



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, November 26th, 2024

PRESENT: Tim McGonigle, Mayor
Councillor Carlyne Austin
Councillor Kristine Sandhu
Councillor Lorna Vomacka

REGRETS:
(with prior notice) Councillor Aaron Frisby

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Jas Sandhu, Superintendent, Public Works and Engineering Services
James Van Hemert, Contract Planner
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

1. **CALL TO ORDER**

The Mayor called the meeting to order at 5:11 pm.

3. **AGENDA**

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

CARRIED.

4. **PUBLIC INPUT**

None.

5. **ADOPTION OF MINUTES**

- (a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the minutes of the Regular meeting of the Council held on October 22nd,
2024, be adopted.

CARRIED.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

- (a) John Chilton, President, Cowichan Lake District Chamber of Commerce spoke to Council on potential beautification projects for Lake Cowichan made possible through grant funding. Initially, there was consideration given for placing hanging baskets. Given recent discussions on bear smart initiatives and bear resistant receptacles, a possible partnership with the Chamber, Town, local First Nations and the local Bear Aware group consideration has been given to make a grant application for \$10,000 for the installation of bear resistant receptacles which would also display QR codes.

Mayor McGonigle requested that the details be referred to the budget discussions for 2025 so that the installation of bear resistant cans in public areas through possible grant funding can be realized

7. **DELEGATIONS AND REPRESENTATIONS**

8. **CORRESPONDENCE**

- (a) **Action Items:**

No. R.0126/24
Agenda

No. R.0127/24
Regular Council
Meeting Minutes

No. R.0128/24
Letter of Support –
Allocation of Tax
Revenues to
Affordable Housing

- (i) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the Town of Lake Cowichan support the Cowichan Valley Regional District on its request to allocate Municipal Regional District tax revenues towards affordable housing for the remainder of the 5-year MRDT agreement period, up to the repeal date of July 1, 2027.

CARRIED.

(b) Information or Consent Items

None.

9. REPORTS

(a) Council and other Committee Reports

No. R.0129/24
Committee of
the Whole

- (i) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Committee of the Whole meeting held on November 12th, 2024, be approved, with the following:

1—Appraisal Services

that the Town award the contract to Pacific Rim Appraisals Ltd. for appraisal services at a cost of \$28,500 plus GST;

2—Fire Department – Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$11,105.50 for October 2024;

3— Mural Approval Policy

the Town of Lake Cowichan’s Mural Approval Policy be approved, as amended;

4 – Appointment of Town Representative

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;

5—Support for Housing Strategy

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;

6—Fire Department Budget for 2025

that the Lake Cowichan Fire Department’s budget for 2025 be approved as presented earlier today;

7—Leave of Absence

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.

Cowichan Lake
Recreation Commission

- (ii) Councillor Sandhu reported on the Recreation Commission meeting held on November 25th, 2024.

Vancouver Island
Regional Library

- (iii) No report for the Vancouver Island Regional Library.

Advisory Planning
Commission

- (iv) Councillor Austin reported on the Advisory Planning Commission meeting held on October 24th, 2024 and advised that the minutes of the meeting have been forwarded to members of Council.

Community Forest Co-
operative

- (v) Councillor Sandhu reported on the recent meeting of the Community Forest Cooperative held on November 21st, 2024 and advised that the renovations to its office has been completed.

(b) Other Reports

- (i)** Mayor McGonigle reported that the Cowichan Valley Regional District Board would be meeting on Wednesday, November 27th, 2024.

He further advised that elections had been held and that Kate Segal had been appointed Chair and that he had been nominated and was elected as the Vice Chair.

Appointments for the various commissions and committees would be made at the November 27th, 2024 meeting and he would report back on those at a later meeting.

Community Outreach Team

- (ii)** Councillor Austin reported on the Community Outreach meeting held on November 21st, 2024 meeting.

She advised that the Community Services hamper distribution would be tailored to the needs of the recipients and hampers would be made available for pickup and delivery on December 19th, 2024.

Our Cowichan

- (iii)** Councillor Sandhu reported that the next Our Cowichan meeting would be held in January, 2025.

Cowichan Watershed Board

- (iv)** Councillor Sandhu reported on the Watershed Board meeting held on November 25th, 2024.

She reported that the Watershed Board would be holding its 3rd workshop on the subject of the Cowichan River fish kill with the Superintendent, Public Works and Engineering Services attending on the Town’s behalf.

Mayor McGonigle stated that he had attended the last presentation which he found interesting as there were numerous denominators that affected and resulted in the fish kill event that was reported.

Ohtaki Twinning

- (v)** Councillor Austin provided an updated report on the fundraising efforts of the group travelling to Ohtaki, Japan in July 2025 and that she would be introducing Councillor Frisby to the group in January, 2025. She further stated that plans were underway for another delegation to travel to Japan in 2026 .

(c) Staff Reports

No. R.0130/24
Closure of Municipal Facilities for Additional Day over the Christmas Holidays

- (i)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve the closure of municipal facilities on December 27th, 2024 so long as operational requirements are met, with staff and employees to use vacation leave or banked time for being away that day.

CARRIED.

No. R.0131/24
Audit Services 2024 to 2028

- (ii)** Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Town of Lake Cowichan award MNP LLP a 5-year audit term from 2024 to 2028 fiscal years as follows:

Year	Base Audit Fee (exclusive of GST)
2024	\$29,000
2025	30,500
2026	32,000
2027	33,500
2028	35,000

CARRIED.

10. BYLAWS

No. R.0132/24
Zoning Amendment
No. 1110-2024

(a) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1110-2024"
may be read a third time.

CARRIED.

No. R.0133/24
Zoning Amendment
No. 1110-2024

(b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1110-2024"
may be reconsidered and adopted.

CARRIED.

No. R.0134/24
Fees and Charges for
Services
No. 1111-2024

(c) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No.
1111-2024" may be reconsidered and adopted.

CARRIED.

No. R.0135/24
Water Regulations and
Rates
No. 1112-2024

(d) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Water Regulations and Rates Bylaw No.
1112-2024" may be reconsidered and adopted.

CARRIED.

No. R.0136/24
Sewer Regulations and
Rates
No. 1113-2024

(e) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the "Town of Lake Cowichan Sewer Regulations and Rates Bylaw No.
1113-2024" may be reconsidered and adopted.

CARRIED.

No. R.0137/24
Waste Regulations and
Rates
No. 1114-2024

(f) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Waste Regulations and Rates Bylaw No.
1114-2024" may be reconsidered and adopted.

CARRIED.

No. R.0138/24
Subdivision, Works and
Services Amendment
No. 1115-2024

(g) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Subdivision, Works and Services
Amendment Bylaw No. 1115-2024" may be read a third time.

CARRIED.

11. NEW BUSINESS

No. R.0139/24
Meeting Schedule for
2025

(a) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Town of Lake Cowichan Meeting Schedule for 2025 be received as
information.

CARRIED.

No. R.0140/24
Notice of Regular
Meeting Dates - 2025

(b) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Council approve the 2025 Regular Council meeting schedule.

CARRIED.

12. MAYOR'S REPORT

None.

13. NOTICES OF MOTION

None.

14. QUESTION PERIOD

15. IN CAMERA

No. R.0141/24
Retire to In-Camera

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Council close the meeting to the public to deal with issues dealing with litigation or potential litigation affecting the municipality which falls under s. 90(1) (g) of the Community Charter. (5:53 pm).

CARRIED.

16. ADJOURNMENT

No. R.0142/24
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the meeting arise without report and be adjourned (6:15 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2024.

Mayor