



## TOWN OF LAKE COWICHAN

Minutes of the Committee of the Whole meeting  
Held and transmitted electronically via Council Chambers located at 39 South  
Shore Road, Lake Cowichan, BC  
on Tuesday, September 10<sup>th</sup>, 2024

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

STAFF: Ronnie Gill, Acting Chief Administrative Officer  
Jas Sandhu, Superintendent, Public Works, and Engineering Services  
Dalton Smith, Director of Municipal Facility Services  
Roni-Lee Roach, Executive Secretary  
James van Hemert, Contract Planner

PUBLIC: 3

1. **CALL TO ORDER**  
The Chair called the meeting to order at 5:00 pm.

No. CW.038/24  
Agenda

3. **AGENDA**  
Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that the agenda be approved with the additions of the following:  
**BUSINESS ARISING AND UNFINISHED BUSINESS**  
(a) Council Chamber Table and Furniture;

**NEW BUSINESS**

(ii) Quad Riders Association of British Columbia re: Letter of Support;  
(iii) RCMP Distracted Driving Campaign;

**NOTICE OF MOTION**

(a) Request Bylaw Officer report on various enforcement matters.

CARRIED.

4. **PUBLIC INPUT**  
None.

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, June 11<sup>th</sup>, 2024, were treated as information.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**  
**Ongoing Items Still Being Addressed:**

(a) Councillor Frisby requested an update on the status of the council meeting table.

The Acting Chief Administrative Officer reported that the new Council table is scheduled to be delivered next week, and the audio has been scheduled for the week following.

7. **DELEGATIONS AND REPRESENTATIONS**

(a) Ms. Knight was not in attendance.

(b) Mike Hallat was on hand to discuss his proposed plans for development at 63 Cowichan Lake Road. He stated that the proposed 12 retail spaces would provide economical store fronts and become a retail hub for entrepreneurs.

The Chair provided an opportunity for Committee members to ask questions of Mr. Hallat.

(a) The Committee directed that Kenzie Knight, Tourism Cowichan, be contacted to reschedule her delegation status to the Regular meeting of Council to be held on Tuesday, September 24<sup>th</sup>, 2024.

8. **CORRESPONDENCE**

(a) **Action Items**

None.

(b) **Information or Consent Items**

None.

9. **REPORTS**

(a) **Finance, Administration and Strategic Planning**

(i) The Financial Report for the period ending August 31<sup>st</sup>, 2024, was treated as information.

The proposed increases for Lakeview Park campground fees will be brought forward to Council in the Fees and Services bylaw.

(ii) The Building Inspector’s report for July 2024 was treated as information.

(iii) The Building Inspector’s report for August 2024 was treated as information.

No. CW.039/24  
Fire Department –  
Incident Report

(iv) Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$11,694.16 for July 2024.

CARRIED.

No. CW.040/24  
Fire Department –  
Incident Report

(v) Moved: Councillor Frisby  
Seconded: Councillor Vomacka  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$11,254.90 for August 2024.

CARRIED.

(vi) The Contract Planner was on hand to provide a synopsis of the analysis of rental only zoning opportunities proposed in the Zoning amendment bylaw which will be brought forward to a Public Hearing and Regular Council meeting to be held on September 24<sup>th</sup>, 2024.

He stated that this is in line with the Official Community Plan which provides policies for the Town. The initiative is driven by the Housing Accelerator Fund to incentivize additional rentals in the community.

The properties included in the rental only Zoning amendment were reviewed by the Advisory Planning Commission and their recommendations are included in the bylaw.

(vii) The Committee reviewed the Contract Planner’s report on Mural Policy.

Mayor McGonigle directed staff to collaborate with the Cowichan Lake Arts Council to identify mural and art projects in Town; and that the Advisory Planning Commission be requested to clearly define what constitutes a mural, banner, and tourist focused banner and/or signage.

No. CW.041/24  
Livestreaming of  
Meetings

Moved: Councillor Frisby  
Seconded: Mayor McGonigle  
that the Committee recommend that the Advisory Planning Commission meetings be livestreamed, subject to ensuring that livestreaming is permitted.

Councillor Austin Against  
CARRIED.

(viii) The matter of the progress of work on property at 63 Cowichan Lake Road was dealt with earlier in the meeting.

- (ix) Councillor Sandhu requested that quarterly meetings be held to address the strategic plan and focus on timelines and updates for budget consideration.

The Committee requested that the latest Strategic Plan be forwarded to all members and that the subject remain on the agenda.

**(b) Parks, Recreation and Culture**

The Chair expressed how beautiful the parks and gardens in Town looked this summer.

**(c) Public Works and Engineering Services**

- (i) The Superintendent, Public Works and Engineering Services gave an update on the sanitary sewage system upgrades, both short and long term.

Councillor Sandhu reported that the Superintendent, Public Works and Engineering Services would be making a presentation at the September 23<sup>rd</sup>, 2024, meeting of the Watershed Board.

- (ii) The Director of Finance’s report on the sani-disposal automated collection system was treated as information.

The Superintendent, Public Works and Engineering Services reported that the sani-dump would be open year-round to get a good indication of usage in the off-season.

- (iii) The Superintendent, Public Works and Engineering Services gave a brief update on the Parking Study.

- (iv) The Committee discussed the matter of non-compliance with watering restrictions and riparian area regulation infractions at the residential address of 11 South Shore Road.

Mayor McGonigle stated that a meeting with the Ministry to discuss the enforcement of Provincial legislation and regulations will be held next week during the Union of BC Municipalities conference.

- (v) Councillor Vomacka raised the need for more bicycle racks and possible locations in the municipality due to the increase of bike traffic and e-bikes requiring wider racks and charging areas. She asked if there were any available funding opportunities through Active Transportation grants.

Mayor McGonigle requested that the matter of bike racks be forwarded to the Advisory Planning Commission for recommendations.

**10. NEW BUSINESS**

No. CW.042/24  
Leave of Absence

- (i) Moved: Councillor Frisby  
Seconded: Councillor Vomacka  
that the Committee recommend that a leave of absence for Mayor McGonigle be approved for the Public Hearing and Regular meeting of Council on September 24<sup>th</sup>, 2024 and all other meetings held in October, 2024.

CARRIED.

- (ii) Mayor McGonigle spoke on the request for a letter of support from the Quad Riders Association of British Columbia to hold an Ice Cream Parade on Friday, September 20th, 2024.

Councillor Frisby declared a conflict of interest on the matter and excused himself from the meeting at 6:45 pm.

Councillor Austin also declared a conflict of interest on the matter and Councillor Sandhu assumed the Chair.

No. CW.043/24  
Letter of Support

Moved: Mayor McGonigle  
Seconded: Councillor Vomacka  
that the Committee recommend that a letter of support be sent to the Quad Riders Association of British Columbia on its Annual General meeting and Jamboree at Laketown Ranch and in particular the Ice Cream Parade on Friday, September 20<sup>th</sup>, 2024, subject to the Ministry of Transportation and Infrastructure and local RCMP approvals being received.

CARRIED.

Councillors Frisby and Austin returned to the meeting at 6:47 pm.

Councillor Austin resumed the Chair.

(iii) Mayor McGonigle requested that the information on the RCMP Distracted Driving campaign be shared on the Town’s website and social media pages.

Mayor McGonigle extended his thanks to Public Works and staff for their work during the busy season and during the long weekends.

Mayor McGonigle spoke about his upcoming absence and advised that Councillor Vomacka’s term as alternate director at the Cowichan Valley Regional District would be completed in November and that Councillor Sandhu will be appointed at that time. The matter will be brought forward to the October 22<sup>nd</sup>, 2024 Regular meeting of Council.

Mayor McGonigle reported on Aaron Stone leaving his Mayoral position at the Town of Ladysmith and his Chair position on the Cowichan Valley Regional District Board as he was moving onto other professional endeavors.

He wished to publicly thank Mr. Stone for the many years of service and wish him well.

No. CW.044/24  
Public Meeting

Moved: Councillor Sandhu  
Seconded: Councillor Frisby  
that the Committee recommend that the Public meeting to be held on Monday, October 7<sup>th</sup>, 2024 be cancelled.

CARRIED.

Mayor McGonigle stated that the Council should consider holding one Public meeting annually. Councillor Austin concurred and that May would be an ideal month.

**11. NOTICES OF MOTION**

Councillor Austin requested that the Bylaw Officer report on enforcement efforts be provided.

**12. QUESTION PERIOD**

**13. IN-CAMERA**

None.

**14. ADJOURNMENT**

No. CW.045/24  
Adjournment

Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the meeting adjourn. (7:03 pm).

CARRIED.

Certified correct \_\_\_\_\_ .

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Chair