



# TOWN OF LAKE COWICHAN

## Finance and Administration Committee

*Tuesday, February 13<sup>th</sup>, 2018 at 5:00 p.m. – Council Chambers*

### AGENDA

**1. CALL TO ORDER**

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**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) Columbarium Facility- Update.
- (c) Employment Code of Ethics.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS**

- (a) Director of Finance re: Financial Report for the Period ending January 31<sup>st</sup>, 2017.
- (b) Director of Finance re: Metered Water Billings
- (c) Chief Administrative Officer re: Strategic Wildfire Prevention Initiative
- (d) Building Inspector re: Building Permits for January, 2018.
- (e) Lake Cowichan Fire Department Incident Report for January, 2018.

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**7. NEW BUSINESS**

- (a) Budget review for the 5 year plan.

**8. NOTICES OF MOTION**

**9. PUBLIC RELATIONS ITEMS**

**10. MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

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# Memo

**TO:** Chief Administrative Officer

**FROM:** Director of Finance

**DATE:** February 9, 2018

**SUBJECT:** Financial Report for the Period Ending January 31, 2018

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The statements of revenues and expenditures for the general, sewer and water funds for the year ended December 31, 2017 and the month ended January 31, 2018 are attached for your review and input.

## Points of Note

- The 2017 financial information as presented is incomplete. Work on year end is ongoing and there are still adjustments to be made. Amortization has not been recorded in the attached statements.
- The budget numbers for 2018 are preliminary. 2017 capital projects expenditures are being finalized and grant receivables have yet to be setup.
- As stated in Bylaw 949-2014, Council remuneration is to be increased by a percentage increase, rounded to the next highest integer, equal to the percentage increase as published in the official Consumer Price Index (CPI) for Victoria, BC by Statistics Canada for the year immediately preceding. The CPI increase for 2017 is 1.3%, therefore, based on the Bylaw the increase for 2018 will be 2%.
- The new reservation system for Lakeview Park Campground is up and running. The new site is PCI compliant and a cloud based solution. The payment processing is now seamless with all payments processed through the Town's Stripe account.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>REVENUES</b>							
Taxes	1,871,701	1,934,154	1,999,050	2,012,395	2,053,339	-	0%
Supplemental Adjustments	-	-	-	-	-	-	-
Grants-In-Lieu	48,514	48,747	48,600	51,425	51,640	-	0%
Penalties and Interest on Taxes	75,768	75,667	64,500	69,270	65,000	130	0%
Business Licences	17,750	18,525	17,000	19,550	17,500	18,275	104%
Building and Other Permits	20,191	48,766	21,000	58,767	24,400	6,551	27%
Storm Drain Connection Fees	210	640	-	5,100	-	-	-
Dog Tags and Fines	4,120	3,610	3,500	3,310	3,200	1,630	51%
Interest on Investments	41,405	52,639	30,000	63,815	30,000	1,166	4%
Fire Service to CVRD	189,012	216,658	230,000	239,861	272,511	-	0%
BC Wildfire Recoveries	-	-	-	59,662	-	-	-
Garbage Revenues	368,636	375,851	371,300	372,348	370,000	314,420	85%
Lakeview Revenues	182,747	181,951	173,000	204,104	184,000	235	0%
Sale of Assets	31,054	246,065	-	-	-	-	-
Public Works Revenues	4,707	1,400	-	2,102	-	38	-
Fire Department Revenues	19,634	484	-	9,803	-	2,290	-
Other Revenue	339,335	68,576	10,250	30,123	10,200	206	2%
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	3,736	8%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	2,741	17%
Clec Revenues	422,890	414,254	397,000	441,256	420,000	500	0%
Unconditional Transfers	474,974	457,917	436,900	471,086	436,900	-	0%
Conditional Transfers	64,420	36,940	915,000	431,103	495,711	-	0%
Conditional Transfer - Town Hall Bldg	-	-	1,620,000	-	2,877,000	-	0%
Transfers From Reserve Funds	-	-	135,000	-	586,500	-	0%
Transfers From Building Reserve	-	-	200,000	-	800,000	-	0%
Transfer From Fire Dept Reserves	-	-	-	-	370,000	-	0%
Transfer From Statutory Reserves	-	-	-	-	-	-	-
Transfer from Parks Dedication Reserv	-	-	-	-	-	-	-
Short term debt	-	-	-	-	-	-	-
Prior year Surplus	-	-	-	-	-	-	-
Police Tax Levy	137,228	137,400	145,171	145,171	145,171	-	0%
Library Levy	119,314	123,852	127,782	127,782	127,782	-	0%
Collections For Other Govts.	2,163,113	2,112,124	2,155,326	2,159,361	2,155,326	-	0%
	<b>6,657,651</b>	<b>6,617,409</b>	<b>9,161,879</b>	<b>7,038,668</b>	<b>11,557,680</b>	<b>351,917</b>	<b>3%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>EXPENDITURES</b>							
General Government Services	484,842	529,382	555,300	412,737	569,800	76,587	13%
Fire Department	275,789	310,516	370,200	382,070	400,100	11,745	3%
Police Force	137,228	137,400	145,171	145,097	145,171	-	0%
Bylaw Enforcement & Other	48,767	49,537	60,000	66,906	59,000	2,270	4%
Public Works Administration	91,761	121,905	108,500	116,027	118,000	19,890	17%
Public Works Roads	332,615	324,432	418,900	379,875	419,000	6,706	2%
Public Works - Equipment & Other	(157,353)	(113,160)	-	(126,327)	-	(7,615)	-
Garbage Expenses	370,081	383,491	385,300	386,386	393,300	20,005	5%
Planning, Health & Other	48,673	40,524	70,500	55,113	53,500	181	0%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	17,024	19,993	22,000	20,669	22,000	-	0%
Parks	209,793	204,703	223,600	216,772	231,200	(2)	0%
Lakeview Park	146,810	169,453	169,600	160,342	177,100	149	0%
CLEC Expense	432,171	484,687	432,100	522,041	471,100	11,126	2%
Lakeview Road	2,754	-	10,000	18,165	13,000	-	0%
Transfer To Library	119,314	123,852	127,782	127,778	127,782	-	0%
Capital	856,675	1,102,141	3,482,500	1,210,015	5,674,500	8,045	0%
Debt Charges - Interest	1,852	2,662	3,000	1,802	3,000	-	0%
Debt Payments - Fire	175,110	189,689	195,000	191,512	186,200	-	0%
Amortization	550,331	564,507	-	-	-	-	-
Transfers To Reserve Funds	161,693	128,700	136,000	125,000	136,000	-	0%
Transfer Equip. Recovery to Reserve	163,050	112,412	-	-	-	-	-
Transfer To Surplus	-	-	91,100	-	-	-	-
Transfers To Other Governments	2,163,113	2,112,124	2,155,326	2,159,110	2,155,326	-	0%
	<b>6,632,093</b>	<b>6,998,949</b>	<b>9,161,879</b>	<b>6,571,088</b>	<b>11,355,079</b>	<b>149,086</b>	<b>72%</b>
Surplus(Deficit)	<b>25,558</b>	<b>(381,541)</b>	<b>-</b>	<b>467,581</b>	<b>202,601</b>	<b>202,831</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of General Government Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>General Government Services</b>							
Mayor and Council Indemnities	68,000	69,360	69,500	73,465	75,000	2,721	4%
Mayor and Council Expenses	30,304	36,889	41,500	38,260	42,500	1,881	4%
Mildred Child Annex	2,556	2,131	2,600	2,863	3,100	-	0%
Municipal Hall	16,371	17,234	25,600	17,995	25,600	1,210	5%
Office Wages	393,621	423,929	425,000	419,166	425,000	19,637	5%
Office Expenses	29,035	48,542	56,500	31,051	56,500	3,717	7%
Data Processing	20,466	22,447	24,600	18,837	24,600	14,173	58%
Legal Expense	9,215	25,901	15,000	21,867	15,000	350	2%
Audit	23,792	16,748	26,000	8,190	26,000	-	0%
Elections	-	-	2,000	-	10,000	-	0%
Insurance	49,638	49,758	75,000	62,259	75,000	18,653	25%
Grants-in-aid	6,115	4,050	5,000	3,650	5,000	-	0%
Ohtaki expense	5,059	3,885	6,500	-	6,000	-	0%
Ohtaki recoveries	-	(56)	-	-	-	-	-
Payroll Benefits Clearing	40,370	27,565	-	(65,366)	-	14,244	-
Insurance and administration recovery	(209,700)	(219,000)	(219,500)	(219,500)	(219,500)	-	0%
	<b>484,842</b>	<b>529,382</b>	<b>555,300</b>	<b>412,737</b>	<b>569,800</b>	<b>76,587</b>	<b>13%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Protective Services Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Fire Department</b>							
Firefighters indemnities	101,748	116,799	100,000	97,862	105,000	-	0%
Other Wage Costs	17,183	16,962	17,000	18,882	17,000	1,020	6%
Town Administration	7,500	8,000	13,000	13,000	13,000	-	0%
Fire Hall Operations and Maint.	45,413	43,023	48,600	53,258	53,400	1,622	3%
Miscellaneous Operations	51,391	42,095	91,500	85,307	103,900	5,629	5%
Training	12,996	24,172	24,000	26,298	26,000	100	0%
Fire Vehicles & Equipment	39,557	59,465	76,100	54,136	76,800	3,375	4%
	<b>275,789</b>	<b>310,516</b>	<b>370,200</b>	<b>348,742</b>	<b>395,100</b>	<b>11,745</b>	<b>3%</b>
Firesmart	-	-	-	9,091	-	-	-
Community Wildfire Protection Plan	-	-	-	24,236	5,000	-	0%
	-	-	-	33,328	5,000	-	0%
<b>Total Fire Department</b>	<b>275,789</b>	<b>310,516</b>	<b>370,200</b>	<b>382,070</b>	<b>400,100</b>	<b>11,745</b>	<b>3%</b>
<b>Bylaw Enforcement &amp; Other</b>							
BC Wildfire - Recoveries	-	-	-	(59,662)	-	-	-
Emergency Measures	-	-	6,500	16,300	6,500	-	0%
Bylaw Enforcement/Animal Control	14,906	15,549	16,500	16,324	17,000	430	3%
Building Inspection	33,861	33,987	37,000	34,282	35,500	1,840	5%
	<b>48,767</b>	<b>49,537</b>	<b>60,000</b>	<b>66,906</b>	<b>59,000</b>	<b>2,270</b>	<b>4%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Public Works Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>PW Administration</b>							
Shop and Yard	32,315	33,733	35,000	26,758	35,000	8,619	25%
PW Admin Wages	199,001	206,506	210,000	205,676	210,000	10,108	5%
PW Admin Other	4,287	5,083	13,300	19,449	15,800	503	3%
Safety and Training	21,458	35,184	27,000	40,944	34,000	660	2%
Office Administration Charge	14,200	14,300	14,200	14,200	14,200	-	0%
Recovery from Utilities	(179,500)	(172,900)	(191,000)	(191,000)	(191,000)	-	0%
	<b>91,761</b>	<b>121,905</b>	<b>108,500</b>	<b>116,027</b>	<b>118,000</b>	<b>19,890</b>	<b>17%</b>
<b>Equipment Costs</b>							
Equipment	32,614	60,770	-	32,979	-	(1,304)	-
Equipment Allocations	(189,967)	(173,930)	-	(159,306)	-	(6,311)	-
	<b>(157,353)</b>	<b>(113,160)</b>	<b>-</b>	<b>(126,327)</b>	<b>-</b>	<b>(7,615)</b>	<b>-</b>
<b>Other Costs</b>							
Billable Outside Jobs	(0)	-	-	-	-	-	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-	-
	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Public Works Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Road Maintenance</b>							
Banners	2,475	370	9,000	11,451	9,000	398	4%
Boulevards	54,719	42,398	31,000	45,512	31,000	-	0%
Crack Sealing	7,880	-	10,000	2,151	10,000	-	0%
Dangerous Trees	9,826	8,795	13,000	5,502	13,000	1,969	15%
Ditches & Culverts	2,618	1,930	10,000	1,866	10,000	726	7%
Dust Control	2,267	1,734	4,000	3,068	4,000	-	0%
Landscaping	2,981	7,654	10,000	7,355	10,000	-	0%
Litter Control	9,714	15,787	16,000	7,085	16,000	407	3%
Marking	15,063	14,348	10,000	10,866	10,000	-	0%
Mowing	5,943	1,822	13,000	6,105	13,000	-	0%
Patching	10,263	10,836	15,000	19,320	15,000	-	0%
Roads-other	15,907	3,076	14,000	11,177	14,000	-	0%
Seasonal decoration	14,588	11,445	12,000	13,322	12,000	1,766	15%
Shoulders	6,587	6,354	14,000	12,673	14,000	-	0%
Sidewalks	19,828	16,617	16,000	15,578	16,000	-	0%
Signs	7,078	7,733	11,000	10,794	11,000	347	3%
Snow removal	5,015	28,880	50,000	48,888	50,000	301	1%
Storm Drains & Catch Basins	38,298	41,147	50,000	35,084	50,000	133	0%
Street Lighting	72,591	78,756	79,000	82,279	79,000	328	0%
Street Sweeping	8,576	4,349	11,000	8,899	11,000	332	3%
Office Administration Charge	20,400	20,400	20,900	20,900	21,000	-	0%
	<b>332,615</b>	<b>324,432</b>	<b>418,900</b>	<b>379,875</b>	<b>419,000</b>	<b>6,706</b>	<b>2%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Garbage Collection

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Garbage Collection</b>							
<b>Revenues</b>							
Regular collections	309,926	311,422	314,000	312,590	311,200	311,209	100%
Toter rentals	3,804	4,140	3,500	3,808	3,100	3,167	102%
Penalties	4,125	3,804	3,800	3,737	3,700	-	0%
Recycling	50,781	56,485	50,000	52,213	52,000	44	0%
	<b>368,636</b>	<b>375,851</b>	<b>371,300</b>	<b>372,348</b>	<b>370,000</b>	<b>314,420</b>	<b>85%</b>
<b>Expenditures</b>							
Regular collection costs	237,936	241,643	237,000	243,704	244,000	19,981	8%
Office Administration Charges	16,000	17,100	17,200	17,200	17,200	-	0%
PW Administration Charges	22,500	23,900	24,100	24,100	24,100	-	0%
Tipping Fees	54,775	61,645	62,000	62,022	63,000	-	0%
Recycling costs	38,870	39,204	45,000	39,359	45,000	23	0%
	<b>370,081</b>	<b>383,491</b>	<b>385,300</b>	<b>386,386</b>	<b>393,300</b>	<b>20,005</b>	<b>5%</b>
<b>Net</b>	<b>(1,445)</b>	<b>(7,640)</b>	<b>(14,000)</b>	<b>(14,037)</b>	<b>(23,300)</b>	<b>294,415</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Other Development Services

	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Public Health</b>								
Ambulance Building Lease	44,829	45,000	44,829	45,000	44,829	45,000	3,736	8%
Public Health Lease	16,100	16,100	16,359	16,500	16,445	16,500	2,741	17%
Public Health Expenses	7,689	13,500	11,060	13,500	15,405	17,000	-	0%
NET	53,240	47,600	50,128	48,000	45,869	44,500	6,477	15%
<b>Planning</b>								
Planning and Zoning Expenses	15,386	32,500	24,280	32,500	19,632	32,500	181	1%
<b>Other Functions</b>								
Town Economic Development	2,120	3,500	1,245	14,000	10,666	-	-	-
Age Friendly Grant	19,715	-	-	-	-	-	-	-
BC Healthy Communities	-	-	-	-	-	-	-	-
BC Healthy Communities Grant	-	-	-	-	-	-	-	-
Community Garden - water service	-	-	-	5,000	4,863	-	-	-
Pacific Marine Circle Route	-	1,000	-	1,000	-	-	-	-
Heritage Advisory	717	1,500	860	1,000	237	500	-	0%
Trail signage	-	-	-	-	-	-	-	-
Cowichan Aquatic Centre	3,046	3,100	3,079	3,500	4,311	3,500	-	0%
Neighbourhood of learning	-	-	-	-	-	-	-	-
	25,598	9,100	5,184	24,500	20,076	4,000	-	0%
Total Development Services Expenses	48,673	55,100	40,524	70,500	55,113	53,500	181	0%
<b>Centennial Hall</b>	-	-	-	-	-	-	-	-
<b>Info Centre</b>								
PW Labour	968	2,500	1,020	2,500	1,212	2,500	-	48%
Water, Sewer & Garbage	1,216	700	647	700	-	700	-	0%
Contracted Services	10,687	15,000	15,540	15,000	15,740	15,000	-	105%
Other Expenses	4,154	5,000	3,986	5,000	4,917	5,000	-	98%
Recoveries - hydro	-	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	-	100%
	17,024	22,000	19,993	22,000	20,669	22,000	-	1

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Parks

	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Parks</b>								
Beaver Park	31	500	-	500	182	500	-	0%
Bell Tower School	1,378	2,400	1,320	2,400	1,877	2,400	-	0%
Centennial Park	23,971	24,000	11,512	12,000	6,661	20,000	211	1%
Central Park	16,593	19,000	18,289	19,000	12,727	19,000	-	0%
Civic Square	929	2,500	1,005	2,500	614	2,500	-	0%
Communities in Bloom	379	3,000	36	3,000	260	3,000	-	0%
Community Garden	1,388	1,500	8,654	-	199	-	-	-
Cougar Sign Landscaping	2,687	3,000	2,632	3,000	2,198	3,000	-	0%
Dashwood Park	672	1,200	364	1,200	213	1,200	-	0%
Entrance Sign	12,622	10,000	8,039	10,000	38,930	10,000	-	0%
Footbridge	4,771	4,500	4,270	4,500	1,986	4,500	107	2%
Footpath maintenance	1,506	2,000	357	2,000	51	2,000	-	0%
Forest Ranger Building	1,091	1,400	1,685	-	-	-	-	-
Gillespie Park	608	1,000	1,242	1,000	672	1,000	-	0%
Greendale Park	7,576	5,700	2,410	5,700	3,235	5,700	-	0%
Heritage Garden	4,089	5,000	5,344	5,000	8,998	5,000	-	0%
Kaatza Museum	6,772	10,000	9,028	10,000	10,830	10,000	-	0%
King George Roundabout Park	5,842	10,000	20,258	10,000	24,694	10,000	-	0%
Lakedays Preparation	1,863	2,000	1,511	2,000	684	2,000	-	0%
Marina Park	2,713	1,700	1,935	1,700	2,176	1,700	90	5%
Memorial Park	6,907	6,500	4,505	6,500	5,784	6,500	-	0%
Ohtaki Park/Kasapi Center	2,807	15,000	4,462	10,000	2,976	10,000	-	0%
Park Bench Maintenance	5,537	5,000	3,299	5,000	1,188	5,000	(650)	-13%
Parks General	14,969	16,000	14,560	16,000	23,000	16,000	-	0%
Parkstone Park	830	2,000	889	2,000	1,162	2,000	-	0%
Joginder Bains Park - Point Ideal	1,585	3,500	1,748	3,500	2,035	3,500	-	0%
Ravine Park	-	500	-	-	-	500	-	0%
Riverside Park	5,721	5,900	4,900	5,900	2,691	5,900	-	0%
Sahtlam Park	1,885	2,500	1,488	2,500	1,179	2,500	-	0%
Saywell Park	19,623	20,000	13,638	20,000	13,592	20,000	187	1%
Seniors Centre	2,711	2,100	1,384	2,100	3,117	3,100	-	0%
Ted Burns Nature Preserve	323	1,000	769	1,000	-	1,000	-	0%
Pickleball Courts	941	1,000	4,570	4,400	2,393	3,000	-	0%
Town Square	11,227	3,000	6,582	3,500	4,300	3,000	-	0%
Trans Canada Trail	2,493	5,000	3,741	5,000	2,198	5,000	-	0%
Trestle Walkway	1,874	3,000	748	3,000	830	3,000	52	2%
Vandalism	874	5,000	2,944	5,000	129	5,000	-	0%
Washrooms	13,020	15,000	16,271	15,000	16,244	15,000	-	0%
Winter Park	7,588	7,000	7,314	7,000	6,073	7,000	-	0%
Office Administration Charge	11,400	11,000	11,000	10,700	10,700	10,700	-	0%
	<u>209,793</u>	<u>240,400</u>	<u>204,703</u>	<u>223,600</u>	<u>216,772</u>	<u>231,200</u>	<u>(2)</u>	<u>0%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Parks

	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Lakeview Park</b>								
Reservations	120,276	110,000	125,224	122,000	142,693	130,000	175	0%
Walk Ins	29,457	22,000	23,687	22,000	24,934	22,000	-	0%
Power Fees	21,416	18,000	20,475	18,000	24,022	22,000	60	0%
Propane	-	-	-	-	-	-	-	-
Wood and ice sales	3,556	3,000	6,433	5,000	3,738	4,000	-	0%
Operating Grant	-	-	-	-	-	-	-	-
Other Revenue	-	-	52	-	-	-	-	-
Moorage	8,042	6,000	6,081	6,000	8,717	6,000	-	0%
	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>184,000</u>	<u>235</u>	<u>0%</u>
Office Administration Charge	7,300	7,600	7,600	8,100	8,100	8,100	-	0%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	30,000	-	0%
Summer Student Wages	42,923	45,000	54,629	55,000	52,000	55,000	-	0%
Maintenance Wages	4,861	6,000	6,094	6,000	7,179	7,000	-	0%
Contracted Services	9,822	10,000	10,381	10,000	7,317	15,000	-	0%
PW Labour	849	1,000	1,201	1,000	348	1,000	-	0%
Hydro and Electricity	6,418	7,600	8,107	8,000	7,706	8,000	-	0%
Materials and Supplies	10,822	15,000	13,201	15,000	10,284	14,000	-	0%
Other Expenses	8,246	7,400	7,849	8,000	9,342	10,500	-	0%
Water, Sewer & Garbage	9,948	7,800	9,978	8,000	9,938	8,000	-	0%
Park Attendant/ Security	10,472	15,000	15,139	15,000	14,443	15,000	-	0%
Public Works Charges	263	500	1,312	500	12	500	-	0%
Telephone	3,136	4,000	2,894	3,000	1,674	3,000	149	5%
Equipment allocations	1,751	2,100	1,068	2,000	2,000	2,000	-	0%
	<u>146,810</u>	<u>159,000</u>	<u>169,453</u>	<u>169,600</u>	<u>160,342</u>	<u>177,100</u>	<u>149</u>	<u>0%</u>
Net	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>43,763</u>	<u>6,900</u>	<u>87</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of CLEC

	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Revenues</b>								
Group Revenues	417,090	390,000	402,466	390,000	434,256	413,000	-	0%
Programming revenues	-	1,000	6,588	1,000	1,000	1,000	-	100%
Rental Income	5,200	5,200	5,200	6,000	6,000	6,000	500	100%
JCP	600	-	-	-	-	-	-	-
	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>441,256</u>	<u>420,000</u>	<u>500</u>	<u>111%</u>
<b>Expenditures - Variable</b>								
Program Services	8,662	10,000	7,831	10,000	11,979	10,000	85	120%
Kitchen Wages	76,563	70,000	72,426	70,000	81,244	80,000	-	116%
Food Supplies	67,394	60,000	76,105	60,000	79,926	70,000	-	133%
Custodians	32,046	30,000	34,266	30,000	44,616	40,000	-	149%
Equipment	-	-	-	-	-	-	-	-
Supplies	2,499	4,000	3,223	4,000	4,283	4,000	-	107%
	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>222,048</u>	<u>204,000</u>	<u>85</u>	<u>128%</u>
<b>Expenditures - Fixed</b>								
Admin Salaries	164,005	180,000	180,542	181,000	175,810	181,000	7,594	97%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	-	100%
Housing Allowance	5,200	5,200	5,200	6,000	6,000	6,000	500	100%
Town Administration	20,000	21,000	21,000	21,600	21,600	21,600	-	100%
Electricity	17,749	19,000	19,198	20,000	23,761	24,000	-	119%
Heat	9,161	19,000	10,819	12,000	19,685	15,000	1,091	164%
Telephone & other Utilities	9,815	9,300	9,282	9,300	9,538	11,300	654	103%
Bad Debts	-	-	-	-	-	-	-	-
Advertising	-	1,000	-	-	-	-	-	-
Contracted Services	15,191	6,000	17,839	8,000	19,140	8,000	-	239%
Maintenance	30,831	21,000	40,336	24,000	40,288	24,000	86	168%
Public Works Charges	3,017	6,000	14,717	6,000	13,382	6,000	1,116	223%
Miscellaneous Operations	38	200	1,903	200	790	200	-	395%
	<u>245,007</u>	<u>257,700</u>	<u>290,835</u>	<u>258,100</u>	<u>299,993</u>	<u>267,100</u>	<u>11,041</u>	<u>116%</u>
Total Expenses	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>522,041</u>	<u>471,100</u>	<u>11,126</u>	<u>121%</u>
NET CLEC OPERATIONS	<u>(9,281)</u>	<u>(35,500)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>(80,785)</u>	<u>(51,100)</u>	<u>(10,626)</u>	<u>230%</u>
NET LAKEVIEW AND CLEC	<u>26,656</u>	<u>(35,500)</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>(37,022)</u>	<u>(44,200)</u>	<u>(10,539)</u>	
<b>Lakeview Park Road</b>								
Road maintenance	<u>2,754</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>	<u>18,165</u>	<u>13,000</u>	<u>-</u>	
NET	<u>23,902</u>	<u>(45,500)</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(55,188)</u>	<u>(57,200)</u>	<u>(10,539)</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Capital Expenses

	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 Var
<b>General</b>									
Asset appraisal - Insurance	-	-	10,000	6,900	-	-	-	-	-
Asset management plan	-	-	-	-	30,000	-	30,000	-	0%
Computer Equipment	10,000	-	12,000	-	12,000	-	15,000	-	0%
Demo costs - Kasapi/Neva Road	-	-	-	-	-	-	100,000	-	0%
Hazmat Inventory	20,000	16,770	40,000	10,856	60,000	3,828	20,000	-	0%
Office Equipment and Purchase	32,378	379,129	40,000	195,874	-	75,503	-	-	-
Office Improvements	-	-	-	-	-	-	-	-	-
Town hall renovations	1,000,000	39,991	1,300,000	144,678	1,800,000	633	3,467,000	-	0%
Museum Roof	-	-	-	-	-	-	-	-	-
	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>358,308</u>	<u>1,907,000</u>	<u>79,964</u>	<u>3,657,000</u>	<u>-</u>	<u>0%</u>
<b>CLEC</b>									
Carpet	-	-	-	-	5,000	-	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	-	-	10,000	-	0%
Clec JCP	-	-	-	-	15,000	-	18,000	-	0%
Mattresses	-	-	-	-	5,000	4,270	-	-	-
Equipment - Propane Stove	-	-	-	-	7,000	8,769	-	-	-
Concrete patio/deck renovation	13,500	8,500	-	-	-	-	-	-	-
Water system/well	-	-	-	-	25,000	-	90,000	-	0%
	<u>79,500</u>	<u>22,367</u>	<u>72,300</u>	<u>87,962</u>	<u>57,000</u>	<u>13,039</u>	<u>123,000</u>	<u>-</u>	<u>0%</u>
<b>Fire Department</b>									
Air Shoring	5,000	2,675	-	-	-	-	-	-	-
Computer Equipment Mobile CAD	-	-	-	-	-	-	-	-	-
Data Administration	-	-	5,000	1,726	10,000	-	-	-	-
Compressor fan - firehall	4,000	2,449	-	-	-	-	-	-	-
Exhaust Nederman damage #10	-	-	-	-	-	-	-	-	-
Fire/Rescue Truck	-	-	-	-	-	-	-	-	-
Gas monitor and controls	-	-	-	-	-	-	10,000	-	0%
Storz hydrant upgrades	-	-	-	-	-	-	16,000	-	0%
Office renovation	-	-	-	-	-	-	10,000	-	0%
Heat Pump/Generator Replacemer	15,000	-	15,000	-	15,000	8,832	15,000	-	0%
Inventory-Fire trucks and equipmer	-	-	-	-	20,000	21,227	10,000	-	0%
Misc Fire Equipment	3,000	6,644	3,000	5,173	-	-	-	-	-
Pagers	-	-	6,000	-	-	-	-	-	-
Bi-yearly business inspection / Prej	-	-	5,000	-	-	-	-	-	-
Projector screen/color printer	-	-	-	-	-	-	-	-	-
ATV Truck Pump	-	-	8,000	8,193	-	-	-	-	-
Firehall repairs	5,000	7,900	5,000	6,800	6,000	6,282	6,000	-	0%
Thermal Camera	6,000	7,865	-	-	-	-	-	-	-
Turnout Gear Dryer - Cap	10,000	8,951	-	-	-	-	-	-	-
Training Ground Facilities	-	-	10,000	13,846	30,000	32,616	30,000	-	0%
Truck purchase	-	-	-	-	-	-	370,000	-	0%
Tools and Equipment	6,000	6,079	3,000	9,318	3,000	3,301	3,000	535	18%
Holmatro upgrade and used pump	-	-	-	-	-	-	-	-	-
Hoses and valving	8,000	6,133	8,000	15,210	8,000	8,996	8,000	-	0%
Ventilation fan	-	-	-	-	-	-	-	-	-
	<u>62,000</u>	<u>48,695</u>	<u>68,000</u>	<u>60,266</u>	<u>92,000</u>	<u>81,253</u>	<u>478,000</u>	<u>535</u>	<u>0%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
General Fund - Schedule of Capital Expenses

	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 Var
<b>Public Works</b>									
Equipment Purchase	-	-	200,000	-	135,000	53,136	586,500	6,605	1%
Annual Paving Program	150,000	75,231	-	-	70,000	443	-	-	-
Computer Software	-	-	-	-	-	-	5,000	891	18%
Cross Walk lights - Post Office	40,000	54,450	-	-	-	-	20,000	-	0%
Engineering Design - King George	-	-	-	-	-	-	20,000	-	0%
North Shore Rd Engineering	40,000	5,033	10,000	-	-	-	-	-	-
Organic Waste Containers	-	-	-	-	-	-	-	-	-
PW Truck Shelter - Cap	10,000	-	15,000	10,371	-	-	-	-	-
Sidewalks	40,000	13,254	50,000	35,547	-	-	50,000	-	0%
Signs - Capital	50,000	15,207	60,000	64,977	-	-	-	-	-
South Shore Road Improvements	-	-	-	-	-	-	-	-	-
Renfrew Town Square	-	-	-	-	-	-	-	-	-
Refurbish footbridge	-	-	-	-	-	-	200,000	-	0%
Stormwater Mapping	37,880	4,681	-	-	-	-	-	-	-
Small tools	5,000	2,558	10,000	3,939	5,000	2,133	5,000	-	0%
	<u>372,880</u>	<u>170,413</u>	<u>345,000</u>	<u>114,833</u>	<u>210,000</u>	<u>55,711</u>	<u>886,500</u>	<u>7,495</u>	<u>1%</u>
<b>Lakeview Park</b>									
JCP Recoveries - Cap	-	(30,122)	-	(14,467)	-	-	-	-	-
In ground garbage bins	-	-	-	-	-	-	12,000	-	0%
Resurfacing campsites - gravel/san	3,000	-	10,000	3,334	5,000	-	-	-	-
Floating walkway repairs	7,000	13,500	-	-	-	-	-	-	-
Lakeview Washrooms	30,000	13,102	60,000	27,863	-	-	-	-	-
	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>12,000</u>	<u>-</u>	<u>0%</u>
<b>Parks</b>									
Central Park Washroom/Stage	60,000	107,517	-	31,648	10,000	-	-	-	-
Centennial Park	25,000	18,531	10,000	7,961	-	-	-	-	-
Columbarium planning	-	-	-	-	10,000	5,187	5,000	-	0%
Misc Parks Capital	-	-	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	20,000	18,000	20,000	42,222	15,000	-	0%
Park Benches	-	-	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	577,425	406,433	1,048,500	897,584	400,000	15	0%
Pickleball/Tennis Courts	-	-	-	-	50,000	35,054	15,000	-	0%
Sahtlam Park	-	-	-	-	-	-	10,000	-	0%
Riverside Park - Washrooms JCP	-	-	-	-	50,000	-	50,000	-	0%
Saywell Park Improvements	40,000	49,162	-	-	23,000	-	23,000	-	0%
Saywell Park JCP	-	7,017	-	-	-	-	-	-	-
Kaatza Museum JCP	-	603	-	-	-	-	-	-	-
	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>464,042</u>	<u>1,211,500</u>	<u>980,047</u>	<u>518,000</u>	<u>15</u>	<u>0%</u>
<b>Total General Capital</b>	<u>1,741,758</u>	<u>856,675</u>	<u>2,569,725</u>	<u>1,102,141</u>	<u>3,482,500</u>	<u>1,210,015</u>	<u>5,674,500</u>	<u>8,045</u>	<u>0%</u>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
Sewer Fund

	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>Revenues</b>								
User Rates	434,229	434,000	434,749	440,000	457,201	451,000	450,737	100%
Connection Fees	2,710	700	3,542	1,000	6,047	1,000	-	0%
Penalties And Other Interest	4,895	4,600	4,750	4,600	4,780	4,600	-	0%
Sewer Facilities Grant	-	-	-	1,305,900	-	-	-	-
Conditional Grants	1,351,200	-	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-	-
Parcel Tax	163,900	163,600	163,700	164,100	164,000	165,900	-	0%
Contribution from others	-	-	4,075	-	-	-	-	-
Transfer From Surplus	-	90,100	-	364,500	-	-	-	-
	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>2,280,100</u>	<u>632,028</u>	<u>622,500</u>	<u>450,737</u>	<u>72%</u>
<b>Expenditures</b>								
Administration	1,622	2,700	1,590	2,700	1,690	2,700	15	1%
Office Administration	47,300	54,000	54,000	47,300	47,300	47,300	-	0%
Consumption Rebates	838	1,500	275	1,000	325	1,000	-	0%
PW Administration	75,000	67,000	67,000	83,800	83,800	83,800	-	0%
Discounts	29,977	29,000	30,908	31,000	32,240	32,000	11,700	37%
General Maintenance	65,875	68,000	46,903	68,000	38,227	65,000	1,362	2%
Connections Maintenance	6,723	9,500	4,396	9,500	2,527	9,000	-	0%
Chlorination	7,593	8,000	7,275	8,000	9,862	10,000	-	0%
New Connections	276	4,000	-	4,000	3,106	4,000	-	0%
Sewer Flushing	7,120	6,500	29	6,500	6,615	7,000	652	9%
Sewer Pump Maintenance	40,957	46,500	39,818	46,500	32,373	76,500	3,291	4%
Sewer Lagoon Maintenance	89,846	91,300	67,319	91,300	55,706	91,300	2,512	3%
Transfer to Surplus	-	-	-	-	-	-	-	-
Amortization - Sewer Fund	74,943	-	93,805	-	-	-	-	-
Capital	1,558,464	305,000	91,855	1,880,500	2,055	290,000	-	0%
	<u>2,006,534</u>	<u>693,000</u>	<u>505,171</u>	<u>2,280,100</u>	<u>315,825</u>	<u>719,600</u>	<u>19,532</u>	<u>3%</u>
Surplus(Deficit)	<u>(49,600)</u>	<u>-</u>	<u>105,644</u>	<u>-</u>	<u>316,203</u>	<u>(97,100)</u>	<u>431,206</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
Sewer Fund

	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>SEWER CAPITAL</b>								
Liftstation Upgrades	-	30,000	-	75,000	-	40,000	-	0%
Sewer I&I	21,550	175,000	82,658	132,200	-	150,000	-	0%
Sewer Treatment Miscellaneous	-	-	-	-	-	100,000	-	0%
Sewer Treatment Construction	1,536,914	100,000	9,197	1,673,300	2,055	-	-	-
Wellington Sanitary Sewer	-	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-	-
	<b>1,558,464</b>	<b>305,000</b>	<b>91,855</b>	<b>1,880,500</b>	<b>2,055</b>	<b>290,000</b>	<b>-</b>	<b>0%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
Water Fund

	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>Revenues</b>								
User Rates	521,729	520,000	521,482	532,000	547,045	547,000	546,312	103%
Connection Fees	6,660	600	9,100	1,000	44,270	1,000	-	4427%
Fire Hydrant Installation & other	9,622	1,500	4,948	3,000	3,353	3,000	-	112%
Other Penalties And Interest	6,028	6,500	5,652	5,500	5,756	5,500	-	105%
Grant - Water main upgrades	-	-	-	1,129,093	233,670	895,423	-	21%
Infrastructure Grant	-	1,200,000	-	5,000,000	-	4,000,000	-	0%
Debt	-	-	-	-	-	-	-	-
Parcel Tax	167,100	233,660	233,800	234,500	234,360	237,020	-	100%
Transfer From Surplus	-	153,000	-	722,521	-	-	-	0%
	<u>711,139</u>	<u>2,115,260</u>	<u>774,981</u>	<u>7,627,614</u>	<u>1,068,454</u>	<u>5,688,943</u>	<u>546,312</u>	<u>37%</u>
<b>Expenditures</b>								
Administration	1,060	3,400	1,810	3,400	1,934	3,400	-	57%
Office Administration	65,600	65,600	65,600	66,500	66,500	66,500	-	100%
PW Administration	82,000	82,000	82,000	83,100	83,100	83,100	-	100%
Consumption Rebates	838	1,500	275	1,000	325	1,000	-	33%
Discounts	36,215	37,800	37,864	37,800	39,646	37,800	14,585	105%
Safety and Training	6,405	4,500	3,797	4,500	1,853	4,500	-	41%
Chlorination	9,158	8,000	10,981	9,000	12,208	9,000	-	136%
Flushing	11,618	11,000	12,181	12,500	-	12,500	-	0%
Reservoir	4,161	4,500	3,170	4,500	9,557	4,500	405	212%
General Maintenance	83,099	89,000	74,040	89,000	68,382	89,000	4,017	77%
Hydrants	14,723	22,660	14,460	22,660	15,441	22,660	57	68%
New Connections	7,950	8,000	5,416	8,000	16,594	8,000	-	207%
Connection Maintenance	55,827	75,000	58,635	75,000	56,233	75,000	143	75%
Water Meters	11,322	6,200	10,253	8,500	23,813	13,500	710	280%
Pump House Maintenance	33,226	32,800	36,838	32,500	44,432	32,500	966	137%
Booster Pumps Maintenance	11,239	10,300	10,032	11,300	8,425	11,300	269	75%
Slopes water pump station	4,791	8,000	5,241	8,000	5,582	8,000	396	70%
Greendale Water Connection	3,469	5,000	7,844	5,000	14,448	-	219	289%
Water treatment plant	-	-	-	-	-	50,000	-	-
Transfer to surplus	-	-	-	-	-	-	-	-
Amortization - Water Fund	103,480	-	103,480	-	-	-	-	-
Capital	16,540	1,640,000	28,534	7,145,354	2,472,337	5,498,432	19	35%
	<u>562,721</u>	<u>2,115,260</u>	<u>572,451</u>	<u>7,627,614</u>	<u>2,940,810</u>	<u>6,030,692</u>	<u>21,785</u>	<u>39%</u>
Surplus(Deficit)	148,418	-	202,530	-	(1,872,356)	(341,749)	524,527	-

TOWN OF LAKE COWICHAN  
Statement of Expenditure - January 31, 2018  
Water Fund

	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<u>WATER CAPITAL</u>								
Cowichan Lake Road Loop	-	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	20,000	7,578	-	-	-	-	-
Greendale Road Watermain	-	-	-	769,863	371,431	398,432	-	48%
Greendale Trestle Watermain Upgrade	-	-	-	164,204	37,546	200,000	-	23%
Ohtaki Bridge Watermain Upgrade	-	-	-	77,550	-	200,000	-	0%
Park Rd Watermain Upgrade	-	-	-	235,052	-	-	-	0%
Wilson Watermain Upgrade	-	-	-	113,685	307,583	-	-	271%
Water main upgrade	-	-	-	-	-	100,000	-	-
Water Modelling	-	-	-	-	-	-	-	-
Water Treatment Upgrade	16,540	1,600,000	20,956	5,760,000	1,750,701	4,600,000	19	30%
Water Service Replacements	-	20,000	-	25,000	5,077	-	-	20%
	-	-	-	-	-	-	-	-
	16,540	1,640,000	28,534	7,145,354	2,472,337	5,498,432	19	35%



# Memo

**TO:** Chief Administrative Officer

**FROM:** Director of Finance

**DATE:** February 9, 2018

**SUBJECT:** Metered Water Billings

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The Town started the metering program in 2012. Metered water billings came into effect in 2014. The water meters are simply like the odometer in your vehicle. The readings increase with each cubic meter of water use.

The meters are read monthly by the public works department. Therefore, the consumption between the reads is known. Billings are sent to water users where use has exceeded the allotted amounts (for example a single-family dwelling can use up to 35 cubic meters in a 30 day period before incurring additional charges) and charged at the rates as per the water and sewer bylaws.

The over consumption of water results in a charge for both water and sewer, although the sewer is charged at a lower rate. Treated water that enters a home then flows out into the sewer treatment plant where it is treated before being discharged.

The utility billings have been in place since the start of metered waters and the office staff have spent a considerable amount of time educating the public in this regard.

This method of charging is fair and equitable.

A handwritten signature in cursive script, appearing to read "Ronnie Gill".

Ronnie Gill, CPA, CGA



# Memo

**TO:** Mayor and Council  
**SUBJECT:** Strategic Wildfire Prevention Initiative  
**DATE:** February 9, 2018  
**FROM:** Chief Administrative Officer

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## **BACKGROUND**

Applications for all funding streams as outlined below can be submitted at any time. The initial intake deadline for applications is February 23, 2018.

Applications can be made under the following streams:  
Fuel Management Prescriptions;  
Operational Fuel Treatments; and  
FireSmart Planning & Activities

The Fire Department is recommending that two applications be submitted, one under the Planning component and the other under the Fuel Management Prescriptions stream.

A fuel management prescription would identify and establish objectives and strategies to lower the wildfire hazard in a given area. The intent is to lower wildfire risks for that area. A phased approach may offer a value while meeting all legislated and non-statutory requirements. For information on completing a prescription and the required template, please refer to Appendix 1. The Fuel Management Prescription program assists local governments and First Nations to develop prescriptions for areas in the WUI that are at risk from wildfires and which are identified as priorities in the Community Wildfire Protection Plan (CWPP).

## **STAFF RECOMMENDATION**

that the committee recommend approval of the submission of two separate applications under the Strategic Wildfire Initiative for a grant of \$10,000 for FireSmart Planning and a grant of \$75,00 for Fuel Management Prescriptions.

And that it further provides assurance that it would support all of the proposed activities under both plans and would undertake the overall management of the grants.

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Joseph A. Fernandez