



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, October 14th, 2025

PRESENT: Councillor Aaron Frisby, Chair
Mayor Tim McGonigle
Councillor Kristine Sandhu (remote)
Councillor Lorna Vomacka

REGRETS: Councillor Carlyne Austin

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 in person and 2 remote

- No. CW.054/25
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 Vomacka
Seconded: Mayor McGonigle
that the agenda be approved with the addition of the following:

NEW BUSINESS

(c) Leave of Absence – Councillor Austin.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **MINUTES**

None.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

7. **DELEGATIONS AND REPRESENTATIONS**

- (a) Jennifer Zadorozniak, 340 Grants Lake Road spoke on the matter of her development project at 340 Grants Lake Road. She express her deep concern and frustration regarding the Town's handling building inspection process and occupancy. She requested that the Town act in good faith and issue the immediate issuance of the occupancy permit.

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

The Chief Administrative Officer advised the Committee that two decisions had been issued by the BC Appeal Board on the building code matters; the first issued August 21st and revised on September 18th, 2025. Several meetings have been held with the property owners and their engineers to discuss the file and those parts of the construction outside the Part 9 of the BC Building Code. The Town does anticipate after seeking legal opinion that a revised letter will be issued through the office.

Ms. Zadorozniak stated that the August 21st correspondence from the BC Appeal board clarified for the record, two storey single family home classified under Part 9 residential building.

- (b) Michael, Desilets, Project Manager, WSP made a power presentation on the Town's preliminary design for the sewer lagoon project.



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Mr. Desilets provided details on the project history since 2009 to date and the works that have been undertaken in this phased project.

He further reviewed the Sewer Treatment Plant upgrade components that included:

- new headworks/screening facility;
- the completion of the lagoon cell 3 expansion and hydraulic connection;
- aeration upgrades and piping modifications;
- phosphorus removal; and
- disinfection upgrade.

No. CW.055/25
Extension of
Delegation
Presentation

Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the delegation further address the Committee for a longer period as agreed to by unanimous vote of those members present.

CARRIED.

The Sewer Treatment Plant upgrades including next steps and anticipated timelines were provided as follows:

1. Approval and Initiation of Detailed Design Oct 2025
2. Complete Environmental Impact Study (Jan 2026)
3. Mid 2026 Finalize Equipment Selection and initiate pre-purchase (Apr 2026)
4. Finalize Detailed Design (Sep 2026)
5. Submit Final MWR Registration Package** (Oct 31, 2026)
6. Submit Section 40 Approval to Start Construction** (Nov 2026)
7. Construction Tendering (Nov-Dec 2026)
8. Contract Award and Construction Start (Feb 2027)
9. Construction Completion before Mach 31, 2028 (Grant Funding Deadline)

Further, interim monitoring and compliance steps were reviewed, including meeting new permit requirements in August and September, 2025, having a contingency plan in place and completion of the data review and determine any additional measures for 2026.

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

8. CORRESPONDENCE

- (a) The correspondence item received from Fisheries and Oceans Canada regarding the Strait of Georgia Stock Assessment was received as information.
- (b) The correspondence item received Youth Parliament of British Columbia was received as information.

Staff was directed to forward the information to the Lake Cowichan School to seek any interest for the 97th Parliament to be held December 27th to 31st, 2025.

- (c) The correspondence item received from the Federation of Canadian Municipalities regarding community priorities was received as information.
- (d) The correspondence item received from the Federation of Canadian Municipalities regarding Build Canada Homes was received as information.
- (e) The correspondence item received from Vancouver Island Counselling September 2025 newsletter was treated as information.

No. CW.056/25
Veteran’s Themed
Crosswalk

(f) Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that Council approve the installation of a Veteran’s crosswalk to be installed at the Stanley Road and South Shore Road



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intersection leading the cenotaph to be completed before the 2025 November 11th ceremony; and

that the Committee recommend that the Lake Cowichan Legion Branch No. 210 be advised of the approval to their request for a Veteran’s Themed crosswalk.

CARRIED.

9. REPORTS

No. CW.057/25
Strategic Planning
Workshop – Fall
2025

(a) Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that Council direct staff to organize a Council Workshop for the purposes of discussing the Strategic Plan to be held on November 6th and November 7th, 2025, facilitated by the CAO.

CARRIED.

No. CW.058/25
Inspection of 135
North Shore Road

(b) The Building Inspector’s report for September, 2025 was treated as information.

(c) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend that the staff report be received; and

that the Committee recommend that Council pause further consideration of the Zoning Bylaw amendment until such time that deficiencies are remedied, and the property is compliant with the BC Building Code.

CARRIED.

No. CW.059/25
Pause on Future
Amending Zoning
Bylaw Applications
for Short Term
Rentals

Moved: Councillor Frisby
Seconded: Councillor Vomacka
that the Committee recommend that Council pause further consideration on short term rental application(s) until a report is brought forward no later than January, 2026.

CARRIED.

No. CW.060/25
Finance Report

(d) Moved: Councillor Sandhu
Seconded: Mayor McGonigle
that the Committee recommend that the staff report be received.

CARRIED.

The matter of unpaid 2025 business licenses was discussed which will be left with staff and bylaw enforcement to address.

The matter of the sani-dump and need for monitoring and signage to ensure a system in place for mis-use.

(e) The proposed 2026 financial plan process report was reviewed and a further updated report, based on the Strategic Plan discussions, will be provided to Council at its next Regular meeting.

No. CW.061/25
Fire Department –
Incident Report

(f) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$12,107.44 for September, 2025.

CARRIED.

10. NEW BUSINESS

No. CW.062/25

(a) Moved: Councillor Vomacka
Seconded: Councillor Sandhu



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Fire Department –
Grant Application
for Equipment and
Training

that the Committee recommend that the Town of Lake Cowichan submit an application under the UBCM Community Emergency Preparedness Program (CEPP) for equipment and training for the Lake Cowichan Volunteer Fire Department, in the amount of \$30,000.

CARRIED.

No. CW.063/25
Sidewalk Repairs

(b) Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that Council approve replacement of sidewalks using asphalt, achieving cost savings and improved asset resilience;

that the Committee recommend that Council direct staff to move forward with implementation as soon as practicable using currently budgeted funds for sidewalks; and

that the Committee recommend that Council direct staff to proceed develop a multi-year Sidewalk Renewal and Maintenance Program based on this material standard.

CARRIED.

No. CW.064/25
Leave of Absence

(c) Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend that a leave of absence be approved for Councillor Austin from meetings held this day.

CARRIED.

11. NOTICES OF MOTION

None.

12. QUESTION PERIOD

13. IN-CAMERA

No. CW.065/25
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 labour relations or other employer relations, acquisition, disposition or expropriation of land or improvements, and receipt of advise that is subject to solicitor-client privilege which falls under s. 90(1) (c), (e), and (i) of the Community Charter. (6:45 pm).

CARRIED.

14. ADJOURNMENT

No. CW.066/25
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Frisby
that the Council arise from In-Camera with a report when appropriate. (9:19 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____, 2025.

Chair