



## **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, October 26<sup>th</sup>, 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  
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 6:00p.m.

**2. AGENDA**

No. R.0160/21  
Agenda

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

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0161/21  
Public Hearing

- (a)** Moved: Councillor McGonigle  
Seconded: Councillor Austin  
that the minutes of the Public Hearing held on September 28<sup>th</sup>,2021  
be adopted.

CARRIED.

No. R.0162/21  
Regular Meeting

- (b)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the minutes of the Regular meeting of Council held on September  
28<sup>th</sup>,2021 be adopted.

CARRIED.

No. R.0163/21  
Special Meeting

- (c)** Moved: Councillor Austin  
Seconded: Councillor McGonigle  
that the minutes of the Special meeting of Council held on October  
12<sup>th</sup>,2021 be adopted.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

**(a) Action Items:**

None.

**(b) Information or Consent Items**

- (1)** The correspondence item from Ken Traynor, President, Cowichan Lake River Stewardship Society regarding the riparian impacts of the Municipal Hall renovations was treated as information.
- (2)** The correspondence item from Lana Popham, Minister of Agriculture, Food and Fisheries regarding the removal of AB Greenwell from the ALR was treated as information.
- (3)** The correspondence item from Jennifer Whiteside, Minister of Education regarding derelict school facilities was treated as information.

**7. REPORTS**

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

- (i)** Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
that the minutes of the Finance and Administration Committee meeting held electronically on October 12<sup>th</sup>, 2021, be approved with the following:

**1- Lake Cowichan Fire Department – Incident Report**

that the Lake Cowichan Fire Department's incident report in the amount of \$12,513.75 for August 2021 be approved.

**2-Command Truck Purchase**

that Council recommend approval of the purchase of a pickup to replace the Lake Cowichan Fire Department #4 command truck using revenues earned from combating wildfires on the mainland.

CARRIED.

- (ii)** Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the minutes of the Public Works and Environmental Services Committee meeting held electronically on October 19<sup>th</sup>, 2021, be approved as presented.

CARRIED.

No. R.0164/21  
Finance and  
Administration

No. R.0165/21  
Public Works  
and  
Environmental  
Services

- No. R.0166/21  
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 October 19<sup>th</sup>, 2021, be approved as amended with the following:
- Councillor Sandhu's report for a timeline for the completion of the work at Stone Park.
- CARRIED.
- No. R.0167/21  
Strategic Planning
- (iv)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Strategic Planning Committee meeting held electronically on October 12<sup>th</sup>, 2021, be approved as presented.
- CARRIED.
- Cowichan Lake  
Recreation  
Commission
- (v)** No report. The next meeting is to be held Thursday October 28<sup>th</sup>, 2021.
- Vancouver Island  
Regional Library
- (vi)** Councillor Vomacka reported the following highlights from the Zoom meeting:
- VIRL is currently running a pilot project called "Welcome to your Library". This project is designed to welcome immigrants to Canada and to help them with language classes and services; and
  - Author Liz Levine will be doing a reading of her new book "Nobody Ever Talks about Anything but the End" on November 2<sup>nd</sup>, 2021, at 7:00 p.m. at the Courtenay branch.
- Advisory Planning  
Commission
- (vii)** Councillor Austin reported the following highlights from the meeting held on September 23<sup>rd</sup>, 2021.
- New member Bev Lister was welcomed;
  - The Contract Planner reviewed the Roles and Responsibilities of the APC;
  - The proposed amendments to the upcoming Subdivision, Works and Services Bylaw were reviewed; and
  - Recent Property Developments were reviewed.
- The next meeting is being held on Thursday October 28<sup>th</sup>, 2021.
- Community Forest  
Co-operative
- (viii)** Councillor McGonigle reported the following:

- The Annual General meeting will be held in November 2021. Executive Member Elections will be held then; and
- The Community Forest Co-op has agreed to offer financial support to the Lake Cowichan Kraken hockey team over a 3-year term at the cost of \$8,000 per year.

**(b) Other Reports**

Cowichan Valley  
Regional District

- (i)** Councillor McGonigle reported on the following from the meeting held on October 13<sup>th</sup>, 2021:
- Grant in Aid approvals;
  - Budget amendment to Mesachie Lake Fire Protection;
  - Land usage and other land related items;
  - Public Hearings and Bylaw to amend the Procedure Bylaw;
  - Policy updated for attendance at FCM, limited to 3 Electoral area directors;
  - Increase to Capital furniture, fixtures and equipment; and
  - A grant application be submitted to the UBCM Community Investment Fire Smart Community Funding and Supports Program.

Community Outreach  
Team

- (ii)** Councillor Austin reported the following highlights from the meeting held on:
- Jocelyn Lundberg is the new Executive Director at Community Services;
  - Alythia Clark is the new representative for WorkBC;
  - Carolyn Yablonski reported that Covid shots are available at the Health Unit by appointment. Flu shots are also for families with children under the age of 5. The Nurse Practitioner is available Mondays and Fridays. The Public Health Nurse is hosting the Youth and Well Babies Clinic is being held 2 times a week;
  - There was a Power Point presentation on Schizophrenia.

Our Cowichan

- (iii)** Councillor Sandhu invited residents to view the Island Health Zoom Webinar update on the Cowichan District Hospital being held Wednesday October 27<sup>th</sup>, 2021, at 6:00 p.m.

The next meeting of Our Cowichan is to be held Thursday November 4<sup>th</sup>, 2021, at 5:30 p.m.

Cowichan Watershed Board

- (iv)** Councillor Sandhu reported the following from the meeting held on Tuesday October 26<sup>th</sup>, 2021:
- Mike McCulloch gave an update on the fisheries regulations;
  - A verbal report was given from the Cowichan Tribes and Cowichan Stewardship round table group on the success of the annual River Day held September 25<sup>th</sup>, 2021; and
  - A verbal report was given on the Lake Cowichan weir modifications from the engineering company SG1 Recreational Engineering regarding the discussions with Stantec and the CVRD for a possible white water rafting project.

No. R.0168/21  
Development Permit 8  
Prospect

**(c) Staff Reports**

Moved: Councillor Sandhu  
Seconded: Councillor McGonigle

that council approve the issuance of a Watercourse and Streamside Protection Development Permit) for the property legally described as Lot 1, District Lot 12, Cowichan Lake District, Plan EPP06330 and with a street address of 8 Prospect Avenue, and located in a Development Permit Area (DPA 1) subject to the following conditions:

1. Provincial approval of the Riparian Area Protection Regulations (RAPR) Assessment Report;
2. removal of illegal piers and floats on the Cowichan River and illegal trailers and structures prior to issuance of a building permit;
3. preparation of a satisfactory sediment and erosion control plan satisfactory to the Town, prior to issuance of a building permit; and
4. completion of the riparian restoration planting plan, prepared by Christine Brophy on September 11, 2021, and as expanded by 1.5 metres in width across the entire lot width per staff recommendation, prior to building occupancy, with financial surety held for 2 years; and
5. placement of a restrictive covenant with respect to SPEA protection and maintenance and limits to the principal dwelling within the building envelope established as shown on the map (figure 1 in the staff report) prepared by McElhanney, dated May 27, 2021, and shifted in its entirety by 1.5 metres southerly toward Prospect Avenue, attached to, and forming part of the Development Permit;

and that a Development Variance Permit be approved for the property legally described as Lot 1, District Lot 12, Cowichan Lake District, Plan EPP06330, and with a street address of 8 Prospect Avenue, vary the 30-metre floodplain minimum setback to the Cowichan River as established in Article 4.13.1 a. of the Zoning Bylaw by between 22.7 metres and 11.7 metres, resulting in a setback of between 7.3 metres

(most southwesterly point) and 18.3 metres (most northeasterly point), subject to the following conditions:

1. that all the conditions of the Development Permit are satisfied; and
2. if the conditions of the Development Permit are not satisfied within two years of the date of approval, the Development Permit Variance shall lapse.

and that for the property legally described as Lot 1, District Lot 12, Cowichan Lake District, Plan EPP06330, and with a street address of 8 Prospect Avenue, the front setback be varied from the 7.5-metre front lot line setback of the Zoning Bylaw Section 5.1.6 by 1.5 metres resulting in a front lot line setback of 6.0 metres.

CARRIED.

No. R.0169/21  
Development Permit 12  
Prospect

Moved: Councillor Vomacka  
Seconded: Councillor Austin

That council approve the issuance of a Watercourse and Streamside Protection Development Permit Area (DPA 1) for the property legally described as Lot 2, District Lot 12, Cowichan Lake District, Plan EPP06330 and with a street address of 12 Prospect Avenue, subject to the following conditions:

1. Provincial approval of the Riparian Area Protection Regulations (RAPR) Assessment Report;
2. removal of illegal piers and floats on the Cowichan River and illegal trailers and structures prior to issuance of a building permit;
3. preparation of a sediment and erosion control plan satisfactory to the Town, prior to issuance of a building permit; and
4. completion of the riparian restoration planting plan, prepared by Christine Brophy on September 11, 2021, and expanded by 1.5 metres in width across the entire lot width per staff recommendation, prior to building occupancy, with financial surety held for 2 years; and
5. placement of a restrictive covenant with respect to SPEA protection and maintenance and limits to the principal dwelling within the building envelope established as shown on the map (figure 1 in the staff report) prepared by McElhanney, dated May 27, 2021, and shifted in its entirety by 1.5 metres southerly toward Prospect Avenue, attached to, and forming part of the Development Permit.

and that a Development Variance Permit be approved the property legally described as Lot 2, District Lot 12, Cowichan Lake District, Plan EPP06330 and with a street address of 12 Prospect Avenue, vary the 30-metre floodplain minimum setback to the Cowichan River as established in Article 4.13.1 a. of the Zoning Bylaw by between 16.3 metres and 11.5 metres resulting in a setback of between 13.7 metres (most southwesterly point) and 18.5 metres (most northeasterly point); subject to the following conditions:

1. that all the conditions of the Development Permit are satisfied; and
2. if the conditions of the Development Permit are not satisfied within

two years of the date of approval, the Development Permit Variance shall lapse.

And that for the property legally described as Lot 2, District Lot 12, Cowichan Lake District, Plan EPP06330, and with a street address of 12 Prospect Avenue, the front setback be varied from the 7.5-metre front lot line setback of the Zoning Bylaw Section 5.1.6 by 1.5 metres resulting in a front lot line setback of 6.0 metres.

CARRIED.

**8. BYLAWS**

No. R.0170/21  
Council Procedure  
Bylaw No. 1062-2021

- (a) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the "Town of Lake Cowichan Council Procedure Bylaw No. 1062-2021" be reconsidered and adopted.

CARRIED.

**9. NEW BUSINESS**

None.

**10. MAYOR'S REPORT**

Mayor Day gave his Mayor's Report for October 2021 which included attendance at the following:

- October 12<sup>th</sup>, 2021, The Virtual Wood Industry Forum;
- October 13<sup>th</sup>, 2021, Monthly Regional call with the Minister of Municipal Affairs Josie Osborne and President of the UBCM Brian Frenkel. Topics discussed included Wastewater Treatment Plant funding;
- October 19<sup>th</sup>, 2021, Federation of Canadian Municipalities Community Conference. Mayor Day attended the Community Social Based Marketing Session;
- October 22<sup>nd</sup>, 2021, Emergency Cowichan Leadership Meeting with a presentation from the Housing First Youth Team;
- October 25<sup>th</sup>, 2021, Mayor Day read from the book "The Hatchet" to Mrs. Weirs class at Lake Cowichan School;
- October 27<sup>th</sup>-28<sup>th</sup>, 2021 Virtual Vancouver Island Economic Summit;
- October 27<sup>th</sup>, 2021, Island Health Covid-19 update;
- October 27<sup>th</sup>, 2021, Island Health Zoom Webinar update on the Cowichan District Hospital;
- October 28<sup>th</sup>, 2021, Meeting with MP Alistair MacGregor, Councillor Austin and James van Hemert, Contract Planner regarding Housing Needs; and
- October 28<sup>th</sup>, 2021, Cowichan Lake Recreation Meeting.

Upcoming dates for November include:

- November 15<sup>th</sup>, 2021, Tourism Stakeholder Recap Meeting; and
- Emergency Planning Meeting.

Mayor Day wished to acknowledge the small and home-based businesses that worked hard to stay open these past few years. He also acknowledged the following winners of the Chamber of Commerce Awards for 2021:

- The Lake Cowichan Food Bank-Nicole Stock Community Service Award;
- OK Tire-Life Time Achievement Award;
- Country Grocer-Above and Beyond Award;
- Ed's Coffee House-Customer Service Award;
- Farm Table Inn-Business of the Year Award; and
- Stella and Elijah Feltrin Youth of the Year.

**11. NOTICES OF MOTION**

None.

**12. QUESTION PERIOD**

**13. IN CAMERA**

No. R.0171/21  
Retire to In-Camera

**(a)**

Moved: Councillor McGonigle  
Seconded: Councillor Vomacka  
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; and  
s.90 (1) (e) on the acquisition, disposition or expropriation of land or improvement.  
(7:15 pm).

CARRIED.

**14. ADJOURNMENT**

No. R.0172/21  
Adjournment

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the meeting arise without report and adjourn. (8:00 p.m.)

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor