Chief Administrative Officer Report

Date: April 1, 2019
To: Mayor and Council
From: Peter de Verteuil, CAO
Re: Chief Administrative Officer Report

Public Works and Engineering

- **VSO Building HVAC** – Staff are reviewing the proposal and checking references. If the proposal is satisfactory, staff will award the contract by mid-April.

- **Pine Avenue Infrastructure Upgrades** – A report for award of the contract will come to Council later in April.

Planning and Development

- **Cannabis** – No Change - The 11 applications were received from Cannabis Retail proponents and are being reviewed by staff. A report to Council is expected sometime after the end of March.

- **Advisory Design Panel (ADP)**
  - **262 EJ Hughes** – No Change - The ADP has completed their review, and their feedback is being considered by the developer, who will incorporate all or some of the feedback and provide a rationale to Council for those they don’t incorporate.
  - **1027 College Street** – No Change - The proposal for 5 separate buildings (3 tri-plexes and 2 six-plexes) was reviewed at the February 25th ADP meeting and the applicant will be incorporating comments into the design for Council consideration later this spring.

- **Council Consideration of Development Permits**
  - **262 EJ Hughes** – No change - The development will not be forwarded to Council until the details of the road purchase agreement, including the agreement for offsite parking, are completed by the developer.

- **Cairnsmore Neighbourhood Plan** – A Summary of Phase 2 Input from November 8th-December 14th, 2018 is presently posted on the PlaceSpeak and City websites. This document will inform the development of the draft Cairnsmore Neighbourhood Plan which will be available for public comment later this spring. Please register for notification when new material is posted on PlaceSpeak and City websites. Staff will present an overview of the Summary of Phase 2 Input at the April 15th Council meeting.

- **McAdam and Rotary Park Plan** – No change - An overview of the community engagement undertaken to date for McAdam and Rotary Parks will be presented to Council later this spring along with a Summary of Phase Two Input received to date from a wide range of users and stakeholders.
Administration and Finance

- **Year end audit** – The audit field work is complete and the financial statements for the December 31, 2018 year will be presented to Council at the April 15th Council Meeting.

- **Citizen Survey** - Discovery Research is conducting the telephone survey until April 3rd. They will be seeking input from 400 Duncan residents. Alternatively, residents who would like to participate in the online survey are invited to visit the City’s website until April 19th.

- **Controlled Substances Property Bylaw** - The draft bylaw has been sent for a legal review. It will then be sent to the Duncan-North Cowichan RCMP for comment and then brought forward for Council consideration at an upcoming meeting.

- **Animal Regulation Bylaw Review** – Staff are undertaking a full review of the City’s Animal Regulation Bylaw, adopted in 2014. A draft of the new Animal Regulation Bylaw will be circulated to Coastal Animal Control and the SPCA, as well as sent for legal review. It will then be brought forward for discussion at an upcoming Committee of the Whole meeting.