



TOWN OF LAKE COWICHAN
ADMINISTRATION'S QUARTERLY REPORT TO COUNCIL


To: Mayor and Council
From: John Thomas, Chief Administrative Officer
Subject: Administration's Quarterly Report
Date: September 9, 2025

In addition to the normal day-to-day operations, the following highlights activities undertaken by Council and Staff at the Town of Lake Cowichan during the quarter. This report is jointly authored by department heads and persons reporting to the CAO.

Department	Activities/Comments
Council – Governing Body <i>(Council, Council Committees, Workshops, Seminars).</i>	<ul style="list-style-type: none">• Met with Ts'uubaa-asatx First Nations leadership and operational teams.• Attended Primary Care in Lake Cowichan meeting.• Regular Council Meeting Council – June 24, 2025• Regular Council Meeting – July 22, 2025• Special Council Meeting – August 19, 2025• Special Council Meeting – September 9, 2025• Committee of the Whole Meeting – September 9, 2025
Corporate Services <i>(Administration, Legislative Services, Climate Action, Economic Development, Human Resources, Elections, Special Projects)</i>	<ul style="list-style-type: none">• New CAO joined the Team• Several internal and external introductory meetings.• Several stakeholder meetings with agencies within the community.• Several project management meetings.• Strengthened cyber security infrastructure of the Town.• Nickelback Concert Debrief.• Completion of LGCAP Annual Survey for the Province.• Launched MS Teams project/task tracker for all departments. Working on refining integration organizationally. ** the not started status may not be accurate as we work to input information into the new system.• Public Notice Webpage under development – soon released publicly.



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	<p style="text-align: center;">Status</p> <div style="text-align: center;">  <p style="font-size: 24px; margin: 0;">109</p> <p style="margin: 0;">Tasks left</p> </div> <table style="margin-left: auto; margin-right: 0;"> <tr> <td>Not started</td> <td style="text-align: right;">56</td> </tr> <tr> <td>In progress</td> <td style="text-align: right;">32</td> </tr> <tr> <td>Late</td> <td style="text-align: right;">21</td> </tr> <tr> <td>Completed</td> <td style="text-align: right;">53</td> </tr> </table>	Not started	56	In progress	32	Late	21	Completed	53
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<p>Cowichan Lake Education Centre & Tourism Centre</p> <p>(CLEC Operations, Tourism Centre Operations)</p>	<ul style="list-style-type: none"> • Met with Ts'uubaa-asatx First Nations for strategy development. • VISITOR CENTRE 2025 report was prepared by the visitor centre co-ordinator, Evan Croteau and was submitted for review to the Council for the sept 9th council meeting. • The Lake View Park Campground continues to draw visitors from Vancouver Island /the mainland/ different parts of Canada/ and international camper as well. • A summer of 2025 report for the campground was prepared for the Sept 9th council meeting. 								
<p>Planning and Development</p> <p>(Bylaw, Building Inspections, Development and Building Permits, Planning Services)</p>	<ul style="list-style-type: none"> • Several planning and development meetings with developers within the community. • July 2025 Building Permits Issued - 4 • 2024 Total Outstanding Permits – 108 • 2025 Total Outstanding Permits – 16 • 2024 Completed Permits – 2 • 2025 Completed Permits – 1 • Occupancy Permit Pending – 2 								



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<p>Financial Services</p> <p><i>(Accounting, Finance Management, Payables, Receivables).</i></p>	<ul style="list-style-type: none"> • Property tax accounts with outstanding balance. • Tax Sale scheduled for September 29, 2025. • Internal review of property taxes outstanding shows many homeowners have missed claiming homeowner grants.
<p>Protective Services</p> <p><i>(Fire and Rescue Services, Fire Smart)</i></p>	<ul style="list-style-type: none"> • Encouraged Forest companies to FireSmart around community when harvesting. • Regional Emergency Operations Centre (REOC) – Underwood Wildfire • Refer to summary of calls for additional information.
<p>Public Works</p> <p><i>(Operations, Facilities, Parks, Roads, Infrastructure Management, Water/Sewer)</i></p>	<ul style="list-style-type: none"> • Public works new office building, design and tender completed. Working on the building permit. • Bell Tower School painting has been mostly completed, some deck repairs and window cover work to be done in the future. • Paving program, we paved Park Road, Savoy Road and a part of McDonald Road. • Town office parking built, and paved drainage work to be completed. • Flagpole bases installed the poles to be installed as parts arrive. • Upgrades to Pine Street lift station in progress. • Raw water pump station, rebuilding water pumps in progress. • Joint venture with Ts'uubaa-asatx on the new water reservoir in progress. • Wastewater lagoons have been challenging for several months as reported a few months ago due to the critical condition of the Cowichan River the ministry made an amendment to our permit in June. With a lot of hard work by staff, management, and our consultants we have achieved the almost impossible requirements that were placed on the Town. • Parks crew as usual have been working hard to keep our Town looking beautiful. Great job! • Water main upgrades done on a section of MacDonald Road.



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	<ul style="list-style-type: none">• Water main design completed for Maple Ave.• The Town purchased two trucks this year, a Fully Electric Ford Lighting pick up and a 550 ford multi use truck.• Several other small project in progress.
Emerging Issues of Note <i>(Items which may become a priority within 1-3 months)</i>	<ul style="list-style-type: none">• UBCM Conference – Victoria September 2025• Emergency Management Cowichan Meeting with partner municipalities.• Formation of a Governance Committee – terms of reference.• Formation of Accessibility Committee/Commission - terms of reference plus advertising.• Fire Department budget for submission to CVRD.• Begin to prepare for the 2026 municipal elections – Bylaw(s);• Develop a rolling legislative agenda for Council - Bylaw / Policy review for updates- Various Departments including but not limited to: Building, Burning, Council Procedures, Delegation of Authority, Fire Protection and Emergency Services, Elections, Parks, Parking, Ticketing, Traffic and Zoning.• Need for Board of Variance Committee members; currently 2 – advertising.• Look at inclusion of the Information Centre within the Strategic Plan.• Council Strategic Plan Workshop and priority setting for 2026.• Finalize budget development process for 2026.

Respectfully Submitted,
John Thomas, MBA
Chief Administrative Officer

Co-authors of this report (alphabetical):

- Alex Guterson, Bylaw Enforcement Officer & Building Inspector
- Brigid Reynolds, Planner
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