



TOWN OF LAKE COWICHAN

Minutes of the Special Committee of the Whole meeting
Held and transmitted electronically via Council Chambers, located at 39
South Shore Road, Lake Cowichan, BC on Tuesday, January 18th, 2022

PRESENT: Mayor Bob K. Day, Chair
Councillor Carolyne Austin
Councillor Tim McGonigle
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
Dalton Smith, Manager, Cowichan Lake Education Centre

No. CW.07/22
Agenda

1. CALL TO ORDER

The Chair called the meeting to order at 5:01 pm.

2. AGENDA

Moved: Councillor Vomacka
Seconded: Councillor McGonigle
that the agenda be approved as amended.

CARRIED.

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

None.

4. ADOPTION OF MINUTES

None.

5. BUSINESS ARISING AND UNFINISHED BUSINESS

None.

6. DELEGATIONS AND REPRESENTATIONS

None.

7. CORRESPONDENCE

(a) Action Items

(b) Information or Consent Items

8. REPORTS

(a) Finance and Administration

(b) Public Works

(c) Strategic Planning

9. NEW BUSINESS

(b) Mayor Day introduced the budget discussion process and outlined a 4-step process that would deal with: the sewer and water utility funds for the operating and capital expenditures and the general fund operating and capital expenditures. He indicated that the revenue source for the general fund, would be reviewed at a later date.

Mayor Day indicated that staff would walk through all the functions and encouraged that any questions could be addressed during this process.

The Chief Administrative Officer advised the Committee that staff would be dealing with the sewer, water, and general fund budgets.

Sewer Utility
Funds – 2022
Operating and
Capital

The Director of Finance outlined the sewer capital projects which included the following:

- Sewer treatment plan upgrades – over a two-year period;
- Lift station #1 and #4 upgrades;
- Greendale Road proposed sewer extension project; and

- The upgrades required to address inflow and infiltration upgrades

The Committee members raised questions on the following:

- How long can the sewer treatment plant upgrades be delayed if available funding is not procured;
- Parcel tax increase proposed at \$100 per parcel; and
- Clarification of reserve funds and capital expenditures.

Water Utility Funds – 2022 Operating and Capital

The Director of Finance then reviewed the water utility funds – 2022 operating and capital with comparatives.

The Committee was advised that the water treatment plant upgrades had utilized all of the reserve fund and that staff was proposing an increase of \$100 per the water parcel tax.

Sewer - 5-year Operating and Capital Estimates

- (b)** The Director of Finance reviewed the 5-year sewer utility operating and capital estimates and advised the following:
- Gradual parcel tax increases will be reflected due to new lots being created in the Town;
 - Greendale Road debt its repayments will commence in 2024;
 - Required transfer from surplus for sewer upgrades;
 - Budget of \$9 million for capital projects over the 5-year period;
 - Budget is then limited to \$330,000 a year on projects; and
 - Proposed allocation of \$100,000 into a reserve fund.

The Chief Administrative Officer advised that only the benefitting users would be paying into the repayment of the Greendale Road project debt estimated at \$1.2 million.

Water - 5-year Operating and Capital Estimates

The Director of Finance reviewed the 5-year water utility operating and capital estimates and advised the following:

- Borrowing from surplus again for the operations;
- 2023 proposed increase to the parcel tax to allow for the allocation of \$100,000 into an established reserve fund; and
- The watermain capital in 2025 will include the footbridge project estimated at \$320,000.

Clarification was sought on the works required at the footbridge and if it is similar to those works undertaken at the Greendale trestle bridge. The Chief Administrative Officer advised that the water lines would require to be elevated and installed under the bridge.

General Funds – 2022 Operating and Capital

- (c)** The Director of Finance then reviewed the General Fund’ 2022 Operating and Capital requirements.

Mayor Day requested clarification on the \$100,000 in Community Services. The response was that the monies have been taken into surplus in the General Fund. The Director of Finance advised that schedules were being prepared for the auditors on what has been spent and is still remaining and detailed in the audited financial statements.

Mayor Day asked for any final comments.

Each member of the Committee addressed the matter of increases to the parcel tax and staff provided some further clarification and information.

Staff was directed to bring back an operational cost of the water treatment plant from 2018 to date.

At the next budget meeting, the Committee would like to address the following:

- Full general budget;
- 5-year plan for General;
- Detailed capital; and

- Preliminary budget with proposed increases forecast of expenditures and how to balance the budget.

(d) Budget meeting for Wednesday, January 19th, 2022, has been changed from 2:00 pm to 3:30 pm.

10. NOTICES OF MOTION

11. QUESTION PERIOD

12. IN-CAMERA

13. ADJOURNMENT

No. CW.08/22
Adjournment

Moved: Councillor Austin
Seconded: Councillor Vomacka
that the meeting be adjourned (6:28 pm).

CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2022.

Chair