



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, July 11th, 2023

PRESENT: Councillor Carlyne Austin, Chair
Councillor Aaron Frisby
Councillor Kristine Sandhu
Councillor Lorna Vomacka

REGRETS: Mayor Tim McGonigle
(with prior notice)

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: 1

1. **CALL TO ORDER**

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

She conveyed her thanks to the RCMP Constable that helped save three people from a house fire that happened early Sunday morning. She stated that she was proud of the community that has come together to help the family with funds, gift certificates and fundraising.

3. **AGENDA**

Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the agenda be approved as presented.

CARRIED.

No. CW.039/23
Agenda

The Chair provided an opportunity for Public Input.

No public was in attendance.

4. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, June 13th, 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**

(b) **Information or Consent Items**

8. **REPORTS**

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

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

(ii) The Building Inspector's report for June 2023 was treated as information.

(iii) The Chief Administrative Officer gave a verbal update on the municipal hall renovations. He spoke on the walkthrough of the building a few weeks ago and advised that the listing of deficiencies is to be addressed. A follow-up walkthrough is planned for next week to finalize the completion of the project to allow staff to move in.

- (iv) Councillor Sandhu requested clarification with respect to the Town’s travel claims and mileage calculations.

The Chief Administrative Officer advised that the Honorarium Bylaw and policy provides the requirements for travel claims and mileage reimbursement and recommended that a clarification on mileage can be provided.

- (v) Councillor Vomacka spoke on the matter of the use of credit cards by property owners for payment of utilities and tax accounts.

The Committee discussed the matter of utilizing a third party for these types of payments which would allow for the reimbursement of fees associated with the transactions.

Councillor Frisby asked if other payments could be accepted such as for business license fees. The Director of Finance stated that she would look into utilizing the Town’s online portal for this function as well.

The matter has been referred to staff for a further report on the matter.

(b) Parks, Recreation and Culture

Councillor Sandhu asked if notifications for water restrictions could be posted to social media with the applicable restrictions for residents and homeowners to adhere to.

(c) Public Works and Engineering Services

- (ii) The Chief Administrative Officer spoke on the matter of the traffic study for Uptown and advised that staff are responsible for writing proposal calls and he reviews them before the issuance of those. It is a bit too late in the season to issue a proposal call for 2023.

Councillor Frisby suggested parking cones be placed on the left side of Point Ideal from South Shore Road to the Centennial Park parking area to deter pedestrian traffic on Point Ideal Drive and directs them to the parking areas designated for Cowichan River users.

Councillor Sandhu sought clarification on the cost of the contractor used for traffic control at Saywell Park during the summer. She also spoke on the business owners along South Shore Road that park fronting their businesses. Councillor Austin shared her view that they should adhere to the two-hour parking limitation too.

The Superintendent advised that works are planned at Kasapi, however, due to upgrades to the walking bridge and possible installation of a waterline under the bridge, the gravel parking lot will remain for the time being.

9. NEW BUSINESS

- (a) The Committee discussed the proposed amendment to the Town’s Council Procedure bylaw to include a public input section at the start of the meeting.

The Committee members agreed that the amendment should include a statement that clearly states that Question Period is for questions that arise, not a platform for making statements.

The proposed bylaw amendment is to be referred to the next meeting.

10. NOTICES OF MOTION

11. QUESTION PERIOD

12. IN-CAMERA

No. CW.040/23
Retire to In-Camera

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee close the meeting to the public to deal with issues dealing with personnel which falls under s. 90(1) (c) of the Community Charter. (5:35 pm).

CARRIED.

13. ADJOURNMENT

No. CW.041/23
Adjournment

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the meeting arise without a report and be adjourned. (5.50 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2023.

Chair