

The Regular Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan, BC at 7:30 p.m., October 24, 2005.

Present: Mayor Michael Coleman; Councillors Mike Caljouw, Sharon Jackson, Phil Kent and Ken Newcomb.

Absent With Prior Notice: Councillors Jenny Farkas and Geoff Maxwell.

Also

Present: Paul Douville - City Administrator.

Order of Ballots
- November 19,
2005 Election

Prior to the commencement of the Agenda, the Chief Election Officer, Paul Douville, drew lots with the aid of Diana Pink for the order of the names on the ballots for the November 19, 2005 Election. The order of the lots drawn were as follows:

MAYOR: COLEMAN, MICHAEL
KENT, PHIL

COUNCILLORS: CALJOUW, MIKE
NEWCOMB, KEN
DUNCAN, TOM
RUBENSTEIN, DAVE
MILLER, STEVE
WINFREY, JESSE
BRUCE, KARIN
DAWES, DON
FLETCHER, PAUL
FAULKNER, SUSAN
SHAW/MARTINEZ, JANET
JACKSON, SHARON
CADORETTE, RAY

His Worship Mayor Michael Coleman opened the Council Meeting with a prayer and called for order.

Approval of Agenda

Agenda

Movd. Councillor K. Newcomb
Secd. Councillor M. Caljouw
THAT the Agenda for the October 24, 2005 Regular Meeting of City Council be approved.

Carried.

Adoption of Minutes

Minutes

Movd. Councillor S. Jackson
Secd. Councillor P. Kent
THAT the Minutes of the Regular Meeting of City Council held on October 11, 2005 be adopted.

Carried.

Introduction of Late Items

Late Items

The following late items were introduced:

- For Unfinished Business, a letter dated October 22, 2005 from the Downtown Duncan Farmers' Market Society in

response to Mayor Coleman's October 13, 2005 letter.

- For Correspondence, a letter received October 18, 2005 from Takuyuki Okihara from Japan, extolling praises of Duncan on his recent trip to the area.

Delegations:

Pink Creative
Concepts - Tour
Cowichan - 2006
Pocket Travel
Guide

Representing Pink Creative Concepts, David Pink addressed Council. Among others, Mr. Pink made the following points:

- They are producing a new marketing lure piece for the Cowichan Region entitled "Tour Cowichan - 2006 Pocket Travel Guide".
- The Guide is a 24 page glossy magazine, 8" wide x 9" high, soft-folded to 4" x 9".
- This publication will have 82 Cowichan stakeholders participating.
- 140,000 copies will be distributed by Certified Folder to over 1,000 locations between Seatac Airport in Washington State and Whistler, BC.
- They will also be sending the Guide with Tourism Vancouver Island for distribution at five (5) key consumer shows in Washington, California and Alberta.
- This is a stand-alone Guide that will focus on highlighting the assets of the Cowichan Region to over 7 million people in the targeted distribution area.
- The 2006 Pocket Travel Guide will be printed and distributed in December 2005.
- Although the project is self-sustaining, they are requesting various municipal governments to provide financial support to increase the print run to 175,000 copies and increase the distribution by 346 locations further south to the Washington/Oregon border as well as 163 locations in Alberta.

In conclusion, Mr. Pink said they are asking for 8.5% (\$1,900) of the allocation to the City of Duncan from the first round of tourism funding from the UBCM, as well as a commitment for similar support for the next two (2) years (2007/2008) based on the success of the project.

On a question, Mr. Pink noted that their goal is to send the Guide to print on December 5, 2005 and commence distribution on December 15, 2005.

Movd. Councillor P. Kent
Secd. Councillor M. Caljouw

THAT the October 24, 2005 request from Pink Creative Concepts, regarding the "Tour Cowichan - 2006 Pocket Travel Guide", be referred to the General Purposes Committee with power-to-act.

Carried.

Report of Chief Administrative Officer

Administrator's
Report

Mr. Douville reported on the following items:

- The new major live-tap water service for the Duncan Plaza and the Duncan Mall from Trunk Road was successfully completed this week without noticeable disruption to vehicular and pedestrian traffic.
- There are six (6) commercial services to install over the next two (2) weeks.
- The City crew will commence hanging Christmas decorations and lights the week of October 31.

Unfinished Business

Community Gaming
Centre

Movd. Councillor P. Kent
Secd. Councillor K. Newcomb
THAT the Minutes of the October 11, 2005 Community Gaming Centre meeting be received, the contents noted and filed.

Carried.

The Administrator was asked to attempt to arrange a meeting with representatives of the BC Lottery Corporation regarding the allocation of the revenues from the Community Gaming Centre to local charities.

Downtown Duncan
Farmers' Market
Society

Movd. Councillor S. Jackson
Secd. Councillor K. Newcomb
THAT the letter dated October 22, 2005 from the Downtown Duncan Farmers' Market Society, in reply to the October 13, 2005 letter from Mayor Coleman, be received, the contents noted and filed.

Carried.

Correspondence

2005 Remembrance
Day Activities

Movd. Councillor M. Caljouw
Secd. Councillor S. Jackson
THAT the October 4, 2005 requests from the Cowichan Branch (BC/Yukon)#53 Royal Canadian Legion be endorsed;

AND THAT a Flag Raising Ceremony be conducted at City Hall on Sunday, October 30, 2005 at 12:30 p.m.;

AND THAT the Legion Members be authorized to hold their annual Tag Solicitation Days as follows:

Saturday - October 29 - 10:00 am to 4:00 pm
Saturday - November 5 - 10:00 am to 4:00 pm;

AND THAT the Legion also be authorized to stage the annual Remembrance Day Ceremony and Parade at and in the vicinity of the Cenotaph on Friday, November 11, 2005 at 10:55 a.m.

Carried.

UBCM - BC/Canada
Place - Torino,
Italy

Movd. Councillor P. Kent
Secd. Councillor S. Jackson

THAT the letter dated October 11, 2005 from the UBCM Executive, entitled "Proposal for Community Participation in BC - Canada Place, Torino, Italy, 2006", be received, the contents noted and filed.

Carried.

Movd. Councillor P. Kent
Secd. Councillor S. Jackson

THAT the letter dated October 11, 2005 from the UBCM Executive, entitled "Proposal for Community Participation in BC - Canada Place, Torino, Italy, 2006", be referred to the Cowichan Economic Development Commission for consideration of participation.

Carried.

MFA Fall
Debenture Issue

Movd. Councillor P. Kent
Secd. Councillor S. Jackson

THAT the letter dated October 12, 2005 from the Municipal Finance Authority of BC, regarding the Fall Debenture Issue, be received, the contents noted and filed.

Carried.

Crime Prevention
Week

Movd. Councillor P. Kent
Secd. Councillor M. Caljouw

THAT the Council of the City of Duncan proclaim November 1 - 7, 2005 as "Crime Prevention Week" in the City of Duncan as requested by the British Columbia Crime Prevention Association in their October 14, 2005 letter.

Carried.

Japanese Tourist
- Accolades for
Duncan

Movd. Councillor S. Jackson
Secd. Councillor P. Kent

THAT the letter received October 18, 2005 from Takuyuki Okihara from Kawaguchi Saitama, Japan, wherein he provides accolades for Duncan and the Cowichan Valley, be received, the contents noted and filed.

Carried.

Reports of Committees, COTW and Commissions

General Purposes Committee

For consideration were the notes of the October 17, 2005 meeting.

Pool/Arena

Movd. Councillor K. Newcomb
Secd. Councillor M. Caljouw

THAT the Council of the City of Duncan recommend to the District of North Cowichan that the two-tier fee structure be implemented immediately for the following facilities:

- Aquannis Centre
- Community Centre Arena

- Pioneer Park
- Sherman Road Sports Fields
- McAdam & Rotary Parks Sports Fields.

Carried.

Possible Spring
2006 Pool
Referendum

Movd. Councillor K. Newcomb
Secd. Councillor S. Jackson

THAT the subject of a possible Spring
2006 Referendum on a new Pool be TABLED
until after the November 19, 2005 elections.

Carried.

Amalgamation of
North Cowichan
and City of
Duncan Concept

Movd. Councillor K. Newcomb
Secd. Councillor P. Kent

THAT the Council of the City of Duncan
go forward with the current Boundary
Restructure Study relating to Electoral
Areas "D" and "E";

AND THAT Council advise the District
of North Cowichan that we may be prepared to
commence amalgamation discussions following
completion of the Boundary Restructure
process.

Carried.

Deportation of
Falun Gong
Practitioners to
China

Movd. Councillor K. Newcomb
Secd. Councillor P. Kent

THAT the Council of the City of Duncan
correspond with the Government of Canada
supporting the position of the Falun Dafa
Association of Canada that the Government of
Canada should stop the deportation of Falun
Gong Practitioners to China.

Carried.

Public Works Committee

For consideration were the notes of the
October 17, 2005 meeting.

Streets Bylaw
Amendments

Council has the authority to amend the
Streets Bylaw Schedules by resolution.

Movd. Councillor P. Kent
Secd. Councillor S. Jackson

THAT the following changes be made to
Section 1 - "2-hour parking" of Schedule "B"
of the Streets Bylaw No. 1127, 1976:

- Delete Item 12. (redundant) "On the west and east sides respectively of Festubert Street, bounded by Trunk Road to the south and Coronation to the north."
- Delete Item 16. (redundant) "On the south side of Dobson Street be instituted on a trial basis."
- Delete Item 21. (incorrect) "On Third St. between Jubilee St. and Centennial Park."
- Delete Item 26. (replacing) "On the first 15 parking spaces on the west side of Duncan St., north of Trunk Road."

- Add Item 29. "On the first 23 parking spaces on the west side of Duncan St., north of Trunk Road."
- Add Item 30. "On the south side of Queens Rd."
- Add Item 31. "On the north side of Coronation between Brae Road and Ypres Street."
- Add Item 32. "On the south side of Coronation between Festubert St. and St. Julian St."

Carried.

Planning & Priorities Committee

For consideration were the notes of the October 17, 2005 meeting.

941 - 951 Trunk
Road - Nine (9)
Townhouses -
Development
Variance Permit

Movd. Councillor P. Kent
Secd. Councillor M. Caljouw

THAT the process be authorized for consideration of a Development Variance Permit for the proposed 9 dwelling units at 941 - 951 Trunk Road (Lot 1 and Lot 2, Section 17, Range 7, Plan 10539, Quamichan District, except part in Plan VIP 74624) subject to the following conditions:

1. The setback variances for the bump outs and decks be approved:
 - The side yard setbacks of 2.39 metres (7.84') for the bump outs on the west side property line encroach .61 metre (2') into the required 3 metre (9.84') setback.
 - The typical decks shown encroach .0254 metre (1") further into the side yard setback than permitted by our zoning bylaw.
2. That the proposed decorative concrete block fence be moved back 3 metres from the Trunk Road property line and that the fence be permitted to be 1.8 metres (6') rather than the bylaw stipulated 1.2 metres (4') in height. This will provide the security desired while softening the effect on the streetscape.
3. The purpose of moving back the masonry front yard fence from the Trunk Road property line is to provide for more intensive landscaping between the fence and the sidewalk.
4. The owner is to obtain the services of a professional landscape designer and to consider providing more greenery and grass areas as opposed to gravel and river rock. Final approval of the landscaping plan is required by City Council and the plan is to include the widening of the existing sidewalk along Trunk Road by 0.45 metres (1.5').
5. A lot consolidation for the 2 existing lots is required.
6. The owner providing the City with a 1.1 metre (3.6') wide right-of-way

along the Trunk Road property line to provide for the future possibility of creating a 2 metre (6.6') wide public sidewalk on this right-of-way and in the area presently occupied by the existing sidewalk with the outside area along the traveled portion of Trunk Road being landscaped (future landscape area to be approximately .6 metre (2') wide).

Carried.

Sign Bylaw and
Multi-Family
Design Guidelines

Movd. Councillor P. Kent
Secd. Councillor S. Jackson

THAT Council contract with Boulevard Consulting Group for the first step in reviewing the Sign Bylaw and the related processes of the City as outlined in their October 7, 2005 letter for \$1,080.00;

AND THAT Council wait until after Boulevard Consulting Group has completed the first step of the Sign Bylaw updating before making a decision on beginning the Multi-Family Design Guidelines process.

Carried.

"MANUAL" Board
Shop - Sign/Mural
- Development
Permit

Movd. Councillor K. Newcomb
Secd. Councillor P. Kent

WHEREAS the Sign Bylaw is not yet concurrent with the new Downtown Design Guidelines (note: new Sign Bylaw is being processed);

AND WHEREAS the "Manual Board Shop" graphic was not covered by City mural standards at the time this graphic was installed;

THEREFORE BE IT RESOLVED THAT a Development Permit be authorized for the stylized "MANUAL" retaining wall mural on the retaining wall in front of 57A Trunk Road subject to the property owner removing this sign/mural from the retaining wall if and when the tenant vacates the premises.

Carried.

270 Government
Street (Sherwood
House) -
Development
Permit

Movd. Councillor P. Kent
Secd. Councillor S. Jackson

THAT a Development Permit be issued for 270 Government Street (Lot 5, Block 14, Section 17, Range 6, Plan 2070, Quamichan District and Lot 1, Block 14, Section 17, Range 6, Plan 28129)(Sherwood Manor) subject to the following conditions:

1. Sidewalk priority be provided at vehicle crossings in accordance with the design guidelines, by creating level sidewalks with priority surface treatment and grade variation for the vehicle approaches.
2. Paving and sidewalk treatments be used that match and build upon the theme established by the City Square development.

3. Landscaping be placed between the sidewalks and the vehicle travel ways on Government and Station Streets. The owner provide 2 metre (6.6') wide rights-of-ways on the Government and Station Streets sides of the project in order to accommodate public sidewalks on these rights-of-ways and landscaping along the vehicular traveled portion of these roadways.
4. That the developer provide a right-of-way through the proposed parking lot for the re-routing of the existing sanitary sewer and storm lines through the property (the rerouting of the storm and sewer lines is to be at the cost of the developer).
5. Provision for the display of public art or sculpture be provided on the property or cash in lieu concurrent with Council Policy.
6. New curbs, sidewalks and boulevard landscaping be provided at the cost of the developer.
7. That a covenant be placed on the title of this property to permit seniors supportive living only due to the limited amount of parking.
8. Consolidation of the two(2) lots.

Carried.

Public Safety & Emergency Services Committee

For consideration were the notes of the October 17, 2005 meeting.

Security
Surveillance
Cameras & Webcam

Movd. Councillor K. Newcomb
Secd. Councillor S. Jackson

THAT the four (4) surveillance cameras for various locations and the one (1) webcam on City Hall overlooking the City Square be purchased and installed for a maximum cost of \$5,900 plus applicable taxes.

Carried.

Miscellaneous

Councillor Kent reported on the following items:

- On October 20, 2005, a meeting was held with representatives of the City, the District of North Cowichan, the Ministry of Transportation and Urban Systems regarding the short-term measures that can possibly be implemented in conjunction with the resurfacing of the Trans Canada Highway Corridor in 2006. It was agreed to obtain a cost estimate from Urban Systems for access management, median installations, intersection improvements and right-turn lanes. This matter will be taken forward as soon as possible.
- The TCH Corridor Management Plan Report is now in its final form and has been

provided to us by Urban Systems. The Report will be forwarded to the five (5) partners (CoD, NC, CVRD, Cowichan Tribes and MoT) with a request that they receive the report noting that the Steering and Working Committees will meet as soon as possible after the November 19, 2005 Local Government Elections.

- He attended the annual Salmon Ceremony hosted by the Cowichan Tribes Elders. He said that this was the first time that non-First Nations were invited to participate in this ceremony. He said it was a great cross-cultural experience.

Special Meeting

Movd. Councillor S. Jackson

Secd. Councillor M. Caljouw

THAT the Council of the City of Duncan resolve into Special Meeting (Committee of the Whole) to discuss legal and personnel issues;

AND THAT persons other than Council Members, the Corporate Officer and the Director of Finance be excluded from this meeting (Section 242.3 - Local Government Act).

Carried.

At 8:15 p.m., City Council resolved into Special Meeting.

At 8:50 p.m., the following Motion was Put:

Movd. Councillor P. Kent

Secd. Councillor S. Jackson

THAT this meeting of City Council rise;

AND THAT this meeting do now adjourn.

Carried.

Michael Coleman
Mayor

Paul Douville
Corporate Officer