



## 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 Monday, January 24<sup>th</sup>, 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.011/22  
Agenda

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:00 pm.

**2. AGENDA**

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

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**

Mayor Day asked if there were any questions after the review of the estimates for the 2022 budget year and the 5-year plans. He stated that further meetings may be necessitated for financialization of the 2022 financial plan and proposed parcel tax increases.

Sewer and Water  
Five Year  
Estimates

- (a)** The Chief Administrative Officer advised that two options were being presented for the proposed increases to the water and sewer parcel taxes. He advised that the general revenue reflected a 4.5% tax increase.

The Director of Finance reviewed the report on Sewer and Water funds 5-year estimates as requested by the Committee at the last meeting.

The Committee members were provided with an opportunity to ask further questions or seek clarification.

General Funds –  
Five Year  
Financial  
Estimates

**(b)** The Director of Finance reported on the General Fund 5-year financial estimates and reported that the tax revenue increase in 2022 was proposed at a 4.5% increase with future years at 3% each year.  
  
The report also included the capital items that had been removed or allocated to other years by management staff. The Chief Administrative Officer advised that if those items were to remain, cuts within the proposed budget would be necessary or further increases to taxation would be required.  
  
The Committee members requested clarification on the provision of a business plan for the Education Centre and the matter of advertising for the Centre in the years following.

General Fund –  
Budget Estimates  
for 2022

**(c)** The Committee reviewed the general fund budget estimates for 2022.  
  
The Chief Administrative Officer reported that the 2021 actuals were still being finalized.  
  
The Committee requested clarification on what unconditional and conditional grants transfers were. They also requested further details on the process for implementing and/or changing the parcel tax bylaws. The Chief Administrative Officer advised that public hearings were not required for changes to the financial or parcel tax bylaws.

No. CW.012/22  
Leave of Absence

Moved: Councillor Austin  
Seconded: Councillor Vomacka  
that the Committee approve a leave of absence for Councillor McGonigle for the meeting held this day.

CARRIED.

**10. NOTICES OF MOTION**

**11. QUESTION PERIOD**

**12. IN-CAMERA**

**13. ADJOURNMENT**

No. CW.013/22  
Adjournment

Moved: Councillor Sandhu  
Seconded: Councillor Vomacka  
that the meeting adjourn (5:43 pm).

CARRIED.

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

Confirmed on the \_\_\_\_\_ day of \_\_\_\_\_ , 2022.

\_\_\_\_\_  
Chair