



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, June 24th, 2025

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

STAFF: Mark Brown, Chief Administrative Officer ^(remote)
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre
Brigid Reynolds, Contract Planner
Roni-Lee Roach, Executive Secretary

PUBLIC: 7

1. **CALL TO ORDER**

The Mayor called the meeting to order at 5:14 pm.

2. **INTRODUCTION OF LATE ITEMS**

None.

3. **AGENDA**

No. R.0064/25
Agenda

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

NEW BUSINESS

Councillor Vomacka re: Federation of Canadian Municipalities conference report.

NOTICES OF MOTION

Councillor Austin re: July 1st, 2025;

IN-CAMERA

Addition of matters dealing with labor relations which falls under s. 90(1) (d) security of the property of the municipality.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **ADOPTION OF MINUTES**

No. R.0065/25
Regular Council
Meeting Minutes

(a) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the minutes of the Regular meeting of the Council held on May 27th, 2025, be adopted.

CARRIED.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

7. **DELEGATIONS AND REPRESENTATIONS**

(a) Kenzie Knight, Tourism Cowichan made a power point presentation on Tourism Cowichan's Year in Review 2024-2025.

Council members were afforded the opportunity to ask questions of Ms. Knight.

Councillor Sandhu requested further details of the Spirit Loop and the Town's participation in advertising. Ms. Knight reported that Tourism



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Cowichan will be a program partner and will be covering the onboard costs for the first two years of the participation.

Councillor Frisby commended Tourism Cowichan on the resources available to the community.

- (b) Mike Hallatt, 63 Cowichan Lake Road, was on hand to discuss the property conditions and his development plans and project.

He provided a brief history of the property and building and wished to seek clarification on the development permit and building permit to move forward on the project.

Council members were afforded the opportunity to ask questions of Mr. Hallatt.

Clarification was sought on the permit process, work site hazards and safety concerns and the proposed plans for development from the proponent.

Mayor McGonigle stated that a staff report on the matter will be addressed later in the meeting.

8. CORRESPONDENCE

Councillor Austin declared a perceived conflict of interest and left the room at 5:56 pm.

- (a) **Action Items:**

- (i) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council support the Cowichan Lake and River Stewardship Society for its Community Cleanup event to be held on Sunday, September 14th, 2025 with a financial contribution of \$500 from the 2025 Grant-in-aid budget.

Councillor Vomacka **OPPOSED**
CARRIED.

Councillor Austin returned to the meeting at 5:59 pm.

- (b) **Information or Consent Items**

The following correspondence items were received as information:

- Liquor and Cannabis Regulations Branch re: Extension of Hours of Liquor Service for Cow Café at 51 North Shore Road;
- Ombudsperson British Columbia re: Quarterly Report July 1 to September 30, 2024 and
- Lookout Housing and Health Society re: Organizational Review.

9. REPORTS

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

- (i) Moved: Councillor Frisby
Seconded: Councillor Austin
that the minutes of the Committee of the Whole meeting held on June 10th, 2025, be approved with the following:

1— Support for Town Cleanup Event

that the Town of Lake Cowichan support the Cowichan Lake and River Stewardship Society on its Town Clean-up day to be held on Sunday, September 14th, 2025 from 11:00 am to 3:00 pm.

No. R.0066/25
Grant- in-Aid
Request

No. R.0067/25
Committee of
the Whole



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2—Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$9,195.47 for May, 2025.

CARRIED.

Cowichan Lake Recreation Commission

(ii) Councillor Sandhu reported that the next Commission meeting would be held on July 28th, 2025 in Mesachie Lake.

Vancouver Island Regional Library

(iii) Councillor Vomacka reported on the Vancouver Island Regional Library Board held on June 7th, 2025.

Advisory Planning Commission

(iv) Councillor Sandhu reported that the next meeting of the Commission will be held on June 26th, 2025 at 4:00 pm.

Community Forest Co-operative

(v) Mayor McGonigle reported that the next Forest Co-operative’s meeting would be held on Thursday, June 26th, 2025 at 7:00 pm.

(b) Other Reports

(i) Mayor McGonigle gave a verbal report on the Regional District’s recent Board and Committee meetings held and advised that he would distribute the Regional newsletter to members of Council.

Community Outreach Team

(ii) No report for the Community Outreach.

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 June 23rd, 2025 and the focus on the meeting was water quality.

The Superintendent, Public Works and Engineering provided a brief update on the river and lake conditions and the effect that has on the Town’s effluent and management of its Sewer Treatment plant.

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 and the great news of funding the students received from the 100+ Laker Women group.

(c) Staff Reports

No. R.0068/25
2024 Statement of Financial Information

(i) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council approve the 2024 Statement of Financial Information as presented.

CARRIED.



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No. R.0069/25
Development Variance
Permit DVP2024-02
14 Beaver Road

- (ii) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council approve the Development Variance Permit DVP2024-02 to vary the Town of Lake Cowichan Zoning Bylaw as follows:
 - i. Section 4.3.8 (a) increase the maximum height of retaining wall from 2.0 metres to 5.5 metres; and
 - ii. Section 5.1.6 (a) reduce the minimum lot size for a single family dwelling from 600m² to a minimum of 400m².

To facilitate a one-lot subdivision for 14 Beaver Road legally described as Lot 5, Section 5, Renfrew District, Plan VIP9979 (PID: 005-474-906).

CARRIED.

The Superintendent, Public Works and Engineering Services commented on the water and sewer services that may be required upon subdivision and the need to limit infrastructure works as Savoy was recently paved.

- (iii) Brigid Reynolds, Contract Planner, provided some insight on the earlier matter with Mr. Hallett and providing some background on the Development Permit for 63 Cowichan Lake Road.

At this time, the applicant will be required to resubmit a building permit application and to address the matter with staff.

10. BYLAWS

No. R.0070/25
Property Maintenance
and Unsightly Premises
Amendment
No. 1120-2025

- (a) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the “Town of Lake Cowichan Property Maintenance and Unsightly Premises Amendment Bylaw No. 1120-2025” may be reconsidered and adopted.

CARRIED.

11. NEW BUSINESS

- (b) Councillor Vomacka provided a verbal report on her attendance at the recent Federation of Canadian Municipalities conference in Ottawa, ON.

No. R.0071/25
Public Works Building
Renovations

- (a) Moved: Councillor Vomacka
Seconded: Councillor Frisby
that Council award the Public Works Building Renovation project to Forrest and Friday at a cost not to exceed \$352,804 plus GST.

CARRIED.

12. MAYOR’S REPORT

Mayor McGonigle provided his 2nd Quarter report for 2025 as follows:

“I’d like to start by thanking all those involved in this year’s Lake Days Celebrations, and to those who attended, I hope you enjoyed the event.

As we move forward, Council has chosen the next Chief Administrative Officer (CAO) for Lake Cowichan.

Mr. John Thomas joins us June 30th to begin guiding us through the final 16 months of this term. John brings a wealth of experience in municipal leadership and a proven track record of strategic planning, fiscal management, community engagement, organizational leadership, HR experience and extensive First Nations engagement. I’d also like to thank Mr. Joe Fernandez for his years of service to Lake Cowichan. Also, to Mr. Mark Brown, who stepped in as Interim CAO while we completed our search and kept us on track, it was a pleasure working alongside you.



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With school coming to an end for this year, congratulations to the Class of 2025, we wish you well as you move forward in the next chapter of your journey, whatever you choose, best wishes. Also, congratulations to this year’s Ambassador Team, Marlee, Desiree, Faith and Lydia, enjoy your journey representing the Cowichan Lake area. A special shout out to the outgoing Ambassadors, Bella, Riley and Taia for representing the Cowichan Lake area with dignity and pride.

With the start of summer holidays, we will see an increase in visitors to the area, this is an important time and opportunity for our local businesses to benefit from increased traffic which supplements the slower winter months. The 2 1/2 months of increased activity may seem unbearable for some but is a major economic benefit to our many local businesses.

Thanks to my fellow Councillors and staff for all your support and hard work during the transition to welcoming our new CAO. Much appreciated.”

Councillor Austin gave a verbal report on the plans for the July 1st, 2025 Canada Day celebrations to be held at Central Park from 11:00 am to 4:00 pm, in collaboration with the Cowichan Lake Arts and Cultural Society and Country Grocers.

13. NOTICES OF MOTION

14. QUESTION PERIOD

15. IN CAMERA

No. R.0072/25
Retire to In-Camera

Moved: Councillor Vomacka
Seconded: Councillor Austin
that the Council close the meeting to the public to deal with issues dealing with security of property of the municipality, personnel, law enforcement and litigation matters which falls under s. 90(1) (b), (c), (f) and (g) of the Community Charter. (6:44 pm).

CARRIED.

16. ADJOURNMENT

No. R.0073/25
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council rise without report and adjourn the meeting (7:46 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Mayor