

City of Duncan Special Council Meeting Minutes

The Inaugural Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan BC, at 7:30 pm on Monday, December 1, 2008.

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

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

Approximately 140 invited guests.

The Town Crier, Robert Alexander, announced the newly elected Mayor and Councillors, and escorted them into the Council Chamber.

Chair Ms. Bettina Ruhstein, Barrister and Solicitor, and President of the Cowichan Bar Association welcomed everyone.

Prayer The Reverend Kerry McIntyre delivered a prayer.

Oath of Office - Mayor Phil Kent Ms. Ruhstein administered the Oath of Office for Mayor Phil Kent.

Oath of Office – City Councillors Ms. Ruhstein administered the Oaths of Office for Councillors Ray Cadorette, Tom Duncan, Paul Fletcher, Sharon Jackson, Joe Thorne and Jesse Winfrey.

Oaths of Office – DVFD Officers Ms. Ruhstein administered the Oaths of Office for the new slate of Duncan Volunteer Fire Department Officers Mike McKinlay, Rob Laver, Ron McLaren, Tony Mackie, Art Sanderson, Ron Olausen and Wray Watson.

Charges to the Elected Officials Ms. Ruhstein then delivered the Charges to the Mayor and Council, stressing the importance and responsibility of their offices and their obligations to the citizens and taxpayers of the City of Duncan. She referenced responsibilities outlined in the British Columbia Community Charter and Local Government Act.

Ms. Ruhstein requested everyone to stand and announced that his Worship Mayor Kent will now officiate at the first meeting of the new City Council.

A short interval occurred and the new Mayor and Council took their places at the Council Table.

Little Raven Dancers and Singers

The Little Raven Dancers and Singers blessed the meeting with a Cowichan Honour song.

Business Session

At 7:55 p.m., Mayor Kent opened the Council Meeting with an affirmation and called for order.

Appointment of Deputy Mayor
R-307-08

Moved by Councillor Cadorette
Seconded by Councillor Thorne
That the Deputy Mayor appointments be as follows:

Term	Deputy Mayor [Councillor]
2008/2009	
December	Cadorette
January	Cadorette
February	Duncan
March	Duncan
April	Fletcher
May	Fletcher
June	Jackson
July	Jackson
August	Thorne
September	Thorne
October	Winfrey
November	Winfrey

CARRIED

Appointment of Committee of the Whole Chair
R-308-08

Moved by Councillor Fletcher
Seconded by Councillor Duncan
That the Committee of the Whole Chair appointments for 2008/2009 be accepted based on the following table:

Term	Deputy Mayor [Councillor]
2008/2009	
December	Cadorette
January	Cadorette
February	Duncan
March	Duncan
April	Fletcher

May	Fletcher
June	Jackson
July	Jackson
August	Thorne
September	Thorne
October	Winfrey
November	Winfrey

CARRIED

Appointment of CVRD Representative
R-309-08

Moved by Councillor Winfrey
Seconded by Councillor Jackson
That Mayor Kent be appointed as the City of Duncan's Director on the Cowichan Valley Regional District Board and that Councillor Cadorette be appointed as the Alternate Director.

CARRIED

Appointment of Councillors to Island Savings Centre Commission
R-310-08

Moved by Councillor Duncan
Seconded by Councillor Thorne
That Councillors Tom Duncan and Jesse Winfrey be appointed as the City of Duncan's representatives to the Island Savings Centre Commission.

CARRIED

Appointment of Councillors to Various Committees
R-311-08

Moved by Councillor Winfrey
Seconded by Councillor Fletcher
That the City of Duncan Committee Appointments and Liaisons be as follows:

City of Duncan 2009 Appointments & Advisory Committees

- a. Boundary Restructure Study Committee: Mayor Phil Kent, Councillors Sharon Jackson and Jesse Winfrey
- b. Chamber of Commerce: Councillor Joe Thorne
- c. CVRD: Mayor Kent (Director) and Councillor Ray Cadorette (Alternate Director)
- d. Duncan Business Improvement Area Society (DBIAS): Councillor Ray Cadorette
- e. Joint Utilities Board: Councillors Ray Cadorette and Paul Fletcher
- f. Olympic Torch Relay Community Task Force: Mayor Phil Kent, Denise McKinlay and Ken Newcomb.

- g. Persons With Disabilities: Councillor Sharon Jackson
- h. Pioneer Complex: Councillors Ray Cadorette and Jesse Winfrey
- i. Select Committee of Environment and Sustainability: Councillors Paul Fletcher, Chair, Ray Cadorette and Mayor Phil Kent
- j. 2010 Olympics Committee: Councillor Jesse Winfrey
- k. Vancouver Island Regional Library Board: Councillor Ray Cadorette [Alternate – Councillor Sharon Jackson]

Liaison Appointments

- a. Catalyst Community Advisory: Councillor Tom Duncan
- b. CVRD Community Safety Advisory: Councillor Joe Thorne
- c. Cowichan Community Kitchen: Councillors Tom Duncan and Sharon Jackson
- d. Cowichan Exhibition Society Board: Councillor Jesse Winfrey
- e. Cowichan Sportsplex: Councillor Ray Cadorette
- f. Cowichan Tribes Liaison Committee: Mayor Phil Kent; Councillors Paul Fletcher and Joe Thorne
- g. Cowichan Valley Safer Futures Initiative: Councillor Sharon Jackson
- h. Duncan-Cowichan Summer Festival: Councillor Jesse Winfrey
- i. Heritage Committee: Councillor Jesse Winfrey
- j. Historical Committee: Councillor Sharon Jackson
- k. North Cowichan Parks & Rec Commission: Councillor Ray Cadorette
- l. Totem Committee: Councillor Paul Fletcher
- m. Valley Seniors Organization: Mayor Phil Kent, Councillor Jesse Winfrey
- n. North Cowichan Parks & Recreation Commission: Councillor Ray Cadorette.

CARRIED

Meeting Dates
R-312-08

Moved by Councillor Fletcher
Seconded by Councillor Duncan
That the City of Duncan Meeting Dates be as follows:

COMMITTEE OF THE WHOLE Held on Mondays unless indicated otherwise.	REGULAR COUNCIL MEETING Held on Mondays unless indicated otherwise.
6:30 p.m.	7:30 p.m.
December 8 January 12 February 2 March 2 April 6 May 4 June 1 July 6 August 4 (Tuesday) September 8 (Tuesday) October 5 November 2	December 15 January 26 February 16 March 16 April 20 May 18 June 15 July 20 August 17 September 21 October 19 November 16

CARRIED

Cheque Signing Authority
R-313-08

Moved by Councillor Jackson
Seconded by Councillor Cadorette
That the signing authority of the City of Duncan be as follows:

- a. all cheques drawn on the City Treasury shall be signed by the Mayor or Deputy Mayor AND by the Director of Finance or Chief Administrative Officer;
- b. all cheques drawn on the City Payroll Account shall be signed by the Director of Finance or the Chief Administrative Officer;
- c. all transfer of funds into the Payroll Account and between all other City Funds shall be signed by the Mayor or Deputy Mayor AND by the Director of Finance or Chief Administrative Officer;
- d. all Promissory Notes for temporary bank loans shall be signed by the Mayor or Deputy Mayor, AND by the Director of Finance or Chief Administrative Officer;

And That the signature of the Mayor and Deputy Mayor referred to in Clauses (a), (b), and (c) above may be reproduced by mechanical reproduction, except for cheques and transfers in excess of \$10,000.00 each of which must bear two manual signatures;

And That the Chief Administrative Officer be authorized to vote for the Board of Directors of Island Savings Credit Union.

CARRIED

Mayor's Address Mayor Kent delivered his Inaugural Address for 2008.

"I would like to welcome everyone to the Inaugural Meeting of the Council of the City of Duncan for 2008..... I would also like to acknowledge some of the special guests present this evening,... our Freeman of the City, Martin Lukaitis, Joan Gillatt and Art Mann.... District of North Cowichan Mayor Elect Tom Walker and Councillors Elect, Dave Haywood, George Seymour, Garret Elliott and Administrator ...CVRD Directors, Duncan Volunteer Fire Chief Mike McKinlay, Deputy Chief Rob Laver and Officers, Past City Councillors, and Honorees. I would also like to give particular acknowledgement to our RCMP Constables Edward Power and Amanda KennedyRev. Kerry McIntyre and Bettina Ruhstein, President of the Cowichan Bar Association, the Little Raven Singers and Robert Alexander our Town Crier for adding extraordinary ceremony to our proceedings. I want to also thank my family for their love and support, particularly my Mother who was unable to attend this evening.

So many people deserve thanks for their service to our community over the past term of our Council. Our staff and every employee, from our solid waste collectors to our street sweeper,... the backhoe operator to the accounts clerk and casual clerical staff, to the senior managers, have given extraordinary efforts to ensure the City and its citizens received the services they expect and deserve.

I want to especially thank just 'some' of the many volunteers that make our community such a great place to live and work. For all of the volunteers that helped in our efforts to reduce and eliminate graffiti from our City; Thank you. To all of the volunteers who worked together to provide shelter and food for the homeless and those less fortunate; Thank you. To all of the volunteers that joined the North American Indigenous Games, ...permanently changing the perceptions of an entire region to what 'community' really means. Nutts amut Shz squul wun (One Heart One Mind); Thank you. To the Cowichan's first people for reaching out to us,... to further our understanding,... and inviting us to reach up togethertoward recognition and reconciliation; Hi cept ca Siem.

I need to congratulate all of the candidates who took the risk in stepping forward to serve their community,... and I congratulate the Councillors that were elected. In addition, I especially want to welcome our new councillors Joe Thorne and Tom Duncan. We all hold diverse perspectives, and the understanding that we represent everyone in our community. Our diversity provides for the ideas, the creativity, and the innovation; our understanding of who we represent provides the sober second thought.

It will take vision to make progress toward our goals; dedication to step over the obstacles that sometimes obscure our way and humility to see the right path forward.

In my first term as mayor; and more than any other time in the last quarter century the city has begun to establish the foundations of our vision and our future. We have begun to consider all of the values that will make our City livable, vibrant, and resilient.

Over the next three years, Duncan's new council will take part in a number of exciting opportunities..... The 2010 Winter Olympics Torch Relay, development of the new Vancouver Island University Cowichan Campus, completion of key recreation facilities including Centennial Park and the new Pioneer Park, to name a few. We will also be facing some very significant challenges, with increased costs and an uncertain economic climate; we will have to ensure we remain cognizant of the circumstances that our citizens and businesses will face. The City of Duncan has a bright future and we will do our utmost to ensure we are well positioned to benefit from our opportunities. We will also ensure that the investments we do make in our infrastructure, and in our processes, deliver better service, efficiency and value to our taxpayers.

With our new Official Community Plan as our guide, we will work to become leaders on the environment, economic sustainability, affordable housing, accessibility, and livability.

We will continue our efforts toward improving our built environment by upgrading our traffic networks, our gateways leading to the city, creation of pedestrian and cycling pathways and enhancing our streetscapes.

We will also continue our efforts to develop public safety and security...by supporting collaboration with the RCMP, Community Policing programs, business organizations, and community projects, like the "Cairnsmore Initiative".

This is another very ambitious agenda for City Council ...but... by seeing farther than we can sometimes reach we are encouraged to work more diligently and earnestly toward our goals.

In closing ...I want to acknowledge all of you here, for the contributions you make in your capacity, to the health and welfare of this fine community. Your efforts are sincerely appreciated by us. Thank you.

Phil Kent
Mayor

2008 Scroll of Honour Presentation (Rigs Sutton)

Councillor Jesse Winfrey announced that Rigs (Roberta) Sutton was a recipient of the City's 2008 Scroll of Honour.

Councillor Winfrey made the following comments prior to presenting Ms. Sutton with the framed award:

"Roberta was born and raised in the Cowichan Valley. She sang in choirs as a child and was a member of the Canadian Field hockey team.

Rigs, as she is known by all, volunteers her time and energy tirelessly in the community. Seniors and the less fortunate of our community are touched by her willingness to help and to make the community a happier place. Rigs spends many hours volunteering at the Seniors Center in numerous capacities such as keeping the grounds tidy, calling Bingo, setting up and cleaning up for events. Rigs, also lovingly tends the beautiful garden at the entrance of the VSO to the delight of tourists & residents alike. We are proud of her contribution to beautify our city.

Rigs volunteers her time to play the piano at the Cowichan Lodge, Cairnsmore Place and Duncan Manor where she focuses her music to that of the old days.

Rigs lives in Duncan Manor where she puts on Bingo, Rummoli and in the summer organizes Bocce Ball for residents. She also collects bottles and recyclable materials, cashes them in and puts on parties for the residents with the proceeds.

Rigs has been a dedicated and loyal member of the Cowichan Branch of the Royal Canadian Legion for many years. Rigs volunteered with the Legion Bingo for years, thereby facilitating donations to worthy charities in our community. She has always been available for the Poppy Campaign and any other fund raising task that requires volunteers.

It is my honour to award the 2008 Scroll of Honour to Rigs Sutton."

Ms. Sutton accepted the award and thanked everyone for this honour.

2008 Scroll of Honour Presentation (Bob James)

Councillor Sharon Jackson announced that Bob James would be the 2nd Scroll of Honour recipient for 2008.

Prior to presenting this framed award to Mrs. James, Councillor Jackson made the following comments:

"Bob was probably best known as the voice on the loudspeaker at countless horse shows over the last 30 years at the Cowichan Exhibition Grounds.

He had been on the Board of Directors for Providence Farm for over

20 years. Bob was a founding member of the Cowichan Therapeutic Riding Association and worked mostly with the Therapeutic Riding Program, however, he has built and painted barns, done the haying, fund raising, and bartending at events. Bob has also been involved with the Providence Fund raising Hoe-Down since it's inception in 1988.

Bob was a dedicated Lion who truly believed in serving his community. He built ramp's for the disabled, worked the gates at the Cowichan Capital's Hockey games and was instrumental in the Lions Club sponsored Fiddlefest since it started 5 years ago. He could be found at any event that involved Lions and has served as Club President and Zone Chairman. He earned many awards as a Lion including the prestigious Judge Brian Stevenson Award.

Bob has also been an active member of Horse Council BC and served as a Zone Director for Vancouver Island for many years. In 2007, he was awarded a Lifetime Achievement Award for his contribution to BC's equestrian community.

It is my honour to award this 2008 Scroll of Honour to Bob James."

Mr. James' wife Jane James accepted this award for the family as Bob passed away in early November 2008.

**2008 Perpetual
Arts Trophy
(sponsored by
the Cowichan
News Leader
Pictorial)**

Councillor Ray Cadorette announced that Connie Masson was the 2008 recipient of the Perpetual Arts Trophy, sponsored by the Cowichan News Leader Pictorial.

Councillor Cadorette made the following comments before presenting Ms. Masson with a framed water colour print by Jennifer Lawson:

"Connie is one of the Valley's most talented musicians and teachers and has been performing for most of her life. She began taking formal piano lessons at the age of 6 and then began singing at around 14. She graduated from UBC with a Bachelor of Music in Voice Performance and has been teaching ever since.

Connie performed a little during her first few years after university but settled into teaching soon after. Connie teaches voice, piano and theory and has been Musical Director for the performing arts summer camp "putting on a show" since its beginning nine years ago. She also loves directing choirs and has led music groups of all sizes and ages. Several of her students have gone on to do university level singing and piano and Connie feels that this is one of the highlights of her teaching career."

One of Connie's students has said the best part about having her as a teacher is that her goal is not to make you the "best" singer, but to

give you the skills needed to make music for the rest of your life. (Ms. Masson's student, Emily Yarnold, nominated her for this award.)

It is my honour to award the 2008 Arts Trophy to Connie Masson."

Ms. Masson was delighted to accept this award.

**2008 Perpetual
Trophy for
Sportsmanship
and Excellence**

Councillor Paul Fletcher announced that Don Hatton was the 2008 recipient of the City's Perpetual Trophy for Sportsmanship and Excellence.

Prior to presenting this framed award to Mr. Hatton, Councillor Fletcher made the following comments:

"Don was born and raised in the Cowichan Valley and resides in Duncan with his wife Natalie and 4 children.

Don was a successful business owner until last year when he sold his business to pursue his dream. Since that time he has been training relentlessly in order to compete in the Dakar Rally. His family has been very supportive of him and actively involved in the Dakar adventure.

Don has also done public speaking and is a real adventure sport enthusiast. He is involved in the community as a Director of the Sportsplex and a former Director and President of the local Community Policing Advisory Committee.

He has competed in Mountain Bike Racing both in distance events and sprint races. He has also been successful in completing several 24 hour mountain bike races in Whistler, BC.

It is my honour to award the 2008 Excellence in Sports award to Don Hatton."

Mr. Hatton accepted the award and thanked the City for this recognition.

**2008 Freeman of
the City Award**

Mayor Phil Kent announced that by unanimous decision of City Council, retired Fire Chief Glenn Mackie would receive the "Freeman" of the City designation and offered the following comments:

"A modest man, with forty-four years of experience, Chief Mackie started his career in 1964 as a firefighter. He was promoted to captain in 1968 and became Chief in 1973. He retired on March 31, 2008. As Chief, he worked diligently with City Council to raise the standards of firefighting in the City of Duncan by improving both training programs and equipment. He was the motivating force behind the construction of a new fire hall in the mid-eighties and the subsequent development of a modern, proficient volunteer fire department.

Chief Mackie's skills and expertise, however, extend well beyond the Cowichan region. He was an active member and executive board member of the Fire Chiefs Association of British Columbia. His advice and expertise are sought by volunteer fire departments throughout the province and abroad.

In 1989, Chief Mackie travelled to Kenya as part of a Canadian International Development Agency program called 'Africa 2000 – The Municipal Response'. There, he helped to establish a volunteer fire brigade in Meru, Duncan's sister city.

At home, Chief Mackie's ability to make quick, sound judgment calls was clearly demonstrated at a fire at Cairnsmore Place Extended Care Centre in January, 1996. He took confident command of the scene which included three fire departments and about twenty ambulances. He made the call to evacuate 100 residents of the facility. As the rain poured down, Cairnsmore neighbours welcomed the elderly residents into their homes. Fortunately, no lives were lost, but if Chief Mackie hadn't made the astute call to evacuate the building, it could have been a different story. This comes from years of experience and the ability to make a quick judgment; knowing how to give orders at the right time, fighting fires and participating in investigations.

People who know Chief Mackie, the longest serving active Fire Chief in British Columbia, say he epitomizes dedication and generosity. He volunteered an astounding thirty hours a week to fire prevention service. All the while, he has never been known to refuse a request for assistance from his Department peers.

He is a champion of excellence, always encouraging those around him to achieve the highest of standards. Chief Mackie's leadership style was demanding but fair. There are thirty-five members in the fire department – a close family. Like any family, it's natural that problems arise from time to time. Glenn Mackie listened carefully, helping people sort through their issues. In the end, this has helped the department retain excellent people all of whom volunteer their time.

As a citizen, he firmly believes he should make a contribution to the community. Hard work and a keen sense of duty to community have earned Chief Mackie the respect of his peers and the gratitude and admiration of the City he has faithfully and voluntarily served for so many years. His unfailing generosity and professional ability have made Duncan a more safe and secure place to live and work. We believe that for all the reasons we have mentioned above – personal courage, leadership, long service, and contribution to volunteer firefighting throughout our province – Glenn Mackie well deserves the

honour of the City's highest award of "Freeman" of the City".

Mr. Mackie accepted the framed certificate from the Mayor and thanked the City for this honour.

Special Awards

Mayor Kent presented retired Councillor Ken Newcomb with a Delmar Johnnie "Seletze" framed print and thanked him for his years of service on City Council, wishing him well in his retirement.

Mr. Newcomb accepted the print and thanked the Mayor, Council and staff.

Mayor Kent presented retired Councillor Mike Caljouw with a framed certificate and a gold ring emblazoned with the City Crest for his 35 years of serving the people of Duncan.

Mr. Caljouw accepted the gift and certificate with many thanks to everyone.

Closing Prayer

Reverend McIntyre closed the meeting with a prayer.

Adjournment

Adjourn
R-314-08

Moved by Councillor Jackson
Seconded by Councillor Thorne
That this meeting be adjourned.

CARRIED

The meeting adjourned at 8:35 p.m.

Phil Kent
Mayor

Lynn Ketch
Director of Corporate Services