



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, March 14th, 2023

PRESENT: Councillor Carolyne Austin, Chair
Mayor Tim McGonigle
Councillor Aaron Frisby
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.011/23
Agenda

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

NEW BUSINESS

(c) Bike Trail Signage.

CARRIED.

4. MINUTES

The minutes of the Committee of the Whole meeting held on Tuesday, February 14th, 2023, were treated as information.

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

(a) Council Code of Ethics

The Committee discussed the Council Code of Ethics and directed staff to bring forward recommendations for policy and/or bylaw changes to reflect financial penalties for review at the next meeting.

6. DELEGATIONS AND REPRESENTATIONS

(b) Bob Day and Fredd Nipp representing the Trailblazers Society, addressed the Committee on the Society's activities over the past few years.

Mr. Day reported that Mosaic had renewed their user agreement for an additional four years and that there were approximately 80 to 100 kms of trail network for its use. He further reported on some events that had been held in the community utilizing these trail networks.

Mr. Day put forward a request for the placement of information and map of the local trails at the Trans Canada Trail kiosk by the Society.

Mayor McGonigle directed staff to have a look at possibilities of panel advertising for the Trailblazer Society and if it can be accommodated. He further requested that input be sought from the contract planner and the Advisory Planning Commission.

(a) Rod Peters, Cowichan Lake Forest Cooperative was on hand to request that the Town purchase a new pump for the Forest Worker's Memorial Park and that the birch trees and holly bushes be pruned back.

The Superintendent, Public Works and Engineering Services advised that a new pump has been purchased and is awaiting installation and

that the pruning will be done once Parks staff are called back for the season.

7. CORRESPONDENCE

(a) Action Items

- (i)** The correspondence item from Lake Cowichan School regarding the Health Fair to be held on April 5th, 2023 was treated as information.

Councillor Austin advised that Councillor Sandhu and herself would attend the event. She invited other members of Council to join them for the setup to begin at 9:30 am.

(b) Information or Consent Items

None.

8. REPORTS

(a) Finance, Administration and Strategic Planning

- (i)** The Financial Report for the period ending February 28th, 2023 was treated as information.

Matter raised and discussed were as follows:

- Grant-in-aid applications;
- Cowichan Lake Education Centre variable expenses, its revenue comparative to its food costs, and its website;
- Ways to lessen the loss budgeted for in 2023 for the Education Centre;
- How to target for off-season months at the Education Centre;
- Need to provide information to residents about the provincial grant through social media mediums;
- Need to be proactive to inform residents of developments and changes such as the closing of the beach access at Lakeview Park; and
- Clarification on the grant dollars for the Information Centre at Saywell Park.

- (ii)** The Building Inspector’s report for January, 2023 was treated as information.

- (iii)** The Building Inspector’s report for February, 2023 was treated as information.

No. CW.012/23
Fire Department –
Incident Report

- (iv)** Moved: Councillor Vomacka
Seconded: Councillor Frisby
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$9,842.91 for January, 2023.

CARRIED

Mayor McGonigle stated that the Town needs to continue lobbying the senior levels of government for compensation for the medical aid and lift assists as the Town does not have designated first responders like other fire departments.

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

Members of the Committee requested clarification and additional information on some of the change work orders.

Municipal Hall –
Change Orders to
Contract

Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the Committee recommend that the authorization of all change orders to the municipal hall contract be returned to Council.

FOR – 2; AGAINST - 3
DEFEATED

The Committee members took a five (5) minute break at 6:03 pm.

The Committee members returned to the meeting at 6:08 pm.

No. CW.013/23
Required Remedial
Action
63 Cowichan Lake
Road

- (vi)** Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the required remedial action for the property at 63 Cowichan Lake Road be undertaken using the following process:
- An on-site inspection of the property by the building and fire department, and if deemed appropriate by the RCMP;
 - Staff reports with recommendations to follow, with the owner being provided an opportunity to undertake such remediation as is required;
 - Should the owner fail to comply with the remedial requirements, council can declare the property as a nuisance and provide the Owner an opportunity to respond by requesting that council reconsider the Remedial Action Requirements;
 - and failing a satisfactory response, the Town may take action in accordance with section 17 of the Community Charter and undertake any or all of the actions required by the Remedial Action requirement without further notice to and at the expense of the Owner.

CARRIED

(b) Parks, Recreation and Culture

No. CW.014/23
Memorial Plaque –
Darshan Singh
Sangha

- (i)** Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend approval of the request by the BC Labour Heritage Centre for the placement of the Darshan Singh Sangha memorial plaque to be located at the Kaatza Museum.

CARRIED

- (ii)** Mayor McGonigle spoke on the matter of the governance model for regional recreation.

(c) Public Works and Engineering Services

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

The following matters will be brought forward:

- an upcoming meeting with representatives of the Ministry of Transportation and Infrastructure to address the traffic congestion issues Point Ideal Drive and South Shore Road;
- request the Advisory Planning Commission re-look at a reduction of speed on local roadways;
- look at the crosswalk fronting the new transit pullout on Cowichan Lake Road and remove foliage/plants from obstructing traffic vision;
- Darnell Road regarding right turn only to be forwarded to the Advisory Planning Commission for its input; and
- Installation of more signage along Point Ideal Drive and request for the RCMP to patrol it.

9. NEW BUSINESS

- (a)** Councillor Austin reported on the 2023 delegation of students and adults that will be travelling to Ohtaki, Japan. Departure date will be July 5th with the group leaving Ohtaki on the 11th and visiting a few days in Tokyo and returning on July 15th, 2023. Many fundraising activities have been planned to raise funds for the students.

Mayor McGonigle indicated that Ohtaki had requested a change of dates to accommodate the upcoming elections that will be held prior to the arrival of the delegation.

No. CW.015/23
Community
Engagement Series

- (b) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that Councillor Austin be authorized to attend the Community Engagement Series on Wednesday, March 15th, 2023 in Duncan, BC.

CARRIED

- (c) Councillor Frisby brought forward the need for bike trail signage to show the trail network from Kinsol Trestle and guidance along the trails to Duncan onto Lake Cowichan. He indicated that the Nelson link coming out of the Hammond Road area is hard to find and that reference is made to leaving the Trans Canada Trail at Johel Road to connect to the Pine Street connection which results in bikers leaving Town rather than visiting the downtown area.

Councillor Frisby further stated that he has come across three maps that are currently given out to visitors which have been privately funded. He reported that the Duncan Info Centre is recommending trail users and bikers go down Johel Road and connecting out of Town.

The Superintendent, Public Works and Engineering Services advised that a portion of the trail is maintained by the Regional District Parks Department so they will need to be consulted on the matter.

Mayor McGonigle referred the matter to staff for marking and suggested looking into the feasibility of stamping bikes along the roadway to show the route at various locations that tie in with the current trailmarkers and the Trans Canada Kiosk.

Councillor Austin shared the view that the Town’s Information Centre and the centres at Glenora and Duncan need to be coordinated on the information they share from their respective Centres.

10. NOTICES OF MOTION

Councillor Vomacka requested that the matter of the Town renewing its membership with the Cowichan Lake District Chamber of Commerce be brought forward to the next meeting.

11. QUESTION PERIOD

12. IN-CAMERA

13. ADJOURNMENT

No. CW.016/23
Adjournment

- Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the meeting adjourn (6:45 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2023.

Chair