



TOWN OF LAKE COWICHAN

Finance and Administration Committee

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

AGENDA

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **APPROVAL OF AGENDA**

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) Municipal Hall Upgrades- Next Steps.
- (b) Council Policy on Noise Control.
- (c) Council Policy on Unsightly Premises.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

- (a) Kaatza Historical Society re: Budget for 2017.

1

6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending February 28th, 2017.
- (b) Building Inspector re: Building Permits for February, 2017.
- (c) Lake Cowichan Fire Department Incident Report for January 2017.

10

28

29

7. **NEW BUSINESS**

- (a) Delegation's Requests with reference to Pickle Ball Courts.
- (b) April is National Autism Month.

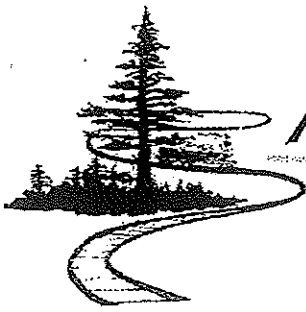
8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

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Kaatza Historical Society

RECEIVED FEB 14 2017

February 14, 2017

Mark Kueber,
General Manager Corporate Services,
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8

Dear Mr. Kueber:

With reference to CVRD letter dated February 15, 2016

The members of the Kaatza Station Museum respectfully submit the budget for 2017, the financial statement for 2016 and the President's Report for 2016.

The planned addition to the museum is waiting for an Asbestos Assessment. We have hired a builder and raised enough funds to build to the lock-up stage. Additional funds are coming from United SteelWorkers' BC and the Cowichan Lake Community Forest Co-operative to assist in finishing the inside. This addition will house archival materials from the local, Provincial and some National archives and artifacts the SteelWorkers' BC have given to us that is the history of the International Woodworkers' of America.

Our volunteers spent more than 3000 hours this past year keeping the museum in tiptop shape.

We are proud of the role we play in the Cowichan Lake Area in preserving our history. We have a wonderful museum with an artifact collection that is growing more and more all the time.

Thank you to the Town of Lake Cowichan, Director Ian Morrison and Director Klaus Kuhn for their continued support of the museum.

P.O Box 135, 125 South Shore Road, Lake Cowichan BC V0R2G0
e-mail - kaatzamuseum@shaw.ca website - www.kaatzamuseum.ca

It enables us to keep the doors of museum open 11 months of the year, hire a Curator/Manager, buy building supplies for maintaining the museum and buy office supplies.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia E. Foster". The signature is written in a cursive style with a large initial "P".

Patricia E. Foster, President

cc. Mayor and Council, Town of Lake Cowichan
Director Ian Morrison, Area F
Director Klaus Kuhn, Area I

Kaatza Historical Society

Box 135

Lake Cowichan, BC

V0R 2G0

Provisional Budget

2017

Income

Grant	\$11,705.00
Donations	\$3,000.00
Gift Shop	\$1,000.00
Membership	\$300.00
CVRD	\$29,465.00
Miscellaneous	\$2,000.00
Summer Student Grant	\$9,407.00

\$56,877.00

Expenses

Internet	\$830.00
Phone	\$360.00
Building Supplies	\$2,500.00
Office supplies	\$2,000.00
computer supplies	\$500.00
Dues/Subscriptions	\$300.00
Exhibit Supplies	\$300.00
Archival Supplies	\$300.00
Training	\$100.00
Worksafe	\$100.00
Insurance Directors	\$600.00
Employee	\$1,830.00
Advertising	\$650.00
Website	\$500.00

Gift Shop		\$1,000.00
Alarm Company		\$650.00
Wages		\$31,200.00
CPP		\$1,538.00
EI		\$712.00
Photo Printing		\$1,500.00
Wages	Students	\$8,778.00
CPP	Students	\$428.00
EI	Students	\$201.00
		\$56,877.00

Kaatza Historical Society
Financial Statements
January 1, 2016 to December 31,
2016

Income

CVRD	\$29,465.00
Service Canada	\$10,100.00
Donations	\$3,508.46
Gift Shop	\$1,276.05
Interest	\$3.11
Archival Photos	\$1,310.33
Miscellaneous	\$2,818.40
Membership	\$300.00
Printing	\$16.07
	\$48,797.42

Expenses

Cheques	\$146.79
Advertising	\$829.04
Building	\$2,729.22
Computer	\$388.78
Directors Insurance	\$650.00
Dues	\$385.00
Exhibit Supplies	\$155.73
Gift Shop	\$1,120.00
Interest	\$10.09
Internet	\$809.16
Medical	\$1,830.00
Office Supplies	\$1,874.62
Photos	\$1,410.78
Revenue Canada	\$8,174.64
Security	\$645.71

Staff	wages	\$19,379.61
Staff Training		\$590.00
Subscriptions		\$98.00
Summer student	wages	\$9,808.99
Telus		\$369.24
Worksafe		\$91.91
Prov of BC		\$55.33

Profit/Loss

\$51,552.64



Kaatza Historical Society

President's 2016 Annual Report

Early in 2016 the Cowichan Lake Education Centre JCP Crew built a new Section Shed in partnership with our volunteers; between the museum and the Bell Tower School. It is now finished with our building crew putting the final touches i.e., outside cladding, painting, shelving, organizing displays of artifacts. The cedar shake cladding was donated by Confederate Shake and Shingle and we would like to thank them for their generosity. It is a wonderful reno that houses some interesting history of our area that is now visible for visitors to see. Thank You to Rick Brubaker for his expertise in planning and to our wonderful building crew for all of their hard work.

In February, Sue, Meghan and I worked on a grant to Library and Archives Canada Documentary Heritage Community Programme. This grant will help us to sort, conserve, accession and store the 250 boxes of the IWA collection we have been given by the United SteelWorkers' of America. The boxes are currently stored in our Bell Tower School and it will be nice to get them sorted and stored in their proper place. We were notified that we did not get the grant but were told that it meets their criteria. We plan to apply again in 2017.

We would like to thank John Mountain and the SteelWorkers' for their generous donation of not only the IWA collection but of the financial support they have given to the planned addition to the museum.

The Addition is almost ready to go depending on weather conditions. All of the environmental assessments have been done and the builder has been hired. The fundraising continues to cover the extra cost of the Geo Tech work that has to be done. The SteelWorkers' will donate a further \$5000 to the addition and the Cowichan Lake Community Forest Co-operative will also donate a further \$15,000 to complete the inside of the addition once it has been built to the lock up stage. Thank you to Glen Calihoo for his donation of the drawings and the changes he has had to make over time. Thank you to Richard Friday for his help in working with the WorkSafe engineers and the GeoTech Staff.

We had three summer students this year and they did some good work for the museum in creating displays, accessioning, filing, greeting visitors, transferring VCH tapes into the computer so that they can be put into DVDs. Thank you to Meghan for her work on supervising the students and their work.

Our Curator left our employ in October and we have been running the museum with volunteers since. Lynn works Mondays and Wednesdays, Gordon works Tuesdays and Thursdays and Roger works on Fridays. I pop in just about every day and contribute my little bit; filing, cleaning, sorting office supplies, etc. Terry filled in for a couple of afternoons during Oct. Nov. and Dec. Thank you to all of them for their above and beyond commitment to our museum.

We received \$12000 from Gaming late in the fall. This will allow us to buy a new computer and printer for the office, Archival supplies, the supply being almost non-existent, and to provide building supplies for our volunteer building crew to do the ongoing maintenance.

Thank You to the building crew for all of their hardwork throughout the year. A special thank you to Don Gordon who has stepped down from the building crew after many years of service. The crew continually listens to our requests for changes here and there throughout the complex and willingly do the necessary work. Repairs and painting were made to some of the outside displays during the summer months.

An appreciation luncheon was held in February to thank all of those who donated their time, some donated equipment and supplies and others donated their expertise.

The Day of Mourning was once again held on April 28. We served coffee and cookies. Also the Bell Tower School was open for the public to see the Wilmer Gold Photos.

During Heritage Days, the long weekend in May, volunteers staffed the Mesachie Lake School and the Bell Tower School so that the public could see the school display, the Wilmer Gold Photos and the logging artifacts that we have on display. On Sunday we hosted the annual Community Picnic. Don and Paul once again brought barbecues and cooked the hotdogs, Pat Weaver and I donated the Corn on the Cob and a cake was served as well as juice, water and coffee.

Once again it has been a very busy year. We are very proud of our little museum complex and it is a central part of our community.

Thank you to the many volunteers who help us to make this a museum that saves local history and makes it available to those who want to visit us.



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: March 7, 2017
SUBJECT: Financial Report for the Period Ending February 28, 2017

The statements of revenues and expenditures for the general, sewer and water funds for the year ended December 31, 2016 and the period ended February 28, 2017 are attached for your review and input.

Points of Note

- The 2016 financial information as presented is incomplete and year end work is still in progress. The year end for 2016 has not been finalized as invoices are still outstanding.
- The 2017 budget numbers as presented are preliminary numbers as per budget discussions. Now that the 2016 year-end information is almost complete some budget numbers as presented for 2017 will be revised.
- The operations of Lakeview Park Campground and the Education Centre have ended the year in a deficit balance of \$48,071. The loss is higher than budgeted by \$2,571.
- The Town has three very large capital projects in progress at year-end including the municipal hall upgrades, Centennial Park ballfields and the water treatment upgrades. These projects in addition to the water main upgrades for 2017 will result in large capital expenditures and possible cost over runs.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2017

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	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	545	1%	
Business Licences	17,375	17,750	17,000	19,025	17,000	18,750	110%	
Building and Other Permits	17,660	20,191	14,200	48,018	20,000	5,848	29%	
Storm Drain Connection Fees	180	210	-	640	-	1,360	-	
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	2,040	58%	
Interest on Investments	41,942	41,405	20,000	52,639	30,000	993	3%	
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	312,829	84%	
Lakeview Revenues	166,612	182,747	159,000	181,951	168,000	74,133	44%	
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	-	
Other Revenue	13,371	339,335	9,750	69,324	10,000	6,637	66%	
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	11,207	25%	
Public Health Lease	16,100	16,100	16,100	16,359	16,500	4,111	25%	
Clec Revenues	368,965	422,890	396,200	414,254	396,200	9,844	2%	
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 Resen	-	-	-	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	6,476,050	7,925,422	450,586	6%	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2017

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	YTD Actuals	%
EXPENDITURES								
General Government Services	468,742	484,842	535,550	531,179	542,000	124,659		23%
Fire Department	241,119	275,789	321,800	310,516	370,200	34,839		9%
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	6,151		10%
Public Works Administration	125,270	91,761	126,700	121,905	126,700	39,765		31%
Public Works Roads	367,202	332,615	428,500	324,221	418,400	44,013		11%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(112,949)	-	(20,038)		-
Garbage Expenses	350,916	370,081	383,000	382,922	383,000	57,822		15%
Planning, Health & Other	35,666	48,673	55,100	40,524	60,100	3,368		6%
Centennial Hall Expenses	-	-	-	-	-	-		-
Info Centre	16,617	17,024	22,000	19,993	22,000	1,305		6%
Parks	200,294	209,793	240,400	204,703	221,900	4,281		2%
Lakeview Park	142,283	146,810	159,000	169,452	164,500	3,269		2%
CLEC Expense	437,834	432,171	431,700	474,823	431,700	43,999		10%
Lakeview Road	1,540	2,754	10,000	-	10,000	-		0%
Transfer To Library	116,128	119,314	123,852	123,852	127,782	31,945		25%
Capital	1,616,603	802,225	2,569,725	921,049	3,127,500	157,202		5%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	138		5%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	13,480		7%
Amortization	514,621	550,331	-	-	-	-		-
Transfers To Reserve Funds	235,844	324,743	126,000	241,112	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	6,244,713	8,663,132	546,198		6%
Surplus(Deficit)	(398,007)	80,008	-	231,337	(737,710)	(95,612)		

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	10,884	16%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	5,723	14%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,100	565	27%
Municipal Hall	17,353	16,371	21,150	17,234	25,300	3,726	15%
Office Wages	410,356	393,621	414,000	423,929	414,000	53,486	13%
Office Expenses	33,403	29,035	56,100	48,542	56,500	4,184	7%
Data Processing	20,771	20,466	22,200	22,447	24,600	14,496	59%
Legal Expense	7,369	9,215	15,000	25,901	15,000	4,021	27%
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	4,050	5,500	50	1%
Ohtaki expense	5,251	5,059	7,000	3,885	7,000	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	29,362	-	9,506	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,000)	-	0%
	468,742	484,842	535,550	531,179	542,000	124,659	23%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	12,478	12%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	3,309	19%
Town Administration	7,785	7,500	8,000	8,000	13,000	-	0%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,023	48,600	5,383	11%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	9,937	11%
Training	14,788	12,996	24,000	24,172	24,000	203	1%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	3,531	5%
	241,119	275,789	321,800	310,516	370,200	34,839	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	1,844	11%
Building Inspection	32,753	33,861	40,000	33,987	37,000	4,307	12%
	48,436	48,767	67,000	49,537	60,000	6,151	10%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	33,733	35,000	2,256	6%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	26,748	13%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	868	7%
Safety and Training	13,865	21,458	16,300	35,184	27,000	9,892	37%
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	121,905	126,700	39,765	31%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	3,523	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(23,717)	-
	(121,809)	(157,353)	-	(113,160)	-	(20,194)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	(0)	-	156	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	(0)	-	156	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	236	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	2,299	15%
Roads-other	19,455	15,907	13,700	3,287	14,000	480	3%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	3,044	25%
Shoulders	6,639	6,587	14,000	6,354	14,000	341	2%
Sidewalks	15,670	19,828	16,000	16,617	16,000	-	0%
Signs	9,411	7,078	11,000	7,733	11,000	838	8%
Snow removal	14,224	5,015	50,000	28,669	50,000	28,840	58%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	688	1%
Street Lighting	78,326	72,591	79,000	78,756	79,000	7,225	9%
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	324,432	418,400	44,013	11%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	305,244	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	4,388	9%
	338,945	368,636	367,500	375,851	371,500	312,829	84%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,074	237,000	49,992	21%
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	4,539	8%
Recycling costs	38,320	38,870	45,000	39,204	45,000	3,291	7%
	350,916	370,081	383,000	382,922	383,000	57,822	15%
Net	(11,971)	(1,445)	(15,500)	(7,071)	(11,500)	255,007	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	11,207	25%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	4,111	25%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	1,230	9%
NET	50,262	53,240	47,600	50,128	48,000	14,088	29%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	2,138	7%
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	40,524	60,100	3,368	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	1,260	25%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	-	0%
	16,617	17,024	22,000	19,993	22,000	1,305	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	57	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	-	107	-
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	161	2%
Footbridge	5,868	4,771	4,500	4,270	4,500	125	3%
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	9,028	10,000	1,483	15%
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	56	3%
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	1,022	5%
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	90	3%
Vandalism	988	874	5,000	2,944	5,000	78	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	1,007	7%
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%
	<u>200,294</u>	<u>209,793</u>	<u>240,400</u>	<u>204,703</u>	<u>221,900</u>	<u>4,281</u>	<u>2%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	57,324	49%
Walk Ins	28,034	29,457	22,000	23,687	22,000	2,173	10%
Power Fees	19,623	21,416	18,000	20,475	18,000	12,564	70%
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	2,073	35%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>168,000</u>	<u>74,133</u>	<u>44%</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	440	4%
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	1,260	17%
Materials and Supplies	18,502	10,822	15,000	13,200	15,000	205	1%
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	820	5%
Public Works Charges	97	263	500	1,312	500	4	1%
Telephone	2,944	3,136	4,000	2,894	4,000	263	7%
Equipment allocations	1,278	1,751	2,100	1,068	2,000	-	0%
	<u>142,283</u>	<u>146,810</u>	<u>159,000</u>	<u>169,452</u>	<u>164,500</u>	<u>3,269</u>	<u>2%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,499</u>	<u>3,500</u>	<u>70,864</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	402,466	390,000	9,344	2%
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>414,254</u>	<u>396,200</u>	<u>9,844</u>	<u>2%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	157	2%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	4,029	6%
Food Supplies	58,477	67,394	60,000	76,105	60,000	1,033	2%
Custodians	27,785	32,046	30,000	34,266	30,000	2,803	9%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	624	16%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>8,647</u>	<u>5%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	180,000	20,559	11%
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	4,879	26%
Heat	20,080	9,161	19,000	10,819	19,000	3,241	17%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	1,290	14%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	6,000	43	1%
Maintenance	36,410	30,831	21,000	30,472	22,000	2,029	9%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	2,020	34%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>280,971</u>	<u>257,700</u>	<u>35,352</u>	<u>14%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>474,823</u>	<u>431,700</u>	<u>43,999</u>	<u>10%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(60,570)</u>	<u>(35,500)</u>	<u>(34,154)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(48,071)</u>	<u>(32,000)</u>	<u>36,710</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>(48,071)</u>	<u>(42,000)</u>	<u>36,710</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	144,678	1,500,000	500	0%
Museum Roof	-	-	-	-	-	-	-	-
	<u>12,501</u>	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>185,099</u>	<u>1,607,000</u>	<u>500</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	8,327	-	0	-
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>87,963</u>	<u>57,000</u>	<u>0</u>	<u>0%</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 Nedermom 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	13,846	30,000	0	0%
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>60,266</u>	<u>92,000</u>	<u>0</u>	<u>0%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2017
General Fund - Schedule of Capital Expenses

	2014	2015	2015	2016	2016	2017	2017	2017
	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	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	-	31,648	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	1,048,500	156,702	15%
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>456,158</u>	<u>1,211,500</u>	<u>156,702</u>	<u>13%</u>
Total General Capital	<u>1,616,603</u>	<u>1,701,758</u>	<u>802,225</u>	<u>2,569,725</u>	<u>921,049</u>	<u>3,127,500</u>	<u>157,202</u>	<u>5%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	427,464	97%
Connection Fees	180	2,710	700	3,542	1,000	1,360	136%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	-	0%
Sewer Facilities Grant	-	-	-	-	1,305,900	-	0%
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	-	355,100	-	0%
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>2,270,000</u>	<u>428,824</u>	<u>19%</u>
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	85	3%
Office Administration	47,340	47,300	54,000	54,000	54,000	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	50	5%
PW Administration	59,175	75,000	67,000	67,000	67,000	-	0%
Discounts	29,848	29,977	29,000	30,908	31,000	31,808	103%
General Maintenance	48,629	65,875	68,000	46,903	68,000	7,355	11%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	-	0%
Chlorination	6,571	7,593	8,000	7,275	8,000	2,018	25%
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	4,213	9%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	2,475	3%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	-	-	-	-
Capital	37,367	1,558,464	305,000	91,855	1,880,500	-	0%
	<u>372,421</u>	<u>2,006,534</u>	<u>693,000</u>	<u>411,366</u>	<u>2,270,000</u>	<u>48,003</u>	<u>2%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>199,449</u>	<u>-</u>	<u>380,821</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>SEWER CAPITAL</u>							
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	1,673,300	-	0%
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	37,367	1,558,464	305,000	91,855	1,880,500	-	0%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	519,992	98%
Connection Fees	180	6,660	600	9,100	1,000	2,660	266%
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	-	546,501	-	0%
	696,860	711,139	2,115,260	774,981	7,625,614	522,687	37%
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	50	5%
Discounts	36,023	36,215	37,800	37,864	37,800	39,187	104%
Safety and Training	364	6,405	4,500	3,797	4,500	70	2%
Chlorination	7,943	9,158	8,000	10,981	9,000	3,338	37%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	439	10%
General Maintenance	65,335	83,099	89,000	78,386	89,000	17,335	19%
Hydrants	25,879	14,723	22,660	14,460	22,660	93	0%
New Connections	3,038	7,950	8,000	5,416	8,000	4,917	61%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	3,160	4%
Water Meters	4,822	11,322	6,200	10,253	8,500	3,947	46%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	6,581	20%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	58	1%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	557	7%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	1,094	22%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	-	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,145,354	105,735	1%
	533,351	562,721	2,115,260	473,317	7,625,614	186,561	2%
Surplus(Deficit)	163,509	148,418	-	301,664	-	336,127	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	18,774	17%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	86,961	2%
Water Service Replacements	-	-	20,000	-	25,000	-	0%
	-	-	-	-	-	-	-
	<u>33,158</u>	<u>16,540</u>	<u>1,640,000</u>	<u>28,534</u>	<u>7,145,354</u>	<u>105,735</u>	<u>1%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of FEBRUARY

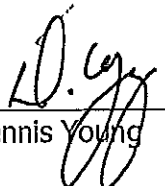
DATE: MAR. 9/17

FROM: Building Inspector

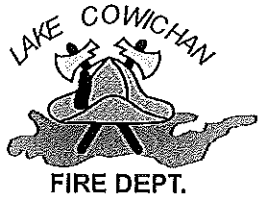
Applications

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

Building Permit Fees	Value of construction	Permit fees
For the current month	187,961.00	2,322.50
Year to Date	308,252.00	4,232.50



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

January 2017 Monthly Incident Report

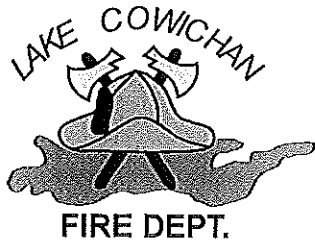
1 Business Meeting / Practice
4 Practices
1 Truck Clean
1 MVI
1 Naloxone Training Session
1 Occupational Health & Safety Training
1 Confined Space Training/Officers Meeting
1 Confined Space Rescue Training
2 Alarms Activated
4 Medical Aid
1 Lift Assist
1 Bush Fire
1 Team Leader Course
17 NFPA Tests
1 Officer/Members Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total Call Outs & Practices

\$12477.67

Grand Total

\$12477.67



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

Fire Stats Jan 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
01/03	11:46 AM	59 Cowichan Ave E	Medical Aid	12	1	\$208.82
01/03	7:00 PM	Fire Hall	Business Meeting	23	2	\$759.14
01/06	11:13 AM	7500 Block HWY 18	MVI	11	1	\$212.45
01/08	5:44 AM	Stanley Gordon School	Alarms Activated	21	1	\$399.93
01/09	7:00 PM	Fire Hall	Practice	22	2	\$723.68
01/10	6:00 PM	Fire Hall	Truck Clean	11	2	\$300.78
01/13	11:15 PM	7750 Sunset Dr	Lift Assist	11	1	\$170.46
01/14	8:00 AM	Fire Hall	Team Leader Course	17	8.5	\$2229.04
01/15	8:00 AM	Fire Hall	Team Leader Course	17	8.5	\$2229.04
01/16	7:00 PM	Fire Hall	Practice	23	2	\$758.56
01/19	10:00 AM	Town Office	Occupational Health & Safety Training	3	4	\$157.36
01/19	5:15 PM	#9-300 Grosskleg	Report of Bush Fire	18	1	\$322.92
01/22	9:15 AM	64 Cottonwood St	Medical Aid	16	1	\$282.60
01/23	6:00 PM	Fire Hall	Confined Space Training Meeting	7	1	\$137.69
01/23	7:00 PM	83 Pine St	Confined Space Tech Training Practice	27	2	\$944.08
01/24	6:00 PM	Fire Hall	BCEHS Naloxone Training	7	2.5	\$339.33
01/25	1:00 PM	83 Pine St	Confine Space Rescue Training	3	2	\$78.68
01/25	3:03 PM	9160 Marble Bay Rd	Medical Aid	8	1	\$182.26

01/30	2:23 AM	70 Stanley St	Alarms Activated	9	1	\$172.13
01/30	7:00 PM	Fire Hall	Practice	26	2	\$865.98
01/31	10:15 PM	167 Sahtlam Ave E	Medical Aid	10	1	\$172.13
			NFPA Test	3	32	\$582.26
			Officer/Duty Sheets	1	5	\$98.35
			Sec/Treasurer Stipend			\$150.00
		Total				\$12477.67