Chief Administrative Officer Report

Date: January 21, 2019
To: Mayor and Council
From: Peter de Verteuil, CAO
Re: Chief Administrative Officer Report

Public Works and Engineering

- Seine Road Water Project – Testing of the new main and the tie-ins have been completed.

Planning and Development

- Cairnsmore Neighbourhood Plan – No change - Staff are compiling results from the phase two feedback. Based on the feedback from the neighbourhood, a summary of the results will be provided to Council in February. This will be prior to a draft plan for the neighbourhood being created.

- McAdam Park/Rotary Park Plan – No change - Staff are compiling results from the phase two feedback. Based on the feedback from the public, a summary of the results will be provided to Council in February. A draft plan for the parks will then be created that will be shared for further public comment prior to Council consideration.

- Planning Procedures – No change - The policy is anticipated to be ready for review by the Committee of the Whole in February or March. A detailed Development Procedures Policy will aim to provide a clear and transparent approach for all development applications.

- Cannabis – No change - The Request for Proposals for Cannabis Retail proponents is now open and on the City’s website as well as BC Bid, and closes on February 1st. It will take some time to review the applications, and a specific date for a report to Council has not yet been set.

- Advisory Design Panel (ADP)
  - 262 EJ Hughes – The Developer is providing additional information prior to the additional ADP meeting and their recommendations to Council.
  - 1027 College Street – No Change - The proposal for 5 separate buildings (3 tri-plexes and 2 six-plexes) is expected to be reviewed by the ADP in January or February.

- Council Consideration of Development Permits
  - 262 EJ Hughes – After the ADP provides feedback on the development, a Council report is now expected in March.

- RFP for HVAC System for 198 Government Street – VSO Building
  - The RFP for 198 Government Street solicited one response. As a result, the project is currently under staff review to determine next steps.
Administration and Finance

- **Council Meeting Calendar**
  - The Council meeting calendar for 2019 has been approved and the meeting dates are available on the City’s website. Council meetings will be on the first and third Monday of each month and Committee of the Whole meetings will be scheduled as necessary.

- **Controlled Substances Property Bylaw**
  - Subject to Council’s direction to proceed, the Corporate Services Department will begin drafting a Controlled Substances Property Bylaw to prohibit the use of land and buildings for the production, storage, trade, or barter of controlled substances.

- **Citizen Satisfaction Survey**
  - In 2014 and 2016, telephone surveys were conducted with a random sample of 400 Duncan resident. Residents were asked to rate their satisfaction with the services provided by the City of Duncan. The results are available on the City’s website. The Corporate Services Department will be organizing the next Citizen Satisfaction Survey to take place early this year. Typically these survey take place every two years; however, the survey scheduled to take place in 2018 was postponed until after the referendum on amalgamation and the fall election.

- **Budget Open House**
  - The budget open house held on January 14th saw most of Council in attendance, however only one member of the public came out. Staff will put some information up on PlaceSpeak, and encourage the public to review the materials. The next budget open house will be held March 11, 2019 at City Hall from 4-6pm to seek feedback on the 5 year Financial Plan and Draft Tax Rates.

- **RFP for IT Support**
  - The one year IT Support Contract with Graycon IT is expiring on April 1st. An RFP for IT Support has been issued on the City’s website and on BC Bid. It closes on February 21st.