



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, December 17th, 2024

PRESENT: Tim McGonigle, Mayor
Councillor Carlyne Austin
Councillor Aaron Frisby
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
James Van Hemert, Contract Planner
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

1. CALL TO ORDER

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

3. AGENDA

No. R.0143/24
Agenda

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

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.0144/24
Public Hearing
Meeting Minutes

- (a)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the minutes of the Public Hearing held on November 26th, 2024, be
adopted.

CARRIED.

No. R.0145/24
Regular Council
Meeting Minutes

- (b)** Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Regular meeting of the Council held on November
26th, 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.

9. REPORTS
(a) Council and other Committee Reports

No. R.0146/24
 Committee of
 the Whole

- (i)** Moved: Councillor Frisby
 Seconded: Councillor Vomacka
 that the minutes of the Committee of the Whole meeting held on December 10th, 2024, be approved, as amended, with the following:

1—Public Notification by Additional Means

that the Town of Lake Cowichan’s Development Approval Procedures and Notifications Bylaw No. 993-2017 be amended with the addition of the following:

5.3 Notification Process by Additional Means

- i. When applicable particularly when amendments are initiated by owners of property, on-site signage professionally done are required and posted indicating the nature of the amendment(s) being proposed;
- ii. Public Notice posting places – the municipal hall at 39 South Shore Road which shall include a digitized signage board and the main page of the Town’s website;
- iii. Social media postings – public hearings are posted on Facebook at least 14 days prior to the hearing; and
- iv. Where the public have provided personal emails, notification of public hearings by email may be provided to those individuals if the amendments affect in excess of 10 parcels;

2—Fire Department – Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$15,347.63 for November, 2024.

CARRIED.

Cowichan Lake
 Recreation Commission

- (ii)** No report for the Cowichan Lake Recreation Commission.

Vancouver Island
 Regional Library

- (iii)** No report for the Vancouver Island Regional Library.

Advisory Planning
 Commission

- (iv)** Councillor Austin gave a verbal report on the recent Advisory Planning Commission meeting held on November 28th, 2024.

Community Forest Co-
 operative

- (v)** No report for the Community Forest Co-operative.

(b) Other Reports

- (i)** Mayor McGonigle reported on the current budget meetings held by the Cowichan Valley Regional District Board and how it will affect the Town’s own budget discussions. He stated that there was a significant increase to the regional recreation budget forecasts and regional growth strategy.

Community Outreach
 Team

- (ii)** No report for the Community Outreach Team.

 Councillor Austin reported that Community Services would be distributing 200 hampers in 2024 and that they would be picked up on December 19th, 2024.

Our Cowichan

- (iii)** No report for Our Cowichan.

Cowichan Watershed
 Board

- (iv)** No report for Cowichan Watershed Board.

Ohtaki Twinning (v) Councillor Austin provided a verbal report on the group travelling to Ohtaki, Japan in July 2025 and that she would be introducing Councillor Frisby to the group in January 2025. She further stated that plans were underway for another delegation to travel to Japan in 2026 and that she would have more to report in the Spring of 2025.

(c) **Staff Reports**

No. R.0147/24 (i) Moved: Councillor Frisby
Advisory Planning Commission Appointment(s) Seconded: Councillor Sandhu
that Council refer the Advisory Planning Commission appointments for 2025 in the New Year once additional members of the public are sought through advertisement seeking Commission members through other advertising and social media platforms.

Councillor Austin OPPOSED
CARRIED.

(ii) James van Hemert, Contract Planner, was on hand to review the Town of Lake Cowichan Interim Housing Needs Assessment 2024 which was a requirement through the Province through Bill 44. He highlighted some areas of interest to the Council that determined that the 20-year dwelling units required were 777; a 179 dwelling unit requirement within 5 years which started in 2021 and would be concluding shortly.

No. R.0148/24 Moved: Councillor Sandhu
Interim Housing Needs Assessment 2024 Seconded: Councillor Vomacka
that the Town of Lake Cowichan Interim Housing Needs Assessment 2024 be accepted as presented.

CARRIED.

Mr. van Hemert thanked the Mayor and Council for his contract with the Town in his planning capacity and presented them with a sketched portrait of an area in Lake Cowichan.

10. **BYLAWS**

No. R.0149/24 (a) Moved: Councillor Austin
Subdivision, Works and Services Amendment No. 1115-2024 Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Subdivision, Works and Services Amendment Bylaw No. 1115-2024" may be reconsidered and adopted.

CARRIED.

No. R.0150/24 (b) Moved: Councillor Vomacka
Development Approval Procedures and Notifications No. 1109-2024 Seconded: Councillor Austin
that the "Town of Lake Cowichan Development Approval Procedures and Notifications Bylaw No. 1109-2024" may be read a first and second time.

CARRIED.

No. R.0151/24 Moved: Councillor Vomacka
Development Approval Procedures and Notifications No. 1109-2024 Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Development Approval Procedures and Notifications Bylaw No. 1109-2024" may be read a third time, as amended.

CARRIED.

11. **NEW BUSINESS**

12. **MAYOR'S REPORT**

Mayor McGonigle provided his 4th Quarter report for 2024 as follows:

"I'd like to start by wishing everyone a Merry Christmas and a happy and prosperous New Year. Special thanks to my fellow Councillors for your hard work and support this past year. To staff and employees for fulfilling our directives. We would like to wish our contract planner James all the best in his

future endeavours as he moves on from his time here. As 2024 comes to a close, we look back on some accomplishments from the last year.

Some highlights include several key capital accomplishments for the Town, most notably the work on the sewer upgrades and improvements to the foot bridge in the community. The sewer upgrades aim to enhance the city's infrastructure, reduce the environmental impact, and improve overall public health and safety. Additionally, improvements to the foot bridge will not only enhance pedestrian safety but also promote a more walkable and interconnected urban environment. These accomplishments signify a commitment to ongoing investment in essential infrastructure and quality-of-life enhancements for residents and visitors alike. As we continue to prioritize sustainable development and infrastructure modernization, these achievements serve as a testament to the Town's dedication to progress and innovation in achieving a thriving, resilient community for all. Also new bathrooms and concession at Centennial Park will accommodate better use of the whole facility. Kasapi Park improvements enhance the Active Transportation infrastructure connecting, through the renovated Foot Bridge, residents across the Cowichan River to the Uptown corridor. The updated payment system at the Sani Dump ensures that those using the facility are able to access it electronically without the hassle of donating in the honesty box; it has proven to be a successful venture to date.

Looking ahead, the Town remains focused on further enhancing its infrastructure and quality of life for its residents, while remembering the pressures of all levels of taxation to our residents. Plans are already in motion for additional upgrades to the sewer system, as well as continued improvements to public spaces and amenities. By investing in sustainable development and modernizing infrastructure, the Town is positioning itself for long-term success and growth. These ongoing efforts demonstrate a commitment to creating a vibrant and resilient community that prioritizes the well-being of its residents and the sustainability of its environment. With a dedication to progress and innovation, the Town is paving the way for a prosperous future for all who call it home.

Merry Christmas and Happy New Year on behalf of Mayor and Council”.

13. NOTICES OF MOTION

- (a) Councillor Vomacka re: Speed Limit Reduction to 30 km on residential streets.

The matter was referred to an appropriate meeting in 2025.

14. QUESTION PERIOD

15. IN CAMERA

None.

16. ADJOURNMENT

The Mayor declared the meeting adjourned (5:48 pm).

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Mayor