



## TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council  
Held electronically at Lake Cowichan, BC as per Ministerial Order M-192  
on Tuesday, November 24<sup>th</sup>, 2020

PRESENT: Mayor Bob K. Day, Chair  
Councillor Carlyne Austin  
Councillor Tim McGonigle  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.00170/20  
Agenda

Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the agenda be approved with the following additions:

**CORRESPONDENCE – ACTION ITEM**

(1) School District No. 79 re: Funding to demolish AB Greenwell and Stanley Gordon;

**STAFF REPORTS**

(a) Chief Elections Officer re: Official Election Results;  
(b) Director of Finance re: Non-Binding Bylaw Question on Backyard Chickens; and

**NEW BUSINESS**

(e) Appointment of Representative to Cowichan Lake Recreation Commission;  
(f) Alternate Appointment for Community Forest Co-operative.

CARRIED

**3. ADOPTION OF MINUTES**

No. R.00171/20  
Regular  
Meeting

(a) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Regular meeting of Council held on October 27<sup>th</sup>, 2020 be adopted, as amended.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

**5. DELEGATIONS AND REPRESENTATIONS**

None.

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

None

**7. CORRESPONDENCE**

**(a) Action Items:**

No. R.00172/20  
Letter of Support

**(1)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council support School District No. 79 on its application for funding from the Ministry of Education Rural District Capital Fund to

facilitate the demolition of two derelict and unused school buildings in Lake Cowichan, namely AB Greenwell and Stanley Gordon Schools.  
CARRIED.

**(b) Action Items:**

None.

**(b) Information or Consent Items**

**8. REPORTS**

**(a) Council and other Committee Reports**

No. R.00173/20  
Finance and  
Administration

**(i)** Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the minutes of the Finance and Administration Committee meeting held on November 10<sup>th</sup>, 2020 be approved with the following:

**1- Property Insurance**

that payment to a maximum cost of \$68,563 be approved to Aon Reed Stenhouse for the property insurance renewal effective November 1<sup>st</sup>, 2020;

**2- Property Insurance**

that the property appraisals be updated for insurance purposes;

**3- Water Rates**

that the water rates as proposed for 2021 and 2022 be approved;

**4- Sewer Rates**

that the sewer rates as proposed for 2021 and 2022 be approved;

**5- Fees and Services**

that the rates for the following be approved as presented for 2021:

- Lakeview Park campground;
- Cowichan Lake Outdoor Education Centre; and
- Other fees and rates as per the fees and services as per the bylaw schedules;

**6- Fire Department Incident Report**

that the Lake Cowichan Fire Department's incident report in the amount of \$8,994.13 for September be approved;

**7- Notice of Motion Policy**

that the Notice of Motion Policy be approved;

**8- Cowichan Lake Recreation Commission Appointment**

that Mayor Day be appointed as the Town's representative to the Cowichan Lake Recreation Commission; and

**9- Cowichan Lake Recreation Commission Appointment**

that Councillor McGonigle be appointed as the alternate representative to the Cowichan Lake Recreation Commission.

CARRIED.

No. R.00174/20  
Public Works and  
Environmental  
Services

**(ii)** Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the minutes of the Public Works and Environmental Services Committee meeting held on November 17<sup>th</sup>, 2020 be approved, as presented.

CARRIED.

- No. R.00175/20  
Parks, Recreation and  
Culture
- (iii)** Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the minutes of the Parks, Recreation and Culture Committee  
meeting held on November 17<sup>th</sup>, 2020 be approved, as presented.  
CARRIED.
- Cowichan Lake  
Recreation  
Commission
- (iv)** Mayor Day reported that the next meeting of the Cowichan Lake  
Recreation Commission will be held on November 26<sup>th</sup>, 2020 and the  
Commission will be utilizing the Webex platform for its meetings. The  
proposed budget of 2021 will be discussed at that meeting.
- Vancouver Island  
Regional Library
- (v)** Councillor Austin reported on the zoom meeting held by the library  
board on Saturday, November 21<sup>st</sup>, 2020 which included a procedural  
bylaw review, staff lay-offs, facility projects and prototypes. North  
Saanich is similarly struggling with the ALR designation. The VIRC  
performance review was undertaken and completed. She will share the  
letter being sent to the Premier that libraries for smaller communities  
should be considered an essential service.
- Advisory Planning  
Commission
- (vi)** Councillor Austin reported that the Town's zoning bylaw review has  
been completed.
- The next Advisory Planning Commission is scheduled for November  
26<sup>th</sup>, 2020 to finalize the zoning bylaw for council consideration.
- Mayor Day requested clarification on whether the Advisory Planning  
Commission meetings are open to the public. The Chief  
Administrative Officer responded in the affirmative.
- Community Forest  
Co-operative
- (vii)** Councillor McGonigle reported that the Forest Co-op has had no  
meetings, but the Board members had gathered on Saturday to  
decorate the Forest Workers Memorial Park and he extended his  
thanks to those that were in attendance.
- No. R.00176/20  
Community Forest  
Co-operative  
Appointment -  
Alternate
- Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that Mayor Day be appointed as the Town's alternate representative to  
the Cowichan Lake Community Forest Co-operative Board.  
CARRIED.
- (b) Other Reports**
- Cowichan Valley  
Regional District
- (i)** Councillor McGonigle provided a report on the Special Corporate  
Services meeting held on November 12<sup>th</sup>, 2020 where discussions on  
the 2021 budget overview and the business case overview with a 0%  
increase on core services occurred.
- A Regular Board meeting was held where elections for Chair and Vice-  
Chair were conducted with Aaron Stone being elected Chairperson,  
and Blais Salmon, Vice-Chair. Outlying elector areas having issues  
with bandwidth in their areas could access COVID-19 funding for  
improvements in that regard. The Floodplain management bylaw,  
drinking water and watershed protection programs and electoral area  
bylaws were completed and harmonized with the official community  
plan for all areas with virtual public input on the matter. Finally,  
discussions were held on amending the fireworks bylaw for all  
electoral areas to address livestock concerns.
- Mayor Day asked when the Regional District budget would be made  
available on its website for the public to view.
- Community Outreach  
Team
- (ii)** Councillor Austin reported on the meeting held on November 19<sup>th</sup>,  
2020. She reported that hamper day will be held on December 17<sup>th</sup>  
and the 18<sup>th</sup>, 2020.  
Cowichan Green Community will provide food for distribution on  
Wednesday for those in need. Good Food Box at Warm Land House  
has been shut down for the moment for lack of volunteers.

McGonigle extended his thanks to the group for expanding the programme to Lake Cowichan as there is a great demand for that service in the local area.

Mayor Day extended his appreciated and the great work by Community Services and the Cowichan Green Community on this valuable programme.

Councillor Vomacka asked about the food boxes at the school and whether it could be extended to the library. Councillor Austin stated that there are volunteers that would assist with those needs at the library. Councillor Vomacka gave Mayor Day a quick update on what was happening at the library for those youth attending.

Our Cowichan (iii) Councillor Sandhu reported that meetings for Our Cowichan have been cancelled and postponed until January 2021 due to the pandemic as virtual meetings are not feasible as the group of 30 members is too large for that format.

Cowichan Watershed Board (iv) Councillor Sandhu reported that the Board would hold its next meeting virtually on Monday, November 30<sup>th</sup>, 2020 at 9:30 am.

Mayor Day asked for further details on the large grant that was recently received and Councillor Sandhu will forward details on the matter.

Councillor McGonigle shared the mailout he received on the weir design pamphlet and the request for public input.

No. R.00177/20 (a) (c) **Staff Reports**  
 Signing Authority – Moved: Councillor McGonigle  
 All Agreements Seconded: Councillor Vomacka  
 that subject to compliance with applicable requirements of the Community Charter, the Local Government Act or any other enactment, all agreements or other documents which the Town has the authority to make or enter into shall be deemed to be properly executed if they are signed by the Mayor and the Chief Administrative Officer.

CARRIED.

No. R.00178/20 Moved: Councillor Austin  
 Signing Authority – Seconded: Councillor Vomacka  
 Banking and Cheque that any two of the following: one of the Mayor or Chair of the  
 Signing Authority Finance and Administration Committee AND one of the Chief  
 Administrative Officer or the Director of Finance be authorized to be  
 the bank signatories for the Town.

CARRIED.

No. R.00179/20 Moved: Councillor Sandhu  
 Signing Authority – Seconded: Councillor McGonigle  
 MFA that any two of the following: one of the Mayor or the Chair of the  
 Finance and Administration Committee AND the Chief Administrative  
 Officer be authorized to sign documents relating to Municipal Finance  
 Authority.

CARRIED.

(b) The Chief Administrative Officer reported to Council that the School District would like to have input on the matter of the temporary use application for the cannabis retail sales at 170 Cowichan Lake Road and that he has advised the applicant of the delay in processing the application.

Councillor McGonigle requested clarification on whether the School District input had been requested for input on the Temporary Use

Permit application. The Chief Administrative Officer responded in the affirmative.

Councillor McGonigle further asked about the timelines and the Chief Administrative Officer reported that a special meeting would be held with a timeline of two weeks.

Councillor Vomacka requested clarification on the billboard and signage matter referred to in Section (f) of the report. The Chief Administrative Officer stated that he would refer the matter to the contract planner.

Councillor Vomacka also requested that the application be referred to the Ts’uubaa-asatx First Nation. The Chief Administrative Officer stated that it was not within our policy to refer to the First Nation for input.

No. R.00180/20  
Temporary Use  
Application –  
Cannabis Retail  
Sales

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the matter of the Temporary Use Application for Cannabis Retail Sales at 170 Cowichan Lake Road be tabled to a special meeting of Council for consideration with input to be sought from the School District No. 79 and the Ts’uubaa-asatx First Nation.

CARRIED.

**(c)** The Chief Elections Officer reported to Council on the official election results as required by legislation and advised that the same notice has also been required to be placed in the BC Gazette publication.

**(d)** The staff report on the Non-Binding Bylaw Question on Backyard Chickens was treated in information.

Mayor Day gave Council members an opportunity for their input.

Councillor McGonigle shared his disappointment with the number of input submitted and the poor response on the matter with just 6% of the electorate making a decision that would affect the community. He would like to see the matter referred to the Finance and Administration Committee meeting for further discussion.

Councillor Austin shared her view that chickens would help with the supply of food and alleviate the potential egg shortage given the recent loss of chickens in a fire at Farmer Ben’s.

Mayor Day suggested reviewing a sample bylaw to help with discussions on the matter.

Councillor Austin stated that after speaking with officials at the City of Duncan, Lake Cowichan is the only local municipality that does not have a bylaw for chickens and that Council should decide one way or the other on whether to allow backyard chickens.

**9. BYLAWS**

No. R.00181/20  
Fees and  
Charges for  
Services Bylaw  
No. 1044-2020

**(a)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the “Town of Lake Cowichan Fees and Charges for Services Bylaw No. 1044-2020” be read a first, second and third time.

CARRIED.

No. R.00182/20  
Water  
Regulations  
and Rates  
Bylaw No.  
1045-2020

**(b)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the “Town of Lake Cowichan Water Regulations and Rates Bylaw No. 1045-2020” be read a first, second and third time.

CARRIED.

No. R.00183/20  
Sewer  
Regulations  
and Rates  
Bylaw No.  
1046-2020

- (c) Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 1046-2020" be read a first, second and third time. CARRIED.

**10. NEW BUSINESS**

- (a) The minutes of the Swearing-In Ceremony held on November 10<sup>th</sup>, 2020 was treated as information.

No. R.00184/20  
Regular Council  
Meeting  
Schedule for  
2021

- (b) Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the Notice of the Regular meetings of Council for 2021 be approved. CARRIED.

The Chief Administrative Officer spoke on the virtual meetings that were the result of a Ministerial Order.

- (c) The Chief Administrative Officer stated that the report presented at the previous Finance and Administration meeting was to set the record straight and that the IT contractor required another \$299 USD to complete the undertaking.

Mayor Day stated on behalf of the Town that the governance of the Town of Lake Cowichan was the sole responsibility of council.

- (d) The matter of the request for Council support for the demolition of derelict school buildings was dealt with earlier in the meeting.
- (e) Mayor Day requested that consideration be given to forward the name of Ted Gamble for the open position on the Cowichan Lake Recreation Commission.

Councillor Sandhu has asked that this vacancy be put out to the public to seek additional interest for the position.

Mayor Day said he would wait until after the Commission meeting on Thursday to see what current members wish to stand and if other names need to be sought. Councillor McGonigle agreed that consultation with the Electoral Area Directors was a good option.

Councillor Vomacka shared similar concerns

**11. MAYOR'S REPORT**

Mayor Day gave a verbal report detailing the following:

- He was sworn into office as Mayor for the Town of Lake Cowichan on November 10<sup>th</sup>, 2020;
- He has met with each member of Council to gauge their thoughts on key issues moving forward;
- Council was presented with the project schedule for the municipal office renovations with the seismic drawings to be completed for year end and completion of the project and occupancy for January 2022;
- The Town has been granted \$1,158,000 from the Ministry of Municipal Affairs and Housing under the COVID-19 safe restart grant programme for local governments;
- Discussion on the creation of a Strategic Planning Committee to discuss the Town's Strategic Plan on addressing its current and changing priorities;

- Met with the Ts’uubaa-asatx First Nation which is amenable to a renew of the protocol agreement;
- Cowichan Tribes was awarded \$24.2 million to support the Cowichan Watershed Resiliency program from the Ministry of Infrastructure and Communities which will address the issues around severe drought and flooding in the Cowichan Watershed;
- Participation in a zoom meeting with the Cowichan Leadership Group on the presentation of the conceptual plans for the new high school in Duncan which was followed by a roundtable in which he spoke on the derelict school issue and how the Town could support the District to get these two buildings demolished; and
- Reminded members that we are in the midst of a worldwide pandemic and Island Health is seeing substantial increases of infection rates daily. He encouraged everyone to follow the provincial health guidelines to their fullest to help slow the spread while we await a vaccine.

Mayor Day closed by quoting Doctor Bonnie Henry “Be Kind, Be Calm, and Be Safe”.

**12. NOTICES OF MOTION**

Councillor McGonigle re: Council Procedural Bylaw amendments for virtual meetings and input from the public for said meetings to be brought forward to the next Finance and Administration Committee meeting while the Ministerial Order is in place.

Councillor McGonigle also encouraged members to provide input on Council or Committee agendas by Friday, December 5<sup>th</sup>, 2020.

Councillor Austin asked if other members of Council could participate in this Committee. Councillor McGonigle suggested finishing off the year. A review of the makeup of the Committee could be considered in the new year.

**13. QUESTION PERIOD**

Councillor McGonigle encouraged those watching the Youtube video to forward questions to the email of [admin@lakecowichan.ca](mailto:admin@lakecowichan.ca) so Council may respond.

The Chief Administrative Officer confirmed that there were no members of the public in attendance.

Councillor McGonigle thanked staff for their assistance to implement the live streaming of the meeting. Mayor Day concurred.

**14. IN CAMERA**

None.

**15. ADJOURNMENT**

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the meeting be adjourned (7:27 pm).

CARRIED.

No. R.00185/20

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Mayor