



The **Minutes** of the **Development Liaison Committee** meeting to be held **at Welton Common** in the Welton Conference Room, 7337 Welton Street, Mission on **Tuesday, January 30, 2024 at 10:00 am.**

Voting Members Present: Chris Hartman, UDI - Fraser Valley  
Kendra Redekop, CHBA – Fraser Valley  
Manny Deol, Fraser Valley Real Estate Association

Non-Voting Members Present: Councillor Jag Gill, Council Representative  
Barclay Pitkethly, Chair, Deputy Chief Administrative Officer  
Dan Sommer, Director of Development Services  
Jay Jackman, Manager of Development Engineering  
Harry Gill, Manager of Inspection Services

Members Not Present: Kelly Kerr, Engineering Community Representative

Others Present: Mike Younie, Chief Administrative Officer  
Mike Dickinson, Manager of Long Rand Planning & special Projects  
Rob Publow, Manager of Planning  
Brandi Cowell, Administrative Assistant Engineering & Public Works

### **1. CALL TO ORDER**

The Chair called the meeting to order at 10:02 am.

### **2. ADOPTION OF AGENDA**

Moved and seconded,

That the agenda of the Development Liaison Committee meeting of January 30, 2024 be approved.

CARRIED

### **3. MINUTES FOR APPROVAL**

Moved and seconded,

That the minutes of the Development Liaison Committee meeting of October 10, 2023 be approved as circulated.

CARRIED

#### **4. BUSINESS ARISING FROM THE MINUTES**

##### a) Building Permit Timelines

H. Gill provided the Committee with the following current timelines for building permit applications:

- i. Single Family: 4 weeks
- ii. Small Permits: 1 week
- iii. Pre-submission reviews: 1 week.
- iv. Multit-Family: No wait time
- v. Industrial, Commercial, Institutional: 3 weeks.
- vi. Tenant Improvements: 6 to 7 weeks.

H. Gill discussed with the Committee plans to develop a business in Mission guide. The guide will be designed to help business owners navigate the processes and requirements to opening a business in the City of Mission.

A new process being considered is a mini pre-application review meeting with potential new business owners that would include meeting with staff to discuss allowable use of property, building requirements for tenant improvements, and any requirements specific to the type of proposed business. A pre-inspection option of a potential location was also discussed.

Discussion ensued regarding the various departments and partners that will be involved in developing the guide.

##### b) Application Submission/Process Requirements

###### i. Enterprise Application Update

B. Pitkethly informed the Committee that Unit4 financial software will be launched soon. Cityworks software is being implemented across various departments. The Planning division will be implementing Cityworks within the next week. A new City of Mission website is being launched today.

###### ii. Recent Council Decisions/Legislative changes

R. Publow advised the Committee that development application processes will be changing with the new provincial legislation coming into place as of February 20, 2024. The City has currently paused development applications until the new processes have been sorted out.

Discussion ensued regarding how the new legislation will affect the current development application process.

c) Sprinkler Bylaw Update

M. Younie shared with the Committee that staff have met and will present to Council a way forward to change the Sprinkler Bylaw which will require approval from the province. Options will be presented to Council at the February 20, 2024 Council meeting.

Discussion ensued regarding industries concerns with the current bylaw and what they would like to see change.

d) Service Levels

i. Fast Track Discussion

D. Sommer advised the Committee of a resolution by Council to prepare a report for a fast track program for development applications. Staff have been asked to look at a fee based independent application process that would have dedicated staff working on these fast track applications.

Discussion ensued about the potential challenges in regard to funding for resources to run the program, appropriate fees that could be charged and who would take advantage of such a program.

**ACTION ITEM:** Industry to bring back carrying costs on a weekly basis and staff to bring back information to typical municipal costs to process 50 unit townhouse site and a 50 lot single family development.

e) Secondary Suites Update Presentation

D. Sommer made a presentation to the Committee on the secondary suite program.

Councillor Gill left the meeting at 11:49 am

D. Sommer left the meeting at 12:03

f) OCP Update Presentation

M. Dickinson made a presentation to the Committee on the status of the OCP update.

g) New Member Advertising

B. Pitkethly advised the Committee that a new webpage for the Development Liaison Committee is being prepared. The online application for members will be placed on the webpage and a call for members will be advertised in mid-February.

## **5. NEW BUSINESS**

a) New Provincial Regulations Discussion: Bill 44, 46 and 47

B. Pitkethly made a presentation to the Committee regarding the new provincial regulations and provided an outline of the next steps that will be taken by the City with deadlines for these steps.

J. Jackman left the meeting at 12:32 pm

## **6. NEXT MEETING**

The next meeting will be held on March 26, 2024 at 10:00 am.

## **7. ADJOURNMENT**

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 12:46 pm.