

## City of Duncan Regular Council Minutes

The Regular Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan BC, at 7:30 pm on Monday, June 11, 2007.

**Present** Mayor Phil Kent  
Councillor Ray Cadorette Councillor Mike Caljouw  
Councillor Paul Fletcher Councillor Sharon Jackson  
Councillor Ken Newcomb Councillor Jesse Winfrey

**Also Present** Tom Ireland – Chief Administrative Officer  
Cheryl Wirsz – Director of Corporate Services  
Peter de Verteuil – Director of Finance

His Worship Mayor Kent opened the Council Meeting with an affirmation and called for order.

### **Approval of Agenda**

**Agenda** Moved Councillor Cadorette  
R-166-07 Seconded Councillor Newcomb  
**That** the agenda be approved as circulated.

**CARRIED**

### **Adoption of Minutes**

**Minutes** Moved Councillor Jackson  
R-167-07 Seconded Councillor Caljouw  
**That** the minutes of the May 24 Special Council Meeting be adopted.

**CARRIED**

**Minutes** Moved Councillor Newcomb  
R-168-07 Seconded Councillor Jackson  
**That** the minutes of the May 28 Regular Council Meeting be adopted.

**CARRIED**

### **Introduction of Late Items**

**Late Items** Moved Councillor Jackson  
R-169-07 Seconded Councillor Newcomb  
**That** Item 9.8 – Annual Report be added to the agenda.

**CARRIED**

## Delegations

### **Anne Balding – H2O Committee**

Anne Balding of the H2O Committee was present to discuss the McAdam Park Shower Protocol and to answer any questions with regards to the issue. Councillor Jackson asked about the number of people who might be using the service. Ms Balding estimated that approximately 5-7 per day from different areas of the city over the four hour time period of 10 am to 2 pm on Tuesdays and Fridays. Councillor Newcomb asked about an expectation of maximum numbers and if any safeguards would be in place. Ms Balding explained the history of the extreme weather shelters over the 5 winter months and that there were no troubles during that time. Furthermore the Outreach Worker would be in attendance at the Park. Councillor Winfrey asked about expectations regarding an Opening Date for the new shelter on Lewis Street.

## Unfinished Business

### **Agenda Adjustment**

R-170-07

Moved Councillor Jackson  
Seconded Councillor Caljow  
**That** the Item under Unfinished Business be moved ahead.

CARRIED

### **H2O Protocol**

R-171-07

Moved Councillor Jackson  
Seconded Councillor Caljow  
**That** the H2O Committee Protocol for Providing Showers for the homeless at McAdam Park be accepted.

CARRIED

## Delegations continued.....

### **Boundary Restructure Committee**

John Campbell, Chair of the Boundary Restructure Committee was present to submit the final report of the Boundary Restructure Committee. The primary focus of the committee was an assessment of the technical information provided by the consultant. Mayor Kent thanked Mr. Campbell and the committee for their work on this very complex and technical project. The process will involve analysis by Council prior to making an informed decision whilst considering the next steps.

### **Final Report – Boundary Restructure Committee**

R-172-07

Moved Councillor Jackson  
Seconded Councillor Newcomb  
**That** the Final Report of the Boundary Restructure be received and referred to Committee of the Whole for further discussion and recommendation.

CARRIED

## **Report of the Chief Administrative Officer**

### **CAO Report**

Mr. Ireland reported on attendance at the following meetings: Pool Design Select, sewer and road access to Tribes lands, CAVI workshop, and the Cowichan Place Framework. The posting for the Director of Public Works is out, Queen Margaret's School is expanding, a Parade Permit form has been created and an amendment to the Water Regulation bylaw has been prepared.

## **Correspondence**

### **Cowichan Intercultural Society**

R-173-07

Moved Councillor Winfrey  
Seconded Councillor Caljouw  
**That** the City of Duncan writes a letter of support for the Cowichan Intercultural Society Newcomer Settlement Information, Support and Referral Services Program.

**CARRIED**

## **Reports of Mayor and Council and Committees**

### **Committee of the Whole Report – April 11, 2007**

R-174-07

Moved Councillor Jackson  
Seconded Councillor Newcomb  
**That** the City provide a cash grant to the Chamber of Commerce for its Info Centre and Roving Ambassador equivalent to 55% of the business license fees taken in by the City, on condition the Info Centre is located on the south side of the City, and that this grant is intended to replace all previous grants to the Chamber, including the in-kind rent, and a monthly rent of \$1 875 [effective January 1, 2007] shall be paid to the City so long as the Info Centre remains in its current location.

**CARRIED**

### **Committee of the Whole Report – April 11, 2007**

R-175-07

Moved Councillor Jackson  
Seconded Councillor Caljouw  
**That** Council increase the grant to the DBIAS City Square Start Up from \$10 000 to \$12 000 with the stipulation that they spend \$3 000 on promotional advertising for the Market in the Square.

**CARRIED**

### **Committee of the Whole Report – April 16, 2007**

R-176-07

Moved Councillor Jackson  
Seconded Councillor Newcomb  
**That** the resolution CLCOW-16-07 [Residential Garbage Collection] be tabled for further discussion.

**CARRIED**

**Committee of the Whole Report – May 22, 2007**

R-177-07

Moved Councillor Jackson  
Seconded Councillor Fletcher  
**That** the City of Duncan endorse and adopt the Cowichan Basin Water Management Plan as outlined in the March 2007 document.

CARRIED

**Letter of Thanks to Kevin Massingham**

R-178-07

Moved Councillor Jackson  
Seconded Councillor Caljouw  
**That** a letter of thanks be issued to Kevin Massingham, Water Operator of Public Works for his volunteer participation efforts on the Cowichan Basin Water Management Committee.

CARRIED

**Committee of the Whole Report – June 4, 2007**

R-179-07

Moved Councillor Jackson  
Seconded Councillor Newcomb

1. **That** the City of Duncan writes a letter of support for the application by the Nanaimo Airport Commission for \$5 million in capital funding from the Island Coastal Economic Trust.
2. **That** the City of Duncan accepts the 2006 Financial Statements.
3. **That** the City of Duncan gives a \$100 grant to the BC Coalition for Health Promotion for the June 7, 8 and 9<sup>th</sup> International Network of Health Promotion Foundation meeting in Victoria.
4. **That** a grant in aid in the amount of \$500 be approved for the DBIA Cowichan Cultural Expo 2007.
5. **That** Council approve Special Occasion Licenses to the Duncan Elks Lodge #69 for Beer Gardens to be held in the Elks' Kenneth Street Parking Lot July 13 and 14, 2007 from noon until 8 pm.
6. **That** City Council ratify the 2007 grants as per the list attached to the Request for Decision Report from the Director of Corporate Services, dated May 31, 2007.
7. **That** the City of Duncan apply for the UBCM tourism funding grant in support of the construction of the new tourist information centre;  
**And That** Council accepts the terms and conditions of the UBCM grant application package.
8. **That** Council authorize issuance of Parade Permit Application No. 2-07 to the Cowichan Summer Festival for the 28<sup>th</sup> Annual Summer Festival Parade to be held July 14, 2007 at 11 am.
9. **That** the City of Duncan grant Volume One Bookstore approval to hold a Harry Potter book release outside their store at 149 Kenneth Street on Friday, July 20 / Saturday, July 21, 2007 from 10 pm ~1 am.
10. **That** the City of Duncan hire surveyors to identify property

lines at Gibbins Road Reservoir and Cliffs Road Pit for an estimated \$1,300.

CARRIED

**Committee of the Whole Minutes – June 4, 2007**

Moved Councillor Newcomb  
Seconded Councillor Jackson  
**That** the minutes of the Committee of the Whole Meeting of June 4, 2007 be adopted.

R-180-07

CARRIED

**Mayor and Council Reports**

- Mayor Kent reported that he attended his first Federation of Canadian Municipalities Conference in Calgary from June 1-4. The CES agreement has been accepted and the final agreement is being worked upon. The CVRD had a Special Board Meeting to discuss the Kinsol Trestle and possible heritage restoration.
- Councillor Cadorette reported that on June 7 he attended the Junior Council dinner at Just Jakes. It was interesting hearing the stories about how the students felt about being involved with the process. On June 10 he participated in the Wheels in Motion wheel chair rugby event as a team member representing the City of Duncan. The purpose of the event was to enhance awareness of the possibilities that can be achieved by those who have suffered spinal cord injuries and the importance of funding.
- Councillor Jackson reported that on May 17 she attended the DARE graduation at Kowhemum Elementary School. On May 30 she attended the opening of the Youth Employment Centre. On May 31 she attended a National Day of Action meeting planned for June 29 [to give hope to children and to the planet]. On June 4 she attended the signing of the Archeology Memorandum of Understanding on behalf of the Mayor. On June 6 she welcomed a Red Hat delegation to the City. On June 7 Council attended the Junior Council dinner and on June 8 she attended the Air Cadets Review for the Aging Out of the senior cadets.
- Councillor Fletcher reported on the Wheels in Motion event on June 10. Rugby games were held and the tournament was won by the Rugby Club with the City of Duncan team making it to the semi-finals.
- Councillor Winfrey attended a June 6 Cowichan Heritage Exhibit regarding the history of Mt. Sicker.
- Councillor Newcomb attended a DBIA Board meeting on June 6. Of interest to the city is the issue of parked vehicles in City Square prior to the Saturday market. The graffiti task force work is ongoing and meetings will be rescheduled. The DBIA will host a car show and sound off during the summer festival. On June 14

the DBIA and Community Tourism will be hosting a meeting on transportation and tourism. On June 19 there will be a Chamber of Commerce sponsored breakfast on technology in the valley.

### **Reports of Staff**

**Cowichan  
Women's  
Football League –  
Beer Garden  
Request**

R-181-07

Moved Councillor Jackson  
Seconded Councillor Winfrey

**That** the City of Duncan approve the Cowichan Women's Football League Beer Garden Request at McAdam Park for June 23<sup>rd</sup> and June 24<sup>th</sup>, 2007 between 12 noon and 8 pm subject to:

- a. Receipt of an application form from the Liquor Store, signed by the RCMP prior to June 15, 2007
- b. Payment of the \$200 fee and \$300 damage deposit prior to June 20, 2007
- c. A signed Facility Rental Agreement Prior to June 22, 2007
- d. Compliance with the City of Duncan Beer Garden Policy
- e. Assurance in writing prior to June 20, 2007 that the music will be kept at a reasonable level
- f. The music speakers must face towards the River and away from the residential area.
- g. Receipt of a copy of the Certificate of Insurance naming the City of Duncan as an additional insured party
- h. Receipt of a financial statement of the event no later than August 15, 2007.

**CARRIED**

**May 2007  
Building  
Statistics**

R-182-07

Moved Councillor Newcomb  
Seconded Councillor Winfrey

**That** the May 2007 Building Statistics Report be received and filed as amended.

**CARRIED**

**Development  
Variance Permit -  
280 Government**

R-183-07

Moved Councillor Newcomb  
Seconded Councillor Cadorette

**That** City Council grant a Development Variance Permit to allow a 2.2 m setback variance with a maximum encroachment area no larger than 4 m<sup>2</sup> to the front property line bordering on 280 Government Street [Lot 1, Section 17, Range 6, Quamichan District, Plan VIP80456] to allow one corner post and balcony/roof overhang. The Development Variance Permit shall be valid for the life of the building only.

**CARRIED**

**2006 Annual Report**

R-184-07

Moved Councillor Winfrey  
Seconded Councillor Cadorette  
**That** the City of Duncan approves the attached 2006 progress report and 2007/2008 statements of objectives for inclusion in the 2006 Annual Report.

CARRIED

**Bylaws**

**Water Regulation Amendment Bylaw 2024**

R-185-07

Moved Councillor Cadorette  
Seconded Councillor Caljouw  
**That** Water Regulation Amendment Bylaw No. 2024, 2007 be introduced and read for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> time.

CARRIED

**Resolve to go into Closed Meeting**

**Closed Session**

R-186-07

Moved Councillor Jackson  
Seconded Councillor Cadorette  
**That** this regular council meeting be closed to the public to consider Property Issues - s.90(1)(e) - *Community Charter*.

CARRIED

**Adjournment**

R-187-07

Moved Councillor Newcomb  
Seconded Councillor Winfrey  
**That** this meeting be adjourned.

CARRIED

The meeting adjourned at 8:53 p.m.

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Phil Kent  
Mayor

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Cheryl Wirsz  
Director of Corporate Services