

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, December 10, 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
Peter de Verteuil – Director of Finance
Lynn Ketch – Director of Corporate Services

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

Approval of Agenda

Agenda

Moved Councillor Jackson
Seconded Councillor Newcomb

R-1-07 **That** the Agenda, with the following amendments, be approved:

- First proposition of Item 8.1: be amended from “2007” to “2008” (Heart and Stroke)
- Item 11.5 subject line be amended from “Water” to “Sewer”.

CARRIED

Adoption of Minutes

Minutes

Moved Councillor Caljouw
Seconded Councillor Winfrey

That the Minutes of the November 26, 2007 Regular Council Meeting be adopted.

CARRIED

Moved Councillor Jackson
Seconded Councillor Newcomb

That the Minutes of the Special Council Meeting of December 3, 2007 be adopted.

CARRIED

Delegations

RCMP Inspector
Howard
Goodridge – 3rd
Quarter Report

Inspector Goodridge was present to advise Council on the RCMP Third Quarter Report with regards to crime, victim services and community policing.

He noted that Carol Ann Rolls and the Community Policing & Crime Prevention program in Duncan received special recognition from the Bank of Canada on September 27, 2007 for work done educating local business owners, employees as well as the public on counterfeit protection and awareness.

Report of the Chief Administrative Officer

CAO Report

Tom Ireland, CAO, reported on the following:

- The Public Works Annual Food Drive will continue this December 18, 19, and 20. Residents are asked to place donations marked “Food Bank” curbside, along with their garbage on their usual garbage day.
- The City has been approved for a \$60,000 grant from the Flood Hazard Mitigation fund to replace a section of the outfall from the Marchmont Pump Station. The existing pipe keeps breaking under pressure, due to the amount of head created by the River rising past the outlet level. The grant will pay for 100% of the cost to replace the problem portion of the corrugated metal pipe with a more sturdy material, eliminating the leaks that undermine the pavement at the entrance to the work yard.
- He attended a meeting with North Cowichan and Malaspina University-College to review and approve development guidelines for Cowichan Place. Malaspina was encouraged, and agreed wholeheartedly with the guidelines that had been prepared by the Municipalities.
- He attended a follow-up meeting with the proponent for a major downtown development; to ensure the City was on track with the project.
- He attended a joint CAO’s meeting along with the Administrators of Lake Cowichan, Ladysmith, and the Regional District.
- He attended a meeting with the Deputy Minister and Assistant Deputy Minister of Education, along with Mayor Kent, and representatives from the District of North Cowichan, and School District 79, regarding Cowichan Place.
- He attended, along with Mayor Kent, a Graffiti Task Force meeting.
- He attended a meeting with the CP3 holder and the District of

- North Cowichan regarding the sewage lagoons.
- Dealing with Shell Canada regarding additional drilling and testing on Coronation Avenue. There will be some upcoming, late night closures that will be advertised in the newspaper and on the radio.
- Received amendments to the Shell Canada development proposal for the old Payless gas station – for review at the next Committee of the Whole meeting.
- Managed to get a snow clearing ad into the paper just before the big dump of snow.
- Would like to give City crews credit for a really good job of managing all the snow we received lately. I have heard of several complaints, but they have not been about Duncan’s response. Job well done.

Correspondence

**Heart & Stroke
Foundation of BC
& Yukon**

Moved Councillor Newcomb
Seconded Councillor Winfrey
That February 2008 be proclaimed as Heart Month;
And That the Heart & Stroke Foundation of BC & Yukon be authorized to use the Silver Bridge Banner Poles for the month of February 2008.

CARRIED

**Town Crier of the
City of Duncan –
Robert B.
Alexander**

Moved Councillor Cadorette
Seconded Councillor Caljouw
That a letter of appreciation be sent to Robert B. Alexander, City of Duncan Town Crier, for his work on behalf of the City of Duncan in 2007.

CARRIED

Reports of Mayor and Council and Committees

**Committee of the
Whole Minutes**

Moved Councillor Winfrey
Seconded Councillor Cadorette
That Minutes of the November 27, 2007 Special Committee of the Whole Meeting be adopted.

CARRIED

**Boundary
Restructure**

Mayor Kent noted, for the record, that he read a newspaper article on the weekend that inferred that City Council had made some decisions regarding the Boundary Restructure and in fact, that was a misstatement. Council needs staff reports prior to making any decisions in this matter.

**Mayor and
Council Reports**

Mayor Kent reported on the following:

- On November 27, he attended a meeting with representatives from

the Ministry of Agriculture, the Farm Market communities, and the DBIAS to discuss marketing of and other issues regarding Farm Markets. It was a positive meeting.

- On November 27, he attended the Special Committee of the Whole meeting on Boundary Restructure.
- On November 28, he chaired a Needle Safety Initiative meeting at the CVRD, which was well attended by VIHA, the School Board and other community groups. A survey was developed for all the community groups around the issue of needle safety and hopefully, he will be reporting back in January 2008.
- Also on November 28, he attended a Food Security Symposium.
- On December 5, he attended a Graffiti Task Force meeting with representatives from North Cowichan, RCMP, Community Policing, Cowichan Centre. Regulatory progress has been made in that graffiti is now an offence under the MTI. Inspector Goodridge reported that some arrests have been made recently. The Duncan-Cowichan Chamber of Commerce will be hosting a meeting during the 3rd week of January around the responsibility of landlords and business owners. The City will be budgeting for a volunteer clean up program.
- On December 6, he and Councillor Newcomb attended the Valley Senior's dinner. It was an excellent event.

Councillor Newcomb reported on the following:

- On December 5, he attended the DBIAS bi-monthly meeting. A thorough review of the light-up event took place. Items discussed to further improve the event for next year were: 1. cordoning off a larger area for Santa; 2. large screen was well received – technical problems will be addressed for next year – power access needs to be improved; 3. pyrotechnics display was very well received. The DBIAS was pleased with the overall success of the event, and rightly so.

Councillor Winfrey reported on the following:

- On November 30, he delivered the welcoming remarks at the downtown Christmas light-up event, on behalf of City Council and noted that the DVFD was a great help in marshalling the crowd. He expressed thanks from the City to RE/MAX for contributing financial to the pyrotechnics. He encouraged other corporate sponsors to consider doing the same for next year's event.

Councillor Fletcher noted that he attended the Totem Committee meeting earlier today and that 3 new poles will be installed in the City this Thursday (December 13).

Reports of Staff

Petition Results for BIA Core and Fringe Areas

Moved Councillor Jackson
Seconded Councillor Newcomb

That the Declaration of Petition Results for “City of Duncan Business Improvement Core Area Bylaw No. 2042, 2007” and “City of Duncan Business Improvement Fringe Area Bylaw No. 2043, 2007” presented by the Acting Director of Corporate Services, be received and filed;
And That both Bylaws proceed to Final Adoption.

CARRIED

City Hall Closure – 2007 Holiday Season

Moved Councillor Jackson
Seconded Councillor Newcomb

That Council approve the closure of the Duncan City Hall offices on Monday, December 24th, 2007 to enable that day to be combined with the previously approved closures of City Hall on December 27th, 28th, and 31st, to enable staff to utilize remaining vacation days and to enjoy the festive season with family and friends.

CARRIED

Building Statistics Report – November 2007

Moved Councillor Winfrey
Seconded Councillor Cadorette

That the Building Statistics Report for the month of November 2007 be received and filed.

CARRIED

November 2007 Warrant

Moved Councillor Newcomb
Seconded Councillor Caljouw

That the November 2007 Warrant be received and filed.

CARRIED

Property Insurance

Moved Councillor Caljouw
Seconded Councillor Cadorette

That Council approve obtaining its property insurance coverage through Johnston Meier Insurance Agencies Ltd. for 2008, effective January 1, 2008, at a cost of \$27,576.

CARRIED

2008 Regular Council and Committee of the Whole Meeting Dates

Moved Councillor Jackson
Seconded Councillor Caljouw

That the 2008 City of Duncan Regular Council and Committee of the Whole Meeting Dates be as follows:

Regular Council

January 14
January 28
February 11
February 25
March 10
March 25 (Tuesday)

April 14
April 28
May 12
May 26
June 9
June 23
July 14
August 11
September 8
September 22
October 14 (Tuesday)
October 27
November 10
November 24
December 1 (Inaugural Meeting)
December 15;

And That the meeting times be at 7:30 p.m. and the meeting location be in the Council Chambers, 200 Craig Street;

Committee of the Whole Meeting Dates

January 7
January 21
February 4
February 18
March 3
March 17
April 7
April 21
May 5
May 20 (Tuesday)
June 2
June 16
July 7
August 4
September 2 (Tuesday)
September 15
October 6
October 20
November 3
November 17
December 8;

And That the meeting times be at 6:30 p.m. and the meeting location be in the Committee Room, 200 Craig Street.

CARRIED

Bylaws

**Streets bylaw
Amendment
Bylaw No. 2046,
2007**

Moved Councillor Newcomb
Seconded Councillor Jackson

That Streets Bylaw Amendment Bylaw No. 2046, 2007 be introduced and read for the 1st, 2nd and 3rd time.

CARRIED

**Business
Improvement
Core Area Bylaw
No. 2042, 2007**

Moved Councillor Jackson
Seconded Councillor Caljouw

That City of Duncan Business Improvement Core Area Bylaw No. 2042, 2007 be adopted.

CARRIED

**Business
Improvement
Fringe Area
Bylaw No. 2043,
2007**

Moved Councillor Caljouw
Seconded Councillor Newcomb

That City of Duncan Business Improvement Fringe Area Bylaw No. 2043, 2007 be adopted.

CARRIED

**Water Rates
Amendment
Bylaw No. 2044,
2007**

Moved Councillor Jackson
Seconded Councillor Winfrey

That City of Duncan Water Rates Amendment Bylaw No. 2044, 2007 be adopted.

CARRIED

**Sewer Rates
Amendment
Bylaw No. 2045,
2007**

Moved Councillor Newcomb
Seconded Councillor Caljouw

That City of Duncan Sewer Rates Amendment Bylaw No. 2045, 2007 be adopted.

CARRIED

New Business

Recent Flooding

Councillor Jackson asked for some direction in how to request the City for assistance with preventing flooding in the west-side area of Third Street as was experienced with the recent flooding. Some basements in the area had several inches of water in them. Councillor Jackson opined that Somenos Lake back flowed to the Third Street area and to the pond in Centennial Park. She asked if the City could put a backflow valve in the Third Street storm drain.

Mayor Kent suggested that she bring a written petition from her neighbours to the next Committee of the Whole meeting on December 17.

Resolve to go into Closed Meeting

Closed Session

Moved Councillor Newcomb
Seconded Councillor Jackson

That this Regular Council Meeting be closed to the public to consider Labour Issues (s.90(1)(c) - *Community Charter*), Property Issues (s.90(1)(e) - *Community Charter*), Legal Issues (s.90(1)(g) – *Community Charter*) as per Section 90[] the *Community Charter*.

CARRIED

Adjournment

Moved Councillor Winfrey
Seconded Councillor Caljouw
That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:25 p.m.

Phil Kent
Mayor

Lynn Ketch
Director of Corporate Services