Mayor and Council with reference to the following topic:

A motion for council to support our request and campaign to enforce the Westray amendments to the criminal code of Canada.

This will be brought to provincial governments to take the recommendations as proposed and better enforce the criminal code in workplace fatalities.

This will include dedication, education, and coordination. Currently Sec 217 of the criminal code allows for criminal prosecution in a workplace death. This has not been successful in its history as law.

I understand that the deadline for submission of the request, including any presentation or supporting material, is 4:30 p.m. on the Monday preceding the date of the meeting and that once my appearance has been confirmed, I will be allotted a maximum of 10 minutes to make my presentation.

Name: Les Veale
We ask that the Mission city council endorses our resolution to Enforce the Westray amendments:

**Enforce the Westray Amendments to Canada’s Criminal Code**

**WHEREAS** it has been more than two decades since the Westray mine disaster in Nova Scotia and a decade since amendments were made to the Criminal Code of Canada to hold corporations, their directors and executives criminally accountable for the health and safety of workers; and

**WHEREAS** police and prosecutors are not utilizing the Westray amendments, and not investigating workplace fatalities through the lens of criminal accountability; and

**WHEREAS** more than 1,000 workers a year are killed at work

**THEREFORE BE IT RESOLVED** that this Council support a campaign to urge our provincial/territorial government, specifically the Attorney-General and Labour Minister, to ensure that:

- Crown attorneys are educated, trained and directed to apply the Westray amendments;
- Dedicated prosecutors are given the responsibility for health and safety fatalities;
- Police are educated, trained and directed to apply the Westray amendments;
- There is greater coordination among regulators, police and Crowns so that health and safety regulators are trained to reach out to police when there is a possibility that Westray amendment charges are warranted.
REQUEST TO APPEAR AS A DELEGATION

Date: May 7 2014

To: Manager of Corporate Administration

I hereby request permission to appear as a delegation before District of Mission Mayor and Council on May 19th with reference to the following topic:

Council Procedures and how they might be improved

I understand that the deadline for submission of the request, including any presentation or supporting material, is 4:30 p.m. on the Monday preceding the date of the meeting and that once my appearance has been confirmed, I will be allotted a maximum of 10 minutes to make my presentation.

Name: Ron Taylor
The purpose of the proposed amendment is to accommodate the development of two (2) residential lots and a remainder parcel.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: 001-580-833 Parcel “C” (Explanatory Plan 13666) of Lot “B” Section 27 Township 17 New Westminster District Plan 9506

from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone.

The location of the subject property is 8462 Stave Lake Street and is shown on the following maps:
DATE: May 5, 2013
TO: Mayor and Council
FROM: Gina MacKay, Planner
SUBJECT: Zoning Bylaw Amendment to permit a two lot subdivision, facilitate servicing to the adjacent property and provide a remainder parcel for future development. Proposal includes a variance to the required road width for a new public road.

ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Zoning Map
Appendix 3 - Site Plan & Adjacent Development Plan
Appendix 4 – Engineering Comments

CIVIC ADDRESS: 8462 Stave Lake Street
APPLICANT: 410374 BC Ltd. (KC McPherson & Gary Toor)
OCP: This application is in conformance with the current OCP designation: Urban Residential
DATE APPLICATION COMPLETE: April 24, 2014 (DVP application and fee received)

LOCATION:
LAND USE RECOMMENDATIONS:

Council consider and resolve:

a) That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 8462 Stave Lake Street from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone;

b) That the bylaw be considered for 1st and 2nd readings at the Regular Council meeting on May 5, 2014; and

c) That following these readings, the bylaw be forwarded to a Public Hearing on May 20, 2014.

DEVELOPMENT VARIANCE PERMIT RECOMMENDATION:

Council consider and resolve:

That Development Variance Permit Application DV14-005 to vary the Subdivision control Bylaw 1500-1985 as it pertains to “SCHEDULE A” Required Highway Widths: for an Urban Local Residential Highway from 18 metres to 15 metres be forwarded to public input on May 20, 2014.

REQUIREMENTS PRIOR TO FINAL READING:

Council consider and resolve:

That the Final Reading of the zone amending bylaw be held until the following have been satisfied:

a. The community amenity contribution in the amount of $5,630 ($2,815 per new lot) is received; and

b. The servicing requirements, as outlined in Appendix 4, have been addressed to the satisfaction of the District Engineer.

EXECUTIVE SUMMARY

An application has been received from 410374 BC Ltd (McPherson & Toor) proposing to rezone the property located at 8462 Stave Lake Street to accommodate two new residential lots and a remainder parcel. As part of the overall development plan for this new neighbourhood area, a servicing easement will be granted across the remainder of the subject property for the purpose of providing sanitary sewer, water and storm water management services to the adjacent property which is currently under development. A no build covenant will be secured across the remainder parcel in order to preserve this portion of the land in its vacant state until such time as the neighbouring property is developed.
The plan shown in Appendix 4 demonstrates how the proposed development will fit within the new neighbourhood and how the new neighbourhood will connect to existing and future residential uses via Cherry Avenue and Stave Lake Street.

SITE CHARACTERISTICS

The development site is located on the east side of Stave Lake Street. A single family home is currently located on the parent property. Located on relatively flat ground with a low point located at the northeast corner, the site is bound by Stave Lake Street to the west, by an environmentally sensitive area to the north, a single family residential property to the south and a proposed residential development the east.

SITE HISTORY

An application was previously applied for to amend the Official Community Plan (OCP) and rezone the subject property (and the adjacent property to the south) to allow for a 24 unit row house development and 4 single family residential lots (R13-013). The OCP amendment and the zone amending bylaws were both granted 3rd reading; however, the application has since been closed and will not be proceeding as initially proposed. These amending bylaws will be rescinded to allow the current proposal to proceed.

OFFICIAL COMMUNITY PLAN COMPLIANCE (Bylaw 4052-2008)

The proposed development is in compliance with the OCP designation of Urban Residential.

ZONING BYLAW COMPLIANCE (Bylaw 5050-2009)

The proposed zoning amendment will accommodate the subdivision of this property into three (3) parcels; two residential properties and one remainder parcel as shown in Appendix 3. The development is being proposed in large part to provide services to the adjacent property which is currently under development. The overall neighbourhood character of single family residential uses will be continued with the addition of the proposed two lots.

It is anticipated that a development proposal will come forward in the future for the remainder parcel and the residential property to the south. This two lot subdivision and the road access has been designed to anticipate future development of the property to the south. Through securing a no build covenant over the remainder parcel the District can ensure that the remainder parcel is maintained in its vacant state and not developed with a single family home thus fettering future rezoning and subdivision development.

PLANNING ANALYSIS

Neighbourhood Character

This proposed development will complement this new development area as the residential lots being proposed are of the same size as those of the adjacent property. All homes within the area are zoned for one family only; secondary suites will not be permitted.

Environmental Protection

A report was prepared by Scott Resource Services Inc. as part of the development proposal for the neighbouring properties. This report provides guidance in determining the exact location and size of area to be preserved for environmental protection for the entire area. There are no environmentally sensitive areas identified on the subject property.

Parks and Trails (Section 941 of the Local Government Act and Parks and Trails Master Plan)

This newly proposed neighbourhood will be located adjacent to a protected green space and within
walking distance of the existing Cherry Ridge Trail which connects to College Heights Trail and the Heritage Park trail systems.

DEVELOPMENT VARIANCE PERMIT (Zoning Bylaw 5050-2009)

With this rezoning and subdivision, the applicant is also requesting to vary the District of Mission Subdivision Control Bylaw 1500-1985. The applicant is proposing alternative road standards for proposed Road ‘A’ as shown on Appendix 3, which will require a reduction to the minimum highway width prescribed in the Bylaw from 18.0 metres (59 feet) to 15.0 (49 feet) metres.

The Engineering Department is prepared to accept a decrease in the area required for road dedication on the basis of maintaining uniformity in the area; as a similar variance has already been approved by Council for the adjacent properties as part of rezoning application R08-031. It is noted that the reduction in dedicated area will not result in a decrease in the actual paved area (travelled portion) of the road.

STREET NAMING (Policy STR.28 Street Naming)

As part of the overall development plan for the neighbouring property and in conjunction with Council Policy STR.28 the proposed road identified as ‘Road A’ on the map provided in Appendix 3 will be named Grassick Street. A street naming bylaw was prepared in conjunction with the previous development application and will now be applied to this development proposal.

COMMUNITY AMENITY CONTRIBUTION (LAN. 40 – Financial Contribution for Community Amenities)

In accordance with Council Policy LAN. 40, the applicant has volunteered to contribute $5,630 ($2,815 per new lot) to offset the unique financial burden that residential development incurs on the District to fund new facilities and/or amenities. The contribution has been made related to the two lots flanking Stave Lake Street where further contributions may be considered by the developer and Council at time of further rezoning and subdivision development.

COMMUNICATION

The developer has posted a development notification sign on the site summarizing the proposed development. Provided a public hearing date is determined by Council, the sign will be modified to advertise the public hearing details (i.e. date, time and place). In addition, a notice will be mailed to the owners and to the occupiers of all properties within a distance of 152 metres (500 ft.) of the development site notifying them of the public hearing details.

Policy LAN. 50 - Pre-Public Hearing Information Package

A 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.
REFERRALS

Engineering

The Engineering Department has no objection to the proposed rezoning. Engineering requirements for the provision of services through the subject property to the adjacent development will be secured through both the rezoning and subdivision processes (see Appendix 4 for Engineering comments).

Mission Fire/Rescue Service

The Mission Fire/Rescue Service has no objection to the project subject to the area plan being achieved.

Parks, Recreation and Culture

The Parks, Recreation and Culture Department have no objection to the project.

Tree Retention

A tree survey was conducted in order to identify if there are any significant trees on the site and to explore the opportunity for replanting as appropriate. The arborist determined that there were “no large or unusual species of trees or trees considered to be significant”. Furthermore, there were “no trees on the site that would normally dictate to the design process”. Provision of street trees will be addressed through the subdivision process as will the planting of two trees per each newly created lot.

INFORMATIONAL NOTES

1. Approval of Development Variance Permit DV14-005 will be considered as part of the same Council agenda as the zone amending bylaw is considered.

2. The zoning amending bylaw will not proceed to final adoption until the statutory right-of-way or road dedication over 8478 Stave Lake Street has been secured and the sanitary sewer, storm sewer and roadwork requirements have been met.

3. Adoption of the associated street naming bylaw will proceed to final adoption in conjunction with final adoption of this zone amending bylaw.

SIGN-OFFS:

Gina MacKay, Planner

Reviewed by:
Dan Sommer, Manager of Planning

Comment from Chief Administrative Officer
Reviewed.

G:\COMDEV\GINA\DRAFT REPORTS\R14-004 (8462 STAVE LAKE STREET).DOCX
Appendix 1

Information for Corporate Officer

Civic Address: 8462 Stave Lake Street

PID: 001-580-833

Legal: Parcel “C” (Explanatory Plan 13666) of Lot “B”, Section 27, Township 17, New Westminster District Plan 9506
Appendix 2

Zoning Map
Appendix 3

Plan of Subdivision & Adjacent Development Plan

Subject Property

Servicing Easement
Appendix 4

April 17, 2014

CIVIC ADDRESS: 8462 Stave Lake Street

CURRENT ZONING: RR7

PROPOSED ZONING: R558

1. DOMESTIC WATER REQUIREMENTS:

Municipal water is available on Stave Lake Street. No further upgrading required.

2. SANITARY SEWER REQUIREMENTS:

Municipal sanitary sewer is available on Araki Court. The Developer is required to secure a statutory right of way or road dedication from the owner of 8478 Stave Lake Street and extend the sanitary sewer to the site.

3. STORM SEWER REQUIREMENTS:

Municipal storm sewer is available on Araki Court. The Developer is required to secure a statutory right of way or road dedication from the owner of 8478 Stave Lake Street and extend the sanitary sewer to the site.

4. ROAD WORK REQUIREMENTS:

The site is adjacent to Stave Lake Street, however, the site is to be accessed via Araki Court. The Developer is required to secure a statutory right of way or road dedication from the owner of 8478 Stave Lake St and extend the road south to the site. The road extension is to be constructed to the varied Urban Local Residential Standard (as detailed in the Development Variance Permit that accompanies this application) complete with road drainage, underground hydro and telephone, street lighting and boulevard tree planting in accordance with the standards of the Subdivision Control Bylaw. See District of Mission Standard Drawings No. R-3, L1 and L2. Engineered design required.

RECOMMENDATION

From an engineering point of view the rezoning application may proceed to final adoption once a statutory right of way or road dedication over 8478 Stave Lake Street has been secured and the sanitary sewer, storm sewer and roadwork requirements have been met.

Prepared by

Sterling Chan
Engineering Technologist

Reviewed by

Sean McGinn
Acting Director of Engineering
Dear Owner/Occupant:

Re: Rezoning Application R14-004 and Development Variance Permit Application DV14-005 (410374 BC Ltd./McPherson and Toor) – 8462 Stave Lake Street

Rezoning and development variance permit applications have been received from 410374 BC Ltd./McPherson and Toor.

The following is an excerpt from the Public Hearing Notice:

The purpose of the proposed amendment is to accommodate the development of two (2) residential lots and a remainder parcel.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described property:

Parcel Identifier: Parcel “C” (Explanatory Plan 13666) of Lot “B”, Section 27, Township 17, New Westminster District Plan 9506

from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone.

The location of the subject property is 8462 Stave Lake Street and is shown on the following maps:
A copy of the proposed bylaw and reports relevant to the bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from May 9, 2014 to May 20, 2014. The information is also available on our website at www.mission.ca by searching “upcoming public hearing”.

**The purpose of the development variance permit** is to vary the Subdivision Control Bylaw 1500-1985 as it pertains to “SCHEDULE A” Required Highway Widths: for an Urban Local Residential Highway, from 18 metres to 15 metres. Note that the actual travelled portion (paved area) of the road will be maintained as required by Bylaw. The variance applies only to the dedicated road width.

This letter is to serve as notice to all adjacent property owners and occupiers of land that the District of Mission Council will consider the rezoning and development variance permit applications at the Tuesday, May 20, 2014 Regular Council meeting. The Regular Council meeting will be held at 6:00 p.m. in the Council Chambers of the Municipal Hall, 8645 Stave Lake Street, Mission, BC.

An opportunity will be given for any interested parties to comment on the rezoning and the development variance permit applications at the Regular Council meeting.

Yours truly

(for)

Dan Sommer
MANAGER OF PLANNING

Encl.
2. DISTRICT OF MISSION ZONING AMENDING BYLAW 5435-2014-5050(140) (R14-005 – Pavlov)

The purpose of the proposed amendment is to facilitate a five (5) lot rural subdivision.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described properties:

Parcel Identifier: 006-900-445 North West Quarter Legal Subdivision 13 Section 22 Township 18 New Westminster District Except Part on Statutory Right of Way Plan 24130; and

Parcel Identifier: 006-900-453 Legal Subdivision 13 Section 22 Township 18 Except: North West Quarter, New Westminster District

From the Rural 36 (RU36) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone.

The location of the subject properties is 12699 Cardinal Street and is shown on the following maps:
DATE: May 5, 2014
TO: Mayor and Council
FROM: Parissa Shafizadeh, Planner
SUBJECT: Rezoning application (R14-005 – Pavlov) to accommodate a 5-lot rural subdivision with a secondary dwelling unit permitted on each lot
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
                   Appendix 2 – Orthophoto (2012)
                   Appendix 3 – Watercourse and Topography Map
                   Appendix 4 – Proposed Subdivision Plan
CIVIC ADDRESS: 12699 Cardinal Street
APPLICANT: Stan Pavlov on behalf of Above and Beyond Equipment Inc. & Kitschco Development Inc.
OCP: This application is in conformance with the current OCP designation: Rural
DATE APPLICATION COMPLETE: March 27, 2014
LOCATION:
LAND USE RECOMMENDATION(S):

Council consider and resolve:

1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 12699 Cardinal Street from Rural 36 (RU36) Zone to Rural 16 Secondary Dwelling (RU16s) Zone;
2. That the bylaw be considered for 1st and 2nd readings at the Regular Council meeting on May 5, 2014; and
3. That following these readings, the bylaw be forwarded to a Public Hearing on May 20, 2014.

COUNCIL POLICY RECOMMENDATION:

Council consider and resolve:

4. That in accordance with Section 941 of the Local Government Act and Council Policy LAN. 26, parkland dedication of five per cent (5%) is applied as cash-in-lieu to subdivision file S14-002.

REQUIREMENTS PRIOR TO FINAL READING:

Council consider and resolve:

5. That the Final Reading of the amending bylaw be held until the following has been satisfied:
   a. The community amenity contribution in the amount of $8,445 (for three new lots) is received.

SUMMARY

The Development Services Department is in receipt of an application to rezone the properties located at 12699 Cardinal Street from Rural 36 (RU36) Zone to Rural 16 Secondary Dwelling (RU16s) Zone to facilitate a 5-lot rural subdivision. The subdivision approval process includes consolidation of two subject lots and its subdivision into 5 smaller lots. The rezoning will also allow a secondary dwelling unit on each created lot. The rezoning is consistent with the property's Official Community Plan (OCP) designation of Rural.

SITE CHARACTERISTICS

The development site is comprised of two parent lots; one larger parcel located east of Cardinal Street with an area of 15.69 hectares (38.8 acres) and the other located west of the Cardinal Street with a lot area of 0.26 hectares (0.6 acres). The larger property to the east contains a single family dwelling and three (3) accessory buildings. While the majority of subdivision development will occur on the larger parcel, the smaller parcel will be consolidated to proposed lot 1 as part of this subdivision. The above details are shown on Appendix 2.
The eastern lot, which has various grades throughout, contains number of watercourses which serve as tributary drainage for Cardinalis Creek. The watercourses drain from the southern, eastern and western upper portions of the site to the central low lying area and then generally flow to the north (Appendix 3).

The onsite watercourses are generally small, low gradient, well incised channels with small marsh fed watershed areas. The properties are situated in a relatively undisturbed mature forest with dominant Western Hemlock across the sites.

**OFFICIAL COMMUNITY PLAN COMPLIANCE** (Bylaw 4052-2008)

The proposed development is in compliance with the OCP Rural designation.

OCP also supports a rezoning to allow secondary dwelling units within the District of Mission as follows:

- **Housing Choice for Different Lifestyles and Income Levels - Policy 2.5.1:** Encourage the development of a variety of housing types, tenure, accessibility and cost to provide for a diversity of lifestyle and income levels.

- **Affordable Housing through Innovative Housing Forms - Policy 2.5.3:** Facilitate the development of affordable, rental and special needs housing through supporting multi-family housing developments, small house/small lot housing, secondary suites, duplexes in appropriate locations, mixed market/non-market housing projects, coach houses, granny flats and other innovative housing forms.

**ZONING BYLAW COMPLIANCE** (Bylaw 5050-2009)

The subject properties are currently zoned Rural 36 (RU36) with a minimum lot area of 3.6 hectares (8.9 acres). The applicant proposes to rezone the properties to Rural 16 Secondary Dwelling (RU16s) which would allow smaller lots with the minimum of 1.6 hectares (4.0 acres). As part of the corresponding subdivision process, the two parent lots will be subdivided to create a 5-lot rural subdivision. Each new lot will allow a single family dwelling and a secondary dwelling unit. A secondary dwelling permitted on each lot is limited to a secondary suite, garden cottage, coach house or a secondary family dwelling. However the viability of building a garden cottage, coach house or secondary family dwelling depends on the availability of buildable area on each created lot.

According to the proposed subdivision plan (Appendix 4), the existing building, structures and driveway will be contained within one of the created lots (proposed Lot 4). Each of the proposed lots will have direct access to Cardinal Street through driveways and will accommodate the future building envelopes mostly on their western portions. Given the siting restrictions related to slopes and the location of the environmentally sensitive areas, the lot layout has been designed to provide for the most practical buildable areas for the construction of residences, driveway, well and septic field on each created lot.

**PLANNING ANALYSIS**

**Neighbourhood Character**

The subject properties are situated within the Steelhead neighbourhood of Mission and surrounded by municipal forest lands to the east, north and west, with similar rural residential areas to the south as what is being proposed with this application. The properties on the south are zoned RU16 and RU36 with various lot size ranges from 1.3 hectares (3.2 acres) to 16 hectares (40 acres). The proposed development, containing a house and a secondary dwelling on a lot with a minimum proposed lot area of 2.0 hectares (4.9 acres), is consistent with the density of the neighbourhood and will fit well in the area.
Environmental Protection

Given that Cardinalis Creek tributaries are located within the eastern property, a riparian area assessment report has been prepared by Letts Environmental Consultants dated February 2014. According to the report, the Ministry of Environment has been identified Cardinalis Creek as a fish bearing stream needing protection, however no fish were observed during the assessment. A total of 8 reaches were identified along the creek during the assessment, each of which has several tributaries with different prescribed setbacks (Appendix 4).

As part of the corresponding subdivision, the applicant is required to register a covenant against the title of all created lots to protect the identified Streamside Protection and Enhancement Area (SPEA) and fish and wildlife habitat. In addition to protection of the SPEA, the assessment report recommends:

- Identifying the large danger trees on the survey plan for removal;
- Extending a setback by 5 – 10 metres (16 – 32.8 ft.) from top of the bank where the identified setback does not reach the top of the bank;
- Maintaining riparian vegetation during development within the SPEA;
- Placing post and rail fencing along SPEA boundaries, and signage indicating a restrictive covenant for protection of fish and wildlife habitat;
- Implementing proper sediment and erosion control measures along the entire setback boundary, prior to and during construction works;
- Completing a Stormwater Management Plan; and
- Monitoring construction activities by a qualified environmental professional.

Geotechnical Hazard Assessment

A geotechnical hazard assessment was prepared by Braun Geotechnical Ltd., dated February 2014, to assess the potential for flooding, stream erosion and avulsion, debris flows and floods, landslides, snow avalanche and rock fall hazards. According to the assessment the land may be used safely for the use intended subject to mitigative measures as recommended in the assessment report. The assessment report recommends that:

- At the watercourse areas, buildings should be located on the upper slope portions of the site with minimum 15 metres (49.2 ft.) setback from top of the bank. At the small marsh areas, buildings should be located on valley bottom slopes with a minimum 7.5 metres (24.6 ft.) setback from top of the bank;
- The flood construction level (FCL) of all building/structures should be minimum 1.5 metres (4.9 ft.) above the natural boundary of the watercourses and small marsh areas;
- A minimum general geotechnical setback of 10 metres (32.8 ft.) from the toe of slope should be considered for any development on the eastern portion of the site. Any structure within the 10 metres (32.8 ft.) setback should be design under review of a qualified geotechnical engineer.

Geotechnical Hazards Lands Development Permit

According to the geotechnical hazard assessment, the prescribed mitigative measures should be applied for a safe site development. Accordingly, a Geotechnical Hazards Lands Development Permit and a covenant are required for the development of the site as part of the corresponding subdivision approval. The covenant will include save harmless provisions and geotechnical requirements, such as setbacks and building and foundation works at time of building permit application.
As per District of Mission Land Use Application Procedures and Fees Bylaw 3612-2003, review and approval of the Geotechnical Hazards Lands Development Permit is delegated to the Director of Development Services; thus, no approval from Council is required.

**Tree Retention**

In accordance with Council Policy LAN. 32 – Tree Retention and Replanting, the applicant will be required to plant a total of ten (10) trees, 2 trees for each of the five (5) lots created. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is also required to replace any significant tree (trees having a caliper of 0.2 metres or greater) that will be removed except in the areas defined as (a) building envelope to a maximum of 2,000 sq. m (21,528 sq. ft.), (b) driveways, (c) septic field and (d) wells. No tree is permitted to be removed within the identified SPEA. The applicant is required to show the location of tree clusters and those which need to be removed for development purposes on the survey plan.

**Parks and Trails** (Section 941 of the *Local Government Act*, and the Parks and Trails Master Plan)

No parkland has been identified on the subject properties. As the proposed development is within the rural area and in proximity of municipal forest and Steelhead mountain trail, it’s recommended that park dedication be accepted as cash-in-lieu of land.

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

It is recognized that residential development imposes a unique financial burden on the community by creating a need or demand for new/upgraded public facilities or amenities. In order to address this unique financial burden, rezoning applicants are requested to make a contribution to the District’s Community Amenity Reserve Fund for new/upgraded public facilities or amenities. The applicant has agreed to contribute $8,445 ($2,815 per new residential unit) as part of this rezoning application, in accordance with Council Policy LAN. 40 – COMMUNITY AMENITY CONTRIBUTIONS.

**COMMUNICATION**

In accordance with Land Use Application Procedures and Fees Bylaw 3612-2003, the applicant has posted one (1) development notification sign on the site summarizing the proposed development. Provided that a public hearing date is determined by Council:

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

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

iii. 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 (in accordance with Policy LAN. 50 - Pre-Public hearing Information Packages).

**REFERRALS**

**Engineering**

The Engineering Department has no objection to the rezoning application.

**Mission Fire/Rescue Service**

The Mission Fire/Rescue Service has no objection to the proposed development.
SIGN-OFFS

Parissa Shafizadeh, Planner

Reviewed by:
"Insert Name, Position(DH/Dir/Dep)"

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

Civic Address: 12699 Cardinal Street

PID: 006-900-445

Legal: North West Quarter Legal Subdivision 13 Section 22 Township 18
      New Westminster District Except Part on Statutory Right of Way Plan 24130

Civic Address: 12699 Cardinal Street

PID: 006-900-453

Legal: Legal Subdivision 13 Section 22 Township 18
      Except: North West Quarter, New Westminster District
Appendix 2
Orthophoto 2012

The eastern lot
The western lot
Appendix 3
Watercourse and Topography Map
Appendix 4
Proposed Subdivision Plan

Lot 1: 2.50 ha. (6.2 ac.)
Lot 2: 2.88 ha. (7.1 ac.)
Lot 3: 3.83 ha. (9.5 ac.)
Lot 4: 4.74 ha. (11.7 ac.)
Lot 5: 2.00 ha (4.9 ac)

The western lot which will be consolidated into the proposed Lot 1 as part of the subdivision process.
The proposed building envelopes.
The existing buildings.
May 7, 2014

Dear Owner/Occupant:

Re: Public Hearing Notification for R14-005 (Pavlov) – 12699 Cardinal Street

As a property owner or neighboring resident to the subject properties located at 12699 Cardinal Street, you are invited to attend a Public Hearing at 6:00 p.m. on Tuesday, May 20, 2014 and make known any comments that you may have.

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

The following is an excerpt from the Public Hearing Notice:

The purpose of the proposed amendment is to rezone the properties from the Rural 36 Zone (RU36) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone to facilitate a five (5) lot subdivision.

This bylaw proposes to amend District of Mission Zoning Bylaw 5050-2009 by amending the zoning of the following legally described properties:

Parcel Identifier: 006-900-453 Legal Subdivision 13 Section 22 Township 18 Except: North West Quarter, New Westminster District; and


The location of the subject properties is 12699 Cardinal Street and is shown on the following maps:
A copy of the proposed bylaw and reports relevant to the bylaw may be inspected at the Municipal Hall, Monday to Friday, excluding statutory holidays, from 8:00 a.m. to 4:30 p.m., from May 9, 2014 to May 20, 2014. The information is also available on our website at www.mission.ca by searching “upcoming public hearing”.

If you are unable to attend the Public Hearing, you may send a written submission, including your name and address, to the attention of Ken Bjorgaard, Chief Administrative Officer (Interim Corporate Officer) or email info@mission.ca by 4:00 p.m. on the Friday preceding the date of the Public Hearing. All submissions will form part of the record of the Hearing.

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

Yours truly

(for)

Dan Sommer
MANAGER OF PLANNING
Good day Your Worship and Councillors:

Over five years ago, I began an ambitious campaign to change the world and to transform the way people viewed their place in it. This is the fifth time I have written to this Council; and I hope that you will continue to be a part of the change I speak of. I write again about the alarming Honey Bee decline in Canada.

Many people have yet to realise how important Honey Bees are to our way of life. This is troubling because Honey Bees are responsible for a third of all food we eat. Honey Bees are responsible for 70 percent of our food crop pollination. They are also critical in dairy, beef and pork production. They are a keystone species; the very cornerstone to the sustainability of our agriculture and the primary basis of stability for our fragile environment. This issue is ever more severe because Honey Bees continue to die at alarming and catastrophic rates in Canada and in every country where they are raised.

There are many explanations offered to illuminate causes of Honey Bee disappearances. The most sinister among them is irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. This matter is currently a source of passionate debate between Canadian Beekeepers and Federal and Provincial Governments. Yet, the average person continues to be left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. Bernard Vallat, the Director-General of The World Organisation for Animal Health, warned, that “Bees contribute to global food security, and their extinction would represent a terrible biological disaster.” Indeed, the demise of the Honey Bee would ensure the extinction of thousands of dependant animal and plant species, bring about the collapse of the food chain and guarantee the destruction of sustainable agriculture, our economy and the environment. As Honey Bees continue to perish, this represents a severe threat to the security of our Nation.

According to the Canadian Honey Council, “The value of honey bees to pollination of crops is estimated at over $2 billion annually.” The Canadian Association of Professional Apiarists (CAPA) suggested that Canada sustained a national average of honey bee deaths of 29.3 % in 2011. Another source indicated that in 2012 almost 99,000 hives died or became unproductive. Also according to CAPA, in 2013 the national average of honey bee deaths was 28.6%. This same 2013 report confirms that one Canadian province lost almost half of its bees and no province was shown to have a sustainable loss of 15% or lower. The national loss of honey bees is twice what is considered sustainable. Alarmingly, Honey Bees have been disappearing at
percentages considered unsustainable for over fifteen years. Yet, the populace is largely unaware of this threat or what it truly represents.

The primary of all known solutions to this crisis is education, awareness and proactive government participation. Without understanding that there is a problem, we have seen that the general public will take for granted the severity of this global crisis. It is for this reason that I began the “Day of the Honey Bee” campaign in 2009. While it proudly originated in Saskatoon Saskatchewan, it did not end until it spread from coast to coast and found root in provinces and municipalities representing over 25% of the country. I had an inspired dream that if municipal governments across Canada were to be unified by a collective, singular proclamation in dedication to the Honey Bee, that more people, through media attention, would be made aware of their alarming decline... ...And resolve to take necessary action to save this critically important creature and prevent a permanent loss of color and vitality in our world. It was further hoped that this support would galvanise the Federal Government to take necessary steps to safeguard this important insect pollinator.

With the support of over 70 municipal governments, May 29, 2010 was recognised as the first annual “Day of the Honey Bee”. It was recognised in official declaration by three provinces – Saskatchewan, Manitoba and British Columbia. This important venture was also recorded in the Legislative Assembly Hansard of Alberta.

The Standing Committee on Agriculture and Agri-Food Canada suggested, “That the Government (of Canada) follow in the footsteps of the Province of Saskatchewan... ...by proclaiming May 29, 2010 as the National Day of the Honey Bee and that this be reported to the House.” As a result, “Day of the Honey Bee” is currently a Motion in the House of Commons, submitted by Mr. Alex Atamanenko, Member of Parliament for BC Southern Interior.

In 2011, “Day of the Honey Bee” was endorsed for a second time by Saskatchewan, Manitoba and British Columbia; and supported by 163 municipal governments across Canada. In 2012, this day was celebrated by three provinces; and 179 municipal governments; while many were issued in perpetuity! Last year, almost 200 municipal governments issued a proclamation and this day was an even greater success. Additionally, many municipalities sent letters of endorsement to their Provincial Government and the Federal Government of Canada, calling for a declaration of a new National Day in Canada. In other words, since 2010 there have been 328 municipal governments and 3 provincial governments which have supported “Day of the Honey Bee” – or what represents almost 30% of Canada.

Furthermore, because of this amazing support, more people learned about the plight of Honey Bees. All across Canada, hundreds of activities and events were
planned for May 29th and the week surrounding this date. The potential that this day possesses is undeniable. If given official support by this Council “Day of the Honey Bee” can serve to educate the people, stimulate local economy, farmer’s markets and fairs; produce revenue for local beekeepers, as well as generate research funding.

Nonetheless, even though almost a third of the population of Canada has supported the establishment of this day, I have not been able to gain the same level of success with many other Provincial Governments or the Federal Government of Canada. However, it is my hope that with my words, you may contribute to this continued success with the wisdom and authority your station affords.

And now therefore, I do humbly request the following:

(a) That your Worship and Council, on behalf of your citizenry, resolve to proclaim May 29th, 2014 as the fifth annual “Day of the Honey Bee;” and, further, if bylaw allows, that this proclamation be issued in perpetuity (see sample Proclamation below);

(b) That in the event proclamations are not issued as a matter of policy, that your Worship and Council please consider, for the purposes of educational awareness, making an exemption to that policy in order to greater serve the broader public interest;

(c) That if there is a municipal ban on beekeeping within your influence, that in collaboration with your provincial apiarist and respecting provincial regulations, that your Worship and Council resolve to lift this ban and formally sanction “backyard” or hobbyist beekeeping within your jurisdiction;

(d) That your Worship and Council resolve to support the establishment of a recognised “Day of the Honey Bee” by your Provincial Government, by writing a letter of endorsement to your respective Member of the Legislative Assembly, and the Minister of Agriculture for your province and your local media (See Form Letter below).

(e) That your Worship and Council resolve to support a recognised “National Day of the Honey Bee” by the Federal Government of Canada, by writing a letter of endorsement to your respective Members of Parliament, to Alex Atamanenko, Member of Parliament for BC Southern Interior. alex.atamanenko.a1@parl.gc.ca; and the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food Canada (See Form Letter below).

(f) And that in the event a proclamation, endorsement and or response are issued, that the original be sent to the address and contact information provided in this correspondence below; for the purpose of keeping accurate tally and record; and that if copies of your response are to be sent to apiarists, beekeeper-groups or other parties, that they be given copies.
By these requests, it is my goal that through collective proclamation, more of your citizenry will be made aware of the dire threats facing the Honey Bee; not only in your region but your province, across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

Clinton Shane Ekdahl
Founder of “Day of the Honey Bee”
1040 University Drive
Saskatoon, Saskatchewan, S7N-0K3
1 (306) 651 – 3955 (Residence)
1 (306) 381 – 3172 (Cell)
cccssseee@hotmail.co.uk
Sample Proclamation:

Proclamation
Day of the Honey Bee
May 29, 2014

Whereas, Clinton Shane Ekdahl has applied to Council to proclaim May 29, 2014 as Day of the Honey Bee and that this day serves the broader public interest;

Whereas, A third of all the food Mankind consumes exists because of the tireless work of Honey Bees and seventy percent of our food crops are pollinated and partially, if not completely, dependent upon this keystone species;

Whereas, Honey Bees are disappearing at alarming and unsustainable rates all over the world for reasons not fully explained by science; but with the most likely cause being pesticides;

Whereas, Survival of the Honey Bee is surely linked with our own;

Whereas, This issue transcends all trivial human barriers of nationality, language, skin color, income, identity, ability, disability, sexuality, gender, religion, age, politics or membership;

Whereas, 328 jurisdictions representing almost 30 percent of Canadians have already endeavored to support “Day of the Honey Bee;”

Now Therefore, I, ______________________ Mayor of _________________________ do hereby declare May 29, 2014 as “Day of the Honey Bee” and in issuing this proclamation, ask our citizens to recognise this day.

Official Municipal Seal.
Form Letter of Endorsement.

(Date here)

The Honourable Gerry Ritz  
Minister of Agriculture and Agri-Food Canada  
1341 Baseline Road  
Ottawa, Ontario K1A 0C5:

(c.c. This to your respective Members of the Legislative Assembly and the Minister of Agriculture for your province and your local media.)

Dear Honourable Gerry Ritz,

I, (Your name here), the Mayor of, (Your municipality name here) share a vision with the Founder of “Day of the Honey Bee,” Clinton Shane Ekdahl of Saskatoon, Saskatchewan, of a future that requires change. We have received correspondence from Mr. Ekdahl that has convinced us of the merits of supporting a federally recognised “National Day of the Honey Bee” in Canada.

By the authority of my Office, I can speak for the citizens of (Your Municipality name here) and we have endeavored to support this important venture by issuing a Proclamation supporting “Day of the Honey Bee” in our jurisdiction. We have taken this important step because many people still do not realise how important the Honey Bee is to our way of life. This is troubling because Honey Bees are responsible for one of every three bites of food we eat and they are responsible for a vast percent of our food crop pollination. Like Mr. Ekdahl, we agree that Honey Bees are a keystone species; the very cornerstone to the sustainability of our agriculture and the basis of stability for our fragile environment. However, Honey Bees are dying at rates that are not sustainable or acceptable.

Mr. Ekdahl has informed us that there are many explanations offered to shed light on the cause or causes of Honey Bee disappearances; foremost among them being irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. Yet, the average person has been left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. We wonder what safeguards the Federal Government is taking to ensure the safety and survival of this critically important species.

We believe that the primary of all known solutions is education, awareness and active governmental participation in a resolution to this crisis. We have resolved to take more necessary action to advance education and awareness of the issues facing the
Honey Bee by participating in the “Day of the Honey Bee” initiative and informing our citizens of their importance.

We have joined 327 other jurisdictions, by issuing a Proclamation dedicated to the Honey Bee and we are among almost 30 percent of the population of Canada that has already supported this venture since its inception in 2010.

Because of our support, more people will learn about the plight of Honey Bees. (If you want to add anything specific that the Council or the community is doing this May 29th, you can detail it here) The potential that this day possesses to stimulate our local economy, farmer’s markets and generate revenue for thousands of beekeepers; as well as produce research funding, if given official support by the Federal Government, is encouraging as well as incontrovertible.

And now therefore, I (Your Name Here) the Mayor of (Name of municipality) and with full support of Council and our Citizenry do humbly request:

(g) That your Honour, on behalf of all Canadian citizens, resolve to proclaim May 29th, 2014 as the first annual “National Day of the Honey Bee;” and that this proclamation be issued in perpetuity for the benefit of all future generations;
(h) That, for the purposes of assisting Honey Bee survival, vitality and species continuation, a public statement be issued from your Office encouraging municipal governments to antiquate Beekeeping prohibitions and encourage “backyard” or “Hobbyist” beekeeping across Canada;
(i) That in immediate moratorium be placed on Neonicotinoid pesticides until their safe use is ensured;
(j) That in the event a proclamation and or response are issued, that it be made public so that all Canadian citizens understand the impact that Honey Bees have on our way of life and the consequences that we would face, should their disappearances continue.

By these requests, it is our collective goal that through such proclamation, more of the populace will be made aware of the dire threats facing the Honey Bee across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

(Signature Here)

(Official Municipal Seal Here)
MAY 12, 2014

To Mayor & Council:

Re: Jumpstart Day – May 31, 2014

One in three Canadian families cannot afford to enrol their children in organized sport and physical activity (Vision Critical, 2011) which means many kids are missing out on the benefits that come with organized play. Canadian Tire Jumpstart is a nationally registered charity dedicated to removing financial barriers to kids across Canada.

In Mission, the Jumpstart program has contributed over $65,000 in direct assistance to Mission children in sport since 2005. Jumpstart has helped hundreds of Mission kids participate in soccer, football, hockey, karate, swim lessons, dance and more.

On Saturday, May 31 at the Junction, the Mission Jumpstart Chapter will be holding their 4th Annual Jumpstart Day - an opportunity to raise awareness and funds to further assist Mission kids in sport. The day will feature a host of free activities for kids of all ages, including a road hockey tournament, giant games, RCMP obstacle course, bike safety, arts & crafts and more. On behalf of the Chapter I ask that May 31, 2014 be proclaimed Jumpstart Day in Mission.

WHEREAS The importance of sport and recreation in a child's life is important and all kids should have a sporting chance.

WHEREAS All Mission children should have the opportunity to participate in sport and recreation regardless of financial limitation

WHEREAS Jumpstart Day is a free day of fun for all ages and an opportunity to raise awareness and funds to assist Mission children participate in sport

If you require additional information, please don't hesitate to contact me at 604-820-5352 or jroufosse@mission.ca

Sincerely,

Jason Roufosse
Chair, Mission Jumpstart Chapter
Saturday, May 31  11-3pm
Mission Canadian Tire Store Parking Lot

Join us for a FREE day of fun for all ages!

• Road Hockey Tournament
• Bouncy-castle & Giant Games
• Huge Garage Sale (cash only)
• Facepainting, Arts & Crafts
• Profix Mobile Bike Shop
  Bring your bike down for a free tune up!
• RCMP Obstacle Course & Bike Safety
• Basketball games & Toss for Kids
• Free Hotdogs by donation
• Hockey shoot ...and more!

Enter to win a BBQ and other prizes!

All money raised stays in Mission!

Canadian Tire Jump Start is a community based charitable program which helps children in financial need participate in organized sport and recreational activities such as hockey, football, soccer and more. For more info, visit: www.canadiantire.ca/jumpstart
May 1, 2014

Mayor Ted Adlem and Council
District of Mission
P.O. Box 20
9645 Stave Lake Street
Mission, BC
V2V 4L9

Your Worship,

On behalf of the Seniors Week Committee, I would like to extend an invitation to Mission Council to attend the various events that will be held during Seniors’ Week in Mission (May 31st - June 7th).

This is the ninth year we will be celebrating the active role seniors demonstrate in our community. There will be a “kick-off” event on Friday, May 30th, at 1:00 p.m. with Isobel Mackenzie, Senior Advocate, speaking at the Seniors Centre. During the week, activities will be sponsored by Lifetime Learning, The Cedars, Cedarbrooke Chateau, Carrington House, Old Age Pensioners, the Lawn Bowling Club, the Royal Canadian Legion, and the Seniors Activity Centre. Over 1,000 participants attend these various activities in Mission during Seniors Week.

I would request that, in recognition of Seniors’ Week, Mission Council consider a Proclamation designating May 31st to June 7th as Seniors’ Week in the District of Mission.

Thank you for your assistance and support.

Sincerely,

Danny Plecas, Chairman
Seniors’ Week Committee
Dear Mayor and Council:

I am writing to respectfully request a proclamation or congratulatory letter to the Falun Dafa Association acknowledging “May 2014 as Falun Dafa Month, Honouring Truthfulness, Compassion and Forbearance” as we celebrate the 22nd anniversary of Falun Dafa’s introduction to the public. See below for your previous proclamation.

This year Falun Dafa practitioners across Canada will celebrate this occasion with public showcases of Falun Dafa's meditative exercises, traditional Chinese dancing and musical performances, as well as marching band parades and other festivities. The Vancouver Falun Dafa group will hold a celebration on Sunday, May 4 at the Vancouver Art Gallery on Robson Plaza from 12-3pm. We would be delighted if your family and friends would join us at this event.

Falun Dafa (also called Falun Gong) is a traditional Chinese self-improvement system, or cultivation practice. It guides practitioners to mental, moral, and physical well-being through meditative exercises and the guiding principles of Truth, Benevolence, and Forbearance. Since Mr. Li Hongzhi first began teaching Falun Dafa publicly on May 13, 1992, those who practise learn to overcome selfishness, think of others first, look inside themselves for causes of conflicts, and elevate their moral character, becoming better and healthier persons and more responsible members of society. Mr. Li, meanwhile, seeks no monetary reward and requires that the practice be available to everyone free of charge.

A sample proclamation is attached for your reference, including some past greetings. Your support means a great deal to us. Meanwhile, if you have any further questions please contact me and I will be happy to speak with you. Thank you for your consideration.

Sue Zhang
Falun Dafa Association of BC

Email: zhang8612@shaw.ca
Tel. 778-384-8612
District of Mission

Proclamation

That the month of May 2011 be proclaimed

"Falun Dafa Month"

District of Mission Council Resolution - May 16, 2011

WHEREAS Falun Dafa is an advanced exercise and meditation practice of mind, body and spirit, based on the principles of "Truthfulness, Compassion, and Forbearance"; and

WHEREAS Since its public introduction in 1992 by Mr. Li Hongzhi, Falun Dafa teachings have helped over 100 million people worldwide improve their health, elevate their mind, uplift their spirit, and deepen their understanding of life, humanity, and the universe; and

WHEREAS More men and women of Canada are learning the practice and purifying their hearts, energizing their bodies, and embracing peaceful, virtuous communities; and

WHEREAS Falun Dafa emphasizes a holistic approach to health that includes the cultivation of one's moral character by following the universe's benevolent characteristics of Truthfulness-Compassion-Forbearance, as well as practicing gentle qigong exercises; and

WHEREAS Falun Dafa transcends cultural and racial boundaries and contributes to the universal dream of peaceful, tolerant, and more compassionate society;

Now, therefore, be it resolved that the District of Mission hereby proclaims May 2011 as

"Falun Dafa Month"
Sample Greetings and Proclamation

“This Month-Long celebration is an opportunity to reflect on the introduction of Falun Dafa and its adherence to the values of truthfulness, compassion and forbearance. I would like to commend the members of the Falun Dafa association of Canada for sharing their practices and traditions with Canadians” ---- The Rt. Hon. Prime Minister Stephen Harper

"Today, millions of people around the world gather in their communities to celebrate their heritage and to strengthen the core principles of Falun Dafa: Truthfulness, Compassion and Forbearance. In Canada, Falun Dafa practitioners actively promote understanding, tolerance and Friendship among all members of our diverse society, which greatly contributes to the advancement of Canadian multiculturalism" ----The Hon. Jason Kenney, Minister of Employment and Social Development and Minister for Multiculturalism

This celebration is an opportunity to remember the important contributions of Mr. Li Hongzhi, the founder of Falun Dafa, and to reflect on Falun Dafa’s central tenets of truthfulness, compassion and forbearance. Congratulations to the Falun Dafa association of Canada for your continued efforts to celebrate and share your traditions with all Ontario Familites. ---The Hon. Tim Hudak, Ontario PC leader

“Today, I offer my warmest congratulations on this happy occasion of the 19th anniversary of the Falun Dafa. I hope that the celebrations in the following month are joyful and that the Falun Dafa association of Canada continues to be an emblem of our wonderful spiritual diversity. I want to thank you for the commitment you have made to Canada for never forgetting your friends at home and continuing to promote human rights and dignity.” ---- The Hon. Glen Murray, Ontario Minister of Training, Colleges and Universities

For more information, please browse:

http://www.faluncanada.net

PROCLAMATION

Celebrating May 2014 as Falun Dafa Month

Honouring Truthfulness, Compassion and Forbearance

WHEREAS, Falun Dafa is an advanced exercise and meditation practice of mind, body, and spirit that has brought health and well-being to people across Canada; and

WHEREAS, Falun Dafa practitioners practice the principle of Truthfulness-Compassion-Forbearance and incorporate it into their daily lives, striving to become better people in all environments and situations; and
WHEREAS, Mr. Li Hongzhi, the founder of Falun Dafa is to be commended and publicly recognized for his commitment to promoting better health and moral living throughout the world, and

NOW, THEREFORE, I (………) Mayor of the (………….) do hereby declare May 2014 to be Falun Dafa Month Honouring Truthfulness, Compassion and Forbearance.

DATED this………………….day of May, 2014

Signed……………………………………...
May 6, 2014

Mayor Ted Adlem and Members of Council
District of Mission
Municipal Hall
8645 Stave Lake St., Box 20
Mission, BC
V2V 4L9

Dear Mayor Adlem and Members of Council:

I am delighted to write that TELUS will be investing $2 million in your District this year to expand wireless coverage – including 4G LTE, the world’s fastest wireless technology, extend the reach of our Internet-based TV service, and connect more homes and businesses to high-speed Internet.

This significant investment in your community is part of TELUS’ commitment to invest $2.8 billion in BC from 2014 through 2016. By the end of 2016, TELUS’ investment in operations and infrastructure across the province since 2000 will exceed $40 billion. Also, since 2000 TELUS has paid income, payroll, property, sales and other taxes totalling more than $3.2 billion to provincial and municipal governments in BC, helping to support services in communities across the province.

A news release with further details of our 2014 program is attached for your information.

Helping to build stronger communities
Since 2000, TELUS, our team members and retirees have contributed more than $645,000 and 9,000 volunteer hours to charitable and community organizations throughout Mission. This reflects our passionate commitment to building stronger communities and brings to life our corporate philosophy: “we give where we live.” I would like to share with you just a few of many ways in which we support this commitment, both locally and across the country.

Keeping Canadians safe on line
Last year, TELUS launched a free national program to keep Canadians of all ages safer on line. TELUS WISE (Wise Internet and Smartphone Education) offers seminars and online resources to educate and protect Canadians from cyberbullying, sexual exploitation, fraud and identity theft. The first of its kind in Canada, TELUS WISE was recently endorsed by the Canadian Association of Chiefs of Police (CACP). More information regarding this program can be found on our website at: https://wise.telus.com/about-us

Inspiring youth to create change
Together with Free The Children, we are educating, inspiring and empowering young people to create change. In addition to being the co-title sponsor of We Day across the country, we have developed a philanthropy education program called Give Where You Live to further engage youth in the importance of giving back. Launched in BC schools in 2013, we anticipate that 150,000 youth across Canada will be involved in this program by 2017.
BC Winter Games 2014
TELUS was proud to play a role in supporting the tremendous success of the BC Winter Games in Mission earlier this year. Our senior managers in the area – Jordon West, Director- Customer Service Delivery and his team – volunteered to co-ordinate the complex logistical requirements associated with the Games. TELUS also donated more than $40,000 worth of services and materials, plus 700 volunteer hours. In recognition for these contributions, we were pleased to have been granted “Community Partner” status.

TELUS Vancouver Community Board
Since its inception in 2005, the TELUS Vancouver Community Board has donated $6.2 million in support of 521 local charitable projects. The community board will allocate an additional $800,000 to local grassroots charities in 2014.

Team TELUS Charitable Giving
Since 2000, TELUS, our team members and retirees have contributed more than $80,000 through our Team TELUS Charitable Giving program to numerous charitable organizations based in Mission, including:
- Senior Animals in Need Today Society
- Mission Community Services Society
- The Safe Online Outreach Society

Volunteering and TELUS Day of Giving
In addition to providing funding for not-for-profit organizations, TELUS team members play a very active role in the community. One of the highlights of the year for us is our annual TELUS Day of Giving – a day when thousands of team members across the country donate their time to local not-for-profit and community associations. Last year more than 3,600 Lower Mainland-based TELUS team members, retirees, Community Ambassadors and their family and friends took part in this special day. Local activities included helping with camp maintenance at the Zajac Ranch.

Last year, TELUS team members donated more than 2,500 Kits for Kids – backpacks full of school supplies – to economically disadvantaged children attending schools across the Lower Mainland. They also donated more than 10,500 Comfort Kits with basic toiletries to BC organizations that provide support for abused women or shelter for the homeless.

Taxes
You may also be interested to know that TELUS contributes to the District’s tax base: in 2013, we paid in excess of $148,000 in municipal and business taxes.

Thank you for the opportunity to share with you some of the ways in which TELUS is part of your District. I would be pleased to meet with you at your convenience to discuss our company’s strong presence in Mission and encourage you to contact me directly at either 604 697-8060 or maureen.kirkbride@telus.com.

Yours truly,

Maureen Kirkbride

c. Ken Bjorgaard, Chief Administrative Officer
Jordon West, Director Customer Solutions Delivery, TELUS
Simon Gibson, MLA
Marc Dalton, MLA
TELUS investing $2 million in Mission in 2014

TELUS investment enhancing wireless services and extending the reach of high-speed Internet and Optik TV

Mission, B.C. – TELUS is investing $2 million in Mission this year to increase available internet speeds, in some neighbourhoods; expand coverage of wireless services including the world’s fastest wireless technology, called 4G LTE; extend the reach of Optik TV; and connect more homes and businesses to high-speed Internet.

“We’re excited to enhance our communications services in Mission through this $2 million investment, which means residents and businesses right here will have faster Internet, more wireless coverage and greater access to Optik TV,” said Jordon West, TELUS director of customer solutions delivery for the Fraser Valley. “The demand for Internet capacity has doubled in the last year, heightening the need for world-class services here in Mission and across our province, whether you’re telecommuting from home, operating your business or communicating with grandma and grandpa.”

This year, TELUS’ investment will advance TELUS services for the benefit of Mission by:

- Installing new wireless sites to expand the reach of LTE and enhance wireless capacity
- Introducing Optik TV to more local residences
- Bringing faster Internet speeds to residents and businesses
- Providing access to innovative healthcare IT solutions

This significant investment is part of TELUS’ commitment to invest $2.8 billion in B.C. from 2014 through 2016. By the end of 2016, TELUS’ investment in operations and infrastructure across the province since 2000 will exceed $40 billion. Also, since 2000 TELUS has paid income, payroll, property, sales and other taxes totalling more than $3.2 billion to provincial and municipal governments in B.C., helping to support services in communities across the province.

TELUS’ investment in communities extends beyond providing customers with world-class technology. As members of every community they serve, TELUS, their team members and retirees give where they live, supporting grassroots community organizations across B.C.

“Across the province, our TELUS family truly sees themselves as members of each community where we operate, and we believe our investment in local organizations is just as important as our investment in technology,” continued West. “Our philosophy, We Give Where We Live, is exemplified by our TELUS family of team members and retirees donating more than $645,000 and, importantly, volunteering more than 9,000 hours to community and charitable organizations in Mission since 2000.”

About LTE
- 4G LTE is the world’s fastest wireless technology, offering Internet downloads and uploads two to three times faster than previous speeds.
- 4G LTE offers TELUS customers a wireless Internet connection as fast as their home Internet on their smartphones, tablets and Internet keys – bringing high-speed Internet everywhere they go.

About Optik TV
• TELUS’ Internet-based Optik TV offers more than 650 channels, including more than 185 in HD.
• Optik TV brings the traditional TV experience outside of the home with applications such as the Optik Smart remote App which enables users to manage PVR recordings from their iPhone or iPad, and Optik on the Go which provides access to more than 2,000 on demand shows and movies on your smartphone, tablet and laptop.

About Spectrum
• Canadians lead the world in wireless data consumption and Canada’s wireless industry invests almost twice the average of developed countries in its networks.
• TELUS is investing $1.143 billion to acquire 700 MHz spectrum across Canada, which will ensure TELUS’ ability to continue to deliver world-class speed, coverage and reliable wireless services to customers.
• Today, TELUS brings 4G LTE to almost 85% of Canada’s population. The acquired spectrum will be used by TELUS to further enhance LTE coverage in urban and rural areas, eventually reaching 97% of the population.
• TELUS has already begun preparing its wireless sites to operationalize the 700 MHz spectrum when it is made available later this year, enabling TELUS customers to take advantage of the new spectrum as soon as possible.

About We Give Where We Live
• We Give Where We Live is a simply philosophy at TELUS – through locally-focused Community Boards, charitable partnerships and employee and customer engagement programs, TELUS is committed to building stronger and healthier communities where TELUS team members live, work and serve.
• As a focal point of TELUS’ commitment to give with their hearts and hands, the 9th annual TELUS Day of Giving will be held on May 31. On this day, more than 14,000 TELUS team members, retirees and family members volunteer their time at more than 500 local activities nationwide.

The capital investment disclosed in this release is consistent with TELUS’ overall capital expenditure guidance for 2014 issued on February 13, 2014.

About TELUS
TELUS (TSX: T, NYSE: TU) is Canada’s fastest-growing national telecommunications company, with $11.4 billion of annual revenue and 13.3 million customer connections, including 7.8 million wireless subscribers, 3.3 million wireline network access lines, 1.4 million Internet subscribers and 815,000 TELUS TV customers. Led since 2000 by President and CEO, Darren Entwistle, TELUS provides a wide range of communications products and services, including wireless, data, Internet protocol (IP), voice, television, entertainment and video.

In support of our philosophy to give where we live, TELUS, our team members and retirees have contributed more than $350 million to charitable and not-for-profit organizations and volunteered 5.4 million hours of service to local communities since 2000. TELUS was honoured to be named the most outstanding philanthropic corporation globally for 2010 by the Association of Fundraising Professionals, becoming the first Canadian company to receive this prestigious international recognition.

For more information about TELUS, please visit telus.com.

Forward looking statement:
This news release contains statements about expected future events including TELUS’ projected multi-year capital and operating expenditures, which include spectrum licence purchases that are forward-looking. The investments described for 2015 and 2016 are subject to the ongoing review and approval of TELUS’ Board of Directors. By their nature, forward-looking statements require the Company to make assumptions and predictions and are subject to inherent risks and uncertainties. There is significant risk that the forward-looking statements will not prove to be accurate. Readers are cautioned not to place undue reliance on forward-looking statements as a number of factors (such as regulatory and government
decisions, the competitive environment, economic conditions, our ability to purchase spectrum licences through auctions or third-parties, and our earnings, free cash flow and financial position) could cause actual capital and operating expenditures to differ materially from those expressed in the forward-looking statements. Accordingly, this news release is subject to the disclaimer and qualified by the assumptions (including the assumptions for our 2014 annual guidance, semi-annual dividend increases through 2016, ability to sustain and complete our multi-year share purchase programs through 2016), qualifications and risk factors referred to in the 2013 annual report, which are specifically incorporated by reference herein, and in other TELUS public disclosure documents and filings with securities commissions in Canada (on SEDAR at sedar.com) and in the United States (on EDGAR at sec.gov). Except as required by law, TELUS disclaims any intention or obligation to update or revise forward-looking statements.

For more information, please contact:
Liz Sauvé
TELUS Media Relations
(604) 719-6715
liz.sauve@telus.com
DATE: May 20, 2014

TO: Mayor and Council

FROM: Dan Sommer, Manager of Planning

SUBJECT: Special consideration for townhouse Development in Phase II of the Cedar Valley Comprehensive Development Plan.

ATTACHMENT(S): Appendix 1 – CVCDP Phasing Context - 9006 Cedar Street
Appendix 2 – CVCDP Phasing and Land Use Designations

RECOMMENDATION(S): Council consider and resolve:

1. That in accordance with Official Community Plan Policy 2.2.6, Development Outside of the Phasing Sequence, staff bring forward a policy for Council consideration establishing the criteria when townhouse development in Phase 2 of the Cedar Valley Comprehensive Development Plan could be considered in advance of current phasing restrictions; and

2. That staff forward for Council consideration townhouse development applications in Phase 2 of the Cedar Valley Comprehensive Development Plan when they are deemed appropriate and consistent with the new policy.

INTRODUCTION:

This report was prompted by a development inquiry submitted by BMA Properties Ltd. to develop a 2.5 hectare (6.2 acre) townhouse site located at 9006 Cedar Street (Appendix 1). This site is located in Phase 2 of the Cedar Valley Comprehensive Development Plan (CVCDP). Normally, development proposals on lands in Cedar Valley but outside Phase 1 are deemed premature due primarily to stormwater, water and sanitary sewer servicing deficiencies. As such, planning and engineering staff encourage developers to seek out developable lands within Phase 1 by citing OCP policy directives that stipulate that urban development in Cedar Valley should follow a phased and orderly sequence through four distinct phases.

While development activity in Cedar Valley has been concentrated within Phase 1, it may be some time before the build-out thresholds of this phase are met and development would be permitted to expand into the next phase of the CVCDP. However, the decision to move from one phase of development to another ultimately rests with Council. Using the BMA Properties Ltd. proposal as an example where allowing townhouse development outside of Phase 1 may be acceptable; the following outlines this opportunity further.

PURPOSE:

As part of a cursory review of the BMA Properties Ltd. townhouse proposal, staff determined that there is some merit to considering townhouse development outside the CVCDP current phasing
sequence. To explore this opportunity further, staff are seeking direction from Council to allow certain townhouse development applications to be considered in Phase 2 of the CVCDP. As such, the purpose of this report is to seek Council’s position (and to present at a high level what might be involved in establishing criteria and a process) to allowing this form of development in Phase 2. Staff recognize that there may be circumstances where certain types of townhouse developments in Phase 2 in advance of the build-out of Phase 1 may be appropriate.

**CVCDP BACKGROUND:**

The CVCDP was developed to provide guidance and direction for the future development of Cedar Valley in Mission. The CVCDP, which was completed by Urban Systems Ltd. in 1996 and subsequently adopted by Council, addressed future land use, servicing infrastructure improvements, the phasing of development and other related issues. The Plan offers a variety of housing types complemented by institutional, public parks and open spaces uses and anticipates that some commercial and employment based development will occur (Appendix 2). Overall, the CVCDP aims to concentrate urban development in Cedar Valley as the primary planned residential growth area in Mission. At the time of its adoption, the CVCDP envisioned a complete build-out of the Cedar Valley over a twenty-year period.

*Development Phasing*

An important component of growth management in Cedar Valley is to ensure an orderly staging of land development and infrastructure. The phasing boundaries were established based on naturally occurring drainage patterns so as to allow for an efficient storm water management system. Generally speaking, this approach ensured that the design of the sanitary and storm water services would be gravity fed thereby reducing the number of pump stations and other infrastructure that the municipality would have to maintain into the future.

Official Community Plan (OCP) policy objectives for Cedar Valley, (Policy 2.2.5, Development Phasing in Cedar Valley), state that in order for urban development to move from one phase to the next, either one or both of following conditions must be met: (1) that 75% build-out of the allocated dwelling unit density in the current phase has occurred, or (2), that 75% of the residential land use area in the current phase has been developed. While Council must ultimately approve commencement of a new phase of development, current estimates suggest that build-out of Phase 1 is nearing the 60% mark on both fronts.

Progress towards the build-out of Phase 1 has slowed in recent years and is likely attributed to factors such as required services that are landlocked by ‘holdout’ land owners, a weak market demand for the townhouse type housing product that remains largely unbuilt in Phase 1, and/or difficulties that developers face in assembling and developing the remaining fragmented lands in Phase 1 that could otherwise accommodate housing types that are currently in stronger demand.

In particular, slow build-out of Phase 1 has affected development cost charges (DCC) collection rates and is directly impacting how quickly loans to DCC reserves are paid back. Accordingly, the facilitation of development in the Cedar Valley has been the focus of past reviews and has been identified as one of Council’s strategic goals as they relate to ensuring financial stability and infrastructure and facilities development.¹

DISCUSSION AND ANALYSIS:

CVCDP Multi-family Designations

Multi-family units have not had a positive response in Mission’s housing market climate. This is problematic as the CVCDP’s opening phase expectations for this particular housing form were disproportionately high relative to the current market demand. As a result, past Councils have been required to make concessions to the multi-family land use designations by allowing for more single family development, which was considered to be more in line with market demands. For these reasons, staff are willing to consider townhouse development proposals where possible regardless of phasing sequencing.

While the following outlines the option to allow townhouse development to move into Phase 2, maintaining the current land use designations (allocations) contained within the CVCDP overall is still recommended by staff as it will:

- Prevent the loss of density that would be experienced if higher density designations are removed;
- Preserve the land use diversity of the CVCDP which was built upon the ‘complete community’ ideal;
- Ensure adequate future population to support transit, neighborhood commercial and significant parkland improvements; and
- Prevent DCC rates from having to be adjusted to reflect a loss of density.

Policy Rationale

Staff have identified OCP Policy 2.2.6, Development Outside of the Phasing Sequence, as a basis for considering townhouse development on a case by case basis, in Phase 2 of the CVCDP in advance of the completion of Phase 1. OCP Policy 2.2.6 states that Council may consider adjusting phasing boundaries based on a merit of significant community benefit. This consideration has been applied in two instances in the past which involved the re-designations of lands to allow institutional uses, one for a private school and the other for a church.

Given that multi-family development is necessary for the long-term health and sustainability of the community for the aforementioned reasons, an argument can be made for allowing townhouse developments in Phase 2 of the CVCDP in advance of the completion of Phase 1 as being one that offers a “community benefit”. A relaxation of phasing in this regard would encourage townhouse development in a market where the demand for single-family residential is relatively strong by expanding the supply of townhouse designated lands available to developers. Phasing for single-family, commercial development and other designations should be maintained at this time until the planned review is complete.

Servicing Rationale

As noted, the phasing boundaries of the CVCDP were established to ensure the orderly staging of land development and infrastructure. This was largely based upon naturally occurring drainage patterns and required DCC infrastructure, much of which is in the form of community stormwater detention ponds. Unlike single-family or commercial development, multi-family development is somewhat independent of municipal servicing. As multi-family sites are required to provide their own onsite stormwater detention, the development of a multi-family site would not be precluded by the lack of communal stormwater detention in the area as would be the case for single-family and commercial development. This is an important fact as it means that developers would not have to wait for the
District to complete (drainage facilities) DCC projects prior to their development.

From a servicing perspective, much of the land designated for multi-family development in Phase 2 of the CVCDP has all of the required services (municipal water, sanitary sewer and a positive drainage outfall) available. This precondition is not entirely the case in Phases 3 and 4. In that sense, allowing the development of these properties respects the principles that were used to establish the phasing boundaries.

Recommendation

To explore this opportunity further, staff are seeking direction from Council to allow certain townhouse development applications to be considered in Phase 2 of the CVCDP. While restricting development to predefined areas and phases promotes an orderly staging of the land development and infrastructure, staff believe that some proposals for townhouse development outside of Phase 1 in Cedar Valley warrant further consideration despite current phasing restrictions.

However, as Council's eventual positioning on this could potentially set a precedent for development in subsequent phases of the CVCDP, staff would need to carefully examine the various attributes of a proposed site and project first to determine its appropriateness for Phase 2. As part of this consideration, specific criteria related to safe access, site servicing, parcel size, density and overall fit with surrounding neighbourhood would need to be taken into consideration and should be formalized through Council policy. A cursory look at the BMA Properties Ltd. proposal on Cedar Street suggests it may have the potential for a viable townhouse project in Phase 2.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report. Should Council decide to allow townhouse development applications in Phase 2, the various financial implications of the proposal would be identified at that time.

COMMUNICATION:

No further communication is required.

SUMMARY AND CONCLUSION:

The CVCDP is a comprehensive land use plan based on sustainable development principles and a complete community concept to which significant public input and public support has been achieved. From a land use perspective, staff deem it important that the overall vision and integrity of the CVCDP should not be compromised for short-term benefits. However, staff recognize that the need to make adjustments that better reflect current market realities and opportunities are sometimes warranted.

SIGN-OFFS:

Dan Sommer  
Manager of Planning  

Reviewed by:  
Sterling Chan, Engineering Technologist

Comment from Chief Administrative Officer
Reviewed.
Appendix 1

CVCDP Phasing Context - 9006 Cedar Street
Appendix 2
Cedar Valley Comprehensive Development Plan (CVCDP)
Phasing and Land Use Designations
DATE: May 20, 2014
TO: Mayor and Council
FROM: Gina MacKay, Planner
SUBJECT: Development proposal to accommodate 23 townhouse units
ATTACHMENTS: Appendix 1 – Information for Corporate Officer
Appendix 2 – Official Community Plan
Appendix 3 – Site Plan
Appendix 4 – Building Elevations
Appendix 5 – Tree Retention and Landscape Plan
Appendix 6 – Engineering Comments
Appendix 7 – Zoning Bylaw Reconciliation Table

CIVIC ADDRESS: 32921 14th Avenue
APPLICANT: 0995221 B.C. Ltd. (Stephen Dunton and Leighton Friesen)
OCP: This application is not in conformance with the current OCP designation: Urban Residential
DATE APPLICATION COMPLETE: April 16, 2014
LOCATION:
LAND USE RECOMMENDATIONS:

Council consider and resolve:

1. That a bylaw be prepared to amend District of Mission Official Community Plan Bylaw 4052-2008 by re-designating the property located at 32921 14th Avenue from Urban Residential to Urban Compact-Multiple Family;

2. That upon due consideration of Sections 879 and 881 of the Local Government Act, and in accordance to Council Policy LAN. 47, consultation referrals will be forwarded to:
   a. School District #75 (Mission Public Schools);

3. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 32921 14th Avenue from the Urban Residential 558 (R558) Zone to the Multiple Family 40 Townhouse (MT40) Zone;

4. That the Official Community Plan and Zoning amending bylaws be considered for 1st readings at the Regular Council Meeting on May 20, 2014; and

5. That following these readings, the bylaws be forwarded to a Public Hearing on June 2, 2014.

COUNCIL POLICY RECOMMENDATION:

Council consider and resolve:

6. That in accordance with Council Policy LAN. 32, the Tree Retention and Landscape Plan attached as Appendix 5 to a report from the Planner dated May 20, 2014 be approved and listed as a requirement of approval for Development Permit DP14-002.

DEVELOPMENT PERMIT RECOMMENDATION:

Council consider and resolve:

7. That Development Permit Application DP14-002, to provide conformity to the Official Community Plan guidelines respecting building form and character, inclusive of Zoning Bylaw variances, for a proposed 23 unit townhouse development on the property located at 32921 14th Avenue be forwarded to public input on June 2, 2014.
EXECUTIVE SUMMARY

An application has been received from BC0995221 (Stephen Dunton and Leighton Friesen) to amend the Official Community Plan (OCP) designation of Urban Residential and to rezone the property located at 32921 14th Avenue to allow consideration of a 23 unit townhouse development (see Appendix 3 for site plan). An application for the identical development proposal was received in 2011; following which a Public Hearing was held and 3rd reading of the amending bylaws was granted by Council. The application was subsequently withdrawn and the amending bylaws rescinded in December of 2013. While under new ownership and applicant, this application aims to pursue the same development concept.

In addition to the proposed OCP and zoning amendments, the development proposal requires two development permits; the first to address slope stability and the second to address issues related to the form, character and siting of the townhouse development.

SITE CHARACTERISTICS

The subject property is located on the northern side of 14th Avenue east Cedar Street and west of Clegg Street. The property is one of the last larger remaining parcels within this established residential neighbourhood. The site is bound on all sides by residentially developed properties and there is currently a house and two outbuildings on the property. Given the limited road frontage of this property relative to its size, any future residential development potential of this parcel is limited to some form of multi-family development. Development for single family residential lots is impractical and is considered an inefficient form of land use as any lot configuration possible would not meet the OCP density targets for urban residential.

OFFICIAL COMMUNITY PLAN AMENDMENT (Bylaw 4052-2008)

Background

The current OCP designation for this site is Urban Residential; the applicant has applied for a change to the OCP designation from Urban Residential to Compact/Multiple Family.

The properties on the south side of 14th Avenue are designated Urban Compact/Multiple Family. The OCP also identifies the majority of the properties south of 14th Avenue between the Horne Street Corridor to the east and the Cedar Street Corridor to the west as Urban Compact/Multiple Family. Purposefully, these neighbouring properties have been designated Urban Compact/Multiple Family to

REQUIREMENTS PRIOR TO FINAL READING:

Council consider and resolve:

8. That the Final Readings of the amending bylaws be held until the following have been satisfied:
   a. Any requirements received from external agencies regarding the proposed OCP amendment;
   b. The community amenity contribution in the amount of $61,930 ($2,815 per new unit) is received; and
   c. The servicing requirements, as outlined in Appendix 6 attached to a report from the Planner dated May 20, 2014, have been addressed to the satisfaction of the District Engineer.
take advantage of the collector road access, existing services along 14th Avenue and available transit with relative connectivity to the downtown nearby amenities such as Centennial Park and the Leisure Centre.

**Property Specific**

The subject property is 0.6 hectares (1.48 acres) in size and is bound by eight (8) properties and has a limited road frontage of 32 m (105 ft.) due to the creation of a single family lot at the south end of the property in 1958. In consideration of the surrounding development of single family homes, the pre-existing road layout with Bruce Avenue to the northeast and Bluebell Street to the northwest and the slope of the property, this site is not suitable for single family development. A multiple family development which allows for internal roads that are specific to the development provides for the highest and best use of the site.

The planning department cites the following reasons in support of the OCP amendment:

- The site is located on a major road with public transit available on Grand Street and Cedar;
- Given the limited road frontage access of this property relative to its size, any future residential development potential of this parcel is limited to some form of multi-family development;
- The townhouse development provides compatible intensification of a developed area in order to take advantage of existing service capacity; and,
- The proposed townhouse complex is considered low/medium density within the confines of the available multiple family zones.

**ZONING BYLAW COMPLIANCE** (Bylaw 5050-2009)

The subject property is currently zoned Urban Residential (R558) Zone, as are the majority of the neighbouring properties. However, there are existing multi-family developments within the neighbourhood. For example, a large property located southwest of the subject property is under a land use contract and provides a site for an apartment building and townhouse complex (see Appendix 4 – Zoning Map).

The development proposal aims to rezone the property from the R558 Zone, which currently permits single family lots with a minimum lot size of 558 sq.m. (6,006 sq.ft.), to the Multiple Family 40 Townhouse (MT40) Zone that would allow a proposed townhouse complex with density up to 40 units per hectare (16 units per acre). The intent of the MT40 zone is to allow ground oriented townhouses with a combination of two and three storey units. The zoning bylaw permits a range of densities within multiple family zones. These densities range from 7.2 to 9 units per hectare (12 to 32 units per acre). As noted the subject property is 0.6 hectares (1.48 acres) in size, which for the proposed development equates to 23 units.

**PLANNING ANALYSIS**

**Neighbourhood Character**

The surrounding neighbourhood character is primarily single family in nature with multi. Centennial Park is located to the southeast of the development site and there is an apartment complex with associated townhouses located to the southwest; 14th Avenue is a major roadway and exhibits higher traffic volumes than other local roadways in the surrounding area and there are no sidewalks contiguous to the property.
Environmental Protection

The District of Mission planning staff have visited the site and can confirm that there are no watercourses or other environmentally sensitive areas on the property.

The applicant retained the services of a professional arborist to prepare a report and site plan identifying existing trees. The arborist determined that 26 significant trees on the site can be retained and should be protected throughout the development process. The landscape architect incorporated the arborist’s findings and provided an overall landscape plan which includes the retention of all 26 trees (refer to Appendix 5 – Tree Retention and Landscape Plan). The tree retention and landscape plan will be listed as a requirement for approval of Development Permit DP14-002.

Parks and Trails (Parks and Trails Master Plan)

The subject property is located within walking distance of Centennial Park provides for outdoor activity space inclusive of an off-leash dog area. The zoning bylaw has provisions for indoor and outdoor amenity space at the rate of 50 sq m (549 sq ft) per unit.

DEVELOPMENT PERMIT – Slope Stability

Levelton Consultants Ltd. have prepared a landslide hazard assessment report to identify any potential slope stability issues. Staff (through the recommendations of the private engineers) will ensure that the development is safe for the use intended as part of the hazardous lands development permit process.

DEVELOPMENT PERMIT – Form and Character

This application meets or exceeds the form and character development permit guidelines as outlined in the OCP. See Appendix 4 for building elevations. Specific details which contribute to the overall appeal of the units include sawn timber accents, cultured stone entrance features, wood doors and frames and a mix of vertical and horizontal cement board (“HardiePlank”) siding.

Unit type and Density

The proposed townhouse units consist of either 2 or 3 storeys each with 3 bedrooms of varying size. The two units to be located at the front of the development and facing 14th Avenue will be two storey units offered as universally accessible units. These units offer the master bedroom on the main floor and wheelchair accessible rooms throughout the main floor. The types of units offered are shown on the table below:

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Size in sq. m. (sq. feet)</th>
<th>Number of units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>131 sq. m. (1418 sq. ft.)</td>
<td>16</td>
</tr>
<tr>
<td>B</td>
<td>148 sq. m. (1600 sq. ft.)</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>155 sq. m. (1674 sq. ft.)</td>
<td>2 (Adaptable Units)</td>
</tr>
</tbody>
</table>

Variances

The applicant has requested a number of setback variances as part of the overall development plan for the subject property. Section 920 (2) of the Local Government Act provides local governments the authority to grant minor variances in conjunction with a development permit. Specifically, the Section of the Act allows for minor variances which are, in the opinion of the Municipality, seen to contribute to meeting the objections of the Development Permit Area. In this case, the objectives of the development permit are to ensure that the proposed development complies with the form and character guidelines of the OCP.
The requested setbacks are outlined in a reconciliation table attached as Appendix 6 within which the specific variance requests have been presented in bold face type. The applicant has stated that “the requested variances allow for the site use to be maximized; and with the extensive landscaping plan the neighbouring properties are unaffected.”

As part of the overall development scheme the architect has included wood fencing with iron crowns in addition to a variety of landscaping elements. This results in the retention of privacy within the outdoor amenity space for both the residents of the townhouses and the adjacent single family residences. The inclusion of parking spaces within the allowable setbacks will not adversely impact the neighbouring properties as the number of spaces within the setbacks are limited to three (3) in total and are located at the rear of the adjacent single family homes.

Planning staff are recommending the inclusion of the variances within the development permit as these variances allow the development to maintain the proposed site layout which incorporates existing trees into an intensive landscaping plan; thus minimizing the effect of the setback variances.

Building Facades and Siting

A rendering of the proposed development and a sample of the building elevations are attached to this report as Appendix 4

The applicant’s architectural firm worked collaboratively with planning staff to provide for the proposed site plan and building design through a number of design alterations. Planning staff have determined that the proposal attains the urban design principles of character, scale, massing, building articulation and height as outlined in the OCP. In addition, the overall site plan addresses policies related to landscaping, pedestrian movements, children’s play space and site layout.

Housing Affordability and Accessibility

Staff met with the applicant regarding affordability and accessibility for the units proposed for the site. While the proposed units are for market sale, townhouses provide an alternative housing form and, in general, sell for less than fee-simple single family homes.

COMMUNITY AMENITY CONTRIBUTION (LAN. 40 – Financial Contribution for Community Amenities)

In accordance with Council Policy LAN.40, the applicant has volunteered to contribute $61,930 ($2,815 per new unit) to offset the unique financial burden that residential development incurs on the District to fund new facilities and/or amenities.

FINANCIAL IMPLICATIONS (Section 882 of the Local Government Act)

In accordance with Section 882 of the Local Government Act, Council must consider OCP amendments in conjunction with the District of Mission’s Financial Plan which includes the Capital Expenditure Plan, Operating Expenditure Plan and Waste Management Plan.

Successive OCP changes can have a cumulative impact on the District’s financial plans. For example, when growth reaches a certain point, new facilities and staff are needed; any needs brought on by the cumulative impact of growth are addressed through the District’s annual planning processes including departmental spending package requests.

The OCP amendment would not have any adverse effects on District of Mission financial plans. The Finance Department has advised that there are no financial implications related to this development proposal.
COMMUNICATION

The developer has posted a development notification sign on the site summarizing the proposed development. Provided a public hearing date is determined by Council, the sign will be modified to advertise the public hearing details (i.e. date, time and place). In addition, a notice will be mailed to the owners and to the occupiers of all properties within a distance of 152 metres (500 ft.) of the development site notifying them of the public hearing details.

Policy LAN. 50 - Pre-Public hearing Information Packages

A pre-public hearing information package will be prepared to include copies of all applicable documents and is available online or at municipal hall for public viewing.

Bylaw 3612-2003 Land Use Application Procedures and Fees

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

A notice of Development Permit or Development Variance Permit shall be mailed or otherwise delivered in accordance with Bylaw 3612-2003 and the Local Government Act.

Policy LAN. 47 - Official Community Plan (OCP) Referral

Sections 879 and 881 Referrals

When an amendment is proposed to an OCP, the District of Mission will refer the proposed amendment to pertinent organizations listed in Council Policy LAN.47 - Official Community Plan Referral. In accordance with the provisions of the policy, Council is to consider the requirement to make referrals on a case-by-case basis and adopt a resolution to clarify that the referral requirements have been considered. Considering the referral criteria detailed in Policy LAN.47, referrals needed for this bylaw amendment will go to:

- School District #75 (Mission Public Schools)

REFERRALS

Engineering

The Engineering Department has no objection to the project subject to the completion of engineering servicing requirements as outlined in Appendix 6.

Mission Fire/Rescue Service

The Mission Fire/Rescue Service has no objection to the project.

Economic Development

The Economic Development Officer has no objection to the project.

Parks, Recreation and Culture

The Parks, Recreation and Culture Department has no objection to the project.

The subject property is within walking distance of Centennial Park and the Mission Leisure Centre. An on-site tot park, complete with outdoor play equipment is planned for the site. Provisions to secure the development of the tot park will be secured through the subdivision process.
INFORMATIONAL NOTES

1. Approval of Development Permit DP14-002 will be considered as part of the same Council agenda as the Official Community Plan and Zone Amending Bylaws are considered.

2. In accordance with Section 882 of the Local Government Act, Council will consider the Official Community Plan amending bylaw in conjunction with the District of Mission’s Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan.

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: 32921 14th Avenue

PID: 011-402-857

Legal: Lot “A” Except: Firstly: East 102.31 Feet Secondly: Part Subdivided by Plan 16787, Section 28 Township 17 New Westminster District Plan 8999
Appendix 2

Official Community Plan

[Map showing urban residential and urban compact multiple family areas]
Appendix 3

Site Plan
Appendix 4

Building Elevations
(Examples)

Two Plex view from 14th Avenue

Four Plex view from interior of complex

Four Plex view from interior – garage entrance
Appendix 5

Tree Retention and Landscape Plan

14th AVENUE
Appendix 6

Engineering Comments

ENGINEERING DEPARTMENT REZONING COMMENTS

April 25, 2014
CIVIC ADDRESS: 32921 14th Avenue
CURRENT ZONING: R558

REZ FILE: R14-006
PROPOSED ZONING: MT40

1. DOMESTIC WATER REQUIREMENTS:

Municipal water is available on 14th Avenue, no further upgrading is required.

2. SANITARY SEWER REQUIREMENTS:

Municipal sanitary sewer is available on 14th Avenue, no further upgrading is required.

3. STORM SEWER REQUIREMENTS:

Municipal storm sewer is available on 14th Avenue, no further upgrading is required.

It is brought to the attention of the Developer that at the Building Permit stage, onsite stormwater management will be required.

4. ROAD WORK REQUIREMENTS:

14th Avenue provides paved access to the site.

The Developer is required to dedicate sufficient property adjacent to 14th Avenue to provide a total road dedication width of 20.0m on 14th Avenue. Additionally, the Developer is required to construct the portion of 14th Avenue adjacent to the site to a Half Major Collector Standard complete with road drainage, underground hydro and telephone, street lighting and boulevard tree planting. See District of Mission Standard Drawings No R-5, L1 and L2. Engineered design required.

RECOMMENDATION

From an engineering point of view the rezoning application may proceed to final adoption once the road work requirements have been met.

Prepared by

[Signature]
Sterling Chan
Engineering Technologist

Reviewed by

[Signature]
Sean McGinn
Acting Director of Engineering

Appendix 7
### Zone Reconciliation Table

**Bylaw Reconciliation Table - Bold indicates a variance to the Bylaw**

<table>
<thead>
<tr>
<th></th>
<th>Allowed / required (MT40)</th>
<th>Proposed - Site specific</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uses</strong></td>
<td>Stacked Townhouses / Townhouses</td>
<td>Townhouses</td>
</tr>
<tr>
<td><strong>Density</strong></td>
<td>23 units maximum 40 units per hectare (40 \times 0.6 = 23.68 \text{ units})</td>
<td>23 townhouse units (includes 2 universally accessible units)</td>
</tr>
<tr>
<td><strong>Lot coverage</strong></td>
<td>50%</td>
<td>27.2 % 17,570 sq. m. (64,604 sq. ft.)</td>
</tr>
<tr>
<td><strong>Building Height</strong></td>
<td>13.0 m. (42.7 ft.) maximum</td>
<td>13.0 m (42.7 ft.) maximum</td>
</tr>
<tr>
<td><strong>Setbacks</strong></td>
<td>Required</td>
<td><strong>Proposed</strong></td>
</tr>
<tr>
<td>Front (South)</td>
<td>6.0 m. (19.7 ft.)</td>
<td>4.0 m. (13.1 ft.)</td>
</tr>
<tr>
<td>Bldg. 1</td>
<td>Side – Interior (East) Bldg. 5, 6, 7</td>
<td>7.5 m. (24.6 ft.)</td>
</tr>
<tr>
<td>Side - Interior (West) Bldg. 1</td>
<td>7.5 m. (24.6 ft.)</td>
<td>2.4 m (7.87 ft.)</td>
</tr>
<tr>
<td>Side – Interior (West) Bldg. 2</td>
<td>7.5 m. (24.6 ft.)</td>
<td>4.6 m (15 ft.)</td>
</tr>
<tr>
<td>Side – Interior (West) Bldg. 3</td>
<td>7.5 m (24.6 ft.)</td>
<td>6.0 m (19.7 ft.)</td>
</tr>
<tr>
<td><strong>Floor Space Ratio (FSR)</strong></td>
<td>0.6 maximum</td>
<td>0.53 total</td>
</tr>
<tr>
<td></td>
<td>Site size = 6001 sq. m. (64,604 sq. ft.) Total Floor space = 3146 sq. m. (33,863 sq. ft.)</td>
<td>Total Floor Space/ Site area = FSR 3146/6001 = .0524 sq. m. 33,863/64,604 = .524</td>
</tr>
<tr>
<td><strong>Off-Street Parking</strong></td>
<td>Required</td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td>Townhouse</td>
<td>2 spaces per dwelling unit (23 \times 2 = 46 \text{ spaces})</td>
<td>No variance to the number of spaces required.  <strong>Variance required to allow 3 parking spaces to be located within the setback allowance</strong></td>
</tr>
<tr>
<td>Visitor Parking</td>
<td>0.2 spaces per dwelling unit (23 \times 0.2 = 5 \text{ units})</td>
<td></td>
</tr>
<tr>
<td><strong>Indoor Amenity Space</strong></td>
<td>64.4 sq. m. (693 sq. ft.) minimum 2.8 sq. m. (30 sq. ft.) per unit</td>
<td>120 sq. m. (1,300 sq. ft.) 2.51 sq. m. (27.10 sq. ft.)</td>
</tr>
<tr>
<td><strong>Outdoor Amenity Space</strong></td>
<td>Required</td>
<td>Total provided</td>
</tr>
<tr>
<td></td>
<td>50 sq. m. (538 sq. ft.) per unit (50 \times 23 = 1,150 \text{ sq. m /12,378 sq. ft.})</td>
<td>1,207 sq. m. (13,000 sq. ft.) Playground/Outdoor Amenity 100 sq. m. (1,000 sq. ft.)</td>
</tr>
</tbody>
</table>
DATE: May 20, 2014
TO: Mayor and Council
FROM: Dan Sommer, Manager of Planning
SUBJECT: Official Community Plan Amendment & Rezoning Application R14-008 to allow the conveyance of a portion of the property located at 29221 Lougheed Highway owned by Genstar Titleco Limited to Ducks Unlimited Canada.
ATTACHMENT(S): Appendix 1 – Information for Corporate Officer
Appendix 2 – Proposed Bylaws Amendments
Appendix 3 – Proposed Land Use and Subdivision
Appendix 4 – Aerial Photo
Appendix 5 – Engineering Department Referral Comments

CIVIC ADDRESS: 29221 Lougheed Highway
APPLICANT: Genstar Titleco Limited
OCP: This application is not in conformance with the current Rural OCP designation.
DATE APPLICATION COMPLETE: April 30, 2014
LOCATION:
LAND USE RECOMMENDATION(S):

Council consider and resolve:

1. That a bylaw be prepared to amend District of Mission Official Community Plan Bylaw 4052-2008 by re-designating a portion of the property located at 29221 Lougheed Highway from Rural to Parks, Recreation and Natural Open Space labelled as Area “A” as shown on Appendix 2 in the report from the Manager of Planning dated May 20, 2014;

2. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning a portion of the property located at 29221 Lougheed Highway from Rural 80 (RU80) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone labelled as Area “A” as shown on Appendix 2 in the report from the Manager of Planning dated May 20, 2014;

3. That both the OCP and Zoning Amending Bylaws be considered for First and Second Readings at the Regular Council Meeting on May 20, 2014;

4. That upon due consideration of Sections 879 and 881 of the Local Government Act, and in accordance to Council Policy LAN. 47 Official Community Plan Referral, consultation referrals will be forwarded to:
   a. First Nations;
   b. School District #75;
   c. Ministry of Water, Land and Air Protection;
   d. Ministry of Transportation & Infrastructure;
   e. Department of Fisheries & Oceans; and
   f. Canadian Pacific Railway.

   that the persons, organizations and authorities receiving those consultation referrals are considered to be those affected for the purposes of this Policy.

5. That the OCP and Zoning Bylaws be forwarded to a Public Hearing on June 2nd, 2014.

REQUIREMENTS PRIOR TO FINAL READING:

Council consider and resolve:

That the Final Readings of the amending bylaws be held until the following have been satisfied:

a. Any requirements received from external agencies regarding the proposed OCP amendment resulting from referrals made in accordance with Council Policy LAN. 47, Official Community Plan Referral.

PROPOSAL OVERVIEW

Genstar Titleco Limited (Genstar) has submitted an application to subdivide off the southernmost portion of their property located at 29221 Lougheed Highway to allow the conveyance of this portion to Ducks Unlimited Canada. The portion of lands that will be donated to Ducks Unlimited Canada is
shown on Appendix 3. Approval of the subdivision would allow the future amalgamation of these wetlands to the adjacent Ducks Unlimited Canada lands immediately to the east. As part of the subdivision application, corresponding Official Community Plan and Zoning amending bylaws require Council adoption.

SITE CHARACTERISTICS
The entire subject property is approximately 71.9 hectares (177.8 acres) and is bisected by the Lougheed Highway at the south. The majority of the property consists of Silvermere Lake, where the smaller portion to the south of the Lougheed is largely wetland area (Appendix 4). This portion of the property is a tidal influenced perennial wetland connected to the Fraser River via the Stave River near its confluence with the Fraser River. While physically severed from the larger parent parcel by highway dedication, the wetland portion that is to be subdivided from the parent property is 3.83 hectares (9.5 acres) in size and is situated between the Lougheed Highway and the Canadian Pacific Railway right-of-way.

BYLAW COMPLIANCE
Official Community Plan Bylaw 4052-2008
The application to subdivide and rezone to create a 3.83 hectares (9.5 acres) parcel is not in conformance with the District of Mission Official Community Plan Bylaw 4052-2008 and therefore requires an amendment. The entire property is currently designated Rural and the portion that will be donated to Ducks Unlimited Canada (identified as Area A on Appendix 2) will require a redesignation to Parks, Recreation and Open Space in the OCP. The remaining larger parcel north of the Lougheed Highway will maintain its current designation of Rural.

Zoning Bylaw 5050-2009
The property is currently zoned Rural 80 (RU80) Zone. In conjunction with the proposed OCP amendment, the application seeks to rezone the southernmost portion of the property (new parcel identified as Area A on Appendix 2) to Institutional Parks, Recreation and Civic (IPRC) Zone. As with its OCP designation, the remaining larger parcel will maintain its current zoning of RU80.

Need for bylaw amendments
To allow the subdivision of the wetland area from the larger parent parcel, amendments to the OCP and Zoning Bylaws are required. The RU80 zone has a minimum parcel size of 8.0 hectares (19.8 acres). As the proposed subdivided parcel is only 3.83 hectares (9.5 acres), the area of this land does not immediately comply with the property’s current zoning regulations. Given that the future use of this wetlands area has been identified as private conservation lands and that the District’s parkland zoning regulations do not stipulate minimum lot area requirements, a rezoning of the subject lands to IPRC is appropriate. However, the rezoning of the lands to parkland (i.e., IPRC Zone) requires a corresponding OCP amendment. The redesignation of this portion of land to Parks, Recreation and Open Space ensures that the intended IPRC Zone is in conformance with the current OCP policies.

PLANNING ANALYSIS
Ducks Unlimited Canada is a not for profit agency that seeks to conserve wetlands to restore waterfowl populations. They have considerable holdings across Canada and North America and their work is highly regarded by conservationists. Wetlands of the lower Fraser Valley have been under considerable pressure from urban, agricultural, industrial and commercial development and upwards of 80% of wetlands have been lost over the last 100 years. Wetlands are important for a number of reasons:
function as natural water retention ponds, prevent flooding, filter and purify water, replenish and store groundwater, reduce erosion and protect shorelines;

provide exceptional biodiversity; and

provide habitat for 1/3 of Canada’s species at risk, for all or part of their life cycle.

The area in question provides valuable habitat for waterfowl and a variety of fish species. The protection of this area through Genstar’s donation to Ducks Unlimited Canada will help to maintain a biodiversity corridor from the Fraser River to the upper Stave Lake area. As there is likely little chance for trail development in the area due to high water levels, the area will remain as a natural area for the long term. Ducks Unlimited Canada is working with Fisheries and Oceans Canada and Stave Valley Salmonid Society to design and construct several channels through the parcel that will enhance fish and waterfowl habitat.

There may also be an opportunity for the District to partner with Ducks Unlimited Canada in the future to help manage the area for the benefit of the District, similar to what is being done with the Silverdale wetlands to the east. Helping Ducks Unlimited Canada to secure this parcel is a positive step for Mission as it tries to balance the need for economic growth with that of environmental sustainability.

FINANCIAL IMPLICATIONS (Section 882 of the Local Government Act)

In accordance with Section 882 of the Local Government Act, Council must consider OCP amendments in conjunction with the District’s Financial Plan which includes the Capital Expenditure Plan, Operating Expenditure Plan and the Waste Management Plan.

Incremental OCP amendments can have a cumulative impact on the District’s financial plans and therefore need to be considered following Council’s first reading of the Bylaw. The rationale being that when growth reaches a certain point, new facilities and staffing resources are needed. The need for additional resources brought on by the cumulative impact of growth are addressed through the District’s annual planning processes and departmental spending package requests.

Staff have reviewed the proposal, and have determined that there are no financial implications directly related to this development proposal. As the proposed OCP amendment would not increase the future development potential of the property from what is currently possible nor incur any maintenance obligations on the part of the District’s Parks Recreation and Culture Department, the proposed OCP amendment would not have any adverse effects on District’s financial plans.

COMMUNICATION

In accordance with Bylaw 3612-2003, Land Use Application Procedures and Fees Bylaw, the applicant is required to post one (1) development notification sign on the site summarizing the proposed development. Provided a public hearing date is set by Council:

i. The development notification sign will be modified to advertise the public hearing details (i.e. date, time and place) and a notice will be mailed to the owners and to the occupiers of all properties within a distance of 500 metres (approx 1/3 mile.) of the development site notifying them of the public hearing details;

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

In accordance with 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.
REFERRALS

External Agencies

When an amendment is proposed to an Official Community Plan, the District of Mission will refer the proposed bylaw amendment to relevant organizations as listed in Council Policy LAN.47 Official Community Plan Referral. In accordance with the provisions of the Policy, Council is to consider the requirement to make referrals on a case by case basis and adopt a resolution to clarify that the referral requirements have been considered. Considering the referral criteria detailed in Policy LAN.47, referrals that will be made following first reading of the amending bylaw will be forwarded to the following agencies:

- First Nations;
- School District #75;
- Ministry of Water, Land and Air Protection;
- Ministry of Transportation & Infrastructure;
- Department of Fisheries & Oceans; and
- Canadian Pacific Railway.

It is noted that the Ministry of Transportation and Infrastructure have provided preliminary comments and have stated that after examining the proposal in detail and in consideration of the intended transfer of the lot from Genstar to Ducks Unlimited Canada for retention as wildlife habitat, the Ministry is willing to consider the subdivision provided a restrictive covenant is registered against the title of the newly created parcel stipulating that no buildings or other structure shall be constructed on the property. Their reasoning for the restrictive covenant is based on highway access concerns that would result as part of the subdivision.

Internal Departments

Parks, Recreation and Culture

The District’s Parks, Recreation and Culture Department has no objection to the proposed transfer of lands, located south of Lougheed Highway and Silvermere Lake as described provided that the ownership of this parcel will be transferred to Ducks Unlimited and that this transfer will not affect future parkland dedication commitments as the remaining Genstar properties are developed.

Engineering

The District’s Engineering Department has no objection to the proposed OCP and Zoning Bylaw amendment application. As outlined in Appendix 5, the rezoning may proceed to final adoption from an engineering perspective.

INFORMATIONAL NOTES

In accordance with Section 882 of the Local Government Act, Council will consider the Official Community Plan amending bylaw in conjunction with the District of Mission’s Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan
SIGN-OFFS:

Dan Sommer, Manager of Planning

Reviewed by:
Mike Younie, Director of Development Services

Comment from Chief Administrative Officer
Reviewed.

G:\COMDEV\DAN\R14-008 GESTAR TITLECO LTD 29221 LOUGHEED HWY 2014-05-05.DOCX
Appendix 1

Information for Corporate Officer

Civic Address: 29221 Lougheed Highway

PID: Parcel Identifier: 012-878-006

Appendix 3

Portion to remain as RU80 and Rural

Portion to be re-zoned from RU80 to IPRC and re-designated from Rural to Parks, Recreation, and Open Space

SUBJECT PROPERTY
Appendix 4
Appendix 5

April 28, 2014

CIVIC ADDRESS: 29221 Lougheed Highway

*** Note: The following Engineering Comments address the application to amend the Official Community Plan (OCP) for the aforementioned properties from their current Rural designation to the proposed Parks Recreation and Civic designation. Further comments will be required for the purposes of rezoning.

1. DOMESTIC WATER COMMENTS:

   Municipal water is not a requirement of the proposed OCP designation.

2. SANITARY SEWER COMMENTS:

   Municipal sanitary sewer is not a requirement of the proposed OCP designation.

3. STORM SEWER COMMENTS:

   Municipal storm sewer is not a requirement of the proposed OCP designation.

4. ROAD WORK COMMENTS:

   No comments.

5. OPERATIONS COMMENTS:

   No comments.

Prepared by                         Reviewed by

Sterling Chan                       Sean McGinn
Engineering Technologist            Acting Director of Engineering
April 28, 2014

CIVIC ADDRESS: 29221 Lougheed Highway

CURRENT ZONING: RU80

PROPOSED ZONING: RU80/IPRC

1. DOMESTIC WATER REQUIREMENTS:

Municipal water is not available. No further upgrading is required.

2. SANITARY SEWER REQUIREMENTS:

Municipal sanitary sewer is not available. No further upgrading is required.

3. STORM SEWER REQUIREMENTS:

Municipal storm sewer is not available. No further upgrading is required.

4. ROAD WORK REQUIREMENTS:

No further upgrading required.

RECOMMENDATION

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

Prepared by

Sterling Chan
Engineering Technologist

Reviewed by

Sean McGinn
Acting Director of Engineering
DATE: May 20, 2014
TO: Mayor and Council
FROM: Bob O’Neal, Director of Forestry and Scott Ross, Manager of Accounting Services
SUBJECT: Forestry Operations 2014 Quarter 1 (Q1) Report

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

PURPOSE:

1. To provide financial results for the forestry operations for Q1 (January 1, 2014 to March 31, 2014).
2. To provide information on the strategies and plans.
3. To provide the status of the forestry reserves.
4. To provide an update on other forestry activities in Q1.

BACKGROUND:

In accordance with generally accepted accounting principles, staff has prepared this report regarding financial information for the forestry operations in Q1 of 2014. This budget report includes a comparison of the previous year financial results, status of the forestry reserves and an update on other forestry activities during the quarter.

DISCUSSION AND ANALYSIS:

The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) compared to the forecasted Q1 2014 budget net loss of ($9,012). The budget forecast was based on an estimated average market value (AMV) of $83.13/m³ and an estimated production volume of 12,000 m³. The actual production volume for Q1 was 11,942 m³ and the actual per unit log sales revenue for Q1 was $94.72/m³.

Table 1 provides a comparison of the 2014 Q1 budget versus the actual financial results. Table 2 provides a Q1 comparison of the 2013 vs 2014 forestry operations financial results.
### Table 1: Comparison of 2014 Q1 Budget Versus Actual Financial Results

<table>
<thead>
<tr>
<th></th>
<th>2014 Final Budget</th>
<th>2014 Actual</th>
<th>Actual to Budget Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q1 budget ($/m³)</td>
<td>Q1 Actual ($/m³)</td>
<td>Variance $</td>
</tr>
<tr>
<td><strong>Log Sales Revenue</strong></td>
<td>$997,500</td>
<td>$1,131,041</td>
<td>$133,541</td>
</tr>
<tr>
<td></td>
<td>$83.13</td>
<td>$94.72</td>
<td></td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td>56,500</td>
<td>21,961</td>
<td>(34,539)</td>
</tr>
<tr>
<td></td>
<td>4.71</td>
<td>1.84</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,054,000</td>
<td>$1,153,002</td>
<td>$99,002</td>
</tr>
<tr>
<td></td>
<td>$87.83</td>
<td>$96.55</td>
<td></td>
</tr>
<tr>
<td><strong>Direct Logging Expenses</strong></td>
<td>696,715</td>
<td>735,133</td>
<td>(38,419)</td>
</tr>
<tr>
<td></td>
<td>58.06</td>
<td>61.56</td>
<td></td>
</tr>
<tr>
<td><strong>Gross Margin on Direct Logging</strong></td>
<td>357,286</td>
<td>417,868</td>
<td>60,583</td>
</tr>
<tr>
<td></td>
<td>29.77</td>
<td>34.99</td>
<td></td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>329,869</td>
<td>286,759</td>
<td>43,110</td>
</tr>
<tr>
<td></td>
<td>27.49</td>
<td>24.01</td>
<td></td>
</tr>
<tr>
<td><strong>Net Profit Before Transfers</strong></td>
<td>$27,417</td>
<td>$131,109</td>
<td>$103,693</td>
</tr>
<tr>
<td></td>
<td>$2.28</td>
<td>$10.98</td>
<td></td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>36,429</td>
<td>64,079</td>
<td>(27,650)</td>
</tr>
<tr>
<td></td>
<td>3.04</td>
<td>5.37</td>
<td></td>
</tr>
<tr>
<td><strong>Net Profit (loss)</strong></td>
<td>($9,012)</td>
<td>$67,031</td>
<td>$76,043</td>
</tr>
<tr>
<td></td>
<td>($0.75)</td>
<td>$5.61</td>
<td></td>
</tr>
<tr>
<td><strong>Volume (m³)</strong></td>
<td>12,000</td>
<td>11,942</td>
<td>(58)</td>
</tr>
</tbody>
</table>
### Table 2: Comparison of 2013 Q1 vs 2014 Q1 Financial Results

<table>
<thead>
<tr>
<th></th>
<th>2013 Actual</th>
<th>2014 Actual</th>
<th>2013 vs 2014 Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q1 2013 ($/m³)</td>
<td>Q1 2014 ($/m³)</td>
<td>Variance $ (%)</td>
</tr>
<tr>
<td><strong>Log Sales Revenue</strong></td>
<td>$797,694</td>
<td>$1,131,041</td>
<td>$333,347</td>
</tr>
<tr>
<td><strong>Other Revenue</strong></td>
<td>66,904</td>
<td>21,961</td>
<td>(44,943)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$864,598</td>
<td>$1,153,002</td>
<td>$288,403</td>
</tr>
<tr>
<td><strong>Direct Logging Expenses</strong></td>
<td>521,307</td>
<td>735,133</td>
<td>213,826</td>
</tr>
<tr>
<td><strong>Gross Margin on Direct Logging</strong></td>
<td>343,291</td>
<td>417,868</td>
<td>74,577</td>
</tr>
<tr>
<td><strong>Other Expenses</strong></td>
<td>195,399</td>
<td>286,759</td>
<td>91,359</td>
</tr>
<tr>
<td><strong>Net Profit Before Transfers</strong></td>
<td>$147,891</td>
<td>$131,109</td>
<td>$(16,782)</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>49,472</td>
<td>64,079</td>
<td>14,607</td>
</tr>
<tr>
<td><strong>Net Profit (loss)</strong></td>
<td>$98,420</td>
<td>$67,031</td>
<td>$(31,389)</td>
</tr>
<tr>
<td><strong>Volume (m³)</strong></td>
<td>8,387</td>
<td>11,942</td>
<td>3,555</td>
</tr>
</tbody>
</table>
Summary of the Strategies and Plans in 2014

2014 is the first year in the five year cut control period from 2014-2018 for Mission Tree Farm License 26. The strategy that staff uses to maximize the profits over a five year cut control period is to adjust the harvest levels based on the log market conditions. For instance, in the previous five year cut control period from 2009-2013, less volume than average was logged in the first three years during a challenging period of depressed log markets in the forest industry. In the final two years from 2012-2013, there was a significant increase in production to capitalize on the recovering log markets resulting in improved financial results and operational profitability. The log markets have started out strong in 2014 and the following strategies and plans have been implemented:

- **Logging volume and planning** – Since 2014 is the first year of the five year cut control period, the planned Q1 production volume was approximately 12,000 m³. The actual Q1 production volume was 11,942 m³, which was 30% higher than the actual 2013 Q1 volume of 8,387 m³. This higher production of volume was due to favorable weather conditions and an early start for logging operations in 2014 Q1.

- **Log revenue, marketing and sales** – The Q1 per unit log sales revenue was $94.72/m³ and this was higher than the budgeted Q1 value of $83.13/m³. The 2013 Q1 actual per unit log sales revenue was $95.11/m³ and this was slightly higher than the 2014 actual Q1 per unit sales revenue. The trial incentive logging rate showed some very positive results in Q1 with a decrease in production of lower valued sorts and an increase in production in higher valued sorts. Staff will analyze and report on the production and value impacts of this incentive rate later in the year.

- **Operational costs** – Staff are continually looking for efficiencies and opportunities to reduce the operational costs. The 2014 Q1 gross margin on direct logging expenses was $417,868 and this is 17% higher than the budgeted margin of $357,286 and 22% higher than the 2013 Q1 margin of $343,291. The reason for the higher gross margins on direct logging expenses in 2014 compared to the gross margins in 2013 is due to the higher log sales revenues. However, the proper way to evaluate the gross margins on direct logging expenses is to compare the gross margins on a percentage basis against the log sales revenue. The gross margin percentages were higher in 2013 compared to 2014 in Q1 (43% vs 37%). This decrease in the gross margin percentages in 2014 Q1 is due primarily to higher stumpage fees which are assessed through the provincial market pricing system. The stumpage fees are based on the log market value and an industry average cost base and the rising costs are reflective of the increase in the log market values.

- **Other expenses and other revenue** – Staff are continually looking for opportunities to reduce the other expenses and increase the other revenue and the Q1 results can be found in Table 1. In the other revenue category, staff will continue to research value added revenue sources that other forestry operations are using.

- **Transfers to non-forestry reserves and administration charges** – The 2014 Q1 budget amount was $36,429 and the Q1 actual amount transferred was $64,079. The administration support charge is based on 5% of log sales until its yearly maximum limit of $120,000 ($2,400,000 * 5%) is reached.

- Staff will continue to monitor the log markets and plan the logging activities to maximize the 2014 financial results and to ensure future sustainable forestry operations. The log market forecasts look strong for 2014 and the lower Canadian dollar will benefit the export of forest products and assist in the financial recovery in the forest industry.

- Staff will work closely with the Finance Department to improve financial tracking systems and to ensure accurate recording and reporting of the forestry financial results.
Forestry reserve status

The forestry opening reserve balance as of December 31, 2013 was $1,466,812. The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) resulting in a closing reserve balance as at March 31, 2014 of $1,533,843 prior to the interest earning allocation which is recorded at year end.

Table 3: Status of Forestry Reserve at 2014 Q1

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Reserve Balance as Dec 31, 2013</td>
<td>$1,466,812</td>
</tr>
<tr>
<td>Q1 Net Profit</td>
<td>$67,031</td>
</tr>
<tr>
<td>Ending Reserve Balance as Q1 – March 31, 2014</td>
<td>$1,533,843</td>
</tr>
</tbody>
</table>

Update of other forestry activities in Q1

As outlined in the new strategic direction for the forestry department, our main focus is on the core functions of the Mission Forest Enterprise including timber planning and development, log sales, managing our costs, maximizing our revenue, improving our financial tracking and reporting and meeting our legal forestry obligations. However, we also manage the forestry operation to meet various recreation, education and community forestry responsibilities. Here is a summary of other forestry activities for Q1:

- Manual brushing contract awarded to GBF Contracting
- Forestry draft IM/RTW program completed
- Shaw Pit/Development Services
- Forestry storage shed construction started as a RTW project
- Data Collection for the new Cutting Permit (CP36)
- Attended Hazard Tree Falling course in Squamish
- Community Forestry presentation to BCIT
- Discharge of Firearms Task Force meetings
- Planting – BCIT practicum area (2.0 ha) at forest fire site
- Website input for Mission Tourism
- The Stave West Task Force was established for the Mission Interpretive Forest Recreation Master Plan (MIF RMP)
- Received $25,000 in funding from the Ministry of Jobs, Tourism, and Skills Training for the MIF RMP

FINANCIAL IMPLICATIONS:

The forestry opening reserve balance as of December 31, 2013 was $1,466,812. The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) resulting in a closing reserve balance as at March 31, 2014 of $1,533,843 prior to the interest earning allocation which is recorded at year end.
COMMUNICATION:

No communication action is required.

SUMMARY AND CONCLUSION:

The forestry opening reserve balance as of December 31, 2013 was $1,466,812. The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) resulting in a closing reserve balance as at March 31, 2014 of $1,533,843 prior to the interest earning allocation which is recorded at year end.

The financial performance in the Q1 is due primarily to the improved log markets and cost control measures. The log market forecasts look strong for 2014 and the lower Canadian dollar will benefit the export of forest products and assist in the financial recovery in the forest industry.

Staff will continue to work closely with the Finance Department to improve financial tracking systems and to ensure accurate recording, reporting and monitoring of the forestry financial results.

SIGN-OFFS:

Bob O'Neal, Acting Director of Forest Management

Scott Ross, Manager of Accounting Services

Comment from Chief Administrative Officer
Reviewed.
DATE: May 20, 2014
TO: Mayor and Council
FROM: Bob O’Neal, Director of Forestry and Scott Ross, Manager of Accounting Services
SUBJECT: Forestry Reserve Status Report
ATTACHMENT(S): Appendix A: Excerpts from Reserve and Surplus Policy (FIN.42)

RECOMMENDATION(S): Council consider and resolve:
That the Forestry Reserve continue to be pursued at the optimum level of $1.5 million as indicated in the Reserve and Surplus Policy (FIN.42)

PURPOSE:
1. To provide an update on the status of the forestry reserve.
2. To provide the background and rationale for setting the forestry reserve at the optimum level of $1.5 million as indicated in FIN.24.

BACKGROUND:
According to the Reserve and Surplus Policy, the purpose for establishing the forestry reserve was to offset any operating losses that may occur in any given year within the District’s forestry operations and/or for forestry equipment purchases. The funding source for this reserve was to come from annual profits in the forestry operations. The minimum level was set at $1,000,000 (equivalent of worst annual operating loss $450,000 X 2 plus $100,000 for equipment, rounded to nearest $100,000). The optimum reserve level was set at $1,500,000 (equivalent of worst annual operating loss $450,000 X 3 plus $200,000 for equipment, rounded to nearest $100,000).

In the previous five year cut control period from 2009-2013, the forestry operations reported losses in the first three years, during a challenging period of depressed log markets in the forest industry. The opening reserve balance in 2009 was $721,758 and during this period of forestry losses, the opening reserve balance in 2012 was reduced to $161,611. In the final two years from 2012-2013 the forestry operations reported a significant increase in profits and the ending reserve balance in 2013 increased to $1,466,812.

The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) and a closing reserve balance as at March 31, 2014 of $1,533,843 prior to the interest earning allocation which is recorded at year end. Staff recommends that the forestry reserve continues to be pursued at the optimum level of $1,500,000 based on the rationale in FIN.24 and to protect the taxpayer from any unforeseen forestry losses associated with the cost of natural disasters, such as extreme climatic events.
DISCUSSION AND ANALYSIS:

In the previous five year cut control period from 2009-2013, the forestry operations reported losses in the first three years, during a challenging period of depressed log markets in the forest industry. The average net profit over this five year period was $129,573; however the financial results during the first three years were negatively affected by the global recession and the low market values in the forest industry. The financial strategy of having a proper forestry reserve balance proved to be essential for surviving the economic downturn. Table 1 provides a comparison of the forestry reserve and the net profit/loss for the period from 2009 – 2013.

Table 1: Comparison of Forestry Reserve and Annual Profit/Loss for 2009-2013

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Reserve Balance</td>
<td>$789,208</td>
<td>$161,611</td>
<td>$411,477</td>
<td>$622,654</td>
<td>$721,758</td>
</tr>
<tr>
<td>Net Profit (loss)</td>
<td>$658,811</td>
<td>$618,417</td>
<td>$(257,137)</td>
<td>$(219,792)</td>
<td>$(135,211)</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>18,793</td>
<td>9,181</td>
<td>7,271</td>
<td>8,614</td>
<td>36,107</td>
</tr>
<tr>
<td>Ending Reserve Balance</td>
<td>$1,466,812</td>
<td>$789,208</td>
<td>$161,611</td>
<td>$411,477</td>
<td>$622,654</td>
</tr>
<tr>
<td>% Change in Reserves</td>
<td>84%</td>
<td>388%</td>
<td>-61%</td>
<td>-34%</td>
<td>-14%</td>
</tr>
<tr>
<td>Average Net Profit Over Five Years</td>
<td>$129,573</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers). Table 2 shows the forestry opening reserve balance as at December 31, 2013 was $1,466,812 and the closing reserve balance as at March 31, 2014 is $1,533,843 prior to the interest earning allocation which is recorded at year end.

Table 2: Status of Forestry Reserve at 2014 Q1

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Reserve Balance as December 31, 2013</td>
<td>$1,466,812</td>
</tr>
<tr>
<td>Q1 Net Profit</td>
<td>$67,031</td>
</tr>
<tr>
<td>Ending Reserve Balance as Q1 – March 31, 2014</td>
<td>$1,533,843</td>
</tr>
</tbody>
</table>

The forestry reserve was established to protect the taxpayer from possible operating losses over a period of industry downturn and provide for larger, non-reoccurring equipment purchases. The reserve minimum level ($1,000,000) and the optimum level ($1,500,000) were calculated based on the worst annual operating loss of $450,000 (2x for minimum and 3x for the optimum) plus allowances for forestry equipment purchases ($100,000 for the minimum and $200,000 for the optimum).

The worst annual operating loss during the previous five year cut control period from 2009-2013 was $257,000 in 2011. This actual loss is less than the estimated worst annual operating loss of $450,000 that was used to determine the forest reserve levels. However, due to the cyclical economic conditions in the forest industry, staff supports this conservative rationale. The one factor that was not considered in determining the forest reserve levels was the unforeseen forestry losses associated
with the cost of natural disasters, such as extreme climatic events. Although there would most likely be emergency government funding to cover some of these potential costs, the forestry operations might have to provide some initial capital funding for reconstructing forestry infrastructure. The estimated cost to replace one permanent bridge on a logging road could be as high as $250,000.

Staff recommends that the forestry reserve continues to be pursued at the optimum level of $1,500,000 based on the rationale in FIN.24 and to protect the taxpayer from any unforeseen forestry losses associated with the cost of natural disasters, such as extreme climatic events.

FINANCIAL IMPLICATIONS:

The forestry opening reserve balance as of December 31, 2013 was $1,466,812. The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) resulting in a closing reserve balance as at March 31, 2014 of $1,533,843 prior to the interest earning allocation which is recorded at year end. The optimum forestry reserve level has been achieved, as indicated in FIN.24.

COMMUNICATION:

No communication action is required.

SUMMARY AND CONCLUSION:

The forestry opening reserve balance as of December 31, 2013 was $1,466,812. The forestry financial results are reporting a Q1 2014 net profit of $67,031 (after fee/fund transfers) resulting in a closing reserve balance as at March 31, 2014 of $1,533,843 prior to the interest earning allocation which is recorded at year end.

Staff recommends that the forestry reserve continues to be pursued at the optimum level of $1,500,000 based on the rationale in FIN.24 and to protect the taxpayer from any unforeseen forestry losses associated with the cost of natural disasters, such as extreme climatic events.

SIGN-OFFS:

Bob O’Neal, Acting Director of Forest Management

Scott Ross, Manager of Accounting Services

Comment from Chief Administrative Officer
Reviewed.
SECTION 2 - OPERATING AND CAPITAL RESERVE FUNDS

Pursuant to subsection 188 (1) of the Community Charter, Council may, by bylaw, establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund. The following reserve funds have been established for the purpose(s) so identified:

2.1 Financial Stabilization Reserve Fund

The Financial Stabilization Reserve has been established for the following purposes:

*For Major Emergent Operating Issues* - the District is exposed to major non-reoccurring costs related to various emergency events or situations, e.g. inclement weather, environmental hazards, etc. These emergent situations cannot be anticipated and budgeted for and it is not feasible to absorb the cost of such events in other budget areas in any given year.

*For One-Time and Intermittent Projects* - the District undertakes certain one-time and/or intermittent projects that are larger in terms of costs. If these projects were funded from property taxation, annual spikes and subsequent declines in taxation would result; therefore, it is not prudent to fund these projects from on-going property taxation revenue.

*To Offset Unrealized Revenues* - some of the District’s revenue sources, e.g. development fees, building permits, and subdivision inspection fees, are cyclical in nature and thus are subject to downturns in the economy. The District tries to anticipate economic downturns by budgeting for a base dollar amount of these revenues in its general operations. Despite its best efforts, the District is exposed to the possibility of unrealized revenues and/or to declines in base revenues from year to year. One cannot always count on budgetary savings or other revenues to always offset these shortfalls.

2.2 Insurance Reserve Fund

The Insurance Reserve has been established to offset the cost of insurance claims and deductibles, the magnitude and timing of which is often indeterminable. The District’s insurance exposure is in part due to the fact that the District maintains higher insurance deductibles and thus self-insures up to a pre-determined dollar amount, so as to reduce annual insurance premiums.

2.3 Legal Reserve Fund

The Legal Reserve has been established to offset the cost of major legal costs/claims, the magnitude and timing of which is often indeterminable.

2.4 Forestry Reserve Fund

The Forestry Reserve has been established to offset any operating losses that may occur in any given year within the District’s forestry operations and to fund major one-time forestry related expenditures for equipment or other purposes. The forest industry can be cyclical in nature, and by setting aside these reserve funds, general taxation (or the taxpayers) is (are) not exposed to operating losses that may occur in the forestry area.
## Reserve and Surplus Policy

### Appendix “A” – Reserve/Surplus Summary

<table>
<thead>
<tr>
<th>Fund(s)</th>
<th>Purpose</th>
<th>Funding Source(s)</th>
<th>Minimum $ Level</th>
<th>Optimum $ Level</th>
<th>Dec. 31/08 Balance</th>
<th>Rationale for $ Levels Established</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESERVE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Amenity Reserve</td>
<td>To accumulate community amenity contributions for approved projects (see LAN. 40 policy).</td>
<td>▪ Volunteered developer contributions from residential re-zonings.</td>
<td>Sufficient balance to fund budgeted or planned Community Amenity projects.</td>
<td>Sufficient balance to fund budgeted or planned Community Amenity projects.</td>
<td>$426,000</td>
<td>Community Amenity projects should not be budgeted if Community Amenity contribution projections indicate lack of available funding.</td>
</tr>
<tr>
<td>Forestry Reserve</td>
<td>To offset any operating losses that may occur in any given year within the District’s forestry operations and/or for Forestry equipment purchases.</td>
<td>▪ Any annual profit from forestry operations, over and above approved transfers to other reserves.</td>
<td>$1,000,000 (equivalent of worst annual operating loss X 2 plus $100,000 for equipment, rounded to nearest $100,000)</td>
<td>$1,500,000 (equivalent of worst annual operating loss X 3 plus $200,000 for equipment, rounded to nearest $100,000)</td>
<td>$755,000</td>
<td>The reserve needs to protect the taxpayer from possible operating losses over a period of industry downturn and provide for larger, non-reoccurring equipment purchases.</td>
</tr>
<tr>
<td>Policing Reserve</td>
<td>For special policing projects or expenditures.</td>
<td>▪ Excess traffic fine sharing revenue not utilized within the annual policing operations. ▪ Budget savings from policing and/or other budget areas when available and if approved for allocation.</td>
<td>$400,000 5% of RCMP contract expenditures rounded to the nearest higher $100,000</td>
<td>$800,000 10% of RCMP contract expenditures rounded to the nearest higher $100,000</td>
<td>$151,000</td>
<td>Unanticipated, major RCMP contract expenditures can arise at any time. These expenditures are a percentage of the RCMP contract budget.</td>
</tr>
<tr>
<td>Roads Capital Reserve</td>
<td>For roads capital and replacement projects.</td>
<td>▪ Allocations from net soil removal revenues/expenses. ▪ $5.00 per tonne of refuse disposed of at the landfill site.</td>
<td>$500,000</td>
<td>$1,500,000</td>
<td>$488,000</td>
<td>Sufficient funds to pay for 2 major road repairs experienced in the past.</td>
</tr>
</tbody>
</table>
DATE: May 20, 2014
TO: Mayor and Council
FROM: Matt Dunham, Operations Manager
SUBJECT: Asphalt Rehabilitation Tender

RECOMMENDATION: Council consider and resolve:

That the Pavement Rehabilitation Contract, ITT 2014 – 002, be awarded to the low bidder, Imperial Paving Limited in the amount of $1,986,997.48, excluding GST, subject to the contractor fulfilling the mandatory requirements as specified in the tender documents.

PURPOSE:

The purpose of this report is to initiate the award and completion of the District of Mission Pavement Rehabilitation Contract for 2014.

BACKGROUND:

A formal Invitation to Tender (ITT) was issued by our purchasing department using BC Bid® on April 16, 2014 at the request of the Operations Manager. The ITT closed at 3:00 pm local time on May 7, 2014 with a total of five (5) bids being received. The aggregate bids are listed from lowest to highest in the table below.

<table>
<thead>
<tr>
<th>Name of Bidder</th>
<th>Total Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imperial Paving Ltd.</td>
<td>$1,986,997.48</td>
</tr>
<tr>
<td>Grandview Blacktop Ltd.</td>
<td>$2,050,007.28</td>
</tr>
<tr>
<td>Key West Asphalt Ltd.</td>
<td>$2,065,358.00</td>
</tr>
<tr>
<td>Martens Asphalt Ltd.</td>
<td>$2,258,829.56</td>
</tr>
<tr>
<td>Columbia Bitulithic (Div. of Lafarge Canada Inc.)</td>
<td>$2,292,984.00</td>
</tr>
</tbody>
</table>

Upon review, the low bid of Imperial Paving Ltd. is deemed compliant and therefore should be awarded the contract as tendered. As the value of this contract award is greater than $250,000, as per the District’s procurement policy, it requires Council’s approval.

DISCUSSION AND ANALYSIS:

Imperial Paving Ltd. has done a considerable amount of contract work within the District of Mission recently and has successfully completed past years of Asphalt Rehabilitation contracts for the Municipality as well. There have been no known objections to the quality of workmanship by Imperial Paving Ltd.
The following table illustrates the areas scheduled for rehabilitation for the 2014 program.

<table>
<thead>
<tr>
<th>2014 Road Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cherry Avenue – Cade Barr to Cedar Street</td>
</tr>
<tr>
<td>2 Cedar Street – Tunbridge Avenue to Rosetta Avenue</td>
</tr>
<tr>
<td>3 Seventh Avenue – Wren Street to Cedar Street</td>
</tr>
<tr>
<td>4 Richards Avenue – Dewdney Trunk Road to Doyle Street</td>
</tr>
<tr>
<td>5 Hawthorne Avenue – Cade Barr to 250 meters west</td>
</tr>
<tr>
<td>6 Waxberry Street – Sumac Place to Laurel Avenue</td>
</tr>
<tr>
<td>7 Dewdney Trunk Road – McCoombs Street to switchbacks at the Dam</td>
</tr>
<tr>
<td>8 Dewdney Trunk Road – Rolley Lake Road to northwest boundary</td>
</tr>
</tbody>
</table>

**FINANCIAL IMPLICATIONS:**

The bid provided by Imperial Paving Ltd. of $1,986,997.48 falls within the approved 2014 budget for Asphalt Rehabilitation.

**COMMUNICATION:**

The District of Mission Asphalt Rehabilitation tender document requires that the contractor provide ample notification to affected residences prior to undertaking any works.

**SUMMARY AND CONCLUSION:**

The District has received bid pricing for the 2014 Asphalt Rehabilitation tender process through which Imperial Paving Ltd. provided the lowest bid of $1,986,997.48. Should Council approve the recommendation to proceed with the contract award, staff will issue a notice of intent to award letter to Imperial Paving Ltd. This notification will require the contractor to satisfy the mandatory contract requirements such as bonding and licensing. Once the mandatory requirements have been satisfied, staff will formalize and execute the written contract documents.

**SIGN-OFFS:**

Matt Dunham, Operations Manager

Reviewed by:
Ilia Foster, Buyer

Reviewed by:
Sean McGinn, Director Engineering & Public Works

Comment from Chief Administrative Officer
Reviewed.
DATE: May 20, 2014
TO: Mayor and Council
FROM: Sean McGinn, Acting Director of Engineering and Public Works
SUBJECT: Engineering/Public Works Project Updates
ATTACHMENT(S): Spreadsheet outlining status of projects

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 update Council on all Engineering/Public Works projects to date.

BACKGROUND:
With the departure of key engineering department staff there has been some concern that some of the projects may fall behind schedule for 2014. This report will update Council on the status of the projects.

DISCUSSION AND ANALYSIS:
There are 51 capital projects within 7 areas of Buildings, Roads, Drainage, Public Works, Waste Management, Water and Sewer. The goal is to ultimately complete all the projects scheduled for 2014 before the end of the year.

For the most part projects are on schedule and will be completed within the budget year. A few of the larger value, priority projects are listed below.

Attached (Appendix 1) is a spread sheet listing all capital projects with descriptions, budgets and remarks for each.

Municipal Buildings:
- Energy efficient upgrades to facilities – Budget $1,370,125.
  - Project near completion as scheduled, waiting for backordered lights to install at Municipal building, Leisure Center, RCMP building and Fire Hall #1.

Roads:
- Paving Program - Budget $1.2M
The roads to be repaired and paved in 2014 have been selected. The award of tender report has been forwarded to Council

- Master Transportation Plan – Budget $100,000
  - Four consultants have been selected through the RFI process.
  - A RFP will be sent to the four consultants the week of May 12
  - Project expected to take 8 – 12 months to complete.

- Cedar and & 7th Intersection Design – Budget $76,000
  - Consultant has been selected through RFP process.
  - Work has started, completion in October.

Drainage:

- Drainage condition assessment and repairs – Budget $90,000
  - CCTV work has been completed
  - Tender for point repairs being completed
- Culverts at 7th & Murray and 7th & Horne – Budget $172,000
  - Assessments have been completed and has revealed structural integrity issues
  - A solution to repair the culverts is being planned
  - Works planned for August during fisheries window

Waste Management:

- Washrooms and Safety Upgrades at Landfill – Budget $66,000
  - Contract awarded – Work underway

- Compost Building – Budget $210,000
  - RFP issued May 12
  - Work scheduled to be complete August

Water:

- Water Condition Assessment/Replacement – Budget $1.0M
  - Project plan is in place for three different locations
  - Survey being completed to lead to design and construction drawings for Loughheed highway line replacement between Mary Street and Manson Street.

Sewer:

- Sewer Condition Assessment/Replacement – Budget $359,000
  - Assessments in many areas are complete.
  - Trenchless point repairs are being scheduled with work to be complete by end of July.
FINANCIAL IMPLICATION:

No financial implications are associated with this report.

COMMUNICATION:

No communication action is required

SUMMARY AND CONCLUSION:

The Engineering Department has recently seen the departure of a few key staff. By re-delegating project management responsibilities projects slated for completion in 2014 are on track and it is expected that all will be completed within the year.

SIGN-OFFS:

Sean McGinn
Acting Director of Engineering & Public Works

Comment from Chief Administrative Officer
Reviewed.
## 2014 Capital Project Status List

<table>
<thead>
<tr>
<th>Item#</th>
<th>Project Name</th>
<th>Account</th>
<th>FUNDING SOURCE</th>
<th>Project Description</th>
<th>Budget</th>
<th>Owner/ Project Manager</th>
<th>Contractor/ Consultant (Y/N)</th>
<th>Start Date</th>
<th>Expected Project Completion Time</th>
<th>Next Milestone</th>
<th>Are you on Schedule (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Library - misc. building capital (ongoing)</td>
<td>32880</td>
<td>GCR</td>
<td>Energy Savings Upgrades Project - Phase 1 retrofits the mechanical and control systems at the Leisure Centre (Pool, Arena and HVAC). Phase 2 retrofits the lighting systems at the Leisure Centre, City Hall, Fire Hall No 1 and the RCMP buildings. Total project budget is $1,370,125 including all taxes and administration fees.</td>
<td>$1,114</td>
<td>SM</td>
<td>N</td>
<td>01-Jan</td>
<td>01-Jul</td>
<td>Y</td>
<td>Annual Budget, dishwasher to be installed</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Municipal Hall - upper level flooring</td>
<td>N.A.</td>
<td>GCR</td>
<td>Phase 1 will be completed in April 2014. Project funding from BC Hydro, Gas Tax, Fortis and District of Mission. Phase 1 is substantially complete – dealing with deficiencies. Phase 2 is progressing well but experienced delays in product delivery and will be approx. 1 month behind schedule. Request for payment from BC Hydro has been completed and submitted on schedule. Request for payment from Fortis is being prepared and will be followed by payment request for Gas Tax funding. Project is on budget.</td>
<td>$9,560</td>
<td>SM</td>
<td>N</td>
<td>01-Jan</td>
<td>30-Apr</td>
<td>30-Apr</td>
<td>Y</td>
<td>Deferred pending other physical improvements to City Hall</td>
</tr>
<tr>
<td>3</td>
<td>Energy Efficient Upgrades Facilities - CFwd</td>
<td>78009</td>
<td>Tax/ BC HD</td>
<td>Phase 1 will be completed in February 2014 and Phase 2 will be completed in April 2014. Project funding from BC Hydro, Gas Tax, Fortis and District of Mission. Phase 1 is substantially complete – dealing with deficiencies. Phase 2 is progressing well but experienced delays in product delivery and will be approx. 1 month behind schedule. Request for payment from BC Hydro has been completed and submitted on schedule. Request for payment from Fortis is being prepared and will be followed by payment request for Gas Tax funding. Project is on budget.</td>
<td>$709,285</td>
<td>KB (Parks)</td>
<td>Y</td>
<td>01-Jan</td>
<td>30-Apr</td>
<td>30-Apr</td>
<td>Y</td>
<td>Council &amp; Administration are still evaluating the available options. Report to Council will be completed. Current budget is insufficient for minimum required works.</td>
</tr>
<tr>
<td>4</td>
<td>RCMP Building Issues - CFwd</td>
<td>71007</td>
<td>ROADS</td>
<td>Per needed basis</td>
<td>$94,916</td>
<td>SM</td>
<td>Y</td>
<td>01-Jan</td>
<td>01-Feb</td>
<td>10-Nov</td>
<td>20-May</td>
<td>Y</td>
</tr>
<tr>
<td>5</td>
<td>Improvements next to subdivisions (ongoing)</td>
<td>42250</td>
<td>GCR</td>
<td>Widening the intersection with two lanes on south and north bonds</td>
<td>$34,624</td>
<td>MD/ HG</td>
<td>N</td>
<td>01-Jan</td>
<td>Ongoing</td>
<td>Y</td>
<td>Annual Budget</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Left Turn Signals- Intersection - Cedar &amp; 7th</td>
<td>42704</td>
<td>RDSDCC&quot;A&quot;</td>
<td>Annual Asphalt Rehab Program</td>
<td>$76,010</td>
<td>AE</td>
<td>Y</td>
<td>01-Jan</td>
<td>07-Oct</td>
<td>04-Mar</td>
<td>Y</td>
<td>Original budget was $100k, but RFD used $24k in 2013 for adding left turn signals - ISL selected for preparing Detailed Design, 2014.</td>
</tr>
<tr>
<td>7</td>
<td>Paving program (ongoing)</td>
<td>42800</td>
<td>ROADS</td>
<td>Annual Asphalt Rehab Program</td>
<td>$761,573</td>
<td>MD</td>
<td>Y</td>
<td>01-Jan</td>
<td>15-Oct</td>
<td>01-Jun</td>
<td>Y</td>
<td>Tender closes May 7th. Council report for May 20th.</td>
</tr>
<tr>
<td>8</td>
<td>Paving program (ongoing)</td>
<td>42800</td>
<td>SURP</td>
<td>Annual Asphalt Rehab Program</td>
<td>$100,000</td>
<td>MD</td>
<td>Y</td>
<td>01-Jan</td>
<td>15-Oct</td>
<td>01-Jun</td>
<td>Y</td>
<td>Tender closes May 7th. Council report for May 20th.</td>
</tr>
<tr>
<td>9</td>
<td>Paving program (ongoing)</td>
<td>42800</td>
<td>MAJOR</td>
<td>Annual Asphalt Rehab Program</td>
<td>$100,000</td>
<td>MD</td>
<td>Y</td>
<td>01-Jan</td>
<td>15-Oct</td>
<td>01-Jun</td>
<td>Y</td>
<td>Tender closes May 7th. Council report for May 20th.</td>
</tr>
<tr>
<td>10</td>
<td>Paving program (ongoing)</td>
<td>42800</td>
<td>GCR</td>
<td>Annual Asphalt Rehab Program</td>
<td>$225,000</td>
<td>MD</td>
<td>Y</td>
<td>01-Jan</td>
<td>15-Oct</td>
<td>01-Jun</td>
<td>Y</td>
<td>Tender closes May 7th. Council report for May 20th.</td>
</tr>
<tr>
<td>11</td>
<td>Upgrade intersections with audible pedestrian crossing devices Traffic safety Monitoring &amp; Improvement</td>
<td>42794</td>
<td>GCR</td>
<td>Per needed basis</td>
<td>$7,210</td>
<td>HG</td>
<td>Y</td>
<td>01-Jan</td>
<td>complete</td>
<td>complete</td>
<td>Y</td>
<td>Project is contingent on developer contributions prior to proceeding. There is an additional $100,000 that is the developer's contribution (total budget=$288,000). Design work underway. Construction/installation will proceed when traffic volumes warrant it.</td>
</tr>
<tr>
<td>12</td>
<td>Walkways &amp; sidewalks (ongoing)</td>
<td>42310</td>
<td>GCR</td>
<td>Annual Sidewalk Installations</td>
<td>$72,525</td>
<td>MD</td>
<td>Y</td>
<td>15-Jun</td>
<td>10/30/2014</td>
<td>01-Mar</td>
<td>Y</td>
<td>Annual Budget</td>
</tr>
<tr>
<td>13</td>
<td>Transportation Study - CFwd</td>
<td>42792</td>
<td>RDSDCC&quot;A&quot;</td>
<td>Master Transportation Plan</td>
<td>$100,000</td>
<td>AE</td>
<td>Y</td>
<td>01-Jan</td>
<td>12-Dec</td>
<td>06-Jun</td>
<td>Y</td>
<td>RFP has been sent out. Four companies have been shortlisted after RFI process.</td>
</tr>
<tr>
<td>14</td>
<td>Intersection Signals - Stave Lake &amp; Cherry - CFwd</td>
<td>42778</td>
<td>MAJOR</td>
<td>Per needed basis</td>
<td>$188,000</td>
<td>SM</td>
<td>Y</td>
<td>01-Jan</td>
<td>unknown</td>
<td>15-Jun</td>
<td>Y</td>
<td>Project is contingent on developer contributions prior to proceeding. There is an additional $100,000 that is the developer's contribution (total budget=$288,000). Design work underway. Construction/installation will proceed when traffic volumes warrant it.</td>
</tr>
<tr>
<td>15</td>
<td>General Drainage</td>
<td>42345</td>
<td>GCR</td>
<td>Annual Drainage Installations</td>
<td>$75,000</td>
<td>RG/ HG</td>
<td>N</td>
<td>01-Feb</td>
<td>11-Nov</td>
<td>01-Mar</td>
<td>Y</td>
<td>A part of this budget is to be used for the storm sewer pipe rehab/replace at Cade Baar and 14th. The rest of the budget will be used annually per needed basis.</td>
</tr>
<tr>
<td>16</td>
<td>7th &amp; Murray culvert lining</td>
<td>43098</td>
<td>GCR</td>
<td>Assess and Repair Cross Culvert</td>
<td>$86,467</td>
<td>AE</td>
<td>Y</td>
<td>01-Feb</td>
<td>15-Sep</td>
<td>01-Apr</td>
<td>Y</td>
<td>Martech videoed the pipe and detailed the problems. Feasibility and cost to line the pipe is being reviewed. If lining goes ahead it will need to be done during the Fisheries window in late August and early September.</td>
</tr>
<tr>
<td>17</td>
<td>7th &amp; Home culvert lining</td>
<td>43099</td>
<td>GCR</td>
<td>Assess and Repair Cross Culvert</td>
<td>$86,284</td>
<td>AE</td>
<td>Y</td>
<td>01-Jan</td>
<td>15-Sep</td>
<td>01-Apr</td>
<td>Y</td>
<td>Martech videoed the pipe and detailed the problems. A structural review of the box culvert under 7th Ave. will have to be undertaken by a Structural Engineer before any work is carried out. If lining work goes ahead it will need to be done during the Fisheries window in late August and early September.</td>
</tr>
</tbody>
</table>
## 2014 Capital Project Status List

### Public Works

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Name</th>
<th>Account</th>
<th>FUNDING SOURCE</th>
<th>Project Description</th>
<th>Budget</th>
<th>Owner/Project Manager</th>
<th>Contractor/Consultant (Y/N)</th>
<th>Start Date</th>
<th>Expected Project Completion Time</th>
<th>Next Milestone</th>
<th>Are you on Schedule (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Drainage Condition Assessment - CFwd</td>
<td>67000</td>
<td></td>
<td>Dye testing Downtown, survey and possibly CCTVing to verify/correct downtown drainage network</td>
<td>$89,322</td>
<td>AE/HG</td>
<td>Y</td>
<td>01-Jan</td>
<td>30-Jul</td>
<td>01-Jun</td>
<td>Y</td>
<td>Martinez carried out video inspections of all the drains in the downtown area and a draft repair program has been prepared. Repair works will be done with a general trenchless repair contract and/or dig ups and repairs by Operations. Work to be done by the end of July.</td>
</tr>
<tr>
<td>19</td>
<td>Gaudin Creek Relocation - CFwd</td>
<td>43090</td>
<td></td>
<td>Includes a study on the effect of narrowing the corridor from 40m to 20m and whether the downstream culverts are good enough for this change.</td>
<td>$21,443</td>
<td>MY</td>
<td>Y</td>
<td>01-Jan</td>
<td>01-Jun</td>
<td>15-Mar</td>
<td>Y</td>
<td>Project is contingent on development along Tunbridge Ave.</td>
</tr>
<tr>
<td>20</td>
<td>DCC Program Review &amp; Update - CFwd</td>
<td>43077</td>
<td></td>
<td></td>
<td>$21,000</td>
<td>SM/Kris</td>
<td>Y</td>
<td>01-Jan</td>
<td>01-Dec</td>
<td>01-Jun</td>
<td>Y</td>
<td>A DCC review is pending several factors, including Development Bylaw draft approval, Cedar Valley Development Comprehensive Plan, a full picture of sanitary and storm utility structural conditions. Expect it to be carried over to 2014</td>
</tr>
</tbody>
</table>

### Waste Management

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Name</th>
<th>Account</th>
<th>FUNDING SOURCE</th>
<th>Project Description</th>
<th>Budget</th>
<th>Owner/Project Manager</th>
<th>Contractor/Consultant (Y/N)</th>
<th>Start Date</th>
<th>Expected Project Completion Time</th>
<th>Next Milestone</th>
<th>Are you on Schedule (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Minor capital</td>
<td>46755</td>
<td>Refuse Reserve</td>
<td>Small, capital expenses, such as railing maintenance, pump replacements, signage, lock blocks for bays etc. Crucial to have this contingency fund.</td>
<td>$69,924</td>
<td>JM</td>
<td>N</td>
<td>01-Jan</td>
<td>31-Dec</td>
<td>unknown</td>
<td>Y</td>
<td>This is an annual budget to cover costs that come up throughout the year; not project-specific.</td>
</tr>
<tr>
<td>25</td>
<td>Quonset: prefab steel structure (Recycling Depot) - CFwd</td>
<td>46791</td>
<td>Refuse Reserve</td>
<td>Steel and fabric storage structure for keeping recyclables dry at the Abbotsford-Mission Recycling Depot (AMRD). Crucial if AMRD continues to exist.</td>
<td>$34,244</td>
<td>JM</td>
<td>Y</td>
<td>15-May</td>
<td>31-Dec</td>
<td>unknown</td>
<td>Y</td>
<td>Deferral is due to uncertainty from Multi Material BC Stewardship plan regarding continued existence of Abbotsford Mission Recycling Depot as a processing facility. Procurement and installation subject to Abbotsford Community Services timelines.</td>
</tr>
<tr>
<td>26</td>
<td>Storage bunkers and classroom raising (Recycling Depot) - CFwd</td>
<td>46792</td>
<td>Refuse Reserve</td>
<td>Class room to be raised because AMRD site is subject to flooding. Additl lock block storage bunkers required to contain unsorted recyclables. Crucial, if AMRD continues to exist.</td>
<td>$11,869</td>
<td>JM</td>
<td>Y</td>
<td>15-May</td>
<td>31-Dec</td>
<td>unknown</td>
<td>Y</td>
<td>Deferral is due to uncertainty from Multi Material BC Stewardship plan regarding continued existence of Abbotsford Mission Recycling Depot as a processing facility. Procurement and installation subject to Abbotsford Community Services timelines.</td>
</tr>
<tr>
<td>27</td>
<td>Bobcat Equipment Purchase (Recycling Depot) - CFwd</td>
<td>46795</td>
<td>Refuse Reserve</td>
<td>AMRD operating equipment replacement. Important, if AMRD continues to exist.</td>
<td>$12,000</td>
<td>JM</td>
<td>Y</td>
<td>15-May</td>
<td>31-Dec</td>
<td>unknown</td>
<td>Y</td>
<td>Deferral is due to uncertainty from Multi Material BC Stewardship plan regarding continued existence of Abbotsford Mission Recycling Depot as a processing facility. Procurement subject to Abbotsford Community Services processes.</td>
</tr>
<tr>
<td>28</td>
<td>Forklift Equipment Purchase (Recycling Depot) - CFwd</td>
<td>46796</td>
<td>Refuse Reserve</td>
<td>AMRD operating equipment replacement. Important, if AMRD continues to exist.</td>
<td>$10,000</td>
<td>JM</td>
<td>Y</td>
<td>15-May</td>
<td>31-Dec</td>
<td>unknown</td>
<td>Y</td>
<td>Deferral is due to uncertainty from Multi Material BC Stewardship plan regarding continued existence of Abbotsford Mission Recycling Depot as a processing facility. Procurement subject to Abbotsford Community Services processes.</td>
</tr>
<tr>
<td>29</td>
<td>Recycling Depot Sort Line Realignment (Recycling Depot) - CFwd</td>
<td>46797</td>
<td>Refuse Reserve</td>
<td>Realignment to expand sorting capacity at Abbotsford-Mission Recycling Depot-COMPLETE</td>
<td>$16,000</td>
<td>JM</td>
<td>Y</td>
<td>n/a</td>
<td>n/a</td>
<td>complete</td>
<td>Y</td>
<td>Project complete</td>
</tr>
<tr>
<td>30</td>
<td>Compost Receiving Building (Landfill) - CFwd</td>
<td>46788</td>
<td>Refuse Reserve</td>
<td>Steel and fabric storage structure for keeping compost dry and minimize leachate at the Mission Landfill. Crucial to get done this year, but has to wait to confirm remaining budget after washroom and staircases budget has been confirmed.</td>
<td>$209,765</td>
<td>SM</td>
<td>Y</td>
<td>01-Mar</td>
<td>31-Oct</td>
<td>16-May</td>
<td>Y</td>
<td>Project is being deferred to 2014. Council approved on Dec 16, 2013 RC13/808. A RFP has been prepared and it will be going out by May 16. Work on the compost building to start in July.</td>
</tr>
</tbody>
</table>
## 2014 Capital Project Status List

### 31 Washroom Building and Safety Upgrades (Landfill) - CFwd
- **Account:** 46789
- **Fund Source:** Refuse Reserve
- **Project Description:** 2 staircases remain to be replaced as part of safety upgrades. Installation of vandal-proof washroom building is pending. Crucial to get done ASAP.
- **Budget:** $65,695
- **Owner/Project Manager:** JJ
- **Contractor/Consultant:** Y
- **Start Date:** 01-Feb
- **Expected Project Completion Time:** 24-Jul
- **Next Milestone:** 02-Jun
- **Are you on Schedule:** Y
- **Remarks:** Project delayed due to change in building type to reduce construction cost. Washrooms and staircases to be completed in 2014. Council approved on Dec 16, 2013 RC13/808. Update: The District is in the process of negotiating a contract with the successful proponent of RFP 2014-003. Project expected to kick of June 2 2014 and achieve substantial completion by July 24, 2014.

### 32 Cell C Surface Water Management (Landfill) - CFwd
- **Account:** 46768
- **Fund Source:** Refuse Reserve
- **Project Description:** Placement of intermediate cover on finished parts of Cell C and relocation of clean surface runoff swale to keep leachate generation to a minimum. Crucial, but timing may be longer-term.
- **Budget:** $50,000
- **Owner/Project Manager:** JM
- **Contractor/Consultant:** Y
- **Start Date:** 2016
- **Expected Project Completion Time:** 2017
- **Next Milestone:** 2016
- **Are you on Schedule:** Y
- **Remarks:** Needs to be carried over to 2016- Cell C is not filling as fast as we anticipated so changes to the Cell C clean surface water diversion system will not be necessary until 2016, possibly even later.

### 33 Design and Operating Plan (Landfill) - CFwd
- **Account:** 46767
- **Fund Source:** Refuse Reserve
- **Project Description:** Update of 2008 D&O Plan to reflect operational changes; changes in water/leachate handling & treatment; disposal rates and landfill lifespan. Crucial.
- **Budget:** $25,000
- **Owner/Project Manager:** JM
- **Contractor/Consultant:** Y
- **Start Date:** 01-Mar
- **Expected Project Completion Time:** 01-Jul
- **Next Milestone:** 01-Jun
- **Are you on Schedule:** Y
- **Remarks:** Quote of $40,000 has been received from CRA late in 2013. Additional funding could come from Minor Capital (46755); to be confirmed with Finance Dept or Council, as applicable. Discussions with CRA have been completed - CRA to revise terms to try and meet District’s budget.

### Non-Regional Water Utility Capital

#### 34 Third party work orders
- **Account:** 91020 REC
- **Fund Source:** WCRF
- **Project Description:** $100,000
- **Owner/Project Manager:** RG
- **Contractor/Consultant:** N
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 31-Dec
- **Next Milestone:** None
- **Are you on Schedule:** Y
- **Remarks:** Annual - Finance Requirement

#### 35 Blowoff program
- **Account:** 93480 WCRF
- **Fund Source:** WCRF
- **Project Description:** $11,698
- **Owner/Project Manager:** RG
- **Contractor/Consultant:** N
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 30-Nov
- **Next Milestone:** 31-Aug
- **Are you on Schedule:** Y
- **Remarks:** Annual - Continue from priority list

#### 36 Equipment - misc.
- **Account:** 92990 WCRF
- **Fund Source:** WCRF
- **Project Description:** $4,094
- **Owner/Project Manager:** MD/RG
- **Contractor/Consultant:** N
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 30-Nov
- **Next Milestone:** 31-Aug
- **Are you on Schedule:** Y
- **Remarks:** Annual - Crew to determine new equipment

#### 37 In-line valve program
- **Account:** 93470 WCRF
- **Fund Source:** WCRF
- **Project Description:** $5,732
- **Owner/Project Manager:** RG
- **Contractor/Consultant:** N
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 30-Nov
- **Next Milestone:** 31-Aug
- **Are you on Schedule:** Y
- **Remarks:** Annual - Locations determined after swabbing program

#### 38 Telemetry
- **Account:** 93090 WCRF
- **Fund Source:** WCRF
- **Project Description:** The existing SCADA system hasn't been upgraded for at least 10 years. Therefore a review is required to update the software, the communications, screens, etc.
- **Budget:** $18,599
- **Owner/Project Manager:** AE/RG
- **Contractor/Consultant:** Y
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 31-Oct
- **Next Milestone:** 20-May
- **Are you on Schedule:** Y
- **Remarks:** Consultant to be selected to upgrade the software screens, communications, etc. A TOR for the RFP has been prepared and is expected to be released by May 19. Review to be complete by October, 2014.

#### 39 Upgrading PRV
- **Account:** 93870 WCRF
- **Fund Source:** WCRF
- **Project Description:** $5,849
- **Owner/Project Manager:** RG
- **Contractor/Consultant:** N
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 30-Nov
- **Next Milestone:** 31-Aug
- **Are you on Schedule:** Y
- **Remarks:** Annual - Small upgrade as required

#### 40 Water Contingency
- **Account:** 93675 WCRF
- **Fund Source:** WCRF
- **Project Description:** As-needed basis to fix unforeseeable problems
- **Budget:** $50,000
- **Owner/Project Manager:** SM
- **Contractor/Consultant:** N
- **Start Date:** 01-Jan
- **Expected Project Completion Time:** 31-Dec
- **Next Milestone:** unknown
- **Are you on Schedule:** Y
- **Remarks:** Contingency for sewer repairs. Nothing unexpected to date.

#### 41 Watermain Condition Assesment/Replacement
- **Account:** 93004 WCRF
- **Fund Source:** WCRF
- **Project Description:** 2014 Watermain replacement
- **Budget:** $1,000,000
- **Owner/Project Manager:** HG/UJJ
- **Contractor/Consultant:** N
- **Start Date:** 07-Mar
- **Expected Project Completion Time:** 01-Jul
- **Next Milestone:** 01-Apr
- **Are you on Schedule:** Y
- **Remarks:** Annual Budget until year 2028- Alan will prioritize the projects and inform Hirod to start the projects. 2 projects proceeding in coordination with pavement rehab. Lougheed (Mary to Manson) is the next priority, part could be abandoned as per hydraulic modeling (to be confirmed), the rest could be replaced (trench or trenchless). Once budget is determined for Lougheed, 100 AC on Rosetta and corroded ductile iron on North Railway could be done. Update: 3 projects have been selected and designed. Public Works will start the replacements in May 2014. There is another AC watermain replacement project along HWY 7 that has been planned to start in 2014. This project however requires hiring a surveying contractor to provide the survey data for designing the replacement pipes. It is expected that the same contractor selected for drainage surveying will be hired to do the AC watermain surveying in May/June 2014. The design will start right after and should be ready by the end of July 2014. The District may need to issue a RFP to hire a contractor for the job, as Public Works may not be able to implement this project due to their other commitments.
### 2014 Capital Project Status List

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Name</th>
<th>Account</th>
<th>FUNDING SOURCE</th>
<th>Project Description</th>
<th>Budget</th>
<th>Owner/Project Manager</th>
<th>Contractor/Consultants (Y/N)</th>
<th>Start Date</th>
<th>Expected Project Completion Time</th>
<th>Next Milestone</th>
<th>Are you on Schedule (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>Watermain Condition Assessment/Replacement - CFwd</td>
<td>93004</td>
<td>WCRF</td>
<td>Continuing the 2013 replacement of 150mm AC watermains</td>
<td>$759,118</td>
<td>HG/JJ</td>
<td>Y</td>
<td>01-Jan</td>
<td>31-May</td>
<td>01-Mar</td>
<td>Y</td>
<td>Project delayed due to a number of factors including a 3-month time spent to verify the condition assessment results, coordination of work with other infrastructure contracts with regulatory deadline, and the unexpected departure of the key staff. Update: the 2013 projects are ahead of schedule in spite of weather delays and coming in slightly below budget.</td>
</tr>
<tr>
<td>43</td>
<td>DCC Review (see also #43077 &amp; #98663) - CFwd</td>
<td>93005</td>
<td></td>
<td></td>
<td>$14,000</td>
<td>SM/Kr/s</td>
<td>Y</td>
<td>01-Jan</td>
<td>01-Dec</td>
<td>01-Jun</td>
<td>Y</td>
<td>A DCC review is pending several factors, including Development Bylaw draft approval, Cedar Valley Development Comprehensive Plan, a full picture of sanitary and storm utility structural conditions. Expect it to be carried over to 2014.</td>
</tr>
</tbody>
</table>

### Non-Regional Sewer Utility Capital

<table>
<thead>
<tr>
<th>Item</th>
<th>Project Name</th>
<th>Account</th>
<th>FUNDING SOURCE</th>
<th>Project Description</th>
<th>Budget</th>
<th>Owner/Project Manager</th>
<th>Contractor/Consultants (Y/N)</th>
<th>Start Date</th>
<th>Expected Project Completion Time</th>
<th>Next Milestone</th>
<th>Are you on Schedule (Y/N)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>Sewer Condition Assessment/Replacement</td>
<td>98664</td>
<td>SCRF</td>
<td></td>
<td>$358,722</td>
<td>AE/HG</td>
<td>Y</td>
<td>01-Mar</td>
<td>30-Jul</td>
<td>01-Jun</td>
<td>Y</td>
<td>Annual budget is $394k, but had $102,000 carried over to 2014. Annual. List of projects was provided to Tony. Following Mar-Tec meeting, will determine if some should be lined rather than point repaired. Querying 2011-2013 CCTV databases to develop further list of projects. Also Downtown sewer replacement for Welton Plaza development used this budget so far (April 7th) the charge on Maise was $42,000. Update: Repair works will be done with a general trenchless repair contract and/or dig ups and repairs by Operations. Work to be done by the end of July.</td>
</tr>
<tr>
<td>47</td>
<td>Equipment - misc.</td>
<td>97990</td>
<td>SCRF</td>
<td></td>
<td>$5,615</td>
<td>RG</td>
<td>N</td>
<td>01-Jan</td>
<td>30-Nov</td>
<td>31-Aug</td>
<td>Y</td>
<td>Annual - Crew to determine new equipment</td>
</tr>
<tr>
<td>48</td>
<td>Lift station upgrading</td>
<td>98530</td>
<td>SCRF</td>
<td></td>
<td>$5,849</td>
<td>RG</td>
<td>N</td>
<td>01-Jan</td>
<td>30-Nov</td>
<td>31-Aug</td>
<td>Y</td>
<td>Annual</td>
</tr>
<tr>
<td>49</td>
<td>SCADA monitoring</td>
<td>98410</td>
<td>SCRF</td>
<td></td>
<td>$18,131</td>
<td>AE/RG</td>
<td>Y</td>
<td>01-Jan</td>
<td>31-Oct</td>
<td>31-Aug</td>
<td>Y</td>
<td>Every 2 years - Continue replacing MOTOROLA with ACE</td>
</tr>
<tr>
<td>50</td>
<td>Sanitary Sewer Contingency</td>
<td>98870</td>
<td>SCRF</td>
<td></td>
<td>$50,000</td>
<td>SM</td>
<td>N</td>
<td>01-Jan</td>
<td>31-Dec</td>
<td>unknown</td>
<td>Y</td>
<td>Contingency for sewer repairs. Nothing unexpected to date.</td>
</tr>
<tr>
<td>51</td>
<td>DCC Review (see also #43077 &amp; #93005) - CFwd</td>
<td>98663</td>
<td></td>
<td></td>
<td>$14,000</td>
<td>SM/Kr/s</td>
<td>N</td>
<td>01-Jan</td>
<td>01-Dec</td>
<td>01-Jun</td>
<td>Y</td>
<td>A DCC review is pending several factors, including Development Bylaw draft approval, Cedar Valley Development Comprehensive Plan, a full picture of sanitary and storm utility structural conditions. Expect it to be carried over to 2014.</td>
</tr>
</tbody>
</table>

**Total 2014 Capital Budget**: $5,855,034
DATE: May 20, 2014
TO: Mayor and Council
FROM: Tina Penney, Acting Manager of Corporate Administration
SUBJECT: Council Procedure Bylaw Amendment – “Notice of Motion” addition

RECOMMENDATION: Council consider and resolve

1) That Council Procedure Bylaw 5345-2013 be amended to add:
   a) A new section 9 entitled “NOTICE OF MOTION” that will read as follows:
      i) Any council member may give a “notice of motion” which he or she intends to present to council by giving a copy of such motion to the Corporate Officer during or prior to the meeting of the Council.
      ii) In the event that the Notice of Motion is received prior to the agenda deadline, it will be placed on the agenda as a motion for consideration at the meeting with introduction by that member of Council.
      iii) Alternatively, if the Notice of Motion is provided during a meeting of the Council, the notice of motion shall be read out at the meeting and shall appear in the minutes of that meeting as a Notice of Motion and must be placed on the agenda of the next regular meeting of Council for consideration.
      iv) Should the Notice of Motion be considered time-sensitive and/or urgent, the Notice of Motion can be dealt with at the same meeting when it is introduced subject to unanimous vote of all members present to waive the next meeting requirement.
   b) An inclusion to section 7 (a) “Order of Proceedings and Business” by adding a new number 15 that states: “Notice of Motion”. And, that the bylaw be renumbered sequentially as required.

2) That the amending Bylaw be considered for 1st, 2nd and 3rd readings at the May 20, 2014 regularly scheduled Council meeting under the bylaw section of the agenda.

3) Subsequent to the bylaw readings, that staff give public notice pursuant to section 94 of the Community Charter describing the proposed changes in the Mission Record.

4) That the amending Bylaw be brought forward, together with any public comments received, for final reading immediately following the required notice period.
PURPOSE:

The purpose of this report is to provide Council members with an additional step-by-step procedure for bringing any new matter of business before Council, by way of “Notice of Motion”.

BACKGROUND:

Recent reviews and discussions regarding the Council Procedure Bylaw prompted the question of how a Council member can bring any new matter of business before Council. Presently the answer to that question is:

- In the current Council Procedure Bylaw, there are two procedural mechanisms for Council members to access the Council agenda for the purpose of adding a new matter of business. For reference and convenience, these are restated here in their entirety:

  **Section 8, Late Items:**
  
  (a) An item of business not included on the Agenda will only be considered at a Council Meeting if:
  
  (i) Council, by resolution, allows the inclusion of the late item; and
  
  (ii) the item is in written form and any resolution proposed is in written form and distributed in advance of the meeting

  **Section 16 (e), Copies of Resolutions to Council Members**
  
  (e) A resolution may be introduced at a Council Meeting only if a copy of it has been delivered to each Council Member before the Council Meeting, or all Council Members unanimously agree to waive this requirement

- Outside of the Council Procedure Bylaw, the less formal method of Council bringing any new matter of business before Council is to present the item to the CAO and/or the Mayor to request it be added to the agenda. In any case, for the purpose of allowing Council members to prepare themselves for the discussion or debate on the subject matter and for the purposes of keeping the public and the press informed, Council members are encouraged to accompany their agenda request with a written overview of the new matter such that it can be published on the agenda.

- Past practice has enabled, on occasion, a Council member to add an item to the agenda at the time of the “agenda approval” without any advance notice and without any written documentation. Unfortunately this practice does not promote a meaningful discussion of the subject matter nor wise decision-making. Effectively, it is a poor practice because no one has the opportunity to prepare for the discussion or debate on the matter other than the person bringing the matter forward. For this precise reason, this practice is discouraged by most.

The Notice of Motion procedural mechanism, on the other hand, is a helpful alternative to the three approaches identified above. It is effectively used by some other local governments as yet another means of Council members bringing forward any new matter of business before Council. Therefore, in response to some of the frustration expressed at recent Council meetings respecting the required approach for Council members to bring forward new items of business under the existing Council Procedures Bylaw, staff is presenting this “Notice of Motion” concept for consideration.
DISCUSSION AND ANALYSIS:

Notice of Motions can be a useful procedural rule for Council members to access the Council meeting agenda for the purpose of placing a new item(s) of business before Council. What distinguishes the Notice of Motion method is it ensures that Council members are alerted ahead of time of the subject matter before they are required to discuss, debate or vote on the matter of business. Furthermore, a Notice of Motion makes it easy for Council members to introduce items on to the Council agenda due to the fact that every council meeting agenda will provide the opportunity for a member to bring forward a Notice of Motion. Simply put, the rules for the Notice of Motion procedure are:

1. The notice can be provided in advance of the agenda being sent out. In this case a Notice of Motion would be provided in writing to the Corporate Officer prior to the agenda deadline for inclusion and publication on the agenda and subsequently considered at that meeting.

2. The Notice of Motion can be brought to the meeting, read out and be brought back and published on next regular meeting agenda, for consideration.

Inherent in the Notice of Motion procedure is it promotes openness, fairness and transparency. The fact that the new business item(s) are published on the agenda enables advance notice for other Council members, staff, the public and the press to become familiar with the subject matter and this encourages better discussion as well as promotes a more informed decision-making process. On the other hand, in the event that Council has an urgent time sensitive matter to place on the agenda, the Notice of Motion mechanism offers the possibility of waiving notice if unanimously agreed to by all Council present at the meeting. While this latter point may be required from time to time to deal with matters that are both important and urgent and cannot wait until the next meeting, it should be applied with caution. Otherwise, the principle intent of the Notice of Motion is subverted and the openness, fairness and transparency aspect of the procedure will be lost.

FINANCIAL IMPLICATIONS:

There are no financial consequences to the recommendation, other than public notification in the Mission Record – approximately $250.

COMMUNICATION:

The Community Charter requires any amendments to the Council Procedures Bylaw to be advertised twice (two consecutive weeks) in the local newspaper prior to consideration of adoption. Any comments received will be provided to Council prior to adoption of the associated Council Procedure Amendment Bylaw.

SUMMARY AND CONCLUSION:

Council members have held discussion about how to properly bring new matters of business before Council. While there are formal ways to do so under the present Council Procedure Bylaw and Council has also exercised less formal methods as well, staff is recommending adding a new Notice of Motion procedure to the Bylaw. The recommended Notice of Motion procedure includes adding it to the order of business at every regular Council meeting. This means every regular Council meeting will provide the opportunity for Council members to give notice that they intend to bring a new matter of business forward to the next regular Council meeting. The Notice of Motion procedure is an
effective tool used by other local governments for the purpose of adding matters of business to the Council agenda while also alerting others ahead of time to the substance and subject matter to be discussed and voted.

SIGN-OFFS:

Tina Penney, Acting Manager of Corporate Administration

Reviewed by:
Jennifer Russell, Legislative Assistant

Comment from Chief Administrative Officer:
Reviewed.
DATE: May 20, 2014
TO: Mayor and Council
FROM: Jennifer Russell, Deputy Corporate Officer
SUBJECT: 2014 Municipal Grants in Aid
ATTACHMENT(S): Appendix “A” – Minutes of the Municipal Grants Select Committee Meeting held on April 17, 2014

RECOMMENDATION(S): Council consider and resolve:

1. That 2014 Community Enhancement grants be awarded as follows, to be funded from account number 20500-340:

   Greater Vancouver Youth Unlimited $ 8,000.00
   Hope Central (New Heights Church) 10,000.00
   Joy Vox Community Choir Society 500.00
   Mission Artist Association 300.00
   Mission Arts Council (Children’s Festival) 2,500.00
   Mission Arts Council (Youth Art Festival) 2,500.00
   Mission City Boxing Association 2,000.00
   Mission City Farmer’s Market 2,500.00
   Mission Community Services Society (Family Place) 10,000.00
   Mission Community Services (Seniors’ Connection) 10,000.00
   Mission Folk Music Festival Society 5,000.00
   Mission Friends of the Library 1,000.00
   Mission Genealogy Club 500.00
   Mission Heritage Association (Twilight Concert Series) 8,900.00
   Mission Hospice Society 1,500.00
   Mission Marlins Swim Club 1,000.00
   Mission Minor Lacrosse Club 1,000.00
   Mission Seniors’ Centre Association 1,200.00
   Opening Nite Theatre Society 5,000.00
   Optimist Club of Mission 3,000.00
   Valley Singers 500.00

   $ 76,900.00

2. That all remaining funds be held in trust for any further applications during the year, and that Council refer any further requests to the Municipal Grants Select Committee for recommendations, and that in the event there are any surplus funds in account 20500-340 at the close of the year, those funds be allocated to the 2015 Community Enhancement Grant budget.
PURPOSE:
The purpose of this report is to communicate the Municipal Grants Select Committee’s recommendations for the disbursement of the 2014 municipal grant-in-aid funding.

EXECUTIVE SUMMARY:
The grant-in-aid funds are divided into two categories:

1. community events grants; and,
2. community enhancement grants.

While Council, through the budget process, decides on the disbursement of funds for category #1: “community events grant”, the disbursement of funds for category #2, “community enhancement grant” are channeled through a Council-appointed select committee for recommendation.

During last year’s budget approval process Council had decided on the disbursement of funds for the community events grants. The predetermination of the community events category provides assurances to the event organizers that the District is supportive of these community events as well as being committed financially to each one. This advance procedure streamlines the disbursement of funds for the events and is helpful to the organizers because it supplies start-up funds and, accordingly enables early preparation. During last year’s budget approval process, Council approved eight community events for a grant-in-aid totaling $43,600. To date, seven of the eight community events grants (totaling $41,600) have been released. The list of these funded community events and the amount of the grant-in-aid is identified below.

On the other hand, the community enhancement grant-in-aid fund is one lump sum established during the course of Council’s budget approval process. Applications for this funding are invited from Mission-based community groups in the arts, cultural, recreational or social services fields. Council appoints the Municipal Grants Select Committee to review these applications and make recommendations on the disbursement of these funds.

DISCUSSION:
1. Community Event Grants

There are certain community events (e.g. Canada Day and the Soapbox Derby), that have dedicated funds in the budget. These events are unique by the fact that they are annual community-wide events supported by Council, and as such have been granted funding pre-approval though the annual budgeting process. Accordingly, the organizations responsible for these annual events are not required to go through the application process each year. Rather, these event organizers simply need to provide to staff a report on the previous year’s use of funds. An acceptable report allows staff to release the funds without any further requirements. Although the Municipal Grants Select Committee is not involved in the approval of these events, for continuity purposes, the committee is supplied with a list of them. The pre-approved funding for the 2014 events is as follows:

Royal Canadian Legion (veteran recognition) $  5,000.00
Mission Association for Community Living (Illuminaria Celebration) 5,000.00
Soapbox Derby 5,000.00
Fraser Valley Bald Eagle Festival 4,100.00
Mission Heritage Association (Canada Day) 16,000.00
Mission Community Services (Diwali Festival – not yet disbursed) 2,000.00
Mission Downtown Business Association (MissionFest) 3,500.00
Mission District Historical Society (Heritage Week) 3,000.00

$43,600.00
The pre-approval process has demonstrated itself to be effective because it creates a more timely response to the respective organizations of these District supported events. Making it easier and faster for the event organizers to access the District’s funding encourages and supports the event organizers to launch early event preparation because it supplies initial start-up costs. All but the Diwali Festival have already provided their report for last year and as a result have received the funds for the respective 2014 events.

2. Community Enhancement Grants

Organizations applying for a community enhancement grant must make formal application to the Municipal Grants Select Committee. The committee’s role and responsibility is to carefully review and examine each application based on the District’s criteria and make recommendations to Council on the allotment of the budgeted funds.

Similar to the community events category, each organization is required to provide a report on the use of the previous year’s funds. This is an important accountability test of the organization to ensure the District's contributions are directly assigned to the primary purpose of organization.

The select committee typically meets once a year at the end of the application intake process. This year the meeting was held on April 17, 2014. The minutes of that meeting are attached to this report as Appendix “A”. The list of this year’s applications, together with the committee’s funding recommendations, is shown in the following table:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount Requested</th>
<th>Recommended Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Vancouver Youth Unlimited</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
</tr>
<tr>
<td>Hope Central (New Heights Church)</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Joy Vox Community Choir Society</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Mission Artists Association</td>
<td>$1,500.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Mission Arts Council (Youth Art Festival)</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Mission Arts Council (Children’s Festival)</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Mission City Boxing Association</td>
<td>$4,500.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Mission City Farmers Market Society</td>
<td>$3,000.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Mission Community Services Society (Family Place)</td>
<td>$13,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Mission Community Services Society (Seniors’ Connection)</td>
<td>$15,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Mission Seniors Centre Association (Seniors’ Week)</td>
<td>$1,250.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Mission &amp; District Soapbox Derby Association*</td>
<td>$6,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Mission Folk Music Festival Society c/o Mission Heritage Assoc.</td>
<td>$15,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Mission Friends of the Library</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Mission Genealogy Club</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Mission Heritage Association (Twilight Concert Series)</td>
<td>$8,900.00</td>
<td>$8,900.00</td>
</tr>
<tr>
<td>Organization</td>
<td>Amount Requested</td>
<td>Recommended Amount</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Mission Hospice Society</td>
<td>$4,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Mission Marlins Swim Club</td>
<td>$3,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Mission Minor Lacrosse Club</td>
<td>$1,100.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Opening Nite Theatre Society</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Optimist Club of Mission</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Royal Canadian Legion – Branch 57</td>
<td>$5,000.00</td>
<td>0.00²</td>
</tr>
<tr>
<td>*application was for the same amount as pre-approved community event funding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valley Singers</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Totals</strong>:</td>
<td><strong>$114,750.00</strong></td>
<td><strong>$76,900.00</strong></td>
</tr>
</tbody>
</table>

Note ¹ The Soapbox Derby Association has already received a $5,000 community events grant. The zero award in the committee recommendation is simply a notation of the committee’s position on the request for a $1,000 increase.

Note ² The Royal Canadian Legion – Branch 57 has already received a $5,000 community events grant. The application received under this community enhancement category was considered a duplicate and thus not considered further.

It is important to note that the Soapbox Derby Association has requested an increase in grant funding to $6,000 (from $5,000). As noted above, the select committee did not recommend an increase in funding, and is therefore not reflected in the recommendation at the beginning of this report.

The select committee chair has confirmed that the committee is in full and complete support of the Soapbox Derby and endorses the community event grant funding in the current amount of $5,000.

As additional background information and for comparative purposes to last year’s allocation of community enhancement grant funding, the following excerpt details Council’s final decision in 2013:

*That 2013 Community Enhancement grants be awarded from account number 20500-340 as follows:*

- Big Brothers Big Sisters of the Fraser Valley $1,000.00
- Communitas Supportive Care Society – Centennial House 800.00
- Greater Vancouver Youth Unlimited 5,000.00
- Hope Central (New Heights Church) 6,000.00
- Joy Vox Community Choir Society 500.00
- MADD Canada – UFV Chapter 0
- Mission Artist Association 300.00
- Mission Arts Council 4,500.00
- Mission City Boxing Association 1,500.00
- Mission City Farmer’s Market 2,000.00
- Mission Community Services (Early Years) 3,000.00
- Mission Community Services (Seniors Services) 15,000.00
- Mission Community Services (Seniors Week) 1,000.00
- Mission Folk Music Festival 5,000.00
- (cheque to be sent to Mission Heritage Association)
- Mission Friends of the Library 1,000.00
### Mission Friendship Centre
1,000.00

### Mission Genealogy Club
450.00

### Mission Heritage Association (Twilight Concerts)
7,000.00

### Mission Hospice Society
1,500.00

### Mission International Cultural Association
0

### Mission Literacy in Motion
2,000.00

### Mission Marlin Swim Club
1,000.00

### Mission Soccer Club
1,500.00

### Opening Nite Theatre
4,000.00

### Optimist Club of Mission
3,000.00

### Serenata Singers
500.00

### Special Olympics BC Mission
2,000.00

### Steelhead Community Association
10,000.00

### Valley Singers
500.00

### Mission Minor Lacrosse Club
1,000.00

**$82,050.00**

### FINANCIAL IMPLICATIONS:

The total amount available in the budget for community enhancement grants for the 2014 fiscal year is **$80,497**. This amount represents $59,900 allocated in the budget, plus a $20,597 carry-over from the 2013 enhancement grant process. If Council approves the grant amounts as recommended ($76,900) there would be $3,597 left over to the end of the fiscal year for any other worthy late applications that may come forward.

The total amount available in the community event budget is $43,900.00. Once all of the funds have been disbursed as noted above ($43,600.00), there will be $300.00 left over to the end of the fiscal year.

### COMMUNICATION:

Once Council has made its decision on the community enhancement grant awards, staff will proceed with mailing out cheques to the successful applicants. Separate letters will also be sent to the unsuccessful applicants with a copy of the committee’s minutes showing that they did not receive a grant.

### SIGN-OFFS:

Jennifer Russell, Deputy Corporate Officer

Reviewed by: Tina Penney, Acting Manager of Corporate Administration

Comment from Chief Administrative Officer:

Reviewed.
APPENDIX “A”

April 17, 2014

Community Enhancement Grant Committee Meeting

City Hall

Present – Glen Kask, Jenny Stevens, Nelson Tilbury, Shirley Mitchell, Jo Priestly, Ed Betterton, Bronwen Sutherland

1. Motion – That Bronwen Sutherland serve as chair of the Committee...

   Moved by Jenny Stevens 2nd Glen Kask  CARRIED

2. Motion – The Committee forwards the recommendation that the following organizations be awarded the corresponding amounts for the 2014 Community Enhancement Grants.

   Moved by Shirley Mitchell; 2nd Ed Betterton  CARRIED

   a) Greater Vancouver Youth Unlimited $8,000.00
   b) Hope Central (New Heights Church) $10,000.00
   c) Joy Vox Community Choir Society $500.00
   d) Mission Soapbox Derby $0
   e) Mission Artist Association $300.00
   f) Mission Arts Council (Children’s Festival) $2,500.00
   g) Mission Arts Council (Youth Art Festival) $2,500.00
   h) Mission City Boxing Association $2,000.00
   i) Mission City Farmer’s Market $2,500.00
   j) Mission Community Services Society (Family Place) $10,000.00
   k) Mission Community Services (Senior’s Connection) $10,000.00
   l) Mission Folk Music Festival Society $5,000.00
      Cheque to be delivered to Fraser River Heritage Park*
   m) Mission Friends of the Library $1,000.00
   n) Mission Genealogy Club $500.00
   o) Mission Heritage Association (Twilight Concert Series) $8,900.00
   p) Mission Hospice Society $1,500.00
   q) Mission Marlins Swim Club $1,000.00
   r) Mission Minor Lacrosse Club $1,000.00
   s) Mission Senior’s Centre Association $1,200.00
   t) Opening Nite Theatre Society $5,000.00
   u) Optimist Club of Mission $3,000.00
   v) Royal Canadian Legion $0
   w) Valley Singers $500.00
3. Motion – All remaining funds be held in trust for any further applications during the year, and the Council refer the requests to the Grants Committee for recommendations. In the event that there are any surplus funds at the close of the year, it be allocated to the 2015 Community Enhancement Grant budget.

Moved by Jo Priestly 2nd Shirley Mitchell CARRIED

Recommendation: -

1. The Mission Arts Council provide a more detailed budget of the Children’s Festival specifically.
DATE: May 20, 2014
TO: Mayor and Council
FROM: Ken Bjorgaard, Chief Administrative Officer, and Kathryn Bekkering, Manager of Human Resources
SUBJECT: Staffing Departures and Vacancies
ATTACHMENTS: Appendix A: 2008 - 2014 Summarized Information Related to Staff Departures
Appendix B: Staffing in the Engineering Services Division

No staff recommendations accompany this report.

PURPOSE:
The purpose of this report is to provide information related to staff departures and vacancies, as well as retention and attraction.

BACKGROUND:
Attached Appendix A provides a summary, organized by year and employee group, of staff departures since 2008. The reasons for leaving have also been summarized in Appendix A. Information regarding specific vacancies in the Engineering Services Division within the Engineering and Public Works Department is presented in Appendix B. The issues of staff retention and attraction are highlighted in the balance of this report.

DISCUSSION AND ANALYSIS:
In terms of retaining current employees and attracting new talent, there are many factors that come into play including pay, benefits, a respectful workplace and a professionally challenging work environment.

In general terms, employees want purpose, goals, responsibilities, autonomy, flexibility, attention, innovation, open-mindedness, transparency and compensation in their employment. Some of these requirements, such as autonomy and flexibility, are not easily achieved within a unionized work environment.

Often times in business, the hiring process is over looked and underemphasized but the hiring process plays a major role in the overall success of an organization. Having strong, reliable employees contributes to meeting an organization’s overall goals and objectives. At the District, hiring employees is a careful process that ensures those hiring objectives are met.

Hiring is a tough business. It takes patience, proper screening and careful analysis. Balancing the positions available against the number of talented people seeking work takes some time, but is necessary to ensure that we find the right person who really fits within this organization.
An Aging Workforce

Recently, retiring employees have contributed to turnover rates. Like other BC municipalities, the employee population at the District is aging. The initial wave of Baby Boomers has reached retirement age, and the numbers of workers retiring each year is projected to increase over the next decade leaving many jobs to be filled. With their departure, the work characteristics that define the Baby Boomer generation — results-driven, ambitious, idealistic, competitive, optimistic, and people-oriented — may be lost unless we creatively develop strategies to simultaneously retain older workers and transition their knowledge to younger workers. Retiring employees can take decades of accumulated organizational knowledge with them, and this “brain drain” results in the loss of key information about customers or practices.

<table>
<thead>
<tr>
<th>Regular Positions</th>
<th>Number of Regular Employees (Head Count)</th>
<th>Average Age</th>
<th>Percent at Retirement Age (55-65 years)</th>
<th>Retirement Age in Next 10 years (45-55 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt</td>
<td>25</td>
<td>49</td>
<td>28%</td>
<td>40%</td>
</tr>
<tr>
<td>Full-time</td>
<td>133</td>
<td>47.2</td>
<td>29.3%</td>
<td>28.6%</td>
</tr>
<tr>
<td>Part-time</td>
<td>54</td>
<td>32.6</td>
<td>3.7%</td>
<td>13%</td>
</tr>
<tr>
<td>Total</td>
<td>212</td>
<td>43.7</td>
<td>20.3%</td>
<td>27.2%</td>
</tr>
</tbody>
</table>

Today, 20.3% of District employees (with regular positions) have reached retirement age; however, this does not mean these employees are considering retirement. Some employees within this group may work another 5-10 years. An emerging trend indicates that many people are working past 65 years of age; however, this trend is not typical within the local government environment because majority of these employees have a pension plan, which provides for a retirement income over and above one’s personal savings plan.

The human resource strategies and programs in place are mindful of the District’s aging workforce.

Work Environment

The following factors that affect our work environment need to be considered:

- Resources – our organizational restructuring/changes have placed stress on certain departmental areas and persons, who are finding it hard to keep up with their new responsibilities and/or increased volume of work. Continuation of this type of work environment can result in an organization having a more difficult time attracting and keeping high-quality talent. Additional staff resources are needed in certain departmental areas. A report on Corporate Administration resources has been forwarded to Council and a further report on Engineering and Public Works resources will be forwarded. Now that the District is in a more solid financial position, consideration of new resources in certain key areas should be part of the 2015 budget deliberation process.

- Respect in Workplace – we should be aware of how our talk and actions impact employees and each other, particularly at public council meetings. The differences and divisions among council members as manifested at public council meetings has been hard on some staff, even if they do not attend council meetings.

- Organizational change can create stress and affect employee attitudes, even if the change is beneficial for employees and the organization. It is important to note that work satisfaction and work environment perceptions also change during a period of transformation.
• Wages and benefits – the District is in the midst of contract negotiations with CUPE local 1267. A review of exempt staff compensation is in order and needs to be addressed as part a part of a job evaluation process (see below).

• Wages - the historical CUPE job reclassification process is problematic and the reclassification process needs to be addressed by fixing a compensation system that has been historically broken and unfair. The District will be undertaking a job evaluation project in order to address this issue. The job evaluation process will also deal with exempt staff compensation.

Recruitment and Selection

In the realm of hiring personnel, patience is key. Finding staff that will contribute to the overall success of our organization is the most important task undertaken here at the District of Mission. Some of the engineering positions in particular have specialization that is proving difficult to recruit for among many local governments. Some key considerations that impact the recruiting process are as follows:

• At the District of Mission, as in many other local governments, engineers, engineering technicians and technologists have been difficult positions to fill. The average length of the recruitment process (posting to new hire starting) to fill a vacancy is anywhere from 2 to 16 weeks, including internal appointments and external recruitments depending on the position.

• Recruitment and hiring good employees are arguably the most critical functions of management staff at the District of Mission. One of the most costly, time-consuming blunders an employer can make is picking the wrong person for the job. Estimates for the average cost of a bad hiring decision range from 30% to 300% the individual’s first-year potential earnings.

• While reasonable experts may disagree about specific salary-to-cost ratios, the fact remains that the cost of new employee failure is much higher than merely search costs and salary; the indirect costs typically add up to much more. This loss is compounded by the impact of a bad hire on productivity and team morale. One subpar employee can throw an entire department into disarray. Managers end up investing time into training someone who has no future with the organization. This is why the hiring process at the District of Mission is well planned and not rushed.

SIGN-OFFS:

Ken Bjorgaard, Chief Administrative Officer

Reviewed by:
Kathryn Bekkering, Manager of Human Resources
Appendix "A"
District of Mission
2008 to 2014 Summerized Information Related to Staff Departures

Summary by Group by Year

<table>
<thead>
<tr>
<th>Group</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014 (April 14)</th>
</tr>
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* Auxiliary union employees terminated when inactive more than 9 months.

Summary by Reason by Year

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<tr>
<th>Reason</th>
<th>2008</th>
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* Auxiliary union employees terminated when inactive more than 9 months.

Note: Information based on available data in payroll system and related classification of data.
### Summary by Group and Reason by Year

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* Auxiliary union employees terminated when inactive more than 9 months.

Note: Information based on available data in payroll system and related classification of data.
## Staffing in Engineering Services Division

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<tr>
<th>Position</th>
<th>Status</th>
<th>Group</th>
<th>Explanation</th>
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<tr>
<td><strong>ENGINEERING</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mgr. of Engineering Design &amp; Planning</td>
<td>Filled</td>
<td>EXEMPT</td>
<td></td>
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<tr>
<td>Engineering Tech I-Traffic</td>
<td>Filled</td>
<td>FT - CUPE</td>
<td></td>
</tr>
<tr>
<td>Works Inspector</td>
<td>Filled</td>
<td>FT - CUPE</td>
<td></td>
</tr>
<tr>
<td>Environmental Coordinator</td>
<td>Filled</td>
<td>FT - CUPE</td>
<td></td>
</tr>
<tr>
<td>GIS Tech /Draftsperson</td>
<td>Filled</td>
<td>FT - CUPE</td>
<td></td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>Filled</td>
<td>PT - CUPE</td>
<td></td>
</tr>
<tr>
<td>Director of Engineering &amp; Public Works</td>
<td>Vacant/Contract Employee</td>
<td>EXEMPT</td>
<td>Filled by temporary contract employee, currently working through recruitment firm to fill vacancy.</td>
</tr>
<tr>
<td>Mgr. Assets/Infrastructure</td>
<td>Vacant</td>
<td>EXEMPT</td>
<td>Active external recruitment and selection process.</td>
</tr>
<tr>
<td>Engineering Tech II-Projects</td>
<td>Vacant</td>
<td>FT - CUPE</td>
<td>Active external recruitment and selection process.</td>
</tr>
<tr>
<td>Engineering Tech I-Design</td>
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<td>FT - CUPE</td>
<td></td>
</tr>
<tr>
<td>Works Inspector</td>
<td>Vacant</td>
<td>FT - CUPE</td>
<td>Need for position during winter was low due to reduced work load during that time period. Internal job posting process to resume shortly.</td>
</tr>
<tr>
<td>Administrative Clerk</td>
<td>Vacant</td>
<td>FT - CUPE</td>
<td>Active internal job posting process. Temporary contract employee to manage current engineering projects.</td>
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<tr>
<td><strong>MUNICIPAL FACILITIES</strong></td>
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<tr>
<td>Foreman I</td>
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<tr>
<td>Building Maintenance Worker</td>
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<td>Facilities Maintenance 1</td>
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-----Original Message-----

From: Nelson Tilbury
Sent: May-13-14 3:16 PM
To: Ken Bjorgaard
Cc: Jeff Jewell; Tony Luck; Jenny Stevens [External]; Ted Adlem; Dave Hensman; Nelson & Sandy Tilbury

Subject: Position of Manager of Civic Engagement

Ken

I would like to again request that the Subject of the role of the Manager of Civic Engagement be Placed on the May 20, 2014 Regular Council Meeting scheduled to begin at 6:00 PM.

I will be making a motion to defer any hiring of the Position of Manager of Civic Engagement until after the November election, leaving this to the discretion of the new Mayor and Council.

I would expect the Mayor and Council will have the fullest opportunity to debate this issue in public.

Given the difficulty in getting this forward I would ask that you confirm receipt of this email and if there is any reason why this cannot appear on the agenda could you please advise.

Thank you very much for your help.

Councilor Nelson Tilbury
Minutes of the SPECIAL MEETING of the DISTRICT OF MISSION COUNCIL held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Tuesday, April 22, 2014 commencing at 12:58 p.m.

Council Members Present:  Mayor Ted Adlem  
Councillor Jeff Jewell  
Councillor Tony Luck  
Councillor Larry Nundal  
Councillor Jenny Stevens  
Councillor Nelson Tilbury

Council Members Absent:  Councillor Dave Hensman

Staff Members Present:  Ken Bjorgaard, Chief Administrative Officer  
Tina Penney, Acting Manager of Corporate Administration

Other Staff Members Present, for specific topics as noted:

SC14/005-008  Stacey Crawford, Economic Development Officer (arrived at 1:15 pm)  
SC14/005-008  Debi Decker, Administrative Assistant  
SC14/005-008  Kerri Onken, Deputy Treasurer/Collector  
SC14/005-008  Maureen Sinclair, Director of Parks, Recreation and Culture (arrived at 1:00 pm)  
SC14/005-008  Mike Younie, Director of Development Services

Also Present, for specific topics as noted:

SC14/005-008  RCMP Inspector Richard Konarski, Officer in Charge, Mission RCMP Detachment

Board of Education Guests Present, for specific topics as noted:

SC14/005-008  Bill Fletcher, Superintendent of Schools  
SC14/005-008  Wayne Jefferson, Secretary Treasurer  
SC14/005-008  Edie Heinrichs, Chairperson - Board of Education  
SC14/005-008  Trustee Jim Taylor  
SC14/005-008  Trustee Shelley Carter (arrived at 1:15 pm)  
SC14/005-008  Trustee Carol Hamilton  
SC14/005-008  Randy Huth, Assistant Superintendent (arrived at 1:10 pm)  
SC14/005-008  Bronwen Sutherland, Manager of Theatre Operations, Clarke Theatre  
SC14/005-008  Derek Welsh, Assistant Secretary/Treasurer, (arrived at 1:00 pm)

1. CALL TO ORDER

The meeting was called to order.
2. ADOPTION OF AGENDA

Moved by Councillor Stevens, seconded by Councillor Tilbury, and

RESOLVED: That the agenda of the Special Meeting of Council held on April 22, 2014 be adopted.

CARRIED

3. NEW BUSINESS

Board of Education – Mission Public Schools

Mayor and Council welcomed the Board of Education and their representatives.

Clarke Theatre Operations Presentation by Bronwen Sutherland

B. Sutherland, Manager of Theatre Operations provided a history and overview of the Clarke Theatre, highlighting success stories, economic spin-off, and the community groups and events held at the theatre.

Discussion ensued around the theatre’s deficit and possible revenue opportunities. The importance of the Clarke Theatre for our community was acknowledged and it was agreed that staff from the District of Mission and the School District would arrange a meeting to discuss working together to keep the theatre viable with regards to the financials.

Clarke Theatre Operations and School Liaison Officers

Inspector Konarski provided the background history regarding the school liaison officers that were provided for Mission School District schools, and why this service has changed.

Staff advised that the $35,000 grant for the Clarke Theatre would be provided to the School District for the last couple of years.

Official Community Plan Discussion

Staff advised that the District’s Official Community Plan is up for review next year. As part of this review process, various stakeholders are contacted and comments or input is requested. Staff confirmed that the School Board is one of the stakeholders and their comments would be welcomed.

Joint Use Agreement (School District and District of Mission)

The Director of Parks, Recreation and Culture advised that the Joint Use Agreement that is currently in place could use an update.
The Chair of the Board of Education requested that District staff give a presentation on the agreement, advising what is covered and what needs to be covered. It was requested that “hidden costs” such as irrigation for fields, lighting costs, etc. be included in the presentation. Once this presentation has occurred and both sides understand what the agreement covers, then a joint review of the agreement can take place.

The date and place of the presentation to be determined.

Heritage Park Centre Operations

The Director of Parks, Recreation and Culture advised that the Heritage Park Centre has a separate agreement from the Joint Use Agreement noted above. She advised that capital funding does not appear in any of the agreements with the School District and that the Heritage Park Centre Operations Agreement needed updating as well.

The presentation of the Joint Use Agreement will also include information on the Heritage Park Centre Agreement.

4. RESOLUTION TO EXCLUDE PUBLIC

Moved by Councillor Luck, seconded by Councillor Stevens, and

RESOLVED: That, pursuant to Sections 90 and 92 of the Community Charter, this Special Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90(1)(b) of the Community Charter – personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- Section 90(1)(c) of the Community Charter – labour relations or other employee relations;
- Section 90(1)(e) of the Community Charter – the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) of the Community Charter – law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- Section 90(2)(b) of the Community Charter – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

CARRIED
5. **RECESS TO CLOSED COUNCIL MEETING**

Moved by Councillor Stevens, seconded by Councillor Nundal, and
RESOLVED: That the Special Council meeting be recessed.
CARRIED
The meeting recessed at 1:45 p.m.

6. **RECONVENE TO SPECIAL MEETING OF COUNCIL**

Moved by Councillor Stevens, seconded by Councillor Jewell, and
RESOLVED: That the meeting be reconvened.
CARRIED
The meeting reconvened at 4:48 p.m.

7. **ADJOURNMENT**

Moved by Councillor Nundal, seconded by Councillor Tilbury, and
RESOLVED: That the meeting be adjourned.
CARRIED
The meeting was adjourned at 4:48 p.m.

_________________________        _____________________________________
WALTER (TED) ADLEM      KEN BJORGAARD
MAYOR  CHIEF ADMINISTRATIVE OFFICER
(Interim Corporate Officer)
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 April 22, 2014 commencing at 6:00 p.m.

Council Members Present: Mayor Ted Adlem
Councillor Jeff Jewell
Councillor Tony Luck
Councillor Larry Nundal
Councillor Jenny Stevens
Councillor Nelson Tilbury

Council Members Absent: Councillor Dave Hensman

Staff Members Present: Ken Bjorgaard, Chief Administrative Officer
Tina Penney, Acting Manager of Corporate Administration
Jennifer Russell, Legislative Assistant
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 Nundal, and

RESOLVED: That the agenda for the regular Council meeting of April 22, 2014 be adopted.

CARRIED

It was noted that the report that was requested by Council at the April 14, 2014 Committee of the Whole meeting regarding the evaluation by an external agency of staffing issues and operational capabilities would be brought forward to the regular Council meeting of May 5, 2014.

3. DELEGATIONS AND PRESENTATIONS

Mayor’s Certificate of Recognition: Bob Cannon

The Mayor presented Bob Cannon with a certificate of appreciation in recognition of his leadership, service and dedication to the District of Mission, as well as his willingness to come out of retirement to lead and assist the Fire/Rescue Service from February 27, 2013 to March 31, 2014.

Calvin Williams and Akash Gill
Re: Mission Youth Fest 2014

Kirsten Hargreaves, Manager of Social Development, and Natalie Korsovetski, Program Coordinator, appeared before Council to provide information about Youth Week in BC,
and about the 2014 Mission Youth Fest, which is taking place in various locations in the community from May 3 to May 9.

Akash Gill appeared before Council to present information regarding the need for a new and upgraded skate park in the District, and how a new facility would benefit youth, families, the economy, and the community as a whole. Mr. Gill presented Council with several suggestions for a new and improved skate park.

Moved by Councillor Stevens, seconded by Councillor Jewell, and
RESOLVED: That staff provide a report containing information on the feasibility of a new or renovated skate park, including comments regarding location and how the project may align with other Parks, Recreation and Culture and District projects.
CARRIED

Dan Gillard
Re: Proposed amendments to Zoning Bylaw related to Home Occupation Use

Dan Gillard appeared before Council to present a proposal for a Zoning Bylaw amendment that would address various concerns related to how the “Home Occupation Use” can have a negative impact on neighbourhoods. Mr. Gillard explained the issues he was having in his neighbourhood with excessive vehicle traffic and noise that were directly related to a home-based business that was operating near his property.

Moved by Councillor Luck, seconded by Councillor Stevens, and
RESOLVED: That staff provide a report with recommendations to amend the wording of Zoning Bylaw 5050-2009 that would address the issues of potential excessive traffic, limited on-street parking, and maintaining the privacy and enjoyment of adjacent residences and neighbourhood character in urban residential areas, including whether existing home occupation uses would be grandfathered in.
CARRIED

4. PUBLIC HEARING

Zoning Amending Bylaw 5427-2014-5050(137)
(R14-002 – George) – a bylaw to rezone property at 8260 Peacock Street from Urban Residential 465 Zone (R465) to Urban Residential 465 Secondary Dwelling Zone (R465s)

The purpose of the proposed Zoning Bylaw amendment is to rezone the property at 8260 Peacock Street and legally described as:

Parcel Identifier: 018-475-884
Lot 61 Section 27 Township 17 New Westminster District Plan LMP13048

from the Urban Residential 465 (R465) Zone to the Urban Residential 465 Secondary Dwelling (R465s) Zone to accommodate a secondary dwelling in the form of a secondary suite within the existing single family dwelling.
Parissa Shafizadeh, Planner, showed a PowerPoint presentation that provided the following information:

1. purpose and outline of the proposal;
2. subject property map and site photos;
3. floor plan;
4. development requirements; and
5. land use question.

The Acting Manager of Corporate Administration stated that no submissions pertaining to the subject application had been received.

Rob and Donna George, the applicants, read out a prepared statement stating their concerns about the expense and complexity of the application, given that they were simply wanting to follow the rules for building an in-law suite in their home to look after Mrs. George’s elderly and widowed mother.

Discussion ensued regarding the process of how bylaw readings progress to third and fourth/final readings.

Peter Bulla, Mission, stated his support of the application, and asked why the applicants were required to go through a full rezoning procedure when, to his understanding, there is no bylaw regulating illegal suites in Mission.

The Mayor responded that staff were following the regular process, as is done with every applicant.

Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5427-2014-5050(137) (R14-002 – George), closed.

Zoning Amending Bylaw 5428-2014-5050(138)
(R14-003 – District of Mission) – a text amendment to increase the maximum permitted lot coverage for existing undersized lots within the Urban Residential Area

The purpose of the proposed amendment is to amend the text of District of Mission Zoning Bylaw 5050-2009 to increase the permitted lot coverage for existing undersized lots within Urban Residential area, by adding:

a) Section 501 URBAN RESIDENTIAL ZONES, Part E Lot Coverage; the following provision:

“2. Notwithstanding Section 501 part E.1, where a Lot in the Urban Residential area existed prior to 1980 and has a Lot Area less than 465 sq. m (5,005 sq. ft.), the Lot Coverage may be increased to 45%.”

b) Section 501 URBAN RESIDENTIAL ZONES , Part F Floor Space; the following provision:

“3. Notwithstanding Section 501 part F.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq. ft.), the Floor Space Ratio may be increased to 0.70.”
c) Section 502 URBAN RESIDENTIAL SECONDARY DWELLING ZONES, Part E Lot Coverage; the following provision:

“2. Notwithstanding Section 502 part E.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq. ft.), the Lot Coverage may be increased to 45%.”

d) Section 502 URBAN RESIDENTIAL SECONDARY DWELLING ZONES, Part F Floor Space; the following provision:

“3. Notwithstanding Section 502 Part F.1, where a Lot in the Urban Residential area existed prior to 1980 and has Lot Area less than 465 sq. m (5,005 sq. ft.), the Floor Space Ratio may be increased to 0.70.”

Parissa Shafizadeh, Planner, showed a PowerPoint presentation that provided the following information:

1. purpose and outline of the proposal;
2. location of affected properties;
3. rationale to support the proposed text amendment; and
4. land use question.

The Acting Manager of Corporate Administration stated that no submissions pertaining to the subject application had been received.

Jim Hinds, Mission, stated he is opposed to the application because notification of the bylaw amendment was only through an ad published in the newspaper and not mailed out to each of the affected property owners.

The Planner clarified that staff adhered to the notification process as set out in the District’s Land Use Application Procedures and Fees Bylaw, where individual notification to owners and occupiers does not apply if 10 or more properties owned by 10 or more persons are the subject of the bylaw amendment.

Peter Bulla, Mission, expressed concern that this particular situation may be setting a precedent of allowing a developer to essentially have a free rezoning.

The Manager of Planning clarified that in this case the builder came forward and applied for a variance to allow construction of detached garages on three existing undersized lots, however a variance for lot coverage cannot be done because it relates to density. Staff considered the situation in depth and determined there was merit in putting forward a more comprehensive amendment for consideration by Council.

Jim Hinds stated that the three subject properties had already been considered by Council in the past, and at that time the neighbours were informed.

The Planner clarified that the previous rezoning application Mr. Hinds is referring to was just for one of the three lots.

Peter Bulla stated that newspaper notification of a Public Hearing on its own is not adequate.
Hearing no further questions or comments, the Mayor declared the Public Hearing for District of Mission Zoning Amending Bylaw 5428-2014-5050(138) (R14-003 – District of Mission), closed.

5. PROCLAMATIONS

May 2014 as “MS Awareness Month”
Multiple Sclerosis Society of Canada (BC & Yukon Division)

Moved by Councillor Nundal, seconded by Councillor Luck, and
RESOLVED: That May 2014 be proclaimed as “MS Awareness Month” within the District of Mission.
CARRIED

6. ADOPTION OF INFORMATIONAL ITEMS

Moved by Councillor Luck, seconded by Councillor Tilbury, and
RESOLVED: That the following items be received as information:
(a) Mission Institution Monthly Report – March 2014; and
(b) Minutes of the Cultural Resources Commission meeting held on March 12, 2014.
CARRIED

7. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Luck, seconded by Councillor Jewell, and
RESOLVED: That Council now resolve itself into Committee of the Whole.
CARRIED

8. PUBLIC SAFETY AND HEALTH

RCMP Quarterly Report – January 1 to March 31, 2014

The quarterly report on policing services from the Officer in Charge, Mission Detachment, dated April 22, 2014 was provided for the Committee’s information. Inspector Konarski showed a PowerPoint presentation that provided information/statistics pertaining to violent crime, property crime, division priorities, traffic safety, staff workload, accountability, human resources, burning issues and top successes.

Insp. Konarski will be retiring from the RCMP in June, and thanked Council for its support during his time as Officer in Charge of the Mission Detachment.

The Mayor and each Councillor expressed their gratitude to Insp. Konarski, both personally as well as on behalf of the community, for his exemplary service and leadership.
Transportation of Dangerous Goods

Moved by Councillor Jewell, and

RECOMMENDED: That the Fire Chiefs from both Abbotsford and Mission incorporate their research and data to create a “Hazard Specific Emergency Plan” to augment the municipal emergency preparedness plan focusing on Transportation of Dangerous Goods.

CARRIED

9. DEVELOPMENT SERVICES

Development Variance Permit Application DV14-004 (Hale) – 33861 Knight Avenue

Moved by Councillor Nundal, and

RECOMMENDED: That Development Variance Permit Application DV14-004 to vary:

Section 501, D. 1. Setbacks of the District of Mission Zoning Bylaw 5050-2009 by reducing the minimum rear setback for a Principal Building from 7.5 metres (24.6 feet) to 4 metres (13 feet) to allow for a covered patio to encroach into the rear yard setback, be approved.

CARRIED

Telecommunication Tower at 35471 Lougheed Highway

A report from the Manager of Planning dated April 22, 2014 regarding further design improvements to the proposed telecommunications tower at 35471 Lougheed Highway was provided for the Committee’s information.

Edward Hachey, Vice President of SBA Canada, appeared at the request of Council and provided an overview of the following information:

1. proposed tower design;
2. alternate tower design;
3. location maps; and
4. photo renderings of the various designs.

It was noted that the original photo rendering presented to Council was incorrect, as it did not accurately show how far the engineered branches would come down from the top of the tower, in relation to the total tower height.

Council confirmed that their concerns related to tower aesthetics have been met.

Excerpt from the Minutes of the Public Hearing held on February 17, 2014 and related Staff Report dated February 3, 2014 (R13-028 – Beland)

An excerpt from the minutes of the Public Hearing held on February 17, 2014 and a copy of the related staff report dated February 3, 2014 was provided to the Committee as background information to assist in the consideration of adoption of Zoning Amending Bylaw 5413-2014-5050(131), for the property at 31173 Dewdney Trunk Road.
10. CORPORATE SERVICES

Invest North Fraser Update –
Presentation by the Economic Development Officer

Stacey Crawford, Economic Development Officer, appeared before Council to provide an overview of the Invest North Fraser (INF) alliance between Mission, Maple Ridge and Pitt Meadows, and showed a PowerPoint presentation that included the following information:

1. how this economic initiative was formed;
2. INF goals and objectives;
3. how it fits in with the BC Jobs Plan; and
4. current activities and top priorities.

Results of Public Consultation on Proposed Changes to Council Remuneration Policy and Next Steps

Moved by Councillor Luck, and

RECOMMENDED:
1. That Council Remuneration Policy COU.14 be rescinded; and
2. That Council Remuneration and Expense Policy C-ADM.06 be approved, with the inclusion of a per annum salary level of $70,178 for the Mayor and $28,071 for the Councillors, with the salaries being effective January 1st, 2015.

OPPOSED: Mayor Adlem
Councillor Nundal

CARRIED

11. RESOLUTION TO RISE AND REPORT

Moved by Councillor Luck, seconded by Councillor Tilbury, and

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

CARRIED

12. ADOPTION OF COMMITTEE OF THE WHOLE REPORT

Moved by Councillor Stevens, seconded by Councillor Luck, and

RESOLVED: That the recommendations of the Committee of the Whole, as contained in items RC14/291 to RC14/297, except item RC14/297 (Council remuneration), be adopted.

CARRIED

Moved by Councillor Luck, seconded by Councillor Tilbury, and

RESOLVED: That the recommendation of the Committee of the Whole, as contained in item RC14/297 (Council remuneration), be adopted.
OPPOSED:  Mayor Adlem  
Councillor Nundal

CARRIED

13. BYLAWS

RC14/301  APR. 22/14

Moved by Councillor Nundal, seconded by Councillor Luck, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5427-2014-5050(137), a 
bylaw to rezone property at 8260 Peacock Street from Urban Residential 465 Zone 
(R465) to Urban Residential 465 Secondary Dwelling Zone (R465s), receive third reading 
and adoption.

CARRIED

It was noted that any outstanding requirements would be deferred to building permit 
issuance.

RC14/302  APR. 22/14

Moved by Councillor Luck, seconded by Councillor Nundal, 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 read a third time.

OPPOSED:  Councillor Jewell  
Councillor Tilbury

CARRIED

RC14/303  APR. 22/14

Moved by Councillor Stevens, seconded by Councillor Luck, and

RESOLVED: That consideration of adoption of District of Mission Highway Closing and 
Undedication (Farrington Street) Bylaw 5425-2014, a bylaw to close and undedicate an 
unconstructed portion of Farrington Street, be deferred pending a further review of the 
legislated processes.

CARRIED

RC14/304  APR. 22/14

Moved by Councillor Nundal, seconded by Councillor Luck, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5413-2014-5050(131), a 
bylaw to rezone property at 31173 Dewdney Trunk Road from Rural 16 Zone (RU16) to 
Rural 16 Secondary Dwelling Zone (RU16s), be adopted.

CARRIED

14. NEW/OTHER BUSINESS

There was no other business.
15. MAYOR’S REPORT
The Mayor reported on various activities, meetings and events attended since the last regular Council meeting.

16. MEMBERS’ REPORTS ON COMMITTEES, BOARDS AND ACTIVITIES
Councillors Stevens reported on various activities, meetings and events attended since the last regular Council meeting.

17. QUESTION PERIOD
There were no questions from the public.

18. ADJOURNMENT
Moved by Councillor Tilbury, seconded by Councillor Nundal, and

RESOLVED: That the meeting be adjourned.
CARRIED

The meeting was adjourned at 8:53 p.m.
Minutes of the **REGULAR MEETING** of the **DISTRICT OF MISSION COUNCIL** (for the **purpose of going into a closed meeting**) held in the Conference Room of the Municipal Hall, 8645 Stave Lake Street, Mission, British Columbia, on Monday, May 5, 2014 commencing at 1:01 p.m.

**Council Members Present:** Mayor Ted Adlem  
Councillor Dave Hensman  
Councillor Tony Luck  
Councillor Larry Nundal  
Councillor Jenny Stevens  
Councillor Nelson Tilbury

**Council Members Absent:** Councillor Jeff Jewell

**Staff Members Present:** Ken Bjorgaard, Chief Administrative Officer  
Tina Penney, Acting Manager of Corporate Administration  
Christine Brough, Executive Assistant

1. **CALL TO ORDER**

The meeting was called to order.

2. **RESOLUTION TO EXCLUDE PUBLIC**

Moved by Councillor Stevens, seconded by Councillor Nundal, and  
RESOLVED: That, pursuant to Sections 90 and 92 of the **Community Charter**, this Regular Meeting of Council be closed to the public as the subject matter being considered relates to the following:

- Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- Section 90(1)(c) of the Community Charter – labour relations or other employee relations;
- Section 90(1)(e) of the Community Charter – the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(i) of the Community Charter – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED
3. **RECESS TO CLOSED COUNCIL MEETING**

   The meeting recessed at 1:01 p.m.

4. **RECONVENE TO REGULAR MEETING OF COUNCIL**

   Moved by Councillor Stevens, seconded by Councillor Tilbury, and
   RESOLVED: That the meeting be reconvened.
   CARRIED
   The meeting reconvened at 3:30 p.m.

5. **ADJOURNMENT**

   Moved by Councillor Luck, seconded by Councillor Stevens, and
   RESOLVED: That the meeting be adjourned.
   CARRIED
   The meeting was adjourned at 3:30 p.m.

_________________________        _____________________________________
WALTER (TED) ADLEM      KEN BJORGAARD
MAYOR  CHIEF ADMINISTRATIVE OFFICER
(Interim Corporate Officer)
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 May 5, 2014 commencing at 6:00 p.m.

Council Members Present: Mayor Ted Adlem
Councillor Dave Hensman
Councillor Tony Luck
Councillor Larry Nundal
Councillor Jenny Stevens
Councillor Nelson Tilbury

Council Members Absent: Councillor Jeff Jewell

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

1. CALL TO ORDER

Mayor Adlem called the meeting to order.

2. ADOPTION OF AGENDA

Moved by Councillor Luck, seconded by Councillor Tilbury, and

RESOLVED: That the topic of “staff issues” be added to the agenda as late item 9(h), and that the agenda for the regular Council meeting of May 5, 2014 be adopted as amended.
CARRIED

3. DELEGATIONS AND PRESENTATIONS

Sports Hall of Fame Inductions

The Mayor inducted two athletes into the Mission Sports Hall of Fame: Jas Gill for his accomplishments in track and field, and Tom Biln (posthumously) for his accomplishments in rowing. Both athletes grew up in Mission and went on to achieve athletic success at the provincial, national and international levels.

Laura Ann England, Steel Horse Motorcycle Gear
Re: Motorcycle Parking on Horne Street

Laura Ann England, owner of Steel Horse Motorcycle Gear, appeared before Council to ask that two of the parking spaces in front of her business at 7282 Horne Street be changed to “motorcycle parking only”. Ms. England provided Council with information regarding how designated motorcycle parking downtown would be of economic benefit to the entire community, and produced a supporting petition with 105 signatures.
Moved by Councillor Luck, seconded by Councillor Tilbury, and

RESOLVED: That staff provide a report to Council containing options for dedicated “motorcycle only” parking spaces in the 7200 block of Horne Street.

CARRIED

4. PROCLAMATIONS

RC14/308
MAY 05/14

May 10, 2014 as “Move for Health Day”
Healthy Families BC

Moved by Councillor Nundal, seconded by Councillor Hensman, and

RESOLVED: That May 10, 2014 be proclaimed as “Move for Health Day” within the District of Mission.

CARRIED

RC14/309
MAY 05/14

May 2014 as “Missing Children’s Month” and May 25, 2014 as “Missing Children’s Day”
Child Find British Columbia

Moved by Councillor Luck, seconded by Councillor Stevens, and

RESOLVED: That May 2014 be proclaimed as “Missing Children’s Month” and May 25, 2014 be proclaimed as “Missing Children’s Day” within the District of Mission.

CARRIED

RC14/310
MAY 05/14

May 4 through 10, 2014 as “Communities in Bloom Week”
Communities in Bloom, Canada

Moved by Councillor Tilbury, seconded by Councillor Hensman, and

RESOLVED: That May 4 through 10, 2014 be proclaimed as “Communities in Bloom Week” within the District of Mission.

CARRIED

5. ADOPTION OF INFORMATIONAL ITEMS

RC14/311
MAY 05/14

Moved by Councillor Luck, seconded by Councillor Hensman, and

RESOLVED: That the following items be received as information:

a. Minutes of the Abbotsford Mission Water & Sewer Commission meeting held on February 13, 2014; and

b. Minutes of the Mission Healthy Community Council meeting held on February 18, 2014.

CARRIED
6. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

Moved by Councillor Nundal, seconded by Councillor Luck, and

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

7. ENGINEERING AND PUBLIC WORKS

Storm Sewer System Assessment – Surveying Contract Cost

Moved by Councillor Nundal, and

RECOMMENDED:
1. That a budget of $87,650 be approved for the storm sewer system survey project;
2. That the storm sewer system survey project be funded from the Community Works Gas Tax (CWGT) funds; and
3. That the Financial Plan be amended accordingly.
CARRIED

8. DEVELOPMENT SERVICES

Rezoning Application R14-004 (McPherson/Toor) – 8462 Stave Lake Street

Moved by Councillor Nundal, and

RECOMMENDED:
1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 8462 Stave Lake Street from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone.
2. That the bylaw be considered for first and second readings at the regular Council meeting on May 5, 2014.
3. That following these readings, the bylaw be forwarded to a Public Hearing on May 20, 2014.
4. That Development Variance Permit Application DV14-005 to vary the Subdivision control Bylaw 1500-1985 as it pertains to “SCHEDULE A” Required Highway Widths: for an Urban Local Residential Highway from 18 metres to 15 metres, be forwarded to public input on May 20, 2014.
5. That the final reading of the zone amending bylaw be held until the following have been satisfied:
   a. The community amenity contribution in the amount of $5,630 ($2,815 per new lot) is received; and
   b. The servicing requirements, as outlined in Appendix 4 to the report from the Planner dated May 5, 2014, have been addressed to the satisfaction of the District Engineer.
CARRIED
Rezoning Application R14-005 (Pavlov) – 12699 Cardinal Street

Moved by Councillor Hensman, and

RECOMMENDED:

1. That a bylaw be prepared to amend District of Mission Zoning Bylaw 5050-2009 by rezoning the property located at 12699 Cardinal Street from the Rural 36 (RU36) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone.

2. That the bylaw be considered for first and second readings at the regular Council meeting on May 5, 2014.

3. That following these readings, the bylaw be forwarded to a Public Hearing on May 20, 2014.

4. That in accordance with Section 941 of the Local Government Act and Council Policy LAN. 26, parkland dedication of five per cent (5%) is applied as cash-in-lieu to subdivision file S14-002.

5. That the final reading of the zoning amending bylaw be held until the following has been satisfied:
   a. The community amenity contribution in the amount of $8,445 (for three new lots) is received.

CARRIED

Zoning Bylaw Text Amendment to allow for a Secondary Dwelling Unit use within all Rural, Rural Residential and Suburban Zones

Moved by Councillor Nundal, and

RECOMMENDED: That Council’s resolution RC13/482 AUG 06/13 directing staff to prepare a zoning amendment bylaw to allow secondary dwelling units in all rural, rural residential and suburban zones as an outright permitted use be rescinded, and that further consideration of the proposed bylaw change be deferred until such time a Water Sustainability Plan is prepared and the next Official Community Plan review is conducted.

CARRIED

Staff were directed to investigate the possibility of waiving the public hearing requirement for secondary dwellings in rural, rural residential and suburban zones on a case-by-case basis.

Development Variance Permit DV14-003 (Toor/McPherson) – 7380 Wren Street

A report from the Planner dated May 5, 2014 regarding Development Variance Permit Application DV14-003 for property located at 7380 Wren Street was provided for the Committee’s information.
Council will be considering the approval of this application under the “New/Other Business” section of the agenda.

Follow-Up Regarding Mr. Gord Lawson’s Presentation

A report from the Director of Development Services dated May 5, 2014 regarding private property concerns raised during a public hearing held on April 7, 2014 was provided for the Committee’s information. The information provided in this report is not directly related to the public hearing, which has been closed, and does not contain what could be considered as new information that would put the validity of the public hearing in question.

Excerpt from the Minutes of the Public Hearing held on October 7, 2013 and related Staff Report dated September 23, 2013 (R13-016 – Toor/McPherson)

An excerpt from the minutes of the public hearing held on October 7, 2013 and a copy of the related staff report dated September 23, 2013 was provided to the Committee as background information to assist in the consideration of adoption of Zoning Amending Bylaw 5379-2013-5050(120), for the property at 7380 Wren Street.

9. CORPORATE SERVICES

Proposed Discharge of Firearms Regulation Bylaw

Moved by Councillor Stevens, and

RECOMMENDED:

1. That first, second and third readings of District of Mission Discharge of Firearms Regulation Bylaw 5362-2013 be rescinded;

2. That Discharge of Firearms Regulation Bylaw 5433-2014, as attached to the report from the Legislative Assistant and Forestry Technologist dated May 5, 2014 with the following map option, be considered for first, second and third readings at the regular Council meeting of May 5, 2014:

   Option 3: The areas of discharge/no discharge as shown on Map 2, amended to change the area identified as “Area C3 (shotgun with shot or single projectile)” to “Area A (no shooting)”.

   OPPOSED: Councillor Luck

   CARRIED

Draft 2013 Consolidated Financial Statements

The Manager of Finance showed a PowerPoint presentation that provided an overview of the District’s draft 2013 consolidated financial statements, including revenues, internal and long-term debt, expenses, reserve funds and future challenges.

Moved by Councillor Nundal, and
RECOMMENDED: That the District of Mission’s 2013 draft consolidated financial statements be approved, as attached as Appendix A to the Manager of Finance’s report dated May 5, 2014 entitled “Draft 2013 Consolidated Financial Statements”.

CARRIED

2013 Audit Results and Communications

A report from the Manager of Finance dated May 5, 2014 regarding the results of the audit of the District’s 2013 financial statements was provided for the Committee’s information.

Bill Cox, BDO Canada LLP, commented that the District’s financial department staff consistently provides quality work, which makes the auditing process efficient.

2013 Development Cost Charges Activity

A report from the Manager of Finance dated May 5, 2014 that addresses the legislated annual reporting requirements under Section 937.01 of the Local Government Act for development cost charges (DCCs) was provided for the Committee’s information.

Investment Holdings Quarterly Report – March 31, 2014

A report from the Manager of Accounting Services dated May 5, 2014 regarding the status of the District’s investment portfolio holdings was provided for the Committee’s information.

2014 Tax Rates Bylaw

Moved by Councillor Nundal, and

RECOMMENDED:

1. That the District’s 2014 tax rates bylaw 5432-2014 receive first three readings;

2. That Council has hereby considered its proposed tax rates for each property class in conjunction with its objectives and policies regarding the distribution of property taxes among the tax classes, as set out within its 2014-2018 financial plan bylaw [bylaw 5392-2013]; and

3. That the $90,000 additional revenue from 2014 non-market changes be transferred to the Financial Stabilization Reserve Fund, and that the Financial Plan be amended accordingly.

CARRIED

Manager of Civic Engagement and Corporate Initiatives Role
(Verbal Item – Councillor Tilbury)

Moved by Councillor Nundal, and

RECOMMENDED: That consideration of the role of the manager of civic engagement and corporate initiatives be postponed pending receipt of a written statement or summary from Councillor Tilbury.
Councillor Tilbury raised a point of order regarding the repeated postponement of the discussion by Council.

Discussion ensued regarding the merits of advance notification in writing.

Councillor Tilbury raised a second point of order on the issue of the first point of order not being considered by the Chair.

The Chair did not accept the first point of order, and indicated that the second point of order was well taken. He called the question on the motion to postpone.

The motion was CARRIED with opposition noted as follows:

OPPOSED:  Councillor Tilbury

Discussion ensued regarding the process by which Councillors can bring items forward on an agenda.

Councillor Stevens raised a point of order regarding a personal statement made by Councillor Tilbury.

The Chair indicated that the point was well taken.

Councillor Tilbury recommended withdrawal of the late item 9(h) “staff issues” due to there being no associated written documentation. Council agreed with the recommendation.

**10. RESOLUTION TO RISE AND REPORT**

RC14/327  MAY 05/14

Moved by Councillor Hensman, seconded by Councillor Luck, and

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

CARRIED

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

RC14/328  MAY 05/14

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED:  That the recommendations of the Committee of the Whole, as contained in items COW14/005 through COW14/013, except item COW14/008, of the minutes of the Corporate Services Committee meeting held on April 14, 2014, be adopted.

CARRIED

RC14/329  MAY 05/14

Moved by Councillor Luck, seconded by Councillor Hensman, and

RESOLVED:  That staff prepare a report for the April 22, 2014 Regular Council meeting, proposing the Terms of Reference and estimated cost along with a shortlist of potential management consultants to perform an examination and evaluation by an external agency of staffing issues and operational capabilities at the District of Mission.

OPPOSED:  Mayor Adlem
          Councillor Hensman
          Councillor Stevens

DEFEATED
Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED: That Council not approve recommendation COW14/008 as contained in the minutes of the Corporate Services Committee meeting held on April 14, 2014:

That staff prepare a report for the April 22, 2014 Regular Council meeting, proposing the Terms of Reference and estimated cost along with a shortlist of potential management consultants to perform an examination and evaluation by an external agency of staffing issues and operational capabilities at the District of Mission.

Discussion ensued regarding staffing and organizational changes in the District of Mission, and it was noted that a report that addresses these issues that would be released to the public.

Councillor Hensman raised a point of order asking that Council refrain from making accusatory remarks.

The Mayor indicated that the point was well taken.

The Mayor called the main question, and the motion was CARRIED with opposition noted as follows:

OPPOSED: Councillor Tilbury

Moved by Councillor Hensman, seconded by Councillor Luck, and

RESOLVED: That the recommendations of the Committee of the Whole, as contained in items RC14/313 to RC14/326, except item RC14/320 (discharge of firearms bylaw), 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 RC14/320 (discharge of firearms bylaw), be adopted.

OPPOSED: Councillor Luck

Councillor Tilbury

CARRIED

12. BYLAWS

Moved by Councillor Hensman, seconded by Councillor Nundal, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5379-2013-5050(120), a bylaw to rezone the property at 7380 Wren Street from Urban Residential 558 Zone (R558) to Urban Residential Compact 465 Secondary Dwelling Zone (RC465s), be adopted.

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

RESOLVED: That first, second and third readings of District of Mission Discharge of Firearms Regulation Bylaw 5362-2013 be rescinded.
CARRIED

Moved by Councillor Stevens, seconded by Councillor Hensman, and

RESOLVED: That District of Mission Discharge of Firearms Regulation Bylaw 5433-2014, a bylaw to regulate the discharge of firearms within the municipal boundary, be read a first, second and third time.

OPPOSED: Councillor Luck
Councillor Tilbury
CARRIED

Moved by Councillor Hensman, seconded by Councillor Nundal, and

RESOLVED: That District of Mission Annual Tax Rates Bylaw 5432-2014, a bylaw to establish the tax rates for 2014, be read a first, second and third time.
CARRIED

Moved by Councillor Luck, seconded by Councillor Tilbury, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5434-2014-5050(139), a bylaw to rezone property at 8462 Stave Lake Street from the Rural Residential (RR7) Zone to the Urban Residential 465 (R465) Zone, be read a first and second time.
CARRIED

Moved by Councillor Nundal, seconded by Councillor Stevens, and

RESOLVED: That District of Mission Zoning Amending Bylaw 5435-2014-5050(140), a bylaw to rezone property at 12699 Cardinal Street from the Rural 36 (RU36) Zone to the Rural 16 Secondary Dwelling (RU16s) Zone, be read a first and second time.
CARRIED

13. MINUTES

Moved by Councillor Luck, seconded by Councillor Nundal, and

RESOLVED: That the following minutes be adopted:
   a. Regular Council Meeting – March 3, 2014;
   b. Regular Council Meeting – April 7, 2014;
   c. Special Council Meeting (for the purposes of going into a Closed Meeting) – April 9, 2014;
d. Committee of the Whole (Corporate Services Committee – Development Corporation and Economic Development) Meeting – April 14, 2014; and

e. Special Council Meeting (for the purposes of going into a Closed Meeting) – April 17, 2014.

CARRIED

14. NEW/OTHER BUSINESS

Moved by Councillor Nundal, seconded by Councillor Luck, and

RESOLVED: That Development Variance Permit DV14-003 (Toor/McPherson) for the property located at 7380 Wren Street to vary:

Section 602, D. 1. Setbacks of the District of Mission Zoning Bylaw 5050-2009 by reducing the minimum Interior Side setback for an Accessory Building from 1.2 metres (3.9 feet) to 0 metres (0 feet) to allow for an existing garage to be retained,

be approved.

CARRIED

15. MAYOR’S REPORT

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

16. MEMBERS’ REPORTS ON COMMITTEES, BOARDS AND ACTIVITIES

Councillors Stevens, Luck, Nundal, Tilbury and Hensman reported on various activities, meetings and events attended since the last regular Council meeting.

17. QUESTION PERIOD

The following issues were addressed:

- The term “Mission Roads DCC” as used in the financial statements refers to areas throughout the District, and was used as a more informal term rather than “General Highway DCC” as used in the bylaw. Staff will endeavour to use terms that are consistent with District bylaws.

- The Community Charter sets limits on how a municipality can invest its funds, which is why there is typically a very conservative rate of return.

18. ADJOURNMENT

Moved by Councillor Luck, seconded by Councillor Hensman, and

RESOLVED: That the meeting be adjourned.

CARRIED
The meeting was adjourned at 8:15 p.m.

WALTER (TED) ADLEM, MAYOR

KEN BJORGAARD, CHIEF
ADMINISTRATIVE OFFICER
(Interim Corporate Officer)