



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday July 17th, 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.
- (d) CLECI request for input from APC on recommended locations for future care facility.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) Director of Finance re: Financial Report for the Period ending June 30th, 2018.
- (b) Building Inspector re: Building Permits for June, 2018.
- (c) Lake Cowichan Fire Department Incident Report for June, 2018.
- (d) CLEC Manager re: CLEC Operations.
- (e) CAO re: Procedure Bylaw Modifications.

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7. NEW BUSINESS

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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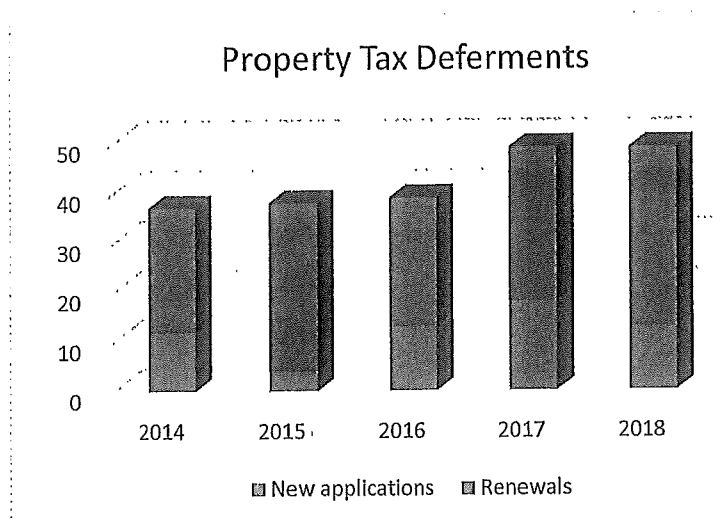
Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: July 13, 2018
SUBJECT: Financial Report for the Period Ending June 30, 2018

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

Point of Note

- The administration fees from January to December have been reflected in these statements.
- \$28,200 received from the Greendale Water Works Society, has been transferred to other water revenue from deferred revenue.
- Property tax deferral numbers:



Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 2018

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
REVENUES							
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	49,865	91%
Penalties and Interest on Taxes	75,768	75,667	64,500	69,270	65,000	61,420	94%
Business Licences	17,750	18,525	17,000	19,550	17,500	20,750	119%
Building and Other Permits	20,191	48,766	21,000	58,767	24,400	41,147	169%
Storm Drain Connection Fees	210	640	-	5,100	-	470	-
Dog Tags and Fines	4,120	3,610	3,500	3,310	3,200	2,980	93%
Interest on Investments	41,405	52,639	30,000	63,815	30,000	49,807	166%
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	343,258	93%
Lakeview Revenues	182,747	181,951	173,000	204,104	184,000	152,507	83%
Sale of Assets	31,054	246,065	-	-	-	-	-
Public Works Revenues	4,707	1,400	-	2,102	-	438	-
Fire Department Revenues	19,634	484	-	74,790	-	2,103	-
Other Revenue	339,335	68,576	10,250	30,123	10,200	4,915	48%
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	26,150	58%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	9,670	59%
Clec Revenues	422,890	414,254	397,000	441,256	420,000	152,047	36%
Unconditional Transfers	474,974	457,917	436,900	471,086	436,900	475,265	109%
Conditional Transfers	64,420	36,940	915,000	440,960	495,854	80,856	16%
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	6,083,271	52%

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	92,898	17%
Fire Department	275,789	310,516	370,200	382,070	400,100	178,811	45%
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	26,648	45%
Public Works Administration	91,761	121,905	108,500	116,234	105,400	(48,473)	-46%
Public Works Roads	332,615	324,432	418,900	377,517	419,000	113,213	27%
Public Works - Equipment & Other	(157,353)	(113,160)	-	(126,327)	-	(50,269)	-
Garbage Expenses	370,081	383,491	385,300	388,605	394,200	213,540	54%
Planning, Health & Other	48,673	40,524	70,500	55,113	59,000	27,086	46%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	17,024	19,993	22,000	20,669	22,000	2,955	13%
Parks	209,793	204,703	223,600	216,772	231,500	91,696	40%
Lakeview Park	146,810	169,453	169,600	160,342	178,400	98,639	55%
CLEC Expense	432,171	484,687	432,100	522,897	471,000	225,364	48%
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	101,154	75%
Capital	856,675	1,102,141	3,482,500	1,269,829	5,904,445	515,510	9%
Debt Charges - Interest	1,852	2,662	3,000	1,801	3,000	1,710	57%
Debt Payments - Fire	175,110	189,689	195,000	191,512	186,200	105,528	57%
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	1,269,502	55%
	6,632,093	6,998,949	9,161,879	7,494,027	11,712,095	2,969,136	82%
Surplus(Deficit)	25,558	(381,541)	-	(424,962)	21,583	3,114,135	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	33,359	44%
Mayor and Council Expenses	30,304	36,889	41,500	38,260	42,500	16,862	40%
Mildred Child Annex	2,556	2,131	2,600	2,863	3,100	1,635	53%
Municipal Hall	16,371	17,234	25,600	17,995	25,600	11,242	44%
Office Wages	393,621	423,929	425,000	419,166	425,000	196,179	46%
Office Expenses	29,035	48,542	56,500	31,051	56,500	17,770	31%
Data Processing	20,466	22,447	24,600	18,837	24,600	15,642	64%
Legal Expense	9,215	25,901	15,000	21,867	15,000	9,979	67%
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	55,372	74%
Grants-in-aid	6,115	4,050	5,000	3,650	5,000	2,250	45%
Ohtaki expense	5,059	3,885	6,500	-	6,000	-	0%
Ohtaki recoveries	-	(56)	-	-	-	-	-
Payroll Benefits Clearing	40,370	27,565	-	64,388	-	(42,736)	-
Insurance and administration recovery	(209,700)	(219,000)	(219,500)	(219,500)	(241,700)	(241,700)	100%
	484,842	529,382	555,300	542,492	547,600	92,898	17%

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	54,572	52%
Other Wage Costs	17,183	16,962	17,000	18,882	17,000	9,488	56%
Town Administration	7,500	8,000	13,000	13,000	13,000	13,000	100%
Fire Hall Operations and Maint.	45,413	43,023	48,600	53,258	53,400	20,247	38%
Miscellaneous Operations	51,391	42,095	91,500	85,307	103,900	43,911	42%
Training	12,996	24,172	24,000	26,298	26,000	8,050	31%
Fire Vehicles & Equipment	39,557	59,465	76,100	54,136	76,800	29,056	38%
	275,789	310,516	370,200	348,742	395,100	178,324	45%
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	178,811	45%
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	7,854	46%
Building Inspection	33,861	33,987	37,000	34,282	35,500	18,795	53%
	48,767	49,537	60,000	66,906	59,000	26,648	45%

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	17,239	49%
PW Admin Wages	199,001	206,506	210,000	205,676	210,000	97,585	46%
PW Admin Other	4,287	5,083	13,300	19,449	15,800	6,373	40%
Safety and Training	21,458	35,184	27,000	40,944	34,000	19,730	58%
Office Administration Charge	14,200	14,300	14,200	14,200	14,700	14,700	100%
Recovery from Utilities	(179,500)	(172,900)	(191,000)	(191,000)	(204,100)	(204,100)	100%
	91,761	121,905	108,500	116,234	105,400	(48,473)	-46%
Equipment Costs							
Equipment	32,614	60,770	-	32,979	-	15,059	-
Equipment Allocations	(189,967)	(173,930)	-	(159,306)	-	(65,478)	-
	(157,353)	(113,160)	-	(126,327)	-	(50,419)	-
Other Costs							
Billable Outside Jobs	(0)	-	-	-	-	150	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-	-
	(0)	-	-	-	-	150	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	2,799	31%
Boulevards	54,719	42,398	31,000	45,512	31,000	8,742	28%
Crack Sealing	7,880	-	10,000	2,151	10,000	-	0%
Dangerous Trees	9,826	8,795	13,000	5,502	13,000	3,580	28%
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	3,475	87%
Landscaping	2,981	7,654	10,000	7,355	10,000	3,449	34%
Litter Control	9,714	15,787	16,000	7,085	16,000	3,338	21%
Marking	15,063	14,348	10,000	10,866	10,000	-	0%
Mowing	5,943	1,822	13,000	6,105	13,000	3,881	30%
Patching	10,263	10,836	15,000	19,320	15,000	4,815	32%
Roads-other	15,907	3,076	14,000	11,177	14,000	3,321	24%
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	2,630	16%
Signs	7,078	7,733	11,000	9,615	11,000	1,611	15%
Snow removal	5,015	28,880	50,000	48,888	50,000	1,125	2%
Storm Drains & Catch Basins	38,298	41,147	50,000	33,905	50,000	3,114	6%
Street Lighting	72,591	78,756	79,000	82,279	79,000	35,859	45%
Street Sweeping	8,576	4,349	11,000	8,899	11,000	5,138	47%
Office Administration Charge	20,400	20,400	20,900	20,900	21,000	21,000	100%
	332,615	324,432	418,900	377,517	419,000	113,213	27%

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	315,939	102%
Toter rentals	3,804	4,140	3,500	3,808	3,300	3,727	113%
Penalties	4,125	3,804	3,800	3,737	3,700	1,821	49%
Recycling	50,781	56,485	50,000	52,213	52,000	21,771	42%
	368,636	375,851	371,300	372,348	370,200	343,258	93%
Expenditures							
Regular collection costs	237,936	241,643	237,000	245,923	244,000	129,040	53%
Office Administration Charges	16,000	17,100	17,200	17,200	17,600	17,600	100%
PW Administration Charges	22,500	23,900	24,100	24,100	24,600	24,600	100%
Tipping Fees	54,775	61,645	62,000	62,022	63,000	25,730	41%
Recycling costs	38,870	39,204	45,000	39,359	45,000	16,570	37%
	370,081	383,491	385,300	388,605	394,200	213,540	54%
Net	(1,445)	(7,640)	(14,000)	(16,257)	(24,000)	129,718	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	26,150	58%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	9,670	59%
Public Health Expenses	7,689	11,060	13,500	15,405	17,000	3,144	18%
NET	53,240	50,128	48,000	45,869	44,500	32,676	73%
Planning							
Planning and Zoning Expenses	15,386	24,280	32,500	19,632	32,500	21,843	67%
Other Functions							
Town Economic Development	2,120	1,245	14,000	10,666	5,000	1,063	21%
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	1,036	207%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	3,046	3,079	3,500	4,311	4,000	-	0%
Neighbourhood of learning	-	-	-	-	-	-	-
	25,598	5,184	24,500	20,076	9,500	2,098	22%
Total Development Services Expenses	48,673	40,524	70,500	55,113	59,000	27,086	46%
Centennial Hall							
	-	-	-	-	-	-	-
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	2,706	54%
Recoveries - hydro	-	(1,200)	(1,200)	(1,200)	(1,200)	-	0%
	17,024	19,993	22,000	20,669	22,000	2,955	1

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 2018
General Fund - Schedule of Parks

	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
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	947	39%
Centennial Park	23,971	24,000	11,512	12,000	6,661	20,000	14,288	71%
Central Park	16,593	19,000	18,289	19,000	12,727	19,000	5,800	31%
Civic Square	929	2,500	1,005	2,500	614	2,500	225	9%
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	707	24%
Dashwood Park	672	1,200	364	1,200	213	1,200	255	21%
Entrance Sign	12,622	10,000	8,039	10,000	38,930	10,000	2,664	27%
Footbridge	4,771	4,500	4,270	4,500	1,986	4,500	729	16%
Footpath maintenance	1,506	2,000	357	2,000	51	2,000	205	10%
Forest Ranger Building	1,091	1,400	1,685	-	-	-	-	-
Gillespie Park	608	1,000	1,242	1,000	672	1,000	198	20%
Greendale Park	7,576	5,700	2,410	5,700	3,235	5,700	971	17%
Heritage Garden	4,089	5,000	5,344	5,000	8,998	5,000	3,794	76%
Kaatza Museum	6,772	10,000	9,028	10,000	10,830	10,000	4,752	48%
King George Roundabout Park	5,842	10,000	20,258	10,000	24,694	10,000	2,747	27%
Lakedays Preparation	1,863	2,000	1,511	2,000	684	2,000	585	29%
Marina Park	2,713	1,700	1,935	1,700	2,176	1,700	1,554	91%
Memorial Park	6,907	6,500	4,505	6,500	5,784	6,500	2,445	38%
Ohtaki Park/Kasapi Center	2,807	15,000	4,462	10,000	2,976	10,000	579	6%
Park Bench Maintenance	5,537	5,000	3,299	5,000	1,188	5,000	(524)	-10%
Parks General	14,969	16,000	14,560	16,000	23,000	16,000	5,594	35%
Parkstone Park	830	2,000	889	2,000	1,162	2,000	969	48%
Joginder Bains Park - Point Ideal	1,585	3,500	1,748	3,500	2,035	3,500	1,478	42%
Ravine Park	-	500	-	-	-	500	-	0%
Riverside Park	5,721	5,900	4,900	5,900	2,691	5,900	1,654	28%
Sahtlam Park	1,885	2,500	1,488	2,500	1,179	2,500	2,335	93%
Saywell Park	19,623	20,000	13,638	20,000	13,592	20,000	7,100	35%
Seniors Centre	2,711	2,100	1,384	2,100	3,117	3,100	1,028	33%
Ted Burns Nature Preserve	323	1,000	769	1,000	-	1,000	392	39%
Pickleball Courts	941	1,000	4,570	4,400	2,393	3,000	1,969	66%
Town Square	11,227	3,000	6,582	3,500	4,300	3,000	1,825	61%
Trans Canada Trail	2,493	5,000	3,741	5,000	2,198	5,000	6,570	131%
Trestle Walkway	1,874	3,000	748	3,000	830	3,000	360	12%
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	4,409	29%
Winter Park	7,588	7,000	7,314	7,000	6,073	7,000	1,692	24%
Office Administration Charge	11,400	11,000	11,000	10,700	10,700	11,000	11,000	100%
	<u>209,793</u>	<u>240,400</u>	<u>204,703</u>	<u>223,600</u>	<u>216,772</u>	<u>231,500</u>	<u>91,696</u>	<u>40%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	121,002	93%
Walk Ins	29,457	23,687	22,000	24,934	22,000	2,946	13%
Power Fees	21,416	20,475	18,000	24,022	22,000	20,184	92%
Propane	-	-	-	-	-	-	-
Wood and ice sales	3,556	6,433	5,000	3,738	4,000	2,888	72%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	52	-	-	-	-	-
Moorage	8,042	6,081	6,000	8,717	6,000	5,486	91%
	<u>182,747</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>184,000</u>	<u>152,507</u>	<u>83%</u>
Office Administration Charge	7,300	7,600	8,100	8,100	8,400	8,400	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	31,000	31,000	100%
Summer Student Wages	42,923	54,629	55,000	52,000	55,000	15,463	28%
Maintenance Wages	4,861	6,094	6,000	7,179	7,000	1,421	20%
Contracted Services	9,822	10,381	10,000	7,317	15,000	8,618	57%
PW Labour	849	1,201	1,000	348	1,000	399	40%
Hydro and Electricity	6,418	8,107	8,000	7,706	8,000	2,806	35%
Materials and Supplies	10,822	13,201	15,000	10,284	14,000	5,026	36%
Other Expenses	8,246	7,849	8,000	9,342	10,500	5,637	54%
Water, Sewer & Garbage	9,948	9,978	8,000	9,938	8,000	9,898	124%
Park Attendant/ Security	10,472	15,139	15,000	14,443	15,000	8,725	58%
Public Works Charges	263	1,312	500	12	500	188	38%
Telephone	3,136	2,894	3,000	1,674	3,000	1,058	35%
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>98,639</u>	<u>55%</u>
Net	<u>35,937</u>	<u>12,498</u>	<u>3,400</u>	<u>43,763</u>	<u>5,600</u>	<u>53,868</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	139,509	34%
Programming revenues	-	6,588	1,000	1,000	1,000	9,538	954%
Rental Income	5,200	5,200	6,000	6,000	6,000	3,000	50%
JCP	600	-	-	-	-	-	-
	<u>422,890</u>	<u>414,254</u>	<u>397,000</u>	<u>441,256</u>	<u>420,000</u>	<u>152,047</u>	<u>111%</u>
Expenditures - Variable							
Program Services	8,662	7,831	10,000	12,835	10,000	2,508	25%
Kitchen Wages	76,563	72,426	70,000	81,244	80,000	27,185	34%
Food Supplies	67,394	76,105	60,000	79,926	70,000	26,002	37%
Custodians	32,046	34,266	30,000	44,616	40,000	15,622	39%
Equipment	-	-	-	-	-	-	-
Supplies	2,499	3,223	4,000	4,283	4,000	1,820	0
	<u>187,164</u>	<u>193,852</u>	<u>174,000</u>	<u>222,904</u>	<u>204,000</u>	<u>73,137</u>	<u>128%</u>
Expenditures - Fixed							
Admin Salaries	164,005	180,542	181,000	175,810	181,000	80,952	45%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(31,000)	(31,000)	100%
Housing Allowance	5,200	5,200	6,000	6,000	6,000	3,000	50%
Town Administration	20,000	21,000	21,600	21,600	22,500	22,500	100%
Electricity	17,749	19,198	20,000	23,761	24,000	12,414	52%
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	6,214	55%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	807	-
Contracted Services	15,191	17,839	8,000	19,140	8,000	23,956	299%
Maintenance	30,831	40,336	24,000	40,288	24,000	17,445	73%
Public Works Charges	3,017	14,717	6,000	13,382	6,000	5,579	93%
Miscellaneous Operations	38	1,903	200	790	200	3,387	17
	<u>245,007</u>	<u>290,835</u>	<u>258,100</u>	<u>299,993</u>	<u>267,000</u>	<u>152,226</u>	<u>57%</u>
Total Expenses	<u>432,171</u>	<u>484,687</u>	<u>432,100</u>	<u>522,897</u>	<u>471,000</u>	<u>225,364</u>	<u>48%</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>(73,317)</u>	<u>144%</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>(19,449)</u>	
Lakeview Park Road							
Road maintenance	2,754	-	10,000	18,165	13,000	3,625	
NET	<u>23,902</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(56,044)</u>	<u>(58,400)</u>	<u>(23,074)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	-	-	-
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	9,618	96%
Clec JCP	-	-	15,000	-	18,000	11,629	65%
Mattresses	-	-	5,000	4,270	-	1,099	-
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>28,933</u>	<u>24%</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	23,091	77%
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>37,511</u>	<u>8%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	75,634	13%
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	1,215	24%
	<u>170,413</u>	<u>114,833</u>	<u>210,000</u>	<u>113,582</u>	<u>896,500</u>	<u>80,968</u>	<u>9%</u>
Lakeview Park							
JCP Recoveries - Cap	(30,122)	(14,467)	-	-	-	-	-
Garbage facilities	-	-	-	-	22,000	3,309	15%
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>3,309</u>	<u>15%</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	-	-	-	-	-	455	-
Centennial Park Upgrades	-	406,433	1,048,500	897,584	400,000	362,977	91%
Pickleball/Tennis Courts	-	-	50,000	35,054	14,945	539	4%
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>364,789</u>	<u>70%</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>515,510</u>	<u>9%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	462,722	101%
Connection Fees	2,710	3,542	1,000	6,047	1,000	3,800	380%
Penalties And Other Interest	4,895	4,750	4,600	4,780	4,600	2,421	53%
Sewer Facilities Grant	-	-	1,305,900	-	-	-	-
Conditional Grants	1,351,200	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	163,900	163,700	164,100	164,000	165,800	165,900	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>634,843</u>	<u>101%</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	57,000	100%
Consumption Rebates	838	275	1,000	325	1,000	25	3%
PW Administration	75,000	67,000	83,800	83,800	83,900	83,900	100%
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	24,122	37%
Connections Maintenance	6,723	4,396	9,500	2,527	9,000	1,581	18%
Chlorination	7,593	7,275	8,000	9,862	10,000	3,755	38%
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	21,327	28%
Sewer Lagoon Maintenance	89,846	67,319	91,300	55,706	91,300	20,482	22%
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	2,514	1%
	<u>2,006,534</u>	<u>505,171</u>	<u>2,280,100</u>	<u>409,630</u>	<u>732,800</u>	<u>250,872</u>	<u>34%</u>
Surplus(Deficit)	<u>(49,600)</u>	<u>105,644</u>	<u>-</u>	<u>222,398</u>	<u>(105,400)</u>	<u>383,971</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 2018
Sewer Fund

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<u>SEWER CAPITAL</u>							
Lifstation 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	-	2,514	-
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	<u>1,558,464</u>	<u>91,855</u>	<u>1,880,500</u>	<u>2,055</u>	<u>290,000</u>	<u>2,514</u>	<u>1%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	556,373	100%
Connection Fees	6,660	9,100	1,000	44,270	1,000	8,410	841%
Fire Hydrant Installation & other	9,622	4,948	3,000	3,353	3,000	30,909	1030%
Other Penalties And Interest	6,028	5,652	5,500	5,756	5,500	2,885	52%
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	237,020	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>835,598</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	76,500	100%
PW Administration	82,000	82,000	83,100	83,100	95,600	95,600	100%
Consumption Rebates	838	275	1,000	325	1,000	25	3%
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	5,404	60%
Flushing	11,618	12,181	12,500	-	12,500	10,153	81%
Reservoir	4,161	3,170	4,500	9,557	4,500	2,791	62%
General Maintenance	83,099	74,040	89,000	68,382	89,000	33,765	38%
Hydrants	14,723	14,460	22,660	15,441	22,660	6,892	30%
New Connections	7,950	5,416	8,000	16,594	8,000	1,965	25%
Connection Maintenance	55,827	58,635	75,000	56,233	75,000	15,887	21%
Water Meters	11,322	10,253	8,500	21,000	13,500	12,786	95%
Pump House Maintenance	33,226	36,838	32,500	44,432	32,500	16,878	52%
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	-	2,176	-
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	2,714,620	55%
	<u>562,721</u>	<u>572,451</u>	<u>7,627,614</u>	<u>3,043,894</u>	<u>5,474,860</u>	<u>3,044,839</u>	<u>56%</u>
Surplus(Deficit)	<u>148,418</u>	<u>202,530</u>	<u>-</u>	<u>(12,080)</u>	<u>(813,418)</u>	<u>(2,209,241)</u>	<u>-</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 30, 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	440,509	121%
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	-	-	-	-	-	-	-
Water Modelling	-	-	-	-	31,000	-	0%
Water Treatment Upgrade	16,540	20,956	5,760,000	1,751,351	4,050,000	2,269,844	56%
Water Service Replacements	-	-	25,000	-	69,000	-	0%
	-	-	-	-	-	-	-
	16,540	28,534	7,145,354	2,470,128	4,915,000	2,714,620	35%



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JUNE

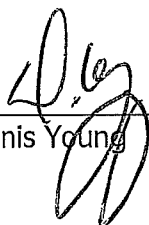
DATE: JULY 3, 2018

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	26	18	1	1	2
Commercial	6			1	
Carport / garage	2	3			1
Demolitions	2				
Renovations	10	8	1		3
Deck	7	2			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	54	31	2	2	6

Building Permit Fees	Value of construction	Permit fees
For the current month	844,807.00	7,007.00
Year to Date	3,954,495.00	39,881.00



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

June 2018 Monthly Incident Report

4 Practices
1 Truck Check
2 Lift Assist
1 Hydro Line Down
1 Bush Fire
3 MVA
3 Medical Aid
1 Building Training Area
1 Officer Page Out
1 Burning Complaint
3 Alarms Activated
1 Haul Water to CLEC
1 Structure Fire
1 South Island Forestry Meeting
2 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

\$7434.74



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

Fire Stats June 2018

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
06/01	7:42 PM	6400 HWY 18	MVI	14	1	\$273.14
06/02	5:51 PM	7363 Neva Rd	Burning Complaint	2	1	\$40.12
06/04	7:00 PM	Fire Hall	Practice	18	2	\$691.96
06/06	6:00 PM	Fire Hall	Truck Check	10	2	\$342.88
06/07	06:45 PM	65 Sahtlam Ave E	Lift Assist	16	1	\$310.56
06/11	7:00 PM	Fire Hall	Practice	20	2	\$734.08
06/13	5:58 PM	#13-9041 Meades Creek Rd	Medical Aid	10	1	\$174.84
06/14	8:00 AM	Meades Creek Recycling	Build Training Center	5	9	\$599.86
06/14	7:15 PM	CLEC Center	Haul Water	2	2	\$78.24
06/15	10:41 AM	77 South Shore Rd	Structure Fire	13	1	\$257.42
06/15	8:00 AM	Duncan F.D.	South Island Forestry Meeting	1	7	\$143.22
06/16	3:30 PM	8851 Lake View Rd	MVI	12	1	\$236.65
06/18	7:00 PM	Fire Hall	Practice	13	2	\$516.26
06/18	11:05 PM	153 McDonald Rd	Lift Assist	9	1	\$159.60
06/19	6:39 AM	Coronation/South Shore Rd	Hydro Line Down	1	1	\$20.46
06/20	2:00 PM	138 South Shore Rd	Medical Aid	8	1	\$157.87
06/21	10:29 AM	6440 HWY 18	MVI	13	1	\$256.40
06/22	12:36 PM	3 North Shore Rd	Alarms Activated	9	1	\$157.16
06/24	12:59 PM	9174 Meades Creek Rd	Officer Page	5	1	\$99.24
06/24	5:10 PM	8811 Youbou Rd	Medical Aid	17	1	\$336.91

06/25	7:00 PM	Fire Hall	Practice	20	2	\$787.00
06/29	9:54 AM	61 King George	Alarms Activated	12	1	\$236.65
06/29	1:01 PM	15 North Shore Rd.	Alarms Activated	5	1	\$100.26
06/30	8:45 AM	7210 Rockland Rd	Bush Fire	16	1	\$317.16
			Officer/Member Duty Sheets	2	13	\$256.80
			Sec/Treasurer Stipend			\$150.00
		Total				\$7434.74



Memo

TO: Chair, Finance and Administration Committee

SUBJECT: Procedure Bylaw Modifications

DATE: July 13, 2018

FROM: Chief Administrative Officer

BACKGROUND

The Procedure Bylaw requires revision as the first Council meeting beginning in 2018 must be held on the first Tuesday in November in accordance with Section 124(2)(g) of the *Community Charter* in the year of the election instead of in December, as was previously.

With the above required amendment, there is now the opportunity to look at revisions to the format of the agenda and the limits on delegations at meetings.

The current procedure bylaw does not have a limit on the number of delegations but does limit question period to the items on the agenda. The exception is the Cowichan Valley Regional District.

Please refer to the attachment for a comparison of what our neighbouring local governments have in place with respect to the two items referred to in this memo.

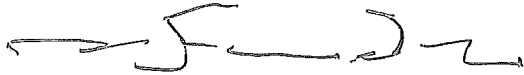
Recommendation

1. It may be prudent to limit delegations to two unless extenuating circumstances warrant allowing additional delegations.
2. Council want to consider two public input opportunities – the first Public Input Period is to afford an opportunity for the public to provide comment on an agenda item before council; and the second would be to allow the public at the end of the meeting to seek clarification on matters arising from the business of the meeting. Each of the public input opportunity should be limited to 15 minutes with each member of public being limited to 3 minutes.

Note: A comment made during the course of my inquiry is that the public input should be limited to items on the agenda. Any matter not on the agenda can always be raised by seeking delegation status.

CONCLUSION

Council direction on matter of the limits on the number of delegations and public input process would then permit those being incorporated in the Procedure Bylaw prior to third reading.



Joseph A. Fernandez

Council Procedure Bylaw

Comparisons

Local Government	Number of Delegations Permitted	Public Input	Comments
Cowichan Valley Regional District	Two	Two	First part on agenda items; second part matter of public interest
City of Duncan	Three	One	Items on agenda - otherwise as delegation
Town of Lake Cowichan	No limits	One	Items on agenda - otherwise as delegation
District of North Cowichan	Three	Two	Input on agenda; questions on agenda itemssecond part matters arising from the business of the meeting
Town of Lake Cowichan	?	One	Proposed

