



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, November 12th, 2024

PRESENT: Councillor Aaron Frisby, Chair
Mayor Tim McGonigle
Councillor Carolyne Austin
Councillor Kristine Sandhu

REGRETS: Councillor Lorna Vomacka
(with prior approval)

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

PUBLIC: 11

1. CALL TO ORDER

The Chair called the meeting to order at 5:02 pm.

Mayor McGonigle extended deepest sympathy to the Horgan family from the Mayor and Council, the staff and residents of Lake Cowichan on the passing of John Horgan, a former Premier of British Columbia.

3. AGENDA

No. CW.053/24
Agenda

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the agenda be approved with the addition of the following:
NEW BUSINESS
(iv) Leave of Absence for Councillor Frisby.

CARRIED.

4. PUBLIC INPUT

None.

5. MINUTES

The minutes of the Committee of the Whole meeting held on Tuesday, October 8th, 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.

The recording of the APC meeting is to be implemented in the New Year once new Council appointments are made for the Commission.

7. DELEGATIONS AND REPRESENTATIONS

- (a) Barry O’Riordan, Economic Development Cowichan and Jada Basi, CitySpaces Consulting were on hand to make a power point presentation on the Cowichan Region’s Workforce Housing Strategy.

Ms. Basi highlighted the 5 phased project process for a collaborative and regional solution to workforce housing needs:

- Phase 1: Project initiation;
- Phase 2: issues and opportunities review;
- Phase 3: brainstorming of solutions and evaluating priorities;
- Phase 4: drafting of the strategy; and
- Phase 5: launching the strategy.

In closing, Ms. Basi stated that the matter of housing the workforce is complex and requires partnerships with all sectors and levels of government and requested the Town’s support of the Workforce Housing Strategy.

- (b) Gemma Buyens, on behalf of the owners at 138 South Shore Road spoke on the need for a better way of reducing encounters with wildlife and illegal dumping with respect to their waste services.

The matter was referred to staff for an amicable resolution.

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 October 31st, 2024, was treated as information.

No. CW.054/24
Appraisal Services

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that the Town award the contract to Pacific Rim Appraisals Ltd. for appraisal services at a cost of \$28,500 plus GST.

CARRIED.

Councillor Sandhu reiterated the request of Mayor McGonigle during 2024 budget discussions that the Council would like to have each department head discuss their 2025 wish list.

Mayor McGonigle further expounded on this matter for such discussions to include core requirements, wants of the department and council intentions as highlights for requests to assist with 5-year financial planning and budget discussions.

No. CW.055/24
Fire Department –
Incident Report

- (ii) Moved: Councillor Austin
Seconded: Mayor McGonigle
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$11,105.50 for October 2024.

CARRIED.

No. CW.056/24
Mural Approval Policy

- (iii) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the Town of Lake Cowichan’s Mural Approval Policy be approved, as amended.

CARRIED.

(b) Parks, Recreation and Culture

None.

(c) Public Works and Engineering Services

- (i) Mayor McGonigle spoke on the recent installation of the school zone signage along Stone Avenue and extended thanks to Public Works and staff.

He requested that consideration be given to implementing School Zone signage poles which are more visible to vehicular traffic, similar to those in Duncan. The Superintendent, Public Works and Engineering Services responded that the Town was in the process of purchasing these particular posts.

10. NEW BUSINESS

No. CW.057/24
Appointment of Town Representative
(i) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that Councillor Aaron Frisby be appointed as the Town’s representative and head of the 2025 Ohtaki Twinning Exchange scheduled to travel to Japan in July, 2025.
CARRIED.

No. CW.058/24
Support for Housing Strategy
(ii) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the Town of Lake Cowichan support the Workforce Housing Strategy, subject to there being no financial implications to the tax base of the Town of Lake Cowichan.
CARRIED.

No. CW.059/24
Fire Department Budget for 2025
(iii) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that the Lake Cowichan Fire Department’s budget for 2025 be approved as presented earlier this day.
CARRIED.

No. CW.060/24
Leave of Absence
(iv) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that a leave of absence for Councillor Frisby be approved for his absence from meetings to be held between November 25th to December 9th, 2024.
CARRIED.

11. NOTICES OF MOTION

12. QUESTION PERIOD

13. ADJOURNMENT

No. CW.061/24
Adjournment
Moved: Councillor Sandhu
Seconded: Councillor Austin
that the meeting be adjourned (6:00 pm).
CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2024.

Chair