



## 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, September 16<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: John Thomas, 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: 13

**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.0095/25  
Agenda

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

CARRIED.

**4. PUBLIC INPUT**

Comments were shared by the public on utilizing the Growing Community fund and Town surplus for remediation of the Kaatza Health clinic, addressing the current health crisis, addressing transit and transportation in the community, and the Health Forward Summit.

**5. ADOPTION OF MINUTES**

No. R.0096/25  
Regular Council  
Meeting Minutes

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

CARRIED.

No. R.0097/25  
Special Meeting of  
Council Minutes

**(b)** Moved: Councillor Frisby  
Seconded: Councillor Sandhu  
that the minutes of the Special meeting of Council held on August 19<sup>th</sup>, 2025, be adopted.

CARRIED.

No. R.0098/25  
Special Meeting of  
Council Minutes

**(c)** Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the minutes of the Special meeting of Council held on September 9<sup>th</sup>, 2025, be adopted.

CARRIED.

**6. BUSINESS ARISING AND UNFINISHED BUSINESS**

**7. DELEGATIONS AND REPRESENTATIONS**

**(a)** The Economic Development presentation will be provided at 5:30 pm.

**(b)** Mike Hallatt, 63 Cowichan Lake Road, was on hand to provide an update on the property.



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Mr. Hallatt asked that Councillor Frisby be recused from the meeting.

Councillor Frisby stated that he was the adjoining property owner’s tenant, not owner, therefore, does not see a conflict of interest and the cleanup of the property does not further his personal interests.

Mr. Hallatt requested guidance on matters of his development permit and building permit. He was advised that the development permit was currently valid and that the building permit had expired.

Mr. Hallatt stated that when he had sought to renew the building permit, current building code standards and requirements would need to be met. He stated that he would not be progressing with his prior proposal for a nominal use facility as it would be cost prohibitive. He further spoke on his idea of a food pod and would bring a presentation to Council and provided a handout of the idea. He further reported that he just received his operators permit for a food truck and the necessity to get a business license submitted now that its nearing completion.

Councillor Sandhu asked about the equipment being left out on-site.

Councillor Frisby shared his concerns with safety matters and the esthetics of the property and not seeing any improvements to the area.

Mayor McGonigle called for a short recess at 5:23 pm.

Mayor McGonigle resumed the meeting at 5:27 pm.

Mr. Hallatt spoke further on his project at 63 Cowichan Lake Road.

- (a) Mr. Allan Neilson, Neilson Strategies made a PowerPoint presentation on the Cowichan Valley Regional District’s Economic Development Cowichan Review and programme.

No. R.0099/25  
Extension of  
Delegation  
Presentation

Moved: Councillor Austin  
Seconded: Councillor Sandhu  
that the delegation further address Council for a longer period as agreed to by unanimous vote of those members present.

CARRIED.

Mr. Neilson continued his presentation.

Mayor McGonigle afforded an opportunity to members of Council to ask questions of Mr. Neilson.

**8. CORRESPONDENCE**

The following correspondence items were received as information:

- (a) Save the Date – Health Forward Summit on November 13<sup>th</sup>, 2025;
- (b) Legislative Assembly of British Columbia re: Round Table Invitation on September 24<sup>th</sup>, 2025; and
- (c) City of Pitt Meadows re: Raising Agriculture funding in BC.



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**9. REPORTS**

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

No. R.00100/25  
Committee of  
the Whole

- (i)** Moved: Councillor Frisby  
Seconded: Councillor Sandhu  
that the minutes of the Committee of the Whole meeting held on September 9<sup>th</sup>, 2025, be approved with the following:

**1— Convene Strategic Planning Workshop**

that Council direct staff to schedule a Strategic Planning Workshop in October, 2025 with Council and the Senior Leadership Team for the purpose of reviewing the 2021-2026 Strategic Plan, assessing performance to date, and confirming strategic priorities for the next 16 months to guide the 2025-2026 budget deliberations.

**2—UBCM Preparation for Conference**

that the staff report on the Union of BC Municipalities conference preparations be received and filed;

that the Town of Lake Cowichan accept the invitation to join the other member municipality meetings at the 2025 UBCM conference; and

that the Town of Lake Cowichan extends reciprocal invitations to partner municipalities who may share an interest in the Town’s approved meeting topics.

**3—Fire Department – Incident Report**

that Council approve Lake Cowichan Fire Department’s incident report in the amount of \$7,964.16 for July, 2025.

**4—Fire Department – Incident Report**

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$14,402.21 for August, 2025.

**5—Regional Transit Strike**

that the Town of Lake Cowichan send a letter to the Honorable Mike Farnworth, Minister of Transportation and Transit on its concerns over the prolonged labour dispute with copies to be provide to the Ministry of Labor and the Cowichan Valley Regional District.

CARRIED.

Cowichan Lake  
Recreation Commission

- (ii)** Councillor Sandhu reported that the next Commission meeting would be held on October 22<sup>nd</sup>, 2025.

Vancouver Island  
Regional Library

- (iii)** Councillor Vomacka reported that the Library Board would be held virtually on Saturday, September 20<sup>th</sup>, 2025.

Advisory Planning  
Commission

- (iv)** Councillor Sandhu reported on the Commission meeting would be held on Thursday, September 18<sup>th</sup>, 2025 at 4:00 pm.

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.



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Community Outreach Team (ii) Councillor Austin reported that the Community Outreach meeting would be held on Thursday, September 18<sup>th</sup>, 2025 at 9:30 am at Community Services.

Our Cowichan (iii) No report for Our Cowichan.

Cowichan Watershed Board (iv) Councillor Sandhu reported that the Watershed Board meeting would be held on September 29<sup>th</sup>, 2025.

Ohtaki Twinning (v) Councillor Frisby reported on his trip to Ohtaki, Japan as the Town’s representative on the exchange and the generation programme.

Lake Cowichan will be hosting the delegation in October, 2025.

The gift received from Date City was presented and will be displayed.

Councillor Austin requested that one of the tea sets be displayed in the front office as the rest has been sent to the Museum.

She further reported on the plans underway for the 2027 delegation to travel to Ohtaki and the group that has begun its fundraising efforts.

(c) **Staff Reports**

(i) Councillor Frisby declared a conflict of interest on the Development Variance Permit matter at 169 South Shore Road at 6:14 pm.

Brigid Reynolds, Contract Planner, spoke on the application for a Development Variance Permit at 169 South Shore Road. She recommends granting the variance for the property located at 169 South Shore Road, legally described as Lot A, District Lot 12, Cowichan Lake District, Plan VIP31954 (PID: 000-048-356) to vary Zoning Bylaw Schedule B, Section 7.2, a) iv) for 3 parking stalls.

Councillor Frisby returned to the meeting at 6:26 pm.

No. R.00101/25  
Development Permit  
DP2025-10  
279 Tal Road

(ii) Moved: Councillor Frisby  
Seconded: Councillor Austin  
that Council approve the DP2025-10 to permit the construction of a single-family dwelling at 279 Tal Road, on the lot legally described as Lot 15, District Lot 13, Cowichan Lake District, Plan VIP88703 (PID: 028-497-121) subject to the following conditions:

All development shall be in accordance with:

- a) Attached site plan;
- b) Geotechnical Hazard Assessment, prepared by Lewkowich Engineering Associates, dated May 28, 2025;
- c) Riparian Areas Protection Regulation: Assessment Report, prepared by Brittany Brooks and Bob Crandall, dated August 26, 2025; and
- d) Wildfire Hazard Assessment, prepared by Strathcona Forestry Consulting, dated August 25, 2025.

Prior to any land alteration and the issuance of a building permit the following are required to be submitted or completed:

- a) Delineate the greater of the two setbacks, i.e. the SPEA boundary or Geotechnical boundary, with high visibility fencing.
- b) Implement sediment and erosion control measures in consultation with the QEP consistent with the RAPR Assessment Report.

Prior to the issuance of an occupancy permit the following are required to be completed:

- a) register the following on the certificate of title:
  - i. A section 219 covenant including the Geotechnical Hazard Assessment, prepared by Lewkowich Engineering Associates,



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dated May 28, 2025 and saves the Town of Lake Cowichan harmless;

- ii. A watercourse protection section 219 covenant
- b) Install some form of permanent demarcation of the SPEA line.

CARRIED.

**10. BYLAWS**

No. R.00102/25  
Zoning Amendment  
No. 1122-2025

- (a) Moved: Councillor Frisby  
Seconded: Councillor Austin  
that the “Town of Lake Cowichan Zoning Amendment Bylaw No. 1122-2025” may be reconsidered and adopted.

Councillor Vomacka Opposed  
CARRIED.

John Thomas, Chief Administrative Officer provided clarification to the public on the matter of 134 Cowichan Lake Road with respect to occupancy and the licensing of the business to comply with the bylaws of the Town.

- (b) Councillor Sandhu returned to the meeting at 6:41 pm.

No. R.00103/25  
Permissive Tax  
Exemption – Bishop  
of Victoria Lease to  
Food Bank  
No. 1123-2025

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the “Town of Lake Cowichan Permissive Tax Exemption for Bishop of Victoria Catholic Church Parish Rectory Lease to Lake Cowichan Food Bank Bylaw No. 1123-2025” may be read a first, second and third time.

CARRIED.

**11. NEW BUSINESS**

Councillor Sandhu read out a report from Diane Flood on the recent Town cleanup event held on September 14<sup>th</sup>, 2025.

Concerns were raised on micro-plastics and confetti that were found in the public parks, especially Saywell Park area and the need to ban these from the parks.

**12. MAYOR’S REPORT**

None.

**13. NOTICES OF MOTION**

**14. QUESTION PERIOD**

Questions, comments and concerns were raised on the following:

- the changes to any bylaws for review regarding extension of timelines for building permits;
- the Town’s financial position to provide funding to the local Seniors group to be utilized for funding for transportation and transit to provide services;
- the need for architectural or engineering studies for building permit requirements and when the requirement of step-code from the Province is required;
- call on Council on water usage and why residents have to suffer with consumption while users and visitors are drawing from the River daily;
- need for asphalt patching along South Shore Road fronting a business;
- documentation required for the Permissive Tax Exemption approval;
- definition of an eyesore within the Town of Lake Cowichan and bylaw enforcement process is complaint driven for investigation; and
- process to increase the Grant-in-Aid budget for the Town.



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**15. IN CAMERA**

No. R.00104/25  
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 and a matter under the Ombudsman Act which falls under s. 90(1) (c) and s. 90(2)(c) of the Community Charter. (7:13 pm).

CARRIED.

**16. ADJOURNMENT**

No. R.00105/25  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that Council arise without report and adjourn the meeting (7:24 pm).

CARRIED.

Certified correct \_\_\_\_\_ Original Signed \_\_\_\_\_.

Confirmed on the \_\_\_\_\_ 28<sup>th</sup> \_\_\_\_\_ day of \_\_\_\_\_ October \_\_\_\_\_, 2025.

\_\_\_\_\_ Original Signed \_\_\_\_\_  
Mayor