



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, June 11th, 2024

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Jas Sandhu, Superintendent, Public Works, and Engineering Services
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. **CALL TO ORDER**

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

3. **AGENDA**

No. CW.025/24
Agenda

Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the agenda be approved with the additions of the following:
BUSINESS ARISING AND UNFINISHED BUSINESS
(a) Audio and Video Equipment;

NEW BUSINESS

(c) Arrangement of meetings with Provincial Ministers at Union of BC
Municipalities conference.

CARRIED.

4. **PUBLIC INPUT**

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, May
14th, 2024 were treated as information.

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

- (a) The Chief Administrative Officer reported on the revised quotation for
Council Chamber's audio and video system for \$50,995.23 plus applicable
taxes. He advised that once approved by Council, installation could be
completed in 6 weeks.

Staff was requested to provide a full comparison of the two quotations and
report back at the next meeting of Council.

7. **DELEGATIONS AND REPRESENTATIONS**

None.

8. **CORRESPONDENCE**

(a) **Action Items**

No. CW.026/24
Funding for BC
Ambassador
Candidate

- (i) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend approval of a donation of \$250 be made to
Elise Nelson, candidate in the BC Ambassador programme, allocated from the
2024 grant-in-aid budget.

CARRIED.

(b) **Information or Consent Items**

None.

9. **REPORTS**

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

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

(ii) The Building Inspector’s report for May, 2024 was treated as information.

Mayor McGonigle reported that the Building Inspector would be leaving and the Mayor wished him all the best and thanked Mr. Young for his years of service to the Town.

No. CW.027/24
Fire Department –
Incident Report

(iii) Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$12,522.53 for April, 2024.

CARRIED.

No. CW.028/24
Fire Department –
Incident Report

(iv) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$8,885.15 for May, 2024.

CARRIED.

(v) The Chief Administrative Officer spoke on the riparian area regulations infractions at 11 South Shore Road that had been submitted.

Mayor McGonigle stated that the Town needs to continue to lobby the Ministry of Environment on these issues as some forego the required qualified engineered professional (QEP).

Councillor Frisby enquired into whether a building permit had been applied for and issued for the property. The Chief Administrative Officer responded in the negative.

(vi) The matter of the Town’s signage bylaw and regulations on placing murals on commercial buildings was discussed. Discussions included application process, maintenance, required removal if business closes, First Nation artwork similar to the City of Duncan, and need for updating the signage bylaw and policy.

No. CW.029/24
Signage Bylaw -
Referral

Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the matter of amendment(s) to the Town’s signage bylaw with respect to murals and requirement of maintenance and removal be forwarded to the Advisory Planning Commission for its input and recommendation(s).

CARRIED.

(vii) The Committee members discussed the accessory dwelling units and proposed setback modifications. The Chief Administrative Officer advised that the Fire Chief did not have concerns with the proposed changes related to setbacks and height of buildings.

Councillor Frisby enquired about the inline parking proposed for duplex and was referred to the contract planner for clarification.

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

Councillor Sandhu requested an update on the recent vandalism at Saywell Park on the past Saturday. The Superintendent reported on the matter that has been referred to the local RCMP and noted that additional cameras would be installed to assist in identifying those responsible.

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

- (i) Mayor McGonigle spoke on a concern from a resident on Stone Avenue on the matter of signage to indicate a school zone and concerns with speed and reckless drivers along the roadway.

Mayor McGonigle suggested that the Town approach the School District to determine a school zone along Stone Avenue and suggest a cost-sharing project to install signage.

The Superintendent reported that he had reached out to the School District a few months back but has had no success.

- (ii) The Chief Administrative Officer spoke on the targeted request for proposal sent out for the Parking Study of the uptown area in Lake Cowichan. Once approved, the project could start and would include the busier tourist months of July and August and go into the off-season for a time.

Councillor Frisby recused himself from the meeting at 5:43 pm.

No. CW.030/24
Parking Study –
Uptown Area

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that Watts Consulting be awarded the Parking Study project to be undertaken in 2024 for a cost not to exceed \$37,535 plus applicable taxes.

CARRIED.

Councillor Frisby returned to the meeting at 5:46 pm.

10. NEW BUSINESS

- (a) The departmental tour of the Education Centre, Lakeview Park and the Information Centre is scheduled for Friday, June 28th, 2024 at 10:00 am.

Council members will meet at the municipal office at 10:00 am.

- (b) Councillor Austin spoke on the Canada Day celebrations to be held on July 1st at Central Park and the collaboration with the Arts of Cowichan Lake and Country Grocer for the event.

She requested that the poster be uploaded to the Town’s website and to social media.

Mayor McGonigle indicated that he would reach out to the Ts’uubaa-asatx Nation to invite them to participate in the celebrations planned for that day.

- (c) Mayor McGonigle spoke on the matter of the Provincial Minister’s meetings that Council wished to arrange during the Union of BC Municipalities conference in September. The following were determined:

Minister of Housing

- implementation of Provincial requirements and the necessary infrastructure required to meet those targets,
- crown lands and lobbying for the proper use of the two properties identified in Lake Cowichan,
- access to Trails Edge development as secondary route,
- required area for training of Lake Cowichan Fire Department, and
- the relocation of the current Public Works yard in a central location to a more remote location within the Town.

Minister of Education

- Push for an elementary school as the current location has surpassed its capacity.

Minister of Environment

- Regulations and enforcement of riparian regulations on Cowichan Lake and Cowichan River,
- Collaboration with the adjacent electoral areas of “F” and “I” on the matter of riparian and proposed construction.

Minister of Health

- Urgent care unit required in the Cowichan Lake area, similar to those located to assist residents in Ladysmith and Chemainus.

11. NOTICES OF MOTION

Mayor McGonigle conveyed thanks to the organizing committee for the recent Lake Days and congratulations to the Ambassadors programme.

Mayor McGonigle stated that he and Councillor Frisby would report on their attendance at the recent Federation of Canadian municipalities conference they attended in Calgary, Alberta.

Councillor Sandhu spoke on Lake Days and its success for a family oriented event. She extended her thanks to Public Works and Town staff for their assistance.

12. QUESTION PERIOD

13. IN-CAMERA

14. ADJOURNMENT

No. CW.031/24
Adjournment

Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the meeting adjourn. (6:04 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2024.

Chair