

The Regular Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan, BC at 7:30 p.m., April 25, 2005.

Present: Mayor Michael Coleman;  
Councillors Mike Caljouw, Jenny Farkas, Sharon Jackson, Phil Kent and Ken Newcomb.

Absent With Prior Notice: Councillor Geoff Maxwell.

Also

Present: Paul Douville, City Administrator.

His Worship Mayor Michael Coleman opened the Council Meeting with a prayer and called for order.

#### **Approval of Agenda**

Agenda

Movd. Councillor K. Newcomb  
Secd. Councillor M. Caljouw

THAT the Agenda for the April 25, 2005 Regular Meeting of City Council be approved, with the following additions:

- 13(a) - Letter dated April 22, 2005 from the Cowichan Valley Shrine Clown Unit Re: Lapel Pins
- 13(b) - Letter dated April 19, 2005 from the Cowichan Family Caregivers Support Society Re: Family Caregiver Week.

Carried.

#### **Adoption of Minutes**

Minutes

Movd. Councillor P. Kent  
Secd. Councillor S. Jackson

THAT the Minutes of the Regular Meeting of City Council held April 11, 2005 be adopted.

Carried.

#### **Introduction of Late Items**

Late Items

The two late items are referenced in the Approval of Agenda portion of these minutes.

#### **Public and Statutory Hearings and Consideration of Bylaw**

637 Charlotte Street - Development Variance Application

City Council adopted the following resolution on March 29, 2005:

"THAT Council authorize commencement of the Development Variance Permit process for 637 Charlotte Street to consider permitting the rear-yard setback to be reduced from 7.5 metres (24.6 feet) to 7 metres (23 feet), subject to the following terms and conditions:

1. That the non-conforming shed at the rear of the property be removed (the owner has advised the Building Inspector that he wishes to remove this dilapidated shed).

2. The garage portion of the existing dwelling be removed, as it has no foundations."

Mayor Coleman asked whether all legally required advertising was fulfilled and was advised that it had been.

Mayor Coleman noted that no correspondence was received to oppose the application and one e-mail of support dated April 4, 2005 from Bill Woollam of 675 Charlotte Street was received.

Mayor Coleman called for further input or comment three times and hearing none declared this portion of the Public Hearing concluded.

Movd. Councillor S. Jackson  
Secd. Councillor M. Caljouw

THAT item 7(a) of this agenda, relating to 637 Charlotte Street, be brought forward to this point in the agenda.

Carried.

Movd. Councillor J. Farkas  
Secd. Councillor K. Newcomb

THAT Council approve the Development Variance Permit for 637 Charlotte Street to permit the rear-yard setback to be reduced from 7.5 metres (24.6 feet) to 7 metres (23 feet), subject to the following terms and conditions:

1. That the non-conforming shed at the rear of the property be removed (the owner has advised the Building Inspector that he wishes to remove this dilapidated shed).
2. The garage portion of the existing dwelling be removed, as it has no foundations.

Carried.

863 Canada Avenue -  
Development Variance  
Permit

Movd. Councillor P. Kent  
Secd. Councillor S. Jackson

THAT Councillor Newcomb be excused from the item pertaining to 863 Canada Avenue since he has a direct interest in this property.

Carried.

Councillor Newcomb left the Council Chamber.

City Council adopted the following resolution on March 29, 2005:

"THAT Council authorize commencement of the Development Variance Permit process for 863 Canada Avenue to reduce the front yard setback from 4.5 metres (15') to 2.2 metres (7'3") to accommodate a new porch/entry addition to the newly renovated old "Hydro Building" subject to:

1. Landscaping in front of 863 Canada Avenue to be as shown in the submission. A landscape planting detail to be submitted for approval.
2. Removal of the no build covenant."

Mayor Coleman asked if all legal advertising and notices were fulfilled and was advised that they had been.

Mayor Coleman noted that no correspondence has been received to support or oppose the application.

Mayor Coleman called for further input three times and hearing none, he stated that this portion of the Public Hearing is concluded.

Movd. Councillor S. Jackson

Secd. Councillor J. Farkas

THAT item 7(b) of this agenda, regarding 863 Canada Avenue, be brought forward to this point in the meeting.

Carried.

Movd. Councillor M. Caljouw

Secd. Councillor P. Kent

THAT Council approve the Development Variance Permit for 863 Canada Avenue to reduce the front yard setback from 4.5 metres (15') to 2.2 metres (7'3") to accommodate a new porch/entry addition to the newly renovated old "Hydro Building" subject to:

1. Landscaping in front of 863 Canada Avenue to be as shown in the submission. A landscape planting detail to be submitted for approval.
2. Removal of the no build covenant.

Carried.

Councillor Newcomb returned to the Council Table.

Official Community  
Plan Amendment -  
Urban Design  
Guidelines

For consideration was proposed Official Community Plan Bylaw No. 1762, 1995, Amendment Bylaw No. 1984, 2005 outlining the following amendments to the OCP:

1. By replacing the "Guidelines" statement of Section 4.1 "Downtown" in the Community Plan report marked Schedule "A" with the following:

"Proposals will be evaluated in accordance with the *Urban Design Guidelines Development Permit Area 1 - Downtown Core*" - "Appendix I".

2. By replacing the "Guidelines" statement of Section 4.2 "Island Highway" in the Community Plan report marked Schedule "A" with the following:

"Proposals will be evaluated in accordance with the *"Urban Design Guidelines Development Permit Area 2 - Trans Canada Highway Corridor"* - "Appendix II".

Mayor Coleman asked whether the legal advertising was fulfilled and was advised that it had been.

Mayor Coleman called for input three times and hearing none declared this portion of the Public Hearing concluded.

Movd. Councillor S. Jackson  
Secd. Councillor P. Kent

THAT "City of Duncan Community Plan Bylaw No. 1762, Amendment Bylaw No. 1984, 2005" be read for the third time.

Carried.

Movd. Councillor P. Kent  
Secd. Councillor S. Jackson

THAT "City of Duncan Community Plan Bylaw No. 1762, Amendment Bylaw No. 1984, 2005" be read reconsidered, finally passed and adopted.

Carried.

#### **Delegations:**

RCMP Inspector  
Linton Robinson

RCMP Inspector Linton Robinson advised that the "E" Division Business Plan 2005/2006 had been distributed to Members of City Council and offered to answer any questions if they wish to contact him later.

He also advised that the information on the "Crime Free Multi-Housing Workshop" will be presented to City Council at the May 2, 2005 Public Safety and Emergency Services Committee Meeting.

Inspector Robinson then delivered his first quarter report dated April 2005. He outlined the following statistics:

	2004	2005
Assault	55	40
Break & Enters		
Residential	9	5
Business	25	16
Theft Motor Vehicles	5	12
Theft Under \$5,000	124	66
Drug Offences	15	8

Other than a substantial increase in the theft of motor vehicles, the other statistics are more positive. The Inspector noted that they have arrested a suspected motor vehicle theft offender, who they believe is responsible for a number of the thefts. He also advised that they now have the "Bait-Car Program" in action on Vancouver Island.

Overall the Inspector advised that the incidents of crime are down but vandalism is still a problem as well as shop-lifting, particularly in the big box stores. He noted these are generally outside of the City boundaries and that youth are the perpetrators.

The Inspector then outlined the following business case for additional Provincial resources:

2005/06	Two Regular Members and One Public Service Employee
2006/07	One Regular Member and One Public Service Employee
2007/08	One Regular Member

Regarding reorganization and restructure, the Inspector advised that he has restructured the Plain-Clothes Unit and their Community Policing Unit. The additional Municipal Member will be placed in the Community Policing Unit as a School Liaison Officer. Their mandate, along with the present School Liaison Member, will be to work proactively with the youth in our schools by way of education programs and enforcement regarding youth and youth violence.

The North Cowichan/Duncan General Investigation Section (GIS) will now be supervised by a Staff Sergeant (previously a Sergeant). The Street Crew Unit (Property Crime Unit) has been restructured and their mandate/role will now encompass youth, drugs and organized crime. They will be dealing with property crimes including break and enters, theft from motor vehicles, street level drug trafficking and grow operations.

Regarding Victim Services, the Inspector outlined the following case load comparisons:

	<u>2004</u>	<u>2005</u>
January	398	608
February	421	630
March	443	603

He paid a strong tribute to the Victim Services Department.

The Inspector then referenced the Community Policing Report. He noted that in 2004, just under 12,000 hours of volunteer time was provided. This statistic works out to approximately 115 hours for each volunteer. He noted that one of the highlights of the programs is the "Marine Watch" Program. It was noted that the Community Policing Function may be contributing to the reduction in the incidents of crime.

The Inspector was congratulated on the improved policing scenario and he left the meeting.

Cowichan 2005 BC  
Seniors Games

Representing the Cowichan 2005 BC Seniors Games, Gerry Giles, President, and Susan Andrews, Special Events Director, addressed Council.

Mrs. Giles advised that the Board of Directors is progressing well and that they had a long and arduous winter and are now in a brightly progressing spring and are looking forward to an exciting summer when the Games will be staged. She noted that the Directors and Liaison Directors are firm on showcasing the many assets of the Cowichan Valley. She noted that we will be hosting approximately 3,500 visitors and many of the events will be broadcast on the mass media.

Mrs. Giles noted that they currently have 400 committed volunteers and are seeking 1,000. They also need more home billets and she noted that new sponsors are regularly coming forward. She again noted that the Games will be staged August 24 - 27, 2005 in the Cowichan Valley.

Susan Andrews then addressed the meeting and invited all Members of Council to the May 14 Torch Lighting Ceremony at the Cowichan Sportsplex. She said that all members of the public are invited to attend and encouraged them to do so. She said that torches will be relayed to the event from the north, west and south portions of the Cowichan Valley. Ms. Andrews encouraged Members of Council to attend this important event.

Mayor Coleman then expressed appreciation to the hard-working Board of Directors and expressed assurances that the Cowichan Games will be among the most successful to date.

Website Launch

With the use of a computer and projector, Councillors Jackson, Farkas and Kent introduced the new City of Duncan Website. It was noted that Phil Ives of the IMP Group assisted greatly in the production of this new website.

Councillor Jackson noted that the work of a number of local artists is displayed throughout the website. It was noted that the website is clean and easy to navigate and provides everything a person needs to know about the operations of the City of Duncan.

It was noted that the new web site will be entered into the UBCM competition with optimism. The address is "city.duncan.bc.ca".

**Report of the Chief Administrative Officer**

Administrator's  
Report

The Administrator reported that Duncan Paving will be working on the asphalt repairs, including the inflow and infiltration work repairs, during the entire week of April 25. Line painting will follow this work.

Summer students (four outside and one inside) commence their duties May 2.

**Correspondence**

2005 Cowichan  
Valley Car Picnic

Movd. Councillor M. Caljouw  
Secd. Councillor K. Newcomb

THAT the April 10, 2005 request from Colin Heasley be endorsed;

AND THAT the owners and enthusiasts of interesting cars be permitted to gather at the Train Station Parking Lot from 10:00 a.m. to 12:00 noon on Sunday, August 7, 2005 prior to their annual Picnic at Brentwood College.

Carried.

60<sup>th</sup> Anniversary of  
VE-Day - May 8,  
2005

Movd. Councillor S. Jackson  
Secd. Councillor J. Farkas

THAT in response to the April 8, 2005 letter from the Royal Canadian Legion Branch #53 Pacific, Council authorize the special VE-Day Service to be held at the Cenotaph to commemorate the 60<sup>th</sup> Anniversary of VE-Day on May 8, 2005.

Carried.

Emergency  
Preparedness Week

Movd. Councillor K. Newcomb  
Secd. Councillor P. Kent

THAT May 1 - 7, 2005 be proclaimed as "Emergency Preparedness Week" in the City of Duncan as requested by the Ministry of Public Safety and Solicitor General in their March 21, 2005 letter.

Carried.

It was suggested that the new Emergency Program Coordinator, Dan Derby, be invited to make a presentation to City Council on May 9, 2005 regarding emergency issues.

Federal Government  
New Deal for Cities  
& Communities

Movd. Councillor P. Kent  
Secd. Councillor S. Jackson

THAT the Federal Government News Release received April 20, 2005 entitled "New Deal for Cities and Communities Provides New Dollars for Duncan", wherein they indicate we will be receiving \$505,522 in funding over the next five years, be received, the contents noted and filed with much appreciation.

Carried.

It was noted that use of the funds are restricted to certain categories, some of which are environmentally sustainable



Planning & Priorities Committee

For consideration were the notes of the April 18, 2005 meeting.

Downtown  
Revitalization  
Projects

Movd. Councillor P. Kent  
Secd. Councillor K. Newcomb

THAT for Downtown Revitalization projects, Council pursue a 40% property owner contribution as a first step for the first project (e.g. Craig Street) with future projects to be at 50% to make them financially feasible given the current need for fiscal constraints.

Carried.

Movd. Councillor P. Kent  
Secd. Councillor S. Jackson

THAT for Craig Street, in addition to the percentages adopted in the previous resolution, property owners be advised that the City would be willing to contribute 33% of the cost of providing a new sanitary sewer line and for underground wiring should the property owners wish to pursue these options. (Note: The percentages would apply following the application of any grants such as the BC Hydro Beautification Grant.)

Carried.

TCH Traffic  
Management Study

Councillor Kent reported that the proposed final draft of the Trans Canada Highway Traffic Management Study will be presented to the Steering Committee on May 4, 2005. He said that public consultation will follow the consideration of the Steering Committee.

Miscellaneous

Councillor Jackson reported that on April 27, the Cowichan Valley Historical Society will be unveiling their new display at the museum entitled "Follow the Leader" which commemorates 100 years of production of the Cowichan News Leader newspaper. She advised that between 12:30 and 2:00 p.m., a reception will be held in the museum.

Councillor Caljouw reported that the Fire Chief will be receiving delivery of the new pumper truck on April 26. The Fire Chief said he would bring the new truck to City Hall on May 2 for viewing by City Council prior to the commencement of the 5:30 p.m. meetings.

Councillor Farkas reported that today was "International Red Hat Day". She said she was made an honorary member of their club even though one must be 50 years old to be a member. The Town Crier, Bob Alexander, was also presented with a red hat and this is the first instance in the world where a man has been honored with the red hat. Councillor Farkas noted that there are over one-half million women around the world participating in this venture and their only mandate is to have fun.

Mayor Coleman reported on the April 6-9, 2005 Sister Cities Convention in the Far North District Council. He said that this was one of the best conventions that he and the Administrator have ever attended and that it was a very successful event. He noted that Mayor Yvonne Sharpe of the Far North District Council has been to Duncan in the past. Mayor Coleman advised that he suggested that there be a new youth connection explored and this idea is being pursued. It was also noted that our trade show booth at the convention won first place.

New Zealand with a small population of 4 million people has 45 Sister City relationships, many of which are with communities in China and Japan. They use this program as an economic development generator.

### **Bylaws**

Financial Plan  
Bylaw No. 1985,  
2005

Movd. Councillor P. Kent  
Secd. Councillor J. Farkas  
THAT Council give leave to Councillor K. Newcomb to introduce "City of Duncan Financial Plan Bylaw No. 1985, 2005".  
Carried.

Movd. Councillor K. Newcomb  
Secd. Councillor P. Kent  
THAT "City of Duncan Financial Plan Bylaw No. 1985, 2005" be read for the first time.  
Carried.

Movd. Councillor J. Farkas  
Secd. Councillor M. Caljouw  
THAT "City of Duncan Financial Plan Bylaw No. 1985, 2005" be read for the second time.  
Carried.

Movd. Councillor P. Kent  
Secd. Councillor K. Newcomb  
THAT "City of Duncan Financial Plan Bylaw No. 1985, 2005" be read for the third time.  
Carried.

Tax Rates Bylaw No.  
1986, 2005

Movd. Councillor M. Caljouw  
Secd. Councillor J. Farkas  
THAT Council give leave to Councillor P. Kent to introduce "City of Duncan Tax Rates Bylaw No. 1986, 2005".  
Carried.

Movd. Councillor P. Kent  
Secd. Councillor J. Farkas  
THAT "City of Duncan Tax Rates Bylaw No. 1986, 2005" be read for the first time.  
Carried.

Movd. Councillor S. Jackson  
 Secd. Councillor M. Caljouw  
THAT "City of Duncan Tax Rates Bylaw  
 No. 1986, 2005" be read for the second time.

Carried.

Movd. Councillor J. Farkas  
 Secd. Councillor K. Newcomb  
THAT "City of Duncan Tax Rates Bylaw  
 No. 1986, 2005" be read for the third time.

Carried.

### **New Business**

Shriners Clown Unit For consideration was a letter dated April 22, 2005 from the Cowichan Valley Shrine Clown Unit requesting 250 pins for their registration kits for the provincial convention being hosted locally.

Movd. Councillor S. Jackson  
 Secd. Councillor M. Caljouw  
THAT the Lapel Pin Policy, which states a maximum of 50 lapel pins per organization, be waived;  
AND THAT the Cowichan Valley Clown Unit be provided with 250 pins for their convention kits.

LOST.

Councillor Jackson voting in favour.

Family Caregivers For consideration was a letter dated April 19, 2005 from the Cowichan Family Caregivers Support Society.  
 Week

Deputy Mayor Kent volunteered to represent Council at the reception scheduled for 2:30 p.m., May 18, 2005.

Movd. Councillor P. Kent  
 Secd. Councillor K. Newcomb  
THAT in response to the April 19, 2005 letter from the Cowichan Family Caregivers Support Society, Council permit the use of the City Hall foyer on the second floor for the May 18 reception.

Carried.

Councillor Jackson reported that the Duncan Junior Council Meeting will be staged at 3:30 p.m., April 28, 2005. She encouraged people to attend this most entertaining Junior Council Meeting.

Mayor Coleman reported that Carole Ridgway, spouse of North Cowichan Councillor Glen Ridgway, passed away on April 23, 2005. The funeral is scheduled for 1:00 p.m., April 29 at the Duncan Christian Reformed Church.

Special Meeting

Movd. Councillor S. Jackson  
Secd. Councillor K. Newcomb

THAT the Council of the City of Duncan resolve into Special Meeting (Committee of the Whole) to discuss personnel and property issues;

AND THAT persons other than Council Members and the Corporate Officer be excluded from this meeting (Section 242.3 - Local Government Act).

Carried.

At 9:05 p.m., City Council resolved into Special Meeting.

At 9:50 p.m., the following Motion was PUT:

Adjournment

Movd. Councillor P. Kent  
Secd. Councillor K. Newcomb

THAT this meeting of City Council rise;

AND THAT this meeting of City Council do now adjourn.

Carried.

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Michael Coleman  
Mayor

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Paul Douville  
Corporate Officer