Chief Administrative Officer Report

Date: November 19, 2018
To: Mayor and Council
From: Peter de Verteuil, CAO
Re: Chief Administrative Officer Report

Public Works and Engineering

- **Trans Canada Highway Boulevards** – Staff will provide draft design to the November 30th budget meeting for information, and will also be providing the design to City business and property owners on the TCH between the Silver Bridge and Trunk Road.

- **Seine Road Water Project** – Major construction of the City watermain is expected to be complete by the end of this week and then undergo testing in the upcoming weeks before the main can be put into service.

- **Deuchars Drive Water Project** – Construction is complete.

Planning and Development

- **Cairnsmore Neighbourhood Plan and McAdam Park Plan** – Phase 2 of the neighbourhood consultations began last week with open houses for the Cairnsmore Area. The McAdam Park open houses are scheduled for Tuesday November 27th, 8-11am by the concession, and 4:30-8pm at the Trout Hatchery at the end of Wharncliff. Feedback on the proposed plans is also accepted on Placespeak. The next reports to Council are expected early in the new year.

- **Advisory Design Panel (ADP)** – The Panel’s November 26th meeting has been postponed while staff finalize the information for the panel’s review of the proposed development of 262 EJ Hughes Place with respect to its conformance with the Development Permit guidelines. A special meeting will be held in the coming weeks.

- **Planning Procedures** – Deferred - The draft bylaw and policies are still in process and may come forward to Council in January. Staff has been working to develop a detailed Planning Procedures Policy and Bylaw that will aim to provide a clear and transparent approach for all development applications.

Building Department

The building department has issued a building permit for:

- 270 Second Street (3-storey, multi-family building with 6 dwelling units)
  - issued foundation permit, structure permit application in process.

- 447 Festubert (5-storey, multi-family building with 8 dwelling units)
  - in process for applying for demolition permit for the existing structure.
The following Development Permits (DP) have been issued and the building department is awaiting building permit applications:

- 135 Kenneth Street (2-storey, mixed use commercial/residential (3 units) structure) - DP issued May 22, 2018
- 262 Second Street (3-storey, multi-family building with 6 dwelling units) - DP issued February 20, 2017
- 490 Festubert (3-storey, multi-family building with 6 dwelling units) - DP issued July 24, 2017
- 421 Trans Canada Highway (commercial coffee shop - drive through) - DP Issued May 30, 2018

The following Development Permits (DP) have lapsed:

- 625 Jubilee (3-storey, multi-family building with 6 dwelling units) - DP issued Oct 25, 2016

- **Council Consideration of Development Permits**
  - 262 EJ Hughes ï After the ADP provides feedback on the development, a Council report is expected in December or January.

**Administration and Finance**

- **Draft Filming policy** – Staff have received feedback from the DDBIA, Creative BC, and Cowichan Economic Development on the draft Film policy. Staff hope to have an updated draft for the December Committee of the Whole meeting.
- **BC Housing Grants** – Staff have scheduled a presentation to Council from BC Housing in January to discuss possible grant options.
- **Business Licence Renewals** – Renewals for 2019 will be mailed this week.
- **Dog Licence Renewals** – Renewals for 2019 will be mailed next week.