

The Regular Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan, BC at 7:30 p.m., March 13, 2006.

Present: Deputy Mayor Sharon Jackson - Chair; Councillors Ray Cadorette, Mike Caljouw and Jesse Winfrey.

Absent With Prior Notice: Mayor Phil Kent; Councillors Paul Fletcher and Ken Newcomb.

Also

Present: Paul Douville - City Administrator.

Her Worship Deputy Mayor Sharon Jackson opened the Council Meeting and called for order.

Approval of Agenda

Agenda

Movd. Councillor J. Winfrey
Secd. Councillor R. Cadorette
THAT the Agenda for the March 13, 2006 Regular Meeting of City Council be approved.

Carried.

Adoption of Minutes

Minutes

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey
THAT the Minutes of the Regular Meeting of City Council held February 27, 2006 be adopted.

Carried.

Introduction of Late Items

Late Item

The Administrator introduced the following late item:

- Letters dated March 8 and 13, 2006 from the Municipality of North Cowichan regarding the proposed new swimming pool at the Cowichan Centre. This item will be dealt with under Unfinished Business.

Report of Chief Administrative Officer

Administrator's Report

Mr. Douville reported on the following items:

- There are 25 - 27 4" or larger existing water services without meters. The Operations Manager is looking into this situation with the Director of Finance and meters may be installed on a phased basis.
- The Operations Manager is tracking all

costs for service installations. The Operations Manager said this is a necessary activity in order to ensure that developers pay the full costs when additional costs become known after the initial deposits are made by Developers.

- Regarding the recent Jubilee Hill sanitary sewer blockage problem, the Operations Manager advised that all standby crew members now have emergency contact numbers for assistance from companies such as Coast Environment (Vactor truck service). The standby crew members have been advised that they must contact the Operations Manager or the Public Works Superintendent when they confront a call-out problem involving health issues such as surface flowing of sanitary sewage. It is then incumbent on either the Operations Manager or the Public Works Superintendent to contact the Ministries of Health and Environment immediately.
- Marigolds for the highway boulevards and the moss baskets will be ordered this month.

Unfinished Business

Pesticides -
E & N
Railway

Movd. Councillor J. Winfrey
Secd. Councillor M. Caljouw

THAT the following items of correspondence, regarding the application of pesticides on the E & N Railway Corridor, be received, the contents noted and filed:

- Letter dated February 24, 2006 from the Ministry of Environment in reply to our letter dated December 1, 2005 to The Honourable Gordon Campbell, Premier;
- Letter dated January 24, 2006 from The Honourable Gordon Campbell, Premier.

Carried.

TCH Marigolds and
Moss Baskets

Movd. Councillor R. Cadorette
Secd. Councillor M. Caljouw

THAT the following items, regarding the Trans Canada Highway marigolds and the moss baskets, be received, the contents noted and filed:

- Memo dated March 9, 2006 from Len Thew - Operations Manager;
- 2006 Flower Basket Tender.

Carried.

Cowichan Branch
(BC/Yukon) #53
Royal Canadian
Legion - License
to Use Winery
Mews

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey
THAT Council authorize execution of the License Agreement (April 1, 2006 - March 31, 2009) between the City of Duncan and Cowichan Branch (BC/Yukon) #53 Royal Canadian Legion for use of a 1.93 metres (6'4") x 12 metres (40') area of Winery Mews between City Hall and the Canada Building.

Carried.

Proposed New
Pool

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey
THAT the correspondence dated March 8 and 13, 2006 from the Municipality of North Cowichan, regarding the proposed new pool project, be received, the contents noted and filed;
AND THAT Council indicate that it has no objection to the contract with Vic Davies Architect (2003) Ltd. for the feasibility study update being solely with the Municipality of North Cowichan.

Carried.

Correspondence

Black Tie
Excellence Awards
- Banner

Movd. Councillor R. Cadorette
Secd. Councillor M. Caljouw
THAT the Council of the City of Duncan authorize the display of the Black Tie Excellence Awards banner from the banner poles adjacent to the east-side of the Trans Canada Highway and south of the Cowichan River from July 31 to August 20, 2006 as requested in the February 27, 2006 letter from the Duncan-Cowichan Chamber of Commerce.

Carried.

MFABC Credit
Ratings

Movd. Councillor R. Cadorette
Secd. Councillor J. Winfrey
THAT the letter dated February 27, 2006 from the Municipal Finance Authority of BC, regarding their revised credit ratings, be received, the contents noted and filed.

Carried.

Success By 6®
Publication

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey
THAT the March 2, 2006 request from Cindy Lise for Council to advertise in the Success By 6® Publication be denied.

Carried.

UBCM 2006
Resolution
Process

Movd. Councillor M. Caljouw
Secd. Councillor R. Cadorette
THAT the memorandum dated March 3,
2006 from the Union of BC Municipalities,
regarding the 2006 UBCM Resolution Process,
be received, the contents noted and filed.

Carried.

Jim Roome -
Resignation from
the Advisory
Planning
Commission (APC)

Movd. Councillor M. Caljouw
Secd. Councillor R. Cadorette
THAT the letter of resignation dated
March 6, 2006 from Jim Roome, wherein he
advises of his resignation from the Advisory
Planning Commission (APC), be received with
regret;
AND THAT a letter of appreciation be
sent to Mr. Roome thanking him for his
efforts and work on the APC.

Carried.

Reports of Committees, COTW and Commissions

General Purposes Committee

For consideration were the notes of the
March 6, 2006 meeting.

Restorative
Justice Program

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey
THAT the Council of the City of Duncan
correspond with the Province of BC Solicitor
General and the Government of Canada
Attorney General noting that a Restorative
Justice Process is mandated through the
Youth Justice System and yet no funding is
provided to RCMP Detachments for Restorative
Justice endeavours;
AND THAT Council ask the senior levels
of government to correct this obvious
inequity.

Carried.

CMHC Residential
Rehabilitation
Assistance
Program (RRAP)

Movd. Councillor R. Cadorette
Secd. Councillor J. Winfrey
THAT as recommended by the Building
Inspector and as encouraged by the Canada
Mortgage & Housing Corporation (CMHC),
Council authorize opting out of service
delivery of the CMHC Residential
Rehabilitation Assistance Program (RRAP)
noting that CMHC is providing contracted
services providers.

Carried.

Council of
Canadians -
International
Peace Walk

Movd. Councillor J. Winfrey
Secd. Councillor M. Caljouw
THAT City Council authorize the
Cowichan Chapter of the Council of Canadians
to stage their "International Peace Walk" on
March 18, 2006 (Saturday), on the SIDEWALKS
of the roadways within the City as outlined
in their February 22, 2006 letter, noting
that arrangements have been made with the
DBIAS (City Square Manager) for use of the
City Square on this day;
AND THAT this authorization be subject

to the event not interfering with the movement of vehicular or pedestrian traffic and subject to proper marshalling being provided throughout the route by the event coordinators;

AND THAT the Cowichan Chapter of the Council of Canadians hold harmless the City of Duncan from any and all possible liability claims relating to this event;

AND THAT the City of Duncan be named as an "additional insured party" on a \$2 million per occurrence liability insurance policy.

Carried.

Finance Committee

For consideration were the notes of the March 6, 2006 Finance Committee meeting.

Travel Expense
Policy -
Amendments

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey

THAT as recommended by the Director of Finance, the Travel Expense Policy be amended as follows:

- Delete items 1.(a), (b), (c) and (d) and substitute the following:
 - 1.(a) Hotel accommodation is to be arranged through the Administrator's office.
 - (b) That the authorized traveler be paid as follows when meals are not provided by an organized event or program:

Breakfast	\$12.00
Lunch	\$17.00
Dinner	\$26.00
Incidentals	\$ 5.00

 (Receipts not required).
 - (c) That item 1.(b) apply for the authorized traveler's spouse/partner when authorized by council or the Administrator to accompany the traveling official.
 - (d) That when the authorized traveler's spouse/partner is permitted by Council to accompany the City Official to a convention, conference, annual meeting, etc., his/her registration fees will be paid.

Carried.

Warrant No.
2 - 2006

Movd. Councillor M. Caljouw
Secd. Councillor R. Cadorette

THAT Warrant No. 02 - 2006 covering General Account cheque numbers 111111 - 111214 in the total amount of \$162,666.39
 - Payroll Account - Payroll #03 covering direct deposits in the amount of 32,069.62
 - Payroll #04 covering cheque numbers 3911 - 3924 and direct deposits in the amount of 38,558.58
 GRAND TOTAL \$233,294.59
 be ratified.

Carried.

Planning & Priorities Committee

For consideration were the notes of the March 6, 2006 Planning Committee meeting.

Bow-Mel Chrysler
Ltd. - Extra
Service Bay

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey

THAT the Development Permit issued to Bow-Mel Chrysler (Todd Blumel) by City Council on February 13, 2006 be amended to permit the construction of six (6) rather than five (5) more service bays (i.e. six (6) plus the existing two (2) = eight (8) (one (1) of the existing three (3) Service Bays is being converted into a Shipping/Receiving Area) noting that site coverage and the north side-yard will still meet our Zoning Bylaw requirements;

AND THAT this Development Permit be subject to the consolidation of Lot A, Plan VIP 53705, Section 17, Range 6, Quamichan District (PID: 017-658-471; 460 St. Julian Street) and Lot 5, Block 7, Plan 1063, Section 17, Range 6, Quamichan District, Portion and S ½ Lot 4 (PID: 000-305-502; 466 St. Julian Street).

Carried.

Building
Statistics Report
- February 2006

Movd. Councillor J. Winfrey
Secd. Councillor M. Caljouw

THAT the Building Statistics Report for February 2006, as presented, be received, the contents noted and filed.

Carried.

Reports from Council Members

Reports from
Council Members

Councillor Cadorette reported on the following items:

- On March 9, 2006, he participated in the last half of the Cairnsmore Safety Walk which was scheduled from 6:00 p.m. to 8:00 p.m. During the walk, the safety barriers at the intersection of Government Street and Cairnsmore were reviewed. He noted it was interesting to hear the concerns citizens raised about pedestrian issues and safety. Len Thew (Operations Manager) would have information on the initial part of the walk. A report on the walk results will be forthcoming.
- On March 10 & 11, 2006, he attended the Board meeting of the BC Forest Discovery Centre. Friday evening and Saturday were spent working on a three year strategic plan. The plan is in its formative stages and has yet to be adopted by the Board. Further information to follow.

Councillor Winfrey reported on the recent Cowichan Historical Society AGM. He said he assisted them with their election and noted the previous Board was re-elected. He also said an excellent presentation was made by Historian Tom Patterson.

Deputy Mayor Jackson reported on the following items:

- On March 8, she represented City Council at the 57th Annual Cowichan Music Festival Highlights Concert. She said she was delighted to present the City Bursary cheque to Jacinta Green.
- On March 2 and 3, City Council participated in a Strategic Planning Workshop. She outlined some of the top priorities developed at this workshop.

Bylaws

Official
Community Plan
Bylaw Amendment
(Riparian Areas
Regulation), 2006

Movd. Councillor M. Caljouw
Secd. Councillor R. Cadorette
THAT Council give leave to Councillor J. Winfrey to introduce "Official Community Plan Bylaw No. 1762, Amendment Bylaw No. 1998, 2006" (Riparian Areas Regulation Development Permit Area)".

Carried.

Movd. Councillor J. Winfrey
Secd. Councillor M. Caljouw
THAT "Official Community Plan Bylaw No. 1762, Amendment Bylaw No. 1998, 2006" (Riparian Areas Regulation Development Permit Area) be read for the first time.

Carried.

Movd. Councillor M. Caljouw
Secd. Councillor J. Winfrey
THAT "Official Community Plan Bylaw No. 1762, Amendment Bylaw No. 1998, 2006" (Riparian Areas Regulation Development Permit Area) be read for the second time.

Carried.

Officers and
Officials Bylaw
No. 1964, 1986,
Amendment Bylaw
No. 1999, 2006
(Addition of
Operations
Manager (Officer
& Schedule "B"
List)

Movd. Councillor J. Winfrey
Secd. Councillor R. Cadorette
THAT Council give leave to Councillor M. Caljouw to introduce "Officers and Officials Bylaw No. 1964, 1986, Amendment Bylaw No. 1999, 2006" (addition of Operations Manager (Officer & Schedule "B" list).

Carried.

Movd. Councillor M. Caljow
 Secd. Councillor R. Cadorette
THAT "Officers and Officials Bylaw No. 1964, 1986, Amendment Bylaw No. 1999, 2006" be read for the first time (addition of Operations Manager (Officer & Schedule "B" list)).
 Carried.

Movd. Councillor M. Caljow
 Secd. Councillor J. Winfrey
THAT "Officers and Officials Bylaw No. 1964, 1986, Amendment Bylaw No. 1999, 2006" be read for the second time (addition of Operations Manager (Officer & Schedule "B" list)).
 Carried.

Movd. Councillor R. Cadorette
 Secd. Councillor J. Winfrey
THAT "Officers and Officials Bylaw No. 1964, 1986, Amendment Bylaw No. 1999, 2006" be read for the third time (addition of Operations Manager (Officer & Schedule "B" list)).
 Carried.

Special Meeting
 (In Camera)

Movd. Councillor J. Winfrey
 Secd. Councillor R. Cadorette
THAT the Council of the City of Duncan resolve into Special Meeting (Committee of the Whole) to consider personnel and property issues;
AND THAT persons other than Council Members, the Corporate Officer and the Director of Finance be excluded from this meeting (Sections 90, 91 and 92 - Community Charter).
 Carried.

At 8:05 p.m., City Council resolved into Special Meeting.

At 8:14 p.m., the following Motion was Put:

Movd. Councillor R. Cadorette
 Secd. Councillor M. Caljow
THAT the Special Meeting of City Council rise and report to City Council.
 Carried.

Administrative
 Review

Movd. Councillor R. Cadorette
 Secd. Councillor M. Caljow
THAT the Administrative Structure outlined in the March 2, 2006 report from Rob Roycroft, Consultant, be adopted.
 Carried.

Adjournment

Movd. Councillor M. Caljouw

Secd. Councillor R. Cadorette

THAT this meeting do now adjourn.

Carried.

The meeting adjourned at 8:15 p.m.

Sharon Jackson
Deputy Mayor

Paul Douville
Corporate Officer