



TOWN OF LAKE COWICHAN

Minutes of the Committee of the Whole meeting
Held and transmitted electronically via Council Chambers located at 39 South
Shore Road, Lake Cowichan, BC
on Tuesday, September 12th, 2023

PRESENT: Councillor Lorna Vomacka, Chair
Mayor Tim McGonigle
Councillor Carolyne Austin
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: 1

1. **CALL TO ORDER**
The Chair called the meeting to order at 5:15 pm.

No. CW.042/23
Agenda

3. **AGENDA**
Moved: Councillor Austin
Seconded: Mayor McGonigle
that the agenda be approved with the addition of the following:

NEW BUSINESS
(c) Cowichan Lake Recreation Commission Appointments.

CARRIED.

4. **MINUTES**
The minutes of the Committee of the Whole meeting held on Tuesday, July 11th, 2023, were treated as information.

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

6. **DELEGATIONS AND REPRESENTATIONS**

(a) Drew Carmichael from Lake Cowichan Kinsmen was on hand to request approval from the Town to allow for the installation of seniors' exercise equipment at Riverside Park (Duck Pond) project with input from the Public Works department.

Mr. Carmichael requested the 30X24 square foot area be graded to proceed with the timely purchase of the equipment by the Kinsmen. The Town would be responsible for its maintenance once installed.

No. CW.043/23
Installation of
Equipment at Duck
Pond

Moved: Mayor McGonigle
Seconded: Councillor Austin
that the Committee recommend that staff work with the applicant, Kinsmen Club, to allow for the installation of seniors' exercise equipment at Riverside Park (Duck Pond) as per design submittals.

CARRIED.

Councillor Vomacka expressed concern on mobility issues that may be faced by seniors if the area is not graded flat.

7. **CORRESPONDENCE**

(a) **Action Items**

(b) **Information or Consent Items**

(i) The correspondence item from Brian Houle, Manager, Environment of Paper Excellence regarding the pumping schedule for to begin next week was treated as information.

Mayor McGonigle shared that he has been interviewed by CFAX radio and Chek News, Vancouver Island on the impact this will have on the community. Mayor McGonigle stated that the pumps would be running for a considerable time until the lake is recharged.

Councillor Sandhu read out a statement from Tom Rutherford, contractor for the Cowichan Watershed Board. She further advised that Mr. Rutherford would be on hand at the upcoming public meeting on Monday, September 25th, 2023.

8. REPORTS

(a) Finance, Administration and Strategic Planning

(i) Doug Knott, Fire Chief, Lake Cowichan Volunteer Fire Department was on hand to discuss some funding opportunities and update the Committee on the department.

No. CW.044/23
Grant Funding
Application – Live Fire
Training Centre

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that the Town make an application under the Fire Chief’s Association of BC and Officer of the Fire Commissioner programme to establish a live fire training centre at the site known as AB Greenwell for the amount of \$400,000.

CARRIED.

The Fire Chief provided information on the upcoming Fire Smart grant programme that would see the provision of a full-time staff person for the two years and a further two years following.

No. CW.045/23
Grant Funding
Application – Fire
Smart personnel

Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the details and an application for the Fire Smart programme be referred to the next meeting of Council.

CARRIED.

Chief Knott further reported that the department was investigating the purchase of an aerial truck.

In closing, Chief Knott indicated that the Lake Cowichan Fire Department would be looking at the establishment of a Society for its social component.

(ii) The Financial Report for the period ending August 31st, 2023, was treated as information.

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

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

No. CW.046/23
Fire Department –
Incident Report

(v) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$13,146.36 for May, 2023.

CARRIED.

No. CW.047/23
Fire Department –
Incident Report

(vi) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$9,649.94 for June, 2023.

CARRIED.

No. CW.048/23
Fire Department –
Incident Report

(vii) Moved: Councillor Austin
Seconded: Mayor McGonigle
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$16,092.31 for July, 2023.

CARRIED.

No. CW.049/23
 Unsightly Condition
 of 63 Cowichan Lake
 Road

- (viii) The Chief Administrative Officer gave a verbal update on the matter of the unsightly premises at 65 Cowichan Lake Road and requested Council’s thoughts on the next course of action.

Moved: Mayor McGonigle
 Seconded: Councillor Frisby
 that the staff contact the property owner and occupier of 63 Cowichan Lake Road to seek their plans on the property and to address bylaw infraction concerns which include but are not limited to the trees and the fire hazard posed by the property.

CARRIED.

- (ix) The Director of Finance updated the Committee on the use of credit cards for payment of utilities and property taxes starting as early as the end of the month for the upcoming water overage billings and the possible inclusion of business license payments through credit cards later in 2024.

- (x) The Committee discussed the need for a communication programme for the Town that would support all departments including the Cowichan Lake Education Centre.

Staff was directed to provide clarification to the upcoming meeting of Council on the use of COVID relief funds for hiring a communications coordinator for a short-term contract to entice visitors to the community.

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

None.

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

- (i) The Superintendent report on the matter of Point Ideal Drive parking on the left-hand side of roadway was treated as information.

Councillor Frisby expressed his frustration that the safety concerns he has raised were not being taken more seriously.

- (ii) The Superintendent’s report on the matter of Darnell Road and the right-hand turn only at the intersection was treated as information.

He indicated that he would request the Ministry engineers to come look at the intersection and to address concerns raised.

No. CW.050/23
 Automated Sani-
 Dump System
 Installation

- (iii) Moved: Councillor Frisby
 Seconded: Mayor McGonigle
 that the Committee recommend the installation of an automated system under a three-year contract at the Town’s sani-dump station with a \$10 user fee implemented to be effective April 1st, 2024.

CARRIED.

- (iv) The Chief Administrative Officer’s report on the matter of the local area service and provision of sanitary sewer to the applicable Greendale Road properties annexed into the municipal boundaries in 2008 was treated as information.

Letters to all affected residents will be sent out this week and the applicable bylaw will be brought forward to Council for the required readings.

No. CW.051/23
 Local Area Service –
 Greendale Road
 Sanitary Sewer

Moved: Mayor McGonigle
 Seconded: Councillor Frisby
 that the Committee recommend that the Local Area Service Bylaw be forwarded to Council for its consideration;
 and that the Committee recommend that the “petition against” method be used to determine if the local area service for sanitary sewer capital works for Greendale is to proceed.

CARRIED.

9. **NEW BUSINESS**

- (a) The public notice for the Official Community Plan open house to be held at the newly renovated Council chambers on September 23rd, 2023 from 1:00 pm to 4:00 pm was treated as information.
- (b) Mayor McGonigle requested that an inquiry response policy for emails and phone calls be implemented to ensure queries are returned in a timely fashion and within 48 hours during business hours and such policy be forwarded for Council consideration.
- (c) Moved: Mayor McGonigle
Seconded: Councillor Austin
that the Committee recommend that Councillors Kristine Sandhu and Aaron Frisby be appointed to the Cowichan Recreation Commission as the Town’s representatives, with Mayor McGonigle serving as an Alternate, for a term from October, 2023 to October, 2026.

No. CW.052/23
Cowichan Lake
Recreation
Commission
Appointments

CARRIED.

10. **NOTICES OF MOTION**

- (a) Councillor Sandhu requested that Emergency Preparedness table top exercises be conducted at year end or by the beginning of the New Year.

11. **QUESTION PERIOD**

Mayor McGonigle stated that once the upgrade works are completed at the municipal hall, a public open house for residents to view the new facility would be held.

12. **IN-CAMERA**

13. **ADJOURNMENT**

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the meeting be adjourned. (7:17 pm).

No. CW.053/23
Adjournment

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2023.

Chair