City of Duncan  
Committee of the Whole Minutes  
A Committee of the Whole Meeting was held in the Committee Room, City Hall, 200 Craig Street, Duncan, BC, on Monday, July 6, 2015 at 6:00 PM.

Present  
Councillor John Horgan, Chair  
Mayor Phil Kent  
Councillor Michelle Bell (6:30 pm)  
Councillor Roger Bruce  
Councillor Tom Duncan  
Councillor Sharon Jackson  
Councillor Michelle Staples

Absent  
Peter de Verteuil, Chief Administrative Officer

Also Present  
Talitha Soldera, Deputy CAO/Director of Finance  
Karen Robertson, Director of Corporate Services  
Abbas Farahbakhsh, Director of Public Works  
Michelle Geneau, City Planner

Call to Order  
The Chair called the July 6, 2015 Committee of the Whole meeting to order at 6:00 pm.

Introduction of Late Items  
- Verbal update by the Mayor re: meeting with the Ministry of Transportation (to be considered under New Business - item 10.1)  
- Verbal update by the Mayor re: results of the coupled groundwater-surface water model for the Cowichan Valley Watershed report (to be considered under New Business - item 10.2)

Adoption of Agenda  
C/W-122-15  
It was moved and seconded:  
That the July 6, 2015 Committee of the Whole agenda be adopted, as amended, to include the late items.  
CARRIED

Petitions and Delegations  
Matt Price, One Cowichan Re: Desire to Make Cowichan the Solar Energy Capital of BC  
Matt Price, on behalf of One Cowichan, provided a PowerPoint presentation regarding One Cowichan's desire to make Cowichan the solar capital of B.C. He noted that One Cowichan supporters formed a research team to look into what other communities have done to incorporate solar into their energy mix and based on their research put forward a report of their findings and recommendations of what might work in the Cowichan Valley.
Damir Wallener from the United Way asked that Council declare the week of October 4 - 10 as "United Way Week." He also requested the City's support in increasing the community presence of the United Way during its campaign period (September through November) and support for their "painting the town red" campaign which would include allowing the downtown sidewalks to be decorated with 'chalk art' featuring the United Way logo.

Council expressed its support for the United Way campaign and asked that Mr. Wallener come back as a delegation to the September 14, 2015 Council meeting so that he has an opportunity to speak to the campaign at a live-streamed Council meeting. At that time, Council will officially declare the week of October 4 - 10 as "United Way Week."

**Sustainable Development**

It was moved and seconded:

**That the following Environment Committee recommendation be forwarded to Council for approval:**

**That Sandra Hamilton, Social Procurement Consultant, be invited to attend a future Environment Committee meeting to do a presentation on Social Public Procurement and Economic Development;**

**And That she be asked to facilitate a public workshop on the topic, at the Duncan United Church, on the same day;**

**And That up to $1,000 be allocated from the Environment Committee's budget to cover travel expenses, fees and facility rental.**

**CARRIED**

It was moved and seconded:

**That the Committee of the Whole direct staff to forward a City of Duncan property map to the Environment Committee for the purposes of identifying City owned lands that may be feasible for future community gardens or parks.**

**CARRIED**
Public Works & Engineering

It was moved and seconded:

**That staff be directed to research the costs to install and maintain First Nations themed (Salmon) crosswalks, as attached to the June 9, 2015 Tourism Committee agenda, in Duncan's downtown core.**

CARRIED

June 16, 2015

Totem Sub-Committee
Recommendation -
Totem Pole Placement

C/W-126-15

It was moved and seconded:

**That the following recommendation be forwarded to Council for approval:**

That after the 'Thunderbird with Dzunuk’wa' Totem Pole, carved by Ned Matilpi, has been refurbished, that it be relocated to the north-west corner of Station Street Park (on the base where the Sea and Sky (Harold Alfred) Totem Pole used to stand) with the Totem Pole facing west until the adjacent property is developed, at which time the Totem Pole can be turned to face east;

And That the 'Scudder' Totem Pole that was recently gifted to the City of Duncan, be placed against the south-east wall in front of the mural in Station Street Park (on the base where the Thunderbird with Dzunuk’wa (Ned Matilpi) Totem Pole used to stand).

CARRIED

Dangerous Tree Maintenance & Removal Policy Amendment

C/W-127-15

It was moved and seconded:

**That the following recommendation be forwarded to Council for approval:**

That Council amend the “Dangerous Tree Maintenance and Removal Policy” to include; “Notwithstanding the approved hierarchy for previously topped trees, should neighbouring property owners express residual concerns with previously topped trees that have the potential to fall or drop limbs on their property, after said trees have been evaluated by an arborist, the City may consider proactively reducing the trees' canopy by structural pruning, or thinning, where deemed appropriate by the Director of Public Works.”

CARRIED

Canada Avenue / Government Street Intersection

C/W-128-15

It was moved and seconded:

**That the Committee of the Whole receive the July 6, 2015 report from the Director of Public Works regarding the Canada Avenue/Government Street Intersection Detailed Design noting:**
That staff will proceed with the detailed design of Option 2 for the Canada Avenue/Government Street Intersection Design.

And That this design will also include coordination and interconnect between the two signal lights at the Canada Avenue/Government Street and Cowichan Way/Trunk Road/Duncan Street intersections.

And That the intersection work will be discussed during 2016 budget deliberations with the intention to construct in conjunction with the frontage improvement works associated with the 15 Canada Avenue development.  

CARRIED

Finance and Administration

It was moved and seconded:

That the Committee of the Whole authorize the expenditure of up to $200, with funds to come from the Totem Sub-Committee budget, to purchase t-shirts for the Totem Tour Guides and to update one of the existing sandwich board signs to include information about both the Downtown Duncan Information Centre and the Totem Tours.

CARRIED

June 16, 2015
Totem Sub-Committee
Recommendation - Totem Tour Guides
C/W-129-15

June 16, 2015
Totem Sub-Committee
Recommendation - Self-Guided Totem Tour Footprints
C/W-130-15

June 16, 2015
Totem Sub-Committee
Recommendation - Letter to Tupari TeWhata Re: Town Crier
C/W-131-15

June 16, 2015
Totem Sub-Committee
Recommendation - Lease Renewal - 760 Castle Street
C/W-132-15

It was moved and seconded:

That staff be directed to investigate the costs, challenges and benefits associated with creating and installing a First Nations Salmon image on the sidewalks, marking the Self-Guided Totem Tour, and report their findings to a future Totem Sub-Commission meeting.

DEFEATED

Opposed: Mayor Kent; Councillors Bell, Bruce, Duncan, Horgan, Jackson and Staples

It was moved and seconded:

That the Committee of the whole authorize the City to send a letter to Tupari TeWhata, advising him that Ben Buss, the City's Town Crier and member of the Totem Committee, will be in New Zealand in September for the World Town Crier Championships, and that he would like to meet him.

CARRIED

Lease Renewal - 760 Castle Street
C/W-132-15

It was moved and seconded:

That the Committee of the Whole support, in principle, a five-year lease between the City of Duncan and Cynthia (Margo) Izard, for the northerly 5 feet of Lot 1, Sections 15 and 16, Range 7, Quamichan District, Plan 23647, adjoining the
southerly boundary of 760 Castle Street (Lot 2, Section 16, Range 7, Quamichan District, Plan 11647), as attached to the July 6, 2015 report by the Corporate Services Coordinator;

And That the notice of the disposition of City lands for lease be advertised pursuant to Section 26 of the Community Charter;

And That once the notice requirements under Section 26 of the Community Charter have been fulfilled, that the lease be forwarded to Council for consideration.

CARRIED

Opposed: Councillor Bruce

Perpetual Arts Trophy
C/W-133-15

It was moved and seconded:

That the following recommendation be forwarded to Council for approval:

That the name of the City of Duncan Perpetual Arts Trophy, sponsored by the Cowichan News Leader/Pictorial since 1997, continue to be named the ‘City of Duncan Perpetual Arts Trophy’, but to now state ‘sponsored by the Cowichan Valley Arts Council’, and at the bottom of the plaque add the following statement: ‘Supported by the Chemainus Courier and the South Cowichan Echo in honour of the former Cowichan News Leader/Pictorial’.

CARRIED

Request to Open Non-Profit Medicinal Marijuana Dispensary
C/W-134-15

It was moved and seconded:

That the following recommendation be forwarded to Council for approval:

That Council confirm that staff should not approve business licenses for storefront medical marijuana dispensaries unless the Government of Canada amends the legislation prohibiting their operation.

CARRIED

June 29, 2015 Junior Council Recommendations

It was moved and seconded:

That the June 8, 2015 Junior Committee of the Whole minutes be received for information.

CARRIED

June 8, 2015 Junior Committee of the Whole Minutes
C/W-135-15

June 29, 2015 Junior Council Minutes
C/W-136-15

It was moved and seconded:

That the June 29, 2015 Junior Council minutes be received for information.

CARRIED
Youth Gathering Spaces in the Community C/W-137-15

It was moved and seconded:

That the following Junior Council resolution be received for information:

That the topic of creating a 'Youth Gathering Space in the Community' be referred to Safe Youth Cowichan in order to identify specific areas within the City of Duncan, so that those areas can be brought to the attention of Council at a future Council meeting.

CARRIED

Food Forest Strategy C/W-138-15

It was moved and seconded:

That the following Junior Council resolution be received for information:

That the topic of creating a 'Food Forest Strategy' be referred back to Safe Youth Cowichan to develop a presentation on the concept of a Food Forest Strategy to be presented to the City of Duncan's September 24, 2015 Environment Committee meeting for consideration.

CARRIED

Compost Bins & Education C/W-139-15

It was moved and seconded:

That the following Junior Council resolution be received for information:

That the topic of 'Compost Bins & Education' be referred to Safe Youth Cowichan in order to create an education awareness campaign to be rolled out in conjunction with the installation of the new compost bins in City Square.

CARRIED

Connecting Sidewalks between Jurisdictions; Regional Transportation Committee; and Youth Membership on Committees within the Cowichan Valley C/W-140-15 C/W-141-15

It was moved and seconded:

That item 8.4 (connecting sidewalks between jurisdictions); item 8.6 (Regional Transportation Committee); and item 8.8 (youth membership on Committees within the Cowichan Valley) be considered as one item.

CARRIED

It was moved and seconded:

That the following Junior Council resolution be forwarded to Council for approval:

That the Duncan Junior Council deliver a presentation to all local governments within the Cowichan Valley about the benefits of having a youth representative on all Committees, and to encourage them to consider designating a specific youth-at-large member on each Committee;

And That the City write to the Cowichan Valley Regional District asking them to support having a Duncan Junior
Council member on the Regional Transportation Steering Committee, should this Committee be established in the future.

CARRIED

Junior Council Sessions at AVICC C/W-142-15

It was moved and seconded:

That the following Junior Council resolution be forwarded to Council for approval:

That the Duncan Junior Council provide a letter of concept regarding a training session and plenary session to the AVICC.

CARRIED

Shadow Mayor and Council C/W-143-15

It was moved and seconded:

That the following Junior Council resolution be forwarded to Council for approval:

That Council invite the Duncan Junior Council to a future Committee of the Whole meeting to shadow Mayor and Council.

CARRIED

Junior Council Recruitment C/W-144-15

It was moved and seconded:

That the following Junior Council resolution be forwarded to Council for approval:

That the following Junior Council schedule be adhered to from this point forward (excluding General Local Election years):

- Recruit for the Duncan Junior Council program - September
- Junior Council election - November
- Junior Council orientation - January
- Junior Committee of the Whole meeting - February
- Junior Council meeting - March

CARRIED

Texting and Driving Campaign C/W-145-15

It was moved and seconded:

That the following Junior Council resolution be forwarded to Council for approval:

That the Duncan Junior Council collaborate with Cowichan Community Policing in order to help get the message out to youth about the dangers of texting while driving, by offering youth-led workshops at the local high schools.

CARRIED

More Lighting in Various Areas for Safety C/W-146-15

It was moved and seconded:

That the following Junior Council resolution be received for information:


City of Duncan, Committee of the Whole Minutes - July 6, 2015
That the topic of 'More Lighting in Various Areas for Safety' be referred to Safe Youth Cowichan in order to identify specific areas within the City of Duncan, so that those areas can be brought to the attention of Council at a future Council meeting.

CARRIED

Youth Sporting Event C/W-147-15

It was moved and seconded:

That the following Junior Council resolution be received for information:

That the topic of 'Youth Sporting Event' be referred to Safe Youth Cowichan for further consideration.

CARRIED

Proposed Bylaws for Discussion

It was moved and seconded:

That the Committee of the Whole recommend that the “Fees and Charges Amendment Bylaw No. 3140, 2015” - a bylaw to amend the dog licence fees, as attached to the July 6, 2015 report by the Director of Corporate Services, be forwarded to Council for consideration of first three readings, subject to the licencing fee remaining at the current rate and an increased fee be established for the licencing of identified dangerous dogs.

CARRIED

Bylaw 3140 - Fees and Charges Amendment Bylaw - Dog Licence Fees C/W-149-15

It was moved and seconded:

That the Committee of the Whole recommend that “Dog Licence and Control Bylaw No. 3139, 2015”, as attached to the July 6, 2015 report by the Director of Corporate Services, be forwarded to Council for consideration of first three readings.

CARRIED

Bylaw 3139, 2015 - Dog Licence and Control Bylaw C/W-150-15

It was moved and seconded:

That the Committee of the Whole recommend that "Municipal Ticket Information System Implementation Amendment Bylaw No. 3119.03, 2015" - a bylaw to amend the MTI's associated with the Dog Regulation Bylaw, as attached to the July 6, 2015 report by the Director of Corporate Services, be forwarded to Council for consideration of first three readings.

CARRIED

Bylaw 3119.03 - MTI Amendment - Dog Licence and Control C/W-151-15
It was moved and seconded:

**That the Committee of the Whole recommend that “Bylaw Offence Notice Enforcement Amendment Bylaw No. 3118.05, 2015” - a bylaw to amend the fines associated with the Dog Regulation Bylaw, as attached to the July 6, 2015 report by the Director of Corporate Services, be forwarded to Council for consideration of first three readings, subject to no early payment penalty fee being applied to Sections 22(b); 22(d); 44, 48, and 49.**

CARRIED

It was moved and seconded:

**That the Committee of the Whole direct staff to forward the University Village Local Area Plan Bylaw No. 3143, 2015 to Council for first and second readings.**

**And That the Committee of the Whole recommend that Council set a Public Hearing for August 17th, 2015 for Bylaw No. 3143, 2015.**

**And That staff be directed to advertise for the Public Hearing in accordance with the Local Government Act.**

CARRIED

**New Business**

The Mayor updated Council on his meeting with the District and Operations Manager and Senior District Planner from the Ministry of Transportation. One of the items they discussed was the bypass. Ministry representatives indicated they wanted to update the traffic statistics as they have newer technology for monitoring traffic. They expressed that they want more defensible and consistent data for a bypass and more consistent data for long term planning.

The Mayor also noted that the Ministry staff stated that re-painting of the silver bridge is not in the Ministry's immediate capital plans as the bridges are old and have lead paint which would require having to tent off the entire bridge, then strip it completely prior to repainting. They will consider in the future when repairs are done to other bridges at the same time.

The Mayor provided a verbal update on the report prepared by the Department of Earth Sciences at Simon Fraser University for the Cowichan Valley Regional District on the results of coupled groundwater-surface water model for the Cowichan Valley Watershed which was presented to the Regional Services Committee on June 24, 2015.
He noted that the report is very extensive and that it would be worthwhile to have Kate Miller from the CVRD come to a future Committee of the Whole meeting to walk Council through the report.

Resolve to go into Closed Meeting

Closed Session

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

- Section 90(1)(a) - personal information about an identifiable individual who is being considered for another position appointed by the municipality;
- Section 90(1)(c) - labour relations or other employee relations; and
- Section 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.

Adjournment

It was moved and seconded:

That the July 6, 2015 Committee of the Whole meeting be adjourned at 9:23 pm.

CARRIED

Councillor John Horgan, Chair
Karen Robertson, Director of Corporate Services