



TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council

Held and transmitted electronically via Council Chambers, located at 39 South Shore Road, Lake Cowichan, BC on Tuesday, April 26th, 2022.

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
Jas Sandhu, Superintendent, Public Works and Engineering Services
Ronnie Gill, Director of Finance

1. CALL TO ORDER

Mayor Day called the meeting to order at 6:02 pm.

2. AGENDA

No. R.039/22
Agenda

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the agenda be approved as amended with the following addition under:

NOTICE OF MOTION

Mayor Day re: Social Media Policy;

IN-CAMERA

Chief Administrative Officer re: addition of s.90 (1) (g) on potential litigation.

CARRIED.

3. ADOPTION OF MINUTES

No. R.040/22
Public Hearing

(a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the minutes of the Public Hearing of Council held on March 22nd, 2022, be adopted.

CARRIED.

No. R.041/22
Regular Meeting

(b) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the minutes of the Regular meeting of Council held on March 22nd, 2022, 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 2021-2022 Ambassador team and the 6 candidates vying to represent the community in 2022-2023.

Each candidate made a brief introduction to Council on their sponsors and what prompted them to participate in the programme.

Council members welcomed and congratulated each of the candidates.

6. CORRESPONDENCE

(a) Action Items:

No. R.042/22
Emergency
Operations Centre
(EOC) Grant

- (1)** Moved: Councillor McGonigle
Seconded: Councillor Austin
that Council authorize the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre grant funding on behalf of the Town of Lake Cowichan.

CARRIED.

(b) Information or Consent Items

- (1)** The correspondence item from Mayor Hideyoshi Kikuya, Date City Hall regarding the English teaching position was treated as information.
- (2)** The correspondence item received from the Cowichan Valley Regional District regarding Cowichan internet and cellular connectivity strategy and invitation to join project introduction meeting was treated as information.

7. REPORTS

(a) Council and other Committee Reports

No. R.043/22
Committee of
the Whole

- (i)** Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Committee of the Whole meeting held electronically on April 12th, 2022, be approved with the following:

1-Request for Council Support

that the request from the Cowichan Lake Forest Cooperative be forwarded to Council for its consideration;

2—2022 Orientation Workshop for Council

that the 2022 Orientation Workshop proposed by Allison Habkirk be approved;

3—Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report in the amount of \$9,821.11 for January 2022;

4—Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report in the amount of \$7,923.62 for February 2022;

5—Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report in the amount of \$6,441.63 for March 2022;

6—Grant-in-Aids - 2022

that the Lake Cowichan Scholarship be approved for \$1,000 through the Town's 2022 Grant-in-Aid budget; and
that the request for \$1,000 for WildSafe be forwarded to the next meeting for further consideration.

CARRIED.

Mayor Day advised that the Tourism Roundtable meeting was rescheduled to May 12th at 10:00am.

Mayor Day further advised that Date City has been notified of the Town's discussions regarding the Ohtaki delegation coming in October and a response has been forwarded to the next Committee of the Whole meeting to discuss how the Town can engage with them during their hotel stay.

- Cowichan Lake Recreation Commission (ii) Mayor Day advised that the Cowichan Lake Recreation Committee did not hold a meeting.
- Vancouver Island Regional Library (iii) Councillor Vomacka reported that the Regional Library Board has ratified a contract with employees and workers were now back to work.
- Advisory Planning Commission (iv) Councillor Austin reported that the Commission did not hold a meeting in April due to the Contract Planner’s absence.
- Community Forest Co-operative (v) Councillor McGonigle reported on a recent announcement by the Forest Co-op on its provision of funding to the Kinsmen for its Duck Pond project. He stated that there would be another announcement coming forward for a Society to move forward with their project and he would report at the next meeting.
- Cowichan Valley Regional District (b) **Other Reports**
 (i) Councillor Sandhu reported on her attendance at the Board and closed meetings held on April 13th, 2022, which included an amendment to Bylaw No. 4419 regarding the Town’s fire protection area.
- Community Outreach Team (ii) Councillor Austin reported on her attendance at the Outreach Team meeting held on April 21st, 2022.
 She advised that the next meeting will be held on May 19th, 2022.
- Our Cowichan (iii) Councillor Sandhu reported on the Our Cowichan dinner meeting held on April 14th, 2022.
- Cowichan Watershed Board (iv) Councillor Sandhu reported on her attendance at the Cowichan Watershed meeting held on April 25th, 2022.
 She further reported on the Annual General Meeting held on March 31st, 2022 and advised that she had been appointed as the co-chair of the Board.
 The next meeting will be held on May 30th, 2022.
- (c) **Staff Reports**
- No. R.044/22 Appointment – Advisory Planning Commission (i) Moved: Councillor Sandhu
 Seconded: Councillor Austin
 that Council approve the appointment of Duncan Brown to the Advisory Planning Commission for the balance of the term ending on December 31st, 2022.
 CARRIED.
- No. R.045/22 Development Permit – 88 Cowichan Lake Road (Lot 4, Plan VIP6253) (ii) Moved: Councillor Austin
 Seconded: Councillor Vomacka
 that Council approve issuance of a Development Permit for a property located within the Downtown, Uptown, Neighbourhood Centre, Tourism Areas and Commercial Development Permit Area (DPA 4) and Natural Hazard Lands – Wildfire Area (DPA 2) and specifically for a proposed commercial building at 88 Cowichan Lake Road – legally described as Lot A, Section 6, Plan EPP113702 (PID 031-505-261), with conditions, inclusive of the following specific site plan, landscaping plan, parking lot fencing, bicycle parking, lighting plan and use of building materials as shown in the profiles submitted and on file in the Town office and subject to the following requirements:

- i) that \$20,000 be provided as landscaping surety for a period of 2 years to ensure all terms and conditions of the Permit are met or corrected;
- ii) that an appropriate decorative fence with privacy elements for the west side of the parking lot be submitted and approved by staff in advance of a building permit.

CARRIED.

No. R.046/22
Condition Placed on
Building Permit for
88 Cowichan Lake Road

Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council require the removal of the 2 ornamental cedars on the access and egress to the 88 Cowichan Lake Road property as a condition of the Building Permit.

CARRIED.

No. R.047/22
Development Variance
Permit - 88 Cowichan
Lake Road (Lot 4, Plan
VIP6253)

Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve a Development Variance Permit to permit construction of a commercial building at 88 Cowichan Lake Road – legally described as Lot A, Section 6, Plan EPP113702 (PID 031-505-261) as follows:

1. Vary the requirements of the of the Zoning Bylaw under subsection 5.3.4 dealing with Dimensional and Coverage Standards as follows:
 - (a) Article "b" where the maximum frontage setback may be increased by 10 percentage points to 60% instead of 50%; and
 - (b) Article "h" allowing for the reduction of the required two-story structure to a single-story building.
2. Vary the minimum number of parking spaces to 11 instead of the required 12 as per Schedule "B", Table B-1 of the Zoning Bylaw.
3. Vary the required commercial loading space to zero spaces as per Schedule "B", Table B-4 of the Zoning Bylaw.
4. Vary the minimum parking lot landscaping requirement under subsection 8.7.1 of the Zoning Bylaw to 2.5% instead of 15%.

CARRIED.

No. R.048/22
Development Variance
Permit – 340 Grants
Lake Road (Lot C, Plan
VIP59758)

- (iii)** Moved: Councillor McGonigle
Seconded: Councillor Vomacka
that Council approve a Development Variance Permit for the construction of covered carport at 340 Grants Lake Road – legally described as Lot C, Block 26, Plan VIP59758 (PID 018-933-718) as follows; and
that the Front Lot Line setback be varied to 4.117 m. for the carport so long as all other setbacks and zoning and building requirements for the proposed improvements are met or maintained.

CARRIED.

8. BYLAWS

No. R.049/22
Financial Plan
Bylaw No. 1073-2022

- (a)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that the "Town of Lake Cowichan Official Financial Plan Bylaw No. 1073-2022" be read a first, second and third time.

CARRIED.

No. R.050/22
2022 Annual Rates
Bylaw No. 1074-2022

- (b)** Moved: Councillor McGonigle
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan 2022 Annual Rates Bylaw No. 1074-2022" be read a first, second and third time.

CARRIED.

No. R.051/22
Building
Bylaw No. 1075-2022

- (c) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the "Town of Lake Cowichan Building Bylaw No. 1075-2022" be read a first and second time.

CARRIED.

9. NEW BUSINESS

Councillor McGonigle excused himself from the meeting at 7:26 pm for a possible conflict of interest.

No. R.052/22
Letter of Support –
Tabular Rate Structure

- (a) Moved: Councillor Austin
Seconded: Councillor Sandhu
WHEREAS the tabular stumpage rate system that currently applies to community forest agreements provides the means through which community forests innovate, operate in contentious areas, invest in long-term forest stewardship, and provide jobs and other benefits to their communities;

AND WHEREAS any change in the current tabular stumpage policy that results in an increased stumpage rates and additional administrative burden for community forest tenures will greatly reduce and undermine the capacity of community forests to provide key socio-economic benefits to the communities that they support. The tabular stumpage policy enables community forest agreement holders to implement modernized forest policies and to meet the full range of community objectives while operating viable businesses.

THEREFORE, BE IT RESOLVED that the Town of Lake Cowichan through UBCM lobby the Province of British Columbia to maintain the tabular rate structure for community forest agreements thus allowing community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, and community economic development based on their reliance on the current stumpage rates.

CARRIED.

Councillor McGonigle returned to the meeting at 7:29 pm.

10. MAYOR'S REPORT

Mayor Day gave his Mayor's Report for April 2022 which included the following:

- April 24th to 30th is National Volunteer Week in Canada;
- Reflections back on his recent experience involving volunteerism at a local minor baseball game;
- Volunteers are the core of every vibrant community; and
- In closing, he thanked all the volunteers reading and listening for giving the best possible gift to their community.

11. NOTICES OF MOTION

- (a) Mayor Day re: Social Media Policy for next Committee of the Whole meeting and staff were requested to draft a sample policy based on similar policies elsewhere.

12. QUESTION PERIOD

None.

No. R.053/22
Retire to In-Camera

13. IN CAMERA
(a) Moved: Councillor Sandhu
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) (c) labour relations or other employee relations;
s.90 (1) (f) law enforcement; and
s.90 (1) (g) potential litigation.
at (7:38 pm).

CARRIED.

No. R.054/22
Adjournment

14. ADJOURNMENT
Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the meeting arise without report and be adjourned. (8.35 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2022.

Mayor