



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, July 8th, 2025

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

STAFF: John Thomas, Chief Administrative Officer
Jas Sandhu, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre
Brigid Reynolds, Contract Planner
Roni-Lee Roach, Executive Secretary

PUBLIC: 4

No. CW.040/25
Agenda

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: Mayor McGonigle
that the agenda be approved with the deletion of the following:

DELEGATION AND REPRESENTATIONS

(a) Elija Ellison, FireSmart, Lake Cowichan Fire Department; and

NEW BUSINESS

(c) Brigid Reynolds, Contract Planner re: CMHC HAF Grant Fund.

CARRIED.

4. PUBLIC INPUT

Bill Garrett spoke on the matter of the request from Wiser and shared his view that they were not appropriate and Town Council should not waive or use public funds for the proposed Lakewood Manor development.

5. MINUTES

The minutes of the Committee of the Whole meeting held on Tuesday, June 10th, 2025, were treated as information.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE

(a) Action Items

Councillor Austin declared a conflict of interest and left the meeting at 5:06 pm.

No. CW.041/25
Letter of Support

(i) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the Town of Lake Cowichan provide a letter of support to the Cowichan Lake Elder Care Society on its proposed new seniors' facility in Lake Cowichan to assist with their funding application to meet the needs for affordable and independent housing in the community.

CARRIED.

The Committee discussed the requests outlined in the correspondence received from Wiser.



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Staff was directed to provide a report on the development cost charge (DCC), tax exemption and off-site service requests with supporting documentation to be provided.

Councillor Austin returned to the meeting at 5:15 pm.

(b) Information or Consent Items

9. REPORTS

(a) Finance, Administration and Strategic Planning

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

The Chief Administrative Officer reviewed the report.

Mayor McGonigle requested an update on the parking and landscaping project at the municipal office. He enquired into whether the parking area currently being utilized by staff would require the road to be decommissioned and closed and possible bylaw enactment.

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

- (iii) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department's incident report in the amount of \$9,213.80 for June, 2025.

CARRIED.

(b) Parks, Recreation and Culture

- (i) Dalton Smith, Manager, Cowichan Lake Education Centre and Lakeview Park campground gave a verbal report on the current operations.

He shared that both the Education Centre and Lakeview Park have both met and exceeded expectations for the year.

Further, he reported that he was representing the Town on active transportation and a 10-year strategy report will be forwarded to Council for its information in August.

Councillor Sandhu expressed her concerns again with the audio in Chambers and requested that staff reports be provided in written format.

(c) Public Works and Engineering Services

- (i) The Superintendent, Public Works and Engineering Services, Jas Sandhu, gave a verbal report on the sanitary sewer upgrade and design work.

The Chief Administrative Officer acknowledged the work of Mr. Jas Sandhu and Mr. Dalton Smith on working with the engineer and that the need to increase capacity is now urgent.

10. NEW BUSINESS

- (a) Councillor Austin shared concerns with safety and the need for removal of trees and trails to be cleaned up to ensure compliance with FireSmart needs in the Friendship Forest area adjacent to Palsson School.

The Committee directed staff to contact School District No. 79 to mitigate and address the concerns raised on the matter.

No. CW.042/25
Fire Department –
Incident Report



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- (b) Mayor McGonigle spoke on the matter of council remuneration and the need to undertake a review prior to the 2026 elections.

No. CW.043/25
Review of Council
Remuneration

Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that the Town of Lake Cowichan proceed with an in-house review of council remuneration to be in place for the next Council coming in for November, 2026.

CARRIED.

11. NOTICES OF MOTION

None.

12. QUESTION PERIOD

None.

13. IN-CAMERA

No. CW.044/25
In-Camera

Moved: Councillor Vomacka
Seconded: Mayor McGonigle
that the Committee recommend that Council close the meeting to the public to deal with issues dealing with personal information about an identifiable individual that holds or is being considered for a position as an officer, labor relations and litigation matters which falls under s. 90(1) (a), (c), and (g) of the Community Charter. (5:47 pm).

CARRIED.

14. ADJOURNMENT

No. CW.045/25
Adjournment

Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the Council arise from In-Camera without report and adjourn. (7:13 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2025.

Chair