



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, April 22nd, 2025

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

STAFF: Mark Brown, Chief Administrative Officer (remotely)
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Brigid Reynolds, Contract Planner (remotely)
Roni-Lee Roach, Executive Secretary

PUBLIC: 27

1. CALL TO ORDER

The Mayor called the meeting to order at 5:02 pm.

2. INTRODUCTION OF LATE ITEMS

None.

3. AGENDA

No. R.0029/25
Agenda

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the agenda be approved as amended as follows:

CORRESPONDENCE – ACTION ITEM

Destination BC re: Request for Letter of Support;

REPORTS – OTHER REPORTS

Report on Association of Vancouver Island Coastal Communities (AVICC) Conference;

NEW BUSINESS

Cowichan Lake Community Forest Co-operative Appointments.

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.0030/25
Regular Council
Meeting Minutes

(a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the minutes of the Regular meeting of the Council held on March 25th, 2025, be adopted.

CARRIED.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

7. DELEGATIONS AND REPRESENTATIONS

(a) Bella Robinson, 2024-2025 2nd Princess and Taia Davis, 2024-2025 Cowichan Lake Ambassador were on hand to give an update on the local ambassador programme and to introduce the candidates vying to represent the community in 2025-2026.

Each candidate made a brief introduction to Council on their sponsors and representatives and shared a fun fact about themselves.

Jeanae Weir, the 2025-2026 BC Ambassador candidate for the Cowichan Lake area made a presentation on the programme.



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Council members welcomed and congratulated each of the candidates.

8. CORRESPONDENCE

(a) Action Items:

No. R.0031/25
2025 Cowichan
Emergency
Management Local
Authority Agreement

(i) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the 2025 Cowichan Emergency Management Local Authority Agreement between the Town of Lake Cowichan and the Cowichan Valley Regional District (CVRD), District of North Cowichan, City of Duncan, and Town of Ladysmith be approved with the Mayor and Chief Administrative Officer authorized to sign the Agreement.

CARRIED.

No. R.0032/25
Grant-in-Aid 2025

(ii) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Town of Lake Cowichan support Jenae Weir in the BC Ambassador Programme with a financial contribution of \$300 from the 2025 Grant-in-aid budget.

CARRIED.

No. R.0033/25
Grant-in-Aid 2025

(iii) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Town of Lake Cowichan support the Cowichan Lake Lady of the Lake Society with a financial contribution of \$300 from the 2025 Grant-in-aid budget.

CARRIED.

No. R.0034/25
Letter of Support

(iv) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Town of Lake Cowichan send a letter of support of the Destination BC "Destination Events Program" which is focused on supporting events that bring tourism dollars into communities.

CARRIED.

(b) Information or Consent Items

(i) The correspondence item from Philip Perras regarding funding of E-Comm was treated as information.

9. REPORTS

(a) Council and other Committee Reports

No. R.0035/25
Committee of
the Whole

(i) Moved: Councillor Frisby
Seconded: Councillor Austin
that the minutes of the Committee of the Whole meeting held on April 8th, 2025, be approved with the following:

1— Town Scholarship Bursary

that the Town of Lake Cowichan provide an increase to the bursary amounts from one (1) \$1,000 bursary to two (2) \$1,000 bursaries, for a total of \$2,000.

2—2025 Grant-in-Aids

that Council approve grant-in-aids for 2025 to the following:

BC Conservation Foundation	\$1,000
Take a Hike Foundation	\$ 500

3—Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department's incident report in the amount of \$7,868.23 for March, 2025.



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4—Road Usage for Parade Events in Lake Cowichan

that staff be directed to work with the Cowichan Lake District Chamber of Commerce on its request for approval of local roads for three (3) parade events in Lake Cowichan as outlined in their correspondence received on April 8th, 2025.

CARRIED.

Cowichan Lake Recreation Commission

- (ii) Councillor Sandhu reported that the next meeting of the Commission would be held on May 26th, 2025.

Vancouver Island Regional Library

- (iii) Councillor Vomacka reported that a meeting of the Vancouver Island Regional Library Board would be held mid-May.

Advisory Planning Commission

- (iv) Councillor Sandhu gave a verbal report on the Advisory Planning Commission meeting held on March 27th, 2025 and the minutes for the meeting were treated as information.

The next meeting of the Commission will be held on April 24th, 2025.

Community Forest Co-operative

- (v) Mayor McGonigle gave a verbal report on the recent Forest Co-operative meeting which funding applications and funding allocation are being discussed.

(b) Other Reports

- (i) Mayor McGonigle a verbal report of the Regional District’s Committee of the Whole meeting held on April 9th, 2025.

Community Outreach Team

- (ii) Councillor Austin provided a verbal report on the recent meeting of the Outreach team held on April 17th, 2025.

Our Cowichan

- (iii) No report for Our Cowichan.

Cowichan Watershed Board

- (iv) Councillor Sandhu reported that that Cowichan Watershed Board would be holding its Annual General meeting on April 24th, 2025 in Duncan, BC.

Ohtaki Twinning

- (v) Councillor Austin reported that the Parents group for the 2026 group was holding a meeting on April 29th, 2025.

Councillor Frisby gave a verbal update on the fundraising activities of the group.

Councillor Austin gave a verbal report on her attendance at the Association of Vancouver Island Coastal Communities conference held in April 11th through to 13th, 2025 in Nanaimo, BC.

Councillor Austin spoke on the possible idea to reduce the Town’s carbon footprint by diverting the Town’s organics from Bings Creek to Meades Creek with utilizing the biovator operations and produce material for reuse by the municipality.

Councillor Vomacka spoke on her session attendance during the conference with respect to First Nations and UNDRIP.

Mayor McGonigle attended the Truth and Reconciliation event and the 93 recommendations of UNDRIP and the recommendations to be brought forward to the Advisory Planning Commission for consideration of inclusion of these recommendations in the Town’s Official Community Plan.



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(c) Staff Reports

- (i) The report from the Contract Planner on the matter of short-term rentals was reviewed by Council and treated as information.

Brigid Reynolds reported that the matter has been reviewed by the Advisory Planning Commission and the need for enforcement and that the Town opt-in to the new Provincial legislation. She further reported that consideration be given to Temporary Use Permits to allow for some types of short-term rentals to be determined with the requirement of obtaining a business license with the municipality.

Ms. Reynolds reviewed the following options:

1. Accept the report for information only and maintain the existing regulations in Zoning Bylaw and require a zoning bylaw amendment if a property owner wants to operate a short-term rental including bed and breakfast.
2. Consider passing a resolution to 'opt-in' to the Provincial legislation establishing a regulation for short term rentals including the bed and breakfast use.
3. Consider amending the Zoning Bylaw to permit short-term rentals in residential zones with the principal residence requirement.
4. Consider amending the Zoning Bylaw to permit short-term rentals in residential zones with no principal residence requirement.

Ms. Reynolds recommends additional research and public engagement for Options 2 through 4 to consider where and under what conditions short-term rentals would be permitted. This activity would require resources to complete and if approved would require ongoing enforcement.

Councillor members were afforded an opportunity to ask questions of Ms. Reynolds on the matter of short-term rentals.

The matter will be brought forward as a topic at the upcoming Public meeting to be held on May 5th, 2025 for public input.

No. R.0036/25
Temporary Use Permit
TUP2025-01 – 89 South
Shore Road

- (ii) Moved: Councillor Frisby
Seconded: Councillor Austin
that Council approve a Temporary Use Permit TUP2025-01 for the property located at Lot A, DI 12, Lake Cowichan District, Plan 29793 (89 South Shore Road) for a three-year period subject to the following:
- the establishment of the loading zone fronting 75 South Shore Road;
 - all costs associated with establishing the loading zone including sign installation; and
 - a fee for its eventual removal to be provided by the applicant to the Town.
- CARRIED.

Staff was directed to advise the Parking Study consultant to include this Permit in its final findings to be submitted to the Town.

Councillor Vomacka shared her concern with the need for safety and requested clarification on the requirement of the Fire Chief being involved in the approval process and the lack of outside playground area and equipment for youth. Ms. Reynolds responded that part of Island Health's approval for the daycare operations included those requirements to be met through their agency.



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10. BYLAWS

No. R.0037/25
Financial Plan
No. 1118-2025

- (a) Moved: Councillor Frisby
Seconded: Councillor Austin
that the "Town of Lake Cowichan Financial Plan Bylaw No. 1118-2025" may be read a first, second and third time.
- CARRIED.

No. R.0038/25
2025 Annual Rates
No. 1119-2025

- (b) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan 2025 Annual Rates Bylaw No. 1119-2025" may be read a first, second and third time.
- CARRIED.

11. NEW BUSINESS

No. R.0039/25
Council Appointments

- (a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council make the following appointments to the Cowichan Lake Community Forest Co-operative for a 1-year term:
 - Mayor Tim McGonigle as Board Liaison; and
 - Councillor Lorna Vomacka as Alternate Board Liaison.
- CARRIED.

12. MAYOR'S REPORT

Mayor McGonigle announced that aside from the Federal election day on Monday, April 28th, it is also the National Day of Mourning.

A ceremony at the Forest Workers' Memorial Park at 10:00 am is being held and is hosted by the Nanaimo Duncan and District Labour Council and encouraged everyone to attend.

13. NOTICES OF MOTION

None.

14. QUESTION PERIOD

15. IN CAMERA

No. R.0040/25
Retire to In-Camera

- Moved: Councillor Vomacka
Seconded: Councillor Frisby
that the Council close the meeting to the public to deal with issues dealing with land matters which falls under s. 90(1) (e) of the Community Charter. (6:06 pm).
- CARRIED.

16. ADJOURNMENT

No. R.0041/25
Adjournment

- Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting arise without report and be adjourned (6:33 pm).
- CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Mayor