

## **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 6:46 pm on June 6, 2011.**

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

**Absent with Notice**      Councillor Joe Thorne

**Also Present**              Tom Ireland – Chief Administrative Officer  
                                    Peter de Verteuil – Director of Finance  
                                    James van Hemert – Director of Development Services  
                                    Abbas Farahbakhsh – Director of Public Works  
                                    Tricia Mayea – Recording Secretary  
                                    Don Elliott – Planning Student

### **Approval of Agenda**

**Agenda**                      Moved by Councillor Winfrey  
**COW-143-11**                Seconded by Councillor Duncan  
  
**That** the Agenda be approved as circulated.

**CARRIED**

### **Introduction of Late Items**

**Late Items**                Moved by Councillor Winfrey  
**COW-144-11**                Seconded by Councillor Cadorette  
  
**That** the following late items be accepted:

- 5.5 **UNFINISHED BUSINESS** – Town Crier Uniform
- 9.1.2 **SUSTAINABLE DEVELOPMENT** - Request for Decision from Director of Development Services – DVP 2011-03; 730 Jubilee Street;
- 9.1.3 **SUSTAINABLE DEVELOPMENT** – Request for Decision from Director of Development Services – DP 2011-09; 730 Jubilee Street
- 12.5 **NEW BUSINESS** – May 30, 2011 Totem Committee Recommendation

**CARRIED**

## **Delegations**

**Cowichan Valley  
Arts Council**

Judy Brayden from the Cowichan Valley Arts Council gave a PowerPoint Presentation of their proposed Mural Policy for the City of Duncan.

**COW-145-11**

Moved by Councillor Fletcher  
Seconded by Councillor Cadorette

**That** the proposed Mural Policy as presented by Judy Brayden be presented to the DBIAS and other interested parties for their input;

**And That** the proposed Mural Policy be added to the General Public Arts & Culture Policy Package to be discussed at a future date.

**CARRIED**

**COW-146-11**

Moved by Councillor Fletcher  
Seconded by Councillor Winfrey

**That** the Cowichan Valley Arts Council be reimbursed \$500 for their contribution in creating the City's Mural Policy.

**CARRIED**

**Cowichan Valley  
Naturalists'**

David Aldcroft from Cowichan Valley Naturalists' – applauded the City's Implementation of the Urban Forest Strategy and urged Council to consider a Tree Protection Bylaw.

**Change in Order of  
Agenda  
COW-147-11**

Moved by Councillor Winfrey  
Seconded by Councillor Cadorette

**That** the agenda be amended by moving items 9.1.1 Sustainable Development – Proposal for development of 730 Jubilee Street, 9.1.2 Sustainable Development – DVP2011-03, 730 Jubilee Street, and 9.1.3 Sustainable Development – DP2011-09, 730 Jubilee Street to this point in the agenda.

**CARRIED**

## **Sustainable Development**

**Development  
Variance Permit No.  
DVP 2011-03 730  
Jubilee Street  
COW-148-11**

Moved by Mayor Kent  
Seconded by Councillor Winfrey

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

**That** Council issue a Development Variance Permit for 730 Jubilee Street (Lot 1, Block 7, Section 18, Range 6, Quamichan District, Plan 798) subject to the following conditions:

1. Provision of \$\_\_\_\_\_ in surety for the repair of the Jubilee Street sidewalk, the construction of a bulb-out at Jubilee and Third Street, the construction of a new sidewalk and curb and gutter on Third Street, the paving of a portion of the alley, and the purchase and installation of Class I bicycle parking facilities for two bicycles;
2. The variances for the front and side yard setback apply only to the first and second floor.

**And That** Council issue the attached Development Variance Permit DVP 2011-03 for 730 Jubilee Street (Lot 1, Block 7, Section 18, Range 6, Quamichan District, Plan 798) to permit:

1. A variance to Section 7.6 (RM-4 Medium Density Multi-Family Residential (b)(5) of the City of Duncan Zoning Bylaw No. 1556, 1988 to reduce the minimum exterior side yard from 6.0 m to 2.0 m and the front yard setback from 7.5 m to 4.5 m; and
2. A variance to Table I of the City of Duncan Off-Street Parking and Loading Bylaw No. 1556, 1988 to reduce the number of permitted parking spaces from 1.2 per unit to 1 per unit; and
3. A variance to Section 4.7 a) of the City of Duncan Off-Street Parking and Loading Bylaw No. 1556, 1988 to allow a reduction in the distance of parking lot access to two highways from 15 m to 3 m; and
4. A variance to Section 4.7 b) of the City of Duncan Off-Street Parking and Loading Bylaw No. 1556, 1988 to allow direct access to parking spaces to a lane (highway).

**And That** a covenant be registered on Lot 1, Block 7, Section 18, Range 6, Quamichan District, Plan 798, (730 Jubilee Street) in favour of the City of Duncan in accordance with the following elements:

- a. a new sidewalk, curb, gutter and storm drainage inlet shall be constructed to the south of the existing curb on the property's Third Street frontage. The design and materials will include a combination of concrete and pavers constructed a minimum of 1.5 metres in width and shall be subject to the approval of the Director of

Public Works;

- b. repair the existing sidewalk along the property's frontage along Jubilee Street;
- c. construction of a traffic calming "bulb out" along Jubilee at its northeast corner intersection with Third Street. The design and materials will include a combination of concrete and pavers and shall be subject to the approval of the Director of Public Works;
- d. provision of a one (1) metre wide Right-of-Way in favour of the City of Duncan along the full length of the rear property line adjacent to the rear alley;
- e. paving of the full width of the rear alley for a distance of 4.0 metres from the existing edge of curb on Jubilee eastward;
- f. planting of a minimum 3 (three) street trees along Jubilee and Third Street in accordance with the City's approved tree planting palette (Urban Forest Strategy);
- g. buildings shall be constructed to at least a Silver LEED (Leadership in Energy and Environmental Design) standard or an equivalent such as participation in the Living Building Challenge of the Cascadia Green Building Council; and
- h. a water balance storm water management plan, based on the principles of Storm Water Planning: A Guidebook for British Columbia must be prepared by the applicant and approved by the City prior to any connection to the City's storm sewer system.

CARRIED

**Development Permit  
No. DP 2011-09 730  
Jubilee Street  
COW-149-11**

Moved by Mayor Kent  
Seconded By Councillor Duncan

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

**That** Council issue Development Permit No. DP 2011-09 as presented for 730 Jubilee Street (Lot 1, Block 7, Section 18, Range 6, Quamichan District, Plan 798) subject to the following conditions:

1. Provision of security in the amount of \$14,224 for on-site landscaping and site development improvements.
2. Modifications to the planting palette of the landscape plan shall be made in accordance with the Urban Forest

Strategy subject to approval of the Chief Administrative Officer.

3. The driveway and parking lot shall be constructed with permeable pavers subject to the approval of the Chief Administrative Officer.

CARRIED

### **Closed Session**

**Closed Session**  
COW-150-11

Moved by Councillor Winfrey  
Seconded By Councillor Duncan

**That** the meeting be closed to the public under the following sections of the Community Charter:

- Property Issues (s.90(1)(e) and / or Legal Issues (s.90(1)(g))

CARRIED

The meeting recessed to the Closed Committee of the Whole meeting at 8:15 p.m.

The regular COW meeting reconvened at 9:15 pm

### **Unfinished Business**

**Temporary Tent Policy**  
COW-151-11

Moved by Councillor Cadorette  
Seconded by Councillor Duncan

**That** the following resolution be forwarded to Council for approval:

**That** the Temporary Tent Policy presented to the Committee of the Whole on June 6, 2011 by the Director of Corporate Services, be approved.

CARRIED

**Purchase of a new Fuel Economy Compact Car**  
COW-152-11

Moved by Mayor Kent  
Seconded by Councillor Duncan

**That** staff be directed to provide a model for future purchases that includes; purchase price, fuel economy, environmental impact, return on investment and life cycle cost.

CARRIED

**Cowichan Aquatic Centre Passes – Employee Wellness**

Moved by Councillor Fletcher  
Seconded by Councillor Duncan

COW-153-11

**That** the members of the Duncan Volunteer Fire Department be included in the City's Employee Wellness Policy.

CARRIED

Trunk/Canada Ave &  
Trunk/Duncan/Cowichan Way Signal  
Review  
COW-154-11

Moved by Mayor Kent  
Seconded by Councillor Winfrey

**That** the Committee of the Whole recommends the following resolution to the City Council:

**That** the City Council accepts the recommendations from the Boulevard Transportation Group as was presented at the May 30, 2011 Special Committee of the Whole Meeting as listed below, and authorizes the project to proceed.

- Revised signal phasing sequence to Southbound-Eastbound; Eastbound/Westbound; Northbound-Westbound
- Implement Dallas Phasing at Canada Avenue
- Maintain the GPS time clocks
- From 7:00 pm to 7:00 am run signals as actuated
- Fix eastbound detectors at Canada Avenue and turn on detectors at Cowichan Way
- Undertake an education program on the new Phasing
- Update pavement markings on Cowichan Way and sign indicating the lane use
- Have BC Hydro put two traffic signals on the same circuit
- Have electrical drawings, controller and timing sheets match the phases and timings
- Fix the eastbound pedestrian phase crossing at Cowichan Way

**And that** the costs of this project are covered by the 2011 capital project fund;

**And that** the budget shortfall amount of \$8,620 is covered by the surplus funds.

CARRIED

Town Crier Costume  
COW-155-11

Moved by Councillor Duncan  
Seconded by Councillor Winfrey

**That** the Town Crier's costume be paid for with the funds coming from the Tourism Committee's budget.

CARRIED

Councillor Fletcher Opposed

## Correspondence

Municipality of  
North Cowichan -  
Sidewalk Snow  
Clearing Plan  
COW-156-11

Moved by Councillor Fletcher  
Seconded by Mayor Kent

**That** staff be directed to respond to the Municipality of North Cowichan's letter explaining that it was not the City's intent for them to duplicate the City's sidewalk snow clearing plan, but simply to connect with the City's Critical Pedestrian Corridor;

**And That** the letter be sent pending discussions with the Active Transportation Plan with their staff.

CARRIED

32<sup>nd</sup> Annual  
Duncan-Cowichan  
Summer Festival –  
July 1-31, 2011  
COW-157-11

Moved by Councillor Cadorette  
Seconded by Councillor Winfrey

**That** July 1 – 31, 2011 be proclaimed "Duncan-Cowichan Summer Festival" in the City of Duncan;

**And That** City Commissionaires assist the Festival Society during the parade as it travels through the City;

**And That** the Summer Festival Society be advised to contact the City Square Manager to book the use of the City Square during the day of July 1<sup>st</sup> & the evenings of July 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>;

**And That** permission be granted for an area along the parade route to be roped off for disabled persons;

**And That** four (4) parking stalls in the Train Station Parking lot, nearest the Caboose, be reserved to facilitate parking for emergency vehicles;

**And That** two (2) parking stalls on the south-side of Ingram Street and west of Craig Street be reserved for the purposes of access by entertainment crews;

**And That** extra garbage cans be provided in City Square during the day of July 1<sup>st</sup> & the evenings of July 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>, as well as throughout downtown Duncan on July 15<sup>th</sup> and 16<sup>th</sup> ;

**And That** the Public Works department be requested to empty the downtown garbage receptacles in the early afternoon on Saturday, July 16;

**And That** the public washrooms on Canada Avenue remain open until 10:00 p.m., July 1 to July 29, with the City providing extra cleaning of the facility on July 15 and 16.

CARRIED

**32<sup>nd</sup> Annual  
Duncan-Cowichan  
Summer Festival –  
Canada Day Beach  
Volleyball  
Tournament  
COW-158-11**

Moved by Mayor Kent  
Seconded by Councillor Winfrey

**That** the Duncan-Cowichan Summer Festival – Canada Day Beach Volleyball Tournament be referred to staff in order to gather further details on the event and to receive feedback from the DBIAS.

CARRIED

Councillor Fletcher left the meeting at 9:55 pm

### **Finance and Administration**

**Vehicles for Hire –  
Accessible Taxis  
COW-159-11**

Moved by Councillor Winfrey  
Seconded by Councillor Duncan

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

**That** Council give Vehicle for Hire Regulation Bylaw No. 3038, 2011 first and second reading and provide notice of its intention to adopt this Bylaw in accordance with Section 59 of the Community Charter and provide an opportunity for persons who consider they are affected by the Bylaw to make representation to Council.

CARRIED

### **Public Works**

**Operational &  
Planning Activities  
Report – May 2011**

The Director of Public Works reported on the following:

- Water Metering Program, ongoing, Water meters are being installed on nearly all commercial services in down town area.
- Eagle Heights Booster Pump Station Upgrade. Project start up meeting and the follow-up site visit was held. Design and engineering review work underway.
- Organic collection program ongoing.
- Duncan dike repair project, we are submitting application to complete this project in summer; site meeting is set for mid May.
- Preliminary Seepage Evaluation on Lee Street Dike and portion of the City Dike, Highlights of the Final report from Thurber Engineering
- Emergency Chlorination grants application, waiting for evaluation outcome.

- Detail Design for Flood Pump Station at Lee Street Slough (Fish-Gut alley), design work progressing.
- City wide Storm study, project progressing as per schedule.
- Duncan St. /Cowichan Way/Trunk Rd. signal light update.
- Crosswalk at Trunk/Ypres update.
- DCC Bylaw Review, progressing as per schedule.
- Berkeley Spring Water Tasting Contest, available information attached.

**Crosswalk at Trunk/Ypres**  
COW-160-11

Moved by Councillor Duncan  
Seconded by Councillor Winfrey

**That** staff be directed to investigate how the City could pay for a pedestrian activated lamp for the crosswalk at Trunk/Ypres and report back to Council.

CARRIED

### Environmental Services

**Bicycle Network Plan**  
COW-161-11

Moved by Councillor Duncan  
Seconded by Mayor Kent

**That** staff be directed to write a letter to the CVRD urging them to respond to Cycle Cowichan's requests and to include a copy of the Director of Corporate Services response to Cycle Cowichan's request.

CARRIED

### New Business

**Junior Council Recommendations**  
COW-162-11

Moved by Councillor  
Seconded by Councillor

1. **That** the Junior Council of the City of Duncan suggests to City Council that garbage cans be placed in better locations throughout the City considering that some businesses do not allow food or drink in their establishments.

**Disposition:**

**That** the suggestions from Junior Council that garbage cans be placed in better locations throughout the City be received and filed.

2. **That** the Junior Council of the City of Duncan suggest to City Council that Council looks at ways to alleviating the

problems that occur when turning left from James Street to Canada Avenue;

**And That** the City examines the effectiveness of a new traffic light on Trunk Road near the railroad tracks;

**And That** the City examines the possibility of creating one way traffic flow on Duncan Street and Canada Avenue.

***Disposition:***

**That** the suggestion from Junior Council to look at ways to alleviate the problems when turning left from James Street to Canada Avenue be referred to the Municipality of North Cowichan ;

**And That** staff be directed to respond to Junior Council's requests about the new traffic light on Trunk Road and the possibility of creating one way traffic flow on Duncan Street and Canada Avenue.

3. **That** the Junior Council of the City of Duncan suggest to City Council that in order to beautify the downtown core, that downtown businesses be encouraged to update their business frontages.

***Disposition:***

**That** the suggestion from Junior Council to encourage downtown businesses to update their business frontages be forwarded to the DBIAS.

4. **That** the Junior Council of the City of Duncan recommend to City Council that in order to increase exposure of downtown Duncan, the installation of easy to read maps be placed for tourists and walkers in the downtown core;

**And That** more signage be placed south of the Silver Bridge.

***Disposition:***

**That** staff be directed to respond to Junior Council's requests to increase exposure to downtown Duncan with the installation of maps and to increase signage south of the Silver Bridge, specifically referring to the City's recent RFP for Wayfinding.

5. **THAT** the Junior Council of the City of Duncan requests that City Council examines the possibility to promote the City through television, magazines and other media outlets.

***Disposition:***

**That** the request from Junior Council to promote the City of Duncan through television, magazines and other media outlets

*be referred to the Tourism Committee.*

6. **That** the Junior Council of the City of Duncan requests that City Council encourages expansion of the Duncan Farmers' Market to include opportunities for local artists, musicians and community theatre;

**And That** the City of Duncan considers building a larger covered venue for community events.

***Disposition:***

**That** *the request from Junior Council to expand the Duncan Farmers' Market be referred to the Duncan Farmers' Market;*

**And That** *the suggestion that the City considers building a larger covered venue for community events be received and filed.*

7. **That** the Junior Council of the City of Duncan recommend to the City Council that in order to continue to promote First Nations Culture, that the City encourages a connection between local First Nation artists, dancers, musicians and crafters with the Duncan Farmers' Market.

***Disposition:***

**That** *the recommendation from Junior Council to continue to promote First Nations culture through a connection between local First Nations artists, dancers, musicians and crafters with the Duncan Farmers' Market be referred to the Duncan Farmers' Market.*

CARRIED

**UBCM – Comment  
on CFIB Report  
COW-163-11**

Moved by Mayor Kent  
Seconded by Councillor Winfrey

**That** the report from Peter de Verteuil, Director of Finance on the UBCM Comment on DFIB Report be referred to the next Committee of the Whole.

CARRIED

**Centennial  
Celebrations  
Committee  
Recommendations  
COW-164-11**

Moved by Councillor Winfrey  
Seconded by Councillor Duncan

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

**That** the following people be accepted as additional members to the City of Duncan Centennial Celebrations Committee:

- Cathy Wilson – Valley Seniors Organization

- Janine Frank – CeeVacs Road Runners
- Sandra Whiting – CeeVacs Road Runners
- Don Hatton – Duncan Motorcycle

CARRIED

**Totem Committee  
Placement of Pole  
COW-165-11**

Moved by Councillor Cadorette  
Seconded by Councillor Duncan

**That** the Totem Committee requests that the Committee of the Whole directs the Public Works crew to temporarily place the Owl with Insert Face of Human Spirit Above Indian Chief - #5 Tom Lafortune Pole in the base at the head of Chinese Alley on Station Street (pending a new pole for that location)

CARRIED

### **Adjournment**

**Adjournment  
COW-166-11**

Moved by Councillor Winfrey  
Seconded by Councillor Duncan

**That** this Meeting be adjourned.

CARRIED

The meeting adjourned at 10:43 p.m.

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Councillor Sharon Jackson  
Chair

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Peter de Verteuil  
Deputy Director of Corporate Services