



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 19th, 2022

PRESENT: Mayor Bob K. Day, Chair
Councillor Carlyne 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.09/22
Agenda

1. CALL TO ORDER

The Chair called the meeting to order at 3:34 pm.

2. AGENDA

Moved: Councillor Sandhu
Seconded: Councillor Vomacka
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 stated that further budget discussion were to be had and that no decisions would be made this day to allow for further consideration on items discussed.

The Chief Administrative Officer gave a brief update on a few matters:

- Contact with Municipal Affairs with respect to the application for funding for the sewer upgrade project and that the grant funding announcement would not be made until the Spring of 2023;
- Receipt of an updated Class "D" cost estimate from WSP that shows the 2019 costing of 7.24 million to today's costing of \$10.1 million for the proposed sewer upgrade project; and
- Staff will be discussing the need of having a Class "C" or better cost estimate to provide to the Province for the grant application when they next meet with the engineers.

The Director of Finance reviewed the report on Sewer and Water funds as requested by the Committee at the last meeting. She stated that the 2021 financial numbers were still not finalized.

The report outlined the sewer and water parcel taxes and noted when the water treatment plant became operational in 2019 and which prior years' operational costs. It also included the sewer and water reserve funds and surplus amounts, respectively.

The Chief Administrative Officer shared some comparative numbers of parcel tax amounts from other local municipalities which included the District of North Cowichan and the Town of Ladysmith.

Sewer -
5-year Operating
and Capital
Estimates

- (a)** The Director of Finance reviewed the changes proposed from the previous budget meeting for the 5-year sewer utility operating and capital estimates. It was noted that the sewer upgrade project is now projected to start in 2023 with completion in 2024.

Water -
5-year Operating
and Capital
Estimates

The Director of Finance reviewed the proposed changes from the previous budget meeting on the water and sewer utility operating and capital estimates.

General Funds –
2022 Operating
and Capital

- (b)** The Director of Finance reported on the General Fund Capital budget for 2022 and noted those the grants and other sources of funding. The total capital budget was projected at \$3.81 million dollars.

The Director of Finance began a review of the revenue section showing a 4.5% increase to the municipal property tax requisition which would leave the Town with a \$1800 deficit at year's end. It was noted that any increase to services or capital would necessitate further increases in revenues or reductions in services or capital expenditures.

Councillor McGonigle asked for clarification of the percentile for taxation increases. The Chief Administrative Officer advised that for 1% tax change equates to \$22,000. The proposed increase of 4.5% would raise \$99,000 for the 2022 tax budget year.

The next budget meeting has been scheduled for Monday, January 24th, 2022, at 5:00 pm.

The Committee requested that parcel tax options be considered for the next meeting.

Councillor McGonigle asked for a list of capital items that were brought forward by the departments during initial the budget discussions by staff.

- (c)** Mayor Day updated the Committee on the meeting held by Minister Dix today regarding the Vancouver Island Health Authority. The briefing document received will be forwarded to all members.

10. NOTICES OF MOTION

Mayor Day requested that the matter of a future budget process be brought forward to the next Committee of the Whole meeting in February and described the process and model of the Cowichan Valley Regional District.

The Committee members requested hard copies of the budget documents to be made available to them in dockets for Friday to allow for more informed consideration at the next meeting.

11. QUESTION PERIOD

12. IN-CAMERA

13. ADJOURNMENT

No. CW.010/22

Moved: Councillor Sandhu
Seconded: Councillor Austin
that the meeting arise without report and adjourn at 4:49 pm.
CARRIED.

Certified correct _____ .

Confirmed on the _____ day of _____ , 2022.

Chair