



TOWN OF LAKE COWICHAN

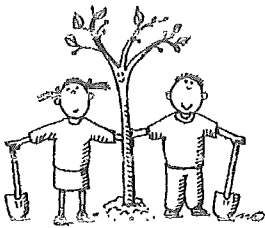
Finance and Administration Committee

Tuesday, June 13th, 2017 at 5:00 p.m. – Council Chambers

AGENDA

- | | | |
|------------|--|--|
| 1. | <u>CALL TO ORDER</u> | Page # |
| | <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) Cowichan Lake Community Garden Society Re: Wood Carvings. | 3 |
| 6. | <u>REPORTS</u>
(a) Director of Finance re: Financial Report for Period ending May 31 st , 2017.
(b) Building Inspector re: Building Permits for May, 2017.
(c) Lake Cowichan Fire Department Incident Report for April, 2017.
(d) CAO re: Fire Department- Service Level Establishment and Limitations- Policy Revision.
(e) CAO re: Sanitary and Storm Sewer Blockages- Policy Revision. | 4
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34 |
| 7. | <u>NEW BUSINESS</u>
(a) Director of Finance- re: Small Community Grant Progress Report | 38 |
| 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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RECEIVED JUN 05 2017

COWICHAN LAKE COMMUNITY GARDEN SOCIETY
PO BOX 1513
LAKE COWICHAN, BC V0R 2G0

Town of Lake Cowichan Municipal Council
39 South Shore Rd.
Lake Cowichan, BC V0R 2G0

JUNE 3, 2017

Honourable Mayor and Town Council:

At the May 2, 2017 Public Works and Environmental Services Committee meeting Council and Staff discussed placement within town boundaries of two wood carvings, a bear and a garden gnome.

The Cowichan Lake Community Garden Society feels that the garden gnome would be a good fit at the community garden and would like Council to consider placement of this wood carving at the Cowichan Lake Community Garden located in Ravine Park. The garden is open to the community, so members of the garden as well as the general public would be able to view and appreciate this work of art in an outdoor setting.

A representative from the CLCG Society would be happy to meet with staff to discuss this potential opportunity.

Sincerely,

Cara Smith

Cara Smith
Director, Cowichan Lake Community Garden Society




Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: June 9, 2017
SUBJECT: Financial Report for the Period Ending May 31, 2017

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

Point of Note

- Property taxation revenue has been reflected in these statements.
- The property tax notices were mailed out May 26 and are due by 4:30 pm on Monday July 4, 2017.
- The Wilson Road watermain and the Cowichan Ave. water service replacement work has been completed. Work on the Centennial Park ballfields is currently underway and will hopefully progress quickly.
- Landscaping the wye entrance has been completed in time for Lake Days.

 _____ Ronnie Gill

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

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	2017 %
REVENUES							
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,999,050	2,012,395	101%
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	3,025	5%
Business Licences	17,375	17,750	17,000	18,525	17,000	19,800	116%
Building and Other Permits	17,660	20,191	14,200	48,766	21,000	31,259	149%
Storm Drain Connection Fees	180	210	-	640	-	1,630	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	2,425	69%
Interest on Investments	41,942	41,405	20,000	52,639	30,000	14,882	50%
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	329,714	89%
Lakeview Revenues	166,612	182,747	159,000	181,951	173,000	124,673	72%
Sale of Assets	870	31,054	-	246,065	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	1,275	-
Fire Department Revenues	1,000	19,634	-	484	-	-	-
Other Revenue	13,371	339,335	9,750	68,576	10,250	8,970	88%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	22,415	50%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	8,223	50%
Clec Revenues	368,965	422,890	396,200	414,254	397,000	52,526	13%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,900	484	0%
Conditional Transfers	367,449	64,420	347,355	36,940	915,000	2	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	145,170	100%
Library Levy	116,126	119,314	123,852	123,852	127,782	128,699	101%
Collections For Other Govts.	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,167,143	101%
	6,813,147	6,657,651	8,062,084	6,617,409	9,161,879	5,074,710	55%

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 31, 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	293,193		53%
Fire Department	241,119	275,789	321,800	310,516	370,200	123,324		33%
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	18,452		31%
Public Works Administration	125,270	91,761	126,700	121,905	108,500	130,814		121%
Public Works Roads	367,202	332,615	428,500	324,432	418,900	114,958		27%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(113,160)	-	(64,587)		-
Garbage Expenses	350,916	370,081	383,000	383,491	385,300	140,007		36%
Planning, Health & Other	35,666	48,673	55,100	40,524	70,500	31,622		45%
Centennial Hall Expenses	-	-	-	-	-	-		-
Info Centre	16,617	17,024	22,000	19,993	22,000	5,856		27%
Parks	200,294	209,793	240,400	204,703	223,600	50,134		22%
Lakeview Park	142,283	146,810	159,000	169,453	169,600	30,579		18%
CLEC Expense	437,834	432,171	431,700	484,687	432,100	149,477		35%
Lakeview Road	1,540	2,754	10,000	-	10,000	74		1%
Transfer To Library	116,128	119,314	123,852	123,852	127,782	63,890		50%
Capital	1,616,603	802,225	2,569,725	1,102,141	3,482,500	361,105		10%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	723		24%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	83,906		43%
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	1,533,527		17%
Surplus(Deficit)	(151,610)	80,008	-	(381,541)	-	3,541,183		

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	29,930	43%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	11,865	29%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,600	1,311	50%
Municipal Hall	17,353	16,371	21,150	17,234	25,600	9,058	35%
Office Wages	410,356	393,621	414,000	423,929	425,000	166,963	39%
Office Expenses	33,403	29,035	56,100	48,542	56,500	16,846	30%
Data Processing	20,771	20,466	22,200	22,447	24,600	15,587	63%
Legal Expense	7,369	9,215	15,000	25,901	15,000	5,421	36%
Audit	10,500	23,792	26,000	16,748	26,000	8,190	32%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	75,000	31,824	42%
Grants-in-aid	6,199	6,115	5,500	4,050	5,000	2,350	47%
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	-	(6,152)	-
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	293,193	53%

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	33,904	34%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	7,999	47%
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	26,168	54%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	26,939	29%
Training	14,788	12,996	24,000	24,172	24,000	14,060	59%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	13,578	18%
	<u>241,119</u>	<u>275,789</u>	<u>321,800</u>	<u>310,516</u>	<u>370,200</u>	<u>122,648</u>	
Firesmart	-	-	-	-	-	579	-
Community Wildfire Protection Plan	-	-	-	-	-	97	-
	-	-	-	-	-	<u>676</u>	-
Total Fire Department	<u>241,119</u>	<u>275,789</u>	<u>321,800</u>	<u>310,516</u>	<u>370,200</u>	<u>123,324</u>	
Bylaw Enforcement & Other							
Emergency Measures	-	-	7,000	-	6,500	-	0%
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	5,718	35%
Building Inspection	32,753	33,861	40,000	33,987	37,000	12,734	34%
	<u>48,436</u>	<u>48,767</u>	<u>67,000</u>	<u>49,537</u>	<u>60,000</u>	<u>18,452</u>	31%

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	33,733	35,000	10,522	30%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	83,978	40%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	12,021	90%
Safety and Training	13,865	21,458	16,300	35,184	27,000	24,293	90%
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	130,814	121%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	6,050	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(70,687)	-
	(121,809)	(157,353)	-	(113,160)	-	(64,638)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	-	-	50	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	-	-	50	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	46	1%
Boulevards	30,604	54,719	31,000	42,398	31,000	10,562	34%
Crack Sealing	-	7,880	10,000	-	10,000	2,151	22%
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	1,664	17%
Litter Control	15,695	9,714	16,000	15,787	16,000	1,471	9%
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	746	5%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	4,188	35%
Shoulders	6,639	6,587	14,000	6,354	14,000	776	6%
Sidewalks	15,670	19,828	16,000	16,617	16,000	1,277	8%
Signs	9,411	7,078	11,000	7,733	11,000	5,838	53%
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	15,938	32%
Street Lighting	78,326	72,591	79,000	78,756	79,000	27,423	35%
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	115,373	28%

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	308,861	98%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,408	97%
Penalties	4,137	4,125	4,000	3,804	3,800	-	0%
Recycling	25,522	50,781	50,000	56,485	50,000	17,445	35%
	338,945	368,636	367,500	375,851	371,300	329,714	89%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,643	237,000	107,956	46%
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	18,855	30%
Recycling costs	38,320	38,870	45,000	39,204	45,000	13,195	29%
	350,916	370,081	383,000	383,491	385,300	140,007	36%
Net	(11,971)	(1,445)	(15,500)	(7,640)	(14,000)	189,708	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	22,415	50%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	8,223	50%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	9,026	67%
NET	50,262	53,240	47,600	50,128	48,000	21,611	45%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	7,066	22%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	14,000	10,666	76%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	4,863	97%
Pacific Marine Circle Route	-	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	717	1,500	860	1,000	-	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	15,529	63%
Total Development Services Expenses	35,666	48,673	55,100	40,524	70,500	31,622	0
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	296	12%
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	5,856	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	756	31%
Centennial Park	23,062	23,971	24,000	11,512	12,000	1,841	15%
Central Park	19,367	16,593	19,000	18,289	19,000	3,134	16%
Civic Square	2,281	929	2,500	1,005	2,500	558	22%
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	1,051	35%
Dashwood Park	231	672	1,200	364	1,200	-	0%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	9,639	96%
Footbridge	5,868	4,771	4,500	4,270	4,500	410	9%
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	678	12%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	1,310	26%
Kaatza Museum	8,951	6,772	10,000	9,028	10,000	6,101	61%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	1,261	13%
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	285	17%
Memorial Park	3,790	6,907	6,500	4,505	6,500	2,318	36%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	872	9%
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	2,199	14%
Parkstone Park	912	830	2,000	889	2,000	419	21%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	155	4%
Pickleball Courts	-	-	-	-	1,400	-	-
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	611	10%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	295	12%
Saywell Park	24,709	19,623	20,000	13,638	20,000	5,587	28%
Seniors Centre	773	2,711	2,100	1,384	2,100	606	29%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	3,000	1,240	41%
Town Square	930	11,227	3,000	6,582	3,500	1,015	29%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	71	1%
Trestle Walkway	1,968	1,874	3,000	748	3,000	270	9%
Vandalism	988	874	5,000	2,944	5,000	78	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	5,739	38%
Winter Park	3,527	7,588	7,000	7,314	7,000	1,476	21%
Office Administration Charge	12,700	11,400	11,000	11,000	10,700	-	0%
	<u>200,294</u>	<u>209,793</u>	<u>240,400</u>	<u>204,703</u>	<u>223,600</u>	<u>50,134</u>	<u>22%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	122,000	97,975	80%
Walk Ins	28,034	29,457	22,000	23,687	22,000	4,190	19%
Power Fees	19,623	21,416	18,000	20,475	18,000	18,020	100%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	5,000	587	12%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	3,901	65%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>124,673</u>	<u>72%</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	3,202	6%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	4,870	81%
Contracted Services	3,926	9,822	10,000	10,381	10,000	2,756	28%
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	274	2%
Other Expenses	7,735	8,246	7,400	7,849	8,000	3,837	48%
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	2,534	17%
Public Works Charges	97	263	500	1,312	500	4	1%
Telephone	2,944	3,136	4,000	2,894	3,000	657	22%
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>30,579</u>	<u>18%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>94,094</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	402,466	390,000	50,026	13%
Programming revenues	2,578	-	1,000	6,588	1,000	-	0%
Rental Income	5,200	5,200	5,200	5,200	6,000	2,500	42%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>52,526</u>	<u>13%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	410	4%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	11,278	16%
Food Supplies	58,477	67,394	60,000	76,105	60,000	8,258	14%
Custodians	27,785	32,046	30,000	34,266	30,000	6,936	23%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	693	17%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>27,574</u>	<u>16%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	181,000	68,309	38%
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	2,500	42%
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	8,728	73%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	5,503	59%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	8,000	3,099	39%
Maintenance	36,410	30,831	21,000	40,336	24,000	16,656	69%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	6,412	107%
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>122,194</u>	<u>47%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>149,768</u>	<u>35%</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>(97,242)</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>(3,149)</u>	
Lakeview Park Road							
Road maintenance	1,540	2,754	10,000	-	10,000	74	1%
NET	<u>(46,079)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(3,223)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	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	633	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>2,312</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 Nedermon 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	2,813	14%
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	1,864	31%
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	2,192	27%
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>15,700</u>	<u>17%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	-	135,000	53,136	39%
Annual Paving Program	-	150,000	75,231	-	-	70,000	443	1%
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	-	(0)	-
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>54,332</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	288,056	27%
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>464,042</u>	<u>1,211,500</u>	<u>288,056</u>	<u>24%</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>360,399</u>	<u>10%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	433,570	99%
Connection Fees	180	2,710	700	3,542	1,000	5,507	551%
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	164,400	100%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	-	-	-
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>1,915,600</u>	<u>603,478</u>	<u>32%</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	150	15%
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	15,810	23%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	904	10%
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	17,390	37%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	18,865	21%
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>88,228</u>	<u>4%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>105,644</u>	<u>(364,500)</u>	<u>515,249</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	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 - May 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	526,685	99%
Connection Fees	180	6,660	600	9,100	1,000	11,900	1190%
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	234,920	100%
Transfer From Surplus	-	-	153,000	-	-	-	-
	<u>696,860</u>	<u>711,139</u>	<u>2,115,260</u>	<u>774,981</u>	<u>6,905,093</u>	<u>775,830</u>	<u>37%</u>
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	150	15%
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	4,078	45%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	673	15%
General Maintenance	65,335	83,099	89,000	74,040	89,000	37,257	42%
Hydrants	25,879	14,723	22,660	14,460	22,660	3,141	14%
New Connections	3,038	7,950	8,000	5,416	8,000	8,833	110%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	23,758	32%
Water Meters	4,822	11,322	6,200	10,253	8,500	5,924	70%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	20,958	64%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	3,232	29%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	2,566	32%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	10,331	207%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	103,480	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,145,354	195,010	3%
	<u>533,351</u>	<u>562,721</u>	<u>2,115,260</u>	<u>572,451</u>	<u>7,627,614</u>	<u>355,977</u>	<u>5%</u>
Surplus(Deficit)	<u>163,509</u>	<u>148,418</u>	<u>-</u>	<u>202,530</u>	<u>(722,521)</u>	<u>419,852</u>	<u>-58%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - May 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	20,033	18%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	170,009	3%
Water Service Replacements	-	-	20,000	-	25,000	4,968	20%
	-	-	-	-	-	-	-
	33,158	16,540	1,640,000	28,534	7,145,354	195,010	3%



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of MAY

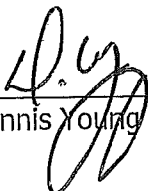
DATE: JUNE 6, 2017

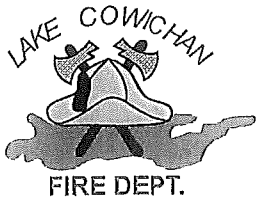
FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	15	17	2		11
Commercial	3	2			
Carport / garage	3	1			1
Demolitions	2	1			
Renovations	11	4			
Deck	5	1			1
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1	1			1
TOTALS	40	27	2	0	14

Building Permit Fees	Value of construction	Permit fees
For the current month	1,703,409.00	15,567.50
Year to Date	3,297,857.00	33,625.00


 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

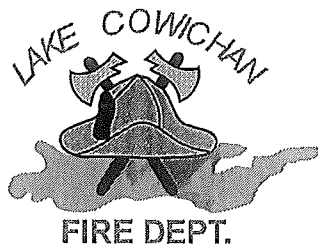
(250)749-3522

April 2017 Monthly Incident Report

- ✓ 1 Business Meeting / Practice
- ✓ 3 Practices
- ✓ 1 Alarms Activated
- ✓ 1 Debris Pile Fire
- ✓ 1 Structure Fire
- ✓ 1 Lift Assist
- ✓ 1 VIFFA Spring Training Sessions
- ✓ 1 Burning Complaint
- ✓ 1 Chimney Fire
- ✓ 1 NEPA Tests
- ✓ 1 River Rescue
- ✓ 1 Medical Aid
- ✓ 1 Truck Clean
- ✓ 1 Secretary/Treasurer Monthly Stipend
- ✓ 4 Officer/Member Duty Sheets

Grand Total

\$8436.68



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

Fire Stats April 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
04/01	12:27 AM	56 North Shore Rd	River Rescue	21	1	\$378.59
04/01	10:02 PM	88 Johel Rd	Burning Complaint	2	1	\$39.34
04/03	7:00 PM	Fire Hall	Business Meeting	28	2	\$982.04
04/07	5:05 PM	235 Madill Rd	Medical Aid	16	1	\$284.56
04/10	7:00 PM	Fire Hall	Practice	23	2	\$794.56
04/12	6:00 PM	Fire Hall	Truck Check	10	2	\$260.86
04/16	12:42 AM	266 South Shore Rd	Alarms Activated	6	1	\$113.41
04/17	3:35 PM	248 Madill Rd	Chimney Fire	18	1	\$321.94
04/18	7:00 PM	Fire Hall	Practice	16	2	\$570.28
04/22	8:55 AM	7290 Cowichan Lake Rd	Structure Fire	25	4	\$1744.16
04/23	12:22 PM	Point Ideal Rd	Structure Fire	19	1	\$321.94
04/24	7:00 PM	Fire Hall	Practice	25	2	\$835.28
04/27	10:37 PM	35 Arbutus St W	Lift Assist	13	1	\$228.49
04/28-30	8:30 AM	Mill Bay Fire Hall #2	VIFFA Spring Training	2	25	\$983.50
			NFPA Tests	1	2	\$36.00
			Officer/Members Duty Sheets	5	18	\$391.73
			Sec/Treasurer Monthly Stipend			\$150.00
		Total				\$8436.68



Memo

TO: Chair, Finance and Administration

SUBJECT: Fire Department – Service Level Establishment & Limitations – Policy revision

DATE: June 9, 2017

FROM: Chief Administrative Officer

A copy of a revised policy on the above of is attached. The Fire Department has made minor modifications to the policy that was first adopted by council in 2016. A copy of the originally approved policy is also attached

A review of the policy, as amended, is requested. Once additional input is received a recommendation to approve the updated policy would be appropriate.

Joseph A. Fernandez



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: July 26th, 2016
APPROVED BY: Resolution No. R.00100/16
REVISION APPROVED:
SUBJECT: Fire Department - Service Level Establishment & Limitations

1) PURPOSE:

To provide direction to the Town of Lake Cowichan Fire Department ("Fire Department") on the establishment and limitations of services authorized by Council.

2) BACKGROUND:

a) The Town of Lake Cowichan has directed that the Fire Department operational model is to be primarily undertaken by a volunteer paid on call membership. This model is consistent with the budgetary and operational capabilities and requirements of the Town of Lake Cowichan, as determined by Council.

b) The Fire Department operates pursuant to section 6 of the **Town of Lake Cowichan Fire Protection Bylaw No. 865-2009**. The Fire Chief, as appointed by Council, is responsible for the safe, effective and efficient operation and administration of the Fire Department.

c) The *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (May 2015), as set under paragraph 3(3)(b) of the British Columbia (BC) **Fire Services Act** is hereby recognized as the applicable Provincial Statute under which emergency response and training activities of the Town of Lake Cowichan Fire Department will be based.

3) OPERATIONAL STANDARD

a) The Fire Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the **Interior Operations Level**, as generally described in the Playbook and considering any and all limitations contained within this Policy.

b) The Town of Lake Cowichan **Town of Lake Cowichan Fire Protection No. 865-2009** defines "Incidence" as fire or a situation where a fire or explosion is imminent or a hazard to persons or property exists where the department is attending to a medical emergency, a rescue operation, an event involving hazardous materials or where the department is providing a public service, or incidents, floods, earthquakes or other natural disasters, or circumstances necessitating rescue efforts.

4) OPERATIONAL LIMITATIONS:

Availability for Incidence Response will be determined by the Fire Department on a case-by-case basis and is dependent on the circumstances, availability of service, and level of training and skill of responding personnel, timing and resources. The following levels of service for Incidence Response are not directly performed by the Fire Department:

A. Technical Rescue:

i) No High Angle Rope Rescue capability – contracted through aid agreements or through other agency/contractor, if available; with the exception being the rescue of Town employees;

ii) No Confined Space Rescue capability - contracted through aid agreements or through other agency/contractor, if available; and

iii) No Structural Collapse Rescue - contracted through aid agreements or through other agency/contractor, if available.

B. Dangerous Goods / Hazardous Materials (HazMat) Technician Response:

i) Technician Level response is not provided - contracted through aid agreements or other agency/contractor, if available.

The following components of Incidence Response are performed in a reduced/modified manner, by the Fire Department:

A. Technical Rescue:

i) Entrapment Rescue, such as vehicle extrication or building collapse (whole or partial) capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources. Additional specialized back-up from Mutual Aid can be requested, if available.

B. Dangerous Goods / Hazardous Materials (HazMat) Operations Response:

i) Operations Level response is dependent on the circumstances and is limited to simple vehicle fuel leaks/fires and simple compressed gas leaks/fires or other incident where it is determined by the Fire Department to fall within its level of training, skill and its available resources; and

ii) For all other incidents of this type, an Awareness Level of response will be provided by the Fire Department depending on the nature of the incident, the level of training and skill, and the availability of resources. Specialized back-up from outside agencies, through agreement, is available if required.

C. Marine Firefighting and Rescue:

i) Response to persons, vessels, aircraft or other vehicles in water bodies, as well as foreshore areas from the water side is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources. If services are not to be provided t contracted through partner agency/contractor, if available.

ii) Swift Water Rescue:

Rescue capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources.

D. Wildland - Urban Interface and Forestry Firefighting:

i) Firefighting response to the outskirts of the Town is provided by the Town through agreement with the BC Wildfire Branch, provided the incident is determined by the Fire Department to fall within its level of training, skill and available resources.

E. Low Slope Rescue:

i) Rescue capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources.

5) TRAINING STANDARD:

a) The Fire Department shall train its Principal Responding Members to the minimum competencies required by the Playbook for the **Interior Operations Level**. The required training competencies, as described in the Playbook, will be achieved by all members within 36 months of start date.

b) During this 36 month training period new firefighters will sequentially progress through the Exterior and then Interior Operations Service Level training as described in the Playbook. During this qualification period firefighters will only be authorized to perform the competencies they have successfully achieved.

c) The Lake Cowichan Fire Department has and will continue to establish Training Programs, applicable Operational Guidelines, Policies, Procedures, Lesson Plans and Evaluation Instruments that ensure compliance with the competencies and other requirements as described within the Playbook for all operational service levels.

d) The Fire Chief will establish regular review and compliance checks to ensure that the ongoing requirements of the Playbook are adhered to and that Council is made aware of any required changes to operations or training in a timely manner.

e) The Fire Chief will also establish Training Programs, applicable Operational Guidelines, Policies, Procedures and Lesson Plans for all departmental service delivery areas not specifically described within the Playbook Standard. These include, but are not limited to: incident command; personnel accountability; health & safety; aircraft incident response; vehicle rescue; water-borne emergencies; large animal rescue; and vehicle operations.

6) NON-SUPPRESSION LIMITATIONS:

The ***Town of Lake Cowichan Fire Protection No. 865-2009*** describes activities related to Fire Prevention in section 6 as including development and building plan review, fire and safety inspections, fire investigations and fire and life safety education.

A. The following components of Fire Prevention, are not directly performed by the Lake Cowichan Fire Department at this time:

i) Fire Department does not provide a registered professional review or assurance of Fire Protection System design drawings. Limited plan review will be conducted by various departments within the Town of Lake Cowichan and its contractors, as applicable.

- ii) Investigation of major incidents, particularly those that involve serious injury or death. Such investigation should be provided with assistance from other jurisdictions such as law enforcement, Worksafe and the Office of the Fire Commissioner, as well as contractor agencies, as applicable; and
- iii) Fire Department's decision to undertake and conduct an investigation of major fire incidents is within its discretion depending on the circumstances of the incident, the required level of training and skill and the available resources.

7) ACCOUNTABILITY:

- a) The Fire Chief for the Town of Lake Cowichan, or designate, is responsible for ensuring this policy is complied with through the use of appropriate department Operational Guidelines as well as service/aid agreements, service contracts, and/or partner agencies.
- b) In relation to any particular incident/assistance response, the department shall undertake only those emergency activities for which its actual responding members at the incident are properly trained and equipped. If additional assistance is required such assistance will be promptly requested from the most appropriate qualified agency/organization.
- c) The Fire Chief may determine to limit the fire suppression activities of the department to the Exterior Operations Service Level if the department cannot ensure ongoing Interior Service Operations Level response.
- d) Where the Fire Chief has made a determination under section 7(c), he or she shall immediately inform the CAO, including reasons for the decision. The Fire Chief may elect to recommence providing **Interior Operations Level** response when he or she considers it warranted, and shall inform the CAO when making such decision.

8) REVIEW:

The Fire Chief shall, on a regular basis or as directed, report to the Town on the department's readiness, effectiveness and efficiency. The Fire Chief will ensure ongoing compliance with the contents of the policy and all other applicable Bylaws, Statutes or Regulations.

Additional Related Legislation/Standards/Policies/Bylaws/Agreements:

British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook (May 2015), Office of the Fire Commissioner of BC
Lake Cowichan Ticket Information Bylaw #1401, 1993 and any amendments thereto; and
Mutual Aid Agreement for Fire Service Emergencies between the Town of Lake Cowichan and the Cowichan Valley Regional District, 1994 and any amendments thereto.

Joseph A. Fernandez
Chief Administrative Officer



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED:

APPROVED BY: Resolution No.

SUBJECT: Fire & Rescue - Service Level Establishment & Limitations

1) PURPOSE:

To provide direction to the Town of Lake Cowichan Fire Department ("Fire Department") on the establishment and limitations of services authorized by Council.

2) BACKGROUND:

a) The Town of Lake Cowichan has directed that the Fire Department operational model is to be primarily undertaken by a volunteer paid on call membership. This model is consistent with the budgetary and operational capabilities and requirements of the Town of Lake Cowichan, as determined by Council.

b) The Fire Department operates pursuant to section 6 of **Town of Lake Cowichan Fire Protection Bylaw No. 865-2009**. The Fire Chief, as appointed by Council, is responsible for the safe, effective and efficient operation and administration of the Fire Department.

c) The *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook* (May 2015), as set under paragraph 3(3)(b) of the British Columbia (BC) **Fire Services Act** is hereby recognized as the applicable Provincial Statute under which emergency response and training activities of the Town of Lake Cowichan Fire Department will be based.

3) OPERATIONAL STANDARD

a) The Fire Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the **Interior Operations Level**, as generally described in the Playbook and considering any and all limitations contained within this Policy.

b) The Town of Lake Cowichan **Town of Lake Cowichan Fire Protection No. 865-2009** defines "Incidence" as fire or situation provided in respect of fires, alarms, explosions, medical emergencies or incidents, floods, earthquakes or other natural disasters, or circumstances necessitating rescue efforts.

4) OPERATIONAL LIMITATIONS:

Availability for Incidence Response will be determined by the Fire Department on a case-by-case basis and is dependent on the circumstances, availability of service, level of training and skill of responding personnel, timing and resources. The following levels of service for Incidence Response are not directly performed by the Fire Department:

A. Technical Rescue:

- i) No High Angle Rope Rescue capability – contracted through aid agreement or other agency/contractor, if available;
- ii) No Swift Water Entry or Ice Rescue capability - contracted through aid agreement or other agency/contractor, if available;
- iii) No Confined Space Rescue capability - contracted through aid agreement or other agency/contractor, if available; and
- iv) No Structural Collapse Rescue - contracted through aid agreement or other agency/contractor, if available.

B. Dangerous Goods / Hazardous Materials (HazMat) Technician Response:

- i) Technician Level response is not provided - contracted through aid agreement or other agency/contractor, if available.

C. Marine Firefighting and Rescue:

- i) Response to persons, vessels, aircraft or other vehicles in water bodies, as well as foreshore areas from the water side, is not provided - contracted through partner agency/contractor, if available.

D. Wildland - Urban Interface and Forestry Firefighting:

- i) Firefighting response to the outskirts of the Town is provided by BC Wildfire Branch by Agreement with the Town.

The following components of Incidence Response are performed in a reduced/modified manner, by the Fire Department:

A. Technical Rescue:

- i) Entrapment Rescue, such as vehicle extrication, capability is provided if the incident is determined by the Fire Department to fall within its level of training, skill and available resources. Additional specialized back-up from Mutual Aid can be requested, if available.

B. Dangerous Goods / Hazardous Materials (HazMat) Operations Response:

- i) Operations Level response is dependant on the circumstances and is limited to simple vehicle fuel

leaks/fires and simple compressed gas leaks/fires or other incident where it is determined by the Fire Department to fall within its level of training, skill and its available resources; and

ii) For all other incidents of this type, an Awareness Level of response will be provided by the Fire Department depending on the nature of the incident, the level of training and skill, and the availability of resources. Specialized back-up from outside agencies, through agreement, is available if required.

5) TRAINING STANDARD:

a) The Fire Department shall train its Principal Responding Members to the minimum competencies required by the Playbook for the **Interior Operations Level**. The required training competencies, as described in the Playbook, will be achieved by all members within 36 months of start date.

b) During this 36 month training period new firefighters will sequentially progress through the Exterior, then Interior Operations Service Level training as described in the Playbook. During this qualification period firefighters will only be authorized to perform the competencies they have successfully achieved.

c) The Lake Cowichan Fire Department has and will continue to establish Training Programs, applicable Operational Guidelines, Policies, Procedures, Lesson Plans and Evaluation Instruments that ensure compliance with the competencies and other requirements as described within the Playbook for all operational service levels.

d) The Fire Chief will establish regular review and compliance checks to ensure that the ongoing requirements of the Playbook are adhered to and that Council is made aware of any required changes to operations or training in a timely manner.

e) The Fire Chief will also establish Training Programs, applicable Operational Guidelines, Policies, Procedures and Lesson Plans for all departmental service delivery areas not specifically described within the Playbook Standard. These include, but are not limited to: incident command; personnel accountability; health & safety; aircraft incident response; vehicle rescue; water-borne emergencies; large animal rescue; and vehicle operations.

6) NON-SUPPRESSION LIMITATIONS:

The ***Town of Lake Cowichan Fire Protection No. 865-2009*** describes activities related to Fire Prevention in section 6 as including development and building plan review, fire and safety inspections, fire investigations and fire and life safety education.

A. The following components of Fire Prevention, are not directly performed by the Lake Cowichan Fire Department at this time:

i) Fire Department does not provide a registered professional review or assurance of Fire Protection System design drawings. Limited plan review will be conducted by various departments within the Town of Lake Cowichan and its contractors, as applicable.

ii) Investigation of major incidents, particularly those that involve serious injury or death. Such investigation should be provided with assistance from other jurisdictions such as law enforcement, Worksafe and the Office of the Fire Commissioner, as well as contractor agencies, as applicable; and

iii) Fire Department's decision to undertake and conduct an investigation of major fire incidents is within its discretion depending on the circumstances of the incident, the required level of training and skill and the available resources.

7) ACCOUNTABILITY:

a) The Fire Chief for the Town of Lake Cowichan, or designate, is responsible for ensuring this policy is complied with through the use of appropriate department Operational Guidelines as well as service/aid agreements, service contracts, and/or partner agencies.

b) In relation to any particular incident/assistance response, the department shall undertake only those emergency activities for which its actual responding members at the incident are properly trained and equipped. If additional assistance is required such assistance will be promptly requested from the most appropriate qualified agency/organization.

c) The Fire Chief may determine to limit the fire suppression activities of the department to the Interior or Exterior Operations Service Level in circumstances where, because of turn-over in members or for other reasons, in the Fire Chief's view the department cannot ensure ongoing full service operations level response.

d) Where the Fire Chief has made a determination under section 7(c), he or she shall immediately inform the CAO, including reasons for the decision. The Fire Chief may elect to recommence providing **Interior Operations Level** response when he or she considers it warranted, and shall inform the CAO when making such decision.

8) REVIEW:

The Fire Chief shall, on a regular basis or as directed, report to the City on the departments readiness, effectiveness and efficiency. The Fire Chief will ensure ongoing compliance with the contents of the policy and all other applicable Bylaws, Statutes or Regulations.

Additional Related Legislation/Standards/Policies/Bylaws/Agreements:

British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook (May 2015), Office of the Fire Commissioner of BC
Lake Cowichan Ticket Information Bylaw #1401, 1993 and any amendments thereto
Mutual Aid Agreement for Fire Service Emergencies between the Town of Lake Cowichan and the Cowichan Valley Regional District, 1994 and any amendments thereto.

Joseph A. Fernandez
Chief Administrative Officer



Memo

TO: Chair, Finance and Administration

SUBJECT: Sanitary and Storm Sewer Blockages – Policy revision

DATE: June 9, 2017

FROM: Chief Administrative Officer

A copy of a revised policy of is attached. Please refer to the strike through portion that has been revised with reference to the new section of Local Government Act which is quoted in whole.

A review of the policy, as amended, is requested. Once additional input is received a recommendation to approve the updated policy would be appropriate.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez

TOWN OF LAKE COWICHAN

COUNCIL POLICY



DATE APPROVED: February 25th, 2014

APPROVED BY: R. 026/14 (1)

SUBJECT: Sanitary and Storm Sewer Blockages

In regard to blockages of the sanitary (herein called "sewer") and storm sewer (herein called "drain") service laterals on private property, the following procedure is applicable in all instances:

1. Property Owners, hereinafter referred to as Owners, are responsible for servicing the sewer and drain laterals on their private property and within private easements.
2. In the event of a blockage, the Owners shall first ensure that the blockage is **NOT** in the service laterals on their private property. Owners are encouraged to retain a qualified contractor to do the inspection and to clear the any blockage located on private property (see attached drawing).
3. If the blockage is determined to be beyond the property line, the Owner, or the Owner's representative, shall cease all work and contact the Town of Lake Cowichan's Public Works Department immediately.
4. The Owner is responsible for paying the contractor for all works completed on private property.
5. If the blockage is determined to be the Town's responsibility, the Owner may submit copies of the paid contractor's invoice to the Town. The invoice will receive due consideration for reimbursement of **investigation costs (up to a maximum \$200)** on private property. Costs for installation of clean-outs, replacement of piping and any other work done on private property will not be reimbursed.

NOTE: Any unauthorized work on municipal property shall void reimbursement of investigation costs.

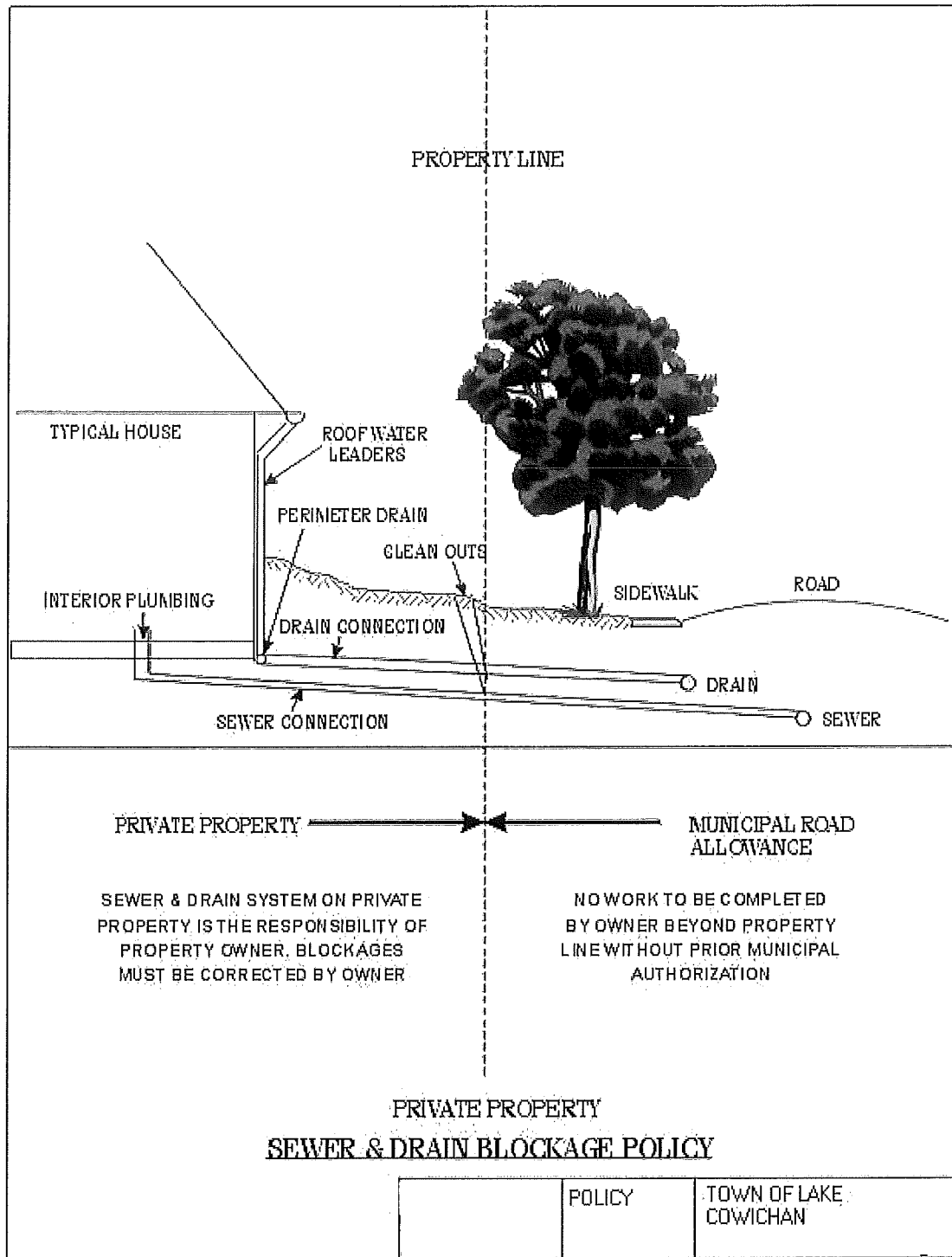
6. Upon notification of the Public Works Department, Public Works staff employees will attend the site and/or advise the Owner, as to the cause of the blockage on Municipal property.

Sanitary and Storm Sewer Blockages

7. If the blockage in the service lateral on Municipal property is caused by an object or objects for which the Owner is held responsible, (such as personal hygiene materials originating from the owner's property or roots from plants maintained by the owner), the Owner shall be fully responsible for the cost of removing the blockage and re-instating the service to its working state prior to the occurrence of the blockage.
8. The work required to remove the blockage in the lateral on Municipal property may be carried by the Owner or Owner representative upon obtaining authorization from the Superintendent, Public Works and Engineering Services.
9. The Town reserves the right to remove the blockage in the service laterals on Municipal property by Town's own forces and charge the Owner for the full cost of the work where the Owner is the cause of such blockage.
10. If the blockage in the lateral on Municipal property is caused by a failure (malfunction) in the municipal system (in the lateral or in the main downstream from the property line), the Town is responsible for removal of the blockage, at no cost to the Owner.
11. ~~Pursuant to Section 288 of the Local Government Act, the Municipality is not liable in any action, if damages arise directly or indirectly from the breakdown or malfunction of sewer or drain systems. Owners should contact their own insurance company in these instances.~~ 744 of the *Local Government Act*:
Immunity in relation to certain nuisance actions
 744. A municipality, municipal council, regional district, regional district board, improvement district or greater board is not liable in any action based on nuisance or on the rule in the *Rylands v. Fletcher* case if the damages arise directly or indirectly, out of the breakdown or malfunction of
 - (a) sewer system,
 - (b) a water or drainage facility or system,
 - (c) a dike or a road.

Joseph A. Fernandez
Chief Administrative Officer

Sanitary and Storm Sewer Blockages



Strategic Community Investment Funds Plan and Progress Report

- (1) SCI Funds received or anticipated:** *Payments under the small community, regional district and traffic fine revenue sharing portions of the Strategic Community Investment Funds (SCI Funds) will be set out separately in the local government's SCI Funds Agreement.*

Strategic Community Investment Funds	Use	Date	Amount
SC Grants	local government services	March 2016	
		June 2016	455,980
		March 2017	
RD Grants	local government services	March 2016	
		June 2016	
		March 2017	
TFRS Grants	Defray the cost of local police enforcement		

- (2) SCI Funds intended use, performance targets and progress made:**

Small Community or Regional District Portion of the SCI Funds

Intended Use	Performance Targets	Progress made in reporting period (by June 30, 2016)
<i>Use funding to support local government services to avoid tax rate increases.</i>	<i>Minimize tax rate increases</i>	<p><i>Lake Cowichan is a small community where the residential tax base provides over 81% of the tax revenue. The Strategic Community Investment Funds are critical in delivering the essential municipal services.</i></p> <p><i>Last year without Provincial Government grants the general municipal taxes would have increased by 25% to provide similar levels of service</i></p> <p><i>Tax rate increases have been necessary to meet the operational and capital requirements of the Town.</i></p>

- (3) Report Date: May 23, 2017**

Reports must be made by June 30th in each year of the SCIF Agreement.