

## 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, November 6, 2017 at 6:00 PM.**

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

**Also Present**                Peter de Verteuil, Chief Administrative Officer  
   Talitha Soldera, Director of Finance  
   Paige MacWilliam, Director of Corporate Services  
   Michelle Geneau, Manager of Planning

### **Call to Order**

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

### **Introduction of Late Items**

**Late Items**                      Late Items

- Living Wage Policy (3 attachments) to be considered with Item 5.8
- Council Committee Structure Review to be considered under Reports of Staff as Item 5.9
- Downtown Parking Next Steps to be considered under Reports of Staff as Item 5.10
- Two closed items pertaining to labour relations or other employee relations

### **Adoption of Agenda**

**Adoption of Agenda**      It was moved and seconded:  
*C/W-188-17*

**That the November 6, 2017 Committee of the Whole agenda be adopted, as amended to include late item 5.8 (attachments), item 5.9, item 5.10, and two closed items pertaining labour relations or other employee relations.**

**CARRIED**

### **Bylaws**

**Zoning Bylaw**                      The Manager of Planning gave an overview of the changes that  
*C/W-189-17*                              have been proposed for the zoning bylaw:  
*C/W-190-17*

- detached secondary suite setbacks increased to consider shade to neighbours;
- fabric covered structures included in prohibited uses;

*C/W-191-17*

- size restriction of 11 metres added for storage of recreational vehicles;
- regulation of "mechanical equipment" instead of only heat pumps;
- additional setbacks for storage and structures;
- subdivision regulations added for residential zones; and
- floor area ratio for low density residential zone added in addition to maximum parcel coverage.

The Committee discussed regulating the siting of in-ground swimming pools and asked staff to consider adding provisions to the bylaw.

The Manager of Planning advised the Committee that an additional information sheet regarding the zoning bylaw was sent out to downtown property owners and summarized the feedback received from property owners.

The Committee discussed the underground parking requirements for the downtown zone.

It was moved and seconded:

**That the Committee of the Whole recommend that Council rescind first and second readings for Zoning Bylaw No. 3166, 2017;**

**And That the Committee of the Whole recommend that Council give first and second readings to revised Zoning Bylaw No. 3166, 2017;**

**And That the Committee of the Whole direct staff to hold a Public Hearing for the Zoning Bylaw on November 27, 2017 and to advertise for the Public Hearing in accordance with Part 14 of the Local Government Act.**

CARRIED

It was moved and seconded:

**That the main motion be amended to direct staff to remove the below-grade parking requirements from the proposed zoning bylaw.**

CARRIED

Opposed: Councillor Staples, Councillor Bell

Councillor Jackson left the meeting at 7:00 pm

The main motion as amended was moved and seconded:

**That staff be directed to remove the below-grade parking requirements from the proposed zoning bylaw;**

**And That the Committee of the Whole recommend that Council rescind first and second readings for Zoning Bylaw No. 3166, 2017;**

**And That the Committee of the Whole recommend that Council give first and second readings to revised Zoning Bylaw No. 3166, 2017;**

**And That the Committee of the Whole direct staff to hold a Public Hearing for the Zoning Bylaw on November 27, 2017 and to advertise for the Public Hearing in accordance with Part 14 of the Local Government Act.**

CARRIED

Councillor Jackson returned to the meeting at 7:02 pm.

**Fees & Charges-  
Bylaw Amendment  
CAW-192-17**

It was moved and seconded:

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

**That Council give first three readings to Fees and Charges Amendment Bylaw 3175, 2017.**

CARRIED

**Duncan Downtown  
Business-  
Improvement  
Association 5-Year  
Renewal Process-  
CAW-193-17**

It was moved and seconded:

**That the Director of Corporate Services' report, dated November 6, 2017, regarding the results from the notification of property owners affected by a 5-year renewal of the Business Improvement 'Fee Structure Area One' and 'Fee Structure Area Two' be received for information purposes;**

**And That City of Duncan 'Business Improvement 'Fee Structure Area One' Bylaw No. 3173' and City of Duncan 'Business Improvement 'Fee Structure Area Two' Bylaw No. 3174' be placed on the November 20, 2017 Regular Council Agenda for adoption.**

CARRIED