



## TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Held electronically at Lake Cowichan, BC as per Ministerial Order M-192  
on Tuesday, July 13<sup>th</sup>, 2021

PRESENT: Councillor Tim McGonigle, Chair  
Mayor Bob K. Day  
Councillor Carlyne Austin  
Councillor Kristine Sandhu  
Councillor Lorna Vomacka (5:12 pm)

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 5:00 pm.

**2. AGENDA**

No. FA.0029/21  
Agenda

Moved: Councillor Sandhu

Seconded: Mayor Day

that the agenda be approved with the addition of the following:

**8. NEW BUSINESS**

(a) Mayor Day request for absence from Committee meetings.

CARRIED.

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) The written report from B JL Architecture on the Lake Cowichan municipal hall renovation and addition detailing the project status, the phases and schedule of same was treated as information.

The Chief Administrative Officer reported that the riparian area works would need to be undertaken between June 15<sup>th</sup> and September 15<sup>th</sup>. When clarification was sought on office staffing, the Chief Administrative Officer advised that staff will be relocated, and details will be forthcoming.

**4. DELEGATIONS AND REPRESENTATIONS**

**5. CORRESPONDENCE**

No. FA.0030/21  
Letter of Support

- (a) Moved: Councillor Sandhu

Seconded: Councillor Austin

that the Committee recommend that the Town of Lake Cowichan approve the request from the Kaatza Station Museum on its new display location, as outlined in its proposal.

CARRIED.

- (b) The correspondence item from the Local Government Infrastructure and Finance regarding its Investing in Canada Infrastructure Program and the Town's request for funding to complete the Sewer Treatment Plant was treated as information as the Town was unsuccessful in its grant funding application.

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

None.

**7. REPORTS**

- (a) The Financial Report for the period ending June 30<sup>th</sup>, 2021, was treated as information.

- (b) The Building Inspector's report for June 2021 was treated as information.

- (c) The Bylaw Enforcement Officer’s report for May 2021 was treated as information.
- (d) The Bylaw Enforcement Officer’s report for June 2021 was treated as information.
- No. FA.0031/21  
Fire Department  
Incident Report

(e) Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$7,381.01 for May 2021 be approved.

CARRIED.
- No. FA.0032/21  
Procedure Bylaw  
Amendment

(f) Moved: Mayor Day  
Seconded: Councillor Vomacka  
that the Town of Lake Cowichan Procedure Bylaw be amended, as proposed.

CARRIED.
- No. FA.0033/21  
Leave of Absence

**8. NEW BUSINESS**

(a) Moved: Councillor Sandhu  
Seconded: Councillor Austin  
that the Committee recommend approval of a leave of absence for Mayor Bob K. Day from the Committee meetings to be held August 10<sup>th</sup> and August 17<sup>th</sup>, 2021.

CARRIED.
- 9. NOTICES OF MOTION**  
None.
- 10. PUBLIC RELATIONS ITEMS**
- 11. QUESTION PERIOD**  
None.
- No. FA.0034/21  
Adjournment

**13. ADJOURNMENT**  
Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the meeting be adjourned (5:36 pm).

CARRIED.

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

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

\_\_\_\_\_  
Chair