



# TOWN OF LAKE COWICHAN

## Finance and Administration Committee

Tuesday May 14th, 2019 at 6:15 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**

(a) Kelly Bergstrom, Lake Cowichan Baseball re: baseball fields.

**5. CORRESPONDENCE**

None.

**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 April, 30<sup>th</sup>, 2019.

**3**

(b) Building Inspector re: Building Permits for April 2019.

**22**

(c) Lake Cowichan Fire Department Incident Report for March, 2019.

**23**

(d) Bylaw Officer re: Report for April 2019.

**26**

(e) CAO re: Animal Control Services Contract.

**27**

**8. NEW BUSINESS**

(a) Additional changes to Animal Control Bylaw.

(b) Centennial Ball Field – Referral from committee meeting of April 16, 2019.

**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. IN-CAMERA**

(a) Section 92 of the *Community Charter* requires that before a meeting or part of a meeting is closed to the public, the council must state, by resolution, that the meeting is to be closed, and

(b) The basis on which the meeting is to be closed falls under the following:  
90(1) (c) on labor relations or other employee relations.

### **13. ADJOURNMENT**



# Memo

**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** April 30, 2019  
**SUBJECT:** April 30, 2019 Finance Report

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The statements of revenue and expenses for the period ended April 30, 2019 are attached for council review. The 2018 figures as presented are now finalized.

The meeting with the auditors to present the consolidated financial statements has been scheduled for May 7, 2019.

The 2019 budget numbers are as per the Five Year Plan to be approved and adopted by Council.

Work on the annual report for 2018 has started and I would welcome any pictures of the Town and community events.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<b>REVENUES</b>						
Taxes	2,011,636	2,071,963	2,071,964	2,144,601	-	0%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	51,425	54,700	55,016	57,280	-	0%
Penalties and Interest on Taxes	69,270	65,000	63,046	60,000	1,268	2%
Business Licences	19,550	17,500	21,800	18,000	20,500	114%
Building and Other Permits	58,767	24,400	68,731	25,000	16,331	65%
Storm Drain Connection Fees	5,100	-	1,890	-	2,870	-
Dog Tags and Fines	3,310	3,200	3,590	3,200	2,805	88%
Interest on Investments	63,815	30,000	92,378	30,000	10,137	34%
Fire Service to CVRD	239,861	272,511	272,682	321,847	-	0%
BC Wildfire Recoveries	16,300	-	16,896	-	-	-
Garbage Revenues	372,348	370,200	380,404	383,500	346,600	90%
Lakeview Revenues	204,104	184,000	203,016	191,000	93,960	49%
Sale of Assets	-	-	-	-	-	-
Public Works Revenues	2,102	-	2,689	-	-	-
Fire Department Revenues	74,790	-	49,772	-	680	-
Other Revenue	30,123	10,200	26,767	9,250	11,932	129%
Ambulance Building Lease	44,829	45,000	44,829	45,000	14,943	33%
Public Health Lease	16,445	16,500	16,617	16,700	5,558	33%
Clec Revenues	441,256	420,000	388,483	417,000	49,508	12%
Unconditional Transfers	471,086	436,900	477,193	451,900	484	0%
Conditional Transfers	440,960	495,854	91,736	3,778,000	2,500	0%
Conditional Transfer - Town Hall Bldg	-	2,877,000	-	-	-	-
Transfers From Reserve Funds	-	586,500	75,442	630,000	-	0%
Transfers From Building Reserve	-	800,000	-	481,000	-	0%
Transfer From Fire Dept Reserves	-	370,000	-	400,000	-	0%
Transfer From Statutory Reserves	-	-	-	-	-	-
Transfer from Parks Dedication Reserve	-	-	-	-	-	-
Short term debt	-	-	-	300,000	-	0%
Prior year Surplus	-	-	-	-	-	-
Police Tax Levy	145,171	156,542	156,542	166,480	-	0%
Library Levy	127,782	134,872	134,872	133,729	-	0%
Collections For Other Govts.	2,159,035	2,290,836	2,251,430	2,476,441	-	0%
	<b>7,069,065</b>	<b>11,733,678</b>	<b>6,967,784</b>	<b>12,539,928</b>	<b>580,076</b>	<b>59%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<b>EXPENDITURES</b>						
General Government Services	542,492	547,600	538,913	567,600	268,737	47%
Fire Department	382,070	400,100	364,906	427,000	81,821	19%
Police Force	145,171	156,542	156,542	166,480	-	0%
Bylaw Enforcement & Other	66,906	59,000	74,033	61,000	13,541	22%
Public Works Administration	116,234	105,400	57,320	61,300	88,838	145%
Public Works Roads	377,517	419,000	291,965	435,700	71,539	16%
Public Works - Equipment & Other	(126,327)	-	(129,912)	-	(37,529)	-
Garbage Expenses	388,605	394,200	395,405	402,100	109,098	27%
Planning, Health & Other	55,113	59,000	56,442	71,300	11,747	16%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	1,926	9%
Parks	216,772	231,500	236,283	254,100	35,830	14%
Lakeview Park	160,342	178,400	180,398	178,300	17,370	10%
CLEC Expense	522,897	471,000	481,699	472,000	101,714	22%
Lakeview Road	18,165	13,000	5,650	13,000	1,614	12%
Transfer To Library	127,782	134,872	134,872	133,729	66,864	50%
Capital	1,269,829	5,904,445	876,052	6,414,774	394,970	6%
Debt Charges - Interest	1,801	3,000	3,192	3,000	849	28%
Debt Payments - Fire	191,512	186,200	186,003	198,100	53,650	27%
Amortization	550,198	-	593,468	-	-	-
Transfers To Reserve Funds	179,062	136,000	181,231	136,000	-	0%
Transfer Equip. Recovery to Reserve	128,184	-	128,726	-	-	-
Transfer To Surplus	-	21,583	-	46,004	-	0%
Transfers To Other Governments	2,159,035	2,290,836	2,251,430	2,476,441	-	0%
	<b>7,494,027</b>	<b>11,733,678</b>	<b>7,083,668</b>	<b>12,539,928</b>	<b>1,282,579</b>	<b>10%</b>
Surplus(Deficit)	<b>(424,962)</b>	<b>-</b>	<b>(115,884)</b>	<b>-</b>	<b>(702,503)</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of General Government Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>General Government Services</b>						
Mayor and Council Indemnities	73,465	75,000	84,331	80,000	22,307	28%
Mayor and Council Expenses	38,260	42,500	36,568	42,500	17,412	41%
Mildred Child Annex	2,863	3,100	2,196	3,100	1,108	36%
Municipal Hall	17,995	25,600	18,121	25,600	8,415	33%
Office Wages	419,166	425,000	431,477	435,000	126,017	29%
Office Expenses	31,051	56,500	31,706	56,500	11,576	20%
Data Processing	18,837	24,600	17,137	24,600	15,001	61%
Legal Expense	21,867	15,000	26,079	30,000	18,261	61%
Audit	8,190	26,000	16,695	26,000	12,758	49%
Elections	-	10,000	3,666	4,000	-	0%
Insurance	62,259	75,000	91,284	100,000	27,891	28%
Grants-in-aid	3,650	5,000	4,700	3,000	-	0%
Ohtaki expense	-	6,000	3,163	6,000	-	0%
Ohtaki recoveries	-	-	(20)	-	-	-
Payroll Benefits Clearing	64,388	-	13,510	-	7,991	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	-	0%
	<b>542,492</b>	<b>547,600</b>	<b>538,913</b>	<b>567,600</b>	<b>268,737</b>	<b>47%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Protective Services Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Fire Department</b>						
Firefighters indemnities	97,862	105,000	101,324	110,000	23,623	21%
Other Wage Costs	18,882	17,000	19,543	18,000	5,116	28%
Town Administration	13,000	13,000	13,000	13,000	-	0%
Fire Hall Operations and Maint.	53,258	53,400	47,687	55,200	16,139	29%
Miscellaneous Operations	85,307	103,900	104,170	111,900	19,453	17%
Training	26,298	26,000	21,408	28,000	6,110	22%
Fire Vehicles & Equipment	54,136	76,800	56,286	80,900	11,380	14%
	<u>348,742</u>	<u>395,100</u>	<u>363,418</u>	<u>417,000</u>	<u>81,821</u>	<u>20%</u>
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	-	0%
	<u>33,328</u>	<u>5,000</u>	<u>1,488</u>	<u>10,000</u>	<u>-</u>	<u>30%</u>
<b>Total Fire Department</b>	<b><u>382,070</u></b>	<b><u>400,100</u></b>	<b><u>364,906</u></b>	<b><u>427,000</u></b>	<b><u>81,821</u></b>	<b><u>19%</u></b>
<b>Bylaw Enforcement &amp; Other</b>						
BC Wildfire - Recoveries	(16,300)	-	(16,896)	-	-	-
Emergency Measures	16,300	6,500	20,520	5,000	-	0%
Bylaw Enforcement/Animal Control	16,324	17,000	16,455	19,000	4,180	22%
Building Inspection	34,282	35,500	37,058	37,000	9,361	25%
	<u>66,906</u>	<u>59,000</u>	<u>74,033</u>	<u>61,000</u>	<u>13,541</u>	<u>22%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Public Works Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>PW Administration</b>						
Shop and Yard	26,965	35,000	48,132	47,000	16,692	36%
PW Admin Wages	205,676	210,000	165,012	180,000	61,552	34%
PW Admin Other	19,449	15,800	8,988	16,500	2,075	13%
Safety and Training	40,944	34,000	24,810	34,000	8,519	25%
Office Administration Charge	14,200	14,700	14,700	13,900	-	0%
Recovery from Utilities	(191,000)	(204,100)	(204,100)	(230,100)	-	0%
	<b>116,234</b>	<b>105,400</b>	<b>57,542</b>	<b>61,300</b>	<b>88,838</b>	<b>145%</b>
<b>Equipment Costs</b>						
Equipment	165,583	-	144,370	-	30,903	-
Equipment Allocations	(291,910)	-	(274,504)	-	(68,733)	-
	<b>(126,327)</b>	<b>-</b>	<b>(130,134)</b>	<b>-</b>	<b>(37,829)</b>	<b>-</b>
<b>Other Costs</b>						
Billable Outside Jobs	-	-	0	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>300</b>	<b>-</b>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Public Works Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>PW Administration</b>						
Shop and Yard	26,965	35,000	47,910	47,000	16,692	36%
PW Admin Wages	205,676	210,000	165,012	180,000	61,552	34%
PW Admin Other	19,449	15,800	8,988	16,500	2,075	13%
Safety and Training	40,944	34,000	24,810	34,000	8,519	25%
Office Administration Charge	14,200	14,700	14,700	13,900	-	0%
Recovery from Utilities	(191,000)	(204,100)	(204,100)	(230,100)	-	0%
	<b>116,234</b>	<b>105,400</b>	<b>57,320</b>	<b>61,300</b>	<b>88,838</b>	<b>145%</b>
<b>Equipment Costs</b>						
Equipment	165,583	-	144,370	-	30,903	-
Equipment Allocations	(291,910)	-	(274,504)	-	(68,733)	-
	<b>(126,327)</b>	<b>-</b>	<b>(130,134)</b>	<b>-</b>	<b>(37,829)</b>	<b>-</b>
<b>Other Costs</b>						
Billable Outside Jobs	-	-	222	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>222</b>	<b>-</b>	<b>300</b>	<b>-</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Public Works Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Road Maintenance</b>						
Banners	11,451	9,000	2,826	9,000	4,887	54%
Boulevards	45,512	31,000	25,001	31,000	2,014	6%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	139	1%
Ditches & Culverts	1,866	10,000	4,177	10,000	-	0%
Dust Control	3,068	4,000	3,475	4,000	-	0%
Landscaping	7,355	10,000	8,470	10,000	662	7%
Litter Control	7,085	16,000	8,557	16,000	946	6%
Marking	10,866	10,000	3,031	10,000	-	0%
Mowing	6,105	13,000	6,050	13,000	528	4%
Patching	19,320	15,000	11,237	20,000	1,954	10%
Roads-other	11,177	14,000	9,635	14,000	796	6%
Seasonal decoration	13,322	12,000	25,737	12,000	1,951	16%
Shoulders	12,673	14,000	3,478	14,000	1,599	11%
Sidewalks	15,578	16,000	19,361	20,000	2,315	12%
Signs	9,615	11,000	5,653	11,000	2,705	25%
Snow removal	48,888	50,000	4,338	50,000	24,118	48%
Storm Drains & Catch Basins	33,905	50,000	18,189	50,000	4,208	8%
Street Lighting	82,279	79,000	88,181	84,000	20,442	24%
Street Sweeping	8,899	11,000	9,629	11,000	2,275	21%
Office Administration Charge	20,900	21,000	21,000	21,700	-	0%
	<b>377,517</b>	<b>419,000</b>	<b>291,965</b>	<b>435,700</b>	<b>71,539</b>	<b>16%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Garbage Collection

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Garbage Collection</b>						
<b>Revenues</b>						
Regular collections	312,590	311,200	318,583	323,000	324,572	100%
Toter rentals	3,808	3,300	4,575	3,000	3,257	109%
Penalties	3,737	3,700	3,451	3,500	48	1%
Recycling	52,213	52,000	53,794	54,000	18,723	35%
	<b>372,348</b>	<b>370,200</b>	<b>380,404</b>	<b>383,500</b>	<b>346,600</b>	<b>90%</b>
<b>Expenditures</b>						
Regular collection costs	245,923	244,000	248,415	249,000	84,699	34%
Office Administration Charges	17,200	17,600	17,600	18,000	-	0%
PW Administration Charges	24,100	24,600	24,600	25,100	-	0%
Tipping Fees	62,022	63,000	64,954	66,000	14,572	22%
Recycling costs	39,359	45,000	39,837	44,000	9,827	22%
	<b>388,605</b>	<b>394,200</b>	<b>395,405</b>	<b>402,100</b>	<b>109,098</b>	<b>27%</b>
<b>Net</b>	<b>(16,257)</b>	<b>(24,000)</b>	<b>(15,002)</b>	<b>(18,600)</b>	<b>237,502</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Other Development Services

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Public Health</b>						
Ambulance Building Lease	44,829	45,000	44,829	45,000	14,943	33%
Public Health Lease	16,445	16,500	16,617	16,700	5,558	33%
Public Health Expenses	15,405	17,000	9,721	17,800	2,412	14%
NET	45,869	44,500	51,725	43,900	18,090	41%
<b>Planning</b>						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	7,802	20%
<b>Other Functions</b>						
Town Economic Development	10,666	5,000	3,855	1,000	965	96%
Age Friendly Grant	-	-	-	-	-	-
Community Garden - water service	4,863	-	-	-	-	-
Columbarium	-	-	-	-	250	-
Pacific Marine Circle Route	-	-	-	-	-	-
Heritage Advisory	237	500	1,036	500	-	0%
Trail signage	-	-	-	-	-	-
Cowichan Aquatic Centre	4,311	4,000	2,158	4,000	-	0%
75th Birthday Celebration	-	-	-	8,000	319	4%
	20,076	9,500	7,048	13,500	1,534	11%
Total Development Services Expenses	55,113	59,000	56,442	71,300	11,747	16%
<b>Centennial Hall</b>						
	-	-	-	-	-	-
<b>Info Centre</b>						
PW Labour	1,212	2,500	820	2,200	-	33%
Water, Sewer & Garbage	-	700	-	700	-	0%
Contracted Services	15,740	15,000	15,000	15,000	-	100%
Other Expenses	4,917	5,000	4,429	5,300	1,926	89%
Recoveries - hydro	(1,200)	(1,200)	(1,200)	(1,200)	-	100%
	20,669	22,000	19,049	22,000	1,926	87%

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Parks

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Parks</b>						
Beaver Park	182	500	4,077	6,100	4,152	68%
Bell Tower School	1,877	2,400	1,316	2,400	777	32%
Centennial Park	6,661	20,000	42,577	22,000	5,231	24%
Central Park	12,727	19,000	14,804	18,500	1,162	6%
Civic Square	614	2,500	495	2,500	-	0%
Communities in Bloom	260	3,000	125	2,000	-	0%
Community Garden	199	-	-	-	-	-
Cougar Sign Landscaping	2,198	3,000	2,894	3,200	-	0%
Dashwood Park	213	1,200	280	1,200	-	0%
Entrance Sign	38,930	10,000	8,835	10,000	424	4%
Footbridge	1,986	4,500	1,758	4,500	300	7%
Footpath maintenance	51	2,000	400	1,600	-	0%
Gillespie Park	672	1,000	594	1,000	-	0%
Greendale Park	3,235	5,700	6,745	6,700	-	0%
Heritage Garden	8,998	5,000	12,656	7,000	1,247	18%
Kaatza Museum	10,830	10,000	8,746	10,800	4,732	44%
Kates Park - King George	24,694	10,000	7,145	10,000	90	1%
Lakedays Preparation	684	2,000	585	2,000	-	0%
Marina Park	2,176	1,700	6,043	3,200	186	6%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	2,657	40%
Ohtaki/Kasapi Park	2,976	10,000	2,425	10,000	-	0%
Park Bench Maintenance	1,188	5,000	1,552	5,000	4,674	93%
Parks General	23,000	16,000	25,821	20,700	3,888	19%
Parkstone Park	1,162	2,000	1,980	2,500	-	0%
Joginder Bains Park - Point Ideal	2,035	3,500	6,700	4,200	56	1%
Ravine Park	-	500	-	-	-	-
Riverside Memorial Park	2,691	5,900	3,901	5,900	563	10%
Sahtlam Park	1,179	2,500	3,637	3,000	95	3%
Saywell Park	13,592	20,000	15,557	20,500	2,142	10%
Seniors Centre	3,117	3,100	2,813	3,100	217	7%
Ted Burns Nature Preserve	-	1,000	392	1,000	-	0%
Pickleball Courts	2,393	3,000	3,557	3,200	41	1%
Town Square	4,300	3,000	4,909	5,000	289	6%
Trans Canada Trail	2,198	5,000	8,146	5,900	-	0%
Trestle Walkway	830	3,000	864	3,000	190	6%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,859	15,000	2,628	18%
West Entrance	-	-	455	600	-	0%
Winter Park	6,073	7,000	4,098	7,000	90	1%
Office Administration Charge	10,700	11,000	11,000	12,100	-	0%
	<u>216,772</u>	<u>231,500</u>	<u>236,283</u>	<u>254,100</u>	<u>35,830</u>	<u>102%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Parks

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Lakeview Park</b>						
Reservations	142,693	130,000	156,349	150,000	73,042	49%
Walk Ins	24,934	22,000	8,174	8,000	3,144	39%
Power Fees	24,022	22,000	23,041	22,000	13,960	63%
Wood and ice sales	3,738	4,000	4,637	4,500	19	0%
Operating Grant	-	-	2,981	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	3,795	58%
	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>191,000</u>	<u>93,960</u>	<u>49%</u>
Office Administration Charge	8,100	8,400	8,400	8,500	-	0%
CLEC Admin Charges	30,000	31,000	31,000	31,000	-	0%
Summer Student Wages	52,000	55,000	53,925	55,000	-	0%
Maintenance Wages	7,179	7,000	1,974	7,000	-	0%
Contracted Services	7,317	15,000	16,781	15,000	317	2%
PW Labour	348	1,000	1,574	1,500	412	27%
Hydro and Electricity	7,706	8,000	8,393	9,000	1,658	18%
Materials and Supplies	10,284	14,000	12,674	12,000	302	3%
Other Expenses	9,342	10,500	7,565	10,800	3,224	30%
Water, Sewer & Garbage	9,938	8,000	9,898	8,000	9,898	124%
Park Attendant/ Security	14,443	15,000	24,688	15,000	640	4%
Public Works Charges	12	500	612	700	262	37%
Telephone	1,674	3,000	2,116	3,000	658	22%
Equipment allocations	2,000	2,000	800	1,800	-	0%
	<u>160,342</u>	<u>178,400</u>	<u>180,398</u>	<u>178,300</u>	<u>17,370</u>	<u>10%</u>
Net	<u>43,763</u>	<u>5,600</u>	<u>22,618</u>	<u>12,700</u>	<u>76,591</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of CLEC

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
<b>Revenues</b>						
Group Revenues	434,256	413,000	372,745	402,000	47,758	12%
Programming revenues	1,000	1,000	9,738	9,000	-	0%
Rental Income	6,000	6,000	6,000	6,000	1,750	29%
JCP	-	-	-	-	-	-
	<u>441,256</u>	<u>420,000</u>	<u>388,483</u>	<u>417,000</u>	<u>49,508</u>	<u>12%</u>
<b>Expenditures - Variable</b>						
Program Services	12,835	10,000	2,786	8,000	-	0%
Kitchen Wages	81,244	80,000	69,458	80,000	8,152	10%
Food Supplies	79,926	70,000	69,908	71,000	6,761	10%
Custodians	44,616	40,000	36,732	40,000	4,960	12%
Equipment	-	-	-	-	-	-
Supplies	4,283	4,000	3,371	4,000	795	20%
	<u>222,904</u>	<u>204,000</u>	<u>182,255</u>	<u>203,000</u>	<u>20,668</u>	<u>10%</u>
<b>Expenditures - Fixed</b>						
Admin Salaries	175,810	181,000	179,131	182,000	47,302	26%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	-	0%
Housing Allowance	6,000	6,000	6,000	6,000	1,750	29%
Town Administration	21,600	22,500	22,500	22,500	-	0%
Electricity	23,761	24,000	20,865	22,000	8,620	39%
Heat	19,685	15,000	5,624	6,000	-	0%
Telephone & other Utilities	9,538	11,300	10,753	11,500	5,700	50%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	28,745	10,000	5,163	52%
Maintenance	40,288	24,000	33,059	23,000	2,745	12%
Public Works Charges	13,382	6,000	11,069	8,000	3,429	43%
Miscellaneous Operations	790	200	11,891	8,000	6,336	79%
	<u>299,993</u>	<u>267,000</u>	<u>299,444</u>	<u>269,000</u>	<u>81,046</u>	<u>30%</u>
Total Expenses	<u>522,897</u>	<u>471,000</u>	<u>481,699</u>	<u>472,000</u>	<u>101,714</u>	<u>22%</u>
NET CLEC OPERATIONS	<u>(81,641)</u>	<u>(51,000)</u>	<u>(93,216)</u>	<u>(55,000)</u>	<u>(52,207)</u>	<u>95%</u>
NET LAKEVIEW AND CLEC	<u>(37,878)</u>	<u>(45,400)</u>	<u>(70,598)</u>	<u>(42,300)</u>	<u>24,384</u>	
<b>Lakeview Park Road</b>						
Road maintenance	<u>18,165</u>	<u>13,000</u>	<u>5,650</u>	<u>13,000</u>	<u>1,614</u>	<u>43%</u>
NET	<u>(56,044)</u>	<u>(58,400)</u>	<u>(76,248)</u>	<u>(55,300)</u>	<u>22,769</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Capital Expenses

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Var
<b>General</b>						
Asset appraisal - Insurance	-	-	-	-	-	-
Asset management plan	-	30,000	-	50,000	-	0%
Computer Equipment	-	20,000	6,394	15,000	-	0%
Demo costs - Neva Road	-	100,000	34,315	100,000	-	0%
Hazmat Inventory	3,828	20,000	-	10,000	-	0%
Health Unit Repairs	-	-	-	10,000	-	0%
Office Equipment	-	25,000	-	20,000	8,034	40%
Land Purchase	75,503	-	9,911	14,000	1,200	9%
Museum	-	30,000	-	30,000	-	0%
Office Improvements	-	-	-	-	-	-
Mildred Child area upgrades	-	-	-	300,000	-	0%
Town hall renovations	2,575	3,647,000	7,518	1,804,000	2,968	0%
	<u>81,907</u>	<u>3,872,000</u>	<u>58,137</u>	<u>2,353,000</u>	<u>12,201</u>	<u>1%</u>
<b>CLEC</b>						
Carpet / Flooring	-	5,000	-	5,000	-	0%
Electrical upgrades	-	10,000	9,788	3,000	-	0%
Clec JCP	-	18,000	11,629	-	-	-
Mattresses	4,270	-	1,099	-	-	-
Equipment - Propane Stove	8,769	-	-	-	-	-
Concrete patio/deck renovation	-	-	-	-	-	-
Water system/well	-	90,000	44,384	50,000	2,039	4%
	<u>13,039</u>	<u>123,000</u>	<u>66,899</u>	<u>58,000</u>	<u>2,039</u>	<u>4%</u>
<b>Fire Department</b>						
Gas monitor and controls	-	10,000	7,250	-	-	-
Storz hydrant upgrades	-	16,000	16,675	-	-	-
Office renovation	-	10,000	-	10,000	-	0%
Heat Pump/Generator Replacement	8,832	15,000	11,510	15,000	-	0%
Forestry Hose and Gear	21,227	10,000	-	10,000	-	0%
#6 New Fire truck equipment	-	-	-	27,000	-	0%
Misc Fire Equipment	-	-	-	-	-	-
FD#16 New Tank	-	-	-	5,000	-	0%
Firehall repairs	6,282	6,000	-	6,000	-	0%
Training Ground Facilities	32,616	30,000	96,102	48,500	-	0%
Truck purchase	-	370,000	-	700,000	342,676	49%
Tools and Equipment	3,301	3,000	535	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-
Hoses and valving	8,996	8,000	9,513	8,000	-	0%
	<u>81,253</u>	<u>478,000</u>	<u>141,585</u>	<u>832,500</u>	<u>342,676</u>	<u>41%</u>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
General Fund - Schedule of Capital Expenses

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Var
<b>Public Works</b>						
Equipment Purchase	53,136	586,500	75,442	630,000	37,364	6%
Annual Paving Program	58,314	-	-	-	-	-
Computer Software	-	-	-	-	-	-
Cross Walk lights - Post Office	-	20,000	-	20,000	-	0%
Engineering Design - King George St	-	20,000	-	-	-	-
North Shore Rd Engineering	-	-	-	-	-	-
Garbage facilities - clec	-	10,000	-	20,000	-	0%
PW Office/Yard - Cap	-	-	-	100,000	-	0%
PW Truck Shelter - Cap	-	-	-	-	-	-
Sidewalks	-	50,000	-	-	-	-
Signs - Capital	-	-	-	50,000	-	0%
South Shore Road Improvements	-	-	-	-	-	-
Renfrew Town Square	-	-	-	-	-	-
Refurbish footbridge	-	200,000	-	-	-	-
Stormwater Mapping	-	-	-	-	-	-
Small tools	2,133	5,000	2,713	5,000	-	0%
	<u>113,582</u>	<u>891,500</u>	<u>78,155</u>	<u>825,000</u>	<u>37,364</u>	<u>5%</u>
<b>Lakeview Park</b>						
JCP Recoveries - Cap	-	-	-	-	-	-
Garbage facilities	-	22,000	3,309	-	-	-
Resurfacing campsites - gravel/sand	-	-	-	-	-	-
Floating walkway repairs	-	-	-	10,000	-	0%
Lakeview Washrooms	-	-	-	-	-	-
	<u>-</u>	<u>22,000</u>	<u>3,309</u>	<u>10,000</u>	<u>-</u>	<u>0%</u>
<b>Parks</b>						
Central Park Washroom/Stage	-	-	-	-	-	-
Centennial Park Upgrades	897,584	400,000	472,924	100,000	-	0%
Centennial Park Washrooms	-	-	-	100,000	-	0%
Columbarium planning	5,187	5,000	48,325	-	-	-
Columbarium niche revenue	-	-	-	-	-	-
Connecting Communities	-	-	-	2,005,000	-	0%
Misc Parks Capital	-	-	-	-	-	-
Marina Park Dock Repairs	42,222	15,000	5,047	25,000	-	0%
Park Benches	-	-	-	-	689	-
Pickleball/Tennis Courts	35,054	14,945	1,671	13,274	-	0%
Sahtlam Park	-	10,000	-	10,000	-	0%
Riverside Park - Washrooms JCP	-	50,000	-	50,000	-	0%
Saywell Park Improvements	-	23,000	-	25,000	-	0%
Saywell Park JCP	-	-	-	-	-	-
Town Square Ramp	-	-	-	8,000	-	0%
	<u>980,047</u>	<u>517,945</u>	<u>527,967</u>	<u>2,336,274</u>	<u>689</u>	<u>0%</u>
<b>Total General Capital</b>	<u>1,269,829</u>	<u>5,904,445</u>	<u>876,052</u>	<u>6,414,774</u>	<u>394,970</u>	<u>6%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
Sewer Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<b>Revenues</b>						
User Rates	457,201	456,000	486,145	471,000	471,075	100%
Connection Fees	6,047	1,000	3,920	1,000	2,870	287%
Penalties And Other Interest	4,780	4,600	4,538	4,500	(16)	0%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	-	-	2,200,000	-	0%
Parcel Tax	164,000	165,800	165,800	166,500	-	0%
Contribution from others	-	-	-	-	-	-
Transfer From Surplus	-	105,400	-	1,053,000	-	0%
	<u>632,028</u>	<u>732,800</u>	<u>660,403</u>	<u>3,896,000</u>	<u>473,929</u>	<u>12%</u>
<b>Expenditures</b>						
Administration	1,690	2,700	2,376	3,000	15	1%
Office Administration	47,300	57,000	57,000	67,000	-	0%
Consumption Rebates	325	1,000	100	-	-	-
PW Administration	83,800	83,900	83,900	90,000	-	0%
Discounts	32,240	35,400	35,451	35,500	35,663	100%
General Maintenance	38,227	65,000	64,793	67,000	18,076	27%
Connections Maintenance	2,527	9,000	2,305	9,000	2,582	29%
Chlorination	9,862	10,000	9,008	10,000	3,006	30%
New Connections	3,106	4,000	3,665	5,000	362	7%
Sewer Flushing	6,615	7,000	6,586	7,000	-	0%
Sewer Pump Maintenance	32,373	76,500	41,520	76,500	11,847	15%
Sewer Lagoon Maintenance	55,706	91,300	61,382	91,000	15,585	17%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	93,805	-	93,654	-	-	-
Capital	2,055	290,000	18,551	3,435,000	-	0%
	<u>409,630</u>	<u>732,800</u>	<u>480,292</u>	<u>3,896,000</u>	<u>87,135</u>	<u>2%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>180,111</u>	<u>-</u>	<u>386,793</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
Sewer Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<u>SEWER CAPITAL</u>						
Liftstation Upgrades	-	40,000	18,551	60,000	-	0%
Liftstation #1 Upgrade	-	-	-	75,000	-	0%
Sewer I&I	-	150,000	-	150,000	-	0%
Sewer Treatment Miscellaneous	-	100,000	-	-	-	-
Sewer Treatment Construction	2,055	-	-	3,000,000	-	0%
Sewer Lagoon	-	-	-	150,000	-	0%
Riverside Force Main	-	-	-	-	-	-
	<u>2,055</u>	<u>290,000</u>	<u>18,551</u>	<u>3,435,000</u>	<u>-</u>	<u>0%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
Water Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<b>Revenues</b>						
User Rates	547,045	555,000	576,804	575,000	567,908	99%
Connection Fees	44,270	1,000	11,860	1,000	5,470	547%
Fire Hydrant Installation & other	3,353	3,000	31,674	4,000	2,440	61%
Other Penalties And Interest	5,756	5,500	5,410	5,400	(424)	-8%
Grant - Water main upgrades	545,718	583,375	343,792	182,075	-	0%
Infrastructure Grant	1,651,313	3,248,687	3,248,687	-	-	-
CONTRIBUTION FROM OTHERS	-	28,000	-	-	-	-
Parcel Tax	234,360	236,880	236,880	238,420	-	0%
Transfer From Surplus	-	813,418	-	503,005	-	0%
	<u>3,031,815</u>	<u>5,474,860</u>	<u>4,455,108</u>	<u>1,508,900</u>	<u>575,393</u>	<u>38%</u>
<b>Expenditures</b>						
Administration	1,934	3,400	1,504	3,400	250	7%
Office Administration	66,500	76,500	76,500	92,000	-	0%
PW Administration	83,100	95,600	95,600	115,000	-	0%
Consumption Rebates	325	1,000	100	-	-	-
Discounts	39,646	42,900	42,938	43,000	43,438	101%
Safety and Training	1,853	4,500	1,926	4,500	-	0%
Chlorination	14,608	9,000	13,975	14,000	3,757	27%
Flushing	-	12,500	10,153	12,500	7,220	58%
Reservoir	9,557	4,500	5,783	20,000	21,791	109%
General Maintenance	68,382	89,000	74,131	100,000	41,582	42%
Hydrants	15,441	22,660	18,698	22,500	502	2%
New Connections	16,594	8,000	10,713	10,000	468	5%
Connection Maintenance	56,233	75,000	52,422	75,000	15,001	20%
Water Meters	21,000	13,500	20,450	20,000	5,737	29%
Pump House Maintenance	44,432	32,500	39,402	42,000	10,821	26%
Small equipment	-	-	2,269	-	749	-
Booster Pumps Maintenance	8,425	11,300	9,244	12,000	1,262	11%
Slopes water pump station	5,582	8,000	5,820	8,000	1,694	21%
Greendale Water Connection	14,448	-	4,023	-	1,185	-
Water treatment plant	-	50,000	1,400	95,000	25,031	26%
Transfer to surplus	-	-	-	-	-	-
Amortization - Water Fund	105,708	-	111,692	-	-	-
Capital	<u>2,470,128</u>	<u>4,915,000</u>	<u>5,310,230</u>	<u>820,000</u>	<u>224,257</u>	<u>27%</u>
	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,908,972</u>	<u>1,508,900</u>	<u>404,744</u>	<u>27%</u>
Surplus(Deficit)	<u>(12,080)</u>	<u>-</u>	<u>(1,453,864)</u>	<u>-</u>	<u>170,650</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - April 30, 2019  
Water Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<u>WATER CAPITAL</u>						
Cowichan Lake Road Loop	-	-	-	-	-	-
Backup Power-North Shore Pump	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	-	-	-	-
Greendale Road Watermain	373,647	365,000	450,770	-	-	-
Greendale Trestle Watermain Upgrade	37,546	200,000	7,749	355,000	7,451	2%
North Shore Pump Station Backup Power	-	-	-	100,000	-	0%
Ohtaki Bridge Watermain Upgrade	-	200,000	-	-	-	-
Park Rd Watermain Upgrade	-	-	-	-	-	-
Wilson Watermain Upgrade	307,583	-	-	-	-	-
Water main upgrade	-	-	-	-	-	-
Water Modelling	-	31,000	24,953	35,000	-	0%
Water Treatment Upgrade	1,751,351	4,050,000	4,826,757	300,000	216,752	72%
Watermain Upgrades	-	69,000	-	-	-	-
Water metering	-	-	-	30,000	53	0%
	<u>2,470,128</u>	<u>4,915,000</u>	<u>5,310,230</u>	<u>820,000</u>	<u>224,257</u>	<u>27%</u>



# Building Report

**TO:** Chief Administrative Officer

**SUBJECT:** Building Permit Summary for the Month of APRIL, 2019

**DATE:** MAY 1, 2019

**FROM:** Building Inspector

## Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	33	6			1
Commercial	5				
Carport / garage	6	1			
Demolitions	1				
Renovations	16	8			2
Deck	9				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
<b>TOTALS</b>	<b>71</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>3</b>

Building Permit Fees	Value of construction	Permit fees
For the current month	163,280.00	2,272.00
Year to Date	1,594,651.00	15,800.00

  
Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

## March 2019 Monthly Incident Report

3 Practices  
2 Shift Workers Practice  
1 Business Meeting  
1 Truck Check  
1 Burning Complaint  
1 BCFCA Zone 1 Meeting  
2 MVI  
1 Online Swiftwater Awareness Course  
1 Online ICS 200 Course  
2 Medical Aids  
1 Chimney Fire  
1 Vehicle Fire  
1 Fire Apparatus Driver Instructor Course  
1 Alarm Activated  
21 NFPA Tests  
6 Officer/Member Duty Sheets  
1 Sec/Treasurer Monthly Stipend

**Total**

**\$8234.24**



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

**Fire Stats March 2019**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
03/03	8:30 AM	Youbou Rd/Beaver Rd	Vehicle Fire	16	1	\$313.70
03/04	9:18 AM	427 Scholey Cres	Medical Aid	10	1	\$196.04
03/04	6:52 PM	6800 Cowichan Lake Rd	MVI	27	1	\$468.11
03/04	7:00 PM	Fire Hall	Business Meeting	27	2	\$936.22
03/10		Online	Swiftwater Awareness	2	2	\$74.92
03/11	7:00 PM	Fire Hall	Practice	27	2	\$940.30
03/13	7:30 AM	East Sooke Fire Hall	FCABC Zone 1 Meeting	1	8	\$163.68
03/13	6:00 PM	Fire Hall	Truck Check	14	2	\$424.66
03/14	9:09 PM	101 North Shore Rd	Medical Aid	16	1	\$254.67
03/15	6:31 PM	7778 Sunset Dr	Alarms Activated	11	1	\$198.08
03/18	3:26 PM	123 Sahtlam Ave	Burning Complaint	1	1	N/C
03/18	7:00 PM	Fire Hall	Practice	20	2	\$745.28
03/18	9:38 PM	7489 Blackwood Hghts	MVI	20	1	\$373.35
03/20	10:30 AM	Fire Hall	Dayshift Practice	5	2	\$151.26
03/21	7:24 PM	24 Nelson Rd	Chimney Fire	17	1	\$293.55
03/25	7:00 PM	Fire Hall	Practice	26	2	\$943.76
03/27	10:30 AM	Fire Hall	Day Shift Practice	4	2	\$113.80
03/30		Online	ICS 200 Course	1	4	\$77.76
03/30	8:00 AM	Fire Hall	Fire Apparatus Driver Instructor Training	2	8	\$327.36
03/31	8:00 AM	Fire Hall	Fire Apparatus Driver Instructor Training	2	6	\$245.52
			NFPA Tests	3	44	\$561.90





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

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
			Officer/Member Duty Sheets	6	6	\$280.32
			Sec/Treasurer Stipend			\$150.00
		<b>Total</b>				<b>\$8234.24</b>

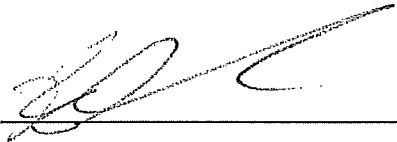
Bylaw Complaint Report  
Town of Lake Cowichan  
April 2019



To: CAO

From: Bylaw Officer

Complaints	#	Outcome
Burning complaints	4	4 compliance
Garbage complaints	3	3 compliance
Illegal parking	10	10 compliance
Unsightly	1	Ongoing
High water consumption	12	Delivered
Easement	1	Ongoing

Signature 



# Memo

**TO:** Chair, Finance and Administration Committee

**SUBJECT:** Animal Control Services Contract

**DATE:** May 10, 2019

**FROM:** Chief Administrative Officer

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## **Background**

The contract with Coastal Animal Control Services was up for renewal. The rates for services rendered have been consistent for several years. The contractor had requested for rate increases in all areas.

There were ongoing negotiations on those rates and both parties have negotiated and agreed to what can be deemed reasonable rates.

## **Changes to Contract**

- Monthly retainer fees are being increased from \$204 per month to \$208 per month until April 30, 2022 whereupon they will increase to \$212 per month;
- Impound fees will remain at \$100 per dog but amount retained by contractor will increase by \$5 to \$15;
- The euthanasia fees per dog will be increased to \$85 from \$70;
- Emergency callouts will increase by \$10 to \$110; and
- All other fees and services remain unchanged.

## **Recommendation**

that Committee recommend approval of the execution of the Animal Shelter Services with Coastal Animal Control Services of BC Ltd. for the period beginning May 1, 2019 and expiring April 30<sup>th</sup>, 2024.

Joseph A. Fernandez

- can be done by the owner in defending a Municipal Ticket Information, a Long Form Information or an Application to Destroy the dog.
- 9.3 Every owner of a Vicious Dog shall, at all times while the dog is on the premises owned or controlled by such person, keep the dog securely confined either indoors or in an enclosed pen or other structure capable of preventing the entry of young children and adequately constructed to prevent the dog from escaping.
- 9.4 No owner of a Vicious Dog shall permit, suffer or allow the dog to be on any street, public place or any other place that is not owned or controlled by that person unless the dog is muzzled to prevent it from biting another animal or human.
- 9.5 Failure of an owner of a Vicious Dog to adhere to Sections 8.3 and 8.4 of this bylaw will result in the Town issuing an Infraction Notice or Ticket at their discretion.
- 9.6 The Provincial Court may on application and on being satisfied that a dog has killed or injured, or is likely to kill or injure a person or domestic animal, order that the dog be destroyed.

## 10. CRUELTY TO ANIMALS

- 10.1 No person shall keep any animal within the Town unless it is provided with:
- a) clean potable drinking water at all times and suitable food of sufficient quantity and quality to allow for normal growth and the maintenance of normal body weight;
  - b) food and water receptacles kept clean and disinfected and located to avoid contamination by excreta;
  - c) the opportunity for ~~periodic~~ regular exercise sufficiently to maintain good health; and
  - d) necessary veterinary medical care when the animal exhibits signs of pain or suffering.
- 10.2 No person shall keep any animal within the Town unless the animal is provided with outside shelter **such as a pen**:
- a) to ensure protection from heat, cold and wet that is appropriate to the animal's weight and type of coat. Such shelters must provide sufficient space to allow any animal the ability to turn about freely and to easily stand, sit and lie in a normal position;
  - b) at least 12 times the length of the animal and at least the animal's length in width, and at least as high as the animal's height measured from the floor to the highest point of the animal when standing in a normal position plus 10 percent;
  - c) in an area providing enough shade to protect the animal from the direct rays of the sun always;
  - d) any pen and run area must be regularly cleaned and sanitized and all excreta removed at least once a day.



- 10.3 No person may cause an animal to be hitched, tied or fastened by any rope, chain or cord that is directly tied around the animal's neck or to a choke collar.
- 10.4 ~~No person may cause an animal to be confined in an enclosed space, including a car, without adequate ventilation.~~
- 10.4 No person shall cause, allow or permit an animal to be confined in a vehicle where there is no adequate ventilation or where the internal vehicle temperature exceeds twenty-three (23) degrees celsius.
- 10.5 No person shall cause an animal to be tethered to a fixed object or vehicle where:
- (a) a choke collar forms part of the securing apparatus, or
  - (b) where a rope, cord or chain is tied directly around the animal's neck; or,
  - (c) the collar is not properly fitted or attached in a manner that will enable the animal to injure itself by pulling on the tether.
- 10.6 No person shall permit an animal to be tethered to a fixed object except with a tether of enough length to enable the full and unrestricted movement of the animal.
- 10.7 No person shall have an animal tethered for more than 10 hours in a 24 hour period day or more.

## 11. GENERAL

No person shall own, harbour, or keep any dog which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood by barking for longer than ten (10) consecutive minutes. If the Town determines that this section has been violated the Town may issue an Infraction Notice or Ticket.

- 11.1 Owners shall not allow or suffer their animal to foul public property or private property other than the owner's residence. The owner, or any person having the care, custody or control of a dog, except for a guide dog in the company of a blind person, shall remove forthwith any excrement deposited by the dog and shall deposit it in a suitable refuse container. The Town may fine any owner who does not clean a property so fouled.
- 11.2 No person shall hinder, delay or obstruct the Pound keeper or Animal Control Officer during any of his or her duties, or be subject to the fines set in Schedule A.
- 11.3 No person shall break open the Pound in any manner or shall directly or indirectly aid or assist in breaking open the Pound or shall take or let any dog out of the Pound, without the consent of the Pound keeper.
- 11.4 No person shall keep, harbour or have in his possession any animal suffering from an infectious or contagious disease, unless such animal is in isolation under treatment for cure of the same.

## 12. PROHIBITIONS

