



## 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, December 13<sup>th</sup>, 2022

PRESENT: Councillor Lorna Vomacka, Chair  
Mayor Tim McGonigle  
Councillor Carlyne Austin  
Councillor Aaron Frisby  
Councillor Kristine Sandhu

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.

**3. AGENDA**

No. CW.082/22  
Agenda

Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the agenda be approved with the following addition under:

**NEW BUSINESS**

- (d) Councillor Frisby re: Leave of Absence; and
- (e) Mayor McGonigle re: Appointments.

CARRIED.

Councillor Vomacka brought the delegation item forward.

**6. DELEGATIONS AND REPRESENTATIONS**

- (a) Dr. Shannon Waters and Vanessa Daether, Our Cowichan gave a powerpoint presentation on the upcoming Cowichan Valley Region Health and Wellness survey which is planned for the Spring of 2023. The responses should be of value to the local governments on matters such as illicit drug use in the communities and the climate crisis.

Council was requested to provide five (5) health and wellness questions to the group for consideration prior to January 25<sup>th</sup>, 2023.

The Chair afforded an opportunity for Committee members to direct questions to the delegates.

Councillor Sandhu asked if a mail out to the area residents in the community could be considered to promote the survey.

Councillor Austin asked if Community Services and the poverty reduction program with Social Planning could be provided with the details for input from their organizations.

Mayor McGonigle asked if the results could assist Council in identifying gaps missing in Lake Cowichan and the surrounding area and in particular, primary care.

**4. MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, November 8<sup>th</sup>, 2022 were treated as information.

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

- (a) The Committee reviewed the staff report on the municipal hall for November, 2022.

No. CW.083/22  
Municipal Hall  
Renovation  
Construction  
Contract – Change  
Orders

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend that staff be authorized to approve change orders on the municipal hall renovation project with a report back to Committee on such approvals.

CARRIED.

No. CW.084/22  
Municipal Hall  
Renovation  
Construction  
Contract – Change  
Orders #3 to #9

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend approval of change orders numbered from #3 to #9;  
and that the Committee recommend that Council authorize the continuation of the municipal hall project into the New Year so that the project may be completed by March of 2023.

CARRIED.

No. CW.085/22  
Municipal Hall  
Renovation –  
Emergency Centre  
Generator

Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the Committee recommend that Council approve the supply and installation of an automatic generator at the Municipal Hall from Frontier Power Products in the amount of \$93,901.65 plus GST.

CARRIED.

**7. CORRESPONDENCE**

**(a) Action Items**

None.

**(b) Information or Consent Items**

None.

**8. REPORTS**

**(a) Finance, Administration and Strategic Planning**

**(i)** The Financial Report for the period ending November 30<sup>th</sup>, 2022 was treated as information.

Staff was directed to provide a report on the snow removal reserve fund at the January, 2023 meeting.

**(ii)** The Building Inspector’s report for November 2022 was treated as information.

No. CW.086/22  
Fire Department –  
Incident Report

**(iii)** Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$14,510.41 for October 2022.

CARRIED

**(iv)** The Committee members reviewed the staff recommendations for fees and charge increases for 2023.

No. CW.087/22  
Fee Increases for  
Services

Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the Committee recommend approval of the fee increases for 2023 as was presented in the draft Town of Lake Cowichan Fees and Services Bylaw Schedules.

CARRIED

**(b) Parks, Recreation and Culture**

The Committee members reviewed the written parks report presented.

The Chief Administrative Officer reported that staff was researching a fee for service equipment installation at the sani-dump for the 2023 camping season.

**(c) Public Works and Engineering Services**

- (i)** The Committee discussed the Chief Administrative Officer’s report on waste management and bear smart program with discussion as follows:
- Wildlife attractants and regulations on dealing with wildlife encounters has been incorporation in the garbage rates and regulation bylaw;
  - Town is the community with the highest number of bears being put down this calendar year;
  - Signage similar to Whistler could be considered, “A Fed Bear is a Dead Bear”;
  - Feasibility of implementing a pilot project replacing the Town’s ornamental receptacles with bear proof bins;
  - Increased public awareness for residents;
  - Proposed Schedule “C” bear proof storage building to be removed as it is unrealistic;
  - Consideration of requiring all new home builds with no garages to include bear proof structures on property;
  - Substantial increase to fines for offences; and
  - Request to have additional information sent to residents regarding the changes to the bylaw through notification in the upcoming utilities invoices for 2023.

Staff was directed to remove Schedule “C” from the proposed Waste Rates and Regulation Bylaw with an increase of fines to start at \$250 per occurrence.

- (ii)** The Superintendent, Public Works and Engineering Services written report on the public works department was treated as information.
- (iii)** The Superintendent, Public Works and Engineering Services written report on watermain upgrades required was reviewed.

No. CW.088/22  
Watermain  
Upgrades –  
Charges to  
Developer(s)

Moved: Councillor Frisby  
Seconded: Councillor Austin  
that the Committee recommend that the Town charge all developments, for newly developed lots or multi-family units a fee of \$1,200 per unit to undertake upgrades to the water main supply line.  
CARRIED

No. CW.089/22  
Watermain  
Upgrades –  
Request for  
Proposal

Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the Committee recommend that a proposal call be issued to qualified engineering consultants for evaluating and analyzing the optimum upgrade required for the watermain feed from our Water Treatment Plant with the provision that required detailed cost estimates.  
CARRIED

- (iv)** The Superintendent, Public Works and Engineering Services written report on the Water Treatment Plant was treated as information.

**9. NEW BUSINESS**

- (a)** The Lake Cowichan First Impressions Community Assessment undertaken by 4VI (formerly Tourism Vancouver Island) was discussed by the members of the Committee.

The Committee members and staff shared their concerns that the assessment was undertaken with little to no discussion with other stakeholders in the community; namely, Town Council and staff.

The Assessment failed to provide any reference or touch on areas such as Lakeview Park, the Cowichan Lake Education Centre, Economic initiatives and inclusion of the Town’s strategic plan.

Staff was directed to invite representative(s) of 4VI (formerly Tourism Vancouver Island) to attend an upcoming Committee of the Whole meeting to discuss matters that are mutually beneficial to all parties. Topics to discuss could include; parameters of the study, the findings and information on what was reported and categorized as deficiencies.

No. CW.090/22  
Rural Economic  
Diversification and  
Infrastructure  
Program

- (b) The Director of Finance reported on the MNP 2022 Audit Service Plan and outlined the new reporting requirements.
  - (c) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the Committee recommend that the Town of Lake Cowichan apply for funding for the removal and reconstruction of the walking bridge from Ohtaki Park to the Riverside Park (Duck Pond) through the Rural Economic Diversification and Infrastructure Program.
- CARRIED

No. CW.091/22  
Leave of Absence

- (d) Moved: Mayor McGonigle  
Seconded: Councillor Austin  
that the Committee recommend that a leave of absence for Councillor Frisby from December 15<sup>th</sup>, 2022 to January 10<sup>th</sup>, 2023 be approved.
- CARRIED

- (e) Mayor McGonigle spoke on the following appointments:
  - Cowichan Lake Recreation Representative - Councillor Sandhu;
  - Cowichan Lake Recreation Alternate Representative – Councillor Frisby;
  - Advisory Planning Commission Representative – Councillor Austin;
  - Advisory Planning Commission Alternate Representative – Mayor McGonigle;
  - Poverty Reduction Representative – Councillor Austin; and
  - Poverty Reduction Alternate Representative – Councillor Vomacka.

Mayor McGonigle reported that these appointments will be brought forward for endorsement at the next Regular meeting of Council.

**10. NOTICES OF MOTION**

None.

**11. QUESTION PERIOD**

**12. IN-CAMERA**

None.

**13. ADJOURNMENT**

No. CW.092/22  
Adjournment

Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the meeting adjourn (7:23 pm)

CARRIED.

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

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

\_\_\_\_\_  
Chair