



TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council held and transmitted electronically via Council Chambers located at 39 South Shore Road, Lake Cowichan, BC on Tuesday, November 25th, 2025

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

STAFF: John Thomas, Chief Administrative Officer ^(remotely)
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Dalton Smith, Manager, Cowichan Lake Education Centre
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

The Mayor called the meeting to order at 5:00 pm.

2. INTRODUCTION OF LATE ITEMS

None.

3. AGENDA

No. R.0128/25
Agenda

Moved: Councillor Frisby
Seconded: Councillor Austin
that the agenda be approved as amended.

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.0129/25
Regular Council
Meeting Minutes

(a) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the minutes of the Regular meeting of Council held on October 28th, 2025, be adopted.

CARRIED.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) The Chief Administrative Officer requested that another date be determined to complete the Strategic Planning session.

No. R.0130/25
Actionable Resolutions –
November 4th, 2025

Moved: Councillor Sandhu
Seconded: Councillor Frisby
that Council adopt the actionable resolutions from the November 4th, 2025, Committee of the Whole as presented:

1—BC Council of Forest Industries Convention

that Council approve Mayor McGonigle's attendance at the BC Council of Forest Industries 2026 COFI Convention to be held in Vancouver, BC from April 8th to 10th, 2026.

2 – Appointment to Committees, Boards and Commissions

that Council approve the following appointments to Committees, Boards and Commissions as presented for the remainder of its term, with new appointments as follows:

- Vancouver Island Regional Library Representative -Councillor Vomacka;
- Vancouver Island Regional Library Alternate Representative - Councillor Austin;
- Committee of the Whole Vice-chair -Councillor Vomacka;



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- Deputy Mayor for remainder of term to 2026 -Councillor Vomacka;
- Our Cowichan Representative -Councillor Austin;
- Our Cowichan Alternate Representative -Mayor McGonigle.

3—2026 Meeting Schedule and Calendar

that Council approve the 2026 Council Regular meeting schedule as presented; and

that staff be directed to finalize the 2026 meeting calendar, as amended and addition of public meeting being held on May 4th, 2026, for distribution

4—Accessibility Committee

that Council establish a new select committee structured to fully meet the *British Columbia’s Accessible Act* requirements for a dedicated accessibility committee; and

that staff be directed to advertise for membership from residents for this Committee.

5—Community Recognition

that the staff report be received.

6—Traffic and Uptown Parking Plan

that Council defer the Traffic and Uptown Parking Plan matter;

that staff be directed to review parking capacity Town-wide to identify opportunities to increase parking availability, including potential expansion of metered parking; and

that staff report back on a proposed plan, including costs and funding options, for consideration as part of the 2026 budget process.

7—Parks and Public Spaces

that staff be directed to bring forward a staffing plan to support increased weekend operations during the summer period (June through September), including associated costs and resource requirements, for Council’s consideration during the upcoming budget process.

CARRIED.

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE

Moved: Councillor Frisby

Seconded: Councillor Sandhu

that Council consent to the receipt of the following correspondence items:

- (a) SPARC BC – November as Accessible Parking Awareness Month;
- (b) Vancouver Island Counselling – November, 2025;
- (c) Emergency Management Cowichan – Mount Underwood Wildfire; and
- (d) Bear Association – Update.

CARRIED.

10. OTHER REPORTS

- (a) Sergeant Kevin Mack, Lake Cowichan RCMP was on hand to provide the crime statistics for July to September 2025.

The Mayor provided an opportunity for members of Council to ask questions.

9. COUNCIL AND OTHER COMMITTEE REPORTS

No. R.0131/25
Correspondence Items –
Consent for Receipt



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- Committee of the Whole (a) No report for the Committee of the Whole as the recommendations were approved earlier in the meeting.
- Cowichan Lake Recreation Commission (b) Councillor Sandhu reported on the Recreation Commission meeting held on November 24th, 2025.
- Vancouver Island Regional Library (c) No report for the Vancouver Island Regional Library Board.
- Advisory Planning Commission (d) Councillor Sandhu reported on the recent Planning Commission meeting held on Thursday, October 23rd, 2025 and reviewed the minutes provided.
Section 7(b) of the minutes were discussed by members of Council on short terms rentals and awaiting for the staff report to be provided to the Town and APC for its input prior to further actions taken.
- Community Forest Co-operative (e) Mayor McGonigle gave a verbal report on the seasonal decorating undertaken by the Community Forest Co-operative and the recent financial assistance provided to local service groups and organizations.
- Cowichan Valley Regional District (f) Mayor McGonigle gave a verbal report on the Regional District's Board and Committee meetings held in the month of November.
- Community Outreach Team (g) Councillor Austin gave a verbal report on the Community Outreach Team meeting held on November 20th, 2025.
Mayor McGonigle spoke on the recent Health Summit held in Nanaimo, BC on attracting and retaining health care persons in our communities to move forward a much needed recruitment and retention of health care professionals in our area.
He also attended the public meeting held on November 19th hosted by the Cowichan Lake District Chamber of Commerce with presentation of Dave Saunders, the Saunders Family Foundation and Kathy Roberts, Community Futures on ideas and how to enhance health care as an economic driver.
He encouraged those without a family physician to call 8-1-1 and register themselves for those needing a family doctor.
- No. R.0132/25
Notice to Property Owners Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that staff be directed to send information to residents and property owners on the importance of registering with 8-1-1 for a family physician and practitioner with the upcoming utilities notice mailout.
- CARRIED.
- The Chief Administrative Officer stated that the author of the information should be undertaken by Island Health to distribute to the community and that once the Town has meeting management software onboard, the Town can be a position to have email services for those wishing to have those notification.
- Our Cowichan (h) Councillor Austin advised that Our Cowichan would be holding its next meeting in the New Year.
- Cowichan Watershed Board (i) Councillor Sandhu reported on the Watershed Board meeting held on November 24th, 2025 with discussions on the 2026-2028 Impact Plan.
- Ohtaki Twinning (j) Councillor Austin reported on the plans underway for the 2027 delegation to travel to Ohtaki and their meeting held on November 18th, 2025 in Council Chambers. The next meeting will be held on January 13th, 2026.



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10. OTHER REPORTS

The report from Sergeant Mack was provided earlier in the meeting.

11. STAFF REPORTS

No. R.0133/25
Online Tax Certificates

- (a) Moved: Councillor Frisby
Seconded: Councillor Austin
that Council approve the transition to BC Tax Certificates (BCT) and charge a \$70 fee for online tax certificates and \$95 fee for in-house tax certificates.
CARRIED.

The Fees and Services bylaw will be amended to reflect the fee changes and presented to Council for review.

No. R.0134/25
2025 Grant-in-Aid

- (b) Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Town of Lake Cowichan provide a \$400 grant-in-aid to the Lake Cowichan School (LCS) Seniors volleyball team.
Mayor McGonigle and Councillors Frisby and Sandhu OPPOSED
DEFEATED.

No. R.0135/25
2025 Grant-in-Aid

Moved: Councillor Frisby
Seconded: Councillor Sandhu
that the Town of Lake Cowichan provide a \$200 grant-in-aid to Community Services Christmas Hamper Programme and a \$200 grant-in-aid to the Lake Cowichan School (LCS) Seniors volleyball team.
CARRIED.

No. R.0136/25
2026 Grant-in-Aid -
Scholarships

- (c) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Town of Lake Cowichan provide two \$1,000 scholarships to 2026 Lake Cowichan Secondary School graduating students.
CARRIED.

No. R.0137/25
Lakeview Park
Campground and
Cowichan Lake Outdoor
Education Centre

- (d) Moved: Councillor Austin
Seconded: Councillor Vomacka
that Council approve a 9% increase in rates for Lakeview Park Campground and Cowichan Lake Outdoor Education Centre for 2026; and
that the 2026 operational budgets for Lakeview Park Campground and Cowichan Lake Outdoor Education Centre be approved as presented; and
that the 2026-2030 capital budgets for Lakeview Park Campground and Cowichan Lake Outdoor Education Centre be approved as presented.
Councillors Frisby and Sandhu OPPOSED
CARRIED.

Council took a short recess at 6:31 pm and resumed meeting at 6:34 pm.

No. R.0138/25
Fire Department –
Incident Report

- (e) Moved: Councillor Vomacka
Seconded: Councillor Frisby
that Council approve of the Lake Cowichan Fire Department's incident report in the amount of \$10,500.66 for October, 2025.
CARRIED.



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No. R.0139/25
Council
Remuneration
Review

(f) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council receive the report and direct staff to bring forward the draft Council Remuneration Bylaw, as amended on Schedule B, communication allowance of \$80, *per month*, for First and Second reading.

CARRIED.

12. BYLAWS

No. R.0140/25
Council
Remuneration,
Expenses and
Training and
Development Bylaw
No. 1126-2025

(a) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the "Town of Lake Cowichan Council Remuneration, Expenses, and Training and Development Bylaw No. 1126-2025" may be read a first and second time, as amended.

CARRIED.

13. NEW BUSINESS

(a) Council members discussed their participation in the upcoming community parade on November 30th, 2025.

14. MAYOR'S REPORT

None.

15. NOTICES OF MOTION

16. QUESTION PERIOD

17. IN CAMERA

No. R.0141/25
Retire to In-Camera

Moved: Councillor Frisby
Seconded: Councillor Austin
that the Council close the meeting to the public to deal with matters which falls under s. 90(1) (l) of the Community Charter. (6:54 pm).

CARRIED.

18. ADJOURNMENT

No. R.0142/25
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that Council arise without report and adjourn the meeting (7:24 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Mayor