



TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Held electronically at Lake Cowichan, BC as per Ministerial Order M-192
on Tuesday, December 8th, 2020

PRESENT: Councillor Tim McGonigle, Chair
Mayor Bob K. Day
Councillor Kristine Sandhu
Councillor Carolyne Austin
Councillor Lorna Vomacka

STAFF: Joseph Fernandez, Chief Administrative Officer
Ronnie Gill, Director of Finance
Jas Sandhu, Superintendent, Public Works, and Engineering Services
Dalton Smith, Manager of Cowichan Lake Education Centre

No. FA.0052/20
Agenda

1. CALL TO ORDER

The Chair called the meeting to order at 6:20 p.m.

2. AGENDA

Moved: Councillor Vomacka

Seconded: Councillor Austin

that the agenda be approved with the following additions:

NEW BUSINESS

(f) Formation of Strategic Planning Committee;

NOTICE OF MOTION

(a) Homelessness and Funding Opportunities.

CARRIED.

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

- (a) The Chief Administrative Officer's memorandum on the matter of the Municipal hall renovations was treated as information with the work to be started February 2021. In the meantime, the Ministry of Municipal Affairs was being contacted for possible funding opportunity.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

- (a) The correspondence item from Date City regarding the delegation visit from Ohtaki, Japan in 2021 with proposed dates for visit to Lake Cowichan was treated as information.

Mayor Day spoke on a past delegate that would be interested in arranging a virtual visit, Evan Croteau.

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

7. REPORTS

- (a) The Financial Report for the period ending November 30th, 2020 was treated as information.

The Director of Finance reported that dog tags for 2021 were now for sale at the Town office, that business license reminder letters would be set out this or next week and shared information on the number of niches that were sold and were available at the columbarium site.

Councillor Sandhu asked for clarification of the Public Works expense for sidewalks of \$20,000 and the Capital budget for same of \$100,000.

Councillor Vomacka asked where the snow removal reserve was reflected in the financial reports and she asked about the safety training budget under Public Works.

- No. FA.0053/20
Fire Department
Incident Report

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

(c) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$8,970.62 for October 2020 be approved.

CARRIED.
- No. FA.0054/20
Fire Department
Incident Report

(d) Moved: Councillor Sandhu
Seconded: Mayor Day
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$13,666.31 for November 2020 be approved.

CARRIED.
- No. FA.0055/20
Relocation of
Buildings and
Structures

(e) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend that the Town of Lake Cowichan does not permit pre-1990 buildings and structures to be relocated or moved into Lake Cowichan.

CARRIED.

8. NEW BUSINESS

- No. FA.0056/20
Meeting Schedule
for 2021

(a) Moved: Mayor Day
Seconded: Councillor Vomacka
that the Committee recommend that the Council and Committee meeting schedule for 2021 as presented be approved.

CARRIED.
- (b) The Committee members discussed bi-annual meetings with area directors of “F” and “I”.

Mayor Day asked for consideration of adding to the meeting schedule matters which engage our neighboring areas to discuss future sharing of services and common interest. Councillor McGonigle agreed that bi-annual meetings would be a good idea. Councillor Austin suggested re-initiate with the LIFT that would include all the Town, area directors and First Nation.

Direction to staff to arrange for two meetings with electoral area directors in 2021 to be placed on the calendar which could be done through the zoom platform. Councillor McGonigle suggested April or May on the Finance and Administration Committee meeting and will broach those dates at the upcoming Regional District.
- (c) Councillor McGonigle reported that staff was working on preliminary budget discussions and it is important for that process to run its course. Council can arrange meetings for budget discussion once this process is completed

The CAO advised that once the Capital budget is done, the operational estimates will be undertaken with completion by the end of December. Council could then meet in early January 2021.

Mayor Day suggested the 1st Tuesdays of each month be utilized for the budget discussion process.
- (d) City of Surrey regulations and the City of Duncan bylaws were attached for information.

Councillor Austin read out a statement she had prepared on the matter of backyard chickens.

Each members of the Committee shared their views on the matter.

Mayor Day asked for clarification on whether the Advisory Planning Commission had reviewed the topic of backyard chickens and if a recommendation had been received on the matter.

No. FA.0057/20
Backyard Chickens

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
that the Committee recommend that staff be directed to formulate a new animal husbandry bylaw and to amend the zoning bylaw to allow for backyard chickens.

CARRIED.

The Chief Administrative Officer will provide a synopsis to Council for review prior to the amendment of the proposed bylaws.

No. FA.0058/20
Letter of Support –
Community to
Community Forum

(e) Moved: Mayor Day
Seconded: Councillor Austin
that the Committee recommend that a letter of support be provided to the Lake Cowichan First Nation on its Regional Community to Community Forum Program 2020/2021 Application.

CARRIED.

No. FA.0059/20
Formation of
Committee

(f) Moved: Mayor Day
Seconded: Councillor Vomacka
that the Committee recommend that the Town of Lake Cowichan establish a Strategic Planning Committee of the Whole to be held the second Tuesdays of each month.

CARRIED.

9. STAFF REPORT
None

10. NOTICES OF MOTION
Mayor Day spoke on the matter of Homelessness and funding options and Poverty reduction strategies that could tackle homelessness as there are 6 individuals identified as vulnerable and homeless in Lake Cowichan.

Councillor McGonigle suggested bringing forward costing and further information on mobile structures to the next meeting as he is working with Sergeant Watson on similar concerns within the community. The matter will be addressed at the next Finance and Administration Committee meeting.

11. PUBLIC RELATIONS ITEMS
Mayor Day reported that the Food Bank was the recipient of 6000 pounds of food and thanked the Tube Shack for provided the truck to transport the donations.

Councillor Austin advised that the female politicians challenged their male counterparts to raise funds for the 'Stuff the Truck' event where they raised \$3,000.

Councillor McGonigle gave a shout out to the Lake Cowichan Fire Department on its annual toy drive which resulted in a huge amount of cash and toys raised for the community.

Councillor McGonigle spoke on the implementation of public input and question period during the virtual meetings. If anyone has any questions or comments, to please submit to general@lakecowichan.ca and the Chair will respond to the questions.

13. ADJOURNMENT

No. FA.0060/20
Adjournment

Moved: Councillor Vomacka
Seconded: Councillor Sandhu
that the meeting be adjourned (7:14 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2020.

Chair