



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, April 8th, 2025

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

STAFF: Mark Brown, Chief Administrative Officer ^(remotely)
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Roni-Lee Roach, Executive Secretary

PUBLIC: 1

No. CW.019/25
Agenda

- 1. **CALL TO ORDER**
The Chair called the meeting to order at 5:12 pm.
- 2. **INTRODUCTION OF LATE ITEMS**
- 3. **AGENDA**
Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the agenda be approved with the addition of the following:

NEW BUSINESS
(c) Cowichan Lake District Chamber of Commerce re: Request for Road Usage Approval. CARRIED.
- 4. **PUBLIC INPUT**
None.
- 5. **MINUTES**
The minutes of the Committee of the Whole meeting held on Tuesday, March 11th, 2025, 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**
 - (i) The Financial Report for the period ending March 31st, 2025 was treated as information.

No. CW.020/25
Town Scholarship
Bursary

Moved: Councillor Austin
Seconded: Mayor McGonigle
that the Committee recommend the Town of Lake Cowichan provide an increase to the bursary amounts from one (1) \$500 bursary to two (2) \$1,000 bursaries, for a total of \$2,000.

CARRIED.



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No. CW.021/25
2025 Grant-in-Aids

Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend the approval of a grant-in-aid for 2025 to the following:

BC Conservation Foundation	\$1,000
Take a Hike Foundation	\$ 500

CARRIED.

(ii) The Building Inspector’s report for March, 2025 was treated as information.

No. CW.022/25
Fire Department –
Incident Report

(iii) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$7,868.23 for March, 2025.

CARRIED.

(iv) The Director of Finance reviewed the 2025 General Fund budget which included a 9.97% increase to cover budget increases to office expenses, grant-in-aid bursaries, one additional employee in Public Works, and a contract grant writer budget.

The Director of Finance reviewed the 2025 Sewer and Water 5-year financial plans.

Mayor McGonigle stated that in the 5-year plan, the 2025 figures would be passed with 2026 to 2029 being projections only.

(b) Parks, Recreation and Culture

(i) The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave a verbal report on the upcoming meeting with Bob Crandell, QEP to discuss the matter later this week and to look at the site being proposed for public access and viewing area on Pine and Prospect.

(c) Public Works and Engineering Services

(i) The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave a progress update on the sanitary sewer and reported that the desludging programme has been completed and putting the aerators back into place. The engineers are still working on the design and waiting for the environmental impact study which could take approximately 8 months as the Province has requested this be fast tracked.

(ii) The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave a verbal report on the parking study. The Town has summarized the study into 3 to 4 pages and forwarded it to the consultant. They are hoping to present to Mayor and Council by the end of the month and that the Town has the funding available for implementation of the recommendations.

Mayor McGonigle shared his view that it is imperative to have the consultant’s report and that the recommendations should be implemented and in place prior to the busy summer tourist season.

(iii) The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave an update on parking lot design and plans at the Municipal Hall parking lot at 39 South Shore Road. The site will have excavation started in a few weeks and the paving is scheduled for the end of May.

Mayor McGonigle requested that a digital plan be provided to members of Council for their information.



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10. NEW BUSINESS

- (i) Mayor McGonigle provided an update on the strategic plan to include community-based health clinic implementation in the West Cowichan area to accommodate health needs of the Town and the surrounding communities.

He stated that he's been working with Mark Brown, CAO and working with the Parliament Secretary of Rural Health and Carla Bortoletto, Island Health on some letters to go forward for request for community-based health clinics in the West Cowichan area and to allow this to reside in our Strategic Plan with no end date to ensure its implementation. Our health needs are underrepresented and it is time we lobby Senior's level of government to accommodate the large remote service area is imperative.

Councillor Sandhu requested clarification on whether the Electoral Areas of the Cowichan Valley Regional District have been approached on this matter.

- (ii) Council members discussed topics to be brought forward to the Public Meeting to be held on May 5th, 2025.

Councillor Austin advised that she has invited Elijah Ellison, FireSmart from the Lake Cowichan Fire Department.

Others topics suggested were as follows:

- Air B&Bs and short term rentals;
- Sunscreen;
- Sewer treatment plant information and update;
- New bear resistant cans to be provided to display; and
- Watershed Board being available to discuss the weir upgrade project.

Mark Brown, Chief Administrative Officer in consultation with Brigid Reynolds, Contract Planner and the Advisory Planning Commission will have some information to bring forward to Council at an upcoming meeting on the matter of Air B&Bs and Short Term rentals.

No. CW.023/25
Road Usage for
Parade Events in
Lake Cowichan

Moved: Mayor McGonigle

Seconded: Councillor Sandhu

that the Committee recommend that staff be directed to work with the Cowichan Lake District Chamber of Commerce on its request for approval of local roads for three (3) parade events in Lake Cowichan as outlined in their correspondence received on April 8th, 2025.

CARRIED.

Mayor McGonigle spoke on the Town's representative's recent attendance at the BC Forest Discovery Centre and the significant financial contribution of the Cowichan Lake Forest Cooperative and Qala:Yit First Nations awarded the Hospital Auxiliary Association of Cowichan Valley gift which was matched by the Jim Pattison Society. In total with matched donations, \$500,000 was donated to the Hospital Auxiliary Association.

Mark Brown, Chief Administrative Officer, spoke on the parking study and reported that implementation was also subject to third party resources and equipment, not just staffing and financial resources to implement the recommendations in 2025.

Further, Mr. Brown wished to commend staff on the parking lot plan which they took the original design and worked with staff to determine cost efficient way to resolve drainage issue as well as look at planting more conducive of environment and wildlife and the design is a "made in Lake Cowichan" solution.



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11. NOTICES OF MOTION

None.

12. QUESTION PERIOD

13. IN-CAMERA

None.

14. ADJOURNMENT

No. CW.024/25
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that meeting be adjourned (5:45 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2025.

Chair