



## 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, July 25<sup>th</sup>, 2023.

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Jas Sandhu, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre

PUBLIC:

**1. CALL TO ORDER**

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

**2. AGENDA**

No. R.0067/23  
Agenda

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

**NEW BUSINESS**

(c) 73 South Shore Road and 75 South Shore Road re: Parking issue.

CARRIED.

**3. ADOPTION OF MINUTES**

No. R.0068/23  
Annual General  
Meeting

- (a) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the minutes of the Annual General Meeting of Council held on June 27<sup>th</sup>,  
2023, be adopted as presented.

CARRIED.

No. R.0069/23  
Regular Council

- (b) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the minutes of the Regular meeting of Council held on June 27<sup>th</sup>, 2023,  
be adopted as presented.

CARRIED.

**4. BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

**5. DELEGATIONS AND REPRESENTATIONS**

None.

**6. CORRESPONDENCE**

**(a) Action Items:**

No. R.0070/23  
New Service  
Establishment Bylaw  
to Regulate  
Fireworks

- (i) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Town of Lake Cowichan not be a participant on the proposed  
Cowichan Valley Regional District's Service Establishment Bylaw to regulate  
fireworks.

CARRIED.

Councillor Sandhu requested that the matter of fireworks and the current regulations be brought forward to the upcoming Public meeting in September 2023.

**(b) Information or Consent Items**

None.

**7. REPORTS**

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

No. R.0071/23  
Committee of  
the Whole

- (i)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Committee of the Whole meeting held on July 11<sup>th</sup>, 2023, be approved as presented.

CARRIED.

Cowichan Lake  
Recreation Commission

- (ii)** No report.

Vancouver Island  
Regional Library

- (iii)** Councillor Austin reported that the next meeting will be held on September 16<sup>th</sup>, 2023.

Advisory Planning  
Commission

- (iv)** Councillor Austin reported that the Advisory Planning Commission would be meeting would be held on Thursday, July 27<sup>th</sup>, 2023.

She advised that a Official Community Plan workshop venue was planned for September 23<sup>rd</sup>, 2023 at the newly renovated municipal hall.

Council directed staff to look into and forward the matter of short-term vacation rentals to the Advisory Planning Commission for its input.

Community Forest Co-  
operative

- (v)** No report.

**(b) Other Reports**

Cowichan Valley  
Regional District

- (i)** Councillor Vomacka gave a verbal report on her attendance at the Regional Board meeting held Wednesday, June 28<sup>th</sup>, 2023.

Community Outreach  
Team

- (ii)** Councillor Austin reported that no meetings were planned for August 2023.

Our Cowichan

- (iii)** Councillor Sandhu reported that the meeting scheduled for September 14<sup>th</sup>, 2023, has been cancelled.

Cowichan Watershed  
Board

- (iv)** Councillor Sandhu reported the Board would be meeting on Monday, July 31<sup>st</sup>, 2023.

**(c) Staff Reports**

No. R.0072/23  
Mileage Expense Claims

- (i)** Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that Council approve for all mileage expense claims, the following:
  - (a) The shortest road distance from the home address of the claimant to the destination at which the conference or workshop event is being held or to where ferry or air travel has to be used to reach the final destination, which must be beyond Lake Cowichan. Google map must be used to determine distances from home, but which must require verification prior to reimbursement; or
  - (b) Where (a) is not clearly used, the available mileage schedule will be used to calculate travel distances.

CARRIED.

No. R.0073/23 (ii) Moved: Councillor Frisby  
 Referral – Automation of Sani-Dump Seconded: Councillor Vomacka  
 that the automation of the sani-dump station be referred back to staff to provide accurate details on usage and costing to allow Council to make an informed decision on the matter.  
 CARRIED.

No. R.0074/23 (iii) Moved: Councillor Sandhu  
 Housing Accelerator Fund Grant Application Seconded: Councillor Austin  
 that the Town of Lake Cowichan is committed to undertake the following initiatives in support of the Housing Accelerator Fund grant application:  
 1. Allow increased density on a single lot by amending the Zoning Bylaw in several of the following ways:  
 a. expand triplex and fourplexes as permitted uses for larger lots that are not on a corner within the R-3 zone;  
 b. allow duplexes in more zones, specifically R-1 Suburban, and R-2, Urban;  
 c. expand the zones in which secondary suites are permitted, specifically R-1, R-2, and R-4.  
 2. Apply rental only zoning to specific zones with an ‘r’ designation on the Zoning Bylaw Land Use map, to current and forthcoming rezoning applications and possibly to an existing parcel as determined by staff.  
 3. Permit approval with a public hearing process for affordable housing projects that are consistent with the Official Community Plan.  
 4. Development Permit approval will remain with Council.  
 5. Waive the Development Cost Charges fees where such fees are covered under a grant program for affordable housing.  
 6. Commit to an enhanced climate adaptability component in the Official Community Plan.  
 CARRIED.

**8. BYLAWS**

No. R.0075/23 (a) Moved: Councillor Vomacka  
 Permissive Taxation Exemption – Legion Branch No. 210 1092-2023 Seconded: Councillor Frisby  
 that the “Town of Lake Cowichan Permissive Taxation for the Royal Canadian Legion Lake Cowichan Branch No. 210 Bylaw No. 1092-2023” be reconsidered and adopted.  
 CARRIED.

No. R.0076/23 (b) Moved: Councillor Austin  
 Council Procedure 1093-2023 Seconded: Councillor Frisby  
 that the “Town of Lake Cowichan Council Procedure Bylaw No. 1093-2023” be read a first, second and third time.  
 CARRIED.

**9. NEW BUSINESS**

No. R.0077/23 (a) Moved: Councillor Austin  
 Island Economic Summit – Nanaimo, BC Seconded: Councillor Sandhu  
 that Council approve the attendance of those members of Council that wish to attend the Island Economic Summit to be held on October 25<sup>th</sup> and 26<sup>th</sup>, 2023 in Nanaimo, BC.  
 CARRIED.

Relocation of Charging Stations (b) Council members discussed the possible relocation of the charging stations at Saywell Park and conveyed their concerns with the volume of traffic along Point Ideal and wished to ensure that access and egress would have let downs to allow for users of the station to safely back their vehicles up into the charger stations.

Reconsideration on Installation of Charging Stations Council members were concerned with the proposed location of the charging stations at Saywell Park.

Councillor Sandhu cautioned that the contract with BC Hydro has been duly executed and the Town is obligated to move forward with the project as was previously approved by a resolution of Council.

- (c) Councillor Frisby asked for clarification on concerns raised with respect to parking for the business properties along South Shore Road; namely, 75 South Shore Road which is currently on the market for sale and is advertising Air B&B and 71 South Shore Road with the recent renovations and the provision of 9 units for short term rentals.

Staff was directed to report back on these matters with additional details on the designation of short-term rental, Air B&B, and hotel.

**10. MAYOR’S REPORT**

Mayor McGonigle provided a quick report on the following.

- He conveyed his thanks to Councillors Austin and Frisby on their attendance at the signing of the protocol and treaty agreement with the Ts’uubaa-asatx Nation;
- His attendance at the Educational and Cultural Exchange with Ohtaki, Japan that saw 10 students and 7 adults travelling to Japan in early July. He stated that the Town was involved with one of the longest twinning and sister city program in British Columbia and Canada;
- The Japanese delegation consisting of 3 adults and 4 students would be coming at the end of September, 2023 and there would be a requirement for homestays for the delegates visiting; and
- In closing, Mayor McGonigle stated that it was the desire of both communities to continue this international exchange.

**11. NOTICES OF MOTION**

None.

**12. QUESTION PERIOD**

None.

**13. IN CAMERA**

No. R.0078/23  
Retire to In-Camera

- (b) Moved: Councillor Frisby  
Seconded: Councillor Austin  
that Council close the meeting to the public to deal with issues dealing with personnel and law enforcement which falls under s. 90(1) (c) and (f) of the Community Charter. (7:33 pm).

CARRIED.

**14. ADJOURNMENT**

No. R.0079/23  
Adjournment

- Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the meeting arise without a report and be adjourned. (8:52 pm ).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor