



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, September 9th, 2025

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

STAFF: John Thomas, Chief Administrative Officer
Ronnie Gill, Director of Finance
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: 5

No. CW.046/25
Agenda

1. **CALL TO ORDER**

The Chair called the meeting to order at 5:26 pm.

2. **INTRODUCTION OF LATE ITEMS**

3. **AGENDA**

Moved: Councillor Vomacka

Seconded: Councillor Austin

that the agenda be approved with the addition of the following:

CORRESPONDENCE

(b) Letter to Owner(s) at 53 Somenos Street re: Slope Stabilization and Erosion Protection Work.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **MINUTES**

The minutes of the Committee of the Whole meeting held on Tuesday, July 8th, 2025, were treated as information.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

7. **DELEGATIONS AND REPRESENTATIONS**

Mr. Rod Peters attended the earlier Special meeting of Council held earlier this day.

8. **CORRESPONDENCE**

(a) The correspondence item received from the UBCM Canada Community Building Fund BC regarding payment for 2025/2026 was received as information.

(b) The letter to the owner(s) at 53 Somenos Street regarding the need for slope stabilization and erosion protection work at the property legally described as Lot 1, District Lot 12, Cowichan Lake District, Plan 29908 (PID: 001-340-514) was treated as information.

(b) **Information or Consent Items**

9. **REPORTS**

(a) The Administration's Quarterly Report dated September 9th, 2025 was provided for information.

Each of the administration team members spoke on their respective departments highlighting activities undertaken to date.



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, September 9th, 2025

Dalton Smith provided an overview of the Cowichan Lake Education Centre, Lakeview Park and Information Centre activities.

Brigid Reynolds outlined the activities that were currently being undertaken in the Planning department. She further reported on the matters being addressed by the Advisory Planning Commission to address R3 zone proposed amendments, changes to the delegation of authority bylaw, interim housing and short term rentals.

Ronnie Gill provided an update on the upcoming tax sale at the end of September, notification to property owners that required applying to the Province for homeowner grants and the closure of the season for Lakeview Park and a review of rates for 2026.

Jas Sandhu provided an update on the Public Works operations, facilities, parks, roads and infrastructure with other smaller projects to be completed by year end.

The Chief Administrative provided a report on the Fire Department's activities.

Elija Ellison provided a written report on the highlights of the FireSmart Program in the community and requested that the Town explore critical infrastructure needs as well as advocate for continued funding for the programme and position.

- (b)** The update on the Strategic Plan was provided on the performance and implementation of the existing plan and to seek input on the strategic priorities for the remainder of the Council's term.

The current Plan focuses on eight (8) key service areas; finance, infrastructure, administration, community planning, parks and recreation, community safety, Cowichan Lake Education Centre (CLEC), and Lakeview Park.

No. CW.047/25
Convene Strategic
Planning Workshop

- (i)** Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that the Committee recommend that Council direct staff to schedule a Strategic Planning Workshop in October, 2025 with Council and the Senior Leadership Team for the purpose of reviewing the 2021-2026 Strategic Plan, assessing performance to date, and confirming strategic priorities for the next 16 months to guide the 2025-2026 budget deliberations.

CARRIED.

No. CW.048/25
UBCM Preparation
for Conference

- (c)** Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend that the staff report on the Union of BC Municipalities conference preparations be received and filed;

that the Committee recommend that the Town of Lake Cowichan accept the invitation to join the other member municipality meetings at the 2025 UBCM conference; and

that the Committee recommend that the Town of Lake Cowichan extends reciprocal invitations to partner municipalities who may share an interest in the Town's approved meeting topics.

CARRIED.

- (d)** The Financial Report for the period ending August 30th, 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, September 9th, 2025

Councillor Frisby requested an update on the works still outstanding at the office parking lot.

The Superintendent, Public Works and Engineering Services advised that the backup generator purchase, drainage matters and the placement of planters and parking barricades were still outstanding.

Councillor Sandhu requested that the Town look at available grants available for the purchase of the generator. The Chief Administrative Officer stated that the matter will be included in the Strategic Plan.

- (e) The Superintendent, Public Works and Engineering Services provided an update to the wastewater treatment plant upgrades and that it is in the design phase which should be completed by year-end.

Councillor Frisby commended staff on the works undertaken on this project.

The Chief Administrative Officer echoed Chair Frisby’s commendation. He stated that there were two streams on this project; emergency response that has been focused heavily this summer and the long term planning stream for permanent planning and awaiting the environmental assessment report which is critical for the engineering and planning design at the lagoon.

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

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

No. CW.049/25
Fire Department –
Incident Report

- (h) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$7,964.16 for July, 2025.

CARRIED.

No. CW.050/25
Fire Department –
Incident Report

- (i) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$14,402.21 for August, 2025.

CARRIED.

- (n) The board update on Economic Development Cowichan was received as information.

The Economic Development Cowichan will be making a presentation to Council at its September 16th, 2025 meeting.

10. NEW BUSINESS

- (a) The matter of 63 Cowichan Lake Road and concerns with safety and unsightly conditions was discussed. The development permit is still substantially being worked on, however, the building permit has lapsed.

The Committee directed staff to contact the property owner and address the concerns raised on the matter with a report back.

Councillor Vomacka requested that fencing requirements be undertaken by a bonafide contractor which staff will take into consideration.

- (b) The matter of access to Point Ideal Drive through Fern Road was discussed.

The Committee directed that the matter of access be referred to the Strategic Plan discussions.



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, September 9th, 2025

No. CW.051/25
Regional Transit
Strike

(c) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
that the Committee recommend that the Town of Lake Cowichan send a letter to the Honorable Mike Farnworth, Minister of Transportation and Transit on its concerns over the prolonged labour dispute with copies to be provide to the Ministry of Labor and the Cowichan Valley Regional District.
CARRIED.

(d) The invitation received from North Cowichan to attend the reconciliation workshop on Tuesday, September 16th, 2025 from 1:00 pm to 4:00 pm was treated as information with three (3) confirmed to attend.

(e) The event poster for Every Child Matters event to be held on September 30th, 2025 at 8570 North Shore Road by the Ts'uubaa-asatx Nation was treated as information.

The details will be posted on the Town's website.

11. NOTICES OF MOTION

Councillor Sandhu spoke on the Town Cleanup event scheduled for Sunday, September 14th, 2025 to be held at Centennial Park, Saywell Park, the Ts'uubaa-asatx Town Square, Kate's Park and the Riverside (Duck Pond) Park.

Councillor Frisby shared that the Cowichan River cleanup would also be held on this day at Central Park and that divers would be in the Cowichan River.

12. QUESTION PERIOD

None.

13. IN-CAMERA

No. CW.052/25
In-Camera

Moved: Mayor McGonigle
Seconded: Councillor Vomacka
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, personal information about an identifiable individual who is being considered or a municipal award or honour, and labor relations matters which falls under s. 90(1) (a), (b), and (c) of the Community Charter. (6:28 pm).

CARRIED.

14. ADJOURNMENT

No. CW.053/25
Adjournment

Moved: Mayor McGonigle
Seconded: Councillor Frisby
that the Council arise from In-Camera without report and adjourn. (7:26 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Chair