



## 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, November 4<sup>th</sup>, 2025

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

REGRETS: Councillor Aaron Frisby

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  
Roni-Lee Roach, Executive Secretary

PUBLIC: 0

1. **CALL TO ORDER**

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

2. **INTRODUCTION OF LATE ITEMS**

3. **AGENDA**

No. CW.067/25

Agenda

Moved: Councillor Vomacka

Seconded: Councillor Austin

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

**NEW BUSINESS**

(a) Community Services Notice; and

(b) November 11<sup>th</sup> ceremony for Remembrance Day.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **MINUTES**

None.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

7. **DELEGATIONS AND REPRESENTATIONS**

None.

8. **CORRESPONDENCE**

- (a) The correspondence item received from the Vancouver Island Regional Library on the matter of 2026 VIRL Board Appointments will be discussed with the Reports matter later in the meeting.
- (b) The correspondence item received from the Federation of Canadian Municipalities on the FCM Communique for October 23<sup>rd</sup>, 2025 was treated as information.
- (c) The correspondence item received from the Federation of Canadian Municipalities on the FCM Communique for October 30<sup>th</sup>, 2025 was treated as information.
- (d) The correspondence item received from the Municipal Finance Authority of BC on the matter of Spring 2026 long-term debt issue information was treated as information.
- (e) The correspondence item on the matter of the 2026 Association of Vancouver Island Coastal Communities (AVICC) AGM and convention was treated as information.



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No. CW.068/25  
BC Council of Forest  
Industries  
Convention

**(f)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the Committee recommend 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 8<sup>th</sup> to 10<sup>th</sup>, 2026.

CARRIED.

**(g)** The Association of Vancouver Island Coastal Communities (AVICC) resolution notice was treated as information.

Council noted the resolution deadline date of February 12<sup>th</sup>, 2026 and requested that the matter be referred to the Strategic Plan discussions.

**(h)** The Association of Vancouver Island Coastal Communities (AVICC) student participation program correspondence was treated as information.

**(i)** The Association of Vancouver Island Coastal Communities (AVICC) call for nominations for the AVICC executive was treated as information.

**9. REPORTS**

No. CW.069/25  
Appointment to  
Committees,  
Boards and  
Commissions

**(a)** Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend 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;
- Deputy Mayor for remainder of term to 2026 -Councillor Vomacka;
- Our Cowichan Representative -Councillor Austin;
- Our Cowichan Alternate Representative -Mayor McGonigle.

CARRIED.

Councillor Austin clarified the name of the Community Outreach Team Committee.

No. CW.070/25  
2026 Meeting  
Schedule and  
Calendar

**(b)** Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend that Council approve the 2026 Council Regular meeting schedule as presented; and

that the Committee recommend that staff be directed to finalize the 2026 meeting calendar, as amended and addition of public meeting being held on May 4<sup>th</sup>, 2026, for distribution.

CARRIED.

No. CW.071/25  
Accessibility  
Committee

**(c)** Moved: Councillor Vomacka  
Seconded: Councillor Sandhu  
that the Committee recommend 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 the Committee recommend that staff be directed to advertise for membership from residents for this Committee.

CARRIED.

No. CW.072/25

**(d)** Moved: Councillor Austin  
Seconded: Councillor Vomacka



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Community Recognition

that the Committee recommend that Council direct staff to seek out the past members of the Sports Wall of Fame subcommittee to re-establish this community recognition for consideration and nominations for the Sports Wall of Fame.

CARRIED.

Direction was given to staff to seek interest on the reestablishment of the nomination committee and an update to the current policy and procedures.

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

No. CW.073/25  
Traffic and Uptown  
Parking Plan

(f) Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the Committee recommend that Council defer the Traffic and Uptown Parking Plan matter;

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

CARRIED.

No. CW.074/25  
Parks and Public  
Spaces

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend that staff be directed to bring forward a staffing plan for 2026 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.

**10. NEW BUSINESS**

(a) Councillor Austin read out a letter from Community Services on the matter of the increase for hampers and that the organization will be accepting monetary donations. She further reported that applications for the hampers opens on November 1<sup>st</sup> and that the distribution date was Thursday, December 18<sup>th</sup>.

Councillor Sandhu asked if the Town had contributed to the hamper programme and what funds were available. The Director of Finance will provide a report back.

(b) Councillor Sandhu advised that the Remembrance Day ceremony would be held on November 11<sup>th</sup>, and encouraged people to attend and see the newly installed Veteran’s crosswalk on Stanley Road which has been well received by the public and residents.

John Thomas shared that the particular post on the sidewalk installation on social media had garnered over 40,000 views and has been well received.

**11. NOTICES OF MOTION**

None.

**12. QUESTION PERIOD**

**13. IN-CAMERA**



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None.

**14. ADJOURNMENT**

No. CW.075/25  
Adjournment

Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the meeting be adjourned. (5:57 pm).

CARRIED.

Certified correct \_\_\_\_\_ .

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Vice-Chair

DRAFT