



TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council
Held and transmitted electronically via the temporary Council Chambers
located at 38 King George Street, Lake Cowichan, BC
on Tuesday, December 20th, 2022.

PRESENT: Mayor Tim McGonigle, Chair
Councillor Carolyne Austin
Councillor Kristine Sandhu
Councillor Lorna Vomacka

REGRETS: Councillor Aaron Frisby
(with prior approval)

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Jas Sandhu, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre

1. CALL TO ORDER

Mayor McGonigle called the meeting to order at 6:00 pm.

2. AGENDA

No. R.0149/22
Agenda

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

NEW BUSINESS

- (c) Mayor McGonigle re: Appointments for Cowichan Lake Forest Co-operative; and
- (d) Councillor Austin re: Committee proposal for Ohtaki.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0150/22
Public Hearing

- (a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the minutes of the Public Hearing meeting held on November 22nd, 2022, be adopted as presented.

CARRIED.

No. R.0151/22
Regular Council

- (b) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Regular meeting of Council held on November 22nd, 2022, be adopted as presented.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

6. CORRESPONDENCE

(a) Action Items:

None.

(b) Information or Consent Items

- (i) The correspondence item from Canada Community Building Fund BC regarding the secondary community works fund payment for 2022/2023 treated as information

Councillor Vomacka sought clarification on any restrictions for the monies. The Chief Administrative Officer advised that the funds were to be spent on green projects and initiatives.

No. R.0152/22
Committee of
the Whole

7. REPORTS

(a) Council and other Committee Reports

- (i)** Moved: Councillor Vomacka
Seconded: Councillor Austin
that the minutes of the Committee of the Whole meeting held on December 13th, 2022, be approved with the following:

1-Municipal Hall Renovation Construction Contract-Change Orders

that staff be authorized to approve change orders on the municipal hall renovation project with a report back to Committee on such approvals;

2—Municipal Hall Renovation Construction Contract 0 Change Orders #3 to #9

that Council approve change orders numbered from #3 to #9;
and

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;

3—Municipal Hall Renovation – Emergency Centre Generator

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;

4—Fire Department - Incident Report

that Council approve the Lake Cowichan Fire Department's incident report in the amount of \$14,510.41 for October 2022;

5—Fee Increases for Services

that Council approve the fee increases for 2023 as was presented in the draft Town of Lake Cowichan Fees and Services Bylaw Schedules;

6—Watermain Upgrades – Charges to Developer(s)

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;

7—Watermain Upgrades – Request for Proposal

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 requirement that detailed cost estimates be provided;

8—Rural Economic Diversification and Infrastructure Program

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;

9—Leave of Absence

that a leave of absence for Councillor Frisby from December 15th, 2022, to January 10th, 2023, be approved.

CARRIED.

Cowichan Lake
Recreation
Commission

- (ii)** Mayor McGonigle reported that the next meeting of the Cowichan Lake Recreation Commission would be held on January 2023 and that Councillor Sandhu would be attending as the Town's appointed representative with Councillor Frisby as the appointed alternate.

Vancouver Island
Regional Library

- (iii)** Councillor Austin reported that the Vancouver Island Regional Library Board would be holding its Annual General meeting on January 28th, 2023.

- Advisory Planning Commission (iv) Councillor Austin reported that no meeting of the Advisory Planning Commission was held.
- Community Forest Co-operative (v) Councillor McGonigle advised that no meeting of the Cowichan Lake Forest Co-operative had been held and that there was no logging activity to report on due to the snowy weather conditions.
- Cowichan Valley Regional District (b) **Other Reports**
(i) Councillor McGonigle gave a verbal report on the Regional Board meeting held on November 23rd and his recent appointment on the Treaty Advisory Committee.
- No. R.0153/22 Verbal Report Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that Mayor McGonigle's verbal report on the Cowichan Valley Regional District be accepted.
CARRIED.
- Community Outreach Team (ii) Councillor Austin reported that there was no meeting of the Outreach Team this month.

She reported on her attendance with Councillor Sandhu to help out with distribution of the food hampers at Community Services. She also attended the Lake Cowichan School luncheon which was very well attended.
- Our Cowichan (iii) Councillor Sandhu reported that she forwarded an email to members of Council and the Chief Administrative Officer regarding the opening of warming centres in the district.

Mayor McGonigle advised that he had also forward updates received from the CVRD Administrator, Ms. Wilson, regarding the provision of overnight services which will not be broached until the New Year, if at all.
- No. R.0154/22 Verbal Report Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that Councillor Sandhu's verbal report on the Our Cowichan committee be accepted.
CARRIED.
- Cowichan Watershed Board (iv) Councillor Sandhu reported that Cowichan Watershed Board did not meet in December and that their next meeting would be held January 30th, 2023.

She advised that the leadership team meets bi-weekly and most of those discussions are in-camera.
- No. R.0155/22 Advisory Planning Commission - Appointments (c) **Staff Reports**
(i) Moved: Councillor Austin
Seconded: Councillor Vomacka
that appointments to the Advisory Planning Commission of the following for a two-year term beginning January 1st, 2023, be made as follows:
 - Duncan Brown;
 - William D. Garrett;
 - Pat Lamont;
 - Bev Litster; and
 - Robert Patterson.
CARRIED.
- Mayor McGonigle thanked all those that had applied for the Commission and thanked the outgoing member, Darlene Ector, for her service and time served on the Commission.

8. BYLAWS

No. R.0156/22
Development Cost
Charges Bylaw
No. 1078-2022

(a) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the "Town of Lake Cowichan Development Cost Charges Bylaw
No. 1078-2022" be reconsidered and adopted.

CARRIED.

No. R.0157/22
Subdivision, Works and
Services Bylaw
No. 1082-2022

(b) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the "Town of Lake Cowichan Subdivision Works and Services
Bylaw No. 1082-2022" be read a first and second time; and

that the "Town of Lake Cowichan Subdivision Works and Services
Bylaw No. 1082-2022" be referred to the Committee of the Whole for
further input from staff.

CARRIED.

No. R.0158/22
Fees and Charges for
Services Bylaw
No. 1083-2022

(c) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw
No. 1083-2022" be read a first, second and third time.

CARRIED.

No. R.0159/22
Council Remuneration
and Expenses Bylaw
No. 1084-2022

(d) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the "Town of Lake Cowichan Remuneration and Expenses Bylaw
No. 1084-2022" be read a first, second and third time

CARRIED.

No. R.0160/22
Waste Rates and
Regulations Bylaw
No. 1085-2022

(e) Moved: Councillor Austin
Seconded: Mayor McGonigle
that the "Town of Lake Cowichan Waste Rates and Regulations Bylaw
No. 1085-2022" be read a first, second and third time.

CARRIED.

No. R.0161/22
Municipal Ticketing
Amendment Bylaw
No. 1086-2022

(f) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Municipal Ticketing Amendment
Bylaw No. 1086-2022" be read a first, second and third time.

CARRIED.

9. NEW BUSINESS

No. R.0162/22
Notice – 2023 Regular
Meetings of Council
dates

(a) Moved: Councillor Austin
Seconded: Councillor Sandhu
that Council approve the Notice for Regular meetings of Council for
2023, as presented, with the addition of a Public meeting to be held
on November 6th, 2023, onto the 2023 meeting schedule.

CARRIED.

(b) The information received from the Federation of Municipalities
regarding the seeking of nominations for the Green Municipal Fund
Council was treated as information.

No. R.0163/22
Appointments –
Cowichan Lake
Community Forest
Co-operative

(c) Moved: Councillor Vomacka
Seconded: Councillor Austin
that Mayor McGonigle be appointed as the Town's representative on
the Cowichan Lake Forest Community Cooperative; and

that Councillor Sandhu be appointed as the alternate representative
on the Cowichan Lake Forest Community Cooperative.

CARRIED.

(d) Councillor Austin requested that the Ohtaki Twinning Select
Committee be re-implemented to elicit youth to travel to Japan in
2023. She shared that there were 9 students interested in travelling

to Japan and has confirmed that the visit to Ohtaki is scheduled for June 29th to July 5th, 2023.

Mayor McGonigle shared that Councillor Vomacka and he would be available to help with information regarding the exchange and fundraising ideas.

The Terms of Reference are to be referred to the next Committee of the Whole with the proviso that meetings could be held virtually.

10. MAYOR’S REPORT

Mayor McGonigle presented his Mayor’s Report for December 2022 which included the following:

- He wished everyone all the best during the holiday season on behalf of himself and members of Council;
- He stated that members of Council were getting acquainted with their new appointments and reporting back on their participation on the various outside organizations;
- He shared that plans were underway to garner youth interest in travelling to Ohtaki, Japan to participate in an educational exchange between the twin cities;
- Discussions have begun on how to minimize wildlife encounters with humans by regulating the Town’s waste stream;
- He encouraged residents to sign up to the Town’s email list to stay updated on such matters as water restrictions, service interruptions and other pertinent matters affecting the municipality;
- He spoke on the recent motor vehicle incident involving elk along Highway 18 and on the need to better address this issue before another fatality occurs; and
- In closing, he wished everyone the very best during the festive season.

11. NOTICES OF MOTION

None.

12. QUESTION PERIOD

Mayor McGonigle conveyed his thanks to the Public Works crew for their efforts during this current snow event.

13. IN CAMERA

None.

14. ADJOURNMENT

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the meeting adjourn. (6:53 pm)

CARRIED.

No. R.0164/22
Adjournment

Certified correct _____.

Confirmed on the _____ day of _____, 2023.

Mayor