

## City of Duncan Committee of the Whole Minutes

**A Committee of the Whole Meeting was held in the Committee Room, City Hall, 200 Craig Street, Duncan BC, at 6:07 pm on Monday, February 6, 2012.**

<b>Present</b>	Councillor Michelle Bell, Chair Councillor Martin Barker Councillor Tom Duncan	Councillor Sharon Jackson Mayor Phil Kent Councillor Michelle Staples
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**Absent W/Notice** Councillor Joe Thorne

**Also Present** Tom Ireland – Chief Administrative Officer  
Peter de Verteuil – Director of Finance  
Lynn Ketch – Director of Corporate Services  
Abbas Farahbakhsh – Director of Public Works  
Gina MacKay – City Planner

### **Approval of Agenda**

**Agenda**  
COW-21-12 Moved by Councillor Jackson  
Seconded by Councillor Barker

**That** the Agenda be approved as circulated.

**CARRIED**

### **Introduction of Late Items**

**Late Items**  
COW-22-12 Moved by Mayor Kent  
Seconded by Councillor Duncan

**That** the following late item be accepted:

- Letter dated January 30, 2012 from Ms. Joan Gillatt, City Freeman re: Peace Pole.

**CARRIED**

**Agenda Order**  
COW-23-12 Moved by Councillor Jackson  
Seconded by Councillor Duncan

**That** item 9.1.2 Sustainable Development – Development Variance Permit Amendment Application for 15 Canada Avenue be considered after the Delegation portion of this Agenda.

**CARRIED**

## Delegations

### **Speed Limit on Bundock Avenue**

Doug Marling, a resident of The Meadows, 574 Coronation Avenue, advised the Committee members of speeding problems he has witnessed on Bundock Avenue between Trunk Road and Coronation Avenue. Mr. Marling suggested that reducing the speed zone from 50 km/h to 30 km/h and installing disabled/elderly persons signs on this block would deter speeding.

COW-24-12

Moved by Mayor Kent  
Seconded by Councillor Duncan

**That** the subject of speed limits on the east-side of the TCH and south of Trunk Road be referred back to staff for a report and recommendation for consideration at the March 5, 2012 Committee of the Whole Meeting.

CARRIED

Moved by Councillor Barker  
Seconded by Councillor Jackson

**That** staff be directed to investigate the installation of signage for elderly and disabled persons on Bundock Avenue between Trunk Road and Coronation Avenue.

DEFEATED

Mayor Kent, Councillors Bell, Duncan,  
Jackson, and Staples opposed.

COW-25-12

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** staff be directed to include incorporating special signage for the elderly and disabled on Bundock Avenue and include Bundock Avenue (between Trunk Road and Coronation Avenue) in the speed limit review.

CARRIED

## Sustainable Development

**Proposed  
Amendment to  
Development  
Variance Permit  
No. DVP-2011-07  
(15 Canada  
Avenue)  
COW-26-12**

Moved by Mayor Kent  
Seconded by Councillor Staples

**That** the following recommendation be forwarded to Council:

**That** the Development Variance Permit amendment application dated November 29, 2011 for Lot 1, Section 17, Range 6, Quamichan District, Plan 12081 (15 Canada Avenue) be denied.

CARRIED

## Correspondence

**Canadian Union of  
Public Employees**

Moved by Councillor Jackson  
Seconded by Councillor Duncan

**That** Council:

- request the BC government to issue a clear, permanent exemption for BC local governments from the Canada-EU CETA, and that it otherwise protect the powers of local governments;
- and request the BC government to disclose what it is putting on the table regarding procurement, services and investment as part of CETA discussions, explain the impacts CETA would have on municipal governance, and give local governments the freedom to decide whether or not they will be bound by the agreement;
- Send this resolution to the Union of BC Municipalities, the Federation of Canadian Municipalities, and to local Members of Parliament and Members of the Legislative Assembly with a request that this policy be adopted.

**DEFEATED**

Mayor Kent, Councillors Barker,  
Bell, Jackson, and Staples opposed.

**COW-27-12**

Moved by Councillor Jackson  
Seconded by Councillor Barker

**That** staff be directed to contact the Federation of Canadian Municipalities (FCM) and the Union of BC Municipalities (UBCM) requesting their formal position on the Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA), and the Public Private Partnerships (P3s);

**And That** this information be brought back to the February 20, 2012 Council meeting.

**CARRIED**

**Proclamation–  
March  
Toastmasters  
Month**

**COW-28-12**

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** the following recommendation be forwarded to Council:

**That** March 2012 be proclaimed as “Toastmasters Month” in the City of Duncan.

**CARRIED**

**2012 Budget  
Meeting Schedule  
COW-29-12**

**Finance and Administration**

Moved by Councillor Jackson  
Seconded by Councillor Barker

**That** the Committee of the Whole adopt the schedule of meetings proposed by the Director of Finance for the 2012 financial plan:

- Feb 15<sup>th</sup> – Wednesday - 6:00 pm Special COW  
Discussion of overall budget
- Feb 21<sup>st</sup> – Tuesday - 7:00 pm Special COW  
Operating budget review
- Feb 23<sup>rd</sup> – Thursday - 5:00 pm Special COW  
Complete operating review and begin capital discussion
- Feb 27<sup>th</sup> – Monday - 5:00 pm Special COW  
Complete Capital discussion
- Mar 1<sup>st</sup> – Thursday 5:00 pm Special COW  
5 year Budget discussion
- April 4<sup>th</sup> – Public presentation of draft Budget.
- April 16<sup>th</sup> – Regular Council meeting  
Give Budget and Tax Rates Bylaws 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading
- May 7<sup>th</sup> – Special Council prior to COW meeting  
Approval of budget and Tax Rates Bylaws.

**CARRIED**

**Public Works**

**Operational  
Planning &  
Activities Status  
Report for  
January**

Abbas Farahbakhsh, Director of Public Works, reviewed the January 2012 Operational Planning & Activities Status Report:

- Water Metering Program, ongoing, Water meters are being installed on nearly all commercial services in down town area. Residential installation per service estimate has been obtained. – He noted that water services to be installed in concrete or brick would cost \$800 – \$850 each and the cost for installation in grassed areas will be \$700 – \$775 each. There are approximately 1,100 services to be done; 60% will be in concrete or brick area – Cost to complete the City will be close to \$890,000. The plan is to complete the City installations first, then Eagle Heights, then Cowichan

Tribes and the District of North Cowichan. The Director of Public Works was requested to provide a report to Council on the roll-out options for this project.

- Eagle Heights Booster Pump Station Upgrade. Design completed, electrical work is awarded, and pumps are purchased. Construction will be underway shortly. He noted that a small section of the water main will need to be upgraded and he will provide a report and request early budget approval – \$25,000 to \$30,000 cost.
- Emergency Chlorination grants application, funding was denied. He advised that staff discussed our declined application with the Province. We will revise our application and re-apply for 2012 as we did not meet all of the criteria in the last application.
- Flood Pump Station at Lee Street Slough (fish-Gut Alley).
- Phase I: Intake Structure and Conveyance Pipe; Project is 90% completed.
- Phase II: Storm Pumps Purchase; tender is awarded, delivery time late February 2012.
- Phase III: Electrical tender is awarded, work is underway.
- City Wide Storm Study, draft final report has been reviewed. We will meet with engineers shortly to finalize the final draft report. He noted that a copy of final draft report will be circulated to Council.
- Duncan St. /Cowichan Way/Trunk Rd. signal light - Negotiation is ongoing with the railway regarding the placement of the additional signal head.
- Gibbins Road Tank & Boys Road Communication upgrades are underway.
- Red Balloon; building repairs – Expecting Building Permit application – It was noted that the sidewalk will be replaced.
- Street furniture; cigarette butts disposal containers - brief discussion ensued regarding pros and cons of placing these containers downtown.

COW-30-12

Moved by Mayor Kent  
Seconded by Councillor Barker

**That** the subject of placing cigarette butt disposal containers in the downtown core be referred to the March 2, 2012 Committee of the Whole meeting.

**CARRIED**

**Sustainable Development, cont.**

**Development  
Variance Permit  
DVP-2011-10 (149  
First Street)  
COW-31-12**

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** the following recommendation be forwarded to Council:

**That** Council authorize the issuance of Development Variance Permit DVP-2011-10 for Lot 4, Block 3, Range 6, Section 18, Quamichan District, Plan 798 (149 First Street) the purpose of which is to vary:

1. The City of Duncan Off-Street Parking and Loading Bylaw No. 1556, 1988 for the purpose of:
  - a) permitting exemption from the requirement to provide for an on-site loading space; and
  - b) allowing for direct access to the parking area from the laneway;
2. The City of Duncan Landscaping and Screening Bylaw No. 1580, 1989 for the purpose of:
  - a) exemption from the requirement to provide a 1 metre landscaping screen separating the public roadway from the private parking area;

**And that** the issuance of Development Variance Permit No. DVP-2011-10 (149 First Street), to permit variances to the Off Street Parking and Loading Bylaw and the Landscaping and Screening Bylaw, to permit the design of the parking layout attached as “Exhibit A” be subject to the following conditions:

1. The City is not in receipt of any valid objections relevant to the variance request being received at the February 20<sup>th</sup> meeting of Council as a result of the notification process.
2. Provision of security in the amount of \$5,000.00 for the construction of an on-site drainage dispersal from the parking area to the satisfaction of the Director of Public Works; and,
3. Provision of security in the amount of \$\_\_\_\_\_.00 in order to cover the cost of works for the replacement of curb, gutter and sidewalk along the length of the property facing First Street to a total width of two (2) metres (125% of estimated cost, to be determined prior to authorization).
4. Dedication to the City a portion of the property fronting First Street equal to the expansion of the sidewalk by 0.5 metres.
5. Upgrading of sewer and water services to a standard acceptable to the Director of Public Works at the expense of the developer.

**CARRIED**

### **New Business**

2012-2014  
Conference  
Attendance  
COW-32-12

Moved by Councillor Jackson  
Seconded by Councillor Staples

**That** the following Association of Vancouver Island and Coastal Communities (AVICC) and Union of BC Municipalities (UBCM) Convention schedule for 2012 to 2014 be approved:

Councillor	<u>AVICC</u>	<u>UBCM</u>
Barker	2012 (Ucluelet)	2013 (Vancouver)
Bell	2012 (Ucluelet)	2013 (Vancouver)
Duncan	2013 (Sooke)	2014 (TBA)
Jackson	2013 (Sooke)	2014 (TBA)
Staples	2014 (TBA)	2012 (Victoria)
Thorne	2014 (TBA)	2012 (Victoria)

**CARRIED**

Expense Policy  
COW-33-12

Moved by Mayor Kent  
Seconded by Councillor Staples

**That** staff be directed to amend the Expense Policy authorizing partners to accompany delegates attending the annual AVICC and the UBCM conferences, for consideration at the March 5, 2012 Committee of the Whole meeting.

**CARRIED**

Peace Poles  
COW-34-12

Moved by Mayor Kent  
Seconded by Councillor Staples

**That** the following recommendation be forwarded to Council:

**That** Council support the Peace Pole initiative as outlined in the January 30, 2012 letter from Joan Gillatt and welcome the group to bring back specific details as to the artist, wording, type of materials and preferred locations.

**CARRIED**

### **Adjournment**

Adjourn  
COW-35-12

Moved by Councillor Jackson  
Seconded by Councillor Duncan

**That** this meeting be adjourned.

**CARRIED**

The meeting adjourned at 7:45 p.m.

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Lynn Ketch

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Councillor Michelle Bell

Director of Corporate Services

Chair