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, December 16th, 2025

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

REGRETS: Councillor Carolyne Austin

STAFF: John Thomas, Chief Administrative Officer
Jas Sandhu, Superintendent, Public Works and Engineering Services
Brigid Reynolds, Contract Planner
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

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.0158/25
Agenda

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

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.0159/25
Regular Council Meeting Minutes

(a) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the minutes of the Regular meeting of Council held on November 25th, 2025, be adopted.

CARRIED.

(b) The minutes of the Committee of the Whole meeting held on December 9th, 2025 were treated as information as the Actionable Items 6(a) would be ratified by Council.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

No. R.0160/25
Actionable Resolutions – December 9th, 2025

(a) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that Council adopt the actionable resolutions from the December 9th, 2025, Committee of the Whole as presented:

1—2026 Meeting Schedule and Calendar
that Council approve the 2026 meeting calendar schedule as presented.

2 – Correspondences – Received and Filed
that Council receive and file of all correspondences as follows:
(a) Royal Canadian Legion Branch 210 – Crosswalk.
(b) Mayor Keita Horii, Date City – Delegation from Japan visiting Lake Cowichan October 11th to 15th, 2026.
(c) City of Pitt Meadows – Letter to Minister Boyle - Concerns Regarding Bill M 216 2025 Professional Reliance Act.
(d) Joint letter to Minister Health - Repurposing Cowichan District Hospital.
(e) Municipal Insurance Association of BC – Re Bill M216 – 2025 Professional Reliance Act
(f) Joy McLennan – Concerned Citizen - NP Medical Clinic.

3—Building Permit Summary Report – November, 2025
that Council accept the Building Permit Summary Report for the month of November, 2025

4—Fire Department Incident Report
that Council the Lake Cowichan Fire Department's incident report in the amount of $11,006.39 for November, 2025.

5—Zoning Amendment – R3 Zone Setbacks
that Council direct staff prepare and send out notice of 1st reading for the Zoning Amendment Bylaw No. 1124, as required by Bylaw No. 1109.

6—Holiday Closure
that Council Council approve a holiday closure for the Town of Lake Cowichan office and operations for Wednesday, December 24th, 2025 at noon and Friday, January 2nd, 2026 for the day.

7—Fees for Services – Sani-Disposal
that the fee to use the sani-disposal be increased to $12.00 for 2026.

8—2025 Audit Service Plan
that the 2025 Audit Service Plan from MNP be received and filed.

CARRIED.

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE

No. R.0161/25
Correspondence Items – Received and Filed

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that Council receive and file the correspondence items as follows:
(a) Vancouver Island Counselling – December, 2025;
(d)UBCM – Canada Community Building Fund BC – Second Community Works Fund Payment for 2025-2026; and
(e) Cowichan Valley Regional District – Press Release – Official Community Plan Adoption for Electoral Areas.

CARRIED.

(b) The Chief Administrative Officer reported that the Town was preparing for a public health network campaign to assist residents in registering for a family physician and nurse practitioner through the Island Health website and that it would go live by the weeks end.

The campaign will run until mid-January with more time and resources allocated if required.

No. R.0162/25
Letter of Support

(c) Moved: Councillor Vomacka
Seconded: Councillor Frisby
that Council endorse the letter of support for the Cowichan Lake Community Services' application for Reaching Home funding.

CARRIED.

9. COUNCIL AND OTHER COMMITTEE REPORTS

Committee of the Whole

(a) No report for the Committee of the Whole as the recommendations were approved earlier in the meeting.

Cowichan Lake Recreation Commission

(b) Councillor Sandhu reported on the Recreation Commission meeting would be held on January 26th, 2026.

Vancouver Island Regional Library

(c) Councillor Vomacka encouraged the public to get the limited number of library membership cards for gifting to local youth to inspire life long learning.

Advisory Planning Commission

(d) Councillor Sandhu reported that the next Planning Commission meeting would be held on Thursday, December 18th, 2025.

Community Forest Co-operative

(e) No report for the Forest Co-operative.

Cowichan Valley Regional District

(f) No report for the Cowichan Valley Regional District.

Community Outreach Team

(g) No report for the Community Outreach Team.

Our Cowichan

(h) No report for Our Cowichan.

Cowichan Watershed Board

(i) Councillor Sandhu reported on the Watershed Board meeting would be held on January 26th, 2026.

Ohtaki Twinning

(j) Councillor Frisby reported that the hosting dates for the delegation in October, 2026 have been confirmed.

10. <u>OTHER REPORTS</u>

None.

11. <u>STAFF REPORTS</u>

No. R.0163/25
Development Permit
DP2025-08
228 Neva Road

(a) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council approve the DP2025-08 to permit the construction of a fourplex dwelling at 228 Neva Road, on the lot legally described as Lot B, Section 6, Renfrew District, Plan EPP119443 (PID: 031-893-015) subject to the following conditions:
All development shall be in accordance with:

a) Attached site plan, building elevations, prepared by McNeil Building Designs, dated July 2025, and
b) Attached landscaping plan prepared by Rogue Rose Landscapes, dated 2025-10-13 and landscape estimate in the amount of $16,513.00

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

a) Provide a landscape bond $16,513.00
b) Submit a stormwater management plan for review and approval
c) Submit a utility plan for water and sewer upgrades
d) Submit exterior lighting details for lighting that is downcast and full cut off
e) Submit a revised landscape plan that shows a garbage enclosure

CARRIED.

No. R.0164/25
Development Permit
DP2025-12
The Slopes – Phase 5

(b) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council approve the DP2025-12 to regularize a previously approved 7 lot subdivision, Phase 5 of the Slope development on the lots legally described as lots legally described as:

a) Lot A, Section 6, Renfrew District, Plan EPP103677, Except Part In Plans EPP104021, EPP109124, and epp138345 (PID: 031-159-851);
b) Lot 2, Section 6, Renfrew District, Plan EPP138345 (PID: 032-429-568);
c) Lot 3, Section 6, Renfrew District, Plan EPP138345 (PID: 032-429-576);
d) Lot 4, Section 6, Renfrew District, Plan EPP138345 (PID: 032-429-584);
e) Lot 5, Section 6, Renfrew District, Plan EPP138345 (PID: 032-429-592);
f) Lot 6, Section 6, Renfrew District, Plan EPP138345 (PID: 032-429-606); and
g) Lot 7, Section 6, Renfrew District, Plan EPP138345 (PID: 032-429-614)

subject to the following conditions:
All development shall be in accordance with:
a) Acceptance of the Conditions and Impact Assessment; and
b) attached Riparian Planting plan, dated August 17th, 2025.

Prior to any land alteration and the issuance of a building permit the provision of a landscape bond in the amount of $6,030.45 9is required.

CARRIED.

No. R.0165/25
Development Variance Permit
DVP2025-09
38 Prospect Avenue

(c) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that Council approve the DVP2025-09 to vary section 5.1.6.f.i of the Zoning Bylaw to reduce the front yard setback from 6.1 metres to 1.3 metres for an accessory building on Lot 1, District Lot 12, Cowichan Lake Land District, Plan 7213 (PID: 005-760-518); and
require the property owner to remove the storage container.

and further, that direction be given to the Planning Department to include the use of storage containers as part of a larger Zoning Bylaw review.

Councillors Frisby, Sandhu and Vomacka OPPOSED
DEFEATED.

No. R.0166/25
Development Variance Permit
DVP2025-09
38 Prospect Avenue

(c) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that that Council approve the DVP2025-09 to vary section 5.1.6.f.i of the Zoning Bylaw to reduce the front yard setback from 6.1 metres to 1.3 metres for an accessory building on Lot 1, District Lot 12, Cowichan Lake Land District, Plan 7213 (PID: 005-760-518); and
require the property owner to remove the storage container.

Mayor McGonigle and Councillors Frisby OPPOSED
DEFEATED.

No. R.0167/25
Development Variance Permit
DVP2025-09
38 Prospect Avenue

(c) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council require the property owner to remove the storage container off Lot 1, District Lot 12, Cowichan Lake Land District, Plan 7213 (PID: 005-760-518).

CARRIED.

No. R.0168/25
Development Variance Permit
DVP2025-09
38 Prospect Avenue

(c) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that staff be directed to work with the property owner of Lot 1, District Lot 12, Cowichan Lake Land District, Plan 7213 (PID: 005-760-518) to update the application for consideration.

CARRIED.

No. R.0169/25
340 Grants Lake Road

(d) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that Council accept the staff report on 340 Grants Lake Road.

CARRIED.

12. BYLAWS

No. R.0170/25
Council Remuneration, Expenses and Training and Development Bylaw No. 1126-2025

(a) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the "Town of Lake Cowichan Council Remuneration, Expenses, and Training and Development Bylaw No. 1126-2025" may be read a third time.

CARRIED.

(b) Notice to builders and developers will be issued by the Planning Department as required by the Local Government Act on the intent to consider 1st reading of the zoning amendment bylaw which is required to be provided 10 days prior to Council's consideration in the New Year.

No. R.0171/25
Fees and Charges for Services Bylaw No. 1127-2025

(c) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the "Town of Lake Cowichan Fees and Charges for Services Bylaw No. 1127-2025" may be read a first and second time.

Councillor Frisby OPPOSED
CARRIED.

13. NEW BUSINESS

No. R.0172/25
Leave of Absence

(a) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that Council approve a leave of absence for Mayor McGonigle for a period of 60 days as of December 31st, 2025.

CARRIED.

No. R.0173/25
Leave of Absence

(b) Moved: Councillor Frisby
Seconded: Councillor Vomacka
that Council approve a leave of absence for Councillor Austin from the meetings held this day.

CARRIED.

14. MAYOR'S REPORT

Mayor McGonigle wished to take the opportunity to express his gratitude to the staff and fellow Council members for their support throughout the year. He stated that it was important to celebrate the Town's accomplishments and wished everyone in Lake Cowichan and surrounding areas a joyous and festive season.

He shared that with only 10 months left in the current Council term, that the Town should not only focus on future goals, but also recognize the progress made over the past three years with the challenges of COVID, inflation, and political turmoil. In closing, he shared that being a Mayor or Councillor in a small community is demanding and that it is done with love for our community and the desire to improve it for future generations.

15. NOTICES OF MOTION

Councillor Vomacka requested that the matter of a review of the use of containers within the Town of Lake Cowichan and request for a staff report be brought forward to the next Committee of the Whole meeting.

16. QUESTION PERIOD

Steve Evans, proponent of the Development Variance application on 38 Prospect Avenue spoke to Council on the matter of his application not being approved this day.

Mr. Evans will meet with staff to his property and application further.

17. IN CAMERA

No. R.0174/25
Retire to In-Camera

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Council close the meeting to the public to deal with matters which falls under s. 90(1) (l) of the Community Charter. (6:54 pm).

CARRIED.

18. ADJOURNMENT

No. R.0175/25
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that Council arise without report and adjourn the meeting (8:21 pm).

CARRIED.

Certified correct Original Signed .

Confirmed on the 27th day of January, 2026.

Original Signed .
Mayor