



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, January 27th, 2026

PRESENT: Councillor Lorna Vomacka, Deputy Mayor
Councillor Carlyne Austin
Councillor Aaron Frisby
Councillor Kristine Sandhu

REGRETS: Tim McGonigle, Mayor (leave of absence)

STAFF: John Thomas, Chief Administrative Officer
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works and Engineering Services
Doug Knott, Fire Chief, Lake Cowichan Fire Department
Brigid Reynolds, Contract Planner
Roni-Lee Roach, Executive Secretary

PUBLIC: 7

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

None.

3. AGENDA

No. R.01/26
Agenda

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the agenda be approved as presented.

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.02/26
Regular Council
Meeting Minutes

(a) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the minutes of the Regular meeting of Council held on December 16th, 2025, be adopted.

CARRIED.

No. R.03/26
Special Meeting of
Council Minutes

(b) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the minutes of the Special meeting of Council held on December 23rd, 2025, be adopted.

CARRIED.

No. R.04/26
Committee of the
Whole Meeting
Minutes

(c) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the minutes of the Committee of the Whole meeting held on January 13th, 2026, be adopted, as amended.

CARRIED.

6. BUSINESS ARISING AND UNFINISHED BUSINESS

No. R.05/26
Actionable Resolutions –
December 9th, 2025

(a) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council adopt the actionable resolutions from the January 13th, 2026
Committee of the Whole as presented:

1—Correspondences – Received and Filed

That Council receive and file all correspondences as follows:

- (a) Osoyoos – Private Bills and Members Bill M216;
- (b) Wild Safe BC – Cowichan Valley Annual Report 2025;
- (c) Take a Hike Foundation – Letter of Thanks.



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, January 27th, 2026

2—EOC Backup Generator

That the Town of Lake Cowichan apply to the UBCM Community Emergency Preparedness Fund – EOC Equipment and Training Program for up to \$30,000 to purchase and install a backup generator for the Emergency Operations Centre; and that Council commit to supporting and managing the project if the grant is approved.

3—Vancouver Island Inter-Community Business License

That Council direct that the draft Inter-Community Business License Bylaw be placed on the agenda of the next Regular Council meeting for consideration of first, second and third readings, and to undertake all required statutory notice prior to final adoption.

4—Fire Department Incident Report

That Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$7,386.77 for December, 2025.

5—Support to Staff

That staff be directed to bring forward a zoning amendment to address the zoning that affects businesses within the C-3 Commercial Riverfront zone that affect South Shore Road; and that in the interim that staff proceed with issuing business licenses to businesses impacted by this situation.

6—Development Approval Procedures Bylaw - Draft

That the Town send the draft bylaw to local area builders and developers and the broader community to seek input and provide Council with the feedback for Development Approval Procedures Bylaw no. 1125 and arrange a workshop on the matter.

7—Storage Containers in Lake Cowichan

That staff be directed to undertake a visual inventory of all the storage containers and their locations in Lake Cowichan and research how other local municipalities address the matter of storage containers within their jurisdiction, with a report to be provided back on the matter.

CARRIED.

No. R.06/26
Amendment to
Motion R.0084/25
DP2025-06
at 62 Gordon Road

(b) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Motion R.0084/25 from the July 22nd, 2025, Regular meeting of Council be amended to read “c) Prior to issuing the development permit, the applicant shall submit the landscape bond, in the amount of \$1,455.00 to be held as security for the plantings”.

CARRIED.

(c) The Director of Finance provided Council with a revised budget meeting schedule for completing the financial plan for 2026-2030.

A one-day session with Council is proposed and staff will be arranged for a suitable date.

Presentations to Council will be provided on February 10th with available information to be forwarded prior to February 6th for review.

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE



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, January 27th, 2026

No. R.07/26
Correspondence Items –
Received and Filed

Moved: Councillor Frisby
Seconded: Councillor Austin
that Council receive and file the correspondence items as follows:
(a) Tourism Cowichan – January, 2026;
(b) Ministry of Emergency Management and Climate Readiness – Emergency Management and Climate Readiness (EMCR) Newsletter of 2026;
(c) District of Highlands – Letter of Response to Bill M216;
(d) Local Government Relations – Virtual Town Hall on Forestry Supports.
CARRIED.

9. COUNCIL AND OTHER COMMITTEE REPORTS

Committee of the Whole

(a) Refer to item 5c on the agenda.

Cowichan Lake Recreation Commission

(b) Councillor Frisby reported on the Recreation Commission meeting that was held on January 26th, 2026.

Vancouver Island Regional Library

(c) Councillor Vomacka reported that the Annual General meeting would be held on February 21st, 2026.

Advisory Planning Commission

(d) Councillor Sandhu reviewed the meeting minutes of the Commission meeting held on December 18th, 2025. She advised that the next meeting would be held on February 26th, 2026.

Community Forest Co-operative

(e) No report for the Forest Co-operative.

Cowichan Valley Regional District

(f) Councillor Sandu reported on her attendance at the recent Cowichan Valley Regional District meetings.

Community Outreach Team

(g) Councillor Austin provided a report on her attendance at the Community Outreach meeting held on January 15th, 2026.

Our Cowichan

(h) No report for Our Cowichan.

Cowichan Watershed Board

(i) Councillor Sandhu reported on the Watershed Board meeting held on January 26th, 2026.

Ohtaki Twinning

(j) Councillor Austin provided a report on the plans underway to host delegates from Ohtaki, Japan in October, 2026.

10. OTHER REPORTS

None.

11. STAFF REPORTS

No. R.08/26
Temporary Use Permit
TUP2026-01
87 South Shore Road

(a) Moved: Councillor Frisby
Seconded: Councillor Austin
that Council approve the Temporary Use Permit (TUP2026-01) for the property located at 87 South Shore Road (unit A), Lot A, DI 12, Lake Cowichan District, Plan 29793 for a three-year period to allow a retail store, subject to the following:

- (a) Waive the parking requirements for an existing commercial unit.
- (b) Refund the TUP application fee to the applicant.
- (c) Direct the Planning Department to draft a zoning amendment bylaw to amend the C-3 Lakefront and Riverfront Commercial zone district to permit retail store and restaurant uses.

CARRIED.



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, January 27th, 2026

No. R.09/26
Development Permit
DP2025-13
537 Mountain View Drive

- (b)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve DP2025-13 to permit the construction of a single-family dwelling at 537 Mountain View Drive, on the lot legally described as Lot 3, Section 6, Renfrew District, Plan EPP109124 (PID: 031-582-745) subject to the following conditions:
All development shall be in accordance with:
- a) Attached site plan;
 - b) Geotechnical Hazard Assessment, prepared by Lewkowich Engineering Associates, dated December 12, 2025;
 - c) Install two StormTech SC-740 chambers or larger with a clean out before directing stormwater into the Town's system.

Prior to any land alteration and the issuance of a building permit the following are required to be submitted or completed:

- a) Implement a sediment and erosion control measures to ensure sediment does not leave the subject property and enter into the storm system.

CARRIED.

No. R.010/26
Development Permit
DPwV2026-02
464 Winter Drive

- (c)** Moved: Councillor Austin
Seconded: Councillor Sandhu
that Council approve DPwV2026-02 to reduce the front yard setback from 7.5 m to 5.0 m [Zoning Bylaw section 5.1.6. f)i)] and to approve the development permit to allow for the construction of a single-family dwelling at 464 Winter Rd, on the lot legally described as Lot 4, Section 6, Renfrew District, Cowichan Lake District, Plan EPP138345 (PID 032-429-584) subject to the following conditions:
1. All development shall be in accordance with
 - a. Attached site plan
 - b. Riparian Areas Protection Regulation: Assessment Report, prepared by Brittany Brooks, dated October 22, 2025
 2. Prior to any land alteration and building permit issuance
 - a. Delineate the SPEA boundary with high visibility fencing.
 - b. Implement sediment and erosion control measures in consultation with the QEP consistent with the RAPR Assessment Report.
 3. Prior to occupancy permit issuance:
 - a. Install some form of permanent demarcation of the SPEA line.
 - b. Install two stormtec chambers with clean out

CARRIED.

No. R.011/26
Development Permit
DP2026-03
118 Beech Crescent

- (d)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve DP2026-03 to permit the construction of a single-family dwelling at 118 Beech Crescent, on the lot legally described as Lot 25, Section 6, Renfrew District, Cowichan Lake District, Plan VIP83739 (PID 027-217-299) subject to the following conditions:
1. All development shall be in accordance with
 - a. Attached site plan
 - b. Geotechnical Memorandum, prepared by Ryzuk Geotechnical Engineering Ltd. Dated December 30, 2025
 - c. Wildfire Hazard Assessment, prepared by Strathcona Forestry Consulting, dated January 4, 2026
 2. Prior to any land alteration and building permit issuance
 - a. Implement sediment and erosion control measures to prevent sediment from leaving the subject property.

CARRIED.



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, January 27th, 2026

No. R.012/26
Development Permit
DP2026-04
464 Mountain View Drive

- (e) Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve DP2026-04 with a phased approach to implement and permit the construction of a single-family dwelling at 464 Mountain View Rd, legally described as Lot 23, Section 6, Renfrew District, Plan VIP86003 (PID 027-742-679) subject to the following conditions:
1. Prior to issuing DP2026-04 the applicant shall provide additional requested information regarding the Wildfire Hazard Assessment report prepared by Inwood Forestry.
 2. Prior to any land alteration and building permit issuance:
 - a. Register a section 219 covenant including a save harmless clause and the Geotechnical Hazard Assessment prepared by Lewkowich Engineering, dated January 8, 2026 on the certificate of title.
 - b. Implement sediment and erosion control measures to prevent sediment from leaving the site and entering the Town's stormwater system.
 3. Following confirmation of the registration of the Section 219 covenant, the first land alteration action shall be to remove stacked retaining wall along the west property line.
 4. All development shall be in accordance with
 - a. Attached site plan
 - b. Any retaining wall over 2.0 m in height are not permitted.
 - c. All recommendations detailed in the Geotechnical Hazard Assessment, prepared by Lewkowich Geotechnical Ltd. dated January 8, 2026 and specifically any retaining wall over 1.2 m in height shall be designed by a geotechnical engineer.
 - d. All recommendations detailed in the Wildfire Hazard Assessment, prepared by Inwood Forestry Services, dated December 8, 2025.
 5. Prior to occupancy permit issuance:
 - a. Stormwater requirements require installation of two storm-tec chambers with connections to the storm IC connection. Inspection is required before storm-tec chambers are backfilled.
 - b. Submit schedule B letters of assurance from the Geotechnical Engineer for house construction and any retaining wall over 1.2 m in height.

CARRIED.

No. R.013/26
Referral – Cannabis Store
– One Plant

- (f) Moved: Councillor Austin
Seconded: Councillor Frisby
that Council inform the BC Liquor and Cannabis Regulation Branch (LCRB) that it accepts the application for a cannabis retail outlet proposed to be located at Unit 1A-88 Cowichan Lake Road, legally described as Lot A, Section 6, Renfrew District, Plan EPP113702; and

as part of the Temporary Use Permit (TUP) application, it is subject to policy 4.10 and the applicant is required to post a sign on the subject property, notice is sent to neighbours within 50 m of the subject, posted on the Town's Facebook page and Town's website, and Council holds a public hearing prior to its consideration of the TUP.

CARRIED.

No. R.014/26
Housing Needs Report
Supplementary Analysis

- (g) Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council receive the Housing Needs Report Supplementary Analysis prepared by Mount Arrowsmith Biosphere Region Research Institute, dated November 2025 for information and post the report on the website.

CARRIED.



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, January 27th, 2026

No. R.015/26
Fire Department – 2026
Budget Increase

(h) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that Council approve the increase to the Lake Cowichan Fire Department budget for 2026 by \$38,474.26; and

that the Cowichan Valley Regional District be notified of the addition to the Lake Fire Department budget for 2026.

CARRIED.

(i) The Director of Finance’s report on the Town’s current cash and reserve balance was treated as information.

No. R.016/26
Grant Application –
Waterfront Access,
Vitality and Engagement

(j) Moved: Councillor Austin
Seconded: Councillor Sandhu
that Council approve the submission of the application through WAVE for the creation of a floating pier for approximately \$530,000 with the Town of Lake Cowichan committing \$106,000 within the 2026 and 2027 budget years.

FOR - Councillor Austin
AGAINST - Councillors Frisby, Sandhu, Vomacka
FAILED.

12. BYLAWS

No. R.017/26
Fees and Charges for
Services Bylaw
No. 1127-2025

(a) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the “Town of Lake Cowichan Fees and Charges for Services Bylaw No. 1127-2025” may be adopted.

Councillor Frisby OPPOSED
CARRIED.

No. R.018/26
Zoning Amendment
Bylaw – R-3
No. 1124-2025

(b) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the “Town of Lake Cowichan Zoning Amendment Bylaw No. 1124-2025” may be read a first, second and third time.

CARRIED.

No. R.019/26
Inter-Community
Business License
Bylaw
No. 1128-2026

(c) Moved: Councillor Sandhu
Seconded: Councillor Frisby
that the “Town of Lake Cowichan Inter-Community Business License Bylaw No. 1128-2025” may be read a first, second and third time.

CARRIED.

13. NEW BUSINESS

(a) Councillor Austin provided a verbal update on the Mildred Child Annex and the placement of a plaque to commemorate Mildred Child at the Town’s parking lot area located at 49 South Shore Road.

No. R.020/26
Mildred Child Annex
– 49 South Shore
Road plaque

Moved: Councillor Austin
Seconded: Councillor Sandhu
that Council direct staff to add a plaque at the Mildred Child Annex location to the 2026 budget.

CARRIED.

No. R.021/26
Procurement Policy
– Purchasing
Authorization
Thresholds

(b) Moved: Councillor Sandhu
Seconded: Councillor Austin
that Council approve the adjustment to the purchasing authorization thresholds as outlined in this report and direct staff to bring forward a comprehensive Procurement Policy for Council’s consideration.

Councillor Frisby Opposed
CARRIED.



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, January 27th, 2026

14. MAYOR’S REPORT
None.

15. NOTICES OF MOTION
None.

16. QUESTION PERIOD
None.

No. R.022/26
Retire to In-Camera

17. IN CAMERA
Moved: Councillor Austin
Seconded: Councillor Frisby
that the Council close the meeting to the public to deal with matters which falls under s. 90(1) (c), (e) and (i) of the Community Charter. (6:29 pm).
CARRIED.

No. R.023/26
Adjournment

18. ADJOURNMENT
Moved: Councillor Frisby
Seconded: Councillor Sandhu
that Council arise without report and adjourn the meeting 8 pm.
CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2026.

Deputy Mayor

