AGENDA - REGULAR COUNCIL MEETING

December 19, 2022, 6:00 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. DELEGATIONS

   a. **Phil Cooper and Colleen Beland, Stave Gardens Community Association** 14
   Re: introduction to Stave Gardens Community Association, an overview of recent accomplishments, and request for the development of parkland on Brackley Avenue

   b. **John McEwen** 15
   Re: challenges with obtaining a building permit from the City of Mission

4. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

5. ENGINEERING AND PUBLIC WORKS

   a. **Shaw Pit Residents' Committee Annual Update** 16
   This report provides Council with an update on the Shaw Pit Residents' Committee Meetings for 2022. No staff recommendation accompanies this report and Council action is not required.

   b. **Climate Change and Environment Committee Terms of Reference** 18
   RECOMMENDATIONS:

      1. That the terms of reference for the Climate Change and Environment Committee, as included in the Environmental Technician's report dated December 19, 2022, be approved; and

      2. That Council appoints one member of Council to act as a representative on the Committee.

6. CORPORATE ADMINISTRATION AND FINANCE

a. 2023 Municipally Funded Grants 26

RECOMMENDATIONS:

1. That 2023 Community Enhancement Grants be awarded to the following organizations in the following amounts:

   Greater Vancouver Youth Unlimited - $7,000

   Hope Central - $11,000

   Kara-Kata Afrobeat Society of Canada - $0

   Mission Alano Club - $12,000

   Mission Artists Association - $1,000

   Mission City Farmers Market - $2,500

   Mission Folk Music Festival - $9,000

   Mission Friendship Centre Society - $2,500

   Mission Hospice Society - $3,000

   Mission Literacy in Motion - $6,000

   National Family Support & Restoration Society - $4,500

   Opening Nite Theatre Society - $9,000

   Optimist Club of Mission - $2,500

   Silverdale Community Centre - $4,000

   Starfish Backpack Program – Rotary Club of Mission - $500

   Steelhead Community Association - $4,000

   YAG Leadership & Advocacy Society - $3,000

2. That Mission Folk Music Festival receive 25% of the grant funding upon conclusion of each of the four planned concerts.

3. That Mission Hospice Society use the grant funds solely for the purpose of supplying comforts at the Christine Morrison Hospice.

4. That 2023 Community Event and Special Event Grants be awarded to the following organizations in the following amounts:

   Greater Vancouver Youth Unlimited

   (Pulling Together: The Caring Connected Adult) - $2,500

   Mission Arts Council (Arts Alive Tour) - $5,000

   Mission Environmental Stewardship Society (Green Living) - $3,640

Mission Friendship Centre Society

(Truth & Reconciliation Day – Orange Shirt Day) - $2,500

Mission Literacy in Motion (Riot of Reading & Family Fun Night) - $4,000

Mission Seniors Centre Association (2023 Seniors Week) - $2,000

Royal Canadian Legion Br #57 (Remembrance Day) - $5,000

5. That the amount of $869 be transferred from the Community/Special Event grant account to the Community Enhancement grant account to facilitate the recommended awards.

6. That the amount of $5,954 remaining in the Community/Special Event grant account be awarded to Mission Downtown Business Association for MissionFest 2023.

7. That 2023 Fee for Service Grants be awarded to the following organizations in the following amounts:

   Fraser Valley Humane Society - $29,302

   Greater Vancouver Youth Unlimited - $26,506

   Lifetime Learning Centre Society - $10,357

   Mission Arts Council - $30,000

   Mission Association for Seniors Housing - $3,355

   Mission District Historical Society - $86,118

   Mission Environmental Stewardship Society - $38,000

   Mission Search & Rescue - $5,022

8. That, notwithstanding policy FIN.54(C) that stipulates grants will normally be provided for a period of three years, the Fee for Service Grants noted above be awarded for the 2023 year only; with the understanding that the contracts and amounts will be reviewed and further recommendations will come before Council for 2024 and 2025.

b. Council Representative/Liaison: Citizen's Advisory Committee (CAC) - Mission Institution - Change Requested 42

RECOMMENDATION:

That Council's representatives / liaisons to the Citizen's Advisory Committee (CAC) - Mission Institution be revised as follows:

a. Councillor Ken Herar (primary)

b. Mayor Paul Horn (alternate)

c. **DCC Bylaw and CAC Policy Amendments – Update after Stakeholder and Public Engagement** 44

RECOMMENDATIONS:

1. That Council endorse the proposed Development Cost Charge rates and direct staff to prepare a bylaw and bring it to a future regular Council meeting for first three readings;
2. That Staff be directed to draft a DCC Waiver Bylaw for consideration at a future Regular Council meeting; and
3. That Council endorse the proposed Financial Contributions for Community Amenities Policy and direct staff to bring it to a future Regular Council meeting for approval.

7. DEVELOPMENT SERVICES

a. **Affordable Housing Strategy Quarterly Report – December 2022** 70

This report provides an update on the City's progress towards implementing the top 13 strategy areas of the City of Mission Affordable Housing Strategy (AHS). No staff recommendation accompanies this report and Council action is not required.

b. **Mission Community Heritage Commission – 2022 Annual Report** 77

RECOMMENDATION:

1. That Council approve the Mission Community Heritage Commission Work Plan for 2023, as attached to the report prepared by the Manager of Long Range Planning and Special Projects dated December 19, 2022;
2. That Council approve the proposed process for community members to identify heritage sites and buildings, identified within the 2023 Work Plan for the Mission Community Heritage Commission, as directed at the August 15, 2022 Regular Council meeting; and
3. That Council approve the proposed increased budget for the Mission Community Heritage Commission 2023 Work Plan to be $8,000.

c. **Downtown Development Incentive Program Update** 82

RECOMMENDATION:

1. That an extension of the Downtown Development Incentive Program (DDIP) through to December 31, 2026, be approved;
2. That the Downtown Development Incentive Program Amending Bylaw 6146-2002 to amend Downtown Revitalization Tax Exemption Bylaw 5391-2013, Land Use Application Procedures and Fees Bylaw 3612-2003, Building Bylaw 3590-2003 and User Fees and Charges Bylaw 4029-2007 receive first three readings;
3. That Council Policy LAN.40(C) Financial Contributions for Community Amenities be amended as per the Manager of Long Range Planning's report dated December 19, 2022;
4. That Council Policy C-LAN.42 Downtown Façade Improvement Grant Program be amended as per the Manager of Long Range Planning's report dated December 19, 2022; and
5. That the DDIP be reviewed again in late 2023 to determine its continuance beyond December 31, 2026.

d. **Update on Development Application P2021-059 – 8716 and 33447 Dewdney Trunk Road** 102

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

e. **Development Application - 9075, Unaddressed Lot 1, and 9127 Emiry Street** 104

RECOMMENDATIONS:

1. That Official Community Plan (OPC) Bylaw 6129-2022-5670(36) receive second reading;
2. That the OCP Bylaw 6129-2022-5670(36) is considered in conjunction with the City's Financial Plan and Waste Management Plan;
3. That draft Zoning Amending Bylaw 6143-2022-5949(91) to rezone:
   a. a portion of 9075 Emiry Street from Rural 16 Zone (RU16) to Institutional Parks, Recreation and Civic Zone (IPRC);
   b. a portion of 9075 Emiry Street from Suburban 20 Zone (S20) to Institutional Parks, Recreation and Civic Zone (IPRC);
   c. a portion of Unaddressed Lot 1 and 9127 Emiry Street from Rural Residential 7 Zone (RR7) to Institutional Parks, Recreation and Civic Zone (IPRC);
   d. a portion of Unaddressed Lot 1 and 9127 Emiry Street from Rural Residential 7 Zone (RR7) to Urban Compact 465 Zone (UC465); and
   e. a portion of 9075, Unaddressed Lot 1, and 9127 Emiry Street

from Suburban 20 Zone (S20) to Urban Compact 465 Zone (UC465).

be considered for first and second readings;

1. That, subject to the Bylaws receiving first and second readings, a Public Hearing be scheduled on a date to be determined;
2. That prior to adoption of Bylaws 6129-2022-5670(36) and 6143-2022-5949(91), the following conditions be met to the satisfaction of the Director of Development Services:
    a. Collection of any volunteered contributions to the City's community amenity reserve as per 40(C);
    b. Collection of any volunteered contributions for the reduction in Protected Natural Assets (PNA) designated land as per LAN.40(C);
    c. A commitment to dedicate the PNA designated and IPRC zoned land to the City as per Policy 8.3.6 and 8.3.7 of the Cedar Valley Local Area Plan;
    d. Completion of a community detention facility;
    e. Substantial completion of subdivision application S20-011; and
    f. Completion of any other requirements resulting from Council's consideration of the Bylaw including Public Hearing; and
3. That Street Naming Bylaw 6144-2022 be considered for first and second readings, and upon adoption of the Bylaw, Street Naming Policy STR.28 be amended accordingly.

f. **Development Application - 30328 Berg Avenue** 120

RECOMMENDATIONS:

1. That draft bylaw 6148-2022-5949(93) to rezone 30328 Berg Avenue from Rural 16 Zone (RU16) to Rural Residential 7 Secondary Dwelling Zone (RR7s) be considered for first and second reading;

2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled on a date to be determined; and

3. That prior to the adoption of Zoning Amending Bylaw 6148-2022-5949(93) the following conditions be met to the satisfaction of the Director of Development Services:
   a. Collection of any volunteered contributions to the City's community amenity reserve.

   b. Substantial completion of subdivision S22-025.

   c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

g. **Development Application - 12358 Carr Street** 126

RECOMMENDATIONS:

1. That draft bylaw 6149-2022-5949(94) to rezone 12358 Carr Street from Rural 16 Zone (RU16) to Rural Residential 7 Secondary Dwelling Zone (RR7s) be considered for first and second reading;

2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled on a date to be determined; and

3. That prior to the adoption of Zoning Amending Bylaw 6149-2022-5949(94) the following conditions be met to the satisfaction of the Director of Development Services:
   a. Collection of any volunteered contributions to the City's community amenity reserve.

   b. Substantial completion of subdivision S22-028.

   c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

h. Development Application - 12187 Rolley Lake Street 132
RECOMMENDATIONS:

1. That draft bylaw 6150-2022-5949(95) to rezone 12187 Rolley Lake Street from Rural 16 Zone (RU16) to Rural Residential 7 Secondary Dwelling Zone (RR7s) be considered for first and second reading;
2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled on a date to be determined; and
3. That prior to the adoption of Zoning Amending Bylaw 6150-2022-5949(95) the following conditions be met to the satisfaction of the Director of Development Services:
   a. Collection of any volunteered contributions to the City's community amenity reserve.
   b. Substantial completion of subdivision S22-012.
   c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

i. Development Permit Application - 33231 - 1st Avenue 138
RECOMMENDATION:

That Development Permit DP22-054 for the property located at 33231 - 1st Avenue be approved.

j. Penalty Options for Development Variance Permit – 33966 Parr Avenue 151
RECOMMENDATION:

Council is requested to choose one of the four options as presented in this report.

k. Development Variance Permit Application - 2-7865 Nelson Street 154
RECOMMENDATION:

That Development Variance Permit DV22-029 for Unit 2-7865 Nelson Street to vary:

a. the minimum required interior lot line setback from 4.5 m to 2.72 m

of Zoning Bylaw 5949-2020 be approved.

l. Temporary Use Permit Application - 32550 Logan Avenue 159
RECOMMENDATION:

That Temporary Use Permit TP22-009 for the property located at 32550 Logan Avenue be approved.

m. Retail Cannabis Options 165

RECOMMENDATION:

That the options for limiting retail cannabis stores within the City of Mission as detailed in the Planning Technician's report dated December 19, 2022 be reviewed and that one of the following, including any other option preferred by Council be selected to be implemented:

Option 1: No change, leave moratorium in place, accept no new retail cannabis applications

Option 2: Lift moratorium, revert to original regulations

Option 3: Lift moratorium, add additional spatial constraints for retail cannabis stores

Option 4: Lift moratorium, add a maximum number of retail cannabis stores for the city

Option 5: Lift moratorium, add additional spatial constraints and a maximum number of stores

Option 6: Other

8. RESOLUTION TO RISE AND REPORT

9. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

10. COUNCIL COMMITTEE REPORTS & MINUTES

a. Economic Development Select Committee Meeting Minutes - October 12, 2022 173

11. COUNCIL MEETING MINUTES FOR APPROVAL

a. Special Council Meeting (for the purpose of going into a closed meeting) – November 30, 2022 177

b. Regular Council Meeting (for the purpose of going into a closed meeting) – December 5, 2022 179

c. Regular Council Meeting - December 5, 2022 181

12. BYLAWS FOR CONSIDERATION

a. Official Community Plan Amending Bylaw 6129-2022-5670(36) - CONSIDERATION OF SECTION 477

In accordance with Section 477 of the *Local Government Act*, Council has considered Official Community Plan Amending Bylaw 6129-2022-5670(36) in conjunction with the City's Financial Plan (including the Capital Expenditure Plan and Operating Expenditure Plan) and the Waste Management Plan

See “Development Services” Section 7(e)

b. Official Community Plan Amending Bylaw 6129-2022-5670(36) - SECOND READING 194

A bylaw to redesignate portions of the properties at 9075, 9127, and Unaddressed Lot 1 on Emiry Street from *Protected Natural Assets* and *Urban Compact* to *Protected Natural Assets and Urban Compact*

See "Development Services" Section 7(e)

c. Zoning Amending Bylaw 6143-2022-5949(91) - FIRST AND SECOND READINGS 197

A bylaw to rezone portions of the properties at 9075, 9127, and Unaddressed Lot 1 on Emiry Street from Suburban 20 (S20) Zone, Rural Residential 7 (RR7) Zone, and Rural 16 (RU16) Zone to Urban Compact 465 (UC465) and Institutional Parks, Recreation, and Civic (IPRC) Zone

See “Development Services” Section 7(e)

d. Street Naming (Cromar Street and Laminman Avenue Extension) Bylaw 6144-2022 - FIRST AND SECOND READINGS 200

A bylaw to name an extension of a street within the City of Mission

See “Development Services” Section 7(e)

e. Zoning Amending Bylaw 6148-2022-5949(93) - FIRST AND SECOND READINGS 202

A bylaw to rezone property at 30328 Berg Avenue from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone

See “Development Services” Section 7(f)

f. Zoning Amending Bylaw 6149-2022-5949(94) - FIRST AND SECOND READINGS 203

A bylaw to rezone property at 12358 Carr Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone

See “Development Services” Section 7(g)

g. **Zoning Amending Bylaw 6150-2022-5949(95) - FIRST AND SECOND READINGS** 204
A bylaw to rezone property at 12187 Rolley Lake Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone

See "Development Services" Section 7(h)

h. **Downtown Development Incentive Program Amending Bylaw 6146-2022 - FIRST, SECOND, AND THIRD READINGS** 205
A bylaw to amend the Downtown Development Incentive Program to 2024 and to make other related housekeeping amendments to various City of Mission bylaws

See "Development Services" Section 7(c)

i. **Street Naming (Benedict Boulevard Extension) Bylaw 6152-2022 - FIRST, SECOND, AND THIRD READINGS** 207
A bylaw to name an extension of a street within the City of Mission

j. **Zoning Amending Bylaw 6137-2022-5949(86) - ADOPTION** 209
A bylaw to rezone property at 33800 Darbyshire Drive from Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone

k. **Fee Revision Bylaw 6157-2022 - ADOPTION** 210
A bylaw to amend user fees and charges within various City of Mission bylaws

13. PERMITS FOR CONSIDERATION

a. **Development Permit Application DP22-054 (33231 - 1st Avenue)** 232
Development Permit to supplement Zoning Bylaw 5949-2020, as amended, in respect to the above-noted property.

See "Development Services" Section 7(i)

b. **Development Variance Permit Application DV22-028 (33966 Parr Avenue)** 239
Development Variance Permit to vary Zoning Bylaw 5949-2020, as amended, in respect to the above-noted property.

See "Development Services" Section 7(j)

c. **Development Variance Permit Application DV22-029 (2-7865 Nelson Street)** 241
Development Permit to vary Zoning Bylaw 5949-2020, as amended, in respect to the above-noted property.

See "Development Services" Section 7(k)

d. **Temporary Use Permit Application TP22-009 (32550 Logan Avenue)** 242
Temporary Use Permit to supplement Zoning Bylaw 5949-2020, in respect to the above-noted property.

See "Development Services" Section 7(l)

14. RESOLUTIONS RELEASED FROM CLOSED

a. **Mission Community Heritage Commission – Reappointment** 244
This report is being provided for information purposes. Council action is not required.

15. CORRESPONDENCE

a. **Mel Zajac, Chairman - Zajac Ranch and Foundation** 245
Re: Florence Lake Forest Service Road / Stave West Forest and Recreation Area

b. **Kate Woochuk, ICBC Road Safety and Community Coordinator** 246
Re: winter impaired driving campaign

c. **Sarah Herring, BC SPCA Government Relations Officer** 247
Re: update from the BC SPCA

d. **Jennifer Whiteside, Minister of Education and Child Care** 250
Re: enrolment growth

e. **Office of the Mayor** 252
Re: healthcare visioning / planning symposium

16. NEW/OTHER BUSINESS

a. **Council Member Updates**

17. NOTICES OF MOTION

a. Fuel Prices in Mission

Moved by Mayor Horn,

Whereas the Fraser Valley Regional District does not apply a transit surcharge to fuel sales, and therefore fuel prices are typically lower in Mission than in Maple Ridge, and

Whereas a number of Mission residents have expressed concerns to City Hall that Mission current fuel prices are often equal to or higher than in Maple Ridge,

Be it resolved

That the Mayor write to all fuel companies with outlets in Mission to advise of community concerns about pricing equity.

18. QUESTION PERIOD

Council encourages public participation in Question Period by in-person attendance at the meeting, or by email or telephone inquiry prior to the meeting. info@mission.ca or 604-820-3700

19. ADJOURNMENT

Delegation Request Form

The deadline for submission is by 4:00 p.m. on Friday, 10 days in advance of the Council Meeting.

Preferred Meeting Date 12/19/2022

Alternative Meeting Date 01/02/2023

Please refer to the Council Meeting Schedule on the City's Website for dates of Council Meetings, located at mission.ca/council-meeting-schedule.

Name/Title:

Individual(s) making the presentation

Phil Cooper and Colleen Beland

Organization being Represented: Stave Gardens Community Association

Subject of the Presentation:

- Give a brief summary of the history of the SGCA and our accomplishments
- Make a request to work with the City (and Board of Ed) to begin working together on a park / community use plan and development for Stave Falls
- Describe some of the principles and broad ideas we hope to be included / addressed in a parkland development

Summary of communications we are already having with the City's staff and other potential stake holders

Action Requested: Make a request to have the City begin development talks in partnership with the SGCA and Stave Falls residents for the City owned parkland located on Brackley Avenue in Stave Falls/Mission.

Have you been in contact with City Staff/Council regarding your matter of interest? ◉ Yes ○ No

If yes, what was the result? There has been overall support for the idea of developing that parkland space for the reasons above.

Background Material - Power Point? ◉ Yes ○ No

Your PowerPoint Presentation is required to be attached to this form OR submitted to openagenda@mission.ca no later than 12:00 PM on the Friday prior to the meeting.

File Upload

Background Material - Handout? ◉ Yes ○ No

- Each Delegation to Council is limited to **ten (10) minutes**.
- The City of Mission reserves the right to refuse any delegation request.
- If your request is approved, you will be provided with further details including the meeting time, date and what specific Committee Meeting you will attend.
- Presenter(s) are limited to discussing only the above topic during the delegation.

Please note: This form will be published and made available for public viewing. Council meetings are recorded and broadcast live on our website. A copy of the agenda, video recording, and written minutes of the meeting will

Delegation Request Form

The deadline for submission is by 4:00 p.m. on Friday, 10 days in advance of the Council Meeting.

Preferred Meeting Date 12/05/2022

Alternative Meeting Date 12/19/2022

Please refer to the Council Meeting Schedule on the City's Website for dates of Council Meetings, located at mission.ca/council-meeting-schedule.

Name/Title: Individual(s) making the presentation

John McEwen

Organization being Represented: Individual Investor

Subject of the Presentation: Challenges with Building Dept

Action Requested: Making Mayor and Council aware of the various challenges in obtaining a very simple Building Permit for 1500sqft of Tennant Improvements to an existing Warehouse to facilitate a Business with employment.

Have you been in contact with City Staff/Council regarding your matter of interest? ◉ Yes ○ No

If yes, what was the result? Nothing tangible

Background Material - Power Point? ○ Yes ◉ No

Your PowerPoint Presentation is required to be attached to this form OR submitted to openagenda@mission.ca no later than 12:00 PM on the Friday prior to the meeting.

File Upload

Background Material - Handout? ○ Yes ○ No

- Each Delegation to Council is limited to **ten (10) minutes**.
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Please note: This form will be published and made available for public viewing. Council meetings are recorded and broadcast live on our website. A copy of the agenda, video recording, and written minutes of the meeting will be posted to our website. Presenters and presentations will form part of the public record.

Permission * ☑ I have permission to reproduce, use, exhibit, display, and broadcast the photographs or electronic media images used in connection with my delegation presentation.

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Alfred Knox, Engineering Technologist I - Development

Subject: **Shaw Pit Residents' Committee Annual Update**

Recommendation(s)

This report provides Council with an update on the Shaw Pit Residents' Committee Meetings for 2022. No staff recommendation accompanies this report and Council action is not required.

Purpose

The purpose of this report is to provide Mayor and Council with an update on the Shaw Pit Residents' Committee Meetings that have taken place in 2022.

Background

On December 19, 2013, the City of Mission (City) entered into a Consent to Assignment of the Shaw Pit Aggregate Extraction and Processing Agreement (Agreement) that transferred operations of the Shaw Pit mine from Astar Aggregates Ltd. (Astar) to King Hoe Excavating Ltd. (King Hoe). The Agreement, which was originally written for Astar, contained a number of clauses including requiring King Hoe to form a residents' committee as a way of soliciting feedback from the community. Referencing the Agreement, the applicable clauses are as such:

- *King Hoe shall inform residents on Shaw Street and Greenwood Drive of commencement of operations as well as contact person at King Hoe who can be contacted with questions or concerns during regular hours of operation.*
- *King Hoe shall provide the residents with an opportunity to sit on a residents' committee. This committee shall serve as a liaison between King Hoe and the residents to allow issues and concerns to be raised in a timely fashion. The Engineer (Director of Engineering and Public Works or designate) shall also attend the committee meetings.*
- *The Committee shall determine the frequency of the meetings, but the first meeting shall be held prior to the initiation of extraction and processing activities. The maximum number of meetings per annum shall be four and held quarterly.*

The Committee currently consists of six residents, with four residing on Shaw Street, and one residing each on Caswell Avenue and Greenwood Drive. King Hoe is represented primarily by a Project Manager, and Pit Foreman. The City is represented each meeting by at least one staff member.

Meetings are held from 5:00 pm to 6:00 pm via a Microsoft Teams Virtual Meeting. King Hoe is responsible for assisting with agendas, minutes, and chairing the meetings. City staff assists with facilitating meeting links, and providing the email meeting invites that are based on an agreed-upon date from the previous meeting. The meetings are conducted in an open format with committee members raising agenda items, pressing issues, and topics for discussion.

Discussion and Analysis

The Shaw Residents Committee scheduled two meetings in 2022 including August 3, 2022 and November 2, 2022. A summary of issues that were raised includes the following:

1. August 3, 2022
    a. Dump Trucks Staging on Shaw before Pit Opening
    b. Shaw and Caswell Road Condition Concerns
    c. Winter Road Maintenance Plans
    d. Reclamation Plan Status
    e. Weekend Noise Concerns
2. November 2, 2022
    a. Truck Staging resolution through truck dispatch coordination
    b. Survey Plan completed, Engineered Reclamation Plan in process
    c. Slightly higher volumes of material compared to previous years

Since providing their contact information to residents, the Pit Foreman has been able to successfully deal with issues directly. As a result, the City has received little to no formal complaints relating directly to the operations at Shaw Pit. However, issues discussed with King Hoe are also brought forward during meetings and documented. We received comments from the residents at the most recent meeting that these meetings have allowed residents to voice their concerns and to also be heard. Looking forward to next year, staff intend to schedule no less than three meetings. Meetings will continue to be offered as virtual meetings and staff will report back to council in one year's time.

Council Goals/Objectives

This report aligns with the following Council objectives:

- Engaged Community
- Organizational Excellence

Financial Implications

There are no financial implications associated with this report.

Communication

No communication action is required.

Summary and Conclusion

This report is to provide Mayor and Council with an update on the Shaw Pit Residents' Committee meetings that have taken place in 2022.

Report Prepared by: Alfred Knox, Engineering Technologist I - Development

Reviewed by: Jay Jackman, Manager of Development, Engineering, Projects & Design

Reviewed by: Tracy Kyle, Director of Engineering & Public Works

Approved for Inclusion: Mike Younie, Chief Administrative Officer

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Tracy Pagenhardt, Environmental Technician

Subject: **Climate Change and Environment Committee Terms of Reference**

Recommendation(s)

Council consider and resolve:

1. That the terms of reference for the Climate Change and Environment Committee as included in the Environmental Technician's report dated December 19, 2022 be approved; and

2. That Council appoints one member of Council to act as a representative on the Committee.

Purpose

The purpose of this report is to provide Council with a terms of reference that can be adopted to formally establish the Climate Change and Environment Committee - an advisory committee to Council.

Background

The Environmental Charter (Charter) that was adopted by Council on July 18, 2022, includes 70 action items. Action L3 is to establish a Climate Change and Environment Committee that will advise on implementation and review of the Charter, and suggest new actions as needed.

Discussion and Analysis

Staff have prepared a draft Climate Change and Environment Committee (CCEC) Terms of Reference (Attachment A).

As further detailed in Attachment A, the CCEC is proposed to be an advisory committee to Council. The proposed mandate and goals of the Climate Change and Environment Committee is to act in an advisory capacity to provide educated advice and information to Council with respect to the implementation and review of the Charter by:

- Utilizing experience and education within their scope of knowledge to provide advice to City Council on the implementation, review, and improvement of the Environmental Charter;
- Providing a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;
- Receiving and discussing requests for action and referrals from Council; and
- Recommending appropriate actions to Council relating to the above.

Membership will strive to reflect the diversity of the community, with the appropriate qualifications, availability, work experience, and knowledge that can provide independent advice

and assistance on the achievement of the CCEC mandate. It is proposed that the membership of the committee consist of twelve (12) voting members as follows:

A representative from:

- Fraser Valley Watersheds Coalition
- Stave Valley Salmonid Enhancement Society
- Mission Environmental Stewardship Society
- Fraser Valley Invasive Species Society
- Building Resilience in Mission
- Fraser Valley Conservancy
- Two members at large from the general public with expertise and/or experience in Climate Change Mitigation and Adaptation, Green Buildings and Land Use, Solid Waste Management, Green Infrastructure, and Ecosystems and Greenspaces
- Up to four members at large from a different local First Nations with expertise and/or experience in Climate Change Mitigation and Adaptation, Green Buildings and Land Use, Solid Waste Management, Green Infrastructure, and Ecosystems and Greenspaces

In addition to the voting members, staff from Engineering and Environmental Services will attend as necessary. The Council representative will attend to act in a liaison role ensuring the objectives of the committee as set by Council are met and provide a direct communication link to Council. They will also serve as the Chair of the Committee.

Council Goals/Objectives

Some applicable goals stated in the 2018-2022 Strategic Plan are:

- To renew the Environmental Charter
- To engage citizens and to hear from them
- To have citizens engage in aspects of community life that interest and impact them
- Continue to work with partners for the benefit of the community

Financial Implications

The CCEC will not have a budget. Most major actions recommended by the committee will be done by resolution to City Council with a budget and analysis for approval prior to implementation. However, extra resources in the form of additional staff hours may be required for administration of the committee.

Communication

Local First Nations and environmental organizations mentioned within this report and the terms of reference have been contacted regarding their potential involvement with the CCEC. Staff are waiting on responses from three of the seven suggested representatives.

Communications staff will be engaged to assist with a call for applications for members at large.

Summary and Conclusion

With the adoption of the 2022-2027 Environmental Charter there is a need to establish a local advisory committee to provide educated advice and information to Council with respect to the implementation and review of the City's Environmental Charter. This will also result in the completion of action L3 of the Environmental Charter.

Report Prepared by:	Tracy Pagenhardt, Environmental Technician
Reviewed by:	Barry Azevedo, Manager of Environmental Services
Reviewed by:	Tracy Kyle, Director of Engineering & Public Works
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A: Draft Climate Change and Environment Committee Terms of Reference

Attachment A

DISTRICT OF Mission ON THE FRASER	**Climate Change and Environment Committee**
TERMS OF REFERENCE	

	Date	Reslolution No.
Adopted		

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1.0 Committee Mandate

The mandate of the Climate Change and Environment Committee (CCEC) is to act in an advisory capacity to provide educated advice and information to Council with respect to the implementation and review of the City's Environmental Charter.

2.0 Purpose of Committee

i. The Climate Change and Environment Committee is a Council appointed advisory body consisting of community members and subject matter experts providing recommendations to council on the implementation, review and improvement of the Environmental Charter. The duration of the Committee will be limited to the completion of all action items within the Charter unless otherwise brought forward by the Committee in the form of a staff report to Council.

3.0 Goals

i. Without restricting the generalities of the foregoing, the Committee shall:

a. Utilize experience and education within their scope of knowledge to provide advice to City Council on the implementation, review, and improvement of the Environmental Charter;
b. Provide a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;
c. Receive and discuss requests for action and referrals from Council; and
d. Recommend appropriate actions to Council relating to the above.

4.0 Committee Membership

i. Appointments to and removal of members from the Committee will be made in accordance with Select Committees Policy COU.20b. Membership will strive to reflect the diversity of the community, with the appropriate qualifications, availability, work experience, and knowledge that can provide independent advice and assistance on the achievement of the CCEC mandate.

ii. The voting membership of the CCEC shall consist of up to twelve (12) members as follows:

a. A representative from:
   - Fraser Valley Watershed Coalition
   - Stave Valley Salmonid Enhancement Society
   - Mission Environmental Stewardship Society
   - Fraser Valley Invasive Species Society
   - Building Resilience in Mission
   - Fraser Valley Conservancy
   - Two members at large from the general public with expertise and/or experience in Climate Change Mitigation and Adaptation, Green Buildings and Land Use, Solid Waste Management, Green Infrastructure, and Ecosystems and Greenspaces
   - Up to four members at large from each from a different local First Nations with expertise and/or experience in Climate Change Mitigation and Adaptation, Green Buildings and Land Use, Solid Waste Management, Green Infrastructure, and Ecosystems and Greenspaces

iii. Organizations that are selected for membership by resolution of Council will be asked to designate one representative to the Committee.

iv. Representatives from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the Committee to fulfill its mandate.

v. The Committee may invite other persons to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to subjects being discussed.

vi. Representatives from other agencies may be requested to attend specific meetings, as non-voting members.

5.0 Council Representative

i. At least one (1) member of Council and an alternate will be appointed by Council to act as a non-voting representative on the Committee.

ii. The Council Representative acts in a liaison role ensuring the objectives of the committee as set by Council are met and provides a direct communication link to Council. They will also serve as the Chair of the Committee.

6.0 Staff Representatives

i. City staff liaisons (or their designate) will consist of, but are not limited to:

a. The Manager of Environmental Services
b. An administrative staff person from Engineering & Public Works, who will take minutes and forward them to Mission Council
c. Additional staff representatives will be called upon as needed to address their department's involvement as it relates to action items within the Environmental Charter.

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7.0 Authority:

i. The Committee is an advisory committee established under Council resolution xxxxxx, mm/dd/year. As an advisory committee, issues are discussed, and recommendations forwarded to Council for consideration.

ii. The Committee does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the committee must be done by City Council resolution.

iii. The Committee may undertake multiple initiatives; however, if staff resources are required, only one initiative at a time is undertaken or as staff resources are available.

iv. These Terms of Reference for the CCEC are established by Council and can only be altered by Council. Changes to the ToR can be suggested by the Committee in the form of a Staff report to Council.

v. The Committee may create separate working groups or subcommittees as required upon definition of specific additional tasks.

8.0 Terms of Appointment

i. The term of appointment for each Committee member is two years.

ii. Council has the discretion to extend a committee member's appointment for additional terms.

iii. Members may be appointed by Council for shorter terms in consideration of special circumstances where a Committee member has prematurely vacated their term. Under these circumstances Council may directly appoint a suitably qualified and experienced individual, or the Committee will recommend to Council an individual for consideration and approval. Those approved to fill a vacant position will serve out the remainder of the term they are filling.

iv. A member who is absent from three consecutive, or 50% of the regular meetings held within a twelve-month period of the Committee, is deemed to have resigned effective at the end of the third consecutive, or fifth missed such meeting, as the case may be. An exception for reasons of illness or an approved leave of absence may be granted by the Chair of the Committee.

9.0 Chairperson and Vice-Chair / Committee Appointments

i. The Chair will be the Council appointed representative with the Vice-Chair being elected by the Committee. Every two years, the CCEC will elect a Vice-Chair from amongst themselves. The Vice-Chair will act in the capacity of the Chair at any meeting where the Chair is absent.

ii. The Chair and Vice-Chair shall serve in their elected capacity for a term of two years.

iii. A Nominations Committee shall be formed sixty (60) days prior to the election to seek out candidates and do a skill assessment of the CCEC. The Nominations Committee shall be comprised of the current Chair, Environmental Manager, and one member-at-large.

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iv. The Nominations Committee will also be tasked with reviewing all candidates seeking term renewal, as well as new applicant submissions looking to fill anticipated vacancies. Recommendations will be presented to the CCEC for review and, upon acceptance, will be forwarded to Council for consideration and adoption.

10.0 Meetings

i. Regular meetings will be held on the third Thursday of every second month, unless otherwise agreed to once the Committee is established, and with the understanding that meetings will likely not occur in August. Notice of meetings will be given in accordance with the City of Mission's Council Procedure Bylaw.

ii. In the absence of both the Chair and Vice-Chair, the Committee will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

iii. Meetings will be held in person (unless required by staff and Council to move to virtual only) with the option for members to attend virtually if desired.

iv. Roundtable discussion will not be included on the agenda and notice of motions will be permitted.

11.0 Reporting

i. The Climate Change and Environment Committee shall provide the minutes of meetings to Council for information purposes. The minutes are meant to be brief and detail decisions and actions discussed during the meeting.

ii. The CCEC reports directly to Council, under the signature of the Chair or designate. CCEC reports, recommendations, and communications will normally be directed to Council through the Environmental Services Division in the form of a staff report, but the CCEC may also appear before Council as a delegation.

iii. The Environmental Manager or their designate is responsible for preparing the staff report and presenting the report to Council along with the Chairperson, if required.

iv. The CCEC shall work with the Environmental Manager or their designate to provide a yearly progress report to Council summarizing the accomplishments of the prior year including the reporting of key performance indicators as outlined in the Environmental Charter.

12.0 Conflict of Interest

i. Committee members will respect the confidentiality of all matters discussed at CCEC meetings and all information shared with the CCEC by municipal staff or Council.

ii. Committee members must abide by the conflict of interest provisions of the Community Charter and City Council Procedure Bylaw as amended from time to time. If a Committee member attending a meeting considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why they consider this to be the case and

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immediately leave the meeting or the part of the meeting during which the matter is under consideration.

RELATED BYLAWS, POLICIES AND PROCEDURES

- Select Committees Policy COU.20b

END OF TERMS OF REFERENCE

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STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Jennifer Russell, Corporate Officer

Subject: **2023 Municipally Funded Grants**

Recommendation(s)

1. That 2023 Community Enhancement Grants be awarded to the following organizations in the following amounts:

Greater Vancouver Youth Unlimited	$ 7,000
Hope Central	$ 11,000
Kara-Kata Afrobeat Society of Canada	$ 0
Mission Alano Club	$ 12,000
Mission Artists Association	$ 1,000
Mission City Farmers Market	$ 2,500
Mission Folk Music Festival	$ 9,000
Mission Friendship Centre Society	$ 2,500
Mission Hospice Society	$ 3,000
Mission Literacy in Motion	$ 6,000
National Family Support & Restoration Society	$ 4,500
Opening Nite Theatre Society	$ 9,000
Optimist Club of Mission	$ 2,500
Silverdale Community Centre	$ 4,000
Starfish Backpack Program – Rotary Club of Mission	$ 500
Steelhead Community Association	$ 4,000
YAG Leadership & Advocacy Society	$ 3,000

2. That Mission Folk Music Festival receive 25% of the grant funding upon conclusion of each of the four planned concerts.

3. That Mission Hospice Society use the grant funds solely for the purpose of supplying comforts at the Christine Morrison Hospice.

4. That 2023 Community Event and Special Event Grants be awarded to the following organizations in the following amounts:

Greater Vancouver Youth Unlimited (Pulling Together: The Caring Connected Adult)	$ 2,500
Mission Arts Council (Arts Alive Tour)	$ 5,000
Mission Environmental Stewardship Society (Green Living)	$ 3,640
Mission Friendship Centre Society (Truth & Reconciliation Day – Orange Shirt Day)	$ 2,500
Mission Literacy in Motion (Riot of Reading & Family Fun Night)	$ 4,000

Mission Seniors Centre Association (2023 Seniors Week)	$ 2,000
Royal Canadian Legion Br #57 (Remembrance Day)	$ 5,000

5. That the amount of $869 be transferred from the Community/Special Event grant account to the Community Enhancement grant account to facilitate the recommended awards.
6. That the amount of $5,954 remaining in the Community/Special Event grant account be awarded to Mission Downtown Business Association for MissionFest 2023.
7. That 2023 Fee for Service Grants be awarded to the following organizations in the following amounts:

Fraser Valley Humane Society	$ 29,302
Greater Vancouver Youth Unlimited	$26,506
Lifetime Learning Centre Society	$ 10,357
Mission Arts Council	$ 30,000
Mission Association for Seniors Housing	$ 3,355
Mission District Historical Society	$ 86,118
Mission Environmental Stewardship Society	$ 38,000
Mission Search & Rescue	$ 5,022

8. That, notwithstanding policy FIN.54(C) that stipulates grants will normally be provided for a period of three years, the Fee for Service Grants noted above be awarded for the 2023 year only; with the understanding that the contracts and amounts will be reviewed and further recommendations will come before Council for 2024 and 2025.

Purpose

The purpose of this report is to recommend the 2023 Community Enhancement, Community Event, Special Event and Fee for Service grant awards for Council's consideration. Council is asked to review the allocations for all grant programs recommended by the Municipal Grants Select Committee and by the staff committee and make any necessary reallocations.

Background

The City recognizes and appreciates the hard work and dedication of the non-profit organizations in the community and provides, at the direction of Council, dedicated grant funding in its annual budget.

The municipally funded grants are divided into four categories:

1. Community Enhancement;
2. Community Event;
3. Special Event; and
4. Fee for Service (FFS).

Community Enhancement Grants are intended to assist organizations in the provision of local community focused activities. The grants are awarded to Mission-based community groups in the fields of the arts, culture, recreation or social services.

Community Event Grants are intended to support recurring events that Council has pre-determined provide a significant benefit to the broader community and are open to all members

of the public without charge. Typically, such grants are limited to not more than $5,000 per event annually.

Special Event Grants are intended to support one-time or first-time events that are of a cultural, social or recreational significance to the community, which are open to the community at large. There is no pre-set budget for these grants and they are funded from the Community Event budget.

Fee for Service Grants must primarily support a service or program that otherwise would likely be offered by the City. Staff liaisons are appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the City.

Discussion and Analysis

1. Community Enhancement Grants

The Council-appointed Municipal Grants Select Committee is tasked with the responsibility of reviewing and providing recommendations for the Community Enhancement, Community Event and Special Event Grant applications. This Committee typically meets once per year at the end of the application intake process. This year the meeting was held on September 14, 2022. The minutes of that meeting are attached to this report as **Attachment A**. The 2023 applicants, along with the Committee's funding recommendations, are shown in the tables below.

The Committee reviewed seventeen applications for Community Enhancement Grants. The budget for the 2023 Community Enhancement Grants was set at $80,631 whereas the total amount applied for by the applicant organizations equalled $219,500 ($138,869 more than the allocated budget).

Once their review was completed, the Committee provided their grant recommendations to City staff. The number of applications for 2023 was greater than the number of applications received for 2022. The Committee's recommendations for the disbursement of the 2023 Community Enhancement Grants are listed in Table 1 below.

If Council approves the grant amounts as recommended, there will be a shortfall of $869 in this account (see Recommendation #5).

Table 1: Committee Recommended Community Enhancement Grant Allocations

Organization	2023 Amount Requested ($)	2023 Amount Recommended ($)	2022 Amount Awarded ($)
Greater Vancouver Youth Unlimited	10,000	7,000	7,000
Hope Central	13,000	11,000	-
[1] Kara-Kata Afrobeat Society of Canada	110,000	0	-
Mission Alano Club	13,000	12,000	13,000
Mission Artists Association	1,000	1,000	1,000
Mission City Farmers Market	3,000	2,500	3,000
[2] Mission Folk Music Festival Society	11,000	9,000	-
Mission Friendship Centre Society	2,500	2,500	-
[3] Mission Hospice Society	5,000	3,000	5,000

Organization	2023 Amount Requested ($)	2023 Amount Recommended ($)	2022 Amount Awarded ($)
Mission Literacy in Motion	8,000	6,000	-
[4] National Family Support & Restoration Society	10,000	4,500	-
Opening Nite Theatre Society	10,000	9,000	10,000
Optimist Club of Mission	2,500	2,500	2,500
Silverdale Community Centre	5,000	4,000	-
[5] Starfish Backpack Program – Rotary Club of Mission	5,000	500	-
Steelhead Community Association	5,500	4,000	5,000
YAG Leadership & Advocacy Society	5,000	3,000	-
[6] **TOTAL:**	**$219,500**	**81,500**	

[1] The Committee did not recommend any funding be provided to Kara-Kata Afrobeat Society of Canada as they do not have a presence in Mission. The applicant's proposed farm is outside the City of Mission boundaries and no Directors live within the City of Mission. In addition, the Committee noted that the application was overly broad, incorporating several initiatives.

[2] The Committee noted that Mission Folk Music Festival Society requested support for a number of concerts in community halls. As there are four concerts identified as part of the community concert series, the Committee recommended that upon conclusion of each concert, 25% of funding be released.

[3] The Committee advised the funds must be used solely for the purpose of supplying comforts at the Christine Morrison Hospice.

[4] The Committee recommended a grant of less than requested but would consider a greater amount next year once the project is operating.

[5] The Committee stated that, as required by the City of Mission, this organization is limited to the $500 maximum as it is not a registered society, as per the Municipally Funded Grants Policy.

[6] The Committee requested that a portion of the unallocated funds from the Community / Special Event budget be transferred to cover the over-allocation in the Community Enhancement category.

2. Community Event / Special Event Grants

Organizations applying for a Community Event and Special Event Grant must make a formal application to the Municipal Grants Select Committee. Similar to the Community Enhancement category, each organization is required to provide a report on the use of the previous year's funds.

The Committee reviewed seven applications for grants under the Community Event and Special Event category. The number of applications for a 2023 grant was higher than those received for 2022. The budget for the 2023 Community Event and Special Event Grants was set at $31,463 whereas the total amount applied for by the applicant organizations equaled $30,640 ($823 less than the allocated budget). The Committee's recommendations for the disbursement of the 2023 Community Event Grants are listed in Table 2 below.

If Council approves all of the grant amounts as recommended, there will be no remaining funds in this account.

Table 2: Committee Recommended Community Event and Special Event Grant Allocations

Organization	2023 Amount Requested ($)	2023 Amount Recommended ($)	2021 Amount Awarded ($)

Greater Vancouver Youth Unlimited (Pulling Together: The Caring, Connected Adult)	2,500	2,500	-
Mission Environmental Stewardship Society (Green Living)	3,640	3,640	2,000
Mission Literacy in Motion (Riot of Reading & Family Fun Night)	10,000	4,000	-
Mission Seniors Centre Association (2023 Seniors Week)	2,000	2,000	-
Royal Canadian Legion Br #57 (Remembrance Day)	5,000	5,000	-
Mission Arts Council (Arts Alive Tour)	5,000	5,000	5,000
Mission Friendship Centre Society (Truth & Reconciliation Day – Orange Shirt Day)	2,500	2,500	-
[1] **TOTAL:**	**$30,640**	**$24,640**	

[1] Staff received an additional application post-deadline from Mission Downtown Business Association – MissionFest. Following the recommended transfer of $869 to cover the shortfall in the Community Enhancement Grant budget, there would be $5,954 remaining in the Community Event and Special Event budget. Staff recommend awarding those remaining funds of $5,954 to this organization specifically for this event.

3. Fee for Service (FFS) Grants

Table 3 below provides a summary of the 2023 FFS applications received as well as historical information regarding recent FFS grants. The Director of Parks, Recreation and Culture, Director of Development Services, Manager of Environmental Services, Manager of Social Development and the Corporate Officer met to review the applications and agree on funding recommendations for Council consideration. The budget for 2023 FFS grants is $246,305. The total amounts disbursed under this category varies from year to year because of fluctuating amounts of 'surplus' available from underspent funds in the budgets for the other two grant categories. There would be no 'surplus' this round if Council approves all amounts as recommended.

Special Consideration for 2023:

The staff committee discussed the amount of time that had passed since the last comprehensive review of the Fee for Service agreements and changes occurring within organizations resulting from the pandemic such as staffing and programs. As Council is in the process of setting its new priorities and strategic plan for the new term, the timing seems right to undergo a full review of the services provided under these agreements and make sure they are in alignment with Council's priorities. Staff will be reaching out to the organizations individually to determine their specific needs and looking at potential overlap and/or duplication of services and clarifying deliverables, and will report back to Council before the 2024 budget process.

It is for this reason that staff recommend that the Fee for Service grant awards be dispersed for only one year, with a full review of the agreements to occur during 2023 (see Recommendation #8).

The City received a total of seven applications, with the requests totaling $281,133. The staff committee recommendation above is for an increase of 7.5% over the 2022 grant for each organization, up to the requested amount.

The following provides a summary of how the grant funds will be used, and the services provided by each Fee for Service organization:

- Fraser Valley Humane Society: Operating expenses including rent, overhead, vet bills, cat food, medication as well as microchips into each cat prior to adoption.
- Greater Vancouver Youth Unlimited: Majority of funds would be used to fund staffing, program development and management responsibilities at MY House. The remaining funds would go towards the discarded needle pickup program as well as to staffing outreach through the new MY House Mobile RV.
- Lifetime Learning Centre Society: Covers operational expenses and fees including rent, computer and equipment costs, publicity and marketing costs as well as program expenses such as a bookkeeper.
- Mission Arts Council: Subsidizing program costs such as the Fraser Valley Children's Festival, lowering costs for classes, workshops and programs and promoting art and cultural events, festival classes and workshops.
- Mission Association for Seniors Housing: Previously funds were used to cover fuel expenses, however, a large increase is requested this year to assist with the purchase of a new bus.
- Mission District Historical Society: Operation of Mission Museum and Mission Archives; including facility operations and wages as well as Heritage Week in Mission. An increase is requested to establish full-time positions for the Archivist and Museum Manager to accomplish several purposes including succession planning.
- Mission Environmental Stewardship Society: Covering expenses related to the Anti Litter program including supplies, advertising, wages and operational costs as well as promoting environmental stewardship and awareness in the community.
- Mission Search and Rescue: Maintain the in-kind grant of $5,022 to cover the costs of renting space from the City at the Mershon Street Recycling facility.

The recommended award of FFS grants is as follows:

Table 3: Recommended and Historical Fee for Service Grants

Name	**2023 Proposed Grant ($)**	2023 Requested Grant ($)	2022 Approved Grant ($)	2021 Approved Grant ($)	2020 Approved Grant ($)	2019 Approved Grant ($)
Fraser Valley Humane Society	29,302	35,000	27,258	26,724	26,200	27,500
Greater Vancouver Youth Unlimited	26,506	35,000	24,657	24,174	23,700	25,435
Lifetime Learning Centre Society	10,357	23,000	9,635	9,446	9,261	10,500
Mission Arts Council	30,000	30,000	28,090	27,540	27,000	28,500
Mission Assn. for Seniors Housing	3,355	20,000	3,121	3,060	3,000	3,000
Mission District Historical Society	86,118	95,111	80,110	78,540	77,000	77,700
Mission Environmental Stewardship Society	38,000	38,000	36,414	35,700	35,000	35,000
Mission Search and Rescue	5,022	5,022	5,022	4,737	4,737	4,737
Total	**$228,660**	**$281,133**	**$214,307**	**$209,921**	**$205,898**	**212,372**

4. General

For reference purposes, Municipally Funded Grants Policy FIN.50(C) is provided as **Attachment B** and Fee for Service Grants Policy FIN.54(C) is provided as **Attachment C** to this report.

Council Goals/Objectives

The recommendations in this report align with Council's Strategic Plan: Livable Complete Community. "…To the greatest extent possible meet the social, cultural and physical needs of the community."

Financial Implications

The financial implications are discussed above. The total budget for all categories is $358,399. If Council approves the recommended grant awards totaling $340,754 there will be $17,645 surplus funds remaining in the Fee for Service grant account. This budget savings amount cannot be transferred back to the other grant categories, but can be used to increase any of the Fee for Service grants. The following table summarizes the overall 2023 grant budgets and recommendations:

	2023 Budget	**2023 Recommended Grants**
Community Enhancement	80,631	81,500
Community Event / Special Event	31,463	30,594
Fee for Service	246,305	228,660
Total	**$358,399**	**$340,754**

Communication

Once Council has made its decision on the Community Enhancement, Community Event / Special Event and Fee for Service grant awards, staff will proceed with the processing and direct deposit of funds to the successful applicants.

Summary and Conclusion

The City received seventeen Community Enhancement Grant applications, seven Community Event / Special Event Grant and seven Fee for Service applications for the 2023 municipally funded grant program. The recommendation before Council is to allocate $81,500 towards 2023 Community Enhancement grants, $30,594 towards 2023 Community Event grants and $228,660 towards 2023 Fee for Service grants.

Report Prepared by: Jennifer Russell, Corporate Officer

Reviewed by: Doug Stewart, Director of Finance

Approved for Inclusion: Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A: Municipal Grants Select Committee Meeting Minutes

Attachment B: Municipally Funded Grant Policy FIN.50(C)

Attachment C: Fee for Service Grants Policy FIN.54(C)

ATTACHMENT A

The **Minutes** of the **Municipal Grants Select Committee** meeting held in the Council Chambers at Municipal Hall, 8645 Stave Lake Street, Mission, BC on Wednesday, September 14, 2022 commencing at 10:00 a.m.

Members Present: Ed Betterton
Annie Charker
Glen Kask
Rebecca Simpson

1. CALL TO ORDER

The meeting was called to order.

Moved and seconded,

That Glen Kask be appointed as Chair.

CARRIED

2. REVIEW OF APPLICATIONS FOR MUNICIPALLY FUNDED GRANTS

The Committee reviewed 17 applications for grants under the Community Enhancement category, and 7 applications for grants under the Community / Special Event category.

Discussions ensued regarding the merits of each application. It was noted that $80,631 was available for Community Enhancement grants, and $31,463 was available for Community / Special Event grants, for a grand total of $112,094.

Moved and seconded,

That Community Enhancement Grants be awarded as follows:

Greater Vancouver Youth Unlimited	7,000
Hope Central	11,000
[1] Kara-Kata Afrobeat Society of Canada	0
Mission Alano Club	12,000
Mission Artists Association	1,000
Mission City Farmers Market	2,500
[2] Mission Folk Music Festival	9,000
Mission Friendship Centre Society	2,500
[3] Mission Hospice Society	3,000
Mission Literacy in Motion	6,000
[4] National Family Support & Restoration Society	4,500
Opening Nite Theatre Society	9,000
Optimist Club of Mission	2,500
Silverdale Community Centre	4,000
[5] Starfish Backpack Program – Rotary Club of Mission	500

Steelhead Community Association	4,000
YAG Leadership & Advocacy Society	3,000
[6] **TOTAL: (*$869 OVER BUDGET)***	**$81,500**

CARRIED

Committee Comments

1. The Committee did not recommend any funding be provided to Kara-Kata Afrobeat Society of Canada as they do not have a presence in Mission. The applicant's proposed farm is outside the City of Mission boundaries and no Directors live within the City of Mission. In addition, the Committee noted that the application was overly broad, incorporating several initiatives.
2. The Committee noted that Mission Folk Music Festival Society requested support for a number of concerts in community halls. As there are four communities identified as part of the community concert series, the Committee recommended that upon conclusion of each concert, 25% of funding be released.
3. The Committee advised the funds must be used solely for the purpose of supplying comforts at the Christine Morrison Hospice.
4. The Committee recommended a grant of less than requested but would consider a greater amount next year once the project is operating.
5. The Committee stated that, as required by the City of Mission, this organization is limited to the $500 maximum as it is not a registered society, as per the Municipally Funded Grants Policy.
6. The Committee requested that a portion of the unallocated funds from the Community / Special Event budget be transferred to cover the over-allocation in the Community Enhancement category.

Moved and seconded,

That Community / Special Event Grants be awarded as follows:

Greater Vancouver Youth Unlimited (Pulling Together: The Caring Connected Adult)	2,500
Mission Environmental Stewardship Society (Green Living)	3,640
Mission Literacy in Motion (Riot of Reading & Family Fun Night)	4,000
Mission Seniors Centre Association (2023 Seniors Week)	2,000
Royal Canadian Legion Br #57 (Remembrance Day)	5,000
Mission Arts Council (Arts Alive Tour)	5,000
Mission Friendship Centre Society (Truth & Reconciliation Day – Orange Shirt Day)	2,500
[1] **TOTAL: (*$6,823 UNDER BUDGET)***	**$ 24,640**

CARRIED

Committee Comments

1. The Committee received an additional application post-deadline from Mission Downtown Business Association – MissionFest. Following the recommended transfer of $869 to cover the shortfall in the Community Enhancement Grant budget, there would be $5,954 remaining in the Community / Special Event budget. The Committee recommended awarding those remaining funds of $5,954 to this organization.

3. ADJOURNMENT

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 12:00 p.m.

DISTRICT OF Mission ON THE FRASER		**POLICY AND PROCEDURE MANUAL**
Category: Finance	**Number:** FIN.50(C)	**Name:** Municipally Funded Grants Policy
Type:	**Authority:**	**Approved By:**
☒ Policy ☐ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Senior Management Team ☐ CAO ☐ Department Head
Office of Primary Responsibility: Corporate Administration		
Date Adopted: July 6, 2015	**Council Resolution No:** RC15/366	**Date to be Reviewed:** January 2016
Manner Issued: Mail, email and website	**Related Policies, Reference:** N/A	

PREAMBLE:

The adoption of this policy by Council Resolution includes the repeal of policy number FIN.18 and FIN.19.

BACKGROUND:

Municipalities in British Columbia may:

- provide any service through another organization
- provide grants to organizations by Council resolution

PURPOSE:

The Municipally Funded Grant types are as follows:

- Community Enhancement Grant
- Community Event Grant
- Special Event Grant

The Municipally Funded Grants Program is designed to assist:

- local community-minded organizations offering events and services that facilitate the arts, cultural, recreational or social service functions, (Community Enhancement, Community Event and Special Event Grants)

POLICY:

1. Process

(a) Council will consider applications for Municipally Funded Grants annually. Notification will be advertised in the local newspaper and on the District website.

(b) Applications must be submitted to the District using the prescribed application form, (included with this policy), on or before July 15th of each year unless otherwise designated in the annual notification. A select committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.

(c) Applications received after July 15 will not be considered.

(d) All applications should include copies of the following in order to receive optimal consideration:

i. Constitution (if not previously provided or if changes have occurred);
ii. Current list of board members;
iii. Annual general meeting minutes, (including manager's report, if applicable);
iv. Detailed proposed budget for the current year, listing expenditures and revenues, including a list of all other grants and donations;
v. Financial statement (in the form attached to the grant application);
vi. Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and
vii. Identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.

(e) The committee report to Council will highlight relativity to the eligibility criteria.

(f) Delegations to Council by organizations missing the intake deadline will not be permitted, except under specific qualifying or emergency circumstances.

2. Eligibility Criteria *(Select Committee members are ineligible to apply for District Grants)*

(a) Organization's Mandate:

i. Community Enhancement Grants:
Are intended to assist organizations in the provision of local community focused activities. The grants will be awarded to community groups with a physical presence in Mission, in the fields of the arts, cultural, recreational or social services.

ii. Community Event Grants:
Are intended to support recurring events that Council has pre-determined provide a significant benefit to the community as a whole and is open to all members of the public without charge. Typically, such grants are limited to not more than $5,000 per event annually.

iii. Special Event Grants:
Are intended to support one-time events that are of a cultural, social or recreational significance to the community, and that are open to the community at large.

(b) Nature of Organization:

i. Community Enhancement, Community Event and Special Event Grant Eligibility:
- Is not commercial in nature;
- Is incorporated, either under the *Societies Act* of British Columbia or under any federal act as a charitable organization or, in the event that the funding applied for is equal to or less than $500, is an unincorporated group with a written constitution which evidences objectives which are charitable in nature;
- Has demonstrated sound financial and administrative management;
- Has demonstrated financial need; and
- Funding would benefit the residents of the District of Mission.

RECORD OF AMENDMENTS/REVIEW

Policy #	Date Adopted	Date Reviewed	Amended (Y/N)	Date Reissued	Authority (Resolution #)
FIN.50	2015-07-16				RC15/366
FIN.50(C)			Y	2017-01-16	RC17/009
FIN.50(C)			Y	2018-05-07	RC18/240
FIN.50(c)			Y	2019-09-16	RC19/552

DISTRICT OF Mission ON THE FRASER		**POLICY AND PROCEDURE MANUAL**
Category: Finance	**Number:** FIN.54(C)	**Name:** Fee for Service Grants Policy
Type:	**Authority:**	**Approved By:**
☒ Policy ☐ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Senior Management Team ☐ CAO ☐ Department Head
Office of Primary Responsibility: Corporate Administration		
Date Adopted: September 16, 2019	**Council Resolution No:** RC19/552	**Date to be Reviewed:** September 16, 2020
Manner Issued: Mail, email and website	**Related Policies, Reference:** FIN.50(C) Municipally Funded Grants Policy	

BACKGROUND:

Municipalities in British Columbia may:

- provide any service through another organization; and
- provide grants to organizations by Council resolution.

PURPOSE:

Fee for Service grants are designed to assist local not-for-profit incorporated organizations or Community Contribution Companies (CCC) with delivery of services to the community that otherwise would likely be offered by the District.

POLICY:

1. Process

(a) Council will consider applications for Fee for Service grants annually. Notification will be advertised in the local newspaper and on the District website.

(b) Applications must be submitted to the District using the prescribed application form, (included within this policy), on or before July 15th of the preceding year unless otherwise designated in the annual notification. A staff committee will review the applications and prepare a report with recommendations to Mayor and Council who shall consider the request and make the final decision.

(c) Applications received after July 15th of the preceding year will not be considered.

(d) All applications should include copies of the following in order to receive optimal consideration:

i. constitution (if not previously provided or if changes have occurred);

ii. a current list of board members and number of employees, (full time and part time);

iii. the organization's public advertisement;

iv. annual general meeting minutes, (including the manager's report, if applicable);

v. a detailed proposed budget for the current year, detailed expenditures and revenues, including a list of all other grants and donations;

vi. financial statements for the previous fiscal year ('Notice to Reader' for grant requests below $50,000 and 'Review Engagement' for grant requests above $50,000);

vii. a statement identifying the amount of reserved funds, if any, and the purpose of those funds; and

viii. identification of the name and position of any individuals who receive payment from the grant funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.

(e) In order to ensure funding equitability among the grant recipients, the committee's report to Council will highlight relativity to the eligibility criteria and any additional District assistance the organizations receive, (i.e. permissive tax exemptions, use of District buildings, etc.).

(f) Delegations to Council by organizations missing the intake deadline will not be permitted, except under specific qualifying or emergency circumstances.

2. Eligibility Criteria

(a) Organization's Mandate:

Primarily must support a service or program that otherwise would likely be offered by the District. Staff Liaisons will be appointed by the Chief Administrative Officer to each organization to support activities and provide a close connection with the District. The organization must notify the District of Mission Staff Liaison of the date, time, and venue for their organization's Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

(b) Organization Eligibility:

i. the organization must be registered as a not-for-profit incorporated society in British Columbia or a Community Contribution Company (CCC);

ii. the organization must offer their services within the District of Mission;

iii. the general membership of the organization must consist of at least 50% of Mission's residents;

iv. the organization must be able to demonstrate that they are able to match the District's contributions in either other donation dollars or in-kind services; and

v. the organization must notify the District of Mission Staff Liaison of the date, time, and venue for their organization's Annual General Meeting, and any significant changes (i.e. in leadership) to their organization.

3. Payment of Grant Funds

Upon receipt of the signed Municipal Fee for Service Agreement, and subsequent Statements of Accountability that are due at the end of each calendar year, the District will provide funding to the organization in the January of each calendar year for the term of the agreement. Funding is contingent upon receipt of the organization's annual Statements of Accountability.

4. Insurance Requirements

The organization is required to obtain and keep in force liability insurance coverage of not less than two million dollars per occurrence, throughout the duration of the Fee for Service Agreement. The insurance policy must name the District of Mission as an additional insured.

5. Duration of Funding and Agreements

Fee for Service grants will normally be provided for a period of three years, with a two percent (2%) cost of living increase in years two and three. The two percent (2%) cost of living increase for subsequent funding years will be reviewed every fourth year, and may be adjusted based upon the Vancouver Consumer Price Index (VCPI).

First time recipient organizations will receive one-year funding, and may receive three-year funding thereafter.

RECORD OF AMENDMENTS/REVIEW

Policy #	Date Adopted	Date Reviewed	Amended (Y/N)	Date Reissued	Authority (Resolution #)
FIN.54(C)	Sept. 16, 2019				RC19/552

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Christine Brough, Executive Assistant

Subject: **Council Representative/Liaison: Citizen's Advisory Committee (CAC) - Mission Institution - Change Requested**

Recommendation

That Council's representatives / liaisons to the Citizen's Advisory Committee (CAC) - Mission Institution be revised as follows:

a. Councillor Ken Herar (primary)

b. Mayor Paul Horn (alternate)

Purpose

This report is being brought forward at the request of both Mayor Horn and Councillor Herar. The purpose of this report is to give Council an opportunity to consider whether or not to amend its representation on the Citizen's Advisory Committee to ensure consistent attendance at both the Joint Shared Services Committee (JSSC) and the CAC meetings.

Background

At the November 2, 2022 Inaugural meeting of the 2022-2026 Council, the following appointments were made:

Citizen's Advisory Committee (CAC) – Mission Institution

i. Mayor Paul Horn
ii. Councillor Ken Herar (alternate)

Joint Shared Services Committee (JSSC)

i. Mayor Paul Horn
ii. Councillor Danny Plecas
iii. Councillor Mark Davies
iv. Councillor Carol Hamilton (alternate)
v. Councillor Ken Herar (alternate)

At the time, there was no scheduling conflict as the CAC met monthly, on the third Thursday of the month from 1:00~3:30 p.m., whereas the JSSC met on the second Thursday of every second month (January, March, May, July, September and November) from 9:00 am to 12:00 pm. Recently, however, the JSSC has had to change its meeting date/time. Going forward, it will meet on the third Thursday of every second month (January, March, May, July, September and November) from 2:00 pm to 4:00 pm. As this will impact Mayor Horn's ability to regularly attend the CAC meetings, he and Councillor Herar have discussed the matter and have proposed that they switch roles. In this way, they can both remain involved in the committee but there will be more consistency with regard to attendance.

Financial Implications

There are no financial implications associated with this report.

Communication

Following the December 19, 2022 Regular Council meeting, staff will communicate Council's decision to Mission Institution.

Report Prepared by:	Christine Brough, Executive Assistant
Reviewed by:	Jennifer Russell, Corporate Officer
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Doug Stewart, Director of Finance

Subject: **DCC Bylaw and CAC Policy Amendments – Update after Stakeholder and Public Engagement**

Recommendation(s)

1. That Council endorse the proposed Development Cost Charge rates and direct staff to prepare a bylaw and bring it to a future regular Council meeting for three readings.
2. That Staff be directed to draft a DCC Waiver Bylaw for consideration at a future Regular Council meeting.
3. That Council endorse the proposed Financial Contributions for Community Amenities Policy and direct staff to bring it to a future Regular Council meeting for approval.

Purpose

The purpose of this report is to update Council on the stakeholder and public engagement that has occurred and to present revised Development Cost Charge (DCC) rates, seek input on potential waivers for affordable rental housing and present a revised Financial Contributions for Community Amenities Policy (CAC) for consideration.

Background

On July 11, 2022, at a Special Council Meeting, a report was presented to Council regarding proposed amendments to the DCC Bylaw and Council passed the following resolution:

> *That staff proceed with stakeholder consultation regarding an update to the Development Cost Charge Bylaw as detailed in the Draft Background Report attached to the report from the Director of Finance dated July 11, 2022.*

On September 6, 2022, at a Special Council Meeting, a report was presented to Council regarding proposed revisions to the CAC policy and Council passed the following resolution:

> *That staff proceed with stakeholder consultation regarding a revised LAN.40(C) Financial Contributions for Community Amenities policy as determined by Council during the September 6, 2022 Regular Council meeting within 60 days.*

On September 20, 2022, staff met with the Development Liaison Committee (DLC) to discuss the proposed DCC and CAC updates.

On October 12, 2022, staff met with representatives from the Urban Development Institute (UDI) and the Canadian Home Builders Association - Fraser Valley (CHBA FV) to discuss the proposed DCC and CAC updates.

On November 10, 2022, staff attended the Sustainable Housing Committee meeting to provide a presentation regarding the proposed DCC and CAC updates and then answer questions.

On November 18, 2022, a public information session was held at the Best Western Plus Mission City Lodge. A presentation regarding the proposed DCC and CAC updates was provided

followed by a question and answer period. Those individuals who were interested in attending the information session were asked to register to provide staff with an estimated number of attendees. However, no one would be turned away if they chose not to register ahead of the meeting. While registering, participants were also able to pose questions they wanted answered. These questions were answered at the public session. 49 registrations were received on-line and 27 individuals attended the session in person.

Attachment A provides questions and comments received from all of the information sessions and individual meetings with answers and/or responses provided by staff.

Discussion and Analysis

Development Cost Charge Levy

Through public consultation, staff heard that the large increase in the DCC levy was a concern for many developers. At the public meeting, some developers stated that the pro formas prepared to support their projects with their financiers were based on the lower DCC levy and that a large levy increase could pose a challenge for them. No one challenged the growth projections, the projects on the DCC project list nor the resulting DCC levy; they simply wanted the rate reduced or phased-in. The only way to phase-in the DCC levy would be to increase the assist factor which would mean the current taxpayers would fund a larger share of the cost of the capital expenses in the short-term. Staff's preference is to consider projects at the outer end of the DCC time horizon and determine if some could be deferred beyond the DCC range thus reducing the overall DCC project plan.

At the October 12, 2022 meeting with representatives from the UDI and CHBA FV, staff were asked to prepare an analysis on the DCC rates including sensitivity around growth rate (i.e. compare 1.5% and 2.0% to current 1.75%). Staff agreed to conduct this analysis. Staff determined that some of the projects included in the DCC program presented previously would only be required if the annual growth rates were 2% or 2.25% over the entire period covered by the bylaw. Some projects were removed from the program entirely as it was felt they could be deferred beyond the 2050 regardless of the growth rate.

Staff updated the amounts for the projects in the Silverdale neighbourhood as updated servicing plans and cost estimates were received. Staff also took into consideration the $62 million Provincial grant for the water intake project in the Regional Water DCC program.

The following chart provides the required DCC levy for single-family homes at various growth rates:

Annual Growth Rate	Roads	Water	Sewer	Drainage	Parkland	Regional Water Supply	Regional Sewage Treatment	Total
1.75% Growth - Original	24,124.70	8,299.22	4,291.77	4,100.96	4,532.17	2,353.64	2,735.66	**50,438.12**
1.5% Growth	21,986.72	4,682.29	4,088.52	4,441.50	4,576.59	553.76	3,289.41	**43,618.79**
1.75% Growth	20,378.69	4,661.66	3,654.14	4,027.86	4,555.35	481.89	2,862.44	**40,622.03**
2% Growth	24,012.05	4,126.09	3,234.32	3,634.87	4,611.41	426.52	2,533.59	**42,578.85**
2.25% Growth	22,209.34	3,700.56	2,900.76	3,302.13	4,590.53	382.53	2,272.29	**39,358.14**

The DCC levy has been significantly reduced from $50,438 to $40,622 for a single-family dwelling based on an estimated growth rate of 1.75%. The DCC levy remains close to this

amount for 1.5% growth as well as for 2% and 2.25%. Staff still propose that the DCC levy be based on the 1.75% growth estimate as this is the amount calculated and it has been deemed to be a reasonable target.

Attachment B provides the amended proposed DCC rates for all construction types.

DCC Waiver

Section 562 of the *Local Government Act* states:

(1) Except as authorized under section 563 [development for which charges may be waived or reduced], a local government must not provide assistance by waiving or reducing a development cost charge.

Section 563 of the *Local Government Act* states:

(1) In this section, "eligible development" means a development that is eligible in accordance with an applicable bylaw or regulation under this section as being for one or more of the following categories:
    (a) not-for-profit rental housing, including supportive living housing;
    (b) for-profit affordable rental housing;
    (c) a subdivision of small lots that is designed to result in low greenhouse gas emissions;
    (d) a development that is designed to result in a low environmental impact.

(2) Subject to a bylaw under subsection (3) and an applicable regulation under subsection (6), a local government may waive or reduce a development cost charge for an eligible development.

(3) For the purposes of subsection (2), the local government, by bylaw,
    (a) must establish what constitutes an eligible development or a class of eligible development for the purposes of one or more categories of eligible development described in subsection (1),
    (b) must establish the amount or rates of reduction for an eligible development, which may be different for different categories of eligible development described in subsection (1) or different classes of eligible development established in the bylaw, and
    (c) may establish the requirements that must be met in order to obtain a waiver or reduction under subsection (2) and the conditions on which such a waiver or reduction may be granted.

Staff have investigated what each of the municipalities used as comparators have chosen to do in regard to providing waivers for non-profit rental housing and supportive housing. Attachment C provides a summary of this investigation. Of the nine municipalities we have compared Mission to, five do not provide any waivers. The waivers provided by the other four municipalities are all different.

The Township of Langley offers waivers for any residential development that includes at least one not-for-profit dwelling unit or supportive living unit. If less than 30% of the dwelling units are dedicated for not-for-profit or supportive living units the waiver is considered for these units only. If more than 30% of the dwelling units in an eligible development are dedicated for not-for-profit or supportive living units, the entire development could be considered for a waiver.

Maple Ridge offers a reduced DCC levy for below market rental apartments. The DCC rate for affordable below market rental apartments is 90.4% of the regular apartment levy and for not-for-profit below market rental apartments it is 36.8% of the regular apartment levy.

Port Moody offers a reduced DCC levy for affordable rental housing. If the organization is a not-for-profit the discount is 50%. If the organization is a for-profit organization the discount is 25%.

Surrey offers a full waiver for any development that offers not-for-profit rental housing in accordance with either of its two *Memorandum of Understanding Regarding the Development of Housing for the Homeless between the BC Housing Management Commission and the City of Surre*y. These memorandums are very specific in regard to what is an eligible development. They are specifically for the development of supportive housing projects on City owned land for people who are homeless or at-risk of homelessness.

Staff recommend Council consider a waiver scheme that is similar to the one offered by the Township of Langley with the only exception being that the waiver is only offered on the actual affordable or supportive units. Staff from various City departments such as; planning, social development, economic development, finance and others, will need to meet to draft the exact wording for a proposed bylaw for Council's consideration. The following are examples of what could be included in a DCC Waiver bylaw:

- For an Eligible Development that offers Not-for-Profit Rental Housing, Supportive Living Units or For-Profit Affordable Rental Housing, the City may waive all Development Cost Charges for those units within the Eligible Development.

- "Eligible Development" means any residential development that includes at least one Not-for-Profit Dwelling Unit or Supportive Living Unit.

- "Eligibility Criteria" means criteria that limits occupation of a dwelling unit to a household with an income at or below housing income limits for the corresponding size of dwelling unit within the City, as set out in the current "Housing Income Limits" table published by BC Housing, or equivalent publication.

- "Not-for-Profit Rental Housing" means any dwelling unit that is:

  (i) owned, leased or otherwise controlled by a not-for-profit organization;
  (ii) reserved and operated as non-profit rental housing for households who meet Eligibility Criteria;
  (iii) governed by the terms of an agreement and/or covenant to ensure the dwelling units comprising the Not-for-Profit Dwelling Units are occupied and managed as not-for-profit rental housing for a period of at least twenty years.

- "Supportive Living Unit" means any dwelling unit that is:

  (i) owned, leased or otherwise controlled by a not-for-profit organization;
  (ii) reserved and operated as a hospice for non-profit supportive living for individuals in palliative care or housing that integrates dwelling units for persons who were previously homeless or who are at risk of homelessness, with onsite support services available and where occupancy is not restricted to a maximum of 90 days; and

(iii) governed by the terms of an agreement and/or covenant to ensure the dwelling units comprising the Supportive Living Units are occupied and managed as non-profit supportive living for individuals for a period of at least twenty years.

- "For-Profit Affordable Rental Housing" means any dwelling that is:

  (i) rental housing with a rent that is 30 per cent or less of household's gross income.
  (ii) governed by the terms of an agreement and/or covenant to ensure the dwelling units comprising the For-Profit Affordable Rental Housing are occupied and managed as for-profit affordable rental housing for a period of at least twenty years.

Langley and Port Moody have both adopted DCC waiver bylaws that are separate from their DCC Levy Imposition bylaws. This may have been done to allow their respective Council's to consider changes to the waivers without the need to amend the DCC Imposition Bylaw which also needs approval from the Inspector of Municipalities. Staff recommend Council consider taking the same approach and adopt a separate bylaw for the DCC waivers. Should Council agree, a proposed DCC Waiver Bylaw could be drafted and brought to Council for further consideration.

Community Amenity Contribution Policy Amendment

Attachment D is a proposed amended CAC policy based on the direction provided by Council at the September 6, 2022 Special Council Meeting. Most of the feedback received through the public and stakeholder consultation related to the DCC levy. No suggestions for changes to the CAC policy were offered. Should Council endorse the policy as is, or with amendments, it can be presented at a future Council meeting for approval.

Input from the Urban Development Institute (UDI) and the Canadian Home Builders' Association Fraser Valley (CHBA FV)

On December 9, 2022 the City received a letter from the UDI and CHBA FV providing their comments on the proposed DCC and CAC increases. Attachment E provides the letter for Council's information.

Council Goals/Objectives

This report addresses the goals under Council's strategic focus areas of, Secure Finances, Assets and Infrastructure, and Organizational Excellence.

Financial Implications

There are no direct financial implications associated with this report.

Communication

There has been extensive communication regarding the proposed amendments to the DCC bylaw and CAC policy. This report details the communication activities and the feedback received. All of the participants in the public input session have been provided with the questions asked and responses provided.

Summary and Conclusion

Part of the process to amend the DCC bylaw and the CAC policy is to seek stakeholder input. Several meetings and public sessions were held to seek feedback about the proposed amendments and to answer any questions posed. Attachment A provides details of the feedback received.

As a result of the input received staff have revised the proposed DCC levy amounts. The revised proposed revised levy amounts are provided as Attachment B. Should Council endorse the DCC levies proposed a bylaw can be presented at a future Council meeting for three readings. The bylaw and an accompanying background report would then be sent to the Inspector of Municipalities for approval. Once approved by the Inspector, the bylaw would be brought to Council for adoption.

The *Local Government Act* provides a provision that allows Council to consider providing DCC waivers. Staff recommend Council consider offering waivers for not-for profit affordable rental units and supporting housing units. Should Council wish to consider providing a waiver, staff request a resolution directing staff to bring forward a draft bylaw for discussion.

Staff have prepared an amended CAC policy based on the direction provided by Council at the September 6, 2022 Special Council Meeting. Should Council endorse the policy as is, or with amendments, it can be presented at a future Council meeting for approval.

Report Prepared by:	Doug Stewart, Director of Finance
Reviewed by:	Andrea Bazinet, Administrative Assistant - Finance
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A:	Public Engagement Questions, Comments and Answers
Attachment B:	Amended Proposed DCC Rates
Attachment C:	Comparison of Waivers in Other Municipalities
Attachment D:	Proposed Amended CAC Policy
Attachment E:	UDI and CHBA FV Letter

Attachment A

Development Cost Charge and Community Amenity Contributions Public Stakeholder Engagement

Submitted Questions/Comments and City Answers/Responses

Question 1: With the big shifts in pricing for everything from pipe to fuel, how are prices for infrastructure being calculated? For example, the prices of steel pipe have almost doubled in the last 18 months but are sure to come down as inflation cools, what benchmark in time is being used to adjust the bylaws?

> ***Answer:*** *The infrastructure cost estimates are based on current construction costs, generally as provided by the authors of the most recent master plans. It should be noted that current pricing is used for all projects in the DCC program regardless of the year the expense is expected to be incurred. According to the DCC Best Practices Guide "As a matter of Ministry policy, inflation and long-term debt financing are not considered eligible for DCC recovery." Changes in cost estimates will be dealt with on subsequent bylaw updates, ideally done every 4 -5 years.*

Question 2: Where can we get higher land density close to the schools?

> ***Answer:*** *The DCC Bylaw does not consider nor impact land density issues.*

Question 3: How much are the DCCs and CACs going up by? Why are these costs going up now when you could have gradually raised these costs from 2017 to now? Are we able to spread these costs over a few years vs jacking up these costs all at one time?

> ***Answer:*** *DCC's for single-family homes are proposed to be increased by 2.42 times. The levies for townhouses and apartments are proposed to be increased by 2.28 and 2.18 times respectively. The Provincial legislation allows the City to increase the DCC levy each year by the Vancouver CPI increase without updating the entire DCC Bylaw. The City only chose to exercise this option once between 2018 and 2022. An option for a gradual increase in the DCC levy will be provided to Council for their consideration.*

Question 4: If DCCs and CACs go up all at once this cost will only hurt the home buyers because this cost will eventually be pasted onto the buyers. I propose we spread this cost over a few years so it doesn't hurt the buyers pocket all at once. At the end of the day as a builder I look at the cost of doing business vs the cost making profit. If these numbers don't make sense I won't build the project.

> ***Answer:*** *Although the DCC's and CACs contribute to the cost to construct new homes, there are many other, perhaps more significant, costs such as land, labour and materials that impact the amount a building will spend. The market value of a residential unit is affected by many factors other than the cost of construction, such as location, interest rates, supply in the area, etc. The City is cognizant that the DCC and CAC amounts may impact a developer's or builder's decision as to whether to proceed with a project or not and this will be a consideration when the bylaw is deliberated by Council.*

Question 5: We definitely should be upgrading because I wanna see highrise apartments building more in mission.

> ***Answer:*** *The DCC Bylaw does not consider nor impact land use options.*

Question 6: Will the City of Mission waive or reduce charges for certain types of development, including not-for-profit rental housing, supportive living housing and for-profit affordable rental housing?

> ***Answer:*** *The Local Government Act does allow the City to consider waiving DCC's for "not-for-profit rental housing, including supportive living housing" and "for-profit affordable rental housing". These options will be presented to Council for their consideration.*

Question 7: As it maybe necessary for the City of Mission to borrow in order to help finance an eligible development cost charge infrastructure project. Will interest costs be incorporated into the development cost charges in certain circumstances?

> ***Answer:*** *Although by Provincial policy, debt financing is not considered eligible for DCC recovery, it is allowed under the legislation. The City will endeavour to avoid debt financing whenever possible, but if it is necessary to allow a development to proceed, it will be considered. The following is from the DCC Best Practices Guide:*
>
> *The Inspector of Municipalities will consider allowing interest costs in exceptional circumstances only. Each of the three circumstances identified below necessitates the construction of specific infrastructure projects in advance of sufficient DCC cash flows in order to trigger investment in development.*
>
> - *Fixed-capacity infrastructure, such as water treatment and/or sewage treatment plants. These facilities may need to be constructed before growth can occur, and before adequate development cost charges can be collected.*
> - *Out-of-sequence projects, such as upgrading the main sewer or water trunk lines, where construction is brought forward from the timing set out in the DCC program.*
> - *Greenfield, which is usually providing infrastructure to areas that have no services, so growth can occur.*
>
> *In these exceptional circumstances, local governments or developers will need to front-end the cost of the specific growth-related projects, and recover their costs through DCCs as growth occurs.*

Question 8: Who is ensuring we will not run out of potable water with all the proposed development? More homes using water, no one enforcing water restrictions as well trees continue to be cleared for development with very few left standing or none at all.

> ***Answer:*** *The DCC bylaw identifies the infrastructure required, including that for water, to service the anticipated growth over the time horizon of the DCC bylaw. The availability of water and the environmental impact of a specific development is considered through a different process and is not influenced by the DCC bylaw.*

Question 9: How do we go about developing a Community Hall in the Cedar Valley area. How do we get more washrooms in the parks?

> ***Answer:*** *Both of these initiatives could be funded fully, or partially, with CAC funds. The first step is to appeal to Council to have the projects included in the capital plan. Once the project is*

identified for consideration, a funding source is then sought, which may include utilizing CAC funds.

Question 10: How can the DCC's and CAC's be altered for a proportion of units in a larger development so that those units can be rented at an affordable rent and remain "affordable" throughout the life of the development.

Answer: *See answer to question 6 regarding waivers for affordable housing.*

Question 11: The cost increases are prohibitive and will have a negative impact on housing affordability in Mission.

Answer: *See answer to question 4.*

Question 12: Do you not understand that any additional cost added to the Builders will be added to the cost of the house? Dont say you are concerned about housing affordability when you even think of doing this. Do you lack a knowledge of even basic economics?

Answer: *See answer to question 4.*

Question 13: Its difficult to believe that this is considered in the same breath as affordability. Why not take steps to reduce the wait times for approvals?

Answer: *The issue of wait times is outside of the scope of the DCC Bylaw and CAC Policy. The City is aware that wait times can pose challenges for developers and builders and is continually seeking ways to be as efficient as possible.*

Question 14: How can/will Mission improve getting public input for allocation of CAC funding?

Answer: *See answer to question 9.*

Question 15: This update is reassuring for local Mission residents, to see a substantial update to cover increased costs of building and maintaining services and amenities. This is also reasonable for developers based on the similar costs of other nearby cities.

Answer: *The primary purpose of the DCC Bylaw is to identify the infrastructure required to accommodate the anticipated growth in the City and to allocate the cost of installing this infrastructure fairly to all who will benefit.*

Question 16: Do the DCC funds become part of general revenue or are they specifically earmarked for actual infrastructure costs, if so, who's in charge of allocating?

Answer: *Section 566(1) of the Local Government Act states: "A development cost charge paid to a local government must be deposited by the local government in a separate special development cost charge reserve fund established for each purpose for which the local government imposes the development cost charge."*

This means The City must keep the funds separate from the general revenue and they can only be used for projects identified in the bylaw. Part of the resonsibilty of the Finance Officer (for Mission, it's the Director of Finance) is to ensure City funds are used appropriately and in accordance with all legislation.

Question 17: The proposed increased costs should apply to developers specifically. Individuals trying to build a home already face too many Municipal/Provincial cost stumbling blocks. Implementing such extensive cost increases (more than double in most cases) seems very ill-timed in the current economic environment.

> ***Answer:*** *Section 565(1) of the Local Government Act states: "Except as authorized under section 563 [development for which charges may be waived or reduced], a local government must not provide assistance by waiving or reducing a development cost charge." The waiver provision only applies to supportive and affordable housing or development that have low environmental impacts. Consideration of a different charge for developers vs. individuals is not allowed under the legislation.*

Question 18: I would like to see the entire list of costs that the developer is paying for DCC, Future schools, Park sites, Sewer, Water (for single family, townhomes, 4 story wood frame walk ups, Industrial and commercial developments).

> ***Answer:*** *The 2022 Draft DCC Background Report (listed within the document library) provides the specific DCC levies for Roads, Water, Sewer, Drainage and Parkland for all construction types.*

Question 19: I feel that the above costs should reflect what neighbouring Cities charge developers as any construction costs that the City of Mission has to bear would be very similar to what other jurisdictions are faced with.

> ***Answer:*** *Although as stated in the answer to question 15, the primary purpose of the DCC Bylaw is to identify the infrastructure required to accommodate the anticipated growth in the City and to allocate the cost of installing this infrastructure fairly to all who will benefit", the City does review what other municipalities are charging to ensure the costs identified and levies to be charged are reasonable and comparable. It should be noted that some municipalities have not updated their DCC bylaw for a number of years. The Maple Ridge rates are from 2017.*

Question 20: How do an increase in charges making housing more accessible and affordable? Also development costs will increase and naturally transfer costs on to home buyers.

> ***Answer:*** *See answer to question 4.*

Question 21: How can ordinary citizens know anything about DCCs? I doubt not one in a thousand understand this.

> ***Answer:*** *We have attempted through the Background Report and public meetings to provide as much information as we can in a concise and easy to understand format. We anticipate receiving the majority of the feedback from individuals involved in the development and building industry who are familiar with the DCC and CAC concepts and provisions. For those private individuals who take an interest in the process, their comments are very much welcome as well. If it appears the general public is confused or misunderstanding the information being provided by the City, adjustments will be made.*

Question 22: Council were elected to make decisions. Fobbing responsibility off to the public like this is a devious way of offloading responsibility.

Answer: *The DCC Best Practices Guide states that one of the guiding principles to be considered when developing a DCC bylaw is: Consultative Input - The development of DCCs must provide adequate opportunities for meaningful and informed input from the public and other interested parties. A DCC bylaw must be approved by the Inspector of Municipalities, and, although the specific public input is not defined, the Inspector will want evidence that opportunities affected stakeholders to provide feedback were offered. Ultimately, Council will need to accept and adopt the bylaw.*

Question 23: Why in many new developments, north cedar as an example are there no parks or green space? Can the roadways be wider so emergency vehicles can actually access residences?

Answer: *The proposed increase to the CAC target will provided additional fund that can be utilized to provided additional parks and green space. The City's Development and Subdivision Control Bylaw determines the standards for infrastructure such as road widths.*

Question 24: DCC charges in Cedar Valley in Mission are presently comparable to our neighboring communities of Abbotsford and Maple Ridge. (How does this compare to the areas undergoing development in Silverdale?) Why would you not just bring the rest of Mission (by your definition defined as 'all areas') up to the current level of Cedar Valley and Abbotsford & MR) thus equalizing the fees in Mission?

Answer: *See answer to question 15 and 19.*

Question 25: It seems to me that the magnitude of the proposed increase would be discouraging to prospective developers, to say the least. Mission cannot compare to that which Langley offers, i.e. the proximity to larger centers, retail, industrial, employment, etc . , yet this proposed increase exceeds those charges currently in place in Langley. How can such an increase benefit the housing market in Mission? In my opinion, it would only equate to unaffordable housing, further stalling and no growth for this community.

Answer: *See answer to question 4.*

Question 26: I fully support an increased CEC. Developers are highly interested in Mission right now and this is Mission's opportunity to ask for exactly what we need.

However, how will the City of Mission support local builders and developers? What is the strategy to support local? Residents have told me that they have noticed a lot of developers & real estate agents from Surrey visiting and making statements like "We want to turn Mission into the next Surrey". This concerns me, as this is my home and community and I have chosen to live here because it is not Surrey, or any other large city for that matter (I have lived in three large cities).

Also, I am concerned that the frenzy of development will cost us our friendly community where we all know each other and look out for each other. I lived in Vancouver and I saw my neighbourhood destroyed by new developments: increase in population lead to increase in crime, traffic, cost of living, the city implementing meters to park at local parks, neighbours not knowing each other, outrageous costs for food, waitlist to get into schools, etc. Vancouver has lost its grassroots feeling and it feels like an unfriendly place now. I don't want to see that happen in Mission. I support some development but it

needs to be thoughtfully planned, fit in with the natural environment, the people and the character of our neighbourhoods, not destroy it.

> ***Answer:*** *The DCC Bylaw and the CAC Policy do not limit, in any way, Council's ability to control development in the City. These are done through OCP Amendments, Zoning Amendments, Development Application, Variance Applications, etc.*

Question 27: Mission is special. Let's make sure we preserve that special quality.

> ***Answer:*** *We agree.*

Question 28 – With inflation at a 40 year high and with a recession likely in the future why would the District of Mission raise DCC charges 300 percent? Though these costs will be incurred by property owners/developers they will ultimately be passed on to the end user resulting further unaffordable housing. The percent increase of DCC charges should be rethought and brought down to a more reasonable level.

> ***Answer****: See answer to question 4 and 15.*

Question 29 – What is the anticipated date of implementation of the new charges?

> ***Answer:*** *At his time, we anticipate the Bylaw could be adopted by Council in early Spring 2023. The major milestones (and anticipated dates) to be completed are:*
>
> - *Council to receive feedback from the pubic/stakeholders and provide direction to staff (December 2022)*
> - *Council to give the bylaw three readings (January 2023)*
> - *The Inspector of Municipalities to Approve the Bylaw (January - March 2023)*
> - *Council to Adopt the Bylaw (March 2023)*

Question 30: Municipalities and regional districts levy development cost charges on new development to pay for new or expanded infrastructure such as sewer, water, drainage, parks and roads necessary to adequately service the demands of that new development. Why are the DCC charges the same in rural areas as compared to developments in urban areas? In rural developments sewer and water are not provided by the municipality. Whereas private septic systems and drilled well costs are incurred by the developer. Further to that new road construction is also provided by the developer. Why must the developer pay twice?

> ***Answer:*** *Separate DCC levies are calculated for each infrastructure type – roads, water, sewer, drainage and parkland. A specific DCC levy will not be charged if the service, such as water or sewer, is not going to available in the area being developed during the time horizon of the DCC Bylaw.*

Question 31: Why are Mission's proposed DCC's amongst the highest in the Lower Mainland? Comparable municipalities such as Abbotsford and Maple Ridge have DCC's that are significantly lower in spite of higher real estate values.

> ***Answer:*** *See answer to question 19.*

Question 32: After reviewing the comparison to other communities, what possible benefit is there to Mission in having the highest DCC costs in the lower mainland? How will that encourage development here?

> ***Answer:*** *See answer to question 19*

Question 33: What impact to development is expected from this update when combined with the upcoming Step Code phase?

> ***Answer:*** *The City acknowledges that the step coded requirements may add addional construction costs for the builders. At this time, the City has not made compliance with the step code mandatory and likely will not do so unless the Province requires it. The impact of the Step Code was not considered when determining the proposed DCC levies.*

Question 34: The update requires an open mike during the presentation to address any questions that arise during the session.

> ***Answer:*** *The Stakeholder Engagement session held on November 16 was well attended and included an opportunity for anyone to ask questions. Many questions, similar to these, were asked and answered.*

Question 35: We are hoping the City is able to provide some sensitivity analysis on the DCC rates including sensitivity around growth rate (i.e. compare 1.5% and 2.0% to current 1.75%) and the program years (i.e. how would the capital budget and, consequently, the DCC rate change if the program spanned 20 years as opposed to 27 years).

> ***Answer:*** *We are preparing a sensitivity analysis utilizing the information in the master plans. This analysis will be provided to Council as further information for their consideration prior to the bylaw being presented to for thee readings.*

Question 36: We are also curious as to how the City arrived at a $7M/ha cost for park land acquisition.

> ***Answer:*** *This was an estimated value at the time the DCC bylaw was prepared. The City acknowledges that the amount is likely too low now, but increasing the land cost estimate would also require an increase to the DCC levy. Based on the required increases for the other infrastructure types it did not seem advisable to increase the Parkland DCC beyond what has already been proposed.*

Question 37: We would like to see maps with proposed capital projects that showcase the benefitting area of each project.

> ***Answer:*** *The maps prepared by the consultants who prepared the master plans were re-produced on poster boards and displayed at the public stakeholder meeting. The same maps will be added to the Background Report that will be presented to Council and submitted to the Inspector of Municipalities to support a proposed bylaw amendment.*

Question 38: We would like to see Chilliwack added to the list of municipalities compared for CACs and DCC's since it has similar population size and access to transit.

Answer: *The DCC amounts for Chilliwack were gathered and added to the chart that compares the proposed DCC levies for Mission to other Lower Mainland municipalities. This revised chart was presented at the public stakeholder meeting and will be added to the Background Report.*

Question 39: Could the City convert the annual growth rate to actual number of new units per year (starting from 300 units in 2020).

Answer: *This detailed information was prepared as part of the original analysis but was not made available publicly. It will be added to the Background Report.*

Question 40: Confirm this the new regional water rate includes the $62M the province recently announced.

Answer: *The calculation of the new DCC levy for the Regional Water system was done prior to the announcement of the $62 million grant for the Province to support a new water intake for the region. The Regional Water DCC levy will be adjusted prior to the bylaw being presented to Council for thee readings.*

Question 41: Confirm the minimum water & sewer pipe size the developers is require to install at their cost, and that any oversizing from that standard is a DCC eligible item.

Answer: *The Development and Subdivision Control Bylaw determines the standards for infrastructure such as road widths, pipe diameters etc. The local standard is based on the land use and will be the responsibility of the local developer. Any cost required to oversize the asset beyond the local standards will be covered by the DCC program.*

Question 42: What happens to project already in stream, at various stages of the permitting process?

Answer: *Any subdivision application received prior to the adoption of the new amended bylaw will be not be subject to the new DCC rates provided their application is approved within 12 months of the date the bylaw is adopted. In the case of a rezoning application or development permit, the old rates will apply provided a building permits is issued within 12 months of the adoption of the bylaw.*

Question 43: Will the City consider a “fast-track” application processing option?

Answer: *City staff have discussed the possibility of offering a fast-track option but the feasibility of offering this option have not been determined. Issues regarding the resources required, processing time guarantees and what to charge for this option will need to be considered in greater detail before a recommendation can be made to Council.*

Question 44: Will the City consider an extended grace period for applications that have been received but not assigned to a staff member for a significant period of time?

Answer: *The Local Government Act requires a 12-month grace period for applications received prior to the adoption for the bylaw (see the answer to Question 42) but does allow for an extension to the grace period to accommodate delays due to resourcing challenges.*

Question 45: Concern was raised regarding eliminating the CAC exemption for development within the Downtown Development Incentive Program area as some land purchase and development decisions may have been made with the assumption that the exemption would continue.

> ***Answer:*** *City staff will inform Council about the concern raised about eliminating the exemption before seeking approval of the revised CAC policy.*

Attachment B
Amended Proposed DCC Rates

Revised DCC Calcualtions as at December 12, 2022

Areas	Land Use	Unit of Measure	Roads	Water	Sewer	Drainage	Parkland	Subtotal	Regional Water Supply	Regional Sewage Treatment	Total
1.5% Growth											
	Single-Family	per dwelling unit	21,986.72	4,682.29	4,088.52	4,441.50	4,576.59	39,775.62	553.76	3,289.41	**43,618.79**
	Townhouse	per dwelling unit	14,011.15	3,556.87	3,105.82	2,576.07	3,476.58	26,726.49	420.66	2,498.78	**29,645.93**
	Apartment	per dwelling unit	11,208.92	2,834.38	2,474.95	1,110.37	2,770.40	20,399.02	335.22	1,991.21	**22,725.45**
	Commercial	per m^2 of floor area	301.78	9.04	7.89	14.21	8.83	341.75	1.07	6.34	**349.16**
	Industrial	per m^2 of floor area	97.01	6.26	5.46	13.32	6.11	128.16	0.74	4.39	**133.29**
	Institutional	per m^2 of floor area	388.01	6.26	5.46	13.32	6.11	419.16	0.74	4.39	**424.29**
1.75% Growth - Original											
	Single-Family	per dwelling unit	24,124.70	8,299.22	4,291.77	4,100.96	4,532.17	45,348.82	2,353.64	2,735.66	**50,438.12**
	Townhouse	per dwelling unit	15,373.59	6,304.46	3,260.22	2,378.56	3,442.84	30,759.67	1,787.93	2,078.13	**34,625.73**
	Apartment	per dwelling unit	12,298.87	5,023.86	2,597.98	1,025.24	2,743.51	23,689.46	1,424.76	1,656.01	**26,770.23**
	Commercial	per m^2 of floor area	331.13	16.01	8.28	13.12	8.74	377.28	4.54	5.28	**387.10**
	Industrial	per m^2 of floor area	106.44	11.09	5.74	12.30	6.05	141.62	3.14	3.65	**148.41**
	Institutional	per m^2 of floor area	425.73	11.09	5.74	12.30	6.05	460.91	3.14	3.65	**467.70**
1.75% Growth											
	Single-Family	per dwelling unit	20,378.69	4,661.66	3,654.14	4,027.86	4,555.35	37,277.70	481.89	2,862.44	**40,622.03**
	Townhouse	per dwelling unit	12,986.42	3,541.20	2,775.84	2,336.16	3,460.44	25,100.06	366.06	2,174.44	**27,640.56**
	Apartment	per dwelling unit	10,389.14	2,821.90	2,212.00	1,006.96	2,757.54	19,187.54	291.70	1,732.76	**21,212.00**
	Commercial	per m^2 of floor area	279.71	9.00	7.05	12.89	8.79	317.44	0.93	5.52	**323.89**
	Industrial	per m^2 of floor area	89.91	6.23	4.88	12.08	6.08	119.18	0.64	5.52	**125.34**
	Institutional	per m^2 of floor area	359.63	6.23	4.88	12.08	6.08	388.90	0.64	5.52	**395.06**
2% Growth											
	Single-Family	per dwelling unit	24,012.05	4,126.09	3,234.32	3,634.87	4,611.41	39,618.74	426.52	2,533.59	**42,578.85**
	Townhouse	per dwelling unit	15,301.80	3,134.36	2,456.93	2,108.23	3,503.03	26,504.35	324.01	1,924.62	**28,752.98**
	Apartment	per dwelling unit	12,241.44	2,497.70	1,957.87	908.72	2,791.48	20,397.21	258.19	1,533.68	**22,189.08**
	Commercial	per m^2 of floor area	329.58	7.96	6.24	11.63	8.89	364.30	0.82	4.89	**370.01**
	Industrial	per m^2 of floor area	105.94	5.51	4.32	10.90	6.16	132.83	0.57	3.38	**136.78**
	Institutional	per m^2 of floor area	423.75	5.51	4.32	10.90	6.16	450.64	0.57	3.38	**454.59**
2.25% Growth											
	Single-Family	per dwelling unit	22,209.34	3,700.56	2,900.76	3,302.13	4,590.53	36,703.32	382.53	2,272.29	**39,358.14**
	Townhouse	per dwelling unit	14,153.01	2,811.11	2,203.55	1,915.24	3,487.17	24,570.08	290.59	1,726.13	**26,586.80**
	Apartment	per dwelling unit	11,322.41	2,240.10	1,755.95	825.53	2,778.84	18,922.83	231.56	1,375.51	**20,529.90**
	Commercial	per m^2 of floor area	304.84	7.14	5.60	10.57	8.85	337.00	0.74	4.38	**342.12**
	Industrial	per m^2 of floor area	97.99	4.95	3.88	9.91	6.13	122.86	0.51	3.03	**126.40**
	Institutional	per m^2 of floor area	391.93	4.95	3.88	9.91	6.13	416.80	0.51	3.03	**420.34**

Attachment C
Comparison of Waivers in Other Municipalities

DCC Exemptions for Affordable and/or Supportive Housing

Abbotsford	No exemptions are offered	
Chilliwack	No exemptions are offered	
City of North Vancouver	No exemptions are offered	
Coquitlam	No exemptions are offered - The City of Coquitlam does not waive DCCs for affordable housing projects as our Affordable Housing Reserve Fund is used to provide financial support for affordable housing that meets our funding criteria.	
District of North Vancouver	No exemptions are offered	
Langley	(a) for an Eligible Development where at least 30% of the dwelling units are dedicated for Not-for-Profit Dwelling Units or Supportive Living Units, the Township's municipal council may waive all Development Cost Charges that would otherwise be payable for all of the Eligible Development; (b) for an Eligible Development where less than 30% of the dwelling units are dedicated for Not-for-Profit Dwelling Units or Supportive Living Units, the Township's municipal council may waive all Development Cost Charges for only those Not-for- Profit Dwelling Units or Supportive Living Units within the Eligible Development.	**"Eligible Development"** means any residential development that includes at least one Not-for-Profit Dwelling Unit or Supportive Living Unit. **"Eligibility Criteria"** means criteria that limits occupation of a dwelling unit to a household with an income at or below housing income limits for the corresponding size of dwelling unit within the Township, as set out in the current "Housing Income Limits" table published by the BC Housing, or equivalent publication. **"Not-for-Profit Dwelling Unit"** means any dwelling unit that is: (i) owned, leased or otherwise controlled by a Non-Profit Organization; (ii) reserved and operated as non-profit rental housing for households who meet Eligibility Criteria; (iii) governed by the terms of an agreement and/or covenant to ensure the dwelling units comprising the Not-for-Profit Dwelling Units are occupied and managed as not-for-profit rental housing for a period of at least twenty years **"Supportive Living Unit"** means any dwelling unit that is: (i) owned, leased or otherwise controlled by a Non-Profit Organization; (ii) reserved and operated as a hospice for non-profit supportive living for individuals in palliative care; and (iii) governed by the terms of an agreement and/or covenant with any of the parties described in subsection 2.1 (f)(ii)-(v) of this Bylaw for a period of at least twenty years to ensure the dwelling units comprising the Supportive Living Units are occupied and managed as a hospice for non-profit supportive living for individuals in palliative care;

Maple Ridge	DCC rate for "Apartment – Affordable Rental below Market" is 90.4% of the regular apartment levy. DCC Rate for "Apartment – Not-for-Profit Rental below Market" is 36.8% of the regular apartment levy.	**Apartment – Affordable Rental below Market** – affordable means housing cost that is 30 per cent or less of household's gross income and below market rental housing is housing with rents lower than average in private-market rental housing. For purposes of ensuring the units remain in this use for a minimum of 20 years a Housing Agreement or covenant on the property is required. **Apartment – Not-for-Profit Rental below Market** means rental housing with rents not in excess of 80% of the average market rate for Maple Ridge as identified or reported in Canada Mortgage Housing Corporation's most recent rental market survey. For purposes of ensuring the units remain in this use for a minimum of 20 years a Housing Agreement or covenant on the property is required.
Port Moody	A reduction by 50 percent for BC Housing, CMHC, a Municipal Housing Corporation, or a Registered Society as the registered owner of the property in respect of only those Dwelling Units that are to be occupied by Qualified Tenants as Not-for- Profit Affordable Housing Aa reduction by 25 percent for a Multi-Residential Development in respect of only those Dwelling Units that are to be occupied by Qualified Tenants as For-Profit Affordable Rental Housing.	**Eligible Development** means a Development for Residential use containing one or more Dwelling Units to be occupied as **For-Profit Affordable Rental Housing** or **Not-for-Profit Affordable Rental Housing** or both, each such Dwelling Unit being subject to a Housing Agreement and a covenant registered in the Land Title Office under section 219 of the Land Title Act that guarantees the affordable use of the Dwelling Unit for a period set out in the Housing Agreement or covenant. **For-Profit-Affordable-Rental Housing** means a rental occupancy for a Dwelling Unit that is established and governed by a Housing agreement, the rental rate not being more than 85 percent of the current median market rent levels established by CMHC for the City or region as of the date of the first reading of a bylaw authorizing the Housing Agreement that applies to the Dwelling Unit. **Not for Profit Affordable Rental Housing** means a Residential Development or Supporting Living Housing that is: (a) owned or held by BC Housing, CMHC, a Municipal Housing Corporation, or a Registered Society; (b) operated as rental housing for persons who meet criteria established by the organization owning or holding the property for occupying a Dwelling Unit within the Development; and (c) governed by a Housing Agreement or a covenant registered on title or both with BC Housing, CMHC or the City.

Surrey	Development cost charges are not payable if the permit authorizes the construction, alteration or extension of a building or part of a building that is, or will be, after the construction, alteration or extension, used for Not-for-Profit Rental Housing.	**"Not-for-Profit Rental Housing"** means a housing development project subject to either the Memorandum of Understanding on Responding to Homelessness between the BC Housing Management Commission and the City of Surrey dated for reference March 31, 2008, as amended from time to time, or the Memorandum of Understanding Regarding the Development of Housing for the Homeless between the BC Housing Management Commission and the City of Surrey dated for reference September 2015, as amended from time to time. Projects in the Memorandum of Understanding on Responding to Homelessness between the BC Housing Management Commission and the City of Surrey dated for reference March 31, 2008 are for the development of supportive housing projects on City-owned land for people who are homeless or at-risk of homelessness. The September 15, 2015 MOU applies only to those housing projects that are developed on City-owned sites. One project, a purpose-built low-barrier shelter and transitional housing facility, has been included as part of this MOU. Subsequent projects may be identified to support the Homeless Plan and added to the MOU. Each project developed under the terms and conditions of this MOU will target a specific homeless or at-risk population group or groups.

Attachment D

CITY OF MISSION ON THE FRASER		**POLICY AND PROCEDURE MANUAL**
Category: Land Use	**Number:** LAN.40(C)	**Financial Contributions for Community Amenities**

Type:	**Authority:**	**Approved By:**
☒ Policy ☐ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Chief Administrative Officer ☐ Department Head
Office of Primary Responsibility: Planning Division		
Date Adopted: July 15, 1996	**Council Resolution No:** *I/C 96/123*	**Date to be Reviewed:** June 2024
Manner Issued: Pipeline		

PURPOSE:

To provide direct and transparent guidance to the development community when considering contributions to the City made to address the unique financial burden that development imposes on the community by creating a need or demand for new/upgraded public facilities or amenities.

POLICY:

1. Council supports the view that residents expect new development to pay its fair share by making a positive contribution to the community.
2. To the extent that amenities are required to meet the needs of new residents and businesses, the majority of capital costs of these improvements should be borne by proponents of new development and not place an excessive burden on existing taxpayers.
3. Council encourages applicants for rezoning to consider contributing to the City's Community Amenity Contributions (CACs) fund which is aimed at providing needed infrastructure and amenities, and as a way of ensuring that their development is seen as making a positive contribution to the immediate neighbourhood and the community at-large.
4. All applicants for residential rezoning should consider CACs in line with the recommended targets as follows:
   - For each single-family residential lot created - $7,200
   - For each multi-family residential unit created (includes duplex, townhouse, apartment, mixed use and comprehensive developments) - $7,200
5. Council acknowledges that special circumstances may exist with regard to certain developments that warrant other contribution opportunities for Council's consideration and encourages applicants to provide any information on such circumstances.

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6. Council encourages non-residential developments to consider other contribution opportunities for Council's consideration as a way of ensuring that their development is seen as making a positive contribution to the immediate neighbourhood and the community at- large.

7. This policy will come into effect immediately after the date the policy is approved by Council.

8. Any rezoning application, submitted prior to the final approval of this policy, shall be granted a twelve (12) month grace period from the date of final adoption of this policy, in order to receive third reading by Council of the Zoning Amendment Bylaw. If the process is not completed within the one-year period, the increased CAC shall be sought.

9. On March 1st of each subsequent year, the target rates in paragraph 5 will be increased by the percentage change in the Vancouver consumer price index of the immediately preceding calendar year, rounded up to the nearest $1.

10. <u>Exceptions</u>

    The CAC Policy applies to the development of all residential dwellings, including those that are included in a mixed-use development with the following exceptions:

    - Affordable housing that is secured through a Housing Agreement as established in Section 483 of the *Local Government Act*;

    - Rental housing units that are secured through a Housing Agreement established under Section 483 of the *Local Government Act* and will be subject to a covenant enacted under Section 219 of the *Land Titles Act*;

11. In certain instances, Council may not request the applicant to contribute to the Community Amenity Contribution reserve as part of a rezoning where another public amenity is being directly provided by the applicant.

12. The "Confirmation of Contribution to Offset Burden of Rezoning" Form should be submitted at the time of applying for rezoning. Any contribution towards the Community Amenity fund shall be made to the City prior to Council consideration of adoption of the related Zoning Amending Bylaw. In the event that adoption is not granted by Council through the Zoning Amendment Bylaw, any cash contributions made shall be returned to the applicant.

13. 20% of all CAC funds received will be apportioned to the City's Affordable Housing Reserve and utilized in accordance with the Affordable Housing Reserve Policy.

14. 80% of all CAC funds received will be apportioned to the Community Amenity Reserve and used to assist in the funding of public amenities deemed appropriate by Council, including, but not limited to:

    - Acquisition of land for the provision of:
        - Civic facilities
        - Community facilities
        - Cultural facilities
        - Libraries
        - Recreation facilities
        - Heritage conservation

  - Public Art
  - Trails

- Design and construction of:
  - Civic facilities
  - Community facilities
  - Cultural facilities
  - Libraries
  - Recreation facilities
  - Neighbourhood Parks
  - Trails

- Acquisition of Public Art
- Heritage conservation
- Conservation of significant ecological features and environmental enhancements
- Green initiatives such as recycling improvements, landfill diversion, or EV charging stations.

15. This policy will be reviewed after the Parks and Trail Master Plan and the Facilities Master Plan are complete or 5 years, which ever is sooner.

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December 9, 2022

Doug Stewart
Director of Finance
City of Mission
Mission City Hall
8645 Stave Lake Street
Mission, BC V2V 4L9

Dear Mr. Stewart:

Re: Proposed 2022 Development Cost Charges Bylaw and Community Amenity Contributions Policy Amendments

The Urban Development Institute – Pacific Region (UDI) and the Canadian Home Builders' Association Fraser Valley (CHBA FV) would like to thank City staff for providing engagement opportunities on the proposed *Development Cost Charges (DCC) Bylaw* and *Community Amenity Contributions (CAC) Policy* amendments in both the Development Liaison Committee (DLC) on September 20th and the Builders' Forum on November 16th. We would also like to thank City staff for making time to meet with UDI and CBHA FV on October 12th as well as developing a sensitivity analysis and review of the capital projects list. We have reviewed the sensitivity analysis conducted by City staff and would respectfully like to provide our comments on the proposed DCCs and CACs.

The sensitivity analysis provided by the City showcases various growth scenarios from 1.5% to 2.25% (annual rates). Through this exercise, City staff were able to identify some projects that would only be required at growth scenarios that are greater than 2%. The analysis also resulted in a new 1.75% growth scenario with a slightly lower DCC rate than the 218-354% initially proposed in the July 11th Special Council Meeting.

Phasing and Increase of the Municipal Assist Factor

Although we appreciate that the new 1.75% growth scenario which staff plan to bring to Council somewhat reduces the overall DCC rates, the proposed DCCs remain a substantial increase at approximately 127-231%. This increase, while substantial on its own, is further to the proposed 156% increase in CACs occurring at the same time.

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Given these substantial increases, UDI and CHBA FV recommend that staff and Council consider phasing-in its significant CAC and DCC increases over several years and/or raising the municipal assist factor. This would minimize pressure on staff to process a potential rush of applications which may occur as builders try to seek faster approvals to meet in-stream protection deadlines.

It would also provide more predictability to builders and mitigate the impact to development pro formas, allowing more projects to proceed. If substantial DCC or CAC increases are implemented without phasing, projects may have to be deferred, or prices/rents increased - all of which will continue to hinder housing affordability for residents and add costs for businesses moving into new job spaces. We have shared with City staff how other municipalities have implemented phasing-in substantial fee increases, but we consider Surrey's approach to be a best practice.

Fixed Effective Date and In-Stream Protections

UDI and CHBA FV recommend that City staff and Council consider a fixed effective date later than the expected approval/adoption date for the proposed CACs and DCCs. Specifying a fixed effective date subsequent to the approval of the bylaw provides additional certainty to builders who will know in advance when the in-stream cut-off dates will be. It would also ensure builders have enough time to review the proposed rates prior to the report going to Council. For example, if the expected adoption date for the DCC Bylaw is in February 2023, the fixed effective date could be in July 2023.

Setting a fixed effective date for implementation would also provide further in-stream protection for projects. The required DCC in-stream protection period of 12 months under the *Local Government Act* (*LGA*) is, in the current environment, considered fairly minimal and no longer reflects the timelines of the current application review and approvals process, especially for complex projects. In-stream protection is critical for projects that are already underway as our members make financial commitments early in the development process, and adjustments become increasingly difficult to make at later stages.

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Waivers for Rental and Affordable Housing

UDI and CHBA FV recommend the City continue to waive DCCs for rental and affordable housing, and provide similar exemptions for CACs. Waivers and other incentives that reduce costs and minimize risk can be crucial to encouraging rental and affordable housing as these projects can be very difficult to finance and launch. A best practice would be for the cost to be funded by general revenues as opposed to having one set of builders subsidize another set of builders.

Needs Assessment Approach for CACs

UDI and CHBA FV continue to recommend Mission take a DCC needs assessment approach when determining its CACs. This is the approach recommended by the *Province* in its *Community Amenity Contributions: Balancing Community Planning, Public Benefits and Housing Affordability Guide*. The proposed CAC rate is solely based on the rationale that the CAC increase should mirror the percentage of the DCC increase, averaged across different land use types. This was the proposal from staff in the July 11th Special Council Meeting (i.e. a 342% CAC increase) and Council in the September 6th Special Council Meeting.

This method is arbitrary and does not establish a clear link between what is being charged and the costs of servicing additional growth, especially compared to the approach recommended by the Province. The recommended approach would involve a review of the levels of growth to identify a list of specific amenities and soft infrastructure to service the anticipated growth. The City would then prescribe a rate to fund identified projects over a period of time. This method provides a clearer rationale for the increase in CACs and ensures there is fair cost-sharing between existing areas and new growth.

Additionally, UDI and CHBA FV recommend the City consider lowering the proposed CAC rate. The DCC increases would already make it challenging for projects to proceed without the additional 156% increase in CACs that has been proposed. Given that this substantial increase in CACs is occurring at the same time as a 127-231% increase in DCC rates, as well as increasingly high interest rates, we recommend the City consider lowering the proposed CAC rate until more work can be done to develop a list of specific amenities and soft infrastructure as well as identify project costs.

Again, we would like to thank City staff for creating opportunities to provide input and share feedback with UDI and CHBA FV, as well as for conducting the sensitivity analysis and including our feedback in the December 19th Report to Council. We hope that you will consider the recommendations outlined in this letter – especially the

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recommendation to consider phasing-in the fee increases over several years. If you have any questions regarding our comments, please do not hesitate to contact us.

Yours sincerely,

Anne McMullin
President & CEO, Urban Development Institute

Jennifer Cotton
Executive Officer, Canadian Home Builders' Association Fraser Valley

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Mike Dickinson, Manager of Long Range Planning and Special Projects

Subject: **Affordable Housing Strategy Quarterly Report – December 2022**

Recommendation(s)

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

Purpose

This report provides an update on the City's progress towards implementing the top 13 strategy areas of the City of Mission Affordable Housing Strategy (AHS).

Background

At the request of Council, staff prepares quarterly reports to update Council on progress concerning the implementation of the AHS approved in 2022. This report provides an update on implementation of the AHS for the fourth quarter of 2022. Of the 23 key strategy areas listed within the AHS, 13 **(Attachment A)** were identified as the most impactful for improving housing conditions in Mission. The AHS aims for initial implementation efforts on the top 13 strategies over the course of three years following the date of AHS adoption provided sufficient resources are made available through Council.

Following Council approval of the AHS, and with Council approved funding, staff secured the resources needed to support implement work for a one-year period. This includes the recent hiring of an Affordable Housing Coordinator for a one-year contract and the anticipated subcontracting of a land economic consultant to review the City's current Density Bonus program.

Through the work of multiple City divisions, all top strategy areas have been initiated and are summarized in this report. Continued resource availability by Council in the coming years will determine the success of the implementation plan and completion of recommended actions listed in the AHS.

Discussion and Analysis

Rental housing availability and affordability emerged as the most critical area to be addressed in City's 2020 Housing Needs Assessment (HNA). To build enough units to make a positive change to the housing market in Mission, 412 new units are needed on an annual basis of which 64% need to be of rental tenure and a large proportion being affordable rental units (where shelter costs are less than 30% of the total before-tax household income). The 13 priority AHS strategies focus on increasing the number of affordable rental units, as well as, securing and improving the existing limited rental stalk.

In addition to affordable housing initiatives are underway in several City department divisions (Corporate Services, Planning, Bylaw, Finance, Social Development, and Engineering). Implementation of the AHS is ramping up with the work of the Social Housing Coordinator hired

this past summer to help implement the top 13 AHS strategies. The following highlights completed and anticipated work to implement the AHS.

Strategy 1.2 – Streamline the Development Approvals Process

A Plan Checker and Plan Checking Assistant in the Building Department are new positions created this past year. Additional staff resources combined with updated submission review processes, and information handouts and guides in the Building Inspections Division are examples of City capacity and streamlining actions underway to help reduce the processing times for building permits for new residential units.

Records for November 2022 year-to-date building permit data shows a total of 184 new residential units which is nearly double from previous years' building permit reports that approved the construction of 99 new units in 2019, 90 new units in 2020, and 96 new units in 2021. Multifamily building permit report data does not include the number of new individual apartment and townhouse units or secondary suites which suggests that the total of actual new units in Mission is higher than the building reports show.

While progress is being made to meet the City's goal of increasing the number of new residential units in Mission as housing starts have increased in 2022 compared to the last few years, the actual housing type needed most in Mission is not being built. Even though there is a 36% increase in November-year-to-date multifamily building permit construction values compared to last year, which accounts for apartment and townhouse projects, single family building permit values continue to dominate construction starts in 2022; a housing type that requires a household income of just under $200,000 per year.

The November year-to-date total construction value for new single family residential units is $124,301,540 while the total value for multifamily is $94,719,481. To truly make a difference in providing residents with more affordable housing options, the AHS and HNA indicate that 64% of new units built annually need to be rental tenure where a large portion of this housing stock needs to be units funded through senior government affordable housing programs.

Strategy 1.3 - Utilize Pre-Zoning to Facilitate Development, Strategy 1.4 - Develop a Suite-Ready Policy and Strategy 1.5 - Develop Lock-off Unit Guidelines

Secondary suites offer a relatively affordable housing option for renters. Supporting the uptake of regulated suites for tenant safety and community well-being is key. Public engagement has begun on a 'low-barrier regulatory approach' to secondary suites in Mission. The proposed program aims to make legalized suites more attainable increasing the number of safe and regulated suites and would likely consider other program facets, such as allowing suites in housing forms other than single family dwellings (e.g., duplexes, townhouses, and rowhouses), where additional parking is provided.

The Stave Heights Neighbourhood Plan indicates the City will consider lock-off units in apartment buildings and secondary suites in townhouses. Lock-off units are units which are smaller than the principal dwelling unit with direct access to a hallway, corridor or the outside, and a shared internal door which can be locked enabling both units to be independent.

The upcoming 2023 Official Community Plan (OCP) update would include a focus on housing policy as well as consider other appropriate growth areas in Mission for this form of housing.

Strategy 2.1 - Revise & Clarify the Density Bonus Program, Strategy 2.2 - Revise the Existing Community Amenity Contribution Policy, Strategy 2.3 - Create an Affordable Housing Reserve Fund

Ensuring the City is equipped with the appropriate financial tools to help increase the number of affordable rental units is key to meeting the goals of the AHS. Other than general taxation incentives, financial tools that are currently available to the City are limited to Density Bonusing (DB), Community Amenity Contributions (CAC), and Affordable Housing Reserve Fund (AHRF) programs. Mission has DB and CAC programs in place which are both currently under review to ensure that the policies are performing to meet current growth and community needs.

New to Mission is the AHRF Program which would set aside and hold funds for future affordable housing projects. The Program is currently under development. The following provides a project status summery of the three key financial tools for increasing affordable housing in Mission.

CAC & DB Updates:

Council has passed a motion that the CAC rate will increase for each residential unit from $2,815 to $7,200. The revised CAC policy will be in place in early 2023. The updated CAC policy includes provisions that would allocate 20% of contributions received to the City's AHRF along with exemptions to rental or affordable housing projects that are secured with a Housing Agreement.

To update the DB program, staff recently invited land economic development companies to submit economic analysis proposals. Funding for the land economics consultant will come from the $200,000 Council approved Affordable Housing Coordinator position budget. Staff received one submission in total which is currently under review with the aim to initiate the project with an early 2023 completion date. The study will aim to determine the appropriate balance between allowing increased density in exchange for affordable housing that meets both the developer and the City's objectives. Key objectives of the review include:

- determining built units that can be secured, including how many, what rents levels are feasible, and how long the units can remain affordable, and the appropriate Cash-In-Lieu (CIL) rate;
- recommendations for incentivizing affordable housing (including uptake forecasts and any needed changes to incentivize it); and
- expanding the scope of amenities beyond affordable housing within the DB program and what proportion of DB or CIL money goes to what other critical amenities needed to accommodate growth and affordable housing. The analysis shall include a scenario of pros and cons to include medical clinics and parking to the list of amenities to be funded by DB and or CIL in comparison with other amenities.

Development of an Affordable Housing Reserve Fund (AHRF)

An AHRF, bylaw, policy, and administration program are anticipated to be brought forward to Council in early 2023. A series of shared learning sessions with a diverse group of municipalities with established similar AHRF programs will be brought forward to staff as well as an internal Staff-Online Survey.

The purpose of this work is to build the City's capacity to collect and disburse capital and operating contributions through a municipal reserve fund towards new affordable housing construction and existing affordable housing preservation and renovation activities. Examples of key AHRF objectives are to purchase or acquire lands for affordable housing development and

aid non-profits in securing the necessary capital and operating funding to deliver affordable housing to low-to-moderate income households.

Strategy 3.1 – Support SARA for Women in Building More Housing for Women and Children Escaping Family Violence

According to the AHS, 321 women and 421 children escaping violence were turned away in 2021 from transition homes due to a lack of capacity and 100 units are needed by next year. Staff have been working with SARA and BC Housing on two specific project sites – Santa Rosa in the Downtown Core and a project west of the Downtown.

Santa Rosa Site: Earlier in 2022, Development Services staff coordinated work with SARA for Women in completing rezoning for the Santa Rosa site in Mission's downtown. Following notification that CMHC Women and Children's Shelter and Transitional Housing Initiative capital financing was not awarded to SARA for the Santa Rosa redevelopment project, SARA is now exploring whether alternative financial options are available. The City will continue working closely with SARA during this exploratory phase.

Site West of Downtown – Since March of 2021, staff have also been working closely with BC Housing on a staff-initiated housing project for SARA on City-owned land located near the Downtown. Given several site challenges, the goal was to determine project viability of a 29-unit six-story residential apartment development via technical studies funded by BC Housing. The City was recently advised that BC Housing decided to put the project on hold to focus on determining possibilities at the Santa Rosa site in Mission's downtown given an unsuccessful CMHC grant application for Santa Rosa and the many technical challenges of developing the west site (i.e., watercourses, steep topography, BC Hydro rights-of-way, location of Fortis gas lines).

The City will continue supporting SARA and BC Housing with the shared goal of building more units for women and children facing violence given the significant need for this type of housing. Streamlining development applications, project shepherding and technical guidance efforts and examples of how the City can provide support.

Strategy 3.3 - Foster Partnerships Between Non-Profit Agencies with Governments and Developers for Affordable Housing & Improve Local Non-Profit Capacity, Strategy 3.4 - Complete an Inventory Analysis of Public Buildings and Faith-Based Facilities and Build Affordable Housing on Identified Sites

Planning is underway for the City to host a series of spring 2023 dialogue forums aiming to bring various groups together to build capacity and spark interest and plans for affordable housing partnerships. The faith-based community, City committees, non-profits, First Nation groups, School District #75 and others will be invited to join conversations focused on discussing the housing need in Mission and identifying opportunity and interest and a plan for development.

A consultant has been retained through the Engineering Department to complete the Mission Facilities Master Plan. Lead by the Engineering Department, this work will explore affordable housing opportunities and housing colocations with municipal facilities.

Strategy 4.1 – Develop a Framework to Support Strong Growth Management, Strategy 4.2 - Design a Growth Management Public Communications Campaign

Staff have been preparing a framework for guiding the OCP update with an anticipated start in early 2023. The OCP is the most important decision guiding document in the City as it provides an overarching vision and plan for the community from which all other plans draw on.

The OCP guides strategic growth in the community and clearly determines growth areas through a land use planning framework informed by existing plans, community consultation and best practices. The land use framework will prioritize efficient land use planning, housing, walkability and public transit, amenities, urban design and economic development. Through strategic planning there is an opportunity for the OCP to directly link to AHS goals of increasing affordable housing in the sense that, “affordability is not only about the cost of buying a home, accessibility of work and social infrastructure also matters” (AHS).

Staff are preparing the groundwork for an OCP request for proposal that prioritizes public engagement at all phases of the OCP planning process. Communication about planning for Mission’s anticipated growth and new development will be the center of community discussions. The AHS indicates a clear need for comprehensive community discussion surrounding growth management, densification, and the provision of affordable housing.

Strategy 5.1 - Develop a Standards of Maintenance Bylaw, Strategy 5.2 - Develop a Tenant Relocation and Protection Strategy 5.3 - Provide Information on Landlord and Tenant Rights & Responsibilities

An internal backgrounder document is currently being developed to detail upcoming work to be initiated in 2023 on strategies focused on safe and secure housing, including: a Standards of Maintenance Bylaw, a Tenant Relocation and Protection Strategy and work on Landlord and Tenant Rights and Responsibilities.

Financial Implications

There are no financial implications associated with this report.

Communication

Through the preparation of the AHS, staff consulted with members of the Sustainable Housing Committee, Development Liaison Committee, non-profit housing providers, BC Housing, and other interested parties. Engagement continues with these committees and agencies as implementation of the top 13 AHS strategies occur.

Summary and Conclusion

All top strategy areas have been initiated with the work underway summarized in this report. This is made possible through additional resources made available through Council for the recent hiring of a Social Housing Coordinator and a consultant study to update and build financial tools for securing affordable housing. Continued resource availability in the coming years is key to the AHS implementation plan and addressing the most significant housing need in Mission - affordable rental housing, which the top 13 priority AHS strategies aim to increase.

Multiple City divisions are working on affordable housing strategies such as streamlining application processes, trying to acquire units built for SARA for Women, fostering partnerships, and development of policies, plans and programs in areas of secondary suites, City financial tools, preparation of OCP updates, and safe and secure housing. It takes multiple City divisions and continued additional resources to address the complex challenge of increasing affordable housing in Mission.

With multiple City divisions working on affordable housing initiatives, coordination amongst divisions and work plans guided by the AHS is key for a unified approach to implementing the AHS. This can be achieved through raising awareness of how various projects link to the AHS and assigning a central staff person to help support divisions, such as the Affordable Housing Coordinator.

Report Prepared by:	Sharel Isabella, Planner III - Policy
Reviewed by:	Mike Dickinson, Manager of Long Range Planning and Special Projects
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A: AHS Top 13 Strategies

TOP 13 STRATEGIES

From the five key strategy areas, of which there are 23 strategies in total, 13 priority Strategies were identified as the most impactful for improving housing conditions in Mission and the most urgent for implementation based on the findings identified in Mission's HNA and feedback received from staff. Mission will prioritize initial implementation efforts on these Strategies over the next three years. It is important to note implementation is already underway for certain strategies, and others may occur concurrently.

STRATEGY 1.2	Streamline the Development Approvals Process.
STRATEGY 3.1	Support SARA for Women in Building More Housing for Women and Children Escaping Family Violence.
STRATEGY 3.3	Foster Partnerships between Non-Profit Agencies with Governments and Developers for Affordable Housing and Improve Local Non-Profit Capacity.
STRATEGY 3.2	Build Awareness of Funding Opportunities.
STRATEGY 3.4	Complete an Inventory Analysis of Public Buildings and Faith-Based Facilities and Build Affordable Housing on Identified Sites.
STRATEGY 4.1	Develop a Framework to Support Strong Growth Management.
STRATEGY 1.1	Hire a Social Housing Coordinator.
STRATEGY 2.1	Revise and Clarify the Density Bonus Program.
STRATEGY 2.2	Revise the Existing Community Amenity Contribution (CAC) Policy.
STRATEGY 2.3	Create an Affordable Housing Reserve Fund.
STRATEGY 5.1	Develop a Standards of Maintenance Bylaw.
STRATEGY 5.2	Develop a Tenant Relocation and Protection Policy.
STRATEGY 5.3	Provide Information on Landlord and Tenant Rights & Responsibilities.

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Mike Dickinson, Manager of Long Range Planning and Special Projects

Subject: **Mission Community Heritage Commission – 2022 Annual Report**

Recommendation(s)

1. That Council approve the Mission Community Heritage Commission Work Plan for 2023, prepared by the Manager of Long Range Planning and Special Projects report dated December 19, 2022;
2. That Council approve the proposed process for community members to identify heritage sites and buildings, identified within the 2023 Work Plan for the Mission Community Heritage Commission, as directed at the August 15, 2022 Regular Council meeting; and
3. That Council approve the proposed increased budget for the Mission Community Heritage Commission 2023 Work Plan to be $8,000.

Purpose

This report provides Council with a summary of the Mission Community Heritage Commission's (MCHC) accomplishments over 2022 and presents the Commission's Work Plan for 2023 for Council's consideration of approval.

Background

The MCHC's Terms of Reference require that an annual work program for the upcoming year be presented to Council at the end of each calendar year for their consideration and approval.

During 2022, the Commission was able to achieve monthly meetings with the exception that no meetings were held during the summer months of July and August.

In recent years, the Commission's membership had been quite low. Over the course of 2021 and 2022, active recruiting has increased the membership where it now sits at seven members which has enabled the Commission to work on projects within the 2022 work plan.

Over the course of 2022, Councillor Crawford continued as a Council representative until his retirement in October. Councillor Herar was the alternate Council representative until October 2022 when he was appointed as the Council representative. Councillor Plecas was recently appointed as the alternate Council representative on this commission.

Discussion and Analysis

2022 Accomplishments

- Monthly meetings, which were open to the public.
- Continued to advertise for and actively recruit for new members through the City's website and social media accounts.
- Organized and participated in the Heritage Award ceremony on February 22, 2022 when the award was presented to the owner of the former Alonson Hardware store for the building

renovation that reflected the heritage character and significance of this building in the downtown.

- Renewed memberships in local, provincial, and federal organizations that support heritage.
- The work on the *Historypin.org* website was put on hold pending work on the 'On this Spot 'walking app.
- Continued with the projects identified through the workshop with Donald Luxton listed as heritage sites:
    - Identified century houses constructed in the early 1900s and set a goal to develop a corresponding list (a sub-committee was recently established for this project).
    - Researched and developed a storyboard to recognize the Komagata Maru historical event. Purchased display stands and created graphic designs for three storyboards to be used in this display. Consulted with the Mission Public School District to circulate the storyboard as a travelling display around Mission schools in 2022-2023.
    - Reviewed the commemoration and interpretation of historic sites. Project objectives included, but work put on hold due to other CHC work projects:
        - Create points of interest that could be identified using QR code technology along with a sticker or plaque on the historical site.

2023 Workplan

Council, at its August 15, 2022 Regular Meeting: 'directed the MCHC to work on a process for community members to identify heritage sites and buildings.'

This work is underway, and the first steps have been taken in 2022 wherein the MCHC members were presented with information from a City of Mission Planner at the November 9, 2022 meeting about processes that are available for the City to use to preserve heritage buildings. These include, and are not limited to; Heritage Revitalization Agreements, Heritage Alteration Permits; and Heritage Protection Areas. City staff will review these processes and plan to implement their use in 2023, at which time, information will be available to development applicants on the City's website and in brochures at the Development Services front counter.

Additionally, a Heritage Inventory will be developed in 2023 with proposed assistance from a summer student to research sites that could be eligible to be listed on an inventory. Once completed, this inventory would be available for the public to access on the City's website.

Community members will be able to access the Heritage Inventory information and will be able to provide requests for the possible addition of other properties and buildings for this inventory via the City's website. The process for community members to identify heritage sites and buildings is listed below in the 2023 Workplan:

- Monthly meetings in 2023 are proposed to be held in the City Hall Council Chambers (re-located from the Welton Common Office Building), and are open to the public.
- Continue to advertise for and actively recruit for new members through the City's website and social media account.
- Renew memberships in local, provincial, and national organizations that support heritage.
- Continue with projects identified in 2022.

- Research suitable properties eligible for addition to a Heritage Inventory, while staff (with assistance from a summer student) research suitable approaches for implementing the Heritage Inventory.
- Develop a Community Process for identifying Heritage Sites. Work with the Manager of Communications and Public Engagement to incorporate information from the Heritage Inventory within the City's website to enable public information and access for inquiries or possible recommendations for identifying and protecting heritage sites.
- Promote the use of Heritage Protection Mechanisms for land development permitted in BC Legislation (e.g., Heritage Revitalization Agreements, Heritage Alteration Permits, Heritage Register, and Heritage Designation Areas). Provide input for brochures and information on the City website.
- Provide input for the City's Demolition Permit process to identify buildings with heritage value and to advance heritage building protection
- Continue to find funding for the 'On this Spot' Walking tour app.
- Century and Character Houses Project (sub-committee formed to provide input for the heritage inventory and WebMap).
- Implement the Komagata Maru school display project for the Mission Public School District.

Following a discussion regarding the proposed 2023 MCHC 2023 Work Plan and Budget, the members of the MCHC, at the December 7, 2022 meeting, resolved that the 2023 Work Plan and Budget be approved as amended.

Financial Implications

During 2022 the Commission incurred the following costs:

$100.00	Membership to Heritage BC
$270.00	Heritage Conference for members K. Hood and T. Pippus
$150.00	Membership to National Trust for Canada
$1,200.00	School display stands for Komagata Maru
$149.99	Costs for Canva Pro design program for Komagata Maru display

Work on some projects commenced in 2022 will continue into 2023 and is reflected in the Commission's Proposed 2023 Budget (**Attachment A**).

The MCHC members, at the December 7, 2022 MHCH meeting, requested a budget increase from the 2022 Budget ($6,000) to $8,000 for the 2023 Budget **(Attachment A)** to provide funding for a summer student to assist in preparation of the Heritage Inventory project noted in the 2023 Work Program.

Communication

No communication action is required.

Summary and Conclusion

In 2023, the Mission Community Heritage Commission will implement projects identified in the 2023 Work Plan, with a priority focus on developing a Heritage inventory and creating a Community Process for identifying Heritage sites.

Report Prepared by:	Mike Dickinson, Manager of Long Range Planning and Special Projects
Reviewed by:	Dan Sommer, Director of Development Services
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A:	2023 Mission Community Heritage Commission Budget and Meeting Schedule

Attachment A

2023 Mission Community Heritage Commission Budget and Meeting Schedule

2023 Budget

The proposed 2023 budget is as follows:

		2022 Budget Amount
Advertising	$	500.00
Society / Association Memberships	$	500.00
Stationery and Supplies	$	400.00
Awards & Recognition Program	$	400.00
Conferences, Workshops & Seminars	$	600.00
Projects/Research	$	3,000.00
Heritage Registry Additions	$	2,600.00
SUBTOTAL	$	8,000.00

2023 Meeting Schedule

- Meetings to be held on the first Wednesday of each month.
- Start time - 6:00 p.m.
- Meetings to be held both in-person and via video conference (ZOOM meetings) at the Municipal Hall (Council Chambers), 8645 Stave Lake Street, Mission, BC.
- Meetings are open to the public.
- To obtain the Zoom meeting link contact Planning at planning@mission.ca

Meeting Dates:

January 4, 2023

February 1, 2023

March 1, 2023

April 5, 2023

May 3, 2023

June 7, 2023

July – no meeting

August – no meeting

September 6, 2023

October 4, 2023

November 1, 2023

December 6, 2023

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Mike Dickinson, Manager of Long Range Planning and Special Projects

Subject: **Downtown Development Incentive Program Update**

Recommendation(s)

1. That an extension of the Downtown Development Incentive Program (DDIP) through to December 31, 2026, be approved;
2. That the Downtown Development Incentive Program Amending Bylaw 6146-2002 to amend Downtown Revitalization Tax Exemption Bylaw 5391-2013, Land Use Application Procedures and Fees Bylaw 3612-2003, Building Bylaw 3590-2003 and User Fees and Charges Bylaw 4029-2007 receive first three readings;
3. That Council Policy LAN.40(C) Financial Contributions for Community Amenities be amended as per the Manager of Long Range Planning's report dated December 19, 2022;
4. That Council Policy C-LAN.42 Downtown Façade Improvement Grant Program be amended as per the Manager of Long Range Planning's report dated December 19, 2022; and
5. That the DDIP be reviewed again in late 2023 to determine its continuance beyond December 31, 2026.

Purpose

This report recommends that Council resolve to extend the Downtown Development Incentive Program (DDIP) until December 31, 2026. The DDIP was established in 2013 and has been amended with text and map amendments since its inception. Recognizing that the DDIP has provided financial incentives for land development and downtown businesses, it is recommended that it be reviewed again in approximately one year's time to assess the rationale for extending or concluding the program on December 31, 2026.

Background

The current DDIP was prepared to help implement the 2013 *MissionCity* Downtown Action Plan. Big Move # 4 in the Action Plan states that the City should improve the economics of downtown development by introducing development regulations and incentives that aim to improve the overall viability of downtown development. The DDIP includes a suite of financial incentives to stimulate investment in the Downtown core to encourage new development and conversion of properties for mixed-use commercial/residential or residential only development. The Program also encourages the renovation of existing commercial storefronts with a building façade improvement grant. It includes a Revitalization Tax Exemption (RTE), and a Community Amenity Contribution (CAC) refund for:

- the development of new buildings with a minimum Building Permit (BP) value of $500,000; and

- The renovation of buildings with a BP minimum value of $200,000.

The Program also includes provisions for reduced application fees and relaxed parking and building height for residential development.

The DDIP is recommended to continue until December 31, 2026 to provide in-stream rezoning development applications received prior to December 31, 2022 with sufficient time to complete critical process steps to be eligible for the program's Revitalization Tax Exemption (RTE) and Community Amenity Contribution (CAC) refund by completing:

- a Building Permit application by December 31, 2024; and
- construction be completed by December 31, 2026.

The location of affected in-stream development applications is illustrated on **Attachment A.**

Additionally, this report recommends further revisions to this program by reducing the minimum value of a renovation Building Permit from $200,000 to $50,000 to be eligible for the Program's Revitalization Tax Exemption, using the same Building Permit completion date noted above.

This update is recommended following discussions with the Downtown Business Association who noted that some smaller businesses could not afford the cost of renovations where construction values exceeded $200,000.

It is also recommended that the Community Amenity Contribution (CAC) refund component of the program be eliminated from the Program incentives except for in-stream development applications received by the City prior to December 31, 2022. However, the exception is that the CAC refund is proposed to continue where affordable rental units are being proposed.

The façade improvement grant component of the Program is proposed to continue until December 31, 2026 (which includes cases where a façade improvement requires a building permit application to be submitted by December 31, 2024 and construction completed by December 31, 2026).

In order to continue the DDIP until December 31, 2026, adoption of the Downtown Development Incentive Program Amending Bylaw 6146-2002 **(Attachment B)** is recommended along with corresponding amendments to Council Policies LAN.40(C) 'Financial Contributions for Community Amenities' **(Attachment C)** and C-LAN.42 'Downtown Façade Improvement Grant Program' **(Attachment D)**.

Recognizing that the DDIP has provided financial incentives for land development and downtown businesses, development applicants with in-stream development and building permit (BP) applications and executive members of the Downtown Business Association (DBA) have expressed concerns about the current Program as follows:

i. <u>Development Applicant Concerns</u>

Currently, there are six in-stream rezoning applications within the DDIP boundaries **(Attachment A)** that could be eligible for the program's financial benefits if the program is extended. Applicants have expressed concerns that they will not be able to meet the current program deadlines for submitting a building permit application by December 31, 2022 as well as meeting building completion deadlines by December 31, 2024, in order to be eligible for the Program's financial benefits. With the expectation that the program would continue, it is believed that some developers have prepared project pro formas that take into account the financial incentives of the Program.

In addition to these development applications, two projects are currently under construction. Given their construction progress, they should be completed by December 31, 2024 and thus would qualify for the RTE and CAC benefits of the DDIP.

The in-stream rezoning applications are predominantly for residential development. While these projects are not adding significantly to the commercial inventory in the downtown, they do have the potential to bring additional business to downtown retail operations. Some of the instream residential projects include affordable rental apartment units. The provision of affordable living accommodation is a strategic priority for the City. The following table summarizes the in-stream rezoning development applications that are recommended to be eligible for the DDIP financial benefits, with the provision that these applications meet the recommended program deadlines for submission of a building permit by December 31, 2024 and have construction completed by December 31, 2026.

In-stream Residential and Mixed-use Rezoning Applications within the DDIP Area

Map # (Attachment A)	File #	Project Address(s)	Application Processing Stage	Proposed Total # of Residential Units
1	P2019-128	33162 3rd Avenue	3rd Reading	33
2	P2020-019	7330 Horne Street	3rd Reading	40
3	P2021-024	33046 – 3rd Avenue	Preliminary	46
4	P2021-142	32968/80 – 2nd Avenue	Preliminary	83
5	P2022-015	33368 – 1st Avenue	RZ Final Adoption	TBD
6	P2022-074	33340/48 – 3rd Avenue	Preliminary	TBD

ii. <u>Downtown Business Association Concerns</u>

During a recent meeting with executive members of the DBA on October 19, 2022, the following concerns with the current Program were raised where the Association felt that most of the financial benefits offered with the Program did not readily transfer from the developer/property owner, i.e., applicant, to the business except in cases where the façade improvement grant was applied.

a) Target dates for BP application/conclusion for RTE eligibility

All development applicants should have been aware of the Program's deadlines for BP submission and completion in order to be eligible for the RTE and CAC refund. It was indicated that these Program components only benefit land developers rather than downtown businesses.

b) Alternative property tax approaches to incentivize development of vacant properties and underutilized buildings

The DBA would like the City to consider charging additional property taxes for undeveloped properties and for properties with vacant buildings to incentivize development and contributions to the Downtown's economy. More research is required to determine if this is an option allowed under existing legislation.

c) Reduce the Minimum BP value for renovations to be eligible for RTE

The current minimum value of building permit renovations ($200,000) for eligibility for the RTE refund is too high for smaller businesses. The DBA executive members mentioned that smaller businesses could not afford to have renovations that are this expensive, and as a

consequence, would not be eligible for receiving the financial benefit of the RTE. They recommended that this threshold be reduced.

d) CAC Refund

This provision of the DDIP should be eliminated as it did not provide a benefit for downtown businesses, but rather, to residential developers. As such, the financial benefit of not paying CACs doesn't transfer to the business end user.

e) Façade Improvement Program

The DBA Executive members indicated that they support the continuation of the façade improvement grant component of the program.

Discussion and Analysis

Extending the program to December 31, 2026 would provide sufficient time for existing instream developments to be constructed and for façade improvement grant applications to continue.

Senior governments have recently initiated affordable housing funding programs that support the development industry in constructing affordable rental housing units. These federal and provincial housing programs can provide substantial financial support for development applicants for the foreseeable future. They could continue to provide financial support for residential development in the Downtown without the need to continue extending the DDIP.

The provisions of the DDIP also include a CAC refund for all residential projects (for market and affordable dwelling units). Continuing this aspect of the Program would take away or lessen the opportunities for the City to provide sufficient funding for Downtown community amenities.

The City's Policy LAN.42(C) Downtown Façade Review and Downtown Façade Improvement Grant Program and associated bylaws for the DDIP were revised in 2020, enabling façade improvements, building renovations and development applications to benefit from the program's financial incentives if a BP application was made by December 31, 2022 and construction is completed by December 31, 2024. The Program's boundaries were also expanded to coincide generally with the Official Community Plan (OCP)'s Mission City Downtown land use designation and Development Permit Area boundaries. These particular Program updates enabled two residential projects to be constructed, where each project contained affordable rental apartment units.

The key program components are reviewed below with recommended updates based upon information received from development applicants and the Downtown Business Association executive members.

a) <u>Revitalization Tax Exemption (RTE) Target Dates</u>

Currently, there are six rezoning and two building permit applications within the program boundaries being processed by City staff. Staff have been informed that applicants are proceeding with proposals with the belief that the RTE and CAC benefits of the program would continue for the foreseeable future. While appreciating the DBA members' concerns that this program benefits land developers more directly than downtown businesses, it has provided a considerable degree of certainty for the development of mixed use and apartment residential projects in the downtown during a time of economic uncertainty (due to COVID, increasing interest rates, etc.). The benefitting projects, while predominantly residential construction, will allow more residents to eventually live in the downtown and shop in downtown businesses, contributing to business prosperity.

Recognizing that the current instream development applications could provide for additional residential and commercial development in the downtown, it is recommended that the RTE provision of this program continue whereby building permits for new construction and building renovations must be submitted by December 31, 2024 and construction completed by December 31, 2026. The RTE component of the program should continue and be eligible for current, instream rezoning development proposals submitted until December 31, 2022, with the provision that such applications must have applied for a Building Permit by December 31, 2024 and have construction completed by December 31, 2026.

b) Alternative property tax approaches to incentivize development of vacant properties and underutilized buildings

There are vacant properties and buildings within Mission's downtown. Some have remained in this state for many years. DBA executive members expressed concern that these properties are not contributing to the economic well-being of the Downtown and the City overall. As such, the DBA is interested in knowing if the City could provide additional incentives for their development in the near-future, or alternatively if penalties could be considered for the property owners for not developing their long-standing vacant properties within a reasonable timeline.

This issue is an important one for Mission's economic development and is recommended to be addressed in a comprehensive fashion with possible options through engagement with the property owners in question, the DBA, the City's Finance Department, and the Economic Development Select Committee. Policies for incentivizing development of vacant properties and buildings could be incorporated within the mid-term review of the OCP in 2023 or via other administrative approaches. Given that this issue is not directly related to the DDIP, it is recommended that it be addressed in a future council report.

c) Reduce the Minimum Building Renovation BP Value for RTE Eligibility

In 2020, the minimum value for building permit renovations for Revitalization Tax Exemption (RTE) eligibility was increased from $15,000 to $200,000. This represented a substantial increase in the eligibility threshold for RTE but was in line with other local BC municipalities. A key reason for increasing the threshold to $200,000 was due to the cost of construction materials in building renovations at that time.

The DBA executive members expressed concerns that the $200,000 minimum Building Permit value for building renovations was raised too high for most small business owners as they would not be able to afford to undertake renovations of this magnitude, and consequently, would not be eligible for receiving the benefit of a Revitalization Tax Exemption.

Recognizing the recent impacts of the COVID pandemic and increased business expenses, it is recommended that the minimum Building Permit value for building renovations be reduced from $200,000 to $50,000 to provide greater opportunity for smaller businesses to benefit from this tax exemption component of the program.

d) Community Amenity Contribution Refund

Through the recent review of the Community Amenity Contribution (CAC) Policy, it was recommended that the CAC refund provision within the DDIP be eliminated except for the small number of in-stream rezoning development applications noted in this report.

Staff understand that these projects' pro formas may have taken the DDIP financial incentives into account.

The recommended revisions for the DDIP in regard to a CAC refund apply exclusively to the in-stream rezoning development applications received prior to December 31, 2022, and as noted in this report. For these cases, a development applicant could have the opportunity to receive a refund for CACs when the following condition applies:

- In place of any CACs volunteered as part of rezoning, a restrictive covenant shall be registered on the title of the subject development lands stipulating that "unless a Building Permit is submitted on or before December 31, 2024 and the building receives a final occupancy permit from the City of Mission Building Inspector on or before December 31, 2026, the developer and/or property owner shall not construct or continue the construction of, and shall not occupy or use for any purpose, any building or other improvement on the lands unless contributions towards the City's Community Amenity Contribution fund as agreed to as part of rezoning approval, which permitted the development, have been made".

A CAC refund is proposed to continue to be available specifically for affordable housing units that are secured with approved Housing Agreements.

e) <u>Façade Improvement Program</u>

The Downtown Façade Improvement component of this program is proposed to continue without changes, aside from the revised dates for BP application (December 31, 2024) and completion of construction (December 31, 2026). The proposed maximum amount of the Façade Improvement grant is recommended to continue at $2,500/project, wherein the DBA's contribution will continue to be ¼ of the value of the applicable grant.

This report recommends terminating the DDIP by December 31, 2026. In 2023, it is anticipated that a review of the Official Community Plan will be conducted. Within the scope of work for a possible OCP Review, the Downtown area could be examined in greater depth with possible consideration of including the Downtown Action Plan within the OCP Bylaw as well as production of updated policies that could assist in enhancing the Downtown's economic, social and cultural success. From this perspective, Council could direct that the DDIP be reviewed again in late 2023 to determine its continuance beyond December 31, 2026.

Council Goals/Objectives

By allowing this program to continue as recommended, Council's Goals within the 2018 – 2022 Strategic Plan are fulfilled within the scope of Strategic Focus Area 3 as follows:

3. Bold Economic Development objectives: 'Investment and economic development in Mission is essential to ensuring the overall health of our municipality. Council supports healthy, diversified and sustainable economic growth and increased opportunities for residents to both live and work within the community.'

Financial Implications

The Finance Department has been consulted and has indicated that this program should be terminated.

Communication

Long Range Planning staff have met with the Finance Department and DBA members regarding the status of this program. Council's decision will be conveyed to the DBA and the DDIP information on the City's website will be updated.

Summary and Conclusion

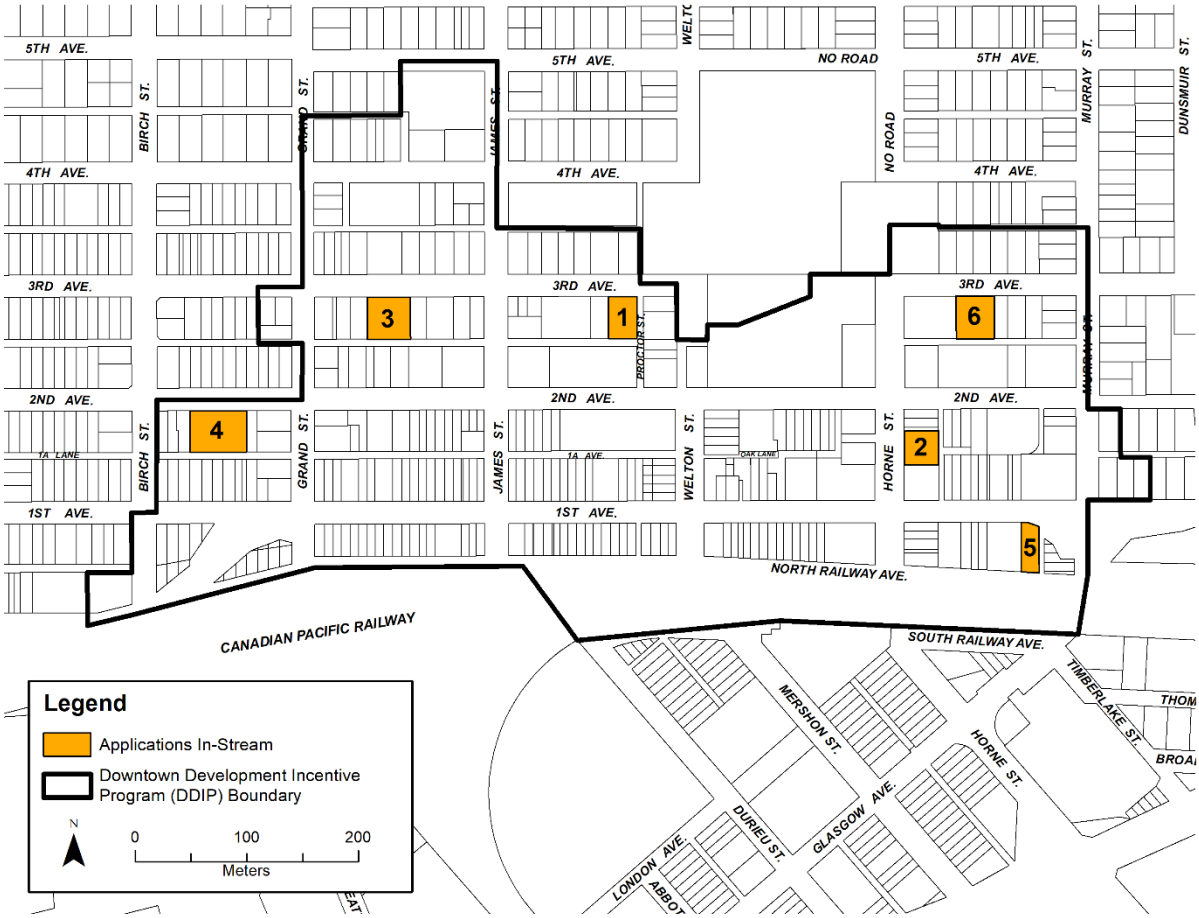
It is recommended that the Downtown Development Incentive Program is extended to December 31, 2026 to allow adequate time for those instream applications to complete under the terms of the Program that considered when first submitting their applications. The Community Amenity Contribution component of this program is recommended to be concluded as of December 31, 2022, with the exception of the instream rezoning applications noted in this report, provided that they meet the revised BP submission and completion dates.

Report Prepared by:	Mike Dickinson, Manager of Long Range Planning & Special Projects
Reviewed by:	Dan Sommer, Director of Development Services and
	Doug Stewart, Director of Finance
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

Attachment(s)

Attachment A:	Map of In-stream Development Applications in the DDIP Area
Attachment B:	Bylaw 6146-2022 ‘DDIP Housekeeping Amendments
Attachment C:	Updated LAN.40(C) ‘Financial Contributions for Community Amenities’
Attachment D:	Updated C-LAN.42 ‘Downtown Façade Improvement Grant Program’

Attachment A
Map of In-stream Development Applications in the Downtown Development Incentive Program Area



CITY OF MISSION

BYLAW 6146-2022

A Bylaw to amend the Downtown Development Incentive Program to 2024 and to make other related housekeeping amendments to various City of Mission bylaws

WHEREAS, the Council of the City of Mission, under Section 137 of the Community Charter has the power to amend or repeal bylaws.

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Downtown Development Incentive Program Amending Bylaw 6146-2022".

2. This bylaw shall amend Downtown Revitalization Tax Exemption Bylaw 5391-2013 by:

   a. reducing the Eligibility Threshold in Section 6(a) from in excess of $200,000 to in excess of $50,000 for renovations of existing buildings and in excess of $500,000 for new construction and major redevelopment;

   b. deleting "December 31, 2022" in Section 6(d) and replacing it with "December 31, 2024;"

   c. deleting "December 31, 2024" in Section 6(e) and replacing it with "December 31, 2026;" and

   d. deleting Schedule "B" in its entirety.

3. This bylaw shall amend Land Use Application Procedures and Fees Bylaw 3612-2003 by:

   a. deleting the Commercial, industrial, institutional; Mixed-Use Commercial and Residential; and Comprehensive Development application types in the Rezoning section of Schedule "A" and replacing them with new entries as follows:

Application Type	Effective January 1, 2022
Rezoning	
Commercial, industrial, institutional If an application is received for a project within the *MissionCity* Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by 1/2 (50%) of the amount shown.	$4,969.25
Mixed-Use Commercial and Residential If an application is received for a project on a property within the *MissionCity* Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by 1/2 (50%) of the amount shown.	$5,630.00

Continued from previous page

Comprehensive Development If an application is received for a project within the *MissionCity* Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by 1/2 (50%) of the amount shown.	$5,625.00

b. deleting the text in the Development Permit – (Area I: *MissionCity* Downtown) section of Schedule A and replacing it with:

Development Permit – (Area I: *MissionCity* Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant, that is in compliance with LAN.42, is exempt from the fee. All new buildings and additions to buildings within the *MissionCity* Downtown area shall pay the full fee.	$530.00

4. This bylaw shall amend Building Bylaw 3590-2003 by deleting “December 31, 2022” from Schedule “A,” Section (1)(e) and replacing it with “December 31, 2024.”

5. This bylaw shall amend User Fees and Charges Bylaw 4029-2007 by deleting “December 31, 2022” from Schedule “1,” Section 9 (b)(ii) and replacing it with “December 31, 2024.”

READ A FIRST TIME this __ day of ____, 2022

READ A SECOND TIME this __ day of ____, 2022

READ A THIRD TIME this __ day of ____, 2022

ADOPTED THIS __ day of ____, 2023

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

		POLICY AND PROCEDURE MANUAL
Category: Land Use	**Number:** LAN.40(C)	**Financial Contributions for Community Amenities**

Type:	**Authority:**	**Approved By:**
☒ Policy ☐ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Chief Administrative Officer ☐ Department Head
Office of Primary Responsibility: Planning Division		
Date Adopted: July 15, 1996	**Council Resolution No:**	**Date to be Reviewed:** October 2024
Manner Issued: Pipeline		

PURPOSE:

To address the unique financial burden that residential development imposes on the community by creating a need or demand for new/upgraded public facilities or amenities.

POLICY:

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.

Under this Policy, applicants who are applying for a **rezoning which has a residential component** are requested to address this unique financial burden by making a contribution to the District's Community Amenity Reserve Fund for new/upgraded public facilities or amenities. Where an applicant does not address this issue to Council's satisfaction by offering to contribute to the Community Amenity Reserve Fund for new/upgraded public facilities or amenities, the rezoning may be denied.

The Community Amenity Reserve Fund contributions effective April 6, 2020, are as follows:

• **One Unit Residential (Single Family) Use**	**$2,815.00 for each new residential lot**
• **Multi-Unit Residential** (including duplex, mixed use and comprehensive developments)	**$2,815.00 for each new residential unit**
• **Multi-Unit Residential within the** *MissionCity* Downtown Action Plan **area** (for multi-family projects, and mixed-use and comprehensive development rezoning applications submitted before December 31, 2022, where their corresponding building permits are submitted before December 31, 2024 with construction completed by December 31, 2026)	**$0.00 for each new residential unit**
• **Multi-Unit Residential within the** *MissionCity* Downtown Action	

Plan **area** (for multi-family projects, and mixed-use and comprehensive development rezoning applications submitted on and after January 1, 2023, where their corresponding building permits are submitted before December 31, 2024 with construction completed by December 31, 2026)	**2,815.00 for each new residential unit).**
• **Affordable Housing** units to be included on Mission's Affordable Housing Inventory (see related policy LAN.61 – Incentives for Affordable Housing)	**$0 for each new 'affordable' residential unit**
• **Request to reduce the area of Protected Natural Assets (PNA) designated areas within the boundary of the Cedar Valley Local Area Plan (CVLAP) area**	**See explanation below**

MissionCity Downtown Action Plan Area

The Downtown Development Incentive Program (DDIP) that contributes to implementing the MissionCity Downtown Action Plan has been revised. All residential and mixed-use projects with residential units shall be requested to volunteer the current CAC rate for each market rate residential units in a development proposal, effective on January 1, 2023. Within the Downtown Development Incentive Program (DDIP) area **(Appendix A),** for all 'affordable' residential units a CAC will not be requested from an applicant to be volunteered.

For rezoning applications submitted prior to December 31, 2022, a CAC refund can be activated when the following conditions apply. In place of any community amenity contributions volunteered as part of rezoning, a restrictive covenant shall be registered on the title of the subject development lands stipulating that "unless a Building Permit is submitted on or before December 31, 2024 and the building receives a final occupancy permit from the City of Mission Building Inspector on or before December 31, 2026, the developer and/or property owner shall not construct or continue the construction of, and shall not occupy or use for any purpose, any building or other improvement on the lands unless contributions towards the District's Community Amenity Contribution fund as agreed to as part of rezoning approval, which permitted the development, have been made.

Cedar Valley Local Area Plan (CVLAP) Area

In addition to the Community Amenity Reserve Fund cash contribution for residential units noted in the above POLICY section, development applicants in Cedar Valley who request to reduce Protected Natural Assets (PNA) designated areas (excluding Riparian Area Regulations areas), on a development site within the boundary of the Cedar Valley Local Area Plan (CVLAP), are requested to address this unique financial and environmental burden by making an additional contribution to the District's Community Amenity Reserve Fund over and above the amount for residential development.

Process and Procedure

There are three possible options for process and procedure:

a) Option 1

As part of the request to remove PNA, a developer would commission an appraisal report to determine the difference in current market value of the PNA land to be removed and the market value of the PNA for development should that land it be used for another land use. The District would then request that the developer contribute the difference in value of the land.

Option 2

The City may accept an alternate contribution in the form of land (at a 2:1 ratio) in lieu of providing the cash contribution, provided the value of the land contribution is equal to, or greater than, the cash contribution.

Option 3

The City may accept a combination of land and cash, provided that the land and cash option is equal to, or greater than, the cash only contribution.

b) The decision to accept the cash contribution and additional contribution of cash only, land only or cash and land option, shall be determined through the rezoning process.

Administration

The "*Confirmation of Contribution to Offset Burden of Rezoning*" Form should be submitted at the time of applying for rezoning. Actual payment of Community Amenity Reserve Fund contributions must be made prior to Council's consideration of the rezoning adoption.

List of Community Amenities

The District of Mission's Community Amenity Reserve Fund will be used for the following projects, which may be subject to change:

- Dike Trails and Related Signage;
- Enhancements to Silver Creek Parkway;
- District-Wide Trail System;
- Playfields and Parks Infrastructure;
- Playground Equipment and Landscaping for New Parks;
- Transit Exchange;
- Expansion of Public Works Building;
- Pool Addition;
- Leisure Centre Complex and Sports Park;
- Expansion of Policing Building;
- Recycling Centre;
- New Civic Centre;
- Public Art
- Fire/Rescue Hall;
- Parks and Recreation Amenities;
- Green Infrastructure Facilities.

Questions in regards to the Policy can be directed to the District of Mission's Planning Division.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

N/A

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

Policy #	Date Adopted	Date Reviewed	Amended (Y/N)	Date Reissued	Authority (Resolution #)
LAN.40(C)			Y	February 7, 2000	00/113
LAN.40(C)			Y	March 19, 2001	01/229
LAN.40(C)			Y	May 7, 2007	07/375
LAN.40(C)			Y	January 1, 2008	07/375
LAN.40(C)			Y	January 1, 2009	07/375
LAN.40(C)			Y	June 15, 2009	RC09/372
LAN.40(C)			Y	February 22, 2010	PH10/010
LAN.40(C)			Y	December 20, 2010	RC10/701
LAN.40(C)			Y	December 2, 2013	RC13/763
LAN.40(C)			Y	July 21, 2014	RC14/492
LAN.40(C)			Y	January 22, 2018	RC18/028
LAN.40(C)			Y	November 18, 2019	RC19/684
LAN.40(C)			Y	March 2, 2020	RC20/139
LAN 40(C)			Y	April 6, 2020	RC20/183
LAN 40(C)					

CONFIRMATION OF CONTRIBUTION TO OFFSET BURDEN OF REZONING

By: _____

_____

_____

_____
(the "Applicant")

Re: _____

_____

_____

_____
("the Lands")

WHEREAS the Applicant has applied to rezone the lands so as to permit a higher residential density;

AND WHEREAS the Applicant acknowledges that such a rezoning imposes a special burden on the Municipality in relation to public facilities or amenities that are required to support such development;

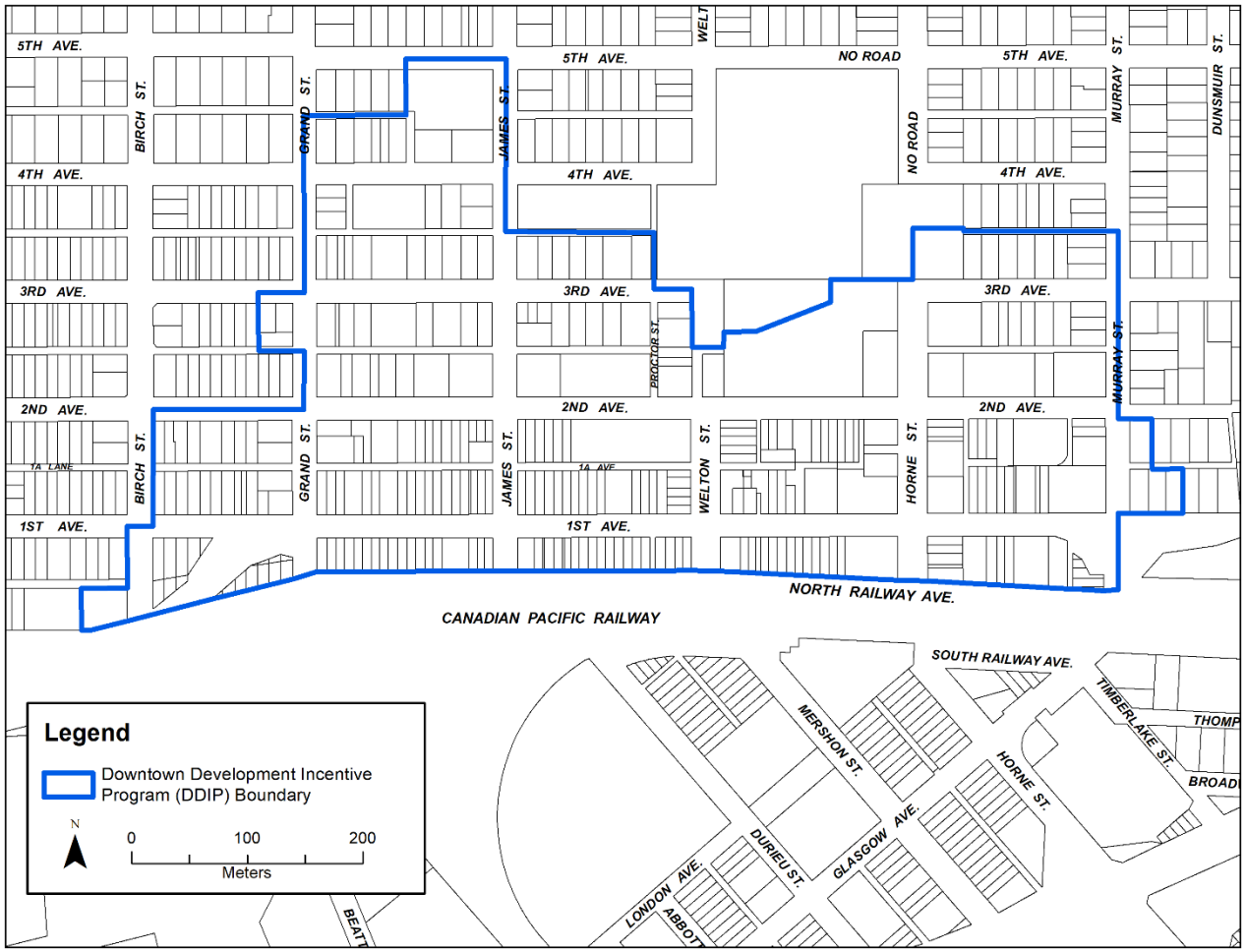
THEREFORE, the Applicant volunteers and agrees to contribute the sum of $2,815.00 per new single family lot, accessory attached residential use, rural second dwelling unit use or multi-family residential unit permitted by the rezoning in order to help offset this unique financial burden, in the event that the rezoning is approved by the council of the District of Mission.

The Applicant acknowledges that this contribution is being made voluntarily and that it is not in lieu of development cost charges, financial, or in-kind contributions under Section 937.3 or 941 of the *Local Government Act* or any other fee, charge or levy which the District of Mission is authorized to impose.

Dated this _____day of _____, _____.

Signature _____
(Applicant)

SCHEDULE "A"


5TH AVE.
4TH AVE.
3RD AVE.
2ND AVE.
1A LANE
1ST AVE.
BIRCH ST.
GRAND ST.
JAMES ST.
WELT
PROCTOR ST.
WELTON ST.
NO ROAD
HORNE ST.
MURRAY ST.
DUNSMUIR ST.
1A AVE
NORTH RAILWAY AVE.
CANADIAN PACIFIC RAILWAY
SOUTH RAILWAY AVE.
TIMBERLAKE ST.
THOMP
BROAD
MERSHON ST.
HORNE ST.
GLASGOW AVE.
DURIEU ST.
LONDON AVE.
ABBOT
BEATT
Legend
Downtown Development Incentive Program (DDIP) Boundary
N
0
100
200
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ATTACHMENT D

CITY OF MISSION ON THE FRASER		**POLICY AND PROCEDURE MANUAL**
Category: Land Use	**Number:** LAN.42 (C)	**DOWNTOWN FAÇADE REVIEW AND DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM**

Type:	**Authority:**	**Approved By:**
☒ Policy ☐ Procedure	☒ Council ☐ Administrative	☒ Council ☐ Chief Administrative Officer ☐ Department Head
Office of Primary Responsibility: Development Services		
Date Adopted: December 2, 2013	**Council Resolution No:** RC13/764	**Date to be Reviewed:** October 2023
Manner Issued: Website, Pipeline, Email		

BACKGROUND:

This policy implements a Downtown Façade Review and Downtown Façade Improvement Grant Program, pursuant to the Downtown Incentive Program. This new policy will provide new design guidelines and grant consideration to properties and business owners, who renovate, restore or redesign retail and commercial street-oriented building façades located in the area of the MissionCity Downtown Action Plan. The purpose of the incentive is to encourage building owners or merchants to invest in façade improvements that create a more interesting and appealing public environment that attracts customers, clients, visitors and businesses to the Downtown core.

Under this new policy, the Mission Downtown Business Association (MDBA) and the City of Mission (City) will provide a one-time partnered grant of up to 50% of the cost of eligible improvements, to a maximum of $2,500 per building for applications received prior to December 31, 2024 and completed with building permit approval by December 31, 2026. Corner buildings with two street facing facades could be eligible for up to $5,000 in grants. The minimum project improvement value is $1,000.

All project proposals are subject to a comprehensive review of the façade improvements and must meet design guideline standards. The proposed application process requires an initial inquiry and screening review that is managed by the City in partnership with the MDBA and North Fraser Community Futures.

PURPOSE:

The purpose of this policy is to present a new Façade Review and Façade Improvement Grant Program. This policy is required to implement the Incentive Program proposed as part of the Implementation section of the MissionCity Downtown Action Plan.

POLICY:

The following is hereby implemented:

1. Design guidelines in the Official Community Plan under Part 4: MissionCity Downtown Design Development Permit Area Guidelines will be applied to the Downtown Façade Review and Downtown Façade Improvement Grant Program.

2. A Downtown Façade Review and Downtown Façade Improvement Grant Program (Program) application form is required for those applying for a grant under this Program (see attachment). This Program applies to buildings located in the MissionCity Downtown Action Plan area when building façade changes and renovations are proposed for the street-facing building exterior. Façade changes that qualify under this Program include the following:
    - replacement of surface façade materials;
    - replacement of windows and doors;
    - replacement and addition of awnings and canopies; and
    - varied changes to building façade fenestration patterns and symmetry.
3. Façade review and grant applications must meet the design guideline standards outlined in Part 4 under the MissionCity Downtown Design Development Permit Area Guidelines (Design Guidelines) of the Official Community Plan.
4. The City's Manager of Long-Range Planning and Special Projects, with the assistance of other staff and the community partners (Mission Downtown Business Association and North Fraser Community Futures) in the Downtown Façade Review and Downtown Façade Improvement Grant Program will review all applications for conformance with the Design Guidelines and for grant approval consideration, with the final authority for approval remaining with the Manager of Long-Range Planning and Special Projects. A financial commitment of $15,000 from the City of Mission, with a partnered contribution of $5,000 from the MDBA, will support a total commitment of $20,000 to fund the grant program. The City's commitment is to be funded from the Gaming Reserve Fund and is capped at a maximum funding commitment of $15,000.
5. The Program can provide grants of up to 50% of the cost of eligible improvements to a maximum of $2,500 per building ($1,875 paid by the City and $625 paid by the Mission Downtown Business Association), for applications received after January 1, 2023 and prior to December 31, 2024 in cases where a Building Permit is required, and prior to December 31, 2026 when a Building Permit is not required. Corner buildings with two street facing facades could be eligible for up to $5,000 in grants. The grantable portion will be shared in a ratio of 75% by the City and 25% from the MDBA. The minimum construction project value for consideration under this Program will be $1,000.

ATTACHMENTS:

Schedule A – Mission Downtown Development Incentive Program Boundary Map

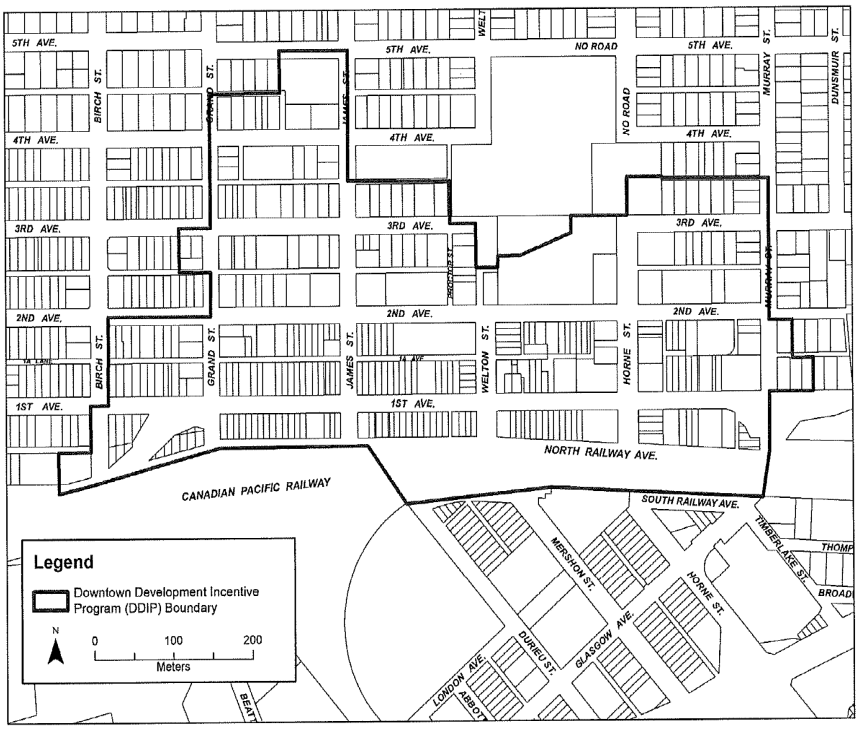
***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

Policy #	Date Adopted	Date Reviewed	Amended (Y/N)	Date Reissued	Authority (Resolution #)
C-LAN.42	December 22, 2013				RC13/764
LAN.42 (C)		November 18, 2019	Y	November 18, 2019	RC19/686
LAN.42(C)		July 20, 2020	Y	July 20, 2020	RC20/382

DOWNTOWN FAÇADE REVIEW AND DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM
LAN.42

Schedule A – Mission Downtown Development Incentive Program Boundary Alignment



Page 1 of 1

SCHEDULE A – MISISON DOWNTOWN DEVELOPMENT INCENTIVE PROGRAM BOUNDARY ALIGNMENT

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Robert Publow, Manager of Planning

Subject: **P2021-059 – R21-018 – OCP21-001 – Employment Lands Application Update**

Recommendation(s)

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

Purpose

To provide Council with an update on the progress made on the various outstanding items and information identified by Council at the November 21, 2022 Public Hearing along with an anticipated time frame of when the Bylaws for a development proposal in the Employment Lands might be brought back to Council for further consideration and bylaw readings.

Background

On November 21, 2022, following the Public Hearing for OCP Amending Bylaw 6096-2022-5670(34) and Zoning Amending Bylaw 6105-2022-5949(68), Council requested clarification on a number of items prior to further consideration of third readings to the Bylaws. The following provides an update on the progress made on these items and an anticipated time frame of when the Bylaws might be brought back to Council for further consideration.

Since the Public Hearing, staff and the applicant have been working to prepare information and complete the various items as they relate to environmental, geotechnical, servicing and design considerations for the development including identifying simple examples of neighbouring communities where comparable light industrial developments has been located surrounded by lands designated for residential uses.

Discussion and Analysis

Following the Public Hearing, staff and the applicant met to discuss the various items and outstanding information identified by Council and have in response prepared an action plan to address these issues. While work continues on these items, the applicant has since provided the majority of the information where a review of this information is underway including the review of the Traffic Impact Assessment that was previously provided by the applicant's traffic engineer consultant.

It is anticipated that the information being prepared by both the applicant and internal staff will be brought to Council in early or late January 2023 depending on the resources available given the fast approaching holiday season. At this same time when the information is provided, the Bylaws will also be brought forward to Council for consideration of third readings.

Financial Implications

There are no financial implications associated with this report.

Communication

No communication action is required.

Summary and Conclusion

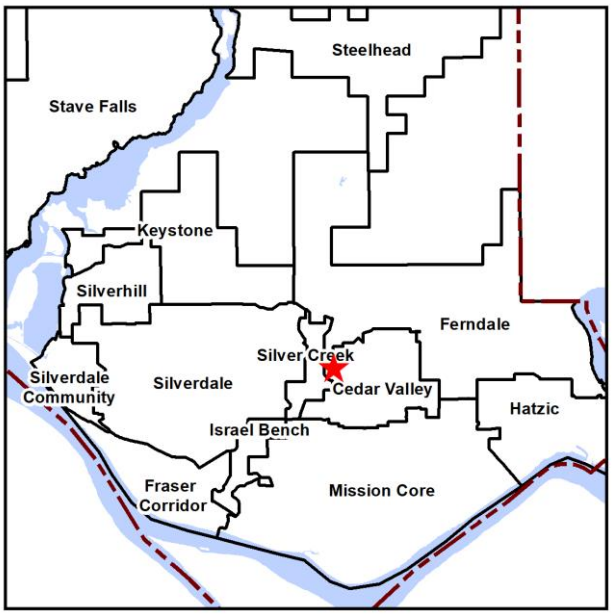
Staff are anticipating having the third reading report prepared for a regular meeting in January of 2023.

Report Prepared by:	Robert Publow, Manager of Planning
Reviewed by:	Dan Sommer, Director of Development Services
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

STAFF REPORT

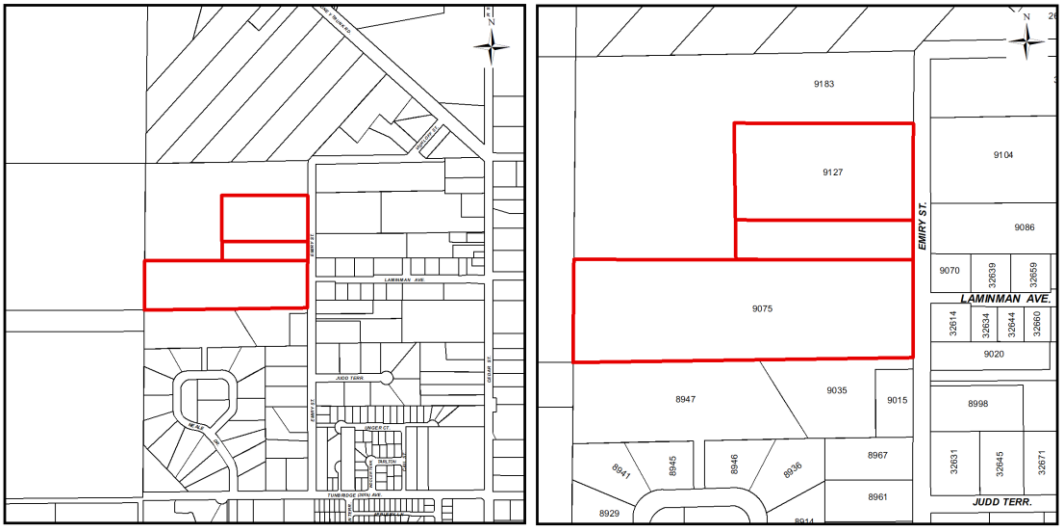
Project: P2020-066
Application Numbers: OCP22-004, R20-021

Subject: Development Application – 9075, Unaddressed Lot 1, and 9127 Emiry Street



DATE:	December 19, 2022
BYLAW / PERMIT #:	6129-2022-5670(36) 6143-2022-5949(91) 6144-2022
PROPERTY PIDs:	**013-381-016, 010-345-752, and 010-345-787**
LOCATION:	Cedar Valley
CURRENT ZONING:	Rural 16 Zone (RU16); Rural Residential 7 Zone (RR7); and Suburban 20 Zone (S20)
PROPOSED ZONING:	Institutional Parks, Recreation and Civic Zone (IPRC); and Urban Compact 465 Zone (UC465)
CURRENT OCP:	Protected Natural Assets (PNA) and Urban Compact
PROPOSED OCP:	Protected Natural Assets (PNA) and Urban Compact

PROPOSAL: To adjust the OCP boundary and to rezone the subject properties to facilitate a residential subdivision of up to 36 single family lots within the Urban Compact designated area.



Recommendation(s)

1. That Official Community Plan (OPC) Bylaw 6129-2022-5670(36) receive second reading;
2. That the OCP Bylaw 6129-2022-5670(36) is considered in conjunction with the City's Financial Plan and Waste Management Plan;
3. That draft Zoning Amending Bylaw 6143-2022-5949(91) to rezone:
    a. a portion of 9075 Emiry Street from Rural 16 Zone (RU16) to Institutional Parks, Recreation and Civic Zone (IPRC);
    b. a portion of 9075 Emiry Street from Suburban 20 Zone (S20) to Institutional Parks, Recreation and Civic Zone (IPRC);
    c. a portion of Unaddressed Lot 1 and 9127 Emiry Street from Rural Residential 7 Zone (RR7) to Institutional Parks, Recreation and Civic Zone (IPRC);
    d. a portion of Unaddressed Lot 1 and 9127 Emiry Street from Rural Residential 7 Zone (RR7) to Urban Compact 465 Zone (UC465); and
    e. a portion of 9075, Unaddressed Lot 1, and 9127 Emiry Street from Suburban 20 Zone (S20) to Urban Compact 465 Zone (UC465).

    be considered for first and second readings;
4. That, subject to the Bylaws receiving first and second readings, a Public Hearing be scheduled on a date to be determined;
5. That prior to adoption of Bylaws 6129-2022-5670(36) and 6143-2022-5949(91), the following conditions be met to the satisfaction of the Director of Development Services:
    a. Collection of any volunteered contributions to the City's community amenity reserve as

per LAN.40(C);

b. Collection of any volunteered contributions for the reduction in Protected Natural Assets (PNA) designated land as per LAN.40(C);

c. A commitment to dedicate the PNA designated and IPRC zoned land to the City as per Policy 8.3.6 and 8.3.7 of the Cedar Valley Local Area Plan;

d. Completion of a community detention facility;

e. Substantial completion of subdivision application S20-011; and

f. Completion of any other requirements resulting from Council's consideration of the Bylaw including Public Hearing; and

6. That Street Naming Bylaw 6144-2022 be approved, and upon adoption of the Bylaw, Street Naming Policy STR.28 be amended accordingly.

Rationale of Recommendation(s)

- The proposed amendment to the OCP to adjust the boundary between the PNA and the Urban Compact designations would allow for the development of the proposed subdivision layout.
- The changes to the PNA designated area would be updated to reflect an accepted environment assessment report.
- The proposed rezoning application is consistent with the OCP amendment application.
- As per OCP Policy 8.3.6 and 8.3.7 of the Cedar Valley Local Area Plan (CVLAP), the rezoning of PNA designated lands from a combination of RU16, RR7 and S20 Zones to IPRC Zone would also facilitate the dedication of the PNA lands to the City.

Purpose

The purpose of this report is to recommend second reading to OCP Amending Bylaw 6129-2022-5670(36), first and second reading to Zoning Amending Bylaw 6143-2022-5949(91) and consideration of Street Naming Bylaw 6144-2022. The maps indicating the proposed bylaws are provided as Attachments A1, B1, and C. Attachments A2, B2 and B3 are provided for additional clarity.

The OCP Amendment and the Rezoning Amendment will allow for the proposed subdivision layout as shown on Attachment D.

Site Characteristics and Context

<u>Applicant</u>

- Evertek Engineering

<u>Property Sizes</u>

- 9075 Emiry Street: 4.4 ha (10.87 ac)
- Unaddressed Lot 1: 0.91 ha (2.24 ac)
- 9127 Emiry Street: 2.2 ha (5.43 ac)
- The combined area: 7.51 ha (18.55 ac)

<u>Neighbourhood Character</u>

- The development site has largely S20 zoned properties to the north, east and south. Some larger properties zoned RR7 are located to the northeast and RU16 are located to the west of the subject site.
- The properties directly across the street from the subject site are designated Urban Compact with one of the neighbouring lots under an active development application.

Environmental Protection

- A preliminary bio-inventory report, an environment assessment report of the PNA, and a Riparian Area Protection Regulation (RAPR) report have been provided to staff. A Development Permit for Area E will be required through the development review process. The on-site watercourse and any other portions of land deemed environmentally sensitive would be considered for protection through the development permit process.

Parks and Trails

- As per the CVLAP, the developer has proposed a pedestrian trail around the development, at the edge of the proposed PNA boundary.
- As per the CVLAP, the developer is to dedicate the PNA designated and IPRC zoned lands to the City.
- Provisions of the *Local Government Act (Act)* authorize a local government to receive up to 5% land or cash-in-lieu contribution for parkland. Under this provision of the *Act*, 5% parkland cash-in-lieu will be collected from the developer prior to the completion of the subdivision.

Servicing

- As a subdivision application has been received for the site, the development of this site will require servicing as outlined under "Referrals" Attachment E.

Referrals

Engineering Department:	The Engineering Department has no objection to this proposal, subject to the completion of Engineering Servicing requirements, as outlined in Attachment E.
Environmental Services:	The development application is supported with some items of note. See Attachment E for full comments.
Long Range Planning:	The development application is supported with some items of note. See Attachment F for full comments.
Finance Department:	The proposed development may require some infrastructure costs to be incurred earlier than anticipated in the current financial plan. The developer may be required to install this infrastructure and seek reimbursement through Development Cost Charges credits or a latecomer agreement depending on the nature of the expense.
Bylaw Enforcement Division:	No concerns.
BC Transit:	No concerns.
Building Division:	No comment was provided.

Mission Fire Rescue Service:	No comment was provided.
Parks, Recreation, and Culture:	No comment was provided.
First Nations:	No comment was provided.
School District 75:	No comment was provided.

Development Considerations

Intensive Residential Development Permit

Compact single-family residential lots are considered to be an intensive residential development with the design managed through a Development Permit Area. An Intensive Residential Development Permit will be required for the proposed lots to manage the form and character of the development. The Intensive Residential Development Permit is delegated to staff for approval.

- The Intensive Residential Development Permit Area is designed to establish guidelines for the form and character of intensive residential development to achieve a higher standard of building design, housing alternatives, site compatibility and site aesthetics that are consistent with a vibrant residential neighbourhood.
- Well-designed intensive residential developments help reinforce community identity of higher density single-family residential neighbourhoods. The massing of buildings, exterior design and appearance, orientation to the street, landscaping, inclusion of open space, treatment of vehicular and pedestrian access and parking, maintenance of view, and attention to the physical attributes of the adjacent area are essential features to address.

Street Naming

In accordance with Section 39 of the *Community Charter* and Council Policy Street Naming STR.28, a bylaw shall be prepared to provide a name for the new roads being created by the development:

- Road A – an extension of an existing road – Laminman Avenue
- Road B – new road – proposed name: Cromar Street
    - Historical Information for Cromar family:
      The Cromar family is a recognized pioneer family within Policy STR.28. Peter Cromar was born in 1894 and died in 1969 and Virginia Cromar was born in 1896 and died in 1978. No further information is available on the “Cromar” family name.

The street names are shown on Attachment C.

Housing Needs Projections

If this development is approved, it will add approximately 36 market home ownership dwelling units to the City’s housing stock.

Transit

The proposed development site is not within walking distance of a bus stop. The site is not currently serviced by transit and is subject to further analysis and service design by BC Transit. Further service design and expansion options are subject to 2023 Mission Local Area Transit Plan by BC Transit.

Community Amenity Contribution

The applicant has volunteered to contribute $2,815 per new lot/unit in accordance with Policy LAN.40(C).

The applicant has volunteered to contribute $640,000.00 to address the unique financial and environmental burden of reducing the PNA designated lands to the Urban Compact designation. In accordance with Policy LAN.40(C), the applicant provided an appraisal report determining the volunteered amount.

Tree Management

In accordance with Council Policy LAN.32 – Tree Retention and Replanting, the applicant will be required to plant two trees per lot. This condition will be met as part of the subdivision approval. In addition to this requirement, the applicant is required to replace any significant trees (trees having a calliper of 0.2 m or greater) that will be removed except in the areas defined in Policy Lan.32. No tree is permitted to be removed without an accepted arborist report and a tree removal and replanting plan.

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

- The applicant has posted one development notification sign along Emiry Street.
- Public Hearing Notification will be sent to all occupiers and owners of properties within 152 m from the development site notifying them of the public hearing details.

Attachments

Attachment A1:	OCP Amending Bylaw Map
Attachment A2:	Proposed OCP Changes Map
Attachment B1:	Zoning Amending Bylaw Map
Attachment B2:	Current Zoning Map
Attachment B3:	Proposed Zoning Map
Attachment C:	Street Naming Bylaw Map
Attachment D:	Proposed Subdivision Layout
Attachment E:	Comments – Engineering & Environment
Attachment F:	Comments – Long Range Planning

Sign-Offs

Robert Publow, Manager of Planning

HA / sh

Approved for Inclusion: Mike Younie, Chief Administrative Officer

ATTACHMENT A1 - OCP AMENDMENT BYLAW MAP

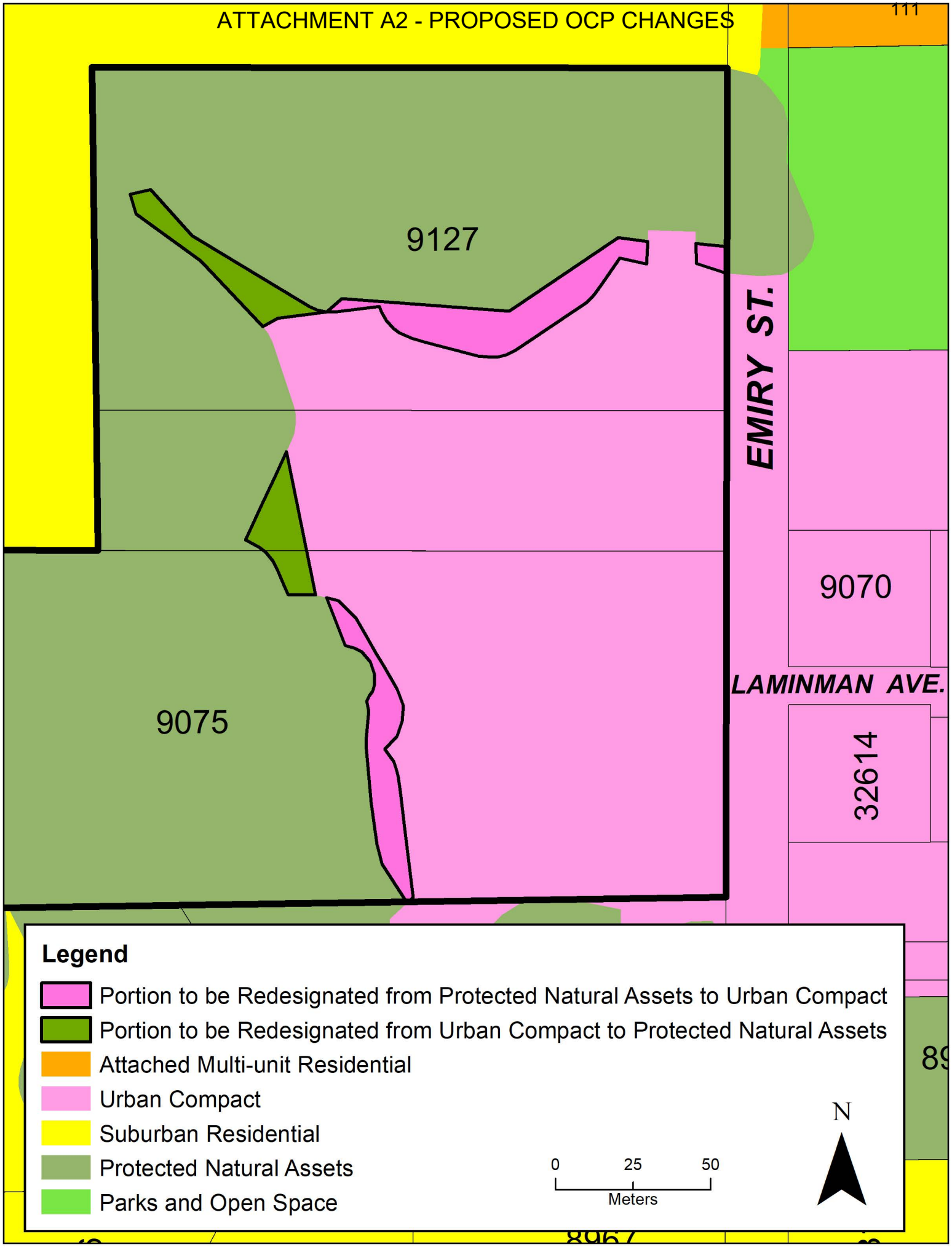
Legend

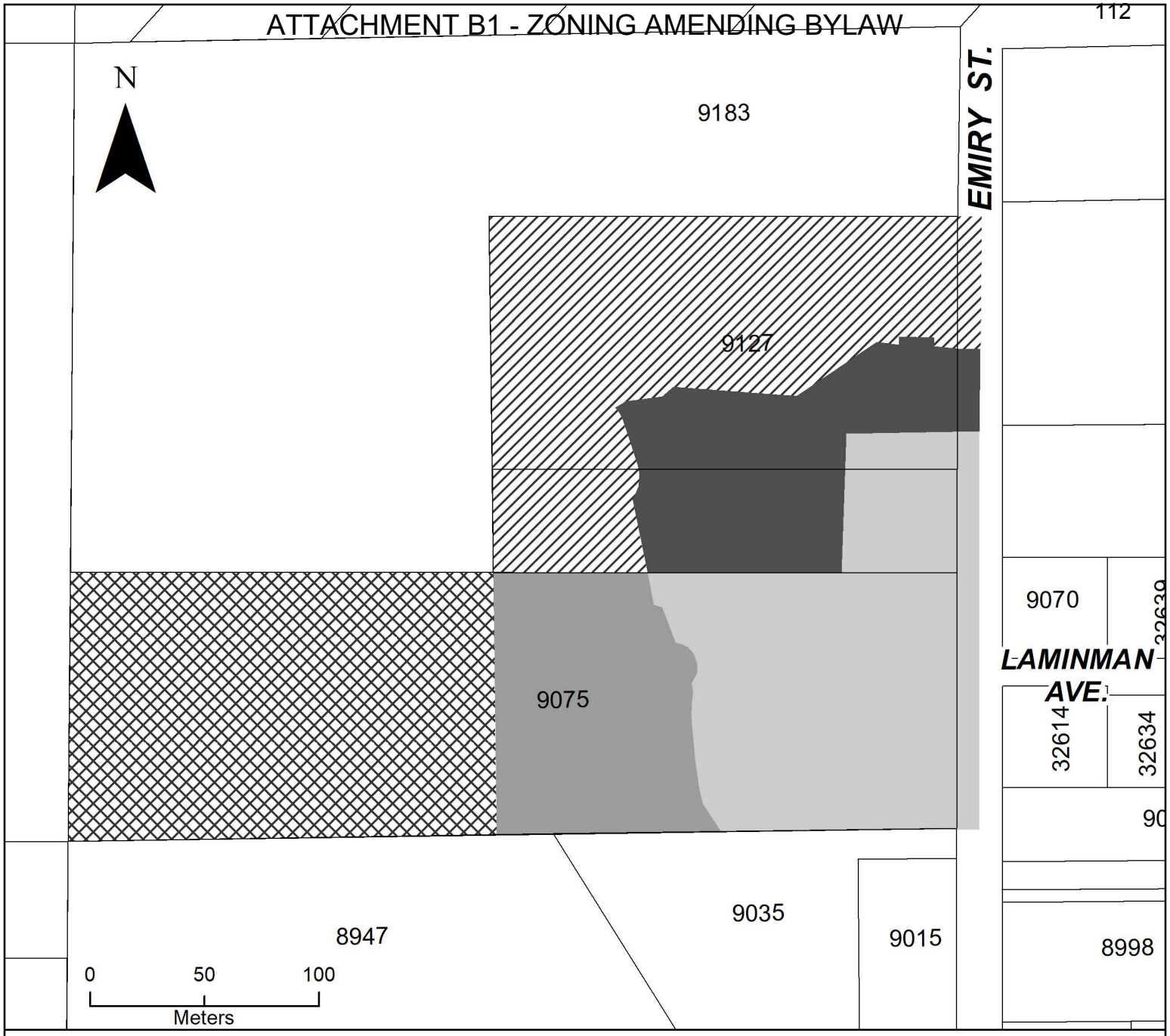
Portion to be Redesignated from Protected Natural Assets to Urban Compact

Portion to be Redesignated from Urban Compact to Protected Natural Assets

N

ATTACHMENT A2 - PROPOSED OCP CHANGES

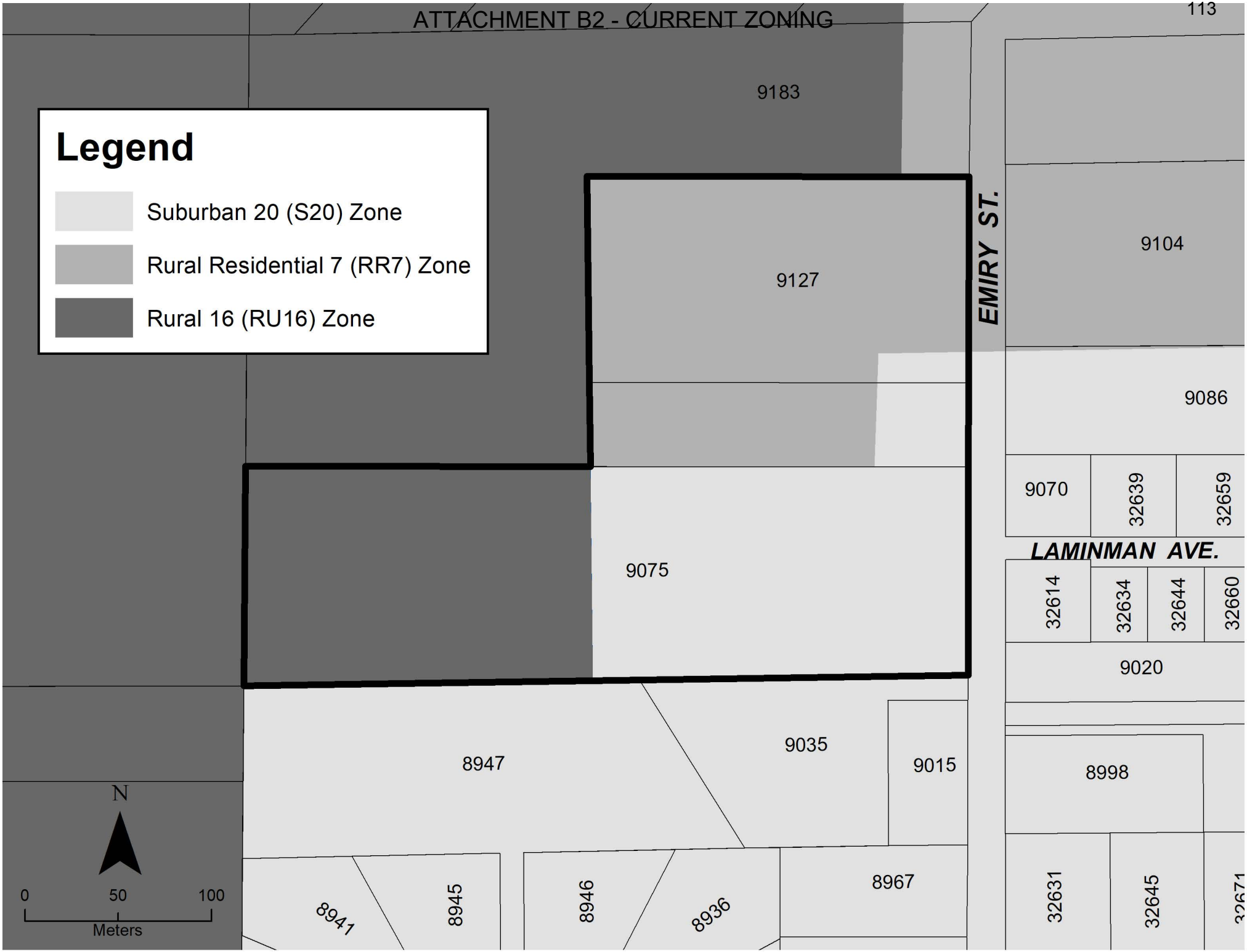




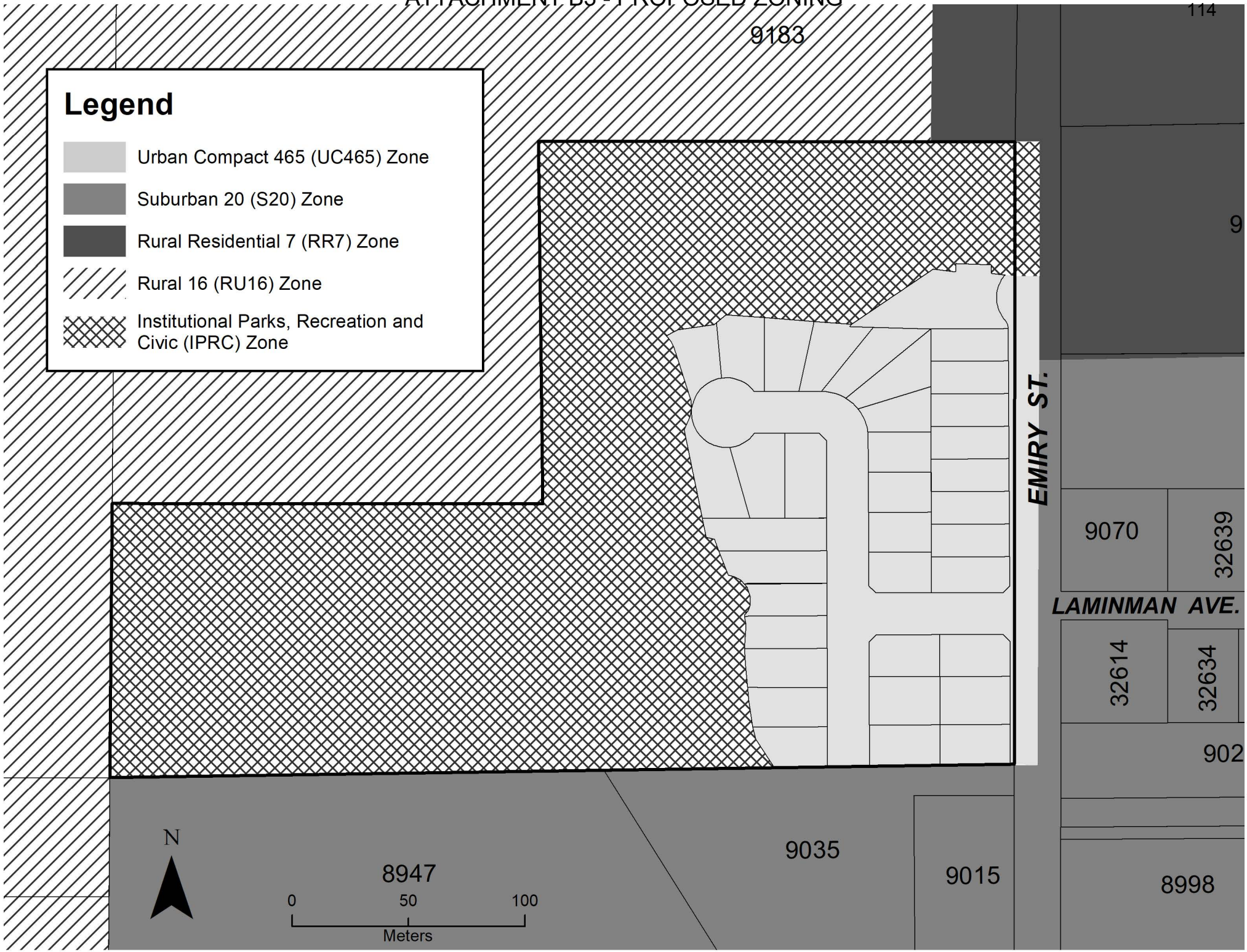
Legend

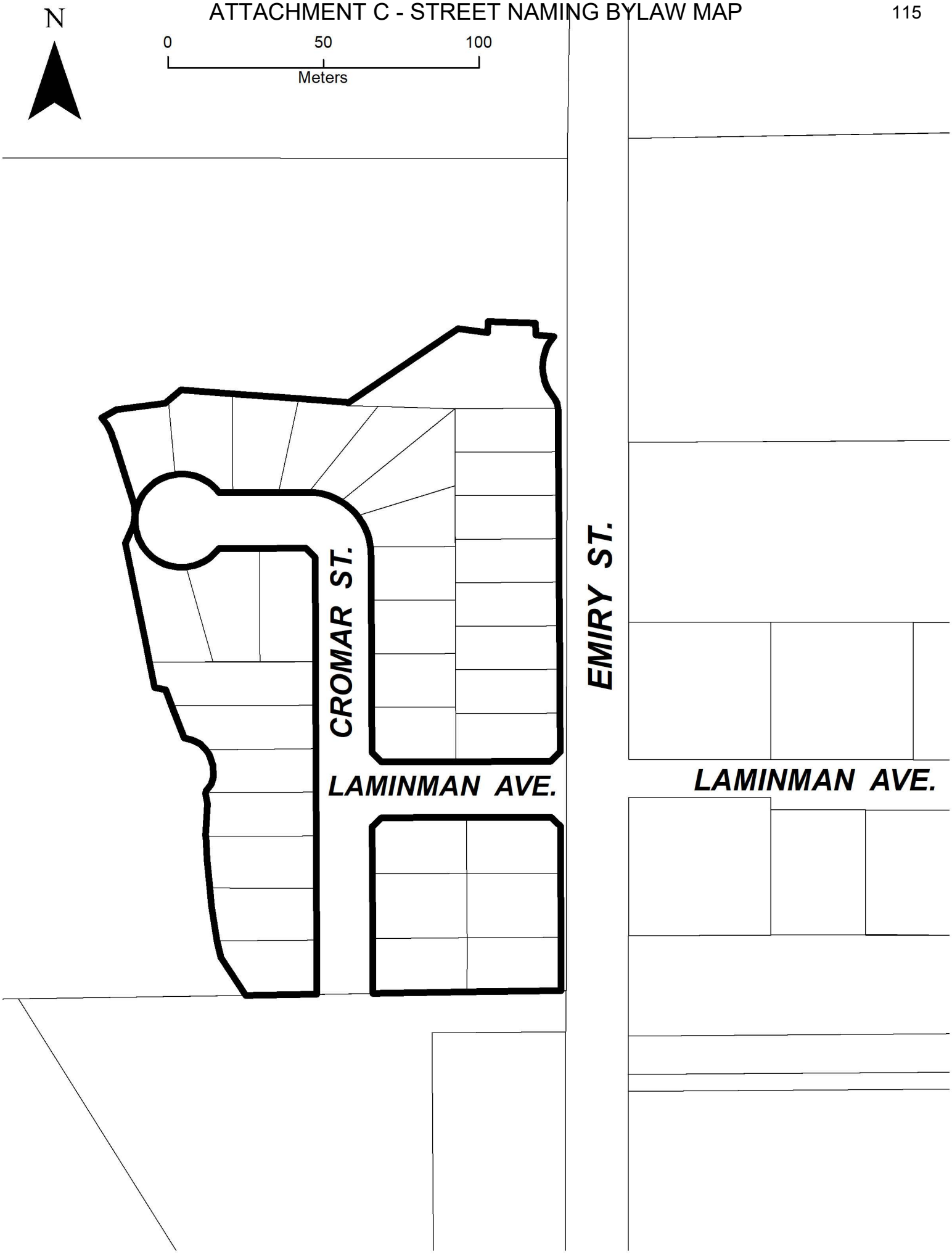
- Suburban 20 (S20) Zone to Urban Compact 465 (UC465) Zone
- Suburban 20 (S20) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone
- Rural Residential 7 (RR7) Zone to Urban Compact 465 (UC465) Zone
- Rural Residential 7 (RR7) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone
- Rural 16 (RU16) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone

ATTACHMENT B2 - CURRENT ZONING



ATTACHMENT B3 - PROPOSED ZONING




N
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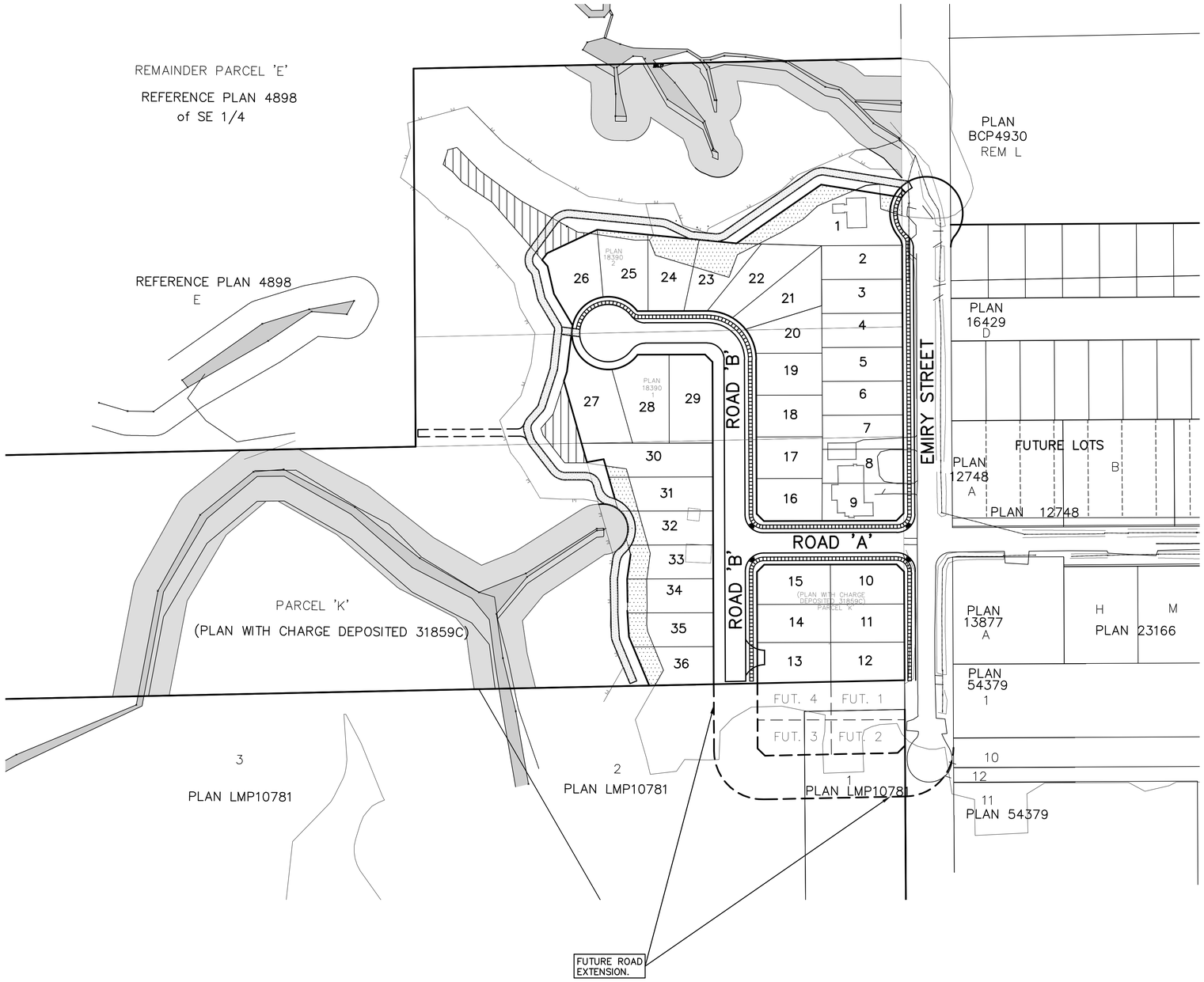
50
100
Meters
CROMAR ST.
EMIRY ST.
LAMINMAN AVE.
LAMINMAN AVE.

ATTACHMENT D - PROPOSED SUBDIVISON LAYOUT



LEGEND

	PEDESTRIAN TRAIL	
	COMPENSATION FOR AREA TAKEN FROM PNA	TOTAL AREA = 950m²
	AREA TAKEN FROM PNA FOR LOT LAYOUT	TOTAL AREA = 1467m²

REZONING FROM S36, RR7
AND RU16 TO UC465

CITY FILE NO.

DEVELOPER:

1252802 BC LTD.
RAJINDER KUMAR (karamandsons@hotmail.com)
PAL SIDHU (palsidhu72@gmail.com)
NISHANT MONGA (monga_78@yahoo.ca)

ENGINEER:

Evertek Engineering

202–2692 CLEARBROOK ROAD,
ABBOTSFORD, B.C. V2T 2Y8
TELEPHONE (604) 776–0222

NO.	DATE	BY	REVISIONS	TECH	ENG.
1	2022–07–28	R.V.	CITY COMMENTS.	D.T.	G.O.

PROJECT NO:	100106
DATE:	2022–02–14
DWN BY:	D.R.T.
DESIGN:	G.O.
SCALE HORZ:	1:1000
SCALE VERT:	–

SHEET NO: 1 OF 2

City of Mission
Engineering Department
Reviewed for compliance with City standards.
By:..... Date:.....
☐ Released for construction
☐ Revise as noted

City of Mission

CONCEPTUAL FORWARD PLAN
9075 & 9127 EMIRY STREET

ATTACHMENT E: COMMENTS - ENGINEERING

ENGINEERING AND PUBLIC WORKS DEPARTMENT REZONING COMMENTS

November 9, 2022

CIVIC ADDRESS: Lot 1-NWP18390, 9075 & 9127 Emiry Street

CURRENT ZONE: S36 & RR7 **PROPOSED ZONE:** UC465

NOTE: The following engineering comments are made in accordance with the City of Mission Development and Subdivision Control Bylaw No. 5650-2017 (DSCB) as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water is available on Emiry Street.

Connection to the municipal system is required.

Should the rezoning result in any application for subdivision/development, upgrades or new infrastructure may be required.

STORM SEWER REQUIREMENTS:

Municipal storm service is not available on Emiry Street.

Connection to the municipal system is required.

New infrastructure including a community detention facility will be required as a condition of rezoning.

SANITARY SEWER REQUIREMENTS:

Municipal sanitary service is available on Emiry Street.

Connection to the municipal system is required.

Should the rezoning result in any application for subdivision/development, upgrades or new infrastructure may be required.

ROAD WORK REQUIREMENTS:

Emiry Street provides paved access to the site. Should the rezoning result in any application for subdivision/development, upgrades or new infrastructure will be required.

RECOMMENDATION:

From an engineering point of view, the application may proceed to 3rd Reading.

ENGINEERING AND PUBLIC WORKS DEPARTMENT REZONING COMMENTS

Prepared by:
Jay Jackman, Manager of Development Engineering, Projects & Design

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

DISTRICT OF Mission ON THE FRASER

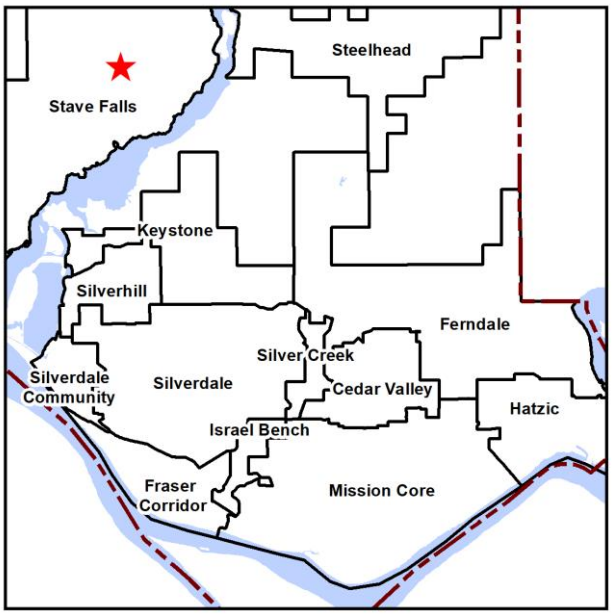
DEVELOPMENT SERVICES
PLANNING DIVISION

COMMENTS RECEIVED	Project: P2020-066
Comments: Long Range Planning	**OCP Amendment**: The proposed OCP Amendment application that proposes to exchange areas between the Urban Compact and Protected Natural Assets (PNA) designations is supported. Although the total areas designated Protected Natural Assets (PNA) are reduced, this amendment would allow for substantial areas of the development site to be protected under the PNA designation, while allowing for a subdivision with a conventionally designed lot configuration. The proposed revisions to the PNA boundary/area are relatively minor in extent, and will continue to allow for protection of the nearby watercourse, ravine slopes, and include sufficient room for a pedestrian path outside of the ravine and ravine top of bank. The proposed land area exchange that creates new configurations for urban compact residential development and environmental protection areas, and the financial contribution proposed in accordance with the applicant's appraisal are acceptable. **Rezoning:** The proposed rezoning from S20 and RR7 to UC465 for the area proposed for urban compact residential development, and from S20 and RR7 to IPRC for the environmentally sensitive areas to be protected are acceptable. **Subdivision**: The proposed subdivision of the three parent parcels to accommodate a 36-lot urban compact residential subdivision, and land to be dedicated to the City for environmental protection (under the OCP PNA designation) are acceptable. Within the scope of the proposed subdivision, the proposed pathway should include an extension that links the proposed roadway with path at the southern extent of the development site to ensure safe pedestrian access to the path.
Signature	
Name:	Mike Dickinson
Department or Organization:	Long Range Planning
Date:	November 1, 2022

STAFF REPORT

Project: P2022-056
Application Number: R22-025

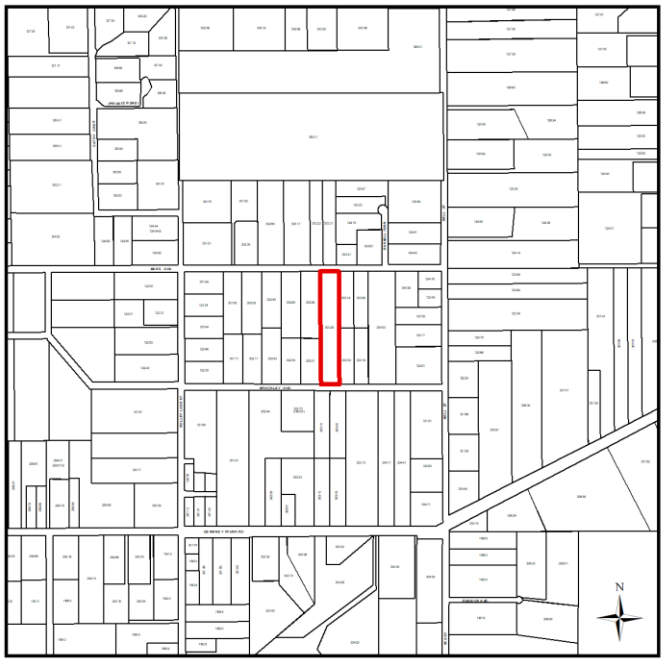
Subject: Development Application – 30328 Berg Avenue



DATE:	December 19, 2022
BYLAW / PERMIT #:	6148-2022-5949(93)
PROPERTY ADDRESS:	30328 Berg Avenue
LOCATION:	Stave Falls
CURRENT ZONING:	Rural 16 Zone (RU16)
PROPOSED ZONING:	Rural Residential Secondary Dwelling Zone (RR7s)
CURRENT OCP:	Rural Residential
PROPOSED OCP:	No change

PROPOSAL:

Rezoning to facilitate a two lot subdivision with secondary dwellings permitted on each lot.



Recommendation(s)

1. That draft bylaw 6148-2022-5949(93) to rezone 30328 Berg Avenue from Rural 16 Zone (RU16) to Rural Residential Secondary Dwelling Zone (RR7s) be considered for first and second reading;
2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled on a date to be determined; and
3. That prior to the adoption of Zoning Amending Bylaw 6148-2022-5949(93) the following conditions be met to the satisfaction of the Director of Development Services:
   a. Collection of any volunteered contributions to the City's community amenity reserve.
   b. Substantial completion of subdivision S22-025.
   c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

Rationale of Recommendation(s)

The subject site is currently located within the Rural 16 Zone (RU16) and is designated for Rural Residential pursuant to the Official Community Plan.

The subject rezoning application seeks to change the current zoning to Rural Residential Secondary Dwelling Zone (RR7s). The proposed designation is consistent with the Official Community Plan.

The subject site currently contains a dwelling adjacent to the northern property boundary to be retained by the proposed development.

The subject site contains adequate area to accommodate the creation of two lots consistent with the Zoning Bylaw.

The proposed rezoning is considered to be consistent with the existing and desired future character of the Stave Falls neighbourhood area and is considered to result in an acceptable planning outcome.

Purpose

To accommodate the subdivision of two lots.

Site Characteristics and Context

<u>Applicant</u>

- Brandon and Julie Shushack

<u>Property Size</u>

- 30328 Berg Avenue is approximately 2.0 ha (5.0 ac) in area.

<u>Neighbourhood Character</u>

- The subject property is located within the Stave Falls neighbourhood. The site is bounded by similar low density dwellings on rural lots. The rezoning and subdivision to accommodate the creation of two lots with secondary dwellings on site is consistent with the context of the surrounding properties and the desired future character of the area and is considered to result in an acceptable planning outcome.

Referrals

Engineering Department:	The Engineering Department has no objection to this proposal, subject to the completion of Engineering Servicing requirements, as outlined in Attachment B.
Building Division:	No concerns.
Bylaw Enforcement Division:	No concerns.
Environmental Services:	No concerns.
Mission Fire Rescue Service:	No concerns.

Development Considerations

Community Amenity Contribution

The applicant has volunteered to contribute $2,815 per new lot/unit in accordance with Policy LAN.40(C).

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

- The applicant has posted one development notification sign.
- Public Hearing Notification will be sent to all occupiers and owners of properties within 500 m from the development site notifying them of the public hearing details.

Attachments

Attachment A:	Draft Subdivision Plan
Attachment B:	Engineering Comments

Sign-Offs

Rob Publow, Manager of Planning

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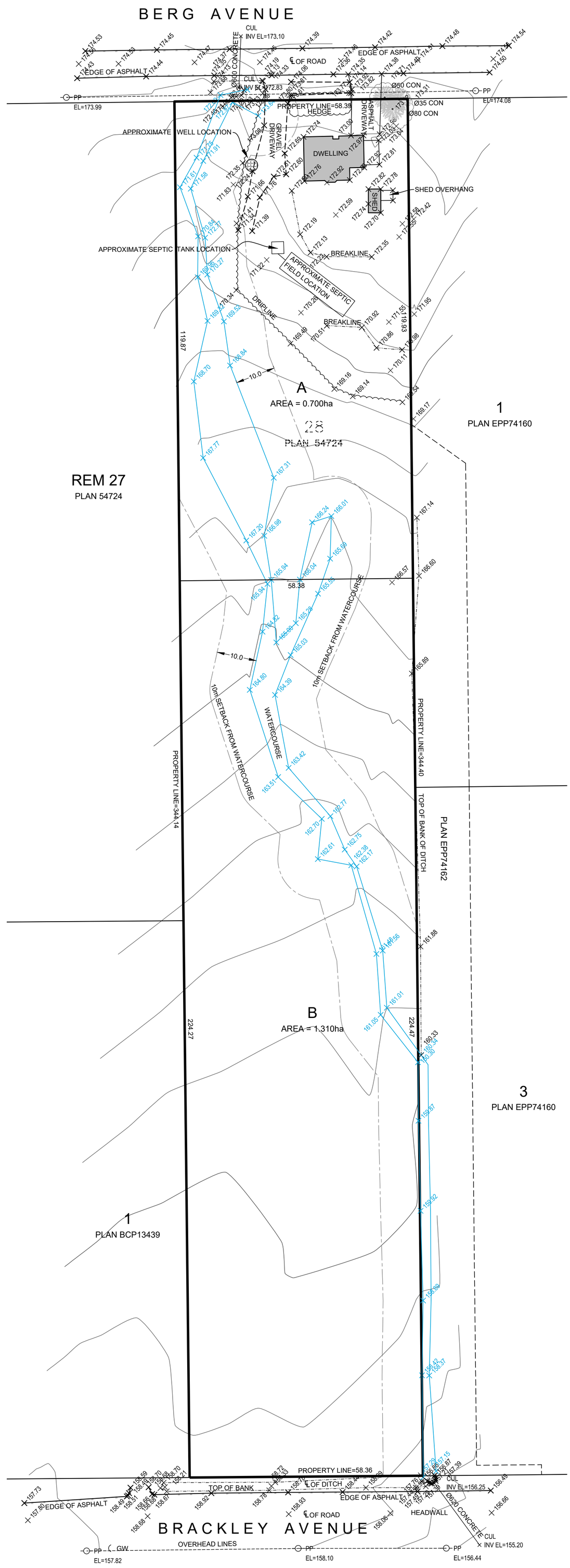
Approved for Inclusion: Mike Younie, Chief Administrative Officer

ATTACHMENT A



DRAFT PLAN OF SUBDIVISION OF LOT 28
SECTION 23 OF TOWNSHIP 15
NEW WESTMINSTER DISTRICT
PLAN 54724

CITY OF MISSION

CIVIC ADDRESS: 30328 BERG AVENUE
PID: 005-309-085

SCALE 1:600

10 5 0 5 10 25

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

bennett ©
LAND SURVEYING (FRASER VALLEY) LTD.
BC LAND SURVEYORS
#101-32818 7TH AVENUE
MISSION, BC
V2V 2C2
TEL 604-820-1554
www.bennettsurveys.com

DATE:	BY:
SEP 23, 2021	AG
APR 29, 2022	AG
REVISION:	1

LEGEND:

- 158.59 - DENOTES SPOT ELEVATION
- PP - DENOTES POWER POLE
- GW - DENOTES POWER POLE ANCHOR
- MH - DENOTES MANHOLE
- CB - DENOTES CATCH BASIN
- WV - DENOTES WATER VALVE
- FH - DENOTES FIRE HYDRANT
- WS - DENOTES WATER SERVICE

DATUM:

ELEVATIONS ARE TO GEODETIC (CGVD28), AND ARE DERIVED FROM GNSS OBSERVATIONS.

CONTOUR INTERVAL = 1 METRES.

PROPERTY:

PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM: FIELD SURVEY

OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

GENERAL:

THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

TREE SPECIES AND DIMENSIONS SHOULD BE CONFIRMED BY A QUALIFIED ARBORIST. SHADED AREA IS NOT AN INDICATION OF DRIP LINE LOCATION UNLESS SPECIFICALLY LABELED.

THIS PLAN HAS BEEN PREPARED FOR MORTGAGE AND OR MUNICIPAL PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD..

BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

CERTIFIED CORRECT

FIELD SURVEY COMPLETED ON SEPTEMBER 21, 2021.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

ENGINEERING & PUBLIC WORKS DEPARTMENT REZONING COMMENTS

November 17, 2022

CIVIC ADDRESS: 30328 Berg Avenue

CURRENT ZONE: RU16 **PROPOSED ZONE:** RR7S

NOTE: The following engineering comments are made in accordance with the City of Mission Development and Subdivision Control Bylaw No. 5650-2017 (DSCB) as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water is not available on Berg Avenue. Municipal water is not available on Brackley Avenue.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

STORM SEWER REQUIREMENTS:

Municipal storm service is available on Berg Avenue via 600 mm diameter culvert to North roadside ditch. Municipal storm service is not available on Brackley Avenue.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

SANITARY SEWER REQUIREMENTS:

Municipal sanitary service is not available on Berg Avenue. Municipal sanitary service is not available on Brackley Avenue.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

ROAD WORK REQUIREMENTS:

Berg Avenue provides paved access to the site. Should the rezoning result in any application for subdivision or building permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

Brackley Avenue provides paved access to the site. Should the rezoning result in any application for subdivision or building permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

ENGINEERING & PUBLIC WORKS DEPARTMENT REZONING COMMENTS

RECOMMENDATION:

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

Prepared by:
Alfred Knox,
Engineering Technologist I

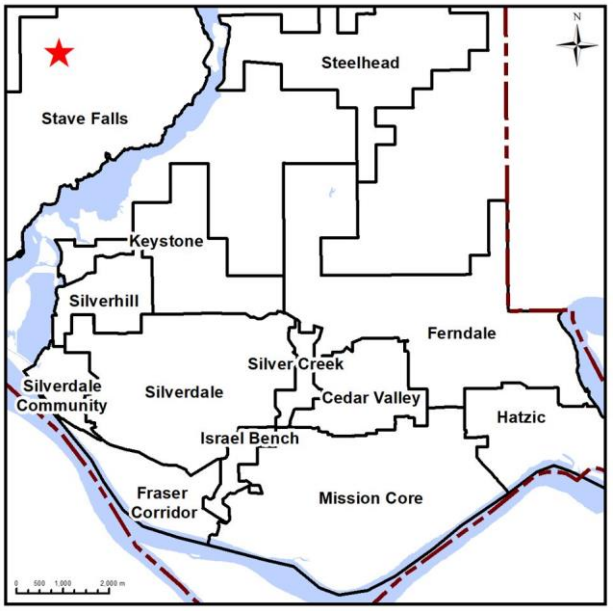
Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:
Jay Jackman, Manager of Development Engineering, Projects & Design

STAFF REPORT

Project: P2022-065
Application Number: R22-028

Subject: Development Application – 12358 Carr Street



DATE:	December 19, 2022
BYLAW / PERMIT #:	6149-2022-5949(94)
PROPERTY ADDRESS:	**12358 Carr Street**
LOCATION:	Stave Falls
CURRENT ZONING:	Rural 16 Zone (RU16)
PROPOSED ZONING:	Rural Residential Secondary Dwelling Zone (RR7s)
CURRENT OCP:	Rural Residential
PROPOSED OCP:	No change

PROPOSAL:

Rezoning to facilitate a two lot subdivision with secondary dwelling on each lot.

Recommendation(s)

1. That draft bylaw 6149-2022-5949(94) to rezone 12358 Carr Street from Rural 16 Zone (RU16) to Rural Residential Secondary Dwelling Zone (RR7s) be considered for first and second reading;
2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled on a date to be determined; and
3. That prior to the adoption of Zoning Amending Bylaw 6149-2022-5949(94) the following conditions be met to the satisfaction of the Director of Development Services:
   a. Collection of any volunteered contributions to the City's community amenity reserve.
   b. Substantial completion of subdivision S22-028.
   c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

Rationale of Recommendation(s)

The subject site is currently located within the Rural 16 Zone (RU16) and is designated for Rural Residential pursuant to the Official Community Plan.

The subject rezoning application seeks to change the current zoning to Rural Residential Secondary Dwelling Zone (RR7s). The proposed designation is consistent with the Official Community Plan.

The subject site currently contains a dwelling and barn on the northern side of the property to be retained by the proposed development.

The subject site contains adequate area to accommodate the creation of two lots consistent with the zoning Bylaw.

The proposed rezoning is considered to be consistent with the existing and desired future character of the Stave Falls neighbourhood area and is considered to result in an acceptable planning outcome.

Purpose

To accommodate the subdivision of two lots.

Site Characteristics and Context

<u>Applicant</u>

- Mitchell Loor

<u>Property Size</u>

- 12358 Carr Street is approximately 1.726 ha (4.26 ac) in area.

<u>Neighbourhood Character</u>

- The subject property is located within the Stave Falls neighbourhood. The site is bounded by similar low density dwellings on rural lots. The rezoning and subdivision to accommodate the creation of two lots with secondary dwellings on site is consistent with the context of the surrounding properties and the desired future character of the area and is considered to result in an acceptable planning outcome.

Referrals

Engineering Department:	The Engineering Department has no objection to this proposal, subject to the completion of Engineering Servicing requirements, as outlined in Attachment B.
Building Division:	No concerns.
Bylaw Enforcement Division:	No concerns.
Environmental Services:	No concerns.
Mission Fire Rescue Service:	No concerns.

Development Considerations

Community Amenity Contribution

The applicant has volunteered to contribute $2,815 per new lot/unit in accordance with Policy LAN.40(C).

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

- The applicant has posted one development notification sign.
- Public Hearing Notification will be sent to all occupiers and owners of properties within 500 m from the development site notifying them of the public hearing details.

Attachments

Attachment A:	Draft Subdivision Plan
Attachment B:	Engineering Comments

Sign-Offs

Rob Publow, Manager of Planning

EL / sh

Approved for Inclusion: Mike Younie, Chief Administrative Officer

DRAFT PLAN OF SUBDIVISION OF LOT 1 SOUTH WEST QUARTER SECTION 23 TOWNSHIP 15 NEW WESTMINSTER DISTRICT PLAN 2929

ATTACHMENT A

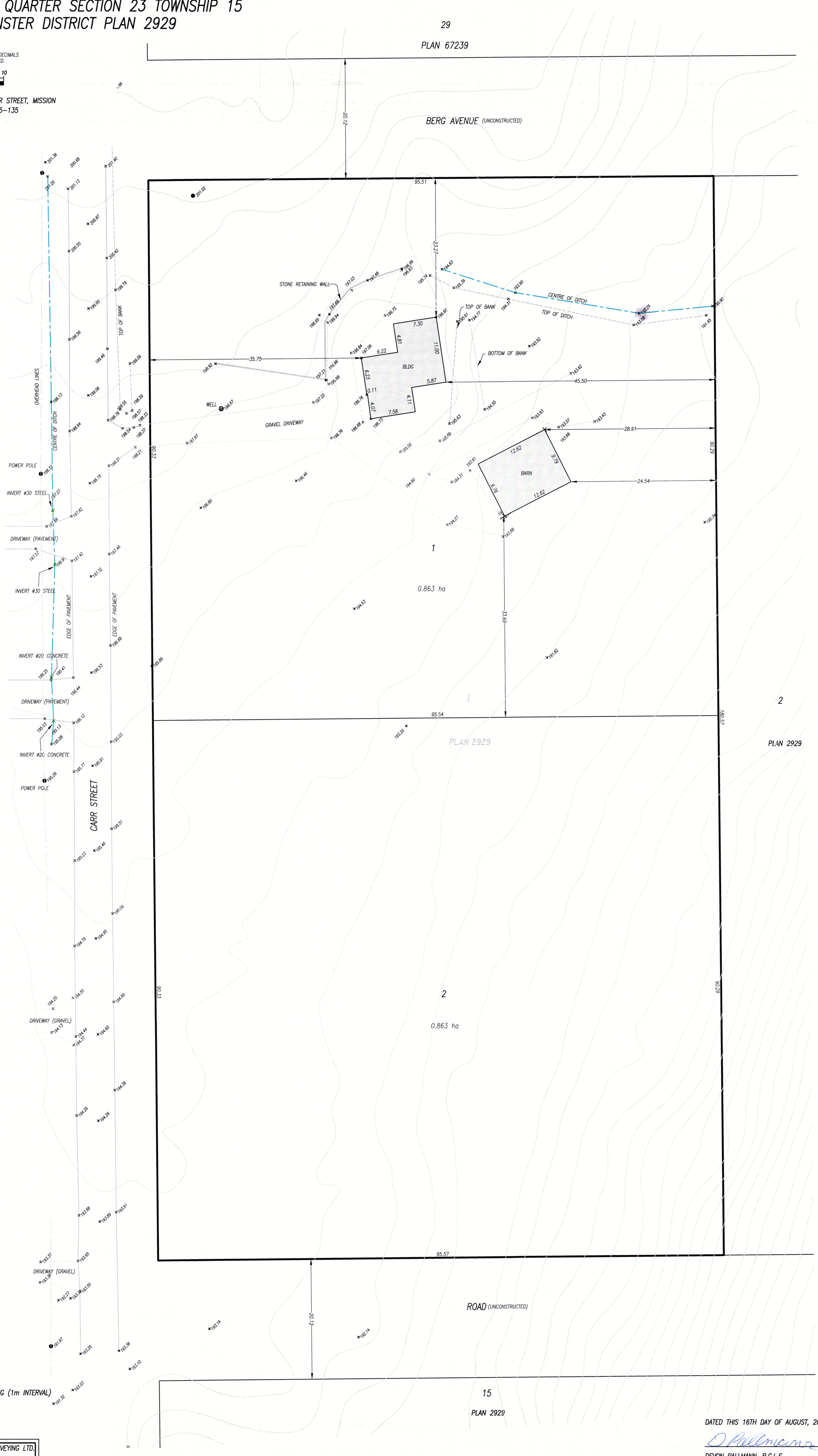
DISTRICT OF MISSION FILE:

SCALE 1 : 300

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED.

5 2.5 0 5 10

CIVIC ADDRESS: 12358 CARR STREET, MISSION
PARCEL IDENTIFIER: 010-515-135



CONTOURS ACCORDING TO DISTRICT OF MISSION MAPPING (1m INTERVAL)

LOT DIMENSIONS FROM PLAN 2929

WADE & ASSOCIATES LAND SURVEYING LTD.
BC LAND SURVEYORS
MISSION & MAPLE RIDGE
PHONE: (604) 826-9561 OR 463-4753
FILE: M3400-03

PREPARED FOR: MITCHEL LOOR

DATED THIS 16TH DAY OF AUGUST, 2019

DEVON PALLMANN, B.C.L.S.

ENGINEERING & PUBLIC WORKS DEPARTMENT REZONING COMMENTS

October 11, 2022

CIVIC ADDRESS: 12358 Carr Street

CURRENT ZONE: RU16 **PROPOSED ZONE:** RR7S

NOTE: The following engineering comments are made in accordance with the City of Mission Development and Subdivision Control Bylaw No. 5650-2017 (DSCB) as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water is not available on Carr Street.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

STORM SEWER REQUIREMENTS:

Municipal storm service is available on Carr Street via roadside ditch.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

SANITARY SEWER REQUIREMENTS:

Municipal sanitary service is not available on Carr Street.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

ROAD WORK REQUIREMENTS:

Carr Street provides paved access to the site. Should the rezoning result in any application for subdivision or building permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

RECOMMENDATION:

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

ENGINEERING & PUBLIC WORKS DEPARTMENT REZONING COMMENTS

Prepared by:
Alfred Knox,
Engineering Technologist I

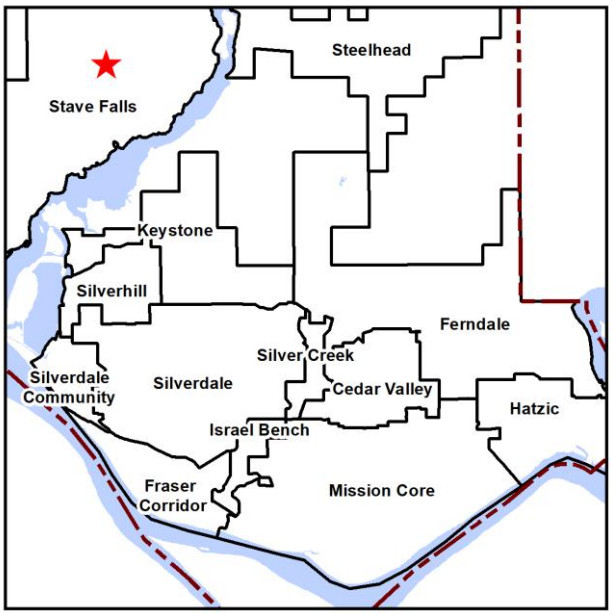
Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:
Jay Jackman, Manager of Development Engineering, Projects & Design

STAFF REPORT

Project: P2022-029
Application Number: R22-012

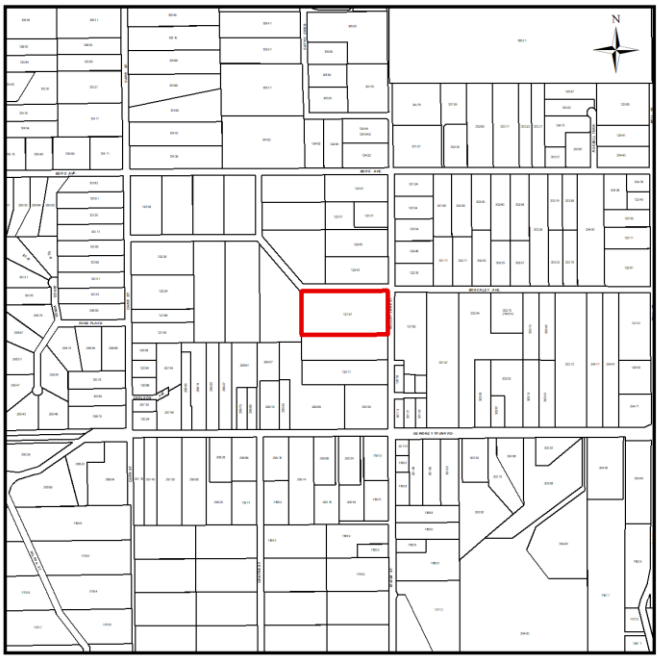
Subject: Development Application – 12187 Rolley Lake Street

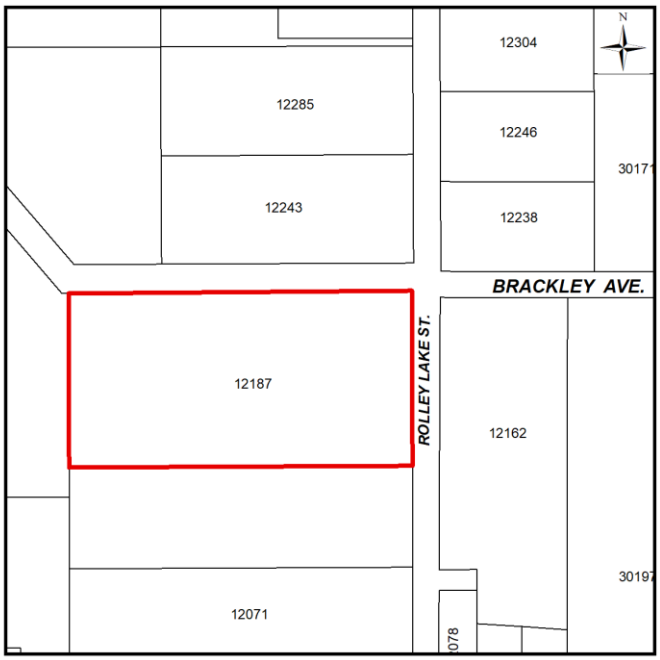


DATE:	December 19, 2022
BYLAW / PERMIT #:	6150-2022-5949(95)
PROPERTY ADDRESS:	**12187 Rolley Lake Street**
LOCATION:	Stave Falls
CURRENT ZONING:	Rural 16 Zone (RU16)
PROPOSED ZONING:	Rural Residential Secondary Dwelling Zone (RR7s)
CURRENT OCP:	Rural Residential
PROPOSED OCP:	No change

PROPOSAL:

Rezoning to facilitate a 4 lot subdivision with secondary dwellings permitted on each lot.





Recommendation(s)

1. That draft bylaw 6150-2022-5949(95) to rezone 12187 Rolley Lake Street from Rural 16 Zone (RU16) to Rural Residential Secondary Dwelling Zone (RR7s) be considered for first and second reading;
2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled on a date to be determined; and
3. That prior to the adoption of Zoning Amending Bylaw 6150-2022-5949(95) the following conditions be met to the satisfaction of the Director of Development Services:
   a. Collection of any volunteered contributions to the City's community amenity reserve.
   b. Substantial completion of subdivision S22-012.
   c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

Rationale of Recommendation(s)

The subject site is currently located within the Rural 16 Zone (RU16) and is designated for Rural Residential pursuant to the Official Community Plan.

The subject rezoning application seeks to change the current zoning to Rural Residential Secondary Dwelling Zone (RR7s). The proposed designation is consistent with the Official Community Plan.

The subject site is currently undeveloped.

The subject site contains adequate area to accommodate the creation of four lots consistent with the Zoning Bylaw.

The proposed rezoning is considered to be consistent with the existing and desired future character of the Stave Falls neighbourhood area and is considered to result in an acceptable planning outcome.

Purpose

To accommodate the subdivision of 4 lots.

Site Characteristics and Context

<u>Applicant</u>

- Steven Lefleur

<u>Property Size</u>

- 12187 Rolley Lake Street is approximately 3.5 ha (8.66 ac) in area.

<u>Neighbourhood Character</u>

- The subject property is located within the Stave Falls neighbourhood. The site is bounded by similar low density dwellings on rural lots. The rezoning and subdivision to accommodate the creation of four lots with secondary dwellings on site is consistent with the context of the surrounding properties and the desired future character of the area and is considered to result in an acceptable planning outcome.

Referrals

Engineering Department:	The Engineering Department has no objection to this proposal, subject to the completion of Engineering Servicing requirements, as outlined in Attachment B.
Building Division:	No concerns.
Bylaw Enforcement Division:	No concerns.
Environmental Services:	No concerns.
Mission Fire Rescue Service:	No concerns.

Development Considerations

Community Amenity Contribution

The applicant has volunteered to contribute $2,815 per new lot/unit in accordance with Policy LAN.40(C).

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

- The applicant has posted one development notification sign
- Public Hearing Notification will be sent to all occupiers and owners of properties within 500 m from the development site notifying them of the public hearing details.

Attachments

Attachment A:	Draft Plan of Subdivision
Attachment B:	Engineering Comments

Sign-Offs

Rob Publow, Manager of Planning

EL / sh

Approved for Inclusion: Mike Younie, Chief Administrative Officer

ATTACHMENT A

DRAFT SUBDIVISION PLAN OF LOT 27
EXCEPT: PART SUBDIVIDED BY PLAN 37846
SOUTH WEST QUARTER SECTION 23 TOWNSHIP 15
NEW WESTMINSTER DISTRICT
PLAN 2929

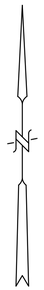
SCALE 1 : 500

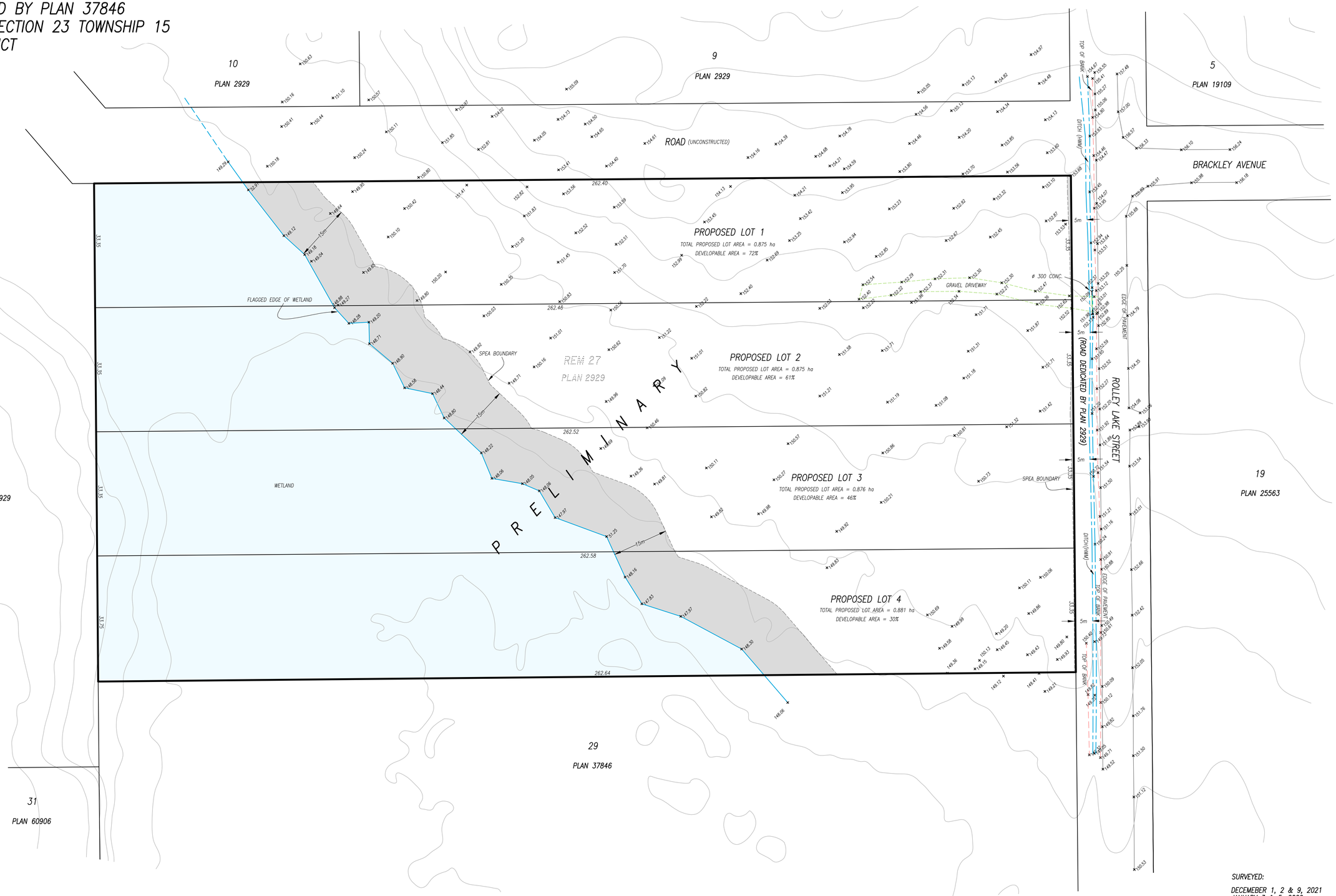
ALL DISTANCES ARE IN METRES

10 5 0 10 25

CIVIC ADDRESS: 12187 ROLLEY LAKE STREET, MISSION

PARCEL IDENTIFIER: 010-515-488





CONTOURS ACCORDING TO CITY OF MISSION MAPPING

ELEVATIONS ARE IN METRES (GEODETIC)
ELEVATIONS REFERENCED TO
WADE CONTROL PT NO. 14033
ELEVATION = 159.70m

LOT DIMENSIONS DERIVED FROM
PLAN 2929

WADE & ASSOCIATES LAND SURVEYING LTD.
BC LAND SURVEYORS
MISSION & MAPLE RIDGE
PHONE: (604) 826-9561 OR 463-4753
FILE: M4120-01 PL1

PREPARED FOR: 1077782 BC LTD

SURVEYED:

DECEMEBER 1, 2 & 9, 2021
JANUARY 3 & 5, 2022
MARCH 2, 2022

DATED THIS 3RD DAY OF MARCH, 2022

G.D. WADE, BCLS

ENGINEERING & PUBLIC WORKS DEPARTMENT REZONING COMMENTS

September 28, 2022

CIVIC ADDRESS: 12187 Rolley Lake Street

CURRENT ZONE: RU16 **PROPOSED ZONE:** RR7S

NOTE: The following engineering comments are made in accordance with the City of Mission Development and Subdivision Control Bylaw No. 5650-2017 (DSCB) as amended.

DOMESTIC WATER REQUIREMENTS:

Municipal water is not available on Rolley Lake Street.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

STORM SEWER REQUIREMENTS:

Municipal storm service is available on Rolley Lake Street via roadside ditch.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

SANITARY SEWER REQUIREMENTS:

Municipal sanitary service is not available on Rolley Lake Street.

Connection to the municipal system is not required.

Should the rezoning result in any application for subdivision, building or plumbing permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

ROAD WORK REQUIREMENTS:

Rolley Lake Street provides paved access to the site. Should the rezoning result in any application for subdivision or building permit for new construction, upgrades or new infrastructure may be required. (to be determined at time of application)

RECOMMENDATION:

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

ENGINEERING & PUBLIC WORKS DEPARTMENT REZONING COMMENTS

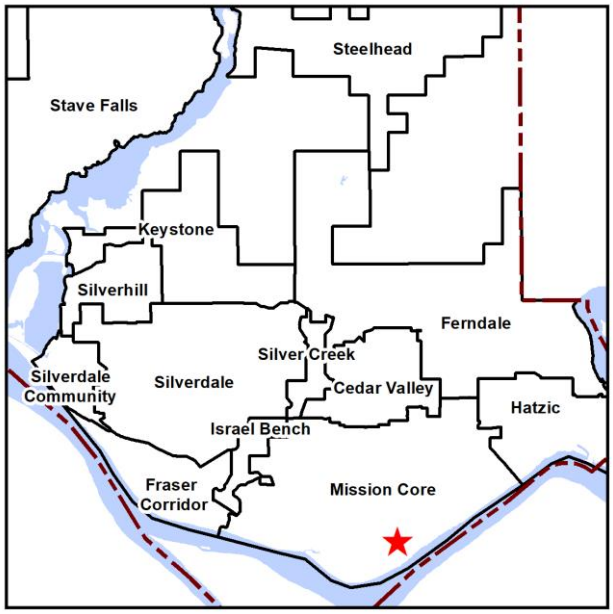
Prepared by:
Alfred Knox,
Engineering Technologist I

Reviewed by:
Tracy Kyle, Director of Engineering & Public Works

Reviewed by:
Jay Jackman, Manager of Development Engineering, Projects & Design

Project: P2022-046
Application Number: DP22-054

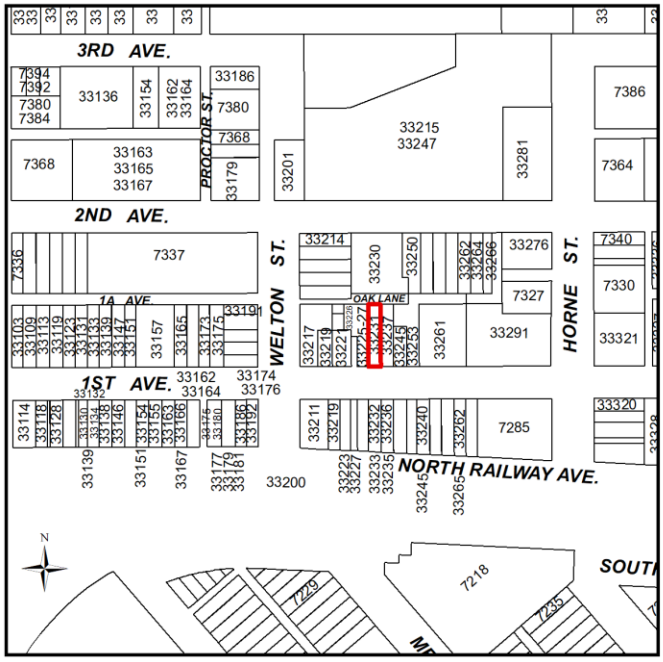
Subject: Development Application – 33231 1st Avenue

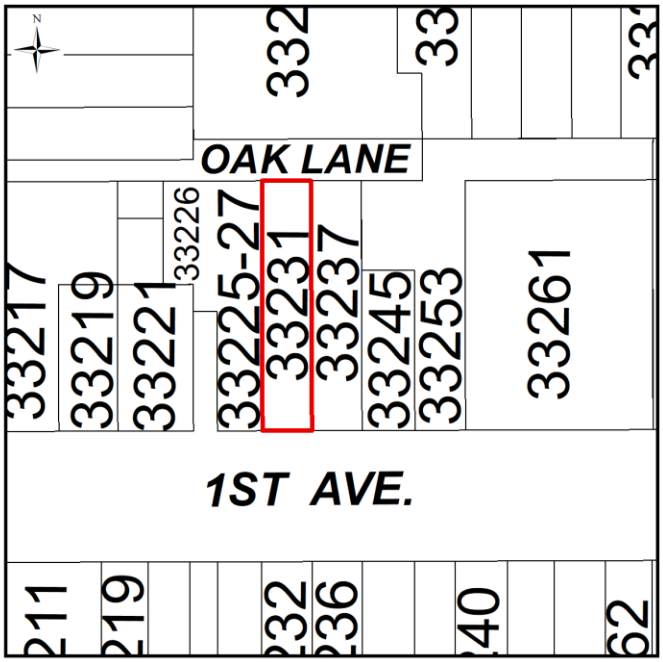


DATE:	December 19, 2022
BYLAW / PERMIT #:	DP22-054
PROPERTY ADDRESS:	**33231 1ST Avenue**
LOCATION:	Mission Core
CURRENT ZONING:	Mission City Downtown One Zone (DT1)
PROPOSED ZONING:	No change
CURRENT OCP:	Mission City Downtown
PROPOSED OCP:	No change

PROPOSAL:

Construction of a mixed-use building.





Recommendation(s)

That Development Permit DP22-054 for 33231 1st Avenue be approved.

Rationale of Recommendation(s)

The subject property is designated Mission City Downtown pursuant to the City of Mission Official Community Plan and is zoned Mission City Downtown One (DT1). The proposed mixed-use building is permitted within the Mission City Downtown One zone.

The proposed develop permit is to accommodate the construction of a mixed-use building comprising of two commercial units on the ground floor, two residential units on the first floor and an additional commercial office on the third floor.

The proposed mixed-use building is consistent with the bulk and scale of surrounding development and has been designed to incorporate design elements consistent with the existing and desired future character of the Mission City Downtown.

The proposal is considered to result in an acceptable planning outcome.

Purpose

To accommodate the construction of a mixed-use building.

Site Characteristics and Context

Applicant

- Sernur Dogas

Property Size

- 33231 - 1st Avenue is approximately 558 sq m (6,006.26 sq ft) in area.

Neighbourhood Character

- The subject property is located within the Mission Core Neighbourhood. There are commercial buildings directly abutting the subject site with residential buildings to the rear of the site. The proposed mixed-use development is consistent with the context of the surrounding properties and the desired future character of the area. The proposal is considered to result in an acceptable planning outcome.

Referrals

Engineering Department:	The Engineering Department has no objection to this proposal, subject to the completion of Engineering Servicing requirements, as outlined in Attachment C
Building Division:	No concerns.
Mission Fire Rescue Service:	No concerns.

Development Considerations

Transit

The proposed development is approximately 100 m from a transit stop.

DEVELOPMENT PERMIT:

- DP22-054 – Mission City Downtown Development Permit Area
- The site is located within Development Permit Area I: Mission City Downtown Development Permit Area. The intent of the development permit is to provide a flexible and innovative framework to encourage a high standard of building design, form and character, site compatibility, and site aesthetics in the Mission Downtown. Development Permit DP22-054 is attached as **Attachment B**.
- Staff have reviewed the design and are satisfied that the proposed development is meeting or exceeding the design guidelines within Development Permit Area I.
- The following table provides a summary of the design guidelines and identifies how the proposed development is meeting these guidelines. These design aspects are performance based and do not include the requirements stipulated by the Zoning Bylaw, which are more prescriptive in nature.

Development Permit Area I Design Guidelines	Meets Requirements
Orient main entrances, windows, balconies and street level uses to directly overlook adjacent streets and amenity spaces.	✓
Apartment lobbies and entries shall be clearly visible from the fronting street, and have direct sight lines into them.	✓
Vehicular and service functions and other “back of house” activities should remain primarily on the lane where possible, so as not to conflict with pedestrian oriented street activity.	✓
Any vehicular entrance and associated components (doorways, ramps, etc.) should be architecturally integrated into the building so as to minimize its exposure.	✓
Design buildings with varied facades and articulated rooflines to discourage large bland buildings that do not reflect the character or scale of Mission	✓
Where large uninterrupted walls are unavoidable, use landscaping, green walls, material changes and other architectural devices to minimize the visual impact.	✓
Balconies are designed as an integral part of the building.	✓
Encourage the penetration of sunlight and natural light into interior spaces to reduce the energy needed for lighting and heating, using passive solar siting principles.	✓
Consider appropriate safety and natural surveillance measures (such as substantial lighting, visual access, and sight lines) per Crime Prevention Through Environmental Design (CPTED) principles.	✓
Significant landscaping is proposed within the outdoor balcony amenity spaces.	✓
Step upper storeys (3 storeys or higher) a minimum of 1.5 m.	✓
Minimize impacts from sloping sites on neighbouring developments by using terraced retaining walls or stepping a project to respond to the slope.	✓

- The development contains large amounts of glass along the frontage of the main floor, including around the main entrance. The entranceway is very visible and easily accessible.
- Parking is accessed off the rear lane so as not to impede pedestrian activity. The parking entranceways and are uncovered to reduce visual bulk.
- While not a requirement of Development Permit Area I, the project does propose outdoor amenity space in the form of an outdoor patio to each of the residential units.
- The visual mass of the building is broken up by stepping of the façade at the 1st avenue frontage and incorporating balconies into the façade.
- Landscaping is proposed within the outdoor amenity areas as well as decorative plantings on both facades.

The proposed development is considered to meet the objectives of the design guidelines and result in an acceptable planning outcome. The proposal is considered to be consistent with the desired future character of the Mission City Downtown.

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

- A Notice of Development Permit was sent to all owners and occupiers of properties within a radius of 10 m (30 ft), which amounts to 81 mailouts. As of 09/12/22, no comments have been received.

Attachments

Attachment A: Draft Development Permit

Attachment B: Architectural Plans

Attachment C: Engineering Comments

Sign-Offs

Rob Publow, Manager of Planning

EL /

Approved for Inclusion: Mike Younie, Chief Administrative Officer

ATTACHMENT A

CITY OF MISSION
DEVELOPMENT PERMIT DP22-054

Issued to: Grewal Ventures Ltd., Inc. No. 747467

(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 30676 Osprey Drive, Abbotsford, BC V2T 5J4

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.
2. This Development Permit applies to and only to those lands within the Municipality, and more particularly known and described as below, and any and all buildings, structures and development thereon:

   Address: **33231 – 1st Avenue**
   Parcel Identifier: 000-554-243
   Legal Description: Lot 41 Block 75 District Lot 411 Group 1 New Westminster District Plan 664

3. The above property has been designated as **Development Permit Area I Mission City Downtown** in the Official Community Plan.

   The said lands are zoned Mission City Downtown DT1 pursuant to "District of Mission Zoning Bylaw 5949-2020" as amended.

   "District of Mission Zoning Bylaw" as amended is hereby supplemented in respect of the said lands as follows:

   Building design, siting and landscaping plans to be as shown on Drawings Numbered A0.0, A1.0, A2.0, A3.0, A3.1, A3.2, A4.0, A5.0, A5.1 inclusive, which are attached hereto and form part of this permit.

   Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

4.

   (a) The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with development plans numbered A0.0, A1.0, A2.0, A3.0, A3.1, A3.2, A4.0, A5.0, A5. inclusive, prepared by Arcus Consulting (hereinafter referred to as "the plans"), unless approval in writing has been obtained from the Municipality to deviate from the said development plan.

   (b) Access to and egress from the said lands shall be constructed substantially in conformance with the plans.

   (c) Parking and siting thereof shall substantially conform to the plans.

5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
6. This permit shall lapse if the Permittee does not substantially commence the construction of the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.
7. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

8. This permit is not a building permit.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

IN WITNESS WHEREOF this Development Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

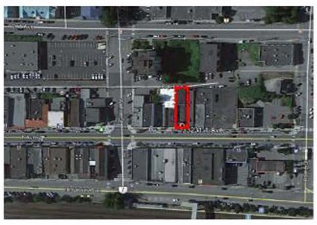
_____
Paul Horn,
MAYOR

_____
Jennifer Russell
CORPORATE OFFICER

ATTACHMENT B

DEVELOPMENT PERMIT

33231 1ST AVE, MISSION BC



SITE LOCATION MAP

1ST AVENUE STREET VIEW-EXISTING

BUILDING INFORMATION

LEGAL DESCRIPTION	: LOT 41, BLOCK 75, PLAN NWP884, DISTRICT LOT 411, GROUP 1, NEW WESTMINSTER LAND DISTRICT
CIVIC ADDRESS	: 33231 1ST AVE., MISSION, B.C.
PID	: 000854243
ZONING	: DT1 - MISSION CITY DOWNTOWN ONE ZONE

PROJECT INFORMATION

SECTION 20 - DT1 - DISTRICT OF MISSION CONSOLIDATED ZONING BYLAW

	REQUIRED	PROPOSED
SETBACK		
FRONT	0 m (0 ft)	0 m (0 ft)
INTERIOR SIDE	0 m (0 ft)	0 m (0 ft)
EXTERIOR SIDE	0 m (0 ft)	0 m (0 ft)
REAR	0 m (0 ft)	0 m (0 ft)
LOT AREA	558 m² (6006.26 ft²)	284.55 m² (3063.94 ft²)
LOT COVERAGE	100%	100%
BLOCK SPACE RATIO - FSR		
DENSITY BASE @ 1.5	426.86 m² (4596 ft²)	423.22 m² (4556.8 ft²)
DENSITY BONUS : @ 1.75		
DENSITY BONUS : @ 2.0		
BUILDING HEIGHT	15 m (49.2 ft)	10.31 m (33.83 ft) / 3 STOREY

NOTE #1 :

ON JUNE 20, 2022, COUNCIL APPROVED DEVELOPMENT VARIANCE PERMIT APPLICATION DV22-014

BYLAW 5579-2017 REQUIRES ALL NEW BUILDINGS IN MISSION TO BE SPRINKLERED THROUGHOUT.

OFF-STREET PARKING CALCULATIONS

	REQUIRED	PROPOSED
RESIDENTIAL (SECTION 109 - 3 (i)) (1 space per Dwelling Unit) 02 RESIDENCIAL UNITS	: 2.0	2.0 (Access from Oak Lane)
RETAIL (SECTION 109 - 3 (iv)) (2.0 spaces per 100 degh (1,076.0 sqft) of Floor Space) *On a Lot designated Mission City Downtown, parking requirements for retail Uses may be reduced by 35%.* RETAIL 01 = 111.28 sqm (1197.8 sqft) RETAIL 02 = 99.48 sqm (1,070.8 sqft) OFFICE = 38.13 sqm (410.4 sqft) TOTAL AREA = 248.89 sqm (2,679.00 sqft) / 100.0 sqm (1,076.0 sqft) of Floor Space) = 2.48 - 35% = 02 SPACES		
RETAIL	: 2.0	STREET PARKING
TOTAL REQUIRED	4.0	3.0 (Residential parking)

BICYCLE PARKING CALCULATIONS

	REQUIRED	PROPOSED
RESIDENTIAL (SECTION 110 - F (3)) (0.5 SPACES PER DWELLING UNIT)	: 1.0	2.0
RETAIL (SECTION 110 - F (5)) (15% OF THE MIN. NUMBER OF TOTAL VEHICLE PARKING SPACES REQUIRED)	: 0.75	1.0
TOTAL REQUIRED	: 2.25	3.0

NORTH

PROJECT CONTACTS

OWNER:

ARCHITECT:

STRUCTURAL:

CIVIL:

LIST OF DRAWINGS

A0.0 - COVER PAGE
A1.0 - SITE PLAN
A2.0 - SCHEDULES
A3.0 - LOWER LEVEL PLAN
A3.1 - UPPER LEVEL PLAN
A3.2 - THIRD FLOOR PLAN
A4.0 - BUILDING SECTIONS
A5.0 - BUILDING ELEVATIONS
A6.0 - WALL SECTION/DETAILS
A7.0 - RENDERINGS

AREA PLANS

1 LOWER LEVEL (FSR)
1" = 10'-0"

2 SECOND FLOOR (FSR)
1" = 10'-0"

3 THIRD FLOOR (FSR)

BUILDING CODE REVIEW - B.C.B.C. 2018

MAJOR OCCUPANCY CLASSIFICATION - PART 3 - A-3.1.2.1.(1)

- STORES (RETAIL): **GROUP E** - MERCANTILE OCCUPANCIES
- DWELINGS UNITS: **GROUP C** - RESIDENTIAL OCCUPANCIES
- OFFICE: **GROUP D** - BUSINESS AND PERSONAL SERVICES OCCUPANCIES

3.1.3 MULTIPLE OCCUPANCY REQUIREMENTS
3.1.3.1.(2) : "In a building not more than 3 storeys in building height, if not more than 2 dwelling units are contained together with a Group E major occupancy, the fire resistance rating of the fire separation between the 2 major occupancies need **not be more than 1 h**."

BUILDING CLASSIFICATION:

3.2.2.51 : GROUP C, UP TO 4 STOREYS, SPRINKLERED, COMBUSTIBLE OR NONCOMBUSTIBLE 1H FRR

3.2.2.59 : GROUP D, UP TO 4 STOREYS, SPRINKLERED, COMBUSTIBLE OR NONCOMBUSTIBLE 1H FRR

3.2.2.65 : GROUP E, UP TO 4 STOREYS, SPRINKLERED COMBUSTIBLE OR NONCOMBUSTIBLE 1H FRR

OCUPANCY LOAD (TABLE 3.1.17.1):

REQUIRED:
- STORE 01 (RETAIL) 111.28 SM @ 3.7SM/PERSON = 30 PEOPLE
  (STORAGE) 55.54 SM @ 46.05SM/PERSON = 2 PEOPLE
  TOTAL = 32 PEOPLE
- STORE 02 (RETAIL) 99.48 SM @ 3.7SM/PERSON = 27 PEOPLE
- OFFICE 38.13 SM @ 9.3SM/PERSON (OFFICE) = 5 PEOPLE

PLUMBING FACILITIES:

STORE 01 (RETAIL AND STORAGE)
REQUIRED:
3.7.2.2.(13) : UNIVERSAL WATER CLOSET
PROPOSED:
01 UNIVERSAL SHARE WATER CLOSET
01 SINGLE SHARE WATER CLOSET

STORE 02 (RETAIL)
REQUIRED:
3.7.2.2.(4)(13) : UNIVERSAL WATER CLOSET - NOT MORE 10 PEOLPE
PROPOSED:
01 UNIVERSAL SHARE WATER CLOSET

SEE OPERATION LETTER

OFFICE
REQUIRED:
3.7.2.2.(4) : SINGLE WATER CLOSET - NOT MORE 10 PEOLPE
PROPOSED:
01 SINGLE SHARE WATER CLOSET

REV NO.	DESCRIPTION	DATE
01	ISSUED FOR DP	20-11-2022

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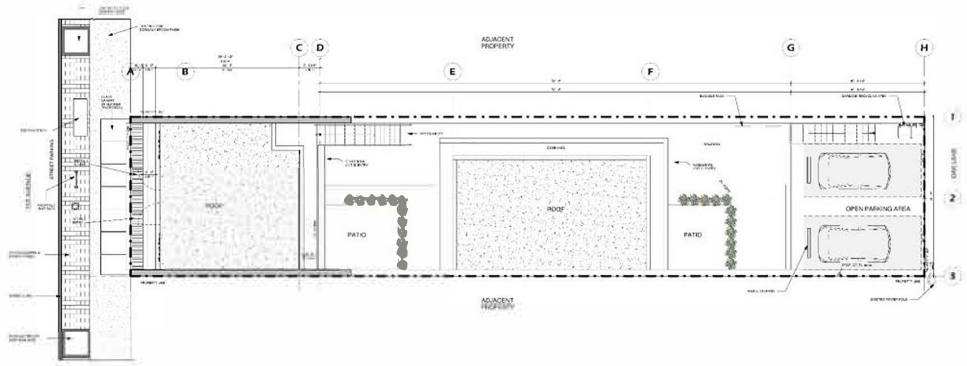
ARCHITECTURE & ENGINEERING
#100 - 1258 West 7TH Ave. Vancouver, B.C. Canada V6H 1C6
Ph. 604 - 264 - 1430 Fax 604 - 264 - 1442 Email info@arcus.ca

SHEET TITLE: COVER SHEET
PROJECT DESCRIPTION: DEVELOPMENT PERMIT
Owner: Paul Dowell
PROJECT ADDRESS: 33231 1ST AVE, MISSION BC
A0.0

NORTH

BUILDING INFORMATION

LEGAL DESCRIPTION	: LOT 41, BLOCK 75, PLAN NWP884, DISTRICT LOT 411, GROUP 1, NEW WESTMINSTER LAND DISTRICT
CIVIC ADDRESS	: 33231 1ST AVE., MISSION, B.C.
PID	: 000854243
ZONING	: DT1 - MISSION CITY DOWNTOWN ONE ZONE



1 SITE PLAN
3/32" = 1'-0"

REV NO.	DESCRIPTION	DATE
01	ISSUED FOR DP	20-11-2022

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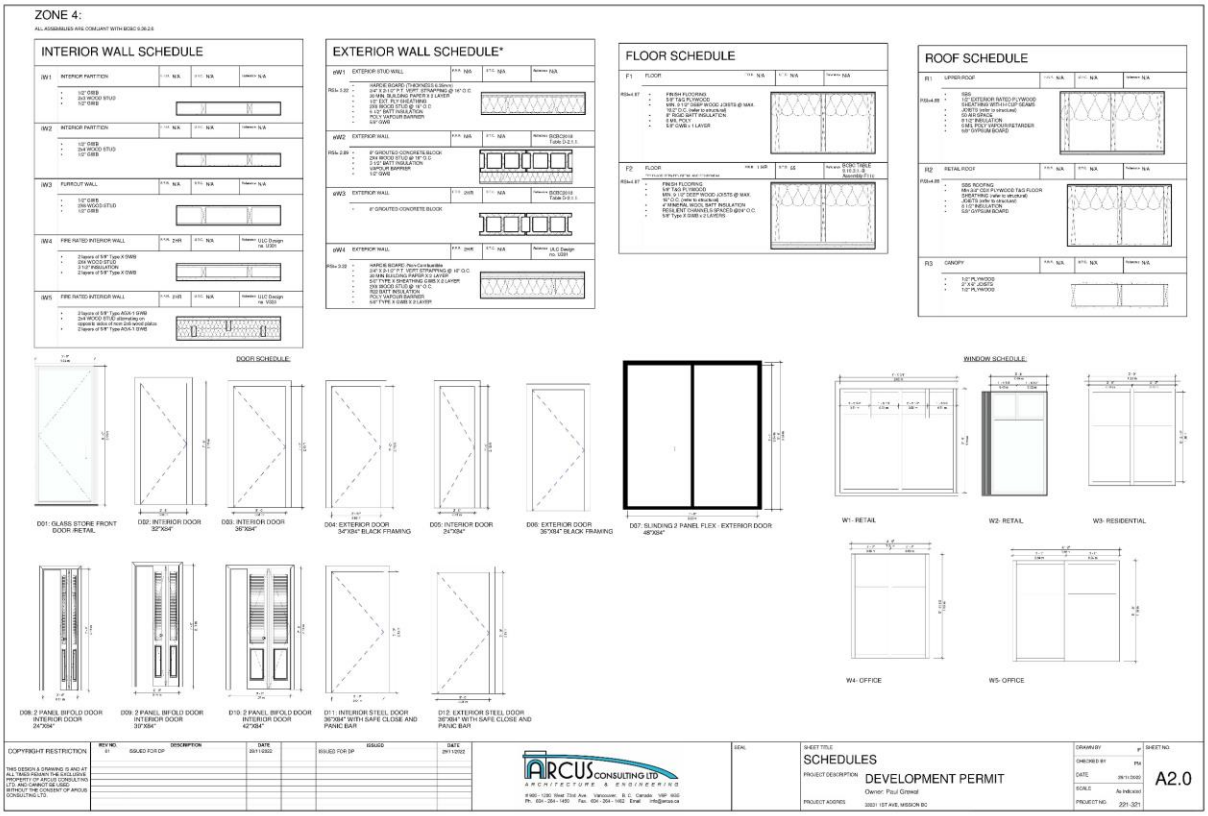
Ph. 604 - 264 - 1430 Fax 604 - 264 - 1442 Email info@arcus.ca

SHEET TITLE: SITE PLAN
PROJECT DESCRIPTION: DEVELOPMENT PERMIT
Owner: Paul Dowell
PROJECT ADDRESS: 33231 1ST AVE, MISSION BC
A1.0


ZONE 4:
INTERIOR WALL SCHEDULE
EXTERIOR WALL SCHEDULE*
FLOOR SCHEDULE
ROOF SCHEDULE
DOOR SCHEDULE
WINDOW SCHEDULE
D01: GLASS STORE FRONT DOOR -RETAIL
D02: INTERIOR DOOR 32"X84"
D03: INTERIOR DOOR 36"X84"
D04: EXTERIOR DOOR 34"X84" BLACK FRAMING
D05: INTERIOR DOOR 24"X84"
D06: EXTERIOR DOOR 36"X84" BLACK FRAMING
D07: SLIDING 2 PANEL FLEX - EXTERIOR DOOR 48"X84"
W1: RETAIL
W2: RETAIL
W3: RESIDENTIAL
W4: OFFICE
W5: OFFICE
D08: 2 PANEL BIFOLD DOOR INTERIOR DOOR 24"X84"
D09: 2 PANEL BIFOLD DOOR INTERIOR DOOR 30"X84"
D10: 2 PANEL BIFOLD DOOR INTERIOR DOOR 42"X84"
D11: INTERIOR STEEL DOOR 36"X84" WITH SAFE CLOSE AND PANIC BAR
D12: EXTERIOR STEEL DOOR 36"X84" WITH SAFE CLOSE AND PANIC BAR
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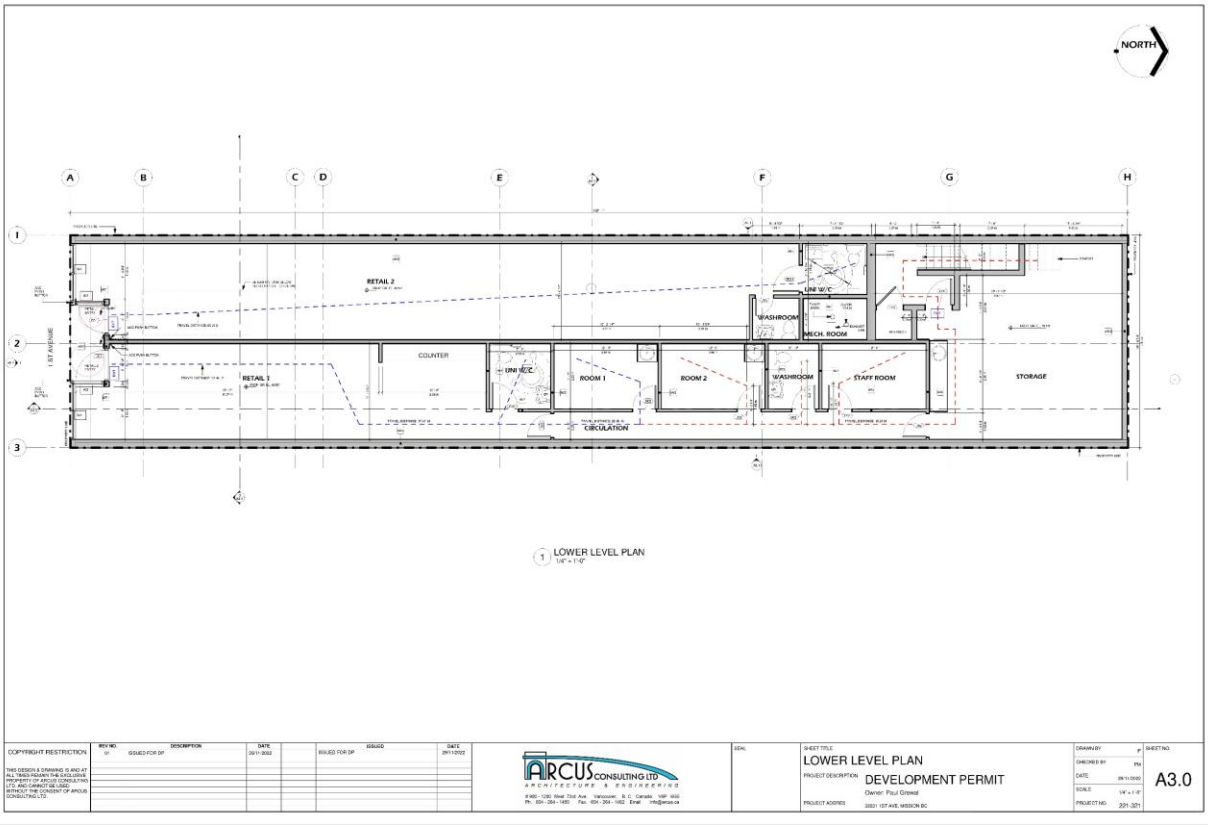
ARCHITECTURE & ENGINEERING
SCHEDULES
DEVELOPMENT PERMIT
Owner: Paul Grewal
32931 1ST AVE, MISSION BC
A2.0


NORTH
RETAIL 2
RETAIL 1
COUNTER
UNI W/C
ROOM 1
ROOM 2
WASHROOM
MECH. ROOM
STAFF ROOM
STORAGE
CIRCULATION
1 ST AVENUE
LOWER LEVEL PLAN
1/4" = 1'-0"
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ARCHITECTURE & ENGINEERING
LOWER LEVEL PLAN
DEVELOPMENT PERMIT
Owner: Paul Grewal
32931 1ST AVE, MISSION BC
A3.0

1 UPPER FLOOR
1/4" = 1'-0"

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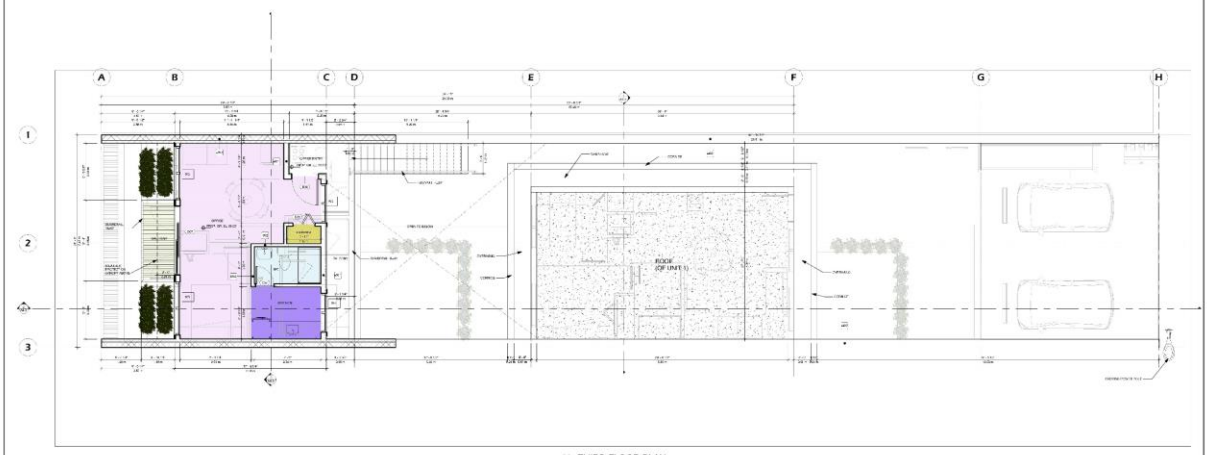
Ph: 604 - 264 - 1450 Fax: 604 - 264 - 1462 Email: info@arcus.ca

SEAL

SHEET TITLE: UPPER LEVEL PLAN
PROJECT DESCRIPTION: DEVELOPMENT PERMIT
Owner: Paul Grewal
PROJECT ADDRESS: 32831 1ST AVE, MISSION BC

DRAWN BY	JP
CHECKED BY	PM
DATE	29/11/2022
SCALE	1/4" = 1'-0"
PROJECT NO.	221-321
SHEET NO.	A3.1



1 THIRD FLOOR PLAN
1/4" = 1'-0"

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ARCHITECTURE & ENGINEERING
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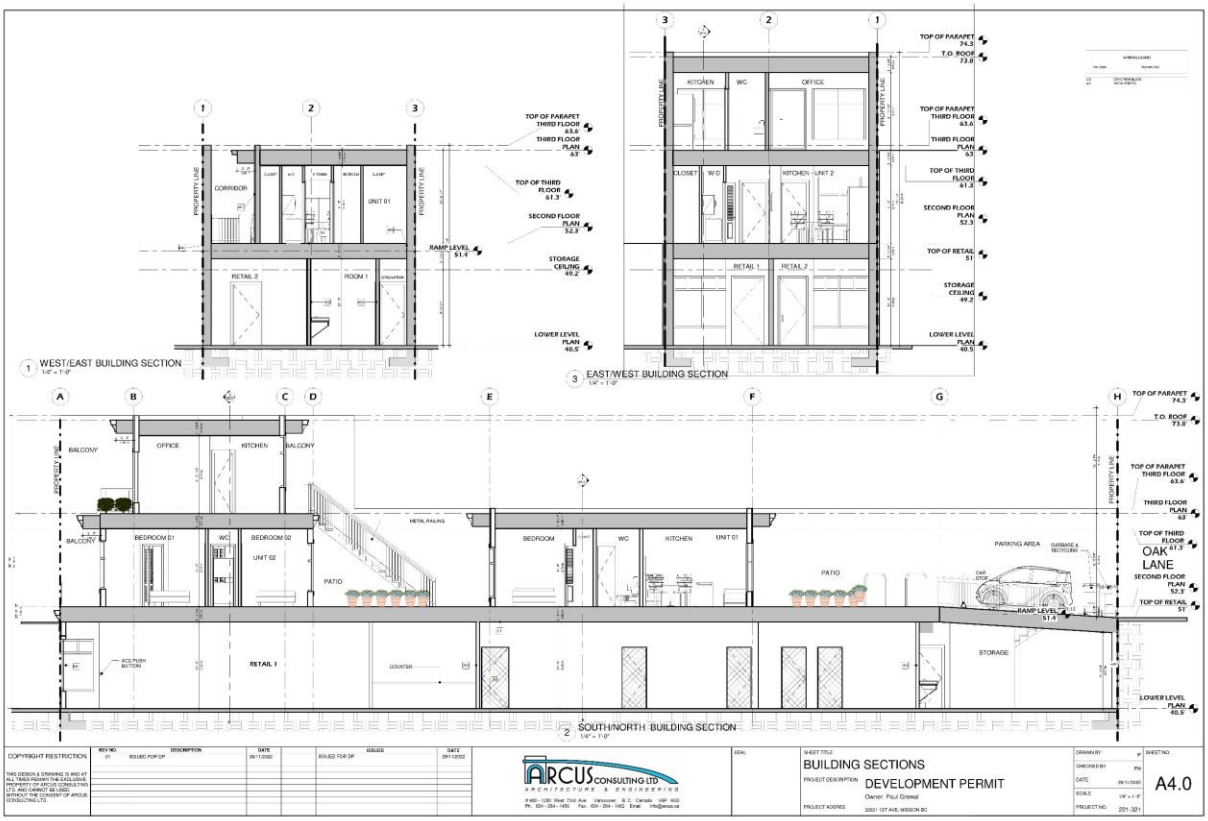
Ph: 604 - 264 - 1450 Fax: 604 - 264 - 1462 Email: info@arcus.ca

SEAL

SHEET TITLE: THIRD FLOOR PLAN
PROJECT DESCRIPTION: DEVELOPMENT PERMIT
Owner: Paul Grewal
PROJECT ADDRESS: 32831 1ST AVE, MISSION BC

DRAWN BY	JP
CHECKED BY	PM
DATE	29/11/2022
SCALE	1/4" = 1'-0"
PROJECT NO.	221-321
SHEET NO.	A3.2


1 WEST/EAST BUILDING SECTION
1/4" = 1'-0"
3 EAST/WEST BUILDING SECTION
1/4" = 1'-0"
2 SOUTH/NORTH BUILDING SECTION
1/4" = 1'-0"
TOP OF PARAPET 74.3
T.O. ROOF 73.8
TOP OF PARAPET THIRD FLOOR 63.6
THIRD FLOOR PLAN 63
TOP OF THIRD FLOOR 61.3
SECOND FLOOR PLAN 52.3
TOP OF RETAIL 51
RAMP LEVEL 51.4
STORAGE CEILING 49.2
LOWER LEVEL PLAN 40.5
PROPERTY LINE
CORRIDOR
UNIT 01
RETAIL 2
ROOM 1
KITCHEN
WC
OFFICE
CLOSET
KITCHEN - UNIT 2
RETAIL 1
BALCONY
BEDROOM 01
BEDROOM 02
UNIT 02
PATIO
METAL RAILING
PARKING AREA
GARBAGE & RECYCLING
OAK LANE
STORAGE
COUNTER
ACC PUSH BUTTON
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ARCUS CONSULTING LTD.
ARCHITECTURE & ENGINEERING
BUILDING SECTIONS
DEVELOPMENT PERMIT
Owner: Paul Grewal
A4.0

1 SOUTH ELEVATION (RETAIL ENTRY)
1/4" = 1'-0"
2 NORTH ELEVATION (RESIDENTIAL - UNIT 01 ENTRY)
1/4" = 1'-0"
3 NORTH ELEVATION (RESIDENTIAL - UNIT 02 ENTRY)
1/4" = 1'-0"
TOP OF PARAPET 74.3
T.O. ROOF 73.8
TOP OF PARAPET THIRD FLOOR 63.6
THIRD FLOOR PLAN 63
TOP OF THIRD FLOOR 61.3
SECOND FLOOR PLAN 52.3
TOP OF RETAIL 51
LOWER LEVEL PLAN 40.5
WEATHER PROTECTION-WHITE WOOD
WOOD TRIM-WHITE
SIGNAGE
CORNICE
WINDOW TRIM-WOOD
TRANSPARENT GLASS WINDOWS
WEATHER PROTECTION CANOPY-WITE WOOD
OFFICE ENTRY
UNIT 01 ENTRY
BIKE RACK
UNIT 02 ENTRY
METAL RAILING
MATERIAL BOARD
HARDIE SIDING
Horizontal
Colour: Boothbay Blue
Location: Residential
BRICK VENEER
Colour: 205
Marketplace - MetroBrick Collection
Location: Retail
RAILING
Material: Metal-Glass/ Transparent
Location:Residential
RAILING
Material: Metal
Color: Black
Location: Unit 3 Entry
TRIM
Material: Wood
Color: Black
RETAIL ENTRY
WOOD TRIM-WHITE
LIGHTTINING
WEATHER PROTECTION GLASS CANOPY
LARGE SHOPPING WINDOW TRANSPARENT GLAZING
WOOD TRIM-WHITE
BRICK VENEER-YELLOW
RECESSED RETAIL ENTRY
ACC PUSH BUTTON
RESIDENTIAL ENTRY
WINDOW TRIM-BLACK
WEATHER PROTECTION CANOPY
CORNICE DETAIL
UNIT 1 ENTRY
CAR STOPPER
METAL RAILING
GARBAGE & RECYCLING
RESIDENTIAL PARKING AREA
Material: Concrete Topping
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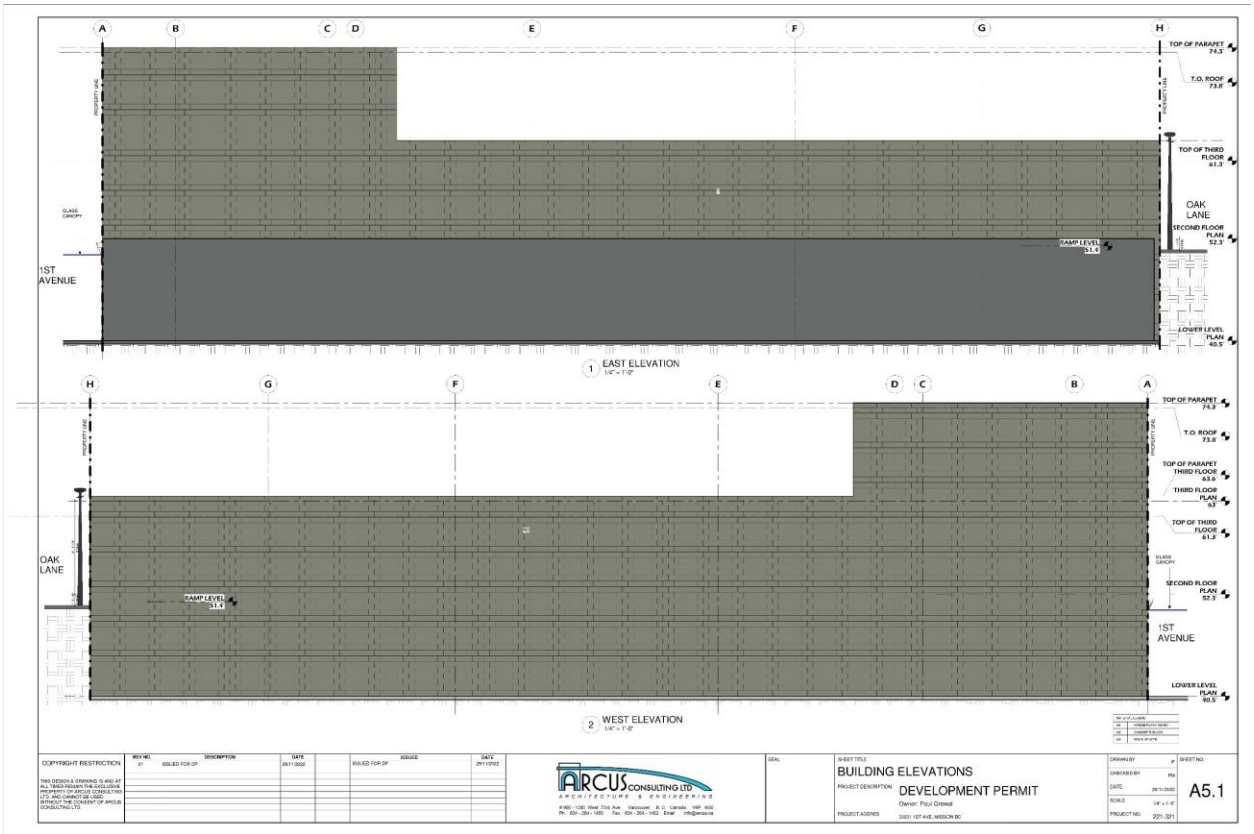
ARCUS CONSULTING LTD.
ARCHITECTURE & ENGINEERING
BUILDING ELEVATIONS
DEVELOPMENT PERMIT
Owner: Paul Grewal
A5.0


A
B
C
D
E
F
G
H
TOP OF PARAPET 74.3
T.O. ROOF 73.8
TOP OF THIRD FLOOR 61.3
OAK LANE
SECOND FLOOR PLAN 52.3
RAMP LEVEL 51.4
LOWER LEVEL PLAN 40.5
GLASS CANOPY
1ST AVENUE
1 EAST ELEVATION
1/4" = 1'-0"
TOP OF PARAPET 74.3
T.O. ROOF 73.8
TOP OF PARAPET THIRD FLOOR 63.6
THIRD FLOOR PLAN 62
TOP OF THIRD FLOOR 61.3
SECOND FLOOR PLAN 52.3
LOWER LEVEL PLAN 40.5
2 WEST ELEVATION
1/4" = 1'-0"
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DESCRIPTION
DATE
ISSUED
ISSUED FOR DP
ARCUS CONSULTING LTD.
ARCHITECTURE & ENGINEERING
SEAL
SHEET TITLE
BUILDING ELEVATIONS
PROJECT DESCRIPTION
DEVELOPMENT PERMIT
Owner: Paul Grewal
PROJECT ADDRESS
33031 1ST AVE, MISSION BC
DRAWN BY
CHECKED BY
DATE
SCALE
PROJECT NO.
221-321
SHEET NO.
A5.1

CITY OF MISSION ON THE FRASER

DEVELOPMENT SERVICES
PLANNING DIVISION

Please provide your comments on the proposal below by Friday, December 16, 2022**:**

Referral Date: Friday, December 2, 2022 Project Folder: P2022-046

Planner: Elise Leeder
Email: eleeder@mission.ca
Phone: 604-820-3790

Subject Property: 33231 1ST Avenue

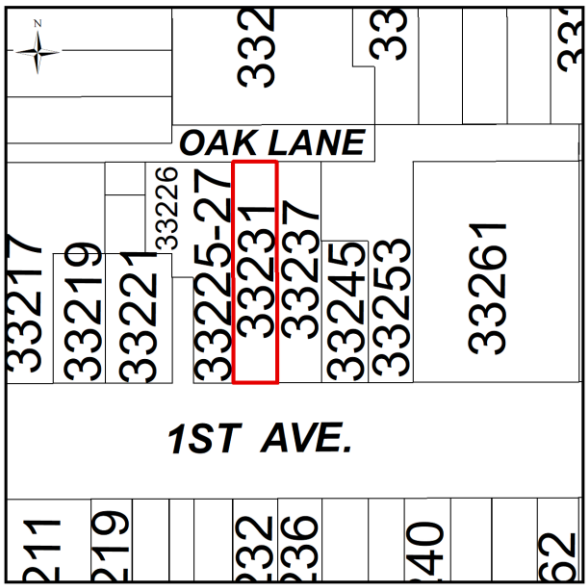
Legal Description: Lot 41, Block 75, Plan NWP664, District Lot 411, Group 1, New Westminster Land District

PAR Application #: PAR22-024

DEVELOPMENT PROPOSAL:				
MIXED USE BUILDING WITH 2 RESIDENTIAL UNITS AND 3 COMMERCIAL UNITS.				
REQ'D	**APPLICATION TYPE**	**FILE NO.**	**DESCRIPTION**	
	OCP Amendment	N/A	Current OCP Designation:	MISSION CITY DOWNTOWN
			Proposed OCP Designation:	NO CHANGE
	Rezoning Amendment		Current Zoning:	MISSION CITY DOWNTOWN (DT1)
			Proposed Zoning:	NO CHANGE
	Housing Agreement	(REQUIRED FOR APARTMENTS ONLY)	Proposed Rental Units:	N/A
	Subdivision		Number of Proposed Lots:	N/A
			Minimum Lot Size:	N/A
DONE	Variance Permit	DV22-014	PARKING VARIANCE -APPROVED BY COUNCIL 20/06/22	
YES	Development Permit(S)	DP22-054	MIXED USE RESIDENTIAL	
LOCATION MAP:				

CITY OF MISSION ON THE FRASER

DEVELOPMENT SERVICES
PLANNING DIVISION



COMMENTS RECEIVED	Project: P2022-046
Comments:	The Engineering and Public Works Department has no concerns regarding the noted Development Permit. Servicing shall comply with the standards set out in the Development and Subdivision Control Bylaw, the Water Bylaw, and the Sewer Bylaw. Waste Management shall comply with the Solid Waste Management Bylaw and the design guidelines set out in the Development and Subdivision Control Bylaw Schedule L.
Signature	
Name:	Jay Jackman, Manager of Development Engineering, Projects & Design
Department or Organization:	Engineering and Public Works
Date:	December 5, 2022

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Brandon Gill, Planning Technician

Subject: **Penalty Options for Development Variance Permit – 33966 Parr Avenue**

Recommendation(s)

Council is requested to choose one of the four options as presented in this report.

Purpose

To present options to the Council regarding the DVP for 33966 Parr Avenue for a middle ground solution and options for assigning penalties and to request direction regarding the next steps.

Background

At the December 5, 2022 Regular Meeting, Council considered Development Variance Permit DV22-028 for the property located at 33966 Parr Avenue which sought to increase the rear yard siting exception of a canopy projection of the Zoning Bylaw from 1.3 metres to 1.7 metres.

While the encroachment into the rear yard setback can be considered minor in nature and will not likely impact the views or sightlines of the neighbouring properties, the building permit plans submitted for the building were marked by staff identifying the setback encroachment and contravention to the City's Zoning Bylaw.

Despite being made aware of the encroachment and the need to address the overhang encroachment, the applicant constructed the roof overhang despite the marked drawings and repeated direction by staff during building inspections. It should also be noted that the neighbouring buildings along the same street frontage respected the Bylaw setbacks and did not require variances to construct their homes.

When considering the variance request at the December 5th Meeting, Council responded to the application by deferring their decision on the permit pending receipt of information from staff regarding a "middle ground solution and options for assigning penalties."

Discussion

With respect to penalties regarding the bylaw contravention, the following options are noted:

As stipulated in the City's Building Bylaw 3590-2003, Section 4.1(c)(ii) states that a Building Official may revoke an issued Permit prior to issuance of the Occupancy Permit for a violation of this or any other District bylaw. At this time, staff have not issued final occupancy and will continue to withhold final occupancy until such time the matter has been address by either a correction to the building or the granting of a variance by Council.

The homeowner and applicant have noted the hardship this deferral has created due to the final occupancy being withheld which has affected their mortgage.

The Building Bylaw further prohibits a person from commencing or continuing any construction, which does not conform to the provisions of any permit, notice or order issued by the Building Official (sec.5.6) nor does the granting of permit relieve the owner from full and sole

responsibility for carrying out the construction, or having the construction carried out, in accordance with the requirements of building codes and or regulations (sec.6.3).

Section 11 of the Building Bylaw explains that a penalty for a violation of any of the provisions identified in the bylaw is subject to the Bylaw Notice Enforcement (BNE) Bylaw 5700-2018 and that each day the infraction is caused or allowed to continue constitutes a separate offence.

The BNE Bylaw Schedule 4 relates to possible offences and penalties related to the Building Bylaw. They include 'Continued noncompliant construction' and 'Construction contrary to permit' with fees of $450 which can be issued daily.

Options for Council to consider:

Option 1: Approve the DVP as requested.

This option would allow the homeowner to retain the overhang as constructed and once approved no penalties can be applied as the encroachment would be considered permitted and thus in compliance with the City's bylaws.

Option 2: Deny DVP with no penalties

This option would require the applicant to remove the overhang and adjust the roofline to be bylaw compliant within a reasonable timeframe. A rough estimate provided by the Building Division for correcting the encroachment which would involve removing the overhang, repairing the roof, and replacing the facia could be as much as $6,000 depending on the number of trades needed to correct the situation. Staff would enforce the bylaws through the BNE Bylaw should the homeowner fail to correct the encroachment beyond the prescribed and reasonable period of time as determined by building staff.

Option 3: Deny DVP and direct staff to immediately enforce the bylaws through the BNE Bylaw. This option would levy an additional penalty on the owner/applicant to the cost of correcting the building encroachment.

Option 4: Council could approve the DVP with an effective date of some time in the future. Given there is a continuing non-compliance at the present time, penalties (tickets) can be administered up until the time the DVP takes effect. That way, Council could assess a penalty as it sees fit by adjusting the effective date. The DVP would also need to contain a condition that it not be issued until all fines relating to the variance are paid.

As mentioned above, this non-compliant overhang was noted at building permit issuance and by the inspectors several months ago. No penalties were levied at the time as the City's approach for compliance is based on notifying and allowing the offender to come into compliance. Having to apply for a DVP and pay the fee is a quasi-penalty unto itself particularly if waiting for final occupancy has financial implications with respect to obtaining a mortgage. Notwithstanding the above options and which one is preferred by Council, staff could take a more strict approach to enforcing the Building Bylaw and issue stop work orders and tickets closer to the time the infractions are first noted by inspectors.

Summary and Conclusion

The DVP was deferred pending a receipt of information from staff regarding a middle ground solution and options for assigning penalties. While staff explored the option for a middle ground whereby the variance could be considered for approval while penalties for noncompliance would be levied retroactively, this was considered problematic. As such, Council is requested to consider the three options presented:

Option 1: Approve DVP with no penalties; or

Option 2: Deny DVP with no penalties within a determined period of time; or

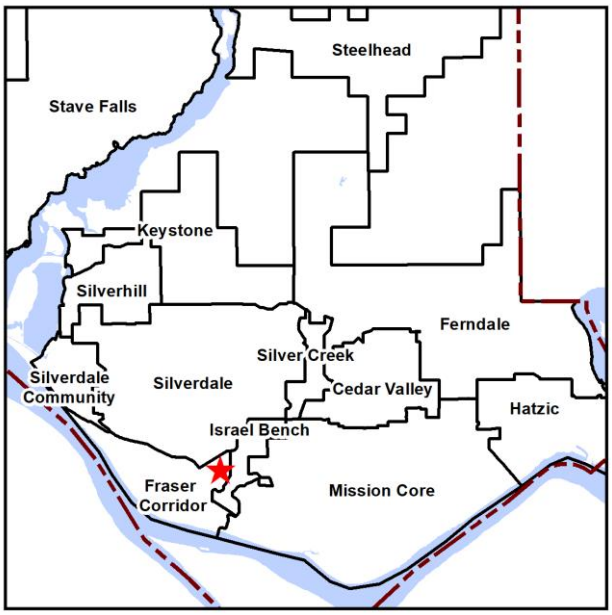
Option 3: Deny DVP and immediately enforce the bylaws through the BNE Bylaw.

Report Prepared by:	Brandon Gill, Planning Technician
Reviewed by:	Robert Publow, Manager of Planning
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

STAFF REPORT

Project: P2022-105
Application Number: DV22-029

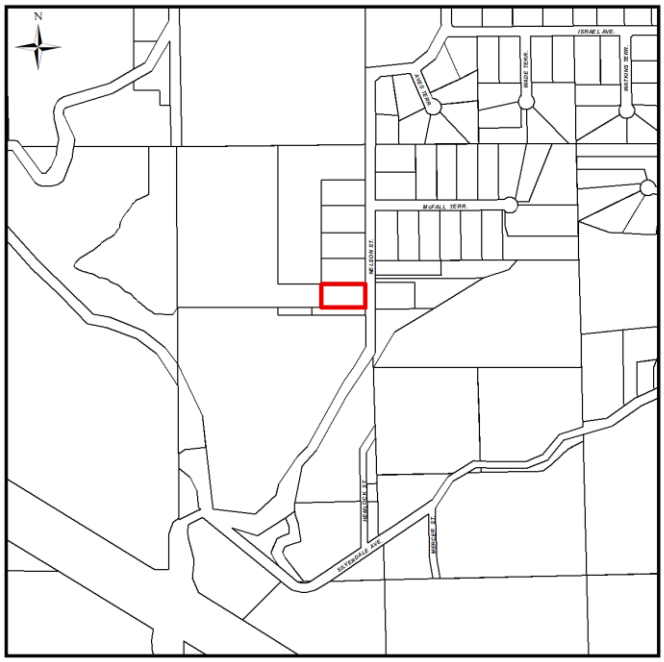
Subject: Development Application – Unit 2-7865 Nelson Street

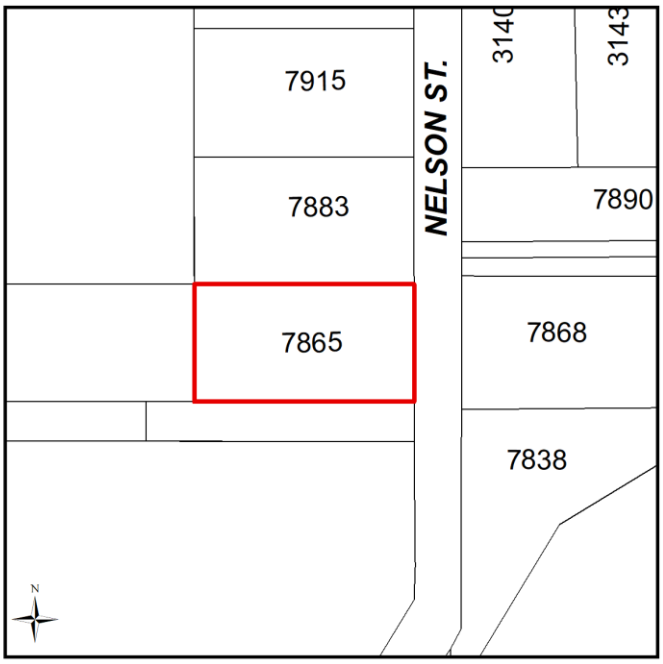


DATE:	November 30, 2022
BYLAW / PERMIT #:	DV22-029
PROPERTY ADDRESS:	**Unit 2-7865 Nelson Street**
LOCATION:	Fraser Corridor
CURRENT ZONING:	Rural 16 Secondary Dwelling Zone (RU16s)
PROPOSED ZONING:	No change
CURRENT OCP:	Suburban Residential
PROPOSED OCP:	No change

PROPOSAL:

To reduce the minimum required interior lot line setback from 4.5 m to 2.72 m to allow for the construction of a garden shed.





Recommendation(s)

That Development Variance Permit DV22-029 for Unit 2-7865 Nelson Street to vary:

a. the minimum required interior lot line setback from 4.5 m to 2.72 m

of Zoning Bylaw 5949-2020 be approved.

Rationale of Recommendation(s)

The RU16s zone allows for a minimum interior lot line setback of 4.5 m for an accessory building. Due to the steep topography of the subject property and the need for access to the driveway for the proposed garden shed, the proposed location is the only feasible area. Given these constraints, staff support the variance as requested.

Purpose

To accommodate the construction of an accessory building in the form of a garden shed on a lot with a stratified duplex.

Site Characteristics and Context

Applicant

- Kaylene Kovazovic, Lacey Developments Ltd.

Property Size

- Unit 2-7865 Nelson Street is approximately 3,724 sq m (40,000 sq ft) in area.

Neighbourhood Character

- The subject property is a stratified duplex located within an established neighbourhood of primarily single-family dwellings on various lot sizes. The proposal should not pose any change in neighbourhood character.

Environmental Protection

- The subject property does not have any environmentally sensitive considerations. No action required.

Parks and Trails

- The subject property is within 850 m of Mission Rotary Sports Park.

Servicing

- Servicing upgrades are not required as part of this Development Variance Permit.

Referrals

Engineering Department:	The Engineering Department has no objection to this proposal.
Building Division:	No concerns with the proposed variance. A Building Permit will be required. The wall face and construction requirements for the detached shed must meet the B.C. Building Code.

Bylaw Enforcement Division:	No concerns.
Environmental Services:	No comment.
Finance Department:	There was a 2021 curbside collection request for partial garbage and recycling from May-October 2021 and November-December 2021. The property is also on septic.
Mission Fire Rescue Service:	No comment was provided.

Development Considerations

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

- A Notice of Development Variance Permit was sent to all owners and occupiers of properties within a radius of 10 m (30 ft), which amounts to 8 mailouts. At the time of writing this report, no comments have been received.

Attachments

Attachment A:	Site Plan
Attachment B:	Draft Development Variance Permit

Sign-Offs

Rob Publow, Manager of Planning

AB / sh

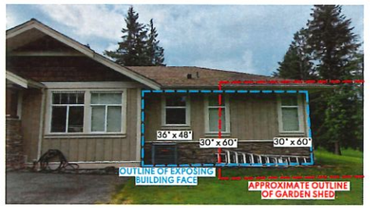
Approved for Inclusion: Mike Younie, Chief Administrative Officer

SPATIAL SEPARATION CALCULATIONS - EXISTING DUPLEX

PER B.C.B.C. 9.10.15. SEE SITE PLAN FOR LIMITING DISTANCE DIMENSIONS. ALSO SEE PHOTOGRAPH BELOW.

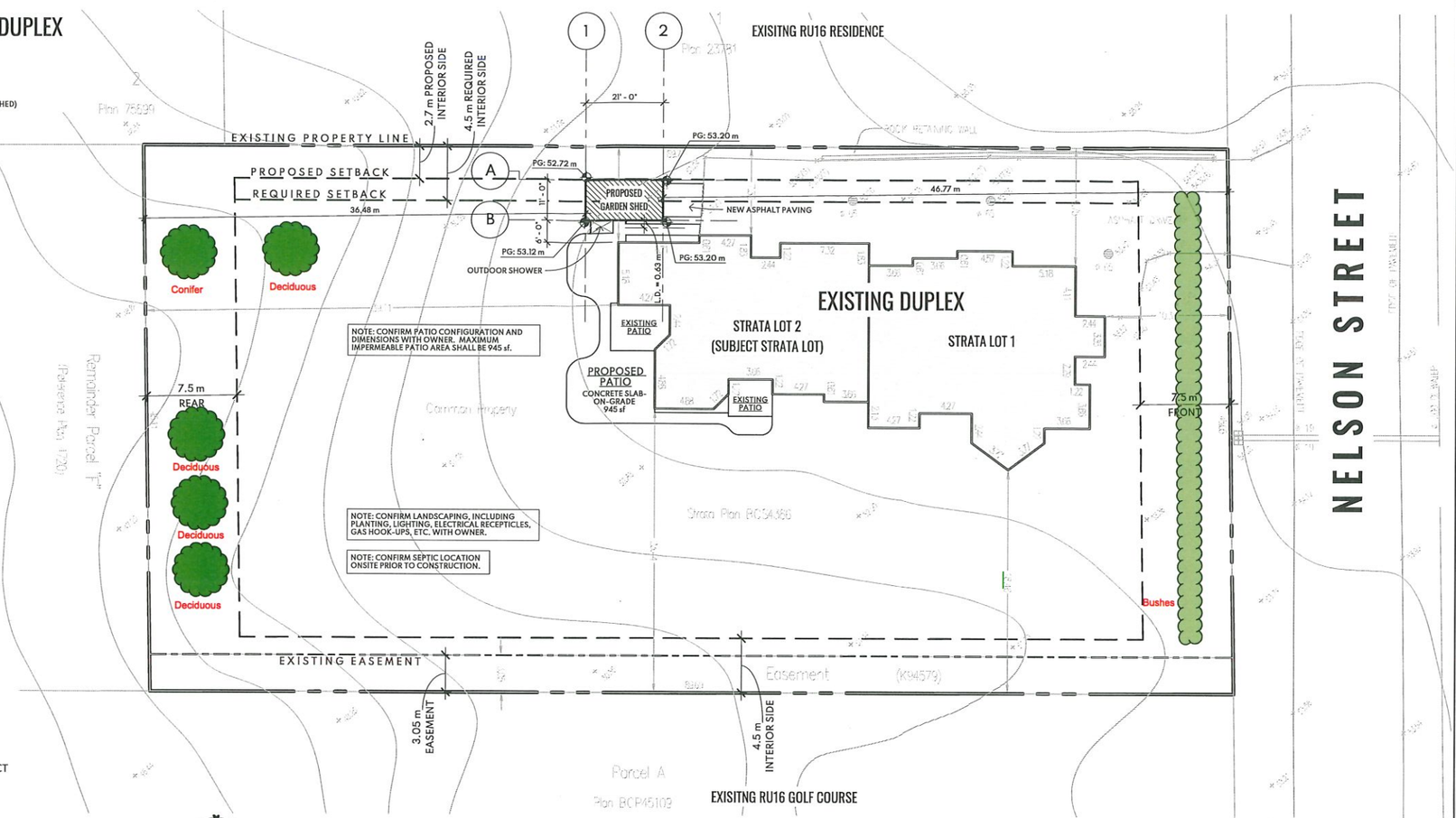
NORTH ELEVATION AT MASTER-BEDROOM PORTION FACING GARDEN SHED

EXPOSING BUILDING FACE:	20.13 sm
LIMITING DISTANCE:	1.2 m TO LINE BETWEEN SHED & DUPLEX
MAX. ALLOWABLE OPENINGS:	NO REQUIREMENTS PER B.C.B.C. 9.10.15.4.(6) (FACES ACCESSORY GARDEN SHED)
PROPOSED OPENINGS:	17.1% (3.44 sm)
MINIMUM FIRE RATING:	NO REQUIREMENTS
REQUIRED CONSTRUCTION:	NO REQUIREMENTS
REQUIRED CLADDING:	NON-COMBUSTIBLE (N/C PROVIDED)



PHOTOGRAPH OF PARTIAL DUPLEX NORTH ELEVATION

EXISITNG RU16 GOLF COURSE



SITE PLAN

1/16" = 1'-0"

PROJECT INFORMATION

DESCRIPTION

PART 9 RESIDENTIAL DETACHED GARDEN SHED, 1 STOREY WOOD-FRAME, AND EXTENSION OF OUTDOOR PATIO AT EXISTING DUPLEX UNIT

GENERAL

CIVIC ADDRESS:	#2 - 7865 NELSON STREET, MISSION, BC
LEGAL DESCRIPTION:	SECTION 19 TOWNSHIP 17 NEW WESTMINSTER DISTRICT STRATA PLAN BCS4366
PID:	028-775-562
STEP CODE:	N/A
ALR:	N/A
LOT SIZE:	0.404 Ha. (0.999 Ac.; 43,520 sf)

FLOOR AREA

GARDEN SHED	231 sf (UNFINISHED)

ZONING ANALYSIS

ZONE:	RU16s (RURAL 16 SECONDARY DWELLING ZONE)
A. ZONE INTENT	ACCESSORY USE PERMITTED AND PROPOSED
B. PERMITTED USES	ACCESSORY BUILDING (GARDEN SHED) PERMITTED AND PROPOSED
C. LOT AREA	N/A (NO SUBDIVISION IS PROPOSED)
D. SETBACKS	
FRONT	7.5 m REQUIRED AND PROPOSED
REAR	7.5 m REQUIRED AND PROPOSED
INTERIOR SIDE (SOUTH)	4.5 m REQUIRED AND PROPOSED
INTERIOR SIDE (NORTH)	4.5 m REQUIRED; 2.7 m PROPOSED (VARIANCE REQ'D)
E. LOT COVERAGE	
EXISTING DUPLEX	5,332.21 sf
PROP. GARDEN SHED	231 sf
TOTAL	5,563.21 sf (THEREFORE, 12.8% AND 15% IS MAX.)
F. FLOOR SPACE	N/A
G. IMPERVIOUS SURFACES	
EXISTING DUPLEX	5,332.21 sf
PROP. GARDEN SHED	231 sf
EXISTING DRIVEWAY	3,955.88 sf
EXISTING PATIOS	309.45 sf
PROPOSED DRIVEWAY	97.37 sf
PROPOSED PATIO	945 sf
TOTAL	10,871.91 sf (THEREFORE, 25.0% AND 25% IS MAX.)
H. HEIGHT OF BUILDINGS	6.0 m MAX FOR ACCESSORY (COMPLIES)
I. OFF STREET MOTOR VEHICLE PARKING	N/A FOR GARDEN SHED
J. AGRICULTURE	N/A

LEGEND

24"x36"	WINDOW ROUGH OPENING / DOOR PANEL SIZE (WIDTH x HEIGHT)	HWT	HOT WATER TANK	TS	TOP OF SLAB
AC	AIR CONDITIONER / HEAT PUMP	LT	LAUNDRY TUB	TSF	TOP OF SUBFLOORING
BW	BOTTOM OF WALL	MFE	MAIN FLOOR ELEVATION	TW	TOP OF WALL
CT	COOKTOP	MW	SUGGESTED MICROWAVE LOCATION	TWH	TANKLESS WATER HEATER
DBW	DOUBLE WALL OVEN	P	PANTRY	WC	WATER CLOSET (TOILET)
DD	DECK DRAIN	PG	PROPOSED GRADE	W/D	WASHER & DRYER
DF	DEEP FREEZER	R	RANGE/OVEN	WS	WOOD STOVE
DS	DOUBLE SINK	RD	ROOF DRAIN	×	SUGGESTED POINT LOAD (MUST BE CONFIRMED BY STRUCTURAL ENGINEER)
DW	DISHWASHER	R&S	ROD & SHELF	— — —	SUGGESTED BEAM/GIRDER (MUST BE CONFIRMED BY STRUCTURAL ENGINEER)
EF	ELECTRIC FAN	RV	SUGGESTED ROOF VENT LOCATION	E—	SUGGESTED HANGAR (MUST BE CONFIRMED BY STRUCTURAL ENGINEER)
EG	EXISTING GRADE	RVP	RADON VENT PIPE	——	SUGGESTED JOIST/TRUSS DIRECTION (MUST BE CONFIRMED BY STRUCTURAL ENGINEER)
EP	ELECTRICAL PANEL	RWL	RAINWATER LEADER		
F	REFRIGERATOR	S	SINGLE SINK		
FD	FLOOR DRAIN	SA/CO	COMBO SMOKE & CARBON MONOXIDE ALARM		
FG	FIXED GLAZING	SC	SOLAR HOT WATER READY CONDUITS		
FU	FURNACE	TD	TOP OF DECK/PATIO/BALCONY		

OLD CLAYBURN DESIGN

info@oldclayburndesign.com
604.836.8472

LAING GARDEN SHED

#2 - 7865 NELSON STREET
MISSION, BC

FILE NUMBER: 2218

FOR PRE-APPLICATION REVIEW

ISSUED: JULY 27, 2022

SITE PLAN

A2

ATTACHMENT B: DRAFT DEVELOPMENT VARIANCE PERMIT

CITY OF MISSION
DEVELOPMENT VARIANCE PERMIT DV22-029

Issued pursuant to Section 498 of the *Local Government Act*

Issued to: Stewart Laing & Patricia Traquair
2-7865 Nelson Street
Mission, BC
V4S 1E3

as the registered owner (hereinafter referred to as the Permittee) and shall only apply to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Municipality of Mission, in the Province of British Columbia, and more particularly known and described as:

Address: 2-7865 Nelson Street
Parcel Identifier: 028-775-562
Legal Description: STRATA LOT 2 SECTION 19 TOWNSHIP 17 NEW WESTMINSTER DISTRICT STRATA PLA BCS4366 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOW ON FORM V

1. The said lands are zoned RU16s pursuant to “District of Mission Zoning Bylaw 5949-2020” as amended.
2. “District of Mission Zoning Bylaw” as amended is hereby varied in respect of the said lands as follows:
   (a) Section 1202, D.1; to reduce the minimum required interior lot line setback from 4.5 m to 2.72 m.
3. This Permit does not constitute a subdivision approval or a building permit.
4. This Permit applies only to the development or construction proposed within the associated Staff Report and does not apply to future construction or reconstruction.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , 2022.

IN WITNESS WHEREOF this Development Variance Permit is hereby issued by the Municipality signed by the Mayor and the Corporate Officer the [Click here to type day of the month] day of [Click here to type month] , 2022.

_____
Paul Horn,
MAYOR

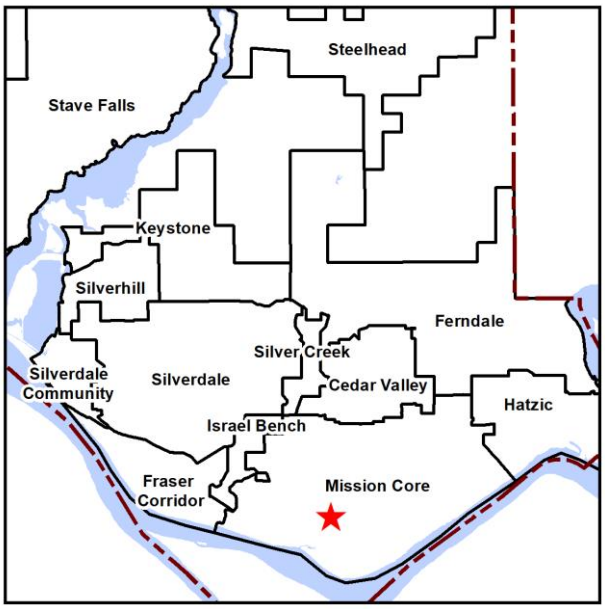
_____
Jennifer Russell,
CORPORATE OFFICER

DRAFT

STAFF REPORT

Project: P2022-101
Application Number: TP22-009

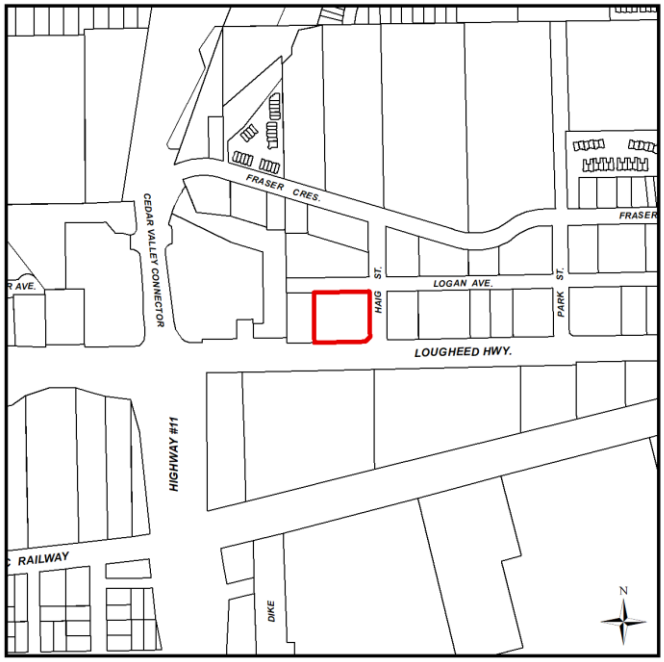
Subject: Development Application – 32550 Logan Avenue

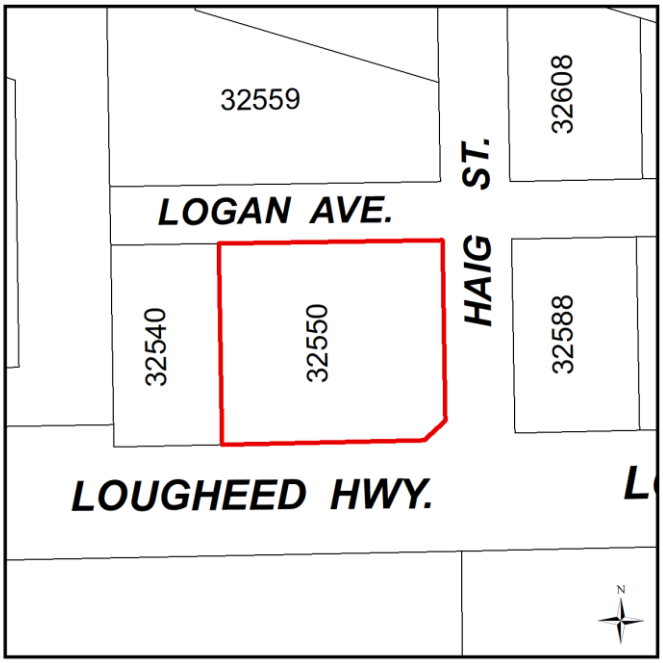


DATE:	December 19, 2022
BYLAW / PERMIT #:	TP22-009
PROPERTY ADDRESS:	**32550 Logan Avenue**
LOCATION:	Mission Core
CURRENT ZONING:	Commercial Highway Two Zone (CH2)
PROPOSED ZONING:	No change
CURRENT OCP:	Commercial
PROPOSED OCP:	No change

PROPOSAL:

To allow for an emergency shelter under a Temporary Use Permit for approximately 40 tenants.





Recommendation(s)

That Temporary Use Permit TP22-009 for 32550 Logan Avenue be approved.

Rationale of Recommendation(s)

The property at 32550 Logan Avenue, commonly referred to as the Diamond Head Motel, is currently providing emergency shelter. The building is leased by BC Housing, with the shelter being operated by Mission Community Services Society (MCSS). BC Housing is wanting to formalize this current situation so that the shelter is a permitted use on the property under municipal regulations, as currently the operation of a shelter is not permitted under the property's Commercial Highway 2 (CH2) Zone, nor is it permitted under the Official Community Plan designation.

Purpose

To allow for the continued use of the property at 32550 Logan Avenue as an emergency shelter with ancillary uses, operated by MCSS.

Background

BC Housing leases the property at 32550 Logan Avenue (Diamond Head Motel) which is currently functioning as an emergency shelter, operated and managed by MCSS.

The property is zoned Highway Commercial (CH2) and designated Commercial in the City's Official Community Plan (OCP). The CH2 Zone would not allow for an emergency shelter or the support services that are currently provided on the site. Rezoning the site to allow for the emergency shelter would be appropriate if a permanent facility were proposed.

To bring the existing uses on the property into conformance with municipal regulations, BC Housing has applied for a Temporary Use Permit (TUP). The TUP will allow for the emergency shelter and ancillary services that are currently in operation, to continue to operate.

TUPs can be issued for up to three years, with the option to renew once. BC Housing's lease on the building expires on June 30, 2025. Therefore, the request is for this TUP to expire on June 30, 2025, slightly less than a three-year term.

Emergency Shelter/Services

The shelter will continue to be operated by MCSS as an emergency shelter for approximately 40 tenants, this number would fluctuate daily.

The tenants will be housed in the existing hotel rooms, with no structural modifications being undertaken. Generally, the setup is for one person per room, however, there will be instances where couples would occupy a single room. Some of the units do have kitchenettes. There is no common dining room being provided.

Medical services at the Diamond Head are delivered by Fraser Health Authority through the Integrated Homelessness Action Response Team (IHART). This team is responsible for anyone there for COVID isolation - monitoring symptoms, etc. In addition, they support the site as it is still considered an Emergency Response Centre. IHART's mandate is to provide clinical services to individuals who are unhoused. The type of service would be based on individual need. For example, it can include wound care, connection with safe drug supply, and referrals to mental health and home care.

BC Housing has confirmed with their Supportive Housing Advisor as well as with Mission Community Services that they have a minimum of 2 staff on site at the Diamond Head, 24/7. They have further confirmed that staffing levels are often greater than 2. For example a typical day would see 2 case

workers, a manager and kitchen staff on site. The comments from the Fire Department, as described in the referrals section, have been addressed with the above information supplied by BC Housing.

Site Characteristics and Context

Applicant

- BC Housing

Property Size

- 0.4080 ha (1.008 ha)

Neighbourhood Character

- The property is located at the corner Lougheed Highway, Haig Street, and Logan Avenue. The site is surrounded by commercial uses.

Environmental Protection

- There are no watercourses identified on the City's environmental mapping. As there are no structural changes proposed to the building footprint, no environmental assessment is required.

Referrals

Building Division:	Part 3 of BC Building Code could be impacted; no building permit is required. Recommend Fire Department attend to verify that fire separations are maintained and ensure fire alarms are working.
Mission Fire Rescue	MFRS request that staffing be provided such that a reliable fire watch be provided on a 24 hour a/day 7 day a week basis for the duration the building is occupied as an emergency shelter. Fire Department approval of this TUP is contingent on a minimum staffing of two persons being made a priority.
Bylaw Enforcement Division:	No concerns.
Business License	A business licence is required. The requirement for a business licence will trigger the requirement for the Fire Department to attend to verify fire separations and that fire alarms are working.
Social Development:	In lieu of a critical short supply of affordable housing units in Mission, Social Development has worked closely with MCSS in their operation of Haven in the Hollow and the Diamond Head Motel as temporary overflow housing for residents who would otherwise be unhoused in Mission. Social Development is in support of this use for this space in lieu of other options and in the current inclement weather as a temporary use only.

Development Considerations

Conditions/Rationale of Temporary Use Permit

In order to ensure that the proposed use of the land conforms to City and provincial legislation, conditions have been included within the draft permit **(Attachment A)**.

The following condition has been included in the permit:

i. Obtain a Business Licence. The requirement to obtain a business licence enables the Fire Department to do an inspection to ensure there are adequate fire separations and the fire alarms in the building are working.

ii. A minimum staffing of two persons be maintained.

Transit

There is a transit stop approximately 114 m to the east, along Lougheed Highway.

Financial Implications

There are no financial implications associated with this report.

Communication

Communication action, as listed below, is in accordance with Policy LAN.03 Development Notification Signs, Land Use Application Procedures and Fees Bylaw 3612-2003, and the *Local Government Act*.

The following notification has been mailed:

- to all owners and tenants in occupation of land that is within 10 m (30 ft) of the land that is the subject of the application, including those properties across dedicated rights-of-way and highways.

As of December 12, 2022 comments or concerns have been received as a result of the notification requirements. The questions and comments relate to whether there will be security on the site, concerns regarding the increases in noise, crime, theft and garbage around the neighbourhood that have occurred as well as no support for the emergency shelter.

Attachments

Attachment A: DRAFT Temporary Use Permit TP22-009

Sign-Offs

Rob Publow, Manager of Planning

MB / sh

Approved for Inclusion: Mike Younie, Chief Administrative Officer

Attachment A

CITY OF MISSION
TEMPORARY USE PERMIT TP22-009

Issued to: 1284012 BC Ltd

(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 206-2636 Montrose Avenue, Abbotsford, BC V2S 3T6

1. This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.
2. This Temporary Use Permit applies to and only to those lands within the Municipality legally described below, and any and all buildings, structures and development thereon:

   Civic Address: **32550 Logan Avenue**

   Parcel Identifier: 003-439-411

   Legal Description: Lot 114 Except: Part Road on Plan 87258, District Lot 165 Group 3 New Westminster District Plan 64278
3. The said lands are zoned Highway Commercial 2 (CH2) Zone pursuant to "District of Mission Zoning Bylaw 5949-2020" as amended.

   "District of Mission Zoning Bylaw" as amended is hereby supplemented in respect of the said lands as follows:

   (a) This permit allows for the addition of the following principal use and ancillary services no other uses (as defined by "District of Mission Zoning Bylaw 5949-2020" as amended from time to time):

      i. Emergency Shelter including ancillary services

   (b) The allowable use, outlined in this permit, shall be permitted to be conducted on the said lands until July 1, 2025 and the use of the property for those purposes is subject to the following conditions:

      ii. A business license must be obtained prior issuance of this permit. The business license requirement will trigger inspections by the Fire Department.

      iii. A minimum staffing of two persons must be maintained.

      iv. Upon expiry of this permit, the owner may apply for a one-time renewal.

      v. All business licenses issued to the occupant of the property will have expiry dates that will not exceed the term of this permit.

      vi. All proposed signage on the site must be in accordance with the District of Mission Sign Bylaw 1662-1987 and approved by the Development Services Department.

   (c) This permit shall lapse on July 1, 2025 or upon breach of its terms and conditions.

   (d) The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
4. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.

DRAFT

6. The terms of this permit, or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
7. This permit is not a building permit. A building permit is not required as there is no change in use proposed.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

IN WITNESS WHEREOF this Temporary Use Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the [Click here to type year] day of [Click here to type year] , [Click here to type year] .

_____
MAYOR

_____
CORPORATE OFFICER

DRAFT

STAFF REPORT

To: Chief Administrative Officer **Date:** December 19, 2022

From: Brandon Gill, Planning Technician

Subject: **Retail Cannabis Options**

Recommendation(s)

That the options for limiting retail cannabis stores within the City of Mission as detailed in the Planning Technician's report dated December 19, 2022 be reviewed and that one of the following, including any other option preferred by Council be selected to be implemented:

Option 1: No change, leave moratorium in place, accept no new retail cannabis applications

Option 2: Lift moratorium, revert to original regulations

Option 3: Lift moratorium, add additional spatial constraints for retail cannabis stores

Option 4: Lift moratorium, add a maximum number of retail cannabis stores for the city

Option 5: Lift moratorium, add additional spatial constraints and a maximum number of stores

Option 6: Other

Purpose

To present options to Council regarding retail cannabis and to request direction regarding the current moratorium on applications for new retail cannabis stores.

Background

On October 17, 2018, the selling of cannabis for non-medicinal purposes became legal in Canada. In BC, the provincial government is the licensing authority through the Liquor and Cannabis Regulation Branch (LCRB) for non-medical cannabis retail stores. Through the process, the LCRB refers all applications to the local government to request consideration and a resolution of support or non-support.

On October 21, 2019, Council considered and approved Zoning Amending Bylaw 5651-2019-5050(355) to allow Retail Cannabis Store as a permitted use. On November 18, 2019, Council adopted Policy LEG.04(C) Cannabis Retail Store Licence Applications, and all applicable Zoning Bylaw amendments. Throughout the year in 2020, a total of five retail cannabis locations were approved.

On September 6, 2022, a new retail cannabis application went to council for public input. Though the application was compliant with all relevant regulations, Resolution No. RC22-417 was forwarded to the LCRB which included a resolution of non-support. Notice of Motion RC22-452 directed staff to report back to Council on options for limiting the number of cannabis stores and placed a moratorium on new retail cannabis applications.

Discussion and Analysis

Research was conducted on other nearby municipalities to determine what regulations and requirements were used to regulate retail cannabis locations. Below is a table summarizing the findings:

Municipality	Retail Cannabis Requirements
Mission	150 m (492.1 ft) buffer from other stores within downtown area, 250 m (820 ft) buffer from schools, one cannabis store per property.
Abbotsford	Two-month intake period, followed by choosing four applicants to proceed. No new applications accepted.
Chilliwack	300 m (984.3 ft) buffer from other stores, schools, parks, community centres, centers for people at risk
Maple Ridge	1000 m (3280.8 ft) buffer from other stores
Township of Langley	200 m (656.2 ft) buffer from other stores, schools, parks, community rec centres. Roughly limited to 1 per neighbourhood, limits total number of stores to 8
Pitt Meadows	Not permitted
City of Langley	Not permitted

As shown above, Mission has spatial constraints which only apply to properties with a specific Official Community Plan Designation. See **Attachment B** for a map showing the current buffer requirements as per Policy LEG.04(C) Cannabis Retail Store Licence Applications.

Although Maple Ridge has only one buffer requirement, the buffer size is considerable. Chilliwack has the most spatial constraints and allows for any number of applications assuming they meet the buffer requirements. However, Chilliwack also has many park spaces scattered which rule out many possible options. Using spatial constraints is an applicant and a market driven approach that lets the economics of retail operations determine success while respecting certain land uses.

Abbotsford conducted a limited intake period and reviewed the applications to determine which they would proceed. From there, four were chosen which roughly equated to each neighbourhood getting one store.

The Township of Langley combined spatial constraints and a maximum number which is a more restrictive option to an applicant or market driven approach.

Options for Consideration

Below are options to consider for retail cannabis regulation in Mission. Please note, each option includes the current practice of the LCRB referring any new application to the city and requesting council to forward a resolution of support or non-support.

Option 1: Do nothing, status quo

> This option would keep the moratorium in place and staff would continue not accepting new retail cannabis applications. As no new applications are accepted, the current retail cannabis environment is essentially frozen.

Option 2: Lift moratorium, revert to existing regulations set by Policy LEG.04 Cannabis Retail Store Licence Applications

> This option would lift the moratorium and allows staff to accept new retail cannabis applications for Council's consideration. As it was previously, only one Retail Cannabis

application will be active at any point and it will always be forwarded to Council to provide a resolution to forward to the LCRB. The existing regulations have buffer requirements including the store being 250 m (820 ft) away from a public or private school and being 150 m (492.1 ft) away from another retail cannabis store when located within the Mission City Downtown or Neighbourhood Centre designation as shown in **Attachment A.**

Option 3: Lift moratorium and implement additional spatial constraints

This option would lift the moratorium and add additional buffer requirements for new retail cannabis locations. There are various options when it comes to additional spatial constraints. Some examples are shown below:

a. Remove OCP designation buffer and have a buffer from all retail cannabis stores throughout the city
b. Increase buffer requirements
    i. Buffer between stores increased from 150 m (492.1 ft) to 300 m (984.3 ft)
    ii. Buffer between stores and schools increased from 250 m (820 ft) to 300 m (984.3 ft)
c. Additional land uses that trigger buffer requirements
    i. Add parks to the list of uses that require a buffer
    ii. Add community centres to the list of uses that require a buffer

Attachment B is a map showing schools, parks, community centres, and cannabis stores each with a 300 m (984.3 ft) in red.

Similarly, **Attachment C** is a map showing schools, parks, community centres, and cannabis stores each with a 200 m (656.2 ft) in red.

Option 4: Lift moratorium and implement a limit on how many retail cannabis stores can operate

This option would lift the moratorium and set a maximum number of stores in the City. The number of stores can be based on the number of neighbourhoods or based on a figure determined by public input or by council decision.

Attachment D is a map showing each school, park, community centre and cannabis store within each neighbourhood. As shown, the only neighbourhoods with cannabis stores are Mission Core and Cedar Valley.

Option 5: Lift moratorium and implement a combination of additional spatial constraints while also setting a maximum number of stores

This option would lift the moratorium, adds additional spatial constraints as mentioned in Option 3 and sets a maximum number of stores as mentioned in Option 4. This offers additional regulations to guide where stores may go while also setting a maximum number.

Attachment B is a map showing a 300 m (984.3 ft) buffer around each school, park, community centre and cannabis store within each neighbourhood.

Option 6: Any other option desired by Council.

Financial Implications

Retail Cannabis businesses require a business licence which must be renewed yearly.

Summary and Conclusion

A moratorium stopping all retail cannabis applications was set recently. Five options are provided for consideration as to how to manage future retail cannabis applications:

Option 1: No change, leave moratorium in place, accept no new retail cannabis applications

Option 2: Lift moratorium, revert to original regulations

Option 3: Lift moratorium, add additional spatial constraints for retail cannabis stores

Option4: Lift moratorium, add a maximum number of retail cannabis stores for the city

Option 5: Lift moratorium, add additional spatial constraints and a maximum number of stores

Options 2 – 5 each include the current practice of the LCRB referring any new application to the City and requesting Council to forward a resolution of support or non-support.

Depending on the option selected by Council staff may need to update Zoning Bylaw 5949-2020 and or Policy LEG.04 as necessary.

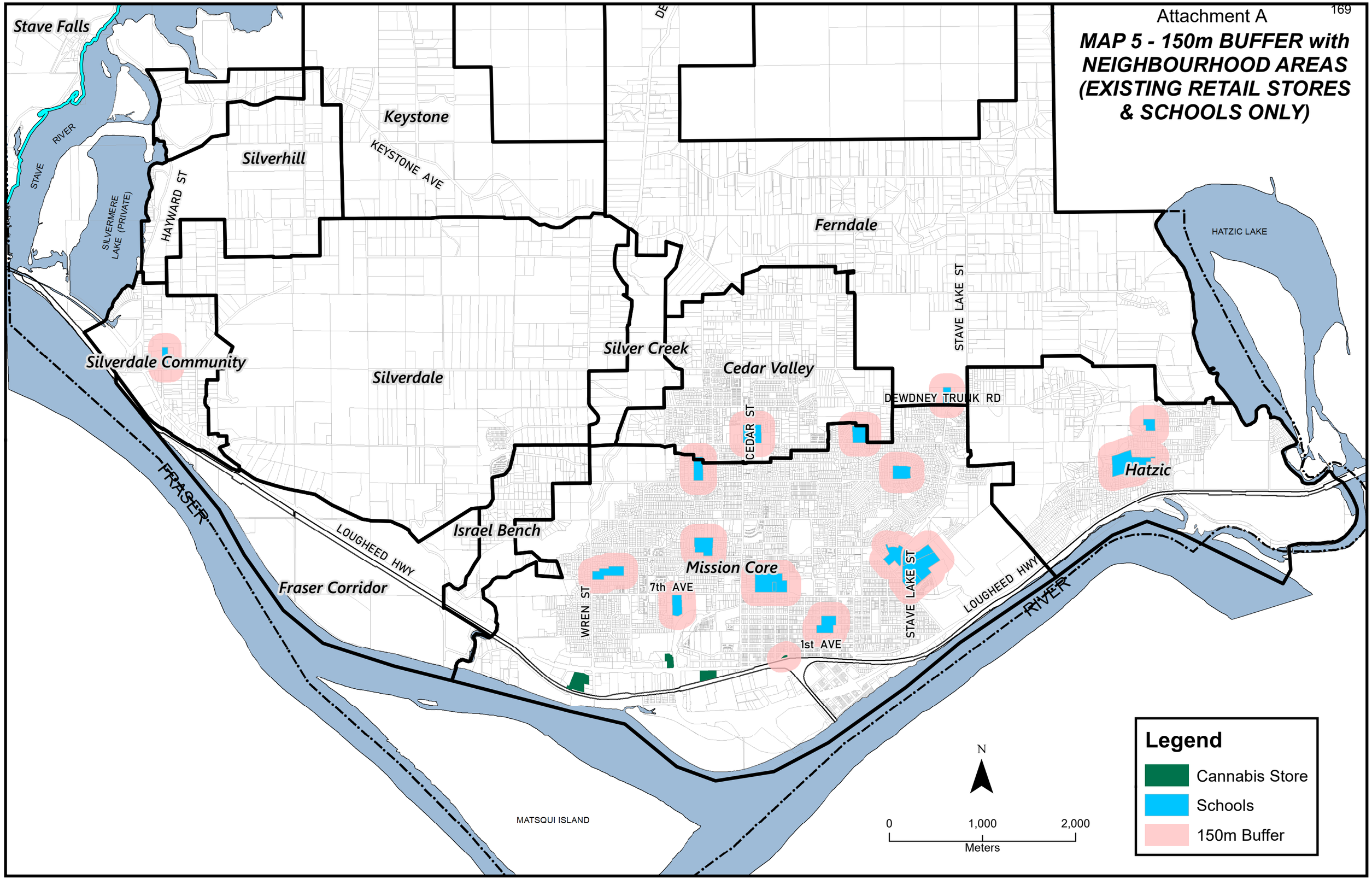
Report Prepared by:	Brandon Gill, Planning Technician
Reviewed by:	Robert Publow, Manager of Planning
Approved for Inclusion:	Mike Younie, Chief Administrative Officer

Attachment(s)

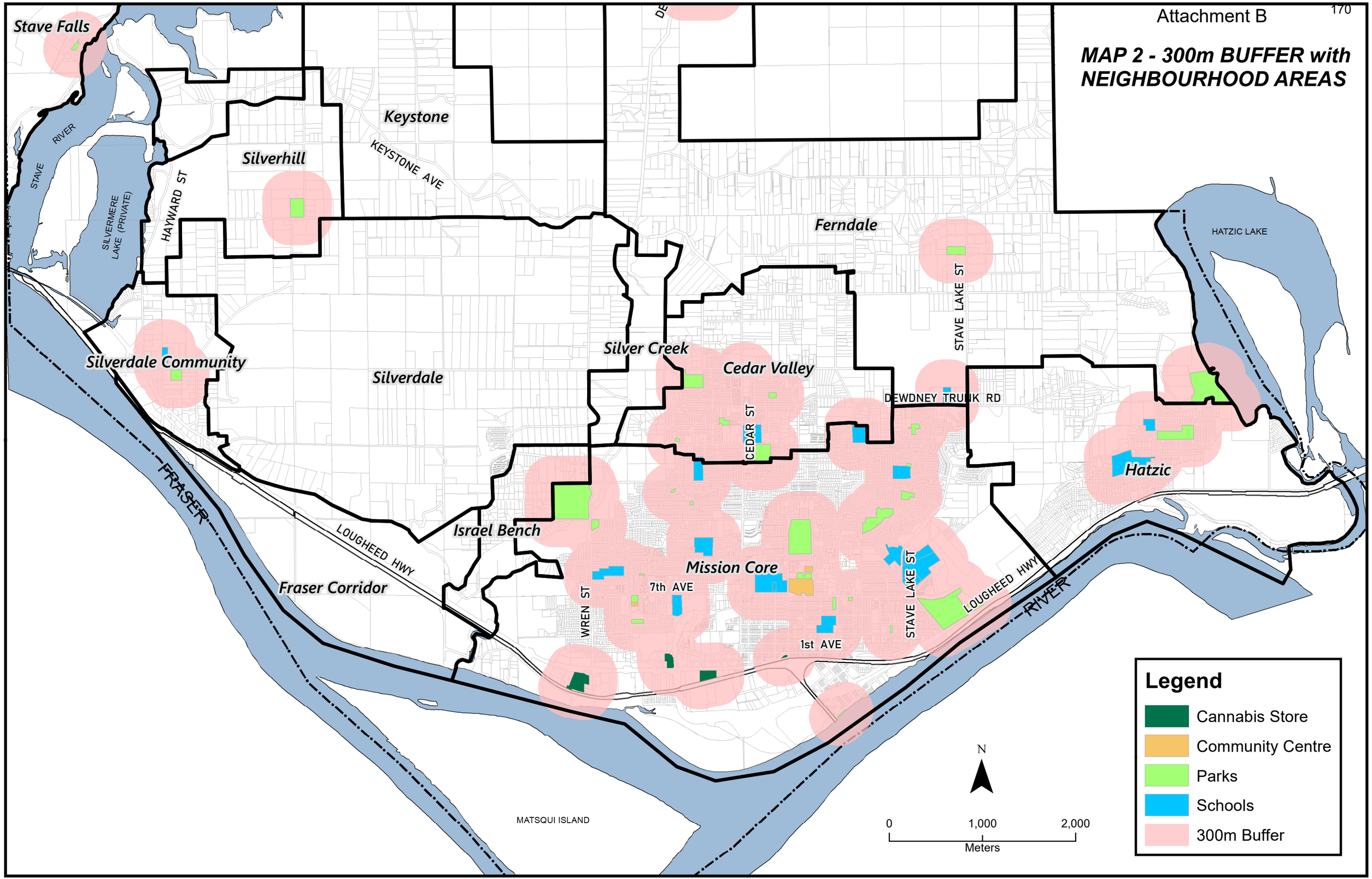
Attachment A:	Existing Buffers
Attachment B:	300 m Buffer with Neighbourhood Areas
Attachment C:	200 m Buffer with Neighbourhood Areas
Attachment D:	Map of Mission Neighborhoods

Attachment A

MAP 5 - 150m BUFFER with NEIGHBOURHOOD AREAS (EXISTING RETAIL STORES & SCHOOLS ONLY)

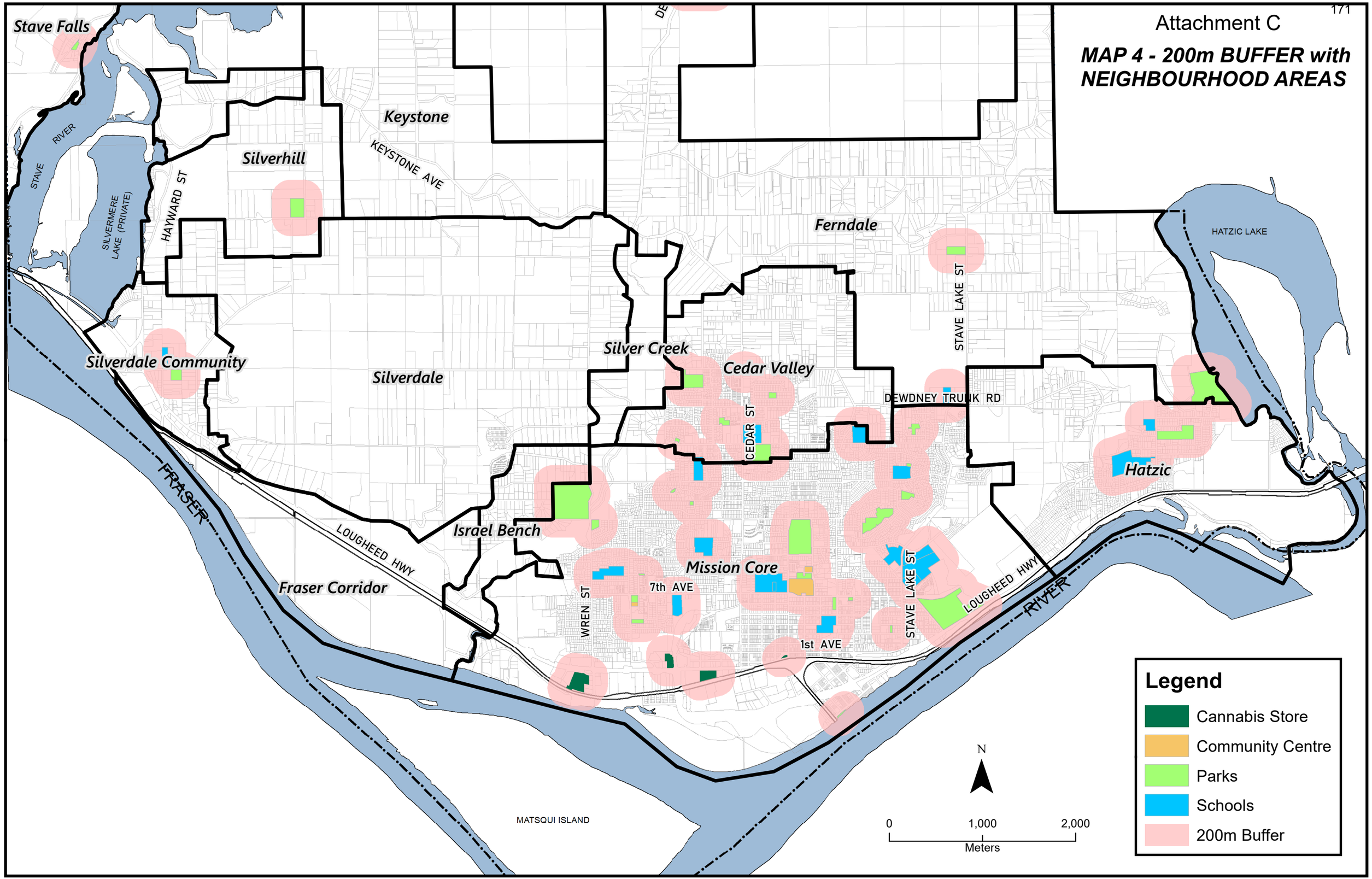


MAP 2 - 300m BUFFER with NEIGHBOURHOOD AREAS

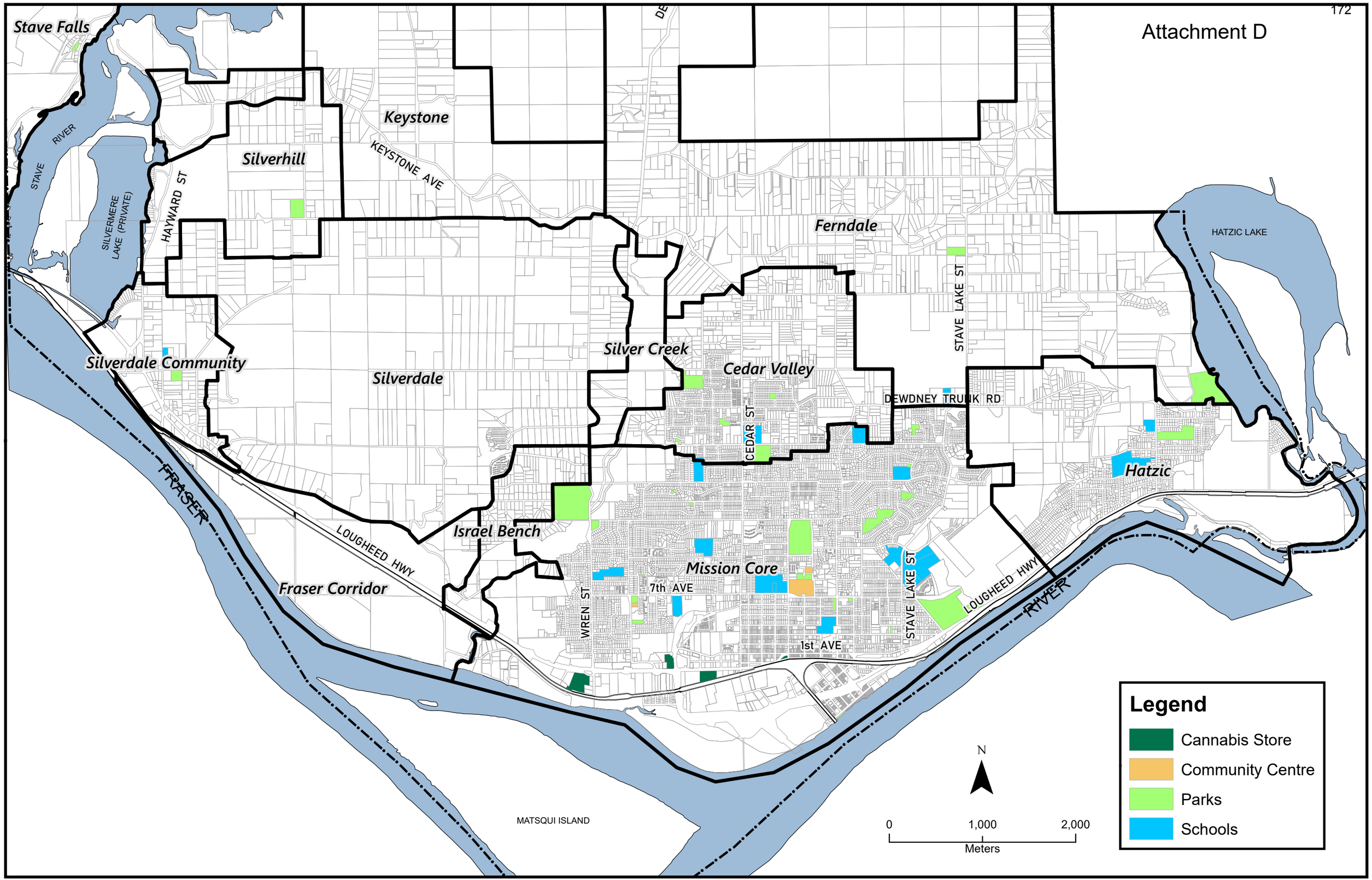


Attachment C

MAP 4 - 200m BUFFER with NEIGHBOURHOOD AREAS



Attachment D



The **Minutes** of the **Economic Development Select Committee (EDSC)** meeting held in the Council Chambers of the Mission Municipal Hall at 8645 Stave Lake Street, Mission, British Columbia on Wednesday, October 12, 2022 commencing at 8:00 a.m.

Members Present: Ethel Lariviere, Dominion Lending Centres, Chair
Celine Dauphney, Urban Valley Transport Ltd.
Jack Davidson, Member-at-Large
Judy Farhat, Western Canadian Properties Group
Chris Hartman, Polygon Homes Ltd
Paul Horn, Mayor
Naomi McAleer, CFV Transload
Oliver Perez, MultiTrends Itnet Services Inc.
Glen Robertson, Member at Large
Edgar Sarfeld, Vinegar Hill Consulting
Ken Stenerson, Evergreen Ventures Ltd.

Others Present: Stacey Crawford, Director of Economic Development
Mike Dickinson, Manager of Long Range Planning & Special Projects
Brendan Schneeberger, Planning Engineer
Mike Younie, Chief Administrative Officer
Krista De Sousa, Economic Development Assistant

1. CALL TO ORDER

The Chair called the meeting to order at 8:00 a.m.

2. ADOPTION OF AGENDA

Moved and seconded,

That the agenda of the Economic Development Select Committee meeting held on October 12, 2022 be approved as circulated.

CARRIED

3. MINUTES FOR APPROVAL

Moved and seconded,

That the minutes of the September 14, 2022 meeting of the Economic Development Select Committee be approved.

CARRIED

4. INFORMATION REPORT

(a) Minutes of the Tourism Sub-Committee Meeting

The minutes of the Tourism Sub-Committee meeting held on Tuesday, June 14, 2022 were received as information.

5. NEW BUSINESS

(a) Servicing of Semi-Remote Industrial Sites

The Planning Engineer provided information related to the current servicing requirements of semi-remote industrial sites within specific areas of Hatzic, the Silverdale Special Study Area, Steelhead, and Cedar Valley.

Regarding the Hatzic area, it was noted that:

- The general area with potential for industrial use development is on its way to being flood protected, has water and sewer access nearby, and the drainage is sufficient, however, erosion protection, dyke access and build-up to flood construction level, and railway and property access points from the highway will require attention; and
- There is the potential for mixed use in the area including recreational uses and connection to the Experience the Fraser Trail, however the potential for short sea shipping is limited due to the location in relation to the train bridge as well as the need for river dredging.

Jack Davidson and Chris Hartman joined the meeting at 8:17 a.m.

Regarding the Special Study Area, it was noted that:

- The entire area resides within the ALR and ALC consultation will be required as to the determination of any acceptable land uses;
- This overall area is scheduled to be re-looked at in the next OCP review;
- While the area as a whole generally sits below flood construction level and will need to be substantially raised to accommodate any development, there are some properties that are outside the ALR and above flood construction level; and
- That with development of a new industrial site at Nelson Street and Gill Avenue, services will be available for other future development in the area.

Judy Farhat joined the meeting at 8:22 a.m.

Regarding the Steelhead area, it was noted that:

- There is the potential to develop industrial sites for specific industries without sewer and water using large tanks, wells, and onsite septic.

Discussion ensued regarding the availability of various water sources and the implications of each including water quality, long-term supply, and well reliability related to depth. It was noted that a long-term plan would be required in order to explore the potential of providing water access to this area.

Mike Dickinson left the meeting at 8:44 a.m.

Regarding the Cedar Valley area,

- Servicing requirements are in progress in regard to the preparation of the land for potential use as employment lands.

Discussion ensued regarding the types of industrial businesses and uses that would suit the Cedar Valley area including low impact transportation, storage, tourism, and recreation.

Oliver Perez left the meeting at 8:53 a.m.

The Planning Engineer left the meeting at 8:54 am

(b) Candidate Responses from All Candidates Meeting

E. Lariviere stated that the Chamber of Commerce chose one of the EDSC-provided questions to ask at the All-Candidates meeting. There was no further discussion.

(c) Working Group Discussion – Proposed Dates and Formats

Discussion ensued regarding the two EDSC working groups; Development Corporation and Employment Lands, and when they will meet.

It was noted that the Development Corporation working group will take immediate priority before work resumes on the Employment Lands Strategy working group.

(d) EDSC Meeting Times

E. Lariviere provided a summary of the responses received from the Committee regarding their preference for future EDSC meeting times and discussion ensued.

Moved and seconded,

That, commencing in January 2023, the Economic Development Select Committee will meet on the first Thursday of each month, with the exception of July and August.

CARRIED

(e) City Branding Update

C. Dauphney provided a summary of the City Branding Workshop that she attended on behalf of the Committee on September 23, 2022 and reported that final options will be presented to Council for their consideration in upcoming months.

Discussion ensued regarding the value of a city brand that appeals to both residents and businesses, as well as showcasing the quality of life in Mission.

(f) Career Expo & Job Fair Event Review

The Director of Economic Development provided a summary of the Career Expo & Job Fair event which was held on October 11, 2022, and stated that there was an estimated 450 visitors and 35 booth participants, and the event garnered a great amount of positive feedback from both employer participants and job seekers.

6. NEXT MEETING

November 9, 2022 at 8:00 a.m. in Council Chambers.

7. RESOLUTION TO EXCLUDE PUBLIC AND IMMEDIATELY CONVENE INTO CLOSED SESSION

(a) Moved and seconded,

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

- 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.
- 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.

(b) That the public portion of this meeting be recessed until all closed items of business are dispensed with.

(c) That the Committee immediately resolve into the closed portion of their meeting.

CARRIED

8. ADJOURN TO CLOSED MEETING

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 9:33 a.m.

MINUTES - SPECIAL (PRE-CLOSED) COUNCIL MEETING

November 30, 2022, 9:00 a.m.
Emergency Operations Centre (EOC) at Fire Station No. 1
33330 – 7th Avenue, Mission, BC

Council Present: Mayor Paul Horn
Councillor Mark Davies
Councillor Angel Elias
Councillor Jag Gill
Councillor Carol Hamilton
Councillor Ken Herar
Councillor Danny Plecas

Staff Present: Mike Younie, Chief Administrative Officer
Barclay Pitkethly, Deputy Chief Administrative Officer
Stacey Crawford, Director of Economic Development
Taryn Hubbard, Manager of Communications and Public Engagement
Doug Stewart, Director of Finance

1. CALL TO ORDER

The meeting was called to order at 9:08 a.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

SC(C)22-007
Moved by Councillor Davies
Seconded by Councillor Gill

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)(l) of the *Community Charter* – discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

CARRIED

3. ADJOURN TO CLOSED COUNCIL MEETING

SC(C)22-008
Moved by Councillor Herar
Seconded by Councillor Elias

RESOLVED:

That the meeting be adjourned.

CARRIED

The meeting was adjourned at 9:10 a.m.

PAUL HORN MAYOR	BARCLAY PITKETHLY DEPUTY CORPORATE OFFICER

MINUTES - REGULAR (PRE-CLOSED) COUNCIL MEETING

December 5, 2022, 1:00 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

Council Present: Mayor Paul Horn
Councillor Mark Davies
Councillor Angel Elias
Councillor Jag Gill
Councillor Carol Hamilton
Councillor Ken Herar
Councillor Danny Plecas

Staff Present: Mike Younie, Chief Administrative Officer
Jennifer Russell, Corporate Officer
Mike Dickinson, Manager of Long Range Planning and Special Projects
Chris Gruenwald, Director of Forestry
Barclay Pitkethly, Deputy Chief Administrative Officer
Clare Seeley, Manager of Tourism
Doug Stewart, Director of Finance
Allyssa Fischer, Administrative Assistant

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m.

2. RESOLUTION TO EXCLUDE THE PUBLIC

RC(C)22-035
Moved by Councillor Plecas
Seconded by Councillor Elias

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)(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. ADJOURN TO CLOSED COUNCIL MEETING

RC(C)22-036
Moved by Councillor Plecas
Seconded by Councillor Herar

RESOLVED:

That the meeting be adjourned.

CARRIED

The meeting was adjourned at 1:01 p.m.

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

MINUTES - REGULAR COUNCIL MEETING

December 5, 2022, 6:00 p.m.
Council Chambers
8645 Stave Lake Street, Mission, BC

Council Present:
Mayor Paul Horn
Councillor Mark Davies
Councillor Angel Elias
Councillor Jag Gill
Councillor Carol Hamilton
Councillor Ken Herar
Councillor Danny Plecas

Staff Present:
Mike Younie, Chief Administrative Officer
Barclay Pitkethly, Deputy Chief Administrative Officer
Jennifer Russell, Corporate Officer
Lyle Crowell, Operations Manager - Utilities
Mike Dickinson, Manager of Long-Range Planning
Chris Gruenwald, Director of Forestry
Tracy Kyle, Director of Engineering and Public Works
Dan Sommer, Director of Development Services
Doug Stewart, Director of Finance
Allen Xu, Manager of Engineering, Planning, Assets & Facilities
Allyssa Fischer, Administrative Assistant

1. CALL TO ORDER

Mayor Horn called the meeting to order at 6:00 p.m.

2. ADOPTION OF AGENDA

RC22-586
Moved by Councillor Herar
Seconded by Councillor Elias

RESOLVED:

1. That Item 8(c) “Strategic Purchase of Additional Vehicle for Public Works” be added to the agenda under **Engineering and Public Works**; and
2. That the agenda for the Regular Council Meeting of December 5, 2022 be adopted as amended.

CARRIED

3. DELEGATIONS

a. Benjamin Berman, Director of Government & Community Affairs (West) and Eduardo Donoso, Local Area Superintendent – Canada Post

Benjamin Berman, Director of Government & Community Affairs (West) for Canada Post and Eduardo Donoso, Local Area Superintendent, appeared before Council to discuss the possible lease of four parking stalls at 7337 Welton Street beginning in January 2023, with the possibility of renewal. He described the organization’s current lease with the City and noted that the parking spaces would only be used between 9:00 am and 3:00 pm.

The Mayor encouraged Canada Post to continue to work with municipal staff on a solution.

4. PUBLIC HEARINGS

a. Public Hearing Notice for December 5, 2022

b. Zoning Amending Bylaw 6139-2022-5949(88)

The purpose of proposed Zoning Amending Bylaw 6139-2022-5949(88) is to rezone the property at 8566 Nottman Street from the Suburban 20 (S20) Zone to Urban Compact 465 (UC465) Zone to allow a 4-lot subdivision with a minimum 465 square metres (5,005 square feet) lot size. The subject property is legally described as:

Parcel Identifier: 017-711-771
Lot 2, Part S1/2 of NW1/4, Section 28, Township 17, NWD Plan LMP3590

The Mayor opened the public hearing.

The Director of Development Services showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map.

3. Conceptual plan of the proposed subdivision.

The Corporate Officer stated that no written submissions pertaining to the subject application had been received.

The Mayor opened the floor to the public for questions and comments.

Hearing no questions or comments, the Mayor declared the Public Hearing for City of Mission Zoning Amending Bylaw 6139-2022-5949(88) closed.

c. Zoning Amending Bylaw 6140-2022-5949(89)

The purpose of proposed Zoning Amending Bylaw 6140-2022-5949(89) is to rezone the property at 32643 Badger Avenue from the Urban Residential 558 (R558) Zone to Multi-unit Duplex 465 (MD465) Zone to allow a duplex. The subject property is legally described as:

Parcel Identifier: 002-239-523
Lot 58 Section 29 Township 17 New Westminster District Plan 49427

The Mayor opened the public hearing.

The Director of Development Services showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map.
3. Site plan.
4. Clarification regarding the stratification of the duplex.

The Corporate Officer stated that no written submissions pertaining to the subject application had been received.

The Mayor opened the floor to the public for questions and comments.

Nicholas Smith, Mission, asked for further details regarding the timeline for the construction of the proposed development, the number of required off-street parking spaces, setback requirements, and the permitted number of stories.

In response, the Director of Development Services described the building permit process. He noted that the developer would be required to provide two off-street parking spaces per dwelling unit and that the City's bylaws required a 1.5 metre setback from the side of the lot.

Norm Linderbeck, Mission, stated his opposition to the proposal. He expressed concern regarding the lack of backyard space and close proximity to other neighbours. He noted that the proposal's backyard space was not consistent with other duplexes in the neighbourhood. He further expressed concern regarding parking congestion, sightlines, and pedestrian safety.

In response, the Mayor noted that no variances had been requested, and accordingly the proposal was bylaw compliant.

Hearing no further questions or comments, the Mayor declared the Public Hearing for City of Mission Zoning Amending Bylaw 6140-2022-5949(89) closed.

d. Zoning Amending Bylaw 6141-2022-5949(90)

The purpose of proposed Zoning Amending Bylaw 6141-2022-5949(90) is to rezone the property at 7550 Robin Crescent from the Urban Residential 558 (R558) Zone to Multi-unit Duplex 465 (MD465) Zone to allow a duplex. The subject property is legally described as:

Parcel Identifier: 007-139-942
Lot 28, Section 19, Township 17, New Westminster District Plan 35425

The Mayor opened the public hearing.

The Director of Development Services showed a PowerPoint presentation that provided the following information:

1. Purpose and outline of the proposal.
2. Subject property map.
3. Site survey.

The Corporate Officer stated that one written submission had been received in opposition to the subject application, expressing concern regarding noise during the construction period and the proposal not matching the character of the existing neighbourhood.

The Mayor opened the floor to the public for questions and comments.

Lisa Dewar, Mission, noted her concern that the proposal did not match the character of the existing neighbourhood. She asked for clarity regarding tree removal on the property and questioned if the retention of a mature tree could be made a condition of approval. She further expressed concern regarding the lack of sidewalks on the street and pedestrian safety, considering the proposal's proximity to West Heights Elementary. She noted existing issues with parking congestion on the street and stated her opposition to the proposal.

The Director of Development Services noted that retention of a tree may depend on its location and the design of the building. He noted that the developer would be required to provide two off-street parking spots per unit.

Hearing no further questions or comments, the Mayor declared the Public Hearing for City of Mission Zoning Amending Bylaw 6141-2022-5949(90) closed.

5. RESOLUTION TO RESOLVE INTO COMMITTEE OF THE WHOLE

RC22-587
Moved by Councillor Gill
Seconded by Councillor Hamilton

RESOLVED:

That Council now resolve itself into Committee of the Whole.

CARRIED

6. CORPORATE ADMINISTRATION AND FINANCE

a. 2022 Audit Planning Report

A report from the Manager of Accounting Services dated December 5, 2022, detailing the plan for the audit of the City's financial statements for the year ended December 31, 2022, was provided for the Committee's information.

7. FORESTRY

a. Forestry Operations 2022 Quarter 3 (Q3) Report

A report from the Director of Forestry dated December 5, 2022, providing a summary of the third quarter financial results for the forestry operation, was provided for the Committee's information.

The Director of Forestry provided an overview of the City's forestry operations during the third quarter of 2022.

8. ENGINEERING AND PUBLIC WORKS

a. Second Avenue Mission Bus Exchange – Pedestrian Safety Improvement

A report from the Engineering Technologist II - Traffic and Transportation dated December 5, 2022, seeking approval of the preferred option for the improvement of pedestrian crossing safety at the Second Avenue Bus Exchange, was provided for the Committee's consideration.

Discussion ensued, and the Manager of Engineering Planning and Assets answered the Committee's questions regarding the presented options and spoke to both the short and long term transit strategic plan. He noted that a detailed cost estimate had not been completed for Option 2, however a rough estimate for the recommended works would be around $40,000 to $80,000.

RC22-588
Moved by Councillor Elias

RECOMMENDED:

That consideration of pedestrian safety improvements at the Second Avenue Bus Exchange be **deferred** pending receipt of additional information from staff including a cost estimate for a modified Option 2 as discussed: no curb extensions; additional safety signage and road painting; a 30 km/h speed limit; collapsible bollards, and crosswalk let-downs for accessibility.

CARRIED

b. Mission Downtown Parking Study

A report from the Manager of Engineering Planning and Assets dated December 5, 2022, regarding the draft Terms of Reference for the Downtown Parking Study, was provided for the Committee's information.

Discussion ensued, and staff were directed to ensure that the study included monthly and seasonal variations and key informant interviews.

c. LATE ITEM - Strategic Purchase of Additional Vehicle for Public Works

A report from the Operations Manager - Fleet dated December 5, 2022, seeking approval to purchase a transit van, was provided for the Committee's consideration.

RC22-589
Moved by Councillor Davies

RECOMMENDED:

That a direct award of $60,500 plus tax for a 2020 AWD Low Roof Transit Van be approved with funding from the Vehicle and Equipment Reserve.

CARRIED

9. DEVELOPMENT SERVICES

a. Development Application – 12631 Carr Street

A report from the Planner I dated December 5, 2022, regarding a development application for the property located at 12631 Carr Street, was provided for the Committee's consideration.

RC22-590
Moved by Councillor Plecas

RECOMMENDED:

1. That Zoning Amending Bylaw 6106-2022-5949(69) to rezone the property located at 12631 Carr Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone be considered for first and second reading;
2. That, subject to the Bylaw receiving first and second reading, a Public Hearing be scheduled for January 9, 2023; and
3. That prior to the adoption of Zoning Amending Bylaw 6106-2022-5949(69), the following conditions be met to the satisfaction of the Director of Development Services:
    a. Substantial completion of subdivision application S21-020.
    b. Collection of any volunteered contributions to the City's community amenity reserve.
    c. Any other requirements resulting from Council's consideration of the Bylaw, including Public Hearing.

CARRIED

b. Housing Agreement - 33162 and 33164 - 3rd Avenue

A report from the Planner I dated December 5, 2022, regarding a housing agreement for the properties located at 33162 and 33164 - 3rd Avenue, was provided for the Committee's consideration.

Discussion ensued, and staff answered the Committee's questions regarding ownership, oversight, and the enforceability of housing agreements.

Moved by Councillor Hamilton

RECOMMENDED:

That draft Housing Agreement Bylaw 6142-2022 be considered for first, second, and third reading.

RC22-591
Moved by Councillor Gill

That consideration of the Housing Agreement Bylaw 6142-2022 for 33162 and 33164 – 3rd Avenue be **deferred** pending a review by the Housing Co-ordinator and further negotiations between staff and the owner that will improve the terms of the Agreement to the benefit of the tenants in need of affordable housing units.

CARRIED

c. Development Variance Permit Application - 33966 Parr Avenue

A report from the Planning Technician dated December 5, 2022, regarding a development application for the property located at 33966 Parr Avenue, was provided for the Committee's consideration.

RC22-592
Moved by Mayor Horn

RECOMMENDED:

That consideration of Development Variance Permit DV22-028 for the property located at 33966 Parr Avenue be **deferred** pending receipt of information from staff regarding a middle ground solution and options for assigning penalties.

OPPOSED (3): Councillor Elias, Councillor Gill, and Councillor Herar

CARRIED (4 to 3)

10. RESOLUTION TO RISE AND REPORT

RC22-593
Moved by Councillor Davies
Seconded by Councillor Herar

RESOLVED:

That the Committee of the Whole now rise and report.

CARRIED

11. RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEE OF THE WHOLE

a. Freestanding Committee of the Whole Report - November 15 and 16, 2022

RC22-594
Moved by Councillor Plecas
Seconded by Councillor Elias

RESOLVED:

That the recommendations of the November 15 and 16, 2022 Freestanding Committee of the Whole - Corporate Administration and Finance (Budget), as contained in items COW22-013 to COW22-022 be adopted.

CARRIED

b. Committee of the Whole Report - December 5

RC22-595
Moved by Councillor Elias
Seconded by Councillor Herar

RESOLVED:

That the recommendations of the December 5, 2022 Committee of the Whole, as contained in items RC22-588 to RC22-591, be adopted.

CARRIED

RC22-596
Moved by Mayor Horn
Seconded by Councillor Davies

RESOLVED:

That the recommendation of the December 5, 2022 Committee of the Whole, as contained in item RC22-592, be adopted.

OPPOSED (3): Councillor Elias, Councillor Gill, and Councillor Herar

CARRIED (4 to 3)

12. COUNCIL COMMITTEE REPORTS & MINUTES

The following minutes were received as information:

a. Mission Community Heritage Commission Meeting Minutes - September 7, 2022

Discussion ensued, and staff answered Council's questions regarding the registration of heritage homes and the budget for the permanent Komagata Maru display. The Manager of Long Range Planning and Special Projects stated that the Committee was in the process of compiling materials that would help residents identify potential heritage sites. He noted that residents could email their suggestions of sites to add to the heritage register to mdickinson@mission.ca.

It was noted that a report regarding heritage protection tools would be brought forward to Council at a future date.

b. Parks and Recreation Advisory Committee Meeting Minutes (draft) - September 13, 2022

Staff were directed to provide an update on the request from the Mission Pickleball Club for dedicated pickleball courts within the City of Mission.

c. Mission Community Heritage Commission Meeting Minutes - October 5, 2022

13. COUNCIL MEETING MINUTES FOR APPROVAL

a. Freestanding Committee of the Whole - Corporate Administration and Finance (Budget) - November 15 and 16, 2022

b. Regular Council Meeting (for the purpose of going into a closed meeting) – November 21, 2022

c. Regular Council Meeting - November 21, 2022

RC22-597
Moved by Councillor Plecas
Seconded by Councillor Davies

RESOLVED:

That the minutes contained in **Items 13 a - c** be adopted.

CARRIED

14. BYLAWS FOR CONSIDERATION

a. Zoning Amending Bylaw 6106-2022-5949(69) - FIRST AND SECOND READINGS

RC22-598
Moved by Councillor Hamilton
Seconded by Councillor Davies

RESOLVED:

That Zoning Amending Bylaw 6106-2022-5949(69), a bylaw to rezone property at 12631 Carr Street from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone, be **read a first and second time**.

CARRIED

b. Housing Agreement (33162 and 33164 - 3rd Avenue) Bylaw 6142-2022 - FIRST, SECOND, AND THIRD READINGS

This item was deferred.

c. Zoning Amending Bylaw 6139-2022-5949(88) - THIRD READING

RC22-599
Moved by Councillor Plecas
Seconded by Councillor Davies

RESOLVED:

That Zoning Amending Bylaw 6139-2022-5949(88), a bylaw to rezone property at 8566 Nottman Street from Suburban 20 (S20) Zone to Urban Compact 465 (UC465) Zone, be **read a third time**.

CARRIED

d. Zoning Amending Bylaw 6140-2022-5949(89) - THIRD READING

Discussion ensued, and Council asked various questions and provided rationale for their decisions.

RC22-600
Moved by Councillor Davies
Seconded by Councillor Elias

RESOLVED:

That Zoning Amending Bylaw 6140-2022-5949(89), a bylaw to rezone property at 32643 Badger Avenue from Urban Residential 558 (R558) Zone to Multi-unit Duplex 465 (MD465), be **read a third time**.

OPPOSED (2): Councillor Gill, and Councillor Herar

CARRIED (5 to 2)

e. Zoning Amending Bylaw 6141-2022-5949(90) - THIRD READING

RC22-600
Moved by Councillor Gill
Seconded by Councillor Elias

RESOLVED:

1. That Zoning Amending Bylaw 6141-2022-5949(90), a bylaw to rezone property at 7550 Robin Crescent from Urban Residential 558 (R558) Zone to Multi-unit Duplex 465 (MD465) Zone, be **read a third time; and**
2. That prior to adoption of Zoning Amending Bylaw 6141-2022-5949(90), the developer consider how to preserve the mature tree(s) on the site.

OPPOSED (1): Councillor Herar

CARRIED (6 to 1)

f. Street Naming Bylaw 6127-2022 - THIRD READING AS AMENDED

RC22-601
Moved by Councillor Hamilton
Seconded by Councillor Plecas

RESOLVED:

That Street Naming Bylaw 6127-2022, a bylaw to name two new streets within the City of Mission, be **read a third time as amended**.

CARRIED

15. PERMITS FOR CONSIDERATION

a. Development Variance Permit Application DV22-028 (33966 Parr Avenue)

This item was deferred.

16. RESOLUTIONS RELEASED FROM CLOSED

a. Mission Community Heritage Commission – Reappointment and Code of Responsible Conduct Review

The following resolution was released from the Closed Council meeting held on November 21, 2022:

> Mission Community Heritage Commission – Reappointment
>
> Ken Hood has been reappointed to the Mission Community Heritage Commission for a two-year term, commencing on November 21, 2022 and concluding on November 20, 2024.
>
> Code of Responsible Conduct Review
>
> City of Mission Policy ADM.24(C) Code of Responsible Conduct will undergo a review.
>
> ***Background:*** *Recent amendments to the Community Charter (S113.1) require that, within 6 months after its first regular Council meeting following a general election, a Council that has an existing Code must decide whether it should be reviewed.*

17. CORRESPONDENCE

a. Leah Palmer

Re: Bylaw to prohibit rodeo practices

This item was received as information.

18. NEW/OTHER BUSINESS

a. Council Member Updates

Council provided updates on recent events, committee and association meetings.

19. NOTICES OF MOTION

a. Sign Bylaw Revisions for Election Signs

Councillor Herar introduced his motion to Council and provided his rationale.

Discussion ensued regarding the restriction of sign placement to only a few public property areas, a restriction on the number of signs per location, and a restriction on the overall size of the signs.

RC22-602
Moved by Councillor Herar
Seconded by Councillor Plecas

RESOLVED:

That staff prepare a report with options for restricting campaign signage during federal, provincial and local government elections from what is currently permitted.

CARRIED

20. QUESTION PERIOD

There were no questions from the public.

21. ADJOURNMENT

RC22-603
Moved by Councillor Davies
Seconded by Councillor Herar

RESOLVED:

That the meeting be adjourned.

CARRIED

The meeting was adjourned at 7:46 p.m.

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

CITY OF MISSION

BYLAW 6129-2022-5670(36)

A Bylaw to amend "District of Mission
Official Community Plan Bylaw 5670-2017"

WHEREAS, under the provisions of the *Local Government Act*, a Council may, by bylaw, adopt one or more community plans for one or more areas;

AND WHEREAS the Council of the City of Mission has adopted "District of Mission Official Community Plan Bylaw 5670-2017" and amended same from time to time;

AND WHEREAS the Council deems it desirable and in the public interest to further amend the Official Community Plan Bylaw;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Official Community Plan Amending Bylaw 6129-2022-5670(36)."

2. "District of Mission Official Community Plan Bylaw 5670-2017" as amended, is hereby further amended by:

   a) redesignating portions of the properties located at 9075, 9127, and Unaddressed Lot 1 Emiry Street and legally described as:

      Parcel Identifier: 013-381-016
      Parcel "K" (Plan With Charge Deposited 31859c) South East Quarter Section 32 Township 17 New Westminster District

      Parcel Identifier: 010-345-752
      Lot 1 Section 32 Township 17 New Westminster District Plan 18390

      Parcel Identifier: 010-345-787
      Lot 2 Section 32 Township 17 New Westminster District Plan18390

      from *Protected Natural Assets* and *Urban Compact* to *Protected Natural Assets and Urban Compact, as* identified on Schedule 1 attached to and forming part of this Bylaw; and

   b) amending the official community plan maps accordingly.

READ A FIRST TIME this 6th day of September, 2022

COUNCIL CONSIDERATION OF SECTION 477 OF
THE *LOCAL GOVERNMENT ACT* given this __ day of ___, 2022

READ A SECOND TIME this __ day of ___, 2022

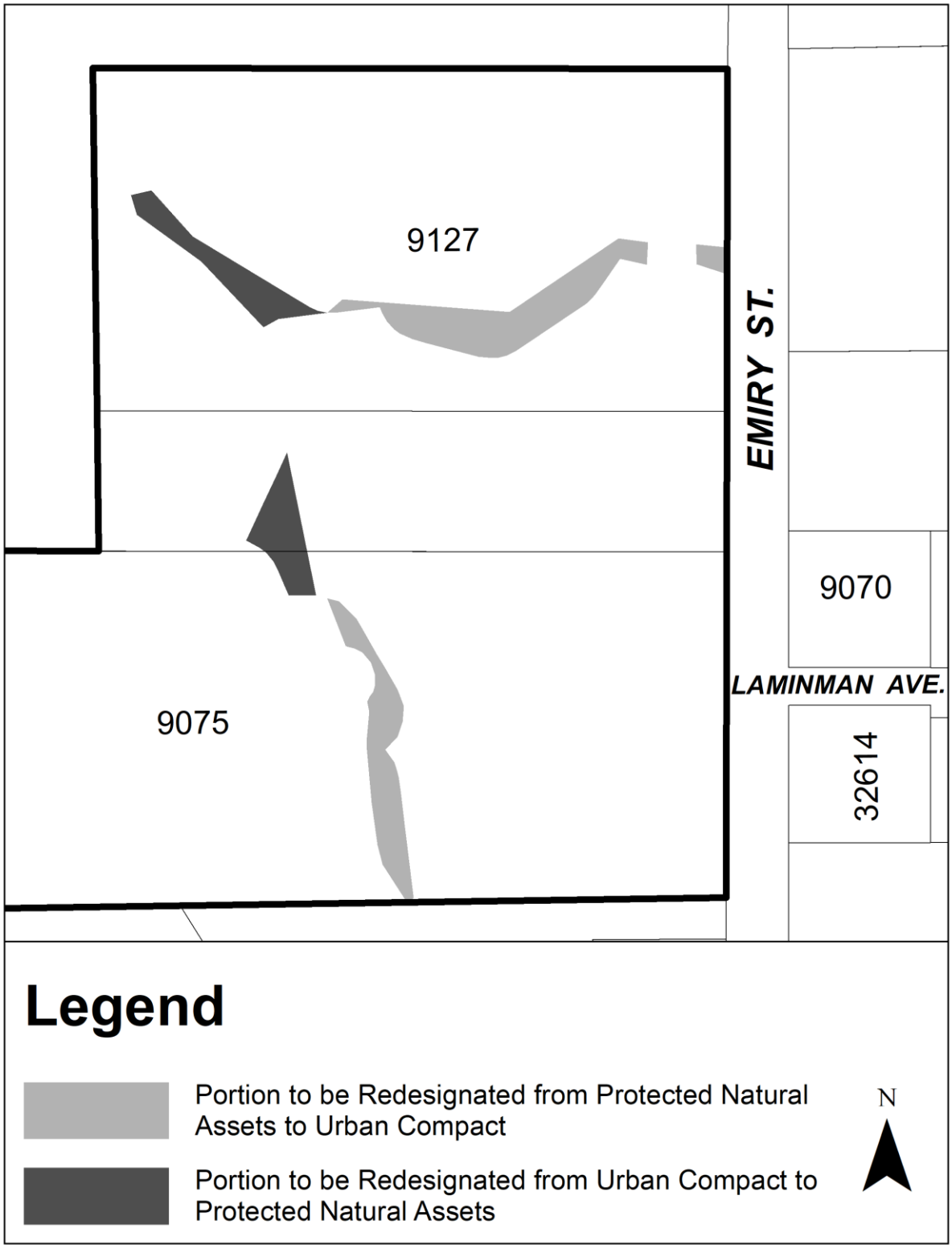
PUBLIC HEARING held this __ day of ___, 2022

READ A THIRD TIME this __ day of ___, 2022

ADOPTED this __ day of ___, 2022

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

Schedule 1


9127
9075
EMIRY ST.
9070
LAMINMAN AVE.
32614
Legend
Portion to be Redesignated from Protected Natural Assets to Urban Compact
Portion to be Redesignated from Urban Compact to Protected Natural Assets
N

CITY OF MISSION

BYLAW 6143-2022-5949(91)

A Bylaw to amend "District of Mission
Zoning Bylaw 5949-2020"

WHEREAS, under the provisions of the *Local Government Act*, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the City of Mission has adopted "District of Mission Zoning Bylaw 5949-2020" and amended same from time to time;

AND WHEREAS the Council of the City of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Zoning Amending Bylaw 6143-2022-5949(91)."

2. "District of Mission Zoning Bylaw 5949-2020" as amended, is hereby further amended by:

   a) rezoning portions of the properties located at 9075, 9127, and Unaddressed Lot 1 on Emiry Street and legally described as:

      Parcel Identifier: 013-381-016
      Parcel "K" (Plan With Charge Deposited 31859c) South East Quarter Section 32 Township 17 New Westminster District

      Parcel Identifier: 010-345-752
      Lot 1 Section 32 Township 17 New Westminster District Plan 18390

      Parcel Identifier: 010-345-787
      Lot 2 Section 32 Township 17 New Westminster District Plan18390

      from the Suburban 20 (S20) Zone, Rural Residential 7 (RR7) Zone, and Rural 16 (RU16) Zone to Urban Compact 465 (UC465) and Institutional Parks, Recreation, and Civic (IPRC) Zone, as identified on Schedule 1 attached to and forming part of this Bylaw; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2022

READ A SECOND TIME this __ day of ___, 2022

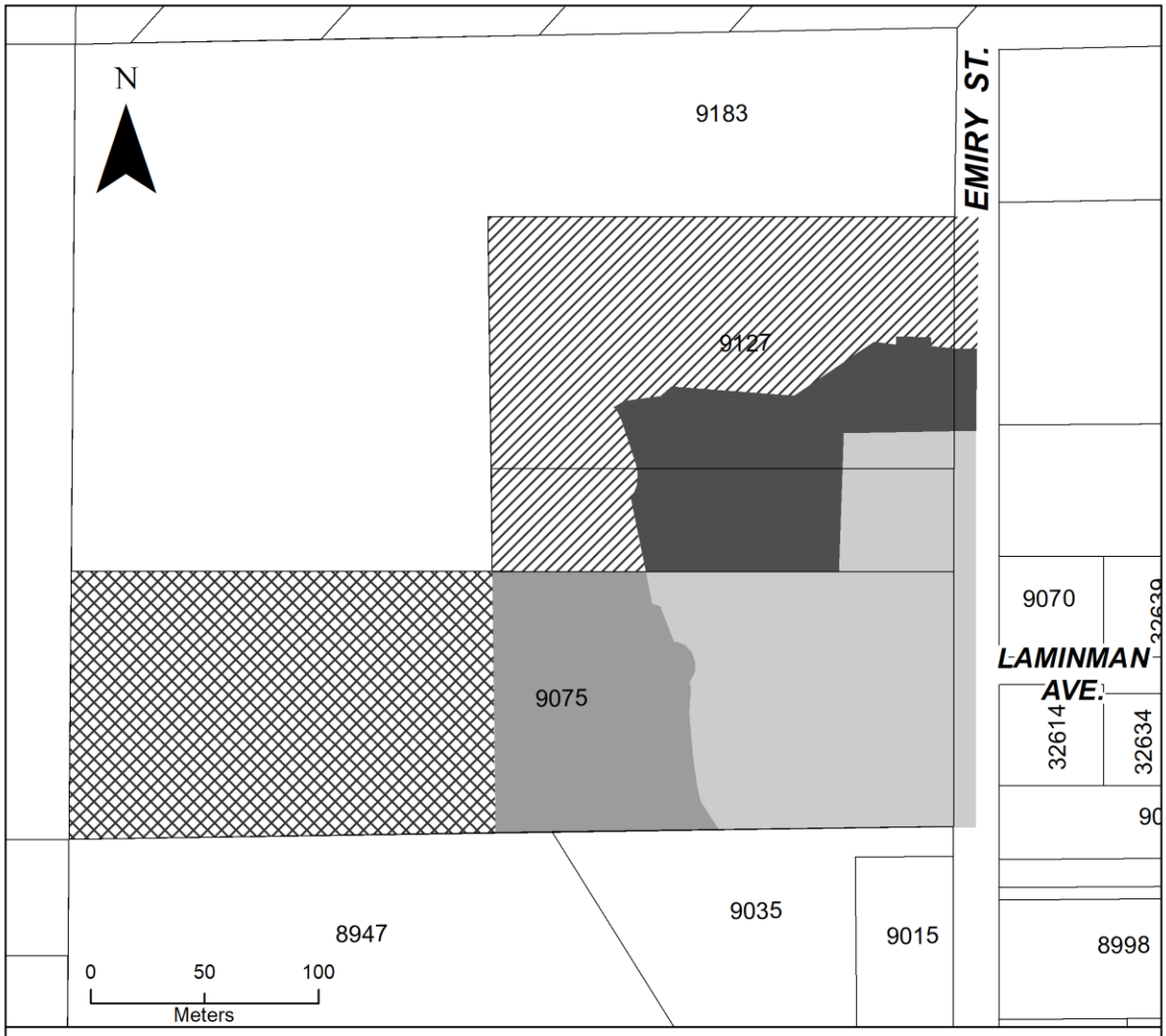
PUBLIC HEARING held this __ day of ___, 2022

READ A THIRD TIME this __ day of ___, 2022

ADOPTED this __ day of ___, 2022

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

Schedule 1



Legend

- Suburban 20 (S20) Zone to Urban Compact 465 (UC465) Zone
- Suburban 20 (S20) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone
- Rural Residential 7 (RR7) Zone to Urban Compact 465 (UC465) Zone
- Rural Residential 7 (RR7) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone
- Rural 16 (RU16) Zone to Institutional Parks, Recreation and Civic (IPRC) Zone

CITY OF MISSION

BYLAW 6144-2022

A Bylaw to name a street and a street extension within the City of Mission

WHEREAS the Council of the City of Mission, pursuant to the provisions of Section 39 of the *Community Charter*, may assign the name of any highway;

AND WHEREAS the Council of the City of Mission deems it advisable to name certain streets within the Municipality;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Street Naming (Cromar Street and Laminman Avenue Extension) Bylaw 6144-2022".

2. That one new road and one extension of road over portions of:

   Parcel Identifier: 013-381-016
   Parcel "K" (Plan With Charge Deposited 31859c) South East Quarter Section 32 Township 17 New Westminster District

   Parcel Identifier: 010-345-752
   Lot 1 Section 32 Township 17 New Westminster District Plan 18390

   Parcel Identifier: 010-345-787
   Lot 2 Section 32 Township 17 New Westminster District Plan18390

   be named **Cromar Street and Laminman Avenue Extension**, as shown on Schedule "A" attached to and forming part of this Bylaw.

READ A FIRST TIME this ___ day of ___, 2022

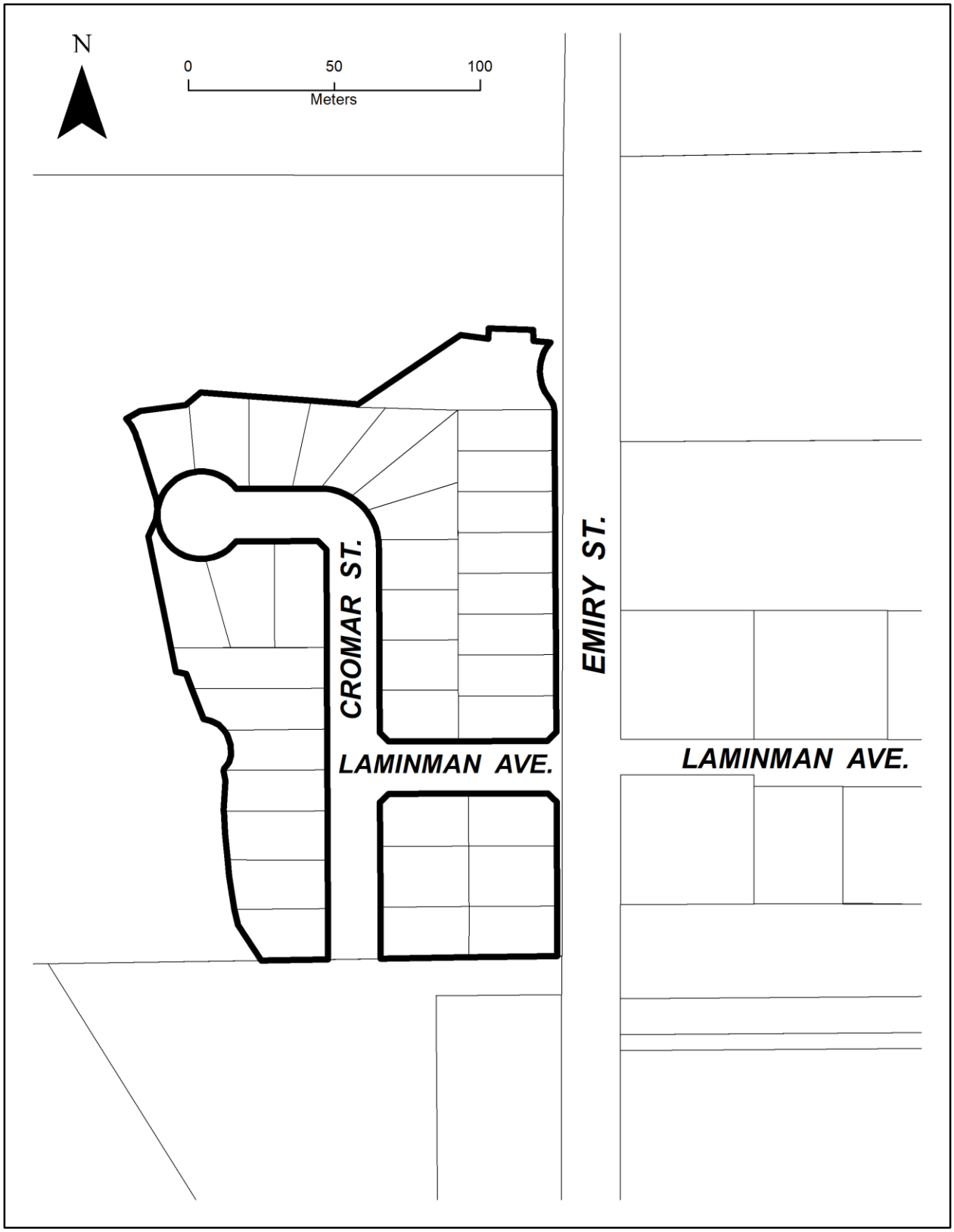
READ A SECOND TIME this ___ day of ___, 2022

READ A THIRD TIME this ___ day of ___, 2022

ADOPTED this ___ day of ___, 2022

PAUL HORN	JENNIFER RUSSELL
MAYOR	CORPORATE OFFICER

SCHEDULE "A"


N
0
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100
Meters
CROMAR ST.
EMIRY ST.
LAMINMAN AVE.
LAMINMAN AVE.

CITY OF MISSION

BYLAW 6148-2022-5949(93)

A Bylaw to amend "District of Mission
Zoning Bylaw 5949-2020"

WHEREAS, under the provisions of the *Local Government Act*, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the City of Mission has adopted "District of Mission Zoning Bylaw 5949-2020" and amended same from time to time;

AND WHEREAS the Council of the City of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Zoning Amending Bylaw 6148-2022-5949(93)."

2. "District of Mission Zoning Bylaw 5949-2020" as amended, is hereby further amended by:

   a) rezoning the property located at 30328 Berg Avenue and legally described as:

      Parcel Identifier: 005-309-085
      Lot 28 Section 23 Township 15 New Westminster District Plan 54724

      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2022

READ A SECOND TIME this __ day of ___, 2022

PUBLIC HEARING held this __ day of ___, 2022

READ A THIRD TIME this __ day of ___, 2022

ADOPTED this __ day of ___, 2022

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

CITY OF MISSION

BYLAW 6149-2022-5949(94)

A Bylaw to amend "District of Mission
Zoning Bylaw 5949-2020"

WHEREAS, under the provisions of the *Local Government Act*, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the City of Mission has adopted "District of Mission Zoning Bylaw 5949-2020" and amended same from time to time;

AND WHEREAS the Council of the City of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Zoning Amending Bylaw 6149-2022-5949(94)."

2. "District of Mission Zoning Bylaw 5949-2020" as amended, is hereby further amended by:

   a) rezoning the property located at 12358 Carr Street and legally described as:

      Parcel Identifier: 010-515-135
      Lot 1 South West Quarter Section 23 Township 15 New Westminster District Plan 2929

      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2022

READ A SECOND TIME this __ day of ___, 2022

PUBLIC HEARING held this __ day of ___, 2022

READ A THIRD TIME this __ day of ___, 2022

ADOPTED this __ day of ___, 2022

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

CITY OF MISSION

BYLAW 6150-2022-5949(95)

A Bylaw to amend "District of Mission
Zoning Bylaw 5949-2020"

WHEREAS, under the provisions of the *Local Government Act*, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the City of Mission has adopted "District of Mission Zoning Bylaw 5949-2020" and amended same from time to time;

AND WHEREAS the Council of the City of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Zoning Amending Bylaw 6150-2022-5949(95)."

2. "District of Mission Zoning Bylaw 5949-2020" as amended, is hereby further amended by:

   a) rezoning the property located at 12187 Rolley Lake Street and legally described as:

      Parcel Identifier: 010-515-488
      Lot 27 except: Part Subdivided by Plan 37846, South West Quarter
      Section 23, Township 15 New Westminster District Plan 2929

      from Rural 16 (RU16) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this __ day of ___, 2022

READ A SECOND TIME this __ day of ___, 2022

PUBLIC HEARING held this __ day of ___, 2022

READ A THIRD TIME this __ day of ___, 2022

ADOPTED this __ day of ___, 2022

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

CITY OF MISSION

BYLAW 6146-2022

A Bylaw to amend the Downtown Development Incentive Program to 2024 and to make other related housekeeping amendments to various City of Mission bylaws

WHEREAS, the Council of the City of Mission, under Section 137 of the Community Charter has the power to amend or repeal bylaws.

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Downtown Development Incentive Program Amending Bylaw 6146-2022".

2. This bylaw shall amend Downtown Revitalization Tax Exemption Bylaw 5391-2013 by:

   a. reducing the Eligibility Threshold in Section 6(a) from in excess of $200,000 to in excess of $50,000 for renovations of existing buildings and in excess of $500,000 for new construction and major redevelopment;

   b. deleting “December 31, 2022” in Section 6(d) and replacing it with “December 31, 2024;”

   c. deleting “December 31, 2024” in Section 6(e) and replacing it with “December 31, 2026;” and

   d. deleting Schedule “B” in its entirety.

3. This bylaw shall amend Land Use Application Procedures and Fees Bylaw 3612-2003 by:

   a. deleting the Commercial, industrial, institutional; Mixed-Use Commercial and Residential; and Comprehensive Development application types in the Rezoning section of Schedule “A” and replacing them with new entries as follows:

Application Type	**Effective January 1, 2023**
Rezoning	
Commercial, industrial, institutional If an application is received for a project within the *MissionCity* Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by 1/2 (50%) of the amount shown.	$4,969.25
Mixed-Use Commercial and Residential If an application is received for a project on a property within the *MissionCity* Downtown Action Plan area (Schedule “B”) and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by 1/2 (50%) of the amount shown.	$5,630.00

Continued from previous page

Comprehensive Development If an application is received for a project within the *MissionCity* Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31, 2024, this fee will be reduced by 1/2 (50%) of the amount shown.	$5,625.00

b. deleting the text in the Development Permit – (Area I: *MissionCity* Downtown) section of Schedule A and replacing it with:

Development Permit – (Area I: *MissionCity* Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant, that is in compliance with LAN.42, is exempt from the fee. All new buildings and additions to buildings within the *MissionCity* Downtown area shall pay the full fee.	$530.00

4. This bylaw shall amend Building Bylaw 3590-2003 by deleting “December 31, 2022” from Schedule “A,” Section (1)(e) and replacing it with “December 31, 2024.”

5. This bylaw shall amend User Fees and Charges Bylaw 4029-2007 by deleting “December 31, 2022” from Schedule “1,” Section 9 (b)(ii) and replacing it with “December 31, 2024.”

READ A FIRST TIME this __ day of ____, 2022

READ A SECOND TIME this __ day of ____, 2022

READ A THIRD TIME this __ day of ____, 2022

ADOPTED THIS __ day of ____, 2023

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

CITY OF MISSION

BYLAW 6152-2022

A Bylaw to name a street extension within the City of Mission

WHEREAS the Council of the City of Mission, pursuant to the provisions of Section 39 of the *Community Charter*, may assign the name of any highway;

AND WHEREAS the Council of the City of Mission deems it advisable to name certain streets within the Municipality;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Street Naming (Benedict Boulevard Extension) Bylaw 6152-2022".

2. That the extension of road over portions of:

   Parcel Identifier: 017-711-771
   Lot 2 South Half of The North West Quarter Section 28 Township 17
   New Westminster District Plan LMP3590

   be named **Benedict Boulevard**, as shown on Schedule "A" attached to and forming part of this Bylaw.

READ A FIRST TIME this ___ day of ___, 2022

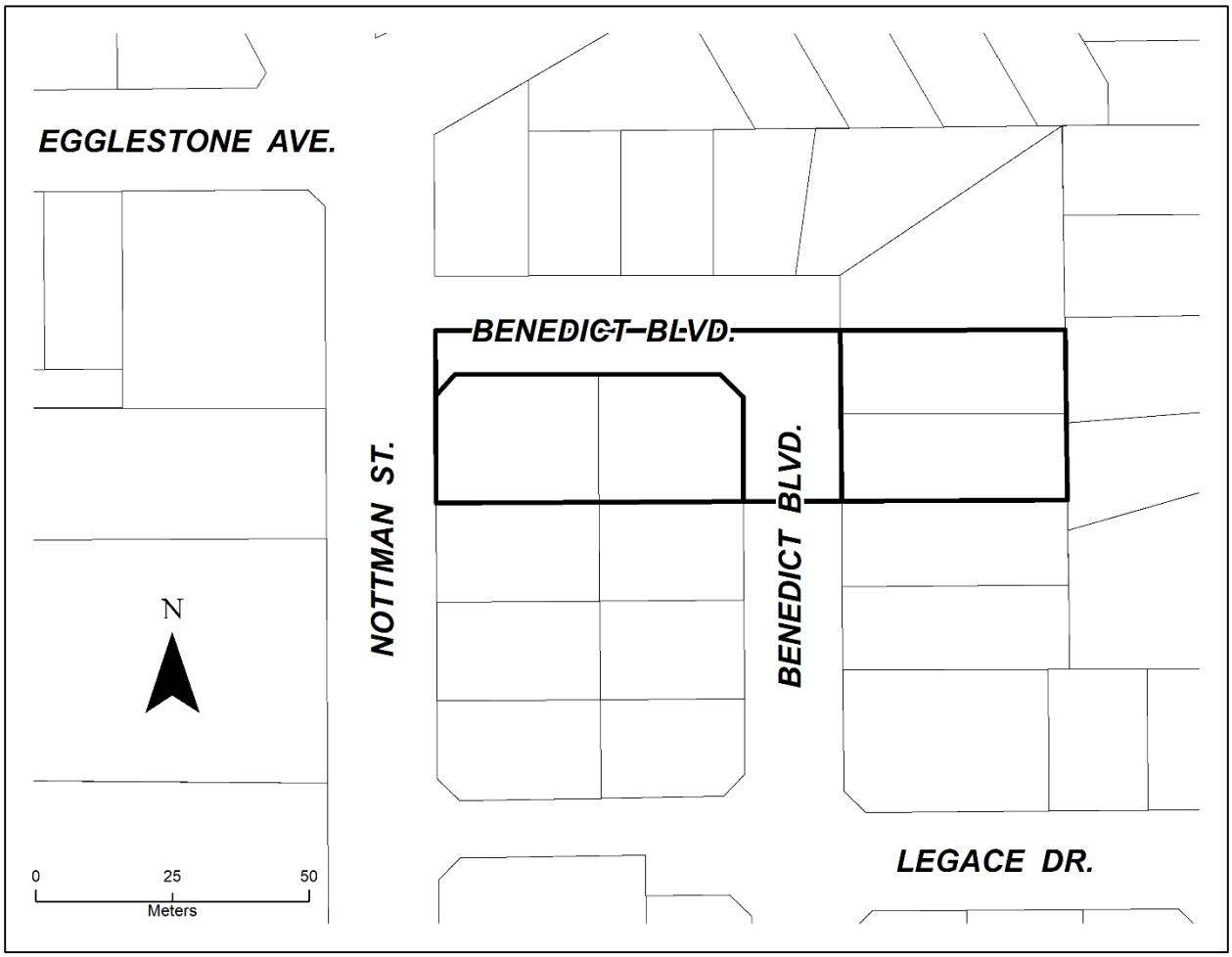
READ A SECOND TIME this ___ day of ___, 2022

READ A THIRD TIME this ___ day of ___, 2022

ADOPTED this ___ day of ___, 2022

PAUL HORN	JENNIFER RUSSELL
MAYOR	CORPORATE OFFICER

SCHEDULE "A"


EGGLESTONE AVE.
BENEDICT BLVD.
NOTTMAN ST.
BENEDICT BLVD.
LEGACE DR.
N
0
25
50
Meters

CITY OF MISSION

BYLAW 6137-2022-5949(86)

A Bylaw to amend "District of Mission
Zoning Bylaw 5949-2020"

WHEREAS, under the provisions of the *Local Government Act*, a Council may, by bylaw, divide the municipality into zones and regulate the use of land, buildings and structures within such zones;

AND WHEREAS the Council of the City of Mission has adopted "District of Mission Zoning Bylaw 5949-2020" and amended same from time to time;

AND WHEREAS the Council of the City of Mission deems it advisable and in the public interest to amend the Zoning Bylaw;

NOW THEREFORE the Council of the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as "City of Mission Zoning Amending Bylaw 6137-2022-5949(86)."

2. "District of Mission Zoning Bylaw 5949-2020" as amended, is hereby further amended by:

   a) rezoning the property located at 33800 Darbyshire Drive and legally described as:

      Parcel Identifier: 029-730-783
      Lot 3 Section 3 Township 18 New Westminster District Plan EPP55767

      from Rural Residential 7 (RR7) Zone to Rural Residential 7 Secondary Dwelling (RR7s) Zone; and

   b) amending the zoning maps accordingly.

READ A FIRST TIME this 17th day of October, 2022

READ A SECOND TIME this 17th day of October, 2022

PUBLIC HEARING held this 21st day of November, 2022

READ A THIRD TIME this 21st day of November, 2022

ADOPTED this __ day of ___, 2022

PAUL HORN MAYOR	JENNIFER RUSSELL CORPORATE OFFICER

CITY OF MISSION

BYLAW 6157-2022

A bylaw to amend user fees and charges
within various City of Mission bylaws

WHEREAS, pursuant to the provisions of the *Community Charter*, the Council for the City of Mission may, by bylaw, establish a fee payable in respect of: all or part of a service of the municipality; the use of municipal property; or the exercise of authority to regulate, prohibit or impose requirements.

NOW THEREFORE the Council for the City of Mission, in open meeting assembled, ENACTS AS FOLLOWS:

1. This bylaw may be known and cited for all purposes as "City of Mission 2023 Fee Revision Bylaw 6157-2022."

2. This bylaw shall amend the following City of Mission bylaws by increasing various existing fees as shown in **Schedule A** attached to and forming part of this bylaw:

   - Building Bylaw #3590-2003
   - Cemetery and Crematorium Bylaw #5664-2017
   - Cost Recovery Bylaw #5479-2015
   - Highway Access Bylaw #1705-1987
   - Holding Tank Sewage Discharge Bylaw #3823-2005
   - Land Use Application Procedures & Fees Bylaw #3612-2003
   - Sewer Bylaw #5033-2009
   - Soil Deposit Bylaw #5506-2015
   - Soil Removal Bylaw #3088-1997
   - Solid Waste Management Bylaw #5226-2015
   - User Fees and Charges Bylaw #4029-2007 (Schedule 1 and Schedule 2)
   - Water Bylaw #2196-1990

3. This bylaw shall amend the following City of Mission bylaws by adding new fees as shown in **Schedule B** attached to and forming part of this bylaw:

   - Land Use Application Procedures & Fees Bylaw #3612-2003
   - Sewer Bylaw #5033-2009
   - Solid Waste Management Bylaw #5226-2015
   - User Fees and Charges Bylaw #4029-2007
   - Water Bylaw #2196-1990

4. This bylaw shall amend the following City of Mission bylaws by making various housekeeping amendments as shown in **Schedule C** attached to and forming part of this bylaw:

   - Cost Recovery Bylaw #5479-2015
   - Land Use Application Procedures & Fees Bylaw #3612-2003
   - User Fees and Charges Bylaw #4029-2007

5. This bylaw shall amend the following City of Mission bylaws by deleting various fees as shown in **Schedule D** attached to and forming part of this bylaw:

- Land Use Application Procedures & Fees Bylaw #3612-2003
- Solid Waste Management Bylaw #5226-2015
- User Fees and Charges Bylaw #4029-2007

READ A FIRST TIME this 12th day of December, 2022

READ A SECOND TIME this 12th day of December, 2022

READ A THIRD TIME AS AMENDED this 12th day of December, 2022

ADOPTED this __ day of _____, 2022

PAUL HORN, MAYOR	JENNIFER RUSSELL, CORPORATE OFFICER

Increasing Various Existing Fees - Schedule A

Cemetery and Crematorium Bylaw #5664-2017

Description of Existing Fee/Charge	Total Fees + applicable taxes	Grave Space	Care Fund Portion	Total Fees + applicable taxes
All Fees are subject to applicable taxes and are effective January 1, 2023	**2022 Rates**	**Proposed 2023 Rates**		
GRAVE SPACE - Resident				
Adult	$3,398.52	2,599.87	866.62	$3,466.49
Child (2-12 years)	$1,754.47	1,342.17	447.39	$1,789.56
Infant (under 2 years)	$1,462.06	1,118.48	372.82	$1,491.30
Cremated Remains	$1,517.30	1,160.74	386.91	$1,547.65
Columbarium niche - bottom row	$2,461.54	1,883.08	627.69	$2,510.77
Columbarium - single niche, middle	$2,730.22	2,088.62	696.21	$2,784.83
Columbarium - single niche, top two	$2,996.95	2,292.67	764.22	$3,056.89
Columbarium - double niche, bottom	$3,747.70	2,867.00	955.66	$3,822.66
Columbarium - double niche, middle	$4,150.77	3,175.34	1,058.45	$4,233.79
Columbarium - double niche, top two	$4,550.86	3,481.41	1,160.47	$4,641.88
GRAVE SPACE - Non-Resident				
Adult	$6,796.99	5,199.70	1,733.23	$6,932.93
Child (2-12 years)	$3,508.97	2,684.36	894.79	$3,579.15
Infant (under 2 years)	$2,924.11	2,236.94	745.65	$2,982.59
Cremated Remains	$3,034.62	2,321.48	773.83	$3,095.31
Columbarium - single niche, bottom	$4,923.05	3,766.13	1,255.38	$5,021.51
Columbarium - single niche, middle	$5,460.47	4,177.26	1,392.42	$5,569.68
Columbarium - single niche, top two	$5,993.93	4,585.36	1,528.45	$6,113.81
Columbarium - double niche, bottom	$7,495.40	5,733.98	1,911.33	$7,645.31
Columbarium - double niche, middle	$8,301.49	6,350.64	2,116.88	$8,467.52
Columbarium - double niche, top two	$9,101.70	6,962.81	2,320.93	$9,283.74
OSSUARY				
Ossuary	$292.00	223.38	74.46	$297.84
Ossuary market/faceplace	$202.62	155.00	51.67	$206.67
GRAVE LINERS				
Cremains Liner	$174.29			$177.78
Adult Liners	$520.40			$530.81
Child Liners	$520.40			$530.81
SERVICE FEES				
Opening and Closing				
Adult	$2,220.30			$2,264.70
Child (2-12 years)	$1,407.46			$1,435.61
Infant (under 2 years)	$1,100.72			$1,122.74
Cremated Remains	$722.01			$736.45
Each additional set of cremains interred at same time (per additional set	$361.00			$368.22
Exhumation/Disinterment				
Adult	$4,133.88			$4,216.55
Child (2-12 years)	$3,321.02			$3,387.44
Infant (under 2 years)	$2,383.12			$2,430.78
Cremated Remains	$1,403.76			$1,431.84
MARKER PERMIT & INSTALLATION				
Single	$324.76	298.13	33.13	$331.26
Double	$357.20	327.91	36.43	$364.35
Cremains	$297.66	273.26	30.36	$303.61
Columbarium niche plate inscription	$324.76	298.13	33.13	$331.25
Re-set marker or niche plate on subsequent inscription	$217.71			$222.06
OTHER FEES				
License Transfer	$113.04	-	-	$115.30
Documentation Replacement Fee	$113.04	-	-	$115.30

Increasing Various Existing Fees - Schedule A

SOLID WASTE MANAGEMENT BYLAW #5526-2015

Description of Existing Fee/Charge	Unit	Current Rate	Proposed Rate January 1, 2023
Refuse Reserve Fund			
Replacement Resident Provision of Rot Pot (46L cart for food waste)		$25.00	$35.00
Replacement Resident Provision of Black Box (27L box for container glass)		$5.00	$7.00
Extra Garbage Bag Stickers	per sticker	$3.50	$3.75
Garbage from sources within the City except as specified below	per tonne	$114.50	$132.00
Garbage, Trade Waste or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources within the City	per tonne	$183.00	$206.00
Garbage, Trade Waste or Construction and Demolition Waste received from sources outside the City, except as specified below	per tonne	$187.00	$210.00
Garbage, Trade Waste or Construction and Demolition Waste requiring special management practices, including residential asbestos, from sources outside the City	per tonne	$268.00	$300.00
Greenwaste from sources within the City	per tonne	$72.00	$77.00
Greenwaste from sources outside the City	per tonne	$74.00	$80.00
Gypsum board (post 1990) from sources within the City	per tonne	$173.00	$186.00
Gypsum board (post 1990) from sources outside the City	per tonne	$177.00	$190.00
Sod, soil, bricks and small concrete debris (not exceeding 30 centimetres in any dimension) from within the City only	per tonne	$36.00	$38.00
Sod, soil, bricks and small concrete debris (not exceeding 30 centimetres in any dimension) from sources outside the City	per tonne	$45.00	$48.00
Residential Food Waste from sources outside the City	per tonne	$69.50	$74.00
On-rim tires (passenger car and light truck tires only) from sources within the City	per tire	$2.00	$5.00
Mattress Recycling fee from sources within the City	per unit	$10.00	$11.00
Mattress Recycling fee from sources outside the City	per unit	$14.00	$15.00

SOIL REMOVAL BYLAW #3088-1997

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
For each Permit there shall be payable by the Applicant to the Municipality a Permit fee as set our below, which Permit fee shall be paid in full prior to the issuance of a Permit.	$378.00	$400.00
There shall be payable by the Permit Holder to the Municipality a Soil Removal fee as follows:		
cents per cubic meter of soil (m3)	$0.74	$0.85
cents per metric tonne of soil	$0.39	$0.45
of Soil from lands within the City of Mission during the term of the Permit.		

Increasing Various Existing Fees - Schedule A

SOIL DEPOSIT BYLAW #5506-2015

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
A non-refundable application fee payable	$378.00	$400.00
In addition to the non-refundable application fee in Section 8(e), every permit holder shall, pay the City of Mission a volumetric soil deposit fee as follows:		
cents per cubic meter of soil (m3)	$0.74	$0.85
cents per metric tonne of soil	$0.39	$0.45
of soil intended to be deposited		
Should a permit lapse or be revoked under the provisions of this bylaw it may be renewed by the engineer upon application and receipt of a non- refundable fee, plus the difference between the volumetric soil deposit fee amount previously paid and that of the current volumetric soil deposit fee payable	$112.00	$115.00

COST RECOVERY BYLAW #5479-2015

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
(4) City Staff		
Director of Development Services	$78.00	Time and Materials
Building Inspector	$55.00	
Senior Bylaw Enforcement Officer	$55.00	
Bylaw Enforcement Officer	$50.00	
Engineering & Public Works Manager	$86.00	
Public Works Foreman	$56.00	
Water/Sewer Operator	$52.00	
Labourer III	$45.00	
Equipment Operator IV	$45.00	
(5) City Vehicles		
City Cars	$3.97	Time and materials based on current fleet rates
City Trucks	$7.10	
City Trucks - Service	$7.10	

HIGHWAY ACCESS BYLAW #1705-1987

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
1. (i) Permit & Inspection fee	$156.00	$160.00
The administration fee to complete the building permit application for access shall be:	$215.00	$220.00

HOLDING TANK SEWAGE DISCHARGE BYLAW #3823-2005

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Holding Tank Sewage Bylaw (per tanker load)	$52.38	$54.29

Increasing Various Existing Fees - Schedule A

WATER BYLAW #2196-1990

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Water Operating Fund		
Water Service Connection Installation Fund		
19 mm diameter up to 1 metre in length	$1,565.00	$2,050.00
19 mm diameter beyond 1 metre, per metre charge	$105.00	$115.00
25 mm diameter up to 1 metre in length	$2,100.00	$2,750.00
25 mm diameter beyond 1 metre, per metre charge	$115.00	$125.00
38 mm diameter up to 1 metre in length	$3,660.00	$5,050.00
38 mm diameter beyond 1 metre, per metre charge	$210.00	$225.00
Fee for Raising Water Meters		
Where a water meter assembly exists but the meter box and setter have not been installed to final grade, a rate shall apply to adjust the elevation	$65.00	$85.00
Water Service Connection Administration Fees		
The administration fee for a quote to connect, irrespective or diameter, shall be:	$50.00	$55.00
In addition to (i), the administration fee to complete the service connection, irrespective of diameter, shall be:	$215.00	$235.00
Water Connection Inspection Fee	$84.00	$91.00
Reconnection Fee		
To turn water back on after a temporary disconnections	$64.00	$85.00
Deposit for Water Meter Installation		
Where a water service exists to a residential lot and does not have a meter installed, a deposit is required for the District to supply and install a meter-box, setter and meter with radio head.	$2,150.00	$2,800.00
Non-Scheduled Water Meter Readings		
For each water meter reading outside regular billing cycle, for the purpose of the sale of a property, a rate shall apply:	$61.50	$68.00
Sprinkling Permit Fee		
May, June, and September: Daily sprinking permitted from 6:00 am to 8:00 am for a one week period during Stage 1 and Stage 2 only	$50.00	$55.00
July and August: Daily sprinking permitted from 6:00 am to 8:00 am for a two week period during Staf 1 and Stage 2 only	$105.00	$115.00
Miscellaneous Charges		
Water Service Disconnection Fee		
Disconnection of the service at the main by municipal crews	$1,625.00	$1,755.00
Capping of the service at propertly line by municipal crews	$1,145.00	$1,235.00
Capping of the water service at property line by municipal crews in conjunction with capping of either a storm or sanitary service capped	$1,500.00	$1,625.00
Capping of water service at property line by municipal crews in conjunction with capping of both of sanitary and storm sewer services	$1,500.00	$1,625.00
Capping of the service at property line by Owner under direct municipal inspection - per service charge	$94.00	$105.00
Water Pre-Service Connection Fee		
* Fee for additonal water consumption compliant investigations, or	$100.00	$110.00
* Fee for additional water leak inspections, or		
* Fee for additonal meter readings		
For subsequent site visits requested by a Consumer to investigate consumption complaints, inspect for possible leaks, or read a meter, after the City's first site visit requested by the Consumer is completed, per visit Charge		

Increasing Various Existing Fees - Schedule A

Deposit for Testing Water Meters		
(a) up to 25 mm in diameter	$110.00	$120.00
(b) over 25 mm and up to 50 mm in diameter	$160.00	$175.00
(c) over 50 mm in diameter	$270.00	$290.00

SEWER BYLAW #5033-2009

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Sewer Connection Fees		
Sanitary Sewer Service Connection Fee		
0 to 1 meter depth		
first meter or less	$665.00	$865.00
per meter beyond 1 meter	$200.00	$215.00
1.01 to 2 meters depth		
first meter or less	$930.00	$1,210.00
per meter beyond 1 meter	$235.00	$255.00
2.01 to 3 meters depth		
first meter or less	$1,200.00	$1,560.00
per meter beyond 1 meter	$369.00	$400.00
3.01 to 4 meters depth		
first meter or less	$1,475.00	$1,920.00
per meter beyond 1 meter	$660.00	$715.00
Effective January 1, 2018, the administration fee for a quote to cnnect, irrespective of diameter, shall be:	$50.00	$55.00
In additon to (i), the administration fee to complete the service connection, irrespective of diameter, shall be:	$215.00	$235.00
Sanitary Sewer Connection Inspection fee	$84.00	$91.00
Storm Sewer Connection Fee		
0 to 1 meter depth		
first meter or less	$665.00	$865.00
per meter beyond 1 meter	$200.00	$215.00
1.01 to 2 meters depth		
first meter or less	$930.00	$1,210.00
per meter beyond 1 meter	$235.00	$255.00
2.01 to 3 meters depth		
first meter or less	$1,200.00	$1,560.00
per meter beyond 1 meter	$369.00	$400.00
3.01 to 4 meters depth		
first meter or less	$1,475.00	$1,920.00
per meter beyond 1 meter	$660.00	$715.00
The Administration fee for a quote to connection, irrespective of diameter, shall be:	$50.00	$55.00
In addition to (i), the administration fee to complete the service connection, irrespective of diamter, shall be:	$215.00	$235.00
Storm Service Connection Inspection Fee	$84.00	$91.00
Sanitary Sewer Disconnection Fee		
Disconnection of the service at the main by municipal crews	$1,625.00	$1,755.00
Capping the service at the property line by municipal crews	$1,145.00	$1,235.00
Capping the service at property line by municipal crews in conjunction with capping of either a storm sewer or water service	$1,500.00	$1,625.00
Capping the service at property line by municipal crews in conjunction with capping of both storm sewer and water services	$1,500.00	$1,625.00
Capping the service at property line by owner under direct municipal inspection - each service	$94.00	$105.00
Storm Sewer Disconnection Fee		
Disconnection of the service at the main by municipal crews	$1,625.00	$1,755.00

Increasing Various Existing Fees - Schedule A

Capping the service at the property line by municipal crews	$1,145.00	$1,235.00
Capping the service at property line by municipal crews in conjunction with capping of either a storm sewer or water service	$1,500.00	$1,625.00
Capping the service at property line by municipal crews in conjunction with capping of both storm sewer and water services	$1,500.00	$1,625.00
Capping the service at property line by owner under direct municipal inspection - each service.	$94.00	$105.00

BUILDING BYLAW #3590-2003

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Building Permit Fees		
The fee payable for a Permit for the Construction of a Building of part thereof where the value of Construction does not exceed $5,000 shall be:	$153.75	$157.50
for each $1,000 of Construction value or portion thereof, over $5,000.00 and up to $50,000.00, plus	$11.75	$12.00
for each $1,000 of Construction value or portion thereof, over $50,000.00 and up to $150,000.00, plus	$10.25	$10.50
for each $1,000 of Construction value or portion thereof, over $150,000.00 and up to $500,000.00, plus	$8.75	$9.00
for each $1,000 of Construction value or portion thereof, over $500,000.00.	$7.70	$7.90
For removal, repair or alteration of a building envelope and the repair of damage to structures caused by building envelope failure for any residential building completed between 1985 & 1998 shall be charged a flat fee.	$522.75	$535.75
For the alteration of, or minor addition (less than 25% of the existing floor area) to any building that is not:	$512.50	$525.50
• a single family dwelling, duplex, multi-family dwelling building;		
• an accessory building to a single family dwelling, duplex, multi-family dwelling building; or		
• an agricultural building		
For any new building or major building addition that is not:	$2,562.50	$2,626.50
• a single family dwelling, duplex, multi-family dwelling building;		
• an accessory building to a single family dwelling, duplex, multi-family dwelling building; or		
• an agricultural building.		
Non-Refundable Buidling Permit Application Fees		
Each Building Permit application shall include the payment of a non- refundable portion of the Building Permit application fee as follows:		
Per Permit for:	$153.75	$157.50
i. the alteration or minor addition (less than 25% of the existing floor area) to a single family dwelling or duplex building;		
ii. an accessory building to a single family dwelling or duplex use; or		
iii. an agricultural buildings;		
Per Permit for:	$1,025.00	$1,050.00
i. a new single family or duplex dwelling; or		
ii. a major addition to a single family or duplex dwelling;		
Per Permit for the alteration of or minor addition (less than 25% of the existing floor area) to any other building not included in clause (a) above;	$512.50	$525.00
Per Permit for any other new building or major addition not included in clause (b) above.	$2,562.50	$2,596.00
Security and Compliance Deposit		

Increasing Various Existing Fees - Schedule A

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
The following security and compliance deposits shall be included at the time of a Permit application:		
New Single Family Dwelling or Duplex	$3,075.00	$3,150.00
Major Additions to a Single Family Dwelling or Duplex (more than 25% of the existing floor area)	$1,025.00	$1,050.00
New Multi-Family Residential, Mixed Use, Commercial, Industrial or Institutional Building (per building)	$5,125.00	$5,250.00
Significant alteration of or major addition (more than 25 % of the existing floor area) to a Multi-Family Residential, Mixed Use, Commercial, Industrial or Institutional Building (per building)	$5,125.00	$5,250.00
Minor alteration of or small addition (less than 25 % of the existing floor area) to a Multi-Family Residential, Mixed Use, Commercial, Industrial or Institutional Building (per building)	$2,050.00	$2,100.00
Removal of a Temporary Building pursuant to Section 9 of this Bylaw	$10,250.00	$10,500.00
An additional deposit for the removal or conversion of an existing residential building due to the construction of a new residential building on the property	$5,125.00	$5,250.00
New Free Standing Signs	$1,025.00	$1,050.00
Occupancy Permit and Provisional Occupancy Permit Fees		
Fee for an Occupancy Permit issued pursuant to Section 7.18 (r) of the Building Bylaw	$76.75	$78.75
Provisional Occupancy Permit Fees:		
Single Family Dwelling or Duplex:		
(i) (90 day max period)	$256.25	$262.75
(ii) Renewal (90 day max period)	$128.00	$131.25
Multi Family Dwelling		
(i) Per unit (120 day max period)	$123.00	$126.00
(ii)Renewal per unit (120 day max period)	$61.50	$63.50
Other Than Residential		
(i) Per unit (60 day max period)	$512.50	$525.50
(ii) Renewal per unit (60 day max period)	$256.25	$262.75
Plumbing Permit Fees		
Plumbing Permit fees:		
Plumbing, involving the installation of fixtures, for each fixture	$15.25	$15.50
Notwithstanding subsection (a), the minimum fee payable for a Plumbing Permit shall be	$92.25	$94.75
Plumbing work involving the installation of storm sewers, sanitary sewers, water service lines and related appurtenances:		
(i) sanitary sewer	$92.25	$94.75
(ii) storm sewer	$92.25	$94.75
(iii) water service	$92.25	$94.75
(iv) for each sump, oil or grease interceptor, catch basin, manhole, cleanout, inspection chamber, fire hydrant, water meter or reducing station	$51.25	$52.50
Fire Sprinkler System		
for the first 15 sprinkler heads	$123.00	$126.00
each additional sprinkler head	$2.05	$2.10
each siamese connection	$71.75	$73.50
Equivalency Proposal Fee		
The fee to be paid at the time of submission of required information and documentation for an equivalency proposal, shall be	$512.50	$525.50
The fee for each additional revision of the documentation for an equivalency proposal	$205.00	$210.00
Revision to Issued Permit Drawings		
The fee to review and revise issued Permit plans or supporting documents for the first two hours or part thereof shall be	$205.00	$210.00

Increasing Various Existing Fees - Schedule A

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Each additional hour or part thereof to review revised plans or documents shall be ($/hour)	$92.25	$94.50
Temporary Building Permit Fees		
Temporary building – Building Permit fee $200.00	$400.00	
Demolition Permit Fees		
The fee for a demolition permit shall be	$205.00	$210.00
Re-Inspection Fees		
Re-inspection Fee	$92.25	$94.75
Special Inspection Fees		
Inspection Fee for inspections during regular office operating hours that require special arrangements because of the location or nature of the construction, shall be billed per hour, plus travel expenses where such inspection is not within the City (for each hour or part thereof including travel time to and from the office).	$92.25	$94.75
Inspection Fee for inspections conducted after Standard Office Hours on a Standard Office Work Day (for each hour or part thereof including travel time back to the office)	$133.25	$136.50
Inspection Fee for inspections conducted on a Non-Standard Office Work Day (for each hour or part thereof including travel time back to the office; minimum 3 hour charge); or, before Standard Office Hours on a Standard Office Work Day (for each hour or part thereof)	$205.00	$210.00
Geotech Report Review Fee	$153.75	$158.50
Secondary Suite Inspection to determine building upgrade requirements to add Secondary Suite to a dwelling unit	$256.25	$262.75
Woodstove Permit Fee		
Woodstove Permit Fee	$153.75	$157.50
Administrative Processing Fee		
Building Permit Renewal fee	$153.75	$157.50
Change of Property Owner fee	$102.50	$105.00
Transfer of Building Permit fee	$153.75	$157.50
File research fees:		
(i) First 30 minutes of part there of	$30.75	$31.50
(ii) Each additional 30 minutes or part thereof	$30.75	$31.50

LAND USE APPLICATION PROCEDURES & FEES BYLAW #3612-2003

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Rezoning		
Attached Multi-Unit Residential	$5,031.25	$5,280.00
Single Family/Two Family Residential	$3,773.50	$4,000.00
Commercial, industrial, institutional users	$4,969.25	$5,220.00
Mixed-Use Commercial and Residential if an application is received for a project on a property within the MissionCity Downtown Action Plan area (Schedule "B") and the Building Permit for the project will be received on or before December 31,2022, the fees will be reduced by ½ (50%) of the amount shown.	$5,630.00	$5,900.00
Secondary Dwelling	$993.75	$1,050.00
All others (including text change)	$3,775.00	$4,000.00
Comprehensive Development *	$5,625.00	$5,900.00
Rezoning Extensions	$2,650.00	$2,780.00
Official Community Plan Amendment		
OCP Amendment only	$2,649.25	$2,780.00
OCP Amendment (with rezoning)	$1,273.00	$1,340.00

Increasing Various Existing Fees - Schedule A

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Agricultural Land Commission Application		
- Non-refundable portion	$300.00	As per rates set by Agricultural Land Commission
- Portion forwarded to the Province (ALC), or refunded to Registered Owner if application is not supported by Council	$1,200.00	
Permits		
Development Permit – (Area A: Intensive Residential on a property designated Urban Compact in the OCP)		
Neighbourhood Form & Character	$2,415.00	$2,540.00
Intensive Residential Design Review (review design of a proposed home for conformance with previously issued Neighbourhood Form & Character DP)	$274.25	$290.00
Development Permit - (Area A - Intensive Residential on a property designated Urban Res in OCP)	$519.75	$545.00
Development Permit - (Area B multi-family residential) *	$3,311.00	$3,480.00
Development Permit - (Area C commercial use only)	$2,515.00	$2,640.75
Development Permit - (Area C mixed use only)	$3,907.00	$4,100.00
Development Permit - (Area D - industrial)	$2,515.25	$2,640.00
Development Permit - (Area E - natural environment)	$102.50	$108.00
Development Permit - (Area F - Fraser River Development Permit)	$102.50	$108.00
Development Permit - (Area G - Geotechnical Hazards)	$102.50	$108.00
Development Permit - (Area H - fire interface) Includes the Site Disclosure Statement	$102.50	$108.00
Development Permit – (Area I: MissionCity Downtown), except a development permit application that consists of a Downtown Façade Improvement Grant only, to LAN.42 only, is exempt from the fee. All new buildings and additions to buildings within the MissionCity Downtown area shall pay the full fee.	$530.00	$550.00
Development Permit - Other	$2,490.00	$2,620.00
Development Permit (Minor Amendment - New)	$514.50	$540.00
Development Variance Permit		
Single Family Residential zones on an existing lot	$1,035.00	$1,080.00
All other zones	$1,265.00	$1,330.00
To facilitate a subdivision	$1,985.00	$2,080.00
Construction initiated without building permit issuance	$1,985.00	$2,080.00
plus per 2nd and subsequent requests	$264.00	$280.00
Temporary Use Permits	$4,965.00	$5,210.00
Temporary Use Permits - Renewal	$518.00	$545.00
Temporary Use Permits in the area shown in Schedule "C"	$518.00	$545.00
Request for Council Resolution		
Bylaw Variance Request	$1,985.00	$2,085.00
Site Specific Exemption from Floodplain Management Bylaw	$1,925.00	$2,020.00
Miscellaneous Fees		
Legal Review of Phased Development Agreements (Agreements) Application fee plus all City direct legal costs associated with reviewing Agreements	$389.50	$410.00
Latecomer Agreement Processing Fee	$1,537.50	$1,610.00
DCC Front-Ending and Development Works Agreement Processing Fee	$5,125.00	$5,380.00
Reassignment Fee for DCC Front-Ending or Development Works Agreement	$153.75	$160.00
Liquor Primary, new licence (exclusive of rezoning)	$3,710.00	$3,900.00
Liquor Primary Licence Amendment (change to existing licence, increased seating capacity, patio endorsement, hours of operation)	$1,267.00	$1,330.00
Food Primary Licence Amendment (extension of liquor service hours past midnight, or for patron participation)	$1,267.00	$1,330.00
Retail Cannabis Store, new licence (exclusive of rezoning)	$3,710.00	$3,900.00
Retail Cannabis Store Licence Amendment (amendment/change to existing licence)	$1,267.00	$1,330.00

Increasing Various Existing Fees - Schedule A

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Temporary change to a Liquor Primary, Food Primary or Retail Cannabis Store Licence (temporary change to any condition/ restriction on the licence)	$430.50	$450.00
Change of Applicant/Owner on a development application file	$106.00	$110.00
OCP Background Reports & Planning Studies (cost per each document)	$52.75	$55.00
OCP/Zoning Research Letters (cost per property)	$266.00	$280.00
Legal Document Amendment/Discharge	$412.00	$430.00
Development Inquiry Fee (written comments provided following development meeting)	$327.00	$345.00
Request by Developer to have staff attend a developer initiated Public Information Meeting (cost per staff member, per hour)	$200.00	$210.00
Strata Conversion/Phase Strata Development	$1,590.00	$1,670.00
plus per unit	$100.00	$105.00
Fee for copy of a legal plan	$3.10	$3.25
Conventional and Bare Land Strata		
Base fee for subdivision, including bare land strata, phased subdivision, consolidation, and air space parcel	$1,590.00	$1,669.50
plus per lot on proposed draft plan	$99.50	$104.50
Planning Subdivision PLA 12-Month Extension	$1,965.00	$2,063.25

USER FEES AND CHARGES BYLAW #4029-2007 - SCHEDULE 1

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
CORPORATE SERVICES		
Documentation Research Fees		
Provide historical information (per hour)	$52.00	$54.00
Request for Wage Loss or Earnings Information Provide documentation to requests for wage loss or earnings information initiated by or on behalf of any past or present employee of the City, with the exception of requests from the following: - WorkSafeBC - Revenue Canada/Canada Pension Plan/Service Canada – EI - City Contracted Employee Benefit Plan Carrier - Municipal Superannuation (Pension) Plan - Employment Verification Confirmations	$75.00 for the first hour and then $11.25 for each 15 minutes thereafter	$77.00 for the first hour and then $11.55 for each 15 minutes thereafter
Mailings		
Mail-out for Public Information Meeting (per envelope - for the number of addresses information is mailed to)	$2.50	$3.00
Maps - Hard copy (print)		
Street Maps	$3.00	$3.15
Full set of legal, address or assessment section maps (prepaid)	$109.15	$115.00
Zoning Map (each)	$7.24	$7.50
OCP Map (each)	$7.23	$7.50
OCP Map (colour print) (each)	$10.31	$11.03
OCP Maps (set of 12)	$72.10	$75.00
Zoning Maps (set of 5)	$32.34	$34.02
Cedar Valley Comprehensive Development Plan (report & maps)	$67.01	$70.00
Large Forestry Maps	$15.18	$15.58
Maps - Digital (electronic) copy		
Street Map	$173.88	$178.30
Cadastral Base Map (1/2 section)	$23.21	$23.80
Overlays (1/2 section) each		
- Legal Incl street names & plan #2	$11.61	$12.00

Increasing Various Existing Fees - Schedule A

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
- Civic Addresses including street names	$11.61	$12.00
- Roll numbers including street names	$11.61	$12.00
- Topographical	$11.61	$12.00
- Water System key plans	$11.61	$12.00
- Drainage/storm/sewer key plans	$11.61	$12.00
- Sanitary key plans	$11.61	$12.00
- Fibre Optic Cable key plans	$11.61	$12.00
Cadastral Mosaic (entire City) incl legal descriptions, civic addresses, and roll number layers	$2,228.53	$2,285.00
Water Overlays entire water service area - additional cost	$1,337.28	$1,371.00
Sanitary Overlays entire sanitary service area - additional cost	$557.14	$572.00
Storm Overlays entire City - additional cost	$2,228.57	$2,285.00
Storm Overlays with topography entire City - additional cost	$3,310.00	$3,393.00
OCP Maps - all including all cadastral base	$2,206.52	$2,262.00
Zoning Maps A2, A3 (urban areas) each	$724.30	$743.00
Zoning Maps (outer areas-two maps) each map	$27.85	$29.00
OCP maps and Zoning maps - all including cadastral	$2,785.62	$2,856.00
Gravel Pit Topographical Map - each	$557.23	$572.00
Microfiche		
Microfiche research fee for property information (flat rate)	$20.00	$20.50
Per copy (8 1/2 x 11)	$1.16	$1.20
Photocopies or Computer Generated Copies		
Property Owners six copies & up (per black & white copy)	$0.58	$0.60
Non-Residents or Businesses (per black & white copy)	$0.58	$0.60
Property Owners, Non-Residents or Businesses (per colour copy)	$1.20	$1.30
Paper Prints		
A1 or 24"x36" (single original)	$6.25	$6.50
Oversize (single original)	$6.25	$6.50
Road Closure and Sale		
The applicant agrees to pay a non-refundable deposit of 10% of the purchase price up to a maximum of $2,050.	$2,000.00	$2,050.00
The applicant agrees to pay an administration fee for the road closure and sale process.	$1,000.00	$1,025.00
City Insignia Items		
City Flags	$157.14	$185.71
Land Title Fees		
A processing fee shall apply to each (a); (bi); (c) & (d) (below) plus the LTO fee	$50.00	$51.30
DEVELOPMENT SERVICES		
Utility Billing Exemption for Unoccupied Secondary Suites	$73.75	$77.00
Status Letters		
Commercial, Industrial or Multi-Family	$206.00	$215.00
Other	$77.25	$80.00
Business License Administration Fee for changes to existing business license owner information, or changes to the business name or address	$25.00	$26.25
Business License Inspection Fee for when a Mission Resident business changes its location, an inspection fee plus the Administration Fee will be charged	$73.75	$77.00
Sign Permit The applicant for a permit has paid to the City of Mission a fee per sign	$121.50	$130.00
Copy of Official Community Plan (OCP) Bylaw	$97.50	$100.00
Copy of Zoning Bylaw	$30.75	$35.00
Community Heritage Register - Properties Protected by Heritage Designation	$345.00	$365.00
Wireless Telecommunication Towers pay a fee to the City - compensation for public notification costs	$660.00	$700.00

Increase Various Existing Fees - Schedule A

Description of Existing Fee/Charge	Current Rate	Proposed Rate January 1, 2023
Vehicle Towing/Impound Admin Fee	$70.00	$73.50
Small Sign Inpound Admin Fee	$50.00	$52.50
Large Sign Impound Admin Fee	$250.00	$262.50
Bicycles/Motor Assisted Cycle as defined in the *Motor Vehicle Act* {RSBC 1996} Chapter 318 Impound Admin Fee	$200.00	$210.00
Small Goods/Chattel Impound Admin Fee	$50.00	$52.50
Large Goods/Chattel Impound Admin Fee (fee + actual cost to remove)	$200.00	$210.00
ENGINEERING / PUBLIC WORKS SERVICES		
Administrative Fee on Changing an Existing Civic Address	$110.00	$113.00
Banner Installation Fee	$305.00	$313.00
Fire Hydrant Use (Customer Charges)	$110.00	$113.00
Fire Hydrant Water Usage Fee - Per Day	$50.00	$52.00
Fire Hydrant Flow Tests	$375.00	$385.00
Private Fire Hydrant Maintenance - to service and maintain private hydrants	$200.00	$205.00
Utilities Hydraulic Modeling (Water, Sanitary, Drainage)	As per below	
Water Modeling: Existing Pressure and Flow Results (per scenario)	$100.00	$200.00
Water Modeling: Local area impact review, new/proposed pipe drafted in (per scenario)	$300.00	$310.00
Water Modeling: Local area impact review, new/proposed pipe and demand drafted in (per scenario)	$600.00	$615.00
Sanitary or Drainage Modeling: Existing sewer capacity and flow results (per scenario)	$200.00	$205.00
Sanitary or Drainage Modeling: Local area impact review. New/proposed pipe drafted in. (per scenario)	$450.00	$462.00
Sanitary or Drainage Modeling: Local area impact review. New/proposed pipe, load, detention, retention facilities drafted in (per scenario)	$900.00	$923.00
Water, Sewer and/or Drainage System Model for large / complex developments	Time and Materials	
Administrative Fee for Water, Sewer and/or Drainage System Model	$155.00	$180.00
Street Use Permit	$162.00	$190.00
Extraordinary Traffic Permit	$106.00	$125.00
Signal Timing Sheet	$311.00	$350.00
Private Firms Parking in the Public Works Yard (Monthly fee)	$110.00	$115.00
Street Sweeping At the time of a building permit, a street sweeping fee shall be charged	$56.50	$120.00
FINANCIAL SERVICES		
Tax Statement Fees (Tax Certificates) for non-owners, "per property" basis.		
Manual hard copy maximum two business day turnaround time	$51.50	Rate as per Land Title Office + $20
Manual hard copy maximum two hour turnaround time	$103.00	Rate as per Land Title Office + $50
FORESTY SERVICES		
Trees for Filming Purposes		
Conifers (Fir, Hemlock, Cedar-less than 10%) under 15 feet (4.5 meters) per regular pick-up truck load	$250.00	$300.00

Increasing Various Existing Fees - Schedule A

USER FEES AND CHARGES BYLAW #4029-2007 - SCHEDULE 2

Parks, Recreation & Culture General Admission & Rental Fees & Charges

Description of Existing Fee/Charge	2022 Rate	Proposed 2023 Rate	2023 Rate Including Tax
LEISURE CENTRE GENERAL ADMISSIONS (plus taxes where applicable)	**2022 Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
SINGLE ADMISSION			
Child	3.30	3.35	3.35
Youth	3.86	3.95	4.15
Adult	6.00	6.14	6.45
Senior	4.95	5.05	5.30
Family	12.14	12.38	13.00
ONE-MONTH PASS			
Child	28.50	29.05	29.05
Youth	33.00	33.65	35.33
Adult	53.95	55.05	57.80
Senior	42.10	42.85	44.99
Family	108.10	110.50	116.03
THREE-MONTH PASS			
Child	76.00	77.50	77.50
Youth	88.55	90.50	95.03
Adult	144.00	147.15	154.51
Senior	111.10	113.35	119.02
Family	288.25	294.30	309.02
MULTI-PASS			
Child	32.65	33.30	33.30
Youth	37.80	38.60	40.53
Adult	62.30	63.60	66.78
Senior	49.25	50.25	52.76
FACILITY RENTAL FEES	**2022 Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
ENTIRE POOL (first 50 people)			
Youth/Minor Group	126.28	128.81	135.25
Adult Group	177.79	181.35	190.42
Commercial/Non-resident	323.44	329.91	346.41
Private/Non-Profit	204.41	208.50	218.93
LANE RENTALS			
Youth/Minor Group	11.42	11.65	12.23
Adult Group	22.85	23.31	24.48
Commercial/Non-resident	41.82	42.66	44.79
Private/Non-Profit	26.93	27.47	28.84
ADDITONAL LIFEGUARD			
For waterslide or each additional 50 people	38.33	39.10	41.06
ARENA ICE - PRIME TIME			
Youth/Minor Group	124.75	126.00	132.30
Adult Group	313.45	313.45	329.12
Commercial/Non-resident	421.26	442.32	464.44
Private/Non-Profit	358.43	358.43	376.35
Junior B	139.75	146.74	154.08
ARENA ICE - NON-PRIME TIME			
Youth/Minor Group	85.27	86.12	90.43
Adult Group	166.57	169.90	178.40
Commercial/Non-resident	288.56	294.33	309.05
Private/Non-Profit	190.84	200.38	210.40
Junior B	124.75	124.75	130.99
LEISURE CENTRE ARENA RENTALS(plus taxes where applicable)	**2022 Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
ARENA DRY FLOOR - PRIME TIME			
Youth/Minor Group	40.29	40.69	42.72
Adult Group	83.33	83.33	87.50
Commercial/Non-resident	159.94	167.94	176.34
Private/Non-Profit	108.22	108.22	113.63
Junior B	55.00	57.75	60.64
ARENA DRY FLOOR - NON-PRIME TIME			
Youth/Minor Group	29.48	29.77	31.26
Adult Group	64.67	65.69	68.97
Commercial/Non-resident	130.66	133.27	139.93

Increasing Various Existing Fees - Schedule A

Private/Non-Profit	67.32	70.69	74.22
Junior B	40.00	40.00	42.00
CURLING RINK (plus taxes)			
DRY FLOOR - PRIME TIME			
Youth/Minor Group	28.15	28.71	30.15
Adult Group	57.73	58.88	61.82
School District #75	Per Agreement		
DRY FLOOR - NON-PRIME TIME			
Youth/Minor Group	19.79	20.19	21.20
Adult Group	39.37	40.16	42.17
ROOM RENTALS (plus taxes)	**2022 Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
MULTI-PURPOSE ROOM (11-25 capacity)			
Youth/Minor Group	13.16	13.42	14.09
Adult Group	16.83	17.17	18.03
Commercial/Non-resident	34.78	35.48	37.25
Private/Non-Profit	25.50	26.01	27.31
MULTI-PURPOSE ROOM (26-50 capacity)			
Youth/Minor Group	16.93	17.27	18.13
Adult Group	21.73	22.16	23.27
Commercial/Non-resident	44.47	45.36	47.63
Private/Non-Profit	31.31	31.94	33.54
MULTI-PURPOSE ROOM (100+ capacity)			
Youth/Minor Group	41.11	41.93	44.03
Adult Group	83.33	85.00	89.25
Commercial/Non-resident	159.94	163.14	171.30
Private/Non-Profit	95.88	97.80	102.69
BOSWYCK CENTRE ROOM RENTALS (plus taxes)	**2022 Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
MULTI-PURPOSE ROOM (11-25 capacity)			
Senior Group	24.99	25.49	26.76
Adult Group	26.83	27.37	28.74
Private/Non-Profit	35.50	36.21	38.02
Commercial/Non-resident	44.78	45.68	47.96
MULTI-PURPOSE ROOM (26-50 capacity)			
Senior Group	29.33	29.92	31.42
Adult Group	31.73	32.36	33.98
Private/Non-Profit	42.00	42.84	44.98
Commercial/Non-resident	54.47	55.56	58.34
FLOOR CURLING ROOM A or B			
Senior Group	29.33	29.92	31.42
Adult Group	31.73	32.36	33.98
Private/Non-Profit	42.00	42.84	44.98
Commercial/Non-resident	54.47	55.56	58.34
FLOOR CURLING ROOM A and B			
Senior Group	52.79	53.85	56.54
Adult Group	57.11	58.25	61.16
Private/Non-Profit	74.35	75.84	79.63
Commercial/Non-resident	98.04	100.00	105.00
COMMUNITY ROOM A or B			
Senior Group	32.26	32.91	34.56
Adult Group	34.90	35.60	37.38
Private/Non-Profit	45.44	46.35	48.67
Commercial/Non-resident	59.91	61.11	64.17
COMMUNITY ROOM A and B			
Senior Group	62.82	64.08	67.28
Adult Group	64.52	65.81	69.10
Private/Non-Profit	65.90	67.22	70.58
Commercial/Non-resident	82.44	84.09	88.29
MOBILE STAGE FEES (plus taxes)			
MOBILE STAGE - Rate per Day			
Community Event - No Admission	N/A	N/A	
Community Event - Paid Admission	1,093.24	1,114.10	1,169.81
Commercial/Non-resident	546.62	557.55	585.43
MISCELLANEOUS FEES (plus taxes)	**2022 Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
EVENT CAMPING - 1-20 Units			
Youth/Minor Group	173.00	176.46	197.64
Adult Group	173.00	176.46	197.64
Commercial/Non-resident	173.00	176.46	197.64

Increasing Various Existing Fees - Schedule A

Private/Non-Profit	173.00	176.46	197.64
EVENT CAMPING - Over 20 Units (Fee plus Waste Removal Cost)			
Youth/Minor Group	281.00	286.62	321.01
Adult Group	281.00	286.62	321.01
Commercial/Non-resident	281.00	286.62	321.01
Private/Non-Profit	281.00	286.62	321.01
BUSKING ANNUAL PERMIT			
Individual	27.00	27.54	
Group	54.00	55.08	
Replacing lost permits	16.00	16.32	
PARKS GIFT PROGRAM			
Bench with back	3,600.00	3,672.00	
Bench without back	3,860.00	3,937.20	
Picnic Table - Standard	5,000.00	5,100.00	
Picnic Table - wheelchair accessible	5,000.00	5,100.00	
Tree	525.00	535.00	
MISCELLANEOUS FEES (plus taxes)	**2022 Tax Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
SKATE & ICE CLEAT Rentals (each pair)			
Youth/Minor Group	3.57	3.57	4.00
Adult Group	3.81	3.57	4.00
Commercial/Non-resident	3.81	3.57	4.00
Private/Non-Profit	3.81	3.57	4.00
School District #75	3.57	3.57	4.00
SKATE Helmet Rentals (each)			
Youth/Minor Group	0.89	0.89	1.00
Adult Group	0.95	0.89	1.00
Commercial/Non-resident	0.95	0.89	1.00
Private/Non-Profit	0.95	0.89	1.00
School District #75	0.89	0.89	1.00
FIELDS (per game per field) (plus tax)	**2022 Tax Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
SPORTS PARK GRASS FIELDS			
Youth/Minor League	n/c	n/c	n/c
Youth/Minor Tournament	8.47	8.64	9.07
Adult League	17.03	17.37	18.24
Adult Tournament	34.07	34.75	36.49
SPORTS PARK ARTIFICIAL TURF FIELD - Main			
Youth/Minor League	19.79	20.19	21.20
Youth/Minor Tournament	19.79	20.19	21.20
Adult League	39.58	40.37	42.39
Adult Tournament	39.58	40.37	42.39
SPORTS PARK ARTIFICIAL TURF FIELD - Warm-up *			
Youth/Minor League	9.85	10.05	10.55
Youth/Minor Tournament	9.85	10.05	10.55
Adult League	19.79	20.19	21.20
Adult Tournament	19.79	20.19	21.20
OTHER SPORTS FIELDS			
Youth/Minor League	n/c		n/c
Youth/Minor Tournament	6.94	7.08	7.43
Adult League	11.32	11.55	12.13
Adult Tournament	28.36	28.93	30.38
LIGHTS (per hour) **			
Youth/Minor League	13.21	13.50	14.18
Youth/Minor Tournament	13.21	13.50	14.18
Adult League	13.21	13.50	14.18
Adult Tournament	13.21	13.50	14.18
Commercial/Non-resident	13.21	13.50	14.18
Private/Non-Profit	13.21	13.50	14.18
FRASER RIVER HERITAGE PARK FEES & CHARGES (plus taxes)	**2022 Tax Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
FRHP PARK EVENT FEE (grounds use) - Per Day**			
Community	204.00	224.00	235.20
Commercial Events	1020.00	1125.00	1181.25
FRHP PICNIC SHELTER			
Resident Non-Profit (Free Admission)	28.30	28.90	30.35
Community	35.35	36.05	37.85
Commercial Events	106.20	108.40	113.82
FRHP FLAG PLAZA			
Resident Non-Profit (Free Admission)	28.30	28.90	30.35
Community	35.35	36.05	37.85

Increasing Various Existing Fees - Schedule A

Commercial Events	106.20	108.40	113.82
FRHP GAZEBO			
Resident Non-Profit (Free Admission)	15.25	15.60	16.38
Community	28.65	29.25	30.71
Commercial Events	86.20	87.95	92.35
OTHER PARKS	**2022 Tax Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
SPECIAL EVENTS LICENSES per day (Beer Garden)			
Youth/Minor Group	N/A	N/A	
Adult Group	122.00	125.00	131.25
Commercial/Non-resident	122.00	125.00	131.25
Private/Non-Profit	122.00	125.00	131.25
PARKS - HALF Day Tournament			
Youth/Minor Group	26.32	26.84	28.18
Adult Group	57.00	58.14	61.05
Commercial/Non-resident	N/A		
Private/Non-Profit	65.00	66.30	69.62
PARKS - FULL Day Tournament			
Youth/Minor Group	52.53	53.58	56.26
Adult Group	114.00	116.28	122.09
Private/Non-Profit	131.00	133.62	140.30
CLARK THEATRE/HERITAGE PARK FEES & CHARGES (plus taxes)	**2022 Tax Rate**	**Proposed 2023 Rate**	**2023 Including Tax**
Daily Rate Up to 8 Hours			
Commercial - Local	1000.00	1020.00	1071.00
Non-Profit - Local	850.00	867.00	910.35
Commercial - Non-Local	1200.00	1224.00	1285.20
Non-Profit - Non-Local	850.00	969.00	1017.45
School District #75			
PATRON FEE/SEAT			
Commercial - Local	2.00	2.04	2.14
Non-Profit - Local	2.00	2.04	2.14
Commercial - Non-Local	2.00	2.04	2.14
Non-Profit - Non-Local	2.00	2.04	2.14
School District #75	2.00	2.04	2.14
HOURLY RATE			
Commercial - Local	140.00	142.80	149.94
Non-Profit - Local	95.00	96.90	101.75
Commercial - Non-Local	168.00	171.36	179.93
Non-Profit - Non-Local	112.00	114.24	119.95
School District #75	0.00	0.00	0.00
REHEARSAL RATE/HOUR			
Commercial - Local	85.00	86.70	91.04
Non-Profit - Local	65.00	66.30	69.62
Commercial - Non-Local	100.00	102.00	107.10
Non-Profit - Non-Local	83.00	84.66	88.89
FILM ONLY UP TO 8 HOURS			
Commercial - Local	1080.00	1101.60	1156.68
Non-Profit - Local	750.00	765.00	803.25
Commercial - Non-Local	1200.00	1224.00	1285.20
Non-Profit - Non-Local	900.00	918.00	963.90
School District #75			
Technicians/Hour (If more than 2 tech required)			
Commercial - Local	63.00	64.26	67.47
Non-Profit - Local	63.00	64.26	67.47
Commercial - Non-Local	63.00	64.26	67.47
Non-Profit - Non-Local	63.00	64.26	67.47
School District #75	63.00	64.26	67.47
HERITAGE PARK ROOM RENTAL			
Youth/Minor Group	45.00	45.11	47.37
Adult Group	91.00	91.33	95.90
Commercial/Non-resident	170.00	169.94	178.44
Private/Non-Profit	105.00	105.88	111.17

New Fees - Schedule B

Bylaw and Name of New Fee	Proposed 2023 Rate	Explanation
User Fees & Charges Administrative Bylaw #4029-2007 – Schedule 2		
Parks & Recreation		
Fraser River Heritage Park Rentals Park Open Space		This fee was added for renters who may wish to rent the open spaces of the park without the gazebo, plaza or covered area.
Resident Non-Profit (free admission)	No Charge	
Community	$27.44	
Commercial Events Non-Resident	N/A	
Land Use Application Procedures & Fees Bylaw #3612-2003		
Subdivision		
Conventional and Bare Land Strata		
Engineering Subdivision PLA 12-Month Extension	$1,500.00	New fee to differentiate between engineering services and planning services for 12-month extensions.
Solid Waste Management Bylaw #5526-2015		
Replacement Resident Provision of Blue Bin (121L bin for recycling)	$35.00	Fee added to help recover costs associated with providing replacement blue bins to existing residents
Provision of Blue Bin (121L bin for recycling) – New Resident	$0	No fee for New Residents
Water Bylaw #2196-1990		
Schedule A		
Surface Restoration Fee (per linear meter)	$1,300.00	For the added cost of completing finalized paving after a project.
Sewer Bylaw #5033-2009		
Schedule C		
Surface Restoration Fee (per linear meter)	$1,300.00	For the added cost of completing finalized paving after a project.
Schedule D - Sanitary Sewer User Rates		
Residential Users and Multiple Use with Residential Users: Per cubic meter (Located after “Non-Residential Users”)	$0.86	Sanitary sewer user rate for residential users. This fee was omitted from the bylaw update for 2022, re-introducing for 2023.

Housekeeping Amendments - Schedule C

Bylaw and Wording for Existing Fee	Housekeeping Change	Explanation
User Fees and Charges Bylaw #4029-2007 – Schedule 2		
Room Rentals (fees currently listed capacity and by room names & location)	Remove all reference by room names, i.e. Leisure Centre, leaving only the capacity reference.	Provides clarity as rooms are now listed by capacity rather than room name and capacity.
	Move room rentals for the "HP Centre Community Gym Multi-Purpose Room" from this section to the "Clark Theatre/Heritage Park" section of the bylaw.	All Heritage Park Centre activities are located in this section.
User Fees and Charges Bylaw #4029-2007 – Schedule 1		
Engineering / Public Works Services		
3(c) Fire Hydrant Use Deposit (refundable)	$500.00	Fixing a clerical error that had the deposit as $5,000 instead of $500.
Financial Services		
Administration Fee for Processing a Transfer between Tax or Utility accounts with different roll numbers (per property).	Remove reference to "with different roll numbers", add "After processing the first transfer, and once every 3 years there after"	Some property owners routinely make payments to incorrect account numbers. Amending language to capture a portion of the internal costs associated with these transfers.
Tax Statement Fees (Tax Certificates) for non-owners, "per property" basis.		
Manual hard copy maximum two business day turnaround time	Remove listed rate and added reference to "Rate as per Land Title Office +$20"	Fees are set by the Land Title Office and we do not have the ability to change them. Updated wording to provide flexibility for changes that may be made by the Land Title Office. Surcharge added to encourage use of the Land Title Office for these types of documents.
Manual hard copy maximum two-hour turnaround time	Remove listed rate and added reference to "Rate as per Land Title Office +$50"	
LAND USE APPLICATION PROCEDURES & FEES BYLAW #3612-2003		
Official Community Plan Amendment		
Agricultural Land Commission (ALC) Application (individual fees currently listed)	Remove listed rates and added the reference "Rates as per Agricultural Land Commission"	Fees are set by the ACL and we do not have the ability to change them. Updated wording to provide flexibility for changes that may be made by the ALC.
Permits		
Development Permit - (Area H - fire interface) Includes the Site Information Form Fee	Remove "the site information form fee", replace with "the site disclosure statement" at the end of the section	Provides more clarity as to what the fee is for.
Miscellaneous Fees		
Strata Conversion/Phase Strata Development		

Housekeeping Amendments – Schedule C

Bylaw and Wording for Existing Fee	Housekeeping Change	Explanation
Plus per unit (estimated 16 unit average)	Remove "estimated 16-unit average"	Estimate not necessary in description of fee.
Subdivision		
Conventional and Bare Land Strata		
"Up to and including 5 lots for each phase of subdivision (if applicable)"	Change from "Up to and including 5 lots for each phase of subdivision (if applicable)" to "Base fee for subdivision, including bare land strata, phased subdivision, consolidation, and air space parcel"	Descriptions on these fees have been updated to better reflect what the fee is being charged for. No longer a separate line for "Greater than 5 lots"
plus per lot (estimated 3 lot average)	Remove "estimated 3 lot average", replace with "on a proposed draft plan"	
Subdivision 12-month Extension	Move from section "Engineering Administration Fee" to "Conventional and Bare Land Strata." Rename as "Planning Subdivision PLA 12-month extension"	This fee was renamed to include reference to PLA. The fee is being moved to a different section of the bylaw and renamed for improved clarity on what the fee is being charged for.
Cost Recovery Bylaw #5479-2015		
4) City Staff (whole section provides individual rates)	Remove individual listed rates, and replace with "Time and materials"	Removing the individual rates allows for more accurate cost recovery and allows fees to stay in line with a rate that may change during the calendar year.
5) City Vehicles (whole section provides specific vehicles and individual rates)	Remove individual listed rates, and replace with "Time and materials based on current fleet rates"	Removing the individual rates allows for more accurate cost recovery and allows fees to stay in line with a rate that may change during the calendar year

Various Deleted Fees - Schedule D

Bylaw and Fee Description	Explanation
User Fees and Charges Bylaw #4029-2007 – Schedule 1	
Forestry	
Conifers (Cedars majority) under 15 per regular pick-up truck load	Cedar is a high value species and we no longer want to provide the opportunity to cut loads of this material as a majority of a supply.
User Fees and Charges Bylaw #4029-2007 - Schedule 2	
P & R Room Rentals	
Hurd Street – Multi-Purpose Room (Capacity 26-50) Youth/Minor Group Adult Group Commercial/Non-Resident Private/Non-Profit	This facility is no longer available for rentals.
Land Use Application Procedures & Fees Bylaw #3612-2003	
Subdivision	
Conventional and Bare Land Strata	
Greater than 5 lots for each phase of subdivision (if applicable)	Remove fees, no longer a differentiation between greater than/less than five lots, all encompassed in one fee
plus per lot	
Engineering Administration fee	
Engineering Administration Fee	
5% of the total cost of the works, but not less than the minimum fee charged + GST - Minimum fee for subdivision of 4 lots or less	Remove fee section, this type of charges now to be billed out as “Engineering Subdivision PLA 12- Month Extension”
-Minimum fee for subdivision of over 4 lots	
Solid Waste Management Bylaw #5526-2015	
Schedule A – Refuse Reserve Fund	
Commercial Recyclables received at the Recyclables Processing Facility with loads greater than 50% corrugated cardboard	This type of refuse is no longer accepted at our waste management facilities
Commercial Recyclables received at the Recyclables processing Facility with loads less than 50% corrugated cardboard	This type of refuse is no longer accepted at our waste management facilities

CITY OF MISSION
DEVELOPMENT PERMIT DP22-054

Issued to: Grewal Ventures Ltd., Inc. No. 747467

(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 30676 Osprey Drive, Abbotsford, BC V2T 5J4

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.
2. This Development Permit applies to and only to those lands within the Municipality, and more particularly known and described as below, and any and all buildings, structures and development thereon:

   Address: **33231 – 1st Avenue**
   Parcel Identifier: 000-554-243
   Legal Description: Lot 41 Block 75 District Lot 411 Group 1 New Westminster District Plan 664

3. The above property has been designated as **Development Permit Area I Mission City Downtown** in the Official Community Plan.

   The said lands are zoned Mission City Downtown DT1 pursuant to "District of Mission Zoning Bylaw 5949-2020" as amended.

   "District of Mission Zoning Bylaw" as amended is hereby supplemented in respect of the said lands as follows:

   Building design, siting and landscaping plans to be as shown on Drawings Numbered A0.0, A1.0, A2.0, A3.0, A3.1, A3.2, A4.0, A5.0, A5.1 inclusive, which are attached hereto and form part of this permit.

   Minor changes to the aforesaid drawings that do not affect the intent of this Development permit and the general appearance of the buildings and character of the development may be permitted, subject to the approval of the Municipality.

4.
   (a) The said lands shall not be built on and no building shall be constructed, installed or erected on the subject property, unless the building is constructed, installed or erected substantially in accordance with development plans numbered A0.0, A1.0, A2.0, A3.0, A3.1, A3.2, A4.0, A5.0, A5. inclusive, prepared by Arcus Consulting (hereinafter referred to as "the plans"), unless approval in writing has been obtained from the Municipality to deviate from the said development plan.

   (b) Access to and egress from the said lands shall be constructed substantially in conformance with the plans.

   (c) Parking and siting thereof shall substantially conform to the plans.

5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
6. This permit shall lapse if the Permittee does not substantially commence the construction of the first phase of a phased development permitted by this permit within two (2) years of the date of this permit.
7. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

8. This permit is not a building permit.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

IN WITNESS WHEREOF this Development Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

_____
Paul Horn,
MAYOR

_____
Jennifer Russell
CORPORATE OFFICER

DEVELOPMENT PERMIT

33231 1ST AVE, MISSION BC

SITE LOCATION MAP

1ST AVENUE STREET VIEW EXISTING

BUILDING INFORMATION

LEGAL DESCRIPTION	LOT 41, BLOCK 75, PLAN NWP664, DISTRICT LOT 411, GROUP 1, NEW WESTMINSTER LAND DISTRICT
CIVIC ADDRESS	33231 1ST AVE, MISSION, B.C.
PID	009654243
ZONING	C-1 - MISSION CITY DOWNTOWN ONE ZONE

PROJECT INFORMATION

SECTION 2.2.01 - DISTRICT OF MISSION CONSOLIDATED ZONING BYLAW

	REQUIRED	PROPOSED
SETBACK		
FRONT	0 m (0 ft)	0 m (0 ft)
INTERIOR SIDE	0 m (0 ft)	0 m (0 ft)
EXTERIOR SIDE	0 m (0 ft)	0 m (0 ft)
REAR	0 m (0 ft)	0 m (0 ft)
LOT AREA	464 m² (5000.00 ft²)	264.05m² (2843.94 ft²)
LOT COVERAGE	100%	100%
FLOOR SPACE RATIO - FSR		
DENSITY BASE @ 1.5	426.98 m² (4595 ft²)	423.52 m² (4558.8 ft²)
DENSITY BONUS 1 @ 0.5	-	-
DENSITY BONUS 2 @ 0.5	-	-
BUILDING HEIGHT	15 m (49.2 ft)	10.31 m (33.85 ft) 3 STOREY

NOTE #1 :

ON JUNE 20, 2022, COUNCIL APPROVED DEVELOPMENT VARIANCE PERMIT APPLICATION DV22-014

BYLAW 5675-2017 REQUIRES ALL NEW BUILDINGS IN MISSION TO BE SPRINKLERED THROUGHOUT.

OFF-STREET PARKING CALCULATIONS

	REQUIRED	PROPOSED
RESIDENTIAL (SECTION 109 - 3 (3)): 1 - access off laneway LPO		
02 RESIDENTIAL UNITS	2.0	2.0 (Access from Oak Lane)
H-1A - (SECTION 109 - 3 (2)): 2.0 spaces per 100.0sqm (1.0/6.0 sqft) of Floor Space); One stall designated Visitor Site Downtown, parking requirements for retail uses may be reduced by 30%: FCAT_C - 111.28 sqm (1,197.9 sqft); H-1A - (2 x 76.43 sqm (1,022.8 sqft)); OFFICE - 38.15 sqm (410.4 sqft); TOTAL AREA - 246.86 sqm (2,633.06 sqft) / 100.0 sqm (1,076.0 sqft) of Floor Space) = 2.46 30% = 0.73 SPACES		
RETAIL	2.0	STREET PARKING
TOTAL REQUIRED	4.0	2.0 (Residential parking)

BICYCLE PARKING CALCULATIONS

	REQUIRED	PROPOSED
RESIDENTIAL (SECTION 110 - F (3)): 0.5 SPACES PER DWELLING UNIT	1.5	2.0
RETAIL (SECTION 110 - F (9)): 0.5 x 1.5 SQ. MIN. NUMBER OF TOTAL VEHICLE PARKING SPACES REQUIRED	0.75	1.0
TOTAL REQUIRED	2.25	3.0

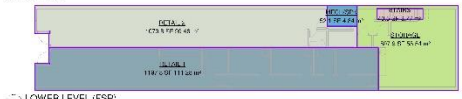
NORTH

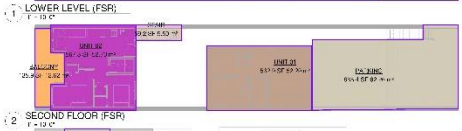
BYLAW 5675-2017 REQUIRES ALL NEW BUILDINGS IN MISSION TO BE SPRINKLERED THROUGHOUT.

LIST OF DRAWINGS

A0.0 - COVER PAGE
A1.0 - SITE PLAN
A2.0 - SCHEDULES
A3.1 - LOWER LEVEL PLAN
A3.1 - UPPER LEVEL PLAN
A3.2 - SECOND FLOOR PLAN
A4.0 - BUILDING SECTIONS
A5.0 - BUILDING ELEVATIONS
A6.0 - WALL SECTION DETAILS
A7.0 - RENDERINGS

AREA PLANS





MAJOR OCCUPANCY CLASSIFICATION - PART 3 - A.3.1.2.1 (1)

- STORE (RETAIL) - **GROUP E** - MERCANTILE OCCUPANCIES
- DWELLING UNITS - **GROUP C** - RESIDENTIAL OCCUPANCIES
- OFFICE - **GROUP D** - BUSINESS AND PERSONAL SERVICES OCCUPANCIES

3.1.3 MULTIPLE OCCUPANCY REQUIREMENTS
3.1.3.1 (2) "In a building not more than 2 storeys in building height, if not more than 3 dwelling units are contained together with a Group E major occupancy, the fire resistance rating of the fire separation between the 2 major occupancies is not **not less than 1 h.**"

BUILDING CLASSIFICATION:

3.2.2.5 - GROUP C, UP TO 4 STOREYS, SPRINKLERED, COMBUSTIBLE OR NONCOMBUSTIBLE, 1H FRR
3.2.2.9 - GROUP D, UP TO 4 STOREYS, SPRINKLERED, COMBUSTIBLE OR NONCOMBUSTIBLE, 1H FRR
3.2.2.55 - GROUP E, UP TO 4 STOREYS, SPRINKLERED, COMBUSTIBLE OR NONCOMBUSTIBLE, 1H FRR

OCCUPANCY LOAD (TABLE 3.1.17.1):

REQUIRED:
STORE 01 (RETAIL): 111.28 SM @ 2.75M²/PERSON = 50 PEOPLE
(ROOMS 55.8 SM @ 4.6 M²/PERSON = 2 PEOPLE
TOTAL = 52 PEOPLE
- STORE 02 (RETAIL) 99.48 SM @ 2.75M²/PERSON = 37 PEOPLE
- OFFICE - 38.15 SM @ 9.3SM²/PERSON (OFFICE) = 5 PEOPLE

PLUMBING FACILITIES:

STORE 01 (RETAIL AND STORAGE)
REQUIRED:
3.7.2.2 (1) (b): UNIVERSAL WASHROOM
PROPOSED:
01 UNIVERSAL SHARE WATER CLOSET
01 SINGLE SHARE WATER CLOSET

STORE 02 (RETAIL)
REQUIRED:
3.7.2.2 (1)(b): UNIVERSAL WATER CLOSET - NOT MORE 10 PEOPLE
PROPOSED:
01 UNIVERSAL SHARE WATER CLOSET

SEE OPERATION LETTER

OFFICE
REQUIRED:
3.7.2.2 (4): SINGLE WATER CLOSET - NOT MORE 10 PEOPLE
PROPOSED:
01 SINGLE SHARE WATER CLOSET

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REVISIONS		
01	ISSUE FOR DP	28-11-22

ISSUED	
ISSUED FOR DP	28-11-22

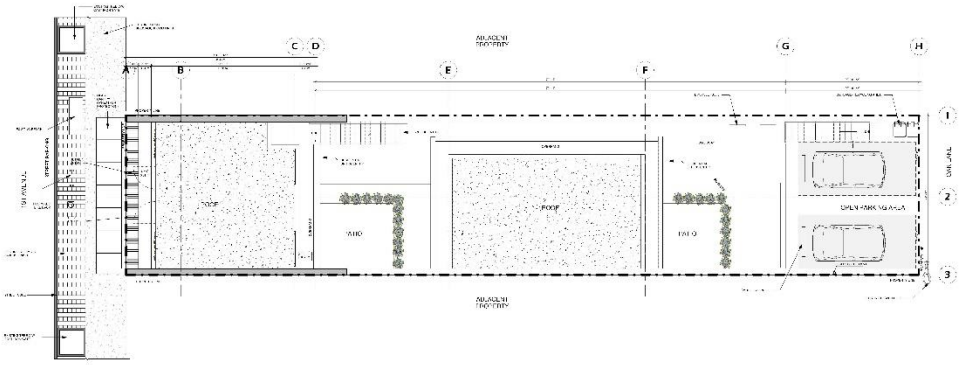
ARCUS CONSULTING LTD.
ARCHITECTURE & CONSTRUCTION

COVER SHEET
DEVELOPMENT PERMIT
Owner Plot Stamp
A0.0

NORTH

BUILDING INFORMATION

LEGAL DESCRIPTION	LOT 41, BLOCK 75, PLAN NWP664, DISTRICT LOT 411, GROUP 1, NEW WESTMINSTER LAND DISTRICT
CIVIC ADDRESS	33231 1ST AVE, MISSION, B.C.
PID	009654243
ZONING	C-1 - MISSION CITY DOWNTOWN ONE ZONE



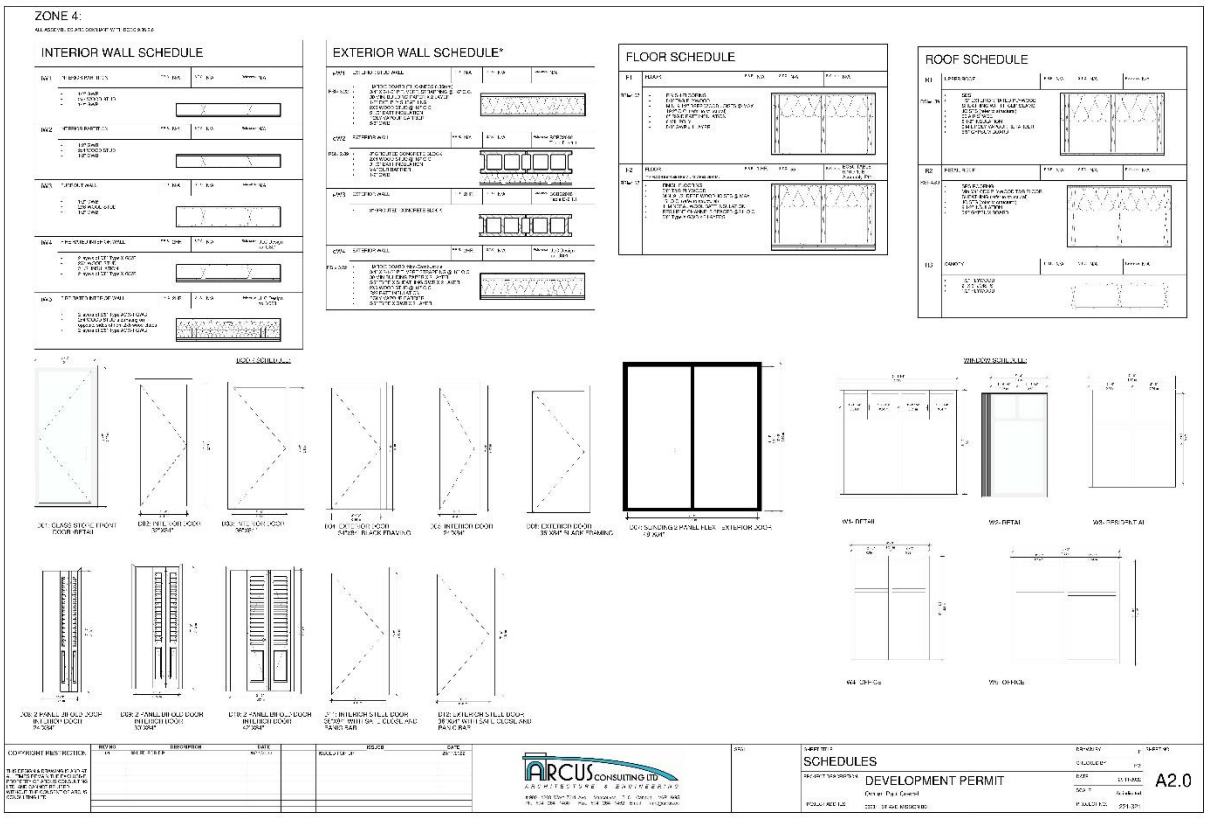
COPYRIGHT RESTRICTION

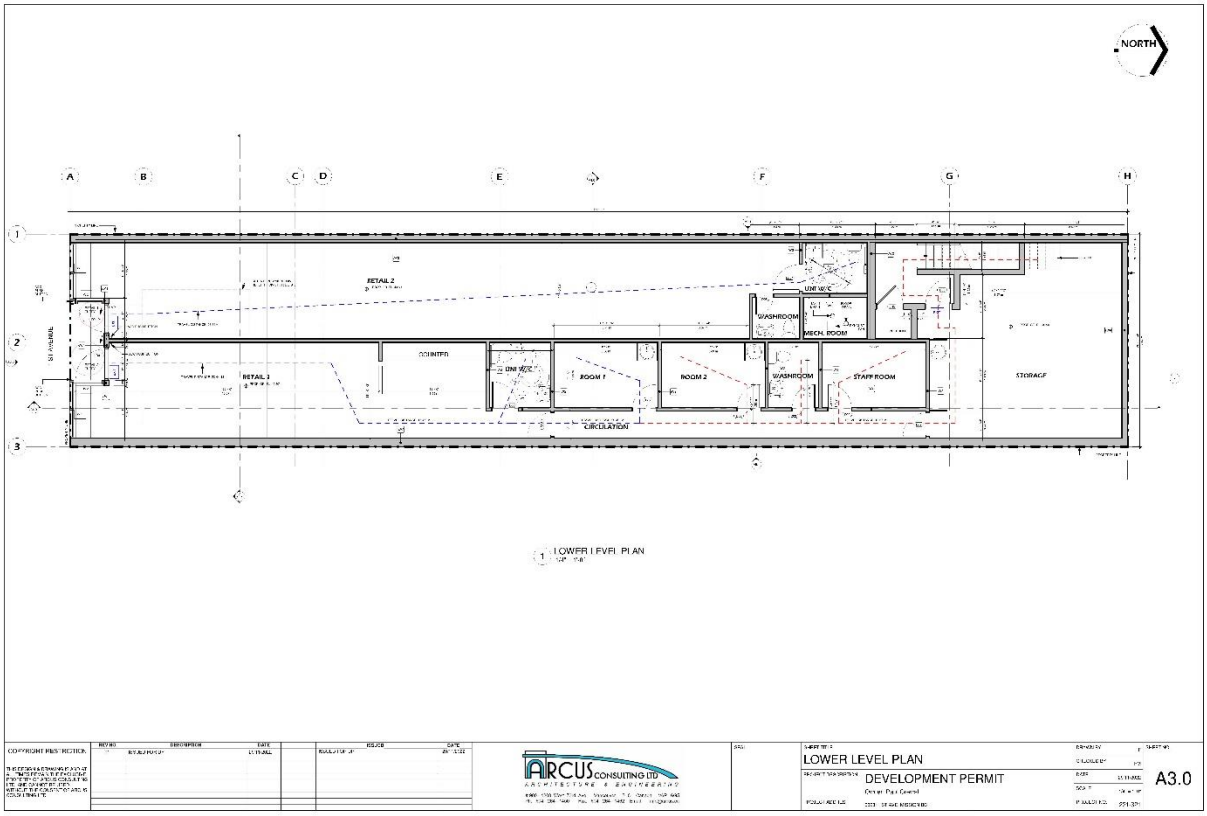
REVISIONS		
01	ISSUE FOR DP	28-11-22

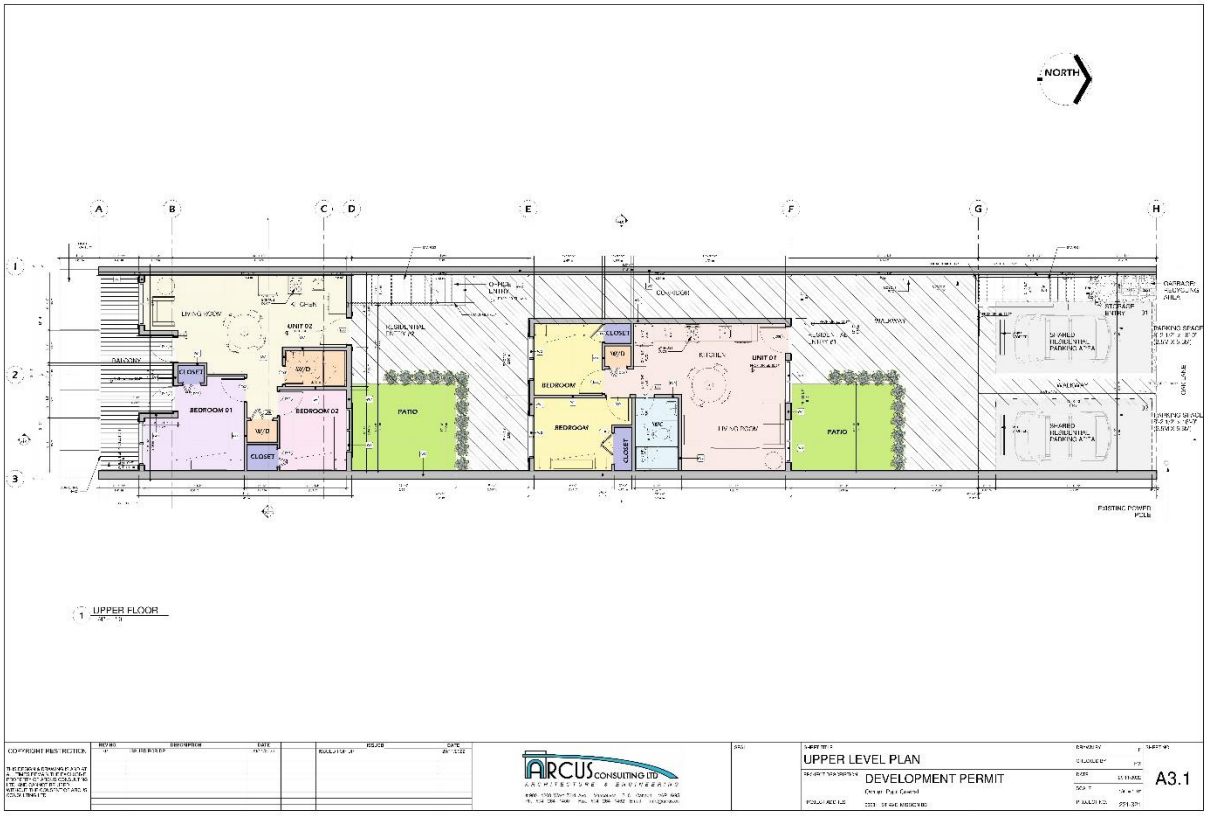
ISSUED	
ISSUED FOR DP	28-11-22

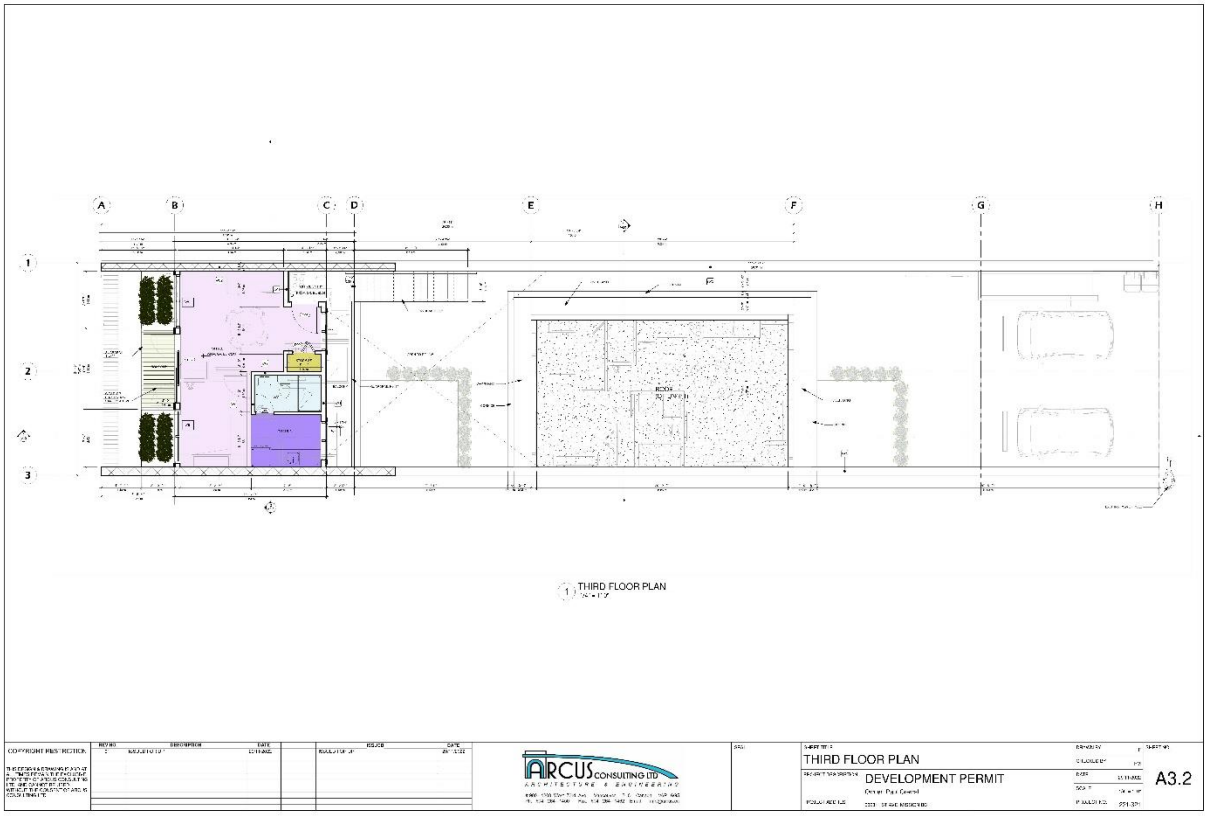
ARCUS CONSULTING LTD.
ARCHITECTURE & CONSTRUCTION

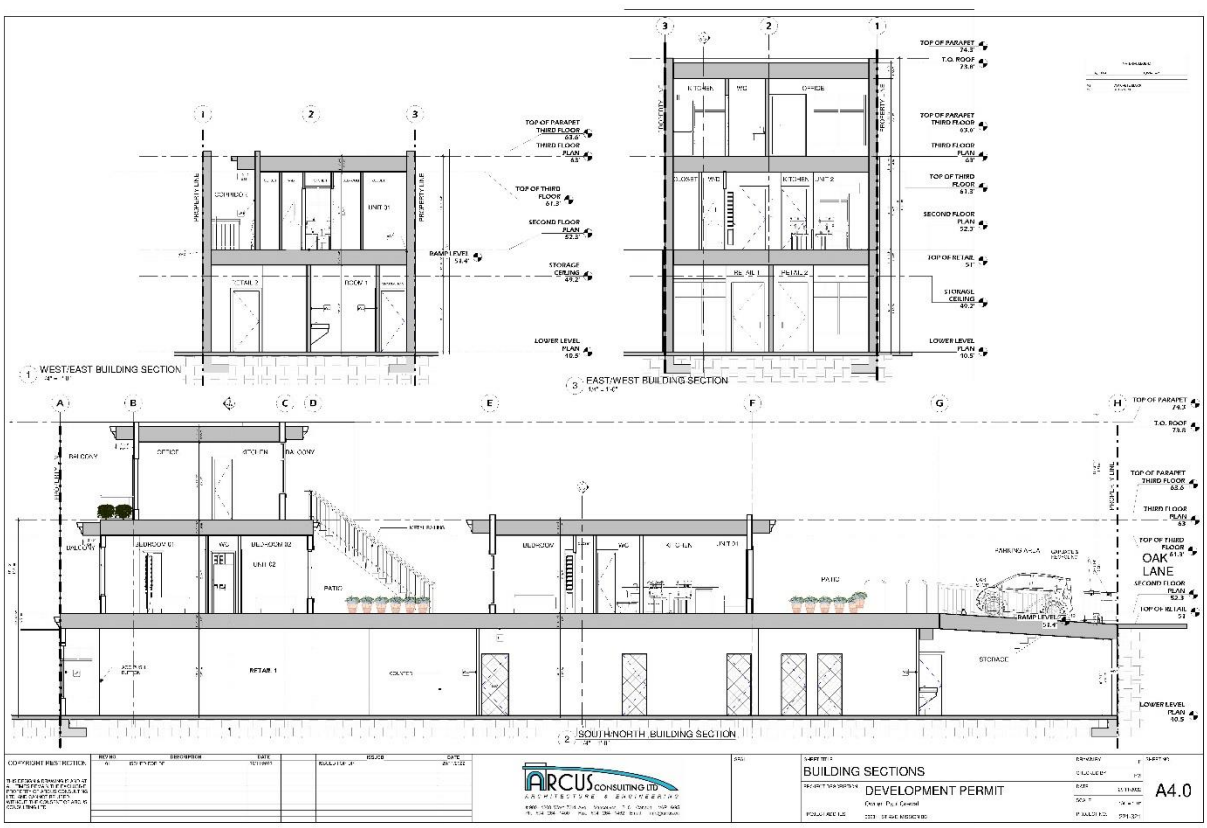
SITE PLAN
DEVELOPMENT PERMIT
Owner Plot Stamp
A1.0


ZONE 4:
INTERIOR WALL SCHEDULE
EXTERIOR WALL SCHEDULE*
FLOOR SCHEDULE
ROOF SCHEDULE
SCHEDULES
DEVELOPMENT PERMIT
A2.0

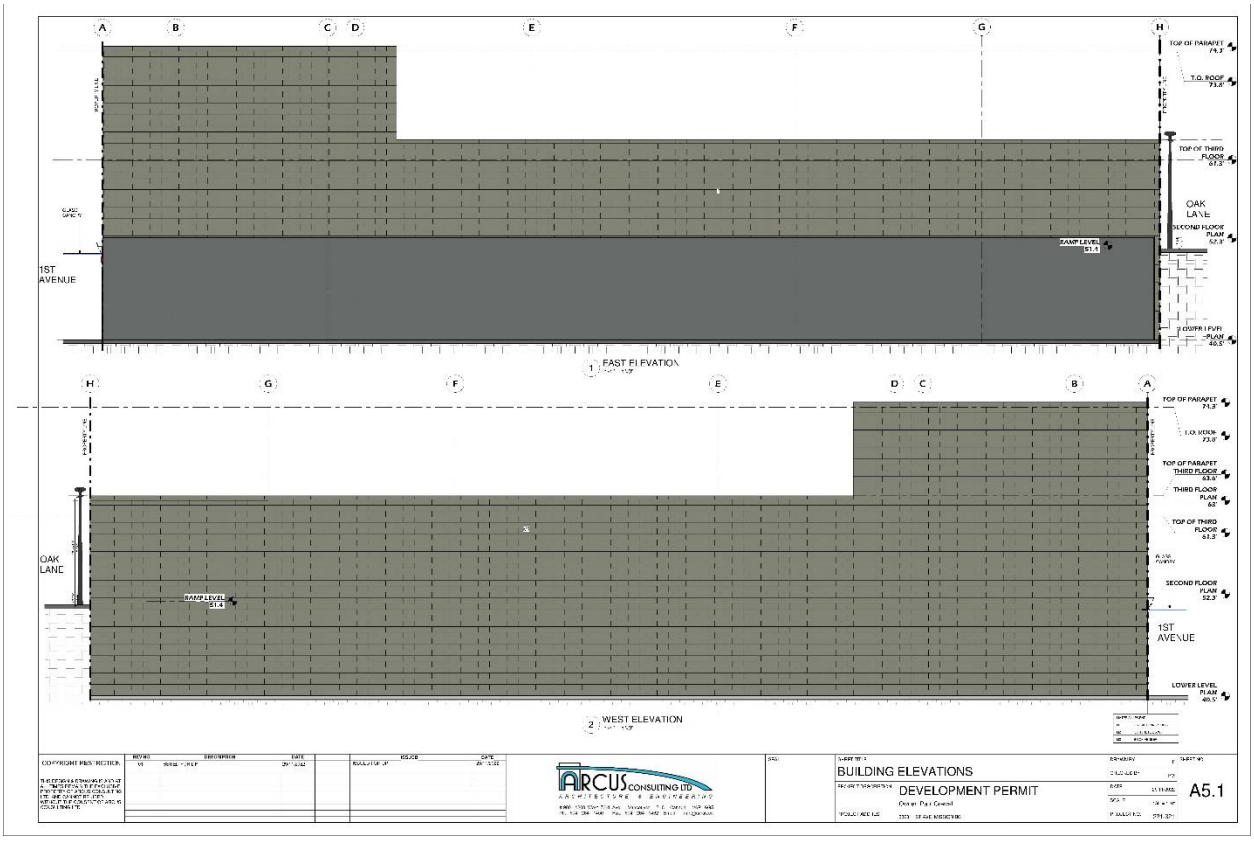

NORTH
RETAIL 2
RETAIL 1
COUNTER
UNI WC
ROOM 1
ROOM 2
WASHROOM
MECH. ROOM
STAFF ROOM
STORAGE
CIRCULATION
LOWER LEVEL PLAN
DEVELOPMENT PERMIT
A3.0


NORTH
A
B
C
D
E
F
G
H
1
2
3
LIVING ROOM
UNIT 02
BALCONY
CLOSET
W/D
BEDROOM 01
BEDROOM 02
PATIO
CORRIDOR
BEDROOM
KITCHEN
UNIT 01
LIVING ROOM
WALKWAY
GARBAGE
EXISTING POWER POLE
1 UPPER FLOOR
UPPER LEVEL PLAN
DEVELOPMENT PERMIT
A3.1
ARCUS CONSULTING LTD


A
B
C
D
E
F
G
H
1
2
3
ROOF
1 THIRD FLOOR PLAN
THIRD FLOOR PLAN
DEVELOPMENT PERMIT
A3.2
ARCUS CONSULTING LTD


WEST/EAST BUILDING SECTION
EAST/WEST BUILDING SECTION
SOUTH/NORTH BUILDING SECTION
OAK LANE
BUILDING SECTIONS
DEVELOPMENT PERMIT
A4.0

SOUTH ELEVATION (RETAIL ENTRY)
NORTH ELEVATION (RESIDENTIAL UNIT 01 ENTRY)
NORTH ELEVATION (RESIDENTIAL UNIT 02 ENTRY)
MATERIAL BOARD
HARDIE SIDING
Horizontal
Colour: Boothbay Blue
Location: Residential
BRICK VENEER
Colour: 205 Marketplace - MetroBrick Collection
Location: Retail
RAILING
Material: Metal-Glass/ Transparent
Location: Residential
RAILING
Material: Metal
Color: Black
Location: Unit 3 Entry
TRIM
Material: Wood
Color: Black
RETAIL ENTRY
RESIDENTIAL ENTRY
BUILDING ELEVATIONS
DEVELOPMENT PERMIT
A5.0


A
B
C
D
E
F
G
H
TOP OF PARAPET
T.O. ROOF
TOP OF THIRD FLOOR
OAK LANE
SECOND FLOOR PLAN
RAMP LEVEL
1ST AVENUE
LOWER LEVEL PLAN
1 EAST ELEVATION
TOP OF PARAPET
T.O. ROOF
TOP OF PARAPET THIRD FLOOR
THIRD FLOOR PLAN
TOP OF THIRD FLOOR
SECOND FLOOR PLAN
OAK LANE
RAMP LEVEL
1ST AVENUE
LOWER LEVEL PLAN
2 WEST ELEVATION
ARCUS CONSULTING LTD
BUILDING ELEVATIONS
DEVELOPMENT PERMIT
A5.1

CITY OF MISSION
DEVELOPMENT VARIANCE PERMIT DV22-028

Issued pursuant to Section 498 of the *Local Government Act*

Issued to: Jaswinder and Daljit Grewal
33738 Best Avenue, Mission, BC V2V 6Z9

as the registered owner (hereinafter referred to as the Permittee) and shall only apply to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Municipality of Mission, in the Province of British Columbia, and more particularly known and described as:

Address:	**33966 Parr Avenue**
Parcel Identifier:	031-034-152
Legal Description:	Lot 5 Section 27 Township 17 New Westminster District Plan EPP89115

1. The said lands are zoned Multi-unit Duplex Zone (MD465) pursuant to "District of Mission Zoning Bylaw 5949-2020" as amended.
2. "District of Mission Zoning Bylaw" as amended is hereby varied in respect of the said lands as follows:
   (a) Section 104 D.3. reduction to minimum distance from rear property line increased from 1.3 m to 1.7 m.
3. This Permit does not constitute a subdivision approval or a building permit.
4. This Permit applies only to the development or construction proposed within the associated Staff Report and does not apply to future construction or reconstruction.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

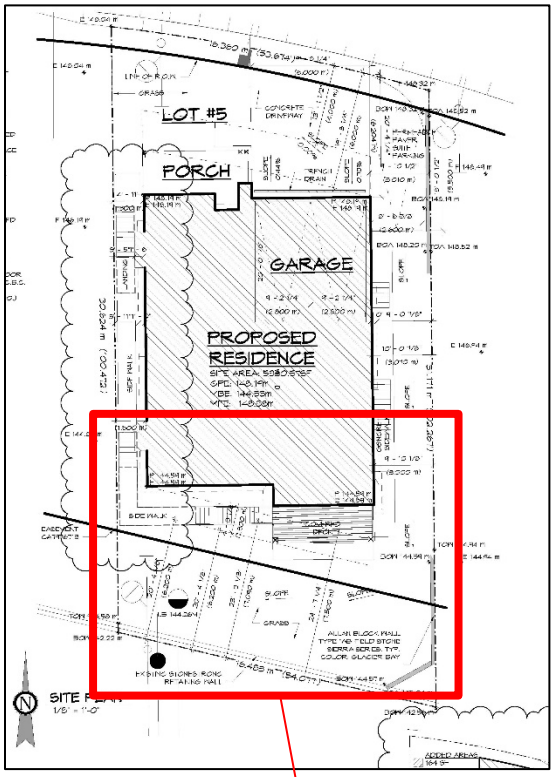
IN WITNESS WHEREOF this Development Variance Permit is hereby issued by the Municipality signed by the Mayor and the Corporate Officer the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

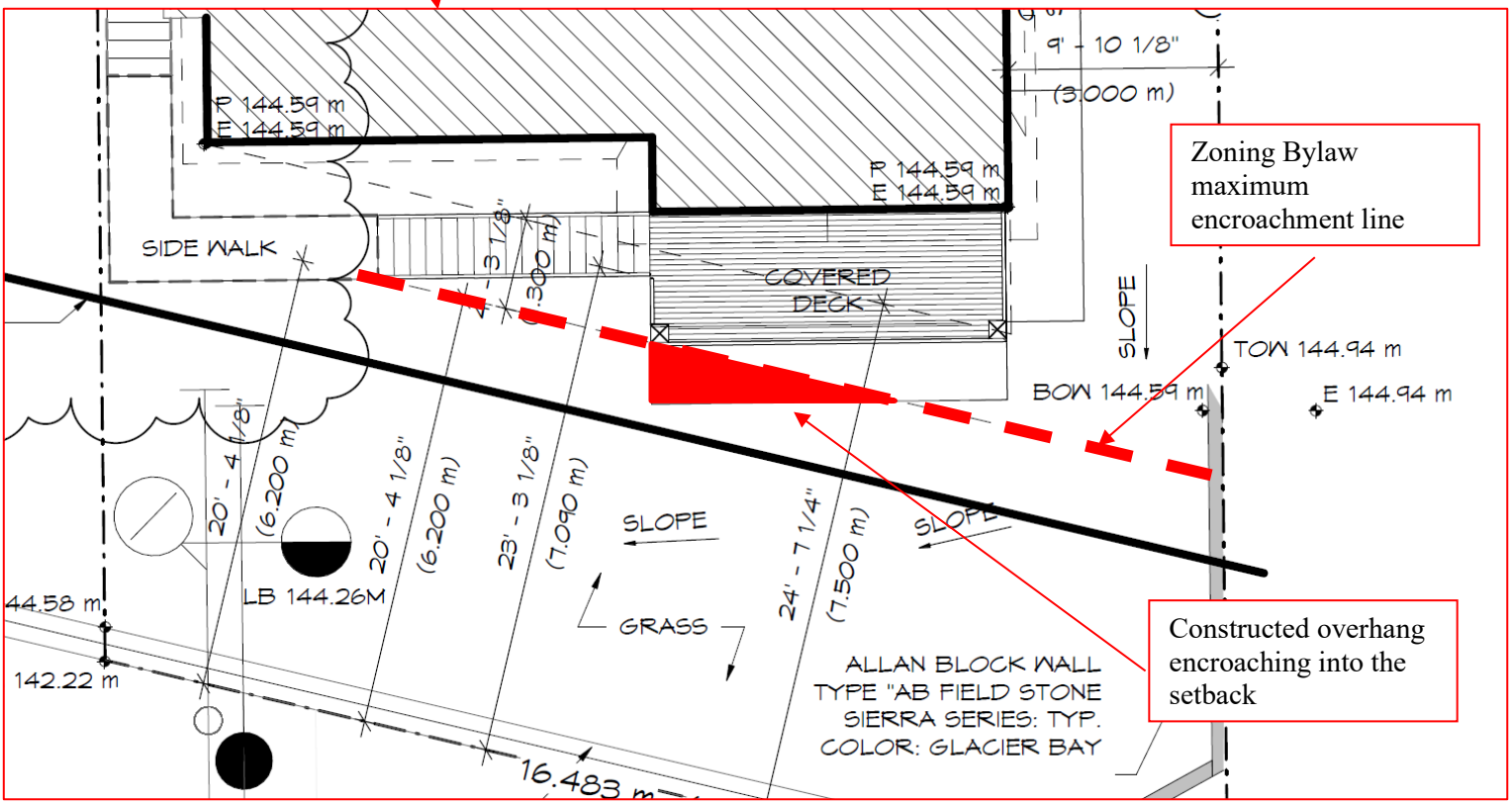
_____
Paul Horn,
MAYOR

_____
Jennifer Russell,
CORPORATE OFFICER

Development Variance Permit DV22-028

Schedule 1 – Building Permit Site Plan & Expanded Diagram





CITY OF MISSION
DEVELOPMENT VARIANCE PERMIT DV22-029

Issued pursuant to Section 498 of the *Local Government Act*

Issued to: Stewart Laing & Patricia Traquair
2-7865 Nelson Street
Mission, BC
V4S 1E3

as the registered owner (hereinafter referred to as the Permittee) and shall only apply to ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying and being in the Municipality of Mission, in the Province of British Columbia, and more particularly known and described as:

Address: 2-7865 Nelson Street
Parcel Identifier: 028-775-562
Legal Description: STRATA LOT 2 SECTION 19 TOWNSHIP 17 NEW WESTMINSTER DISTRICT STRATA PLA BCS4366 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOW ON FORM V

1. The said lands are zoned RU16s pursuant to “District of Mission Zoning Bylaw 5949-2020” as amended.
2. “District of Mission Zoning Bylaw” as amended is hereby varied in respect of the said lands as follows:
   (a) Section 1202, D.1; to reduce the minimum required interior lot line setback from 4.5 m to 2.72 m.
3. This Permit does not constitute a subdivision approval or a building permit.
4. This Permit applies only to the development or construction proposed within the associated Staff Report and does not apply to future construction or reconstruction.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , 2022.

IN WITNESS WHEREOF this Development Variance Permit is hereby issued by the Municipality signed by the Mayor and the Corporate Officer the [Click here to type day of the month] day of [Click here to type month] , 2022.

_____
Paul Horn,
MAYOR

_____
Jennifer Russell,
CORPORATE OFFICER

CITY OF MISSION
TEMPORARY USE PERMIT TP22-009

Issued to: 1284012 BC Ltd

(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 206-2636 Montrose Avenue, Abbotsford, BC V2S 3T6

1. This Temporary Use Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied or supplemented by this permit.
2. This Temporary Use Permit applies to and only to those lands within the Municipality legally described below, and any and all buildings, structures and development thereon:

   Civic Address: **32550 Logan Avenue**

   Parcel Identifier: 003-439-411

   Legal Description: Lot 114 Except: Part Road on Plan 87258, District Lot 165 Group 3 New Westminster District Plan 64278
3. The said lands are zoned Highway Commercial 2 (CH2) Zone pursuant to "District of Mission Zoning Bylaw 5949-2020" as amended.

   "District of Mission Zoning Bylaw" as amended is hereby supplemented in respect of the said lands as follows:

   (a) This permit allows for the addition of the following principal use and ancillary services no other uses (as defined by "District of Mission Zoning Bylaw 5949-2020" as amended from time to time):

      i. Emergency Shelter including ancillary services

   (b) The allowable use, outlined in this permit, shall be permitted to be conducted on the said lands until July 1, 2025 and the use of the property for those purposes is subject to the following conditions:

      ii. A business license must be obtained prior issuance of this permit. The business license requirement will trigger inspections by the Fire Department.

      iii. A minimum staffing of two persons must be maintained.

      iv. Upon expiry of this permit, the owner may apply for a one-time renewal.

      v. All business licenses issued to the occupant of the property will have expiry dates that will not exceed the term of this permit.

      vi. All proposed signage on the site must be in accordance with the District of Mission Sign Bylaw 1662-1987 and approved by the Development Services Department.

   (c) This permit shall lapse on July 1, 2025 or upon breach of its terms and conditions.

   (d) The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
4. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this permit shall form a part hereof.
6. The terms of this permit, or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.

7. This permit is not a building permit. A building permit is not required as there is no change in use proposed.

AUTHORIZING RESOLUTION NO. [Click here to type resolution number] passed by the Council on the [Click here to type day of the month] day of [Click here to type month] , [Click here to type year] .

IN WITNESS WHEREOF this Temporary Use Permit is hereby issued by the Municipality signed by the Mayor and Corporate Officer the [Click here to type year] day of [Click here to type year] , [Click here to type year] .

_____
MAYOR

_____
CORPORATE OFFICER

Corporate Administration
Staff Report

DATE: December 19, 2022

TO: Chief Administrative Officer

FROM: Christine Brough, Executive Assistant

SUBJECT: **Resolutions Released from Closed Council – December 5, 2022 Closed Meeting**

This report is being provided for information purposes. Council action is not required.

At the December 5, 2022 Closed Council meeting, the following information was released from Closed Council:

Mission Community Heritage Commission – Reappointment

Kim Sutherland has been reappointed to the Mission Community Heritage Commission for a two-year term, commencing on December 5, 2022 and concluding on December 4, 2024.

SIGN-OFFS:

Christine Brough, Executive Assistant

Comment from Chief Administrative Officer
Reviewed.

ZAJAC RANCH FOR CHILDREN

Out here we raise spirits.

Chairman
Melvin N. Zajac, C.M., O.B.C

President
Carmen Zajac

The Mel Jr. & Marty Zajac Foundation Directors

Howard Blank
President and CEO
Point Blank Entertainment

Rick Bourne
President
Langara Fishing Adventures

Justin Carver
Data Scientist
Intact Insurance

Gino Crudo
Owner & Operator
Paramount Projects General Contractors

Wendy Hartley
Principal, Hartley PR

Stephen Jagger
Co-Founder, addy Technology Corp.

Alexandria Lee
General Manager, Cactus Club Cafe

Bradley Scharfe
CEO, President & Co-Chair
Scharfe Group of Companies

Jeffrey Uppal
President
Mack Capital Group

Lisa Williamson, MBA
Marketing & Communications Manager
Cdn. Assoc. of Public Schools - Int'l.

Tom Wong, CA-IT
TCW Associates

Corinne Zajac
Corinne Zajac & Associates

Advisory Board

David Aisenstat
CEO & Director, Keg Restaurants Ltd.

John Devita
President, CT Control Temp Ltd.

The Honourable
John Reynolds, P.C.
Retired MP - Government of Canada
Senior Strategic Advisor, McMillan LLP

Senator Francis A. Wong

Legal Counsel

Scott H. Wilson
Partner
Dentons Canada LLP

International Affiliation

Marty & Mel Zajac Memorial Foundation
Scottsdale, Arizona

Zajac Ranch Society
Charitable Business Number
86039 2877 RR0001

November 30, 2022

The Honourable David Eby, MLA
Premier of British Columbia
PO Box 9422 STN PROV GOVT
Victoria, BC V8W 9V1

Dear Premier,

Re: Florence Lake Forest Service Road /Stave West Forest and Recreation Area

As Zajac Ranch for Children enters is 20th year, I would like to express our continuing concerns regarding the safety of the Florence Lake Forest Service Road.

Since opening in the summer of 2004, Zajac Ranch for Children has provided safe and enjoyable camp experiences for over 6,500 children and youth with serious and chronic illness and disabilities, who otherwise would not have the opportunity to attend summer camp.

With increasing numbers of children being diagnosed with autism spectrum disorders (ASD) our autism camps are always in demand. Our program creates memorable experiences that empower campers across the autism spectrum to participate, develop life-long skills, build independence and have fun, with the ultimate aim of improving their overall mental health and well being.

Additionally, several thousand school children utilize our facilities for outdoor education programs during the off season.

We are concerned that the children who benefit from our camps will miss out on these life-changing experiences due to the poor road conditions. There have been many days when the road conditions were so poor that deliveries have had to be postponed.

Zajac Ranch for Children was built for the children and families of British Columbia. And, in spite of many hardships, has been recognized by the Pharmaceutical Association, as one of the best medical camps in Western Canada. The Government of BC should be proud that there is a place like this available to the children of British Columbia who suffer from chronic and life-threatening medical conditions to enjoy.

In addition to Zajac Ranch for Children, there are also 265 RV pads and two hiking trails that were completed in 2022 accessed by Florence Lake Forest Service Road. If proper, safe road access were available, more families would be able to safely enjoy this wonderful recreation area.

We are appealing to the Government of BC to take on the responsibility for ensuring this road is accessible and safe at all times, including disasters, such as, forest fires, storms, and serious accidents.

I look forward to the opportunity of further discussions to address my concerns.

Sincerely,

Mel Zajac

Mel Zajac, C.M., O.B.C., Founder & Chairman

cc: Hon. Selina Robinson, Minister of Finance
Hon. Katrine Conroy, Minister of Forests
Hon. George Heyman, Minister of Environment & Climate Change Strategy
Pamela Alexis, MLA
Chris Gruenwald, District of Mission, Forestry Department
Mayor Paul Horn, District of Mission
Mike Younie, Chief Administrative Officer, District of Mission

MAILING ADDRESS
Suite 300 - 2006 West 10th Avenue, Vancouver, BC Canada V6J 2B3
Tel: 604.739.0444 Fax: 604.739.0441 Email: info@zajac.com

From: Woochuk, Kate <Kate.Woochuk@icbc.com>
Date: Thursday, December 1, 2022 at 3:47 PM
Subject: Winter Impaired Driving Campaign

Impaired driving

Winter impaired driving campaign

As a valued road safety community partner, we want to keep you informed of upcoming campaigns and let you know that police and ICBC are launching the 2022 winter impaired driving/CounterAttack campaign on November 30.

On average, 64 people die every year in crashes involving impaired driving. That's why ICBC and police across the province are encouraging drivers to be responsible and plan ahead for a safe ride home.

We would like you to help promote this important road safety message. I have attached messaging you can use on social media.

Hashtag: #GetHomeSafeBC

Campaign page

News release

Please contact me if you have any questions and thank you for your continued support for safer roads for a safer B.C.

Wishing you and yours a happy and safe holiday season,

Kate Woochuk

ICBC Road Safety & Community Coordinator
Customer Experience and Public Affairs
Pitt Meadows, Maple Ridge & Mission
(she/her/hers)

22811 Dewdney Trunk Road
Maple Ridge | British Columbia | V2X 9J7
office: 604-467-7738 | **cell:** 604-789-3017
fax: 604-463-4248 | **TWITTER : @RoadSafetyKate**

ICBC Road Safety

BCSPCA
SPEAKING FOR ANIMALS

PROVINCIAL OFFICE
1245 East 7th Avenue, Vancouver, British Columbia, V5T 1R1
P 604.681.7271 • F 604.661.7022 • 1.800.665.1868 • spca.bc.ca
Charitable Registration # BN 11881 9036 RR0001

City of Mission
Via email

November 30, 2022

Dear Mayor and members of Council,

On behalf of the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA), I'd like to congratulate you on your recent election success. As **two-thirds of British Columbians are pet owners**, and many more are animal and wildlife lovers, your constituents are keen to know how you will work to create more humane communities.

As you may know, the BC SPCA has been committed to protecting and enhancing the quality of life for domestic, farm and wild animals in British Columbia for over 125 years. We operate **42 facilities and provide a range of important community services** across the province, including emergency response for pets displaced by natural disasters, compassionate pet boarding for victims of interpersonal violence, curriculum-based education programs for youth, pet food banks and low cost spay/neuter and other veterinary services. To learn more about what we accomplished last year, please see our 2021 Annual Report.

Are you also aware of the evidence-based advocacy, policy and legislative work done by BC SPCA animal welfare experts? Our teams have contributed to recent provincial changes in rodenticide use and mink farming, reforms to national standards for animals used in research and farm animals, and advancing bills to end cetacean captivity and animal fighting. At the local government level, we have helped dozens of local and First Nation governments adopt **humane animal bylaws**.

We greatly value local government's important role in animal welfare and have support and resources to help your Council adopt enhanced animal-related bylaws for your community. Our new bylaw search tool provides examples of **progressive, BC SPCA-recommended bylaws** from communities across B.C., and we are happy to answer bylaw questions from your Council and staff.

In anticipation of this year's local government election, we surveyed BC SPCA supporters and members of the public to determine their priorities for local government action on six key animal welfare issues that you can act on or influence. We heard loud and clear that advocating to the province for pet-friendly housing was their top priority: **out of the 13,865 unique survey responses that we received from B.C. residents, an incredible 9,921 people ranked increasing the availability and affordability of pet-friendly housing as a number one priority**.

The inability to find pet-friendly housing is the primary reason that adult animals are surrendered to the BC SPCA, and accounts for almost 25 per cent of cat and dog surrenders every year. Over the past eight

years, we have taken in **more than 11,000 animals whose families could not find pet-friendly housing** (and this doesn't include the animals surrendered to other organizations or rehomed privately)! This doesn't just affect the BC SPCA or the animals who are surrendered. Research has shown that **pets improve our mental, physical and psychological health** and that their unconditional love, comfort and friendship is a lifeline for many people – particularly the most vulnerable.

The pandemic and the current housing crisis have intensified the importance of pets as members of many families, and heightened the heartbreaking decisions that must be made when pet-friendly housing cannot be found. Through our outreach and compassionate boarding programs, we know that many people choose to stay in inappropriate housing, go without housing or stay in abusive situations in order to keep their pets with them.

The other animal welfare issues included in the survey also received strong public support province-wide and are key to making our communities and province a more humane place for all of us:

Animal Welfare Issue	**# of Top Priority Responses***
Advocating to the province for more pet-friendly housing	**9,921**
Creating bylaws to keep exotic animals in the wild	**4,421**
Restricting private use of fireworks to protect people and animals	**3,825**
Providing safe, accessible public parks and trails for dogs	**3,812**
Reducing human/wildlife conflicts with wildlife feeding bylaws	**3,737**
Humanely controlling rodents by ending the use of all poisons on local government property	**3,282**

*Respondents could select more than one issue as a top priority

Survey respondents **from Mission** indicated stronger support for providing public space for dogs, reducing human/wildlife conflicts, and humanely controlling rodents than the provincial results noted above, with these issues receiving the third, fourth and fifth highest number of top priority responses, respectively.

In light of this information, we hope you'll talk to your constituents about their priorities for animal welfare and take action to make your policies and bylaws more humane. To help you get started, I've included background information on the six key issues from our survey. In addition to this email and attachments, I have mailed you a package of our latest AnimalSense magazine and Science & Policy newsletter. You can also find more ways to take action for animals by signing up for Action Alerts on our website.

Please let me know if you have any questions or would like to schedule a presentation from a BC SPCA representative. We are eager to work with you to make your community and our province a safer, more caring place for animals and people.

Sincerely,

Sarah Herring
BC SPCA Government Relations Officer

YOU CAN PROTECT ANIMALS & PEOPLE FROM FIREWORKS

Fireworks might seem like harmless entertainment, but they can have far-reaching and long-lasting impacts on animals, people and the environment.

The BC SPCA's mission is to enhance the quality of life for domestic, farm and wild animals in British Columbia.

Have questions about how you can improve animal welfare in your community?

Contact us at:
1-855-622-7722
animalbylaws@spca.bc.ca

The BC SPCA respectfully acknowledges that we live, work and play on the unceded traditional territories of the numerous and diverse First Nations within British Columbia.

We express our gratitude to all Indigenous communities - First Nations, Métis and Inuit - for stewarding and sharing this land.

BCSPCA
SPEAKING FOR ANIMALS

spca.bc.ca

WHY IS THIS AN ISSUE?

Exploding fireworks can terrify pets, farm animals and wildlife. Frightened animals are more likely to panic, try to escape or act uncharacteristically. This may mean pets bolting through doors and into traffic, farm animals trampling through fences and breaking limbs, and wildlife flying into buildings or abandoning vulnerable young.

Fireworks can also injure and traumatize people, including those with sensory issues and PTSD, veterans, and survivors and witnesses of gun violence. Structure fires and wildfires can be sparked by fireworks, particularly in dry conditions. Toxic chemicals and debris from fireworks can contaminate air, water and soil, and the debris that's left behind can be eaten by wildlife or domestic animals.

Learn more about the dangers of fireworks here.

WHAT CAN WE DO?

You can personally refrain from setting off fireworks and encourage your friends and neighbours to do the same. You can also keep your pets safe indoors on nights when fireworks are usually set off.

As a local government, you can adopt bylaws to prohibit the sale of fireworks and control when and where fireworks can be set off. You can also prohibit the use of fireworks or require permits and proper training and certification.

WHO ELSE HAS TAKEN ACTION?

City of Vancouver:	District of Saanich:	City of Mission:
Bylaw No. 12472	Bylaw No. 8865	Bylaw No. 1706

Find more BC SPCA-recommended progressive bylaws here.

BRITISH
COLUMBIA

December 7, 2022

Ref: 283839

Their Worship Paul Horn
Mayor of the District of Mission
Email: phorn@mission.ca

Dear Mayor Horn:

I am writing to thank you for meeting with me on Tuesday, September 13, 2022, at the Union of BC Municipalities Convention (UBCM) in Whistler. We were very fortunate to be able to meet in person this year.

The topic you raised on enrolment growth and the impact it has on your community is a common theme that I hear from others. This year, over 100,000 people immigrated to British Columbia, and this has caused many of my colleagues to rethink how we are approaching things, and how we can work in a more integrated way.

Within the Ministry of Education and Child Care, the Government and Analytics Division works closely with the Resource Management Division to review enrolment numbers and how that plays into the capital planning process when reviewing submissions from School Districts. My hope is we can get to a place where we can establish some best practices with respect to planning, and how we can support others as we navigate through this challenging time.

Many communities across British Columbia are experiencing enrolment growth, and our government has committed approximately $3 billion in recent years towards projects that will create over 17,000 new student seats. Building on this, *Budget 2022* committed $3.1 billion over the fiscal period for site acquisitions, new schools, or additions to existing schools in addition to seismic mitigation projects, replacement projects and routine capital funding to maintain and improve schools.

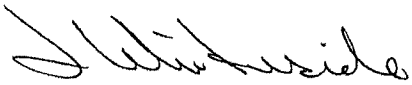
The latest annual five-year capital planning process has enabled school districts across the province to communicate their top priorities for capital funding – including the Mission School District. The Ministry is in the process of reviewing these requests in preparation for Budget 2023.

.../2

Ministry of Education and Child Care | Office of the Minister | Mailing Address: PO Box 9045 Stn Prov Govt Victoria BC V8W 9E2 | Location: Parliament Buildings Victoria

Thank you again for meeting and sharing your concerns. Your support and commitment to your community is greatly appreciated.

Sincerely,



Jennifer Whiteside
Minister

CITY OF MISSION ON THE FRASER

OFFICE OF THE MAYOR

FILE: 01-0490-01

December 13, 2022

Jim Sinclair, Chair
Fraser Health Board of Directors
c/o Fraser Health Corporate Office
400, 13450 102 Avenue
Surrey, BC V3T 0H1

Dr. Victoria Lee, President and CAO
Fraser Health Authority
Via Email: Victoria.Lee@fraserhealth.ca

Dear Chair Sinclair and Dr. Lee:

Re: Healthcare Visioning / Planning Symposium

I am writing to invite the Fraser Health Authority to join the City of Mission as a partner in planning and conducting a healthcare visioning symposium for our community and our North Fraser neighbours.

Last June, the City met with Brendan Abbott and others from your leadership team. During that meeting we described these points:

- Rapid growth, climate change, indigenous reconciliation, decreasing affordability, and demographic change are creating dramatic impacts in our community and surrounding areas, particularly when it comes to the issues of equity and access to healthcare.
- Our City, region, and Fraser Health accomplished a tremendous amount of progress during the late 2000s by working in collaboration and Mission wants to renew that relationship.
- We detect a growing and palpable sense of alienation between North Fraser communities and FHA, and we believe that we can best address that growing concern by demonstrating a willingness to work together in a way that is inclusive, forward-thinking, and cooperative.
- Mission embraces the use of a regional model and the need for evidence-based and cost-effective practices, and we believe in planning together with these as underlying principles.
- We also believe that a collaborative approach to planning will reap many benefits, including expedited development processes for healthcare projects; more private sector resources coming to our area; and the potential for more regional and municipal contributions to healthcare projects in the form of land, capital, and in-kind contributions.

P.O. Box 20, 8645 Stave Lake Street, Mission, B.C. V2V 4L9
Phone (604) 820-3700 Fax (604) 826-1363 & (604) 820-3715 Web Site: www.mission.ca E-mail: info@mission.ca

Sadly, on September 27, 2022, we were informed that Fraser Health was not open to our invitation. We were told *"Fraser Health is still refining the 10-year clinical planning exercises and next steps shared during the June meeting"* and were told that FHA *"commit[s] to updating you on next steps when we have a confirmed timeline."*

That response troubled us for several reasons:

- Our invitation was meant as an opportunity to learn about and offer local input into the idea of future-planning; in essence, the response from Fraser Health negated the very essence of our desire to find a new, collaborative, and better way of looking toward the future.
- The response that Fraser Health is refining a "10-year clinical planning" process is not consistent with information shared at our June meeting (nor at a recent Fraser Valley Regional Hospital District meeting) where we were clearly told that Fraser Health does not currently have a 10-year plan and that it is unlikely that such a plan will be forthcoming.
- The response wasn't timely and didn't indicate when we might expect a more fulsome response.

At our November 7, 2022 Regular meeting of Council, the City of Mission Council passed this motion:

1. That Mission host a healthcare planning symposium, in collaboration with neighbouring communities, First Nations, healthcare agencies and other stakeholders in the surrounding area, with the desired outcomes of determining a 10-year planning framework for Mission and the region;
2. That Mission write to the Fraser Health Association board chair, CEO and Minister of Health to invite them to participate in planning and conducting the event; and,
3. That up to $10,000 be allocated from the Unallocated Accumulated Surplus account to cover the cost of hosting the symposium.

I write today to formally invite the Fraser Health Authority to join us in planning and hosting an event here in Mission, likely in the spring of 2023, which would provide North Fraser stakeholders an opportunity to offer perspectives and insights that might shape the way we plan our healthcare in the future. If this sounds broad, it is because the clear intention of Council was to leave enough "room" in our invitation to ensure that FHA can shape the details and intentions of the event as an equal partner, from the earliest part of the planning process. As an act of good faith, Mission is committed to bringing funding and space to the table and would gratefully invite leadership from the professional healthcare community, local government, and First Nations.

Mission Council was clear in saying that they wished to proceed with a symposium even if Fraser Health still chooses not to participate, but we believe that our efforts will be far more productive if FHA is a partner in this work. The aim is not to host a public forum, but a conversation between FHA, local leaders, and on-the-ground health and human service agencies. Indeed, we believe that a collaboratively planned and hosted forum could set a bold example that may inform planning across the region and province.

We understand that it is likely that you will have questions and logistical needs, so I would suggest that we begin by having leaders from our two organizations talk further to explore possibilities and challenges. If this is agreeable to you, please reach out to me at phorn@mission.ca or to the City's CAO, Michael Younie, at myounie@mission.ca.

We respectfully ask that Fraser Health responds to our invitation in a timely fashion. We look forward to hearing from you.

Sincerely,

PAUL HORN
MAYOR

Cc. Hon. Adrian Dix, Minister of Health HLTH.Health@gov.bc.ca
Pam Alexis, MLA Pam.Alexis.MLA@leg.bc.ca
Bob D'Eith, MLA Bob.Deith.MLA@leg.bc.ca
Chief Alice Thompson, Leq'á:mel First Nation alice@leqamel.ca
Chief Johnny Williams, Sq'ewlets First nation Chief@sqewlets.ca
Sylvia Pranger, Mayor, District of Kent spranger@kent.bc.ca; executiveassistant@kent.bc.ca
Hugh Davidson, Director FVRD Electoral Area F hdavidson@fvrd.ca
Cory Cassel, Director FVRD Electoral Area G ccassel@fvrd.ca
Mel Waardenburg, Director FVRD Electoral Area C mwaardenburg@fvrd.ca
Brad Vis, MP brad.vis@parl.gc.ca
Jennifer Kinneman, Chief Administrative Officer, FVRD jkinneman@fvrd.ca
Mike Younie, Chief Administrative Officer - City of Mission myounie@mission.ca
Tracey L. Schroeder, Executive Assistant to the President and CEO - FHA Tracey.Schroeder@fraserhealth.ca
City of Mission Council