

## 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 7:31 pm on Monday, May 17, 2010.

**Present** Mayor Phil Kent  
Councillor Ray Cadorette Councillor Joe Thorne  
Councillor Paul Fletcher Councillor Sharon Jackson  
Councillor Jesse Winfrey

**Absent w/ Notice** Councillor Tom Duncan

**Also Present** Peter de Verteuil – Director of Finance  
Tricia Mayea – Recording Secretary  
James Van Hemert – Director of Development Services

### **Approval of Agenda**

**Agenda** Moved by Councillor Winfrey  
R-103-10 Seconded by Councillor Jackson  
**That** the agenda be approved as circulated.

**CARRIED**

### **Adoption of Minutes**

**Minutes** Moved by Councillor Cadorette  
R-104-10 Seconded by Councillor Jackson  
**That** the Minutes of the Regular Council Meeting of April 19, 2010 be adopted.

**CARRIED**

**Minutes** Moved by Councillor Winfrey  
R-105-10 Seconded by Councillor Cadorette  
**That** the Minutes of the Special Council Meetings of May 3, 2010 and May 10, 2010 be adopted.

**CARRIED**

**Minutes** Moved by Councillor Cadorette  
R-106-10 Seconded by Councillor Jackson  
**That** the Minutes of the Special Committee of the Whole Meeting of April 19, 2010 be adopted.

**CARRIED**

### Delegations

#### **RCMP – Quarterly Report**

Inspector Kevin Hewco from the North Cowichan/Duncan RCMP detachment discussed the quarterly police report and a copy is on file at City Hall.

### Unfinished Business

#### **Opportunities for Learning Initiatives for Rural and Northern BC**

The report from Tom Ireland, Chief Administrative Officer, regarding Opportunities for Learning Initiatives for Rural and Northern BC was discussed. It was the consensus that Mayor and Council will submit their comments via e-mail to the Director of Finance by the end of the day on Wednesday, May 19, 2010.

### Correspondence

#### **Sun Bowl XXV – June 19 & 20, 2010 Beer Garden R-107-10**

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**That** City Council approve the Cowichan Women’s Football League Beer Garden Request at McAdam Park for June 19 and June 20, 2010 between 11:00 a.m. and 8:00 p.m. subject to:

- a. Receipt of an application form from a Liquor Store, signed by the RCMP prior to June 15, 2010.
- b. Assurance in writing prior to June 15, 2010 that the Cowichan Women’s Football League will comply with the City of Duncan Beer Garden Policy.
- c. Assurance in writing prior to June 15, 2010 that the music will be kept at a reasonable level.
- d. A copy of the required “Host Liquor Liability Insurance” coverage.
- e. Agreement in writing that the music speakers will face towards the river and away from the residential area.
- f. Receipt of a financial statement of the event no later than August 20, 2010.

CARRIED

#### **Access Awareness Day R-108-10**

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That**, as requested by the Union of British Columbia Municipalities, City Council proclaims Saturday, June 5, 2010 as “Access Awareness Day” in the City of Duncan.

CARRIED

**National Missing  
Children's  
Month/Missing  
Children's Day**  
R-109-10

Moved by Councillor Cadorette  
Seconded by Councillor Thorne

**That**, as requested by Child Find British Columbia, City Council proclaims May as "Missing Children's Month" and May 25<sup>th</sup> as "Missing Children's Day" in the City of Duncan.

CARRIED

**Spina Bifida and  
Hydrocephalus  
Awareness Month**  
R-110-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**That** the month of June be proclaimed as "Spina Bifida and Hydrocephalus Awareness Month" in the City of Duncan.

CARRIED

**Duncan Elks  
Lodge Beer  
Garden request**  
R-111-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**THAT** the Council of the City of Duncan indicate that they have no objection to the Duncan Elks #69 Order staging a Beer Garden between 12:00 noon and 8:00 p.m. on July 16 & 17, 2010 (Friday & Saturday) during the Summer Festival subject to the required approvals through the RCMP, and the following conditions:

- Stage to face south, east, or in the best location to accommodate a reduced noise level (Note: If the stage is located on the north end of the Elks parking lot, the back of stage to be sound-proofed);
- Adherence to the Beer Garden Policy.
- Liability Insurance naming the City of Duncan as an additional insured.

CARRIED

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

**Committee of the  
Whole Report**  
R-112-10

Moved by Councillor Fletcher  
Seconded by Councillor Thorne

**That** recommendations numbered 1-2 and 4 – 11 from the May 3, 2010 Committee of the Whole meeting be approved:

1. **That** City Council approve amending the Commercial Plates Only parking space at the south end of Craig Street, adjacent to 25 Craig Street to 'Commercial Decals and Taxis Only (24 Hrs – 7 Days) 15 Min. Max.'
2. **That** Council adopt the attached Bright Ideas and/or Dedicated Commitment Policy in order to stimulate and recognize the submission of cost saving ideas by staff and employee

- dedication to the cause of serving Council and the public.
4. **That** May 16 – 22, 2010 be proclaimed as "National Public Works Week" in the City of Duncan.
  5. **That** May 2010 be proclaimed as "Falun Dafa Month" in the City of Duncan.
  6. **That** a letter be written to the Honourable Kevin Falcon expressing Council's support for equitable and consistent generic drug pricing for all stakeholders, including the public payers, private payers, and consumers.
  7. **That** City Council enact the City's inclusion in the Solar Hot Water Ready Regulation prior to the June 1, 2010 deadline.
  8. **That** the City of Duncan host a jointly attended dinner for City Council and the Junior Council at 6 p.m., Thursday, May 27, 2010 at City Square Grill.
  9. **That** two Councillors be authorized to attend the "Building SustainAble Communities" conference November 15 – 18, 2010 in Kelowna, BC.
  10. **That** Mayor Kent be authorized to attend the Local Government Leadership Academy forum June 16-18, 2010 at the Delta Vancouver Airport Hotel, Richmond, BC.
  11. **That** the City support the initiative of the Duncan Farmers' Market to install a plaque in City Square commemorating Mary Smith, who passed away from H1N1 in 2009, pending design and location.

CARRIED

**Smoking  
Protection Bylaw  
survey**  
R-113-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

3. **That** "City of Duncan Public Health Smoking Protection Bylaw No. 2084, 2010-Draft 1" be presented to the Chamber of Commerce and the Duncan Business Improvement Area Society (DBIAS) for comment;  
**And That** a Notice be placed in the newspaper and on the City's website encouraging feedback from residents of the City, visitors, parks users, and all other interested parties prior to considering the Bylaw.

CARRIED

Councillor Fletcher Opposed

**Committee of the  
Whole Minutes**  
R-114-10

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**That** the Minutes of the Committee of the Whole Meeting of May 3,

2010 be adopted.

CARRIED

**Junior Council –  
Decorative  
Garbage Cans**  
R-115-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**Junior Council Resolution:**

1. **That** the Junior Council of the City of Duncan suggest to City Council that more decorative and user friendly garbage cans be placed throughout the City.

**Disposition:**

**That** a letter be sent to the Junior Council outlining the City's Downtown Revitalization plans, including more decorative garbage cans and bike racks.

CARRIED

**Junior Council –  
Busing  
Improvement to  
the City core**  
R-116-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**Junior Council Resolution:**

2. **That** the Junior Council of the City of Duncan suggest to City Council that busing be improved into the core of the City.

**Disposition:**

**That** the request from the Junior Council for improved busing be forwarded to the CVRD Transit Committee with a request that they respond directly to Junior Council with a copy of their reply being sent to the City.

CARRIED

**Junior Council –  
Decorative Bike  
Racks**  
R-117-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**Junior Council Resolution:**

3. **That** the Junior Council of the City of Duncan suggest to City Council that more decorative bike racks be placed throughout the City.

**Disposition:**

**That** resolution number 1 and number 3 be combined in the disposition letter for resolution number 1 above.

CARRIED

**Junior Council –  
Traffic Circles**  
R-118-10

Moved by Councillor Thorne  
Seconded by Councillor Winfrey

**Junior Council Resolution:**

4. **That** the Junior Council of the City of Duncan suggest to City Council that a traffic circle be placed at the intersection of

Ingram and Canada Avenue;

**And That** a similar solution at the intersections of Station Street and Government, and Kenneth Street and Government Street be considered.

**Disposition:**

**That** a letter be sent to the Junior Council outlining the City's future traffic plans which include alternative plans for all three intersections scheduled for 2011 and 2012, including the lights at Trunk/Duncan/Cowichan Way, and the future one-way couplets for Duncan Street and Canada Avenue based on the City's overall transportation network plan.

CARRIED

**Junior Council –  
Policing at Train  
Station**  
R-119-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**Junior Council Resolution:**

5. **That** the Junior Council of the City of Duncan recommend to City Council more policing of the Train Station to eliminate loitering and alcohol consumption.

**Disposition:**

**That** a letter outlining the Junior Council request for more policing at the Train Station to eliminate loitering and alcohol consumption, be sent to Inspector Kevin Hewco and to the CVRD Safety Committee with a request that they respond directly to Junior Council with a copy of their reply sent to the City.

CARRIED

**Junior Council –  
Making Kenneth &  
Station Street one-  
way streets**  
R-120-10

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**Junior Council Resolution:**

6. **That** the Junior Council of the City of Duncan requests that City Council examines the possibility of making Kenneth and Station Streets one way streets..

**Disposition:**

**That** resolution number 4 and number 6 be combined in the disposition letter for resolution number 4 above.

CARRIED

**Junior Council –  
Maintenance of  
buildings**  
R-121-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**Junior Council Resolution:**

7. **That** the Junior Council of the City of Duncan requests that City Council requires that building and business owners must maintain and upkeep their buildings.

**Disposition:**

**That** a letter be sent to the Junior Council explaining that City Council is looking at Revitalization Tax Credits and Exemptions to encourage building and business owners to revitalize their lands and buildings;

**And that** the City has Bylaws in place to prohibit unsightly or dangerous premises.

CARRIED

Councillor Fletcher Opposed

Junior Council –  
Highway  
Directional  
Signage  
R-122-10

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**Junior Council Resolution:**

8. **That** the Junior Council of the City of Duncan suggest to the City Council that directional signage on the Trans Canada Highway be increased for the community of Duncan.

**Disposition:**

**That** a letter be sent to the Junior Council advising that City Council has been requesting more signage on the TCH, advising motorists of the number of kilometres to Duncan from Victoria, for the past 10 years;

**And that** the Junior Council request for this signage be forwarded to the Minister of Transportation (MoT) with a similar request from Duncan City Council;

**And that** City Council requests that MoT respond directly to both Junior Council and City Council.

**And that** a letter be sent to the CVRD's Economic Development Commission requesting the status of the 'Way Finding Sign Strategy' and if that report is available to provide the Junior Council with a copy.

CARRIED

Junior Council –  
More exposure for  
Tourism  
R-123-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**Junior Council Resolution:**

9. **That** the Junior Council of the City of Duncan suggest to City Council that television and magazine advertising be used to increase exposure of our region for tourism and ecotourism.

**Disposition:**

**That** a letter be sent to Tourism Cowichan outlining the Junior Council suggestion that television and magazine advertising be used to increase exposure of our region for tourism and ecotourism, with a

*request that they explain to Junior Council marketing strategies currently being followed;*

**And That** *Tourism Cowichan respond directly to Junior Council with a copy of their reply sent to the City.*

CARRIED

**Junior Council –  
More Art and  
Totem Poles  
displayed**  
R-124-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**Junior Council Resolution:**

10. **That** the Junior Council of the City of Duncan recommend to the City Council that more native art and totem poles be displayed to promote tourism.

**Disposition:**

**That** *a letter be sent to the Junior Council advising them that the City will be considering a Centennial Pole for 2012 and once the restoration work is done on our existing collection, that the City will be saving money in a reserve fund to more regularly fund future poles.*

CARRIED

**Reports of Mayor and Council**

**Mayors Report**

Mayor Kent advised he will provide a written report to staff on meetings and functions he attended over the past month to be kept on file at City Hall.

**Reports of Staff**

**Building Statistics  
Report**  
R-125-10

Moved by Councillor Cadorette  
Seconded by Councillor Thorne

**That** the Building Statistics Report for the month of April 2010, presented by David Hewetson, Building Inspector, be received and filed.

CARRIED

**Development  
Permit No. DP-  
2010-03  
-250 Jubilee St.**  
R-126-10

Moved by Councillor Jackson  
Seconded by Councillor Cadorette

**That** Council approve the issuance of the attached 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 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 columnar cedars a minimum of one metre in height adjacent to the south property line (see Schedule A-4);
2. Painting or residing the north wall face (Schedule A-1) to match the Jubilee Street elevation (Benjamin Moore HC-77) where the existing window has been blocked in;
3. Construction of a free standing, non illuminated, pedestal mount sign as shown on Schedule A-3;
4. Provision of a landscape area beneath the free standing sign and between the parking lot and sidewalk in accordance with the attached Schedule A-4, with provision for on-site drainage dispersal from the parking area; and,
5. Continuation of the security in the amount of \$7,000.00 for the hard and soft landscaping and construction of the drainage dispersal area.

**CARRIED**

**Development  
Variance Permit  
No. DVP-2010-02,  
250 Jubilee Street  
R-127-10**

Moved by Councillor Fletcher  
Seconded by Councillor Cadorette

**That** Council authorize the issuance of the attached 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** approval is subject to the following conditions:

1. The variance is granted for construction of a sign 1.2 metres x 1.2 metres in size only, with a maximum height of 2.0 metres.
2. The sign be located a minimum of 0.5 metres from the front property line.
3. The sign be non-illuminated.

**CARRIED**

### **Adjournment**

**Adjourn  
R-128-10**

Moved by Councillor Winfrey  
Seconded by Councillor Jackson

**That** this Meeting be adjourned.

**CARRIED**

The meeting adjourned at 8:50 p.m.

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Mayor Phil Kent  
Chair

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Peter de Verteuil  
Deputy Director of Corporate Services