



TOWN OF LAKE COWICHAN

Minutes of Finance & Administration Committee

Held electronically at Lake Cowichan, BC as per Ministerial Order M-192
on Tuesday, August 10th, 2021

PRESENT: Councillor Tim McGonigle, Chair
Councillor Carlyne Austin
Councillor Kristine Sandhu

REGRETS: Mayor Bob K. Day
(with prior notice) 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 5:00 pm.

2. **AGENDA**

No. FA.0035/21
Agenda

Moved: Councillor Austin
Seconded: Councillor Sandhu

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

8. NEW BUSINESS

(a) Leave of absence for Councillor Vomacka from Committee meetings.

CARRIED.

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) The Chief Administrative Officer reported on the municipal hall upgrades and the request for proposal for the construction of a retaining wall and for the demolition of all the firehall bays have been issued.

A site meeting was held on Monday, August 9th with two proponents in attendance. At the close of day for proposals today just one bid had been received.

No. FA.0036/21
Award of Contract –
Municipal Hall – Phase
1; Retaining Wall

Moved: Councillor Austin
Seconded: Councillor McGonigle
that the Committee recommend that the Municipal Hall – Phase 1;
Retaining Wall contract be awarded to CIDA Holdings at a cost of
\$110,259 plus GST.

CARRIED.

The Chief Administrative Officer advised that the Municipal Hall proposal for the demolition of all the firehall bays would be awarded later as the Superintendent and himself would be reviewing the 2 tenders received and bring forward a recommendation on a contract award.

4. **DELEGATIONS AND REPRESENTATIONS**

5. **CORRESPONDENCE**

None.

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

None.

7. **REPORTS**

- (a) The Financial Report for the period ending July 31st, 2021, was treated as information.

- (b) The Building Inspector’s report for July 2021 was treated as information.
 - (c) The Bylaw Enforcement Officer’s report for July 2021 was treated as information.
 - (d) Moved: Councillor Sandhu
Seconded: Councillor Austin
that the Committee recommend approval of the Lake Cowichan Fire Department’s incident report in the amount of \$5,997.03 for June 2021 be approved.
- CARRIED.

No. FA.0037/21
Fire Department
Incident Report

No. FA.0038/21
Leave of Absence

8. NEW BUSINESS

- (a) Moved: Councillor Austin
Seconded: Councillor Sandhu
that the Committee recommend approval of a leave of absence for Councillor Lorna Vomacka from the Committee meetings to be held this day, August 10th, 2021.
- CARRIED.

9. NOTICES OF MOTION

None.

10. PUBLIC RELATIONS ITEMS

- (a) Councillor McGonigle spoke on his recent attendance of the Junior “B” showcase that was recently held at the Cowichan Lake Sports Arena and welcomed the addition of the local Lake Cowichan Kraken team.

11. QUESTION PERIOD

None.

13. ADJOURNMENT

No. FA.0039/21
Adjournment

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the meeting be adjourned (5:24 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2021.

Chair