



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, December 19th, 2023.

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Roni-Lee Roach, Executive Secretary

PUBLIC: 1

1. CALL TO ORDER

The Mayor called the meeting to order at 6:00 pm.

2. AGENDA

No. R.0125/23
Agenda

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

NEW BUSINESS

(d) Lake Cowichan School re: Request for Grant-in-Aid for “Climate
Adaptation Restoration and Rewilding School Grounds” Project.

CARRIED.

PUBLIC INPUT

None.

3. ADOPTION OF MINUTES

No. R.0126/23
Regular Council

(a) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the minutes of the Regular meeting of Council held November 28th,
2023, be adopted.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) Action Items:

(b) Information or Consent Items

(i) The correspondence item received from the Union of BC Municipalities
Canada Community-Building Fund BC on the matter of the second
community working fund payment for 2023-2024 was treated as
information.

7. REPORTS
(a) Council and other Committee Reports

No. R.0127/23
 Committee of
 the Whole

(i) Moved: Councillor Austin
 Seconded: Councillor Vomacka
 that the minutes of the Committee of the Whole meeting held on December 12th, 2023, be approved with the following:

1— Fire Department – Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$8,639.15 for October, 2023;

2— Fire Department – Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$16,866.18 for November, 2023;

3— Demolition of Mildred Child Annex -Addendum to Contract

that the quote of \$13,600, as provided by Brod Demolition, be approved, subject to no further increases in the current demolition contract;

4—Town Participation in Spirit Loop

that staff contact Spirit Loop organizers for the Town’s participation in its promotional campaign;

5—Local Government Leadership Academy Conference

that Council approve the attendance of two (2) members of Council to attend the Local Government Leadership Academy Conference to be held January 31st to February 2nd, 2024 in Vancouver, BC;

6—Leave of Absence

that Council approve a leave of absence for Councillor Sandhu from the meeting held that day.

CARRIED.

No. R.0128/23
 Appointment of
 Chair - 2024

(i) Moved: Mayor McGonigle
 Seconded: Councillor Austin
 that Councillor Carolyne Austin be appointed as the Chairperson for the Committee of the Whole for the term ending December 31st, 2024.

CARRIED.

Cowichan Lake
 Recreation Commission

(ii) Councillor Sandhu reported that the next Commission meeting would be held on January 22nd, 2024 at 1:30 pm.

Vancouver Island
 Regional Library

(iii) Councillor Austin reported that the next meeting of the Board would be held in-person in February, 2024.

Advisory Planning
 Commission

(iv) Councillor Austin reported that the Commission members had met for a Christmas luncheon on Monday, December 18th, 2023.

She further advised that the next meeting of the Advisory Planning Commission would be held on Thursday, January 25th, 2024.

Community Forest Co-
 operative

(v) Mayor McGonigle reported that the Forest Co-op had received notification of the Town’s appointment for alternate representation.

He further advised that no harvesting at this time due to economic reasons and that the 5-year plan was moving forward with the recent signing of authorities that was held on Wednesday, December 13th, 2023 at the Duncan Curling Lounge.

In closing, Mayor McGonigle reported on the Forest Co-op’s seasonal decorating done at the Forest Workers’ Memorial Park and that it would be holding its Christmas gathering in the New Year.

- Cowichan Valley Regional District
- (b) **Other Reports**
- (i) Mayor McGonigle gave a verbal report on his attendance at the recent Cowichan Valley Regional Board meeting which dealt with finalization of its Strategic Plan, selection of the Community Centre for a warming centre during inclement weather, and budget process beginning on its 182 functions.
- Councillor Sandhu requested clarification on the budget process and proposed taxation increases.
- Mayor McGonigle reported that a 3.5% increase for core services was targeted with further considerations specific to supplemental additions and requests.
- Community Outreach Team
- (ii) Councillor Austin had no report.
- She advised that 180 names had been registered for the hamper programme through Cowichan Lake Community Services which provided the much needed hampers to residents in the Cowichan Lake area for Christmas.
- Mayor McGonigle conveyed his kudos to the Cowichan Lake Community Services organization and its many volunteers for another successful year providing much needed hampers to those in the community.
- Our Cowichan
- (iii) Councillor Sandhu reported that the next meeting of Our Cowichan would be held on January 11th, 2024.
- Cowichan Watershed Board
- (iv) Councillor Sandhu reported that the next meeting of the Board would be held on January 29th, 2024.

(c) **Staff Reports**

None.

8. **BYLAWS**

- No. R.0129/23
Fees and Services Bylaw
No. 1096-2023
- (a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the “Town of Lake Cowichan Fees and Services Bylaw No. 1096-2023” be reconsidered and adopted.
- Councillor Frisby Opposed
CARRIED.

Mayor McGonigle thanked staff for providing the details on the changes and amendments to the proposed bylaw for Council’s consideration.

- No. R.0130/23
Official Community Plan
No. 1097-2023
- (b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the “Town of Lake Cowichan Official Community Plan Bylaw No. 1097-2023” be read a first and second time.
- Councillor Frisby Opposed
CARRIED.

Discussion ensued on the proposed Official Community Plan in front of Council for its consideration on the following:

- The Official Community Plan should be reviewed every 5 years;
- The document presented this evening has been changed in its entirety dealing with numerous issues including climate adaptation and mapping;
- If corrections are required, Council members can discuss with the Contract Planner when he is next in the office, January 9th, 2024;

- The Public Hearing for public input will be held February 27th, 2024 with Council to consider third reading and its adoption the same day;
- The proposed Official Community Plan has been reviewed by the Advisory Planning Commission and the Commission is an advisory board coming to Council with its recommendations and that Council may or may not consider its recommendations;
- Clarification on the vacancy rates as the document refers to extreme low vacancy rates for rentals and then referencing a 5-year freeze on development of certain size lots;
- Clarification on Provincial legislation which would address the subjects of Air B&Bs, and difference between full time and short term rentals;
- Once the Official Community Plan is adopted, the Town’s Zoning and Subdivision bylaws will need to be amended to reflect the changes with consideration of the Provincial legislation’s impact;
- What obligation does the Town have to abide by the newly created Plan on development;
- An explanation that this document is the Town’s long term vision of where we are going;
- The need to remove ‘expropriation’ from the document with specific reference to a Johel Road property and its proposed development by owner(s); and
- With the 1st and 2nd reading completed, there are still possibilities for changes with respect to industrial and light industrial and employment opportunities to look at.

9. NEW BUSINESS

No. R.0131/23
2024 Regular Council Meeting Schedule

- (a) Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council approve the 2024 Regular Council meeting schedule, as presented with an amendment of start time changed from 6:00 pm to 5:00 pm for all Regular meetings of Council for the 2024 year.

CARRIED.

No. R.0132/23
63 Cowichan Lake Road (Lot A, Plan VIP6727 – PID: 000-408-956)

- (b) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the owner(s) of 63 Cowichan Lake Road (Lot A, Plan VIP6727 – PID: 000-408-956) be advised that the Town will undertake a Request for Proposal for the demolition and remediation if they fail to initiate immediate changes to the building structure(s) within 30 days.

CARRIED.

- (c) Mayor McGonigle thanked Councillor Austin for her role as Deputy Mayor for the 2023 year.

No. R.0133/23
Appointment – Deputy Mayor for 2024

Moved: Mayor McGonigle
Seconded: Councillor Austin
that Councillor Kristine Sandhu be appointed as the Deputy Mayor for the Town of Lake Cowichan for a term ending December 31st, 2024.

CARRIED.

No. R.0134/23
2023 Grant-in-Aid

- (d) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that Council approve a Grant-in-Aid in the amount of \$500 to the Lake Cowichan School for its “Climate Adaptation Restoration and Rewilding School Grounds” project.

CARRIED.

10. MAYOR’S REPORT

Mayor McGonigle read out his Mayor’s Report for December, 2023 – 4th Quarterly Report for 2023.

His report will be made available online on the Town’s webpage and the following were highlighted:

- Upcoming budget deliberations and the impact of property taxes;
- Thanks to the community volunteers;
- The upcoming completion of the sewer upgrades;
- Holding an open house to showcase the recent municipal hall improvements;
- The start of the new recycling services to be undertaken in-house with calendar being made available online; and
- In closing, he thanked staff and employees for their contribution to make the Town the best it can be and conveyed to everyone in Lake Cowichan and the surrounding areas best wishes for the Season as everyone takes a much deserved break with family and friends.

11. NOTICES OF MOTION

12. QUESTION PERIOD

Any questions can be called into the Town 250.749.3239.

13. IN CAMERA

14. ADJOURNMENT

Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the meeting be adjourned (6:48 pm).

No. R.0135/23
Adjournment

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2024.

Mayor