

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 7:01 pm on August 2, 2011.

Present Councillor Joe Thorne, Chair
 Councillor Ray Cadorette Councillor Sharon Jackson
 Councillor Jesse Winfrey Mayor Phil Kent

Absent with Notice Councilor Tom Duncan

Absent Councillor Paul Fletcher

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
 Don Elliott – Planning Student

Approval of Agenda

Agenda Moved by Councillor Jackson
COW-187-11 Seconded by Mayor Kent

That the Agenda be approved as circulated.

CARRIED

Introduction of Late Items

Late Items Moved by Councillor Winfrey
COW-188-11 Seconded by Councillor Cadorette

That the following late item be accepted:

- Addition of Item 4. Closed Session (Section 90(1)(e) of the *Community Charter*).

CARRIED

Delegations

M'akola Group of Societies – Relaxation Request for various fees – 5755 Allenby Road Kevin Albers, M'akola Group of Societies, provided the Committee members with an overview of the \$145M - 50 unit Assisted Living Community project located on Cowichan Tribes property at 5755 Allenby Road, requesting a relaxation /exemption of the water and sewer connection fees, water hydrant installation and building water service in the total amount of \$193,587.76. Other service providers waiving fees

are: BC Hydro (partial), Shaw Cable, Telus (partial) and Cowichan Tribes.

Mr. Albers respectfully requested an early answer to this request and he left the meeting.

**Film Cowichan -
Draft Guide-
lines/Protocols -
Filming in the
Cowichan Region**

Louise McMurray from Film Cowichan gave a brief overview of Film Cowichan and the film industry in the region. She distributed draft 'Guidelines/Protocols Filming in the Cowichan Region' that has been developed specifically for the City of Duncan.

It was noted that the Policy outlined conditions for the City of Duncan, but not for the Film Companies or Film Cowichan. Discussion ensued regarding compensating businesses for loss of business. Ms. McMurray said they are striving to have the City recognized as a film-friendly community.

The Mayor suggested that benchmarks would be beneficial to measure the economic impacts.

It was suggested that the next step would be for Councillor Cadorette and Ms. McMurray to take the proposed draft guidelines to a DBIAS downtown development meeting for discussion purposes. It would then move forward with discussions taking place with the Economic Development Commission, Film Cowichan and Tom Ireland.

In the meantime, Ms. McMurray was encouraged to continue to show filmmakers areas in and around Duncan.

**Order of Agenda
Items
COW-189-11**

Moved by Councillor Jackson
Seconded by Councillor Cadorette

That Agenda Item 4. Closed Session be moved to the end of the Agenda.

CARRIED

**Order of Agenda
Items
COW-190-11**

Moved by Councillor Jackson
Seconded by Councillor Winfrey

That Item 11.2 – Downtown Parking be moved to this point of the Agenda.

CARRIED

Downtown Parking

Discussion ensued regarding parking issues in the downtown core. The Mayor suggested that the present parking violation ticket could be revamped with friendlier graphics.

It was noted that the Commissionaires have now taken the World Host Program.

It was noted that meetings will be scheduled in the future regarding the parking structure in the downtown core.

It was suggested that training be arranged for the Bylaw Enforcement Officers for de-escalating Bylaw Enforcement ticketing situations.

Unfinished Business

**Water Metering
Timelines**

The Director of Public Works gave an overview on the plan for installing water meters in Duncan noting that the plan was to finish the commercial metering with the City crew, gage their speed and then look at tendering out the residential metering if required, depending how much budget is available at that time. It is estimated that it could be as much as \$1,000,000 for the total project.

COW-191-11

Moved by Mayor Kent
Seconded by Councillor Winfrey

That staff be directed to provide a report showing financial differences for residential water meter installations using the accelerated method compared to doing the installations over a longer period of time and the impact on operating and capital costs.

CARRIED

Correspondence

**Cowichan Theatre –
Directional Signage
COW-192-11**

Moved by Councillor Winfrey
Seconded by Mayor Kent

That the request from the Cowichan Theatre for directional signage be forwarded to the Consultant being hired to do the way-finding proposal for the City;

And that a letter be sent to the Cowichan Theatre advising of this resolution, noting that the two (2) sign locations requested on the Trans Canada Highway are in the District of North Cowichan.

CARRIED

**Operational &
Planning Activities
Report – July 2011**

Public Works

The Director of Public Works reported on the following:

- Eagle Heights booster pump station upgrade project start up meeting and the follow-up site visit was held. Design and engineering review work is underway.
- Organic collection program – been extremely successful – recycling has increased. The Director of Finance was requested to put collection stats in the next Information Package. He was also requested to put a notice in the newspaper regarding educating the public on packaging.
- Duncan dike repair project – project has started and work should be completed in two (2) to three (3) weeks.
- Emergency Chlorination grants application – waiting for evaluation outcome.
- Detail design and construction for flood pump station at Lee Street slough (Fish Gut Alley) – finalizing the design work – project may be finished this year.
- Boundary Road sewer main upgrade – tender is closing on August 4.
- City-wide Storm Water Study – project is progressing as per schedule.
- Duncan Street/Cowichan Way/Trunk Road signal light update – action plan has been received – it needs correcting.
- Solar powered pedestrian activated flashing beacons at the Trunk/Ypres crosswalk – finalized by Council tonight.
- DCC Bylaw Review – progressing as per schedule.

**Public Works
Operational Report
for July 2011
COW-193-11**

Moved by Councillor Jackson
Seconded by Councillor Cadorette

That the July 2011 Public Works Operational Report be accepted.

CARRIED

Sustainable Development

**DP-2011-12: 920
Government Street
COW-194-11**

Moved by Councillor Jackson
Seconded by Councillor Winfrey

That the Committee of the Whole authorize the approval of the proposed fence location with a lot line setback of 0.6m associated with DP-2011-12 for 920 Government Street.

CARRIED

Don Elliott, Planning Student, left the meeting.

New Business

**South Cowichan
OCP**

Discussion ensued regarding the contents of the June 27, 2011 letter from Doug Leighton relating to the South Cowichan Official Community Plan Bylaw 3510. It was thought that this Bylaw would have no direct financial impact on the City of Duncan.

**Single Family
Residences in Multi-
Family Zones –
Board of Variance
COW-195-11**

Moved by Mayor Kent
Seconded by Councillor Cadorette

That staff solicit names of members of the public for membership on a Board of Variance for the City to hear the case before staff at the present time.

CARRIED

**Updating
Purchasing Policy
COW-196-11**

Moved by Mayor Kent
Seconded by Councillor Jackson

That the draft Purchasing Policy attached to the July 29, 2011 report from the Director of Finance be forwarded to Council for consideration.

CARRIED

Questions and Answers

**5755 Allenby Road –
Assisted Living
Community Project
– Request for
Financial
Assistance**

COW-197-11

A brief discussion ensued regarding the request from M'akola Group of Societies for the relaxation/exemption of water and sewer connection fees, water hydrant installation and building water service in the total amount of \$193,587.76 for the Assisted Living Community project at 5755 Allenby Road.

Moved by Councillor Jackson
Seconded by Councillor Winfrey

That the following recommendation be forwarded to City Council for approval:

That the request from M'akola Group of Societies for relaxation/exemption of water and sewer CCCs and hydrant and water service connections for the Assisted Living Community project at 5755 Allenby Road in the amount of \$193,587.76 be respectfully denied;

And That a letter be sent to M'akola Group of Societies

advising that because of the City's size and the amount of infrastructure outside of the City's boundaries and the costs associated to upgrade this infrastructure, it would not be reasonable to impose this cost on the City's taxpayers and system users;

And that the following alternative be proposed:

"Cowichan Tribes take sole responsibility of the sewer for this development, allocating its own Joint Utilities Board sewer units to this development and take an increased proportionate share of ongoing maintenance at the JUB, removing the \$54,750 related to Sewer CCCs from the total amount owing."

CARRIED

2011 UBCM

Councillor Jackson noted that she is unable to attend the 2011 UBCM Conference. Councillor Thorne advised that he is able to attend in her place.

**Closed Meeting
COW-198-11**

Moved by Mayor Kent
Seconded by Councillor Winfrey

That the meeting be closed to the public under the following section of the *Community Charter*.

- Acquisition, disposition or expropriation of land or improvements (s.90(1)(e).

CARRIED

Adjournment

**Adjournment
COW-199-11**

Moved by Mayor Kent
Seconded by Councillor Winfrey

That this Meeting be adjourned.

CARRIED

The meeting adjourned at 9:58 p.m.

Lynn Ketch
Director of Corporate Services

Councillor Joe Thorne
Chair