



TOWN OF LAKE COWICHAN

Minutes of a Special meeting of Council held and transmitted electronically via Council Chambers located at 39 South Shore Road, Lake Cowichan, BC on Tuesday, August 19th, 2025

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

STAFF: John Thomas, Chief Administrative Officer
Brigid Reynolds, Contract Planner (remotely)
Roni-Lee Roach, Executive Secretary

PUBLIC: 7

1. CALL TO ORDER

The Mayor called the meeting to order at 5:05 pm.

2. INTRODUCTION OF LATE ITEMS

None.

3. AGENDA

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

CARRIED.

No. R.0090/25
Agenda

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

None.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

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

None.

(b) Other Reports

None.



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(c) Staff Reports

- (i)** Brigid Reynolds spoke on the matter for Council’s consideration to amend Zoning Bylaw No. 1055-2021 to permit short term rental as an accessory use at 135 North Shore Rd, Lot 4, Section 5, Cowichan Lake District, Plan VIP62342 (PID: 023-278-340).

The Chair afforded an opportunity for the proponent, Brian Aubrey, to speak on the matter.

Mr. Aubrey spoke on his application and said that he has addressed the concerns raised by the correspondences received on the proposal as follows:

- Noise, construction of a 6-foot fence,
- safety concerns, Having someone with experience managing Air B&Bs in Town, and
- ample parking is available.

The Chair afforded an opportunity for members of Council to ask questions or seek clarification on the matter from staff and Mr. Aubrey.

Verification of the downstairs suite meeting current building code requirements was raised as no permit for the renovations were on file.

No. R.0091/25
Zoning Amendment
Bylaw No. 1121-2025 at
135 North Shore Road

- (i)** Moved: Councillor Austin
Seconded: Councillor Sandhu
that Council give 1st and 2nd reading of Zoning Amendment Bylaw No. 1121-2025 to amend Zoning Bylaw No. 1055-2021 section 5.1.4 c. ii) Site Specific Permitted Principal and Accessory Uses Traditional Urban R-3 to add (c) Short term rental as an accessory use at 135 North Shore Rd, legally described as Lot 4, Section 5, Cowichan Lake District, Plan VIP62342 (PID: 023-278-340).

Councillors Frisby and Vomacka Opposed
CARRIED.

Direction to staff to investigate the building inspection and fire department portions of the application.

- (ii)** Councillor Sandhu declared a perceived conflict of interest on the next application. She left the meeting at 5:32 pm

Brigid Reynolds spoke on the matter for Council’s consideration to amend Zoning Bylaw No. 1055-2021 section 5.1.4 c) ii) Permitted Principal and Accessory Uses Traditional Urban R-3 to add (d) Medical clinic or other professional office as an accessory use and home based business use as permitted by Building Permit 06-2024-19 at 134 Cowichan Lake Rd, Lot 1, Section 6, Cowichan Lake District, Plan VIP5853 (PID: 005-902-118).

The Chair afforded an opportunity for the proponent to speak on the matter, she declined.

The Chair afforded an opportunity for members of Council to ask questions or seek clarification on the matter from staff and applicant.

The Chair afforded an opportunity for a member of the public to address the meeting on the rezoning matter as she was the adjacent owner to the subject property. Mrs. Lois Atchison requested clarification on the difference from a home-based business and a medical clinic with respect to the requirement to regularize the usage.

The Chief Administrative Officer spoke on the scale of the operation of the home-based business and the residential component. The proposed amendment will regularize what has been approved through the building



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permit stages with the Town, what the applicants have constructed as per those plans and the need for the bylaw to reflect those uses proposed.

The Contract Planner responded that typically a home-based business consists of a treatment room and some office space for records whereas this is a larger scale for home-based business and an opportunity is being provided to allow the property owner to continue with what they proposed with the site-specific zoning amendment.

The Chief Administrative Officer stated that the Town is doing its level best to move forward as fast as possible to grant occupancy for the property owner.

No. R.0092/25
Zoning Amendment
Bylaw No. 1121-2025 at
134 Cowichan Lake Road

DEFEATED

Moved: Councillor Frisby
Seconded: Mayor McGonigle
that Council give 1st, 2nd, and 3rd reading of Zoning Amendment Bylaw No. 1121-2025 to amend Zoning Bylaw No. 1055-2021 section 5.1.4 c) ii) Permitted Principal and Accessory Uses Traditional Urban R-3 to add (d) Medical clinic or other professional office as an accessory use and home based business use as permitted by Building Permit 06-2024-19 at 134 Cowichan Lake Rd, Lot 1, Section 6, Cowichan Lake District, Plan VIP5853 (PID: 005-902-118); and that Council approve that the zoning amendment application fees be waived.

Councillors Austin and Vomacka Opposed
DEFEATED.

The Chief Administrative Officer announced with the motion failing, that staff will not be able to schedule the August 21st, 2025, Special meeting of Council and the granting of occupancy will not be able to take place at this time. The matter will be referred back to staff to research and any further action.

Councillor Sandhu returned to the meeting at 5:54 pm.

10. BYLAWS

Bylaw No. 1121-2025 will be referred back to staff.

11. NEW BUSINESS

None.

12. MAYOR'S REPORT

None.

13. NOTICES OF MOTION

14. QUESTION PERIOD

15. IN CAMERA

None.

16. ADJOURNMENT

Mayor McGonigle declared the meeting adjourn (6:02 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Mayor