



## TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Held electronically at Lake Cowichan, BC as per Ministerial Order M-192  
on Tuesday, January 12<sup>th</sup>, 2021

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

STAFF: Joseph Fernandez, Chief Administrative Officer  
Ronnie Gill, Director of Finance  
Jas Sandhu, Superintendent, Public Works, and Engineering Services

**1. CALL TO ORDER**

The Chair called the meeting to order at 6:03 pm.

**2. AGENDA**

No. FA.001/21  
Agenda

Moved: Councillor Vomacka  
Seconded: Councillor Austin  
that the agenda be approved as presented.

CARRIED.

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

**(a)** There was no report on the municipal hall upgrades.

Mayor Day asked if proposed works were as scheduled and the Chief Administrative Officer advised that the architects would be providing new drawings and was assuming the project schedule is unchanged.

**(b)** The Chief Administrative Officer reported that the Nuisance Bylaw was being worked on.

Councillor McGonigle reminded the members that the bylaw was revised so that costs on problematic properties attended by bylaw, fire, or building inspection could be recouped. No recouping of policing costs could be made as the Town does not contribute to this function.

Mayor Day asked if there was any feedback from other municipalities on the effectiveness of such a bylaw. The Chief Administrative Officer said that he would have to research this.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

No. FA.002/21  
Letter of Support

**(a)** Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the Committee recommend that a letter of support be sent to the Lake Cowichan Kinsmen on its efforts to obtain funding through Co-op Community Spaces so that the upgrade and installation of playground equipment at the Duck Pond could be made.

CARRIED.

Councillor Vomacka asked for clarification on the proposal and if equipment for seniors was included in the proposed plans.

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

None.

**7. REPORTS**

- (a)** The Financial Report for the period ending December 31<sup>st</sup>, 2020 was treated as information.

The Director of Finance reported that reservations for Lakeview park for the 2021 have been delayed tentatively to March 1<sup>st</sup> and that the Education Centre operations would incur a loss as it was severely being impacted by the COVID-19 pandemic.

Various questions were directed to the Director of Finance.

- (b)** The report on the Administration Capital Budget for 2021 was treated as information.

Councillor McGonigle advised that the development cost charges review was delayed from last year due to the pandemic.

Councillor McGonigle asked if the \$60,000 for the Mildred Child demolition included costs for hazmat assessment for the town hall. The Chief Administrative Officer advised that additional costs for hazmat remediation would be required.

The Chief Administrative Officer reported that any works within the municipal hall upgrades would require specialized remediation for each component; windows, removal and/or replacement of walls.

- (c)** The Building Inspector’s report for December 2020 was treated as information.

No. FA.003/21  
Appointments –  
Advisory Planning  
Commission

- (d)** Moved: Mayor Day  
Seconded: Councillor Vomacka  
that the Committee recommend that the appointments to the Advisory Planning Commission of the following for a two-year term beginning January 1<sup>st</sup>, 2021 be made:

- Darlene Ector;
- Lynn Klein;
- Pat Lamont;
- Janice New; and
- Robert Patterson.

CARRIED.

- (e)** The Contract Planner did a comparison of backyard hens regulations of that of the City of Surrey and the City of Duncan and provided recommendations with which the Chief Administrative Officer concurs.

Councillor Vomacka asked for consideration for ‘written’ permission of the registered owner of the property be required where tenants are involved.

Mayor Day asked about the City of Surrey’s requirement of coops not being located near a watercourse and that the Town should consider inserting the same requirement.

Councillor McGonigle asked for clarification on the minimum lot size in the proposal and the permitted use within strata lots.

- (f)** The freedom of information request report was treated as information.

Mayor Day spoke on the frequency of these requests may be construed as a nuisance issue.

Councillor McGonigle thought it may be advisable to look at digitizing records.

The Chief Administrative Officer felt that the Town should be looking at some changes in the minimum cost charges.

**8. NEW BUSINESS**

**(a)** The Committee members discussed bi-annual meetings with area directors of "F" and "I".

Councillor McGonigle reported that the Town of Lake Cowichan contributes to 22 functions which are regional or sub-regional in nature and include solid waste, transit, and recreation. He further reported that the proposed impact to the 2021 budget impacts would be from solid waste and transit and we should incorporate reductions in waste by diverting more organics to the local composting facilities.

**9. NOTICES OF MOTION**

None.

**10. PUBLIC RELATIONS ITEMS**

None.

**11. QUESTION PERIOD**

None.

**13. ADJOURNMENT**

No. FA.004/21  
Adjournment

Moved: Councillor Vomacka  
Seconded: Mayor Day  
that the meeting be adjourned (6:56 pm).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_ , 2021.

\_\_\_\_\_  
Chair