



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, February 14th, 2023

PRESENT: Councillor Aaron Frisby, Chair
Mayor Tim McGonigle
Councillor Carolyne Austin
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

PUBLIC: 4

1. CALL TO ORDER

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

3. AGENDA

No. CW.05/23
Agenda

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

CORRESPONDENCE

7(b) Janice and Craig New re: Request for neighbourhood safety due to speeding on River Road;

NOTICE OF MOTION

Update on Parking for Tourism;

and with the following deletion under:

REPORTS

(b) Parks, Recreation and Culture
(i) Cowichan Lake Recreation Meeting Report.

CARRIED.

4. MINUTES

The minutes of the Committee of the Whole meeting held on Tuesday, January 10th, 2023, were treated as information.

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

(a) Council Code of Ethics

The Committee reviewed the Council Code of Ethics.

Staff was directed to include financial penalties in the Council Code of Ethics for review at the next meeting.

On the next item, Mayor McGonigle requested that the delegation's order be changed to allow Ms. Carmen Nickell to address the Committee first.

6. DELEGATIONS AND REPRESENTATIONS

(b) Carmen Nickell, a local youth in Lake Cowichan, addressed the Committee on the matter of accessibility issues facing Lake Cowichan and the need to make sidewalks and entryways to local businesses and shops more accessible to those in wheelchairs and scooters.

Mayor McGonigle thanked Ms. Nickell and reported that he had met previously with her on the matter. He felt an assessment of the Town by Committee members would be helpful.

- (a)** Brian Kapuscinski, architect, was on hand to give a progress report on the municipal hall renovations.

He stated that the end of April was the contractor’s goal for completing the renovations.

The following matters were raised and discussed:

- The role of the contract administrator to oversee the project and the various contractors on the project;
- Change order requirements;
- Need for rationale for the change orders;
- COVID related delays which impacted resources and materials;
- A delay claim that has been resolved by all parties for additional time delay costs of 8 weeks at \$5,000 per week for a total of \$40,000; and
- The addition of windows on the river-facing building wall is not possible due to the sheer wall that is required for ensuring the seismic requirements of the structure.

7. CORRESPONDENCE

No. CW.06/23
Support for Beaver
Creek Restoration
Project

(a) Action Items

- (i)** Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that the Town of Lake Cowichan send a letter of support to the Cowichan Lake Salmonid Enhancement Society for its Beaver Creek Restoration Project.

CARRIED

- (ii)** The correspondence received from Janice and Craig New regarding its request and the matter of speeding on River Road was treated as information.

Direction was given to refer the correspondence to the Advisory Planning Commission for its recommendation(s) to Council.

(b) Information or Consent Items

None.

8. REPORTS

(a) Finance, Administration and Strategic Planning

- (i)** The Financial Report for the period ending January 31st, 2023 was treated as information.

Dates for budget meetings are to be set at a later date.

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

No. CW.07/23
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 \$10,977.38 for December 2022.

CARRIED

- (iv)** The staff report on the municipal hall upgrades January, 2023 was treated as information.

The Chief Administrative Officer reported that the Town was looking at a choice between Telus and a private provider for security for the hall.

He also reported that due to delays, the UBCM grant for the generator had been cancelled and that he would be submitting another new grant application.

- (v) The matter of the unsightly issues at 63 Cowichan Lake Road were discussed.

Mayor McGonigle directed staff to bring forward recommendations to Council which will allow Council under municipal legislation to order the clean-up of the property.

- (vi) The report provided by the Chief Administrative Officer on the Provincially mandated creation of an accessibility committee was discussed by council. The report spoke on the pros and cons of regional or municipal approaches to the matter.

He advised that he would be meeting with other municipal officers to discuss further at a meeting scheduled for March 6th and would report back on the matter.

- (vii) The report provided by the Chief Administrative Officer on the matter of emergency equipment was treated as information.

(b) Parks, Recreation and Culture

- (i) This agenda item was deleted as it would be presented at the next meeting of Council.
- (ii) The Committee discussed the automated sani-dump fees collection system provided by the Superintendent, Public Works and Engineering Services.

The matter has been referred to budget for consideration.

(c) Public Works and Engineering Services

- (i) The Committee discussed the matter of traffic concerns on Point Ideal Drive.

Mayor McGonigle felt that a traffic study consultant should be engaged to look at the impact of the increased demand in the summer to the Town’s parking and traffic along Point Ideal Drive and areas around Saywell Park, with conversations with the Ministry of Transportation and Infrastructure to be arranged.

9. NEW BUSINESS

- (a) Councillor Austin reported on the 11 students and 6 adults that will make up the 2023 delegation travelling to Ohtaki, Japan in July, 2023.

No. CW.08/23
Appointment of
Ohtaki Delegation
Representative

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend that Mayor McGonigle be appointed as the Town’s representative on the 2023 Ohtaki Delegation.

CARRIED

Mayor McGonigle spoke on the recent passing of Gerhard Friedmann who was an integral part of the twinning and cultural exchange between Lake Cowichan and Ohtaki, Japan since its inception in 1988.

10. NOTICES OF MOTION

Councillor Sandhu requested that the matter of parking and tourism be brought to the next meeting.

Mayor McGonigle shared his view that this should be piggybacked with the traffic study discussed earlier in the meeting.

The Chief Administrative Officer stated that staff will address this issue to the best of their abilities for the season until a more permanent solution is implemented in 2024.

11. QUESTION PERIOD

12. IN-CAMERA

No. CW.09/23
Appointment of
Ohtaki Delegation
Representative

Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that it close the meeting to the public to deal with issues dealing with the acquisition, disposition or expropriation of land or improvements and negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages which falls under s. 90(1) (e) and (k) of the *Community Charter*. (6:25 pm).

CARRIED

13. ADJOURNMENT

No. CW.010/23
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting arise with no report and adjourn (7.35 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2023.

Chair