



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, January 13th, 2026

PRESENT: Councillor Aaron Frisby, Chair
Councillor Carolyne Austin
Councillor Kristine Sandhu
Councillor Lorna Vomacka

ON LEAVE: Mayor Tim McGonigle

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 (remotely)

- No. CW.01/26
Agenda
1. **CALL TO ORDER**
The Chair called the meeting to order at 5:00 pm.
 2. **INTRODUCTION OF LATE ITEMS**
None.
 3. **AGENDA**
Moved: Councillor Sandhu
Seconded: Councillor Vomacka
That the agenda be approved as presented. CARRIED.
 4. **PUBLIC INPUT**
None.
 5. **MINUTES**
None.
 6. **BUSINESS ARISING AND UNFINISHED BUSINESS**
Ongoing Items Still Being Addressed:
None.
 7. **DELEGATIONS AND REPRESENTATIONS**
None.
 8. **CORRESPONDENCE**
Moved: Councillor Austin
Seconded: Councillor Sandhu
That the Committee recommend to 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.CARRIED.
 9. **REPORTS**
 - (a) The Administration’s Quarterly Report ending December 31st, 2025 was provided for information.

Each of the administration team members spoke on their respective departments highlighting activities undertaken for the last quarter of 2025.

John Thomas provided an overview of the Council-Governing Body activities which included all the Council, Committee and workshops and seminars that Mayor and Council attended from September to December, 2026.



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Further, he provided an overview of the administrative and legislative activities which include bylaws, addressing and closing 10 regulatory files, preparation for elections in 2026 and special projects such as staff training.

Dalton Smith provided an overview of the Cowichan Lake Education Centre, Lakeview Park and Information Centre activities.

John Thomas outlined the activities that were currently being undertaken in the Planning department; Building Department, Bylaw Department, dealing with planning matters and regional matters.

Ronnie Gill provided an update on financial matters and advised that the 2025 year-end process has started with the interim audit completed by MNP and that work on the 2026 budget was progressing.

John Thomas outlined the activities of the Lake Cowichan Fire Department responses to a wide range of emergency and public services to ensure effective emergency response and community safety.

Jas Sandhu provided an update on the Public Works operations, facilities, parks, roads and infrastructure with a funding request being tendered on design work for a new water main line from the reservoir to South Shore Road which should be undertaken in 2026.

In closing, John Thomas reviewed the emerging issues of note which included the following:

- OCP review, including but not limited to climate adaptation and meeting Bell 44 requirements;
- Density bonus and rental only zoning review with preparation of request for proposal for project;
- short term rentals, and
- Procurement policy.

No. CW.03/26
EOC Backup
Generator

- (b)** Moved: Councillor Vomacka
Seconded: Councillor Austin
That the Committee recommend authorizing staff to 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 the Committee recommend that Council commit to supporting and managing the project if the grant is approved.

CARRIED.

No. CW.04/26
Vancouver Island
Inter-Community
Business License

- (c)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
That the Committee recommend that staff be directed to place the draft Inter-Community Business License Bylaw 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.

CARRIED.

- (d)** The Building Permit Summary for December 2025 was treated as information.

No. CW.05/26
Fire Department
Incident Report

- (e)** Moved: Councillor Austin
Seconded: Councillor Sandhu
That the Committee recommend approval of the Lake Cowichan Fire Department's incident report in the amount of \$7,386.77 for December 2025.

CARRIED.



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- (f) The December 2025 Finance Report was treated as information.

Ronnie Gill reviewed the revenues and expenses in detail and provided additional information on building and other permits, interest on investments, and small community grant which was part of the unconditional transfers. She also provided some additional detail on the Cowichan Lake Education Centre and Lakeview Park.

- (g) The budget timeline update will be provided at the next Regular meeting of Council.

- (h) The notice of the Temporary Use Permit for 87A South Shore Road was treated as information.

John Thomas requested clarification to express to staff, the community and businesses at large that this is an administrative error and that the Town was working on resolving the issue.

No. CW.06/26
Support to Staff

Moved: Councillor Sandhu
Seconded: Councillor Austin
That the Committee recommend staff be directed to be resolved 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 the Committee recommend that in the interim that staff proceed with issuing business licenses to businesses impacted by this situation.

CARRIED.

No. CW.07/26
Development
Approval
Procedures Bylaw -
Draft

- (i) Moved: Councillor Frisby
Seconded: Councillor Sandhu
That the Committee recommend 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.

CARRIED.

The Chief Administrative Officer advised that the bylaw will be brought forward to the February Committee of the Whole meeting to allow members of Council time to review the proposed bylaw and ask questions of staff prior to the meeting.

No. CW.08/26
Storage Containers
in Lake Cowichan

- (j) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
That the Committee recommend 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.

10. **NEW BUSINESS**
None.

11. **NOTICES OF MOTION**
None.

12. **QUESTION PERIOD**

13. **IN-CAMERA**
Moved: Councillor Austin

No. CW.09/26



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Retire to In-Camera

Seconded: Councillor Vomacka

That the Committee recommend closing 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), (e) and (i) of the Community Charter. (6:04 pm).

CARRIED.

None.

14.

ADJOURNMENT

No. CW.010/26
Adjournment

Moved: Councillor Vomacka

Seconded: Councillor Austin

That the meeting arise without report and be adjourned. (7:01 pm).

CARRIED.

Certified correct _____.

Confirmed on the _____ day of _____, 2026.

Chair

DRAFT