City of Duncan
Minutes
Regular Council Meeting
Monday, January 21, 2019 at 6:00 PM
Council Chambers, City Hall, 200 Craig Street, Duncan, BC

Present
Mayor Michelle Staples
Councillor Bob Brooke
Councillor Garry Bruce
Councillor Jenni Capps
Councillor Tom Duncan
Councillor Stacy Middlemiss
Councillor Carol Newington

Also Present
Bernice Crossman, Director of Finance
Paige MacWilliam, Director of Corporate Services
Danica Rice, Manager of Planning
Allison Boyd, Corporate Services Coordinator

Call to Order
The Mayor called the meeting to order at 6:00 pm.

Introduction of Late Items
Late Item:
- Correspondence from School District No. 79 Re: Letter of Support for Replacement of Cowichan Secondary School - Item 7.4

Approval of Agenda
It was moved and seconded:
That the January 21, 2019, Council agenda be approved, as amended to include the late item to be considered as item 7.4.

Adoption of Minutes
It was moved and seconded:
That the minutes of the January 7, 2019, Special Council meeting be adopted, as circulated.
Delegations

Kirsten Baillie, Development Manager Vancouver Island - BC Housing, gave a presentation on affordable housing, the role of BC Housing, and potential upcoming funding opportunities.

It was moved and seconded:

**That Council direct staff to include the potential development of an affordable housing project on City owned land in the upcoming strategic plan discussion.**

CARRIED

Amy Melmock, CVRD Economic Development Manager, provided an overview of the January 2019 Cowichan Economic Development Update.

Report of the Chief Administrative Officer

The Chief Administrative Officer’s January 21, 2019, report to Council is attached to the meeting agenda.

Correspondence to/from Mayor & Council

It was moved and seconded:

**That Council receive the correspondence, dated January 15, 2019, from the Chamber of Commerce regarding the 2019 Grant for the Cowichan Regional Visitor Centre, for information.**

CARRIED

Councillor Middlemiss declared a conflict of interest as she is a coordinator for the Our Cowichan Communities Health Network Community Action Team and left the meeting at 6:37 pm.

It was moved and seconded:

**That Council appoint Councillor Newington and Councillor Capps (alternate) to act as liaison in a non-voting capacity to the Our Cowichan Communities Health Network.**

CARRIED

It was moved and seconded:

**That Council appoint Mayor Staples and Councillor Capps to act as liaison in a non-voting capacity to the Cowichan Community Action Team.**

CARRIED

Councillor Middlemiss returned to the meeting at 6:42 pm.
Correspondence from School District No. 79 Re: Letter of Support for Replacement of Cowichan Secondary School R-14-19

It was moved and seconded:

**That Council approve sending a letter in support of the School District No. 79's request to the Provincial Government for approval to build Cowichan Place - an educational and community facility that will benefit future generations of citizens in the Cowichan Valley.**

CARRIED

Reports of Committees

January 7, 2019 Committee of the Whole Recommendations

Councillor Newington previously declared a conflict of interest on consideration of the grant in aid for the Cowichan Music Festival and left the meeting at 6:43 pm.

It was moved and seconded:

**That Council confirm the yearly ongoing grants in aid for inclusion in the 2019 financial plan:**

- Cowichan Music Festival - $200 for Best Piano Student

CARRIED

Councillor Newington returned at 6:44 pm.

It was moved and seconded:

**That Council confirm the yearly ongoing grants in aid for inclusion in the 2019 financial plan:**

- Blacklock Schroeder Memorial Bursary - $500 for Cowichan Secondary Student Bursary
- Cycle Cowichan - $300 for Bike to Work Week
- Warmland Restorative Justice Society - $4000 for Restorative Justice Program

CARRIED

Yearly Ongoing Grant in Aid - Chamber of Commerce R-17-19

It was moved and seconded:

**That Council direct staff to determine a business licence based funding formula using the number of business licences issued in Duncan and North Cowichan (south end) for the grant in aid for the Duncan Cowichan Chamber of Commerce, for the Cowichan Visitor Information Centre, to be included in the 2019 financial plan (approximately $26,000);**

**And That Council direct staff to meet with North Cowichan staff and the Duncan Cowichan Chamber of Commerce to discuss the business licence based funding formula for the Cowichan Visitor Information Centre.**

CARRIED
The Director of Finance provided an overview of the annual grant in aid process.

The Clements Centre requested $1,500 for hosting Community Living Fun Day.

Mayor Staples declared a conflict of interest as one of her family members is a client at the Clements Centre and she left the meeting at 6:49 pm.

Councillor Jenni Capps, Acting Mayor, assumed the Chair.

Councillor Newington declared a conflict of interest as one of her family members works for the Clements Centre and she left the meeting at 6:49 pm.

It was moved and seconded:

**That Council deny the grant in aid to the Clements Centre in the amount of $1,500 for hosting Community Living Fun Day.**

**CARRIED**

Mayor Staples returned to the meeting at 6:50 pm and resumed the Chair.

Councillor Newington returned to the meeting at 6:50 pm.

Each year the City provides a framed print for auction at the annual Hospital Foundation Champagne Dinner and Auction Fundraiser, and it is anticipated that a request for a print will again be forthcoming this year.

It was moved and seconded:

**That Council approve providing a Delmar Johnnie print, with a value of $200, to the Cowichan District Hospital Foundation for their annual Champagne Dinner and Auction Fundraising Event.**

**CARRIED**

The Duncan Cowichan Festival Society requested $15,000 for hosting the 39 Days of July Summer Festival.

It was moved and seconded:

**That Council approve a grant in aid for the Duncan Cowichan Summer Festival Society in the amount of $12,500 for the 39 Days of July Summer Festival.**

**CARRIED**
Cowichan Folk Guild
R-21-19

Cowichan Folk Guild requested $1,500 for food for the Volunteers at the Island Folk Festival.

Councillor Capps declared a conflict of interest as she is the Vice President of the Cowichan Folk Guild and she left the meeting at 6:51 pm.

It was moved and seconded:

That Council approve a grant in aid to the Cowichan Folk Guild in the amount of $500 for food for the Volunteers at the Island Folk Fest.

CARRIED

Councillor Capps returned to the meeting at 6:53 pm.

Cowichan Therapeutic Riding Association
R-22-19

Cowichan Therapeutic Riding Association requested $5,000 to purchase new equipment.

It was moved and seconded:

That Council approve a grant in aid to the Cowichan Therapeutic Riding Association for the amount of $1,500 to purchase new equipment.

CARRIED

Cowichan Valley Football Association
R-23-19

The Cowichan Valley Football Association requested $10,000 for new equipment and travel expenses.

It was moved and seconded:

That Council deny the grant in aid request from the Cowichan Valley Football Association in the amount of $10,000 for new equipment and travel expenses.

CARRIED

Cowichan Valley Naturalist Society
R-24-19

The Cowichan Valley Naturalist Society requested $1,000 for the BC Nature Annual General Meeting.

It was moved and seconded:

That Council deny the grant in aid request from the Cowichan Valley Naturalist Society in the amount of $1,000 for hosting the BC Nature Annual General Meeting.

CARRIED
Cowichan Valley Performing Arts Foundation
R-25-19

The Cowichan Valley Performing Arts Foundation requested $1,000 for the Cowichan Kids Musical Instrument Library and $1,000 for the bursary program.

It was moved and seconded:

**That Council approve a grant in aid to the Cowichan Valley Performing Arts Foundation for $1,000 for either the Cowichan Musical Kids Instrument Library or the Bursary Program.**

CARRIED

Downtown Duncan Business Improvement Area Society
R-26-19

Downtown Business Improvement Area Society requested $2,500 for Downtown Duncan Day.

It was moved and seconded:

**That Council approve a grant in aid for the Downtown Duncan Business Improvement Area Society in the amount of $2,500 for Downtown Duncan Day.**

CARRIED

Rotary Club of Duncan
R-27-19

The Rotary Club of Duncan requested $250-$500 to be used as a live or silent auction item at the annual fundraising dinner.

It was moved and seconded:

**That Council approve providing a one-year downtown parking pass, with a value of $288, to the Rotary Club to auction off at their annual fundraising dinner.**

CARRIED

Reports of Staff

It was moved and seconded:

**That Council direct staff to draft a Controlled Substances Property Bylaw to prohibit the use of land and buildings for the production, storage, trade, or barter of controlled substances.**

CARRIED

Bylaws - First, Second, Third Reading

It was moved and seconded:

**That Council give first three readings to “Bylaw Offence Notice Enforcement Amendment Bylaw No. 3118.12, 2019” – a bylaw to align zoning bylaw fines with Zoning Bylaw No. 3166, 2017.**

CARRIED
It was moved and seconded:

That Council give first three readings to “Mayor and Council Remuneration Amendment Bylaw 3183.01, 2019” – a bylaw to establish monthly pay for acting Mayor duties;

And That staff be directed to back pay monthly compensation for acting Mayor duties from January, 2019, in accordance with Mayor and Council Remuneration Amendment Bylaw No. 3183.01, 2019.

CARRIED

Reports of Mayor and Council

Councillors

Councillor Duncan gave a report of the meetings and events he attended in the last month.

Mayor Staples

Mayor Staples gave an overview of the meetings and events she attended in the last month.

Question Period

Members of the public were provided an opportunity to ask questions of Council.

Closed Session

It was moved and seconded:

That the meeting be closed to the public under the following sections of the Community Charter to discuss matters related to:

- 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90 (1)(c) labour relations or other employee relations; and,
- 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

At 7:12 pm Council took a five minute recess prior to commencing the Closed Session.
Reconvene from Closed Session

Council rose from the closed session of the meeting and at 7:38 pm and reported on the following:

Parking Advisory Committee Appointment (CS-R-8-19)

That Paul Fletcher be appointed to the Parking Advisory Committee for the term ending September 30, 2019, as the Downtown Duncan Resident;

Adjournment

It was moved and seconded:

That the January 21, 2019, Council meeting be adjourned at 7:38 pm.

CARRIED

Michelle Staples, Mayor
Paige MacWilliam, Director of Corporate Services