



## TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council  
Held electronically at Lake Cowichan, BC as per Ministerial Order M-192  
on Tuesday, March 23<sup>rd</sup>, 2021

PRESENT: Mayor Bob K. Day, Chair  
Councillor Carlyne Austin  
Councillor Tim McGonigle  
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

**1. CALL TO ORDER**

Mayor Day called the meeting to order at 6:18 pm.

**2. AGENDA**

No. R.037/21  
Agenda

Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the agenda be approved as presented.

CARRIED

**3. ADOPTION OF MINUTES**

No. R.038/21  
Regular Meeting

**(a)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the minutes of the Regular meeting of Council held on February  
23<sup>rd</sup>, 2021 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT  
ITEM ON THE AGENDA**

**7. CORRESPONDENCE**

**(a) Action Items:**

- (1)** The correspondence item on the Union of BC Municipalities COVID-19  
Restart Funding for Local Government Strengthening Communities'  
Services 2021 Program was reviewed by Council.

Mr. VanHorn, Cowichan Housing Association was on hand to answer  
any questions of members of Council on this subject.

No. R.039/21  
Letter of Support –  
Strengthening  
Communities' Services  
2021 Program

Moved: Councillor McGonigle  
Seconded: Councillor Sandhu  
that the Town of Lake Cowichan approve the submission of a regional  
application by the Cowichan Valley Regional District to the Union of BC  
Municipalities Strengthening Communities Fund 2021;

and further that the Town of Lake Cowichan approves the Cowichan  
Valley Regional District as the primary applicant that will apply for,  
receive and manage the grant funding on its behalf.

CARRIED.

- (2) The correspondence item from Jayne Ingram requesting heritage signage for Pallies Place was referred to the Finance and Administration Committee with the relevant policy for further review.

Direction to staff to bring the matter forward to the next Finance and Administration Committee meeting with relevant policy and status of the Heritage Commission.

**(b) Information or Consent Items**

None.

**8. REPORTS**

**(a) Council and other Committee Reports**

No. R.040/21  
Finance and  
Administration

- (i) Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Finance and Administration Committee meeting held electronically on March 9<sup>th</sup>, 2021 be approved with the following:

**1- Fire Department Incident Report**

that the Lake Cowichan Fire Department’s incident report in the amount of \$8,727.55 for January 2021 be approved;

**2- Grant-in-Aids**

that Council approve a total of \$1850 from the 2021 grants-in-aid budget detailed as follows:

Saywell Park Sign	\$ 100;
LCS Scholarships	\$ 1,000; and
Wildsafe BC – CVRD	\$ 750;

**3- Development Variance Permit – Rem Lot A, Plan VIP64669**

that the Development Variance Permit application for Rem. Lot A, District Lot 13, Cowichan Lake Land District, Plan VIP64669 be denied;

**4- Select Committees – Terms of Reference**

that staff be directed to draft Terms of Reference for each of the Tourism and Housing select committees;

**5- Small Rural Community Participation**

that the Town of Lake Cowichan participate as part of the small rural communities’ task force to lobby the Province for Fire Emergency Equipment and Funding for Small Rural Communities; and

**6- Fire Department – Capital Purchase**

that approval be granted for the Lake Cowichan Fire Department to purchase self-contained breathing apparatus at a cost of \$58,323.26 inclusive of taxes.

CARRIED.

No. R.041/21  
Public Works and  
Environmental  
Services

- (ii) Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Public Works and Environmental Services Committee meeting held electronically on March 16<sup>th</sup>, 2021 be approved, as presented.

CARRIED.

No. R.042/21  
Parks, Recreation and  
Culture

- (iii) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the minutes of the Parks, Recreation and Culture Committee meeting held electronically on March 16<sup>th</sup>, 2021 be approved, as presented.

CARRIED.

No. R.043/21  
Sustainable Planning

- (iv) Moved: Mayor Day  
Seconded: Councillor Vomacka  
that the minutes of the Sustainable Planning Committee meeting held electronically on March 9<sup>th</sup>, 2021 be approved with the following:

**1- Strategic Plan and Session Facilitator**

that the strategic planning for the Town of Lake Cowichan's strategic sessions be facilitated by Allison Habkirk at a cost of \$3,800 plus applicable taxes; and

**2- Committee Meeting – Change of Time**

that all Committees of Council meeting times be changed from 6:00 pm to an earlier time of 5:00 pm for the remainder of the 2021 meeting schedule year from April, 2021; and

that all regular meetings of Council remain at 6:00 pm for the 2021 year; and

that Council review of all meeting times for 2022 and beyond after the pandemic restrictions have been eased.

CARRIED.

Cowichan Lake  
Recreation  
Commission

- (v) Mayor Day reported that the next meeting of the Commission would be held on Thursday, March 25<sup>th</sup>, 2021.

Vancouver Island  
Regional Library

- (vi) Councillor Vomacka reported that she would be attending the Board meeting this Saturday, March 27<sup>th</sup>, 2021 and spoke on a media release that was announced for competition e-sports.

Advisory Planning  
Commission

- (vii) Councillor Austin reported that at the Advisory Planning Commission meeting held on February 25<sup>th</sup>, 2021 and discussions with the contract planner which highlighted the Local Government Act which she forwarded to all members of Council and housing needs assessment, and population projections for Lake Cowichan. Future discussions at the next meeting on Thursday, March 25<sup>th</sup>, 2021 will include updates to the subdivision and signage bylaws and holding meetings to be viewed via YouTube.

Councillor McGonigle had previously requested written clarification on the role of Council with regard to Development Permit variances and was satisfied with the response received on the matter.

No. R.044/21  
Advisory Planning  
Commission

- (iii) Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that Council direct the Advisory Planning Commission to be tasked with review of the possible amendments or changes to the Subdivision Bylaw and the Signage Bylaw with its recommendations to be brought forward.

CARRIED.

Community Forest  
Co-operative

- (viii) There was no report for the Community Forest Co-operative due to the pandemic.

**(b) Other Reports**

Cowichan Valley  
Regional District

- (i) Councillor McGonigle gave a verbal report on the meetings held for Community Services and Regional District Board.

He noted that the tax notification on the impact to the Town of Lake Cowichan for its Regional District tax requisition be made available online as information for residents.

Community Outreach Team (ii) Councillor Austin reported that no monthly meeting had been held of the Outreach team. The next meeting will be held on April 15<sup>th</sup>, 2021 at 10:00 am.

Our Cowichan (iii) Councillor Sandhu reported that due to budget meetings, no representative for the Town could attend the Board meeting for April. The next meeting will be held on May 13<sup>th</sup>, 2021.

Councillor Austin reported on Councillor Sandhu and her attendance at the Healthy Communities Forums which included topics on Our Cowichan and Reconciliation and matters relating to the First Nations health system.

Cowichan Watershed Board (iv) Councillor Sandhu reported that there was no report for the Board and no meeting date has been established.

She further advised that Dr. Froese was appointed to the Board by the Province many years ago.

Councillor McGonigle reported that the Cowichan Watershed Board would be making a presentation to the Regional District Board on its annual work plan for 2021 and their report from 2020.

**(c) Staff Reports**

No. R.045/21  
2021 FireSmart  
Economic Recovery  
Fund (a) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that Council approve the making of a grant application under the 2021 Community Resiliency Investment (CRI) program for 2021 FireSmart Economic Recovery Fund through UBCM for an amount of \$139,259.68;

and that it further provides assurance that it would support all the proposed activities under the plan and would undertake the overall proper fiscal management of the grant.

CARRIED.

(b) The Chief Administrative Officer report on the matter of finalization of financial bylaws was treated as information.

No. R.046/21  
2021 Tax Requisition

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that Council limit the general municipal tax increase in 2021 to 2% on the understanding that an appropriate transfer from the surplus funds is made to balance the general fund budget and that any expenditure not included in the financial plan will only occur through financial plan amendments made prior to the expenditure occurring.

CARRIED.

No. R.047/21  
Funding Approval –  
Public Works

(c) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that Council approve the expenditure of up to \$250,000 for the Arbutus Avenue inflow and infiltration upgrade project prior to the finalization of the 2021 budget;  
and further that Council approve the expenditure of up to \$90,000 for the purchase of trucks for the Town's fleet prior to the finalization of the 2021 budget.

CARRIED.

**9. BYLAWS**

- No. R.048/21  
Zoning Amendment  
Bylaw No. 1049-2021
- (a)** Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1049-2021" be read a third time.
- CARRIED.
- No. R.049/21  
Zoning Amendment  
Bylaw No. 1049-2021
- (b)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1049-2021" be reconsidered and adopted.
- CARRIED.
- No. R.050/21  
Property Maintenance  
and the Prohibition of  
Unsightly Premises  
Bylaw No. 1050-2021
- (c)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Property Maintenance and the  
Prohibition of Unsightly Premises Bylaw No. 1050-2021" be  
reconsidered and adopted.
- CARRIED.
- No. R.051/21  
Zoning Amendment  
Bylaw No. 1051-2021
- (d)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1051-  
2021" be read a third time.
- CARRIED.
- No. R.052/21  
Zoning Amendment  
Bylaw No. 1051-2021
- (e)** Moved: Councillor Sandhu  
Seconded: Councillor McGonigle  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1051-  
2021" be reconsidered and adopted.
- CARRIED.
- No. R.053/21  
Animal Control  
Amendment Bylaw  
No. 1052-2021
- (f)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Animal Control Amendment Bylaw  
No. 1052-2021" be read a third time.
- CARRIED
- No. R.054/21  
Official Community  
Plan Amendment  
Bylaw No. 1053-2021
- (g)** Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the "Town of Lake Cowichan Official Community Plan Amendment  
Bylaw No. 1053-2021" be read a first and second time.
- CARRIED.
- No. R.055/21  
Zoning Amendment  
Bylaw No. 1054-2021
- (h)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1054-  
2021" be read a first and second time.
- CARRIED.

**10. NEW BUSINESS**

The information on the Ministry of Municipal Affairs Strengthening Communities Services Program and Local Government Approvals Program funding was treated as information. The Chief Administrative Officer will bring forward a report on Council and public input on projects which may be considered.

Councillor McGonigle suggested that the earlier presentation on warming cabins be considered for implementation.

- No. R.056/21  
Terms of Reference –  
Select Committees
- Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the Terms of Reference for the Housing Select Committee and the  
Tourism Select Committee be referred to a Strategic Planning meeting  
agenda.

CARRIED.

**11. MAYOR’S REPORT**

Mayor Day gave his Mayor’s Report for March, 2021 which included the following:

- Thanked staff for their dedication in dealing with the recent spate of land development in the community;
- Has been fielding questions on riparian area regulation issues and concerns of residents and the public;
- Recent meetings and discussions with Ministry officials on the matter of riparian area regulations;
- Has forwarded copies of related documentation on those discussions from MLA, Sonia Furstenau on Professional Reliance Model to Council members for their information; and
- Requirement for qualified engineer professional (QEP) to meet development adjacent to watercourse and RAR.

**12. NOTICES OF MOTION**

None.

**13. QUESTION PERIOD**

**14. IN CAMERA**

No. R.057/21  
Retire to In-Camera

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council close the meeting to the public to deal with issues relating to litigation or potential litigation which falls under s. 90(1) (g) of the *Community Charter*. (7:40 pm)

CARRIED.

**15. ADJOURNMENT**

No. R.058/21

Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the meeting arise without report and adjourn (8.30 pm).

CARRIED.

Certified correct \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor