



## 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, April 11<sup>th</sup>, 2023

PRESENT: Councillor Lorna Vomacka, Chair  
Mayor Tim McGonigle  
Councillor Carolyne 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

PUBLIC: 4

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:09 pm.

3. **AGENDA**

No. CW.017/23  
Agenda

Moved: Councillor Frisby  
Seconded: Mayor McGonigle  
that the agenda be approved with the following additions under:

**CORRESPONDENCE**

(b) Appeal from resident re: water overage charges.

**FINANCE AND ADMINISTRATION**

(v) Lake Cowichan Volunteer Fire Department re: Acquisition of Ladder truck;

**PUBLIC WORKS AND ENVIRONMENTAL SERVICES**

(ii) Handicap signage at Canada Post office building;

**NEW BUSINESS**

(b) Leave of Absence for Mayor McGonigle;  
(c) Darnell Road at Cowichan Lake Road intersection.

CARRIED.

4. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, March 14<sup>th</sup>, 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 newly drafted Council Code of Ethics. The Chief Administrative Officer reported that the three (3) municipalities he researched had a third party dealing with complaints rather than have Council adjudicate those complaints.

It was further suggested that the respondent be given 30 days to respond to allegations, rather than the proposed two weeks.

No. CW.018/23  
Council Code of  
Conduct

Moved: Mayor McGonigle  
Seconded: Councillor Frisby  
that the Committee recommend approval of the Council Code of Conduct, as amended.

CARRIED

6. **DELEGATIONS AND REPRESENTATIONS**

(a) Phyllis MacLaren, resident on North Shore Road requested that Council consider the installation of a pedestrian sidewalk along North Shore Road. She stated that the roadway was very busy and there is nowhere for people to walk except on the main road which is unsafe.

Mayor McGonigle directed staff to bring the matter to a future Public Works meeting for budget consideration.

- (b) Dawn Williams, resident on Nelson Road, representing Lake Cowichan Baseball was on hand to request that the Town allow for drop in plugs for bases at the Apollo and Dawn Coe Fields, repairs and upgrades to the concession and public washrooms, play area for children and shaded bleachers or area for spectators and children. She indicated that events are held in other parks in the area maintained by the Regional District as the conditions at the Centennial Park are not conducive to holding large events at due to ongoing issues of maintenance and unsafe conditions.

Ms. Williams was advised that the upgrades to the washroom facilities would be undertaken within the year.

The matter has been referred to an upcoming meeting once a letter is received by the Town outlining the costing for the requested drop-in bases referred to in the presentation.

**7. CORRESPONDENCE**

**(a) Action Items**

Mayor McGonigle declared a potential conflict on the next correspondence item and left the meeting at 5:33 pm.

- (i) The correspondence item from Cowichan Lake Arts and Culture regarding its request for a grant-in-aid for its Summer Outdoor Concert Series was discussed by the Committee.

The matter was referred to staff a grant-in-aid application form to be sent to the group which also outlines the Town’s policy on financial aid requests.

Mayor McGonigle returned to the meeting at 5:39 pm.

**(b) Information or Consent Items**

- (i) The letter from the Cowichan Lake Arts and Culture regarding its Easter Egg Art Bombing of the Cowichan Lake areas was treated as information.

- (ii) Mayor McGonigle spoke on correspondence items received from a resident in Lake Cowichan on his appeal for a resolution of water overage charges. Mayor McGonigle shared his view that the Town’s bylaws and policies were implemented to focus on water conservation, remediation of deficiencies and applications for forgiveness on usage since the Town’s metering programme inception in 2013 and he felt this resident’s request should be addressed at a public meeting.

The Chief Administrative Officer also spoke on the resident’s request which he reported did not fall under the parameters of the policy and by the resident’s own admission, that a valve had been left on by mistake. He further advised that staff had undertaken numerous site visits to the property to ascertain its findings that the cap had been left open by the property owner.

Councillor Vomacka stated that she had attended the residence with Mayor McGonigle to look at the concerns outlined in the resident’s letter which had been sent to each member of Council.

Councillor Sandhu requested that staff be directed to provide a report on the matter to provide some clarity to the issue for the next meeting.

**8. REPORTS**

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

- (i) The Financial Report for the period ending March 28<sup>th</sup>, 2023, was treated as information.

Matters raised included:

- Budget of \$40,000 for the replacement of the septic system at the Education Centre;
- The financial plan and annual tax rate bylaws will be presented to Council on April 25<sup>th</sup>; and
- Lakeview Park reservation system opened on April 4<sup>th</sup> and 50% of the revenue was collected within the first two days of online bookings made available to the public.

Councillor Frisby raised his concerns on the matter of advertising and need for a social media presence for the Education Centre for off-season and the need for frequent updates.

No. CW.019/23  
Fire Department –  
Incident Report

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

**(iii)** Moved: Councillor Austin  
Seconded: Mayor McGonigle  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$5,861.12 for February, 2023.  
CARRIED

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

The Chief Administrative Officer advised that the hall would not be ready for the end of April as indicated in earlier reports, therefore, he was able to extend the lease of the temporary facility until the end of July.

Councillor Frisby enquired into any additional change orders and requested that these be forwarded to Council for information.

Councillor Sandhu requested a detailed summary of the costing for the services required beyond the contract completion of April 30<sup>th</sup> and in particular, the services for the architect to oversee the project from May to July’s occupancy of municipal hall.

No. CW.020/23  
Fire Department –  
Expenditure for  
Ladder Truck,  
Apparatus and  
Shelter

**(v)** Moved: Mayor McGonigle  
Seconded: Councillor Sandhu  
that the Committee recommend that the Fire Chief, Lake Cowichan Volunteer Fire Department, be authorized to investigate the acquisition of a ladder truck.  
CARRIED

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

The Superintendent, Public Works and Engineering Services reported that the gardening staff have returned for the season.

Councillor Frisby asked if the automated payment system for the sani-dump will be installed before the camping season. The Superintendent, Public Works and Engineering Services will check on availability.

**(i)** The Superintendent, Public Works and Engineering Services reported that the BC Hydro re-regreening grant would allow for the planting of fruit trees at the new transit stop area and at Kasapi Park this year.

Mayor McGonigle thanked staff for its efforts on further reducing the GHG emissions in the Town.

**(ii)** The Chief Administrative Officer advised that the current sign bylaw does not allow for third party signs to be installed in the Town.

The Committee discussed the feasibility of allowing the signage with no advertising or logos with the map to be provided with the QR code for trail users to have the ability to scan and utilize.

Staff was directed to respond to the Trail Blazers Society and request they submit a revised proof for the Town’s consideration at the Trans Canada Trail Kiosk.

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

Councillor Vomacka spoke on the need for signage to indicate handicap parking on the side of the Canada Post building as the roadside painting is not always visible to vehicular traffic.

The matter has been forwarded to staff for implementation and to look at such parking needs in other areas of the community, including the new municipal hall.

No. CW.021/23  
Traffic Study –  
Uptown Core

- (i)** Moved: Mayor McGonigle  
Seconded: Councillor Sandhu  
that the Committee recommend that staff be directed to put out a request for a consultant to undertake a traffic study of the Uptown Core during the 2023 tourist season.

CARRIED

**9. NEW BUSINESS**

- (a)** Councillor Austin reported on the 2023 delegation of students and adults that would be travelling to Ohtaki, Japan. She advised that many fundraising activities have been planned for the students.

She further reported that she had received the schedule for the delegation visiting from Ohtaki, Japan in the fall. The delegates will arrive on September 30<sup>th</sup> for three days.

No. CW.022/23  
Leave of Absence

- (b)** Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the Committee recommend that a leave of absence be approved for Mayor McGonigle from the Regular meeting of Council to be held on April 25<sup>th</sup>, 2023.

CARRIED

No. CW.023/23  
Darnell Road – Traffic  
Pattern Change

- (c)** Moved: Councillor Frisby  
Seconded: Councillor Austin  
that the Committee recommend that Darnell Road be designated as a “ Right Turn Only” onto Cowichan Lake Road with the Ministry of Transportation and Infrastructure and local RCMP to be notified of the traffic change proposal.

CARRIED

**10. NOTICES OF MOTION**

Councillor Sandhu requested that a staff report be provided on Emergency Planning for the Town of Lake Cowichan to detail the level of risks and the required plans to address those risks.

**11. QUESTION PERIOD**

**12. IN-CAMERA**

**13. ADJOURNMENT**

No. CW.024/23  
Adjournment

- Moved: Councillor Austin  
Seconded: Mayor McGonigle  
that the meeting adjourn (6:57 pm).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_

Chair