



TOWN OF LAKE COWICHAN
Minutes of Finance & Administration Committee
Tuesday, September 8th, 2020

PRESENT: Acting Mayor Tim McGonigle, Chair
Councillor Kristine Sandhu
Councillor Carolyne Austin
Councillor Lorna Vomacka

STAFF: Joseph Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Dalton Smith, CLEC Manager
Jas Sandhu, Superintendent of Public Works and Engineering
Amanda Bhopal, Recording Secretary

PUBLIC: 4

1. CALL TO ORDER

The Acting Mayor called the meeting to order at 6:00 p.m.

Prior to the start of the meeting Acting Mayor McGonigle took the opportunity to thank Dalton Smith for filling in as the Acting Superintendent of Public Works, and Engineering Services. The Acting Mayor then welcomed Jas Sandhu as the new Superintendent of Public Works, and Engineering Services.

2. AGENDA

No. FA.0026/20
Agenda

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the agenda be approved with the following addition:

REPORTS

(a) Development Permit Application for 63 Cowichan Lake Road.
CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS
Ongoing Items Still Being Addressed:

No. FA.0027/20
Municipal Hall
Geotech

(a) Moved: Councillor Vomacka
Seconded: Councillor Austin
that Council approve the expense of \$25,920 plus applicable tax to be paid to WSP for an updated Geotech report for the Municipal Hall.
CARRIED.

4. DELEGATIONS AND REPRESENTATIONS

Wayne Stinchcombe and Graham Burns, Project Coordinator, Makola, provided an update on the senior's housing complex to be called Lake Wood Manor. The location will be on the Town provided property on Renfrew Road, behind the library. Surveyors have been hired and a rezoning application is to be submitted. Grant funding in the amount of \$25,000 has been received. An application for charity status has also been made. The delegation departed at 6:17 pm.

5. CORRESPONDENCE

None

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

7. REPORTS

(a) The Financial Report for the period ending August 31st, 2020 was presented as information.

No. FA.0028/20
STP conversation to
liquid chlorine

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the committee recommend the conversion from chlorine gas to liquid chlorine at the sewer treatment plant be accomplished at an estimated cost of \$27,000, payable to Island Instrumentation Services Ltd. plus an additional \$10,000 for a backup generator.

CARRIED.

(b) The Building Inspector’s report for August 2020 was treated as information.

No. FA.0029/20
July Fire Department
Incident Report

(c) Moved by Councillor Sandhu
Seconded by Councillor Austin.
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report for July 2020 in the total amount of \$9,495.88.

CARRIED.

No. FA.0030/20
August Fire
Department Incident
Report

(d) Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report for August 2020 in the total amount of \$7,126.02.

CARRIED.

No. FA.0031/20
Notice of
Nominations for
Mayor

(e) Moved: Councillor Austin
Seconded: Councillor Vomacka
That the method of notice for the nomination for Mayor in the upcoming by-election is by the additional posting on the website on August 27, 2020 and the local newspaper is deemed as reasonably equivalent to that which would be provided by the newspaper publications alone.

CARRIED.

No. FA.0032/20
Mail in Voting

(f) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the addition of a provision to permit voting by mail of all eligible electors and to allow for elector registration to be done in conjunction with this voting for the by-election that is slated for October 2020 and as per the Ministerial Order No. M330 be recommended for approval.

CARRIED.

No. FA.0033/20
DPA 63 Cowichan
Lake Road

8. NEW BUSINESS
Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Development Permit Application for 63 Cowichan Lake Road be tabled to the next regular meeting of Council.

CARRIED.

9. STAFF REPORT
None

10. NOTICES OF MOTION
None

11. PUBLIC RELATIONS ITEMS

- Acting Mayor McGonigle stated how proud he was of the new Hospice Site in Duncan, as he had the opportunity to tour the new site this week.
- Councillor Austin noted the International Literacy Day was held at the Public Library.
- Councillor Vomacka was thankful that the crosswalks have been painted and the new signs installed at Kate’s and

Kasapi Parks.

12. MEDIA/PUBLIC QUESTION PERIOD

13. IN-CAMERA

No. FA.0034/20
In-Camera

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee close the meeting to the public to deal with issues relating to la matter under another enactment that falls under falls under Section 90(1) (m) of the *Community Charter* (6:48 pm)

CARRIED.

No. FA.0035/20
Arise/Report

Moved: Councillor Austin
Seconded: Councillor Sandhu
that the committee arise and report on the recommendation that the Acting Mayor’s remuneration be effective from July 8th, 2020.

CARRIED.

13. ADJOURNMENT

No. FA.0036/20
Adjournment

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee be adjourned (7:10 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2020.

Acting Chair