

Chief Administrative Officer Report

Date: March 16, 2020
To: Mayor and Council
From: Peter de Verteuil, CAO
Re: Chief Administrative Officer Report



RMS 0640-30

Public Works and Engineering

- **Pine Avenue Infrastructure Upgrades** – No change - *The construction for this project is substantially complete, with only line painting and landscaping remaining, which are weather dependent and will be completed in the early spring.*
- **Government & Kenneth Intersection Improvements** – No change - *This involves the replacement of a water main, the repositioning of the crosswalk in a safer location, realignment of the travel lanes, and improvement to the public space. A rain garden will be incorporated into the landscaping design. The Totem committee has been consulted regarding the repositioning of the totems within the site. The electrical vehicle charging stations have been removed from this design and will instead be added to the Duncan Street project, increasing the number of charging stations to be included in that project to four. The neighbouring business owners are being engaged, shown the plans, and advised of the likely timelines. This project will begin in late July and is projected to be completed by mid-October.*
- **Cairnsmore Roundabout** – The engineering design is underway, and surveying is taking place in the area. Ground penetrating radar is being used to ensure accuracy in the location of the existing utilities. Businesses and residents in the immediate area have been notified of the project, have the contact information for staff, and will be kept informed as the design proceeds.
- **Duncan Street Sidewalk Improvements** – On schedule for completion by June 1. The installation of the new water main is proceeding smoothly and should be completed by March 20th. The remainder of the underground works should be completed by mid-April and the surface works, including sidewalks, raingarden, and EV charging stations will follow.
- **Laneway between Third and Fourth Street** – No change - *Design is underway for the installation of a drainage system and paving for the lane. This is projected to begin in May and should last about four weeks.*
- **Canada / Evans Sewer Main Design** – No change - *Staff are reviewing the consultant report to identify the critical sections of sewer main that can be lined. This lining is planned for the early fall.*
- **Downstairs City Hall Office Space** – No Change - *The vacated basement is being slightly reconfigured prior to the Planning and Building staff relocating downstairs. The space will also have the lighting upgraded to LED and be repainted as part of the capital budget.*

Planning and Development

- **Council Consideration of Development and Development Variance Permits**
 - **262 EJ Hughes** – No change - *The applicant continues to have challenges securing the required parking to replace the 25 stalls on E.J. Hughes Place. 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. On November 20th, the Developer held a public information session, attended by approximately 50 people at Sherwood House.

- **McAdam and Rotary Park Plan** – No change - *The draft plan is expected to be presented to Council early in April 2020.*
- **Cairnsmore Neighbourhood Plan** – No change - *The draft plan is expected to be presented to Council in April 2020.*
- **Placemaking Project – Whistler Street & 85 Station Street** – No change - *The City has engaged Portland-based Communitecture (Mark Lakeman, principal) to conduct a public placemaking design project for Whistler Street and for 85 Station Street. The process began with a free public presentation on placemaking by Mark Lakeman on February 28th.*

The first of two sets of workshops were held on February 29th and March 1st. The next workshops will take place on April 25th and April 26th. The final designs will be presented to Council at their June 15th meeting. Some direct invitations are being sent out and information and registration for the workshops was uploaded to the City's webpage and Facebook page.

Administration and Finance

- **Corona Virus (COVID-19) update** – As the number of cases in BC have continued to increase, including one case in Victoria at the time of this writing, City staff have been collaborating with the CVRD and area Municipalities for coordinated planning and response. The CVRD Regional Emergency Operations Centre has been activated and City staff will be included within and collaborate with the EOC. Most communications will come through the EOC and be reposted through City channels. Of note, the EOC will be working closely with Island Health regarding the appropriate time for increased precautions such as cancelling meetings and public events (BC placed a ban on all gatherings over 250 people on March 12th).
- **Safer Community Plan implementation** – No change
 - *Staff continue to work closely with North Cowichan staff on the implementation of the Safer Community Plan for the Trans-Canada Highway corridor.*
 - *The renovations to the Corridor Safety Office at 490 Trans-Canada Highway are complete. Cowichan Tribes Council has approved partnering on the Safer Community Plan, and staff are finalizing those details. Staff training is continuing. The Safer Working Group continues to meet and to discuss the crime and disorder issues on the corridor.*
- **Housing and Shelter Initiatives** – No change - *Staff continue to work closely with North Cowichan and BC Housing staff on criteria for a temporary shelter site, and a long-term supportive housing site. There will be no perfect properties available, which lends to the challenge in siting these initiatives. These projects will be vital to reducing the issues we are experiencing in the corridor and throughout the Cowichan Valley.*
- **Tax Rate Distribution** – No change - *The draft Five -Year Financial plan has been completed and the bylaw is now being drafted for Council consideration. Council will consider the tax rate distribution at the March 16, 2020 Committee of the Whole meeting. There will be an Open House at City Hall on March 24, 2020 at 4:00 pm.*
- **Public Engagement Policy** – A draft public engagement policy has been prepared and presented to the Committee of the Whole for review. A final version of the policy will be presented at a future Council meeting for adoption.