



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, December 12th, 2023

PRESENT: Councillor Carlyne Austin, Chair
Mayor Tim McGonigle
Councillor Aaron Frisby
Councillor Lorna Vomacka

REGRETS: 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: 1

1. CALL TO ORDER

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

3. AGENDA

Moved: Councillor Vomacka

Seconded: Councillor Frisby

that the agenda be approved with the additions of the following under:

FINANCE, ADMINISTRATION AND STRATEGIC PLANNING

(x) Chief Administrative Officer re: Contract for Demolition of Mildred Child Annex;

PUBLIC WORKS AND ENVIRONMENTAL SERVICES

(iv) Recycling, Refuse and Compost Programme;

NEW BUSINESS

(e) Leave of Absence for Councillor Sandhu; and

(f) 2024 Budget Process;

IN-CAMERA

(f) law enforcement;

and deletion of the following under:

IN-CAMERA

(e) the acquisition, disposition or expropriation of land or improvements.

CARRIED.

4. PUBLIC INPUT

5. MINUTES

The minutes of the Committee of the Whole meeting held on Tuesday, November 14th, 2023 were treated as information.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE

(a) Action Items

None.

(b) Information or Consent Items

None.

No. CW.067/23
Agenda

9. **REPORTS**

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

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

Councillor Frisby requested further details on the revenue to offset the parking expenses at Saywell Park. The Chief Administrative Officer advised that this information would be provided at the next meeting.

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

No. CW.068/23
Fire Department –
Incident Report

(iii) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$8,639.15 for October, 2023.
CARRIED.

No. CW.069/23
Fire Department –
Incident Report

(iv) Moved: Councillor Frisby
Seconded: Mayor McGonigle
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$16,866.18 for November, 2023.
CARRIED.

The Chief Administrative Officer reported that an individual has been billed out for the additional alarm activated call-out as per the Town’s bylaw for a cost of \$200 for the fourth occurrence this fiscal year.

(v) The updated strategic plan was made available to Committee members.

Mayor McGonigle requested that time be dedicated in 2024 to update the plan accordingly and that the completed projects be highlighted for information.

(vi) Councillor Frisby reported that information had been shared with staff on the Sustainable Goals Funding Program and that an application did not seem prudent.

(vii) The Committee discussed the matter of zoning and parking concerns raised within the downtown core with the designation of C-3 zoning.

Mayor McGonigle felt that the Town should ascertain details from the recent Provincial announcement on its proposed new legislation on the matter of short and long-term rentals and how it may impact the current Town bylaws or requirement for changes.

(viii) The Manager of the Education Centre reported that he was working on some initiatives that had been delayed due to COVID and the strategic plan he would like to submit to Council for its consideration on the Centre and Lakeview Park’s operations.

Councillor Frisby voiced his concern again, about the lack of marketing and saw the need to see a detailed business plan for consideration as the Education Centre and Lakeview Park are operational businesses of the Town.

(ix) The Chief Administrative Officer reported that he had provided a written proposal to Council in October, 2023 on the matter of 63 Cowichan Lake Road. To date, the property owner has not responded to the Town’s request for remediation.

Notice of Motion

Mayor McGonigle proposed a Notice of Motion that would see a Request for Proposal (RFP) be issued for the remedial demolition of the buildings at 63 Cowichan Lake Road.

No. CW.070/23
Demolition of
Mildred Child Annex
– Addendum to
Contract

- (i) Moved: Councillor Vomacka
Seconded: Mayor McGonigle
that the Committee recommend that the quote of \$13,600, as provided by Brod Demolition, be approved, subject to no further increases in the current demolition contract.

Councillor Frisby Opposed
CARRIED.

(b) Parks, Recreation and Culture

Councillor Austin stated that the Christmas lights in Town looked nice and commended Public Works on their efforts.

(c) Public Works and Engineering Services

- (i) The matter of the traffic study and options was discussed. The matter will be referred to the 2024 budget discussions.
- (ii) Councillor Frisby spoke on the Spirit Loop and requested an update on its presentation to Council for its support on promotional campaign and economic development.

No. CW.071/23
Town Participation in
Spirit Loop

Moved: Councillor Frisby
Seconded: Councillor Austin
that the Committee recommend that staff contact Spirit Loop organizers for the Town’s participation in its promotional campaign.

CARRIED.

The Committee requested that in the interim, that staff get in contact with the Ts’uubaa-asatx Nation and the Regional District’s Economic Development department on the matter.

- (iii) The Superintendent, Public Works and Engineering Services provided an update to the Committee on the pay-to-use installation at the Sani-dump Station which is scheduled to occur in Mid-January or Early-February, 2024.
- (iv) The Committee members discussed the matter of the Town doing its recycling collection services in-house.

Mayor McGonigle requested that information be provided to the public for the upcoming calendar year for the curbside collection of refuse, organics and recycling.

The Chief Administrative Officer remarked that the Town would be looking at an automated system for recycling sometime in the New Year.

10. NEW BUSINESS

- (a) The Committee members discussed the tour of municipal facilities by Council.

Council members will meet at the Municipal Hall on Thursday, January 4th, 2024 at 10:00 am to undertake a departmental tour of Public Works to visit the water treatment facility, the sanitary sewer plant, pump stations, Public Works Yard and Office.

- (b) The Director of Finance reported on the audit service plan for 2023 to be done by MNP which outlines the new reporting requirements on risk assessment and asset return obligations.

- (c) The Chief Administrative Officer reported that the Emergency Management Planning Session for Council would be arranged for mid-January, pending availability of staff from the Regional District.

He will arrange and notify Council the date and time.

No. CW.072/23
Local Government
Leadership Academy
Conference

(d) Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend the attendance of two (2) members of
Council to attend the Local Government Leadership Academy Conference to
be held January 31st to February 2nd, 2024 in Vancouver, BC.
CARRIED.

No. CW.073/23
Leave of Absence

(e) Moved: Mayor McGonigle
Seconded: Councillor Frisby
that the Committee recommend approval of a leave of absence for Councillor
Sandhu from the meeting held this day.
CARRIED.

(f) Mayor McGonigle requested that additional details and information be
provided for Council during its 2024 budget considerations. which would
include a three-tier system to allow for core budget and supplemental
requests with priorities.

11. **NOTICES OF MOTION**

63 Cowichan Lake Road referred to next Regular meeting of Council.

12. **QUESTION PERIOD**

13. **ADJOURNMENT**

No. CW.074/23
Retire In-Camera

Moved: Mayor McGonigle
Seconded: Councillor Frisby
that the Committee close the meeting to the public to deal with issues
dealing with labour relations or other employee relations and law
enforcement which falls under s. 90(1) (c) and (f) of the Community Charter.
(6:28 pm).
CARRIED.

14. **ADJOURNMENT**

No. CW.075/23
Arise and Report
Adjournment

Moved: Councillor Frisby
Seconded: Mayor McGonigle
that the meeting arise and adjourned. (7:05 pm).
CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2023.

Chair