



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday June 12th, 2018 at 6:00p.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) 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 May 31st, 2018.
- (b) Building Inspector re: Building Permits for May, 2018.
- (c) Lake Cowichan Fire Department Incident Report for May, 2018.

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7. NEW BUSINESS

- (a) Council remuneration and tax changes.
- (b) CLECI request for input from APC on recommended locations for Future care facility.
- (c) Local Emergency Preparedness Plan.

8. NOTICES OF MOTION

9. PUBLIC RELATIONS ITEMS

10. MEDIA/PUBLIC QUESTION PERIOD

- Limited to items on the agenda

11. ADJOURNMENT

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Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: June 9, 2017
SUBJECT: Financial Report for the Period Ending May 31, 2018

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

Point of Note

- Property taxation revenue has been reflected in these statements.
- The property tax notices were mailed out May 25th and are due by 4:30 p.m. on Tuesday July 3, 2018.
- The 2017 claims made for the Clean Water and Wastewater projects are currently being reviewed by the Internal Audit and Advisory Services of the Ministry of Finance. The audit will conclude in the summer after January to June 2018 claim is made.
- The loan in the amount of \$24,860 for FD#7 will be paid out by the end of June 2018. This leaves the firehall and Spartan truck #10 loans outstanding.

Ronnie Gill, CPA, CGA

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

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
REVENUES							
					2%		
Taxes	1,871,701	1,934,154	1,999,050	2,011,636	2,071,963	2,071,964	100%
Supplemental Adjustments	-	-	-	-	-	-	-
Grants-In-Lieu	48,514	48,747	48,600	51,425	54,700	-	0%
Penalties and Interest on Taxes	75,768	75,667	64,500	69,270	65,000	2,583	4%
Business Licences	17,750	18,525	17,000	19,550	17,500	20,650	118%
Building and Other Permits	20,191	48,766	21,000	58,767	24,400	31,514	129%
Storm Drain Connection Fees	210	640	-	5,100	-	440	-
Dog Tags and Fines	4,120	3,610	3,500	3,310	3,200	2,685	84%
Interest on Investments	41,405	52,639	30,000	63,815	30,000	33,337	111%
Fire Service to CVRD	189,012	216,658	230,000	239,861	272,511	-	0%
BC Wildfire Recoveries	-	-	-	16,300	-	-	-
Garbage Revenues	368,636	375,851	371,300	372,348	370,200	336,366	91%
Lakeview Revenues	182,747	181,951	173,000	204,104	184,000	121,909	66%
Sale of Assets	31,054	246,065	-	-	-	-	-
Public Works Revenues	4,707	1,400	-	2,102	-	38	-
Fire Department Revenues	19,634	484	-	74,790	-	900	-
Other Revenue	339,335	68,576	10,250	30,123	10,200	1,638	16%
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	22,415	50%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	8,280	50%
Clec Revenues	422,890	414,254	397,000	441,256	420,000	77,894	19%
Unconditional Transfers	474,974	457,917	436,900	471,086	436,900	484	0%
Conditional Transfers	64,420	36,940	915,000	440,960	495,854	-	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 Reserve	-	-	-	-	-	4,791	-
Short term debt	-	-	-	-	-	-	-
Prior year Surplus	-	-	-	-	-	-	-
Police Tax Levy	137,228	137,400	145,171	145,171	156,542	156,543	100%
Library Levy	119,314	123,852	127,782	127,782	134,872	134,876	100%
Collections For Other Govts.	2,163,113	2,112,124	2,155,326	2,159,035	2,290,836	2,241,451	98%
	6,657,651	6,617,409	9,161,879	7,069,065	11,733,678	5,270,758	45%

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

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
EXPENDITURES							
General Government Services	484,842	529,382	555,300	542,492	547,600	254,796	47%
Fire Department	275,789	310,516	370,200	382,070	400,100	118,010	29%
Police Force	137,228	137,400	145,171	145,171	156,542	-	0%
Bylaw Enforcement & Other	48,767	49,537	60,000	66,906	59,000	22,876	39%
Public Works Administration	91,761	121,905	108,500	116,234	105,400	120,914	115%
Public Works Roads	332,615	324,432	418,900	377,517	419,000	59,785	14%
Public Works - Equipment & Other	(157,353)	(113,160)	-	(126,327)	-	(56,552)	-
Garbage Expenses	370,081	383,491	385,300	388,605	394,200	143,936	37%
Planning, Health & Other	48,673	40,524	70,500	55,113	59,000	20,832	35%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	17,024	19,993	22,000	20,669	22,000	2,293	10%
Parks	209,793	204,703	223,600	216,772	231,500	43,595	19%
Lakeview Park	146,810	169,453	169,600	160,342	178,400	27,391	15%
CLEC Expense	432,171	484,687	432,100	522,897	471,000	169,826	36%
Lakeview Road	2,754	-	10,000	18,165	13,000	3,625	28%
Transfer To Library	119,314	123,852	127,782	127,782	134,872	67,436	50%
Capital	856,675	1,102,141	3,482,500	1,269,829	5,904,445	429,805	7%
Debt Charges - Interest	1,852	2,662	3,000	1,801	3,000	1,578	53%
Debt Payments - Fire	175,110	189,689	195,000	191,512	186,200	53,777	29%
Amortization	550,331	564,507	-	550,198	-	-	-
Transfers To Reserve Funds	161,693	128,700	136,000	179,062	136,000	-	0%
Transfer Equip. Recovery to Reserve	163,050	112,412	-	128,184	-	-	-
Transfer To Surplus	-	-	91,100	-	-	-	-
Transfers To Other Governments	2,163,113	2,112,124	2,155,326	2,159,035	2,290,836	-	0%
	6,632,093	6,998,949	9,161,879	7,494,027	11,712,095	1,483,923	82%
Surplus(Deficit)	25,558	(381,541)	-	(424,962)	21,583	3,786,835	

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
General Government Services							
Mayor and Council Indemnities	68,000	69,360	69,500	73,465	75,000	27,808	37%
Mayor and Council Expenses	30,304	36,889	41,500	38,260	42,500	12,517	29%
Mildred Child Annex	2,556	2,131	2,600	2,863	3,100	1,239	40%
Municipal Hall	16,371	17,234	25,600	17,995	25,600	7,880	31%
Office Wages	393,621	423,929	425,000	419,166	425,000	160,355	38%
Office Expenses	29,035	48,542	56,500	31,051	56,500	15,472	27%
Data Processing	20,466	22,447	24,600	18,837	24,600	15,439	63%
Legal Expense	9,215	25,901	15,000	21,867	15,000	6,621	44%
Audit	23,792	16,748	26,000	8,190	26,000	16,695	64%
Elections	-	-	2,000	-	10,000	350	4%
Insurance	49,638	49,758	75,000	62,259	75,000	21,806	29%
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	-	64,388	-	(31,388)	-
Insurance and administration recovery	(209,700)	(219,000)	(219,500)	(219,500)	(241,700)	-	0%
	484,842	529,382	555,300	542,492	547,600	254,796	47%

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
Fire Department							
Firefighters indemnities	101,748	116,799	100,000	97,862	105,000	35,895	34%
Other Wage Costs	17,183	16,962	17,000	18,882	17,000	7,214	42%
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	17,711	33%
Miscellaneous Operations	51,391	42,095	91,500	85,307	103,900	35,466	34%
Training	12,996	24,172	24,000	26,298	26,000	5,053	19%
Fire Vehicles & Equipment	39,557	59,465	76,100	54,136	76,800	16,184	21%
	275,789	310,516	370,200	348,742	395,100	117,523	30%
Firesmart	-	-	-	9,091	-	-	-
Community Wildfire Protection Plan	-	-	-	24,236	5,000	488	10%
	-	-	-	33,328	5,000	488	10%
Total Fire Department	275,789	310,516	370,200	382,070	400,100	118,010	29%
Bylaw Enforcement & Other							
BC Wildfire - Recoveries	-	-	-	(16,300)	-	-	-
Emergency Measures	-	-	6,500	16,300	6,500	-	0%
Bylaw Enforcement/Animal Control	14,906	15,549	16,500	16,324	17,000	6,790	40%
Building Inspection	33,861	33,987	37,000	34,282	35,500	16,087	45%
	48,767	49,537	60,000	66,906	59,000	22,876	39%

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
PW Administration							
Shop and Yard	32,315	33,733	35,000	26,965	35,000	15,329	44%
PW Admin Wages	199,001	206,506	210,000	205,676	210,000	80,907	39%
PW Admin Other	4,287	5,083	13,300	19,449	15,800	5,798	37%
Safety and Training	21,458	35,184	27,000	40,944	34,000	18,880	56%
Office Administration Charge	14,200	14,300	14,200	14,200	14,700	-	0%
Recovery from Utilities	(179,500)	(172,900)	(191,000)	(191,000)	(204,100)	-	0%
	91,761	121,905	108,500	116,234	105,400	120,914	115%
Equipment Costs							
Equipment	32,614	60,770	-	32,979	-	(4,699)	-
Equipment Allocations	(189,967)	(173,930)	-	(159,306)	-	(51,911)	-
	(157,353)	(113,160)	-	(126,327)	-	(56,610)	-
Other Costs							
Billable Outside Jobs	(0)	-	-	-	-	58	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-	-
	(0)	-	-	-	-	58	-

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
Road Maintenance							
Banners	2,475	370	9,000	11,451	9,000	2,705	30%
Boulevards	54,719	42,398	31,000	45,512	31,000	4,422	14%
Crack Sealing	7,880	-	10,000	2,151	10,000	-	0%
Dangerous Trees	9,826	8,795	13,000	5,502	13,000	3,118	24%
Ditches & Culverts	2,618	1,930	10,000	1,866	10,000	1,939	19%
Dust Control	2,267	1,734	4,000	3,068	4,000	-	0%
Landscaping	2,981	7,654	10,000	7,355	10,000	2,053	21%
Litter Control	9,714	15,787	16,000	7,085	16,000	2,699	17%
Marking	15,063	14,348	10,000	10,866	10,000	-	0%
Mowing	5,943	1,822	13,000	6,105	13,000	340	3%
Patching	10,263	10,836	15,000	19,320	15,000	553	4%
Roads-other	15,907	3,076	14,000	11,177	14,000	1,937	14%
Seasonal decoration	14,588	11,445	12,000	13,322	12,000	3,301	28%
Shoulders	6,587	6,354	14,000	12,673	14,000	96	1%
Sidewalks	19,828	16,617	16,000	15,578	16,000	832	5%
Signs	7,078	7,733	11,000	9,615	11,000	1,343	12%
Snow removal	5,015	28,880	50,000	48,888	50,000	805	2%
Storm Drains & Catch Basins	38,298	41,147	50,000	33,905	50,000	2,473	5%
Street Lighting	72,591	78,756	79,000	82,279	79,000	26,957	34%
Street Sweeping	8,576	4,349	11,000	8,899	11,000	4,213	38%
Office Administration Charge	20,400	20,400	20,900	20,900	21,000	-	0%
	332,615	324,432	418,900	377,517	419,000	59,785	14%

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
Garbage Collection							
Revenues							
Regular collections	309,926	311,422	314,000	312,590	311,200	315,443	101%
Toter rentals	3,804	4,140	3,500	3,808	3,300	3,517	107%
Penalties	4,125	3,804	3,800	3,737	3,700	-	0%
Recycling	50,781	56,485	50,000	52,213	52,000	17,407	33%
	368,636	375,851	371,300	372,348	370,200	336,366	91%
Expenditures							
Regular collection costs	237,936	241,643	237,000	245,923	244,000	111,116	46%
Office Administration Charges	16,000	17,100	17,200	17,200	17,600	-	0%
PW Administration Charges	22,500	23,900	24,100	24,100	24,600	-	0%
Tipping Fees	54,775	61,645	62,000	62,022	63,000	19,593	31%
Recycling costs	38,870	39,204	45,000	39,359	45,000	13,228	29%
	370,081	383,491	385,300	388,605	394,200	143,936	37%
Net	(1,445)	(7,640)	(14,000)	(16,257)	(24,000)	192,430	

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
Public Health							
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	22,415	50%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	8,280	50%
Public Health Expenses	<u>7,689</u>	<u>11,060</u>	<u>13,500</u>	<u>15,405</u>	<u>17,000</u>	<u>2,016</u>	<u>12%</u>
NET	<u>53,240</u>	<u>50,128</u>	<u>48,000</u>	<u>45,869</u>	<u>44,500</u>	<u>28,679</u>	<u>64%</u>
Planning							
Planning and Zoning Expenses	<u>15,386</u>	<u>24,280</u>	<u>32,500</u>	<u>19,632</u>	<u>32,500</u>	<u>18,518</u>	<u>57%</u>
Other Functions							
Town Economic Development	2,120	1,245	14,000	10,666	5,000	298	6%
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	-	-	-	-
Heritage Advisory	717	860	1,000	237	500	-	0%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	3,046	3,079	3,500	4,311	4,000	-	0%
Neighbourhood of learning	-	-	-	-	-	-	-
	<u>25,598</u>	<u>5,184</u>	<u>24,500</u>	<u>20,076</u>	<u>9,500</u>	<u>298</u>	<u>3%</u>
Total Development Services Expenses	<u>48,673</u>	<u>40,524</u>	<u>70,500</u>	<u>55,113</u>	<u>59,000</u>	<u>20,832</u>	<u>35%</u>
Centennial Hall	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Info Centre							
PW Labour	968	1,020	2,500	1,212	2,500	248	10%
Water, Sewer & Garbage	1,216	647	700	-	700	-	0%
Contracted Services	10,687	15,540	15,000	15,740	15,000	-	0%
Other Expenses	4,154	3,986	5,000	4,917	5,000	2,044	41%
Recoveries - hydro	-	(1,200)	(1,200)	(1,200)	(1,200)	-	0%
	<u>17,024</u>	<u>19,993</u>	<u>22,000</u>	<u>20,669</u>	<u>22,000</u>	<u>2,293</u>	<u>1</u>

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

	2015	2016	2016	2017	2017	2018	2018	2018
	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	%
Parks								
Beaver Park	31	500	-	500	182	500	275	55%
Bell Tower School	1,378	2,400	1,320	2,400	1,877	2,400	176	7%
Centennial Park	23,971	24,000	11,512	12,000	6,661	20,000	10,398	52%
Central Park	16,593	19,000	18,289	19,000	12,727	19,000	2,695	14%
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	125	4%
Community Garden	1,388	1,500	8,654	-	199	-	-	-
Cougar Sign Landscaping	2,687	3,000	2,632	3,000	2,198	3,000	461	15%
Dashwood Park	672	1,200	364	1,200	213	1,200	71	6%
Entrance Sign	12,622	10,000	8,039	10,000	38,930	10,000	1,415	14%
Footbridge	4,771	4,500	4,270	4,500	1,986	4,500	492	11%
Footpath maintenance	1,506	2,000	357	2,000	51	2,000	78	4%
Forest Ranger Building	1,091	1,400	1,685	-	-	-	-	-
Gillespie Park	608	1,000	1,242	1,000	672	1,000	46	5%
Greendale Park	7,576	5,700	2,410	5,700	3,235	5,700	176	3%
Heritage Garden	4,089	5,000	5,344	5,000	8,998	5,000	1,973	39%
Kaatza Museum	6,772	10,000	9,028	10,000	10,830	10,000	3,402	34%
King George Roundabout Park	5,842	10,000	20,258	10,000	24,694	10,000	1,289	13%
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	1,020	60%
Memorial Park	6,907	6,500	4,505	6,500	5,784	6,500	1,082	17%
Ohtaki Park/Kasapi Center	2,807	15,000	4,462	10,000	2,976	10,000	183	2%
Park Bench Maintenance	5,537	5,000	3,299	5,000	1,188	5,000	(498)	-10%
Parks General	14,969	16,000	14,560	16,000	23,000	16,000	1,080	7%
Parkstone Park	830	2,000	889	2,000	1,162	2,000	460	23%
Joginder Bains Park - Point Ideal	1,585	3,500	1,748	3,500	2,035	3,500	707	20%
Ravine Park	-	500	-	-	-	500	-	0%
Riverside Park	5,721	5,900	4,900	5,900	2,691	5,900	787	13%
Sahtlam Park	1,885	2,500	1,488	2,500	1,179	2,500	1,107	44%
Saywell Park	19,623	20,000	13,638	20,000	13,592	20,000	4,378	22%
Seniors Centre	2,711	2,100	1,384	2,100	3,117	3,100	732	24%
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	186	6%
Town Square	11,227	3,000	6,582	3,500	4,300	3,000	574	19%
Trans Canada Trail	2,493	5,000	3,741	5,000	2,198	5,000	5,270	105%
Trestle Walkway	1,874	3,000	748	3,000	830	3,000	294	10%
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	2,486	17%
Winter Park	7,588	7,000	7,314	7,000	6,073	7,000	676	10%
Office Administration Charge	11,400	11,000	11,000	10,700	10,700	11,000	-	0%
	209,793	240,400	204,703	223,600	216,772	231,500	43,595	19%

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
Lakeview Park							
Reservations	120,276	125,224	122,000	142,693	130,000	97,957	75%
Walk Ins	29,457	23,687	22,000	24,934	22,000	1,739	8%
Power Fees	21,416	20,475	18,000	24,022	22,000	17,476	79%
Propane	-	-	-	-	-	-	-
Wood and ice sales	3,556	6,433	5,000	3,738	4,000	394	10%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	52	-	-	-	-	-
Moorage	8,042	6,081	6,000	8,717	6,000	4,343	72%
	<u>182,747</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>184,000</u>	<u>121,909</u>	<u>66%</u>
Office Administration Charge	7,300	7,600	8,100	8,100	8,400	-	0%
CLEC Admin Charges	30,000	30,000	30,000	30,000	31,000	-	0%
Summer Student Wages	42,923	54,629	55,000	52,000	55,000	3,903	7%
Maintenance Wages	4,861	6,094	6,000	7,179	7,000	1,357	19%
Contracted Services	9,822	10,381	10,000	7,317	15,000	4,634	31%
PW Labour	849	1,201	1,000	348	1,000	269	27%
Hydro and Electricity	6,418	8,107	8,000	7,706	8,000	1,786	22%
Materials and Supplies	10,822	13,201	15,000	10,284	14,000	2,613	19%
Other Expenses	8,246	7,849	8,000	9,342	10,500	4,466	43%
Water, Sewer & Garbage	9,948	9,978	8,000	9,938	8,000	-	0%
Park Attendant/ Security	10,472	15,139	15,000	14,443	15,000	7,291	49%
Public Works Charges	263	1,312	500	12	500	169	34%
Telephone	3,136	2,894	3,000	1,674	3,000	904	30%
Equipment allocations	1,751	1,068	2,000	2,000	2,000	-	0%
	<u>146,810</u>	<u>169,453</u>	<u>169,600</u>	<u>160,342</u>	<u>178,400</u>	<u>27,391</u>	<u>15%</u>
Net	<u>35,937</u>	<u>12,498</u>	<u>3,400</u>	<u>43,763</u>	<u>5,600</u>	<u>94,518</u>	

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

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
Revenues							
Group Revenues	417,090	402,466	390,000	434,256	413,000	66,319	16%
Programming revenues	-	6,588	1,000	1,000	1,000	9,075	908%
Rental Income	5,200	5,200	6,000	6,000	6,000	2,500	42%
JCP	600	-	-	-	-	-	-
	<u>422,890</u>	<u>414,254</u>	<u>397,000</u>	<u>441,256</u>	<u>420,000</u>	<u>77,894</u>	<u>111%</u>
Expenditures - Variable							
Program Services	8,662	7,831	10,000	12,835	10,000	588	6%
Kitchen Wages	76,563	72,426	70,000	81,244	80,000	14,019	18%
Food Supplies	67,394	76,105	60,000	79,926	70,000	15,935	23%
Custodians	32,046	34,266	30,000	44,616	40,000	10,256	26%
Equipment	-	-	-	-	-	-	-
Supplies	2,499	3,223	4,000	4,283	4,000	1,745	0
	<u>187,164</u>	<u>193,852</u>	<u>174,000</u>	<u>222,904</u>	<u>204,000</u>	<u>42,544</u>	<u>128%</u>
Expenditures - Fixed							
Admin Salaries	164,005	180,542	181,000	175,810	181,000	64,607	36%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(31,000)	-	0%
Housing Allowance	5,200	5,200	6,000	6,000	6,000	2,500	42%
Town Administration	20,000	21,000	21,600	21,600	22,500	-	0%
Electricity	17,749	19,198	20,000	23,761	24,000	8,924	37%
Heat	9,161	10,819	12,000	19,685	15,000	6,973	46%
Telephone & other Utilities	9,815	9,282	9,300	9,538	11,300	3,326	29%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	807	-
Contracted Services	15,191	17,839	8,000	19,140	8,000	20,507	256%
Maintenance	30,831	40,336	24,000	40,288	24,000	12,413	52%
Public Works Charges	3,017	14,717	6,000	13,382	6,000	4,634	77%
Miscellaneous Operations	38	1,903	200	790	200	2,590	13
	<u>245,007</u>	<u>290,835</u>	<u>258,100</u>	<u>299,993</u>	<u>267,000</u>	<u>127,282</u>	<u>48%</u>
Total Expenses	<u>432,171</u>	<u>484,687</u>	<u>432,100</u>	<u>522,897</u>	<u>471,000</u>	<u>169,826</u>	<u>36%</u>
NET CLEC OPERATIONS	<u>(9,281)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>(81,641)</u>	<u>(51,000)</u>	<u>(91,933)</u>	<u>180%</u>
NET LAKEVIEW AND CLEC	<u>26,656</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>(37,878)</u>	<u>(45,400)</u>	<u>2,586</u>	
Lakeview Park Road							
Road maintenance	<u>2,754</u>	<u>-</u>	<u>10,000</u>	<u>18,165</u>	<u>13,000</u>	<u>3,625</u>	
NET	<u>23,902</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(56,044)</u>	<u>(58,400)</u>	<u>(1,039)</u>	

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

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 Var
General							
Asset appraisal - Insurance	-	6,900	-	-	-	-	-
Asset management plan	-	-	30,000	-	30,000	-	0%
Computer Equipment	-	-	12,000	-	15,000	-	0%
Demo costs - Kasapi/Neva Road	-	-	-	-	100,000	-	0%
Hazmat Inventory	16,770	10,856	60,000	3,828	20,000	-	0%
Office Equipment	-	-	5,000	-	25,000	-	0%
Land Purchase	379,129	195,874	-	75,503	-	-	0%
Museum	-	-	-	-	30,000	-	0%
Office Improvements	-	-	-	-	-	-	-
Town hall renovations	39,991	144,678	1,800,000	2,575	3,647,000	-	0%
	<u>435,890</u>	<u>358,308</u>	<u>1,907,000</u>	<u>81,907</u>	<u>3,867,000</u>	<u>-</u>	<u>0%</u>
CLEC							
Carpet	-	-	5,000	-	5,000	-	0%
Clec Windows	-	19,789	-	-	-	-	-
Clec Roofing	7,500	34,771	-	-	-	-	-
Clec Renovations	2,118	8,326	-	-	-	-	-
Defibrillators	4,249	-	-	-	-	-	-
Electrical upgrades	-	25,076	-	-	10,000	-	0%
Clec JCP	-	-	15,000	-	18,000	11,629	65%
Mattresses	-	-	5,000	4,270	-	-	-
Equipment - Propane Stove	-	-	7,000	8,769	-	-	-
Concrete patio/deck renovation	8,500	-	-	-	-	-	-
Water system/well	-	-	25,000	-	90,000	6,587	7%
	<u>22,367</u>	<u>87,962</u>	<u>57,000</u>	<u>13,039</u>	<u>123,000</u>	<u>18,216</u>	<u>15%</u>
Fire Department							
Air Shoring	2,675	-	-	-	-	-	-
Data Administration	-	1,726	10,000	-	-	-	-
Compressor fan - firehall	2,449	-	-	-	-	-	-
Gas monitor and controls	-	-	-	-	10,000	-	0%
Storz hydrant upgrades	-	-	-	-	16,000	13,885	87%
Office renovation	-	-	-	-	10,000	-	0%
Heat Pump/Generator Replacemen	-	-	15,000	8,832	15,000	-	0%
Inventory-Fire trucks and equipmer	-	-	20,000	21,227	10,000	-	0%
Misc Fire Equipment	6,644	5,173	-	-	-	-	-
ATV Truck Pump	-	8,193	-	-	-	-	-
Firehall repairs	7,900	6,800	6,000	6,282	6,000	-	0%
Thermal Camera	7,865	-	-	-	-	-	-
Turnout Gear Dryer - Cap	8,951	-	-	-	-	-	-
Training Ground Facilities	-	13,846	30,000	32,616	30,000	300	1%
Truck purchase	-	-	-	-	370,000	-	0%
Tools and Equipment	6,079	9,318	3,000	3,301	3,000	535	18%
Hoses and valving	6,133	15,210	8,000	8,996	8,000	-	0%
Ventilation fan	-	-	-	-	-	-	-
	<u>48,695</u>	<u>60,266</u>	<u>92,000</u>	<u>81,253</u>	<u>478,000</u>	<u>14,720</u>	<u>3%</u>

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

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 Var
Public Works							
Equipment Purchase	-	-	135,000	53,136	586,500	41,490	7%
Annual Paving Program	75,231	-	70,000	58,314	-	-	-
Computer Software	-	-	-	-	5,000	4,119	82%
Cross Walk lights - Post Office	54,450	-	-	-	20,000	-	0%
Engineering Design - King George :	-	-	-	-	20,000	-	0%
North Shore Rd Engineering	5,033	-	-	-	-	-	-
Garbage facilities - clec	-	-	-	-	10,000	-	0%
PW Truck Shelter - Cap	-	10,371	-	-	-	-	-
Sidewalks	13,254	35,547	-	-	50,000	-	0%
Signs - Capital	15,207	64,977	-	-	-	-	-
South Shore Road Improvements	-	-	-	-	-	-	-
Renfrew Town Square	-	-	-	-	-	-	-
Refurbish footbridge	-	-	-	-	200,000	-	0%
Stormwater Mapping	4,681	-	-	-	-	-	-
Small tools	2,558	3,939	5,000	2,133	5,000	605	12%
	<u>170,413</u>	<u>114,833</u>	<u>210,000</u>	<u>113,582</u>	<u>896,500</u>	<u>46,214</u>	<u>5%</u>
Lakeview Park							
JCP Recoveries - Cap	(30,122)	(14,467)	-	-	-	-	-
Garbage facilities	-	-	-	-	22,000	-	0%
Resurfacing campsites - gravel/san	-	3,334	5,000	-	-	-	-
Floating walkway repairs	13,500	-	-	-	-	-	-
Lakeview Washrooms	13,102	27,863	-	-	-	-	-
	<u>(3,521)</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>22,000</u>	<u>-</u>	<u>0%</u>
Parks							
Central Park Washroom/Stage	107,517	31,648	10,000	-	-	-	-
Centennial Park	18,531	7,961	-	-	-	-	-
Columbarium planning	-	-	10,000	5,187	5,000	-	0%
Misc Parks Capital	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	18,000	20,000	42,222	15,000	819	5%
Park Benches	-	-	-	-	-	357	-
Centennial Park Upgrades	-	406,433	1,048,500	897,584	400,000	349,067	87%
Pickleball/Tennis Courts	-	-	50,000	35,054	14,945	414	3%
Sahtlam Park	-	-	-	-	10,000	-	0%
Riverside Park - Washrooms JCP	-	-	50,000	-	50,000	-	0%
Saywell Park Improvements	49,162	-	23,000	-	23,000	-	0%
Saywell Park JCP	7,017	-	-	-	-	-	-
Kaatza Museum JCP	603	-	-	-	-	-	-
	<u>182,830</u>	<u>464,042</u>	<u>1,211,500</u>	<u>980,047</u>	<u>517,945</u>	<u>350,656</u>	<u>68%</u>
Total General Capital	<u>856,675</u>	<u>1,102,141</u>	<u>3,482,500</u>	<u>1,269,829</u>	<u>5,904,445</u>	<u>429,805</u>	<u>7%</u>

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

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
Revenues							
User Rates	434,229	434,749	440,000	457,201	456,000	457,969	100%
Connection Fees	2,710	3,542	1,000	6,047	1,000	3,770	377%
Penalties And Other Interest	4,895	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	163,700	164,100	164,000	165,800	165,800	100%
Contribution from others	-	4,075	-	-	-	-	-
Transfer From Surplus	-	-	364,500	-	-	-	-
	<u>1,956,934</u>	<u>610,815</u>	<u>2,280,100</u>	<u>632,028</u>	<u>627,400</u>	<u>627,539</u>	<u>100%</u>
Expenditures							
Administration	1,622	1,590	2,700	1,690	2,700	15	1%
Office Administration	47,300	54,000	47,300	47,300	57,000	-	0%
Consumption Rebates	838	275	1,000	325	1,000	-	0%
PW Administration	75,000	67,000	83,800	83,800	83,900	-	0%
Discounts	29,977	30,908	31,000	32,240	35,400	35,451	100%
General Maintenance	65,875	46,903	68,000	38,227	65,000	20,516	32%
Connections Maintenance	6,723	4,396	9,500	2,527	9,000	1,554	17%
Chlorination	7,593	7,275	8,000	9,862	10,000	1,553	16%
New Connections	276	-	4,000	3,106	4,000	-	0%
Sewer Flushing	7,120	29	6,500	6,615	7,000	699	10%
Sewer Pump Maintenance	40,957	39,818	46,500	32,373	76,500	14,183	19%
Sewer Lagoon Maintenance	89,846	67,319	91,300	55,706	91,300	18,069	20%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	74,943	93,805	-	93,805	-	-	-
Capital	1,558,464	91,855	1,880,500	2,055	290,000	-	0%
	<u>2,006,534</u>	<u>505,171</u>	<u>2,280,100</u>	<u>409,630</u>	<u>732,800</u>	<u>92,039</u>	<u>13%</u>
Surplus(Deficit)	<u>(49,600)</u>	<u>105,644</u>	<u>-</u>	<u>222,398</u>	<u>(105,400)</u>	<u>535,500</u>	

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

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

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

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
Revenues							
User Rates	521,729	521,482	532,000	547,045	555,000	553,422	100%
Connection Fees	6,660	9,100	1,000	44,270	1,000	7,730	773%
Fire Hydrant Installation & other	9,622	4,948	3,000	3,353	3,000	2,695	90%
Other Penalties And Interest	6,028	5,652	5,500	5,756	5,500	-	0%
Grant - Water main upgrades	-	-	1,129,093	545,718	583,375	-	0%
Infrastructure Grant	-	-	5,000,000	1,651,313	3,248,687	-	0%
CONTRIBUTION FROM OTHERS	-	-	-	-	28,000	-	0%
Parcel Tax	167,100	233,800	234,500	234,360	236,880	236,880	100%
Transfer From Surplus	-	-	722,521	-	-	-	-
	<u>711,139</u>	<u>774,981</u>	<u>7,627,614</u>	<u>3,031,815</u>	<u>4,661,442</u>	<u>800,727</u>	<u>37%</u>
Expenditures							
Administration	1,060	1,810	3,400	1,934	3,400	-	0%
Office Administration	65,600	65,600	66,500	66,500	76,500	-	0%
PW Administration	82,000	82,000	83,100	83,100	95,600	-	0%
Consumption Rebates	838	275	1,000	325	1,000	-	0%
Discounts	36,215	37,864	37,800	39,646	42,900	42,938	100%
Safety and Training	6,405	3,797	4,500	1,853	4,500	99	2%
Chlorination	9,158	10,981	9,000	14,608	9,000	1,756	20%
Flushing	11,618	12,181	12,500	-	12,500	10,153	81%
Reservoir	4,161	3,170	4,500	9,557	4,500	2,727	61%
General Maintenance	83,099	74,040	89,000	68,382	89,000	29,881	34%
Hydrants	14,723	14,460	22,660	15,441	22,660	5,251	23%
New Connections	7,950	5,416	8,000	16,594	8,000	465	6%
Connection Maintenance	55,827	58,635	75,000	56,233	75,000	11,648	16%
Water Meters	11,322	10,253	8,500	21,000	13,500	9,348	69%
Pump House Maintenance	33,226	36,838	32,500	44,432	32,500	14,890	46%
Booster Pumps Maintenance	11,239	10,032	11,300	8,425	11,300	3,903	35%
Slopes water pump station	4,791	5,241	8,000	5,582	8,000	2,458	31%
Greendale Water Connection	3,469	7,844	5,000	14,448	-	1,820	-
Water treatment plant	-	-	-	-	50,000	-	0%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	103,480	103,480	-	105,708	-	-	-
Capital	16,540	28,534	7,145,354	2,470,128	4,915,000	2,082,001	42%
	<u>562,721</u>	<u>572,451</u>	<u>7,627,614</u>	<u>3,043,894</u>	<u>5,474,860</u>	<u>2,219,338</u>	<u>41%</u>
Surplus(Deficit)	148,418	202,530	-	(12,080)	(813,418)	#####	-

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

	2015 YTD Actuals	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	-	7,578	-	-	-	-	-
Greendale Road Watermain	-	-	769,863	373,647	365,000	229,871	63%
Greendale Trestle Watermain Upgrade	-	-	164,204	37,546	200,000	4,267	2%
Ohtaki Bridge Watermain Upgrade	-	-	77,550	-	200,000	-	0%
Park Rd Watermain Upgrade	-	-	235,052	-	-	-	-
Wilson Watermain Upgrade	-	-	113,685	307,583	-	-	-
Water main upgrade	-	-	-	-	100,000	-	0%
Water Modelling	-	-	-	-	-	-	-
Water Treatment Upgrade	16,540	20,956	5,760,000	1,751,351	4,050,000	1,847,863	46%
Water Service Replacements	-	-	25,000	-	-	-	-
	-	-	-	-	-	-	-
	16,540	28,534	7,145,354	2,470,128	4,915,000	2,082,001	35%



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of MAY, 2018

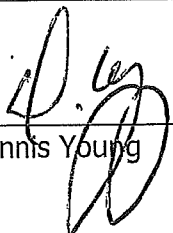
DATE: JUNE 5, 2018

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	27	17	2		
Commercial	6	1			
Carport / garage	2	2			1
Demolitions	2				
Renovations	11	5			1
Deck	7	2		1	2
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	56	27	2	1	4

Building Permit Fees	Value of construction	Permit fees
For the current month	158,132.00	1,520.00
Year to Date	3,109,688.00	32,874.00



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

May 2018 Monthly Incident Report

2 Business Meeting
2 Practices
1 Truck Check
2 Meetings with BC Safety Authority re: Electrocutation/Near Drowning
1 Test Hydrants at Meades Creek Recycling
1 Lift Assist
1 Hydro Line Down
1 Illegal Burning
2 Bush Fire
3 MVA
5 Medical Aid
1 Building/Safety Inspection
1 Spring Truck Cleaning Session
1 Cowichan Valley Fire Prevention Meeting
1 Alarms Activated
1 Zone 1 Chiefs Meeting
1 Mutual Aid Fire/Entrapment
1 Hose Testing Session
1 Officer/Member Duty Sheets
1 ICS 100 Online Course
3 NFPA Tests
1 Sec/Treasurer Monthly Stipend

Total

\$11242.42



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

Fire Stats May 2018

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
05/03	11:00 AM	HWY 18 West of Paldi	Mutual Aid-MVI-JAWS/Fire	10	2	\$387.80
05/04	10:00 AM	Nanaimo F.D.	Zone 1 Fire Chiefs Meeting	1	5	\$100.30
05/05	1:46 PM	9216 Towhee Lane	Medical Aid	19	2	\$731.48
05/07	3:15 PM	6630 Cowichan Lake Rd	Bush Fire	18	2.5	\$871.70
05/07	7:00 PM	Fire Hall	Business Meeting	25	2	\$966.80
05/09	6:00 PM	Fire Hall	Truck Check	11	2	\$383.00
05/11	11:11 AM	40 Stanley Rd	Alarms Activated	8	1.5	\$233.67
05/11	1:00 PM	Fire Hall	Hose Testing	4	2.5	\$193.85
05/14	7:00 PM	Fire Hall	Practice	24	2	\$813.72
05/15	6:00 PM	Mill Bay F.D.	Cowichan Valley Fire Prevention Meeting	1	3	\$60.18
05/19	4:32 AM	7387 HWY 18	MVI	17	1	\$329.32
05/19	11:15 AM	274 South Shore Rd	Medical Aid	11	1	\$194.60
05/20	11:31 PM	24 Hammond Rd	Medical Aid	7	1	\$138.42
05/21	6:41 AM	6288 HWY 18	MVI	12	1	\$234.02
05/22	9:00 AM	89A & 89B South Shore	Building/Safety Inspection	2	3	\$60.18
05/22	7:00 PM	Fire Hall	Practice	18	3	\$860.54
05/23	10:35 PM	8600 Block South Shore Rd	MVI	12	1	\$252.08
05/26	3:50 PM	123 Sahtlam Ave	Medical Aid	14	1	\$310.26
05/26	4:55 PM	8625 North Shore Rd	Medical Aid	16	1	\$310.26
05/26	9:35 PM	140 MacDonald Rd	Illegal Burning	17	1	\$308.86

05/27	8:30 AM	Fire Hall	Spring Truck Clean	26	2	\$966.20
05/27	11:13 AM	10 KM Sign HWY 18	Bush Fire	24	1	\$444.98
05/28	9:00 AM	Meades Creek Recycling	Test Dry Hydrant Move Training Container	3	5	\$195.60
05/28	7:00 PM	Fire Hall	Business Meeting	23	2	\$886.56
05/29	8:00 AM	Fire Hall	Meeting w/Electrical Inspector	1	4	\$80.24
05/30	2:55 PM	Hydro Line Down	9005 Meades Creek Rd	12	1	\$214.96
05/30	10:29 PM	7750 Sunset	Lift Assist	11	1	\$213.96
05/31	11:30 AM	8620 North Shore Rd	Investigation with Safety Inspector re: Electrocution Near drowning	3	2	\$78.24
			NFPA Tests	1	6	\$110.16
			ICS 100 Online	1	4	\$80.24
			Officer/Member Duty Sheets	1	4	\$80.24
			Sec/Treasurer Stipend			\$150.00
		Total				\$11242.42