

## 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 7:00 p.m. on April 6, 2010.**

<b>Present</b>	Councillor Paul Fletcher, Chair	Mayor Phil Kent
	Councillor Ray Cadorette	Councillor Joe Thorne
	Councillor Sharon Jackson	Councillor Jesse Winfrey

**Absent With Notice** Councillor Tom Duncan

**Also Present** Tom Ireland – Chief Administrative Officer  
Peter de Verteuil – Director of Finance  
Abbas Farahbakhsh - Director of Public Works  
James van Hemert - Director of Development Services  
Tricia Mayea – Recording Secretary

### **Approval of Agenda**

**Agenda**  
COW-43-10 Moved by Councillor Thorne  
Seconded by Councillor Winfrey

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

**CARRIED**

### **Introduction of Late Items**

**Late Items**  
COW-44-10 Moved by Mayor Kent  
Seconded by Councillor Thorne

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

- Delegation from Cowichan Music Festival Committee – Grant-in-Aid request for The Provincials be added to Delegation as Item 3.2
- E.J. Hughes Legacy Project be added to Correspondence as Item 6.5
- Budget Meeting Schedule from Peter de Verteuil, Director of Finance be added to Finance and Administration as Item 7.6

**CARRIED**

### **Delegations**

**Social Planning  
Cowichan –  
Affordable  
Housing  
Strategy** Geri Sera, Miranda Rogers and Scott Heggie from Social Planning Cowichan were present to discuss affordable housing issues within the City of Duncan. A handout with housing and income statistical information was presented and a copy of this will be on file at City Hall.

**Cowichan Music Festival – Grant-in-Aid Request for The Provincials**

COW-45-10

Barbara Stone from the Cowichan Music Festival gave a presentation to the Committee requesting grant-in-aid funds from the City for ‘The Performing Arts BC Provincial Festival’ being held in Duncan from May 23 to May 27, 2010.

Moved by Mayor Kent  
Seconded by Councillor Thorne

**That** the Cowichan Music Festival’s request for grant-in-aid money be referred to the budget review discussions being held next week for consideration at that time.

CARRIED

**Unfinished Business**

**Tourism Advisory Committee**  
COW-46-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That** staff be directed to invite the stakeholders identified in the Tourism Advisory Committee Terms of Reference to a Totem Committee meeting for discussion and recommendations to Council.

CARRIED

**Change in Order of Agenda**  
COW-47-10

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** Item 6.4 and all Items under Part 9. Sustainable Development be moved to this part of the meeting to allow the proponents of the Cowichan Green Community, and the applicants for 250 Jubilee Street, 191 Kenneth Street and 25 Canada Avenue to be heard at this time.

CARRIED

**Correspondence**

**Cowichan Green Community**  
COW-48-10

Moved by Mayor Kent  
Seconded by Councillor Thorne

**That** the Committee of the Whole recommend the following resolution to City Council:

“**That** City Council grant a \$200 early budget approval for advertising on Cowichan Green Communities Cowichan ‘Buy Local, Buy Fresh’ Map.”

CARRIED

**Sustainable Development**

**250 Jubilee St. (Dobson’s Paint) – DVP2010-02**  
COW-49-10

Moved by Mayor Kent  
Seconded by Councillor Thorne

**That** the Committee of the Whole authorize staff to proceed with the statutory notifications for a proposed Development Variance Permit

(DVP 2010-02) for 250 Jubilee Street (Amended Lot 8 (DD 229819-1), Block 11, Range 6, Section 17, Quamichan District except Part in Plan 12364) in order to reduce the minimum setback for a free-standing sign from an interior side lot line to 0.2 metres from 1.5 metres;

**And that** the Committee of the Whole consider the following conditions:

1. This variance is granted for construction of a 1.2 metre x 1.2 metre sign only, to a maximum of 2.0 metres in height, with a reverse lit design in accordance with the Downtown Area (DP-2) sign guidelines only.
2. The sign be located a minimum of 0.5 metres from the front property line.

**CARRIED**

**250 Jubilee St.  
(Dobson's Paint)  
– DP2010-03  
COW-50-10**

Moved by Mayor Kent  
Seconded by Councillor Thorne

**That** the Committee recommend issuance of Development Permit (DP-2010-03) for the 250 Jubilee Street (Amended Lot 8, Section 17, LD 45, Plan 2070) site and building face of Dobson's Paints (191 Kenneth Street) as an amendment to the previously issued DP 2008-22 (as amended by DP 2009-09) to the extent indicated on the drawings noted as Schedules "A-1" to "A-4."

**And that** the approval be subject to:

1. The addition of a landscaped bed with eleven (11) columnar cedars a minimum of 1 metre in height adjacent to the south property line.
2. Approval of a Development Permit Variance (DVP 2010-02) for the freestanding signage location.
3. Approval of a reverse lit design for the freestanding sign after the Chief Administrative Officer provides Council with more detailed information at the next Council meeting.
4. Approval of a landscape plan for the triangular area adjacent to the freestanding sign by the Chief Administrative Officer.
5. Painting or residing the north wall face (Schedule A-2) to match the Jubilee Street elevation (Benjamin Moore HC-77) where the existing window has been blocked in.

**CARRIED**

**191 Kenneth St.  
(Dobson's Paint)  
– DP2010-04  
COW-51-10**

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That** the Committee recommend to Council issuance of a Development Permit (2010-04) for the premises located at 191 Kenneth Street (Amended Lot 8, Section 17, Quamichan District, Plan 2070) based on the elevation drawing attached to this report.

**CARRIED**

25 Canada Avenue (The Savoy) – DP2010-02 COW-52-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That** Council authorize issuance of a Development Permit (DP-2010-02) for the proposed development to be located at 25 Canada Avenue (Lot 1, Section 17, Range 6, Quamichan District, Plan 12081 (PID 003-691-853) as shown on the plans, renderings and specifications labeled Schedule “A” (1) to (20);

**And that** a security deposit to ensure completion and maintenance of the landscaping and site work associated with the development in the amount of \$153,090.00 (NOTE: we may wish to adjust this based on inflation) (125% of the estimated landscape costs submitted by the applicant) to be provided prior to the issuance of a Building Permit;

**And that** the signage area shown on plan A-301 Revision dated May 22, 2008 (Schedule “A” (4) be approved and included as a part of the Development Permit but that a comprehensive sign plan is required for the building, under a separate Development Permit, prior to occupancy;

**And that** the sidewalk dedications shown on plan A-201 Revision dated May 22, 2008 (as modified May 23, 2008 and noted as Schedule “A” (3) be registered on Title as Statutory Rights-of-Way, in a form acceptable to the City, prior to the issuance of an Occupancy Permit;

**And that** a water balance storm water management plan, based on the principles of Stormwater Planning: A Guidebook for British Columbia, must be prepared by the applicant and approved by the City prior to any connection to the City’s storm sewer system.

**And that** security in the amount of \$10,000 be deposited with the City prior to the issuance of an Occupancy Permit to secure the installation on the development site of an art component of at least that value, visible to the public from the street, within 12 months of Occupancy, and that failing such installation the security can be used by the City, in its sole discretion, to acquire and install public art elsewhere in the City.

CARRIED  
Councillor Fletcher Opposed

**Unfinished Business Con’t**

Strategic Plan Update

COW-53-10

Moved by Mayor Kent  
Seconded by Councillor Winfrey

**That** a Special Meeting be scheduled to discuss, streamline and to set any priorities that are brought to the table concerning the City’s Strategic Plan.

CARRIED

## **Correspondence**

**BC Coalition for  
Action on  
Alcohol Reform**  
COW-54-10

Moved by Mayor Kent  
Seconded by Councillor Winfrey

**That** staff be directed to send an invitation to Lembi Buchanan of the BC Coalition for Action on Alcohol Reform to make a presentation to a future Committee of the Whole meeting regarding their concerns.

**CARRIED**

**\$25 fee for  
Criminal Record  
Checks for  
Volunteers**  
COW-55-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That** the matter of the \$25 fee for criminal record checks for volunteers be referred to the next Joint City Committee meeting for discussion.

**CARRIED**

**Local  
Government  
Elections  
Reform**  
COW-56-10

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** staff be directed to draft a letter in response to the Local Government Elections Task Force that restates the City's previous support on the issue of a Corporate vote and the issue of the time of year for local elections with respect to safety, participation and other issues.

**CARRIED**

**EJ Hughes  
Legacy Project**  
COW-57-10

Moved by Councillor Fletcher  
Seconded by Councillor Jackson

**That** the City contribute \$10,000 to the EJ Hughes Legacy project from the City's Public Art fund;

**And that** the location of the completed sculpture be determined by all parties involved at a later date.

**CARRIED**

## **Finance and Administration**

**Parking Spaces  
Request:  
Kenneth St. No.  
1 Lot**  
COW-58-10

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**That** the request from the Hospital Auxiliaries Thrift Store (HATS), 79 Station Street, for two (2) free parking spaces in the Kenneth Street No. 1 parking lot be denied.

**CARRIED**

**Revitalization  
Tax Exemption  
Review**  
COW-59-10

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** the Revitalization Tax Exemption Review be referred to the next

Committee of the Whole meeting for discussion.

CARRIED

**Bright Ideas and  
Dedicated  
Commitment  
Policy**  
COW-60-10

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** the Bright Ideas and Dedicated Commitment Policy be amended by staff and re-examined by the Committee afterwards.

CARRIED

**MNC Joint City  
Committee**  
COW-61-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That** City Council appoints Mayor Phil Kent, Councillor Jesse Winfrey and Councillor Ray Cadorette as the City's representatives to the Municipality of North Cowichan's Joint City Committee.

CARRIED

**Wheels in  
Motion –  
Wheelchair  
Rugby League**  
COW-62-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**That** the City of Duncan agree to be the recipient of this year's fundraising from the June 13<sup>th</sup> Wheels in Motion event for the purposes of purchasing wheelchairs for the local wheelchair rugby team and drop-in league.

CARRIED

**Budget Meeting  
Schedule**

COW-63-10

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**That** the Committee adopt the following schedule of meetings proposed by the Director of Finance for the 2010 financial plan:

The proposed schedule of meetings and the approval process follows:

- April 12<sup>th</sup> – 6:30 pm Special COW – Discussion of overall budget
- April 15<sup>th</sup> – 5:00 pm Special COW – Discussion of Capital and Operating
- April 20<sup>th</sup> – 5:00 pm Special COW – 5 year budget discussion
- April 22<sup>nd</sup> – 5:00 pm – Public presentation of draft budget
- May 3<sup>rd</sup> – 6:45 pm – Special Council meeting to give Budget and Tax Rates Bylaws 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading
- May 10<sup>th</sup> – 6:45 pm – Special Council meeting for approval of budget and Tax rates bylaws.

CARRIED

### **Public Works**

**The Cairnsmore  
Neighborhood**

Abbas Farahbakhsh, Director of Public Works reported to the Committee on his findings with respect to pedestrian safety in the Cairnsmore

**Working Group - Pedestrian Safety** - Neighborhood. A copy of the report is filed and available at City Hall.

**Operational Planning & Activities Status Report**  
COW-64-10

Moved by Councillor Cadorette  
Seconded by Councillor Jackson

**That** the March 2010 Operational Planning & Activities Status Report, presented by Abbas Farahbakhsh, Director of Public Works, be received and filed.

CARRIED

**Cowichan Commons Trail**

COW-65-10

Moved by Councillor Winfrey  
Seconded by Councillor Jackson

**That** priority be given to the end of Alington Road to Green Road section of the Cowichan Commons Trail including improvements to the Sherman Road pedestrian crossing (shown as part of phase 4 in the assessment) and approval to proceed with this detailed design and costing of the initial phase be granted, providing that North Cowichan Council commits to additional future financial support and completion of the Commons Trail in the near future.

CARRIED

### Adjournment

**Adjourn**  
COW-66-10

Moved by Mayor Kent  
Seconded by Councillor Winfrey

**That** this meeting adjourn.

CARRIED

The meeting adjourned at 10:50 p.m.

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Peter de Verteuil  
Deputy Director of Corporate Services

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Councillor Paul Fletcher  
Chair