

City of Duncan Committee of the Whole Minutes

A Committee of the Whole Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan, BC, at 6:51 pm on Monday, April 4, 2011.

Present Mayor Phil Kent, Acting Chair Councillor Ray Cadorette
Councillor Rom Duncan Councillor Sharon Jackson (7:45 p.m.)
Councillor Jesse Winfrey Councillor Joe Thorne

Absent With Notice Councillors 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
Christopher Paine - Accountant

Approval of Agenda

Agenda Moved by Councillor Thorne
COW-106-11 Seconded by Councillor Winfrey

That the Agenda be approved as circulated.

CARRIED

Late items

Late Items Moved by Councillor Thorne
COW-107-11 Seconded by Councillor Cadorette

That the following items be approved as late Agenda items:

- Letter dated March 21, 2011 from Laura Finch re: Celebrating the Sacred Salmon, May 14, 2011 – under 6.1 Correspondence;
- Totem Committee Report – Jane Mertz – Grant Writer – under 7.4 Finance and Administration;
- CVRD Staff Report from John Elzinga, Manager – Island Savings Centre re: Aquannis Centre, within the Island Savings Centre – under 7.5 Finance and Administration.

CARRIED

Correspondence

Celebrating the Sacred Salmon May 14, 2011 Moved by Councillor Cadorette
COW-108-11 Seconded by Councillor Duncan

That the following resolution be forwarded to Council for approval:

That the proponents for ‘Celebrating the Sacred Salmon Day’ be requested to make a grant application to the City for its consideration, specifying what the grant monies would be used for, and advising them to contact the Duncan Business Improvement Area Society (DBIAS) for booking the City Square for their May 14, 2011 event.

CARRIED

Finance and Administration

Financial Statements

Cara Light and Todd Humen of Hayes, Stewart, Little & Company, Chartered Accountants, reviewed the Consolidated Financial Statements and the Audit Findings Report for the year ending December 31, 2010.

COW-109-11

Moved by Councillor Duncan
Seconded by Councillor Cadorette

That the 2010 Financial Statements be accepted.

CARRIED

Ms. Light and Mr. Humen left the meeting at 7:20 p.m.

Capital Asset Policy
COW-110-11

Moved by Councillor Thorne
Seconded by Councillor Winfrey

That the following resolution be forwarded to Council for approval:

That the Capital Asset Policy dated November 16, 2010 be approved.

CARRIED

Employee & Family Assistance Program
COW-111-11

Moved by Councillor Duncan
Seconded by Councillor Winfrey

That the following resolution be forwarded to Council for approval:

That Council members be permitted to be enrolled in the City’s Employee & Family Assistance Program.

CARRIED

COW-112-11

Moved by Councillor Duncan
Seconded by Councillor Winfrey

That the following resolution be forwarded to Council for approval:

That Council’s enrollment in the City’s Employee & Family Assistance Program be in accordance with the payment plan currently followed by City employees.

CARRIED

Totem Committee

Staff was directed to prepare a resolution regarding the appointment of Jane Mertz as a grant writer for the Totem Committee, including the

Report – Jane
Mertz – Grant
Writer

waiving of the City's Purchasing Policy, for consideration at the April 18, 2011 Council meeting.

Councillor Jackson arrived at 7:45 p.m.

Aquannis
Centre – Youth
Outreach &
Gymnastics
COW-113-11

Moved by Councillor Jackson
Seconded by Councillor Thorne

That the following resolution be forwarded to Council for approval:

That Council approve 'in principle' the concept of repurposing the unused lobby, change rooms and mechanical rooms of the Aquannis Centre for expanded use of youth outreach and gymnastics, for use as a child care facility, and use for staff support areas;

And That management of the Centre be requested to provide details of the child care program parameters prior to final approval or the expenditure of any funds.

CARRIED

Public Works

Operational
Planning &
Activities Report

The Director of Public Works reported on the following:

- Water metering program is ongoing. Water meters are being installed on nearly all commercial services in downtown area.
- The 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.
- The organic collection program is ongoing. On average 41% of garbage is now being diverted from the dump. Approximately 700 containers out of 1250 are being utilized.
- An application is being submitted to complete the Duncan dike repair project this summer.
- Final Report on the Lee Street dike and City portion is pending.
- Emergency chlorination grants application – waiting for evaluation outcome – approximately one month.
- Detail design for flood pump station at Lee Street slough (Fish Gut Alley), design work progressing.
- City-wide storm study, project progressing as per schedule.
- Duncan Street/Cowichan Way/Trunk Road signal light update – traffic counts were concluded on the weekend.
- Canada Avenue/Fourth Street crosswalk update – final report pending.
- 30- km/h speed limit in downtown core update – members suggested that traffic questions could be asked in the next Newsletter and staff could make inquiries to other municipalities that

have 'slow' zones to see if it is successful.

- Crosswalk at Trunk/Ypres update – a solar powered pedestrian crosswalk signal could be a future project for this location.
- Development Cost Charges Bylaw review – progressing as per schedule.

COW-114-11

Moved by Councillor Thorne
Seconded by Councillor Duncan

That the April 1, 2011 Operational Planning & Activities Status Report, presented by the Director of Public Works, be accepted.

CARRIED

The Director of Public Works left the meeting at 8:26 p.m.

New Business

**Vehicle for Hire
Regulation
Bylaw**
COW-115-11

Moved by Councillor Jackson
Seconded by Councillor Duncan

That staff be directed to prepare a Bylaw that would require taxi companies to provide "accessible taxi" service within the city as of June of 2012, for consideration at the next Committee of the Whole meeting.

CARRIED

**Council
Remuneration
Bylaw No. 3028**
COW-116-11

Moved by Councillor Duncan
Seconded by Councillor Jackson

That the following resolution be forwarded to Council for approval:

That draft Council Remuneration Bylaw No. 3028, 2011 be tabled to the January 2012 Committee of the Whole meeting for review.

CARRIED

COW-117-11

Moved by Councillor Winfrey
Seconded by Councillor Duncan

That staff be directed to develop a roll-out plan for the proposed Council remuneration increase for phasing in over a three (3) year period.

CARRIED

**Transportation
Rate**
COW-118-11

Moved by Councillor Jackson
Seconded by Councillor Winfrey

That the following resolution be forwarded to Council for approval:

That Section 2(a) of the City's Travel Expense Policy be amended to read as follows:

That transportation be at the rate used by the Canada Revenue

Agency (CRA – Revenue Canada) for non-taxable mileage rates (currently \$0.52 as of April 1, 2011), or bus fare to a maximum of these mileage rates, plus ferry charges; or”.

CARRIED

Adjourn
COW-119-11

Moved by Councillor Winfrey
Seconded by Councillor Duncan

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:59 p.m.

Lynn Ketch
Director of Corporate Services

Councillor Sharon Jackson
Chair