



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, May 26th, 2026

PRESENT: Tim McGonigle, Mayor
Councillor Carolyne Austin
Councillor Aaron Frisby
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
Brigid Reynolds, Contract Planner
Roni-Lee Roach, Executive Secretary
Doug Knott, Fire Chief, Lake Cowichan Fire Department

PUBLIC: 9

1. CALL TO ORDER

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

2. INTRODUCTION OF LATE ITEMS

- Leave of Absence – Councillor Vomacka;
- Vandalism;
- Additional item under In-Camera s. 90 (1)(c) labour relations.

3. AGENDA

No. R.077/26
Agenda

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
That the agenda be approved as amended.

CARRIED.

4. PUBLIC INPUT

None.

5. ADOPTION OF MINUTES

No. R.078/26
Regular Council Meeting
Minutes

- (a)** Moved: Councillor Frisby
Seconded: Councillor Austin
That the minutes of the Regular meeting of Council held on April 28th, 2026, be adopted.

CARRIED.

No. R.079/26
Advisory Planning
Commission Meeting
Minutes

- (b)** Moved: Councillor Sandhu
Seconded: Councillor Vomacka
That the minutes of the Advisory Planning Commission meeting held on April 23rd, 2026, be treated as information.

CARRIED.

No. R.080/26
Committee of the
Whole Meeting Minutes

- (c)** Moved: Councillor Frisby
Seconded: Councillor Austin
That the minutes of the Committee of the Whole meeting held on May 12th, 2026, be adopted.

CARRIED.

No. R.081/26
Special Meeting of
Council Meeting
Minutes

- (d)** Moved: Councillor Sandhu
Seconded: Councillor Frisby
That the minutes of the Special meeting of Council held on May 12th, 2026, be adopted.

CARRIED.



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No. R.082/26
Actionable Resolutions –
May 12th, 2026

6. BUSINESS ARISING AND UNFINISHED BUSINESS

(a)

Moved: Councillor Frisby

Seconded: Councillor Sandhu

That Council adopt the actionable resolutions from the May 12th, 2026, Committee of the Whole as presented:

1—Building Permit Summary

That Council accept the Building Permit Summary Report for the month of April 2026.

2— Finance Report

That Council the Finance report ending April 30th, 2026, be received as presented.

3— Appointment of Election Officer and Deputy Election Officer

That staff be directed to seek a candidate to serve as the Chief Election Officer for the 2026 General Local Election;

That Council appoint John Thomas, Chief Administrative Officer, as the Chief Election Officer for the 2026 General Local Election unless or until another candidate is engaged and appointed accordingly; and

That Council appoint Roni-Lee Roach, Executive Secretary, as the Deputy Chief Election Officer for the 2026 General Local Election.

4—Election and Assent Voting Bylaw

That the Town of Lake Cowichan Election and Assent Voting Bylaw No. 1133-2026 be forwarded to Council to give 1st, 2nd and 3rd readings to the proposed bylaw.

5—Food Trucks and Mobile Vending

That the existing Street Vending Regulations Policy and the drafted Food Truck Operations Policy be referred to the Advisory Planning Commission for its input on May 21st, 2026; and

That the matter then be forwarded to Council for its consideration.

6—Storage Containers

That staff investigate a policy, fee system, and timeline, for temporary use of storage units for those moving from or to Lake Cowichan, and for renovations purposes to remove the possibility of bylaw complaints regarding their use; and

That the Zoning bylaw be amended, as required.

CARRIED.

7. DELEGATIONS AND REPRESENTATIONS

None.

8. CORRESPONDENCE

(a)

Moved: Councillor Sandhu

Seconded: Councillor Vomacka

That Council approve the request by the Lake Cowichan Kinsmen for the use of a portion of Saywell Park for the operation of a beer garden on Saturday June 13th, 2026, from 12 noon to 6:00 pm subject to the conditions as follows:

- Fencing of the area to be utilized for the beer garden;
- Adequate security for the beer garden is provided;
- The requirement for a Serving it Right certificate(s);
- Obtaining the required special occasion license;
- Notification of the local RCMP of the event; and

No. R.083/26
Beer Garden Approval –
Kinsmen Club



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- proof of liability coverage with the Town named as an additional insured in the amount of \$2 million for each occurrence.

CARRIED.

No. R.084/26
Letter of Support

- (e) Moved: Councillor Sandhu
Seconded: Councillor Frisby
That Council send a letter of support to Minister Kalon in support of the Island Coastal Economic Trust (ICET) 41 recommendations to the Province of British Columbia to modernize the Trust's legislation, including key amendments required to support co-governance with First Nations which identifies strategic investment as a fundamental starting point.

CARRIED.

Correspondence Items –
Received and Filed

The Mayor reviewed the correspondence items as follows:
(b) request for proclamation of National Dental Care Day;
(c) District of Saanich – LGCAP funding continuation;
(d) 2026 Canada Volunteer Awards – call for nominations;
(f) District of Central Saanich – request for funding to support municipalities that achieve mandated housing targets.

Committee of the
Whole

- 9. COUNCIL AND OTHER COMMITTEE REPORTS**
(a) The Committee of the Whole meeting held on May 12th, 2026 was discussed earlier in the meeting.

Cowichan Lake
Recreation Commission

- (b) Councillor Sandu reported that the next meeting would be held on June 1st, 2026.

Vancouver Island
Regional Library

- (c) Councillor Vomacka reported on the Vancouver Island Regional Library Board and advised that the next meeting would be held on May 30th, 2026.

Advisory Planning
Commission

- (d) Councillor Sandhu reported on the Advisory Planning Commission meeting held on May 21st, 2026 where the policy on food trucks, flood plain provisions and storage containers was discussed with recommendations forthcoming from the Commission later in the meeting.

The next meeting of the Commission is scheduled for June 25th, 2026, at 3:00 pm.

Community Forest Co-
operative

- (e) None.

Cowichan Valley
Regional District

- (f) Mayor McGonigle reported on the Cowichan Valley Regional District meeting held on May 13th, 2026 and the upcoming meeting scheduled for Wednesday, May 27th, 2026.

Community Outreach
Team

- (g) Councillor Austin provided her report on her attendance at the recent Community Outreach meeting which she forwarded to members of Council.

Our Cowichan

- (h) Councillor Austin reported on the last meeting's presentation by Our Cowichan on the Health Network findings.

Cowichan Watershed
Board

- (i) Councillor Sandhu reported on her attendance at the Watershed Board meeting held on May 25th, 2026.

Ohtaki Twinning

- (j) Councillor Frisby reported on the plans underway for the delegates visiting Lake Cowichan in October, 2026.

Councillor Austin shared the fundraising efforts currently underway by the 2027 delegates planning to travel to Ohtaki Japan.



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10. OTHER REPORTS

- (a) Council discussed concerns with recent occurrences of vandalism in and around the community and the need to close public washrooms; Saywell Park and the Duck Pond.

The Superintendent spoke on the recent escalation of vandalism and in particular some recent fires that have been set in bathrooms. He also spoke on some graffiti that is occurring and some mischief with youth climbing the Greendale trestle which is dangerous and unsafe.

Councillor Sandhu suggested that the School District Chair be notified and that the local high school host an assembly with the RCMP to educate the youth in the community on the recent vandalism and activities around the community. Council agreed and requested staff be directed to arrange.

11. STAFF REPORTS

No. R.085/26
Development Permit
DP2026-06
90 South Shore Road

- (a) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
That Council approve DP2026-06 for the property located at 90 South Shore Road, legally described as Lots 1 and 2, Block 6, District Lot 12, Cowichan Lake District, Plan 1231 (PID:007-655-886 and 007-655-894) for a black chain link fence as shown on the attached site plan and photos.

CARRIED.

No. R.086/26
Consideration of Bylaws
for Final Reading and
Adoption

- (b) Moved: Councillor Sandhu
Seconded: Councillor Frisby
That Council grant final reading to the Development Approval Procedures Bylaw No. 1125, Public Notice Bylaw No. 1129 and Fees and Charges for Services Amendment Bylaw No. 1130.

CARRIED.

No. R.087/26
Policy
Food Truck Operations

- (c) Moved: Councillor Frisby
Seconded: Councillor Austin
That Council approve the Food Truck Operations Policy, as amended with the required permit fees set at \$750 and inclusion of Sections M, N, and O "while operating".

Mayor McGonigle and Councillor Frisby in Favour
Councillors Austin, Sandhu, Vomacka Opposed

DEFEATED.

No. R.088/26
Policy 2026-01-02
Food Truck Operations

Moved: Councillor Sandhu
Seconded: Councillor Austin
That Council approves the Food Truck Operations Policy, as presented, with the required permit fees set at \$750 and the removal of Sections M, N, and O as recommended by the Advisory Planning Commission.

Mayor McGonigle and Councillor Frisby Opposed
CARRIED.

No. R.089/26
Storage Containers

- (d) Moved: Mayor McGonigle
Seconded: Councillor Sandhu
That Council put the matter of storage containers on hold until after the 2026 Municipal Civic Elections.

Councillor Sandhu Opposed
CARRIED.

The inventory of storage containers around the community will be undertaken during the summer months with additional staffing.

No. R.090/26

- (e) Moved: Councillor Frisby
Seconded: Councillor Austin



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Firefighters Association
Liquor License

That Council give approval to the Lake Cowichan Fire Fighters Association for its application to the Liquor Control Regulation Branch (LCRB) and accept the referral from the LCRB to allow the public consultation process to be undertaken.

CARRIED.

No. R.091/26
Agreement
Inter-Community
Business License

(f) Moved: Councillor Frisby
Seconded: Councillor Austin
That Council authorize the Mayor and Chief Administrative Officer to execute the Inter-Community Business License Agreement with partner communities on Vancouver Island; and

That the Town of Lake Cowichan Inter-Community Business License Bylaw be considered later in the meeting for adoption.

CARRIED.

No. R.092/26
Policy 2026-01-01
Municipal Elections
Privacy

(g) Moved: Councillor Frisby
Seconded: Councillor Austin
That Council approve the Municipal Elections Privacy Policy No. 2026-01-01, as presented.

CARRIED.

No. R.093/26
Cowichan Local Authority
Emergency Management
Agreement

(h) Moved: Councillor Frisby
Seconded: Councillor Austin
That approval be given that the Town of Lake Cowichan be a signatory on the Cowichan Local Authority Emergency Management Agreement.

CARRIED.

(i) Council addressed and approved the Kinsmen Beer Garden request earlier in the meeting.

No. R.094/26
Emergency Management
Cowichan Grant Funding

(j) Moved: Councillor Frisby
Seconded: Councillor Austin
That Council supports the Cowichan Valley Regional District to apply for, receive, and manage the UBCM Community Emergency Preparedness Fund Emergency Operations Centre 2026 grant funding up to \$150,000 on behalf of the Town of Lake Cowichan.

CARRIED.

Council took a short break at 6:26 pm and returned at 6:32 pm.

12. BYLAWS

No. R.095/26
Development
Application
Procedures
No. 1125-2026

(a) Moved: Councillor Sandhu
Seconded: Councillor Frisby
That the "Town of Lake Cowichan Development Application Procedures Bylaw No. 1125-2026" be adopted.

CARRIED.

No. R.096/26
Public Notice
No. 1129-2026

(b) Moved: Councillor Austin
Seconded: Councillor Frisby
That the "Town of Lake Cowichan Public Notice Bylaw No. 1129-2026" be adopted.

CARRIED.

No. R.097/26
Fees and Charges for
Services Amendment
No. 1130-2026

(c) Moved: Councillor Sandhu
Seconded: Councillor Frisby
That the "Town of Lake Cowichan Fees and Charges for Services Amendment Bylaw No. 1130-2026" be adopted.

CARRIED.



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No. R.098/26
Inter-Community
Business License
No. 1128-2026

- (d) Moved: Councillor Austin
Seconded: Councillor Vomacka
That the "Town of Lake Cowichan Inter-Community Business License Bylaw No. 1128-2026" be adopted.

CARRIED.

No. R.099/26
Election and Assent
Voting
No. 1133-2026

- (e) Moved: Councillor Frisby
Seconded: Councillor Austin
That the "Town of Lake Cowichan Election and Assent Voting Bylaw No. 1133-2026" be given first, second and third readings.

CARRIED.

13. NEW BUSINESS

- (a) The matter of the UBCM conference and request for Ministerial meetings was discussed.

Council members will forward requests to staff on meeting requests which included, but not limited to the following:

- Ministry of Education re: replacement of Palsson Elementary School and the need for Grades 1 through to 7 to be educated separately from Grades 8 through 12 in the local high school; and
- Ministers that the Town met with during the 2025 conference, regarding the acquisition of AB Greenwell school site and secondary access to the development off Hammond onto Prospect Avenue.

No. R.0100/26
Leave of Absence

- (b) Moved: Councillor Sandhu
Seconded: Councillor Austin
That a leave of absence for Councillor Vomacka from the June 23rd, 2026 meeting of Council be approved.

CARRIED.

14. MAYOR'S REPORT

Mayor McGonigle announced that he would be seeking re-election for Mayor at the upcoming Municipal election in October, 2026.

15. NOTICES OF MOTION

16. QUESTION PERIOD

Mr. Robertson sought clarification on the matter of signage size and the designation of South Shore Road for no parking fronting his property. He was directed to reach out to staff on the matters of signage and access and egress of property.

17. IN CAMERA

No. R.0101/26
Retire to In-Camera

Moved: Councillor Frisby
Seconded: Councillor Sandhu
That the Council close the meeting to the public to deal with matters which falls under s. 90(1) (c) and (d) of the Community Charter. (6:38 pm).

CARRIED.

18. ADJOURNMENT

No. R.0102/26
Adjournment

Moved: Councillor Frisby
Seconded: Councillor Austin
That Council arise without report and adjourn the meeting (7:44pm).

CARRIED.



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Certified correct Original Signed.

Confirmed on the 23rd day of June, 2026

Original Signed.

Mayor