



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday August 14th, 2018 at 6:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) Municipal Hall Upgrades- Update.
- (b) Columbarium Facility- Status.
- (c) Employment Code of Ethics.

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4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS

- (a) Director of Finance re: Financial Report for the Period ending July 31st, 2018.
- (b) Building Inspector re: Building Permits for July, 2018.
- (c) Lake Cowichan Fire Department Incident Report for July, 2018.
- (d) CAO re: Toilet Rebate Programme

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7. NEW BUSINESS

- (a) Cowichan Lake and River Stewardship Society re: Request made at Parks and Rec.
- (b) CLEC water system- Assessment of Existing Well.
- (c) Local Government Role in Cannabis Licensing.

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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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TOWN OF LAKE COWICHAN

COUNCIL POLICY



DATE APPROVED: November 14th, 2017

APPROVED BY:

SUBJECT: Town of Lake Cowichan Employment Code of Ethics

1. Purpose

The senior appointed officials and employees of the Town of Lake Cowichan shall strive at all times to conduct their duties and responsibilities in a manner that is above reproach. To help achieve those goals, they must strive to ensure that:

- public business is conducted with integrity and in a fair, honest and open manner;
- have mutual respect for one another, the public and council and recognize the unique role and contribution each person has in making the Town a better place to work and live in;
- maintain the highest ideals of honour and integrity in public and personal relationships; and
- discharge faithfully the duties of office or employment, as the case may be, without fear or favour.

2. Policy

Application of the Code

To this end, the Council of the Town of Lake Cowichan has adopted an Employment Code of Ethics that is applicable to all persons employed by the Town in recognition that the Town seeks to maintain and enhance the quality of life for all Town residents through effective, responsive and ethical conduct that is fair, honest and open.

3. Conduct of Members

All employed by the Town shall:

1. Maintain the highest ideals of honour and integrity in public and personal relationships and discharge faithfully their duties in a manner that is above reproach.

2. Not use confidential information for the personal profit of themselves or others, nor for the purpose of gaining promotion, nor shall he/she misuse public time in the pursuit of such objectives. Privileged or confidential information should not be shared with others that may give rise to conflict of interest or cause harm to the Town.

3. Not be involved in a conflict of interest or a perception of a conflict of interest where the employee's duties or responsibilities;

- impair his/her ability to act in the public interest; and
- result in the erosion of public trust.

4. Not accept gifts or benefits that may be considered as inducements to seek favours or to influence any decision or action of the Employee.

4. Declare his/her direct or indirect interest in any enterprise, which proposes to transact business with his/her municipality.

5. a) Report to the Chief Administrative Officer any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other officer in the municipality.

b) As Chief Administrative Officer, report to the Municipal Council any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other municipal officer in the municipality.

6. Not use the authority or influence of his/her position with the Town on behalf of a political party or candidate or use working hours for political activity.

7. Continually strive to improve his/her professional ability and to encourage the development of competence of his/her associates in serving the municipality. Recognize that the chief function of a municipal officer at all times is service to his/her employer, and to the public.

8. Carry out his/her duties with impartiality and equality of service to all.

9. Not knowingly engage in any unlawful activity.

10. Not knowingly use e-mail or the Town's computers for personal gain other than as specifically authorized by policy.

11. Not conduct themselves in any way that would detract from the image of integrity or professionalism of the employee. Employee must provide service in a manner that is courteous, professional, equitable and effective.

4. Implementation and Enforcement

The Employment Code of Ethics is intended for all employees.

Employees have a duty to report one or any of the following:

- Situations that contravene the law;
- Where misuse of Town funds or assets occurs;
- Where dangers to public health and safety are known; or
- Where the environment is negatively impacted.

The disclosure of such information will be treated in confidence and employees will not be subject to discipline for reporting wrongdoing by employees.

Where there is a breach of the Employment Code of Ethics, appropriate disciplinary action may be taken.



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: August 3, 2018
SUBJECT: Financial Report for the Period Ending July 31, 2018

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

Point of Note

- CLEC advertising expense was paid to BC Campgrounds and Lodging for membership.
- Quarterly water bills for April, May and June for excess consumption were mailed out at the in July.

The total over consumption billings by month are as follows:

	2018	2017	2016
Jan	2,438	4,591	2,522
Feb	2,587	3,452	2,369
Mar	2,535	2,889	2,559
Apr	3,130	3,304	2,175
May	5,774	3,752	4,115
Jun	4,959	5,479	4,039
Jul		9,751	4,672
Aug		7,885	5,601
Sep		4,310	3,763
Oct		3,494	3,782
Nov		2,761	3,084
Dec		2,376	3,340
Total	\$ 21,423	\$ 54,044	\$ 42,021

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



 Ronnie Gill, CPA, CGA



TOWN OF LAKE COWICHAN
Statement of Expenditure - 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	55,016	101%
Penalties and Interest on Taxes	75,768	75,667	64,500	69,270	65,000	57,510	88%
Business Licences	17,750	18,525	17,000	19,550	17,500	20,800	119%
Building and Other Permits	20,191	48,766	21,000	58,767	24,400	42,907	176%
Storm Drain Connection Fees	210	640	-	5,100	-	470	-
Dog Tags and Fines	4,120	3,610	3,500	3,310	3,200	3,045	95%
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	272,682	100%
BC Wildfire Recoveries	-	-	-	16,300	-	-	-
Garbage Revenues	368,636	375,851	371,300	372,348	370,200	348,385	94%
Lakeview Revenues	182,747	181,951	173,000	204,104	184,000	174,254	95%
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	8,693	85%
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	11,059	67%
Clec Revenues	422,890	414,254	397,000	441,256	420,000	152,547	36%
Unconditional Transfers	474,974	457,917	436,900	471,086	436,900	475,256	109%
Conditional Transfers	64,420	36,940	915,000	440,960	495,854	84,981	17%
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	6,395,728	55%

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	122,230	22%
Fire Department	275,789	310,516	370,200	382,070	400,100	188,475	47%
Police Force	137,228	137,400	145,171	145,171	156,542	143,380	92%
Bylaw Enforcement & Other	48,767	49,537	60,000	66,906	59,000	29,998	51%
Public Works Administration	91,761	121,905	108,500	116,234	105,400	(27,139)	-26%
Public Works Roads	332,615	324,432	418,900	377,517	419,000	148,062	35%
Public Works - Equipment & Other	(157,353)	(113,160)	-	(126,327)	-	(60,946)	-
Garbage Expenses	370,081	383,491	385,300	388,605	394,200	241,672	61%
Planning, Health & Other	48,673	40,524	70,500	55,113	59,000	29,899	51%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	17,024	19,993	22,000	20,669	22,000	3,130	14%
Parks	209,793	204,703	223,600	216,772	231,500	125,179	54%
Lakeview Park	146,810	169,453	169,600	160,342	178,400	120,783	68%
CLEC Expense	432,171	484,687	432,100	522,897	471,000	277,789	59%
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	594,152	10%
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	2,181,690	95%
	6,632,093	6,998,949	9,161,879	7,494,027	11,712,095	4,330,371	82%
Surplus(Deficit)	25,558	(381,541)	-	(424,962)	21,583	2,065,357	

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	38,909	52%
Mayor and Council Expenses	30,304	36,889	41,500	38,260	42,500	18,848	44%
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	11,996	47%
Office Wages	393,621	423,929	425,000	419,166	425,000	231,832	55%
Office Expenses	29,035	48,542	56,500	31,051	56,500	19,388	34%
Data Processing	20,466	22,447	24,600	18,837	24,600	15,706	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	-	(59,029)	-
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	122,230	22%

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	10,674	63%
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	22,620	42%
Miscellaneous Operations	51,391	42,095	91,500	85,307	103,900	48,823	47%
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	30,248	39%
	275,789	310,516	370,200	348,742	395,100	187,987	48%
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	188,475	47%
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	8,713	51%
Building Inspection	33,861	33,987	37,000	34,282	35,500	21,286	60%
	48,767	49,537	60,000	66,906	59,000	29,998	51%

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	18,924	54%
PW Admin Wages	199,001	206,506	210,000	205,676	210,000	116,148	55%
PW Admin Other	4,287	5,083	13,300	19,449	15,800	7,318	46%
Safety and Training	21,458	35,184	27,000	40,944	34,000	19,871	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	(27,139)	-26%
Equipment Costs							
Equipment	143,364	180,832	-	165,583	-	87,790	-
Equipment Allocations	(300,717)	(293,992)	-	(291,910)	-	(148,885)	-
	(157,353)	(113,160)	-	(126,327)	-	(61,095)	-
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	2,826	31%
Boulevards	54,719	42,398	31,000	45,512	31,000	12,763	41%
Crack Sealing	7,880	-	10,000	2,151	10,000	-	0%
Dangerous Trees	9,826	8,795	13,000	5,502	13,000	6,808	52%
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	4,767	48%
Litter Control	9,714	15,787	16,000	7,085	16,000	4,115	26%
Marking	15,063	14,348	10,000	10,866	10,000	-	0%
Mowing	5,943	1,822	13,000	6,105	13,000	4,336	33%
Patching	10,263	10,836	15,000	19,320	15,000	6,409	43%
Roads-other	15,907	3,076	14,000	11,177	14,000	3,753	27%
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	2,619	19%
Sidewalks	19,828	16,617	16,000	15,578	16,000	6,228	39%
Signs	7,078	7,733	11,000	9,615	11,000	1,830	17%
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	3,847	8%
Street Lighting	72,591	78,756	79,000	82,279	79,000	50,013	63%
Street Sweeping	8,576	4,349	11,000	8,899	11,000	6,907	63%
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	148,062	35%

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	316,564	102%
Toter rentals	3,804	4,140	3,500	3,808	3,300	3,797	115%
Penalties	4,125	3,804	3,800	3,737	3,700	1,902	51%
Recycling	50,781	56,485	50,000	52,213	52,000	26,122	50%
	368,636	375,851	371,300	372,348	370,200	348,385	94%
Expenditures							
Regular collection costs	237,936	241,643	237,000	245,923	244,000	147,939	61%
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	31,655	50%
Recycling costs	38,870	39,204	45,000	39,359	45,000	19,878	44%
	370,081	383,491	385,300	388,605	394,200	241,672	61%
Net	(1,445)	(7,640)	(14,000)	(16,257)	(24,000)	106,713	

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	11,059	67%
Public Health Expenses	7,689	11,060	13,500	15,405	17,000	3,788	22%
NET	53,240	50,128	48,000	45,869	44,500	33,421	75%
Planning							
Planning and Zoning Expenses	15,386	24,280	32,500	19,632	32,500	21,854	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	2,158	54%
Neighbourhood of learning	-	-	-	-	-	-	-
	25,598	5,184	24,500	20,076	9,500	4,256	45%
Total Development Services Expenses	48,673	40,524	70,500	55,113	59,000	29,899	51%
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	968	1,020	2,500	1,212	2,500	424	17%
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	3,130	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	1,098	46%
Centennial Park	23,971	24,000	11,512	12,000	6,661	20,000	20,356	102%
Central Park	16,593	19,000	18,289	19,000	12,727	19,000	7,317	39%
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	918	31%
Dashwood Park	672	1,200	364	1,200	213	1,200	280	23%
Entrance Sign	12,622	10,000	8,039	10,000	38,930	10,000	4,577	46%
Footbridge	4,771	4,500	4,270	4,500	1,986	4,500	834	19%
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	532	53%
Greendale Park	7,576	5,700	2,410	5,700	3,235	5,700	1,516	27%
Heritage Garden	4,089	5,000	5,344	5,000	8,998	5,000	5,211	104%
Kaatza Museum	6,772	10,000	9,028	10,000	10,830	10,000	5,742	57%
King George Roundabout Park	5,842	10,000	20,258	10,000	24,694	10,000	3,907	39%
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	1,893	111%
Memorial Park	6,907	6,500	4,505	6,500	5,784	6,500	2,874	44%
Ohtaki Park/Kasapi Center	2,807	15,000	4,462	10,000	2,976	10,000	823	8%
Park Bench Maintenance	5,537	5,000	3,299	5,000	1,188	5,000	(69)	-1%
Parks General	14,969	16,000	14,560	16,000	23,000	16,000	11,495	72%
Parkstone Park	830	2,000	889	2,000	1,162	2,000	1,451	73%
Joginder Bains Park - Point Ideal	1,585	3,500	1,748	3,500	2,035	3,500	5,365	153%
Ravine Park	-	500	-	-	-	500	-	0%
Riverside Park	5,721	5,900	4,900	5,900	2,691	5,900	2,684	45%
Sahtlam Park	1,885	2,500	1,488	2,500	1,179	2,500	2,766	111%
Saywell Park	19,623	20,000	13,638	20,000	13,592	20,000	8,846	44%
Seniors Centre	2,711	2,100	1,384	2,100	3,117	3,100	1,445	47%
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	2,678	89%
Town Square	11,227	3,000	6,582	3,500	4,300	3,000	2,126	71%
Trans Canada Trail	2,493	5,000	3,741	5,000	2,198	5,000	6,973	139%
Trestle Walkway	1,874	3,000	748	3,000	830	3,000	429	14%
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	5,767	38%
Winter Park	7,588	7,000	7,314	7,000	6,073	7,000	2,538	36%
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>125,179</u>	<u>54%</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	139,153	107%
Walk Ins	29,457	23,687	22,000	24,934	22,000	3,061	14%
Power Fees	21,416	20,475	18,000	24,022	22,000	21,221	96%
Propane	-	-	-	-	-	-	-
Wood and ice sales	3,556	6,433	5,000	3,738	4,000	4,037	101%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	52	-	-	-	-	-
Moorage	8,042	6,081	6,000	8,717	6,000	6,782	113%
	<u>182,747</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>184,000</u>	<u>174,254</u>	<u>95%</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	30,829	56%
Maintenance Wages	4,861	6,094	6,000	7,179	7,000	1,583	23%
Contracted Services	9,822	10,381	10,000	7,317	15,000	8,814	59%
PW Labour	849	1,201	1,000	348	1,000	629	63%
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	6,709	48%
Other Expenses	8,246	7,849	8,000	9,342	10,500	6,226	59%
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	12,263	82%
Public Works Charges	263	1,312	500	12	500	346	69%
Telephone	3,136	2,894	3,000	1,674	3,000	1,280	43%
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>120,783</u>	<u>68%</u>
Net	<u>35,937</u>	<u>12,498</u>	<u>3,400</u>	<u>43,763</u>	<u>5,600</u>	<u>53,472</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	3,500	58%
JCP	600	-	-	-	-	-	-
	<u>422,890</u>	<u>414,254</u>	<u>397,000</u>	<u>441,256</u>	<u>420,000</u>	<u>152,547</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	37,880	47%
Food Supplies	67,394	76,105	60,000	79,926	70,000	37,614	54%
Custodians	32,046	34,266	30,000	44,616	40,000	20,402	51%
Equipment	-	-	-	-	-	-	-
Supplies	2,499	3,223	4,000	4,283	4,000	2,355	1
	<u>187,164</u>	<u>193,852</u>	<u>174,000</u>	<u>222,904</u>	<u>204,000</u>	<u>100,759</u>	<u>128%</u>
Expenditures - Fixed							
Admin Salaries	164,005	180,542	181,000	175,810	181,000	98,056	54%
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	3,500	58%
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	6,606	58%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	807	-
Contracted Services	15,191	17,839	8,000	19,140	8,000	24,434	305%
Maintenance	30,831	40,336	24,000	40,288	24,000	22,099	92%
Public Works Charges	3,017	14,717	6,000	13,382	6,000	6,369	106%
Miscellaneous Operations	38	1,903	200	790	200	4,272	21
	<u>245,007</u>	<u>290,835</u>	<u>258,100</u>	<u>299,993</u>	<u>267,000</u>	<u>177,030</u>	<u>66%</u>
Total Expenses	<u>432,171</u>	<u>484,687</u>	<u>432,100</u>	<u>522,897</u>	<u>471,000</u>	<u>277,789</u>	<u>59%</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>(125,242)</u>	<u>246%</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>(71,770)</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>(75,395)</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	-	20,000	4,119	21%
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>3,872,000</u>	<u>4,119</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	-	(0)	-
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>27,834</u>	<u>23%</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	16,675	104%
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>40,301</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	-	-	-	-	-	-	-
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>891,500</u>	<u>76,849</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	-	-	-	-	-	0	-
Centennial Park Upgrades	-	406,433	1,048,500	897,584	400,000	440,305	110%
Pickleball/Tennis Courts	-	-	50,000	35,054	14,945	617	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>441,741</u>	<u>85%</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>594,152</u>	<u>10%</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	466,952	102%
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	2,547	55%
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>639,199</u>	<u>102%</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	34,825	54%
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	2,996	75%
Sewer Flushing	7,120	29	6,500	6,615	7,000	4,622	66%
Sewer Pump Maintenance	40,957	39,818	46,500	32,373	76,500	26,554	35%
Sewer Lagoon Maintenance	89,846	67,319	91,300	55,706	91,300	27,491	30%
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	0%
	<u>2,006,534</u>	<u>505,171</u>	<u>2,280,100</u>	<u>409,630</u>	<u>732,800</u>	<u>278,216</u>	<u>38%</u>
Surplus(Deficit)	<u>(49,600)</u>	<u>105,644</u>	<u>-</u>	<u>222,398</u>	<u>(105,400)</u>	<u>360,983</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	-	0	-
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	1,558,464	91,855	1,880,500	2,055	290,000	0	0%

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	560,201	101%
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	3,028	55%
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>839,569</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	2,882	64%
General Maintenance	83,099	74,040	89,000	68,382	89,000	37,119	42%
Hydrants	14,723	14,460	22,660	15,441	22,660	8,432	37%
New Connections	7,950	5,416	8,000	16,594	8,000	7,043	88%
Connection Maintenance	55,827	58,635	75,000	56,233	75,000	18,250	24%
Water Meters	11,322	10,253	8,500	21,000	13,500	13,471	100%
Pump House Maintenance	33,226	36,838	32,500	44,432	32,500	19,764	61%
Booster Pumps Maintenance	11,239	10,032	11,300	8,425	11,300	5,210	46%
Slopes water pump station	4,791	5,241	8,000	5,582	8,000	3,273	41%
Greendale Water Connection	3,469	7,844	5,000	14,448	-	2,399	-
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	3,185,660	65%
	<u>562,721</u>	<u>572,451</u>	<u>7,627,614</u>	<u>3,043,894</u>	<u>5,474,860</u>	<u>3,534,221</u>	<u>65%</u>
Surplus(Deficit)	<u>148,418</u>	<u>202,530</u>	<u>-</u>	<u>(12,080)</u>	<u>(813,418)</u>	<u>(2,694,652)</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	449,652	123%
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	2,731,741	67%
Water Service Replacements	-	-	25,000	-	69,000	-	0%
	-	-	-	-	-	-	-
	16,540	28,534	7,145,354	2,470,128	4,915,000	3,185,660	35%



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JULY

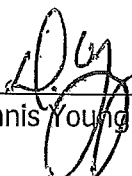
DATE: AUG. 2, 2018

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	23	16	3	2	
Commercial	6				
Carport / garage	2	4			1
Demolitions	2				
Renovations	10	8		1	1
Deck	7	2			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	51	30	3	3	2

Building Permit Fees	Value of construction	Permit fees
For the current month	77,210.00	1,010.00
Year to Date	4,031,705.00	40,891.00



 Dennis Young



Memo

TO: Mayor and Council
SUBJECT: Toilet Rebate Programme
DATE: August 10, 2018
FROM: Chief Administrative Officer

BACKGROUND

The Town's toilet rebate programme has been in existence since 2005 when water usage was uncontrolled and users were charged a flat monthly metered rate. A study commissioned in 1993 indicated that Lake Cowichan had a higher water consumption rate than the average of 17 communities on Vancouver Island.

Until before water usage was metered, the Town saw the implementation of a toilet implementation programme as a means to encourage water conservation. Now that we had metering in place since 2012, and the costs of a low flush toilet now can cost as little as \$100, it may be time to revisit the usefulness of continuing with this programme.

STAFF RECOMMENDATION

that the committee recommend that the toilet rebate programme be discontinued beginning in 2019.

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

Joseph A. Fernandez

July 30, 2018

FILE: P17-130

Opus International Consultants (Canada) Limited
Suite 310, 1207 Douglas Street
Victoria, BC V8W 2E7
Attention: Carol Campbell, P.Eng.

Re: Cowichan Lake Education Centre – Work Plan and Cost Estimate for Source Approval and Technical Assessment of Existing Well

Dear Carol:

As requested, Western Water Associates Ltd. (WWAL) is providing this proposed work plan and cost estimate for hydrogeological services to assess an existing well at the Cowichan Lake Outdoor Education and Conference Centre in Lake Cowichan, BC.

1. INTRODUCTION AND PROJECT UNDERSTANDING

We understand that Opus International Consultants (Canada) Limited (Opus) is assisting the Town of Lake Cowichan in developing a groundwater supply for the Cowichan Lake Outdoor Education and Conference Centre. The minimum desired volume of the water supply is 0.35 L/s (~6 USgpm) which is proposed to be provided by an existing well.

Exploratory drilling was previously conducted in the area in September 2008 by Drillwell Enterprises Ltd. under the direction of Thurber Engineering Ltd. A well drilled at the Education Centre identified a potential driller's estimated yield of 15 USgpm (~1 L/s). The well was given the BC Ministry of Environment Well Tag Number 96143 and Well Identification Plate Number (WIN) 28113. WIN 28113 was subsequently step test pumped by BC Aquifer Ltd. on August 12, 2009 at flow rates varying between approximately 4 and 23 USgpm (~0.25 to 1.5 L/s). It is unknown if water quality sampling or a formal yield assessment of the well was conducted at this time. Test pumping observations suggest that the water produced during testing at the time contained a high volume of silt/sand.

In May 2018, the Town retained Drillwell to redevelop well 28113. Based on review of correspondence between the Town and Drillwell, we understand redevelopment was successful in reducing the sand produced from the well. Following redevelopment, the proposed supply was inspected by Island Health (IH) on July 6, 2018. In their inspection report, IH noted that the well needed to undergo Source Approval and a 'groundwater at risk of containing pathogens' (GARP) assessment prior to permitting.

Under the *BC Water Sustainability Act*, new non-domestic groundwater users are also required to apply for a licence prior to use. For some applications, the statutory decision maker may require a technical assessment be completed by a professional with competency in hydrogeology. The components of a technical assessment are described in the document entitled 'Guidance for Technical Assessment Requirements in Support of an Application for Groundwater Use in British Columbia'. The Provincial requirements include (but are not

necessarily limited to): upgrades to the existing well, assessment of aquifer vulnerability, well/wellhead protection evaluation, GARP assessment, estimate of hydraulic properties of the aquifer, and assessment of setbacks from potential contamination sources.

At Opus' request, WWAL previously provided a proposal dated September 28, 2017 for a feasibility level assessment of the existing well. This updated letter presents our proposed scope of services and associated estimate of cost to provide an assessment of the well to meet the hydrogeological aspects of Source Approval and licensing.

2. SCOPE OF SERVICES

Western Water Associates will undertake the following tasks for a hydrogeological assessment of WIN 28113.

- Collect and review existing information on well construction and previous test pumping.
- Undertake a site visit by a Professional Hydrogeologist.
- Coordinate and direct test pumping of the existing well for 5-hours of step testing (to determine the optimal pumping rate) and for 48-hours at a continuous rate of at least 0.35 L/s and up to 1 L/s. While testing, water levels in the pumping well and any nearby and accessible observation well would be monitored. Test pumping would be followed by up to 5 hours of recovery readings.
- During test pumping, arrange for collection of water samples from the well for water quality testing. This will include one sample for the full suite of parameters required by IH for approval of new water sources and for microscopic particulate analysis (MPA)/aerobic spore-forming bacteria enumeration (for use in GARP evaluation).
- Examine water quality results and compare to the Guidelines for Canadian Drinking Water Quality to check that the well water meets requirements for potable use.
- Undertake a preliminary GARP evaluation, including screening of the well based on the Stage 1 Screening Tool Checklist provided in Guidance Document for Determining Ground Water At Risk of Containing Pathogens (GARP) Version 2. This includes compiling and reviewing the data collected, including MPA sampling, to support the GARP determination. Additional monitoring or sampling, if required, would be described in the report.
- Assess all test pumping data to estimate optimal, long-term, well yield and theoretical capture zone and provide an assessment of aquifer vulnerability, well/wellhead protection and setbacks from potential contamination sources.
- Estimate hydraulic properties of the aquifer (e.g., hydraulic conductivity, transmissivity, and storativity) from both drawdown and recovery data, including the identification of likely boundary conditions.

- Assess potential impacts on any nearby groundwater users and connectivity between adjacent aquifers (if appropriate). Assess hydraulic connectivity between proposed well and nearby surface water in accordance with Provincial guidance to support licensing.
- Provide a report prepared by a Professional Hydrogeologist for submission to IH and to the BC Ministry of Forests, Lands and Natural Resource Operations to meet the hydrogeological requirements for Source Approval and licensing of new water sources.
- Prepare and submit a licensing application for the existing well. Our estimated fee includes approximately 4 hours to respond to questions/requests from Ministry staff following licence application submittal.

3. PROPOSED COSTS AND SCHEDULE

Our estimated cost to undertake the work as described, excluding all applicable taxes, is **\$33,750**. A breakdown of the time and disbursements to complete the work is included in the following table.

Task	Service Provider	Estimated Cost
Test pumping (5 hours step test and 48 hours continuous) ^{1,2}	Certified Pump Installer	\$11,250
Water analysis (potability and MPA ³)	Laboratory	\$1,500
Site visit	Western Water	\$1,500
Preliminary GARP evaluation	Western Water	\$1,000
Data compilation/assessment	Western Water	\$3,500
Reporting	Western Water	\$13,000
Licence application	Western Water	\$1,500
Disbursements (equipment, vehicle rental/fuel)	-	\$500
Total (excluding tax)		\$33,750

¹Costs assume test pumping contractor would be hired by the client directly. If it is preferred that these works be sub-contracted by WWAL, a markup of 7% (approximately \$788, based on the estimated costs provided) would apply.

²Includes \$2,400 for a silent run generator and fuel. If a suitable power supply on site can be used, then this amount may be removed from the cost estimate.

³Potable requirements of Island Health's 'Guidelines for the Approval of Water Supply Systems' and Microscopic Particulate Analysis (MPA, 1 sample) for initial supportive data for GARP assessment (conducted by Hyperion Research Ltd.).

We will invoice on an hourly rate basis. All work will be undertaken according to the following rates:

- Project Hydrogeologist: \$165;
- Principal for Senior Review: \$200;
- Junior Scientist: \$135;
- Drafting/GIS Technician: \$110;
- Mileage: \$0.60/km; and,
- Administration Fee: 3% on labour.

We are prepared to commence work on this project within 15 working days from receiving authorization to proceed. We have spoken with the proposed pump installer (BC Aquifer Ltd.) and they estimate they would have similar availability for carrying out the test pumping. Test pumping is ideally conducted during the dry season (late summer to early fall), when precipitation events are less significant and groundwater levels are typically near their lowest.

The Province's processing time for new licence applications varies. Based on our experience with other projects, we estimate at least five months from the date of application submission to receive a response. Note that a proposed new groundwater source must be licensed prior to use.

4. PROJECT TEAM

Work will be carried out under the direction of Chad Petersmeyer, M.Sc., P.Geo., WWAL's Coastal B.C. and Vancouver Island manager. Mr. Petersmeyer is a Masters graduate of the University of British Columbia in Hydrogeology with over 17 years of hydrogeological experience. He is the current Professional and Technical Director of the BC Ground Water Association. Chad has been involved in groundwater supply work for numerous communities, First Nations, industries, and Regional Districts in BC. He has extensive experience on Vancouver Island and works regularly with area well drilling contractors and frequently interfaces with staff from Island Health, Ministry of Environment, and the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO). Chad has been the hydrogeologist of record on two major projects undergoing Environmental Assessments under the B.C. Environmental Assessment Act for large groundwater extractions.

Senior review will be carried out by either Doug Geller, M.Sc., P.Geo. or Mike Wei, M.Sc., P.Eng. Doug Geller is WWAL's President and Senior Hydrogeologist and has 30 years of groundwater supply experience. Doug is a former director of the B.C. Groundwater Association and is currently Chair of the B.C. Water and Waste Association Water Sustainability Committee and is highly knowledgeable about the Water Sustainability Act and Regulations, as well as groundwater supply for small and large communities throughout the Province.

Mike Wei has 35 years of experience with the Ministry of Environment and is now working with WWAL as a consultant. Mike has extensive experience in conducting technical groundwater assessments, developing groundwater policies and legislation (for the Province of BC), as well as in developing and delivering effective technical training to a variety of learners. Mike is the former Head of ENV's Aquifer and Watershed Science and program lead for the province's Groundwater Program. Mike has been involved in assessment of nitrate contamination in the aquifers at Grand Forks and Abbotsford and was the groundwater expert in the development of the Water Sustainability Act, Water Sustainability Regulation and Groundwater Protection Regulation. In 2017, Mike received the Canadian Nation Chapter of the International Association of Hydrogeologists' Farvolden Award, which is Canada's highest honour for a groundwater scientist.

5. WESTERN WATER ASSOCIATES PROFILE

Western Water Associates Ltd. is a hydrogeology and water resource management firm, established in 2011 by five engineers and hydrogeologists. WWAL has offices in Vernon, Victoria and Prince George, B.C.

The company is a highly-focused consulting firm, specializing in groundwater and earth sciences. Strong connections with industry, government and academia ensure that the company is informed on regulations and

technically current. All of the firm's partners have extensive experience in British Columbia, including involvement in numerous groundwater well development and rehabilitation projects, source water protection planning, water quality assessments and projects involving stormwater and wastewater disposal to ground. We serve as hydrogeological consultants for many municipalities and water purveyors, including the Cowichan Valley Regional District, District of Lillooet, District of North Cowichan, Mill Bay Waterworks, Towns of Osoyoos and Oliver, City of Armstrong and City of Merritt, the Okanagan Falls, Eagle Rock and Big Eddy Waterworks Districts, Village of Chase, and other local governments such as the Columbia-Shuswap Regional District, Cariboo Regional District, the District of 100 Mile House and the Regional District of Okanagan-Similkameen.

More on Western Water Associates Ltd. can be found on our website www.westernwater.ca.

6. CLOSURE

We trust this letter provides the information you require. If you have any questions, please contact us.

Western Water Associates Ltd.



Chad Petersmeyer, M.Sc., P.Geo.

Senior Hydrogeologist



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available.

Branch name change

The Liquor Control and Licensing Branch has been renamed to the Liquor and Cannabis Regulation Branch (LCRB) to represent its new additional responsibility of licensing and monitoring the retail sale of non-medical cannabis in British Columbia.

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents

- if it makes a recommendation to deny the application then the LCRB may not issue the licence
- if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at cannabisregs@gov.bc.ca.