



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, February 13th, 2024

PRESENT: Councillor Carolyne Austin, Chair
Mayor Tim McGonigle
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
Roni-Lee Roach, Executive Secretary

PUBLIC: 24

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:01 pm.

3. **AGENDA**

No. CW.04/24
Agenda
Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the agenda be approved as presented.

CARRIED.

Councillor Frisby recused himself from the meeting on a perceived conflict of interest on a matter that may be raised during Public Input period. He left the meeting at 5:02 pm.

4. **PUBLIC INPUT**

A number of people spoke on the Public Space Parking matter.

The Chair thanked all those in attendance who provided public input on the matter of the staff report on regulating parking spaces.

Councillor Frisby returned to the meeting at 5:30 pm.

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, January 9th, 2024 were treated as information.

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

7. **DELEGATIONS AND REPRESENTATIONS**

- (a) Pat Weaver, Lake Days Society reported that the planning for Lake Days 2024 was well underway. She requested Council's financial support for its annual BBQ to be held on Saturday, June 8th, 2024 and permission to use Saywell Park for the Lake Days event. In the past, Council has sponsored the annual event with providing steak, potato, salad and cake to those purchasing tickets for the event.

Mayor McGonigle suggested that Mrs. Weaver meet with staff to discuss and for the matter to be brought forward to the next meeting.

8. **CORRESPONDENCE**

(a) **Action Items**

None.

(b) **Information or Consent Items**

None.

9. **REPORTS**

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

(i) The Financial Report for the period ending January 31st, 2024, was treated as information.

Councillor Sandhu requested clarification on the Fire Department budget for maintenance and repairs for vehicles. Response was that it included both, in-house and contracted services.

Councillor Vomacka enquired into the snow removal budget and the unexpended funds from 2023. The response was that it would be reflected in the year end reports where the reserves were reported.

Councillor Frisby requested clarification on the reported 4% tax increase for 2024. Mayor McGonigle stated that a 1% increase equates to approximately \$20,000 increase to the proposed budget.

Councillor Frisby asked for further clarification on whether the capital grant projects were reflected and considered in Education Centre and Lakeview’s targeted \$800,000 loss and whether grant funding would be available for the projects. Further, he asked about the projected costs of the operation of the Information Centre.

The Education Centre Manager stated that the Town has been very successful in receiving grant funding in the past and that the operating expenses and all the staff wages are paid by the revenues generated.

Mayor McGonigle stated that the proposed budget by staff will be brought forward to Council for its consideration.

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

No. CW.05/24
Fire Department –
Incident Report

(iii) Moved: Councillor Frisby
Seconded: Mayor McGonigle
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$9,355.76 for December, 2023.

CARRIED.

No. CW.06/24
Fire Department –
Incident Report

(iv) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$9, 700.81 for January, 2024.

CARRIED.

Councillor Sandhu requested clarification on what is categorized as ‘first responder purple’. The Chief Administrative Officer will look into and let her know.

(v) The Strategic Plan was treated as information.

It was suggested that a planning session after budget or Committee meeting be set aside to work on updating the Strategic Plan.

No. CW.07/24
CLEC Business Plan

(vi) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Education Centre business plan, circulated prior to the meeting, be brought back to the next Committee meeting.

CARRIED.

Councillor Frisby stated that he would like to see the Business Plan for the Education Centre include finances that would include financial projections, growths and goals.

(b) Parks, Recreation and Culture

- (i)** The Superintendent, Public Works and Engineering Services reported that he had met with representatives of the Community Garden on their request to expand the garden area which is not feasible in the area requested due to the municipal sewer infrastructure. He suggested that the area moved to the East to allow for further expansion plans.

(c) Public Works and Engineering Services

- (i)** Councillor Frisby declared a perceived conflict on the next subject matter and left the meeting at 5:51 pm.

No. CW.08/24
 Parking Study and
 Long Term Parking
 Plan for Lake
 Cowichan

Moved: Mayor McGonigle
 Seconded: Councillor Austin
 that the Committee recommend that Council endorse a parking study and long term parking plan for Lake Cowichan in the 2024 budget.

CARRIED.

Councillor Sandhu expressed concern with the timing for implementation.

Councillor Frisby returned to the meeting at 6:03 pm.

10. NEW BUSINESS

- (b)** The next departmental tour will include the Education Centre, Lakeview Park and the Information Centre. The Manager indicated that April would be a good time for the tour as the weather is nicer and the washrooms upgrades would be more substantially completed.

11. NOTICES OF MOTION

Councillor Sandhu spoke on the recent passing of former Chief Seymour of Cowichan Tribes.

Mayor McGonigle extended the Town’s condolences on behalf of Mayor and Council to the family of former Chief Seymour and Cowichan Tribes.

12. QUESTION PERIOD

13. IN-CAMERA

No. CW.09/24
 Retire to In-Camera

Moved: Mayor McGonigle
 Seconded: Councillor Frisby
 that the Committee close the meeting to the public to deal with issues dealing with the negotiations and related discussions respecting the proposed provision of municipal services that are at their preliminary states and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public which falls under s. 90(1) (k) of the Community Charter. (6:11 pm).

CARRIED.

14. ADJOURNMENT

No. CW.010/24
 Arise and Report with
 Adjournment

Moved: Mayor McGonigle
 Seconded: Councillor Sandhu
 that the meeting arise with no report and adjourn. (6:29 pm).

CARRIED.

Certified correct _____ .
 Confirmed on the _____ day of _____, 2024.

 Chair