



## 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, December 10<sup>th</sup>, 2024

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Jas Sandhu, Superintendent, Public Works and Engineering Services  
Dalton Smith, Manager, Cowichan Lake Education Centre  
Roni-Lee Roach, Executive Secretary

PUBLIC: None.

1. **CALL TO ORDER**

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

3. **AGENDA**

No. CW.062/24  
Agenda

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

CARRIED.

4. **PUBLIC INPUT**

None.

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday,  
November 12<sup>th</sup>, 2024 were treated as information.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

No. CW.063/24  
Public Notification by  
Additional Means

(i)

Moved: Mayor McGonigle  
Seconded: Councillor Sandhu  
that the Committee recommend that the Town of Lake Cowichan's  
Development Approval Procedures and Notifications Bylaw No. 993-2017 be  
amended with the addition of the following:

**5.3 Notification Process by Additional Means**

- i. When applicable particularly when amendments are initiated by owners of property, on-site signage professionally done are required and posted indicating the nature of the amendment(s) being proposed;
- ii. Public Notice posting places – the municipal hall at 39 South Shore Road which may include a digitized signage board and the main page of the Town's website;
- iii. Social media postings – public hearings are posted on Facebook at least 14 days prior to the hearing; and
- iv. Where the public have provided personal emails, notification of public hearings by email may be provided to those individuals if the amendments affect in excess of 10 parcels.

CARRIED.

7. **DELEGATIONS AND REPRESENTATIONS**

None.

8. **CORRESPONDENCE**

(a) **Action Items**

(i)

The correspondence item from the Lake Cowichan School on its request for financial assistance for the Senior Girls' Volleyball team participation in Provincials was treated as information.

- (b) **Information or Consent Items**  
None.

9. **REPORTS**

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

- (i) The Financial Report for the period ending November 30<sup>th</sup>, was treated as information with the increased revenues from the sani-dump automated system highlighted.
- (ii) The Building Inspector’s report for October, 2024 was treated as information.
- (iii) The Building Inspector’s report for November, 2024 was treated as information.
- (iv) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$15,347.63 for November, 2024.

No. CW.064/24  
Fire Department –  
Incident Report

CARRIED.

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

None.

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

- (i) The Superintendent, Public Works and Engineering Services gave a progress update on the matter of the sanitary sewer upgrades over the past few months  
Discussion on solutions and options was outlined, including design phase of the lagoon, de-sludge options and the required upgrades still to be made.

10. **NEW BUSINESS**

None.

11. **NOTICES OF MOTION**

12. **QUESTION PERIOD**

13. **ADJOURNMENT**

Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the meeting be adjourned (5:30 pm).

No. CW.065/24  
Adjournment

CARRIED.

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

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

\_\_\_\_\_  
Chair