



STAFF REPORT

TO: COMMITTEE OF THE WHOLE
FROM: JOHN THOMAS, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: APPOINTMENT TO COMMITTEES, BOARDS, AND COMMISSION
MEETING DATE: TUESDAY NOVEMBER 4TH, 2025

PURPOSE

The purpose of this report is to bring to Committee of the Whole’s attention that the term of appointments for committees, boards, and commissions for Council is due for consideration.

BACKGROUND

On an annual basis, Council typically confirms the roster of appointments of members of Council to represent the Town on various internal and external committees, boards, and commissions. In accordance with Council’s resolutions adopted in 2024, the terms of the current appointments are set to expire November 1, 2025.

During the Regular Council Meeting held on Tuesday October 28, 2025, Council adopted the following timely resolution “THAT all current Council appointments to committees, boards, and external bodies remain in effect until amended or rescinded by Council.”

The table below provides current listing of appointments.

Organization	Appointment Type	Primary Representative	Alternate Representative
Committee of the Whole	Committee – Internal	Cllr Frisby	Mayor McGonigle
Finance and Administration	Committee – Internal	Cllr Austin	Cllr Sandhu
Deputy Mayor	Council	Cllr Frisby	
Cowichan Valley Regional District	Board – External	Mayor McGonigle	Cllr Sandhu

Vancouver Island Regional Library	Board – External	Cllr Vomacka	Cllr Austin
Cowichan Lake Recreation Commission	Commission – External	Cllr Sandhu	Cllr Frisby
Advisory Planning Commission	Commission – Internal	Cllr Sandhu	Mayor McGonigle
Cowichan Lake Community Forest Co-Operative	Board – External	Mayor McGonigle	Cllr Vomacka
Our Cowichan	Board – External	Mayor McGonigle	Cllr Austin
Cowichan Watershed Board	Board – External	Cllr Sandhu	
Poverty Reduction – Community Outreach Team Committee	Committee – External	Cllr Austin	Cllr Vomacka
Bear Aware Group	Group – External	Cllr Austin	

The following table may be used to confirm new appointments should Council desire.

Organization	Appointment Type	Primary Representative	Alternate Representative
Committee of the Whole	Committee – Internal		
Finance and Administration	Committee – Internal		
Deputy Mayor	Council		
Cowichan Valley Regional District	Board – External		
Vancouver Island Regional Library	Board – External		
Cowichan Lake Recreation Commission	Commission – External		
Advisory Planning Commission	Commission – Internal		
Cowichan Lake Community Forest Co-Operative	Board – External		
Our Cowichan	Board – External		
Cowichan Watershed Board	Board – External		
Poverty Reduction – Community Outreach Team Committee	Committee – External		
Bear Aware Group	Group – External		

Options for Council Consideration

1. Maintain Current Appointments

- Council may choose to maintain current appointments for the remainder of the term.

2. Make New Appointments

- Council may choose to issue new appointments for all or some of the boards, committees, and commissions and for any duration it desires.

IMPLICATIONS

a. Financial:

N/A

b. Policy/Legislation:

Council appointments to committees, boards, and commissions are governed by the Community Charter and relevant Town bylaws, terms of reference, and partner agency requirements. Confirmation of appointments ensures continued compliance with legislative obligations and maintains the Town's voting rights and representation in regional governance matters.

c. Strategic Priority:

Effective Council participation in internal and external committees supports the advancement of Council's strategic priorities, particularly in the areas of collaborative governance, community engagement, sustainable community development, and regional cooperation.

d. Sustainability:

Representation on committees with mandates in infrastructure, economic development, environmental stewardship, and community well-being contributes positively to long-term social, economic, cultural, and environmental sustainability outcomes for the Town.

e. Communication:

Updated membership lists will be shared with the corresponding entities, posted on the Town's website, and the public as appropriate to ensure clarity and transparency regarding roles and responsibilities.

f. Staffing Implication:

There are no additional staffing requirements resulting from these appointments. Administrative support will continue to be provided within existing staff capacity for scheduling, agenda preparation, reporting, and liaison functions.

Recommendation

No recommendation – this is a discretionary decision of Council.

Sincerely,

John Thomas

Chief Administrative Officer