



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, July 22nd, 2025

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

REGRETS: Councillor Aaron Frisby
(with prior notice)

STAFF: John Thomas, Chief Administrative Officer
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre
Brigid Reynolds, Contract Planner
Doug Knott, Fire Chief, Lake Cowichan Fire Department
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

None.

3. AGENDA

No. R.0078/25
Agenda

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the agenda be approved as amended.

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.0079/25
Annual General
Meeting Minutes

(a) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the minutes of the Annual General meeting held on June 24th, 2025, be adopted.

CARRIED.

No. R.0080/25
Regular Council
Meeting Minutes

(b) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Regular meeting of the Council held on June 24th, 2025, be adopted.

CARRIED.

No. R.0081/25
Special Meeting of
Council Minutes

(c) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the minutes of the Special meeting of the Council held on July 8th, 2025, be adopted.

CARRIED.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE

(a) Action Items:



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- (i) The correspondence item from Nasim Charania regarding parking along South Shore Road was treated as information.

John Thomas advised Council that the Bylaw Officer was looking into the matter and some internal processes would be required to address the necessary infrastructure. He reported that a report would be provided to Council on the matter.

Mayor McGonigle spoke on the recommendations from the recent parking study for paid parking.

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

The following correspondence items were received as information:

- Jeff Kibble, MP, Cowichan-Malahat-Langford re: Canada Summer Jobs 2025; and
- Union of BC Municipalities re: Student Registration.

9. REPORTS

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

No. R.0082/25
Committee of
the Whole

- (i) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the minutes of the Committee of the Whole meeting held on July 8th, 2025, be approved with the following:

1— Letter of Support

that the Town of Lake Cowichan provide a letter of support to the Cowichan Lake Elder Care Society on its proposed new seniors’ facility in Lake Cowichan to assist with their funding application to meet the needs for affordable and independent housing in the community.

2—Fire Department Incident Report

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$9,213.80 for June, 2025.

3—Review of Council Remuneration

that the Town of Lake Cowichan proceed with an in-house review of council remuneration to be in place for the next Council coming in for November, 2026.

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 shared details on the local library branch’s summer reading programme.

Advisory Planning
Commission

- (iv) Councillor Sandhu reported on the meeting of the Commission held on June 26th, 2025 with the following recommendations:
 1. that the delegation of authority be given to staff to approve all Development Permit applications with the necessary amendments to the Town’s bylaw and procedures;
 2. that the delegation of authority be given to staff to approve minor Development Variance Permit applications with the necessary amendments to the Town’s bylaw and procedures;
 3. the Commission requested that these amending bylaw(s) be forwarded for its review prior to its ratification by Council;
 4. on the matter of R-3 setbacks:
 - a. If further from the road more than 7.5 metres, that would be okay;



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- b. Allow for the option to use old setbacks; and
 - c. Request that amending bylaw be forwarded to the Commission for its review prior to being presented to Council.
5. It requested Council include the Commission members on future workshop and meetings to discuss the matter of Short Term Rentals.

Community Forest Co-operative

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

(b) Other Reports

(i) Mayor McGonigle gave a verbal report on the Regional District’s Board and Committee meetings recently held.

Councillor Sandhu shared her view that the Town should consider implementing something similar to the Regional District’s Governance meeting. Mayor McGonigle concurred and stated that the subject has been broached with the Chief Administrative Officer and recommendations will be forthcoming to the September meeting on the matter of a governance workshop and committee.

Community Outreach Team

(ii) No report for 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 and the office warming event that took place on Friday, July 18th, 2025.

The next meeting is to be held at Bright Angel Park on Monday, July 28th, 2025.

Ohtaki Twinning

(v) Mayor McGonigle spoke on the Ohtaki Twinning and the attendance of Councillor Frisby as the head of the 2025 delegation.

Councillor Austin reported on the upcoming 2026 and 2027 plans which are underway for the exchange programme.

(c) Staff Reports

No. R.0083/25
Development Variance
Permit DP2025-05
112 Elk Road

(i) Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council approve the DP2025-05 to permit construction of a three unit, 2 storey building in DPA 1, DPA 3 and DPA 5 at 112 Elk Road, on the lot legally described as Lot 3, Section 5, Renfrew District, Plan EPP129962 (PID: 032-259-964) subject to the following conditions:

- a) All development shall be in accordance with the Letter of intent, prepared by the applicant, dated July 7, 2025, Riparian Area Assessment Report, prepared by Madrone Environmental Services, dated June 28, 2022. Elevation Drawings, prepared by Cornerstone, dated May 6, 2025, and Site Plan and Landscape Plan, prepared by the applicant, dated March 3, 2025.
- b) Prior to the issuance of a building permit the following shall be completed:
 - i. Registration of a section 219 covenant over the SPEA area on the certificate of title of the subject property;
 - ii. Submittal of a landscape bond in the amount of \$7,500.00 to secure the landscaping;



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- iii. Installation of silt fencing shall be installed along the SPEA to protect the riparian area and ensure the ecosystem is untouched during construction;
 - iv. Register a statutory right of way over the area shown on Plan EPP129965;
 - v. Submit security in the amount of 150% of the cost to prepare and install curb, gutter, sidewalk and paving for the area shown on Plan EPP129954;
- c) Prior to final occupancy, construct a permanent fence along the covenant line to delineate the riparian area that shall not be developed.
CARRIED.

No. R.0084/25
Development Variance
Permit DP2025-06
62 Gordon Road

- (ii) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that Council approve the DP2025-06 to permit the replacement of a retaining structure in DPA 1 and DPA 2 at 62 Gordon Road, on the lot legally described as Lot 17 Section 6, Renfrew District (Cowichan Lake District), Plan 6253 (PID: 002-508-842) subject to the following conditions:
- a) All development shall be in accordance with:
 - Issuance of a Development Permit under the provisions of the DPA 1 for watercourse protection, DPA 2 for flood hazard for the replacement of a retaining structure at the Environmental Assessment for Retaining Wall Reconstruction, prepared by Aquaparian Environmental Consulting, dated February 15, 2023;
 - Provincial Approval Letter – Changes in and About a Stream, dated September 28, 2023;
 - Geotechnical Memorandum, prepared by Ryzuk Geotechnical, dated June 11, 2025;
 - Site Plan and Verti-Block Retaining Wall Section, prepared by Ryzuk Geotechnical, dated January 24, 2023;
 - Planting plan, prepared by Melissa Baron Landscape Design, dated July 2025, and landscape bond.
 - b) Removal and replacement of the retaining wall shall be undertaken under the supervision of the environmental and geotechnical professionals.
 - c) Prior to issuing the development permit, the applicant shall submit the landscape bond, in the amount of \$2,550.00 to be held as security for the plantings.
- CARRIED.

No. R.0085/25
Housing Accelerator Fund
Terms of Reference

- (iii) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that Council endorse the Housing Accelerator Fund Terms of Reference as presented.
CARRIED.

Councillor Austin declared a conflict of interest as she serves as a Director on the Cowichan Lake Elder Care Society and left the meeting at 5:39 pm.

No. R.0086/25
Development Cost
Charges Support

- Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that Council approve providing the Cowichan Lake Elder Care Society with \$284,206.80 for development cost charge fees for its 30-unit affordable housing project through the Housing Accelerator Fund.
CARRIED.

Councillor Austin returned to the meeting at 5:45 pm.

Mayor McGonigle recommended that the request for off-site services be referred to staff to discuss with Wiser to ascertain further requirements and needs for the project.



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- (iv) Doug Knott, Fire Chief, Lake Cowichan Fire Department was on hand to review the festival safety plan for the Nickelback event at Laketown Ranch to be held on August 9th, 2025.

Council voiced its concerns with the dryness of the concert grounds and were assured that pyrotechnics were being displayed, no fireworks would be shooting into the sky and surrounding areas.

The Chief Administrative Officer requested that Council, during its budget considerations, ensure that for larger festival events that additional needs and requirements, including but not limited to parking needs, bylaw infractions and refuse services are addressed.

10. BYLAWS

None.

11. NEW BUSINESS

None.

12. MAYOR’S REPORT

Councillor Austin provided a verbal update on the Canada Day celebrations recently held in Lake Cowichan at Central Park which was co-sponsored with Country Grocer and the Cowichan Lake Cultural Art Group.

Councillor Sandhu commended Councillor Austin on her ongoing work and efforts in the community for the Canada Day celebrations.

No. R.0087/25
Leave of Absence

Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council approve a leave of absence for Councillor Frisby from the Regular meeting of Council held this day.

CARRIED.

13. NOTICES OF MOTION

14. QUESTION PERIOD

15. IN CAMERA

No. R.0088/25
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 personnel, law enforcement and litigation matters which falls under s. 90(1) (c), (f) and (g) of the Community Charter. (6:00 pm).

CARRIED.

16. ADJOURNMENT

No. R.0089/25
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council rise with report on the following:

and adjourn the meeting (7:46 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.



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Mayor