

## City of Duncan Regular Council Minutes

The Regular Meeting of City Council was held in the Council Chamber, City Hall, 200 Craig Street, Duncan BC, at 7:35 pm on Monday, March 12, 2007.

**Present** Mayor Phil Kent  
Councillor Ray Cadorette Councillor Mike Caljouw  
Councillor Jesse Winfrey Councillor Sharon Jackson

**Absent with Notice** Councillors Paul Fletcher and Ken Newcomb

**Also Present** Tom Ireland – Chief Administrative Officer  
Peter de Verteuil – Director of Finance  
Cheryl Wirsz – Director of Corporate Services

His Worship Mayor Kent opened the Council Meeting with an affirmation and called for order.

### **Approval of Agenda**

**Agenda** Moved Councillor Winfrey  
R-62-07 Seconded Councillor Jackson  
**That** the agenda be approved as circulated.

CARRIED

### **Adoption of Minutes**

**Minutes** Moved Councillor Jackson  
R-63-07 Seconded Councillor Winfrey  
**That** the minutes of the February 26, 2007 Regular Council meeting be adopted.

CARRIED

**Resolution from Closed Committee of the Whole Meeting of February 26, 2007** Moved Councillor Cadorette  
R-64-07 Seconded Councillor Caljouw  
**That** it be recommended to Council that the sale of property to Malaspina College be approved in principle with the understanding that a portion of the property being sold to Malaspina University College may be returned to make a site for another development as per the Cowichan Place Master Plan.

CARRIED

**Resolution from  
Closed Council  
Meeting of  
February 26, 2007**

R-65-07

Moved Councillor Cadorette  
Seconded Councillor Jackson

**That** the City of Duncan apply for UBCM Tourism Funding and that the \$31 000 be allocated to the Chamber of Commerce for relocation of the visitor information centre.

CARRIED

### **Report of the Chief Administrative Officer**

**CAO Report**

The CAO reported:

- Met with North Cowichan regarding framework agreement for Cowichan Place
- Met with Chamber of Commerce regarding possible new Visitor Information Centre
- Still dealing with First Capital Holding on the Coronation Mall Lease
- Received my Safety Orientation – I believe I have passed
- Attended the ribbon cutting at Chances Gaming Centre
- Met with Rick Brant and Derek Taton of the NAIG Committee along with other administrators about NAIG and how the local governments could assist.
- Met with Brian Dennison of the CVRD about sewage issues
- Met with Cowichan Tribes General Manager, Ernie Elliott about a possible Tourism Strategy and the Roundabouts.
- Met with RCMP, DNC, Community Policing, and Youth Outreach staff regarding Graffiti
- Met with Queen Margaret School who want to proceed with rezoning.

### **Correspondence**

**Operator Card**

R-66-07

Moved Councillor Jackson  
Seconded Councillor Cadorette

**That** a link to the Transport Canada page be placed upon the City of Duncan website in order for people to find providers of Boating Safety Courses.

CARRIED

### **Reports of Mayor and Council and Committees**

**Committee of the  
Whole Report –  
March 5, 2007**

R-67-07

Moved Councillor Caljouw  
Seconded Councillor Winfrey

**That** the following recommendations from the March 5, 2007 Committee of the Whole Meeting be endorsed:

1. **That** Council adopts the updated Council Priority Work Program

- and Strategic Priorities Chart;
2. **That** the Director of Corporate Services include the Short Term Action Chart in every Council and Committee Meeting Agenda;
  3. **That** Council adopt in principle the revised Decision Making Guidelines;
  4. **That** the CAO updates the Operational Strategies Program bi-annually and report to Council.
  5. **That** the City of Duncan approve the Duncan Fire Department's request for an extension of the Beer Garden hours to 1:00 a.m. on July 27<sup>th</sup> and 28<sup>th</sup>, 2007. The City of Duncan requires proof of Liability Insurance and a \$300 damage deposit in accordance with the Beer Gardens' Policy;
  6. **That** the Sustained Financial Support for Community Social Planning in BC resolution be forwarded to the UBCM.

CARRIED

**Committee of the Whole Minutes  
March 5, 2007**

R-68-07

Moved Councillor Winfrey  
Seconded Councillor Jackson  
**That** the minutes from the March 5, 2007 Committee of the Whole Meeting be adopted.

CARRIED

**Mayor and Council Reports**

- Councillor Winfrey reported that he attended the Cowichan Music Festival and presented the bursary from the City of Duncan.
- Councillor Cadorette reported that he attended the March 2 opening of Chances Cowichan and the March 7 Duncan Cowichan Chamber of Commerce meeting
- Councillor Jackson reported that she attended the March 8 Cowichan Heritage Society Annual General Meeting
- Mayor Kent reported that he attended the March 8 Duncan Business Improvement Area AGM

**Reports of Staff**

**Emergency Management Agreement**

R-69-07

Moved Councillor Jackson  
Seconded Councillor Winfrey  
**That** the Mayor and Director of Corporate Services be authorized to execute the Emergency Management Agreement with the CVRD, District of North Cowichan, Town of Ladysmith and the Town of Lake Cowichan.

CARRIED

**FCM Climate Protection Partnership**

R-70-07

Moved Councillor Jackson  
Seconded Councillor Winfrey  
**That** the City of Duncan joins the FCM Climate Protection Partnership and adopts the proclamation.

CARRIED

**February 2007 Building Report**

R-71-07

Moved Councillor Jackson  
Seconded Councillor Winfrey  
**That** the February 2007 Building Statistics Report be received and filed.

CARRIED

**New Business**

**Vancouver Island Economic Alliance Summit**

R-72-07

Moved Councillor Jackson  
Seconded Councillor Cadorette  
**That** Mayor Kent and a member of Staff be authorized to attend the Vancouver Island Economic Summit on April 3.

CARRIED

**CVRD Emergency Planning Newsletter**

The Mayor advised Council of the Spring 2007 CVRD Emergency Planning Newsletter. Staff were requested to obtain copies for City Hall.

**Resolve to go into Closed Meeting**

**Closed Session**

R-73-07

Moved Councillor Jackson  
Seconded Councillor Caljouw  
**That** this regular council meeting be closed to the public to consider Property Issues (s.90(1)(e)) as per the *Community Charter*.

CARRIED

**Adjournment**

R-74-07

Moved Councillor Winfrey  
Seconded Councillor Cadorette  
**That** this meeting be adjourned.

CARRIED

The meeting adjourned at 8:20 p.m.

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Phil Kent  
Mayor

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Cheryl Wirsz  
Director of Corporate Services