



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday December 11th, 2018 at 5:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

(a) Municipal Hall Upgrades- Update.

4. DELEGATIONS AND REPRESENTATIONS

5. CORRESPONDENCE

(a) 2019 BC Community Achievement Awards

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6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

7. REPORTS

(a) Director of Finance re: Financial Report for the Period ending November, 30th 2018.

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(b) Building Inspector re: Building Permits for November, 2018.

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(c) Lake Cowichan Fire Department Incident Report for November, 2018.

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(d) Bylaw Officer re: Report for November, 2018

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8. NEW BUSINESS

(a) Group Insurance for Elected Officials

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9. NOTICES OF MOTION

10. PUBLIC RELATIONS ITEMS

11. QUESTION PERIOD (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

- Limited to items on the agenda

12. ADJOURNMENT

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December 6, 2018

Ross Forrest
39 South Shore Rd PO Box 860
Lake Cowichan, BC V0R 2G0

Board of Directors:

Re: 2019 BC Community Achievement Awards

Chair:
Scott McIntyre, CM

Dear Ross,

Hon. Lisa Beare

Thank you for your nomination of Pat Weaver for a BC Community Achievement Award. I am writing to remind you that nominations are active for a three-year period. Therefore, your nomination will be brought forward for consideration for the 2019 BC Community Achievement Awards.

Kevin Bent

Yuri Fulmer, OBC

If you wish to update your nomination and/or submit additional information, please do so prior to **January 15, 2019**. Nomination updates can be emailed to rup@bcachievement.com or mailed to PO Box 3663 Stn Terminal, Vancouver, BC, V6B 3Y8.

Sonia Furstenu, MLA

Christopher Gaze, OBC

*Anne Giardini, OC,
OBC, QC*

Hon. John Horgan

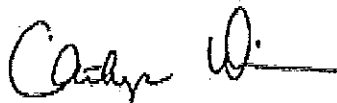
We will resubmit the package currently on file if we do not hear from you. Please do not hesitate to contact us at 604-261-9777 or 1-866-882-6088 with any questions or concerns.

Jack Lohman, CBE

Robert Louie, OC

Kind regards,

Sophie Pierre, OC



Judith Sayers, CM

Rachna Singh, MLA

Cathryn Wilson
Executive Director | BC Achievement Foundation



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: December 7, 2018
SUBJECT: Financial Report for the Period Ending November 30, 2018

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

Highlights:

- Surplus is overstated in the general, water and sewer funds due to outstanding payables and capital projects still in progress.
- 2019 dog tags were available for sale as of Dec. 3rd and the 2019 business license renewal letters were mailed out in the beginning of December.
- The Education Centre and Lakeview Park are in a net deficit position that is lower than that projected in the budget. However, there will be operational costs to fiscal year-end.
- The water metering equipment will be upgraded at an estimated cost of \$30,000.

Schedule for Water Treatment Plant Completion

To contextualize the changes to the project so far, and accounting for all the changes outlined [REDACTED], the total changes added to the project is less than 7% of the original contract price. This included rock and organic material removal that was unexpected, as well as the additional changes that were not able to be foreseen at tender. This remains well within an acceptable contingency for a project of this complexity and size.

Due to the various changes outlined above, and the rock and organic material removal earlier in the project, the schedule has been delayed from the end of October 2018 to the end of January 2019. The construction permit with VIHA has been extended to this date. The changes outlined above will have further schedule impacts, but we still aim to be complete by end of January 2019. The issue of the pH adjustment may push this schedule further – Stantec will further advise the Town when this schedule impact is known.

Once brought on line, the plant is envisaged to operate smoothly.



Ronnie Gill, CPA, CGA
Director of Finance

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

	2015	2016	2017	2017 *	2018	2018	2018
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	%
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	58,988	91%
Business Licences	17,750	18,525	17,000	19,550	17,500	40,575	232%
Building and Other Permits	20,191	48,766	21,000	58,767	24,400	65,105	267%
Storm Drain Connection Fees	210	640	-	5,100	-	560	-
Dog Tags and Fines	4,120	3,610	3,500	3,310	3,200	3,590	112%
Interest on Investments	41,405	52,639	30,000	63,815	30,000	83,819	279%
Fire Service to CVRD	189,012	216,658	230,000	239,861	272,511	272,682	100%
BC Wildfire Recoveries	-	-	-	16,300	-	63,127	-
Garbage Revenues	368,636	375,851	371,300	372,348	370,200	373,837	101%
Lakeview Revenues	182,747	181,951	173,000	204,104	184,000	203,016	110%
Sale of Assets	31,054	246,065	-	-	-	-	-
Public Works Revenues	4,707	1,400	-	2,102	-	2,689	-
Fire Department Revenues	19,634	484	-	74,790	-	2,110	-
Other Revenue	339,335	68,576	10,250	30,123	10,200	10,797	106%
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	41,093	91%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	16,617	101%
Clec Revenues	422,890	414,254	397,000	441,256	420,000	381,543	91%
Unconditional Transfers	474,974	457,917	436,900	471,086	436,900	475,740	109%
Conditional Transfers	64,420	36,940	915,000	440,960	495,854	91,736	19%
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	6,852,265	58%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	317,702	58%
Fire Department	275,789	310,516	370,200	382,070	400,100	312,907	78%
Police Force	137,228	137,400	145,171	145,171	156,542	144,978	93%
Bylaw Enforcement & Other	48,767	49,537	60,000	66,906	59,000	68,350	116%
Public Works Administration	91,761	121,905	108,500	116,234	105,400	23,821	23%
Public Works Roads	332,615	324,432	418,900	377,517	419,000	264,144	63%
Public Works - Equipment & Other	(157,353)	(113,160)	-	(126,327)	-	(119,606)	-
Garbage Expenses	370,081	383,491	385,300	388,605	394,200	354,901	90%
Planning, Health & Other	48,673	40,524	70,500	55,113	59,000	45,703	77%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	17,024	19,993	22,000	20,669	22,000	14,475	66%
Parks	209,793	204,703	223,600	216,772	231,500	227,254	98%
Lakeview Park	146,810	169,453	169,600	160,342	178,400	177,842	100%
CLEC Expense	432,171	484,687	432,100	522,897	471,000	453,181	96%
Lakeview Road	2,754	-	10,000	18,165	13,000	5,570	43%
Transfer To Library	119,314	123,852	127,782	127,782	134,872	134,872	100%
Capital	856,675	1,102,141	3,482,500	1,269,829	5,904,445	778,871	13%
Debt Charges - Interest	1,852	2,662	3,000	1,801	3,000	2,871	96%
Debt Payments - Fire	175,110	189,689	195,000	191,512	186,200	159,178	85%
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	-	21,583	-	0%
Transfers To Other Governments	2,163,113	2,112,124	2,155,326	2,159,035	2,290,836	2,190,843	96%
	6,632,093	6,998,949	9,161,879	7,494,027	11,733,678	5,557,857	82%
Surplus(Deficit)	25,558	(381,541)	-	(424,962)	-	1,294,408	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	61,419	82%
Mayor and Council Expenses	30,304	36,889	41,500	38,260	42,500	34,238	81%
Mildred Child Annex	2,556	2,131	2,600	2,863	3,100	1,974	64%
Municipal Hall	16,371	17,234	25,600	17,995	25,600	16,439	64%
Office Wages	393,621	423,929	425,000	419,166	425,000	387,961	91%
Office Expenses	29,035	48,542	56,500	31,051	56,500	27,859	49%
Data Processing	20,466	22,447	24,600	18,837	24,600	16,730	68%
Legal Expense	9,215	25,901	15,000	21,867	15,000	24,812	165%
Audit	23,792	16,748	26,000	8,190	26,000	16,695	64%
Elections	-	-	2,000	-	10,000	4,575	46%
Insurance	49,638	49,758	75,000	62,259	75,000	90,202	120%
Grants-in-aid	6,115	4,050	5,000	3,650	5,000	4,750	95%
Ohtaki expense	5,059	3,885	6,500	-	6,000	3,163	53%
Ohtaki recoveries	-	(56)	-	-	-	(20)	-
Payroll Benefits Clearing	40,370	27,565	-	64,388	-	(131,394)	-
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	317,702	58%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	90,083	86%
Other Wage Costs	17,183	16,962	17,000	18,882	17,000	16,954	100%
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	41,216	77%
Miscellaneous Operations	51,391	42,095	91,500	85,307	103,900	85,396	82%
Training	12,996	24,172	24,000	26,298	26,000	20,424	79%
Fire Vehicles & Equipment	39,557	59,465	76,100	54,136	76,800	44,346	58%
	275,789	310,516	370,200	348,742	395,100	311,420	79%
Firesmart	-	-	-	9,091	-	-	-
Community Wildfire Protection Plan	-	-	-	24,236	5,000	1,488	30%
	-	-	-	33,328	5,000	1,488	30%
Total Fire Department	275,789	310,516	370,200	382,070	400,100	312,907	78%
Bylaw Enforcement & Other							
BC Wildfire - Recoveries	-	-	-	(16,300)	-	(63,127)	-
Emergency Measures	-	-	6,500	16,300	6,500	20,520	316%
Bylaw Enforcement/Animal Control	14,906	15,549	16,500	16,324	17,000	15,135	89%
Building Inspection	33,861	33,987	37,000	34,282	35,500	32,694	92%
	48,767	49,537	60,000	66,906	59,000	68,350	116%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	36,699	105%
PW Admin Wages	199,001	206,506	210,000	205,676	210,000	143,926	69%
PW Admin Other	4,287	5,083	13,300	19,449	15,800	8,623	55%
Safety and Training	21,458	35,184	27,000	40,944	34,000	23,972	71%
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	23,821	23%
Equipment Costs							
Equipment	143,364	180,832	-	165,583	-	132,677	-
Equipment Allocations	(300,717)	(293,992)	-	(291,910)	-	(252,505)	-
	(157,353)	(113,160)	-	(126,327)	-	(119,828)	-
Other Costs							
Billable Outside Jobs	(0)	-	-	-	-	222	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-	-
	(0)	-	-	-	-	222	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	24,472	79%
Crack Sealing	7,880	-	10,000	2,151	10,000	-	0%
Dangerous Trees	9,826	8,795	13,000	5,502	13,000	13,769	106%
Ditches & Culverts	2,618	1,930	10,000	1,866	10,000	3,022	30%
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	8,143	81%
Litter Control	9,714	15,787	16,000	7,085	16,000	8,039	50%
Marking	15,063	14,348	10,000	10,866	10,000	3,031	30%
Mowing	5,943	1,822	13,000	6,105	13,000	6,050	47%
Patching	10,263	10,836	15,000	19,320	15,000	10,373	69%
Roads-other	15,907	3,076	14,000	11,177	14,000	8,675	62%
Seasonal decoration	14,588	11,445	12,000	13,322	12,000	23,876	199%
Shoulders	6,587	6,354	14,000	12,673	14,000	3,148	22%
Sidewalks	19,828	16,617	16,000	15,578	16,000	19,315	121%
Signs	7,078	7,733	11,000	9,615	11,000	5,030	46%
Snow removal	5,015	28,880	50,000	48,888	50,000	1,863	4%
Storm Drains & Catch Basins	38,298	41,147	50,000	33,905	50,000	9,073	18%
Street Lighting	72,591	78,756	79,000	82,279	79,000	79,334	100%
Street Sweeping	8,576	4,349	11,000	8,899	11,000	9,629	88%
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	264,144	63%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 30, 2018
General Fund - Schedule of Garbage Collection

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	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	318,087	102%
Toter rentals	3,804	4,140	3,500	3,808	3,300	4,455	135%
Penalties	4,125	3,804	3,800	3,737	3,700	3,451	93%
Recycling	50,781	56,485	50,000	52,213	52,000	47,843	92%
	368,636	375,851	371,300	372,348	370,200	373,837	101%
Expenditures							
Regular collection costs	237,936	241,643	237,000	245,923	244,000	225,362	92%
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	53,973	86%
Recycling costs	38,870	39,204	45,000	39,359	45,000	33,366	74%
	370,081	383,491	385,300	388,605	394,200	354,901	90%
Net	(1,445)	(7,640)	(14,000)	(16,257)	(24,000)	18,936	

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TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	41,093	91%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	16,617	101%
Public Health Expenses	7,689	11,060	13,500	15,405	17,000	4,961	29%
NET	53,240	50,128	48,000	45,869	44,500	52,749	119%
Planning							
Planning and Zoning Expenses	15,386	24,280	32,500	19,632	32,500	34,751	107%
Other Functions							
Town Economic Development	2,120	1,245	14,000	10,666	5,000	2,798	56%
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	5,991	63%
Total Development Services Expenses	48,673	40,524	70,500	55,113	59,000	45,703	77%
Centennial Hall	-	-	-	-	-	-	-
Info Centre							
PW Labour	968	1,020	2,500	1,212	2,500	748	30%
Water, Sewer & Garbage	1,216	647	700	-	700	-	0%
Contracted Services	10,687	15,540	15,000	15,740	15,000	11,250	75%
Other Expenses	4,154	3,986	5,000	4,917	5,000	3,677	74%
Recoveries - hydro	-	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	100%
	17,024	19,993	22,000	20,669	22,000	14,475	66%

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

\$	2015	2016	2016	2017	2017	2018	2018	2018
	Actuals	Budget	Actuals	Budget	*Actuals	Budget	Actuals	%
Parks								
Beaver Park	31	500	-	500	182	500	3,675	735%
Bell Tower School	1,378	2,400	1,320	2,400	1,877	2,400	1,316	55%
Centennial Park	23,971	24,000	11,512	12,000	6,661	20,000	42,535	213%
Central Park	16,593	19,000	18,289	19,000	12,727	19,000	13,501	71%
Civic Square	929	2,500	1,005	2,500	614	2,500	495	20%
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	2,894	96%
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	8,536	85%
Footbridge	4,771	4,500	4,270	4,500	1,986	4,500	1,234	27%
Footpath maintenance	1,506	2,000	357	2,000	51	2,000	400	20%
Forest Ranger Building	1,091	1,400	1,685	-	-	-	-	-
Gillespie Park	608	1,000	1,242	1,000	672	1,000	594	59%
Greendale Park	7,576	5,700	2,410	5,700	3,235	5,700	6,745	118%
Heritage Garden	4,089	5,000	5,344	5,000	8,998	5,000	12,656	253%
Kaatza Museum	6,772	10,000	9,028	10,000	10,830	10,000	8,402	84%
King George Roundabout Park	5,842	10,000	20,258	10,000	24,694	10,000	7,145	71%
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	5,988	352%
Memorial Park	6,907	6,500	4,505	6,500	5,784	6,500	5,620	86%
Ohtaki Park/Kasapi Center	2,807	15,000	4,462	10,000	2,976	10,000	2,425	24%
Park Bench Maintenance	5,537	5,000	3,299	5,000	1,188	5,000	(686)	-14%
Parks General	14,969	16,000	14,560	16,000	23,000	16,000	25,058	157%
Parkstone Park	830	2,000	889	2,000	1,162	2,000	1,980	99%
Joginder Bains Park - Point Ideal	1,585	3,500	1,748	3,500	2,035	3,500	6,700	191%
Ravine Park	-	500	-	-	-	500	-	0%
Riverside Park	5,721	5,900	4,900	5,900	2,691	5,900	3,877	66%
Sahtlam Park	1,885	2,500	1,488	2,500	1,179	2,500	3,637	145%
Saywell Park	19,623	20,000	13,638	20,000	13,592	20,000	15,078	75%
Seniors Centre	2,711	2,100	1,384	2,100	3,117	3,100	2,813	91%
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	3,527	118%
Town Square	11,227	3,000	6,582	3,500	4,300	3,000	4,909	164%
Trans Canada Trail	2,493	5,000	3,741	5,000	2,198	5,000	7,297	146%
Trestle Walkway	1,874	3,000	748	3,000	830	3,000	682	23%
Vandalism	874	5,000	2,944	5,000	129	5,000	50	1%
Washrooms	13,020	15,000	16,271	15,000	16,244	15,000	11,294	75%
West Entrance	-	-	-	-	-	-	455	-
Winter Park	7,588	7,000	7,314	7,000	6,073	7,000	4,039	58%
Office Administration Charge	11,400	11,000	11,000	10,700	10,700	11,000	11,000	100%
	209,793	240,400	204,703	223,600	216,772	231,500	227,254	98%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	156,349	120%
Walk Ins	29,457	23,687	22,000	24,934	22,000	8,174	37%
Power Fees	21,416	20,475	18,000	24,022	22,000	23,041	105%
Propane	-	-	-	-	-	-	-
Wood and ice sales	3,556	6,433	5,000	3,738	4,000	4,637	116%
Operating Grant	-	-	-	-	-	2,981	-
Other Revenue	-	52	-	-	-	-	-
Moorage	8,042	6,081	6,000	8,717	6,000	7,833	131%
	<u>182,747</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>110%</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	53,925	98%
Maintenance Wages	4,861	6,094	6,000	7,179	7,000	1,974	28%
Contracted Services	9,822	10,381	10,000	7,317	15,000	16,634	111%
PW Labour	849	1,201	1,000	348	1,000	1,574	157%
Hydro and Electricity	6,418	8,107	8,000	7,706	8,000	7,106	89%
Materials and Supplies	10,822	13,201	15,000	10,284	14,000	12,674	91%
Other Expenses	8,246	7,849	8,000	9,342	10,500	7,565	72%
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	24,688	165%
Public Works Charges	263	1,312	500	12	500	612	122%
Telephone	3,136	2,894	3,000	1,674	3,000	1,793	60%
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>177,842</u>	<u>100%</u>
Net	<u>35,937</u>	<u>12,498</u>	<u>3,400</u>	<u>43,763</u>	<u>5,600</u>	<u>25,174</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	366,305	89%
Programming revenues	-	6,588	1,000	1,000	1,000	9,738	974%
Rental Income	5,200	5,200	6,000	6,000	6,000	5,500	92%
JCP	600	-	-	-	-	-	-
	<u>422,890</u>	<u>414,254</u>	<u>397,000</u>	<u>441,256</u>	<u>420,000</u>	<u>381,543</u>	<u>111%</u>
Expenditures - Variable							
Program Services	8,662	7,831	10,000	12,835	10,000	2,943	29%
Kitchen Wages	76,563	72,426	70,000	81,244	80,000	67,788	85%
Food Supplies	67,394	76,105	60,000	79,926	70,000	68,508	98%
Custodians	32,046	34,266	30,000	44,616	40,000	35,126	88%
Equipment	-	-	-	-	-	-	-
Supplies	2,499	3,223	4,000	4,283	4,000	3,371	1
	<u>187,164</u>	<u>193,852</u>	<u>174,000</u>	<u>222,904</u>	<u>204,000</u>	<u>177,737</u>	<u>128%</u>
Expenditures - Fixed							
Admin Salaries	164,005	180,542	181,000	175,810	181,000	160,416	89%
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	5,500	92%
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	17,539	73%
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	9,610	85%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	807	-
Contracted Services	15,191	17,839	8,000	19,140	8,000	33,936	424%
Maintenance	30,831	40,336	24,000	40,288	24,000	32,304	135%
Public Works Charges	3,017	14,717	6,000	13,382	6,000	9,422	157%
Miscellaneous Operations	38	1,903	200	790	200	7,440	37
	<u>245,007</u>	<u>290,835</u>	<u>258,100</u>	<u>299,993</u>	<u>267,000</u>	<u>275,445</u>	<u>103%</u>
Total Expenses	<u>432,171</u>	<u>484,687</u>	<u>432,100</u>	<u>522,897</u>	<u>471,000</u>	<u>453,181</u>	<u>96%</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>(71,639)</u>	<u>140%</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>(46,464)</u>	
Lakeview Park Road							
Road maintenance	2,754	-	10,000	18,165	13,000	5,570	43%
NET	<u>23,902</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(56,044)</u>	<u>(58,400)</u>	<u>(52,034)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 30, 2018
General Fund - Schedule of Capital Expenses

	2015	2016	2017	2017	2018	2018	2018
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	Var
General							
Asset appraisal - Insurance	-	6,900	-	-	-	-	-
Asset management plan	-	-	30,000	-	30,000	-	0%
Computer Equipment	-	-	12,000	-	20,000	6,264	31%
Demo costs - Kasapi/Neva Road	-	-	-	-	100,000	36,136	36%
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	-	1,057	-
Museum	-	-	-	-	30,000	-	0%
Office Improvements	-	-	-	-	-	-	-
Town hall renovations	39,991	144,678	1,800,000	2,575	3,647,000	7,518	0%
	435,890	358,308	1,907,000	81,907	3,872,000	50,975	1%
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	9,788	98%
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	31,810	35%
	22,367	87,962	57,000	13,039	123,000	54,326	44%
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	11,510	77%
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	34,333	114%
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	-	-	-	-	-	-	-
	48,695	60,266	92,000	81,253	478,000	63,053	13%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 30, 2018
General Fund - Schedule of Capital Expenses

	2015	2016	2017	2017	2018	2018	2018
¥	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	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	2,713	54%
	<u>170,413</u>	<u>114,833</u>	<u>210,000</u>	<u>113,582</u>	<u>891,500</u>	<u>78,347</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	48,325	967%
Misc Parks Capital	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	18,000	20,000	42,222	15,000	5,047	34%
Park Benches	-	-	-	-	-	895	-
Centennial Park Upgrades	-	406,433	1,048,500	897,584	400,000	472,924	118%
Pickleball/Tennis Courts	-	-	50,000	35,054	14,945	1,671	11%
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>528,861</u>	<u>102%</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>778,871</u>	<u>13%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 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	482,498	106%
Connection Fees	2,710	3,542	1,000	6,047	1,000	3,890	389%
Penalties And Other Interest	4,895	4,750	4,600	4,780	4,600	4,538	99%
Sewer Facilities Grant	-	-	1,305,900	-	-	-	-
Conditional Grants	1,351,200	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	163,900	163,700	164,100	164,000	165,800	165,800	100%
Contribution from others	-	4,075	-	-	-	-	-
Transfer From Surplus	-	-	364,500	-	105,400	-	0%
	<u>1,956,934</u>	<u>610,815</u>	<u>2,280,100</u>	<u>632,028</u>	<u>732,800</u>	<u>656,727</u>	<u>90%</u>
Expenditures							
Administration	1,622	1,590	2,700	1,690	2,700	2,341	87%
Office Administration	47,300	54,000	47,300	47,300	57,000	57,000	100%
Consumption Rebates	838	275	1,000	325	1,000	125	13%
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	54,213	83%
Connections Maintenance	6,723	4,396	9,500	2,527	9,000	2,249	25%
Chlorination	7,593	7,275	8,000	9,862	10,000	9,008	90%
New Connections	276	-	4,000	3,106	4,000	3,665	92%
Sewer Flushing	7,120	29	6,500	6,615	7,000	6,586	94%
Sewer Pump Maintenance	40,957	39,818	46,500	32,373	76,500	35,308	46%
Sewer Lagoon Maintenance	89,846	67,319	91,300	55,706	91,300	55,391	61%
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	18,551	6%
	<u>2,006,534</u>	<u>505,171</u>	<u>2,280,100</u>	<u>409,630</u>	<u>732,800</u>	<u>363,789</u>	<u>50%</u>
Surplus(Deficit)	<u>(49,600)</u>	<u>105,644</u>	<u>-</u>	<u>222,398</u>	<u>-</u>	<u>292,937</u>	

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

	* 2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	* 2018 %
SEWER CAPITAL							
Liftstation Upgrades	-	-	75,000	-	40,000	18,551	46%
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	-	-	-
	<u>1,558,464</u>	<u>91,855</u>	<u>1,880,500</u>	<u>2,055</u>	<u>290,000</u>	<u>18,551</u>	<u>6%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 30, 2018
Water Fund

	2015	2016	2017	2017	2018	2018	2018
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	%
Revenues							
User Rates	521,729	521,482	532,000	547,045	555,000	572,364	103%
Connection Fees	6,660	9,100	1,000	44,270	1,000	10,500	1050%
Fire Hydrant Installation & other	9,622	4,948	3,000	3,353	3,000	31,659	1055%
Other Penalties And Interest	6,028	5,652	5,500	5,756	5,500	5,410	98%
Grant - Water main upgrades	-	-	1,129,093	545,718	583,375	-	0%
Infrastructure Grant	-	-	5,000,000	1,651,313	3,248,687	2,598,687	80%
CONTRIBUTION FROM OTHERS	-	-	-	-	28,000	-	0%
Parcel Tax	167,100	233,800	234,500	234,360	236,880	236,880	100%
Transfer From Surplus	-	-	722,521	-	813,418	-	0%
	<u>711,139</u>	<u>774,981</u>	<u>7,627,614</u>	<u>3,031,815</u>	<u>5,474,860</u>	<u>3,455,500</u>	<u>37%</u>
Expenditures							
Administration	1,060	1,810	3,400	1,934	3,400	1,504	44%
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	125	13%
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	1,891	42%
Chlorination	9,158	10,981	9,000	14,608	9,000	13,323	148%
Flushing	11,618	12,181	12,500	-	12,500	10,153	81%
Reservoir	4,161	3,170	4,500	9,557	4,500	3,316	74%
General Maintenance	83,099	74,040	89,000	68,382	89,000	59,664	67%
Hydrants	14,723	14,460	22,660	15,441	22,660	17,562	78%
New Connections	7,950	5,416	8,000	16,594	8,000	10,713	134%
Connection Maintenance	55,827	58,635	75,000	56,233	75,000	51,150	68%
Water Meters	11,322	10,253	8,500	21,000	13,500	19,365	143%
Pump House Maintenance	33,226	36,838	32,500	44,432	32,500	33,204	102%
Booster Pumps Maintenance	11,239	10,032	11,300	8,425	11,300	8,032	71%
Slopes water pump station	4,791	5,241	8,000	5,582	8,000	4,611	58%
Greendale Water Connection	3,469	7,844	5,000	14,448	-	3,616	-
Water treatment plant	-	-	-	-	50,000	927	2%
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	4,862,551	99%
	<u>562,721</u>	<u>572,451</u>	<u>7,627,614</u>	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,316,745</u>	<u>97%</u>
Surplus(Deficit)	<u>148,418</u>	<u>202,530</u>	<u>-</u>	<u>(12,080)</u>	<u>-</u>	<u>(1,861,244)</u>	<u>-</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 30, 2018
Water Fund

	2015	2016	2017	2017	2018	2018	2018
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	%
<u>WATER CAPITAL</u>							
Flow meter / recorder equipment	-	7,578	-	-	-	-	-
Greendale Road Watermain	-	-	769,863	373,647	365,000	451,341	124%
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	24,953	80%
Water Treatment Upgrade	16,540	20,956	5,760,000	1,751,351	4,050,000	4,381,990	108%
Water Service Replacements	-	-	25,000	-	69,000	-	0%
	<u>16,540</u>	<u>28,534</u>	<u>7,145,354</u>	<u>2,470,128</u>	<u>4,915,000</u>	<u>4,862,551</u>	<u>35%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of NOVEMBER

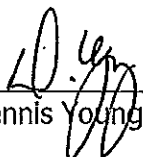
DATE: DEC. 4, 2018

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	20	19			2
Commercial	5	1			
Carport / garage	0	6	1	1	1
Demolitions	1				
Renovations	6	11			1
Deck	7	2			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	40	39	1	1	4

Building Permit Fees	Value of construction	Permit fees
For the current month	445,116.00	4,570.00
Year to Date	4,921,823.00	49,825.00



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

November 2018 Monthly Incident Report

3 Practices
1 Business Meeting
1 Truck Check
1 Air Brake Course
1 Chiefs Page
2 Medical Aids
1 Mutual Aid-Mesachie F.D. Tree Across Rd.
1 Hydro Line Down
1 Incorrect Page Out
1 Structure Fire
1 Draeger 64 Fire Prop Training
1 Assistance
32 NFPA Tests
6 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

\$10461.33



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

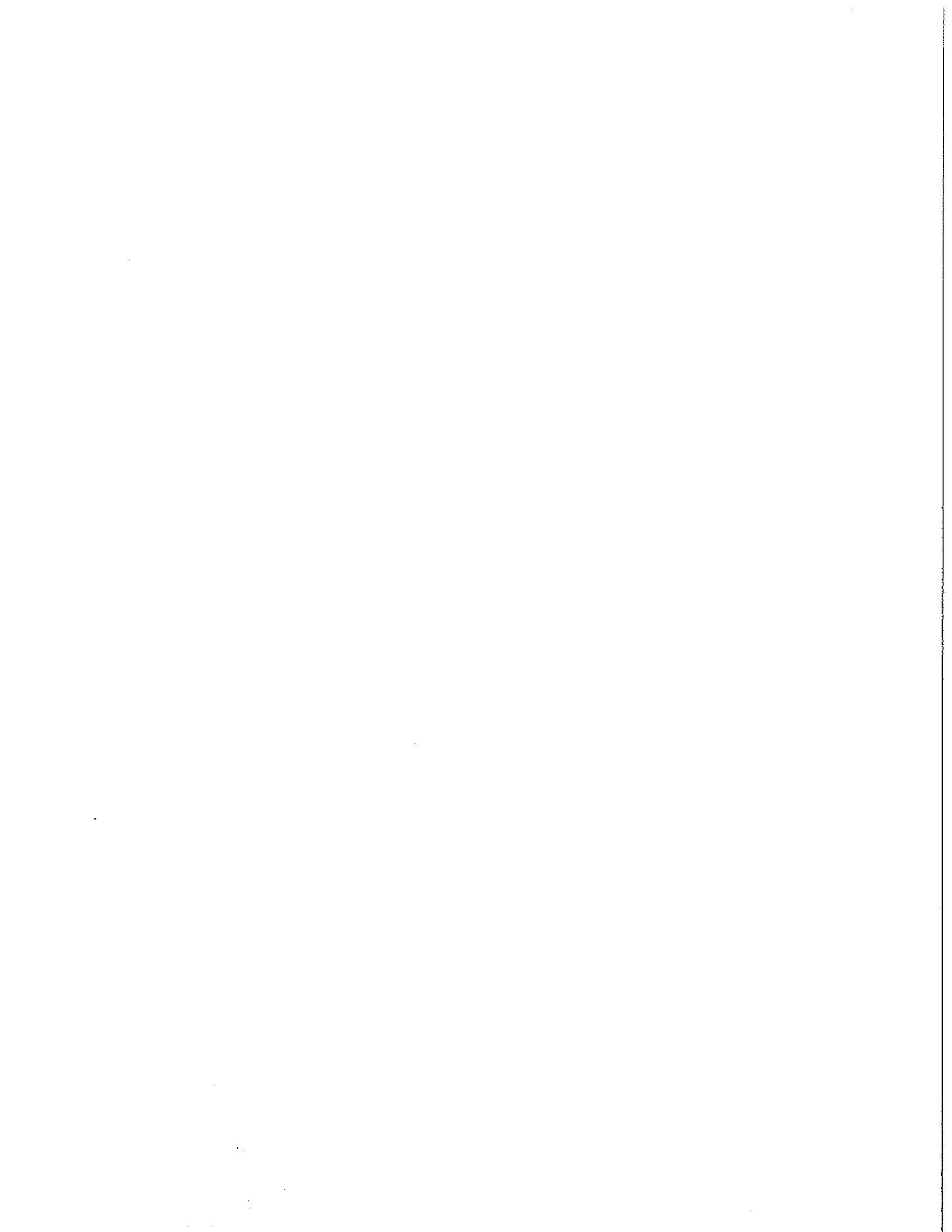
Fire Stats November 2018

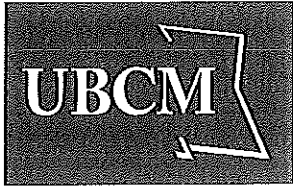
<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
10/27-28	8:AM-6 PM	Honeymoon Bay F.D.	Air Brake Course	2	20	\$374.60
11/01	8:49 PM	South Shore Rd	Chiefs Page	1	1	\$20.46
11/02	6:31 AM	Mutual Aid --Mesachie	Tree on Road	10	1	\$200.52
11/03	11:30 AM	7300 Peri Rd	Tree on Hydro Line	11	1	\$196.75
11/05	7:00 PM	Fire Hall	Business Meeting	29	2	\$1024.36
11/06	5:12 PM	29 North Shore Rd	Incorrect Page Out	11	1	\$198.79
11/07	12:22 PM	3 Cottonwood	Structure Fire	11	1	\$196.75
11/10	8:00 AM	Fire Hall	Draeger Live Fire Prop Training	22	7	\$1906.15
11/13	7:00 PM	Fire Hall	Practice	16	2	\$594.02
11/15	6:00 PM	Fire Hall	Truck Check	12	2	\$315.16
11/18	10:13 AM	160 Berar Rd	Medical Assist	19	1	\$375.48
11/19	6:00 PM	Fire Hall	Practice-Fit/Lung Testing	24	2	\$1300.20
11/21	11:56 AM	422 Winter Dr	Medical Aid	5	1	\$61.38
11/24	12:14 AM	128 Boundary	Medical Assistance	10	1	\$178.33
11/26	6:00 PM	Fire Hall	Practice-Fit/Lung Testing	23	3	\$1244.94
11/30	10:30 PM	120 Sahtlam Ave E	Lift Assist	15	1	\$258.13
			NFPA Tests	5	49	\$678.34
			Officer/Member Duty Sheets	6	55.5	\$1150.97
			Sec/Treasurer Stipend			\$150.00
*		Total	*			\$10461.33

Bylaw Complaint Report
 Town of Lake Cowichan
 November



Complaints	#	Outcome
Zoning		
Unightly		Compliance on all
Barking dog	2	Compliance on all
Storage on boulevard	5	Compliance
Unslightly		
Red tags for parking	15	Compliance
Inquiry of bylaws		
Building without permits		
Garbage cans left out	5	Compliance
Garbage cans out too early	1	On going
Dangerous trees	4	Private matters
Over consumption water notice	31	
Business Licenses (overdue)	15	





RECEIVED OCT 26 2018

MEMO

October 15, 2018

TO: Mayor/Chair and Council/Board

CC: Benefits Administrator

FROM: Anna-Maria Wijesinghe
Manager, Member and Association Services

RE: Group Insurance For Elected Officials

UBCM offers comprehensive group insurance coverage to all local government staff and elected officials in British Columbia. Historically, UBCM has offered group insurance benefits to elected officials and a number of our members have taken advantage of these benefits. With local government elections approaching, we wanted to remind members about this offer and provide details of the coverage and enrolment process as described below.

COVERAGE OFFERED TO ELECTED OFFICIALS

The following is information about the procedures for enrollment in the UBCM Group Benefits Plan for Elected Officials offered by our current carrier, Pacific Blue Cross/ BC Life:

A) Available Benefits

Elected officials who meet the eligibility requirements may now participate in the following benefits:

- Extended Health Care
- Dental
- Employee and Family Assistance Plan (EFAP)
- Optional Life Insurance
- Optional Accidental Death and Dismemberment

(Elected Officials are excluded from participating in Group Life, Dependent Life, Accidental Death and Dismemberment, Short Term and Long Term Disability and Critical Illness because these benefits are based on salary earned while employed.)

B) Eligibility

There must be a minimum of three (3) elected official applicants in your local government to enroll. Applications made by local governments that do not currently have their staff benefit plans under the UBCM Group Benefits Plan will be reviewed for consideration.

C) Benefit Provisions & Costs

1. Extended Health and Dental

For those local governments that have their staff benefits through the **UBCM Group Benefits Plan**, there is the option to provide your elected officials with the same level of benefits/plan design that you provide to your non-union staff for Extended Health and Dental. Under this approach, the existing group rates for the non-union staff plan would apply.

If you do not have staff benefits under the UBCM Group Benefits Plan, or you do not wish to provide the same level of benefits to Elected Officials, then you can choose a standard package. The standard package cost and benefit limits include:

a. **Standard Extended Health Benefit Plan (Standard EHB):**

- 80% reimbursement of eligible expenses
- Lifetime maximum of \$50,000
- \$25 per year single or family deductible
- 60 day trip duration
- **Premium of \$46.73 per month for single coverage and \$105.13 per month for couple/family coverage**

b. **Enhanced Extended Health Benefit Plan (Enhanced EHB):**

- 80% reimbursement of eligible expenses
- Lifetime maximum of \$50,000
- \$25 per year single or family deductible
- 60 day trip duration
- Vision Care to a maximum of \$300 every two years
- \$100 every two years for eye exams
- \$300 per year for each covered practitioner (acupuncture, chiropractic, naturopath, physiotherapy, massage, podiatry, speech and psychologist)
- **Premium of \$57.10 per month for single coverage and \$128.46 per month for couple/family coverage**

c. **Dental:**

- 80% reimbursement of Plan A "Routine" expenses
- 50% reimbursement of Plan B "Major Restorative" expenses
- No annual maximum on Plan A or B
- **Premium of \$49.94 per month for single coverage and \$129.57 per month for couple/family coverage**

2. Employee and Family Assistance Plan (EFAP):

- Premium of \$3.50 per month for single coverage and family coverage
- Employee and Family Assistance plan, delivered through a partner, Homewood Health, services provided include telephone assessment, consultation, resources, support, advice and coaching on a full range of issues faced by individuals, parents, families, teens and young adults throughout their lives.
- <https://www.pac.bluecross.ca/group/group-efap.aspx>

3. Optional Life Insurance:

Optional Group Life may be purchased in multiples of \$10,000 or \$25,000. However, only one multiple can be chosen and will apply to everyone in the group purchasing the optional group life coverage. **A rate sheet is attached.**

4. Optional Accidental Death & Dismemberment (AD&D):

BC Life's Optional AD&D provides added financial security should one be faced with accidental death, accidental dismemberment of part or all of a limb, or loss of sight, hearing or speech. The monthly cost of this benefit is **\$0.055 per \$1,000 of coverage.**

D) Enrollment

Once you have the minimum three Elected Officials wanting to enroll they must register as a group and choose **one** of the following combinations of coverage:

- Option 1:** Standard EHB and Dental benefits
- Option 2:** Enhanced EHB and Dental benefits
- Option 3:** Option 1 (Standard EHB & Dental) and EFAP
- Option 4:** Option 2 (Enhanced EHB & Dental) and EFAP
- Option 5:** Either the optional life and/or optional AD&D benefits (***applications can be made independent of one another***)
- Option 6:** A combination of option (1) and (5)
- Option 7:** A combination of option (2) and (5)
- Option 8:** A combination of option (3) and (5)
- Option 9:** A combination of option (4) and (5)

Each elected official will need to fill out the attached enrollment form with the same options.

For those local governments that have their staff benefits through the UBCM Group Benefits Plan, the elected officials will be added as a separate class to your existing contract/policy.

Enrollment for benefits must be made within four (4) months of appointment to council, therefore, the **deadline for enrollment is February 28, 2019**. Failure to apply within the required timeline will elicit PBC late-applicant rules (which may include providing evidence of insurability, back-billing of premiums, and/or coverage restrictions). Also, enrollment must be for the **full term of office**; this is to protect against abuse of the Plan.

We strongly recommended having all elected officials who do not wish to participate complete Part 6 of the application form to waive group benefits to indicate that the benefits have been offered.

It would be our preference that the payments of premiums follow the same structure as your non-union staff plans. That is, if your non-union staff plans are 100% employer paid then that arrangement should continue for Elected Officials, understanding that each local government may have different policies.

If the elected official is new or returning, please fill out the applicable attached forms to join the Plan:

1. Application for Group Benefits; and/or
2. For optional life - "Application for Optional Life"
3. For optional AD&D - "Voluntary Accidental Death & Dismemberment"

When the forms are completed please attach all the documents and include a covering letter summarizing the names of the elected officials that are applying for these benefits. Please forward all completed forms to:

Elected Officials' Benefits
c/o Anna-Maria Wijesinghe
Union of BC Municipalities
Suite 60 – 10551 Shellbridge Way
Richmond, B.C. V6X 2W9

For further details regarding coverage or if you would like assistance with the enrollment of your elected officials, please contact:

Anna-Maria Wijesinghe, UBCM
Manager, Member & Association Services
Ph: 604.270.8226 ext. 111
Email: amwijesinghe@ubcm.ca

Nathan Roeters,
Account Executive, PBC
Ph: 604.419.2412
Email: nroeters@pac.bluecross.ca

If you are not currently participating in the UBCM Group Benefits Plan, we would encourage you to request a quote. We can provide you with information on cost savings, as well as the other advantages of participation.

E) Retiring Council Members or Elected Officials Not In Office

Please note that retiring council members or elected officials not currently in office should **not** remain on your benefits plans. You must inform Pacific Blue Cross/BC Life that coverage is to be terminated. **The effective date of termination will be no later than the end of December 2018.**

Retiring council members and elected officials no longer in office have the option of converting to individual policies (within 60 days for Extended Health and Dental benefits and 31 days for Optional Life and Optional AD&D) with the advantage of not needing to provide medical evidence.

- For information on individual health and dental benefits available to those not on the Group Plan any longer, we would encourage you to provide the following link: <https://www.pac.bluecross.ca/group/group-conversion.aspx>. Conversion options are available for 60 days.
- For those wishing to convert to an individual life insurance policy must apply within 31 days after terminating the group coverage and if they are under the age of 65. For more information regarding conversion, members may contact BC Life at email: BCLClaimsServices@pac.bluecross.ca