



## TOWN OF LAKE COWICHAN

Minutes of a Regular meeting of Council  
Held and transmitted electronically via Council Chambers located at 39 South  
Shore Road, Lake Cowichan, BC  
on Tuesday, February 27<sup>th</sup>, 2024

PRESENT: Councillor Kristine Sandhu, Deputy Mayor  
Councillor Carlyne Austin  
Councillor Aaron Frisby  
Councillor Lorna Vomacka

REGRETS: Mayor Tim McGonigle

STAFF: Joseph A. Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. **CALL TO ORDER**

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

3. **AGENDA**

Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the agenda be approved with the additions of the following under:

**CORRESPONDENCE – INFORMATION OR CONSENT ITEMS**

(iii) Previous Contractor for the Town re: Parking Matters;

**NEW BUSINESS**

(d) Leave of Absence for Mayor McGonigle;  
(e) Councillor Frisby's Attendance at a BC Conservation Workshop.

CARRIED.

4. **PUBLIC INPUT**

None.

5. **ADOPTION OF MINUTES**

(a) Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the minutes of the Regular meeting of Council held January 23<sup>rd</sup>, 2024,  
be adopted.

CARRIED.

6. **BUSINESS ARISING AND UNFINISHED BUSINESS**

None.

7. **DELEGATIONS AND REPRESENTATIONS**

(a) None.

8. **CORRESPONDENCE**

(a) **Action Items:**

Councillor Sandhu recused herself from the Chair, as the next item she has a  
personal relationship with the property owner of 3 South Shore Road, at  
5:02 pm.

Councillor Austin took the Chair.

No. R.0011/24  
Agenda

No. R.0012/24  
Regular Council  
Minutes

The additional correspondence item from the property owner of 3 South Shore Road had been distributed prior to the meeting.

The matter of permitted use and regulations related to riparian are to be clarified.

Council directed staff to address the matter and report back on the action(s) taken.

Councillor Sandhu returned to the meeting at 5:09 pm and resumed the Chair.

**(b) Information or Consent Items**

The following correspondences were received and treated as information:

- Brittany re: Riparian Area Regulation Infractions at 3 South Shore Road and Neighbouring Properties.
- Caroline re: Concerns Regarding Recreational Vehicles and Squatters at 3 South Shore Road.

**(iii)** Councillor Austin spoke on the correspondence item received from a former contractor of the Town and pointed out that the maximum amount of time for public input is 15 minutes and each speaker is limited to 3 minutes and read out the requirements on the matter of “Point of Order”.

In closing, Councillor Austin stated that members of Council are given a lot of information when elected and they cannot recall it all.

**7. REPORTS**

**(a) Council and other Committee Reports**

No. R.0013/24  
Committee of  
the Whole

**(i)** Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the minutes of the Committee of the Whole meeting held on February 13<sup>th</sup>, 2024 be approved with the following:

**1— Fire Department – Incident Report**

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$9,355.76 for December, 2023;

**2— Fire Department – Incident Report**

that Council approve the Lake Cowichan Fire Department’s incident report in the amount of \$9,700.81 for January, 2024;

**3— CLEC Business Plan**

that the Education Centre business plan, circulated prior to the meeting, be brought back to the next Committee meeting;

**4— Parking Study and Long Term Parking Plan for Lake Cowichan**

that Council endorse a parking study and long term parking plan for Lake Cowichan in the 2024 budget.

CARRIED.

Cowichan Lake  
Recreation Commission

**(ii)** Councillor Frisby reported that the next Recreation Commission meeting would be held on March 25<sup>th</sup>, 2024.

Vancouver Island  
Regional Library

**(iii)** Councillor Austin reported that the annual general meeting of the Library Board was held in Nanaimo on February 10<sup>th</sup>, 2024 and that the next meeting will be held on June 8<sup>th</sup>, 2024.

Advisory Planning Commission (iv) Councillor Austin reported that the Advisory Planning Commission would be meeting on Thursday, February 29<sup>th</sup>, 2024 and would be reviewing the Cowichan Workforce Housing Strategy and the Housing Accelerator Fund.

Community Forest Co-operative (v) No report.

Cowichan Valley Regional District (b) **Other Reports**  
(i) No report.

Community Outreach Team (ii) Councillor Austin advised that she attended the meeting held on February 15<sup>th</sup>, 2024.

Our Cowichan (iii) Councillor Sandhu reported that Our Cowichan would be meeting on April 11<sup>th</sup>, 2024.

Cowichan Watershed Board (iv) Councillor Sandhu reported that the Cowichan Watershed Board met on February 26<sup>th</sup>, 2024 and she read out a portion of the Press Release related to the \$14 Million dollar funding received from the Province of BC for the weir replacement project.

No. R.0014/24  
Fish Kill Community Response Planning  
Moved: Councillor Austin  
Seconded: Councillor Frisby  
that Council approve the attendance of Councillor Sandhu at the Fish Kill Community Response Planning event to be held on March 12<sup>th</sup>, 2024 in Duncan, BC.

CARRIED.

(c) **Staff Reports**

No. R.0015/24  
Development Permit DP2024-01  
163 Neva Road  
Lot 18, Section 6, Plan VIP8069  
(i) Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that Council approve the Issuance of a Development Permit under the provisions of the Natural Hazard Lands Development Permit Area (DPA2) for the subdivision development on 163 Neva Road – legally described as Lot 18, Section 6, Renfrew Land District in Cowichan Lake District, Plan VIP8069 (PID: 005-641-896), with the following conditions:  
1. Development must comply with all Town Bylaws, specifically including, but not limited to:  
(a) Zoning Bylaw  
(b) Subdivision, Works, & Services Bylaw  
2. A Land Title Act Section 219 Wildfire Hazard Covenant shall be placed upon the land to address the specific recommendations of the Wildfire Hazard Assessment, particularly with respect to Fire Smart Zones and construction materials.  
3. Approval of this Development Permit does not constitute approval of a Building Permit and required sign permits.

CARRIED.

No. R.0016/24  
Temporary Use Permit TUP2024-01  
170 Cowichan Lake Road  
Lot 1, Plan EPP60520  
Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that Council approve the renewal of the Temporary Use Permit for Lot 1, Section 6, Section 6, Renfrew District, Plan EPP60520 (170 Cowichan Lake Road) to operate a Non-Medical Cannabis Retail Store for an additional three-year period, starting from December 15<sup>th</sup>, 2023, be issued to Jerry's Cannabis Company, subject to the following conditions:  
• Meet all liquor and cannabis control standards as established under the *Cannabis Control and Licensing Act*; and  
• Meet all standards imposed by council bylaws, regulations, and policies.

CARRIED.

**8. BYLAWS**

No. R.0017/24  
Council Procedure  
Amendment Bylaw  
No. 1098-2024

- (a) Moved: Councillor Austin  
Seconded: Councillor Frisby  
that the “Town of Lake Cowichan Council Procedure Amendment Bylaw No. 1098-2024” be reconsidered and adopted.

CARRIED.

No. R.0018/24  
Zoning Amendment  
Bylaw  
No. 1099-2024

- (a) Moved: Councillor Frisby  
Seconded: Councillor Vomacka  
that the “Town of Lake Cowichan Zoning Amendment Bylaw No. 1099-2024” be read a first and second time.

CARRIED.

**9. NEW BUSINESS**

- (a) The Public Meeting and Open House announcement for March 4<sup>th</sup>, 2024 was treated as information.

Councillor Austin shared that she would be meeting with the local bear smart group members and requested that staff ensure that WildSafe BC representatives would be attending the upcoming public meeting.

- (b) The matter of Council’s remuneration payment schedule was discussed. It was determined that the most workable solution would be to pay Council remuneration on a once monthly basis.

The Chief Administrative Officer reported that the change will require an amendment to the current Council Remuneration Bylaw.

No. R.0019/24  
Emergency Management  
Cowichan – Regional  
Grants

- (c) Moved: Councillor Austin  
Seconded: Councillor Frisby  
that Council resolve for the Cowichan Valley Regional District to apply for, receive, and manage the Union of BC Municipalities Community Emergency Preparedness Fund Emergency Operations Centre 2024 grant funding up to \$150,000 on behalf of the Town of Lake Cowichan.

CARRIED.

No. R.0020/24  
Leave of Absence

- (d) Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that Council approve a leave of absence for Mayor McGonigle from the meeting held this day.

CARRIED.

- (e) Councillor Frisby reported on his attendance at a recent BC Conservation workshop on the topic of the use of toxic suntan lotions. He requested that the Town of Lake Cowichan lead the way and make a public statement on the Town’s efforts to eliminate the retail sale of sunscreens that are not environmentally friendly to the Cowichan Lake and Cowichan River.

The matter was referred to the March, 2024 Committee of the Whole meeting with Councillor Frisby to forward the reports and information that would seek to have local buy-in and voluntary compliance by the Town’s local retail stores.

**10. MAYOR’S REPORT**

None.

**11. NOTICES OF MOTION**

**12. QUESTION PERIOD**

Any questions can be called into the Town 250.749.3239.

13. **IN CAMERA**

None.

14. **ADJOURNMENT**

No. R.0021/24  
Adjournment

Moved: Councillor Vomacka  
Seconded: Councillor Frisby  
that the meeting be adjourned (5:46 pm).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Deputy Mayor