



TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council
Held and transmitted electronically via the temporary Council Chambers located
at 38 King George Street, Lake Cowichan, BC
on Tuesday, May 23rd, 2023.

PRESENT: Mayor Tim McGonigle
Councillor Aaron Frisby
Councillor Carolyne Austin
Councillor Kristine Sandhu

REGRETS: Councillor Lorna Vomacka
(with prior notice)

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance

PUBLIC: None in attendance

1. CALL TO ORDER

The Mayor called the meeting to order at 6:10 pm.

2. AGENDA

No. R.0048/23
Agenda

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

NEW BUSINESS

(d) Community Engagement Session 2 held June 12th, 2023 in Duncan, BC;

(e) Leave of absence for Councillor Vomacka.

CARRIED.

3. ADOPTION OF MINUTES

No. R.0049/23
Regular Council

(a) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the minutes of the Regular meeting of Council held on April 25th, 2023, be adopted as presented.

CARRIED.

No. R.0050/23
Special Meeting of
Council

(b) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Special meeting of Council held on May 9th, 2023, be adopted as presented.

CARRIED.

4. BUSINESS ARISING AND UNFINISHED BUSINESS

The Chief Administrative Officer reported that registered letters had been sent to the property owners of the property at 63 Cowichan Lake Road regarding the required remedial action which was being sought by the Town. Upon site inspection of the property, there appears to be vehicles still on-site and he advised that staff would follow-up on the matter further.

5. DELEGATIONS AND REPRESENTATIONS

None.

6. CORRESPONDENCE

(a) Action Items:

No. R.0051/23
Cowichan Valley Regional
District Regional Planning
– Invitation for Input

- (i) Moved: Councillor Frisby
Seconded: Councillor Austin
that the Cowichan Valley Regional District be advised that the Town of Lake Cowichan is not interested in participating in the planning function but would rather see a Regional approach to a growth strategy within the Cowichan Valley Regional District.

CARRIED.

Appointments – Regional
Climate Adaptation
Advisory Group

- (ii) Mayor McGonigle made the following appointments to the Cowichan Valley Regional District’s Regional Climate Adaptation Advisory Group:
- Councillor Kristine Sandhu, Town representative;
 - Councillor Aaron Frisby, Town Alternate representative; and
 - James van Hemert, Contract Planner, as Town staff liaison.

CARRIED.

(b) Information or Consent Items

The correspondences items received from the following were treated as information:

- (i) Union of BC Municipalities re: 2023 FireSmart Programme Funding Approval;
(ii) Honourable Selina Robinson, Ministry of Post-Secondary Education and Future Skills re: Future Ready Action Plan; and
(iii) District of Coldstream re: Homes for People Action Plan.

7. REPORTS

(a) Council and other Committee Reports

No. R.0052/23
Committee of
the Whole

- (i) Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that the minutes of the Committee of the Whole meeting held on May 9th, 2023, be approved, with the following:

1—Grant-in-Aid – Cowichan Lake Arts and Culture – Summer Outdoor Concert Series

that Council approve a grant-in-aid for 2023 to the Cowichan Lake Arts and Culture for its 2023 Summer Outdoor Concert Series in the amount of \$1,000.

2—Fire Department - Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$7,298.73 for March , 2023;

3— Building Bylaw Review – Pre-1990 Structures

that the Building Bylaw be brought forward to the Committee for review with a consideration of allowing pre-1990 homes to be allowed to be relocated within the municipality ;

4—Electric Charging Stations – Saywell Park

that approval be given for BC Hydro to install metered electrical charging stations at Site 2 - Saywell Park as per Hydro’s proposal;

5—Protocol Agreement

that a separate protocol agreement between the Ts’uubaa-asatx First Nation and the Town of Lake Cowichan be achieved and not one including the Cowichan Valley Regional District

CARRIED.

Cowichan Lake
Recreation Commission

- (ii) Councillor Sandhu reported on the special meeting held by Cowichan Lake Recreation Commission on May 8th, 2023 to consider funding options for the dressing room renovations.

- Vancouver Island Regional Library (iii) Councillor Austin reported that the next Vancouver Island Regional Library Board meeting would be held in a hybrid format on June 3rd, 2023.
- Advisory Planning Commission (iv) Councillor Austin reported that the Advisory Planning Commission would be meeting on Wednesday, May 24th, 2023 and would be discussing the Official Community Plan guiding principles, parking, and short term rentals.
- She further reported that the Commission had a recommendation on the AB Greenwell site for potential affordable housing use.
- Councillor Sandhu requested an update on the Town’s acquisition of the AB Greenwell site. The Chief Administrative Officer indicated that the Province may wish to develop the lands for housing and would provide an update once one is available.
- Community Forest Co-operative (v) Mayor McGonigle advised that the Forest Co-operative would be holding a business meeting on Thursday, May 25th, 2023 and as he will be at the Federation of Canadian Municipalities conference, Councillor Sandhu as his alternate will attend.
- Cowichan Valley Regional District (b) **Other Reports**
- (i) Mayor McGonigle reported that the Regional Board meeting was not being held as many directors would be attending the Federation of Canadian Municipalities conference in Toronto, Ontario.
- He reported on the Committee of the Whole meeting he attended where Regional Recreation governance was discussed and the 2023-2025 watershed draft plan was presented.
- Community Outreach Team (ii) Councillor Austin reported that no meetings will be held until August.
- Our Cowichan (iii) Councillor Sandhu reported that the next meeting would be held on September 14th, 2023.
- Cowichan Watershed Board (iv) Councillor Sandhu reported that the Cowichan Watershed Board meeting would be held on May 29th, 2023.
- (c) **Staff Reports**
- (i) Moved: Councillor Sandhu
 Seconded: Councillor Austin
 that Council approve issuance of a Development Permit for lands described as Rem. Lot A, Plan VIP64669, District Lot 13, Cowichan Lake Land District be approved under the following conditions:
- 1) Development must comply with all Town Bylaws, specifically including, but not limited to the:
 - a. Zoning Bylaw
 - b. Subdivision, Works, & Services Bylaw
 - 2) That development proceeds in accordance with the recommendations of the Wildfire Hazard Assessment as set out 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 must be provided.
 - b. During land clearing, develop an Emergency Plan of Action, 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. Prior to commencement of work at the site, potential hazard trees are to be inspected by a certified Danger Tree Assessor. Trees identified as Danger Trees will require removal.
 - f. 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 Land Title Act Section 219 Wildfire Hazard Covenant shall be placed upon the lands to address the specific recommendations of the Wildfire Hazard Assessment, particularly with respect to Fire Smart Zones and construction materials.
 - 4) Approval of this Development Permit does not constitute approval of a Building Permit and any required sign permits.

CARRIED.

8. BYLAWS

No. R.0054/23
Zoning Amendment
Bylaw No. 1091-2023 -
R-5 Auxiliary Use Table

- (a) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1091-2023" be read a third time.

CARRIED.

No. R.0055/23
Zoning Amendment
Bylaw No. 1091-2023 -
R-5 Auxiliary Use Table

- (b) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Zoning Amendment Bylaw No. 1091-2023" be reconsidered and adopted.

CARRIED.

9. NEW BUSINESS

- (a) Councillor Austin reported on the July 1st celebration plans being organized in the Town. She advised that invitations have been sent to the Honourable Alistair MacGregor, MP, Sonia Furstenau, MLA, and representatives of the Ts'uubaa-asatx Nation with a number of posters to be distributed around the community.

- (b) There was no discussion on the topic of Tourism 2023.

- (c) Councillor Sandhu requested an update on summer parking and commissionaires.

The Chief Administrative Officer reported on the following:

- that the Town would be contracting out for parking enforcement to a local security firm; and
- Warnings and compliance will be sought prior to the issuing of tickets.

Leave of Absence

- (e) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that a leave of absence be approved for Councillor Vomacka from the Regular meeting of Council held this day.

CARRIED.

No. R.0056/23
Community Engagement
– Session 2

(d) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that Council approve that Councillor Austin attend the Community
Engagement Session 2 to be held on June 12th, 2023 at the Ramada Inn
Conference Centre in Duncan, BC.

CARRIED.

10. **MAYOR’S REPORT**

Mayor McGonigle conveyed his thanks to the local businesses and organizations that had placed warnings about recreating on the Cowichan River due to its fast flows during the May long weekend.

He further commended the organizers of Heritage Days and stated that it was nice to see its return to Saywell Park since the pandemic. He enjoyed seeing the logging trucks and equipment that celebrated the community’s logging history.

11. **NOTICES OF MOTION**

None.

12. **QUESTION PERIOD**

None.

13. **IN CAMERA**

14. **ADJOURNMENT**

No. R.0057/23
Adjournment

Moved: Councillor Frisby
Seconded: Councillor Austin
that the meeting be adjourned. (6:52 pm)

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2023.

Mayor