

City of Duncan Committee of the Whole Minutes

A Committee of the Whole Meeting was held in the Committee Room, City Hall, 200 Craig Street, Duncan BC, at 6:05 pm on Monday, January 16, 2012.

Present Councillor Martin Barker, Chair Mayor Phil Kent
 Councillor Michelle Bell Councillor Michelle Staples
 Councillor Tom Duncan Councillor Joe Thorne
 Councillor Sharon Jackson

Also Present Tom Ireland – Chief Administrative Officer
 Peter de Verteuil – Director of Finance (Arrived at 6:25 p.m.)
 Abbas Farahbakhsh – Director of Public Works
 Gina MacKay – City Planner
 Tricia Mayea – Recording Secretary

Approval of Agenda

Agenda Moved by Councillor Thorne
COW-1-12 Seconded by Councillor Duncan
That the agenda be approved as circulated.

CARRIED

Introduction of Late Items

Late Items Moved by Mayor Kent
COW-2-12 Seconded by Councillor Jackson
That the following late items be accepted:

- Council Remuneration – Unfinished Business 4.2
- Letter from Leanne Closson – Bench – Correspondence 5.3
- Water and sewer rates discussion – Finance and Administration 6.1.2
- Cultural Training – Cowichan Tribes – New Business 10.4
- Information Item – CVRD Recreation Facts – New Business 10.5.

CARRIED

Delegations

Medical Health Officer - VIHA Dr. Paul Hasselback, MD, Medical Health Officer, gave a PowerPoint presentation regarding Community Health, the role of the Medical Health Officer, and Local Government's involvement in Public Health. A copy of the presentation is on file at City Hall.

Peter de Verteuil, Director of Finance arrived at 6:25 p.m.

**2011 Audit
Planning Report**

Todd Humen and Mike Evans from Hayes, Stewart, Little & Co. made a presentation regarding the 2011 Audit Planning Report. A copy of the report is on file at City Hall.

Unfinished Business

**Comune Di
Cagnano Amiterno**

Mayor Kent spoke about the letter from Comune Di Cagnano Amiterno stating that it is a very small town in Italy and that many of Duncan's Italian families came from there originally. The City's Administrator, Tom Ireland, had the correspondence interpreted and the basis of their request is to explore the possibility of building a twinning relationship with the City of Duncan.

COW-3-12

Moved by Mayor Kent
Seconded by Councillor Jackson

That the following recommendation be forwarded to Council:

That staff be directed to send a reply letter to the Mayor of Comune Di Cagnano Amiterno stating that the City of Duncan would be happy to explore the idea of a relationship of dialogues and exchanges and to ask them what they would specifically like to gain from a relationship with the City of Duncan.

CARRIED

**Council
Remuneration
COW-4-12**

Moved by Councillor Duncan
Seconded by Councillor Jackson

That staff be directed to provide updated information on Council remuneration to the February 6, 2012 Committee of the Whole meeting.

CARRIED

Correspondence

**Proclamation –
February 2012 as
Heart Month
COW-5-12**

Moved by Councillor Duncan
Seconded by Councillor Thorne

That the following recommendation be forwarded to Council:

That February 2012 be proclaimed as "Heart Month" in the City of Duncan.

CARRIED

**Beverly Koski -
Artwork
COW-6-12**

Moved by Councillor Jackson
Seconded by Councillor Thorne

That the letter submitted by Beverly Koski be received and filed.

CARRIED

**Park Bench in
memory of Ron
McLaren
COW-7-12**

Moved by Councillor Jackson
Seconded by Councillor Duncan

That the following recommendation be forwarded to Council:

That City Council waive the \$2,500 fee for dedicating one of the park benches in front of the Craig Street Brew Pub in memory of Ron McLaren.

CARRIED

Finance and Administration

**Building
Statistics/Summary
– December 2011
COW-8-12**

Moved by Councillor Jackson
Seconded by Councillor Thorne

That the following recommendation be forwarded to Council:

That the Building Statistics/Summary of Building Permits issued for the month of December be received and filed.

CARRIED

**2012 Water and
Sewer Rates**

Moved by Councillor Duncan
Seconded by Councillor Jackson

That staff draft the appropriate bylaw amendments to the water and sewer fees to reflect the following increases for 2012:

- Water user fees inside the City 0%
- Water user fees outside the City 3%
- Water user fees – Multi-family buildings 0%
- Sewer user fees – All users 9%.

COW-9-12

Moved by Councillor Thorne
Seconded by Councillor Jackson

That the motion Moved by Councillor Duncan and Seconded by Councillor Jackson “**That** staff draft the appropriate bylaw amendments to the water and sewer fees to reflect the following increases for 2012:

- *Water user fees inside the City 0%*
- *Water user fees outside the City 3%*
- *Water user fees – Multi-family buildings 0%*
- *Sewer user fees – All users 9%.”* be referred to a Special

Committee of the Whole Meeting on Monday, January 30, 2012 at 6:00 p.m. for further discussion.

CARRIED

Public Works

**Operational
Planning &
Activities Status
Report – December
2011**

Abbas Farahbakhsh, Director of Public Works, reviewed the December 2011 Operational Planning & Activities Status Report:

- Water metering program is ongoing. Water meters are being installed on nearly all commercial services in the downtown area.
- Eagle Heights Booster Pump Station Upgrade - design is completed. The electrical tender has been awarded to DJ Electrical Systems. Construction will be underway shortly.
- Duncan dike repair project – project is complete.
- Emergency Chlorination grants application – funding was denied. We will reapply for 2012.
- Flood Pump Station at Lee Street Slough (Fish-Gut Alley):
 - Phase I: Intake Structure and Conveyance Pipe – project is 90% completed.
 - Phase II: Storm Pumps purchase – tender has been awarded, delivery time late February 2012.
 - Phase III: Electrical tender has been awarded – work is underway.
- City wide Storm Study – project progressing as per schedule, draft final report is being reviewed.
- Duncan Street/Cowichan Way/Trunk Road signal light – project scheduled to move ahead.
- Pedestrian crossing improvements at Station Street/Canada Avenue, Evans Street/Canada Avenue and Duncan Garage projects are completed.
- Sanitary Sewer main spot repairs – project completed.
- Gibbins tank and Boys Road communication upgrades are underway.
- Cowichan Way lift station upgrade completed.

COW-10-12

Moved by Councillor Jackson
Seconded by Councillor Thorne

That the December 2011 Operational Planning & Activities Status Report prepared by Abbas Farahbakhsh, Director of Public Works, be accepted.

CARRIED

New Business

Moved by Councillor Jackson
Seconded by Councillor Thorne

That the following recommendations be forwarded to Council:

1. **That** the City commence with a public engagement process on the concept of tree cutting regulations;

And That Council direct staff to design an engagement process for their consideration.

2. **That** the City apply for the Quick Start Integrated Community Sustainability Plan grant;

And That the City use Gas Tax funds to allocate \$25,000 towards this project;

And That the following resolution be forwarded to the Centre for Sustainability Whistler for their consideration to authorize the initiation of the Integrated Community Sustainability Plan process:

Whereas there is broad support within the community to establish the City of Duncan as a successful and sustainable community that addresses the social, cultural, economic, and environmental needs of the current generation while protecting the ability of future generations to meet these needs, and

Whereas the principles of sustainability have been identified as the basis for a comprehensive and robust framework for community planning, and

Whereas the "Quick Start" Integrated Community Sustainability Plan (ICSP) process has been identified as an efficient, complete and cost-effective process for creating this framework,

Be it therefore resolved that:

1. *The City of Duncan will develop a sustainable community plan using the Quick Start ICSP process with the assistance of the Whistler Centre for Sustainability that will include meaningful community engagement, a long-range vision for community sustainability, and strategy areas, actions, and indicators for achieving this sustainability vision.*
2. *The City of Duncan will provide a maximum of \$25,000 towards the costs of this process.*
3. *The City of Duncan authorizes the Whistler Centre for*

Sustainability to allocate \$20,000 from the Real Estate Foundation and \$1,000 from CMHC towards project costs on its behalf.

4. *The resulting ICSP will be used by the City of Duncan as an overarching policy document that guides the development of all other future policies, plans, projects, and practices.*

CARRIED

**Centennial
Celebration
Committee –
Additional
Members
COW-12-12**

Moved by Councillor Jackson
Seconded by Councillor Duncan

That the following recommendation be forwarded to Council:

That the following persons be appointed as members of the Centennial Celebrations Committee:

- Catherine Brandon, Cowichan Sportsplex
- Judy Brayden, Cowichan Valley Arts Council
- Ray Cadorette
- Paul Douville (Volunteer Coordinator)
- Steve Frankson
- Trevor Harvey, SunFM
- Candace Haslam, Cowichan Field Hockey
- Frank Nichol, Cowichan Pipes and Drums
- Sheila Taylor-Nixon (Geocaching).

CARRIED

**Amalgamation –
City of Duncan &
Municipality of
North Cowichan**

Moved by Mayor Kent
Seconded by Councillor Thorne

That Council support the establishment, with the Municipality of North Cowichan, of a joint committee of both municipalities to promote our joint vision and goals for the people of the Cowichan Valley, and to explore:

- a) possible efficiencies that might be realized through the joint provision of services such as Public Works, Planning, and other services, and
- b) the potential financial impact on both communities of eventual amalgamation of the City of Duncan and the Municipality of North Cowichan.

And That staff, in consultation with staff at the Municipality of North Cowichan, be instructed to recommend an administrative/governance structure for this Committee.

COW-13-12

Moved by Mayor Kent
Seconded by Councillor Barker

That the motion Moved by Mayor Kent and Seconded by Councillor Thorne **“That** *Council support the establishment, with the Municipality of North Cowichan, of a joint committee of both municipalities to promote our joint vision and goals for the people of the Cowichan Valley, and to explore:*

- a) *possible efficiencies that might be realized through the joint provision of services such as Public Works, Planning, and other services, and*
- b) *the potential financial impact on both communities of eventual amalgamation of the City of Duncan and the Municipality of North Cowichan.*

And That *staff, in consultation with staff at the Municipality of North Cowichan, be instructed to recommend an administrative/governance structure for this Committee.”* be tabled until after the February 13, 2012 Strategic Planning Session.

CARRIED

Cultural Awareness Training

Staff was directed to schedule a meeting of the Cowichan Tribes Liaison Committee to discuss options regarding cultural awareness training.

Recreation Facility Use Analysis

The 2010 Cowichan Valley Region Recreation Funding report and the Draft 2011 Recreation Facility Use Analysis report were discussed. The reports contain updated user statistics and use comparator models. A copy of the draft reports are on file at City Hall.

Adjournment

**Adjournment
COW-14-12**

Moved by Councillor Duncan
Seconded by Councillor Barker

That this Meeting be adjourned.

CARRIED

The meeting adjourned at 9:15 p.m.

Peter de Verteuil
Deputy Director of Corporate Services

Councillor Martin Barker
Chair