



## 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, January 23<sup>rd</sup>, 2024

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

REGRETS: Councillor Kristine Sandhu

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Jas Sandhu, Superintendent, Public Works and Engineering Services  
Roni-Lee Roach, Executive Secretary

PUBLIC: 6

1. **CALL TO ORDER**

The Mayor called the meeting to order at 5:00 pm.

2. **AGENDA**

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

**NEW BUSINESS**

(a) Leave of Absence for Councillor Sandhu.

CARRIED.

**PUBLIC INPUT**

None.

3. **ADOPTION OF MINUTES**

(a) Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the minutes of the Regular meeting of Council held December 19<sup>th</sup>,  
2023, be adopted.

CARRIED.

4. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

5. **DELEGATIONS AND REPRESENTATIONS**

(a) Bob Day, Strategic Advisor for Ts'uubaa-asatx Nation was on hand to update Council on the Nations' economic development projects in Lake Cowichan through funding from the Provincial government, the Island Coastal Economic Trust and Economic Cowichan on community engagement. He reported that a roundtable meeting would be held at the Centennial Hall on May 11<sup>th</sup>, 2024 and he encouraged members of Council to attend.

Mr. Day presented a copy of the Tourism Action Plan and the Town's own Hanson 2001 Action Plan which he stated had some viable options contained within these publications.

The Mayor afforded an opportunity for members of Council to ask questions of the delegate. Mayor McGonigle thanked Mr. Day for his presentation and

No. R.001/24  
Agenda

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stated that he was looking forward to the collaboration with other government entities on the matter of industrial development in the region.

**6. CORRESPONDENCE**

**(a) Action Items:**

**(b) Information or Consent Items**

- (i)** The correspondence item received from the Lake Cowichan Bear Aware Association on its introduction was pulled from the information and consent items listing.

Mayor McGonigle acknowledged that the Town had received their introduction letter to those in attendance in the public and invited those present to attend the public meeting to be held on March 4<sup>th</sup> which would include agencies and organizations on the topic of bears and wildlife in the community, including BC Conservation, and representatives from BearSmart and Bear Aware.

The following correspondences were received and treated as information:

- The Honourable Anne Kang, Minister of Ministry of Municipal Affairs re: Letter of Thanks.
- Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing - Housing and Land Use Policy Division re: 2024 Funding Provided to Town.
- Bindi Sawchuk, Assistant Deputy Minister, Ministry of Housing - Housing and Land Use Policy Division re: 2024 Housing Initiatives Funding.
- Monica Cox, Assistant Deputy Minister, Ministry of Emergency Management and Climate Readiness re: Emergency and Disaster Management Act Implementation – Indigenous Engagement Requirements Funding Program.

**7. REPORTS**

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

No. R.003/24  
Committee of  
the Whole

- (i)** Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the minutes of the Committee of the Whole meeting held on January 9<sup>th</sup>, 2024 be approved as presented.

CARRIED.

Cowichan Lake  
Recreation Commission

- (ii)** Councillor Frisby reported on his attendance at the Commission meeting held on January 22<sup>nd</sup>, 2024.

Vancouver Island  
Regional Library

- (iii)** Councillor Austin reported that the next meeting of the Board would be held in-person on February 24<sup>th</sup>, 2024 in Nanaimo.

Advisory Planning  
Commission

- (iv)** Councillor Austin reported that the Commission would be meeting on Thursday, January 25<sup>th</sup> and would be reviewing the edits which have been submitted by Council, staff and members of the Commission on the proposed Official Community Plan which was presented to Council for first and second readings.

Community Forest Co-  
operative

- (v)** Mayor McGonigle reported that harvesting has been paused due to weather and that the Forest Co-op had recently held its Annual General meeting at the Honeymoon Bay Retreat. In closing, he reported that the Forest Coop is currently reviewing applications for funding from local organizations and service groups with the Forest Co-op providing a legacy of \$300,000 which has been invested into various projects in the community.

- (b) Other Reports**
- Cowichan Valley Regional District **(i)** Mayor McGonigle gave a verbal report on his attendance at the recent Cowichan Valley Regional Board meeting dealing with the 182 functions within the Regional District which would see an estimated 3.54% increase and that did not include the additional supplemental requests that are being brought forward for consideration.
- He advised that he had been elected as the Chair of the Committee of the Whole and that there is an opportunity for the Town and Electoral Areas of “F” and “I” is shared functions to be addressed on February 1<sup>st</sup>, 2024 at 5:00 pm.
- Community Outreach Team **(ii)** Councillor Austin advised that she had no meeting to report on. She did advise that Robin Long is the newest health personnel that replaced Mike Wright and that this service was much needed in the community.
- Our Cowichan **(iii)** Councillor Austin reported on her attendance at the Our Cowichan meeting held on January 11<sup>th</sup>, 2024.
- Cowichan Watershed Board **(iv)** No report.

**(c) Staff Reports**

- (i)** The staff report on the CMHC Housing Accelerator Fund approval for the Town’s eligibility of grant funding in the amount of \$885,750 was treated as information.

The Chief Administrative Officer advised that the Habitat for Humanity representatives will meet with Town’s representatives in the Fall to discuss a few matters with respect to development of projects within the community.

- No. R.004/24  
2024 Capital Projects  
Approval **(ii)** Moved: Councillor Frisby  
Seconded: Councillor Austin  
that Council approve capital projects for completion and implementation prior to the approval of the 2024 financial budget as follows:

New washroom and concession stand at Centennial Park	\$ 235,000
Completion of Duck pond washrooms	12,000
Sani-dump pay system to completion	16,000
Completion of Pedestrian bridge improvements	103,000
Recycle totes	175,000
Completion of Lakeview washroom upgrades	70,000
Water main design for 100 houses	48,000
Centennial Field bleachers	25,000

CARRIED.

- No. R.005/24  
2024 Capital Project – Pay  
to Park System Referral **(ii)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the matter of the “Pay to Park System” be tabled to 2024 Budget discussions.

CARRIED.

No. R.006/24  
 Development Permit  
 DP2023-05  
 124 and 130 Elk Road  
 Lot A, Section 5, Plan  
 30829 and Lot B, Section  
 5, Plan 30829

Moved: Councillor Frisby  
 Seconded: Councillor Austin  
 that Council approve a Natural Hazards Lands (wildfire) Development Permit for the development of lands legally described as:

- Lot A, Section 5, Renfrew District, Plan 30829 (PID:001-221-591); and
- Lot B, Section 5, Renfrew District, Plan 30829 (PID: 001-221-604).

be approved with the following conditions:

- 1) Development must comply with all Town Bylaws, specifically including, but not limited to:
  - a. Zoning Bylaw
  - b. Subdivision, Works, & Services Bylaw
- 2) That development proceeds to the satisfaction of the Town in accordance with the recommendations of the Wildfire Hazard Assessment prepared by Strathcona Forestry Consulting, as follows:
  - a. As per the BC Wildfire Act, if a high risk activity (i.e., land clearing) is taking place between 1 April and 31 October, the operator must keep at the activity site firefighting hand tools, in a combination and type to properly equip each person who works at the site with a minimum of one firefighting hand tool, and an adequate fire suppression system (onsite portable water tanker and firefighting tools – shovels, pulaskis, portable water backpacks). In addition, efforts must be made to maintain an adequate fire break between any high-risk activity and areas of continuous forest to ensure a fire originating at the site does not escape the site.
  - b. During land clearing, develop an Emergency Plan of Action, listing key contact information in case of fire and/or other emergency at the site.
  - c. Hazard abatement (removal of slash/disposal of debris piles) must take place in compliance with Town of Lake Cowichan bylaws.
  - d. Ensure construction workers are made aware of the risk of fire in the interface zone, especially during dry summer weather.
  - e. Where safely practical, hazard trees could be modified (i.e., pruned, topped [deciduous trees] to provide wildlife habitat). As noted, tree cover has largely been removed from the subject proposal; surrounding perimeters should be checked for potential hazard trees prior to commencement of work.
- 3) A shaded fuel break of 20 metres in width shall be established at the lower end (southeast) of the development site, along the entire boundary adjacent to developed lots on North Shore Road. The design of the shaded fuel break shall be in accordance with figure 23-shaded fuel break- of the Official Community Plan. This will be established as no-build zone via the Land Title Act Section 219 covenant.
- 4) Install split rail fencing along any “natural” boundaries to limit damage to native vegetation retained around the site.
- 5) A Land Title Act Section 219 Wildfire Hazard Covenant shall be placed upon the land to address the specific recommendations of the Wildfire Hazard Assessment, particularly with respect to Fire Smart Zones and construction materials.
- 6) Approval of this Development Permit does not constitute approval of a Building Permit and any required sign permits.

CARRIED.

Mayor McGonigle asked when slope stability would be addressed and the Chief Administrative Officer advised that it would be addressed during the next permit requirements for the property owner.

**8. BYLAWS**

No. R.007/24  
 Council Procedure  
 Amendment Bylaw  
 No. 1098-2024

(a) Moved: Councillor Vomacka  
 Seconded: Councillor Frisby  
 that the “Town of Lake Cowichan Council Procedure Amendment Bylaw No. 1098-2024” be read a first, second and third time.

CARRIED.

No. R.008/24  
Leave of Absence

9. **NEW BUSINESS**  
 (a) Moved: Councillor Frisby  
 Seconded: Councillor Austin  
 that Council approve a leave of absence for Councillor Sandhu from the meeting held this day.

CARRIED.

10. **MAYOR'S REPORT**  
 None.

11. **NOTICES OF MOTION**

12. **QUESTION PERIOD**  
 Any questions can be called into the Town 250.749.3239.

No. R.009/24  
Retire to In-Camera

13. **IN CAMERA**  
 Moved: Councillor Austin  
 Seconded: Councillor Frisby  
 that 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. (5:39 pm).

CARRIED.

No. R.0010/24  
Adjournment

14. **ADJOURNMENT**  
 Moved: Councillor Austin  
 Seconded: Councillor Vomacka  
 that the meeting arise with no report and be adjourned (7:00 pm).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
 Mayor