

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

A Special Committee of the Whole Meeting was held in the Committee Room, City Hall, 200 Craig Street, Duncan BC, at 7:13 p.m. on Monday, January 31, 2011.

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

Also Present Peter de Verteuil – Director of Finance
Lynn Ketch – Director of Corporate Services
James van Hemert – Director of Development Services
Abbas Farahbakhsh – Director of Public Works

Approval of Agenda

Agenda Moved by Councillor Duncan
COW-22-11 Seconded by Councillor Jackson

That the Agenda be approved as circulated.

CARRIED

New Business

Way-finding Signs – Parking Issues Councillor Jackson opined that Craig Street should be ½ hour parking and that signs should be installed showing where the long-term parking lots are located.

Parking enforcement regulations were discussed.

The Director of Finance advised those present that all rules regarding parking enforcement are being followed and all situations that are not being observed by the Commissionaires should be reported to himself or the Director of Corporate Services.

It was noted that a new license plate scanning device will be implemented in the near future allowing the Commissionaires to perform their duties more quickly. It was also noted that the way-finding signs will be discussed by the Tourism Committee at a future meeting.

Traffic Circulation Councillor Fletcher suggested that congestion and pollution are being increased by those persons circling the downtown blocks looking for a parking spot and this causes safety issues. He also suggested that parking is directly related to traffic circulation and needs to be addressed as one package.

Mayor Kent provided a brief history surrounding the studies presented at the meeting with a power point presentation.

The following comments and suggestions were noted:

- moving forward soon with an active transportation plan
- option G of the 2002 City of Duncan & Cowichan Tribes Joint Traffic Study prepared by Stantec Consulting Ltd. was accepted by Council
- move forward with an Active Transportation Plan with public consultation
- a plan from the Province is needed
- more partners with more financial contributions are needed
- the problems need to be framed in a sustainable holistic way
- a model for more cycling is needed
- discussions need to be reenergized at the political level
- way-finding needs to be completed
- parking study needs to be updated
- meetings with the Cowichan Tribes should include and invitation to Indian and North Affairs because of the financial component
- a regional approach is needed
- focus should be on some of the specifics of the Trans Canada Highway Corridor Management Plan – Drinkwater road to Cowichan Bay Road (Final Report: October 2005)
- the Active Transportation Plan should include the City's vision
- sustainability plan for North Cowichan is going to be a priority (Cowichan Place and neighbourhoods)
- need to be methodical with a professional group
- corridor plan is part of the City's Strategic Plan
- approach businesses, working one on one, with new landscaping for the TCH
- data needs updating to measure any changes in patterns from new traffic capital works
- discuss with the Ministry of Highways the options in the Delcan 2006 Study that the City wants to move forward with
- discuss and make a decisions regarding the desire for a bypass or other options around the City
- get projections for the next 25 – 40 years.

COW-23-11

Moved by Councillor Jackson
Seconded by Mayor Kent

That staff be directed to contact staff from the Ministry of Transportation (David Edgar), CVRD, North Cowichan and Cowichan Tribes to initiate discussions regarding regional traffic circulation.

CARRIED

Parking Plan
COW-24-11

Moved by Mayor Kent
Seconded by Councillor Jackson

That several workshops be scheduled to review the City's Parking Plan.

CARRIED

Questions and Answers

**Centennial Park
Trees**

On a question from Councillor Fletcher, regarding a cedar and balsam tree near Centennial Park, the Director of Public Works advised that he would discuss the situation with the Operations Manager.

**Charles Hoey
Memorial Park**

On a question from Councillor Jackson, it was noted that the Commissionaire hours for Charles Hoey Memorial Park are being increased.

Accolades were expressed for the two Commissionaires working in the Park.

**Police the
Railway Tracks**

Councillor Thorne suggested that the RCMP should be contacted regarding the policing of the railway tracks.

**Graffiti – 107
Ingram Street**

The Mayor commented on the recent graffiti on the building at 107 Ingram Street. Staff noted that a letter would be sent to the owner of the building.

Adjournment

Adjourn
COW-25-11

Moved by Councillor Winfrey
Seconded by Councillor Jackson

That this meeting be adjourned.

CARRIED

The meeting adjourned at 9:31 p.m.

Lynn Ketch
Director of Corporate Services

Councillor Tom Duncan
Chair