



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, December 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
Roni-Lee Roach, Executive Secretary
Brigid Reynolds, Contract Planner

PUBLIC: 5

- 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 as presented. CARRIED.
- 4. **PUBLIC INPUT**
Tracy Mitchell, Lake Cowichan spoke on a letter that was attached to the agenda on a citizen’s concerns on the matter of the nurse practitioner medical clinic.
- 5. **MINUTES**
None.
- 6. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
(a) Moved: Mayor McGonigle
Seconded: Councillor Austin
that the Committee recommend that Council approve the 2026 meeting calendar schedule as presented. CARRIED.
- 7. **DELEGATIONS AND REPRESENTATIONS**
None.
- 8. **CORRESPONDENCE**
Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend receive and file of all correspondences as follows:
(a) Royal Canadian Legion Branch 210 – Crosswalk.
(b) Mayor Keita Horii, Date City – Delegation from Japan visiting Lake Cowichan October 11th to 15th, 2026.
(c) City of Pitt Meadows – Letter to Minister Boyle - Concerns Regarding Bill M 216 2025 Professional Reliance Act.
(d) Joint letter to Minister Health - Repurposing Cowichan District Hospital.
(e) Municipal Insurance Association of BC – Re Bill M216 – 2025 Professional Reliance Act
(f) Joy McLennan – Concerned Citizen - NP Medical Clinic. CARRIED.
- 9. **REPORTS**

No. CW.076/25
Agenda

No. CW.077/25
2026 Meeting
Schedule and
Calendar

No. CW.078/25
Correspondences –
Received and Filed



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No. CW.079/25
Building Permit
Summary Report –
November, 2025

- (a)** Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the Committee recommend acceptance of the Building Permit Summary Report for the month of November, 2025.
- CARRIED.

Brigid Reynolds advised that the permit summary will be revised to reflect the number of residential units issued and dwelling units permitted for the actual construction. She provided an example of a triplex unit; currently, one building permit is issued per building, not three (3) for the constructed unit(s).

No. CW.080/25
Fire Department
Incident Report

- (b)** Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$11,006.39 for November, 2025.
- CARRIED.

- (c)** The Fire Underwriters Survey for the Town of Lake Cowichan was treated as information.

No. CW.081/25
Zoning Amendment
– R3 Zone Setbacks

- (d)** Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that Council direct staff prepare and send out notice of 1st reading for the Zoning Amendment Bylaw No. 1124, as required by Bylaw No. 1109.
- CARRIED.

Direction was given to staff to contact local developers and the property owners affected by the proposed amendments.

No. CW.082/25
Holiday Closure

- (e)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that Council approve a holiday closure for the Town of Lake Cowichan office and operations for Wednesday, December 24th, 2025 at noon and Friday, January 2nd, 2026 for the day.
- CARRIED.

Direction was given to staff to look at a holiday closure policy for the Town’s operations to address future closures of the municipal facilities.

- (f)** The Strategic Planning session for completion was set for Friday, January 9th, 2026, in Council Chambers.

- (g)** Mayor McGonigle spoke on the letter on the Crofton mill closure and concerns regarding operations of weir in Lake Cowichan.

No. CW.083/25
Fees for Services -
Sani Disposal

- (h)** Moved: Mayor McGonigle
Seconded: Councillor Vomacka
that the Committee recommend that the fee to use the sani-disposal be increased to \$11.00 for 2026.
- Councillors Austin, Frisby and Sandhu OPPOSED
DEFEATED.

No. CW.084/25
Fees for Services -
Sani Disposal

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that the fee to use the sani-disposal be increased to \$12.00 for 2026.

Mayor McGonigle OPPOSED
CARRIED.



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No. CW.085/25
2025 Audit Service
Plan

(i) Moved: Mayor McGonigle
Seconded: Councillor Austin
that the Committee recommend that the 2025 Audit Service Plan from MNP be received and filed.

CARRIED.

10. NEW BUSINESS
None.

11. NOTICES OF MOTION
None.

12. QUESTION PERIOD

No. CW.086/25
Retire to In-Camera

13. IN-CAMERA
Moved: Councillor Vomacka
Seconded: Mayor McGonigle
that the Committee recommend to close the meeting to the public to deal with issues dealing with labour relations or other employee relations and the receipt of advice that is subject to solicitor-client privilege which falls under s. 90(1) (c) and (i) of the Community Charter. (6:06 pm).

CARRIED.

None.

No. CW.087/25
Adjournment

14. ADJOURNMENT
Moved: Councillor Austin
Seconded: Councillor Sandhu
that the meeting arise without report and be adjourned. (6:55 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2025.

Chair