



## 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, June 13<sup>th</sup>, 2023

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

STAFF: Ronnie Gill, Director of Finance (Acting CAO)  
Jas Sandhu, Superintendent, Public Works and Engineering Services

PUBLIC: 1

**1. CALL TO ORDER**

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

**3. AGENDA**

No. CW.033/23  
Agenda

Moved: Councillor Vomacka

Seconded: Councillor Sandhu

that the agenda be approved with the following additions under:

**NOTICE OF MOTION**

(b) Town Gift for Ohtaki visit in July, 2023;

(c) Chamber of Commerce location;

(d) Business Directory on Town's Website.

**NOTICE OF MOTION**

(a) Inquiry Response Policy for Emails and Mail.

CARRIED.

**4. MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, May 9<sup>th</sup>, 2023, were treated as information.

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

**6. DELEGATIONS AND REPRESENTATIONS**

None.

**7. CORRESPONDENCE**

**(a) Action Items**

Mayor McGonigle declared a conflict on the next correspondence item and left the meeting at 5:03 pm

- (i)** The correspondence item received from the Cowichan Valley Regional District on its request to waive building permit fees on a project was referred for discussion in conjunction with the staff report provided for the meeting under New Business.

Mayor McGonigle returned to the meeting at 5:04 pm.

**(b) Information or Consent Items**

**8. REPORTS**

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

- (i)** The Financial Report for the period ending May 31<sup>st</sup>, 2023, was treated as information.

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

No. CW.034/23  
Fire Department –  
Incident Report

- (iii) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$14,265.88 for April, 2023.  
CARRIED

- (iv) The staff report on the municipal hall upgrades for May, 2023 was treated as information. The latest change order for cladding was provided.

- (v) The staff report on wildfire emergency response was treated as information.

The Committee members and staff discussed various emergency response issues.

Mayor McGonigle reported on the closure of Highway 4 and that alternate traffic routing may be implemented soon.

- (vi) The request for reconsideration on the matter of the protocol framework between Ts’uuba-asatx First Nation, Town of Lake Cowichan and the Cowichan Valley Regional District was discussed.

No. CW.035/23  
Tripartite Protocol  
Agreement

Moved: Mayor McGonigle  
Seconded: Councillor Vomacka  
that the Committee recommend that a tripartite protocol agreement be entered into between the Ts’uubaa-asatx First Nation, Town of Lake Cowichan and the Cowichan Valley Regional District be ratified and that the Committee recommend that the Town also pursue a two-party Protocol Agreement with the Ts’uubaa-asatx due to the two parties connectivity to one another.

CARRIED

- (vi) The staff report updating the Committee on the matter of the 63 Cowichan Lake Road property was treated as information.

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

Councillor Vomacka requested an update on the matter of parking at Saywell Park.

The Superintendent, Public Works and Engineering Services reported that BRI Security has been hired to patrol on weekends and that additional signage will be installed in the park. He further advised that violators should be educated rather than fined at this time.

Councillor Frisby advised that at the last meeting, staff had been requested to publicize the monitoring of parking times on social media.

Councillor Vomacka also asked about an update on the emails received about recent vandalism at the public washrooms.

The Superintendent, Public Works and Engineering Services stated that the vandalism was quite frustrating with damage being done to toilets, tanks, paper dispensers, damage to walls and interior that requires them to be repainted.

Councillor Sandhu asked for an update on the sunscreen dispensers that had been installed.

The Superintendent, Public Works and Engineering Services reported that 4 dispensers had been donated by Safer Skin Foundation and unfortunately, the ones at the Duck Pond and Saywell Park have suffered vandalism. He is working on a solution for this.

Mayor McGonigle stated that the rash of vandalism has quite an impact on the taxpayers and the cost to the Town to fix, repair and replace from these acts of vandalism.

The committee felt that the matter should be brought forward as a topic to the RCMP and coordinate with the school to see if the youth can be identified to rectify these vandalism occurrences.

Mayor McGonigle further advised the Committee that BRI Security would be starting their contract for weekends and that an increase to their services can be looked at.

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

**(ii)** The Superintendent, Public Works and Engineering Services reported that the Town was in the process of purchasing all the materials necessary for the automation of the sani-dump station to be installed in September or October.

Mayor McGonigle shared his view that the water outlet should be regulated too.

Councillor Vomacka asked about the boat launch on North Shore Road and the Superintendent responded that an honor box system was still in place which was poorly utilized and that better signage would be placed in the area.

**9. NEW BUSINESS**

Mayor McGonigle declared a conflict on the next matter and the deferred correspondence item and left the meeting at 5:35 pm

Request for Building  
Permit Fees Waived

**(a)** Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the Committee recommend that the request for the building permit fees to be waived for the Cowichan Valley Regional District dressing room improvements at the Cowichan Lake Sports Arena not be approved.  
FOR – 1; AGAINST – 3  
DEFEATED

No. CW.036/23  
Request for Building  
Permit Fees Waived

Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the Committee recommend that the request for the building permit fees to be waived for the Cowichan Valley Regional District dressing room improvements at the Cowichan Lake Sports Arena be approved.  
Against: Councillor Austin  
CARRIED

Mayor McGonigle returned to the meeting at 5:46 pm.

No. CW.037/23  
Ohtaki Gift

**(b)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend that Mayor McGonigle be authorized to purchase a local artisan work to be presented to Date City and Ohtaki at the upcoming banquet in Ohtaki, Japan on behalf of the Town of Lake Cowichan.  
CARRIED

**(c)** The Committee members discussed the matter of the Cowichan Lake Chamber of Commerce relocation to a site on Cowichan Lake Road and its non-permitted use under the Town’s bylaws.

Councillor Frisby sought clarification on whether not-for-profit or charity organizations that have business storefronts are required to have business licenses. Mayor McGonigle stated that he would speak with the Administrator on the matter as in some situations, these organizations may provide services to the businesses.

**(d)** Councillor Frisby requested clarification of the business directory that is made available on the Town’s website.

The Director of Finance advised that the Town’s website was undergoing some improvements and that the business directory was currently being looked at for more up to date information on businesses that are active within the Town of Lake Cowichan.

**10. NOTICES OF MOTION**

Mayor McGonigle requested that an Inquiry Response Policy for emails and phone calls be brought to the next Committee meeting for discussion.

Mayor McGonigle shared some public information items at this time:

- Congratulations to Bob Day and the Trailblazers on their trail system opening which has been in the works for many years; and
- The Muscular Dystrophy baseball tournament that would be held this coming weekend with the fundraising goal to surpass the One Million Dollar mark and encouraged everyone to come out on the Saturday to help with the auction; and
- Convey his thanks to Council members and staff for their work.

**11. QUESTION PERIOD**

**12. IN-CAMERA**

**13. ADJOURNMENT**

No. CW.038/23  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the meeting adjourn (6:16 pm).

CARRIED.

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

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

\_\_\_\_\_  
Chair