



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 24th, 2020

PRESENT: Mayor Bob K. Day, Chair
Councillor Carolyne 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 27th, 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 10th, 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 1st, 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 17th, 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 17th, 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 26th, 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 21st, 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 26th, 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 12th, 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 19th, 2020. She reported that hamper day will be held on December 17th and the 18th, 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 30th, 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
Signing Authority –
All Agreements (a) (c) **Staff Reports**
Moved: Councillor McGonigle
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
Signing Authority –
Banking and Cheque
Signing Authority Moved: Councillor Austin
Seconded: Councillor Vomacka
that any two of the following: one of the Mayor or Chair of the 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
Signing Authority –
MFA Moved: Councillor Sandhu
Seconded: Councillor McGonigle
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 10th, 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 10th, 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 5th, 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 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