



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, May 9th, 2017 at 5:15 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- Update.
- (b) Agreement with Community Garden.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending April 30th, 2017.
- (b) Building Inspector re: Building Permits for April, 2017.
- (c) Lake Cowichan Fire Department Incident Report for March, 2017.

3

21

22

7. **NEW BUSINESS**

- (a) Extended Care sub-committee update.

8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

This Page is Intentionally Left Blank



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: May 5, 2017
SUBJECT: Financial Report for the Period Ending April 30, 2017

The statements of revenues and expenditures for the general, sewer and water funds are attached for your review and input.

Point of Note

- The property tax notices have been received will be printed and mailed out the in the next two or three weeks. The homeowner grant application form has been redesigned to incorporate the new changes for 2017.
- There have been many administrative changes to the retro-active home owner grants and property tax deferment program and
- Work has started on the property tax inserts. There is a little bit of space on the insert if Council has an information item to include.
- Work will commence on the annual report for 2016 shortly. Any pictures of community or town events to include in the report would be welcome.

I would be pleased to comment on any other items in this report.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	1,999,050	-	-	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	64,500	1,571	1,571	2%
Business Licences	17,375	17,750	17,000	18,525	17,000	19,550	19,550	115%
Building and Other Permits	17,660	20,191	14,200	48,766	21,000	18,286	18,286	87%
Storm Drain Connection Fees	180	210	-	640	-	1,510	1,510	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	2,280	2,280	65%
Interest on Investments	41,942	41,405	20,000	52,639	30,000	14,292	14,292	48%
Fire Service to CVRD	165,532	189,012	216,658	216,658	230,000	-	-	0%
Garbage Revenues	338,945	368,636	367,500	375,851	371,300	323,491	323,491	87%
Lakeview Revenues	166,612	182,747	159,000	181,951	173,000	101,386	101,386	59%
Sale of Assets	870	31,054	-	246,065	-	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	-	-	-
Fire Department Revenues	1,000	19,634	-	484	-	-	-	-
Other Revenue	13,371	339,335	9,750	68,576	10,250	8,592	8,592	84%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	18,679	18,679	42%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	6,852	6,852	42%
Clec Revenues	368,965	422,890	396,200	414,254	397,000	51,216	51,216	13%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,900	-	-	0%
Conditional Transfers	367,449	64,420	347,355	36,940	915,000	-	-	0%
Conditional Transfer - Town Hall Bldg	-	-	-	-	1,620,000	-	-	0%
Transfers From Reserve Funds	356,721	-	200,000	-	135,000	-	-	0%
Transfers From Building Reserve	-	-	750,000	-	200,000	-	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-	-	-
Transfer From Statutory Reserves	-	-	200,000	-	-	-	-	-
Transfer from Parks Dedication Reser	-	-	-	-	-	-	-	-
Short term debt	144,860	-	-	-	-	-	-	-
Prior year Surplus	-	-	425,381	-	-	-	-	-
Police Tax Levy	133,348	137,228	133,407	137,400	145,171	-	-	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	2,155,326	-	-	0%
	6,813,147	6,657,651	8,062,084	6,617,409	9,161,879	567,705	567,705	6%

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	529,382	555,300	215,013		39%
Fire Department	241,119	275,789	321,800	310,516	370,200	86,622		23%
Police Force	133,349	137,228	133,407	137,400	145,171	-		0%
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	13,242		22%
Public Works Administration	125,270	91,761	126,700	121,905	108,500	88,818		82%
Public Works Roads	367,202	332,615	428,500	324,432	418,900	83,853		20%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(113,160)	-	(39,126)		-
Garbage Expenses	350,916	370,081	383,000	383,491	385,300	107,307		28%
Planning, Health & Other	35,666	48,673	55,100	40,524	70,500	22,270		32%
Centennial Hall Expenses	-	-	-	-	-	-		-
Info Centre	16,617	17,024	22,000	19,993	22,000	5,560		25%
Parks	200,294	209,793	240,400	204,703	223,600	17,913		8%
Lakeview Park	142,283	146,810	159,000	169,453	169,600	19,688		12%
CLEC Expense	437,834	432,171	431,700	484,687	432,100	117,187		27%
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	1,102,141	3,482,500	226,281		6%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	438		15%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	26,952		14%
Amortization	514,621	550,331	-	564,507	-	-		-
Transfers To Reserve Funds	112,645	161,693	126,000	128,700	136,000	-		0%
Transfer Equip. Recovery to Reserve	(123,199)	163,050	-	112,412	-	-		-
Transfer To Surplus	-	-	-	-	91,100	-		0%
Transfers To Other Governments	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	-		0%
	6,964,757	6,577,643	8,062,084	6,998,949	9,161,879	#####		11%
Surplus(Deficit)	(151,610)	80,008	-	(381,541)	-	(456,260)		

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	21,767	31%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	11,008	27%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,600	1,223	47%
Municipal Hall	17,353	16,371	21,150	17,234	25,600	8,157	32%
Office Wages	410,356	393,621	414,000	423,929	425,000	117,625	28%
Office Expenses	33,403	29,035	56,100	48,542	56,500	10,817	19%
Data Processing	20,771	20,466	22,200	22,447	24,600	15,176	62%
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	6,555	25%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	75,000	18,019	24%
Grants-in-aid	6,199	6,115	5,500	4,050	5,000	50	1%
Ohtaki expense	5,251	5,059	7,000	3,885	6,500	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	27,565	-	593	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,500)	-	0%
	468,742	484,842	535,550	529,382	555,300	215,013	39%

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	25,467	25%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	6,255	37%
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	14,995	31%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	20,706	23%
Training	14,788	12,996	24,000	24,172	24,000	11,589	48%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	7,610	10%
	241,119	275,789	321,800	310,516	370,200	86,622	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	4,136	25%
Building Inspection	32,753	33,861	40,000	33,987	37,000	9,106	25%
	48,436	48,767	67,000	49,537	60,000	13,242	22%

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	8,389	24%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	59,580	28%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	3,417	26%
Safety and Training	13,865	21,458	16,300	35,184	27,000	17,432	65%
Office Administration Charge	13,585	14,200	14,300	14,300	14,200	-	0%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(191,000)	-	0%
	125,270	91,761	126,700	121,905	108,500	88,818	82%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	10,231	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(49,408)	-
	(121,809)	(157,353)	-	(113,160)	-	(39,176)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	-	-	50	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	-	-	50	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	4,726	15%
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	380	4%
Litter Control	15,695	9,714	16,000	15,787	16,000	764	5%
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	6,231	42%
Roads-other	19,455	15,907	13,700	3,076	14,000	699	5%
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	396	3%
Sidewalks	15,670	19,828	16,000	16,617	16,000	842	5%
Signs	9,411	7,078	11,000	7,733	11,000	4,496	41%
Snow removal	14,224	5,015	50,000	28,880	50,000	33,980	68%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	5,080	10%
Street Lighting	78,326	72,591	79,000	78,756	79,000	20,134	25%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	3,059	28%
Office Administration Charge	20,880	20,400	20,400	20,400	20,900	-	0%
	367,202	332,615	428,500	324,432	418,900	83,853	20%

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	307,007	98%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,388	97%
Penalties	4,137	4,125	4,000	3,804	3,800	-	0%
Recycling	25,522	50,781	50,000	56,485	50,000	13,096	26%
	338,945	368,636	367,500	375,851	371,300	323,491	87%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,643	237,000	83,364	35%
Office Administration Charges	15,850	16,000	17,100	17,100	17,200	-	0%
PW Administration Charges	22,190	22,500	23,900	23,900	24,100	-	0%
Tipping Fees	72,156	54,775	60,000	61,645	62,000	13,991	23%
Recycling costs	38,320	38,870	45,000	39,204	45,000	9,952	22%
	350,916	370,081	383,000	383,491	385,300	107,307	28%
Net	(11,971)	(1,445)	(15,500)	(7,640)	(14,000)	216,183	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	18,679	42%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	6,852	42%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	5,322	39%
NET	50,262	53,240	47,600	50,128	48,000	20,209	42%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	5,190	16%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	13,500	10,666	79%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	1,093	22%
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	3,500	-	0%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	24,500	11,758	48%
Total Development Services Expenses	35,666	48,673	55,100	40,524	70,500	22,270	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	3,795	25%
Other Expenses	3,104	4,154	5,000	3,986	5,000	2,365	47%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	(600)	50%
	16,617	17,024	22,000	19,993	22,000	5,560	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	663	28%
Centennial Park	23,062	23,971	24,000	11,512	12,000	817	7%
Central Park	19,367	16,593	19,000	18,289	19,000	1,344	7%
Civic Square	2,281	929	2,500	1,005	2,500	139	6%
Communities in Bloom	1,418	379	3,000	36	3,000	-	0%
Community Garden	2,043	1,388	1,500	8,654	-	8	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	50	2%
Dashwood Park	231	672	1,200	364	1,200	-	0%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	209	2%
Footbridge	5,868	4,771	4,500	4,270	4,500	291	6%
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	54	5%
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	326	7%
Kaatza Museum	8,951	6,772	10,000	9,028	10,000	4,104	41%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	23	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	159	9%
Memorial Park	3,790	6,907	6,500	4,505	6,500	1,479	23%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	27	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	50	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	88	1%
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	3,078	15%
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	3,000	1,000	33%
Town Square	930	11,227	3,000	6,582	3,500	198	6%
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	186	6%
Vandalism	988	874	5,000	2,944	5,000	78	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	3,394	23%
Winter Park	3,527	7,588	7,000	7,314	7,000	50	1%
Office Administration Charge	12,700	11,400	11,000	11,000	10,700	-	0%
	200,294	209,793	240,400	204,703	223,600	17,913	8%

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	122,000	80,168	66%
Walk Ins	28,034	29,457	22,000	23,687	22,000	2,830	13%
Power Fees	19,623	21,416	18,000	20,475	18,000	15,281	85%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	5,000	29	1%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	3,078	51%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>101,386</u>	<u>59%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	8,100	-	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	55,000	587	1%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	1,677	28%
Contracted Services	3,926	9,822	10,000	10,381	10,000	440	4%
PW Labour	86	849	1,000	1,201	1,000	301	30%
Hydro and Electricity	6,772	6,418	7,600	8,107	8,000	2,246	28%
Materials and Supplies	18,502	10,822	15,000	13,201	15,000	70	0%
Other Expenses	7,735	8,246	7,400	7,849	8,000	2,641	33%
Water, Sewer & Garbage	9,921	9,948	7,800	9,978	8,000	9,898	124%
Park Attendant/ Security	11,098	10,472	15,000	15,139	15,000	1,297	9%
Public Works Charges	97	263	500	1,312	500	4	1%
Telephone	2,944	3,136	4,000	2,894	3,000	526	18%
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>169,453</u>	<u>169,600</u>	<u>19,688</u>	<u>12%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>81,698</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	49,216	13%
Programming revenues	2,578	-	1,000	6,588	1,000	-	0%
Rental Income	5,200	5,200	5,200	5,200	6,000	2,000	33%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>51,216</u>	<u>13%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	325	3%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	10,495	15%
Food Supplies	58,477	67,394	60,000	76,105	60,000	7,397	12%
Custodians	27,785	32,046	30,000	34,266	30,000	6,468	22%
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>25,310</u>	<u>15%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	181,000	47,343	26%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-	0%
Housing Allowance	5,200	5,200	5,200	5,200	6,000	2,000	33%
Town Administration	19,135	20,000	21,000	21,000	21,600	-	0%
Electricity	18,439	17,749	19,000	19,198	20,000	10,197	51%
Heat	20,080	9,161	19,000	10,819	12,000	6,363	53%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	4,876	52%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	8,000	1,318	16%
Maintenance	36,410	30,831	21,000	40,336	24,000	13,516	56%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	5,475	91%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>290,835</u>	<u>258,100</u>	<u>91,878</u>	<u>36%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>117,187</u>	<u>27%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>(65,972)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>15,726</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>(57,935)</u>	<u>(41,700)</u>	<u>15,726</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	1,679	3%
Office Equipment	-	-	-	5,000	-	5,000	-	0%
Land Purchase	5,359	32,378	379,129	40,000	195,874	-	-	-
Office Improvements	-	-	-	-	-	-	-	-
Town hall renovations	4,862	1,000,000	39,991	1,300,000	144,678	1,800,000	500	0%
Museum Roof	-	-	-	-	-	-	-	-
	<u>12,501</u>	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>358,308</u>	<u>1,907,000</u>	<u>2,179</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	8,326	-	(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>87,962</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 Nederman damage #10	3,928	-	-	-	-	-	-	-
Fire/Rescue Truck	254,860	-	-	-	-	-	-	-
Heat Pump/Generator Replacemen	-	15,000	-	15,000	-	15,000	8,832	59%
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%
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>8,832</u>	<u>10%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	-	135,000	53,136	39%
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	753	15%
	<u>1,245,786</u>	<u>332,880</u>	<u>115,963</u>	<u>345,000</u>	<u>114,833</u>	<u>210,000</u>	<u>53,889</u>	<u>26%</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	406,433	1,048,500	161,381	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	-	-	-	-	-
Kaatz Museum JCP	-	-	603	-	-	-	-	-
	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>464,042</u>	<u>1,211,500</u>	<u>161,381</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>1,102,141</u>	<u>3,482,500</u>	<u>226,281</u>	<u>6%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	431,436	98%
Connection Fees	180	2,710	700	3,542	1,000	1,510	151%
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	164,100	-	0%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	364,500	-	0%
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>2,280,100</u>	<u>432,946</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	47,300	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	100	10%
PW Administration	59,175	75,000	67,000	67,000	83,800	-	0%
Discounts	29,848	29,977	29,000	30,908	31,000	32,240	104%
General Maintenance	48,629	65,875	68,000	46,903	68,000	14,328	21%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	828	9%
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	766	12%
Sewer Pump Maintenance	25,709	40,957	46,500	39,818	46,500	11,904	26%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	11,927	13%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	93,805	-	-	-
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>505,171</u>	<u>2,280,100</u>	<u>74,196</u>	<u>3%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>105,644</u>	<u>-</u>	<u>358,750</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	-	-	-	-	-	-	-
	<u>37,367</u>	<u>1,558,464</u>	<u>305,000</u>	<u>91,855</u>	<u>1,880,500</u>	<u>-</u>	<u>0%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	524,732	99%
Connection Fees	180	6,660	600	9,100	1,000	6,190	619%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	2,325	78%
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	-	5,000,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,400	167,100	233,660	233,800	234,500	-	0%
Transfer From Surplus	-	-	153,000	-	1,092,521	-	0%
	696,860	711,139	2,115,260	774,981	7,997,614	533,247	37%
Expenditures							
Administration	1,138	1,060	3,400	1,810	3,400	250	7%
Office Administration	65,770	65,600	65,600	65,600	66,500	-	0%
PW Administration	82,210	82,000	82,000	82,000	83,100	-	0%
Consumption Rebates	1,463	838	1,500	275	1,000	100	10%
Discounts	36,023	36,215	37,800	37,864	37,800	39,646	105%
Safety and Training	364	6,405	4,500	3,797	4,500	169	4%
Chlorination	7,943	9,158	8,000	10,981	9,000	3,659	41%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	587	13%
General Maintenance	65,335	83,099	89,000	74,040	89,000	29,933	34%
Hydrants	25,879	14,723	22,660	14,460	22,660	1,294	6%
New Connections	3,038	7,950	8,000	5,416	8,000	4,974	62%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	14,897	20%
Water Meters	4,822	11,322	6,200	10,253	8,500	5,492	65%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	18,550	57%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	2,060	18%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	1,763	22%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	7,779	156%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	103,480	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,515,354	189,566	3%
	533,351	562,721	2,115,260	572,451	7,997,614	320,719	4%
Surplus(Deficit)	163,509	148,418	-	202,530	-	212,528	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - April 30, 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	19,556	17%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	6,130,000	170,009	3%
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>7,515,354</u>	<u>189,566</u>	<u>3%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of APRIL

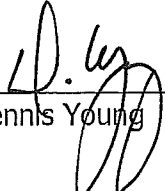
DATE: MAY 2, 2017

FROM: Building Inspector

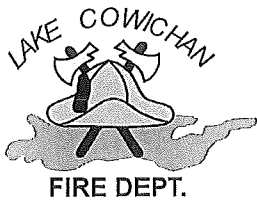
Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	17	6	2		1
Commercial	3	2			1
Carport / garage	3				
Demolitions	2	1			1
Renovations	11	4			3
Deck	5				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	42	13	2	0	6

Building Permit Fees	Value of construction	Permit fees
For the current month	453,203.00	4,968.50
Year to Date	1,594,448.00	18,057.50



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

March 2017 Monthly Incident Report

1 Business Meeting / Practice
3 Practices
1 SPP-WFF1 Course
1 Officers Meeting
2 Alarms Activated
2 Medical Assist
1 Structure Fire
1 MVA
1 Truck Clean
1 Secretary/Treasurer Monthly Stipend
1 FireSmart Training Session
14 NFPA Tests

Total Call Outs & Practices

\$6562.02



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

Fire Stats March 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hours</u>	<u>Cost</u>
03/02	8:00 PM	#31-9230 Marble Bay Rd	Medical Aid	15	1	\$247.47
03/03	5:06 PM	6491 Cowichan Lake Rd	Structure Fire	16	1	\$303.54
03/06	4:41 AM	74 Renfrew Ave	Alarms Activated	12	1	\$228.49
03/06	7:00 PM	Fire Hall	Business Meeting	25	2	\$833.90
03/08	6:00 PM	Fire Hall	Officers Meeting	9	2	\$354.06
03/08	6:00 PM	Fire Hall	Truck Clean	12	2	\$372.20
03/09	4:10 PM	HWY 19-Hillcrest	MVA	8	1	\$133.08
03/11	8:00 AM	Fire Hall	SPP-WFF1 Course	6	5	\$585.20
03/13	7:00 PM	Fire Hall	Practice	16	2	\$567.74
03/13 - 03/15		Chilliwack	FireSmart Training Course	2	20	\$393.40
03/20	7:00 PM	Fire Hall	Practice	20	2	\$648.38
03/27	7:00 PM	Fire Hall	Practice	23	2	\$759.14
03/30	6:13 PM	110 River Rd	Alarms Activated	21	1	\$358.92
03/31	11:25 AM	261 Grants Lake Rd	Medical Aid	8	1	\$154.42
			N.F.P.A Tests	3	28	\$472.08
			Sec/Treasurer Stipend			\$150.00
		Total				\$6562.02