



The **Agenda** of the **Mission Sustainable Housing Committee** meeting to be held in the **Welton Conference Room** at 7337 Welton Street and by videoconference on Thursday, June 13, 2024 at 3:00 pm.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES FOR APPROVAL

- (a) Minutes of the Mission Sustainable Housing Committee meeting held on February 8, 2024 Page 2
- (b) Minutes of the Mission Sustainable Housing Committee meeting held on April 11, 2024 Page 5

4. NEW BUSINESS

- (a) Updated Terms of Reference Page 8
- (b) Election: Chair and Alternate Chair
- (c) OCP Update
- (d) Provincial Housing Legislation
- (e) Affordable Housing Strategy Implementation
 - i. Housing Coordinator Updates
 - Affordable Housing Innovation Day (June 26)
 - Manufactured Home Park Redevelopment Tenant Assistance Policy Page 12
 - Other

5. ROUNDTABLE

6. NEXT MEETING

7. ADJOURNMENT



The **Minutes** of the **Mission Sustainable Housing Committee** meeting held in the **Conference Room** at 7337 Welton Street and by videoconference on Thursday, February 8, 2024 commencing at 3:00 pm.

Members Present: Dawn Hein, Mission Association for Community Living, Chair
 Michelle Puffer, SARA for Women, Alternate Chair
 Carol Hamilton, Councillor
 Danny Plecas, Councillor, Alternate Council Representative
 Camilla Boisvert, Fraser Health Authority
 Gerald Heinrichs, Heinrichs Developments
 Judith Ray, Citizen Representative
 Larry Jhaj, Ministry of Social Development and Poverty Reduction
 Nate McCready, Mission Community Services Society
 (left meeting at 3:45 pm)

Members Absent: Mission Friendship Centre
 Mission Association for Seniors Housing
 Mission Hope Central
 Annie Charker, Citizen Representative

Others Present: Amy Van Bergen, Resident

Staff Present: Dan Sommer, Director of Development Services
 Mike Dickinson, Manager of Long Range Planning and Special Projects
 Kirsten Hargreaves, Director of Social Development
 Dena Kae Beno, Housing Coordinator
 Sandra Horvath, Administrative Assistant

1. **CALL TO ORDER**

The Chair called the meeting to order.

2. **ADOPTION OF AGENDA**

Moved and seconded,

That the agenda of the Mission Sustainable Housing Committee meeting held on February 8, 2024 be approved as circulated.

CARRIED

3. **MINUTES FOR APPROVAL**

Moved and seconded,

That the minutes of the November 9, 2023 meeting of the Mission Sustainable Housing Committee be approved.

CARRIED

4. NEW BUSINESS

(a) Election for Chair and Alternate Chair

This item was deferred to next meeting.

(b) Secondary Suite Program Update

D. Sommer reported to the Committee that on January 8, 2024, Council made modifications to the Secondary Suites Program, and on January 22, 2024, Council resumed the Program following a hiatus in December 2023 to enable staff to provide feedback on several matters. Mr. Sommer offered a summary of the Program, highlighting the adjustments made by the Council on January 8, 2024 which include:

- water meter installation is voluntary for all existing suites registered under the Secondary Suites Program;
- Secondary Suite Program fee is set at \$60 for the first year with no discounts and this annual fee is subject to review in the second year of the Program; and
- no fee for applying for an exemption to double utility billing for secondary suites.

Discussion ensued on various aspects of the program and the need for residents to understand the benefits of registration.

(c) Provincial Housing Legislation

M. Dickinson presented an overview of new provincial housing legislation adopted on December 7, 2023 - Bills 44, 46, and 47.

Bill 44 seeks to make it easier for people and home builders to create small-scale, multi-unit homes that fit into existing neighbourhoods by setting the minimum number of housing units allowed on each parcel of land in single-family and duplex zones. New dwelling unit minimums are required to be permitted within the Zoning Bylaw within single-family and duplex zones.

Bill 46 updates the DCC framework and introduces Amenity Cost Charges (ACCs) to replace Community Amenity Contributions (CACs).

Bill 47 requires municipalities to designate land within 800 m of rapid transit stations and within 400 m of major bus exchanges as transit-oriented development areas, and to permit development in accordance with the prescribed minimum density levels within such areas. This legislation prohibits municipal governments from requiring developers to provide parking spaces for residential units excepting parking stalls for people with handicaps.

The Province has legislated timelines that cities must comply with to fulfill the legislated requirements. Critical updates are required for the Zoning Bylaw and preparation of a bylaw for a transit-oriented areas designation by June 30, 2024.

The OCP Update work will coordinate with the Zoning Bylaw, the Housing Needs Report, Engineering Infrastructure reviews, Parks, Recreation and Culture planning,

Economic Development strategies, and other initiatives to meet the legislated requirements.

(d) Affordable Housing Strategy Implementation

i. Quarterly Update Reports to Council

Copies of quarterly reports for the third and fourth quarters of 2023 were provided for the Committee's information.

ii. Housing Coordinator Updates

Highlights of D. Kae Beno's updates include:

- On February 12, 2023, there will be a Council Workshop on affordable housing.
- Engagement in the spring will include affordable housing reserve fund recommendations; draft bylaw, draft policy, and implementation framework; and a tenant relocation policy.
- As the 2023 Housing Innovation Day was a success, this event is being planned once again this year. The focus will be on project readiness around funding, financing, innovation regarding building technologies and resilience, healthy community, and social development. There may also be information regarding the housing needs report that will be available to share.
- The City is looking at ways to streamline processes for affordable housing projects.
- The results of the CMHC Housing accelerator fund application are still pending.

5. ROUNDTABLE

There was no information provided by the Committee members.

6. NEXT MEETING

Thursday, April 11, 2024 at 3:00 pm in the Conference Room at 7337 Welton Street, Mission, BC and by videoconference.

7. ADJOURNMENT

Moved and seconded,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 4:27 p.m.



The **Minutes** of the **Mission Sustainable Housing Committee** meeting held in the **Conference Room** at 7337 Welton Street and by videoconference on Thursday, April 11, 2024 commencing at 3:00 pm.

Members Present: Danny Plecas, Councillor, Alternate Council Representative
 Dawn Hein, Mission Association for Community Living, Chair
 Larry Jhaj, Ministry of Social Development and Poverty Reduction
 Nate McCready, Mission Community Services Society
 Camilla Boisvert, Fraser Health Authority
 (entered meeting at 3:37 pm)

Members Absent: Carol Hamilton, Councillor
 Michelle Puffer, SARA for Women, Alternate Chair
 Judith Ray, Citizen Representative
 Gerald Heinrichs, Heinrichs Developments
 Mission Friendship Centre
 Mission Association for Seniors Housing
 Mission Hope Central
 Annie Charker, Citizen Representative

Others Present: Amy Van Bergen, Resident

Staff Present: Mike Dickinson, Manager of Long Range Planning and Special Projects
 Dena Kae Beno, Housing Coordinator
 Monica Stuart, Planning Assistant

1. **CALL TO ORDER**

The Chair called the meeting to order, declaring no quorum was present. It was agreed by the members present that the meeting should proceed in a limited capacity so that the business and work of the Committee could proceed.

2. **ADOPTION OF AGENDA**

There was no quorum present for the approval of the agenda of the April 11, 2024 meeting of the Mission Sustainable Housing Committee..

3. **MINUTES FOR APPROVAL**

There was no quorum present for approval of the minutes of the February 8, 2024 meeting of the Mission Sustainable Housing Committee.

4. NEW BUSINESS

(a) SAFER (Shelter Aid for Elderly Renters)

A United Way information document was shared with the Committee titled “Briefing Note: Shelter Aid for Elderly Renters (SAFER)” with information on what the SAFER program is, its limitations, and what can be done to improve the program.

No further discussion was held.

(b) Affordable Housing Strategy Implementation

An update was provided by M. Dickinson on safe and secure housing strategies for tenants facing dislocation due to development and the proposal to create a tenant relocation policy.

Further conversation was held on partnerships with faith-based communities for development projects, implementing affordable housing strategy in relation to new provincial housing rules (specifically Downtown and waterfront), and how the City’s density bonusing will be affected.

D. Kae Beno joined meeting at 3:26 pm.

D. Kae Beno updated the Committee on Affordable Housing Days to be held starting on June 26 which CMHC has provided funding for. There will be a 4-week luncheon series held at Copper Hall, Mission with details coming soon.

(c) Provincial Housing Legislation Update

M. Dickinson provided an update on the City’s progress with required provincial housing legislation adopted on December 7, 2023 - Bills 44, 46, and 47. The provincially-legislated timelines require the City to comply with the legislated requirements and updates to the Zoning Bylaw along with preparation of a bylaw for Small Scale Multi-Unit Housing (SSMUH) by June 30, 2024.

- Bill 44 - creates small-scale, multi-unit homes that fit into existing neighbourhoods by setting the minimum number of housing units allowed on each parcel of land in single-family and duplex zones. New dwelling unit minimums are required to be permitted within the Zoning Bylaw within single-family and duplex zones. (review includes types of housing, setbacks, building height, outdoor space, lot coverage, density)
- Bill 46 - updates the DCC framework and introduces Amenity Cost Charges (ACCs) to replace Community Amenity Contributions (CACs).
- Bill 47 - designates land within 800 m of rapid transit stations and within 400 m of major bus exchanges as transit-oriented development areas, and permits development in accordance with the prescribed minimum density levels within such areas. This legislation prohibits municipal governments from requiring developers to provide parking spaces for residential units excepting parking stalls for people with handicaps.

D. Kae Beno provided information on Bill 16 – Housing Statutes Amendment Act, 2024 and how it will have an impact on Mission’s services and supports along with the demands on infrastructure.

The Committee discussed issues with the lack of affordable housing; these included the extended timeline to complete construction of housing, the minimal requirement for developers to provide 10% affordable units (and increasing that amount), and creating modular housing.

C. Boisvert entered meeting at 3:37 pm.

(d) OCP Review Update

A presentation from M. Dickinson regarding the progress of the Official Community Plan (OCP) Update work project was provided to the Committee. The presentation on the project outlined and identified the following:

- O2 Planning & Design has been selected through the RFP process to undertake the review project.
- Purpose of the OCP Review is to focus on guidance for Mission's growth, include a comprehensive community engagement strategy, reduce ambiguity in some land use designations, address housing, economy and public spaces, create groundwork for neighbourhood planning, incorporate implementation strategy using new financial and planning tools, and to accelerate affordable housing, economic development and parkland acquisitions.
- The OCP Update is a one-year work program with four phases. Currently in Phase 2 (Research and Design stage).
- The OCP Update will coordinate with the new Provincial housing legislation to focus higher density growth in the downtown and waterfront with its Transit-oriented Areas (TOA) requirements, and Small-scale Multi-Unit Housing.

5. ROUNDTABLE


The Committee members provided various updates.

6. NEXT MEETING

Thursday, June 13, 2024 at 3:00 pm in the Conference Room at 7337 Welton Street, Mission, BC and by videoconference.

7. ADJOURNMENT

The meeting adjourned at 4:35 pm.

	MISSION SUSTAINABLE HOUSING COMMITTEE
TERMS OF REFERENCE	
Date Approved: April 15, 2024	Council Resolution No: RC24-221

1. PURPOSE

To provide information and recommendations to Council concerning the ongoing challenges of affordable and sustainable housing impacting a broad array of Mission citizens and to identify potential solutions for increasing the supply of affordable and accessible housing and shelter in the City of Mission.

2. DURATION

The Committee will exist for an on-going period until further directed by Council.

3. RESPONSIBILITIES / DELIVERABLES

The Committee will:

- a. Utilize the good work done as part of the 2021 Affordable Housing Strategy workshop as a foundation and launching point;
- b. Advise on the implementation of the Affordable Housing Strategy to address the shortage of housing units in Mission, and particularly rental and affordable rental units;
- c. Research affordable housing incentives for developers;
- d. Investigate the feasibility of providing incentives to landlords providing affordable rental units;
- e. Compile data and provide a systematic response to tracking trends to better understand housing and shelter supply and the needs of various population types;
- f. Advise Council on progress and bring recommendations forward as needed;
- g. Promote awareness of the importance of affordable housing within the community;
- h. Utilize inter-committee sharing of information.

4. AUTHORITY

- a. The Committee was established under Council resolution number RC16/388 on July 4, 2016. Issues are discussed and recommendations forwarded to Council through the Staff Liaison for consideration.
- b. The Committee does not have the authority to give direction to City staff or to commit to expenditures of City funds or resources. Action recommended by the Committee must be carried out by Council resolution.
- c. The Committee cannot refer a matter or task to a third party. Any request for clarification or outside resources must be brought back to Council in the form of a staff report.
- d. 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.

- e. The Committee may create separate working groups from the membership roster to complete specific additional tasks. The Committee may not, however, assign staff resources to those working groups independently and they must identify a timeline when a working group is created.
- f. These Terms of Reference are established by Council and can only be altered by Council. Changes to the Terms of Reference can be suggested by the Committee in the form of a staff report to Council.

5. MEMBERSHIP COMPOSITION

- a. There will be a minimum of 5 and a maximum of 11 **voting members** (including Council representatives), who may include the following:
 - i. One (1) Council representative, and alternate (see section d.)
 - ii. One (1) member from Fraser Health Authority
 - iii. One (1) member Indigenous Housing Provider
 - iv. One (1) member from Ministry of Social Development and Poverty Reduction
 - v. One (1) member from Mission Association for Community Living
 - vi. One (1) member from Mission Association for Senior's Housing
 - vii. One (1) member from Mission Community Services
 - viii. One (1) member from SARA for Women
 - ix. One (1) housing provider/builder/agency
 - x. Two (2) citizen representatives
- b. Term of Public Appointments
 - i. The term shall be for 2 years and may include repeat appointments.
 - ii. Council may remove a member of the Committee by resolution.
 - iii. Council may appoint members to fill vacancies for the unexpired term of former members.
- c. Appointment of Chair
 - i. In the absence of Council appointing a Chair and Alternate Chair to the Committee, the Committee will elect a Council representative, City staff person, or a non-City representative with the authorization of Council for each respective position.
 - ii. The first item of business for the first Committee meeting of each new calendar year will be to elect a Chair and Alternate Chair.
 - iii. The Chair and Alternate Chair may be re-elected throughout their respective terms on the Committee.
 - iv. If the Chair is the staff liaison, they do not have voting privileges.
- d. Council Representation
 - i. One (1) appointed Council representative will be a voting member of the Committee. The Council representative will participate in discussion and debates, listen to feedback, and ask questions but will not direct the Committee towards a specific recommendation.

- ii. There is also one (1) appointed alternate Council representative, who may attend meetings but shall only participate as a voting member when they are attending on behalf of/in the place of the regular representative.
- iii. The appointed Council representative(s) will also provide an impartial communication channel between the Committee and Council.

e. Staff Liaison

- i. The City will appoint a Staff Liaison, who will be assisted by a Recording Secretary, to provide support and expertise to the Committee.
- ii. The Staff Liaison and Recording Secretary are not members of the Committee and are not entitled to make motions or vote.
- iii. The responsibilities of the Staff Liaison are outlined in the Committees of Council Policy ADM.41(C), include, but are not limited to:
 - a. attending the meeting and ensuring the proceedings are properly conducted;
 - b. providing information and professional advice, including informing the Committee of any limitations as provided in the relevant legislation, bylaws, and policies; and
 - c. supporting the Chair in promoting effective Committee functioning.

f. Attendance and Committee Service

- i. Any Committee member who is absent from three (3) consecutive regular meetings without leave of absence from the Chair or without reason satisfactory to the Committee shall cease to be a member of the Committee.
- ii. Any Committee member who expects to be absent for three (3) or more consecutive regular meetings must request a leave of absence from the Chair in writing.
- iii. Committee Members should adhere to the general conflict of interest provisions in the Community Charter.

6. MEETINGS

- a. Regular meetings will be held during the months of February, April, June, October, and December.
- b. Meetings will be held in person unless otherwise required by staff and Council to be virtual, in which case options will be provided to attend meetings virtually.

7. REPORTING

- a. The Committee reports directly to Council through a report prepared by the staff liaison.
- b. The Committee may appear before Council as a delegation.
- c. Committee recommendations made by motions and passed by majority affirmative vote will be recorded in the minutes.
- d. Any motion requiring Council attention such as decisions of action or recommendations/advice to Council must be provided to Council through a staff report. An example of the type of recommendation requiring Council attention is:

Moved and seconded,


THAT the ____ Committee supports the ____ Plan (or ____ Policy) (or the proposed bylaw amendment to _____).

- e. The Committee minutes will be provided to Council for information purposes at a Regular meeting of Council. The minutes will summarize key points and detail decisions and action items only.

END OF TERMS OF REFERENCE

Record of Amendments/Review:

Date adopted or revised	Council Resolution No.	At the request of
November 21, 2016	RC16/620	
May 6, 2019	RC19/258	
January 17, 2022	RC22-004	
April 14, 2024	RC24-221	

		POLICY AND PROCEDURE MANUAL	
Category: Land Use	Number: LAN.67(C)	MANUFACTURED HOME PARK REDEVELOPMENT TENANT ASSISTANCE POLICY	
Type:		Authority:	Approved By:
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head
Office of Primary Responsibility:			
Date Adopted: May 21, 2024	Council Resolution No: RC24-249	Date to be Reviewed: May 21, 2025	
Manner Issued: City Website, Pipeline, Email			

PURPOSE:

The Manufactured Home Park Redevelopment Tenant Assistance Policy is intended to supplement Provincial regulations (the Manufactured Home Park Tenancy Act) in providing assistance to tenants at risk of displacement due to the potential redevelopment of mobile home parks within the City of Mission. Compensatory measures outlined in this policy pertain to tenancy agreements where the mobile home pad is rented but the dwelling itself is owned by the tenant. This policy will be triggered by a rezoning application for the subject property.

POLICY:

Rezoning applications that propose the redevelopment of properties used as mobile home parks should include the following measures:

1. A Rezoning Application which must include:

- a. Proof of early and ongoing tenant notification of plans to redevelop the property, including a consultation meeting with existing tenants early in the process with opportunities for tenants to voice comments about the rezoning application.
- b. A Relocation Assistance Plan that includes:
 - i. A professional appraisal of the site's housing stock and its feasibility for relocation to a new site;
 - ii. A qualitative survey of residential housing preferences, an assessment of the ability of tenants to secure accommodation in the proposed new development; and
 - iii. Where residential development is proposed, affordable housing options on the subject site with opportunities for tenants to continue their tenancy there.
- c. A commitment to hire a qualified professional to assist tenants impacted by the rezoning application by:

- i. Identifying at least three satisfactory and comparable alternative housing options for each current tenant that are preferably in Mission;
- ii. Advocating on behalf of tenants in accessing available subsidies and programs;
- iii. Liasing with appropriate agencies; and
- iv. Providing updates to the municipality on the progress of the Relocation Assistance Plan.

2. Prior to proceeding forward to First Reading, the First Reading Report must include:

- a. Proof of all early and ongoing tenant communication, including minutes and tenant comment forms from the applicant-led consultation meeting;
- b. Where a tenant owns the housing unit, a commitment to provide compensation measures which will include but are not limited to:
 - i. The applicant assuming responsibility for the disposal of structures considered to be at the end of their useful life, or where the tenant chooses a different housing tenure;
 - ii. Compensation payments based on the greater of professionally appraised values, assessed values, or \$20,000;
 - iii. The right of first refusal for tenants wishing to purchase a unit in the proposed new development, with the compensatory amount being applied as a down payment to the fair market value on a new unit; and
 - iv. Two years eviction notice, effective from the date of Final Approval for the Rezoning Application.

3. Prior to Receiving Final Approval:

- a. Regular updates on the progress of the Tenant Relocation Assistance Plan are to be provided as the application progresses. Staff will evaluate the tenant assistance plan for compliance and its merits in meeting tenant needs, and will include this measure as part of the criteria for a favourable recommendation for Council's consideration.
- b. Prior to receiving Final Reading, the applicant must:
 - i. Demonstrate compliance with the conditions of the tenant relocation plan (have either completed these requirements or submitted securities in the amount of the required compensation measures to ensure honouring these commitments);
 - ii. Register on title a restrictive covenant giving tenants two years eviction notice effective from the date of Final Approval; and
 - iii. Demonstrate acceptance from tenants with regard to relocation packages.

*** END OF POLICY ***

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>