



TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Tuesday, March 10th, 2020

PRESENT: Mayor Rod Peters, Acting Chair
Councillor Carolyne Austin
Councillor Kristine Sandhu
Councillor Lorna Vomacka

REGRETS: Councillor Tim McGonigle
(with prior notice)

STAFF: Joseph Fernandez, Chief Administrative Officer
Kam So, Superintendent, Public Works and Engineering Services
Roni-Lee Roach, Executive Secretary

PUBLIC: 2

1. CALL TO ORDER

The Chair called the meeting to order at 6:02 p.m.

2. AGENDA

No. FA.0010/20
Agenda

Moved: Councillor Vomacka

Seconded: Councillor Austin

that the agenda be approved with the following additions under:

Reports

(e) Doug Knott, Fire Chief, Lake Cowichan Volunteer Fire Department re: funding request.

New Business

(d) Councillor McGonigle re: Leave of Absence.

In-Camera

Personnel matter(s) under Section 90(1)(c) of the *Community Charter*.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) The Committee reviewed the Chief Administrative Officer's report on the municipal hall upgrades and his recommendation to make an application for funding for the purchase and installation of a backup generator for an alternate and central Emergency Operations Centre.

The Chief Administrative Officer further that the siren will be relocated on Thursday, March 12th, 2020 and that the roofers were further delayed.

Committee members expressed their displeasure with the roofing delays and requested staff to discuss the matter with G&G Roofing as this project is delaying the other required renovation projects for the municipal hall.

No. FA.0011/20
Grant Funding –
2020 Emergency
Preparedness Fund

Moved: Councillor Vomacka

Seconded: Councillor Sandhu

that the Committee recommend support for a grant application under the 2020 Emergency preparedness Fund through UBCM for \$25,000 for the purchase and installation of a back-up generator for an alternate and central Emergency Operations Centre;

and that it further provide assurance that it would support all of the proposed activities under the plan and ensure the proper overall management of the grant.

CARRIED.

- (b) The Committee reviewed the Superintendent's report on the water treatment plant status report.

The Superintendent reported that the check valves have been installed with the deficiencies being addressed on Monday, March 16th, 2020 and that a third-party qualified operator was being sought to oversee the water treatment plant operations on as needed basis.

Mayor Peters requested clarification of the North Shore Road capping. The Superintendent advised that two pumper trucks would be utilized to remove the excess water due to saturated springs in the area and stated that ideal solution is for the placement of 1.6 metres of gravel which is cost prohibitive, however, at this time, best to repair and deal with in 10 years when issue arises again.

Councillor Sandhu requested clarification on the requirement for a level 4 water treatment operator. The Chief Administrative Officer advised that staff was working with Environmental Operators Certification Program and that Island Health was satisfied with an on-call operator for a two-year period while the current operators were being upgraded

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

No. FA.0012/20
Receive and File

- (a) Moved: Councillor Vomacka
Seconded: Councillor Austin
that the correspondence item received from the Union of BC Municipalities regarding its resolutions process be received as information.

CARRIED.

6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA

7. REPORTS

- (a) The Financial Report for the period ending February 29th, 2020 was treated as information.

Councillor Vomacka noted that the report on the homeowner grants clearly showed more seniors in the community over the past few years.

- (b) The Building Inspector’s report for February 2020 was treated as information.
- (c) The Bylaw Officer’s report for January 2020 was treated as information.

No. FA.0013/20
Incident Report

- (d) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report for January 2020 in the total amount of \$10,728.56.

CARRIED.

- (e) Doug Knott, Fire Chief, Lake Cowichan Volunteer Fire Department spoke to the Committee on a request for funding to refurbish and house the 1951 fire truck that was the first fire protection vehicle bought by the Town upon its incorporation. Chief Knott advised that the construction costs to house the equipment was estimated at \$49,750 and stated that a funding application would be submitted with the Firemen’s contribution of \$12,500 with required matching funds from the Town to be reflected in the application. The submission deadline for the application is March 30th, 2020.

The matter was referred to staff for a report back to the Regular meeting of Council on March 24th, 2020.

8. NEW BUSINESS

- (a) The Committee reviewed the Chief Administrative Officer’s report on the strategic planning for the Town of Lake Cowichan and the strategic planning questionnaire as presented.

No. FA.0014/20
Strategic Planning
Questionnaire

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee recommend that the Strategic Planning Questionnaire
be posted through social media with copies to be available at the municipal
office front counter.

CARRIED.

No. FA.0015/20
Sewer Plant Slope
Stability Stabilization
Project

(b) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that the contract for the stabilization of
the south wall of sewage treatment plant be awarded to Global Pro
Systems for the tender price of \$40,967.75, plus applicable taxes.

CARRIED.

(c) The Chief Administrative Officer’s report on the Coronavirus (CoViD-19)
was treated as information.

Councillor Vomacka requested that the report be put to the Town’s website
and social media.

No. FA.0016/20
Leave of Absence

Moved: Councillor Austin
Seconded: Councillor Sandhu
that a leave of absence be approved for Councillor McGonigle for his
absence from this meeting

CARRIED.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

Councillor Austin spoke on the special ceremony that took place on
Saturday, March 7th, 2020 where the female politicians in the Cowichan
Valley were recognized during the International Women’s Day celebrations
held in Duncan, BC.

11. MEDIA/PUBLIC QUESTION PERIOD

12. IN-CAMERA

No. FA.0017/20
Retire to
In-Camera

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend that the meeting be closed to the public to
deal with issues relating to labour relations or other employee relations
which falls under Section 90(1)(c) of the *Community Charter* (6:56 pm).

CARRIED.

13. ADJOURNMENT

No. FA.0018/20
Arise/Report from
In-Camera

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the Committee arise with no report and adjourn (7.25 pm)

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2020.

Acting Chair