



The **Minutes** of the **Development Liaison Committee** meeting held at **Welton Common** in the Welton Conference Room, 7337 Welton Street, Mission on **Tuesday, March 25, 2025** at **10:00 am**.

Voting Members Present: Chad Margolus, Mission Development Community Representative  
Chris Hartman, UDI – Fraser Valley  
Kendra Redekop, CHBA – Fraser Valley  
Kelly Kerr, Engineering Community Representative  
Manney Deol, Fraser Valley Real Estate Association

Voting Members Not Present: Shiv Brar, Mission Development Community Representative

Non-Voting Members Present: Barclay Pitkethly, Chair, Deputy Chief Administrative Officer  
Dan Sommer, Director of Development Services  
Tracy Kyle, Director of Engineering and Public Works

Others Present: Brandi Cowell, Administrative Assistant Engineering and Public Works  
Jay Jackman, Manager of Development Engineering  
Lee Lungren, Manager of Building Inspections  
Michelle Buonassisi, Manager of Bylaws and Licensing  
Rob Publow, Manager of Planning

## 1. CALL TO ORDER

The Chair called the meeting to order at 10:00 am.

## 2. ADOPTION OF AGENDA

Moved and seconded,

That the agenda of the Development Liaison Committee meeting of March 25, 2025 be approved.

CARRIED

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

Moved and seconded,

That the minutes of the Development Liaison Committee meeting of January 28, 2025 be approved as circulated.

CARRIED

### **4. NEW BUSINESS**

#### **a) Fast Track/Concierge Application Process**

D. Sommer made a presentation to the Committee on the proposed Priority Partnership Program (Pilot Program). The program is designed to offer a premium fee-based service to processing select development applications. The focus would be on a partnership model where the City provides dedicated resources in collaboration with developer's commitment to timely and accurate submissions. The fee structure, partner obligations, program uptake and capacity, and conflict resolution were outlined in the presentation. It was noted that the program would be revenue neutral, and staff are aiming to bring a report to Council to request amendments to the Fees and Procedures Bylaw at the April 22, 2025 Regular Council meeting.

Discussion ensued regarding timeline commitments for both parties, timely communication, and program uptake.

ACTION ITEM: Industry members to provide comments to D. Sommer regarding fees, timelines, and program uptake by April 7, 2025.

#### **b) Planning Processes Council Update**

B. Pitkethly spoke to the Committee about a work plan to simplify the development application process. Updating of this process would include:

1. Process reform
2. De-Coupling applications by separating OCP from Rezoning from Development Permit
3. Referrals – setting expectations regarding who comments, timelines, what gets commented on, rezoning versus development permit
4. Development permits – looking at a DP Lite, update/simplify DP Guidelines, work with Council on delegation authority
5. Variances – review how planners/developers use variances

6. Zoning Bylaw Review – does the Zoning Regulations make sense
7. Application forms – reviewing what the City asks for in the application form

The work plan schedule and timelines were outlined in the presentation.

**c) Planning Cost Recovery Fee Policy**

B. Pitkethly advised the Committee of the Planning Cost Recovery Fees report that went to Council on March 17, 2025. At that meeting, Council referred the proposed Planning Cost Recovery Fee Policy to the Development Liaison Committee for comment, refinement, and endorsement.

Discussion ensued on various aspects of the proposed policy.

Moved and seconded,

That the Development Liaison Committee supports planning cost recovery subject to clarification around CPI increases.

CARRIED

**5. BUSINESS ARISING FROM THE MINUTES**

**a) Townhouse Building Permit Update**

L. Lungren updated the Committee on discussions that took place since the previous meeting with Committee members regarding the proposed changes to building permits for townhouses.

**b) Preliminary Business Licence Inspection Process Update – Website Update**

M. Buonassisi shared with the Committee the updates made to the website that will help to clarify the optional business licence and inspection meetings processes.

L. Lungren shared with the Committee that he met with the Mission Downtown Business Association to discuss some of the issues that may need to be addressed in buildings in the downtown core, due to the age of the buildings.

**c) DCC & ACC Bylaw Update**

B. Pitkethly advised that proposed changes to the DCC and ACC Bylaw have been sent to the province for approval. Staff are hoping to bring the revised bylaw to Council for adoption in June.

**d) OCP Update**

B. Pitkethly shared a brief update with regards to the OCP timing and schedule with the Committee.

**e) Enterprise Systems Update**

It was decided that the invite to test the sandbox version of new Planning Application portal needs to be sent out again to Committee members. Some members have not yet had the opportunity to test out the portal and provide feedback.

#### **NEXT MEETING**

The next meeting will be held on May 27, 2025 at 10:00 am

#### **6. ADJOURNMENT**

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 11:59 am.