



## **TOWN OF LAKE COWICHAN**

Minutes of a Regular meeting of Council

Held and transmitted electronically via Council Chambers, located at 39 South Shore Road, Lake Cowichan, BC on Tuesday, December 21<sup>st</sup>, 2021.

**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  
Jas Sandhu, Superintendent, Public Works and Engineering Services  
Ronnie Gill, Director of Finance

**1. CALL TO ORDER**

Mayor Day called the meeting to order at 6:01 pm.

**2. AGENDA**

No. R.0188/21  
Agenda

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the agenda be approved as amended with the following additions under:

**NEW BUSINESS**

(c) Community Health Services Gap Analysis and Housing for the Unhoused; and  
(d) Virtual meetings for 2022.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0189/21  
Regular Meeting

**(a)** Moved: Councillor Sandhu  
Seconded: Councillor McGonigle  
that the minutes of the Regular meeting of Council held on November 23<sup>rd</sup>, 2021, be adopted.

CARRIED.

No. R.0190/21  
Special meeting of  
Council

**(b)** Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the minutes of the Special meeting of Council held on November 30<sup>th</sup>, 2021, be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

**(a) Action Items:**

**(1)** The correspondence item from the Ministry of Municipal Affairs regarding its 2021 regional meetings was treated as information.

- (b) The correspondence item from the Ministry of Municipal Affairs regarding grant opportunities was received as information.
- (c) The correspondence item from Calum Matthews, Tourism Vancouver Island on the matter of new partnership agreement was treated as information.

Staff was directed to arrange for Mr. Matthews to make a presentation to Council on the matter of Tourism Vancouver Island's marketing and development initiatives.

**(b) Information or Consent Items**

None.

**7. REPORTS**

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

No. R.0191/21  
Finance and  
Administration

- (i) Moved: Councillor Sandhu  
Seconded: Councillor McGonigle  
that the minutes of the Finance and Administration Committee meeting held electronically on December 7<sup>th</sup>, 2021, be approved with the following:

**1-Request for Financial Assistance/Donation**

that the request of the Lake Cowichan Fire Department for financial assistance and/or donation for the restoration of Engine#1 be referred to 2022 budget for consideration;

**2- Lake Cowichan Fire Department – Incident Report**

that the Lake Cowichan Fire Department's incident report in the amount of \$8,876.04 for October 2021 be approved; and

**3- Lake Cowichan Fire Department – Incident Report**

that the Lake Cowichan Fire Department's incident report in the amount of \$10,560.42 for November 2021 be approved.

CARRIED.

No. R.0192/21  
Public Works and  
Environmental Services

- Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the minutes of the Public Works and Environmental Services Committee meeting held electronically on December 14<sup>th</sup>, 2021, be approved as amended.

CARRIED.

No. R.0193/21  
Parks,  
Recreation and  
Culture

- (iii) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Parks, Recreation and Culture Committee meeting held electronically on December 14<sup>th</sup>, 2021, be approved as presented.

CARRIED.

No. R.0194/21  
Strategic Planning

- (iv) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Strategic Planning Committee meeting held electronically on December 7<sup>th</sup>, 2021, be approved as presented.

CARRIED.

Cowichan Lake  
Recreation  
Commission

- (v) Mayor Day reported on the following highlights from the meeting held on Thursday, December 16<sup>th</sup>, 2021;
  - Approval for rental fees for Youbou and Honeymoon Bay volunteer groups to be waived for meeting space;
  - Reclad project for the arena to be undertaken in 2022 with some short term borrowing requirement; and

- Proposed decrease of requisition to allow for supplemental items such as exercise equipment and electric ice resurfacing machine.

Vancouver Island  
Regional Library

- (vi)** Councillor Austin reported the following for the Regional Library:
- Her attendance on November 27<sup>th</sup>, 2021, zoom meeting as Councillor Vomacka was unable to attend;
  - Discussions of service and policy matters; and
  - Annual general meeting to be held in January 2022.

Councillor Vomacka further reported that:

- On the December 10<sup>th</sup> release regarding COVID vaccination requirements for staff which has been deferred to February 2022; and
- Implementation of adult fine fees to be waived in some instances starting in 2022.

Advisory Planning  
Commission

- (vii)** Councillor Austin reported the following highlights from the meetings held November 24<sup>th</sup> and December 16<sup>th</sup>, 2021;
- Presentation done by Keith Lawrence and Kate Marsh on Climate Change Adaptation and Risk Management Strategy.;
  - The review of revision of the Subdivision, Works and Services Bylaw which will now be forwarded to Council; and
  - Discussions on the creation of a dog park.

The next meeting will be held Thursday, January 27<sup>th</sup>, 2022.

Community Forest  
Co-operative

- (viii)** Councillor McGonigle reported on the meeting held by the Executive members of the Forest Co-op to hear from two possible funding applications from:
- Kinsmen Club of Lake Cowichan for improvements at the Duck Pond; and
  - Cowichan Lake Elder Care Society.

Cowichan Valley  
Regional District

**(b) Other Reports**

- (i)** Councillor McGonigle reported on the following from the meetings he had attended:
- Parks and Trails meeting highlights;
  - Hospital Board meeting highlights;
  - Board meeting with newly elected Chairperson, Director Iannidinardo presiding;
  - Strategy to address housing requirements in region and the upcoming construction projects – the new high school and the new hospital;
  - Zoning amendments for South Cowichan;
  - Corporate services meetings with an overview of priority of projects for financing; and
- Draft budget and supplemental requests are available online for review.

Community Outreach  
Team

- (ii)** Councillor Austin reported that no meetings had been held for the Outreach Team in the month of December 2021. The next meeting will be held on January 20<sup>th</sup>, 2022, at 9:00 am.

She further reported that the local food bank had provided much needed hampers in the community, and she conveyed her personal thanks for its hard work.

Our Cowichan (iii) Councillor Sandhu reported that no meetings had been held by Our Cowichan in the month of December, 2021. The next meeting will be held on January 13<sup>th</sup>, 2022.

Cowichan Watershed Board (iv) Councillor Sandhu reported that the Cowichan Watershed held no meetings in the month of December 2021. The next meeting will be held on January 31<sup>st</sup>, 2022.

Councillor Sandhu further reported that the Cowichan Lake River Stewardship Society would be meeting on January 3<sup>rd</sup>, 2022.

No. R.0195/21 Governance Structure (c) **Staff Reports**  
(1) Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that Council approved the proposed committee meeting schedule for 2022 with the Committee of the Whole meeting on the 2<sup>nd</sup> Tuesday of each month.

CARRIED.

No. R.0196/21 Development Permit 42 Savoy Road (2) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
the Council approve a Development Permit to the owner of Lot 16, Block 7, Section 5, Renfrew District (Situating in Cowichan Lake District), Plan 1750, PID: 000-057-401, with a street address of 42 Savoy Road, with the following conditions:

- 1) A geotechnical assessment shall be completed to the satisfaction of the Town's building inspector prior to issuance of a building permit;
- 2) No retaining walls over 2.0 metres in height shall be permitted;
- 3) Prior to the issuance of a building permit, any retaining walls, and structures higher than 1.0 metres must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel; and
- 4) Implement all required erosion and sediment control measures to ensure protection of the natural environment, its ecosystem and biological diversity.

CARRIED.

No. R.0197/21 Amendment to Official Community Plan (3) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
the Council amend its Official Community Plan to revise the land use map and include policies to recognize and support the Agricultural Land Reserve (ALR) on Lot A, Block 25, Cowichan Lake District, Plan VIP20496 PID:003-601-943 with a street address of 601 Hammond Road,

and further that Council undertake the amendment to run parallel with an anticipated application to the Agricultural Land Commission (ALC) for a non-farm use for Lot A, Block 25, Cowichan Lake District, Plan VIP20496 PID:003-601-943 with street address of 601 Hammond Road with the use as follows:

1. Use of the existing building for public works administration, garage and shop;
2. Use of the playing field as a public works yard and training area for the Fire Department; and
3. Use of a 20-metre-wide strip of land along the northern edge of the property for the construction of a collector road which would serve as a critical second point of access for the Edgewood neighborhood currently being developed south of the Trans Canada Trail.

CARRIED.

**8. BYLAWS**

- No. R.0198/21  
Waste Regulations and Rates  
Bylaw No. 1063-2021
- (a)** Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Waste Regulations and Rates Bylaw No. 1063-2021" be reconsidered and adopted.
- CARRIED.
- No. R.0199/21  
Water Regulations and Rates  
Bylaw No. 1064-2021
- (b)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Water Regulations and Rates Bylaw No. 1064-2021" be reconsidered and adopted.
- CARRIED.
- No. R.0200/21  
Sewer Regulations and Rates  
Bylaw No. 1065-2021
- (c)** Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No. 1065-2021" be reconsidered and adopted.
- CARRIED.
- No. R.0201/21  
Fees and Charges for Services  
Bylaw No. 1066-2021
- (d)** Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 1066-2021" be reconsidered and adopted.
- CARRIED.
- No. R.0202/21  
Inter-Community Business Licence  
Bylaw No. 1067-2021
- (e)** Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Inter-Community Licence Bylaw No. 1067-2021" be given first, second and third readings.
- CARRIED.

**9. NEW BUSINESS**

- No. R.0203/21  
Notice of Regular Meetings of Council - 2022
- (a)** Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that Council approve the Notice of Regular Meetings of Council for 2022.
- CARRIED.
- No. R.0204/21  
Community Forests
- (b)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that Council endorse the draft letter to the Honourable Minister Conroy, Ministry of Forests, Lands, Natural Resource Operations and Rural Development regarding the local government's support for community forests and the effects possible changes to legislation could have on the current management of community forests.
- CARRIED.
- (c)** Mayor Day spoke on the matter of the results of the Community Health Services Gap Analysis and the matter of housing for the unhoused.
- A tour of the Ramada site will be undertaken on January 12<sup>th</sup>, 2022, and at that time the original roundtable participants could reconvene to determine the next steps for moving these matters further.
- No. R.0205/21  
Virtual Meeting format
- (d)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that Council, in light of the recent provincial restrictions, continue to hold virtual meetings until the end of February 2022 at which time, the matter will be re-examined.
- CARRIED.

**10. MAYOR'S REPORT**

Mayor Day gave his Mayor's Report for December 2021 which included the following:

- Mayor Day reflected on the year and sent those who have lost loved ones this past year a hope for peace to be with them;
- Mayor Day shared how fortunate the Town and surrounding area did not suffer terrible disasters like other communities around the province;
- He conveyed his thoughts that despite the COVID-19 pandemic how the Town has remained a thriving community that experienced growth and renewal;
- Mayor Day further conveyed his thanks to the Town's staff in each department for all they do to serve the public;
- Mayor Day further thanked members of Council for its work and support over the past year; and
- In closing he thanked the Advisory Planning Commission and all the other volunteer organizations for all their work to make the lives of residents more significant.

**11. NOTICES OF MOTION**

None.

**12. QUESTION PERIOD**

None.

**13. IN CAMERA**

No. R.0206/21  
Retire to In-Camera

**(a)**

Moved: Councillor Vomacka  
Seconded: Councillor McGonigle  
that Council close the meeting to the public to deal with issues which fall under s. 90 (1) of the *Community Charter* as follows:  
s.90 (1) (c) labour relations or other employee relations; and  
s.90 (1) (f) law enforcement and bylaws  
at (7:39 pm).

CARRIED.

None.

**14. ADJOURNMENT**

No. R.0207/21  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the meeting be adjourned. (8.35 pm)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor