



## 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, March 26<sup>th</sup>, 2024

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Jas Sandhu, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

1. **CALL TO ORDER**

The Mayor called the meeting to order at 5:58 pm.

3. **AGENDA**

No. R.0022/24  
Agenda

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

**NEW BUSINESS**

(a) Approval for attendance at Tourism and Destination Trails Roundtable meetings.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **ADOPTION OF MINUTES**

No. R.0023/24  
Regular Council  
Minutes

(a) Moved: Councillor Frisby  
Seconded: Councillor Austin  
that the minutes of the Regular meeting of Council held February 27<sup>th</sup>, 2024,  
be adopted.

CARRIED.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

7. **DELEGATIONS AND REPRESENTATIONS**

None.

8. **CORRESPONDENCE**

(a) **Action Items:**  
None.

(b) **Information or Consent Items**  
None.

**7. REPORTS**

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

No. R.0024/24  
Committee of  
the Whole

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

**1— Fire Department – Incident Report**

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$7,138.53 for February, 2024;

**2— Spirit Loop – Promotion and Marketing**

that Council invite Kenzie Knight, Tourism Cowichan to discuss the Town’s participation in the Spirit Loop to allow for promotion of Lake Cowichan in its advertising and marketing.

CARRIED.

Cowichan Lake  
Recreation Commission

- (ii) Councillor Sandhu reported on her attendance at the Recreation Commission meeting held on March 25<sup>th</sup>, 2024.

Vancouver Island  
Regional Library

- (iii) Councillor Austin reported that the next meeting of the Library Board would be held on June 8<sup>th</sup>, 2024.

Advisory Planning  
Commission

- (iv) Councillor Austin reported that the Advisory Planning Commission meeting on Thursday, March 28<sup>th</sup>, 2024 would be reviewing the Zoning bylaw for update.

Mayor McGonigle wished to convey his thanks to the Advisory Planning Commission members for their work on the Official Community Plan.

Community Forest Co-  
operative

- (v) Mayor McGonigle reported that the Forest Cooperative is currently reviewing applications for funding and that it is in discussions for new office space.

Cowichan Valley  
Regional District

**(b) Other Reports**

- (i) Mayor McGonigle reported on his recent attendance at Regional District Board meetings and the current discussions on the need for an update on the parkland acquisition referendum in 2008.

Community Outreach  
Team

- (ii) Councillor Austin gave a verbal report on the Community Outreach Team.

Our Cowichan

- (iii) Councillor Sandhu reported that Our Cowichan would be meeting on April 11<sup>th</sup>, 2024.

Cowichan Watershed  
Board

- (iv) Councillor Sandhu reported that the Honourable Premier Eby and other Provincial Ministers and stakeholders were on hand at Saywell Park on Friday, March 22<sup>nd</sup>, 2024 to announce a \$14 Million dollar funding contribution from the Province of BC for the weir replacement project.

The next meeting of the Watershed Board is April 29<sup>th</sup>, 2024.

**(c) Staff Reports**

No. R.0025/24  
Short Term Rentals

- (i) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that Council apply to the province to have the short-term rental requirements under Bill 35 be made applicable to the Town of Lake Cowichan;

and that any non-conforming use of short-term rentals not be permitted.

CARRIED.

No. R.0026/24  
Development Permit  
DP2024-03  
“the Slopes”  
Lot A, Plan EPP103677

- (i) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that Council approve the Issuance of a Development Permit under the provisions of the Natural Hazard Lands Development Permit Area (DPA2) for the subdivision development on land legally described as Lot A, Section 6, Renfrew District, Plan EPP103677 except part on plans EPP10421 and EPP109124 (PID: 031-159-851), 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 another 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 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.
  4. Approval of this Development Permit does not constitute approval of a Building Permit and required sign permits.

CARRIED.

**8. BYLAWS**

No. R.0027/24  
Official Community Plan  
No. 1097-2023

- (a) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the “Town of Lake Cowichan Official Community Plan Bylaw No. 1097-2023” be read a third time.

CARRIED.

No. R.0028/24  
Official Community Plan  
No. 1097-2023

- (b) Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that the “Town of Lake Cowichan Official Community Plan Bylaw No. 1097-2023” be reconsidered and adopted.

CARRIED.

No. R.0029/24  
Zoning Amendment  
Bylaw  
No. 1099-2024

(c) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the “Town of Lake Cowichan Zoning Amendment Bylaw No. 1099-2024”  
be read a third time.

Councillor Austin Opposed  
CARRIED.

No. R.0030/24  
Zoning Amendment  
Bylaw  
No. 1099-2024

(d) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the “Town of Lake Cowichan Zoning Amendment Bylaw No. 1099-2024”  
be reconsidered and adopted.

Councillor Austin Opposed  
CARRIED.

No. R.0031/24  
Council Remuneration  
Amendment Bylaw  
No. 1100-2024

(e) Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the “Town of Lake Cowichan Council Remuneration Amendment Bylaw  
No. 1100-2024” be read a first, second and third time.

CARRIED.

No. R.0032/24  
Zoning Amendment  
Bylaw  
No. 1101-2024

(f) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the “Town of Lake Cowichan Zoning Amendment Bylaw No. 1101-2024”  
be read a first and second time.

CARRIED.

9. **NEW BUSINESS**

No. R.0033/24  
Tourism and Destination  
Trails Roundtable  
Participation

(a) Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that Council approve Councillor Frisby’s participation at the scheduled  
Tourism and Destination Trails Roundtable on behalf of the Town of Lake  
Cowichan.

CARRIED.

10. **MAYOR’S REPORT**

Mayor McGonigle read out his Mayor’s 1<sup>st</sup> Quarter Report for 2024.

His report highlighted the following:

- After a lengthy hiatus, Lake Days celebrations will be returning in June, 2024;
- Budget discussions have started for the Town;
- Recent funding announcement for the replacement of the Weir project to allow for more storage of water during the dry summer months;
- Some exciting opportunities coming to allow for attainable, affordable housing in our community; and
- In closing, he wished to extend a sincere thank you for the many community volunteers and services clubs working hard to make our community better.

11. **NOTICES OF MOTION**

12. **QUESTION PERIOD**

Any questions can be called into the Town 250.749.3239.

No. R.0034/24  
Retire to In-Camera

**13.      IN CAMERA**  
Moved:   Councillor Sandhu  
Seconded: Councillor Vomacka  
that Council close the meeting to the public to deal with issues dealing with law enforcement and negotiations and related discussions respecting the proposed provision of a municipal service which falls under s. 90(1) (f) and (k) of the Community Charter. (6:52 pm).

CARRIED.

No. R.0035/24  
Adjournment

**14.      ADJOURNMENT**  
Moved:   Councillor Austin  
Seconded: Councillor Sandhu  
that the meeting arise with no report and be adjourned (8:04 pm).

CARRIED.

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

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

\_\_\_\_\_  
Mayor