



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, October 8th, 2024

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

REGRETS: Mayor Tim McGonigle
(with prior approval) Councillor Carolyn Austin

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Roni-Lee Roach, Executive Secretary
James van Hemert, Contract Planner

PUBLIC: 1

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:04 pm.

3. **AGENDA**

No. CW.046/24
Agenda

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the agenda be approved with the addition of the following:

NEW BUSINESS

(v) Public Relations.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday,
September 10th, 2024, were treated as information.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) The Committee discussed the matter of livestreaming the Advisory Planning
Commission meetings.

No. CW.047/24
Audio and Video
Record of Advisory
Planning Commission
meetings

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee recommend that all Advisory Planning Commission
meetings be recorded for audio and video for Council purposes.

CARRIED.

7. **DELEGATIONS AND REPRESENTATIONS**

None.

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 September 30th, 2024, was treated
as information.

The Chief Administrative Officer advised that one property had been sold at
the recent tax sale held on Monday, October 7th, 2024.

No. CW.048/24
Rates for Water,
Sewer and Refuse
Services

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee recommend that the water, sewer and refuse rates be brought forward to Council for bylaw approvals in November, 2024 with the proposed rate increases as follows:
an increase of 4% per year for water and sewer rates for 2025, 2026, and 2027; and
an increase of 3.6% to 5% for the waste, organics and recycling services for 2025 and 2026.

CARRIED.

The proposed increases for Lakeview Park campground fees will be brought forward to Council in the Fees and Services bylaw.

- (ii) The Building Inspector’s report for September, 2024 was treated as information.
- (iii) The Building Inspector’s report for August 2024 was treated as information.

No. CW.049/24
Fire Department –
Incident Report

- (iii) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$10,767.99 for September 2024.

CARRIED.

- (iv) The Chief Administrative Officer reported that the Strategic Plan update format had recently been given a different look to make it more appealing and that it would include more projects and undertakings in future.
- (v) The Bylaw Enforcement Officer’s report for the 3rd Quarter was treated as information.
- (vi) The Chief Administrative Officer reported that the new parking lot for the municipal hall would include landscape and architect plans for 15 parking stalls. When asked a timeline, he responded that the paving would be planned for February, 2025 at the earliest.

(b) Parks, Recreation and Culture

None.

(c) Public Works and Engineering Services

- (i) The Chair spoke on the matter of forming a working group on the matter of the Town’s Sanitary Sewer upgrades.

Staff was directed to arrange a meeting with Ken Ashley for October 21st, 2024 when he is in the Cowichan Valley for other meetings and commitments.

- (ii) The Chief Administrative Officer reported that he had directed Public Works to address signage to address the matter of speed in the school zone along Stone Avenue.
- (iii) The Chief Administrative Officer spoke on the matter of bear resistant garbage cans at the Duck Pond, Kate’s Park, and transition point at the Trans Canada Trail.

The Chair requested that the matter be forwarded to the 2025 budget discussions.

10. NEW BUSINESS

- (i) James van Hemert, Contract Planner discussed the recommendations contained in the Cowichan Region Workforce Strategy and the rationale behind the Advisory Planning Commissions’ recommendation for Council not to support.

The Chief Administrative Officer advised that representatives from the Cowichan Valley Regional District’s Economic Development would be making a presentation at the Committee of the Whole meeting to be held November 12th, 2024.

- (ii) The Chief Administrative Officer reported that the Advisory Planning Commission could provide input on its recommendations for bicycle racks and appropriate locations.

James van Hemert, Contract Planner stated that he did not have an analysis completed. However, the Official Community Plan has suggested locations of bike racks and a map of possible biking lanes which included recommendations from the Town’s Active Transportation Plan.

- (iii) The Chief Administrative Officer stated that the Advisory Planning Commission will discuss possible date(s) for an accessibility tour of Lake Cowichan to allow Council and Commission members to undertake and attend.

No. CW.050/24
Approval for Town
Logo Use

- (iv) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee recommend that approval be given to the 2025 Ohtaki student delegation for the use of the Town’s logo for its use on such items such as shirts for fundraising and travel.

CARRIED.

- (v) Councillor Vomacka spoke on the matter of Public Relations and request that the matter of a notification board at the Municipal Office be referred to 2025 budget discussions.

No. CW.051/24
Leave of Absence

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee recommend that a leave of absence for Councillor Austin be approved for the Committee of the Whole meeting held this day.

CARRIED.

11. NOTICES OF MOTION

12. QUESTION PERIOD

13. IN-CAMERA

No. CW.052/24
Retire to In-Camera

Moved: Councillor Vomacka
Seconded: Councillor Frisby
that the Committee close the meeting to the public to deal with issues dealing with labour relations and litigation or potential litigation affecting the municipality which falls under s. 90(1) (c) and s. 90(1) (g) of the Community Charter. (65:44 pm).

CARRIED.

14. ADJOURNMENT

The meeting arose without report and adjourned (6:37 pm).

Certified correct _____ .

Confirmed on the _____ day of _____, 2024.

Vice-Chair