



## 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, May 27<sup>th</sup>, 2025

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

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

PUBLIC: 11

1. **CALL TO ORDER**

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

2. **INTRODUCTION OF LATE ITEMS**

None.

3. **AGENDA**

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

**BUSINESS ARISING AND UNFINISHED BUSINESS**

Advisory Planning Commission Code of Conduct;

**MAYORS REPORT**

Public Relations matters;

**NOTICES OF MOTION**

World Cleanup Day;

**IN-CAMERA**

Addition of matters dealing with labor relations which falls under s. 90(1) (c).  
CARRIED.

4. **PUBLIC INPUT**

None.

5. **ADOPTION OF MINUTES**

- (a) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the minutes of the Regular meeting of the Council held on April 22<sup>nd</sup>,  
2025, be adopted.

CARRIED.

- (b) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the minutes of the Special meeting of the Council held on May 6<sup>th</sup>, 2025,  
be adopted.

CARRIED.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Councillor Sandhu spoke on the matter of the Advisory Planning Commission's proposed Code of Conduct that was distributed to members of Council.

No. R.0048/25  
Agenda

No. R.0049/25  
Regular Council  
Meeting Minutes

No. R.0050/25  
Special Meeting of  
Council Minutes



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No. R.0051/25  
Code of Conduct for  
Advisory Planning  
Commission

Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the matter of a Code of Conduct for the Advisory Planning Commission and all other Commissions and standing Committee(s) of Council be referred back to staff for its recommendations.

CARRIED.

### 7. DELEGATIONS AND REPRESENTATIONS

- (a) Ross Forrest on behalf of the Cowichan Lake Community Forest Co-operative raised concerns on the recent approval of the Temporary Use Permit that required the establishment of a loading zone on South Shore Road fronting their business location.

Council members were afforded the opportunity to ask questions of the delegates.

Brigid Reynolds, Contract Planner, provided some details on the Temporary Use Permit that was approved at the last meeting of Council with a number of conditions, including the drop-off and loading zone on South Shore Road.

### 8. CORRESPONDENCE

(a) **Action Items:**

- (i) Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that Council approve the request by the Lake Cowichan Kinsmen to hold a beer garden at the local Lake Days celebrations on June 14<sup>th</sup>, 2025 from 12 noon to 6:00 pm, subject to the following conditions:
- The fencing of the area to be utilized for the beer garden;
  - Adequate security for the beer garden is provided;
  - The requirement for a Serving it Right certificate(s) and Special Occasion license to be obtained; and
  - The provision of required liability insurance with the Town named as an additional named insured.

CARRIED.

(b) **Information or Consent Items**

- (i) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Mr. Kaden Walters be appointed as the International Exchange Personnel in Ohtaki and Date City, Japan starting from September 1<sup>st</sup>, 2025 to July 31<sup>st</sup>, 2026.

CARRIED.

### 9. REPORTS

(a) Council and other Committee Reports

No. R.0054/25  
Committee of  
the Whole

- (i) Moved: Councillor Frisby  
Seconded: Councillor Sandhu  
that the minutes of the Committee of the Whole meeting held on May 13<sup>th</sup>, 2025, be approved with the following:

**1— Solid Waste Management Service Agreement**

that the Town of Lake Cowichan authorize the Solid Waste Management Service Agreement between the Town and the Cowichan Valley Regional District.

**2—Fire Department Incident Report**

that Council approve the Lake Cowichan Fire Department's incident report in the amount of \$11,487.39 for April, 2025.



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### **3—Amendments to Zoning Bylaw for Traditional Urban R-3 Zone**

that staff be directed to provide alternative amendments to the Zoning Bylaw for consideration by Council to allow for the standards for single detached and duplex dwellings in the Traditional Urban R-3 zone to be similar to the regulations that existed prior to the November 24, 2024 Zoning Bylaw Amendments.

### **4—Amendment to Town Unsightly Bylaw**

that the Town of Lake Cowichan Property Maintenance and the Prohibition of Unsightly Premises Bylaw Amendment Bylaw No. 1050-2021 to be amended with the inclusion of the Himalayan blackberry as a noxious weed, with the consideration of the amending bylaw to be brought forward for Council consideration.

### **5—Leave of Absence**

that Council approve a leave of absence for Councillor Vomacka for the meeting held this day.

### **6—Reimbursement of Accommodation Costs**

that Council approve the reimbursement of accommodation costs for the Interim Chief Administrative Officer.

### **7—Notice of Motion**

that the Council Chamber's sound system issues be investigated.

CARRIED.

Cowichan Lake Recreation Commission	(ii)	Councillor Frisby reported on the recent Commission meeting held on May 26 <sup>th</sup> , 2025.
Vancouver Island Regional Library	(iii)	Councillor Vomacka reported on the Vancouver Island Regional Library Board held on May 16 <sup>th</sup> , 2025. The next meeting will be held on June 7 <sup>th</sup> , 2025.
Advisory Planning Commission	(iv)	Councillor Sandhu reported that the next meeting of the Commission will be held on June 26 <sup>th</sup> , 2025.
Community Forest Co-operative	(v)	Mayor McGonigle gave a verbal report on the recent Forest Co-operative activities and the recent donated funds provided to organizations and groups in the community.
	(b)	<b><u>Other Reports</u></b>
	(i)	No report for the Cowichan Valley Regional District Board.
Community Outreach Team	(ii)	Councillor Austin provided a verbal report on the recent meeting of the Outreach team which she had distributed to members of Council.
Our Cowichan	(iii)	No report for Our Cowichan.
Cowichan Watershed Board	(iv)	Councillor Sandhu gave a verbal report on the Cowichan Watershed Board meeting held on May 26 <sup>th</sup> , 2025 in Duncan, BC.
Ohtaki Twinning	(v)	Councillor Frisby gave a verbal update on the activities of the current group that will be travelling to Japan in July, 2025.

Councillor Austin reported that the Parents group for the 2026 group would hold a meeting on June 2<sup>nd</sup>, 2025. The delegation would consist of 8 students and possibly 5 adults.



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### (c) Staff Reports

No. R.0055/25  
Development Variance  
Permit DVP2025-01  
450 Point Ideal Drive

- (i) Moved: Councillor Frisby  
Seconded: Councillor Sandhu  
that Council approve the Development Variance Permit DVP2025-01 to reduce the side yard setback from 1.5 metres to 1.0 metres for 450 Point Ideal Drive legally described as Lot 5, District Lot 13, Cowichan Lake District, Plan VIP72607 (PID: 025-099-230).

CARRIED.

No. R.0056/25  
Development Variance  
Permit DVP2025-02  
146 Maplewood Rise

- (ii) Moved: Councillor Frisby  
Seconded: Councillor Sandhu  
that Council approve the Development Variance Permit DVP2025-02 to reduce the minimum setback between the garage face and dwelling front face from 1.5 metres to -1.5 metres for 146 Maplewood Rise legally described as Lot 10, District Lot 48, Cowichan Lake District, Plan EPP124621 (PID: 031-880-355).

CARRIED.

No. R.0057/25  
Development Variance  
Permit DVP2025-03 and  
Development Permit  
DP2025-01  
Lot 20, end of Johel Road

- (iii) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that Council approve the Development Variance Permit DVP2025-03 to reduce the minimum setback between the garage face and dwelling front face from 1.5 metres to 0.0 metres for the end of Johel Road, legally described as Lot 20, District Lot 48, Cowichan Lake District, Plan 34628 (PID: 000-299-162); and further

that Council approve the Development Permit DP2025-01 for construction within the Watercourse & Streamside Protection Development Permit Area (DPA 1) adjacent to Grant's Lake and within the Natural Hazard Development Permit Area (DPA 2) for Interface Fire Hazard for the end of Johel Road, legally described as Lot 20, District Lot 48, Cowichan Lake District, Plan 34628 (PID: 000-299-162).

CARRIED.

No. R.0058/25  
Development Variance  
Permit DVP2025-04  
153 Elk Road

- (iv) Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that Council approve the Development Variance Permit DVP2025-04 to reduce the minimum front face differential setback for the front face of individual units from 1.5 metres to 0.0 metres;  
and reduce the minimum setback between the garage face and dwelling front face from 1.5 metres to 0.0 metres  
for 153 Elk Road, legally described as Lot 7, Block 12, Section 5, Renfrew District Plan EPP129725 (PID: 032-098-545).

CARRIED.

No. R.0059/25  
Development Variance  
Permit DVP2025-05  
154 Maplewood Rise

- (v) Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that Council approve the Development Variance Permit DVP2025-05 to reduce the minimum setback between the garage face and dwelling front face from 1.5 metres to -1.5 metres for 154 Maplewood Rise legally described as Lot 8, District Lot 48, Cowichan Lake District, Plan EPP124621 (PID: 031-880-339).

CARRIED.



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No. R.0060/25  
Development Permit  
DP2025-02  
287 Castley Heights

- (vi) Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that Council approve the Development Permit DP2025-02 for construction within the Natural Hazard Development Permit Area (DPA 2) for steep slope and Interface Fire Hazard for 287 Castley Heights, legally described as Lot 14, Section 5, Renfrew District, Plan VIP54940 (PID: 017-909-244), subject to the following:
- All development shall be in accordance with Geotechnical Hazard Assessment prepared by Lewkowich Engineering Ltd., dated May 14, 2025 and Stormwater Management Plans prepared by Lewkowich Engineering Ltd., dated May 9, 2025 (Attachment 2 and 3).
  - Prior to issuance of the building permit submit:
    - A report prepared by a professional with experience in wildfire assessments shall be provided with recommendations to reduce the fire hazard to moderate or low and such recommendations shall be incorporated into the development of the property.
    - A save harmless section 219 covenant that includes the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Ltd., dated May 14, 2025 shall be registered on the certificate of title of the subject property.

CARRIED.

### 10. BYLAWS

No. R.0061/25  
Property Maintenance  
and Unsightly Premises  
Amendment  
No. 1120-2025

- (a) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the “Town of Lake Cowichan Property Maintenance and Unsightly Premises Amendment Bylaw No. 1120-2025” may be read a first, second and third time.

CARRIED.

### 11. NEW BUSINESS

- (a) 2025 UBCM meeting requests for Ministers and staff was discussed as follows:

#### Ministry of Housing

- ABG Acquisition
- Strip of land dedicated for development at Lot 48

#### Ministry of Forest and Lands

- Strip of land dedicated for development at Lot 48

#### Ministry of Health

- Need for community health clinic in Lake Cowichan to serve West Cowichan
- Collaborate with Electoral Areas F & I on the matter

#### Ministry of Environment

- Sewer Lagoon Project
- Riparian Area infractions
- Resolution on unsafe sunscreen use on Cowichan Lake and River.

- (b) The matter of the Code of Conduct for the Advisory Planning Commission was dealt with earlier in the meeting.

### 12. MAYOR’S REPORT

### 13. NOTICES OF MOTION

World Cleanup Day is on September 20<sup>th</sup>, 2025.

The Cowichan River Stewardship Society is hosting a community cleanup day on Sunday, September 14<sup>th</sup> from 11:00 am to 2:00 pm and will provide litter



pickup locations around the community. Councillor Sandhu advised that they will be submitting an application to the Town for financial assistance.

FireSmart event will be held on Saturday, May 31<sup>st</sup>, 2025 at 9:00 am for cleanup in the Friendship Forest to reduce the fire hazards in the area.

June is to recognize Pride Month and Councillor Vomacka requested that the Town assure that the flag will be placed accordingly.

Mayor McGonigle stated that Councillor Vomacka would be attending the Federation of Canadian municipalities conference in Ottawa and that she would report back on her return.

He further reported on the recently completed mural at the 55+ Activity Centre and that another was being proposed for another business location on King George Street.

Lake Days will be held June 9<sup>th</sup> through to June 15<sup>th</sup>, 2025 with the following events:

- June 9<sup>th</sup>, Strawberry Tea;
- June 10<sup>th</sup>, Opportunity Night;
- June 13<sup>th</sup>, Gala night with Lake Cowichan Ambassadors;
- June 14<sup>th</sup>, breakfast on the Town, parade, live music, and Town BBQ.

**14.      QUESTION PERIOD**

**15.      IN CAMERA**

No. R.0062/25  
Retire to In-Camera

Moved:    Councillor Sandhu  
Seconded: Councillor Vomacka  
that the Council close the meeting to the public to deal with issues dealing with personnel and land matters which falls under s. 90(1) (c) and (e) of the Community Charter. (6:11 pm).  
  
CARRIED.

**16.      ADJOURNMENT**

No. R.0063/25  
Adjournment

Moved:    Councillor Vomacka  
Seconded: Councillor Frisby  
that Council rise and report when appropriate and adjourn the meeting (6:38 pm).  
  
CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor