



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, February 14th, 2017 at 5:00 p.m. – Council Chambers

AGENDA

- | | Page # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| <u>INTRODUCTION OF LATE ITEMS</u> (if applicable) | |
| 2. <u>APPROVAL OF AGENDA</u> | |
| 3. <u>BUSINESS ARISING AND UNFINISHED BUSINESS</u>
Ongoing Items Still Being Addressed: | |
| (a) Municipal Hall Upgrades- Update. | |
| 4. <u>DELEGATIONS AND REPRESENTATIONS</u>
None. | |
| 5. <u>CORRESPONDENCE</u> | |
| (a) Micheal King, Fire Underwriters Survey; Fire Insurance Grade Extension for #6 Hub Volvo 1994 Pumper. | 3 |
| (b) Open Letter to BC Local Governments; Re: Hold fossil companies responsible for climate change. | 4 |
| (c) Cara Smith, Community Garden Society; Re: Letter of Support. | 7 |
| 6. <u>REPORTS</u> | |
| (a) Director of Finance re: Financial Report for Period ending January 31 st , 2017. | 8 |
| (b) Building Inspector re: Building Permits for January, 2017. | 26 |
| (c) Lake Cowichan Fire Department Incident Report for December 2016. | 27 |
| 7. <u>NEW BUSINESS</u> | |
| (a) Council Policy on Noise Control. | 29 |
| (b) Council Policy on Unsightly Premises. | 31 |
| 8. <u>NOTICES OF MOTION</u> | |
| 9. <u>PUBLIC RELATIONS ITEMS</u> | |
| 10. <u>MEDIA/PUBLIC QUESTION PERIOD</u> | |
| 11. <u>ADJOURNMENT</u> | |

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February 9, 2017

Town of Lake Cowichan
PO Box 860
39 South Shore Road
Lake Cowichan, British Columbia
VOR 2E8.

Attention: Doug Knott, Fire Chief

Re: Fire Insurance Grade Extension for #6 Hub Volvo 1994 Pumper

Dear Fire Chief Knott,

The annual pump service test that was received for the #6 Hub Volvo 1994 Pumper, is approved for 2nd Line Duty status for fire insurance grading purposes.

Annual service tests are requested to be provided yearly to maintain recognition up to 25 years for 2nd Line duty status. Future test result submissions should be submitted similar to the attached Exhibit that was previously provided.

Please contact our office if there are any questions or comments regarding the intent or content throughout this letter.

Regards,

Michael King, CTech
Public Fire Protection Specialist
Fire Underwriters Survey

*This is 3rd extension
2019 it's no longer a
recognized pumper*



OPEN LETTER TO BC LOCAL GOVERNMENTS
ATTN: Mayor & Council, all BC local governments
 January 25, 2017

Dear Sirs/Mesdames:

Re: We must hold fossil fuel companies responsible for climate change

Wildfires. Drought. Flooding. Rising sea levels. Climate change is already reshaping and impacting BC communities in profound and frightening ways. As unchecked fossil fuel pollution continues to push global temperatures ever higher, we are frightened for our communities, for communities around the world, and for the world we leave our children. These impacts are still more challenging for vulnerable groups - the poor, Indigenous people, women and children - who are often unable to respond to unexpected weather or other climate impacts.

But there is hope. If the fossil fuel companies - whose products are the major drivers of climate change - had to pay even a fraction of the associated climate costs, they would not be able to out-compete renewables and would pivot towards sustainable alternatives without delay. BC communities can play a key role in demanding accountability from the fossil fuel industry for the harm that they are causing our communities, and challenge the myth that the fossil fuel economy can continue business as usual despite the destruction it is causing to our atmosphere.

The fossil fuel industry is keen to avoid a conversation about its responsibility for climate change. Just 90 entities - primarily fossil fuel companies - have caused almost 2/3 of human caused greenhouse gas emissions, and just three - Chevron, Exxon Mobil and Saudi Aramco - are responsible for almost 10%¹! Like the tobacco industry before it, Big Oil relies on the perception that individual consumers are responsible for climate change while pocketing billions of dollars in profits from products that they know are disastrous for our atmosphere and communities around the world.²

BC and Canadian taxpayers will end up paying the costs of climate change in many different ways. But unless our communities demand that fossil fuel companies pay their fair share of these costs, this industry will continue pushing products that the world cannot afford to burn.

1. Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854-2010 Climatic Change (2014) 122: 229. doi:10.1007/s10584-013-0986-y. See also <http://www.climateaccountability.org/> for emissions figures through to 2013.

2. <https://www.smokeandfumes.org/>; <https://insideclimatenews.org/content/Exxon-The-Road-Not-Taken>.



BC's local governments are well placed to play a global leadership role by demanding accountability. We can come together to start a new global conversation about the moral and legal responsibility of the fossil fuel industry for its role in fueling climate change.

We – as BC-based community groups – support the Climate Law in our Hands Initiative and are asking you to:

1. DEMAND FOSSIL FUEL ACCOUNTABILITY

It has been rare for anyone to even ask the fossil fuel industry to take responsibility for its role in causing the global crisis – and the local climate impacts like floods, wildfires and droughts. This avoidance of responsibility ends in BC – when you, and other local governments across the province, write to the world's fossil fuel companies asking them to take their fair share of responsibility for climate change.

This demand can take the form of a detailed invoice for climate costs or a letter simply enquiring as to the company's position on paying a fair share. It can be tailored to reflect the needs and capacity of each community.³

2. WORK TOWARDS A CLASS ACTION LAWSUIT

BC communities can demand accountability from the fossil fuel industry in a variety of ways, but if necessary, we may need local governments to demand accountability through the courts.

Lawyers at West Coast Environmental Law have exhaustively researched how a class action – a joint legal action brought by one or more “representatives” of BC's local governments – could be brought against major fossil fuel companies for their role in causing climate change.

We ask you to consider whether your municipality would be willing to launch a class action as a representative and/or how you might support a case launched by other local governments. BC communities need to come together and get behind this type of legal action. Bringing this case will make it clear that fossil fuel companies cannot avoid a legal conversation about accountability – and if we win, we will set a precedent that could change the world – putting us on a global path that will avoid more dangerous climate change.⁴



3. Sample accountability letters are available online at www.climatelawinourhands.org/demand-accountability.

4. See <http://www.climatelawinourhands.org/bcclassaction> or have your lawyers speak with the Climate Law in our Hands team at West Coast Environmental Law for more information on the legal basis for a class action.

Conclusion

Both of these actions, as well as a general public discussion about the role of fossil fuels in our future economy, are most likely to move forward if our communities understand how we are being, and will be, impacted by climate change. We urge you to work with your citizens, climate scientists and other experts in a publicly transparent way to explore what needs to be done to prepare your community for climate change.

Whether we realize it or not, our communities are facing a tidal wave of costs, debt and disaster relief arising from the many effects of climate change. It is time to ask whether we alone are going to bear those expenses, or whether the companies that have made billions of dollars creating this situation also bear some responsibility.

By demanding that those who profit the most from climate change pay their fair share, BC local governments can dramatically reshape the global conversation about climate change and the fossil fuel industry. Community groups around BC will be calling on fossil fuel companies to take responsibility for their role in causing the climate crisis and we hope that you will join us.

Signed by:

West Coast Environmental Law Association	350.org Canada	Canadian Association of Physicians for the Environment
Coalition to Protect East Kamloops	Douglas Channel Watch	Public Health Association of BC
Kelowna Chapter Council of Canadians	BC Yukon Kairos	KAIROS Metro Van
KAIROS BC/Yukon Kootenay Subregion	Pacific Wild	Prince George Public Interest Research Group
Silva Forest Foundation	Sierra Club BC	Climate Change in Focus
Blewett Conservation Society	Dogwood Initiative	We Love This Coast
West Kootenay EcoSociety	Gibson Alliance of Business and Community Society	Comox Valley Global Awareness Network
SFU350	Alliance4Democracy	Earthkeepers: Christians for Climate Justice
UBC Environmental Law Group	Sunshine Coast Conservation Association	Burnaby Residents Opposing Kinder Morgan Expansion-BROKE
Voters Taking Action on Climate Change	Comox Valley Council of Canadians	LeadNow
Wilderness Committee	Parksville Qualicum Beach KAIROS	Fraser Voices Association
The WaterWealth Project	Georgia Strait Alliance	Stand.earth
UBC350	Northwest Institute	Knox United Church
Citizens Against Urban Sprawl Society (CAUSS)	Friends of Wild Salmon Coalition	Association of Whistler Area Residents for the Environment
Atira Women's Resource	Friends of Morice Bulkley	Salmon Coast Field Station Society
MiningWatch Canada	My Sea to Sky	Saanich Inlet Network
The Canadian Youth Climate Coalition	Divest Victoria	
Council of Canadians	Wildsight	
Kitimat Terrace Clean Air Coalition	Greenpeace Canada	
	Burnaby Pipeline Watch	
	Environmental Defense Working Group	

RECEIVED FEB 10 2017

COWICHAN LAKE COMMUNITY GARDEN SOCIETY
PO BOX 1513, RAVINE PARK STONE AVE.
LAKE COWICHAN, BC V0R 2G0
TEL: 250 749-4296

Dear Mayor and Councilors

RE: Letter of Support for project funding to Tree Canada

The Cowichan Lake Community Garden Society is seeking a letter from you that will go to Tree Canada in support of our application for a grant for \$4,000 for a project to plant fruit trees and edible plants in the community garden, to install an automated drip irrigation system and to purchase necessary soil amendments and materials to support the orchard.

The Cowichan Lake Community Garden Society feels this grant will further our goals of improving local food security and providing healthy food to local community organizations such as the Lake Cowichan Food Bank and the 50+ Center Kitchen.

A letter of support from the landowner is a requirement by Tree Canada for funding under their Edible Trees program. A letter of support would need to be submitted to the CLCG Society via email cowichanlakecommunitygarden@gmail.com no later than Thursday, February 23, 2017. We look forward in anticipation to a favourable outcome with the grant request and plan to have public participation in the planting of the orchard once funding is granted.

Yours sincerely,

Cara Smith
Director, CLCG Society



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: February 10, 2017
SUBJECT: Financial Report for the Period Ending January 31, 2017

The statements of revenues and expenditures for the general, sewer and water funds for the year ended December 31, 2016 and the month ended January 31, 2017 are attached for your review and input.

Points of Note

- The 2016 financial information as presented is incomplete. Work on year end is ongoing and there are still adjustments to be made. Amortization has not been recorded in the attached statements.
- As stated in Bylaw 949-2014, Council remuneration is to be increased by a percentage increase, rounded to the next highest integer, equal to the percentage increase as published in the official Consumer Price Index (CPI) for Victoria, BC by Statistics Canada for the year immediately preceding. The CPI increase for 2016 is 1.9%, and based on the Bylaw the increase for 2017 will be 2%.
- The appraisal report for the Town's assets is now complete. The Town's assets were valued at \$22,034,200 by the appraisal company. For insurance purposes the estimated value of the assets was \$16,851,252. This amount was based on the 2004 appraisal with percentage increases and cost of new additions and construction.

The appraisal report has been forwarded to our property insurers. The increase in value will result in an increase in insurance costs estimated at approximately \$8,000. Exact numbers will be forthcoming.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	YTD Actuals	%
REVENUES								
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,992,190	-	-	0%
Supplemental Adjustments	-	-	-	-	-	-	-	-
Grants-In-Lieu	49,282	48,514	48,600	48,747	48,600	-	-	0%
Penalties and Interest on Taxes	82,528	75,768	62,000	75,667	62,000	150	150	0%
Business Licences	17,375	17,750	17,000	18,425	17,000	17,650	17,650	104%
Building and Other Permits	17,660	20,191	14,200	48,026	20,000	2,069	2,069	10%
Storm Drain Connection Fees	180	210	-	640	-	1,330	1,330	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	1,575	1,575	45%
Interest on Investments	41,942	41,405	20,000	60,270	30,000	483	483	2%
Fire Service to CVRD	165,532	189,012	216,658	216,658	216,000	-	-	0%
Garbage Revenues	338,945	368,636	367,500	375,851	371,500	308,413	308,413	83%
Lakeview Revenues	166,612	182,747	159,000	181,951	168,000	58,156	58,156	35%
Sale of Assets	870	31,054	-	72,856	-	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	-	-	-
Fire Department Revenues	1,000	19,634	-	484	-	2,290	2,290	-
Other Revenue	13,371	339,335	9,750	68,725	10,000	6,497	6,497	65%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	7,472	7,472	17%
Public Health Lease	16,100	16,100	16,100	16,359	16,100	2,741	2,741	17%
Clec Revenues	368,965	422,890	396,200	412,959	396,200	500	500	0%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,800	-	-	0%
Conditional Transfers	367,449	64,420	347,355	46,940	811,000	-	-	0%
Transfers From Reserve Funds	356,721	-	200,000	-	80,000	-	-	0%
Transfers From Building Reserve	-	-	750,000	-	810,000	-	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-	-	-
Transfer From Statutory Reserves	-	-	200,000	-	-	-	-	-
Transfer from Parks Dedication Reser	-	-	-	21,350	-	-	-	-
Short term debt	144,860	-	-	-	-	-	-	-
Prior year Surplus	-	-	425,381	-	-	-	-	-
Police Tax Levy	133,348	137,228	133,407	137,400	138,000	-	-	0%
Library Levy	116,126	119,314	123,852	123,852	127,782	-	-	0%
Collections For Other Govts.	2,087,106	2,163,113	2,125,350	2,112,124	2,125,350	-	-	0%
	6,813,147	6,657,651	8,062,084	6,481,194	7,925,022	409,326	409,326	5%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	%	%
EXPENDITURES								
General Government Services	468,742	484,842	535,550	462,181	542,000	93,217	17%	
Fire Department	241,119	275,789	321,800	310,123	370,200	10,118	3%	
Police Force	133,349	137,228	133,407	137,400	138,000	-	0%	
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	4,087	7%	
Public Works Administration	125,270	91,761	126,700	121,695	126,700	22,972	18%	
Public Works Roads	367,202	332,615	428,500	324,221	418,400	22,450	5%	
Public Works - Equipment & Other	(121,809)	(157,353)	-	(110,813)	-	(16,456)	-	
Garbage Expenses	350,916	370,081	383,000	382,922	383,000	26,486	7%	
Planning, Health & Other	35,666	48,673	55,100	38,338	60,100	1,230	2%	
Centennial Hall Expenses	-	-	-	-	-	-	-	
Info Centre	16,617	17,024	22,000	19,993	22,000	45	0%	
Parks	200,294	209,793	240,400	202,463	221,900	2,526	1%	
Lakeview Park	142,283	146,810	159,000	168,094	164,500	612	0%	
CLEC Expense	437,834	432,171	431,700	475,373	431,700	22,632	5%	
Lakeview Road	1,540	2,754	10,000	-	10,000	-	0%	
Transfer To Library	116,128	119,314	123,852	123,852	127,782	-	0%	
Capital	1,616,603	802,225	2,569,725	897,692	3,113,000	16,187	1%	
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	57	2%	
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	-	0%	
Amortization	514,621	550,331	-	-	-	-	-	
Transfers To Reserve Funds	235,844	324,743	126,000	125,000	136,000	-	0%	
Transfer Equip. Recovery to Reserve	-	-	-	-	-	-	-	
Transfer To Surplus	-	-	-	-	-	-	-	
Transfers To Other Governments	2,087,106	2,163,113	2,125,350	2,112,124	2,125,350	-	0%	
	7,211,154	6,577,643	8,062,084	6,032,545	8,648,632	206,164	2%	
Surplus(Deficit)	(398,007)	80,008	-	448,650	(723,610)	203,162		

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
General Government Services							
Mayor and Council Indemnities	59,017	68,000	69,500	69,360	69,500	8,163	12%
Mayor and Council Expenses	33,481	30,304	41,500	35,594	41,500	442	1%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,100	-	0%
Municipal Hall	17,353	16,371	21,150	17,234	25,300	1,261	5%
Office Wages	410,356	393,621	414,000	424,238	414,000	38,595	9%
Office Expenses	33,403	29,035	56,100	48,329	56,500	2,983	5%
Data Processing	20,771	20,466	22,200	21,957	24,600	13,895	56%
Legal Expense	7,369	9,215	15,000	25,901	15,000	2,799	19%
Audit	10,500	23,792	26,000	16,748	26,000	-	0%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	72,000	18,019	25%
Grants-in-aid	6,199	6,115	5,500	3,235	5,500	-	0%
Ohtaki expense	5,251	5,059	7,000	3,885	7,000	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	(37,132)	-	7,061	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,000)	-	0%
	468,742	484,842	535,550	462,181	542,000	93,217	17%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Protective Services Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Fire Department							
Firefighters indemnities	82,944	101,748	95,000	116,799	100,000	-	0%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	2,727	16%
Town Administration	7,785	7,500	8,000	8,000	13,000	-	0%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,133	48,600	1,191	2%
Miscellaneous Operations	30,741	51,391	67,900	41,592	91,500	3,939	4%
Training	14,788	12,996	24,000	24,172	24,000	-	0%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	2,262	3%
	241,119	275,789	321,800	310,123	370,200	10,118	0

Bylaw Enforcement & Other

Emergency Measures	-	-	7,000	-	6,500	-	0%
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	1,016	6%
Building Inspection	32,753	33,861	40,000	33,987	37,000	3,070	8%
	48,436	48,767	67,000	49,537	60,000	4,087	7%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
PW Administration							
Shop and Yard	43,648	32,315	44,300	33,523	35,000	1,308	4%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	18,693	9%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	246	2%
Safety and Training	13,865	21,458	16,300	35,184	27,000	2,724	10%
Office Administration Charge	13,585	14,200	14,300	14,300	14,300	-	0%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(172,900)	-	0%
	125,270	91,761	126,700	121,695	126,700	22,972	18%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	(2,074)	-
Equipment Allocations	(263,019)	(189,967)	-	(171,794)	-	(14,500)	-
	(121,809)	(157,353)	-	(111,024)	-	(16,574)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	211	-	118	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	211	-	118	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Road Maintenance							
Banners	8,596	2,475	9,000	370	9,000	-	0%
Boulevards	30,604	54,719	31,000	42,398	31,000	-	0%
Crack Sealing	-	7,880	10,000	-	10,000	-	0%
Dangerous Trees	5,215	9,826	13,000	8,795	13,000	-	0%
Ditches & Culverts	14,213	2,618	15,000	1,930	10,000	-	0%
Dust Control	2,180	2,267	4,000	1,734	4,000	-	0%
Landscaping	16,006	2,981	15,400	7,654	10,000	-	0%
Litter Control	15,695	9,714	16,000	15,787	16,000	213	1%
Marking	14,723	15,063	10,000	14,348	10,000	23	0%
Mowing	20,974	5,943	13,000	1,822	13,000	-	0%
Patching	9,996	10,263	15,000	10,836	15,000	2,016	13%
Roads-other	19,455	15,907	13,700	3,076	14,000	338	2%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	2,974	25%
Shoulders	6,639	6,587	14,000	6,354	14,000	201	1%
Sidewalks	15,670	19,828	16,000	16,617	16,000	-	0%
Signs	9,411	7,078	11,000	7,733	11,000	205	2%
Snow removal	14,224	5,015	50,000	28,669	50,000	15,641	31%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	256	1%
Street Lighting	78,326	72,591	79,000	78,756	79,000	581	1%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	-	0%
Office Administration Charge	20,880	20,400	20,400	20,400	20,400	-	0%
	367,202	332,615	428,500	324,221	418,400	22,450	5%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Garbage Collection							
Revenues							
Regular collections	305,534	309,926	310,000	311,422	314,000	305,189	97%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,197	91%
Penalties	4,137	4,125	4,000	3,804	4,000	-	0%
Recycling	25,522	50,781	50,000	56,485	50,000	27	0%
	338,945	368,636	367,500	375,851	371,500	308,413	83%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,074	237,000	26,440	11%
Office Administration Charges	15,850	16,000	17,100	17,100	17,100	-	0%
PW Administration Charges	22,190	22,500	23,900	23,900	23,900	-	0%
Tipping Fees	72,156	54,775	60,000	61,645	60,000	-	0%
Recycling costs	38,320	38,870	45,000	39,204	45,000	46	0%
	350,916	370,081	383,000	382,922	383,000	26,486	7%
Net	(11,971)	(1,445)	(15,500)	(7,071)	(11,500)	281,926	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Other Development Services

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Public Health							
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	7,472	17%
Public Health Lease	16,100	16,100	16,100	16,359	16,100	2,741	17%
Public Health Expenses	10,497	7,689	13,500	8,874	13,500	1,230	9%
NET	50,262	53,240	47,600	52,314	47,600	8,982	19%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	-	0%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	3,500	-	0%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	-	0%
Pacific Marine Circle Route	-	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	717	1,500	860	1,500	-	0%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,046	3,100	3,079	3,100	-	0%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	14,100	-	0%
Total Development Services Expenses	35,666	48,673	55,100	38,338	60,100	1,230	0
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	-	0%
Water, Sewer & Garbage	1,207	1,216	700	647	700	-	0%
Contracted Services	11,695	10,687	15,000	15,540	15,000	45	0%
Other Expenses	3,104	4,154	5,000	3,986	5,000	-	0%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	-	0%
	16,617	17,024	22,000	19,993	22,000	45	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Parks							
Beaver Park	31	31	500	-	500	-	0%
Bell Tower School	2,388	1,378	2,400	1,320	2,400	-	0%
Centennial Park	23,062	23,971	24,000	11,512	12,000	-	0%
Central Park	19,367	16,593	19,000	18,289	19,000	-	0%
Civic Square	2,281	929	2,500	1,005	2,500	-	0%
Communities in Bloom	1,418	379	3,000	36	3,000	-	0%
Community Garden	2,043	1,388	1,500	8,654	-	-	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	-	0%
Dashwood Park	231	672	1,200	364	1,200	-	0%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	64	1%
Footbridge	5,868	4,771	4,500	4,270	4,500	65	1%
Footpath maintenance	3,406	1,506	2,000	357	2,000	-	0%
Forest Ranger Building	1,644	1,091	1,400	1,685	-	-	-
Gillespie Park	488	608	1,000	1,242	1,000	-	0%
Greendale Park	1,720	7,576	5,700	2,410	5,700	-	0%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	-	0%
Kaatza Museum	8,951	6,772	10,000	6,788	10,000	1,137	11%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	-	0%
Lakedays Preparation	1,619	1,863	2,000	1,511	2,000	-	0%
Marina Park	1,965	2,713	1,700	1,935	1,700	42	2%
Memorial Park	3,790	6,907	6,500	4,505	6,500	-	0%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	-	0%
Park Bench Maintenance	8,495	5,537	5,000	3,299	5,000	96	2%
Parks General	16,719	14,969	16,000	14,560	16,000	-	0%
Parkstone Park	912	830	2,000	889	2,000	-	0%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	-	0%
Pickleball Courts	-	-	-	-	1,400	-	-
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	-	0%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	-	0%
Saywell Park	24,709	19,623	20,000	13,638	20,000	42	0%
Seniors Centre	773	2,711	2,100	1,384	2,100	-	0%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	1,000	-	0%
Town Square	930	11,227	3,000	6,582	3,500	-	0%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	-	0%
Trestle Walkway	1,968	1,874	3,000	748	3,000	65	2%
Vandalism	988	874	5,000	2,944	5,000	78	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	937	6%
Winter Park	3,527	7,588	7,000	7,314	7,000	-	0%
Office Administration Charge	12,700	11,400	11,000	11,000	11,000	-	0%
	200,294	209,793	240,400	202,463	221,900	2,526	1%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Lakeview Park							
Reservations	106,818	120,276	110,000	125,224	118,000	43,605	37%
Walk Ins	28,034	29,457	22,000	23,687	22,000	1,560	7%
Power Fees	19,623	21,416	18,000	20,475	18,000	10,858	60%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	4,000	-	0%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	2,134	36%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>168,000</u>	<u>58,156</u>	<u>35%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	7,600	-	0%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	-	0%
Summer Student Wages	35,708	42,923	45,000	54,629	50,000	-	0%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	253	4%
Contracted Services	3,926	9,822	10,000	10,381	10,000	200	2%
PW Labour	86	849	1,000	1,201	1,000	24	2%
Hydro and Electricity	6,772	6,418	7,600	8,107	7,600	-	0%
Materials and Supplies	18,502	10,822	15,000	12,910	15,000	-	0%
Other Expenses	7,735	8,246	7,400	7,849	8,000	-	0%
Water, Sewer & Garbage	9,921	9,948	7,800	9,978	7,800	-	0%
Park Attendant/ Security	11,098	10,472	15,000	15,139	15,000	-	0%
Public Works Charges	97	263	500	1,312	500	4	1%
Telephone	2,944	3,136	4,000	2,894	4,000	131	3%
Equipment allocations	1,278	1,751	2,100	-	2,000	-	0%
	<u>142,283</u>	<u>146,810</u>	<u>159,000</u>	<u>168,094</u>	<u>164,500</u>	<u>612</u>	<u>0%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>13,857</u>	<u>3,500</u>	<u>57,544</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of CLEC

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Revenues							
Group Revenues	361,188	417,090	390,000	401,171	390,000	-	0%
Programming revenues	2,578	-	1,000	6,588	1,000	-	0%
Rental Income	5,200	5,200	5,200	5,200	5,200	500	10%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>412,959</u>	<u>396,200</u>	<u>500</u>	<u>0%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	79	1%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	1,057	2%
Food Supplies	58,477	67,394	60,000	76,105	60,000	-	0%
Custodians	27,785	32,046	30,000	34,266	30,000	897	3%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	-	0%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>2,033</u>	<u>1%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	180,000	15,259	8%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-	0%
Housing Allowance	5,200	5,200	5,200	5,200	5,200	500	10%
Town Administration	19,135	20,000	21,000	21,000	21,000	-	0%
Electricity	18,439	17,749	19,000	19,198	19,000	-	0%
Heat	20,080	9,161	19,000	12,436	19,000	1,056	6%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	657	7%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	6,000	26	0%
Maintenance	36,410	30,831	21,000	30,472	22,000	616	3%
Public Works Charges	5,496	3,017	6,000	13,649	6,000	1,695	28%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>281,521</u>	<u>257,700</u>	<u>20,599</u>	<u>8%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>475,373</u>	<u>431,700</u>	<u>22,632</u>	<u>5%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(62,414)</u>	<u>(35,500)</u>	<u>(22,132)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(48,557)</u>	<u>(32,000)</u>	<u>35,412</u>	
Lakeview Park Road							
Road maintenance	1,540	2,754	10,000	-	10,000	-	0%
NET	<u>(46,079)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(48,557)</u>	<u>(42,000)</u>	<u>35,412</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
General								
Asset appraisal - Insurance	-	-	-	10,000	6,900	-	-	-
Asset management plan	-	-	-	-	-	30,000	-	0%
Computer Equipment	2,280	10,000	-	12,000	-	12,000	-	0%
Hazmat Inventory	-	20,000	16,770	40,000	10,856	60,000	-	0%
Office Equipment	-	-	-	5,000	-	5,000	-	0%
Land Purchase	5,359	32,378	379,129	40,000	22,665	-	-	-
Office Improvements	-	-	-	-	-	-	-	-
Town hall renovations	4,862	1,000,000	39,991	1,300,000	136,678	1,500,000	-	0%
Museum Roof	-	-	-	-	-	-	-	-
	<u>12,501</u>	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>177,099</u>	<u>1,607,000</u>	<u>-</u>	<u>0%</u>
CLEC								
Carpet	-	-	-	-	-	5,000	-	0%
Clec Windows	-	25,000	-	34,000	19,789	-	-	-
Clec Roofing	-	17,000	7,500	16,000	34,771	-	-	-
Clec Renovations	-	20,000	2,118	10,000	6,276	-	2,341	-
Defibrillators	-	4,000	4,249	-	-	-	-	-
Electrical upgrades	-	-	-	12,300	25,076	-	-	-
Clec JCP	-	-	-	-	-	15,000	-	0%
Matresses	-	-	-	-	-	5,000	-	0%
Equipment - Propane Stove	-	-	-	-	-	7,000	-	0%
Concrete patio/deck renovation	9,594	13,500	8,500	-	-	-	-	-
Water system/well	-	-	-	-	-	25,000	-	0%
	<u>9,594</u>	<u>79,500</u>	<u>22,367</u>	<u>72,300</u>	<u>85,912</u>	<u>57,000</u>	<u>2,341</u>	<u>4%</u>
Fire Department								
Air Shoring	5,350	5,000	2,675	-	-	-	-	-
Computer Equipment Mobile CAD	840	-	-	-	-	-	-	-
Data Administration	1,000	-	-	5,000	1,726	10,000	-	0%
Compressor fan - firehall	-	4,000	2,449	-	-	-	-	-
Exhaust Nederman damage #10	3,928	-	-	-	-	-	-	-
Fire/Rescue Truck	254,860	-	-	-	-	-	-	-
Heat Pump/Generator Replacemen	-	15,000	-	15,000	-	15,000	-	0%
Inventory-Fire trucks and equipmen	-	-	-	-	-	20,000	-	0%
Misc Fire Equipment	8,404	3,000	6,644	3,000	5,173	-	-	-
Pagers	-	-	-	6,000	-	-	-	-
Bi-yearly business inspection / Prep	-	-	-	5,000	-	-	-	-
Projector screen/color printer	1,298	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	8,000	8,193	-	-	-
Firehall repairs	-	5,000	7,900	5,000	6,800	6,000	-	0%
Thermal Camera	-	6,000	7,865	-	-	-	-	-
Turnout Gear Dryer - Cap	-	10,000	8,951	-	-	-	-	-
Training Ground Facilities	-	-	-	10,000	-	30,000	13,846	46%
Truck purchase	57,233	-	-	-	-	-	-	-
Tools and Equipment	9,878	6,000	6,079	3,000	9,318	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-	-
Hoses and valving	3,275	8,000	6,133	8,000	15,210	8,000	-	0%
Ventilation fan	-	-	-	-	-	-	-	-
	<u>346,065</u>	<u>62,000</u>	<u>48,695</u>	<u>68,000</u>	<u>46,420</u>	<u>92,000</u>	<u>13,846</u>	<u>15%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
Public Works								
Equipment Purchase	356,721	-	-	200,000	-	80,000	-	0%
Annual Paving Program	-	150,000	75,231	-	-	70,000	-	0%
North Shore Rd Engineering	-	40,000	5,033	10,000	-	-	-	-
Organic Waste Containers	114,687	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	10,000	-	15,000	10,371	-	-	-
Sidewalks	-	40,000	13,254	50,000	35,547	-	-	-
Signs - Capital	15,255	50,000	15,207	60,000	64,977	-	-	-
South Shore Road Improvements	176,902	-	-	-	-	-	-	-
Renfrew Town Square	499,349	-	-	-	-	-	-	-
Stormwater Mapping	74,156	37,880	4,681	-	-	-	-	-
Small tools	8,716	5,000	2,558	10,000	3,939	5,000	-	0%
	<u>1,245,786</u>	<u>332,880</u>	<u>115,963</u>	<u>345,000</u>	<u>114,833</u>	<u>155,000</u>	<u>-</u>	<u>0%</u>
Lakeview Park								
JCP Recoveries - Cap	-	-	(30,122)	-	(14,467)	-	-	-
Resurfacing campsites - gravel/san	-	3,000	-	10,000	3,334	5,000	-	0%
Floating walkway repairs	-	7,000	13,500	-	-	-	-	-
Lakeview Washrooms	-	30,000	13,102	60,000	27,863	-	-	-
	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>
Parks								
Central Park Washroom/Stage	-	60,000	107,517	-	32,188	10,000	-	0%
Centennial Park	2,658	25,000	18,531	10,000	7,961	-	-	-
Columbarium planning	-	-	-	-	-	10,000	-	0%
Misc Parks Capital	-	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	20,000	18,000	20,000	-	0%
Park Benches	-	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	-	577,425	398,549	1,034,000	-	0%
Pickleball/Tennis Courts	-	-	-	-	-	50,000	-	0%
Riverside Park - Washrooms JCP	-	-	-	-	-	50,000	-	0%
Saywell Park Improvements	-	40,000	49,162	-	-	23,000	-	0%
Saywell Park JCP	-	-	7,017	-	-	-	-	-
Kaatza Museum JCP	-	-	603	-	-	-	-	-
	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>456,698</u>	<u>1,197,000</u>	<u>-</u>	<u>0%</u>
Total General Capital	<u>1,616,603</u>	<u>1,701,758</u>	<u>802,225</u>	<u>2,569,725</u>	<u>897,692</u>	<u>3,113,000</u>	<u>16,187</u>	<u>1%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	428,719	434,229	434,000	434,749	440,000	426,000	97%
Connection Fees	180	2,710	700	3,542	1,000	1,330	133%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	-	0%
Sewer Facilities Grant	-	-	-	-	-	-	-
Conditional Grants	-	1,351,200	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	164,200	163,900	163,600	163,700	163,400	-	0%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	87,700	-	0%
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>696,700</u>	<u>427,330</u>	<u>61%</u>
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	15	1%
Office Administration	47,340	47,300	54,000	54,000	54,000	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	25	3%
PW Administration	59,175	75,000	67,000	67,000	67,000	-	0%
Discounts	29,848	29,977	29,000	30,908	31,000	10,913	35%
General Maintenance	48,629	65,875	68,000	46,903	68,000	3,987	6%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	-	0%
Chlorination	6,571	7,593	8,000	7,275	8,000	-	0%
New Connections	4,414	276	4,000	-	4,000	-	0%
Sewer Flushing	6,015	7,120	6,500	29	6,500	-	0%
Sewer Pump Maintenance	25,709	40,957	46,500	39,818	46,500	2,564	6%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	1,679	2%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	-	-	-	-
Capital	37,367	1,558,464	305,000	91,855	307,200	-	0%
	<u>372,421</u>	<u>2,006,534</u>	<u>693,000</u>	<u>411,366</u>	<u>696,700</u>	<u>19,183</u>	<u>3%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>199,449</u>	<u>-</u>	<u>408,147</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
SEWER CAPITAL							
Liftstation Upgrades	-	-	30,000	-	75,000	-	0%
Sewer I&I	10,141	21,550	175,000	82,658	132,200	-	0%
Sewer Treatment Miscellaneous	-	-	-	-	-	-	-
Sewer Treatment Construction	27,226	1,536,914	100,000	9,197	100,000	-	0%
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	37,367	1,558,464	305,000	91,855	307,200	-	0%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	516,327	521,729	520,000	521,482	532,000	518,310	97%
Connection Fees	180	6,660	600	9,100	1,000	1,980	198%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	35	1%
Other Penalties And Interest	6,563	6,028	6,500	5,652	5,500	-	0%
Grant - Water main upgrades	-	-	-	-	1,129,093	-	0%
Infrastructure Grant	-	-	1,200,000	-	4,875,000	-	0%
Debt	-	-	-	-	300,000	-	0%
Parcel Tax	167,400	167,100	233,660	233,800	233,520	-	0%
Transfer From Surplus	-	-	153,000	-	521,501	-	0%
	<u>696,860</u>	<u>711,139</u>	<u>2,115,260</u>	<u>774,981</u>	<u>7,600,614</u>	<u>520,325</u>	<u>37%</u>
Expenditures							
Administration	1,138	1,060	3,400	1,810	3,400	-	0%
Office Administration	65,770	65,600	65,600	65,600	65,600	-	0%
PW Administration	82,210	82,000	82,000	82,000	82,000	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	25	3%
Discounts	36,023	36,215	37,800	37,864	37,800	13,843	37%
Safety and Training	364	6,405	4,500	3,797	4,500	-	0%
Chlorination	7,943	9,158	8,000	10,981	9,000	-	0%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	375	8%
General Maintenance	65,335	83,099	89,000	78,386	89,000	11,447	13%
Hydrants	25,879	14,723	22,660	14,460	22,660	70	0%
New Connections	3,038	7,950	8,000	5,416	8,000	2,542	32%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	3,036	4%
Water Meters	4,822	11,322	6,200	10,253	8,500	2,473	29%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	783	2%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	-	0%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	508	6%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	606	12%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	-	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,120,354	86,183	1%
	<u>533,351</u>	<u>562,721</u>	<u>2,115,260</u>	<u>473,317</u>	<u>7,600,614</u>	<u>121,891</u>	<u>2%</u>
Surplus(Deficit)	<u>163,509</u>	<u>148,418</u>	<u>-</u>	<u>301,664</u>	<u>-</u>	<u>398,435</u>	<u>-</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	20,000	7,578	-	-	-
Greendale Road Watermain	-	-	-	-	769,863	-	0%
Greendale Trestle Watermain Upgrade	-	-	-	-	164,204	-	0%
Ohtaki Bridge Watermain Upgrade	-	-	-	-	77,550	-	0%
Park Rd Watermain Upgrade	-	-	-	-	235,052	-	0%
Wilson Watermain Upgrade	10,445	-	-	-	113,685	-	0%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	86,183	1%
Watermain upgrades	-	-	20,000	-	-	-	-
	-	-	-	-	-	-	-
	<u>33,158</u>	<u>16,540</u>	<u>1,640,000</u>	<u>28,534</u>	<u>7,120,354</u>	<u>86,183</u>	<u>1%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JANUARY

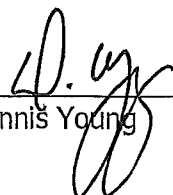
DATE: FEB. 1 / 17

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	22	1	4		1
Commercial	3				
Carport / garage	3				
Demolitions	2				
Renovations	12		1		
Deck	5				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	48	1	5		1

Building Permit Fees	Value of construction	Permit fees
For the current month	120,291.00	1,910.00
Year to Date	120,291.00	1,910.00



 Dennis Young



A handwritten signature in black ink, appearing to be "J.S.", located in the top right corner of the page.

Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

December 2016 Monthly Incident Report

- 1 Business Meeting / Practice
- 3 Practices
- 1 Truck Clean
- 1 MVA
- 1 Meeting with Forestry and Industry
- 1 Hydro Line Fire
- 3 Medical Aid
- 1 Relief & Junior Firefighter Interviews
- 1 Chimney Fire
- 1 Alarms Activated
- 1 Structure Fire
- 1 Incident Safety Officer Course
- 13 NFPA Tests
- 1 Sec/Treasurer Monthly Stipend

Total Call Outs & Practices

\$ 8541.21

Grand Total

\$8541.21



Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

Fire Stats December 2016

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
12/01	5:30 PM	Fire Hall	Relief /JR Firefighter Interviews	3	2	\$118.02
12/05	7:00 PM	Fire Hall	Business Meeting	25	2	\$905.32
12/07	6:41 PM	6451 Skutz Falls Rd	Structure Fire	24	6	\$2607.96
12/12	3:15 AM	17 North Shore Rd	Hydro Lines on Fire	12	1	\$229.18
12/12	2:04 PM	45 Somenos	Medical Aid	7	1	\$115.08
12/12	7:00 PM	Fire Hall	Practice	27	2	\$1020.80
12/13	5:30 PM	Fire Hall	Truck Check	8	2	\$259.50
12/15	6:30 AM	Esquimalt F.D	Incident Safety Officer Course	2	10	\$196.70
12/16	8:30 AM	Duncan F.D.	South Island Forest Management Meeting	1	4	\$78.68
12/17	9:30 PM	166 Sall Rd	Alarms Activated	5	1	\$94.43
12/19	7:00 PM	Fire Hall	Practice	32	2	\$1096.14
12/25	8:55 AM	7845 Cowichan Lake Rd	Medical Aid	8	1	\$152.46
12/26	10:50 PM	231 Nootka Cres	Medical Aid	14	1	\$228.49
12/27	7:00 PM	Fire Hall	Check Trucks & Run	4	2	\$153.44
12/28	11:08 AM	7401 Neva Rd	Chimney Fire	18	1	\$305.21
12/28	4:25 PM	137 Cowichan Lake Rd	MVA	18	1	\$339.94
			NFPA Tests	2	26	\$489.86
			Sec/Treasurer Stipend			\$150.00
		Total				\$8541.21



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: March 25, 2003
APPROVED BY: Resolution No. R. 143/03-5B
SUBJECT: Guidelines for Enforcement of Noise Control Bylaw

Purpose:

Upon notification from the RCMP, or upon receipt of a written complaint from two or more persons in the vicinity, that a contravention of the noise bylaw has occurred, the Clerk's department will determine to either notify the property owners by letter, refer to another appropriate agency, contract the services of a Bylaw Enforcement Officer (BEO) to investigate and proceed with the file, or refer the matter to Council for further direction.

Policy Procedure:

In the normal course of events there is a three step process to ensure compliance with the Noise Control Bylaw, HOWEVER should an alleged offender indicate unwillingness to attempt to achieve compliance with the Noise Control Bylaw the process will be expedited to the third step upon the first contact.

Notification by the RCMP that the Noise Bylaw has been contravened (contraventions outside of office hours)

The RCMP will attend the premises and discuss the complaint with the occupant(s), provide a copy of the bylaw, and advise the occupant that further complaints may lead to legal action.

The complaint will be followed up by an advisory letter, delivered by the BEO, to the occupant(s) and, where applicable, a copy to the registered property owner. If the occupant(s) cannot be contacted personally, Town staff shall send the advisory letter to the occupant(s) by registered mail, and where applicable, a copy to the registered property owner.

Upon the RCMP receiving a second neighbourhood complaint, BEO shall send by registered mail a letter of Final Notice to the occupant(s) and where applicable, a copy to the registered property owner, advising that further complaints may lead to legal action being taken, including fines for each incident.



Upon the RCMP receiving a third neighbourhood complaint: ,

- a) Staff shall contract the services of a BEO to further investigate the complaint and, if required, to take the matter through the provincial court system.

Written Complaints from two or more separate residences received at Town Hall

- a) Staff shall contract the services of a BEO to investigate the complaints.
- b) The BEO will attend the premises and discuss the complaint with the occupant, provide a copy of the bylaw, and advise the occupant(s) that further complaints may lead to legal action.
- c) The complaint will be followed up by an advisory letter, delivered by the BEO, to the occupant(s) and, where applicable, a copy to the registered property owner. If the occupant(s) cannot be contacted personally, Town staff shall send the advisory letter to the occupant(s) by registered mail, and where applicable, a copy to the registered property owner.
- d) Upon the BEO receiving a second neighbourhood complaint, the BEO shall send by registered mail a letter of Final Notice to the occupant(s) and where applicable, a copy to the registered property owner, advising that further complaints may lead to legal action being taken, including fines for each incident.
- e) Upon the BEO receiving a third neighbourhood complaint: ,
The BEO will file "an information" with the Provincial Court Registry, outlining the nature of the contravention, and take the matter through the Provincial Court System.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received regarding unreasonable noise, and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The BEO personally observes unreasonable noise, and in his/her opinion, regards the noise as a disturbance in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unreasonable noise, may result in legal action as described above.

The BEO may issue a fine by Municipal Ticket Information during the first contact with an alleged offender if he or she indicates an unwillingness to attempt to achieve compliance with the Noise Control Bylaw.

Chief Administrative Officer



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: March 25, 2003
APPROVED BY: Resolution No. R. 143/03-5A
SUBJECT: Guidelines for Enforcement of Unsightly Premises Bylaw

Purpose:

The Clerk's Department will enforce, upon written complaint from a neighbour(s), the Unsightly Premises bylaw with respect to a property becoming or remaining unsightly, as defined in the Town of Lake Cowichan Unsightly Premises Bylaw No. 727-2001.

Policy Procedure:

Step One

- a) Upon receipt of written complaints, staff shall attend the premise that is alleged to be unsightly, take photos and discuss the complaint with the Bylaw Enforcement Officer, to determine that the complaint has merit.
- b) Staff shall write an advisory letter to the occupant(s) and, where applicable, a copy to the registered property owner, advising the occupant(s) that the problem needs to be rectified within ten days or further action, which may include fines in accordance with the bylaw, will be taken.
- c) The Bylaw Enforcement Officer shall personally deliver the letter and discuss the complaint with the occupant(s), providing a copy of the bylaw. If the occupant(s) cannot be contacted personally, the Bylaw Enforcement Officer shall send an advisory letter by double registered mail to the occupant(s) and, where applicable, a copy to the registered property owner.

Step Two

- a) After the ten days have elapsed, should the situation not be rectified, the staff shall send, by double registered mail, a letter of Final Notice to the registered property owner and, where applicable, a copy to the occupant(s). The letter of Final Notice shall include that the owner/occupier(s) has 20 days in which to bring the property



into compliance with the bylaw, or the Town will enter the property, clean it up, and bill the associated costs to the property owner.

Step Three

- a) After the twenty days have elapsed, should the situation not be rectified, staff will send a double registered notice to the property owner and, where applicable, a copy to the occupier(s), advising that the Town will be attending the property, on a specified date, and removing the offending material(s). The letter will further advise that the costs will be billed to the property owner and, should the bill remain unpaid after December 31st in that particular year, the cost will be added to the property taxes as taxes in arrears.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received regarding the premises, and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The Bylaw Enforcement Officer personally observes the unsightliness and in his/her opinion, regards the premises as unsightly in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unsightliness, may result in legal action as described above.

The Bylaw Enforcement Officer may issue a fine by Municipal Ticket Information during the first contact with an alleged offender if he or she indicates an unwillingness to attempt to achieve compliance with the Unsightly Premises Bylaw.

Chief Administrative Officer



February 9, 2017

Town of Lake Cowichan
PO Box 860
39 South Shore Road
Lake Cowichan, British Columbia
VOR 2E8.

Attention: Doug Knott, Fire Chief

Re: Fire Insurance Grade Extension for #6 Hub Volvo 1994 Pumper

Dear Fire Chief Knott,

The annual pump service test that was received for the #6 Hub Volvo 1994 Pumper, is approved for 2nd Line Duty status for fire insurance grading purposes.

Annual service tests are requested to be provided yearly to maintain recognition up to 25 years for 2nd Line duty status. Future test result submissions should be submitted similar to the attached Exhibit that was previously provided.

Please contact our office if there are any questions or comments regarding the intent or content throughout this letter.

Regards,

Michael King, CTech
Public Fire Protection Specialist
Fire Underwriters Survey

*This is 3rd extension
2019 it's no longer a
recognized pumper*



OPEN LETTER TO BC LOCAL GOVERNMENTS
ATTN: Mayor & Council, all BC local governments
 January 25, 2017

Dear Sirs/Mesdames:

Re: We must hold fossil fuel companies responsible for climate change

Wildfires. Drought. Flooding. Rising sea levels. Climate change is already reshaping and impacting BC communities in profound and frightening ways. As unchecked fossil fuel pollution continues to push global temperatures ever higher, we are frightened for our communities, for communities around the world, and for the world we leave our children. These impacts are still more challenging for vulnerable groups - the poor, Indigenous people, women and children - who are often unable to respond to unexpected weather or other climate impacts.

But there is hope. If the fossil fuel companies - whose products are the major drivers of climate change - had to pay even a fraction of the associated climate costs, they would not be able to out-compete renewables and would pivot towards sustainable alternatives without delay. BC communities can play a key role in demanding accountability from the fossil fuel industry for the harm that they are causing our communities, and challenge the myth that the fossil fuel economy can continue business as usual despite the destruction it is causing to our atmosphere.

The fossil fuel industry is keen to avoid a conversation about its responsibility for climate change. Just 90 entities - primarily fossil fuel companies - have caused almost 2/3 of human caused greenhouse gas emissions, and just three - Chevron, Exxon Mobil and Saudi Aramco - are responsible for almost 10%¹! Like the tobacco industry before it, Big Oil relies on the perception that individual consumers are responsible for climate change while pocketing billions of dollars in profits from products that they know are disastrous for our atmosphere and communities around the world.²

BC and Canadian taxpayers will end up paying the costs of climate change in many different ways. But unless our communities demand that fossil fuel companies pay their fair share of these costs, this industry will continue pushing products that the world cannot afford to burn.

1. Heede, R. "Tracing anthropogenic carbon dioxide and methane emissions to fossil fuel and cement producers, 1854-2010 Climatic Change (2014) 122: 229. doi:10.1007/s10584-013-0986-y. See also <http://www.climateaccountability.org/> for emissions figures through to 2013.

2. <https://www.smokeandfumes.org/>; <https://insideclimatenews.org/content/Exxon-The-Road-Not-Taken>.



BC's local governments are well placed to play a global leadership role by demanding accountability. We can come together to start a new global conversation about the moral and legal responsibility of the fossil fuel industry for its role in fueling climate change.

We – as BC-based community groups – support the Climate Law in our Hands Initiative and are asking you to:

1. DEMAND FOSSIL FUEL ACCOUNTABILITY

It has been rare for anyone to even ask the fossil fuel industry to take responsibility for its role in causing the global crisis – and the local climate impacts like floods, wildfires and droughts. This avoidance of responsibility ends in BC – when you, and other local governments across the province, write to the world's fossil fuel companies asking them to take their fair share of responsibility for climate change.

This demand can take the form of a detailed invoice for climate costs or a letter simply enquiring as to the company's position on paying a fair share. It can be tailored to reflect the needs and capacity of each community.³

2. WORK TOWARDS A CLASS ACTION LAWSUIT

BC communities can demand accountability from the fossil fuel industry in a variety of ways, but if necessary, we may need local governments to demand accountability through the courts.

Lawyers at West Coast Environmental Law have exhaustively researched how a class action – a joint legal action brought by one or more “representatives” of BC's local governments – could be brought against major fossil fuel companies for their role in causing climate change.

We ask you to consider whether your municipality would be willing to launch a class action as a representative and/or how you might support a case launched by other local governments. BC communities need to come together and get behind this type of legal action. Bringing this case will make it clear that fossil fuel companies cannot avoid a legal conversation about accountability – and if we win, we will set a precedent that could change the world – putting us on a global path that will avoid more dangerous climate change.⁴



3. Sample accountability letters are available online at www.climatelawinourhands.org/demand-accountability.

4. See <http://www.climatelawinourhands.org/bcclassaction> or have your lawyers speak with the Climate Law in our Hands team at West Coast Environmental Law for more information on the legal basis for a class action.

Conclusion

Both of these actions, as well as a general public discussion about the role of fossil fuels in our future economy, are most likely to move forward if our communities understand how we are being, and will be, impacted by climate change. We urge you to work with your citizens, climate scientists and other experts in a publicly transparent way to explore what needs to be done to prepare your community for climate change.

Whether we realize it or not, our communities are facing a tidal wave of costs, debt and disaster relief arising from the many effects of climate change. It is time to ask whether we alone are going to bear those expenses, or whether the companies that have made billions of dollars creating this situation also bear some responsibility.

By demanding that those who profit the most from climate change pay their fair share, BC local governments can dramatically reshape the global conversation about climate change and the fossil fuel industry. Community groups around BC will be calling on fossil fuel companies to take responsibility for their role in causing the climate crisis and we hope that you will join us.

Signed by:

West Coast Environmental Law Association	350.org Canada	Canadian Association of Physicians for the Environment
Coalition to Protect East Kamloops	Douglas Channel Watch	Public Health Association of BC
Kelowna Chapter Council of Canadians	BC Yukon Kairos	KAIROS Metro Van
KAIROS BC/Yukon Kootenay Subregion	Pacific Wild	Prince George Public Interest Research Group
Silva Forest Foundation	Sierra Club BC	Climate Change in Focus
Blewett Conservation Society	Dogwood Initiative	We Love This Coast
West Kootenay EcoSociety	Gibson Alliance of Business and Community Society	Comox Valley Global Awareness Network
SFU350	Alliance4Democracy	Earthkeepers: Christians for Climate Justice
UBC Environmental Law Group	Sunshine Coast Conservation Association	Burnaby Residents Opposing Kinder Morgan Expansion-BROKE
Voters Taking Action on Climate Change	Comox Valley Council of Canadians	LeadNow
Wilderness Committee	Parksville Qualicum Beach KAIROS	Fraser Voices Association
The WaterWealth Project	Georgia Strait Alliance	Stand.earth
UBC350	Northwest Institute	Knox United Church
Citizens Against Urban Sprawl Society (CAUSS)	Friends of Wild Salmon Coalition	Association of Whistler Area Residents for the Environment
Atira Women's Resource	Friends of Morice Bulkley	Salmon Coast Field Station Society
MiningWatch Canada	My Sea to Sky	Saanich Inlet Network
The Canadian Youth Climate Coalition	Divest Victoria	
Council of Canadians	Wildsight	
Kitimat Terrace Clean Air Coalition	Greenpeace Canada	
	Burnaby Pipeline Watch	
	Environmental Defense Working Group	

RECEIVED FEB 10 2017

COWICHAN LAKE COMMUNITY GARDEN SOCIETY
PO BOX 1513, RAVINE PARK STONE AVE.
LAKE COWICHAN, BC V0R 2G0
TEL: 250 749-4296

Dear Mayor and Councilors

RE: Letter of Support for project funding to Tree Canada

The Cowichan Lake Community Garden Society is seeking a letter from you that will go to Tree Canada in support of our application for a grant for \$4,000 for a project to plant fruit trees and edible plants in the community garden, to install an automated drip irrigation system and to purchase necessary soil amendments and materials to support the orchard.

The Cowichan Lake Community Garden Society feels this grant will further our goals of improving local food security and providing healthy food to local community organizations such as the Lake Cowichan Food Bank and the 50+ Center Kitchen.

A letter of support from the landowner is a requirement by Tree Canada for funding under their Edible Trees program. A letter of support would need to be submitted to the CLCG Society via email cowichanlakecommunitygarden@gmail.com no later than Thursday, February 23, 2017. We look forward in anticipation to a favourable outcome with the grant request and plan to have public participation in the planting of the orchard once funding is granted.

Yours sincerely,

Cara Smith
Director, CLCG Society



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: February 10, 2017
SUBJECT: Financial Report for the Period Ending January 31, 2017

The statements of revenues and expenditures for the general, sewer and water funds for the year ended December 31, 2016 and the month ended January 31, 2017 are attached for your review and input.

Points of Note

- The 2016 financial information as presented is incomplete. Work on year end is ongoing and there are still adjustments to be made. Amortization has not been recorded in the attached statements.
- As stated in Bylaw 949-2014, Council remuneration is to be increased by a percentage increase, rounded to the next highest integer, equal to the percentage increase as published in the official Consumer Price Index (CPI) for Victoria, BC by Statistics Canada for the year immediately preceding. The CPI increase for 2016 is 1.9%, and based on the Bylaw the increase for 2017 will be 2%.
- The appraisal report for the Town's assets is now complete. The Town's assets were valued at \$22,034,200 by the appraisal company. For insurance purposes the estimated value of the assets was \$16,851,252. This amount was based on the 2004 appraisal with percentage increases and cost of new additions and construction.

The appraisal report has been forwarded to our property insurers. The increase in value will result in an increase in insurance costs estimated at approximately \$8,000. Exact numbers will be forthcoming.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	YTD Actuals	%
REVENUES								
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,992,190	-	-	0%
Supplemental Adjustments	-	-	-	-	-	-	-	-
Grants-In-Lieu	49,282	48,514	48,600	48,747	48,600	-	-	0%
Penalties and Interest on Taxes	82,528	75,768	62,000	75,667	62,000	150	150	0%
Business Licences	17,375	17,750	17,000	18,425	17,000	17,650	17,650	104%
Building and Other Permits	17,660	20,191	14,200	48,026	20,000	2,069	2,069	10%
Storm Drain Connection Fees	180	210	-	640	-	1,330	1,330	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	1,575	1,575	45%
Interest on Investments	41,942	41,405	20,000	60,270	30,000	483	483	2%
Fire Service to CVRD	165,532	189,012	216,658	216,658	216,000	-	-	0%
Garbage Revenues	338,945	368,636	367,500	375,851	371,500	308,413	308,413	83%
Lakeview Revenues	166,612	182,747	159,000	181,951	168,000	58,156	58,156	35%
Sale of Assets	870	31,054	-	72,856	-	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	-	-	-
Fire Department Revenues	1,000	19,634	-	484	-	2,290	2,290	-
Other Revenue	13,371	339,335	9,750	68,725	10,000	6,497	6,497	65%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	7,472	7,472	17%
Public Health Lease	16,100	16,100	16,100	16,359	16,100	2,741	2,741	17%
Clec Revenues	368,965	422,890	396,200	412,959	396,200	500	500	0%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,800	-	-	0%
Conditional Transfers	367,449	64,420	347,355	46,940	811,000	-	-	0%
Transfers From Reserve Funds	356,721	-	200,000	-	80,000	-	-	0%
Transfers From Building Reserve	-	-	750,000	-	810,000	-	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-	-	-
Transfer From Statutory Reserves	-	-	200,000	-	-	-	-	-
Transfer from Parks Dedication Reser	-	-	-	21,350	-	-	-	-
Short term debt	144,860	-	-	-	-	-	-	-
Prior year Surplus	-	-	425,381	-	-	-	-	-
Police Tax Levy	133,348	137,228	133,407	137,400	138,000	-	-	0%
Library Levy	116,126	119,314	123,852	123,852	127,782	-	-	0%
Collections For Other Govts.	2,087,106	2,163,113	2,125,350	2,112,124	2,125,350	-	-	0%
	6,813,147	6,657,651	8,062,084	6,481,194	7,925,022	409,326	409,326	5%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	2017 %
EXPENDITURES							
General Government Services	468,742	484,842	535,550	462,181	542,000	93,217	17%
Fire Department	241,119	275,789	321,800	310,123	370,200	10,118	3%
Police Force	133,349	137,228	133,407	137,400	138,000	-	0%
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	4,087	7%
Public Works Administration	125,270	91,761	126,700	121,695	126,700	22,972	18%
Public Works Roads	367,202	332,615	428,500	324,221	418,400	22,450	5%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(110,813)	-	(16,456)	-
Garbage Expenses	350,916	370,081	383,000	382,922	383,000	26,486	7%
Planning, Health & Other	35,666	48,673	55,100	38,338	60,100	1,230	2%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	16,617	17,024	22,000	19,993	22,000	45	0%
Parks	200,294	209,793	240,400	202,463	221,900	2,526	1%
Lakeview Park	142,283	146,810	159,000	168,094	164,500	612	0%
CLEC Expense	437,834	432,171	431,700	475,373	431,700	22,632	5%
Lakeview Road	1,540	2,754	10,000	-	10,000	-	0%
Transfer To Library	116,128	119,314	123,852	123,852	127,782	-	0%
Capital	1,616,603	802,225	2,569,725	897,692	3,113,000	16,187	1%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	57	2%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	-	0%
Amortization	514,621	550,331	-	-	-	-	-
Transfers To Reserve Funds	235,844	324,743	126,000	125,000	136,000	-	0%
Transfer Equip. Recovery to Reserve	-	-	-	-	-	-	-
Transfer To Surplus	-	-	-	-	-	-	-
Transfers To Other Governments	2,087,106	2,163,113	2,125,350	2,112,124	2,125,350	-	0%
	7,211,154	6,577,643	8,062,084	6,032,545	8,648,632	206,164	2%
Surplus(Deficit)	(398,007)	80,008	-	448,650	(723,610)	203,162	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
General Government Services							
Mayor and Council Indemnities	59,017	68,000	69,500	69,360	69,500	8,163	12%
Mayor and Council Expenses	33,481	30,304	41,500	35,594	41,500	442	1%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,100	-	0%
Municipal Hall	17,353	16,371	21,150	17,234	25,300	1,261	5%
Office Wages	410,356	393,621	414,000	424,238	414,000	38,595	9%
Office Expenses	33,403	29,035	56,100	48,329	56,500	2,983	5%
Data Processing	20,771	20,466	22,200	21,957	24,600	13,895	56%
Legal Expense	7,369	9,215	15,000	25,901	15,000	2,799	19%
Audit	10,500	23,792	26,000	16,748	26,000	-	0%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	72,000	18,019	25%
Grants-in-aid	6,199	6,115	5,500	3,235	5,500	-	0%
Ohtaki expense	5,251	5,059	7,000	3,885	7,000	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	(37,132)	-	7,061	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,000)	-	0%
	468,742	484,842	535,550	462,181	542,000	93,217	17%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Protective Services Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Fire Department							
Firefighters indemnities	82,944	101,748	95,000	116,799	100,000	-	0%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	2,727	16%
Town Administration	7,785	7,500	8,000	8,000	13,000	-	0%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,133	48,600	1,191	2%
Miscellaneous Operations	30,741	51,391	67,900	41,592	91,500	3,939	4%
Training	14,788	12,996	24,000	24,172	24,000	-	0%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	2,262	3%
	241,119	275,789	321,800	310,123	370,200	10,118	0

Bylaw Enforcement & Other

Emergency Measures	-	-	7,000	-	6,500	-	0%
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	1,016	6%
Building Inspection	32,753	33,861	40,000	33,987	37,000	3,070	8%
	48,436	48,767	67,000	49,537	60,000	4,087	7%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
PW Administration							
Shop and Yard	43,648	32,315	44,300	33,523	35,000	1,308	4%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	18,693	9%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	246	2%
Safety and Training	13,865	21,458	16,300	35,184	27,000	2,724	10%
Office Administration Charge	13,585	14,200	14,300	14,300	14,300	-	0%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(172,900)	-	0%
	125,270	91,761	126,700	121,695	126,700	22,972	18%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	(2,074)	-
Equipment Allocations	(263,019)	(189,967)	-	(171,794)	-	(14,500)	-
	(121,809)	(157,353)	-	(111,024)	-	(16,574)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	211	-	118	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	211	-	118	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Road Maintenance							
Banners	8,596	2,475	9,000	370	9,000	-	0%
Boulevards	30,604	54,719	31,000	42,398	31,000	-	0%
Crack Sealing	-	7,880	10,000	-	10,000	-	0%
Dangerous Trees	5,215	9,826	13,000	8,795	13,000	-	0%
Ditches & Culverts	14,213	2,618	15,000	1,930	10,000	-	0%
Dust Control	2,180	2,267	4,000	1,734	4,000	-	0%
Landscaping	16,006	2,981	15,400	7,654	10,000	-	0%
Litter Control	15,695	9,714	16,000	15,787	16,000	213	1%
Marking	14,723	15,063	10,000	14,348	10,000	23	0%
Mowing	20,974	5,943	13,000	1,822	13,000	-	0%
Patching	9,996	10,263	15,000	10,836	15,000	2,016	13%
Roads-other	19,455	15,907	13,700	3,076	14,000	338	2%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	2,974	25%
Shoulders	6,639	6,587	14,000	6,354	14,000	201	1%
Sidewalks	15,670	19,828	16,000	16,617	16,000	-	0%
Signs	9,411	7,078	11,000	7,733	11,000	205	2%
Snow removal	14,224	5,015	50,000	28,669	50,000	15,641	31%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	256	1%
Street Lighting	78,326	72,591	79,000	78,756	79,000	581	1%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	-	0%
Office Administration Charge	20,880	20,400	20,400	20,400	20,400	-	0%
	367,202	332,615	428,500	324,221	418,400	22,450	5%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Garbage Collection							
Revenues							
Regular collections	305,534	309,926	310,000	311,422	314,000	305,189	97%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,197	91%
Penalties	4,137	4,125	4,000	3,804	4,000	-	0%
Recycling	25,522	50,781	50,000	56,485	50,000	27	0%
	338,945	368,636	367,500	375,851	371,500	308,413	83%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,074	237,000	26,440	11%
Office Administration Charges	15,850	16,000	17,100	17,100	17,100	-	0%
PW Administration Charges	22,190	22,500	23,900	23,900	23,900	-	0%
Tipping Fees	72,156	54,775	60,000	61,645	60,000	-	0%
Recycling costs	38,320	38,870	45,000	39,204	45,000	46	0%
	350,916	370,081	383,000	382,922	383,000	26,486	7%
Net	(11,971)	(1,445)	(15,500)	(7,071)	(11,500)	281,926	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Other Development Services

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Public Health							
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	7,472	17%
Public Health Lease	16,100	16,100	16,100	16,359	16,100	2,741	17%
Public Health Expenses	10,497	7,689	13,500	8,874	13,500	1,230	9%
NET	50,262	53,240	47,600	52,314	47,600	8,982	19%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	-	0%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	3,500	-	0%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	-	0%
Pacific Marine Circle Route	-	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	717	1,500	860	1,500	-	0%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,046	3,100	3,079	3,100	-	0%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	14,100	-	0%
Total Development Services Expenses	35,666	48,673	55,100	38,338	60,100	1,230	0
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	-	0%
Water, Sewer & Garbage	1,207	1,216	700	647	700	-	0%
Contracted Services	11,695	10,687	15,000	15,540	15,000	45	0%
Other Expenses	3,104	4,154	5,000	3,986	5,000	-	0%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	-	0%
	16,617	17,024	22,000	19,993	22,000	45	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Parks							
Beaver Park	31	31	500	-	500	-	0%
Bell Tower School	2,388	1,378	2,400	1,320	2,400	-	0%
Centennial Park	23,062	23,971	24,000	11,512	12,000	-	0%
Central Park	19,367	16,593	19,000	18,289	19,000	-	0%
Civic Square	2,281	929	2,500	1,005	2,500	-	0%
Communities in Bloom	1,418	379	3,000	36	3,000	-	0%
Community Garden	2,043	1,388	1,500	8,654	-	-	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	-	0%
Dashwood Park	231	672	1,200	364	1,200	-	0%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	64	1%
Footbridge	5,868	4,771	4,500	4,270	4,500	65	1%
Footpath maintenance	3,406	1,506	2,000	357	2,000	-	0%
Forest Ranger Building	1,644	1,091	1,400	1,685	-	-	-
Gillespie Park	488	608	1,000	1,242	1,000	-	0%
Greendale Park	1,720	7,576	5,700	2,410	5,700	-	0%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	-	0%
Kaatza Museum	8,951	6,772	10,000	6,788	10,000	1,137	11%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	-	0%
Lakedays Preparation	1,619	1,863	2,000	1,511	2,000	-	0%
Marina Park	1,965	2,713	1,700	1,935	1,700	42	2%
Memorial Park	3,790	6,907	6,500	4,505	6,500	-	0%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	-	0%
Park Bench Maintenance	8,495	5,537	5,000	3,299	5,000	96	2%
Parks General	16,719	14,969	16,000	14,560	16,000	-	0%
Parkstone Park	912	830	2,000	889	2,000	-	0%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	-	0%
Pickleball Courts	-	-	-	-	1,400	-	-
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	-	0%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	-	0%
Saywell Park	24,709	19,623	20,000	13,638	20,000	42	0%
Seniors Centre	773	2,711	2,100	1,384	2,100	-	0%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	1,000	-	0%
Town Square	930	11,227	3,000	6,582	3,500	-	0%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	-	0%
Trestle Walkway	1,968	1,874	3,000	748	3,000	65	2%
Vandalism	988	874	5,000	2,944	5,000	78	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	937	6%
Winter Park	3,527	7,588	7,000	7,314	7,000	-	0%
Office Administration Charge	12,700	11,400	11,000	11,000	11,000	-	0%
	200,294	209,793	240,400	202,463	221,900	2,526	1%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Lakeview Park							
Reservations	106,818	120,276	110,000	125,224	118,000	43,605	37%
Walk Ins	28,034	29,457	22,000	23,687	22,000	1,560	7%
Power Fees	19,623	21,416	18,000	20,475	18,000	10,858	60%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	4,000	-	0%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	2,134	36%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>168,000</u>	<u>58,156</u>	<u>35%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	7,600	-	0%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	-	0%
Summer Student Wages	35,708	42,923	45,000	54,629	50,000	-	0%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	253	4%
Contracted Services	3,926	9,822	10,000	10,381	10,000	200	2%
PW Labour	86	849	1,000	1,201	1,000	24	2%
Hydro and Electricity	6,772	6,418	7,600	8,107	7,600	-	0%
Materials and Supplies	18,502	10,822	15,000	12,910	15,000	-	0%
Other Expenses	7,735	8,246	7,400	7,849	8,000	-	0%
Water, Sewer & Garbage	9,921	9,948	7,800	9,978	7,800	-	0%
Park Attendant/ Security	11,098	10,472	15,000	15,139	15,000	-	0%
Public Works Charges	97	263	500	1,312	500	4	1%
Telephone	2,944	3,136	4,000	2,894	4,000	131	3%
Equipment allocations	1,278	1,751	2,100	-	2,000	-	0%
	<u>142,283</u>	<u>146,810</u>	<u>159,000</u>	<u>168,094</u>	<u>164,500</u>	<u>612</u>	<u>0%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>13,857</u>	<u>3,500</u>	<u>57,544</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of CLEC

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Revenues							
Group Revenues	361,188	417,090	390,000	401,171	390,000	-	0%
Programming revenues	2,578	-	1,000	6,588	1,000	-	0%
Rental Income	5,200	5,200	5,200	5,200	5,200	500	10%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>412,959</u>	<u>396,200</u>	<u>500</u>	<u>0%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	79	1%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	1,057	2%
Food Supplies	58,477	67,394	60,000	76,105	60,000	-	0%
Custodians	27,785	32,046	30,000	34,266	30,000	897	3%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	-	0%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>2,033</u>	<u>1%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	180,000	15,259	8%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-	0%
Housing Allowance	5,200	5,200	5,200	5,200	5,200	500	10%
Town Administration	19,135	20,000	21,000	21,000	21,000	-	0%
Electricity	18,439	17,749	19,000	19,198	19,000	-	0%
Heat	20,080	9,161	19,000	12,436	19,000	1,056	6%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	657	7%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	6,000	26	0%
Maintenance	36,410	30,831	21,000	30,472	22,000	616	3%
Public Works Charges	5,496	3,017	6,000	13,649	6,000	1,695	28%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>281,521</u>	<u>257,700</u>	<u>20,599</u>	<u>8%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>475,373</u>	<u>431,700</u>	<u>22,632</u>	<u>5%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(62,414)</u>	<u>(35,500)</u>	<u>(22,132)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(48,557)</u>	<u>(32,000)</u>	<u>35,412</u>	
Lakeview Park Road							
Road maintenance	1,540	2,754	10,000	-	10,000	-	0%
NET	<u>(46,079)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(48,557)</u>	<u>(42,000)</u>	<u>35,412</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
General								
Asset appraisal - Insurance	-	-	-	10,000	6,900	-	-	-
Asset management plan	-	-	-	-	-	30,000	-	0%
Computer Equipment	2,280	10,000	-	12,000	-	12,000	-	0%
Hazmat Inventory	-	20,000	16,770	40,000	10,856	60,000	-	0%
Office Equipment	-	-	-	5,000	-	5,000	-	0%
Land Purchase	5,359	32,378	379,129	40,000	22,665	-	-	-
Office Improvements	-	-	-	-	-	-	-	-
Town hall renovations	4,862	1,000,000	39,991	1,300,000	136,678	1,500,000	-	0%
Museum Roof	-	-	-	-	-	-	-	-
	12,501	1,062,378	435,890	1,407,000	177,099	1,607,000	-	0%
CLEC								
Carpet	-	-	-	-	-	5,000	-	0%
Clec Windows	-	25,000	-	34,000	19,789	-	-	-
Clec Roofing	-	17,000	7,500	16,000	34,771	-	-	-
Clec Renovations	-	20,000	2,118	10,000	6,276	-	2,341	-
Defibrillators	-	4,000	4,249	-	-	-	-	-
Electrical upgrades	-	-	-	12,300	25,076	-	-	-
Clec JCP	-	-	-	-	-	15,000	-	0%
Matresses	-	-	-	-	-	5,000	-	0%
Equipment - Propane Stove	-	-	-	-	-	7,000	-	0%
Concrete patio/deck renovation	9,594	13,500	8,500	-	-	-	-	-
Water system/well	-	-	-	-	-	25,000	-	0%
	9,594	79,500	22,367	72,300	85,912	57,000	2,341	4%
Fire Department								
Air Shoring	5,350	5,000	2,675	-	-	-	-	-
Computer Equipment Mobile CAD	840	-	-	-	-	-	-	-
Data Administration	1,000	-	-	5,000	1,726	10,000	-	0%
Compressor fan - firehall	-	4,000	2,449	-	-	-	-	-
Exhaust Nederman damage #10	3,928	-	-	-	-	-	-	-
Fire/Rescue Truck	254,860	-	-	-	-	-	-	-
Heat Pump/Generator Replacemen	-	15,000	-	15,000	-	15,000	-	0%
Inventory-Fire trucks and equipmen	-	-	-	-	-	20,000	-	0%
Misc Fire Equipment	8,404	3,000	6,644	3,000	5,173	-	-	-
Pagers	-	-	-	6,000	-	-	-	-
Bi-yearly business inspection / Prep	-	-	-	5,000	-	-	-	-
Projector screen/color printer	1,298	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	8,000	8,193	-	-	-
Firehall repairs	-	5,000	7,900	5,000	6,800	6,000	-	0%
Thermal Camera	-	6,000	7,865	-	-	-	-	-
Turnout Gear Dryer - Cap	-	10,000	8,951	-	-	-	-	-
Training Ground Facilities	-	-	-	10,000	-	30,000	13,846	46%
Truck purchase	57,233	-	-	-	-	-	-	-
Tools and Equipment	9,878	6,000	6,079	3,000	9,318	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-	-
Hoses and valving	3,275	8,000	6,133	8,000	15,210	8,000	-	0%
Ventilation fan	-	-	-	-	-	-	-	-
	346,065	62,000	48,695	68,000	46,420	92,000	13,846	15%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
Public Works								
Equipment Purchase	356,721	-	-	200,000	-	80,000	-	0%
Annual Paving Program	-	150,000	75,231	-	-	70,000	-	0%
North Shore Rd Engineering	-	40,000	5,033	10,000	-	-	-	-
Organic Waste Containers	114,687	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	10,000	-	15,000	10,371	-	-	-
Sidewalks	-	40,000	13,254	50,000	35,547	-	-	-
Signs - Capital	15,255	50,000	15,207	60,000	64,977	-	-	-
South Shore Road Improvements	176,902	-	-	-	-	-	-	-
Renfrew Town Square	499,349	-	-	-	-	-	-	-
Stormwater Mapping	74,156	37,880	4,681	-	-	-	-	-
Small tools	8,716	5,000	2,558	10,000	3,939	5,000	-	0%
	<u>1,245,786</u>	<u>332,880</u>	<u>115,963</u>	<u>345,000</u>	<u>114,833</u>	<u>155,000</u>	<u>-</u>	<u>0%</u>
Lakeview Park								
JCP Recoveries - Cap	-	-	(30,122)	-	(14,467)	-	-	-
Resurfacing campsites - gravel/san	-	3,000	-	10,000	3,334	5,000	-	0%
Floating walkway repairs	-	7,000	13,500	-	-	-	-	-
Lakeview Washrooms	-	30,000	13,102	60,000	27,863	-	-	-
	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>
Parks								
Central Park Washroom/Stage	-	60,000	107,517	-	32,188	10,000	-	0%
Centennial Park	2,658	25,000	18,531	10,000	7,961	-	-	-
Columbarium planning	-	-	-	-	-	10,000	-	0%
Misc Parks Capital	-	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	20,000	18,000	20,000	-	0%
Park Benches	-	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	-	577,425	398,549	1,034,000	-	0%
Pickleball/Tennis Courts	-	-	-	-	-	50,000	-	0%
Riverside Park - Washrooms JCP	-	-	-	-	-	50,000	-	0%
Saywell Park Improvements	-	40,000	49,162	-	-	23,000	-	0%
Saywell Park JCP	-	-	7,017	-	-	-	-	-
Kaatza Museum JCP	-	-	603	-	-	-	-	-
	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>456,698</u>	<u>1,197,000</u>	<u>-</u>	<u>0%</u>
Total General Capital	<u>1,616,603</u>	<u>1,701,758</u>	<u>802,225</u>	<u>2,569,725</u>	<u>897,692</u>	<u>3,113,000</u>	<u>16,187</u>	<u>1%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	428,719	434,229	434,000	434,749	440,000	426,000	97%
Connection Fees	180	2,710	700	3,542	1,000	1,330	133%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	-	0%
Sewer Facilities Grant	-	-	-	-	-	-	-
Conditional Grants	-	1,351,200	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	164,200	163,900	163,600	163,700	163,400	-	0%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	87,700	-	0%
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>696,700</u>	<u>427,330</u>	<u>61%</u>
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	15	1%
Office Administration	47,340	47,300	54,000	54,000	54,000	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	25	3%
PW Administration	59,175	75,000	67,000	67,000	67,000	-	0%
Discounts	29,848	29,977	29,000	30,908	31,000	10,913	35%
General Maintenance	48,629	65,875	68,000	46,903	68,000	3,987	6%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	-	0%
Chlorination	6,571	7,593	8,000	7,275	8,000	-	0%
New Connections	4,414	276	4,000	-	4,000	-	0%
Sewer Flushing	6,015	7,120	6,500	29	6,500	-	0%
Sewer Pump Maintenance	25,709	40,957	46,500	39,818	46,500	2,564	6%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	1,679	2%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	-	-	-	-
Capital	37,367	1,558,464	305,000	91,855	307,200	-	0%
	<u>372,421</u>	<u>2,006,534</u>	<u>693,000</u>	<u>411,366</u>	<u>696,700</u>	<u>19,183</u>	<u>3%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>199,449</u>	<u>-</u>	<u>408,147</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
SEWER CAPITAL							
Liftstation Upgrades	-	-	30,000	-	75,000	-	0%
Sewer I&I	10,141	21,550	175,000	82,658	132,200	-	0%
Sewer Treatment Miscellaneous	-	-	-	-	-	-	-
Sewer Treatment Construction	27,226	1,536,914	100,000	9,197	100,000	-	0%
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	37,367	1,558,464	305,000	91,855	307,200	-	0%

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	516,327	521,729	520,000	521,482	532,000	518,310	97%
Connection Fees	180	6,660	600	9,100	1,000	1,980	198%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	35	1%
Other Penalties And Interest	6,563	6,028	6,500	5,652	5,500	-	0%
Grant - Water main upgrades	-	-	-	-	1,129,093	-	0%
Infrastructure Grant	-	-	1,200,000	-	4,875,000	-	0%
Debt	-	-	-	-	300,000	-	0%
Parcel Tax	167,400	167,100	233,660	233,800	233,520	-	0%
Transfer From Surplus	-	-	153,000	-	521,501	-	0%
	<u>696,860</u>	<u>711,139</u>	<u>2,115,260</u>	<u>774,981</u>	<u>7,600,614</u>	<u>520,325</u>	<u>37%</u>
Expenditures							
Administration	1,138	1,060	3,400	1,810	3,400	-	0%
Office Administration	65,770	65,600	65,600	65,600	65,600	-	0%
PW Administration	82,210	82,000	82,000	82,000	82,000	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	25	3%
Discounts	36,023	36,215	37,800	37,864	37,800	13,843	37%
Safety and Training	364	6,405	4,500	3,797	4,500	-	0%
Chlorination	7,943	9,158	8,000	10,981	9,000	-	0%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	375	8%
General Maintenance	65,335	83,099	89,000	78,386	89,000	11,447	13%
Hydrants	25,879	14,723	22,660	14,460	22,660	70	0%
New Connections	3,038	7,950	8,000	5,416	8,000	2,542	32%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	3,036	4%
Water Meters	4,822	11,322	6,200	10,253	8,500	2,473	29%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	783	2%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	-	0%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	508	6%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	606	12%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	-	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,120,354	86,183	1%
	<u>533,351</u>	<u>562,721</u>	<u>2,115,260</u>	<u>473,317</u>	<u>7,600,614</u>	<u>121,891</u>	<u>2%</u>
Surplus(Deficit)	<u>163,509</u>	<u>148,418</u>	<u>-</u>	<u>301,664</u>	<u>-</u>	<u>398,435</u>	<u>-</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - January 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	20,000	7,578	-	-	-
Greendale Road Watermain	-	-	-	-	769,863	-	0%
Greendale Trestle Watermain Upgrade	-	-	-	-	164,204	-	0%
Ohtaki Bridge Watermain Upgrade	-	-	-	-	77,550	-	0%
Park Rd Watermain Upgrade	-	-	-	-	235,052	-	0%
Wilson Watermain Upgrade	10,445	-	-	-	113,685	-	0%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	86,183	1%
Watermain upgrades	-	-	20,000	-	-	-	-
	-	-	-	-	-	-	-
	<u>33,158</u>	<u>16,540</u>	<u>1,640,000</u>	<u>28,534</u>	<u>7,120,354</u>	<u>86,183</u>	<u>1%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JANUARY

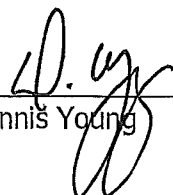
DATE: FEB. 1 / 17

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	22	1	4		1
Commercial	3				
Carport / garage	3				
Demolitions	2				
Renovations	12		1		
Deck	5				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	48	1	5		1

Building Permit Fees	Value of construction	Permit fees
For the current month	120,291.00	1,910.00
Year to Date	120,291.00	1,910.00



 Dennis Young



A handwritten signature in black ink, appearing to be "J.S.", is located in the top right corner of the page.

Lake Cowichan Fire Department
P.O. Box 31
Lake Cowichan, BC
V0R 2G0
(250)749-3522

December 2016 Monthly Incident Report

- 1 Business Meeting / Practice
- 3 Practices
- 1 Truck Clean
- 1 MVA
- 1 Meeting with Forestry and Industry
- 1 Hydro Line Fire
- 3 Medical Aid
- 1 Relief & Junior Firefighter Interviews
- 1 Chimney Fire
- 1 Alarms Activated
- 1 Structure Fire
- 1 Incident Safety Officer Course
- 13 NFPA Tests
- 1 Sec/Treasurer Monthly Stipend

Total Call Outs & Practices

\$ 8541.21

Grand Total

\$8541.21



Lake Cowichan Fire Department
 P.O. Box 31
 Lake Cowichan, BC
 V0R 2G0
 (250)749-3522

Fire Stats December 2016

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
12/01	5:30 PM	Fire Hall	Relief /JR Firefighter Interviews	3	2	\$118.02
12/05	7:00 PM	Fire Hall	Business Meeting	25	2	\$905.32
12/07	6:41 PM	6451 Skutz Falls Rd	Structure Fire	24	6	\$2607.96
12/12	3:15 AM	17 North Shore Rd	Hydro Lines on Fire	12	1	\$229.18
12/12	2:04 PM	45 Somenos	Medical Aid	7	1	\$115.08
12/12	7:00 PM	Fire Hall	Practice	27	2	\$1020.80
12/13	5:30 PM	Fire Hall	Truck Check	8	2	\$259.50
12/15	6:30 AM	Esquimalt F.D	Incident Safety Officer Course	2	10	\$196.70
12/16	8:30 AM	Duncan F.D.	South Island Forest Management Meeting	1	4	\$78.68
12/17	9:30 PM	166 Sall Rd	Alarms Activated	5	1	\$94.43
12/19	7:00 PM	Fire Hall	Practice	32	2	\$1096.14
12/25	8:55 AM	7845 Cowichan Lake Rd	Medical Aid	8	1	\$152.46
12/26	10:50 PM	231 Nootka Cres	Medical Aid	14	1	\$228.49
12/27	7:00 PM	Fire Hall	Check Trucks & Run	4	2	\$153.44
12/28	11:08 AM	7401 Neva Rd	Chimney Fire	18	1	\$305.21
12/28	4:25 PM	137 Cowichan Lake Rd	MVA	18	1	\$339.94
			NFPA Tests	2	26	\$489.86
			Sec/Treasurer Stipend			\$150.00
		Total				\$8541.21



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: March 25, 2003
APPROVED BY: Resolution No. R. 143/03-5B
SUBJECT: Guidelines for Enforcement of Noise Control Bylaw

Purpose:

Upon notification from the RCMP, or upon receipt of a written complaint from two or more persons in the vicinity, that a contravention of the noise bylaw has occurred, the Clerk's department will determine to either notify the property owners by letter, refer to another appropriate agency, contract the services of a Bylaw Enforcement Officer (BEO) to investigate and proceed with the file, or refer the matter to Council for further direction.

Policy Procedure:

In the normal course of events there is a three step process to ensure compliance with the Noise Control Bylaw, HOWEVER should an alleged offender indicate unwillingness to attempt to achieve compliance with the Noise Control Bylaw the process will be expedited to the third step upon the first contact.

Notification by the RCMP that the Noise Bylaw has been contravened (contraventions outside of office hours)

The RCMP will attend the premises and discuss the complaint with the occupant(s), provide a copy of the bylaw, and advise the occupant that further complaints may lead to legal action.

The complaint will be followed up by an advisory letter, delivered by the BEO, to the occupant(s) and, where applicable, a copy to the registered property owner. If the occupant(s) cannot be contacted personally, Town staff shall send the advisory letter to the occupant(s) by registered mail, and where applicable, a copy to the registered property owner.

Upon the RCMP receiving a second neighbourhood complaint, BEO shall send by registered mail a letter of Final Notice to the occupant(s) and where applicable, a copy to the registered property owner, advising that further complaints may lead to legal action being taken, including fines for each incident.



Upon the RCMP receiving a third neighbourhood complaint: ,

- a) Staff shall contract the services of a BEO to further investigate the complaint and, if required, to take the matter through the provincial court system.

Written Complaints from two or more separate residences received at Town Hall

- a) Staff shall contract the services of a BEO to investigate the complaints.
- b) The BEO will attend the premises and discuss the complaint with the occupant, provide a copy of the bylaw, and advise the occupant(s) that further complaints may lead to legal action.
- c) The complaint will be followed up by an advisory letter, delivered by the BEO, to the occupant(s) and, where applicable, a copy to the registered property owner. If the occupant(s) cannot be contacted personally, Town staff shall send the advisory letter to the occupant(s) by registered mail, and where applicable, a copy to the registered property owner.
- d) Upon the BEO receiving a second neighbourhood complaint, the BEO shall send by registered mail a letter of Final Notice to the occupant(s) and where applicable, a copy to the registered property owner, advising that further complaints may lead to legal action being taken, including fines for each incident.
- e) Upon the BEO receiving a third neighbourhood complaint: ,
The BEO will file "an information" with the Provincial Court Registry, outlining the nature of the contravention, and take the matter through the Provincial Court System.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received regarding unreasonable noise, and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The BEO personally observes unreasonable noise, and in his/her opinion, regards the noise as a disturbance in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unreasonable noise, may result in legal action as described above.

The BEO may issue a fine by Municipal Ticket Information during the first contact with an alleged offender if he or she indicates an unwillingness to attempt to achieve compliance with the Noise Control Bylaw.

Chief Administrative Officer



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: March 25, 2003
APPROVED BY: Resolution No. R. 143/03-5A
SUBJECT: Guidelines for Enforcement of Unsightly Premises Bylaw

Purpose:

The Clerk's Department will enforce, upon written complaint from a neighbour(s), the Unsightly Premises bylaw with respect to a property becoming or remaining unsightly, as defined in the Town of Lake Cowichan Unsightly Premises Bylaw No. 727-2001.

Policy Procedure:

Step One

- a) Upon receipt of written complaints, staff shall attend the premise that is alleged to be unsightly, take photos and discuss the complaint with the Bylaw Enforcement Officer, to determine that the complaint has merit.
- b) Staff shall write an advisory letter to the occupant(s) and, where applicable, a copy to the registered property owner, advising the occupant(s) that the problem needs to be rectified within ten days or further action, which may include fines in accordance with the bylaw, will be taken.
- c) The Bylaw Enforcement Officer shall personally deliver the letter and discuss the complaint with the occupant(s), providing a copy of the bylaw. If the occupant(s) cannot be contacted personally, the Bylaw Enforcement Officer shall send an advisory letter by double registered mail to the occupant(s) and, where applicable, a copy to the registered property owner.

Step Two

- a) After the ten days have elapsed, should the situation not be rectified, the staff shall send, by double registered mail, a letter of Final Notice to the registered property owner and, where applicable, a copy to the occupant(s). The letter of Final Notice shall include that the owner/occupier(s) has 20 days in which to bring the property



into compliance with the bylaw, or the Town will enter the property, clean it up, and bill the associated costs to the property owner.

Step Three

- a) After the twenty days have elapsed, should the situation not be rectified, staff will send a double registered notice to the property owner and, where applicable, a copy to the occupier(s), advising that the Town will be attending the property, on a specified date, and removing the offending material(s). The letter will further advise that the costs will be billed to the property owner and, should the bill remain unpaid after December 31st in that particular year, the cost will be added to the property taxes as taxes in arrears.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received regarding the premises, and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The Bylaw Enforcement Officer personally observes the unsightliness and in his/her opinion, regards the premises as unsightly in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unsightliness, may result in legal action as described above.

The Bylaw Enforcement Officer may issue a fine by Municipal Ticket Information during the first contact with an alleged offender if he or she indicates an unwillingness to attempt to achieve compliance with the Unsightly Premises Bylaw.

Chief Administrative Officer