

**City of Duncan
Special Committee of the Whole Minutes**

A Special Committee of the Whole Meeting of City Council was held in the Committee Room, City Hall, 200 Craig Street, Duncan, BC, at 5:07 pm on Monday, April 11, 2011.

Present Councillor Sharon Jackson, Chair (partial attendance)
Councillor Ray Cadorette Mayor Phil Kent
Councillor Jesse Winfrey Councillor Joe Thorne

Absent With Notice Councillors Tom Duncan and Paul Fletcher

Also Present Tom Ireland – Chief Administrative Officer
Peter de Verteuil – Director of Finance
Lynn Ketch – Director of Corporate Services
Abbas Farahbakhsh – Director of Public Works
Christopher Paine - Accountant

Approval of Agenda

Agenda Moved by Mayor Kent
COW-122-11 Seconded by Councillor Cadorette
That the Agenda be approved as circulated.

CARRIED

Late Items

Late Items Moved by Councillor Winfrey
COW-123-11 Seconded by Councillor Thorne
That the following late item be accepted under 4.1 New Business on the Agenda:

- Letter dated April 3, 2011 from the DBIAS re: Development Permits/Graffiti.

CARRIED

2011 Budget On a question from the April 5, 2011 Special Committee of the Whole meeting, the Director of Finance advised that the cost of five (5) students for 2011 would be \$80,000.

The possibility of increasing the Sales of Service and Other Revenue from Own Sources was discussed, and the Committee decided to leave the budgets as presented

The Director of Finance reviewed changes made to the Budget since the last meeting:

- The budget for Grants in Lieu of property taxes was revised upwards

by \$1,200.

- The budget for administrative conferences and travel was revised downwards by \$9,537.

The combined impact revised the tax increase downwards by \$10,737.

For 2011, the Cowichan Valley Regional District (CVRD) tax for an average home will increase by \$34.25 (10.68%) and the average business will increase by \$156.68 or (13.67%).

For 2011, the Cowichan Valley Regional Hospital District (CVRHD) tax percentage increase for residential will be 27.1%. An average home will increase by \$16.99. The commercial increase will be 30.6% or \$68.45 for an average commercial property. The Mayor explained the causes of both the CVRD and the CVRHD increases.

**Reserve Fund &
Interest**
COW-124-11

Moved by Mayor Kent
Seconded by Councillor Thorne

That the status quo remain for investing Reserve Fund amounts and keeping the correlating interest in the respective reserve funds.

CARRIED

**Building Permit
Fees**
COW-125-11

Moved by Councillor Thorne
Seconded by Councillor Winfrey

That the Building Permit fees be increased to be in line with neighbouring municipalities.

CARRIED

**Parks Users
Fees**
COW-126-11

Moved by Councillor Winfrey
Seconded by Councillor Thorne

That staff be directed to review the parks user fees for McAdam and Rotary Parks with a view to increase the fees if they are not in line with other municipalities offering a similar service.

CARRIED

**5-year Operating
Plan**

The proposed 5-year Operating Plan was reviewed.

It was suggested that there should be an explanation on the 5-year operating plan regarding the significant variations.

Councillor Jackson left the meeting at 6:27 p.m. and Mayor Kent assumed the Chair.

**5-year Capital
Plan**

The proposed 5-year Capital Plan was reviewed.

The Director of Public Works was requested to research the capital and operational costs of artificial turf for McAdam Park prior to proposing future capital works for the park.

A brief discussion ensued regarding real cost accounting for water users outside the City.

Critical Pedestrian Corridor

It was noted that the Critical Pedestrian Corridor will not be included in the 2011 Budget and staff will concentrate on the corridor from an enforcement perspective.

Free Bus

A brief discussion ensued regarding implementing a 'free bus' for the City of Duncan. It was noted that staff are working with BC Transit and CVRD Transit to attempt to incorporate free bus routes in the core area within CVRD Transit's long term plan prior to further investigation of the City implementing its own service.

**Amended 5-year Plan
COW-127-11**

Moved by Councillor Cadorette
Seconded by Councillor Thorne

That the Committee of the Whole accepts the draft 5-year Financial Plan, as amended, and approves a public presentation of the draft budget scheduled for April 14, 2011.

CARRIED

Advertisement – Public Open House

The advertisement for the April 14, 2011 Public Open House was reviewed and amended.

Next Meeting

The Public Open House will be scheduled for Thursday, April 14 from 1:00 p.m. to 2:00 p.m. and 5:00 p.m. to 6:00 p.m.

DBIAS – Development Permits/Graffiti

The content of the April 3, 2011 letter from the Duncan Business Improvement Area Society (DBIAS) regarding Development Permits/Graffiti was reviewed. Staff was directed to get some clarity on what the DBIAS wants to achieve in this regard.

**Adjourn
COW-128-11**

Moved by Councillor Winfrey
Seconded by Councillor Thorne

That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:17 p.m.

Lynn Ketch
Director of Corporate Services

Councillor Sharon Jackson
Chair