



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, January 14th, 2025

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

STAFF: Joseph A. Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Roni-Lee Roach, Executive Secretary

PUBLIC: 1

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

No. CW.01/25
Agenda

3. **AGENDA**
Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the agenda be approved with the addition of the following:
NEW BUSINESS
(iv) Leave of Absence for Councillor Sandhu;
(v) Bylaw Officer report;

NOTICES OF MOTION

- (i) Letter to Mayor and Council re: Increase of Rents for Businesses;
- (ii) Prospect Avenue Lot re: Public Access to Cowichan River; and
- (iii) Air B&B Regulations in Lake Cowichan.

CARRIED.

4. **PUBLIC INPUT**
None.

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday,
December 10th, 2024, were treated as information.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
None.

7. **DELEGATIONS AND REPRESENTATIONS**
None.

8. **CORRESPONDENCE**

(a) **Action Items**
(i) None.

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

9. **REPORTS**

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

No. CW.02/25
Annual Water and
Sewer Parcel Tax
Increases

(i) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend the approval of an increase of the water
parcel tax by \$50 for annual tax of \$350; and
an increase of the sewer parcel tax by \$75 for an annual tax of \$325.

AGAINST Mayor McGonigle, Councillor Vomacka
CARRIED.

The Financial Report for the period ending December 31st, 2024, was treated as information with the following highlights:

- Lakeview Park Campground and Education Centre are ending the year with surpluses;
- Budget discussions with the Council will begin in February, 2025; and
- The Town will be contributing \$731,000 to the water reservoir on First Nations land and has agreed to monitor the operations and maintenance of the proposed reservoir.

- (ii) The correspondence from MNP regarding the Town of Lake Cowichan's 2024 audit service plan was treated as information.

The Director of Finance advised that the interim audit was completed this day, and the auditors will be returning in April, 2025 to complete the audit.

- (iii) The Building Inspector's report for December 2024 was treated as information.

- (iv) Councillor Sandhu shared her view that it was important for a planning session for Council and staff to be arranged to allow for some discussions and brainstorming.

Mayor McGonigle agreed and the Strategic Plan would be another avenue to review and update the priorities for the Town moving forward.

- (v) Councillor Austin requested that a letter be sent to the Honorable Ravi Kahlon, Ministry of Housing and Municipal Affairs and the Honorable Ravi Parmar, Ministry of Forests on the AB Greenwell property which is being held in abeyance. She requested that the letters include the history of the property and the Town's reasons for its acquisition which will allow for the current location of the Public Works property to be developed for affordable housing.

Staff was directed to draft letters for review by the Council at the Planning Session.

- (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 sanitary sewer upgrades that have occurred over the past few months and discussed the report he made available to Committee members on the matter.

The Chair quoted a portion of the memorandum which stated "The Town has met another consultant regarding a BNR (Biological Nutrient Removal) plant. This was a good discussion. As you can see reported in the financial report this would cost over 30,000,000.00. This would require some serious grant funding. At this point we must keep moving forward with upgrades as per Ministry requirements."

10. **NEW BUSINESS**

- (i) Mayor McGonigle reviewed Committee and Council appointments for the remainder of Council's term confirming with changes to the following:
- Committee of the Whole Vice-Chair: Mayor McGonigle;
 - Finance and Administration Chairperson: Councillor Austin;
 - Finance and Administration Vice-Chair: Councillor Sandhu;
 - Cowichan Lake Recreation Commission, Alternate: Mayor McGonigle;
 - Advisory Planning Commission ex-officio: Councillor Sandhu;
 - Our Cowichan, Representative: Mayor McGonigle;
 - Our Cowichan, Alternate Representative: Councillor Austin; and

- Bear Aware Group ex-officio: Councillor Austin.

No. CW.03/25
Advisory Planning
Commission
Appointments -
2025

Moved: Councillor Austin
Seconded: Mayor McGonigle
that the Committee recommend that appointments to the Advisory Planning Commission of the following for a two-year term beginning January 1st, 2025, be made as follows:

- Duncan Brown,
- Karmen Cozens,
- William D. Garrett, and
- Vicki Pauze

as the residential members and

- Bev Litster

as the non-residential member.

FOR – 2; AGAINST - 3
DEFEATED

No. CW.04/25
Advisory Planning
Commission
Appointments -
2025

Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the Committee recommend that appointments to the Advisory Planning Commission of the following for a two-year term beginning January 1st, 2025, be made as follows:

- Duncan Brown,
- Karmen Cozens,
- William D. Garrett, and
- Vicki Pauze

as the residential members and

- Stephanie Harper

as a non-residential member.

AGAINST Councillor Austin, Councillor Vomacka
CARRIED.

A letter of thanks will be sent to the outgoing member, Bev Litster thanking her for her invaluable contribution on the Commission, as well as letters of thanks will be sent to all applicants thanking them for their interest on assisting the Town on its future planning needs.

- (iii) The Strategic Plan 2024 for the 4th Quarter was treated as information.

The Plan was referred to the Planning Session for ongoing and further updates for the 2025 year and beyond.

No. CW.05/25
Leave of Absence

- (iv) Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that a leave of absence for Councillor Sandhu be approved for her absence from the Regular meeting of Council to be held on January 28th, 2025.

CARRIED.

- (v) The Chief Administrative Officer clarified that the Bylaw Officer’s Quarterly report ending for 2024 would be made available at the February Committee meeting.

11. NOTICES OF MOTION

- (i) The correspondence item from Gerard’s Specialty Foods Ltd. regarding protection of rental increased for commercial businesses was referred to the Regular meeting of Council on January 28th, 2025.

- (iii) The matter of Air B&B as a permitted use in Lake Cowichan is referred to the Regular Council meeting of February 25th, 2025 meeting and to the Advisory Planning Commission for its input.

12. QUESTION PERIOD

13. ADJOURNMENT

No. CW.06/25
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting be adjourned (6:06 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2025.

Chair