



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, May 9th, 2023

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

REGRETS: Councillor Aaron Frisby
(with prior notice)

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services

PUBLIC: 10

No. CW.025/23
Agenda

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:10 pm.

3. **AGENDA**

Moved: Councillor Austin

Seconded: Councillor Vomacka

that the agenda be approved with the following addition under:

NOTICE OF MOTION

(a) July 1st Celebrations.

CARRIED.

4. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, April 11th, 2023, were treated as information.

5. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

(a) **Traffic Study for Uptown**

The Chief Administrative Officer reported that the matter was still being considered in budget. Mayor McGonigle requested that once the request for proposals were submitted that they be brought forward for discussion. The Chief Administrative Officer stated that Council approval will be required for the successful proponent of project.

6. **DELEGATIONS AND REPRESENTATIONS**

None.

7. **CORRESPONDENCE**

(a) **Action Items**

(b) **Information or Consent Items**

(i) The letter from the Ts'uubaa-asatx regarding a community meeting on its proposed quarry was treated as information.

8. **REPORTS**

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

(i) The Financial Report for the period ending April 30th, 2023, was treated as information.

The matter of the grant-in-aid request by the Cowichan Lake Arts and Culture was brought forward.

Mayor McGonigle declared a pecuniary conflict on the grant-in-aid item and left the meeting at 5:16 pm.

No. CW.026/23
Grant-in-Aid
Cowichan Lake Arts
and Culture –
Summer Outdoor
Concert Series

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend approval of a grant-in-aid for 2023 to the Cowichan Lake Arts and Culture for its 2023 Summer Outdoor Concert Series in the amount of \$1,000.

CARRIED

Mayor McGonigle returned to the meeting at 5:17 pm.

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

No. CW.027/23
Fire Department –
Incident Report

(iii) Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$7,298.73 for March , 2023.

CARRIED

(iv) The staff report on the municipal hall upgrades for April, 2023 was treated as information. The requested listing of change orders to date was attached.

The Chief Administrative Officer advised that all service providers; Telus, Shaw and the security company have been contacted with respect to the hall upgrades.

(v) The staff report on the COVID-19 restart grant was treated as information.

The Director of Finance reported that the remainder of the funds are anticipated to be expended in 2023, when queried by Councillor Vomacka, reported as approximately \$260,000.

Mayor McGonigle spoke on the financial contribution for a community engagement project and reported that municipalities were limited to afford fund to local governments under Section 24 and 94 of the Community Charter. He indicated that other options were being sought to allocate through the Regional District’s Economic Development department.

(vi) The Committee discussed the Local Emergency Plan that was provided and discussed the following:

- Work by the Regional District on a blended model for emergency management;
- Need for local autonomy with a Regional approach so that local emergencies are dealt with local coordination and localized with the Regional District;
- Feasibility of tabletop exercises for information and knowledge;
- Request for subject matter to be placed on the monthly agenda to highlight specific emergencies that impact our community and what is in place for the local community;
- Further information required for structures and inventory of useable apparatus to deal with and address wildfire interface;
- Tabletop exercise for wildfire interface perhaps first subject to address what is needed for inventory, how it is allocated and how to address the emergent disaster; and
- Highlight the concerns found at monthly meetings to allow for the emergency coordinator to address each section by Committee.

(vii) The staff report on the Chamber of Commerce membership was discussed.

It was determined that a meeting with the Chamber of Commerce executive should be arranged. Possible meeting dates will be brought forward to the next meeting of Council for consideration.

(viii) The staff report on the matter of the relocation of older structures was treated as information.

No. CW.028/23
 Building Bylaw
 Review – Pre-1990
 Structures

Moved: Mayor McGonigle
 Seconded: Councillor Vomacka
 that the Committee recommend that the Building Bylaw be brought forward to the Committee for review with a consideration of allowing pre-1990 homes to be permitted to be relocated within the municipality.

CARRIED

- (ix) The staff report on the matter of waiving over usage charges for utilities at a property was discussed by the Committee.

No. CW.029/23
 Water Leaks and
 Adjustment Policy
 Review

Moved: Mayor McGonigle
 Seconded: Councillor Vomacka
 that the Committee recommend that the over usage charges for utilities be rescinded as per the written request to each member of Council; and that the Committee recommend that the Water Leaks and Adjustment Policy be reviewed for possible amendments.

Against: Councillor Austin
 CARRIED

(b) Parks, Recreation and Culture

(c) Public Works and Engineering Services

- (i) The Committee discussed BC Hydro’s proposal to install 7 charging stations adjacent to the Information Centre and Saywell Park with access from Point Ideal Drive for users. The stations will have 4 “DC fast chargers” and 3 “Level 2 chargers” installed with meters for usage.

The Superintendent, Public Works and Engineering Services indicated that the current stations that the Town owns will be decommissioned until meters can be installed on the station.

No. CW.030/23
 Electric Charging
 Stations – Saywell
 Park

Moved: Councillor Austin
 Seconded: Councillor Vomacka
 that the Committee recommend that approval be given for BC Hydro to install metered electrical charging stations at Site 2 - Saywell Park as per Hydro’s proposal.

CARRIED

9. NEW BUSINESS

- (a) The Committee discussed the protocol framework between Ts’uubaa-asatx First Nation, the Town of Lake Cowichan and the Cowichan Valley Regional District.

No. CW.031/23
 Protocol Agreement

- (b) Moved: Councillor Austin
 Seconded: Councillor Vomacka
 that the Committee recommend that a separate protocol agreement between the Ts’uubaa-asatx First Nation and the Town of Lake Cowichan be achieved and not one including the Cowichan Valley Regional District.

CARRIED

10. NOTICES OF MOTION

Councillor Austin requested that discussion on July 1st celebration event in Lake Cowichan be brought to the next meeting of Council for discussion.

11. QUESTION PERIOD

12. IN-CAMERA

13. ADJOURNMENT

No. CW.032/23
 Adjournment

Moved: Councillor Austin
 Seconded: Mayor McGonigle
 that the meeting adjourn (6:21 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2023.

Chair