

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 February 15, 2011 commencing at 3:30 p.m.

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

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

1. NEW BUSINESS

SC2011/004
FEB 15/11

Direction to Planning Staff Regarding Council's Expectations – Overview

The Director of Planning explained that over the past year staff has, in response to direction from council, explored options to streamline its processes in order to reduce costs for applicants, improve processing time, and better manage council and staff workload. Ms. Fletcher noted that while council has already approved a number of these proposals, staff is requesting further guidance in order to ensure that they are proceeding in accordance with council's wishes. She identified the following as possible topics for council discussion and feedback:

- a) delegation of authority for development permits;
- b) infill development permits;
- c) file closure policy;
- d) OCP designation; and
- e) secondary suites.

Council members discussed their individual views on the subject matter and a general consensus was reached that infill development permits, OCP designation and secondary suites are policy not delegation/streamlining related issues and should be addressed at a different time.

In response to questions from council, the Director of Planning confirmed that a report on secondary suites is being drafted and will come before council at a later date.

General discussion ensued on the need for clarity, the balance between expediency and the need for council to be informed, and the importance of establishing thresholds to determine whether a matter will be dealt with at the staff or council level.

SC2011/005
FEB 15/11

Delegation of Authority for Development Permits

The Director of Planning provided a brief overview, noting that in mid-2010 council approved delegation of authority to the Director of Planning and the Deputy Director

of Planning to approve the issuance of intensive residential development permits, industrial development permits and geotechnical development permits. She provided the following summarized comments:

- Industrial development permits that follow the zoning and development permit guideline requirements are not generally contentious and delegation of approval to staff improves efficiency and eliminates the need for the developer to produce costly renderings. Staff's practice is to write a report to council if it is determined that the development does not meet the industrial development permit guidelines.
- The purpose of a geotechnical development permit is to ensure that the expert who produced the required geotechnical report has done so in accordance with District of Mission policy. Staff does not assess the findings of the report but rather the methodology and whether or not the consultant has followed engineering association guidelines. Staff level approval of geotechnical development permits increases efficiency and prevents delays in the building permit process that might otherwise occur.
- In the case of intensive residential/small lot developments, once a development permit has been approved on a specific design for each property, small changes are no longer permissible. Staff level approval ensures that the guidelines are met while still offering flexibility to future owners of such properties who may want to customize their homes within the existing guidelines.
- All variances need to come before council.

Council discussed the delegation of authority for development permits and agreed in principle with streamlining the industrial development permit and the geotechnical development permit processes. Council members expressed concern about delegating authority for the approval of intensive residential development permits and infill development permits, noting that there are instances where a development is potentially contentious and it is important to ensure that appropriate political oversight occurs.

Moved by Councillor Horn, seconded by Councillor Scudder, and

RESOLVED: That staff provide a proposal for council consideration that defines in detail which development permits could be delegated to staff and which would be brought to council for political oversight and that the report include a decision-making tool or flowchart as well as a description of how staff would report out about those development permits dealt with at the staff level.

CARRIED

SC2011/006
FEB 15/11

File Closure Policy

Discussion ensued on file closures and the circumstances under which they generally occur. In response to questions from council, the Director and Deputy Director of Planning stated the following:

- most files are closed at the request of the applicant;
- files are sometimes closed because it is less expensive for the applicant to do so than to pay for multiple extension fees;
- a file closure can open the door for staff to promote better development options for the property;

- some applicants do not intend to develop but are seeking an increase in land value without development which consumes staff time and stalls development; and
- the proposed new policy clarifies the thresholds for initiating and pursuing a file closure.

Moved by Councillor Horn, seconded by Councillor Stewart, and

RESOLVED: That staff draft a file closure/extension policy for council consideration which accomplishes the following:

- a) clearly identifies the thresholds for initiating and pursuing a file closure or extension and outlines when a file closure/file extension could be pursued at the staff level;
- b) identifies when a file closure or extension would be brought to council for political oversight; and
- c) specifies that all file closures will be included as information items on a Regular Council agenda in report format containing the reasons for the closure and the actions taken by staff to move the file forward.

CARRIED

SC2011/007
FEB 15/11

Moved by Councillor Horn, seconded by Councillor Stewart, and

RESOLVED: That staff organize the following:

- a) a Special Council meeting to discuss council policies regarding infill development permits, OCP designation and secondary suites; and
- b) a second Special Council meeting to discuss ways to streamline processes related to infill development permits, OCP designation and secondary suites going forward with staff to identify, in advance of that discussion, the specific questions that they would like council to address.

CARRIED

2. ADJOURNMENT

SC2011/008
FEB 15/11

Moved by Councillor Stevens, seconded by Councillor Scudder, and

RESOLVED: That the meeting be adjourned.

CARRIED

The meeting was adjourned at 5:36 p.m.



JAMES ATEBE
MAYOR



PAUL GIPPS
DEPUTY CHIEF ADMINISTRATIVE OFFICER