



TOWN OF LAKE COWICHAN

Minutes of the Committee of the Whole meeting
Held and transmitted electronically via temporary Council Chambers
located at 38 King George Street, Lake Cowichan, BC
on Tuesday, October 11th, 2022

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
Jas Sandhu, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre

1. CALL TO ORDER

The Chair called the meeting to order at 5:00 pm.

2. AGENDA

No. CW.066/22
Agenda

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the agenda be approved as amended with the following addition
under:

NOTICE OF MOTION

(b) Development Cost Charges.

CARRIED.

4. MINUTES

No. CW.067/22
Committee of the
Whole Minutes

Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the minutes of the Committee of the Whole meeting held
September 6th, 2022, be approved as presented.

CARRIED.

5. BUSINESS ARISING AND UNFINISHED BUSINESS
Ongoing Items Still Being Addressed:

6. DELEGATIONS AND REPRESENTATIONS

7. CORRESPONDENCE

(a) Action Items

No. CW.068/22
Capital Request for
2023

(i)

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the correspondence from the Kaatza Historical Society regarding
its capital request for 2023 budget for the Kaatza Station museum be
referred to the next Council for budget discussions in 2023.

CARRIED.

(b) Information or Consent Items

8. REPORTS

(a) Finance and Administration

(i)

The Financial Report for the period ending September 30th, 2022 was
treated as information.

No. CW.069/22
Municipal Hall
Upgrade Project

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that a report on the costs and budget projections be provided on the
Municipal Hall upgrade Project which would include work order changes
to date.

CARRIED.

(ii)

The Building Inspector's report for August 2022 was treated as
information.

No. CW.070/22
Fire Department
Incident Report

- (iii)** Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$15,260.23 for August 2022.

CARRIED

No. CW.071/22
Fire Department
Incident Report

- (iv)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$8,836.24 for September 2022.

CARRIED

Council members voiced their concern on the private information being provided on medical aids.

- (v)** The Committee members reviewed the correspondence from the Agricultural Land Commission’s (ALC) decision regarding the disposition of AB Greenwell School site on Hammond Road as follows:
- a. use ~2.56 ha of the Property for public works administration office, garage and yard for the Town;
 - b. to use the eastern quarter of the current playing field for Fire Department safety and operational practice in accordance with the Proposal; and
 - c. to use ~0.558 ha to construct and dedicate a 20m wide strip along the northern boundary of the Property for a collector road connecting Poplar Street / Hammond Avenue and Edgewood Drive.

The matter of AB Greenwell property acquisition by the Town should be added to the Strategic Plan.

The Chief Administrative Officer addressed enquiries as follows:

- The developer of the Edgewood Drive development would be responsible for development of the roadway and the Town would take over maintenance of the road after one year;
- Phase One of the project would see the Fire Department practice area be setup on the site;
- As the School District is undertaking the demolition of the school building structure, the Town would need to look at construction of a new building and remediation of the current Public Works site in its strategic plan within the three year window provided by the ALC.

- (vi)** Dalton Smith, Manager, Cowichan Lake Education Centre gave a verbal report on the visitor data for the Information Centre.

The Committee members requested that written visitor data provided would be beneficial.

(b) Public Works and Recreation

- (i)** The Committee members discussed the matter of refuse collection at parks and public spaces and spoke on the following:
- Report requested for bear proofing the public cans;
 - Look at strategy for bear aware;
 - Waste stream bylaw for town to be reviewed;
 - Education is paramount;
 - Feasibility of in-ground refuse cans; and
 - Request the subject matter is to stay on the agenda.

No. CW.072/22
Wildlife Attractants

- Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend that the matter of refuse collection at local parks and public spaces remain on the agenda as a subject for the next incoming Council.

CARRIED

(c) Strategic Planning

The Town of Lake Cowichan Strategic Plan 2021-2022 and Beyond was reviewed with the status provided for October, 2022.

No. CW.073/22
Strategic Plan

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend that the remediation of the current public works yard be added to the Strategic Plan under Beyond 2022.
CARRIED

No. CW.074/22
Strategic Plan

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the creation of a dog park be included in the Strategic Plan under Beyond 2022.
CARRIED

(d) Ohtaki Twinning

(i) Mayor Day read out an email received from Yoshi Kageyama, Superintendent of Ohtaki Board of Education relaying his thanks for the recent exchange by delegates from Ohtaki, Japan.

9. NEW BUSINESS

(a) The Committee members discussed a tourism management strategy as follows:

- Inclusion of subject dealing with garbage at the local parks;
- Request for staff reports from the Information Centre and other departments on the pro’s and con’s of the 2022 summer season;
- Parking enforcement was non existent in 2022;
- The need to begin discussions with stakeholders as early as February;
- Look beyond the core of Saywell Park, look at outlying areas where parking may have been an issue;
- Forward the matter of parking to the Town planner and Advisory Planning Commission for input; and
- Feasibility and availability of a study grant to look into the matter further.

10. NOTICES OF MOTION

Councillor McGonigle requested that the matter of development cost charges be incorporated into the Official Community Plan and within the Town’s Strategic Plan.

11. QUESTION PERIOD

12. IN-CAMERA

No. CW.075/22
In-Camera

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the Committee close the meeting to the public to deal with issues dealing with labour relations or other employee relations which falls under s. 90(1) (c) of the *Community Charter*. (6:06 pm).
CARRIED

13. ADJOURNMENT

No. CW.076/22
Adjournment

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that the meeting arise without report and adjourn (6:30 pm)
CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2022.

Chair