

## **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 6:45 pm on Monday, January 11, 2010.**

**Present**

Councillor Ray Cadorette, Chair	
Mayor Phil Kent	Councillor Sharon Jackson
Councillor Tom Duncan	Councillor Joe Thorne
Councillor Paul Fletcher	Councillor Jesse Winfrey

**Also Present**

Tom Ireland – Chief Administrative Officer  
Peter de Verteuil, Director of Finance  
Abbas Farahbakhsh, Director of Public Works  
Lynn Ketch, Director of Corporate Services  
James Van Hemert, Director of Planning

### **Approval of Agenda**

**Agenda**  
COW-1-10

Moved by Councillor Duncan  
Seconded by Councillor Jackson

**That** the Agenda be approved as circulated.

**CARRIED**

### **Introduction of Late Items**

**Late Items**  
COW-2-10

Moved by Councillor Jackson  
Seconded by Councillor Thorne

**That** the following late items be accepted:

- Duncan-Cowichan Chamber of Commerce re: Visitor Centre Relocation/Application for Funding, Island Coastal Economic Trust
- Simon Fraser University Case Study – JUB – Mayor Kent.

**CARRIED**

### **Delegations**

**Cowichan Green Community – Cowichan Food Charter**

Judy Stafford, Cowichan Green Community, presented the “Cowichan Food Charter” document and gave a brief overview.

Jessica Kerr also from the Cowichan Green Community requested that the City of Duncan sign onto the “Cowichan Food Charter”, affirming a collective dedication to ensuring all members of the community are able to live healthy lives with dignity. The Charter

states that food security exists when all members of a community have access to enough nutritious, safe, ecologically sustainable, and culturally appropriate food at all times.

COW-3-10

Moved by Councillor Jackson  
Seconded by Councillor Fletcher

**That** the following recommendation be referred to Council for approval:

**That** the City of Duncan sign onto the “Cowichan Food Charter” declaring a commitment to promote and support these values in moving toward a food-secure Cowichan that honours social justice, ecosystem health, and community wellbeing.”

**CARRIED**

The group was thanked for their presentation and they left the meeting.

**2009 Planning Report**

Cara Light and Stephen Clements of Hayes Stewart Little & Co. reviewed the City’s 2009 Planning Report. It was noted that the City, along with all other municipal governments in BC, are required to report all of its tangible capital assets such as roads, building and bridges at cost (no netting of grants).

Councillor Fletcher suggested that a quote for the 2008 Tangible Capital Assets Audit would be in order.

The Financial Statement format for 2009 has been streamlined. It was noted that amortization will now be recorded as an expense resulting in a change of budgeting procedures.

**2009 Planning Report**  
COW-4-10

Moved by Councillor Jackson  
Seconded by Councillor Duncan

**That** the Committee of the Whole accepts the 2009 Planning Report prepared by Hayes Stewart Little & Company.

**CARRIED**

It was noted that the 2009 Financial Statements will be presented by the Auditors to Council at the March 15, 2010 Council meeting.

Ms. Light and Mr. Clements were thanked for their presentation and they left the meeting.

**Proposed Groundwater Study**

Jay McIntyre, Thurber Engineering, reviewed the methodology of the proposed groundwater study to gather information on the feasibility of constructing an underground parking structure in or near the

downtown core. A preliminary report will be presented to Council in March or April 2010.

Mr. McIntyre was thanked for his presentation and he left the meeting.

### **Unfinished Business**

**Visitor Centre  
Relocation/  
Application for  
Funding  
COW-5-10**

Moved by Councillor Jackson  
Seconded by Mayor Kent

**That** the following recommendation be referred to Council for approval:

“**That** a letter of support be provided to the Duncan-Cowichan Chamber of Commerce for its grant application to the Island Coastal Economic Trust for construction of the proposed new Visitor Centre.”

**CARRIED**

### **Correspondence**

**District of North  
Cowichan –  
Cowichan River  
Dyking  
COW-6-10**

Moved by Councillor Winfrey  
Seconded by Mayor Kent

**That** the request from the District of North Cowichan for support for its application for funding to improve diking be tabled to the next Committee of the Whole meeting and that staff be directed to request a copy of the *Willis Cunliffe Tait*, Consulting Engineers, 1992 Diking Upgrade Plan from the District of North Cowichan.

**CARRIED**

**Jubilee Community  
Garden – Damage  
to Gardens**

Staff was directed to meet with members of the Jubilee Community Garden to discuss damage done to the gardens during the improvements to Centennial Park.

**South Fraser  
Family Court &  
Youth Justice  
Committee – Youth  
Substance Abuse &  
Provincial  
Legislation  
COW-7-10**

Moved by Councillor Fletcher  
Seconded by Mayor Kent

**That** the following recommendation be referred to Council for approval:

“**That** a letter of support be provided to the South Fraser Family Court & Youth Justice Committee in its endeavour to have the BC Government re-open its discussions regarding treatment options for youth, struggling with substance abuse and refusing treatment, with a copy of the letter being sent to the Honourable Michael de Jong, Attorney General and the Honourable Gordon Campbell, Premier;

**And That** a letter be sent to Bill Routley, MLA, requesting that he send a similar letter of support to the Honourable Michael de Jong, Attorney General and Premier Gordon Campbell, with copies of these letters being sent to the South Fraser Family Court & Youth Justice Committee;

**And That** a request be sent to the CVRD Health Services to lobby VIHA for youth services and a detoxification centre for the Cowichan Valley.”

CARRIED

**Municipality of  
North Cowichan –  
Duncan Skateboard  
Park**  
COW-8-10

Moved by Councillor Kent  
Seconded by Councillor Fletcher

**That** the City’s Pioneer Park representatives be directed to convey the City’s support to contribute funds for the Duncan Skateboard Park expansion/upgrades pending receipt of the District of North Cowichan’s report.

CARRIED

### **Finance and Administration**

**Heart Month**  
COW-9-10

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**That** the following recommendation be referred to Council for approval:

“**That** the month of February 2010 be proclaimed “Heart Month” in the City of Duncan.”

CARRIED

**Family Literacy Day**  
COW-10-10

Moved by Mayor Kent  
Seconded by Councillor Jackson

**That** the following recommendation be referred to Council for approval:

“**That** City Council proclaims January 27, 2010 as “Family Literacy Day” in the City of Duncan.”

CARRIED

**Olympic Torch  
Relay Funds**  
COW-11-10

The Director of Finance apprised the Committee Members of the Olympic Torch Relay Funds balance.

Moved by Mayor Kent  
Seconded by Councillor Thorne

**That** the following recommendation be referred to Council for

approval:

**That** the remaining funds in the Olympic Torch Relay account be returned to the CVRD based on the total amount of their contribution.”

Moved by Councillor Duncan  
Seconded by Councillor Winfrey

**That** the Motion Moved by Mayor Kent and Seconded by Councillor Thorne, regarding unspent Olympic Torch Relay funds, be amended by replacing the word “total” with the word “proportioned”, adding a second proposition **And That** the City’s unspent portion be allocated to the Youth Group at the Island Savings Centre, and adding a third proposition **And That** the CVRD be requested to use the refunded funds for the same purpose.

CARRIED

The Main Motion, as amended, was then voted on and CARRIED.

Mayor Kent, Councillor Thorne and Councillor Winfrey opposed

The final motion reads as follows:

**That** the following recommendation be referred to Council for approval:

**That** the remaining funds in the Olympic Torch Relay account be returned to the CVRD based on the proportioned amount of their contribution;

**And That** the City’s unspent portion be allocated to the Youth Group at the Island Savings Centre;

**And That** the CVRD be requested to use the refunded funds for the same purpose.”

### **Public Works**

**Raised Median  
Trunk Road/Ypres  
Street  
cow-12-10**

Moved by Councillor Winfrey  
Seconded by Councillor Thorne

**That** the following recommendation be referred to Council for approval:

**That** City Council approves an early budget expenditure in the amount of \$30,000 for the construction of the Raised Median and Crosswalk at the Trunk Road and Ypres Street Intersection (Figure 2) to enhance traffic flow and improve pedestrian safety;

**And That** this work be paid for out of 2010 Capital Project Budget.”

**CARRIED**

**Jubilee Street  
Corridor Traffic  
Study  
COW-13-10**

Moved by Councillor Fletcher  
Seconded by Councillor Thorne

**That** the following recommendation be referred to Council for approval:

“**That** City Council accept the findings and the recommendations of Boulevard Transportation Group: Retain existing 50 km/h speed, Traffic Calming is not required and if considered should be the kind that does not impact emergency vehicles (no vertical deflection), future sidewalk widening or utility pole relocations should be considered;

**And That** staff be requested to add the cost of “bump-outs” for 4<sup>th</sup>, 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> Streets and Jubilee to the 2010 Budget, with the priority of work being done in that order;

**And That** staff report on reducing parking on Jubilee Street near each of these intersections.”

**CARRIED**

Councillor Jackson Opposed

**Operational  
Planning &  
Activities Status  
Report  
COW-14-10**

The Director of Public Works reviewed his Public Works Operational Planning & Activities Status Report.

Moved by Mayor Kent  
Seconded by Councillor Duncan

**That** the January 11, 2010 Public Works Operational Planning & Activities Status Report be accepted.

**CARRIED**

### **New Business**

**CVRD Parks Land  
Acquisition Fund  
COW-15-10**

On a question from Councillor Fletcher, the Mayor advised of his intent to vote at the 2010 CVRD Budget in favour of supporting the full warrant being executed for the Parks Land Acquisition Fund.

Moved by Councillor Fletcher  
Seconded by Councillor Jackson

**That** the following recommendation be referred to Council for approval:

“**That** City Council advise the CVRD Board that it supports the full warrant being executed for the Parks Land Acquisition Fund for

2010.”

CARRIED

**Cowichan River  
Flood Monitoring**

The Mayor gave an update on the Cowichan River monitoring currently taking place.

The District of North Cowichan advised that they are also monitoring the river.

The Director of Public Works was requested to find out where the monitoring points are that North Cowichan staff are using.

The Director of Public Works left the meeting at 9:23 p.m.

**Pay Parking Rate  
Increases  
COW-16-10**

Moved by Councillor Jackson  
Seconded by Councillor Winfrey

**That** staff be directed to draft a bylaw amendment to increase the fees for pay parking areas as follows:

Designated Pay parking Areas

- Per day 102(ii) \$2
- Per Month 102(ii) \$30
- Per Three (3) Months 102(ii) \$84 (\$28/ mo)
- Per Six (6) Months 102(ii) \$156 (\$26/mo)
- Per Twelve (12) Months 102(ii) \$288 (\$24/mo).

CARRIED

Councillor Fletcher suggested that a new parking study should be commissioned.

It was agreed that all members of Council should reread the Parking Study on file at City Hall.

The Director of Finance left the meeting.

**Station/Government  
St Intersection –  
Totem Placement  
COW-17-10**

Moved by Councillor Jackson  
Seconded by Councillor Duncan

**That** the following recommendation be referred to Council for approval:

“**That** when the design stage of the Station Street and Government Street Intersection is in the final stage, a space be allocated for a Totem Pole that is in a visible sight line from the Train Station.”

CARRIED

**VIRL Board Report** Councillor Cadorette gave an overview on the recently VIRL adopted balanced 2010 Budget. Some measures taken to reduce the 2010 Budget: The book-purchasing budget has been reduced by \$200,000, one full-time and two part-time positions will be eliminated due to cuts in provincial funding, the contract for security at Nanaimo's Harbourfront branch has been cancelled, and vacancies from retirement will not be filled for some time. The increase to the City for 2010 will be 3.18 %. This is an increase of \$4,909 over 2009.

**COW-18-10** Moved by Councillor Duncan  
Seconded by Councillor Jackson

**That** the Vancouver Island Regional Library Board (VIRLB) Report regarding the 2010 Budget be received.

CARRIED

**SFU – Case Study** The Mayor reported on the Simon Fraser University case study regarding the relocation of the sewage lagoon.

**Adjournment**

**Adjourn**  
**COW-19-10** Moved by Councillor Thorne  
Seconded by Councillor Jackson

**That** this meeting be adjourned.

CARRIED

The meeting adjourned at 10:10 p.m.

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Councillor Ray Cadorette  
Chair

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Lynn Ketch  
Director of Corporate Services