City of Duncan
Regular Council Minutes
A Regular Council Meeting was held in the Council Chambers, City Hall, 200 Craig Street, Duncan, BC, on Monday, June 15, 2015 at 7:00 PM.

Present
Mayor Phil Kent, Chair
Councillor Michelle Bell
Councillor Roger Bruce
Councillor John Horgan
Councillor Sharon Jackson
Councillor Michelle Staples

Absent
Councillor Tom Duncan
Peter de Verteuil, CAO

Also Present
Talitha Soldera, Acting CAO/Director of Finance
Karen Robertson, Director of Corporate Services
Michelle Geneau, Planner
Tricia Mayea, Corporate Services Coordinator

Call to Order
The Mayor called the June 15, 2015 Council meeting to order at 7:00 pm.

Introduction of Late Items
Just Jakes - Temporary Change to a Liquor Licence for Duncan Days (July 17 & 18) - to be considered under staff reports - item 7.7.

Approval of Agenda
It was moved and seconded:
That the June 15, 2015 Council meeting agenda be adopted, as amended, to include the late item.

Adoption of Minutes
It was moved and seconded:
That Council adopt the May 19, 2015 Special Committee of the Whole minutes, as presented.

May 19, 2015 Council Minutes
It was moved and seconded:
That Council adopt the May 19, 2015 Council minutes, as presented.
May 25, 2015
Special Council Minutes
R-192-15

It was moved and seconded:
That Council adopt the May 25, 2015 Special Council minutes, as presented.
CARRIED

June 1, 2015
Committee of the Whole Minutes
R-193-15

It was moved and seconded:
That Council adopt the June 1, 2015 Committee of the Whole minutes, as presented.
CARRIED

Delegations

No one spoke to the 2014 Annual Report.

Gail Jewsbury, Restorative Justice Coordinator, and Suzanne Lalonde, Chair, provided Council with an update on the Restorative Justice program in the Cowichan Valley. She explained the purpose of the program and noted that it is an alternative to the Court system whereby offenders can meet with the victim, take responsibility for their actions, gain insight into the effects on others, take steps towards reintegration into the community, and apologize to the victim(s). She further noted that for 2014, the program received a 90% compliance rate with 65 files representing 78 offenders.

A copy of the PowerPoint presentation is on file at City Hall and on the City's website at www.duncan.ca.

Report of the Chief Administrative Officer

The Deputy CAO presented the highlights of the CAO’s June 15, 2015 report to Council. A copy of the report is on file at City Hall.

Reports of Staff

City of Duncan 2014 Annual Report
R-194-15

It was moved and seconded:
That Council receive the City of Duncan 2014 Annual Report, as presented.
CARRIED

Mayor Kent declared a perceived conflict of interest as Mr. Downie is a client of his and left the Council Chambers. Councillor Horgan assumed the Chair.

It was moved and seconded:
That Council recommend to the Liquor Control and Licensing Branch that it approve the application for a Liquor Primary Licence Structural Change Amendment for the Old Firehouse Wine & Cocktail Bar located at 40 Ingram Street to
add a patio in the parking stall at the northeast corner of the City Square parking lot.  

**CARRIED**

**Licence of Occupation Application to Include a Patio - Old Firehouse Wine & Cocktail Bar R-196-15**

It was moved and seconded:

That Council authorize the Licence of Occupation for a three year term, for the use of one parking stall at the northeast corner of the City Square parking area for a patio seating area for the Old Firehouse Wine and Cocktail Bar at 40 Ingram Street, as shown in the attachment to the staff report;

And That the annual fee for the Licence of Occupation be set at $1,273.00, as described in the terms of the Licence of Occupation attached to the staff report;

And That the Mayor and Director of Corporate Services be authorized to sign the Licence of Occupation.

**CARRIED**

Mayor Kent returned to the Council Chambers and resumed the Chair.

**North Cowichan OCP Amendment Referral R-197-15**

It was moved and seconded:

That Council direct staff to forward the response letter attached to the June 15, 2015 staff report in response to the referral request from North Cowichan for feedback on their proposed Official Community Plan Bylaw Amendments for the Crofton Local Area Plan and University Village Local Area Plan.

**CARRIED**

Councillor Bell left the Council Chambers at 7:42 pm

It was moved and seconded:

That Council direct staff to work with the Cowichan Summer Festival Society to reuse the sign frame from the Canada Avenue Project sign at Duncan Street and Trunk Road, for signage as proposed by the Cowichan Summer Festival Society.

**CARRIED**

Councillor Bell returned to the Council Chambers at 7:44 pm

It was moved and seconded:


**CARRIED**
It was moved and seconded:

**That Council recommend to the Liquor Control and Licensing Branch that it has no objection to the application for a ‘Temporary Extension of Licensed Area’ from Just Jakes Restaurant, located at 45 Craig Street, to include the paved area of Craig Street adjacent to Just Jakes Restaurant and the Craig Street Brew Pub (45 & 25 Craig Street – less a lane for emergency vehicle access), to be able to offer patrons food and beverages in a fenced area on the street for Duncan Days on July 17 and 18, 2015 from 11:00 am – 10:00 pm.**

CARRIED

**Reports of Committees**

**June 1, 2015 Committee of the Whole Recommendations**

It was moved and seconded:

**That Council receive and approve the Statement of Financial Information as attached to the report by the Director of Finance.**

CARRIED

**Coastal Animal Control Contract Renewal**

It was moved and seconded:

**That Council approve a five-year agreement between the City of Duncan and Coastal Animal Control, as attached to the report of the Corporate Services Coordinator, for the provision of Animal Control Services, for the period June 1, 2015 through May 31, 2020, at the base rate of $1,600, plus GST, per month (plus CPI increases, commencing in 2016);**

**And That** the Mayor and Director of Corporate Services be authorized to sign the agreement on behalf of the City.

CARRIED

**Cowichan Preschool Lease Renewal**

It was moved and seconded:

**That Council approve a five-year lease between the City of Duncan and the Cowichan Preschool Association, for the purpose of operating a preschool at the property identified as Lot 1, Sections 15 and 16, Range 7, Quamichan District, Plan 23647 Except that Part in Plan 47242 (820 Wharncliffe Rd.), at the rate of $1.00/year, plus payment of utilities, taxes and general maintenance, as attached to the June 1, 2015 report by the Corporate Services Coordinator;**

**And That** the Mayor and Director of Corporate Services be authorized to sign the lease on behalf of the City.

CARRIED
June 9, 2015 Tourism Committee Recommendations

It was moved and seconded:

That staff be authorized to submit an application to Heritage Canada’s, Canada 150 Fund, in order to secure funding to commission a new totem pole to commemorate Canada’s 150th anniversary on July 1, 2017.

CARRIED

Certified Folder Display Service

It was moved and seconded:

That staff be authorized to renew the Distribution Service Agreement with Certified Folder Display Service Canada, for distribution of the City’s Rack Card to BC Ferries, Vancouver Island Hotel sites and the Coho Ferry, for the period July 1, 2015 to June 30, 2016, for a cost of $5,574.65 + GST with funds to come from the Tourism Committee’s budget.

CARRIED

Bylaws

It was moved and seconded:

That Council adopt "Property Tax Installment Payment Plan Bylaw No. 3142, 2015" - a bylaw to authorize a property tax installment payment plan.

CARRIED

Reports of Mayor and Council

Mayor

The Mayor gave a verbal report on events and meetings he attended over the past month.

Council

Councillors Jackson and Staples gave verbal reports on events and meetings they attended over the past month.

Resolve to go into Closed Meeting

It was moved and seconded:

That this meeting be closed to the public under the following sections of the Community Charter:

- Section 90(1)(e) - the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Section 90(1)(f) - law enforcement, if the council considers the disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

CARRIED
Adjournment

It was moved and seconded:

That the June 15, 2015 Council meeting be adjourned at 8:17 pm.

CARRIED

Mayor Phil Kent, Chair
Karen Robertson, Director of Corporate Services