



Corporate Administration
Staff Report

DATE: July 20, 2020
TO: Chief Administrative Officer
FROM: Barclay Pitkethly, Deputy Chief Administrative Officer
SUBJECT: **Central Neighbourhood Planning Application**
ATTACHMENTS: A – Silverdale Central Neighbourhood: Neighbourhood Plan Application
 B – Spending Package Request

RECOMMENDATIONS: Council consider and resolve:

1. That Ekistics Town Planning Inc. be authorized to initiate a proponent-driven neighbourhood planning process for the 'Central Neighbourhood' of the Silverdale Comprehensive Planning Area;
2. That \$22,000 be added to the 2020 budget to be funded from current vacancies and the as outlined in the spending package request attached to a report on July 20, 2020 to partially fund a new Planning Engineer and other staff time beginning September, 2020;
3. That \$65,500 be added to the 2021 budget as outlined in the spending package request attached to a report on July 20, 2020 to partially fund the Planning Engineer and other staff time for 2021 financial year;
4. That \$137,500 be added to the 2022 and beyond budget to facilitate the permanent full-time Planning Engineer position within the District of Mission;
5. That \$5,000 for capital expenditures for a Planning Engineer to be funded from the Unappropriated Surplus Reserve be approved in 2020; and
6. That the financial plan be amended accordingly.

PURPOSE:

The purpose of this report to provide Council a synopsis of the application submitted by Ekistics Town Planning Inc. on behalf of the proponent – Silverhills GP Inc. (Polygon) to initiate a neighborhood planning for the Central Neighbourhood precinct of the Silverdale Comprehensive Planning Area (SCPA). This report provides details on the application to help Council evaluate the strength of the application to recommend that Council authorize neighbourhood planning in accordance with Council Policy Number: LAN.64(c), Silverdale Comprehensive Planning Area: Neighbourhood Planning Terms of Reference.

BACKGROUND:

One of the priority objectives in Council's Strategic Plan 2018 – 2022 is to undertake neighbourhood planning in Southwest Mission.

Council has taken concerted steps to prepare for the advent of neighbourhood planning in the Silverdale area of Mission, namely the commissioning of the Master Infrastructure Strategy (MIS) with accompanying financial analyses and the preparation of Council Policy, LAN .64 (c). The MIS aims to bridge the policy gap between the long-term objectives of the area envisioned in the District's Official Community Plan and the actual build-out of the SCPA neighbourhood areas through an overarching

planning guidance document. The initiation and development of a neighbourhood plan (whether undertaken by internal staff resources or through a developer resourced process) would follow the terms set out in Council's Policy.

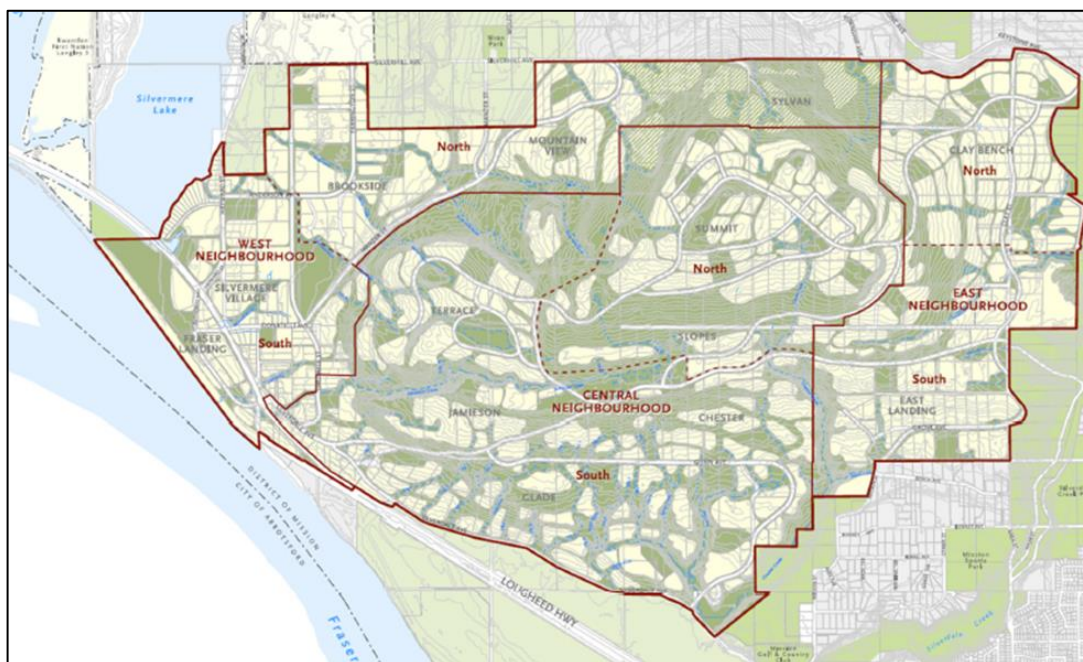
Master Infrastructure Strategy (MIS)

The MIS contemplates how the Silverdale area could develop from an engineering perspective. This study included an analysis of the potential operational and life cycle costs the might be incurred to develop the area from an infrastructure perspective as well as a cursory review of cost recovery options primarily based on the anticipated need and obligations of the municipality to provide public amenities for a growing community under the District's current Community Amenity Contribution policy.

The MIS bridges the policy gap between the vision set in the OCP and the more detailed neighbourhood planning work required for the area. Specifically, the MIS examined the following components:

- Environmental Conservation Framework
- Civil Engineering Study including: Water Servicing Strategy, Sanitary Servicing Strategy, Stormwater Strategy
- Transportation Study
- Geotechnical Study
- Retail Demand Analysis
- Infrastructure Cost Recovery Strategy
- Land Use Structure and Density including establishing neighbourhood boundaries.

The MIS identified three separate neighbourhoods precincts (East, Central, and North) that could be divided further (East North, East South, Central South, Central North, and West North, and West South) into six distinct neighbourhood planning areas. The report also identified a preferred development order starting in the Central South neighbourhood.



LAN. 64(c) Silverdale Comprehensive Planning Area: Neighbourhood Planning

Terms of Reference

Upon completion of the MIS, an analysis was made to compare the District's long standing Policy guiding neighbourhood planning in Silverdale (i.e., LAN.48 Silverdale Urban Residential Neighbourhood Plan Terms of Reference Policy) to the findings and recommendations offered within the MIS. The analysis resulted in Council adopting a new Policy with updated terms of reference to guide neighbourhood planning in Silverdale; LAN. 64(c) Policy.

LAN 48 was the basis for neighbourhood planning completed in Southwest Mission resulting in the adoption of Silverdale Neighbourhood 1 (SN1A) initiated by Genstar Development Company in 2009. While the SN1A neighbourhood plan still exists and the adopted zoning for the area is included within the District's Zoning Bylaw, a change in land ownership, legislative frameworks and ever evolving best practices have necessitated the need to review these terms of reference.

Given that the MIS contemplates much of the requirements listed within LAN.48, a thorough review of the existing requirements necessitated a review of the LAN. 48. Additionally, industry standards and best practices for creating neighbourhood plans for projects of this scale have also changed over the years. Aspects such as First Nations consultation, reliance on general public for technical input, emerging best practices such as active transportation requirements, and legislative changes are just a few examples where LAN 48 was deemed to be out of date.

Financial Analysis

In addition to the cost recovery options identified in the MIS, GP Rollo and Associates, a firm specializing in impact analysis for new development, were commissioned to provide the District with a financial analysis to assess three main areas to developing Silverdale:

1. To provide the District a cost analysis of development, specifically, those development costs attributed through a Development Cost Charge bylaw;
2. To provide the District a cost analysis of amenities needed to develop a complete community; and
3. To provide the District an analysis of the taxation needed to operate and maintain new development in Silverdale, specifically to see if development of Silverdale would be a taxation burden, a taxation benefit, or is tax neutral, on the existing tax payers of Mission.

This information in the GP Rollo and Associates' report was provided to Council on June 29, 2020 to assist in making an informed decision to move forward with neighbourhood planning in the SCPA.

Council Authorization

On March 24, 2020, Polygon submitted a letter on behalf of 'Silverhills GP Inc.' to request Council authorize staff to work with Polygon to generate a proponent-driven application for the 'Central Neighbourhood'.

On April 20, 2020, Council provided the following resolution:

That a letter of authorization be issued directing staff to work with Silverdale Hills GP Inc. to prepare an application for a proponent-driven neighbourhood planning process for the "Central Neighbourhood" precinct in the Silverdale Comprehensive Planning Area.

In response to this resolution, staff have received an application by Ekistics Town Planning Inc. on behalf of the proponent – Silverhills GP Inc. to initiate a neighborhood planning for the Central Neighbourhood precinct of the SCPA, which is the subject of this report.

DISCUSSION AND ANALYSIS:

In accordance to Council Policy LAN .64(c) and Council Resolution No. RC20/221, the proponent has exercised the option to apply for a proponent-driven neighbourhood planning process for both the south and north portions of the Central Neighbourhood.

As per LAN .64(c) Council will assess the application on the following criteria:

1. Neighbourhood Plan Boundaries

The proposed neighbourhood plan extents to reflect the required boundaries outlined in the MIS.

2. Logic of Sequence

From a planning perspective, is the neighbourhood plan area logical in terms of sequence relative to other completed or ongoing neighbourhood plans? Can the process for neighbourhood plan preparation proceed or is it dependent upon the prior completion of other supportive planning work?

3. Practicality of Sequence

From a servicing perspective, will adequate infrastructure be in place to practically service development in the neighbourhood plan area? Can servicing issues relating to the neighbourhood plan proposal be reasonably addressed without undue burden to the landowners, nearby residents or the District?

4. Level of Commitment of the Landowners

Is there support for the preparation of a neighbourhood plan among a reasonable proportion of the land area represented in this area? ($\geq 60\%$ of land area ownership)

5. Adequacy of Process

Given Local Government Act legal requirements, does the proposed planning process adequately address District obligations and typical practices with respect to public consultation? Have the proponents established appropriate timelines to ensure that consultation requirements are addressed?

6. Adequacy of Workplan and Professional Resourcing

Does the proposed Scope of Work adequately address the SCPA Neighbourhood Plan Terms of Reference obligations? Have the proponents established a Professional Consulting Team that meet the requirements to fulfill the needs of the Terms of Reference?

Additional considerations for Council, as included in Lan. 64(c) Policy, include:

1. Resourcing

The District will have central role to play to ensure neighbourhood planning meets the policies and bylaws of the District. Three central components constitute the role of the District in a proponent driven process: municipal departments, referral agencies and Council themselves.

District of Mission Departmental Staff:

The District's staff will form a Project Group to liaise with the proponents' Consulting Team to provide professional expertise, feedback and/or direction when necessary. The Project Group will be determined by the scope, scale and complexity of the proponent's application and is likely to include, but not limited to, representation from:

- planning;
- engineering; and,
- parks recreation and culture.

Feedback and expertise advisory roles will be necessary from:

- finance;
- administration;
- fire services; and,
- economic development.

When resourcing is scarce, and capacity to staff the Project Group is challenging or will compromise day to day business, the Project Group may consist of outside expertise. The external assistance will manage the process on behalf of the District and will be staffed by an outside consulting firm with expertise in planning, engineering, and parks and recreation with access to expertise in finance, facilities, environment and geotechnical topics.

2. Budget

The applicant will be required to pay any application fees associated with the initial application, plus provide a budget to cover the costs the District identifies as necessary to fulfill the requirements of the Terms of Reference.

The following provides an analysis of the application in comparison to LAN. 64(c) for Council's consideration:

Neighbourhood Plan Boundaries

The applicant proposes to complete the Central Neighbourhood plan. This aligns with the development sequencing plan of the MIS and Financial Analysis. The rationale for choosing the entire Central Neighbourhood precinct, as opposed to limiting planning efforts to only a portion of the precinct such as the 'central south', is to take advantage of preparing an integrated rainwater management plan for the entire watershed. While the south portion of the planning area would develop first, the impact of development on the 'central north' area, with respect to impacts on rainwater management, must be contemplated in the planning documents.

As presented in the application, the proposed neighbourhood plan boundary meets the intent of LAN .64(c).

Logic of Sequence

While from a planning perspective, the MIS identifies the 'central south' as the logical starting point for development, the application looks at providing neighbourhood planning for the entire Central Neighbourhood area and thus meeting this condition of LAN .64(c).

This application is consistent with the finding of the MIS and meets the intent of LAN. 64(c).

Practicality of Sequence

Servicing of the lands identified in the MIS conclude that the 'central south' as the logical starting point for development.

This application is consistent with the finding of the MIS and meets the intent of LAN. 64(c).

Level of Commitment of the Landowners

The application represents 69% of land holdings across the Central Neighbourhood planning area.

The level of commitment of landowners meets the intent of LAN .64(c).

Adequacy of Process

The applicant has worked with the District to develop a Communication and Public Engagement Strategy to meet the expectations of the terms of reference. It is important to note the overarching objectives duly developed by the applicant and the District include:

Fair Process: accessible and inclusive notification, communication and engagement of stakeholders;

Equitable Stakeholder Involvement: rationale information, communication and response to stakeholder feedback and queries; and

Transparent and Timely Communications: easy to understand information provided in a timely manner to permit stakeholders to be informed about the project, as questions and provide input.

Of note, due to the global pandemic and the current restrictions in regards to inviting the public to gather, the consultation strategy identifies a multitude of platforms for engagement, including in-person and online opportunities, plus social media platforms with differing delivery methodologies such as 3D site modelling, fly through videos and infographics.

The adequacy of the process identified within the consultation and public engagement strategy meets the intent of LAN. 64(c).

Adequacy of Workplan and Professional Resourcing

The proponent has assembled a professional consulting team and work plan to address all the intent of the terms of reference – LAN. 64(c) within the proposed application.

District Resourcing and Budget

An analysis of the District Resourcing and Budget implications are explained more fully in the following 'DELIVERY MODEL' and 'FINANCIAL IMPLICATIONS' sections.

DELIVERY MODEL

To deliver a comprehensive neighbourhood plan for the area which fulfills Council's stated objective, a delivery model has been developed that can be replicated for other neighbourhood planning projects. The model is developed under the premise the District is currently at capacity from a resourcing perspective, and will not be able to deliver neighbourhood planning in a cost or time effective manner, nor does it have capacity to manage a proponent-driven application.

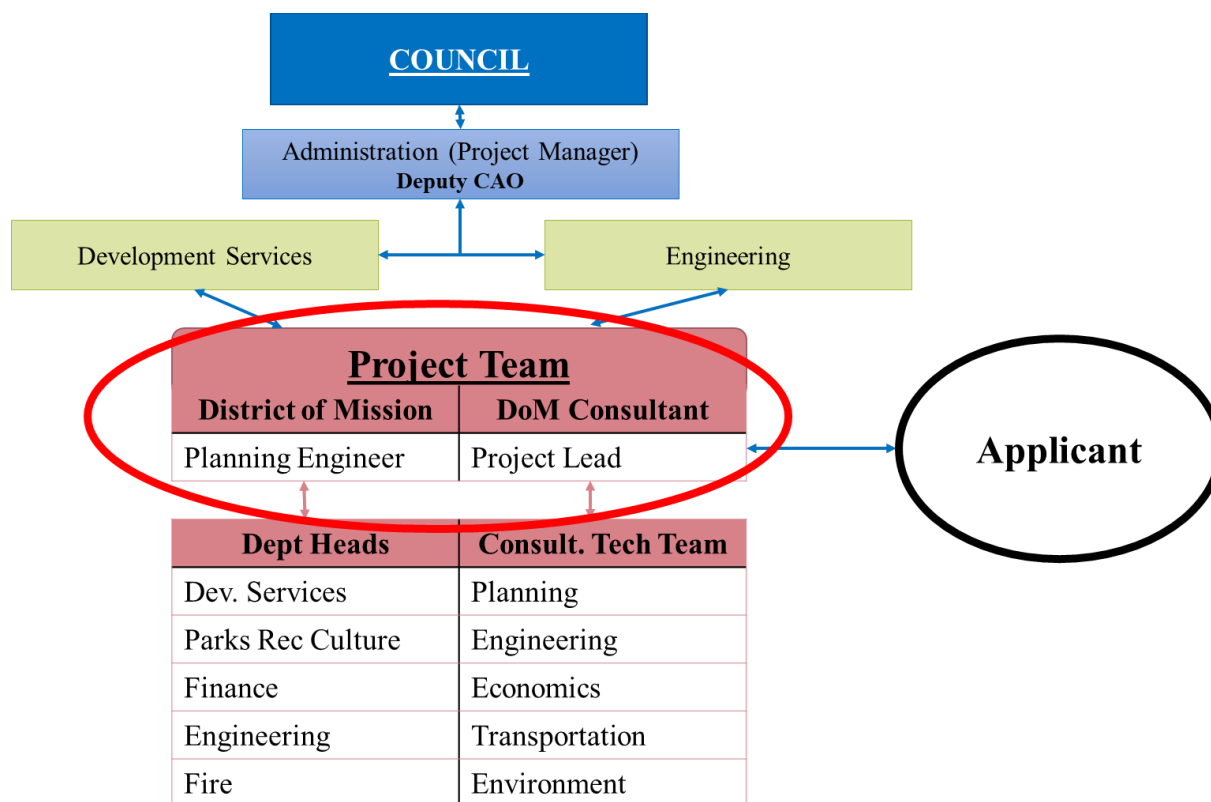
In this regard, the District initiated negotiations with the applicant to seek additional financial assistance and contributions toward advancing this initiative. After a cursory review of the District's internal capacity and the resourcing anticipated to carry out this project, it was identified the District could utilize two full-time positions including some administrative support. These positions included one planner and one engineer who would be directly assigned to the project not only during the plan development stage, but also during its implementation and subsequent administration of applications made to the plan. While these positions would be initially and entirely funded through contributions made by the developer during the preparation of the plan, the ultimate intent of these position would be absorbed into the relevant departments as part of a succession plan. This plan would build ongoing internal capacity in the municipality and be transferrable to other key projects within the municipality including waterfront revitalization.

However, following negotiations with the proponent, resourcing was scaled back where the application submission contemplates assistance to create the necessary 'Project Team' as per Lan .64(c). The District's Project Team (Project Team) will consist of a:

District Consultant – an outside consulting firm to provide the Project Lead as well as a technical support team; and

Planning Engineer – to be hired by the District to provide necessary support and input from the District's perspective.

The following is a diagram outlining how the District Project Team will be organized:



The Project Team consists of a small group of two individuals assigned to be responsive and flexible to the needs of the project to ensure it will be completed in a timely manner. It is important to note that while the external professionals who make up the District Consultant Technical Team reporting to the Project Lead, the Department Head and supporting staff will not only be responding to the needs of the Project Team, they will continue to oversee their respective departments and be asked to continue with their day to day activities. The Project Team will report out through the respective departments, namely Development Services and Engineering, and then onto Corporate Administration, the overarching project manager representing the District.

District Consultant Role

The District Consultant will be the prime/first reviewers of all technical submission from the applicant. The intent is to lay the burden of detailed reviews on the District Consultant, thus allowing District staff to continue to work on their day to day activities.

Beyond milestone reviews, early and ongoing communications with the applicant's technical team will be necessary.

The District Consultant provide the Project Lead, either from an engineering or planning background with extensive experience with neighbourhood planning, as well as a team of experts to review and critique work being completed by the applicant. Expertise in planning, water/sewer utilities, drainage, transportation, environment, and finance will be critical to the success of the neighbourhood planning process.

District Staff Role

The Planning Engineer is designed to work with the District Consultant on detailed review of milestone submissions and coordinate responses from necessary expert input. It will be their function to manage neighbourhood planning technical documents with other ongoing District plans (Master Utilities and Transportation master planning) to ensure a cohesive and coordinated plan.

It is expected the District staff position to be from an engineering background as much of the synthesis of the background reports will be of a technical nature.

FINANCIAL IMPLICATIONS:

LAN. 64(c) states:

The applicant will be required to pay any application fees associated with the initial application, plus provide a budget to cover the costs the District identifies as necessary to fulfill the requirements of the Terms of Reference.

The applicant has paid the requisite \$5,000 application fee to bring forward the application to Council for consideration.

While the staff have identified additional resources would be needed to administer this internally, the proposed budget submitted within this application includes contributions by the applicant to cover the costs of:

1. Planning Engineer: \$6,000 per month to cover approximately 50% of the costs for a full-time Planning Engineer plus a small portion to cover other staff's time. The Planning Engineer position will be retained by the District as permanent full-time; and
2. District Consultant: 100% of the costs of the to undertake the majority of the work on behalf of the District.

Spending Package

The proposal being submitted for Council consideration includes a spending package request effective September, 2020.

The request is seeking a full-time Planning Engineer to administer much of the work that will be needed to complete the neighbourhood planning project. The Planning Engineer is a new position for the District. The primary responsibility of this position is to be the primary engineering lead on new planning and development initiatives within the District. Initiatives such as waterfront revitalization and future neighbourhood planning initiatives. Additionally, this is an opportunity to provide a learning/mentorship and possible succession opportunity to retain knowledge within the District after they have gained Mission specific understanding and experiences. This knowledge retention should also assist in implementing applications once the neighbourhood plan is complete.

Initially, the District had requested two full-time permanent positions to be funded by the proponent to manage the project – one full time planner and one full time engineer. However, through consultation with staff, and the applicant, the majority of the workload is being shifted to the District Consultant to attempt to diminish the work load burden on District staff. The application is now proposing one full-time staff, a Planning Engineer, to administer much of the work that will be needed to complete the project.

The lost opportunity, from a District perspective, is to have additional knowledge retention within planning (Development Services). This learning/mentorship and knowledge retention opportunity within planning

could have really assisted in advancing other projects within Council's Strategic Plan.

The intent now is to have the District Consultant, in concert with the Planning Engineer, review initial draft submissions for technical soundness and involve additional District staff at milestone submissions, or when submissions are deemed complete. The Planning Engineer assigned to the project will coordinate any reviews with internal staff member such as Planning, Finance, Parks and Recreation, and Communications when needed. Ultimately, all submissions making up the neighbourhood plan will be reviewed by staff with a recommendation to Council for final approval.

Ongoing District Costs/Taxation Implications

Since the proposed position will be a permanent full-time position within the District, there is ongoing costs with tax implications. It is estimated the new position will require an increase to the budget as follows:

2020:	\$ 22,000 (based on a start date of September, 2020 and \$24,000 contribution by the applicant) *
2021:	\$ 65,500 (based on an approximate \$72,000 contribution by the applicant) *
2022:	\$137,500 *

*Note: represents full costs including benefits, vacation entitlement and overhead.

For the remainder of 2020, \$22,000 will need to be funded through current staff vacancies and reserves. In 2021, under this proposal, \$65,000 will be needed as a tax increase over and above the approximate 3.0% tax increase already proposed for the next fiscal year. And again, the proposed permanent full-time position at a proposed cost of \$137,000, represents an approximate 0.40% increase in taxation when fully funded by the District in 2022.

The consideration of a tax increase will occur outside of the normal budget process and will commit Council to spending the funds prior to budget deliberations schedule to occur later in 2020. Additionally, this spending package request is to take effect September, 2020, prior to budget deliberations for 2021.

The proposed model and budget require Council to approve a spending package for the proposed new position within the District. Without support for the spending package, and associated tax increases, the District does not consider initiation of neighbourhood planning within the SCPA feasible without compromising other day to day activities.

Options for Council Consideration

Council provided a resolution RC20/221: "That a letter of authorization be issued directing staff to work with Silverdale Hills GP Inc. to prepare an application for a proponent-driven neighbourhood planning process for the "Central Neighbourhood" precinct in the Silverdale Comprehensive Planning Area.

Council has yet to decide if a proponent-driven neighbourhood planning process is the preferred approach to move forward with neighbourhood planning. Council may decide to direct staff to provide proposal to undertake the central neighbourhood - neighbourhood planning process as an 'in-house' project.

The proponent has indicated an order of magnitude cost of approximately \$2.0 million to complete the project within a timeframe of 12 – 18 months.

If the District were to undertake the work, it is unlikely that the project could be completed within the same budget or timeframe. Factors such as current staff capacity, workload, space, and budgets would suggest the work would need to be outsourced.

COUNCIL GOALS/OBJECTIVES:

Support for this approach to advance planning in Southwest Mission meets Council's 2018 – 2022 Strategic Plan and addresses Strategic Focus Areas 2 and 4 and specifically Priority Action item 4.7:

2. Secure Finances, Assets, and Infrastructure

Central to Council's vision and mission is the responsible planning and management of public resources and infrastructure. Council is committed to working with the community to ensure resources are available to fund services and to plan, manage and maintain public infrastructure assets.

Goals:

To ensure sound financial management of the District

To ensure resources are available when needed

To ensure well planned, maintained and financed public infrastructure

4. Livable Complete Community

Council supports the evolution of Mission as a livable, attractive, and complete community that meets the everyday needs of its residents.

Goals:

To develop distinct neighbourhoods and a livable community

To be an attractive community for living, working, and playing

To the greatest extent possible, meet the social, cultural, and physical needs of the community

Priority Action 4.7 Undertake neighbourhood planning

Short Term:

- *Southwest Mission*

Additionally, this report supports Strategic Focus Area 2:

COMMUNICATION:

The following communication strategy is proposed if Council resolves to initiate neighbourhood planning for the Central Neighbourhood:

Public: the public will be notified via a multitude of platforms including press release, social media platforms (Twitter, Facebook, and LinkedIn).

Landowners: all landowners within the Central Neighbourhood plan area will be notified via mail of Council's decision.

First Nations: First Nations communities will be notified of Council's decision via email and followed up via mail.

Utilities: Franchise utilities will be notified via mail of the intent of the District to initiate neighbourhood planning for the 'central neighbourhood'.

SIGN-OFFS:



Barclay Pitkethly, Deputy CAO



Reviewed by:

Dan Sommer, Director of Development Services

Comment from Chief Administrative Officer:

Reviewed.

ATTACHMENT A



SILVERDALE CENTRAL NEIGHBOURHOOD

Neighbourhood Plan Application

District of Mission, BC

July 10th, 2020

Revised following DoM comments



EKISTICS

SILVERDALE CENTRAL NEIGHBOURHOOD

Neighbourhood Plan Application

District of Mission, BC

July 10th, 2020

Cover Letter

1. Application Form and Plan Extent

Application Form

Legal Property Description

Plan Extent

Agency Letter

2. Terms of Reference Letter of Acknowledgement by Proponent

3. Support 60% of Land Area Ownership

4. Professional Consulting Team Credentials

5. Scope of Work and Timeline

6. Communications and Public Engagement Strategy (CPES)



EKISTICS

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May 21, 2020

Mayor and Council
c/o. Barclay Pitkethly

District of Mission
8645 Stave Lake Street
Mission, BC V2V 4L9

Re: Central Neighbourhood Plan Application

Mayor and Council,

On behalf of Silverdale Hills GP Inc, we are pleased to submit this application and the associated application fee of \$5,000 to initiate a proponent-led Neighbourhood Plan Process in the Silverdale Comprehensive Planning Area (SCPA) in Mission, BC.

As required per LAN.64(C), this Neighbourhood Plan Application includes:

- SCPA Neighbourhood Plan Application Form and Plan Extent;
 - Application Form;
 - Legal Property Description;
 - Plan Extents; and,
 - Agent Appointment;
- Terms of Reference letter of acknowledgement by Proponent;
- Support - 60% of land area ownership;
- List of Professional Consulting Team Credentials;
- Scope of Work and Timeline; and,
- Communications and Public Engagement Strategy.

We have also created a Dropbox folder access with a digital copy of all documents submitted as part of the application.

With this submission, we look forward to working with the District of Mission. Should you have any comments or questions, please do not hesitate to contact us.

Sincerely yours,



Paul Fenske
Principal, BL Arch, MA Urban Planning &
Design

EKISTICS Town Planning Inc.
1925 Main Street, Vancouver BC
t: 604.739.7526
f: 604.739.7532
e: fenske@ekistics.ca



Chris Hartman
VP, Development

Silverdale Hills GP Inc
1333 West Broadway, Vancouver BC
t: 604.871.4274
e: chartman@polyhomes.com

SECTION 1

Application Form and Plan Extent

Application Form
Legal Property Descriptions
Plan Extent
Agency Letter



EKISTICS

DEVELOPMENT APPLICATION FORM

APPLICATION TYPE (check appropriate box or boxes)

- | | |
|--|--|
| <input type="checkbox"/> Development Permit | <input checked="" type="checkbox"/> O.C.P. Amendment |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Bylaw Text Amendment |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> ALR Application (ALC forms also required) |

LEGAL DESCRIPTION OF DEVELOPMENT APPLICATION PROPERTY (With Parcel Identifier): _____
see Ownership Plan + Legal Parcels within the Central Neighbourhood Plan application

DEVELOPMENT APPLICATION PROPERTY ADDRESS: Silverdale Comprehensive Planning Area, refer to MIS

BRIEFLY DESCRIBE THE DEVELOPMENT PROPOSAL: Proponent-led Neighbourhood Plan per LAN.64

NAME OF APPLICANT*: Chris Hartman

ADDRESS: 900 - 1333 West Broadway Vancouver BC

POSTAL CODE: V6H 1G9

EMAIL: chartman@polyhomes.com

PHONE: 604.871.4274

APPLICANT'S SIGNATURE: _____

NAME OF PROPERTY OWNER(S): Silverdale Hills GP Inc

ADDRESS: 900 - 1333 West Broadway Vancouver BC

POSTAL CODE: V6H 1G9

EMAIL: chartman@polyhomes.com

PHONE: 604.871.4274

OWNER(S) SIGNATURE(S): _____

**If applicant's name is different from property owners or there are multiple owners, please fill out the 'owner authorization to act as agent' letter. (Please obtain from staff).*

I, the applicant, have attached the required documentation, as noted on the attached Development Submission Checklist, along with the required application fee. Furthermore, I hereby acknowledge that any fees paid are non-refundable (except as determined by the Land Use Application Fees and Procedures Bylaw).

Signature of Applicant

May 20, 2020

Date

FOR OFFICE USE ONLY

File Number: _____

Application Fee: _____

Receipt Number: _____

Received By (Staff member name): _____

Date Checklist Requirements Were _____

Received By Staff: _____

Polygon Development 343 Ltd.

District of Mission

DATE	INVOICE NO	DESCRIPTION	INVOICE AMOUNT	DEDUCTION	BALANCE
5/05/20	050520	CNP AUTHORIZATION	5000.00	.00	5000.00
CHEQUE DATE	5/05/20	CHEQUE NUMBER	42	TOTAL >	5000.00
				.00	5000.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

THIS DOCUMENT IS PRINTED ON WHITE PAPER WITH A COLOURED BACKGROUND. THE BORDER CONTAINS MICRO PRINTING AND THE BACK OF THE DOCUMENT CONTAINS A SECURITY WATERMARK - HOLD AT AN ANGLE TO VIEW

Polygon Development 343 Ltd.
 Suite 900 - 1333 West Broadway
 Vancouver BC V6H 4C2

The Bank of Nova Scotia
 Vancouver Commercial Banking Ctr.
 650 West Georgia Street
 Vancouver BC V6B-4P6

42

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 DATE M M D D Y Y Y Y

Pay:*****Five thousand dollars and no cents

\$ ****5,000.00

TO
THE
ORDER
OF

District of Mission
 7337 Welton St.
 Mission, BC V2V 3X1

Polygon Development 343 Ltd.

PER

PER

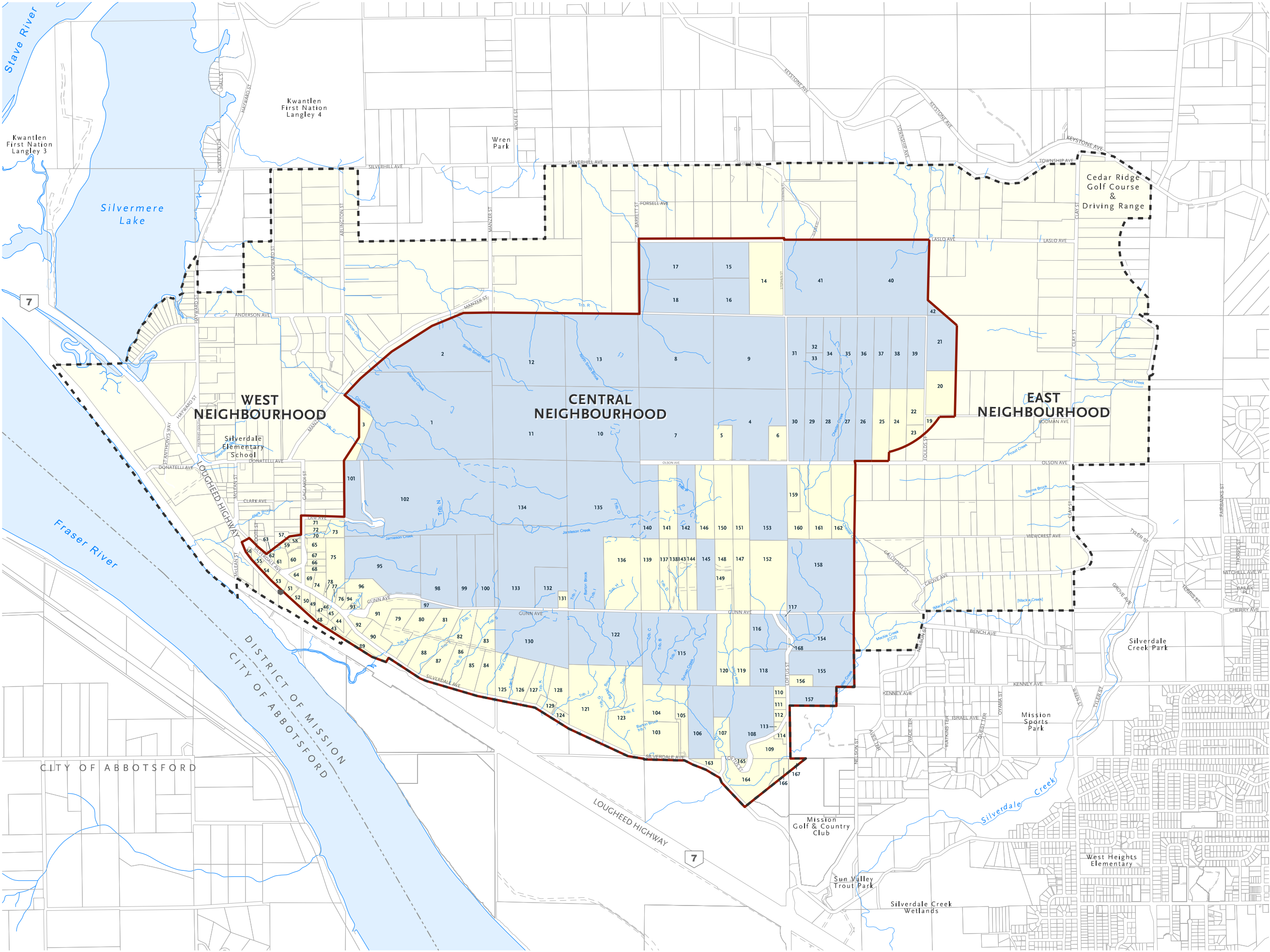
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OWNERSHIP PLAN

LEGEND MAY 2020


- Silverdale Comprehensive Planning Area
- Central Neighbourhood Plan Boundary
- Legal Parcel
- Watercourse
- Silverdale Comprehensive Planning Area

CENTRAL NEIGHBOURHOOD	
69%	Proponent Land Holdings: Silverdale Hills GP Inc. 510.39 ha 1,261.20 ac
28%	Private Land Holdings 197.94 ha 489.12 ac
3%	Public Road ROW 25.26 ha 62.42 ac
100 %	733.59 ha 1,812.74 ac



Central Neighbourhood Plan Mission, BC Ownership Plan

Legal Parcels within the Central Neighbourhood Plan Area

Proponent Land Holdings: Silverdale Hills GP Inc. 

Private Land Holdings 

Parcel Number	Address	PID	Legal Description	Area (Ha)
1	MANZER ST	010-015-744	Block C, Plan NWP14758, Section 35, Township 14, New Westminster Land District, EXC PCL 1 REF PL NWP13972	34.47
2	9070 - MANZER ST	011-079-894	Lot 2, Plan NWP4158, Section 35, Township 14, New Westminster Land District	14.59
3	8904 - MANZER ST	014-343-711	Parcel 1, Block C, Plan NWP14758, Section 35, Township 14, New Westminster Land District, (REF PL NWP13972); EXC: PT DEDICATED RD ON PL LMP6949	1.51
4	OLSON AVE	000-635-235	Legal Subdivision 1, Section 36, Township 14, New Westminster Land District, Except Plan 65495	11.80
5	31051 - OLSON AVE	002-873-192	Lot 3, Plan NWP65495, Legal Subdivision 1, Section 36, Township 14, New Westminster Land District	1.95
6	31155 - OLSON AVE	003-584-330	Lot 4, Plan NWP65495, Legal Subdivision 1, Section 36, Township 14, New Westminster Land District	1.89
7	30849 - OLSON AVE	002-394-154	Legal Subdivision 2, Section 36, Township 14, New Westminster Land District	16.03
8	DEWDNEY TRUNK RD	002-394-286	Legal Subdivision 7, Section 36, Township 14, New Westminster Land District	16.40
9	DEWDNEY TRUNK RD	002-394-308	Legal Subdivision 8, Section 36, Township 14, New Westminster Land District	15.57
10	30751 - OLSON AVE	002-394-219	Legal Subdivision 3, Section 36, Township 14, New Westminster Land District	16.31
11	OLSON AVE	002-394-243	Legal Subdivision 4, Section 36, Township 14, New Westminster Land District	16.17
12	DEWDNEY TRUNK RD	002-394-251	Legal Subdivision 5, Section 36, Township 14, New Westminster Land District	16.00
13	DEWDNEY TRUNK RD	002-394-260	Legal Subdivision 6, Section 36, Township 14, New Westminster Land District	16.05
14	9383 - SLATER ST	010-683-097	Lot 16, Plan NWP2687, Section 36, Township 14, New Westminster Land District	7.33
15	LASLO AVE	002-394-316	Plan NWP2687, Section 36, Township 14, New Westminster Land District, N 1/2 OF LOT 15	3.85
16		002-394-359	Plan NWP2687, Section 36, Township 14, New Westminster Land District, S 1/2 LOT 15	3.85
17	9368 - BARRETT ST	010-683-054	Lot 13, Plan NWP2687, Section 36, Township 14, New Westminster Land District	8.12
18	9224 - BARRETT ST	010-683-071	Lot 14, Plan NWP2687, Section 36, Township 14, New Westminster Land District, EXC: W 33 FT	7.43
19	8912 - FOULDS ST	013-375-750	Parcel A, Part SE1/4, Section 31, Township 17, New Westminster Land District, N 402.6 FT 23430F	0.37
20	31623 - RODMAN AVE	012-432-610	Lot 5, Plan NWP1974, Section 31, Township 17, New Westminster Land District	3.86
21	9065 - CLAY ST	013-375-814	Part SE1/4, Section 31, Township 17, New Westminster Land District, Portion N15 CH, Except Plan RP7981 PCL A	4.71
22	8851 - FOULDS ST	005-935-695	Lot 17, Plan NWP45332, Section 31, Township 17, New Westminster Land District	1.85
23	8865 - FOULDS ST	005-935-741	Lot 18, Plan NWP45332, Section 31, Township 17, New Westminster Land District	0.81
24	31535 - OLSON AVE	010-728-341	Lot 10, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.05
25	31485 - OLSON AVE	010-728-350	Lot 11, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.69
26	OLSON AVE	002-394-375	Lot 12, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.65
27	OLSON AVE	002-394-502	Lot 13, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.67
28	OLSON AVE	002-394-545	Lot 14, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.68
29	OLSON AVE	002-394-570	Lot 15, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.67
30	OLSON AVE	002-394-596	Lot 16, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.45
31	STEPHENS ST	010-728-325	Lot 1, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.93
32		002-394-758	Parcel A, Lot 1, Plan NWP2752, Section 31, Township 17, New Westminster Land District, (REF PL 2593) & LOT 2 EXC: N 1/2 OF LOT 1	1.83
33		002-394-863	Parcel B, Lot 1, Plan NWP2752, Section 31, Township 17, New Westminster Land District, (REF PL 2594) & LOT 2 EXCS: S 1/2 LOT 1	1.84
34		002-394-600	Lot 3, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.65
35		002-394-634	Lot 4, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.64
36		002-394-669	Lot 5, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.62
37		002-394-685	Lot 6, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.68
38		002-394-715	Lot 7, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.61
39	FOULDS ST	002-394-456	Lot 8, Plan NWP2752, Section 31, Township 17, New Westminster Land District	3.68
40	31580 - LASLO AVE	013-375-822	Legal Subdivision 11, Section 31, Township 17, New Westminster Land District	16.08
41	9384 - SLATER ST	013-375-831	Legal Subdivision 12, Section 31, Township 17, New Westminster Land District	16.41
42	LASLO AVE	011-381-710	Lot 2, Plan NWP9191, Section 31, Township 17, New Westminster Land District, EXC PCL B EXPL PL 16007	0.41
43	30010 - SILVERDALE AVE	006-219-039	Lot 21, Plan NWP48168, District Lot 436, Section 26, Township 14, Group 1, New Westminster Land District, Except Plan EPP82208	0.39
44	29990 - SILVERDALE AVE	012-877-883	Parcel D, District Lot 436, Group 1, New Westminster Land District, REF PL 2583	0.43
45	SILVERDALE AVE	012-877-921	Parcel B, District Lot 436, Group 1, New Westminster Land District, Except Plan 4898, REF PL 4577, EXC PCL G EXPL PL 13730	0.29
46	29954 - SILVERDALE AVE	001-998-307	Parcel H, District Lot 436, Group 1, New Westminster Land District, REF PL 5558, OF PCL C	0.10
47	29940 - SILVERDALE AVE	009-222-553	Lot 2, Plan NWP23384, District Lot 436, Group 1, New Westminster Land District	0.40
48	29939 - LOUGHEED HWY	009-222-588	Lot 3, Plan NWP23384, District Lot 436, Group 1, New Westminster Land District, Except Plan EPP82205	0.29
49	29932 - SILVERDALE AVE	008-692-165	Lot 1, Plan NWP23384, District Lot 436, Group 1, New Westminster Land District, Except Plan EPP82202	0.33

50	29912 - SILVERDALE AVE	000-532-894	Parcel H, District Lot 436, Group 1, New Westminster Land District, Except Plan 4898, REF PL 6700 & EXC PL EPP82189	0.47
51	29868 - SILVERDALE AVE	000-653-021	Lot 19, Plan NWP40679, District Lot 436, Group 1, New Westminster Land District	0.40
52	29880 - SILVERDALE AVE	000-539-309	Lot 20, Plan NWP40679, District Lot 436, Group 1, New Westminster Land District, Except Plan EPP82100	0.35
53	29816 - SILVERDALE AVE	012-877-867	Parcel ONE, District Lot 436, Group 1, New Westminster Land District, Except Plan EPP82091, EXPL PL 12606	0.47
54	29781 - LOUGHEED HWY	009-725-326	Parcel 1, Lot A, Plan NWP12678, District Lot 436, Group 1, New Westminster Land District, (EXPL PL 13426) & LOT B	0.51
55	29760 - SILVERDALE AVE	009-725-393	Lot A, Plan NWP12678, District Lot 436, Group 1, New Westminster Land District, EXC PL 1 (EXPL PL NWP13426) & PT DEDICATED RD ON PL BCP13782	0.30
56	29746 - SILVERDALE AVE	002-115-701	Lot 2, Plan NWP18210, District Lot 436, Group 1, New Westminster Land District	0.12
57	8595 - GAGLARDI ST	011-450-461	Lot 8, Plan NWP9965, District Lot 436, Group 1, New Westminster Land District, EXC: FIRSTLY: PT SUBDIVIDED BY PL 36922 SECONDLY: PCL "A" (REF PL 22090)	0.20
58	8589 - GAGLARDI ST	002-413-302	Parcel A, Plan NWP9965, District Lot 436, Group 1, New Westminster Land District, (REF PL 22090) OF LOT 8	0.13
59	8575 - GAGLARDI ST	030-399-459	Lot 1, Plan EPP76407, District Lot 436, New Westminster Land District	0.47
60	8535 - GAGLARDI ST	030-399-467	Lot 2, Plan EPP76407, District Lot 436, New Westminster Land District	0.62
61	8541 - GAGLARDI ST	017-929-911	Lot 3, Plan LMP6335, District Lot 436, New Westminster Land District	0.79
62	29791 - SILVERDALE AVE	011-450-304	Lot 1, Plan NWP9965, District Lot 436, Group 1, New Westminster Land District	0.16
63	8590 - FOOTE ST	011-450-312	Lot 3, Plan NWP9965, District Lot 436, Group 1, New Westminster Land District	0.01
64	8506 - GAGLARDI ST	009-748-741	Lot 10, Plan NWP12647, District Lot 436, Group 1, New Westminster Land District	0.32
65	8578 - GAGLARDI ST	009-439-277	Lot 1, Plan NWP10945, District Lot 436, Group 1, New Westminster Land District, EXC: PT ON PL WITH BYLAW FILED NO. 41161 & PT SUBDIVIDED BY PL LMP1933	0.86
66	8526 - GAGLARDI ST	017-508-487	Lot 1, Plan LMP1933, District Lot 436, New Westminster Land District	0.39
67	8548 - GAGLARDI ST	017-508-495	Lot 2, Plan LMP1933, District Lot 436, New Westminster Land District	0.40
68	8514 - GAGLARDI ST	009-439-307	Lot 2, Plan NWP10945, District Lot 436, Group 1, New Westminster Land District	0.40
69	29907 - SILVERDALE AVE	009-439-323	Lot 3, Plan NWP10945, District Lot 436, Group 1, New Westminster Land District	0.39
70	8610 - GAGLARDI ST	009-439-358	Lot 4, Plan NWP10945, District Lot 436, Group 1, New Westminster Land District	0.30
71	8640 - GAGLARDI ST	006-301-606	Lot 1, Plan NWP73682, District Lot 436, Group 1, New Westminster Land District	0.45
72	8624 - GAGLARDI ST	006-301-614	Lot 2, Plan NWP73682, District Lot 436, Group 1, New Westminster Land District	0.44
73	29998 - LAW AVE	012-039-055	Lot 12, Plan NWP1231, District Lot 436, Group 1, New Westminster Land District, EXC: FIRSTLY: PCL "A" (REF PL 4386) SECONDLY: PT SUBDIVIDED BY PL 10945	0.98
74	29929 - SILVERDALE AVE	012-039-098	Lot 13, Plan NWP1231, District Lot 436, Group 1, New Westminster Land District, EXC: FIRSTLY: PCL "A" (REF PL 5713) SECONDLY: PCL "B" (REF PL 6321) THIRDLY: PT SUBDIVIDED BY PL 10945	0.73
75	29951 - SILVERDALE AVE	004-629-388	Lot 14, Plan NWP1231, District Lot 436, Group 1, New Westminster Land District, EXC: FIRSTLY: PCL "A" (REF PL 11700) SECONDLY: PT INCLUDED IN PCL "2" (EXPL PL 15359) THIRDLY: PT SUBDIVIDED BY PL 64708 FOURTHLY: PT SUBDIVIDED BY PL 66481	3.07
76	29979 - SILVERDALE AVE	000-599-867	Lot 28, Plan NWP66481, District Lot 436, Group 1, New Westminster Land District, & OF SEC 26 TWP 14	0.46
77	29967 - SILVERDALE AVE	003-766-632	Lot 27, Plan NWP66481, District Lot 436, Group 1, New Westminster Land District	0.11
78	29945 - SILVERDALE AVE	001-064-991	Parcel A, Lot 13, Plan NWP1231, District Lot 436, Group 1, New Westminster Land District, REF PL 5713	0.07
79	SILVERDALE AVE	000-440-671	Lot 4, Plan NWP67027, Part SE1/4, Section 26, Township 14, New Westminster Land District	2.87
80	30161 - SILVERDALE AVE	003-949-125	Lot 5, Plan NWP67027, Section 26, Township 14, New Westminster Land District	3.01
81	30324 - GUNN AVE	003-949-133	Lot 6, Plan NWP67027, Section 26, Township 14, New Westminster Land District	2.09
82	30356 - GUNN AVE	003-949-141	Lot 7, Plan NWP67027, Section 26, Township 14, New Westminster Land District	2.00
83	30362 - GUNN AVE	000-651-893	Lot 8, Plan NWP67027, Section 26, Township 14, New Westminster Land District, Manufactured Home Reg.# 15197	2.53
84	30355 - SILVERDALE AVE	003-949-150	Lot 9, Plan NWP67027, Section 26, Township 14, New Westminster Land District	2.04
85	30305 - SILVERDALE AVE	003-949-168	Lot 10, Plan NWP67027, Section 26, Township 14, New Westminster Land District	2.13
86	30283 - SILVERDALE AVE	002-820-251	Lot 11, Plan NWP67027, Section 26, Township 14, New Westminster Land District	1.96
87	30251 - SILVERDALE AVE	003-949-176	Lot 12, Plan NWP67027, Section 26, Township 14, New Westminster Land District	2.05
88	30199 - SILVERDALE AVE	002-072-394	Lot 13, Plan NWP67027, Section 26, Township 14, New Westminster Land District	2.06
89	30050 - SILVERDALE AVE	002-308-622	Parcel A, Part SE1/4, Section 26, Township 14, New Westminster Land District, Except Plan 4898, REF PL 4597, EXC 48168, EXC EPP82250	0.96
90	30087 - SILVERDALE AVE	016-052-366	Lot 1, Plan NWP85506, Section 26, Township 14, New Westminster Land District	1.28
91	30090 - GUNN AVE	016-052-374	Lot 2, Plan NWP85506, Section 26, Township 14, New Westminster Land District, Except Plan LMP26896	2.25
92	30013 - SILVERDALE AVE	023-324-902	Lot A, Plan LMP26896, Section 24, Township 14, New Westminster Land District	0.70
93	30015 - GUNN AVE	013-337-688	Parcel E, Part S1/2 of NE1/4, Section 26, Township 14, New Westminster Land District, EXPL PL 13217	0.14
94	30007 - GUNN AVE	003-766-641	Lot 29, Plan NWP66481, District Lot 436, Group 1, New Westminster Land District	0.73
95	30165 - GUNN AVE	004-212-088	Lot 3, Plan NWP50881, Section 26, Township 14, New Westminster Land District	11.63
96	30077 - GUNN AVE	004-212-096	Lot 4, Plan NWP50881, Section 26, Township 14, New Westminster Land District, Manufactured Home Reg.# 03930	2.04
97	30233 - GUNN AVE	013-337-653	Part S1/2 of NE1/4, Section 26, Township 14, New Westminster Land District, W10 CH OF THE E20 CH	0.41
98	30233 - GUNN AVE	013-337-653	Part S1/2 of NE1/4, Section 26, Township 14, New Westminster Land District, W10 CH OF THE E20 CH	7.40
99	30331 - GUNN AVE	015-570-959	Parcel A, Part NE1/4, Section 26, Township 14, New Westminster Land District, REF PL 3684	3.95
100	30363 - GUNN AVE	015-570-967	Parcel B, Part NE1/4, Section 26, Township 14, New Westminster Land District, REF PL 4290	4.02
101	8691 - LAW AVE	006-168-485	Lot 1, Plan NWP47033, Section 26, Township 14, New Westminster Land District	3.11
102	30030 - LAW AVE	013-337-645	Part N1/2 of NE1/4, Section 26, Township 14, New Westminster Land District, Except Plan 47033	29.22
103	30815 - SILVERDALE AVE	013-337-467	Parcel A, Part SE1/4, Section 25, Township 14, New Westminster Land District, REF PL 3854	3.61
104	30919 - SILVERDALE AVE	018-803-431	Lot 1, Plan LMP17262, Section 25, Township 14, New Westminster Land District	3.79
105	30925 - SILVERDALE AVE	018-803-440	Lot 2, Plan LMP17262, Section 25, Township 14, New Westminster Land District	2.13

106	30971 - SILVERDALE AVE	015-570-151	Parcel C, Section 25, Township 14, New Westminster Land District, REF PL 11504	5.56
107	8011 - LOFTUS ST	004-194-403	Lot 1, Plan NWP43007, Section 25, Township 14, New Westminster Land District	1.91
108	8021 - LOFTUS ST	000-850-888	Parcel D, Section 25, Township 14, New Westminster Land District, Except Plan 14512, REF PL 12299; EXC: 18601; 40799; 43007; 46701; 65457	9.36
109	8022 - LOFTUS ST	006-111-963	Lot 8, Plan NWP46701, Section 25, Township 14, New Westminster Land District	1.89
110	8177 - LOFTUS ST	010-418-261	Lot 1, Plan NWP18601, Section 25, Township 14, New Westminster Land District	0.41
111	8153 - LOFTUS ST	010-418-288	Lot 2, Plan NWP18601, Section 25, Township 14, New Westminster Land District	0.43
112	8111 - LOFTUS ST	004-816-986	Lot 3, Plan NWP18601, Section 25, Township 14, New Westminster Land District	0.41
113	8097 - LOFTUS ST	010-418-326	Lot 4, Plan NWP18601, Part SE1/4, Section 25, Township 14, New Westminster Land District, EXC: PCL A EXPL PL 32493	0.14
114	8066 - LOFTUS ST	005-818-206	Lot 7, Plan NWP40799, Section 25, Township 14, New Westminster Land District	0.37
115	30906 - GUNN AVE	010-328-572	Lot 1, Plan NWP17720, Part SE1/4, Section 25, Township 14, New Westminster Land District	16.06
116	31154 - GUNN AVE	010-328-581	Lot 3, Plan NWP17720, Part SE1/4, Section 25, Township 14, New Westminster Land District	3.31
117	31154 - GUNN AVE	010-328-581	Lot 3, Plan NWP17720, Part SE1/4, Section 25, Township 14, New Westminster Land District	0.30
118	LOFTUS ST	000-807-737	Lot 4, Plan NWP17720, Part SE1/4, Section 25, Township 14, New Westminster Land District	3.93
119	31078 - GUNN AVE	002-605-678	Lot 5, Plan NWP23428, Section 25, Township 14, New Westminster Land District	3.60
120	31010 - GUNN AVE	009-222-928	Lot 6, Plan NWP23428, Section 25, Township 14, New Westminster Land District	3.57
121	30635 - SILVERDALE AVE	002-429-187	Lot 2, Plan NWP10393, Section 25, Township 14, New Westminster Land District	10.03
122	30728 - GUNN AVE	009-313-761	Lot 3, Plan NWP10393, Section 25, Township 14, New Westminster Land District	11.74
123	30709 - SILVERDALE AVE	001-942-158	Lot 4, Plan NWP10393, Section 25, Township 14, New Westminster Land District	6.90
124	30563 - SILVERDALE AVE	030-312-833	Lot A, Plan EPP73429, Section 25, Township 14, New Westminster Land District	0.43
125	30429 - SILVERDALE AVE	005-582-695	Lot 6, Plan NWP57434, Section 25, Township 14, New Westminster Land District	2.38
126	30443 - SILVERDALE AVE	005-582-768	Lot 7, Plan NWP57434, Section 25, Township 14, New Westminster Land District	2.33
127	30513 - SILVERDALE AVE	018-321-399	Lot 1, Plan LMP11145, Section 25, Township 14, New Westminster Land District	2.13
128	30551 - SILVERDALE AVE	018-321-402	Lot 2, Plan LMP11145, Section 25, Township 14, New Westminster Land District	2.27
129	30519 - SILVERDALE AVE	005-582-822	Lot 9, Plan NWP57434, Section 25, Township 14, New Westminster Land District	0.61
130	30450 - GUNN AVE	009-581-120	Lot 4, Plan NWP11699, Section 25, Township 14, New Westminster Land District	11.03
131	30593 - GUNN AVE	008-757-691	Lot 1, Plan NWP20368, Section 25, Township 14, New Westminster Land District	0.48
132	30523 - GUNN AVE	015-570-916	Parcel B, Part W1/2 of NW1/4, Section 25, Township 14, New Westminster Land District, Except Plan 20368, REF PL 3961, EXC PCL C EXPL PL 16589	3.50
133	30473 - GUNN AVE	013-337-599	Parcel C, Section 25, Township 14, New Westminster Land District, EXPL PL 16589	13.16
134	30405 - GUNN AVE	013-337-611	Part W1/2 of NW1/4, Section 25, Township 14, New Westminster Land District, Except Plan RP3961 PCL B, RP7337 PCL A	15.31
135	30655 - GUNN AVE	006-385-630	Lot 2, Plan NWP49405, Section 25, Township 14, New Westminster Land District	24.36
136	30785 - GUNN AVE	006-385-664	Lot 3, Plan NWP49405, Section 25, Township 14, New Westminster Land District	7.94
137	30889 - GUNN AVE	018-405-410	Lot A, Plan LMP11813, Section 25, Township 14, New Westminster Land District	2.02
138	30899 - GUNN AVE	018-405-428	Lot B, Plan LMP11813, Section 25, Township 14, New Westminster Land District	1.93
139	30819 - GUNN AVE	003-499-383	Lot 2, Plan NWP10893, Section 25, Township 14, New Westminster Land District	4.06
140	30798 - OLSON AVE	009-432-493	Lot 3, Plan NWP10893, Section 25, Township 14, New Westminster Land District	4.12
141	30890 - OLSON AVE	009-432-507	Lot 4, Plan NWP10893, Section 25, Township 14, New Westminster Land District	4.09
142	30948 - OLSON AVE	004-982-151	Lot 3, Plan NWP51692, Section 25, Township 14, New Westminster Land District	4.09
143	30923 - GUNN AVE	017-215-773	Lot 1, Plan NWP88380, Section 25, Township 14, New Westminster Land District	1.80
144	30957 - GUNN AVE	017-215-781	Lot 2, Plan NWP88380, Section 25, Township 14, New Westminster Land District	2.09
145	GUNN AVE	004-982-193	Lot 5, Plan NWP51692, Section 25, Township 14, New Westminster Land District	3.95
146	30990 - OLSON AVE	007-259-484	Lot 58, Plan NWP44177, Section 25, Township 14, New Westminster Land District	4.09
147	31061 - GUNN AVE	006-500-188	Lot 1, Plan NWP18604, Section 25, Township 14, New Westminster Land District	3.55
148	31049 - GUNN AVE	016-906-411	Lot A, Plan NWP87655, Section 25, Township 14, New Westminster Land District	1.90
149	31017 - GUNN AVE	016-906-454	Lot B, Plan NWP87655, Section 25, Township 14, New Westminster Land District	2.00
150	31030 - OLSON AVE	007-857-683	Lot 3, Plan NWP18604, Section 25, Township 14, New Westminster Land District	4.06
151	31068 - OLSON AVE	010-418-431	Lot 4, Plan NWP18604, Section 25, Township 14, New Westminster Land District	3.71
152	31151 - GUNN AVE	004-116-186	Lot 7, Plan NWP50578, Section 25, Township 14, New Westminster Land District	7.79
153	OLSON AVE	004-116-178	Lot 6, Plan NWP50578, Section 25, Township 14, New Westminster Land District	8.58
154	31239 - GUNN AVE	013-827-251	Lot 5, Plan NWP5348, Section 30, Township 17, New Westminster Land District	6.91
155	8260 - LOFTUS ST	000-809-578	Lot 6, Plan NWP5348, Section 30, Township 17, New Westminster Land District, EXC PCL A (EXPL PL NWP16982)	6.14
156	8220 - LOFTUS ST	004-379-683	Parcel A, Lot 6, Plan NWP5348, Section 30, Township 17, New Westminster Land District, (EXPL PL NWP16982)	0.82
157	8176 - LOFTUS ST	011-126-639	Parcel A, Lot 7, Plan NWP5348, Section 30, Township 17, New Westminster Land District, (REF PL NWP21949)	2.69
158	GUNN AVE	013-375-679	Legal Subdivision 12, Section 30, Township 17, New Westminster Land District	14.68
159	31210 - OLSON AVE	002-127-172	Lot 10, Plan NWP67164, Section 30, Township 17, New Westminster Land District	1.80
160	31250 - OLSON AVE	002-126-991	Lot 11, Plan NWP67164, Section 30, Township 17, New Westminster Land District	2.89
161	31310 - OLSON AVE	010-455-582	Lot 2, Plan NWP21418, Section 30, Township 17, New Westminster Land District	5.07
162	31390 - OLSON AVE	010-455-604	Lot 3, Plan NWP21418, Section 30, Township 17, New Westminster Land District	5.19
163	31042 - SILVERDALE AVE	003-706-494	Part NE1/4, Section 24, Township 14, New Westminster Land District, Except Plan 908, & EXC NWP4898, NWP23489, NWP14512, PCL A (REF PL 22448), PL NWP40188, PL NWP65457 & PL BCP45451	0.71

164	31042 - SILVERDALE AVE	003-706-494	Part NE1/4, Section 24, Township 14, New Westminster Land District, Except Plan 908, & EXC NWP4898, NWP23489, NWP14512, PCL A (REF PL 22448), PL NWP40188, PL NWP65457 & PL BCP45451	4.68
165	7987 - LOFTUS ST	003-582-655	Lot 3, Plan NWP65457, Section 24, Township 14, New Westminster Land District	0.20
166	7983 - NELSON ST	000-726-559	Lot 5, Plan NWP27908, Section 19, Township 17, New Westminster Land District	0.68
167	7983 - NELSON ST	008-374-899	Lot 5, Plan NWP27908, Section 19, Township 17, New Westminster Land District	0.34
168	LOFTUS ST	011-126-680	Lot 9. Plan NWP5348	0.03

NEIGHBOURHOOD PLAN
EXTENTS

LEGEND

MAY 2020

Silverdale Comprehensive Planning Area

Central Neighbourhood Plan Boundary

Legal Parcel

Watercourse

Central Neighbourhood
733.59 ha | 1,812.74 ac

Silverdale Comprehensive Planning Area

A detailed map of the Central Neighbourhood Plan area in Mission, BC. The map shows the Central Neighbourhood (highlighted in orange) bounded by a thick red line. It is surrounded by the Silverdale Comprehensive Planning Area (light yellow) and the City of Abbotsford (grey). Key features include Silverdale Lake to the northwest, the Fraser River to the southwest, and the Lougheed Highway (Highway 7) running along the southern and western edges. The map is divided into three main sections: WEST NEIGHBOURHOOD, CENTRAL NEIGHBOURHOOD, and EAST NEIGHBOURHOOD. Various streets, watercourses, and landmarks are labeled, including Kwantlen First Nation Langley 3 and 4, Wren Park, Cedar Ridge Golf Course & Driving Range, Silverdale Elementary School, Silverdale Creek Park, Mission Sports Park, Mission Golf & Country Club, Sun Valley Trout Park, and West Heights Elementary. The map also shows the District of Mission and the City of Abbotsford.

0 80 160 240 400 800m

↑

EKISTICS



DEVELOPMENT SERVICES DEPARTMENT

AGENT APPOINTMENT

"I (We) the undersigned, being the registered owner(s) of the property located at _____

Property Address

Central Neighbourhood Plan _____ (the 'property') hereby irrevocably appoint

Property Address

Chris Hartman _____ of Silverdale Hills GP Inc _____

Name

Company

604.828.0021 _____ as the agent for all purposes, including the granting of all

Telephone

undertakings, in respect of:

- ☒ an application for land development and any matters that are directly or indirectly related to the development application; and/or
- ☐ the granting of any undertakings, in respect of an application for a building permit in accordance with the provisions of Building Bylaw 3590-2003 and any other matters that are contained directly or indirectly within the provisions of the bylaw".

Silverdale Hills GP Inc

Signature (registered owner)

Signature (registered owner)

Silverdale Hills GP Inc

Signature (registered owner)

Name (please print) Neil Chrystal

Name (please print) Rob Bruno

Name (please print)

Dated May 14, 2020

SECTION 2

Terms of Reference Letter of
Acknowledgement by Proponent



EKISTICS



May 19, 2020

Mayor and Council
District of Mission

c/o Barclay Pitkethly
8645 Stave Lake St,
Mission, BC V2V 4L9

RE: Proponent Acknowledgement of Neighbourhood Plan Terms of Reference | LAN.64(C)

Mayor and Council,

In support of our application to undertake a proponent-led Neighbourhood Plan for the Central Neighbourhood Plan area in SW Mission, we acknowledge the recently adopted LAN.64(C) policy identifying the required terms of reference for neighbourhood planning in Silverdale. In addition, we agree to comply with the Neighbourhood Plan Terms of Reference as outlined in LAN.64(C).

Ownership

As the proponent leading the preparation of the Central Neighbourhood Plan, Silverdale Hills GP Inc. owns or controls 507.20 ha (69.1%) of the 733.61 ha Central Neighbourhood Plan area, as identified in the attached CNP Ownership Plan. As such, our ownership exceeds the minimum 60% of land area ownership required to initiate a Neighbourhood Plan, per LAN.64(C).

Professional Consulting Team

As per LAN.64(C), we have assembled an experienced, professional consulting team to deliver all of the components of the Neighbourhood Plan, including but limited to:

- Master Planning and Urban Design; Public Consultation and Facilitation:
EKISTICS
- Environmental Assessment and Management: *Pottinger Gaherty*
- Geotechnical Assessment and Management: *GeoPacific*
- Archaeological Assessment and Management: *Arrowstone*
- Transportation Engineering: *Bunt & Associates*
- Civil Engineering (water, sanitary, rainwater management and street design):
InterCAD
- Market Analysis and Land Economics: *Rollo & Associates.*

Each of these firms has worked directly for the District and therefore have a clear understanding of the District's expectations regarding the Neighbourhood Plan process and associated deliverables.

Sincerely,

SILVERDALE HILLS GP INC.

A handwritten signature in black ink, appearing to read 'CHS', followed by a long horizontal line extending to the right.

Chris Hartman
Vice President, Development

SECTION 3

Support - 60% of
Land Area Ownership



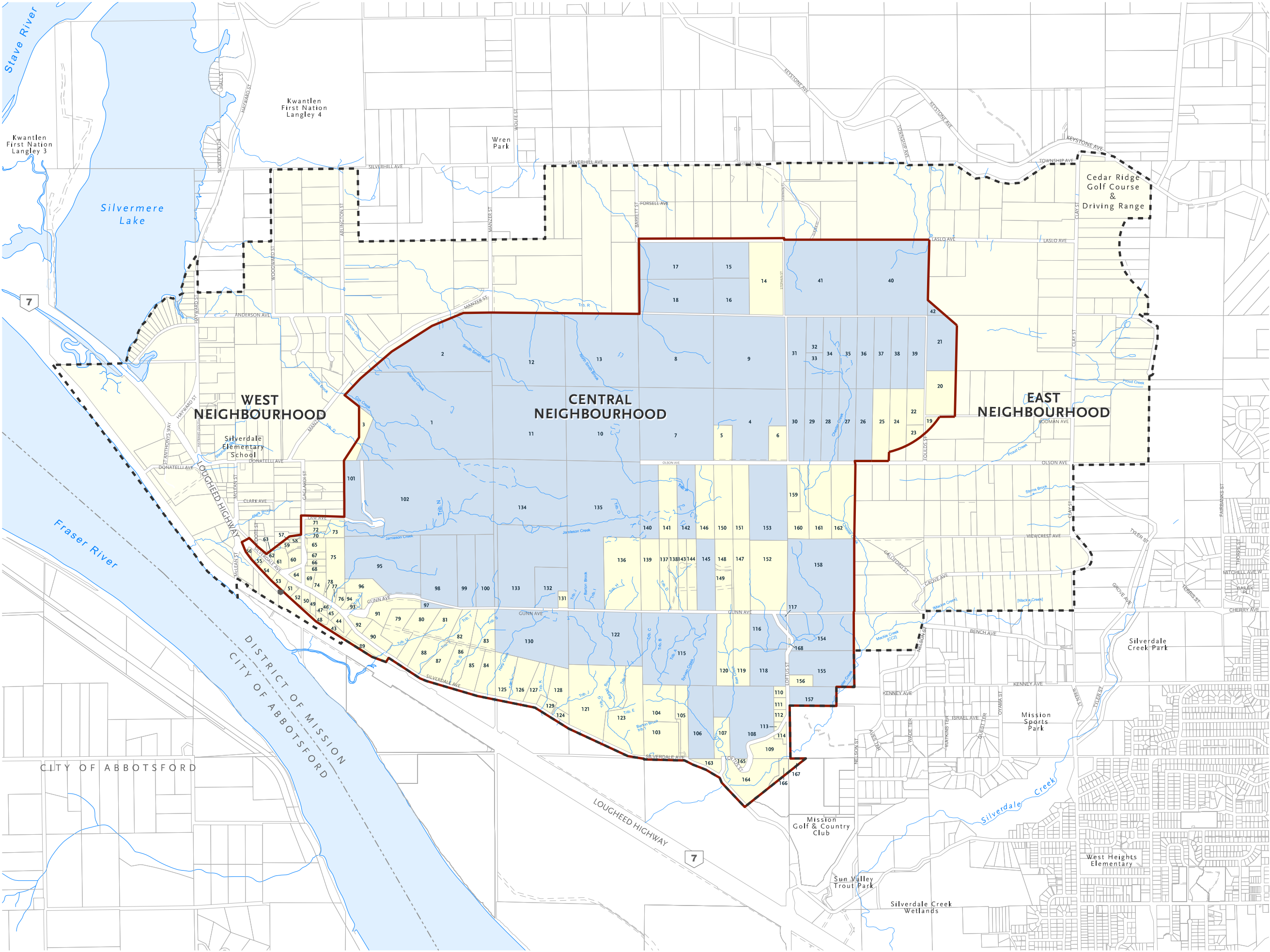
EKISTICS

OWNERSHIP PLAN

LEGEND MAY 2020

- Silverdale Comprehensive Planning Area
- Central Neighbourhood Plan Boundary
- Legal Parcel
- Watercourse
- Silverdale Comprehensive Planning Area

CENTRAL NEIGHBOURHOOD	
69%	Proponent Land Holdings: Silverdale Hills GP Inc. 510.39 ha 1,261.20 ac
28%	Private Land Holdings 197.94 ha 489.12 ac
3%	Public Road ROW 25.26 ha 62.42 ac
100 %	733.59 ha 1,812.74 ac



SECTION 4

Professional Consulting Team Credentials



EKISTICS

Technical Consultants | Credentials and Contact List

Central Neighbourhood Plan (CNP)

* Indicates main point of contact

	NAME	EMAIL	PHONE #	ADDRESS
PGL Environmental Consultants Environmental Assessment and Management	Susan Wilkins, Senior Environmental Consultant, Principal, M.Sc., P.Geo., LEED	swilkins@pggroup.com	604-895-7621	#140-8661 201 Street Langley, BC V2Y 0G9
	Matt Hammond,* Senior Environmental Consultant, Business Team Lead, R.P.Bio.	mhammond@pggroup.com	250-940-0767 c: 250-508-4033	#402-645 Fort Street, Victoria, BC V8W 1G2
	Ashleigh Gilbert, Environmental Consultant, M.Sc., P.Ag.	agilbert@pggroup.com	604-895-7637 c: 778-828-6276	#140 - 8661 201 Street Langley, BC V2Y 0G9
	Christina Trotter, Senior Hydrogeologist, M.Sc., P.Geo.	ctrotter@pggroup.com	604-895-7633 c: 778-231-2131	1500 - 1185 West Georgia Street, Vancouver, BC, V6E 4E6
Bunt & Associates Transportation and Engineering	Peter Joyce,* Principal, P. Eng.	pjoyce@bunteng.com	604-685-6427 ext. 225	#1550 - 1050 West Pender Street, Vancouver, BC V6E 3S7
	Matt Taylor, Project Manager, P. Eng., M. Eng., PTOE	mtaylor@bunteng.com	604-685-6427 ext. 243	#1550 - 1050 West Pender Street, Vancouver, BC V6E 3S7
Arrowstone Archaeological Assessment and Management	Dave Hall,* M.A., RPCA	arrowstonearchaeological@gmail.com	604-931-1997 c: 604-612-1997	51 Maple Drive, Port Moody, BC V3H 5M8
GeoPacific Geotechnical Assessment and Management	Matt Kokan, Principal, M.A.Sc., P.Eng	kokan@geopacific.ca	604-439-0922 ext. 226 c: 604-341-6360	1779 West 75 th Avenue Vancouver, BC V6P 6P2
	Matt Akenhead,* Project Manager, B.Sc., GIT	akenhead@geopacific.ca	604-439-0922 ext. 265 c: 604-561-9546	1779 West 75 th Avenue Vancouver, BC V6P 6P2
InterCAD Civil Engineering	Graham Wood,* Project Manager, ASCT	mail@intercad.bc.ca	604-739-7707	1111 West 8 th Avenue Vancouver, BC V6H1C5
	Brian Wallace Project Engineer, PEng	mail@intercad.bc.ca	205-762-2353	203 – 1460 Pandosy Street Kelowna, BC V1Y 1P3
	Peter Stofberg Design Technologist ASCT	mail@intercad.bc.ca	205-762-2353	203 – 1460 Pandosy Street Kelowna, BC V1Y 1P3

Technical Consultants | Credentials and Contact List

Central Neighbourhood Plan (CNP)

✱ Indicates main point of contact

	NAME	EMAIL	PHONE #	ADDRESS
Rollo & Associates Market Analysis and Land Economics	Gerry Mulholland, Vice President, DULE	gerry@rolloassociates.com	604-275-4848 c: 778-772-8872	#280 - 11780 Hammersmith Way, Richmond, BC V7A 5E9
	George Parker, ✱ Director of Planning, MUP	gparker@rolloassociates.com	604-275-4848 c: 778-872-6376	#280 - 11780 Hammersmith Way, Richmond, BC V7A 5E9
Primary Engineering	Joseph Kylo, ✱ Vice President, P. Eng.	JKylo@primaryeng.com	604-358-6807	Unit 209-8327 Eastlake Drive Burnaby, BC V5A 4W2

EKISTICS | Credentials and Contact List

	NAME	EMAIL	PHONE #	ADDRESS
EKISTICS Master Planning and Urban Design + Public Consultation and Facilitation	Paul Fenske, ✱ Principal, BL Arch, MA Planning	fenske@ekistics.ca	604-739-7526	1925 Main St, Vancouver, BC V5T 3C1
	Beatriz Oliva, Operations Manager, B ENDesign (Hons)	oliva@ekistics.ca	604-739-7526	1925 Main St, Vancouver, BC V5T 3C1
	Barry Warren, Design Coordinator, BA Env. Studies	warren@ekistics.ca	604-739-7526	1925 Main St, Vancouver, BC V5T 3C1
	Theo Finseth, Project Manager, BA Env. + Sustainability	finseth@ekistics.ca	604-739-7526	1925 Main St, Vancouver, BC V5T 3C1
	Monty Friesen Technical Director, Civil & Municipal Drafting	friesen@ekistics.ca	604-739-7526	1925 Main St, Vancouver, BC V5T 3C1

SECTION 5

Scopes of Work and Timeline



CONSULTANT TEAM



**PRIME CONSULTANT
MASTER PLANNING AND
PUBLIC CONSULTATION**

EKISTICS TOWN PLANNING INC



**ENVIRONMENTAL
ASSESSMENT AND
MANAGEMENT**

PGL ENVIRONMENTAL
CONSULTANTS



**TRANSPORTATION
ENGINEERING**

BUNT & ASSOCIATES



**GEOTECHNICAL ASSESSMENT
AND MANAGEMENT**

GEOPACIFIC CONSULTANTS



CIVIL ENGINEERING

INTERCAD ENGINEERING LTD.



**ARCHAEOLOGY ASSESSMENT
AND MANAGEMENT**

ARROWSTONE ARCHAEOLOGICAL
RESEARCH + CONSULTING LTD.



UTILITY SERVICING

PRIMARY ENGINEERING AND
CONSTRUCTION



**MARKET ANALYSIS AND
LAND ECONOMICS**

ROLLO + ASSOCIATES



EKISTICS

EKISTICS

Master Planning and Urban
Design + Public Consultation
and Facilitation

CENTRAL NEIGHBOURHOOD PLAN

PLANNING WORKPLAN

With its dramatic hillside setting at the confluence of the Stave and Fraser Rivers, the Central Neighbourhood presents an exceptional opportunity to develop a sustaining mixed-use neighbourhood. Situated within the District of Mission's 1,392 ha *Silverdale Comprehensive Planning Area (SCPA)*, the Central Neighbourhood enjoys spectacular south, west and summit views over the surrounding valleys, with abundant natural amenities and outdoor activities at its doorstep.

THE OPPORTUNITY | AT HOME IN NATURE

The Central Neighbourhood is uniquely positioned to capitalize on Silverdale's proximity to Vancouver and steady regional population growth. Following the completion of the *SCPA Master Infrastructure Strategy (MIS)*, the Central Neighbourhood is well positioned to leverage the potential of the land, its context and local amenities, including:

Location: within the community of Mission, Silverdale enjoys a small-town lifestyle, with easy access to an abundance of natural lakes and parkland, world-class fishing on the Fraser, and farm-to-table arts and agriculture.

Proximity: situated on the Fraser River, 16 km north of Abbotsford and 60 km east of Vancouver, Silverdale affords a convenient 60-90-minute travel time to major destinations within Metro Vancouver.

Amenity: at the doorstep of regional and provincial parks with a rich network of lakes and trails, world-class river fishing, golf courses and celebrated speedway, the Central Neighbourhood offers panoramic views over the Fraser Valley, showcasing the local farm-to-table agriculture.

Given the land's significant natural features and amenities, the Central Neighbourhood planning process represents an opportunity to identify, enhance and leverage Silverdale's intrinsic sense-of-

place to create a sustaining and complete community within Mission.

INTRODUCTION | [LAN.64](#)

The following Work Plan has been prepared in compliance with the District's adopted *LAN.64(c)* Policy for the identified 733.61 ha Central Neighbourhood Plan area.

Project Consulting Team

The following team of experienced professional consultants has been commissioned to meet the identified requirements of the Neighbourhood Plan:

EKISTICS

Prime Consultant, Community Planning + Urban Design, Public Consultation + Facilitation;

PGL Environmental Consultants

Environmental Assessment and Management;

GeoPacific Consultants

Geotechnical Assessment and Management;

Arrowstone Archaeological Research + Consulting

Archaeological Assessment and Management;

Bunt and Associates

Transportation Engineering;

InterCAD Services Consulting Engineers

Civil Engineering (water, sanitary, rainwater management and street design); and,

Rollo and Associates

Market Analysis and Land Economics.

CNP INITIATION

CNP AUTHORIZATION | Getting Approval

The Consulting Team will prepare the CNP Application according to the requirements listed in District of Mission's LAN.64(c) policy for review with the Proponent. The Proponent and the District will finalize the structure and resourcing of the Silverdale Project Group (SPG).

Once familiarized with the project history, site context and planning framework, the Consulting Team and the Proponent will meet with senior District Staff to review the submitted CNP Application, CNP consultation strategy + milestone schedule, and working relationship with the dedicated municipal Silverdale Project Group (SPG).

Following review and evaluation of the CNP Application, District Staff will prepare a Report for Council consideration. Upon Council Resolution to prepare a Letter of Authorization for the Proponent to undertake the publicly sanctioned CNP process, the Consulting Team will initiate the CNP work program.

PHASE 1

TECHNICAL DUE DILIGENCE

Building on the Biophysical Studies completed by the *M/S*, Phase 1 of neighbourhood planning involves completing technical due diligence re: the biophysical and cultural attributes of the plan area, including environmental, geotechnical and archaeological. The biophysical studies completed through Phase 1 will provide the analysis for understanding the opportunities and constraints of the land.

The Consulting Team will meet with the SPG to present a virtual tour of the CNP and review PHASE 1 Scope of Work, Deliverables and Schedule. Following the SPG meeting, we will facilitate a Consulting Team tour of the CNP lands, providing a firsthand experience, including a documentation of site characteristics and qualities, the form and character of surrounding neighbourhood and edge conditions (transitions), along with its sequence and setting within the larger community.

SITE ANALYSIS | Understanding the Land

The workplan moves to undertake a thorough analysis of the CNP's documented physical assets, policy directives and community context. We highlight opportunities and challenges inherent in the site, specifically considering steep slopes, ESAs, neighbourhood form, infrastructure, and the transportation network in the *M/S*. In addition, an analysis of local history + District policy supports the identification of cultural opportunities in the CNP.

Given the neighbourhood's scale and topographic complexity, we develop a 3D Terrain + Massing Model required for a detailed understanding of development potential in terms of Aerial + Cadastral overlays with Ownership, Municipal Servicing, Landform, Slopes, Aspect and View Analysis, as well as serving as a presentation tool throughout the process.

PHASE 1 | Planning Deliverables

Phase 1 of the CNP process will provide the following technical due diligence planning deliverables:

Biophysical Assessments

- Aerial + Cadastral Overlay;
- Landform Analysis;
- Slope Analysis;
- Aspect Analysis;
- Biophysical Assessment Summary of Physical, Environmental, Geotechnical and Archaeological baseline reports (and associated GIS mapping) with an Opportunities + Constraints Plan, as both plans and 3D-Terrain Model.

Planning + Engineering Inventories

- OCP Designations Analysis;
- Zoning Analysis;
- Land Ownership Analysis;
- Planning + Engineering Inventory Summary as both plans and 3D-Terrain Model.

Following preparation of the Phase 1 deliverables, EKISTICS will submit the reports and summaries to the SPG for review. EKISTICS will arrange a follow-up meeting with the SPG to review the Phase 1 technical due diligence deliverables towards finalizing the submission in order to proceed onto Phase 2 of the CNP process.

PHASE 2

PRELIMINARY DESIGN OPTIONS

The assessments and studies undertaken in Phase 1 will inform the preparation of the preliminary design options which will be presented to Council. To begin Phase 2, EKISTICS will meet with the SPG to review the PHASE 2 Scope of Work, Deliverables and Schedule.

PROGRAM ARTICULATION | Defining the Mix of Uses + Destination Drivers

With the completion of a comprehensive, design-centered inventory of the CNP, the focus turns to refining the development program's mix of uses and destination drivers identified in the *MIS*:

- **Design Vision** | Developing a list of key “Design Drivers” to assist in the critical review of the existing site and inform the articulation of a new comprehensive and compelling design vision to guide the neighbourhood plan;
- **Form + Character** | Exploring community circulation, neighbourhood patterns, destination programs and pedestrian-scale to define the “look and feel” of a new urban neighbourhood and mixed-use precincts;
- **Technical Studies** | Highlighting relevant information from technical reports, including environmental, geotechnical, archaeological, transportation, civil engineering and market analysis towards a summary of key opportunities and constraints for a more sustainable development form;
- **Neighbourhood Plan Phasing** | Anticipating the initial project offering (based on product mix and absorption rate) as a means to determine the general scale of individual phases, transitions to existing neighbours, and the sequencing of infrastructure and amenities within the context of an overall project feasibility analysis; and,
- **Market Offering** | Defining the development program while considering the flexibility of development patterns to accommodate different residential forms and densities, as well as understanding character features and associated real estate value drivers.

Based on the work completed in Phase 1, EKISTICS will lead the preparation of multiple Land Use scenarios, a 3D Site Model and the Community Facilities Demand Study.

The Design Options will explore structuring concepts and layouts that address neighbourhood pattern, land use and massing, entry sequence, circulation, pedestrian-scale, residential program mix, parks and community facilities and associated municipal infrastructure requirements. They will include corresponding objectives, a statistical summary (density and population projections) and associated neighbourhood amenities.

The Preliminary Design Options will be consistent with the MIS findings, respective of biophysical constraints modelling and include Design Principles, Green Network and Housing Distribution Plan. The Design Options will include a Visual Impact Assessment in the form of 3D modelling.

Following preparation of the Phase 2 deliverables, EKISTICS will submit the materials to the SPG for review. EKISTICS will arrange a follow-up meeting with the SPG to review the Preliminary Design Options and studies and receive feedback towards finalizing the Options.

COUNCIL WORKSHOP | Sharing the Findings

EKISTICS, in coordination with the SPG, will lead the preparation of materials and communications to share with Council. The Consulting Team will attend the Workshop in support of the SPG to review the draft Preliminary Design Options and Phase 2 Deliverables.

CONSULTATION | Gaining Feedback

Following the Central Neighbourhood Plan (CNP) Communication and Public Engagement Strategy (CPES), EKISTICS will lead the preparation of materials and communications for the 1st Public Open House presenting technical studies, summary analysis and proposed Preliminary Design Options.

The Consulting Team will facilitate the 1st Public Open House and gather feedback from Landowners and the Public, while the District will lead communications and information sharing with First Nations. EKISTICS will lead the preparation of a consultation summary of the 1st Public Open House and stakeholder feedback.

PREFERRED OPTION | Determining the Design

Following the Consultation, EKISTICS, in coordination with SPG, will lead the preparation of materials and communications for a Council Workshop. The Consulting Team will attend the Workshop in support of the SPG to present 1st Public Open House and stakeholder feedback and determine the Preferred CNP Design Option. Upon full consideration, Council will provide a Resolution on the Preferred Neighbourhood Plan Option, permitting the process to advance to Phase 3.

PHASE 2 | Planning Deliverables

Phase 2 of the CNP process will provide the following planning deliverables:

- Preliminary Design Options;
- 3D Site Model;
- Community Facilities Demand Study;
- Consultation Materials; and,
- Feedback Summary of Consultation - Phase 2.

PHASE 3

PREFERRED OPTION + TECHNICAL DUE DILIGENCE | Undertaking Engineering Studies

Based on the decisions made in Phase 2, the Preferred Neighbourhood Plan Option will be prepared so as to be consistent with the guiding principles and strategic policy directions. With the development of the Preferred Neighbourhood Plan Option, the required engineering and financial studies will be initiated and finalized as part of Phase 4. To begin Phase 3, EKISTICS will meet with the SPG to review the PHASE 3 Scope of Work, Deliverables and Schedule.

PREFERRED OPTION | Refining the Plan

Based on the feedback and discussion provided during Phase 2, EKISTICS will lead the refinement of the Preferred Neighbourhood Option.

The Preferred Neighbourhood Option will establish the structuring layout of the neighbourhood pattern, land use, massing, circulation, residential program,

parks and community facilities and associated municipal infrastructure requirements. It will include corresponding objectives, a statistical summary (density and population projections) and associated neighbourhood amenities. The Preferred Neighbourhood Option will include a Visual Impact Assessment in the form of a 3D digital model overlay.

EKISTICS will coordinate the preparation of the following required technical studies within the Consulting Team:

- Engineering Studies addressing municipal street hierarchy, water and sanitary servicing;
- Transportation Network and Impact Assessment;
- Integrated Rainwater Management Plan;
- Environmental Impact Assessment; and,
- Financial Studies addressing Municipal Cost Recovery Analysis.

Following preparation of the Phase 3 deliverables, EKISTICS will submit the materials to the SPG for review. EKISTICS will arrange a follow-up meeting with the SPG to review the Preferred Neighbourhood Option and technical studies and receive feedback towards finalizing the Option.

COUNCIL WORKSHOP | Sharing the Findings

EKISTICS, in coordination with the SPG, will lead the preparation of materials and communications to share with Council. The Consulting Team will attend the Workshop in support of the SPG to review the draft Preferred Neighbourhood Option and technical findings.

CONSULTATION | Gaining Feedback

Following the Central Neighbourhood Plan (CNP) Communication and Public Engagement Strategy (CPES), EKISTICS will lead the preparation of materials and communications for the 2nd Public Open House presenting the Preferred Neighbourhood Option, technical studies and summary analysis.

The Consulting Team will facilitate the 2nd Public Open House and gather feedback from Landowners and the Public, while the District will lead communications and information sharing with First Nations. EKISTICS will lead the preparation of a consultation summary of the 2nd Public Open House and stakeholder feedback.

PREFERRED NEIGHBOURHOOD OPTION | **Finalizing the Design**

Following the Consultation, EKISTICS, in coordination with the SPG, will lead the preparation of materials and communications for a Council Workshop. The Consulting Team will attend the Workshop in support of the SPG to present the 2nd Public Open House and stakeholder feedback, technical engineering, environmental and financial study findings towards finalizing the Preferred Neighbourhood Plan Option. Upon consideration, Council will provide a Resolution on the Preferred Land Use Option, permitting the process to advance to Phase 4.

PHASE 3 | Planning Deliverables

Phase 3 of the CNP process will provide the following planning deliverables:

- Preferred Neighbourhood Plan Option – Land Use Plan + Statistical Summary;
- Visual Impact Assessment + 3D Plan Model;
- Consultation Materials; and,
- Feedback Summary of Consultation - Phase 3.

PHASE 4

PREPARE THE NEIGHBOURHOOD PLAN | **Drafting the Document**

With the conclusion of the Public Consultation and Council direction on the Preferred Plan Option, EKISTICS will lead the preparation of the draft Central Neighbourhood Plan document. The work will involve the synthesizing of the technical research, study findings and engagement feedback to be reflected in the Central Neighbourhood Plan policies and illustrated in the required plan figures and schedules.

EKISTICS will coordinate the finalization of the following required technical studies within the Consulting Team:

- Engineering Studies addressing municipal street hierarchy, water and sanitary servicing;
- Transportation Network and Impact Assessment;
- Integrated Rainwater Management Plan;

- Environmental Impact Assessment; and,
- Financial Studies addressing Municipal Cost Recovery Analysis.

Following preparation of the draft Phase 4 deliverables, EKISTICS will submit the materials to the SPG for review. EKISTICS will arrange a follow-up meeting with the SPG to review the draft Neighbourhood Plan and technical studies. EKISTICS will work with the SPG and District staff to respond to queries and comments towards finalizing the document and studies.

FINAL NEIGHBOURHOOD PLAN | **Submitting the Plan**

With the conclusion of the SPG and District staff review and comment, EKISTICS will lead the finalization of the Central Neighbourhood Plan document and Technical Appendices for submission to the SPG for Council consideration and bylaw adoption. The final Central Neighbourhood Plan document and Technical Appendices will be provided in both digital and hard-copy formats, along with the associated technical GIS data layers.

PHASE 4 | Planning Deliverables

Phase 4 of the CNP process will provide the following planning deliverables:

- Final Neighbourhood Plan document; and,
- Final Technical Studies formatted as a Technical Appendices to the Neighbourhood Plan.

PGL ENVIRONMENTAL CONSULTANTS

Environmental Assessment and
Management

July 2, 2020
PGL File: 1543-15.02

Via E-mail: chartman@polyhomes.com

Silverdale Hills GP Inc. (“Polygon”)
900 – 1333 West Broadway
Vancouver, BC
V4H 4C2

Attention: Chris Hartman
Vice President, Development

RE: SUMMARY OF ENVIRONMENTAL SCOPE OF WORK, CENTRAL NEIGHBOURHOOD PLAN, MISSION, BC

The following table describes PGL’s scope of work to deliver the environmental requirements for the Central Neighbourhood Plan.

Component	Key tasks	Notes	Purpose
Biological Inventory			
1. Preliminary RAPR Data Collection	a) Ground-truth select watercourses mapped in the Silverdale Central Neighbourhood area to determine Riparian Areas Protection Regulation (RAPR) applicability and provide preliminary feedback on anticipated Streamside Protection and Enhancement Areas (SPEAs).	<ul style="list-style-type: none">Two PGL biologists will conduct this fieldwork over two days.	This preliminary data collection will give EKISTICS and Polygon a better understanding of what SPEAs are likely to be when the RAPR methodology is formally applied at a subsequent stage.
2. Terrestrial Ecosystem Mapping	b) Terrestrial Ecosystem Mapping (TEM) to identify ecosystem types and plant communities occurring in the Silverdale Central Neighbourhood.	<ul style="list-style-type: none">The TEM would be based on current mapping and imagery, and ecosystem data collected during a comprehensive ground-truthing exercise over three days with our vegetation and soil biologists.	TEM will provide the highest level of detail and certainty for the master plan, using accurate and defensible methodology. TEM will also provide an understanding of other related site conditions and values, such as invasive plants, rare plants, and wildlife habitat.
3. Field Surveys for Wildlife Species at Risk	a) Breeding Birds field surveys (spring and summer); b) Pacific Water Shrew Habitat Suitability Assessment using Sensitive Habitat Inventory Mapping; c) Amphibians field surveys (early spring); d) Bat surveys (summer); and e) Western Screech Owl surveys (early spring) f) Oregon forest Snail survey	<ul style="list-style-type: none">Wildlife surveys will be completed by two PGL biologists over 10 site visits in the summer and spring.	Determine presence of: <ul style="list-style-type: none">Federally or Provincially designated species at-risk; and/orThe species of conservation priority in the Lower Mainland; andSuitable habitat potentially occurs within the Project boundaries, as identified during previous field assessments. The results of the surveys will be included in the Biological Inventory and Assessment Report
4. Biological Inventory and Assessment Report (incl. constraints mapping)	c) The Biological Inventory and Assessment Report will describe ecological information collected for the CNP Area (by PGL and from previous studies) to establish site-specific baseline environmental conditions. d) Constraints and opportunities mapping	<ul style="list-style-type: none">Report will be required for Phase 1 of CNP process	Using this information and building on the MIS, areas within the CNP area will be further refined and classified according to their development potential/environmental constraints (e.g., environmental management zones). Environmental planning objectives and practical design strategies will be recommended for each zone to promote responsible development. The objectives will form a building block for further detailed environmental management (e.g., Environmental Impact Assessment in Phase 3) at an advancing level of project design

Water Resource Assessment (to contribute to IRMP and EIA)			
1. Climate Data	<ul style="list-style-type: none"> a) Install climate station b) Collect precipitation, temperature, humidity, and wind speed and direction data for one year. Includes maintenance and quarterly data download. 		To create a pre-construction water balance, the IRMP needs site-specific measurements of these parameters to estimate evapotranspiration.
2. Surface hydrology	<ul style="list-style-type: none"> a) Establish four hydrological monitoring stations and three manual discharge measurement stations b) Manual flow and water quality measurements four times a year c) Water quality sampling for DO, pH, Temp, Conductivity, Nutrients – N, E. Coli, Fecal coliforms, Metals, Chlorophyll a, oxidation/reduction potential (lab analysis required for most) 	<ul style="list-style-type: none"> • data collection on 6 creeks: Cox, Jamieson, Chester, North Smith Brook, Barton Brook, Rae: <ul style="list-style-type: none"> ○ Continuous stage and discharge data collected over one year at four hydrological monitoring stations at two sites on Jamieson Creek (Upper and Lower), Cox Creek and Chester Creek ○ Manual discharge measurements collected over one year at the four hydrological monitoring stations (above) and at three manual discharge measurement stations on North Smith Brook, Barton Brook, and Rae Creek 	<p>Stage and flow in target watercourses is required to document the seasonal variation of flow for all watercourses at the Site to evaluate options for additional stormwater contribution into each watercourse as part of the ISMP. Low-flow measurements (i.e., late summer) will also be used to estimate groundwater (baseflow) contribution to the Site watercourses which is another component of the pre-construction water balance.</p> <p>Seasonal water quality measurements will provide estimates of the typical range of seasonal water quality. This information will be used in the IRMP to determine the quantity and quality of post-construction stormwater that can be discharged into the watercourses, in order to maintain ecological function (also informed by the watercourse ecology work below).</p> <p>Certain water quality parameters will provide another line of evidence on groundwater contribution to baseflow.</p>
3. Watercourse ecology	<ul style="list-style-type: none"> a) Watercourse field assessment: substrates, riparian habitat, flow, stage, photographs, sketch of habitat, widths, depths, signs of erosion, hydraulically sensitive features b) Benthic invertebrate baseline data collection c) Data analysis and mapping 	<ul style="list-style-type: none"> • Six watercourses including Cox Creek, Jamieson Creek, Chester Creek, Rae Creek, Trib H (Barton Brook), North Smith Brook • Surveys of Cox Creek, Jamieson Creek, Trib H (Barton) and Barton Brook focus on ground-truthing level of effort of Genstar 2007/8 data • 3 days of field work for two biologists • 9 benthic samples per stream (3 replicates x 3 locations) 	<p>Data will identify baseline health of watercourses and possible sensitive areas for guiding the IRMP.</p> <p>Benthic sampling is a standard method to cost effectively monitor stream health over time and support an adaptive approach to managing streams conducting urban stormwater.</p> <p>Additionally, stream reconnaissance work will aim to ground-truth site data cards completed in 2007/2008.</p>
4. Wetland ecology	<ul style="list-style-type: none"> a) Wetland survey: vegetation survey, wildlife habitat features, aquifer recharge potential, soils, hydraulically sensitive sites b) Plant Species at Risk Survey 	<ul style="list-style-type: none"> • At least six wetlands including Cox, Jamieson complex, Jamieson Upper, Chester Upper, Rae and Sylvain wetlands • Effort is focused on Cox and Jamieson wetlands (highest value to IRMP) • Vegetation survey will include time-constrained search for presence of plant species at risk and assess level of invasive plants which suggest restoration potential • Plant species at risk surveys in spring and summer as different species will be visible (identifiable) at different times of year • Five 10-hour field days for two biologists 	<p>Knowledge of the specific values in the target wetlands will enable us to quantify and qualify the relative value of the wetlands and provide informed opinions on the potential for wetland expansion, reduction or creation as stormwater detention ponds to support the IRMP.</p> <p>Determine the type of wetland (swamp, wet meadow etc. ephemeral, permanent). Identify species diversity and communities. Assess likelihood of sensitive features in wetlands (species at risk)</p> <p>Quality of wetlands: is there restoration potential or can surrounding area benefit from change to water input?</p> <p>Relationship with groundwater (inlet, outlet, seeps, isolated)</p> <p>Ground-truthing and update to previous vegetation surveys (Jamieson)</p>
5. Data analysis & IRMP input/reporting	<ul style="list-style-type: none"> a) Planning with IRMP team; assessment of stormwater options b) Evaluate stormwater management options to predict relative magnitude of impacts on watercourses and wetlands; c) Provide recommendations on avoiding or managing impacts; and d) Write relevant sections (appendix) of the IRMP report 	<ul style="list-style-type: none"> • InterCAD will lead the IRMP, and describe stormwater options that can be compared and evaluated based on relative risks to key environmental values 	<p>The purpose is to integrate the knowledge from the above studies to provide input to the IRMP planning to achieve environmentally responsible design</p> <p>The IRMP study report will be submitted as part of Phase 3 of the CNP process, as per the ToR.</p>

Environmental Impact Assessment and Planning Process			
1. Phase 1: Project Initiation	<div>e) One meeting with CNP Planning Team to review scope & schedule f) One meeting with Silverdale Special Projects Group g) Deliver draft Environmental study and GIS mapping h) Project Management & client liaison</div>		Establish clear and coordinated process going forward; Draft Environmental study will describe the existing conditions, highlighting the areas requiring special attention in developing design options
2. Phase 2: Preliminary Design Options	<div>a) Work with EKISTICS and team to identify design options to meet environmental objectives b) Participation in Consultation (Stage 1) with Council, Technical Advisory Committee (TAC), Landowners and General Public c) Project Management & client liaison</div>	<div><ul style="list-style-type: none">four team meetingsfour consultation meetings</div>	Our work with the planning team will help to identify options that may meet environmental objectives in different ways; Identify possible trade-offs and environment opportunities (restoration); Develop trust that the NP can achieve environmental objectives in the MIS, and identify critical issues/concerns
3. Phase 3: Preferred Option and Technical Due Diligence	<div>a) Work with EKISTICS and team to refine preferred options based on feedback b) Address concerns from consultation c) Participation in Consultation (Stage 2) with Council, TAC, Landowners and General Public d) Project Management & client liaison e) Prepare final EIA report based on feedback through the NP process</div>	<div><ul style="list-style-type: none">four team meetingsfour consultation meetings</div>	Address consultation feedback, as feasible, to evolve the design options with the planning team; Develop deeper understanding of the issues that the EIA needs to address To comply with the NP ToR, the EIA will: <ul style="list-style-type: none">Identify potential adverse environmental effects;Propose measures to mitigate adverse environmental effects;Predict whether there will be significant adverse environmental effects, after mitigation measures are implemented; and, Recommend Environmental Management Plans (a follow-up program to monitor and the effectiveness of the mitigation measures).
4. Phase 4: Prepare NP Document	<div>a) Project Management & client liaison</div>		

We trust that this meets your needs. If you have any questions or require clarification, please contact Ashleigh Gilbert or Matt Hammond at 604-235-8025 and 250-508-4033, respectively.

BUNT & ASSOCIATES

Transportation and Engineering



MEMO

DATE: July 2020
PROJECT NO: 04-18-184
PROJECT: Silverdale Central Neighborhood
SUBJECT: Transportation Study Work Plan

TO: Chris Hartman
Silverdale Hills GP Inc.

PREPARED BY: Matt Taylor, Bunt & Associates

1. INTRODUCTION

This work plan has been broken down into two separate scopes:

- Neighborhood Plan Transportation Network Design Considerations; and,
- Neighborhood Plan Transportation Impact Assessment (TIA).

These work scopes are anticipated to undertaken simultaneously as elements of one may influence the other. Details of the work anticipated for each of these work scopes are outlined below.

2. TRANSPORTATION NETWORK DESIGN CONSIDERATIONS

Our work will be primarily focused on proving out the preferred master plan layout and articulating key transportation design inputs to the project team. The following key inputs / guidance are expected for this part of the master planning exercise:

- Overall transportation network;
- Street network;
- Road cross sections;
- Intersection control options;
- Cycling network;
- Pedestrian network
- Transit network; and,
- Orientation of uses and integration with transportation infrastructure.

We will provide consultation and liaison with the project team on transportation elements and prepare design memos to articulate our work. Details from this work inform our Transportation Assessment Report, which is set out below.

3. TRANSPORTATION IMPACT ASSESSMENT (TIA)

One of the key outputs from Bunt will be the production of a Transportation Assessment Report as part of the planning submission materials along with a summary of findings to support the preferred Central Neighbourhood Concept Plan. Details of our anticipated work tasks are provided in below.

3.1 Project Initiation & Scope

- Prepare and confirm proposed Terms of Reference with the District of Mission (Mission) and BC Ministry of Transportation and Infrastructure (MoTI), including study intersections, background growth, horizon years, etc. The Development and Subdivision Control Bylaw will serve as a guide for the TIA; and,
- Gather and review relevant and available information pertaining to the study area;

3.2 Existing Conditions

- Collect AM and PM peak period traffic count data at the following intersections. These intersections are consistent with those studies in the Silverdale MIS, and covers the external intersections immediately adjacent to Silverdale
 - Lougheed Highway & Hayward Street
 - Lougheed Highway & Mclean Street
 - Lougheed Highway & Silverdale Avenue / McLean Street
 - Lougheed Highway & Nelson Street
 - Silverdale Avenue & Gaglardi Street
 - Silverdale Avenue & Gunn Avenue
 - Silverdale Avenue & Loftus Street
 - Silverdale Avenue & Nelson Street
- Confirm existing pedestrian, cycling, transit networks and traffic controls on the study network and prepare diagrams presenting them in the context of the development site;
- Present relevant policy guidance;
- Prepare diagrams highlighting the internal street network;
- Articulate key vehicle movement patterns and how these currently impact local road operations; and

- Present and comment on existing transit in the area, including the West Coast Express.

3.3 Master Infrastructure Strategy Review

- Summarize key outputs from the MIS to provide context for the Central Neighbourhood Plan (CNP) design; and
- Articulate how the parameters from the MIS might change with the CNP;

3.4 Development Plan

- Present the development plan content: residential (unit types and numbers), commercial components, etc., and show build-out phases;
- Confirm key design principles (e.g. compact neighbourhood form, innovative street design standards, permeability, access to transportation networks, etc.)
- Articulate new street networks and how they connect with existing systems;
- Present pedestrian and cycling connections through, and extend from, the development master plan;
- Provide high level guidance on parking supply (vehicle and bicycles) for each use;
- Recommend a conceptual transit plan for the Silverdale Central Neighbourhood with routes, stop locations, and bus frequencies to service anticipated transit demand. It will include the location of the West Coast Express Station. Based on expected population growth rates within and outside of Silverdale, and estimated increases in commuter rail mode share, we will recommend a unit count trigger for Silverdale where an additional station would be justified and needed. This will take into consideration both the remaining capacity of the existing station, and a level of usage at a new station that would justify its implementation.

3.5 Future Transportation Projections

- Review trip generation rates used in the MIS study, and potentially update those based on new information from the EMME Regional Transportation Model (RTM), Trip Diary reports from Fraser Valley Regional District (FVRD) or TransLink, or new Census information. We will work with the most recent version of the EMME RTM model which was provided to us by TransLink in June 2020.
- Forecast trip movements based on the trip generation rates utilised in the MIS and make estimates for each travel mode;
- Develop background traffic forecasts for up to two (2) horizon years, accounting for the traffic data collected and the EMME traffic forecasts developed for the MIS. As per the *Silverdale Comprehensive Planning Area Neighbourhood Planning Terms of Reference*, the focus of the TIA study will be to determine the impacts of full development build out of the neighbourhood plan area. The following horizon years are planned:

- Full build-out of Silverdale Central Neighbourhood (covering internal and external intersections).

Note: A 40 year build out is anticipated, and on this basis 2060 will be used as the horizon year. The 2050 horizon year of the RTM will be used to develop this scenario

- Full build-out of Silverdale (covering internal intersections only).
Note: An 80 year build out is anticipated. Given that there is little certainty about broader travel pattern changes of over this time horizon (the planning horizon for the RTM is 30 years), reasonable estimates of traffic conditions at the external intersection can not be determined. However, it is appropriate to plan the Silverdale Central Neighbourhood to accommodate the expected traffic at full-build out of Silverdale. To account for this, the analysis of full build-out of Silverdale to only those intersections internal to the Silverdale Central Area.

- Review the trip distribution assumptions from the MIS study, and potentially update the assumptions based on new information and also take into consideration the location of Silverdale in relation to the rest of Mission;
- Estimate vehicle movement distributions based on external patterns from the MIS;
- Develop peak hour traffic flow diagrams covering future background and total traffic conditions.

Note: The study area will cover the 10 major intersections located within Central Neighborhood South (as indicated in the MIS road network diagrams), the 7 major intersections located within Central Neighborhood North, and the following existing intersections located outside the Central Neighborhood area:

- Lougheed Highway & Mclean Street
- Lougheed Highway & Silverdale Avenue / McLean Street
- Lougheed Highway & Nelson Street
- Silverdale Avenue & Nelson Street
- Indicate the net increase in traffic anticipated at the following external intersections:
 - Lougheed Highway & Wren Street
 - Lougheed Highway & Hurd Street
 - Lougheed Highway & Highway 11 / Cedar Valley Connector
- Summarize the percentage increases in new development movements on the peripheral of study network to provide context. This will include individual intersections, as well as screenlines around Silverdale Central Neighbourhood.

3.6 Operational Assessment

- Present future conditions traffic operations assessment on the study network road network including the following performance metrics at the study area intersections:
 - Overall intersection Level of Service (LOS);
 - Overall intersection Volume to Capacity Ratio (V/C);
 - Individual movement LOS;
 - Individual Movement V/C; and,
 - Individual movement 95th percentile queues.
- Identify the required intersection laning and traffic control at the study network. The recommended traffic control will be evaluated on a case-by-case basis taking into consideration both traffic volumes and the surrounding context. This will be supplemented with signal warrant analyses where applicable. Roundabouts will be considered at all intersections.

3.7 Reporting

- Summarize findings of the transportation analysis in a Draft Report. The report will document all modeling assumptions, key parameters, comparisons, findings, analyses, evaluations, conclusions, and recommendations;
- Finalize the report based on comments received from the Project Team and the District of Mission;
- Update the Master Infrastructure Strategy Transportation Study if required.

3.8 Meetings

- It is assumed that Bunt will be in following number and type of meetings throughout the process:
 - 3 internal meetings;
 - 2 public consultation sessions in Mission;
 - 3 meetings with District staff in Mission;

ARROWSTONE

Archaeological Assessment and
Management



51 Maple Drive, Port Moody, B.C., V3H 5M8 Phone 604-931-1997 Fax 604-648-9476
arrowstone@telus.net www.arrowstone.ca

Chris Hartman
 Silverdale Hills GP Inc.
 900-1333 West Broadway
 Vancouver, B.C., V6H 4C2

May 22nd, 2020

Dear Mr. Hartman,

Re: CNP Work Plan

Arrowstone herby confirms to acknowledge the LAN.64 policy for the planning process of the Central Neighbourhood Plan. As per LAN.64, Arrowstone will complete the archaeological work as identified within the MIS. Additionally, Arrowstone will be available to support the planning team through the Central Neighbourhood Plan process.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Hall", written in a cursive style.

Dave Hall

Dave Hall, M.A., RPCA
 Arrowstone Archaeological Research and Consulting Ltd.
 51 Maple Drive
 Port Moody, B.C.
 V3H 5M8
 Phone (604) 931-1997
 Fax (604) 648-9476
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GEO PACIFIC

Geotechnical Assessment and
Management



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Vancouver, BC V6P 6P2

Silverdale Hills GP Inc.
900 – 1333 West Broadway
Vancouver, BC
V6H 4C2

May 2020
File #: 16162-B

Attention: Chris Hartman

**Re: Neighbourhood Plan Geotechnical Scope of Work
Central Neighbourhood, Silverdale, Mission, BC**

We have reviewed the Neighbourhood Plan Terms of Reference as outlined in LAN.64(C) and the following summarizes our work program in order to satisfy the requirements for the geotechnical scope of work.

We propose to complete a geotechnical characterization of the area by reviewing available soil and groundwater information and by completing a terrain and slope assessment. This would include field reconnaissance to confirm and map all areas that may be prone to slope instabilities such as landslides, debris flows, debris floods and rockfalls and would include any observed evidence of previous such events. Any observed anthropologic changes to the natural terrain that may create potential geologic hazards would also be identified. We would determine areas that may be at risk to slope instabilities, provide approximate geotechnical setbacks that may need to be considered in particular areas and identify areas that may require improvement to safely develop at typical urban densities.

In addition, we have proposed to complete infiltration testing in multiple locations to provide input for the integrated rainwater management plan.

Following the completion of all fieldwork we would prepare a terrain and slope analysis map and a geotechnical map describing the observed and expected soil conditions. The results of all investigative work as well as our comments and recommendations would be summarized in a geotechnical report.

We are pleased to be of assistance to you on this project and we trust that our comments are sufficient for your purposes at this time. If you require any further details or clarifications, please do not hesitate to contact the undersigned.

For:

GeoPacific Consultants Ltd.

Matt Akenhead, B.Sc., GIT
Geoscientist In Training

INTER CAD

Civil Engineering

InterCAD

SCOPE OF WORK

Client: **Polygon Development**Page: **1** of: **2**Project: **Silverdale Community - Central Neighbourhood Plan**Date: **July 6, 2020**Subject: **Civil Engineering Scope / Fee / Schedule**File: **AE30**

Task	Description
1.	<u>Site Investigations</u>
a	Site visits to familiarize ourselves with the property documenting natural features, roads, and servicing infrastructure.
b	Advance the base mapping files of planimetrics and existing underground services near the study referencing outcome of the MIS and findings during site visits.
c	Attend meetings with the consultant team and liaise with the consultants and District throughout the design process.
2.	<u>Road Network Analysis</u>
a	Work with EKISTICS and design team to advance definition of the developable zones within the study area.
b	Assess arterial and collector road connections through the Central Neighbourhood that connect the developable zones. Assess local roads that extend into the developable zones. Fine tune the road alignments to develop the optimum design in terms of continuity, constructability, construction cost, and safety.
c	Assess road cross sections and earthworks volumes.
d	Determine use of typical road sections determined by the District for each road classification. Identify District of Mission design guidelines/criteria for road geometry.
e	Prepare existing and proposed Road Network Plans illustrating alignments and road hierarchy complete with intersection and roundabout geometric layouts.
f	Prepare written summary of the roadworks analysis to be included in the Master Plan document being prepared by EKISTICS. Including assessment of existing and proposed roads with respect to classification, bike lanes, sidewalks, paths, and transit routes/stops.
3.	<u>Sanitary Master Plan</u>
a	Update the sanitary routing to reflect the parcel layouts for the CNP and identify connection to off-site service extensions.
b	Determine where potential pump stations will be necessary to reach pockets of development that can not be reached by gravity.
c	Establish pipe sizes for the neighbourhood network, catchment boundaries for all sewers, tributary area, populations, flows, and pipe capacities. Confirm that minimum pipe velocities are achieved in each sewer.
d	Prepare existing and proposed Sanitary Master Plans illustrating routing and major infrastructure. Results from the connection study being prepared by the District will be coordinated with the servicing designs in the Silverdale Master Planning study.
e	Prepare written summary of the sanitary design to be included in the Master Plan document being prepared by EKISTICS.
4.	<u>Water Supply Master Plan</u>
a	Update the watermain routing to reflect the parcel layouts for the CNP and identify connection to off-site service extensions..
b	Determine locations of potential reservoirs, booster pumps and PRV stations.
c	Develop water supply model and establish pipe sizes for supply mains, local, and grid water distribution network.
d	Prepare existing and proposed Water Supply Plans illustrating routing, major infrastructure, and pressure zones. Results from the connection study being prepared by the District will be coordinated with the servicing designs in the Silverdale Master Planning study.
e	Identify proposed construction phasing of supply and domestic watermains and determine how to maintain water quality and chlorine residuals in oversized pipe.

InterCAD

SCOPE OF WORK

Client: **Polygon Development**

Page: **2** of: **2**

Project: **Silverdale Community - Central Neighbourhood Plan**

Date: **July 6, 2020**

Subject: **Civil Engineering Scope / Fee / Schedule**

File: **AE30**

Task	Description
f	Prepare a schematic pipe network diagram showing all the conditions tested, pipe and node numbers, source locations and available/starting heads, demand and residual hydraulic head at each node, model outputs complete with a table summarizing domestic and fire flow requirements and residual pressures available at critical events.
g	Prepare written summary of the watermain design to be included in the Master Plan document being prepared by EKISTICS.

5.	<u>Drainage Master Plan</u>
a	Update the local storm sewer routing to reflect the parcel layouts for the CNP and identify off-site tie-in locations. Develop diversion sewer routes to the Fraser River.
b	Develop land-use scenarios for each developable zone identifying permeable and impermeable surfaces, infiltration and detention systems, and flow control structures.
c	Conduct iterative modelling process to establish portion of base flows directed to the creek systems to meet District IRMP requirements and portion of flows to diversion.
d	Prepare existing and proposed Drainage Master Plans illustrating routing and major infrastructure.
e	Analyze pre and post development flows for the Chester Creek pump station to determine if upgrades are required.
f	Prepare written summary of the drainage design to be included in the Master Plan document being prepared by EKISTICS. Including capacity and condition assessments of existing infrastructure such as ditches, culverts, and sewers. Prepare a Integrated Rainwater Water Management Plan complete with a groundwater hydrological assessment.

6.	<u>Construction Cost Estimates</u>
a	Prepare Class C construction cost estimates for the major infrastructure including trunk mains, reservoirs, pump stations, drainage features, and arterial/collector roads, intersection controls, off-site road improvements, rights-of-way and easements, and all other items included in eligible Development Cost Charge calculations.
b	Cost estimate to include long term maintenance for input in the financial model.
c	Internal alternate road alignment cost estimates to assess the preferred alignments.

All works will be completed in compliance with the LAN 64(c) document and the Development and Subdivision Control Bylaw. InterCAD will ensure transparent communication & coordination of InterCAD's work with WSP's (as DoM's Master Infrastructure Update consultant) and the Joint Water & Sewer District on the modeling efforts.

ROLLO & ASSOCIATES

Market Analysis and Land
Economics



May 2020

Chris Hartman
Silverdale Hills GP Inc.

1. Retail Analysis for Silverdale Central Neighbourhood Plan

Having reviewed the new Terms of Reference for future SCPA Neighbourhood Plans, GPRA believes that the following retail work scope already proposed on 17 May 2018 will be sufficient to update and refine the existing Silverdale retail model for the purposes of a Central Neighbourhood Plan, including both the South and North portions.

GPRA may begin this work once we have received an updated land use concept from EKISTICS.

The previously proposed work scope and fee are as follows:

As part of the following neighbourhood plan, GPRA proposes to do some additional retail analysis. But given that the research will already be done at the larger area scale, GPRA's role in the neighbourhood plan would consist of the following:

- Meeting (probably multiple times) with Ekistics' team to discuss their tentative neighbourhood plan and how it relates to the findings of GPRA's retail analysis.
- Allocating the retail amounts identified in the previous work between several proposed commercial nodes, some within the neighbourhood plan area, and some outside of it. Commercial nodes inside the area but outside the neighbourhood need to be identified to ensure that the two analyses are logically consistent and reasonable.
- Commenting on the nature of each commercial node inside the study neighbourhood, including its morphology, retail composition, land requirements, etc.

2. Financial Analysis for Silverdale Central Neighbourhood Plan

To satisfy the terms of Terms of Reference for future SCPA Neighbourhood Plans, GPRA proposes the following work scope:

1. Kickoff meeting: GPRA will meet with EKISTICS and the Client to discuss project scope, methodology, timing, deliverables, and data requirements. To proceed with this analysis, GPRA requires the following information:
 - a. An updated land use concept for the Central Neighbourhood
 - b. Updated infrastructure cost estimates
 - c. Amenity cost estimates.
2. Update market research: GPRA will conduct market research to update the construction cost and product revenue estimates used in the existing Silverdale Financial Model.
3. Update model: Using the data listed above and the updated market research, GPRA will update and refine the existing Silverdale Financial Model. For both the North and South portions of the Central Neighbourhood, the model will identify:
 - a. Overall cash flow and project viability by phase
 - b. Refined DCC estimates based on standalone development of the Central Neighbourhood
 - c. CAC estimates based on standalone development of the Central Neighbourhood
 - d. A tax analysis projecting District costs and revenue from the development.
4. Report development: GPRA will write a report detailing the methodology and results of tasks listed above.

Thank you for considering the services of G. P. Rollo & Associates Ltd.

Yours truly,



George Parker | Director of Planning

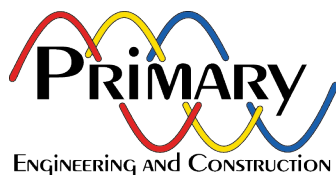
G.P. Rollo & Associates Ltd., Land Economists

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PRIMARY ENGINEERING

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Silverdale Hills GP Inc.
c/o Chris Hartman
1333 W Broadway #900,
Vancouver, BC V6H 4C2

May 2020

Re: Scope of Work for Central Neighborhood Plan, Silverdale Comprehensive Planning Area (SCPA), Mission, BC

Primary Engineering and Construction (Primary) will provide coordination services to ensure the franchise utilities, such as BC Hydro, Telus, Shaw and FortisBC Gas, are considered and involved in the planning process. Primary may conduct planning exercises for the franchise utilities to ensure that those utilities infrastructure needs are accommodated for in the neighborhood plan.

Regards,

A handwritten signature in black ink, appearing to read "J. Kylo", is written over a light blue horizontal line.

Joseph Kylo, P.Eng.
Vice President – BC Operations
Primary Engineering and Construction





209-8327 Eastlake Drive
Burnaby, BC, V5A 4W2
Phone: (604) 558-0401

January 6th, 2020

Polygon Homes
c/o Chris Hartman
Suite #900, 1333 W Broadway
Vancouver, BC V6H 4C2

Dear Mr. Hartman,

Re: BC Hydro Concept Servicing Plan for Silverdale Central Neighborhood

Thank you for the opportunity to provide a quotation for the BC Hydro Concept Servicing Plan. We are pleased to offer the following proposal for your consideration. We ask that you indicate your acceptance of this proposal by signing and returning one copy at your convenience.

Scope of Services Provided:

Primary will complete an analysis of onsite and offsite infrastructure for the project for internal discussion and provide budget numbers for the BC Hydro infrastructure. Primary's scope of work will include:

- Prepare electrical load calculations for entire Silverdale area
- Assign electrical loads to BC Hydro feeders from the substation(s) for entire Silverdale area to fully optimize infrastructure
- Define feeder running lines through Central Neighborhood and beyond as required to strategically stage infrastructure and provide redundancy
- Define Vista Switch locations throughout Central Neighborhood
- Define distribution infrastructure on local, collector and arterial loads within the development boundaries
- Provide a cost estimate for all associated
- One client meeting to discuss findings of the concept servicing plan
- One revision to the plan as a result of discussions from the meeting

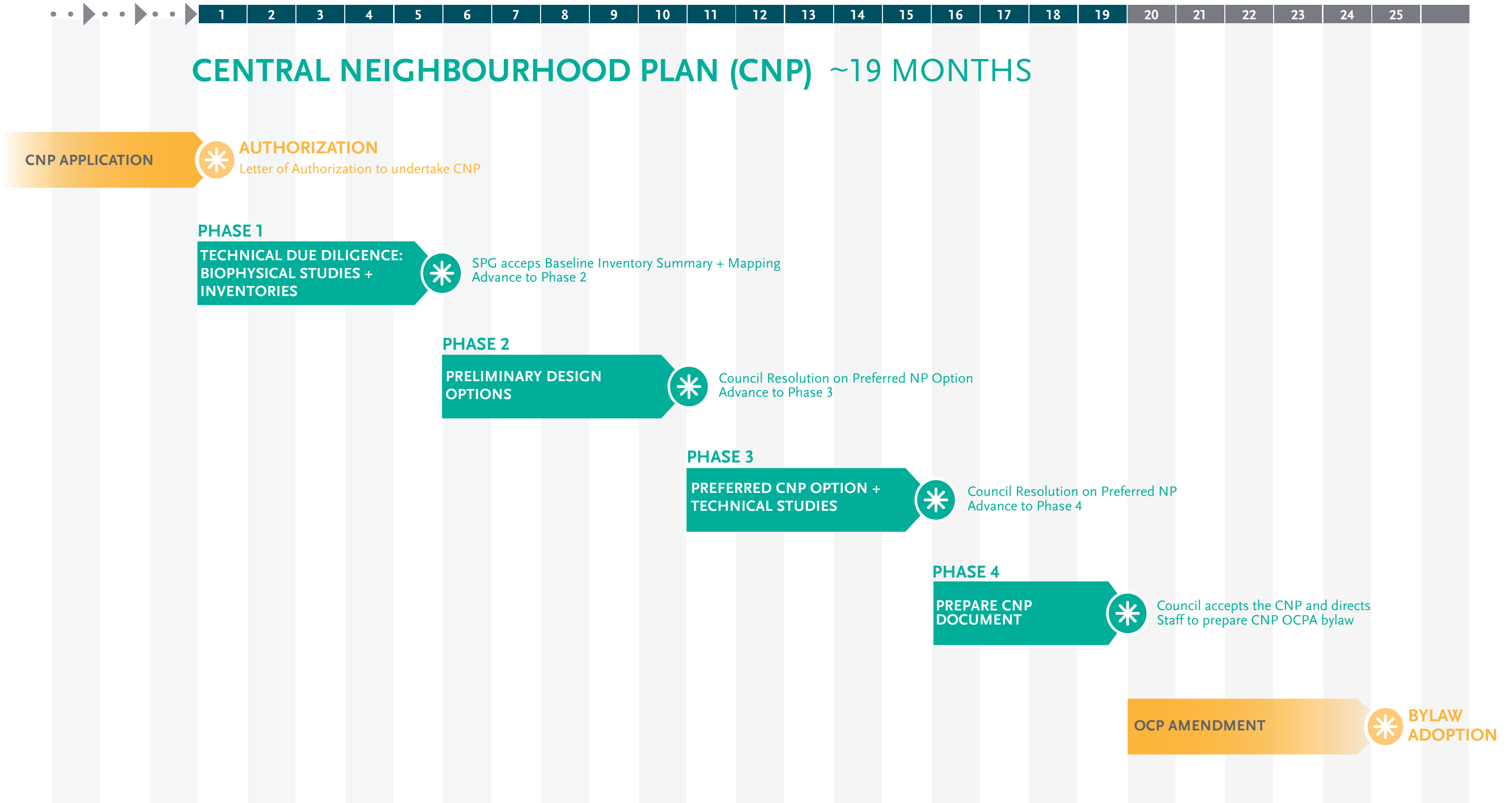
Primary's scope does not include:

- Consultation with BC Hydro
- Base updates that result in changes to the plan
- Telus infrastructure analysis
- Design of interim and final conditions
- Design within multi-family residential and commercial parcels

CNP TIMELINE

SILVERDALE CENTRAL NEIGHBOURHOOD PLAN | TIMELINE (SUBJECT TO DOM CONFIRMATION)

PER LAN.64(C)



SECTION 6

Communications and Public Engagement Strategy (CPES)

Central Neighbourhood Plan

COMMUNICATION + PUBLIC ENGAGEMENT STRATEGY (CPES)

July 6, 2020

The Central Neighbourhood Plan (CNP) Communication and Public Engagement Strategy (CPES) covers the following key elements:

1. Consultation Process + Objectives;
2. Stakeholder Identification + Level of Engagement; and,
3. Consultation Schedule, Formats, Methods + Outcomes.

1. Consultation Process + Objectives

Consultation Process

In compliance with the District of Mission *LAN.64(C)* policy regarding the preparation of a proponent led Neighbourhood Plan, the CPES is structured according to the following phases and estimated schedule:

- Authorization
- Phase 1
- Phase 2
- Phase 3, and
- Phase 4.

The full consultation process is anticipated to take approximately 19 months to complete. The full *LAN.64(C)* document is available for review at <https://www.mission.ca/wp-content/uploads/LAN.64C-Silverdale-Comprehensive-Planning-Area-Neighbourhood-Planning-Terms-of-Reference.pdf>.

Consultation Objectives

The CPES has been prepared to satisfy the following objectives:

- **Fair Process:** accessible and inclusive notification, communication and engagement of stakeholders;
- **Equitable Stakeholder Involvement:** rational information, communication and response to stakeholder feedback and queries; and,
- **Transparent + Timely Communication:** easy to understand information provided in a timely manner to permit stakeholders to be informed about the project, ask questions and provide input.

2. Identified Stakeholders + Level of Engagement

Identified Stakeholders

In compliance with the District of Mission *LAN.64(C)*, the following stakeholder groups have been identified for consultation during the preparation of the Central Neighbourhood Plan following the IAP2 (International Association for Public Participation) Spectrum:

- **COUNCIL**: District of Mission Council | EMPOWER;
- **DPG**: District of Mission Project Group | INVOLVE;
- **LANDOWNERS**: CNP Landowners | CONSULT;
- **PUBLIC**: General Public | CONSULT;
- **FIRST NATIONS**: Local First Nations | CONSULT;
- **UTILITIES**: BC Hydro, Communications + Natural Gas | INVOLVE;
- **Referral Agency** | School District | CONSULT;
- **Referral Agency** | Transit Authorities | CONSULT;
- **Referral Agency** | Provincial Ministries | CONSULT.

Stakeholder Level of Engagement

In compliance with the District of Mission *LAN.64(C)*, the stakeholder groups will be engaged during the following CPES phases according to the IAP2 Spectrum:

PHASE 1 | Technical Due Diligence:

DPG | Involve: The Project Group will play a supporting role in ensuring the technical studies meet the expectations of the OCP and the community. The Project Group can also assist in facilitating information sharing between the CNP Consulting Team and stakeholders if necessary.

PHASE 2 | Preliminary Design Options:

DPG | Involve: The Project Group will work directly with the CNP Consulting Team to review the preliminary design options and present to Council;

LANDOWNERS | Consult: The Landowners will be provided with balanced and objective information to assist in them in understanding the studies, analysis, and proposed plan alternatives in order to obtain feedback.

PUBLIC | Consult: The public and other stakeholders will be provided with balanced and objective information to assist in them in understanding the studies, analysis, and proposed plan alternatives in order to obtain feedback.

FIRST NATIONS | Consult: First Nations will be provided with balanced and objective information to assist in them in understanding the studies, analysis, and proposed plan alternatives and invited to provide feedback.

COUNCIL | Empower: Council will, by resolution, decide on the Preferred Neighbourhood Plan Option prior to moving to Phase 3.

PHASE 3 | Preferred Option + Technical Due Diligence:

DPG | Involve: The Project Group will work directly with the CNP Consulting Team to refine the preferred option and present to Council, assist in providing direction to the engineering + financials studies, and present the results to Council.

LANDOWNERS | Consult: The Landowners will be provided with balanced and objective information to assist in them in understanding the Preferred Neighbourhood Plan in order to obtain feedback.

PUBLIC | Consult: The public and other stakeholders will be provided with balanced and objective information to assist in them in understanding the Preferred Neighbourhood Plan in order to obtain feedback.

FIRST NATIONS | Consult: First Nations will be provided with balanced and objective information to assist in them in understanding the Preferred Neighbourhood Plan and invited provide feedback of any potential impacts to First Nation interests.

UTILITIES | Involve: Refer the Preferred Neighbourhood Plan to affected franchise utility operators including power, communications and natural gas for feedback.

COUNCIL | Empower: Council will, by resolution, decide to move forward to Phase 4 based on the results of the engineering studies and preferred land use option refinement process.

PHASE 4 | Prepare the Neighbourhood Plan Document:

DPG | Involve: The Project Group will work directly with the CNP Consulting Team to finalize the CNP Document and Technical Appendices, prepare a Staff Report for Council consideration, and present the report to Council.

Referral Agency | School District | Consult: The School District will provide feedback that will be incorporated into the final CNP Document.

Referral Agency | Transit Authorities | Consult: The Transit Authorities will provide feedback that will be incorporated into the final CNP Document.

Referral Agency | Provincial Ministries | Consult: Provincial Ministries will provide feedback that will be incorporated into the final CNP Document.

3. Consultation Schedule, Formats, Methods + Outcomes

Due to the uncertainty regarding the changing pandemic climate, the formats, methods, and outcomes described in the CPES are adaptable to ensure safety and adequacy of opportunity for feedback.

Consultation Schedule

The CPES is structured according to the following phases described in the District of Mission *LAN.64(C)* document. The following presents a schedule of key communication and public engagement activities that will occur. However, the order of these steps may change over the course of the project and in some cases may run concurrently.

Public engagement activities will occur throughout Phases 2, 3 and 4.

- **PHASE 2 | Preliminary Design Options**
 - CNP Consulting Team, in coordination with DoM, prepares materials + communications for Council 1st On-Public Open House (On-line or In-person TBD). These materials will align with the Vision outlined in the OCP and Silverdale Master Infrastructure Strategy;
 - **COUNCIL** | CNP Consulting Team and DoM Project Group attend Council to review draft Phase 2 Deliverables and invites Council to attend 1st Public Open House;
 - **DPG** | CNP Consulting Team works with DoM to upload to CNP Website Platform Materials + Communications for 1st Public Open House (On-line or In-person TBD);
 - **LANDOWNERS** | CNP Consulting Team hosts + facilitates Landowner CNP Open House and gathers feedback from Landowners;
 - **PUBLIC** | CNP Consulting Team hosts + facilitates 1st Public Open House and gathers feedback from General Public;
 - **FIRST NATIONS** | DoM to invite First Nations Communities to participate in 1st Public Open House and gathers feedback on behalf of the CNP Consulting Team;
 - CNP Consulting Team prepares consultation summary of 1st Public Open House + feedback;
 - **COUNCIL** | CNP Consulting Team and DPG attend Council to present 1st Public Open House + stakeholder feedback and responses, and determine Preferred NP Option;
- **PHASE 3 | Preferred CNP Option+ Technical Studies**
 - CNP Consulting Team in coordination with DoM, prepares materials + communications for 2nd Public Open House
 - **COUNCIL** | CNP Consulting Team and DoM Project Group attend Council to review draft Phase 3 Deliverables and invites Council to participate in 2nd Public Open House;
 - **DPG** | CNP Consulting Team works with DoM to upload to CNP Website Platform Materials + Communications for 2nd Public Open House (On-line or In-person - TBD);
 - **LANDOWNERS** | CNP Consulting Team hosts + facilitates Landowner CNP 2nd Open House; and gathers on-line feedback from Landowners;
 - **PUBLIC** | CNP Consulting Team hosts + facilitates 2nd Public Open House and gathers on-line feedback from General Public;
 - **FIRST NATIONS** | DoM to invite First Nations Communities to participate in 2nd Public Open House and gathers feedback on behalf of the CNP Consulting Team;

- CNP Consulting Team prepares consultation summary of 2nd Public Open House + stakeholder feedback;
- **COUNCIL** | CNP Consulting Team and DoM Project Group attend Council Workshop to present 2nd Public Open House + feedback and responses, and determine Preferred NP Option;
- **PHASE 4 | Prepare CNP Document**
 - **Referral Agency** | School District | The CNP Consulting Team will engage the School District regarding feedback that will be incorporated into the final CNP Document;
 - **Referral Agency** | Transit Authorities | The CNP Consulting Team will engage the Transit Authorities regarding feedback that will be incorporated into the final CNP Document;
 - **Referral Agency** | Provincial Ministries | The CNP Consulting Team will engage the Provincial Ministries regarding feedback that will be incorporated into the final CNP Document; and,
 - CNP Consulting Team finalizes Phase 4 Deliverables, incorporating feedback from Consultation, Engineering + Financial Study findings, and prepares the CNP document.

Consultation Formats

The CPES includes the following range of on-line and in-person communication formats:

- website and social media notices, plan information + updates;
- annotated plans and perspective renderings;
- 3D models and animated videos; and,
- narrated presentations and written feedback surveys.

In addition, digital conference meetings, along with in-person workshops, will be used to enable the Consulting Team to communicate effectively with stakeholders throughout the CNP process.

Communication Methods

The CPES is fluid and intended to be responsive to the needs of the project and the stakeholders. As such, the specific forms of engagement may be adjusted through the course of the project. CPES may include the following communication methods:

- Event advertisements in local newspapers, DoM website + social media platforms;
- Landowner Notifications hand delivered to CNP Landowners;
- Update Notices on DoM website + social media platforms;
- Public Open Houses via On-line or In-Person platforms with Q+A and feedback surveys;
- DPG + Council engagement In-person and On-line as required;
- On-line Consultation, Q+A and feedback surveys via DoM website and CNP blog; and,
- On-line materials on Engage Mission (DoM website), CNP blog or DoM ArcGIS Story Maps.

Landowner Notifications

A series of one-page notices, delivered via mail-outs and/or electronically, will be used to provide Landowners information regarding:

- CNP website address + launch date;
- Upcoming community consultations and/or opportunities to provide CNP feedback; and,
- Updates or amendments to the CNP process.

Public Open Houses

Public Open Houses will be held in Phases 2 and 3 to engage CNP Landowners and the general community. The Public Open Houses are anticipated to follow 2 possible pathways: On-line or In-Person. Materials prepared for the Public Open Houses will make use of annotated plans + infographics, 3D site models + fly-through videos to communicate complex or technical information and concepts.

On-line Public Open Houses:

If this option is chosen, the following process will take place:

- Two advertised On-line Public Open Houses will be held during the CNP process, each providing Open House information via on-line platforms as described under On-line Consultation;
- Landowners will receive a hand delivered Invitation Letter in order to be encouraged to participate in the online consultation and feedback;
- CNP Consulting Team will work with DoM to upload to the CNP website + social media platforms CNP materials + communications + feedback surveys;
- DoM will be responsible for hosting and facilitating the consultation process;
- EKISTICS will be responsible for summarizing the Open House and communicating feedback received to the DPG.

In-Person Public Open Houses:

If this option is chosen, the following process will take place:

- Two advertised Public Open Houses will be held during the CNP process, each providing both an afternoon and evening time of day;
- Landowners will receive a hand delivered Invitation Letter in order to be encouraged to participate in the online consultation and feedback;
- The Open Houses will be hosted in local facility within Mission to ensure an accessible meeting venue for the broadest audience possible;
- CNP Consulting Team will be responsible for hosting and facilitating the consultation event;
- CNP Consulting Team will work with DoM to upload to the CNP website + social media platforms CNP materials + communications + feedback surveys;
- EKISTICS will be responsible for summarizing the Open House and communicating feedback received to the DPG.

DPG Meetings

- Throughout the Project, EKISTICS will facilitate communication with the DPG through regular meetings according to the CNP Communication Plan + Schedule.

Council Engagement

- Materials prepared to support the DPG presentation and discussion during Council engagement will make use of annotated plans + infographics, 3D site models + fly-through videos to communicate technical information and concepts.

On-line Consultation Options:

- YouTube video presentation with commentary;
- PDF materials via DoM website with dedicated Silverdale CNP webpage or blog;
- Online survey websites for collecting stakeholder feedback + providing summary, including Engage Mission;
- ArcGIS Story Maps - website for storytelling, collecting stakeholder feedback and Q&A sections;
- Website – DoM host to ensure public credibility of NP process; and,
- Zoom Mtgs with the DPG, Landowners and Council as required.

Website Blog +/-or ArcGIS Story Maps

- DoM website will serve as an information hub for the CNP project;
- The website will serve to inform residents, landowners, and the public and provide the opportunity to:
 - learn more about the project (written, plans, videos);
 - review plans and reports;
 - learn about the status of the project;
 - be notified about upcoming meetings or milestones;
 - provide comments and ask questions.
- The intention is to launch the website concurrently with the formal authorization to undertake the CNP neighbourhood planning process.

Social Media

- DoM to use social media platforms, such as Facebook, Twitter, Instagram to communicate project milestones, meetings and updates;
- Present information through annotated visual plans, renders and 3D model views, along with summary project text.

First Nations Engagement

- DoM will lead First Nations engagement with government-to-government communication;
- DoM will determine the First Nation communities for consultation;
- DoM will discuss with First Nation communities how best to engage through the CNP process to provide specific input and feedback;
- Project notices and invitations to participate in the Open Houses will be provided to the First Nation communities;
- EKISTICS will function as advisory partner to support DoM with expertise and materials.

Consultation Outcomes

Through undertaking the proposed range of communication formats, events and methods, CPES will satisfy the stated objectives for a Fair Process, with Equitable Stakeholder Involvement and Transparent and Timely Communication.

EKISTICS

PLANNING | ARCHITECTURE | LANDSCAPE ARCHITECTURE | LAND DEVELOPMENT

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ATTACHMENT B

District of Mission**Operating Budget Spending Package Form****(Request for additional budget to achieve Council's Goals and Objectives and/or to create efficiencies)****Requesting Department:** Administration**Date:** July 20, 2020**Requested by:** Barclay Pitkethly, Deputy CAO**Title of Operating Initiative or Project:** Senior Planner and Planning Engineer**Department Head's Authorization:****Budget Request: Operating** \$ 137,500**Capital** \$ 5,000**One-time only or On-going?** On-Going**How does this new initiative or increase to current service levels further the departments or Council's goals and objectives?**Both of these positions are integral to implementing Council's stated Strategic Goals for *4. Liveable Complete Communities* and priority actions:

4.4 Undertake Neighbourhood Planning

Short Term:

- Southwest Mission
- Parr to Prentis Ave

Long Term:

- Waterfront

Submission of forms to Finance by: Friday, July 5, 2019

What operational efficiencies will be created and when will they be realized?

The current complement of staff at the District of Mission does not adequately address the desires of Council to complete some aspects of the current Strategic Plan; namely neighbourhood planning for Southwest Mission and Waterfront Revitalization.

What are the on-going operational costs (include details of how the amount was arrived at including a summary of any quotations or estimates obtained. Attach “Operating Spending Package – Financial Calculatons.xlsx” form)?

Attached is a working model for completing the neighbourhood planning for the central neighbourhood of Southwest Mission. In addition to the staff request, the District of Mission will be hiring a consultant to oversee the process, mentor internal staff, and assure the District’s interests are met.

Costs for the District Consultant will be billed to the District but paid for by the applicant.

Costs for the new staff will be shared by the District and applicant and billed at \$6,000 per month.

Ongoing District operational costs are broken down as follows:

2020:	\$ 22,000 (based on a start date of September, 2020 and \$24,000 contribution by the applicant)
2021:	\$ 65,500 (based on an approximate \$72,000 contribution by the applicant)
2022:	\$137,500

What are the one-time operational costs (include details of how the amount was arrived at including a summary of any quotations or estimates obtained)?

N/A

What are the capital requirements?

\$5,000

The capital requirements for the position include computer, office furniture, and setup for electronics.

What budget savings can be realized as a result of this new initiative or increase to current service levels?

N/A

What new or increased revenue can be realized as a result of this new initiative or increase to current service levels?

N/A

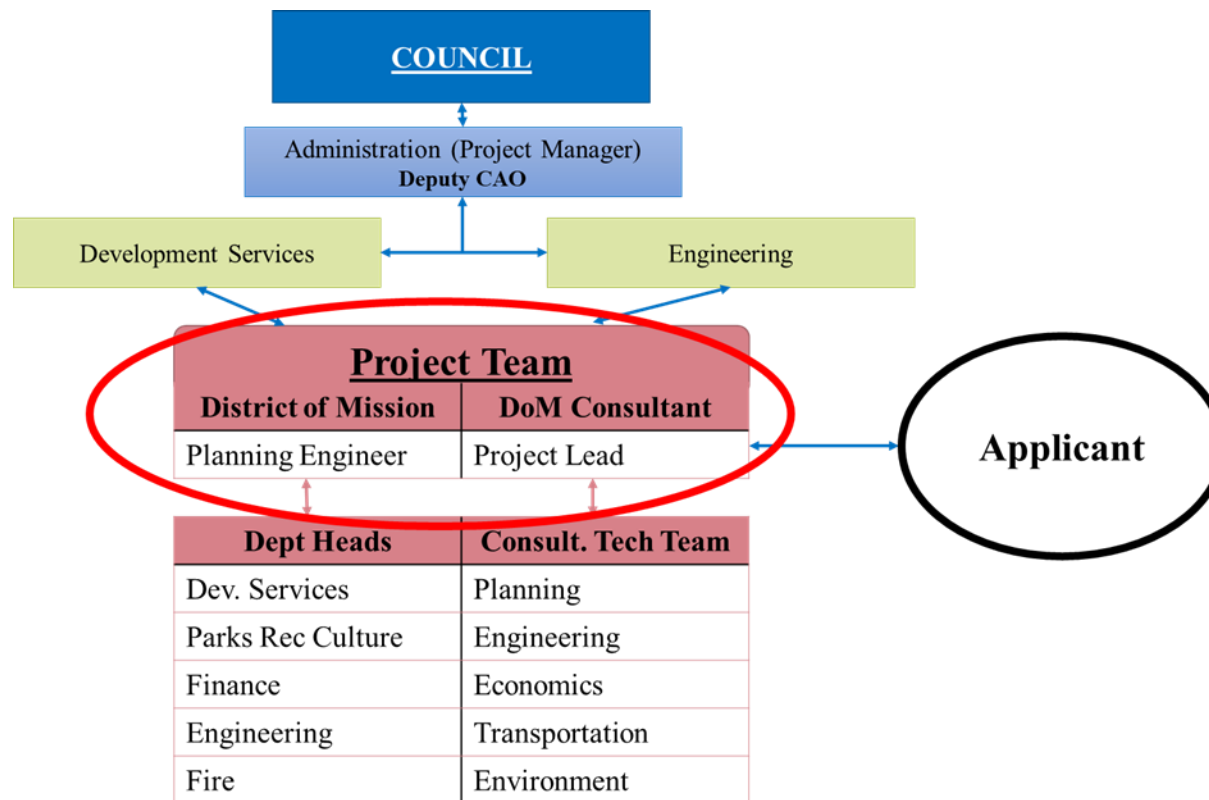
Submission of forms to Finance by: Friday, July 5, 2019

What are the benefits of this new initiative or increase to current service levels?

The intent is to provide full-time permanent employment for the one position for ongoing projects such Waterfront and Parr/Prentis as examples. The experience gained during the neighbourhood planning process will build internal capacity for future projects and also retain knowledge to provide expedited application processing within the area.

Given the scope of work is primarily focussed on the technical and engineering side of the project – alignment with District Master Plans (utilities and transportation), involvement in street design standards, and updates to DCC programs and bylaws – and with approvals on the back end, the logical choice is to bring an engineer into the project team from the District's perspective.

Proposed 'Project Team' Model



Submission of forms to Finance by: **Friday, July 5, 2019**

Council's Draft Strategic Goals and Objectives – spending packages will be grouped by the categories below when presented to Council

X	Secure Finances, Assets and Infrastructure
	Safe Community
	Bold Economic Development
X	Great Liveable Complete Community
	Engaged Community
X	Organizational Excellence

Submission of forms to Finance by: Friday, July 5, 2019