



TOWN OF LAKE COWICHAN
Minutes of a Regular meeting of Council
Tuesday, November 26th, 2019

PRESENT: Mayor Rod Peters
Councillor Carolyne Austin
Councillor Tim McGonigle
Councillor Kristine Sandhu
Councillor Lorna Vomacka

STAFF: Ronnie Gill, Director of Finance
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

1. CALL TO ORDER

Mayor Peters called the meeting to order at 6:00 p.m.

2. AGENDA

No. R.0152/19
Agenda

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the agenda be approved.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0153/19
Minutes

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Regular Meeting of Council held on October 22nd, 2019 be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

(a) Mike Wright, Community Health Officer presented Council with the quarterly report for Community Health. He also introduced the new ambulance station Unit Chief, Donna Jouan-Topp.

Ms. Jouan-Topp stated that she was available to hear concerns and would work in collaboration with the Town on community health care.

6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA

7. CORRESPONDENCE

(a) Action Items:

(i) Councillor McGonigle requested that Council direct staff to contact the 1st Lake Cowichan Scouts to clarify whether the monies they recently received from the Community Forest Cooperative did not sufficiently cover the costs of the first aid kits.

No. R.0154/19
Vancouver Island
Regional Library
Appointment -
Representative

(ii) Moved: Councillor Sandhu
Seconded: Councillor Austin
that Councillor Lorna Vomacka be appointed as the Town's representative to the Vancouver Island Regional Library Board.

CARRIED.

No. R.0155/19
Vancouver Island
Regional Library
Appointment –
Alternate
Representative

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that Councillor Carolyn Austin be appointed as the Town's alternate
representative to the Vancouver Island Regional Library Board.
CARRIED.

No. R.0156/19
City of Victoria

(b) Information or Consent Items

(i) Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the correspondence item from the City of Victoria regarding
consideration of resolutions for Union of BC Municipalities be received
and filed.
CARRIED.

(ii) Councillor Sandhu expressed the view in response to the letter from
Truck Loggers Association on the current strike that that a letter
should be sent to the two parties encouraging them to get back to the
bargaining table as it was affecting some of the local residents.

Direction was given to staff to voice the concerns of Council on the
matter.

8. REPORTS

(a) Council and other Committee Reports

No. R.0157/19
Finance and
Administration

(i) Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee
meeting held on November 12th, 2019 be approved, as amended, with
the following:

1- 2020 Budget

that Council refer the funding request by the Cowichan Lake District
Chamber of Commerce for printing Cowichan Lake area maps to the
2020 budget discussions;

2- Property Insurance

that the property renewal proposal from Aon Reed Stenhouse be
approved for payment at a cost of \$58,346;

3- Fire Department - Incident Report

that Council approve the Lake Cowichan Fire Department's incident
report for October, 2019 in the total amount of \$9,700.92;

4- Audit Services – 2019 to 2023 Fiscal Years

that the audit proposal be awarded to MNP LLP for the five year term,
2019 to 2023 fiscal years, at costs stated as follows:

2019	\$17,850;
2020	\$18,900;
2021	\$19,950;
2022	\$21,000; and
2023	\$22,050

plus the applicable GST;

5- Policy – Cannabis Retail Sales

that the Cannabis Retail Sales policy, as written, be approved;

6- River Road Water Main

that McElhanney be awarded the River Road Water Main project at a
cost of \$54,944 plus GST;

7- Asset Management Plan

that Urban Systems be awarded the Asset Management Plan project at a cost of 35,000 plus applicable taxes; and

8- North Shore Road Pump Station Genset

that Stantec be awarded the contract for the design and engineering work for the North Shore Road Pump Station Genset project to allow for fast-tracking of the supply and installation of the required genset.
CARRIED.

No. R.0158/19
Public Works and
Environmental
Services

- (ii) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Public Works and Environmental Services Committee meeting held on November 19th, 2019 be approved with the following:

1- Sanitary Treatment Plant – Slope Stabilization

that McElhanney be awarded the design and construction administration of the sanitary treatment plant slope stabilization project at a cost of \$20,246 plus applicable taxes.

CARRIED.

No. R.0159/19
Parks, Recreation and
Culture

- (iii) Moved: Councillor Austin
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture Committee meeting held on November 19th, 2019 be approved with the following:

1- Memorandum of Understanding

that the Town approve the Memorandum of Understanding with the Cowichan Lake Community Forest Co-op; and

2- Grant-in-Aid

that the Town make a one-time contribution to the Lake Cowichan School annual winter luncheon in the amount of \$200 from the 2019 grant-in-aid budget.

CARRIED.

Cowichan Lake
Recreation

- (iv) Mayor Peters advised that no meeting of the Cowichan Lake Recreation Commission was held.

Vancouver Island
Regional Library

- (v) Councillor Austin gave a verbal report on her attendance at the Vancouver Island Regional Library Board meeting held on November 23rd, 2019.

Advisory Planning
Commission

- (vi) Councillor Austin reported on the Advisory Planning Commission meeting held on November 21st, 2019.

Community Forest
Co-operative

- (vii) Councillor McGonigle reported that the Community Forest Co-operative held its Annual General meeting on November 14th, 2019 and that he was acclaimed as Vice-Chair. He also advised that the second uptake of grant funding will occur in the Spring of 2020 and applicants are encouraged to apply.

Mayor Peters reported on his attendance at the Halalt Annual General meeting held at Soule Creek Lodge in Port Renfrew.

Cowichan Valley
Regional District
Board

(b) **Other Reports**

- (i) Councillor Sandhu reported on her attendance at the Community Services Committee of the Cowichan Valley Regional District held on November 13th, 2019 where 34 recommendations for funding were recommended, as well as, the model base governance for recreation where four options were presented.

She further reported that at the Corporate Services meeting held on November 21st, 2019 when a review of grant-in-aid requests and functions related to the 2020 budget was conducted.

Councillor McGonigle reported that the Town of Lake Cowichan's requisition may see a possible increase of 11.37% due to increases in the solid waste, transit, and new watershed project functions and a decrease in parkland acquisition requirement.

Councillor McGonigle further advised that the Regional District would be looking at the parkland acquisition function to evaluate its usefulness.

- Community Outreach Team (ii) Councillor Austin went over her written report on the Community Outreach Team meeting held on November 14th, 2019.
- Our Cowichan (iii) Councillor Sandhu reported on her attendance at the Our Cowichan meeting of November 14th, 2019 and advised that the next meeting would be held on January 20th, 2020.
- L.I.F.T. (iv) There was no report.
- Cowichan Watershed Board (v) Councillor Sandhu reported on her attendance at the Cowichan Watershed Board meeting held November 25th, 2019 and advised that a project manager for the weir project has been hired. The next meeting will be held on January 30th, 2020.
- (c) **Staff Reports**
- No. R.0160/19 Holiday Hours – Municipal Facilities (a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve the closure of the municipal facilities on December 27th, 2019 so long as operational requirements allow, with staff and employees required to use vacation leave or banked time to be away that day.

CARRIED.
9. **BYLAWS**
None
10. **NEW BUSINESS**
- (a) Mayor Peters reported that he had spoken with representatives of the Ministry of Transportation and Infrastructure with respect to elk fencing and the accidents due to wildlife encounters on Highway 18.

Councillor Austin advised that conservation services were looking at placement of game lights and cameras at the wildlife corridors on Highway 18.
- No. R.0161/19 Forest Fire Danger Rating Signage (b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council approve the design and size of the forest fire danger rating signage installed by the Fire Hall at North Shore Road.

CARRIED.
- (c) The municipal office and works yard hours for Christmas holidays was treated as information.

No. R.0162/19
Regular Meeting
Dates - 2020

(d) Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council approve the Notice for Regular meetings of Council for 2020, as presented.

CARRIED.

Councillor Austin requested that the public meetings to be held in May and November, 2020 be placed on Council’s calendar.

11. MAYOR’S REPORT

Mayor Peter’s read out his report that included the following:

- The Cowichan Lake Recreation Commission remain as an entity and that the function not be dissolved by the Regional District;
- Will be attending a meeting on December 5th, 2019 in Nanaimo, BC to discuss the earlier closure of the weir in 2020;
- Has asked to sit on a board to discuss the protection of the Cowichan River (PTAC); and
- His attendance at the recent Cowichan Lake District Chamber of Commerce holiday parade with members of Council.

Councillor McGonigle advised that the public hearing for North Cowichan to hear from proponents of the Vancouver Island Motorsport Circuit would be held on December 9th, 2019.

Councillor Austin requested that a luncheon be held for the Advisory Planning Commission members to celebrate the holidays.

12. NOTICES OF MOTION

None.

13. QUESTION PERIOD

14. IN CAMERA

None

15. ADJOURNMENT

No. R.0163/19
Adjournment

Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council adjourn (7:22 p.m.)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2019.

Mayor