



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, May 13th, 2025

- PRESENT:** Councillor Aaron Frisby, Chair
Mayor Tim McGonigle
Councillor Carolyne Austin
Councillor Kristine Sandhu
- REGRETS:** 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: 8

1. **CALL TO ORDER**
The Chair called the meeting to order at 5:00 pm.
2. **INTRODUCTION OF LATE ITEMS**
3. **AGENDA**
Moved: Councillor Sandhu
Seconded: Councillor Austin
that the agenda be approved with the addition of the following:

NEW BUSINESS
(b) Leave of Absence for Councillor Vomacka; and
(c) Approval of Reimbursement of CAO Accommodation Expenses. CARRIED.
4. **PUBLIC INPUT**
Don Raymond, Raymond Construction, requested clarification on the Development Variance approval process and timelines required. He further requested that the process be expediated to allow construction to resume.

No. CW.026/25
Deletion of Item

Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that the Business Arising matter on parking at Cowichan Cottages at 71 South Shore Road be deleted from the agenda. CARRIED.
5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, April 8th, 2025, were treated as information.
6. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
(a) Remediation of the nuisance property at 63 Cowichan Lake Road and the recent startup of construction on the site was brought forward.

Mark Brown, Chief Administrative Officer updated the Committee on the matter and advised that staff will report on the date of the expiration of the development permit to Council at an upcoming meeting.
7. **DELEGATIONS AND REPRESENTATIONS**
(a) Tim Shah and Matthew Lilly of WATT Consulting Group provided a Powerpoint presentation on their Uptown Area Parking Study.

The objectives of the study were as follows:
 - Determine the existing parking capacity of the Uptown area;
 - Understand whether parking demand is temporal in nature including parking occupancy over the course of a day and by season; and



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, May 13th, 2025

No. CW.027/25
Delegation
Extension of
Presentation

- Recommend a suite of parking management tools and infrastructure improvements that can address both current and future parking challenges.

Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that Council approve the extension of the delegate’s presentation time beyond the 10-minute time limit.

CARRIED.

Mr. Lilly reviewed the recommended actions with respect to parking supply and demand management, road safety and accessibility and parking capacity and enforcement. He outlined a proposed implementation plan which provides recommended direction on the phasing of the actions, high-level costs, and how the Town could monitor progress on parking management.

The report recommended several actions in the short-term, which can, once implemented, meet several of the objectives of the strategy toolkit including the following:

- maximizing the efficiencies of existing parking;
- providing a safer and more enjoyable parking experience;
- increasing overall capacity to operate parking; and
- providing more transportation choices to the residents and visitors of the Uptown area

The Chair afforded an opportunity for members of Council to ask questions of the delegates.

- (b) Don Raymond, Raymond Construction Ltd. was on hand to discuss the matter of R-3 zoning. He asked if the process of speeding up the approval on development permits be considered.

The Chair indicated that the matter will be addressed further in the meeting with some staff reports on the subject matter.

8. CORRESPONDENCE

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

- (b) **Information or Consent Items**
- (i) Moved: Mayor McGonigle

Seconded: Councillor Sandhu
that the Committee recommend that the Town of Lake Cowichan authorize the Solid Waste Management Service Agreement between the Town and the Cowichan Valley Regional District.

CARRIED.

No. CW.028/25
Solid Waste
Management
Service Agreement

9. REPORTS

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

- (i) The Financial Report for the period ending April 30th, 2025 was treated as information.

The details on the COVID Restart Grant expenditures was treated as information.

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



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, May 13th, 2025

No. CW.029/25
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 \$11,487.39 for April, 2025.
CARRIED.

- (iv) The matter of the R-3 setback subject was discussed by the Committee with the Chief Administrative Officer’s report, the Contract Planner’s report and the draft minutes of the Advisory Planning Commission meeting held on April 24th, 2025.

Mark Brown advised that the building permits applied for beyond the November, 2024 zoning changes have been noted as having an impact on the costing of the plans as well as construction costs and complications with existing subdivision building schemes being impacted.

At the Advisory Planning Commission meeting of April 24th, 2025, the Commission recommended:

1. To accept the report as information only and maintain the existing regulations in the Zoning Bylaw and accept the Advisory Planning Commission recommendation that individuals be required to make application for a Development Variance Permit for their specific circumstances; and
2. Consider amending the Zoning Bylaw to allow for the standards for single detached and duplex dwellings in the Traditional Urban R-3 zone to be similar to the regulations that existed prior to the November 24, 2024 Zoning Bylaw Amendments.

Mr. Brown advised that there were a number of Development Variance permit applications that have been received and that they will be addressed at an upcoming meeting of Council.

No. CW.030/25
Amendments to
Zoning Bylaw for
Traditional Urban
R-3 Zone

- Moved: Mayor McGonigle
Seconded: Councillor Austin
that the Committee recommend that staff be directed to provide alternative amendments to the Zoning Bylaw for consideration by Council to allow for the standards for single detached and duplex dwellings in the Traditional Urban R-3 zone to be similar to the regulations that existed prior to the November 24, 2024 Zoning Bylaw Amendments.
CARRIED.

Mayor McGonigle directed staff to report back on delegating authority to staff on development permits to be address in-house so that the applications not be required to be brought forward to Council for its consideration and approval.

Councillor Frisby requested clarification on the Advisory Planning Commission’s meeting that indicated that a motion to rescind the idea of a code of conduct for members to be implemented. Councillor Sandhu will report back on the next meeting of Council.

No. CW.031/25
Amendment to
Town Unsightly
Bylaw

- (v) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that the Town of Lake Cowichan Property Maintenance and the Prohibition of Unsightly Premises Bylaw Amendment Bylaw No. 1050-2021 to be amended with the inclusion of the Himalayan blackberry as a noxious weed, with the consideration of the amending bylaw to be brought forward for Council consideration.
CARRIED.



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, May 13th, 2025

(b) Parks, Recreation and Culture

- (i)** Councillor Austin stated that she has been bringing up the matter of public access on Pine Street since 2018 and that the area can be cleaned up for a public viewing area.

Mayor McGonigle shared that the adjacent property owners had forwarded some written concerns with the accessibility and use of the property and staff was reviewing those concerns.

The Superintendent, Public Works and Engineering Services, Jas Sandhu, has put the matter on hold with the Chief Administrative Officer until further information can be ascertained.

Councillor Sandhu requested that a staff report be provided.

(c) Public Works and Engineering Services

- (i)** The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave a progress update on the sanitary sewer upgrade.

The environmental impact study is being looked at by the engineer currently.

- (ii)** The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave a verbal report on his memorandum on the matter of the manhole at Strata VIS2901.

- (iii)** The Chief Administrative Officer, Mark Brown spoke on the matter of garbage and organic totes and the report provided by the Superintendent, Public Works and Engineering Services, Jas Sandhu.

Mr. Sandhu spoke further on the matter and provided his recommendations on the matter as the Town's bylaws will require amendments accordingly.

Councillor Sandhu requested a report be provided with a breakdown of the costs associated with the bear resistant totes and the financial implications to the Town and residents for the toter programme prior to bylaw amendments.

10. NEW BUSINESS

- (i)** The Chief Administrative Officer's notes of the public meeting held on Monday, May 5th, 2025 were treated as information.

No. CW.032/25
Leave of Absence

- (ii)** Moved: Councillor Austin
Seconded: Mayor McGonigle
that the Committee recommend that Council approve a leave of absence for Councillor Vomacka for the meeting held this day.

CARRIED.

No. CW.033/25
Reimbursement of
Accommodation
Costs

- (iii)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that Council approve the reimbursement of accommodation costs for the Interim Chief Administrative Officer.

CARRIED.

11. NOTICES OF MOTION

Councillor Sandhu requested that the Council Chamber's sound system issues be investigated.



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, May 13th, 2025

12. QUESTION PERIOD

Bill Garrett spoke on the matter of the VIS2901 manhole matter and requested a contact within staff to work together to get an engineer to assist the Strata on the matter to allow them to contact the Province for funding and assistance to address.

13. IN-CAMERA

None.

14. ADJOURNMENT

No. CW.034/25
Adjournment

Moved: Councillor Austin
Seconded: Mayor McGonigle
that the meeting be adjourned (5:42 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2025.

Chair