



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, August 8th, 2017 at 5:00 p.m. – Council Chambers

AGENDA

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **APPROVAL OF AGENDA**

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) Municipal Hall Upgrades- Update.
- (b) Kasapi Centre- Update.
- (c) Tube Levy.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

- (a) Lake Healthcare Auxiliary- re: 50th Anniversary Tea.

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6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending July 31st, 2017.
- (b) Building Inspector re: Building Permits for July, 2017.
- (c) Lake Cowichan Fire Department Incident Report for July, 2017.

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7. **NEW BUSINESS**

- (a) Columbarium Site- Next Steps
- (b) Recommendation on Development Application Fees.
- (c) Small Talk Forum 2017.
- (d) BC Hydro- re: Servicing Costs to New Water Treatment Plant.

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8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

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Aug 3/2017

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Dear Mayor Ross Forrest and Council Members: We, The Lake Healthcare Auxiliary, cordially invite you to our 50th Anniversary Tea, on September 23rd, from 1:30-3:00 at the Curling Rink Lounge, 311 South Shore Rd. to celebrate 50 years of service to the healthcare of our citizens and surrounding area. We have strived to make "Care and Comfort of Patients" our #1 priority in our organization. And to that end, we ask that the Town of Lake Cowichan, donate \$50 to our Auxiliary---one dollar for every year, we have been in service. We would like the Mayor or any council members to present this donation, with a few words, at our Tea and stay for free tea, coffee, sandwiches, and cake. Please come celebrate with us.

Carroll Brown

cBrown

Secretary of The Lake Healthcare Auxiliary

R.S.V.P.

Box 1558

LAKE COWICHAN, B.C.

VOR 260



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: August 5, 2016
SUBJECT: Financial Report for the Period Ending July 31, 2017

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

Point of Note

- Quarterly water bills for April, May and June for excess consumption were mailed out at the end of July.

The total over consumption billings by month are as follows:

	2017	2016	2015	2014
Jan	\$ 4,591	\$ 2,522	\$ 3,478	\$ 2,011
Feb	3,452	2,369	2,599	2,671
Mar	2,889	2,559	2,325	2,393
Apr	3,304	2,175	2,584	2,184
May	3,752	4,115	4,602	3,356
Jun	5,479	4,039	7,491	5,701
Jul		4,672	6,010	9,829
Aug		5,601	7,212	6,400
Sep		3,763	5,500	4,809
Oct		3,782	4,390	4,902
Nov		3,084	3,401	5,814
Dec		3,340	2,743	4,872
Total	\$ 23,467	\$ 42,021	\$ 52,335	\$ 54,942

- The billings include commercial businesses and also includes the manual read meters that were in place prior to the new radio read meters.
- It should be noted that due to a colder winter in 2017, there were more water line breaks in December 2016, January and February 2017. Due to the cold winter conditions the leaks could not be addressed until weather conditions improved.

Ronnie Gill, CPA, CGA

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

	2014	2015	2016	2016	3.0%	2017	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	YTD Actuals	%
REVENUES								
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,999,050	2,012,395		101%
Supplemental Adjustments	-	-	-	-	-	-		-
Grants-In-Lieu	49,282	48,514	48,600	48,747	48,600	51,425		106%
Penalties and Interest on Taxes	82,528	75,768	62,000	75,667	64,500	61,388		95%
Business Licences	17,375	17,750	17,000	18,525	17,000	19,900		117%
Building and Other Permits	17,660	20,191	14,200	48,766	21,000	32,807		156%
Storm Drain Connection Fees	180	210	-	640	-	1,690		-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	2,620		75%
Interest on Investments	41,942	41,405	20,000	52,639	30,000	29,044		97%
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	341,196		92%
Lakeview Revenues	166,612	182,747	159,000	181,951	173,000	177,999		103%
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	-	585		-
Other Revenue	13,371	339,335	9,750	68,576	10,250	13,660		133%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	29,886		66%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	10,963		66%
Clec Revenues	368,965	422,890	396,200	414,254	397,000	218,167		55%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,900	469,633		107%
Conditional Transfers	367,449	64,420	347,355	36,940	915,000	5,461		1%
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	5,921,108		65%

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

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	%
EXPENDITURES							
General Government Services	468,742	484,842	535,550	529,382	555,300	154,078	28%
Fire Department	241,119	275,789	321,800	310,516	370,200	188,845	51%
Police Force	133,349	137,228	133,407	137,400	145,171	132,866	92%
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	40,388	67%
Public Works Administration	125,270	91,761	126,700	121,905	108,500	(1,500)	-1%
Public Works Roads	367,202	332,615	428,500	324,432	418,900	192,806	46%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(113,160)	-	(83,363)	-
Garbage Expenses	350,916	370,081	383,000	383,491	385,300	234,839	61%
Planning, Health & Other	35,666	48,673	55,100	40,524	70,500	40,390	57%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	16,617	17,024	22,000	19,993	22,000	7,509	34%
Parks	200,294	209,793	240,400	204,703	223,600	118,515	53%
Lakeview Park	142,283	146,810	159,000	169,453	169,600	110,960	65%
CLEC Expense	437,834	432,171	431,700	484,687	432,100	252,592	58%
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	485,271	14%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	1,083	36%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	110,814	57%
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	2,094,894	97%
	6,964,757	6,577,643	8,062,084	6,998,949	9,161,879	4,144,950	45%
Surplus(Deficit)	(151,610)	80,008	-	(381,541)	-	1,776,158	

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	40,814	59%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	17,529	42%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,600	2,115	81%
Municipal Hall	17,353	16,371	21,150	17,234	25,600	12,018	47%
Office Wages	410,356	393,621	414,000	423,929	425,000	232,836	55%
Office Expenses	33,403	29,035	56,100	48,542	56,500	21,012	37%
Data Processing	20,771	20,466	22,200	22,447	24,600	16,606	68%
Legal Expense	7,369	9,215	15,000	25,901	15,000	6,767	45%
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	2,850	57%
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	-	(18,983)	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,500)	(219,500)	100%
	468,742	484,842	535,550	529,382	555,300	154,078	28%

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	49,243	49%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	10,774	63%
Town Administration	7,785	7,500	8,000	8,000	13,000	13,000	100%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,023	48,600	32,771	67%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	40,587	44%
Training	14,788	12,996	24,000	24,172	24,000	19,602	82%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	20,518	27%
	241,119	275,789	321,800	310,516	370,200	186,495	
Firesmart	-	-	-	-	-	1,072	-
Community Wildfire Protection Plan	-	-	-	-	-	1,278	-
	-	-	-	-	-	2,350	-
Total Fire Department	241,119	275,789	321,800	310,516	370,200	188,845	
Bylaw Enforcement & Other							
Emergency Measures	-	-	7,000	-	6,500	13,964	215%
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	8,562	52%
Building Inspection	32,753	33,861	40,000	33,987	37,000	17,863	48%
	48,436	48,767	67,000	49,537	60,000	40,388	67%

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	14,777	42%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	115,260	55%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	13,927	105%
Safety and Training	13,865	21,458	16,300	35,184	27,000	31,336	116%
Office Administration Charge	13,585	14,200	14,300	14,300	14,200	14,200	100%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(191,000)	(191,000)	100%
	125,270	91,761	126,700	121,905	108,500	(1,500)	-1%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	10,743	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(94,156)	-
	(121,809)	(157,353)	-	(113,160)	-	(83,414)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	-	-	50	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	-	-	50	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	8,297	92%
Boulevards	30,604	54,719	31,000	42,398	31,000	24,364	79%
Crack Sealing	-	7,880	10,000	-	10,000	2,151	22%
Dangerous Trees	5,215	9,826	13,000	8,795	13,000	23	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	3,068	77%
Landscaping	16,006	2,981	15,400	7,654	10,000	4,052	41%
Litter Control	15,695	9,714	16,000	15,787	16,000	1,920	12%
Marking	14,723	15,063	10,000	14,348	10,000	1,943	19%
Mowing	20,974	5,943	13,000	1,822	13,000	1,364	10%
Patching	9,996	10,263	15,000	10,836	15,000	7,627	51%
Roads-other	19,455	15,907	13,700	3,076	14,000	817	6%
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	2,662	19%
Sidewalks	15,670	19,828	16,000	16,617	16,000	3,838	24%
Signs	9,411	7,078	11,000	7,733	11,000	7,659	70%
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	40,996	52%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	7,018	64%
Office Administration Charge	20,880	20,400	20,400	20,400	20,900	20,900	100%
	367,202	332,615	428,500	324,432	418,900	192,806	46%

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	309,436	99%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,478	99%
Penalties	4,137	4,125	4,000	3,804	3,800	2,156	57%
Recycling	25,522	50,781	50,000	56,485	50,000	26,127	52%
	338,945	368,636	367,500	375,851	371,300	341,196	92%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,643	237,000	143,320	60%
Office Administration Charges	15,850	16,000	17,100	17,100	17,200	17,200	100%
PW Administration Charges	22,190	22,500	23,900	23,900	24,100	24,100	100%
Tipping Fees	72,156	54,775	60,000	61,645	62,000	30,429	49%
Recycling costs	38,320	38,870	45,000	39,204	45,000	19,790	44%
	350,916	370,081	383,000	383,491	385,300	234,839	61%
Net	(11,971)	(1,445)	(15,500)	(7,640)	(14,000)	106,358	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	29,886	66%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	10,963	66%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	9,994	74%
NET	50,262	53,240	47,600	50,128	48,000	30,856	64%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	10,320	32%
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	237	24%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,046	3,100	3,079	3,500	4,311	123%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	24,500	20,076	82%
Total Development Services Expenses	35,666	48,673	55,100	40,524	70,500	40,390	1
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	514	21%
Water, Sewer & Garbage	1,207	1,216	700	647	700	-	0%
Contracted Services	11,695	10,687	15,000	15,540	15,000	4,490	30%
Other Expenses	3,104	4,154	5,000	3,986	5,000	3,105	62%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	(600)	50%
	16,617	17,024	22,000	19,993	22,000	7,509	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	155	31%
Bell Tower School	2,388	1,378	2,400	1,320	2,400	963	40%
Centennial Park	23,062	23,971	24,000	11,512	12,000	3,436	29%
Central Park	19,367	16,593	19,000	18,289	19,000	5,683	30%
Civic Square	2,281	929	2,500	1,005	2,500	582	23%
Communities in Bloom	1,418	379	3,000	36	3,000	-	0%
Community Garden	2,043	1,388	1,500	8,654	-	199	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	1,577	53%
Dashwood Park	231	672	1,200	364	1,200	213	18%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	28,997	290%
Footbridge	5,868	4,771	4,500	4,270	4,500	611	14%
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	332	33%
Greendale Park	1,720	7,576	5,700	2,410	5,700	1,658	29%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	1,605	32%
Kaatza Museum	8,951	6,772	10,000	9,028	10,000	7,288	73%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	7,257	73%
Lakedays Preparation	1,619	1,863	2,000	1,511	2,000	684	34%
Marina Park	1,965	2,713	1,700	1,935	1,700	1,098	65%
Memorial Park	3,790	6,907	6,500	4,505	6,500	3,012	46%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	1,539	15%
Park Bench Maintenance	8,495	5,537	5,000	3,299	5,000	1,004	20%
Parks General	16,719	14,969	16,000	14,560	16,000	7,138	45%
Parkstone Park	912	830	2,000	889	2,000	781	39%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	1,475	42%
Pickleball Courts	-	-	-	-	1,400	-	0%
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	1,553	26%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	849	34%
Saywell Park	24,709	19,623	20,000	13,638	20,000	8,219	41%
Seniors Centre	773	2,711	2,100	1,384	2,100	1,783	85%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	3,000	1,705	57%
Town Square	930	11,227	3,000	6,582	3,500	2,798	80%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	1,950	39%
Trestle Walkway	1,968	1,874	3,000	748	3,000	398	13%
Vandalism	988	874	5,000	2,944	5,000	101	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	7,935	53%
Winter Park	3,527	7,588	7,000	7,314	7,000	3,239	46%
Office Administration Charge	12,700	11,400	11,000	11,000	10,700	10,700	100%
	200,294	209,793	240,400	204,703	223,600	118,515	53%

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	132,935	109%
Walk Ins	28,034	29,457	22,000	23,687	22,000	14,264	65%
Power Fees	19,623	21,416	18,000	20,475	18,000	21,686	120%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	5,000	2,485	50%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	6,629	110%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>177,999</u>	<u>103%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	8,100	8,100	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	30,000	100%
Summer Student Wages	35,708	42,923	45,000	54,629	55,000	25,439	46%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	5,681	95%
Contracted Services	3,926	9,822	10,000	10,381	10,000	12,884	129%
PW Labour	86	849	1,000	1,201	1,000	348	35%
Hydro and Electricity	6,772	6,418	7,600	8,107	8,000	3,314	41%
Materials and Supplies	18,502	10,822	15,000	13,201	15,000	1,860	12%
Other Expenses	7,735	8,246	7,400	7,849	8,000	5,606	70%
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	6,814	45%
Public Works Charges	97	263	500	1,312	500	12	2%
Telephone	2,944	3,136	4,000	2,894	3,000	1,005	33%
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>110,960</u>	<u>65%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>67,040</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	214,667	55%
Programming revenues	2,578	-	1,000	6,588	1,000	-	0%
Rental Income	5,200	5,200	5,200	5,200	6,000	3,500	58%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>218,167</u>	<u>55%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	491	5%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	38,562	55%
Food Supplies	58,477	67,394	60,000	76,105	60,000	29,058	48%
Custodians	27,785	32,046	30,000	34,266	30,000	19,209	64%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	2,245	56%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>89,565</u>	<u>51%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	181,000	95,241	53%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	100%
Housing Allowance	5,200	5,200	5,200	5,200	6,000	3,500	58%
Town Administration	19,135	20,000	21,000	21,000	21,600	21,600	100%
Electricity	18,439	17,749	19,000	19,198	20,000	14,075	70%
Heat	20,080	9,161	19,000	10,819	12,000	10,899	91%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	6,479	70%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	8,000	9,074	113%
Maintenance	36,410	30,831	21,000	40,336	24,000	23,707	99%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	7,661	128%
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>163,026</u>	<u>63%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>252,592</u>	<u>58%</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>(34,425)</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>32,615</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>32,540</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	3,828	6%
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	-	-	-	-	-	-	-	-
	12,501	1,062,378	435,890	1,407,000	358,308	1,907,000	4,461	0%
CLEC								
Carpet	-	-	-	-	-	5,000	-	0%
Clec Windows	-	25,000	-	34,000	19,789	-	-	-
Clec Roofing	-	17,000	7,500	16,000	34,771	-	-	-
Clec Renovations	-	20,000	2,118	10,000	8,326	-	-	-
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	8,769	125%
Concrete patio/deck renovation	9,594	13,500	8,500	-	-	-	-	-
Water system/well	-	-	-	-	-	25,000	-	0%
	9,594	79,500	22,367	72,300	87,962	57,000	8,769	15%
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	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	2,353	29%
Ventilation fan	-	-	-	-	-	-	-	-
	346,065	62,000	48,695	68,000	60,266	92,000	15,862	17%

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	-	-	-
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	2,133	43%
	<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>55,711</u>	<u>27%</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	365,994	35%
Pickleball/Tennis Courts	-	-	-	-	-	50,000	34,474	69%
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>400,468</u>	<u>33%</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>485,271</u>	<u>14%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	440,113	100%
Connection Fees	180	2,710	700	3,542	1,000	5,567	557%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	2,794	61%
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	164,500	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>612,974</u>	<u>32%</u>
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	185	7%
Office Administration	47,340	47,300	54,000	54,000	47,300	47,300	100%
Consumption Rebates	1,463	838	1,500	275	1,000	225	23%
PW Administration	59,175	75,000	67,000	67,000	83,800	83,800	100%
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	22,200	33%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	1,387	15%
Chlorination	6,571	7,593	8,000	7,275	8,000	5,019	63%
New Connections	4,414	276	4,000	-	4,000	443	11%
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	20,879	45%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	25,322	28%
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>239,767</u>	<u>11%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>105,644</u>	<u>(364,500)</u>	<u>373,207</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 31, 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 - July 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	531,166	100%
Connection Fees	180	6,660	600	9,100	1,000	13,260	1326%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	2,360	79%
Other Penalties And Interest	6,563	6,028	6,500	5,652	5,500	3,308	60%
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	235,060	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>785,154</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	66,500	100%
PW Administration	82,210	82,000	82,000	82,000	83,100	83,100	100%
Consumption Rebates	1,463	838	1,500	275	1,000	225	23%
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	7,723	86%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	993	22%
General Maintenance	65,335	83,099	89,000	74,040	89,000	46,976	53%
Hydrants	25,879	14,723	22,660	14,460	22,660	4,342	19%
New Connections	3,038	7,950	8,000	5,416	8,000	13,980	175%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	30,065	40%
Water Meters	4,822	11,322	6,200	10,253	8,500	7,720	91%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	26,604	82%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	4,387	39%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	3,938	49%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	12,257	245%
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	611,873	9%
	<u>533,351</u>	<u>562,721</u>	<u>2,115,260</u>	<u>572,451</u>	<u>7,627,614</u>	<u>960,749</u>	<u>13%</u>
Surplus(Deficit)	<u>163,509</u>	<u>148,418</u>	<u>-</u>	<u>202,530</u>	<u>(722,521)</u>	<u>(175,595)</u>	<u>24%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - July 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	307,567	271%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	299,230	5%
Water Service Replacements	-	-	20,000	-	25,000	5,077	20%
	-	-	-	-	-	-	-
	<u>33,158</u>	<u>16,540</u>	<u>1,640,000</u>	<u>28,534</u>	<u>7,145,354</u>	<u>611,873</u>	<u>9%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JULY


DATE: AUG. 1, 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	11	19	1		1
Commercial	2	2	1		
Carport / garage	3	1			
Demolitions	1	1	1		
Renovations	10	4	1		
Deck	5	1			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1	1			
TOTALS	33	29	4	0	1

Building Permit Fees	Value of construction	Permit fees
For the current month	250,420.00	2,620.00
Year to Date	3,827,250.00	38,925.50



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

July 2017 Monthly Incident Report

4 Practices
1 Truck Check
3 MVA
1 Report of Gas Leak
1 Burn Pile Fire
1 Car Fire
2 Lift Assist
1 Business Meeting
1 Officers Page
1 Burning Complaint
1 Propane Smell
3 Medical Assist
1 Report of Burnt Electrical Smell
1 Clean/Restock of Tender #2 on return from Wildfire Duty
1 Officer's Duty Sheets
1 Sec/Treasurer Monthly Stipend

Grand Total

\$8176.81



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

Fire Stats July 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
07/01	3:42 PM	6800 Block Cowichan Lake Rd	Medical Aid	13	2	\$500.16
07/01	7:05 PM	195 Tern Rd	Medical Aid	9	1	\$214.66
07/02	11:08 PM	181 River Rd	Lift Assist	11	1	\$192.90
07/04	7:00 PM	Fire Hall	Business Meeting	24	2	\$883.16
07/06	8:15 PM	9535 Cabana Pl	Smell of Propane	15	1	\$289.90
07/08	3:00 PM	Stoltz Rd/Riverbottom Rd	Medical Aid	12	2	\$423.92
07/09	12:13 PM	56 North Shore Rd	Burnt Electrical Smell	12	1	\$232.02
07/09	11:49 PM	273 Grants Lake Rd	Burning Complaint	2	1	\$40.12
07/10	6:30 PM	HWY 18/Skutz Falls	Car Fire	23	1	\$387.50
07/10	7:00 PM	Fire Hall	Practice	23	2	\$775.00
07/13	6:00 PM	Fire Hall	Truck Check	11	2	\$339.48
07/14	2:53 PM	109 South Shore Rd	Lift Assist	11	1	\$214.66
07/14	4:43 PM	9026 Meades Creek Rd	MVI	15	1.5	\$405.21
07/15	7:59 AM	South Shore Rd past arena	Officer Page	1	1	\$20.06
07/17	7:00 PM	Fire Hall	Practice	20	2	\$653.24
07/19	11:12 AM	33 South Shore Rd	MVI	6	1	\$97.30
07/23	7:47 PM	Co-op Gas Station	Fuel Leak	19	1	\$325.92
07/24	7:00 PM	Fire Hall	Practice	18	2	\$615.12
07/24	7:30 PM	Indian Rd	Burn Pile Fire	19	0	Report Only

07/26	6:29 PM	6559 HWY 18	MVI	16	1	\$253.08
07/27	6:00 PM	Fire Hall	Restock/Clean Tender #2 after Wildfire Duty in the Interior	6	2	\$231.92
07/31	7:00 PM	Fire Hall	Practice	23	2	\$811.12
			Duty Sheet	1	1	\$120.36
			Sec/Treasurer Stipend			\$150.00
		Total				\$8176.81

Staff Report

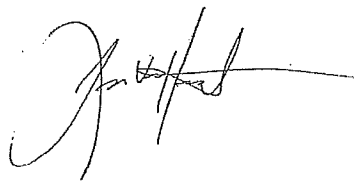


Date: July 25, 2017
 To: Chief Administrative Officer
 From: James van Hemert, Consulting Planner
 Re: Development Application Fees

Current development application fees are very low compared to neighbouring jurisdictions and have not been updated for many years.

The following chart illustrates how we compare to our neighbours and includes new recommended fees for Lake Cowichan.

Application Fees in \$					
Application type	Current Town	City of Duncan	CVRD	North Cowichan	Recommended Lake Cowichan
Rezoning	750	2,500	2,200 plus \$120 / density unit	2500	2,500 750 B & B
OCP Amendment	750	Council discretion	2,200 plus density units 2400 joint OCP and rezoning	2500 3000 Concurrent OCP and rezoning	1,000; no concurrent application
Development Permit	400	500 < \$50K comm'l; < 4 units residential 1000 >\$50K comm'l >5 units residential	RAR \$200 per parcel Multi family \$400 plus \$200 per unit Comm'l \$400 plus \$100/100m2 GFA	600 <200 sq.m 1200 >200 sq.m	500 < \$50K comm'l; < 4 units residential 1000 >\$50K comm'l >5 units residential
Development Variance Permit	300	1,000	600	1,000 plus 50/lot	



James van Hemert, MCIP, RPP
Consulting Planner



MEMO

August 1, 2017

TO: Mayor & Council
FROM: Mayor Galina Durant, District of Stewart
Small Community Representative
RE: **Small Talk Forum 2017**

As your Small Community Representative I wish to advise you of the upcoming UBCM Convention, specifically the Small Talk Forum on the morning of Tuesday, September 26 at the Vancouver Convention Centre (Ballroom A).

The Small Talk Forum for communities with a population under 5,000, now in its 28th year, continues to be one of the most popular sessions at the Convention. Your direct involvement has made the Forum a repeat success, and in 2017 we encourage you to complete and return the attached Small Talk Forum response form, sharing any issues facing your community. Then, come to the Forum prepared with background information related to these issues, or solutions to similar issues facing other communities.

If you have a best practice or success story to share, please add it to the attached Small Talk Forum response form as well. This is an opportunity for small communities to share tips and information and help one another with day-to-day challenges. For instance, has your community completed (or is undertaking) a project or initiative that you think would be informative for other small communities? Here's your chance to tell your story!

Again, please complete and return the attached Small Talk Forum response form via email to bsihota@ubcm.ca. *We will distribute the list of issues at the Forum and will endeavour to address some of these issues ahead of time.* We will also have a facilitator and resource persons on hand to help.

We hope that you will be able to take part and encourage you to submit your issues and success stories.

I look forward to welcoming you to the 2017 Small Talk Forum in Vancouver!

Please distribute this memo to Mayor & Council

2017 UBCM Convention

<h2>Small Talk Forum</h2> <p>Tuesday, September 26, 2017 (9:00 am - Noon)</p>

We would like to talk about:

Topic#1 (explain):

Topic#2 (explain):

Best Practice/Success Story (if applicable):

UBCM staff will distribute the list of issues at the Forum and may endeavour to address some of these issues ahead of time in order to streamline discussion at the Forum.

Please have someone from your community attend to provide background on each issue.

Name:

Position:

Local Government:

Tel:

Email:

Please complete and return this form by email to bsihota@ubcm.ca by Friday, August 11, 2017.

June 7, 2017

Project No. 4060225

Mr. Peter Bakker peter.bakker@stantec.com

Stantec
13401 108 Ave., 10th Floor
Surrey, B.C. V3T 5T3

Dear Peter Bakker:

Your design project cost quote
for Water Treatment Project @ Indian Rd, Lake Cowichan

We're pleased to provide below a detailed quote for design and construction service costs for your project. Your service will be 3 phase, 4 wire, 347/600 Volts to your 400 Amp main switch as indicated on the enclosed Drawing No. 4060225.

Please review this letter carefully and keep a copy for your records as we've included important information about your project. By sending us the net payment set out below, you will agree to all terms, conditions, and responsibilities set out in this letter.

When do you need power?

We provide an estimated "In Service Date" based on **YOUR** estimated date for completion of ALL your pre-requisite work and our construction lead times (which depend on project size and complexity).

Estimated In-Service Date (ISD) = Completion of your (customer) requirements + BC Hydro Construction lead time

Based on our discussions, you are targeting an ISD of December 1, 2017. It's important to note that for this project, BC Hydro's construction lead time to provide service energization is 40 business days after you have completed all your pre-requisite activities listed below.

Therefore, in order to meet your targeted ISD, you must complete all your pre-requisite activities by October 5, 2017. If you can't meet your deadline for completing your pre-requisite activities, contact your Designer and quote Design #4060225 to obtain revised dates.

In order to support achieving this in-service date and ensure material availability, it's important you pay the quoted amount below as soon as possible.

[Optional clause for complex construction]

Once you begin construction on your site it is important that you contact your Designer to reconfirm your target in-service date.

Your Pre-requisite Activities

BC Hydro cannot start our work until you have completed the following pre-requisite activities:

bchydro.com/getconnected

- Payment
- Municipal approval
- Civil work completed by customer
- Inspection and approval of civil work
- Site inspection, electrical room & metering inspection/acceptance & approval by a BC Hydro representative
- Submission and registration of signed Statutory Right of Way documents
- Submission of Electrical Contractor Authorization Form (Permit)

Your Project Quote

Below is the cost quote for your project. This quotation is for Village of Lake Cowichan, who has not supplied a GST registration number.

Please note that no work commences prior to payment. This quote must be paid in advance by cheque or money order sent to:

Attention: Brad Logan and Project No. 4060225
6494 Norcross Rd
Duncan, BC. V9L 6C1

Please pay within 90 days from the date of this letter, otherwise we'll need to re-estimate the construction charges and issue a new quotation letter.

Customer share of construction costs	\$180,606.00
/less credit for value of work completed by customer	\$1,241.00
Net construction cost	\$179,365.00
GST @ 5% BC Hydro GST Registration No. R121454151	\$8,968.25
/less credit for Design Deposit	\$0
Payment required	\$188,333.25

We will need to review and revise your quote and/or the estimated in-service date if:

- Your construction work is delayed;
- If site conditions require a revision in design or costs;
- If changes are made to the original design

Other Charges and Considerations

There may be additional charges from other utilities (telephone, gas, cable, etc.) for their services to complete this work. You'll need to contact those utilities separately to arrange for their designs, costs and construction scheduling.

As some or all of the poles involved with your project are jointly owned by both BC Hydro and TELUS please note the following:

- Your estimate, as noted above, is only for the BC Hydro portion of the total project cost(s).
- Please contact TELUS at engineering.BC@telus.com to arrange payment for the TELUS portion of the total project cost(s), and to coordinate any work to be performed by TELUS.

Your pre-requisite activities: Civil construction checklist

- Identify and determine any site-specific environmental sensitivities and requirements.
- Remove and/or trim trees and vegetation as required, both on public and private property, to provide proper clearances during construction.
- Schedule a pre-job conference with our inspector to review all drawings and project specifications. Please contact Kevin Mills at (250) 713-8102 at least 48 hours in advance to schedule a meeting.
- Pick up and deliver BC Hydro supplied civil material to the construction site.
- Supply and install the civil works on public and private property under BC Hydro and municipal inspection.
- Ensure the area of the installation on private property is free of trees and encumbrances to ensure safety and access to facilities.
- Confirm the duct installer holds a certificate of competency and works under an electrical permit. This is a requirement of the Canadian Electrical Code.
- Select a civil contractor acceptable to BC Hydro.
- Assume ownership and responsibility for all civil works on private property upon completion of the installation.

Your pre-requisite activities: Electrical connection checklist

- Supply and install approved cabinets, meter bases or sockets, and other required electrical equipment.
- Pick up current transformers (CTs) and voltage transformers (VTs) from BC Hydro.
- Ensure all meter bases and units are labelled with its permanent address.
- Supply key(s) to BC Hydro for the electrical room(s) and metering closets.
- Complete BC Hydro's Multi-metering Declaration form.
- Provide a certified grounding report for BC Hydro pad-mounted transformers (PMT) located in close proximity to a customer-owned building.
- Electrical Contractor Authorization Form, completed in all aspects, duly signed and authorized for connection.
- Schedule a site inspection by a BC Hydro representative.
- Complete the online application for service at bchydro.com/getconnected

Your pre-requisite activities: other items

- You'll be required to deposit with BC Hydro a guarantee in the form of cheque, money order, or a letter of credit.
- A Statutory Right of Way agreement needs to be signed by the registered owner and returned to us for registration.
- You must make a written application to BC Hydro for an extension fee refund review after the first anniversary date of the energization of the line.

BC Hydro's responsibilities

- Provide a set of detailed civil drawings with specifications when all payments have been made.
- As required, supply any applicable technical drawings and the *Class of Work Specification for Construction of Underground Electrical Distribution Structures by a Customer*.
- Provide a material list for BC Hydro supplied materials available for pickup.
- Install all underground electrical materials up to the service connection.
- Assume ownership and future maintenance of all civil works on public property upon completion and acceptance by our inspector.
- Arrange for and install the revenue meters and associated metering equipment.
- Provide civil and site inspection for BC Hydro approval

Your environmental responsibility

The design doesn't consider site specific environmental sensitivities and requirements. It's solely your responsibility to:

- Determine site specific environmental sensitivities and requirements.
- Implement and build the designed electrical infrastructure in an environmentally safe and lawful manner.

Electric meters: equipment & installation

Revenue metering equipment

We supply, install, own and maintain our meters and metering equipment. This equipment can't be altered without our consent.

Metering equipment may include current transformers (CTs) and voltage transformers (VTs) for your electrical contractor to install. It's your electrical contractor's responsibility to pick up the equipment from our meter shop or district office.

Have your electrical contractor contact us in advance to ensure the equipment is available.

You're responsible to supply and install the conduits for meter communication and all other required electrical equipment per the latest Secondary Voltage Revenue Metering requirements (for 750 Volts or less).

We'll install the permanent meter(s) when the following conditions are met:

- Electrical equipment has been installed per the latest Secondary Voltage Revenue Metering requirements (for 750 Volts or less).
- The equipment is CSA approved and installed as per the Canadian Electrical Code and meets the Safety Standards Act, Electrical Safety Regulation of BC, and the local safety authority having jurisdiction.
- BC Hydro has inspected and accepted the service entrance, metering equipment, and wiring configuration.

Extension fee refund

We've calculated the value of the extension portion of this project to be **\$ 171,050.00**.

BC Hydro makes available a contribution towards the costs associated with a customer's extension. There may be situations where a subsequent customer connecting to this line within five years doesn't use up the maximum contribution available from BC Hydro. Should this case exist, you may be eligible to receive the subsequent customer's unused contribution towards your extension.

Requesting a Review of an extension fee refund

Here are a few things to keep in mind before you submit a refund review request:

- You need to make a written request to BC Hydro for an extension fee refund review.
- Your request must be received after the first anniversary date of this line being energized, but before the end of the sixth year of energization.
- All rights to an extension fee refund will expire by the end of the sixth year after the line being energized if we do not receive a written request for a review.
- You may only request one extension fee refund review in any 12-month period.
- You will not be refunded any amounts less than \$100, and interest will not be paid.

Learn more on Extension Fee refunds at bchydro.com/extensions.

Statutory Right of Way requirement

A registered Statutory Right of Way will be required for BC Hydro equipment located on private property. Please provide the legal description, and name and address of the registered owner. We'll prepare a Statutory Right of Way agreement for signature by the registered owner. Once the agreement has been signed and returned to us, we'll register the agreement at the BC Land Title and Survey Authority (LTSA). The Statutory Right of Way must be registered before we can energize any equipment on the property.

Information Collected by BC Hydro

BC Hydro collects your personal information for the purpose of fulfilling your electrical connection request and to that end BC Hydro may need to disclose your information to the developer, your electrical contractors, general contractor, and project managers. We may also require your details to be shared with the local municipal governments and the BC Safety Authority (BCSA).

BC Hydro collects this information in furtherance of its mandates under the Hydro and Power Authority Act, the Clean Energy Act, and the Electric Tariff regulated by the BC Utilities Commission under the Utilities Commission Act.

If you have any questions concerning this project, please contact me.

Sincerely,

Brad J Logan

Brad J Logan
BC Hydro | Design Technologist

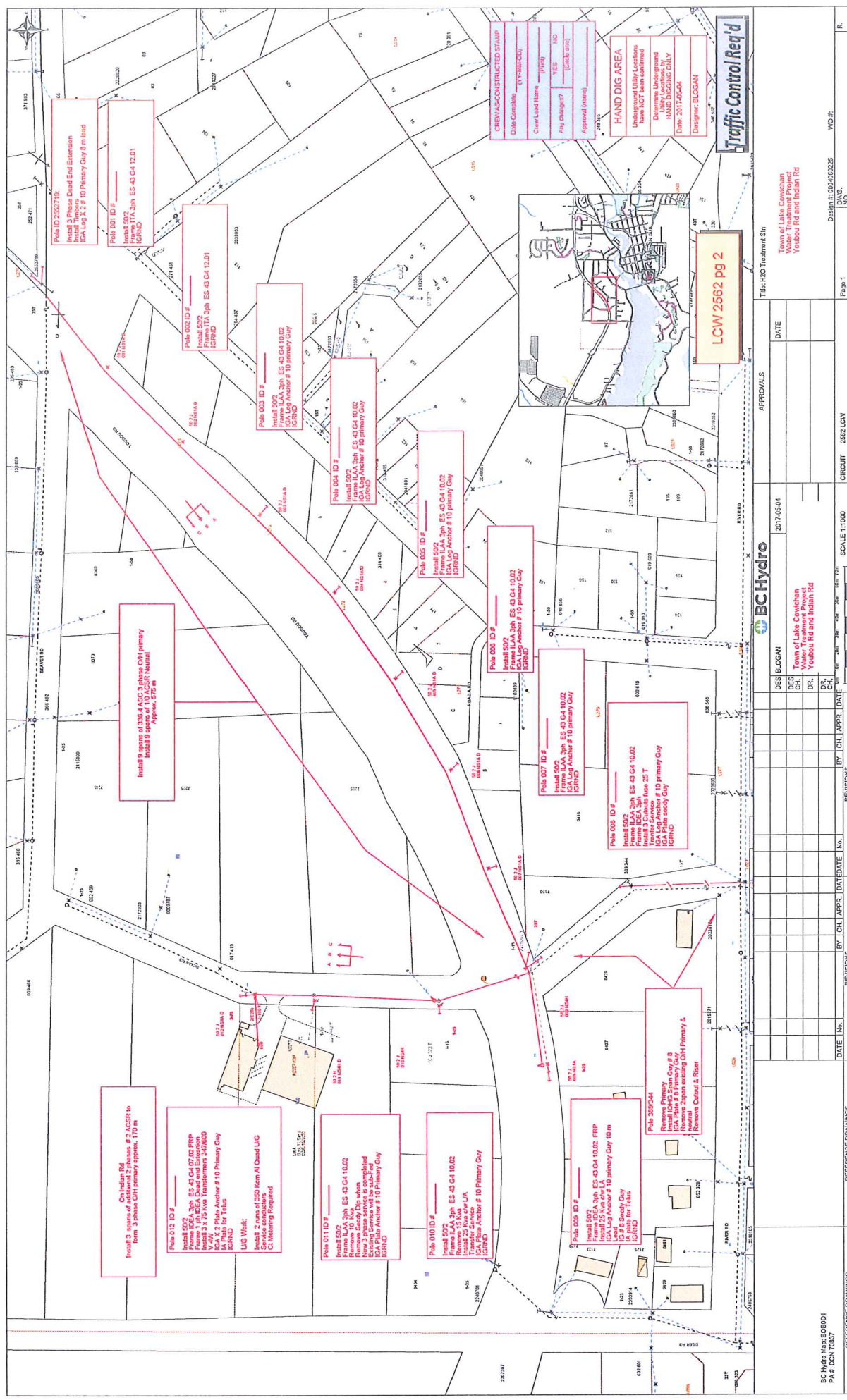
T: (250) 746-3802

M: (250.) 246-7003

E: brad.logan@bchydro.com

Attachments

ABOUT OUR SURVEY: As we're always looking for ways to improve service, you'll be emailed a survey once this project is completed. You can opt out of the survey if you wish, by calling us or replying to this email with an indication that you want to opt out. All information collected in the survey is for business purposes only, and won't be shared with any outside parties. The answers you provide in this survey are collected to further BC Hydro's mandate under the Hydro and Power Authority Act. If you have any questions about the survey, or about how your answers will be handled, please contact program manager Stefano D'Errico, at 604 515 8706. For all other inquiries, please contact the BC Hydro designer listed above



Pole ID 2552716
Install 3 Phase Dead End Extension
ICA Log X 2 F 10 Primary Guy 8 m Isid

Pole ID 101 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 002 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 003 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 004 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 005 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 006 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 007 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 008 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 009 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 010 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 011 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 012 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 013 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 014 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 015 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Pole 016 ID #
Install 502 3ph ES-43 C4 10.02
IGRND

Install 9 spans of 388.4 ASC 3 phase OH primary
Install 9 spans of 388.4 ASC 3 phase Neutral
Approach 2.75 m

On Indian Rd
Install 3 spans of additional 2 phases # 2 ACER to
form 3 phase OH primary approx. 110 m

Install 502 3ph ES-43 C4 10.02 FRP
Frame 1.8m ICA Dead end Extension
V=100 3.75 kva Transformer 347000
V=100 3.75 kva Transformer 347000
ICA 2.2 Pole Anchor # 10 Primary Guy
IGRND

UG Work:
Install 2 ans of 350 kcmil Al Cabled UG
Service conductors
Cabling Required

Pole 011 ID #
Frame LAA 3ph ES-43 C4 10.02
Remove 10 kva
New 3 phase service is completed
ICA Pole Anchor # 10 Primary Guy
IGRND

Pole 010 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
New 3 phase service is completed
ICA Pole Anchor # 10 Primary Guy
IGRND

Pole 009 ID #
Install 502 3ph ES-43 C4 10.02 FRP
Frame 1.8m ICA
Lead Log Anchor # 10 primary Guy 10 m
IGRND

Pole 008 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 007 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 006 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 005 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 004 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 003 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 002 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 001 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

Pole 000 ID #
Install 502 3ph ES-43 C4 10.02
Remove 10 kva
Remove spans emitting OH Primary &
Remove Cabot & Riser

CREATED/CONSTRUCTED STAMP
Date Complete: (Y-M-D) (CCYY)
Cover Lead Name: (primary)
Any changes? YES NO (circle one)
Approval (over):
HAND DIG AREA
Underground Utility Locations
Have NOT been confirmed
Digging Unapproved
HAND DIGGING ONLY
Date: 2017-05-04
Designer: BLOGAN

Traffic Control Req'd

LCW 2562 pg 2

DESIGNER: BLOGAN
DATE: 2017-05-04
TOWN OF LAKE COWICHAN
WATER TREATMENT PROJECT
YUBOU RD AND INDIAN RD

APPROVALS

DESIGNER: BLOGAN
DATE: 2017-05-04
TOWN OF LAKE COWICHAN
WATER TREATMENT PROJECT
YUBOU RD AND INDIAN RD

BY: [Signature] DATE: [Date]
BY: [Signature] DATE: [Date]
BY: [Signature] DATE: [Date]

REVISIONS

DATE: [Date] NO. [No.]
DATE: [Date] NO. [No.]
DATE: [Date] NO. [No.]

REFERENCE DRAWINGS

BC Hydro
PA-2-CCA-70037

BC Hydro
Town of Lake Cowichan
Water Treatment Project
Yubou Rd and Indian Rd

DESIGNER: BLOGAN
DATE: 2017-05-04
TOWN OF LAKE COWICHAN
WATER TREATMENT PROJECT
YUBOU RD AND INDIAN RD

APPROVALS

DESIGNER: BLOGAN
DATE: 2017-05-04
TOWN OF LAKE COWICHAN
WATER TREATMENT PROJECT
YUBOU RD AND INDIAN RD

BY: [Signature] DATE: [Date]
BY: [Signature] DATE: [Date]
BY: [Signature] DATE: [Date]

REVISIONS

DATE: [Date] NO. [No.]
DATE: [Date] NO. [No.]
DATE: [Date] NO. [No.]

REFERENCE DRAWINGS

BC Hydro
PA-2-CCA-70037

BC Hydro
Town of Lake Cowichan
Water Treatment Project
Yubou Rd and Indian Rd

DESIGNER: BLOGAN
DATE: 2017-05-04
TOWN OF LAKE COWICHAN
WATER TREATMENT PROJECT
YUBOU RD AND INDIAN RD

APPROVALS

DESIGNER: BLOGAN
DATE: 2017-05-04
TOWN OF LAKE COWICHAN
WATER TREATMENT PROJECT
YUBOU RD AND INDIAN RD

BY: [Signature] DATE: [Date]
BY: [Signature] DATE: [Date]
BY: [Signature] DATE: [Date]

REVISIONS

DATE: [Date] NO. [No.]
DATE: [Date] NO. [No.]
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Yubou Rd and Indian Rd

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