



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, April 27th, 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 6:01 pm.

2. **AGENDA**

No. R.059/21
Agenda

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the agenda be approved with the addition of:

(a) **IN-CAMERA**

Issues relating to land matters which falls under s. 90(1) (e) of the
Community Charter.

CARRIED

3. **ADOPTION OF MINUTES**

No. R.060/21
Public Hearing

(a) Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that the minutes of the Public Hearing held on March 23rd, 2021 be
adopted.

CARRIED.

No. R.061/21
Regular Meeting

(b) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the minutes of the Regular meeting of Council held on March 23rd,
2021 be adopted.

CARRIED.

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

(a) Jocelyn Lundberg, Lady of the Lake Society was on hand to give an
update on the ambassador programme and to introduce the 7
candidates vying to represent the community.

Each candidate made a brief introduction to Council. Council members
welcomed and congratulated each of the candidates.

Councillor Vomacka congratulated JMs Lundberg on bringing the BC
Ambassadorship programme to the Cowichan Lake area.

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

7. CORRESPONDENCE

(a) Action Items:

No. R.062/21
Census 2021

- (1)** Moved: Councillor McGonigle
Seconded: Councillor Vomacka
That Council for the Town of Lake Cowichan support the 2021 Census and encourages all residents to complete their census questionnaire online at www.census.gc.ca for the benefit of our community.
CARRIED.

Council directed staff to link this site on the Town's website and social media to encourage residents to participate in the census count.

No. R.063/21
Rescind Motion
R.039/21

- (2)** Moved: Councillor Sandhu
Seconded: Councillor McGonigle
that Council rescind Motion R.039/21.
CARRIED.

No. R.064/21
Letter of Support –
Strengthening
Communities' Services
2021 Program

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

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

CARRIED.

(b) Information or Consent Items

None.

8. REPORTS

(a) Council and other Committee Reports

No. R.065/21
Finance and
Administration

- (i)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that the minutes of the Finance and Administration Committee meeting held electronically on April 13th, 2021 be approved with the following:

1- Heritage Signage – Pallies Place

that the request by Jayne Ingram for designation of "Pallies Place" landmark be approved, subject to the cost and installation of the dedication markers being borne entirely by the applicant;

2- Fire Department Incident Report

that the Lake Cowichan Fire Department's incident report in the amount of \$9,157.58 for February 2021 be approved; and

3- Fire Department Incident Report

that the Lake Cowichan Fire Department's incident report in the amount of \$9,320.68 for March 2021 be approved.

CARRIED.

No. R.066/21
Public Works and
Environmental
Services

- (ii)** Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Public Works and Environmental Services Committee meeting held electronically on April 20th, 2021 be approved, as amended.

CARRIED.

- No. R.067/21
Parks, Recreation and
Culture
- (iii)** Moved: Councillor Austin
Seconded: Councillor McGonigle
that the minutes of the Parks, Recreation and Culture Committee
meeting held electronically on April 20th, 2021 be approved, as
presented.
- CARRIED.
- No. R.068/21
Sustainable Planning
- (iv)** Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Sustainable Planning Committee meeting held
electronically on April 13th, 2021 be approved with the following:
- 1- Tourism and Housing Standing Committees**
that the matter of the Standing Committees for Tourism and Housing
be tabled pending approval of the Town's strategic plan.
- CARRIED.
- Cowichan Lake
Recreation
Commission
- (v)** Mayor Day advised that there was no report from the Commission.
- Vancouver Island
Regional Library
- (vi)** Councillor Vomacka reported that no meetings had been held. She
further reported hours of operations, upcoming digital workshops and
events that are being provided to the community by the local library.
- Advisory Planning
Commission
- (vii)** Councillor Austin reported that at the Advisory Planning Commission
held a digital meeting on April 22nd, 2021 with a correspondence item
from Lynn Klein on his resignation from the Commission.
- She further reported that the contract planner spoke on the need to
update the works and services and signage bylaws, road and sidewalk
requirements to the Commission members.
- The next meeting is to be held on May 27th, 2021 at 4:00 pm.
- Community Forest
Co-operative
- (viii)** There was no report for the Community Forest Co-operative due to
the pandemic and the public health orders issued. An announcement
is to be made shortly but he was unable to provide further details.
- (b) Other Reports**
- Cowichan Valley
Regional District
- (i)** Councillor McGonigle gave a verbal report on the meetings held for
Hospital Board and Regional District Board.
- He noted that the Regional District offices are being relocated
temporarily to the Cowichan Community Centre for the next four
months due to flood mitigation required within the complex. He
further advised that the Regional District awarded \$175,000 from its
Housing Trust Fund to the Eldercare Society's Lake Cowichan
development.
- Community Outreach
Team
- (ii)** Councillor Austin gave a verbal report on the meeting of the Outreach
team that met on April 15th, 2021.
- Our Cowichan
- (iii)** Councillor Sandhu reported that the next meeting will be held on May
13th, 2021.
- Cowichan Watershed
Board
- (iv)** Councillor Sandhu reported on the activities of the Cowichan
Watershed Board with a presentation made by the project manager
for the Cowichan Lake Weir.
- Councillor Sandhu stated that the Cowichan Lake River Stewardship
Society would be making a presentation to Council at its upcoming
Parks and Recreation Committee meeting in May.

(c) Staff Reports

No. R.069/21
Local Government
Development Approvals
Program

- (1)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve the submission of a grant application under the
Local Government Development Approvals Program;

and that it further provides assurance that it would support all the
proposed activities as proposed in the grant application and would
commit to the overall proper fiscal management of the grant.

CARRIED.

- (2)** The housing needs assessment data report for Lake Cowichan
provided by the contract planner was discussed by Council.

No. R.070/21
Housing Needs
Assessment Data
Report for Lake
Cowichan

Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council of the Town of Lake Cowichan receive the Housing Needs
Assessment of January 2021 prepared by the Cowichan Valley
Regional District as amended by a report prepared by the Town's
Planning Department in a memorandum dated March 16, 2021.

CARRIED.

Staff was directed to forward the memorandum to the Cowichan
Valley Regional District.

- (3)** The Chief Administrative Officer spoke on the application for a
development permit for Lot A, Plan 29742 whereby the applicants are
planning on subdividing into three lots and that the lands in question
fall under two development permit areas – watercourse and
streamside protection and natural hazard lands.

The proponents for the development permit, Cathy Whitehead and
Chris Whitehead spoke on the works that have been undertaken to
meet the preliminary requirements of the Town.

Councillor McGonigle asked clarification on whether silt filtration
conditions would be required. The Chief Administrative Officer
advised that silt filtration would not be required as the matter of
drainage will be addressed.

No. R.071/21
Development Permit –
178 River Road

Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council approve a Development Permit for land described as Lot A
Section 5, Renfrew District (Situating in Cowichan Lake District), Plan 29742
Except Plan VIP80293 (178 River Road), under the following conditions:

- 1) The location and purpose of the 5 metre SPEA for the East Fork
Maple Brook shall be identified on the plan of subdivision.
- 2) Identification of building envelopes in the plan of subdivision for
Lots 1 and 2, including appropriate covenant text as may be
required. No building envelope for a principal dwelling may be
identified for the northern 45 metre portion of Lot 2, which is
characterized by steep slopes.
- 3) No development may occur within the steep slope 'no build' zone
identified for Lot 2 in Figure 3 and within a 15-metre setback from
the zone which shall be established by covenant in the plan of
subdivision.
- 4) Retain mature coniferous trees along the property's southern
boundaries where slopes are greater than 30%.
- 5) Landscaping and building design should fit the terrain and minimize
land disturbance.
- 6) Soils on-site have the capacity to infiltrate large storm events
naturally and should be preserved as much as possible.

- 7) Minimize impervious areas in landscape design.
- 8) Natural drainage patterns must remain unchanged.
- 9) Implement sediment and erosion control measures identified in Section 5.3 and Appendix E of the Stormwater Management Plan prepared by Madrone, dated March 5, 2021.
- 10) Prior to the issuance of building permits, an updated geotechnical site assessment shall be prepared for each proposed building site on Lots 1 and 2 for review and consideration by the town's building inspector.
- 11) Prior to the issuance of building permits, any retaining walls and structures higher than 1.0 metres must be designed by a professional geoscientist or structural engineer to the satisfaction of the town's building inspector and must be located entirely on the parcel. The height of retaining walls may not exceed 2 metres.

CARRIED.

9. BYLAWS

No. R.072/21
Zoning Bylaw
No. 1055-2021

- (a)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Bylaw No. 1055-2021" be read a first and second time.

CARRIED.

No. R.073/21
Financial Plan Bylaw
No. 1056-2021

- (b)** Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Financial Plan Bylaw No. 1056-2021" be read a first, second and third time.

CARRIED

No. R.074/21
2021 Annual Rates
Bylaw
No. 1057-2021

- (c)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan 2021 Annual Rates Bylaw No. 1057-2021" be read a first, second and third time.

CARRIED

10. NEW BUSINESS

- (a)** Mayor Day advised that the presenter was not available this evening and that the Cowichan Green Community 2020 Year in Review video could be viewed on the Town's website.

No. R.075/21
LGLA – 9th Chief
Elected Forum

Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that Mayor Bob K. Day's attendance on the virtual Local Government Leadership Academy 9th Chief Elected Forum on "Wicked Civic Challenges" to be held April 29th and 30th, 2021 be approved.

CARRIED.

Councillor McGonigle announced that as of November 4th, 2021 the Royal Bank in Lake Cowichan will be closing its doors and would no longer be providing local services.

He further reported that a community information meeting will be held in May so that would be the time for any questions or comments of residents and business owners.

11. MAYOR'S REPORT

Mayor Day gave his Mayor's Report for April 2021 which included the following:

- Mayor, Council and staff were busy with preparing the 5-year financial plan with a 2% increase for taxation;
- Staff to be commended on the well-balanced fiscal approach for the 2021 year;

- Attendance in March and April at the Joint Community to Community forum with representatives of Electoral Area "F" and "I" Directors and Ts'uubaa-asatx First Nation to discuss joint protocol agreements;
- Attendance of two facilitated sessions for a strategic plan which will assist in guiding this Council and the next to 2026 to allow for the provision of core necessities and maintaining services with the final report to be ready before the end of May;
- Staff is getting the parks and streetscape ready;
- Projects such as water upgrades, installation of bus shelters, road and sidewalk works and upgrades to parks are ongoing;
- With the upcoming tourist season, discussions are being had on matters that relate to public health and the pandemic;
- Provincially by the end of the May long weekend, that approximately 60% of the Provincial population will have received their first vaccination; and
- A reminder to the public to keep updated information that is provided daily by the Province and encouraged everyone to do their part to be safe.

Councillor Vomacka asked Mayor Day to enquire into the matter of the air traffic that is coming onto the Island considering the recent BC ferry travel restrictions imposed by the Province.

Councillor Austin shared her concern on the matter of camping in the local area considering the travel restrictions being imposed.

12. NOTICES OF MOTION

None.

13. QUESTION PERIOD

14. IN CAMERA

No. R.076/21
Retire to In-Camera

(a)

Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council close the meeting to the public to deal with issues which fall under s. 90 (1) of the *Community Charter* as follows:
s.90 (1) (b) related to recognition of an individual;
s.90 (1) (c) related to labour relations or other employee relations;
s.90 (1) (e) related to land matters; and
s.90 (1) (f) related to law enforcement. at (7:53 pm)

CARRIED.

15. ADJOURNMENT

No. R.077/21

Moved: Councillor McGonigle
Seconded: Councillor Austin
that the meeting arise without report and adjourn (9:35 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2021.

Mayor