



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday July 9th, 2019 at 6:00p.m. – Council Chambers

AGENDA

- | | Page # |
|---|--|
| 1. CALL TO ORDER | |
| 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
None. | |
| 5. CORRESPONDENCE
(a) Various Signatures re: Declaration of Climate Emergency. | 3 |
| 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 June, 30 th , 2019.
(b) Building Inspector re: Building Permits for June 2019.
(c) Lake Cowichan Fire Department Incident Report for May, 2019.
(d) Bylaw Officer re: Report for June 2019. | 5
23
24
F/C |
| 8. NEW BUSINESS
(a) By-pass Road
(b) Lot 24, Plan 5580 | 27
30 |
| 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 | |
| 13. ADJOURNMENT | |

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A Request to Local Government – Declare a Climate Emergency & Step Up Local & Regional Climate Action

July 3, 2019

RECEIVED JUL 05 2019

Mayor and Council
Town of Lake Cowichan
39 South Shore Rd, PO Box 860
Lake Cowichan, BC V0R 2G0

Dear Mayor and Council:

We are writing to ask you to dramatically accelerate your government's response to climate change.

A recent report of the Intergovernmental Panel on Climate Change (IPCC) concluded that we need to about halve our emissions over the next decade if we want to avoid the worst impacts of climate change. Meanwhile, many impacts are already "baked in" by past emissions, as we are already experiencing in Cowichan. One example is our now almost annual and increasingly severe drought conditions.

Local government is where the rubber hits the road on climate change. Land use decisions made by local councils determine our rural-urban-suburban form and resulting energy use, particularly for transportation which comprises our largest block of emissions here in the Cowichan Region. Board and Council decisions also help determine how much stored carbon is left on the landscape in trees and soils.

On the adaptation side, local governments deal with climate impacts such as increased drought and flooding. Our municipal infrastructure was built based on conditions that are now shifting rapidly. The need for increased water storage at Lake Cowichan and to respond to the stresses of increased droughts in other watersheds are good examples of this.

Municipalities across Canada have been recognizing the urgency of their role in climate change by declaring a "climate emergency" and directing staff to bring to council options for stepping up efforts across the board, from land use to transportation to biological carbon storage. We encourage you to follow suit: Declare a Climate Emergency and follow through to take our community from options to positive changes actually rolling out on the ground. Since these issues cut across communities, we encourage you to work together at the CVRD table and with your counterparts across the Cowichan region.

We also acknowledge that climate change raises a serious climate justice issue in our Region. The most vulnerable among us will be most affected. Increasing stresses on local watersheds mean that First Nations already bear a disproportionate impact due to losses in their food fishery. Given the location of reserves, First Nations are also more vulnerable to flooding and sea level rise, putting even further pressure on an already desperate housing situation. As we work together to find our way forward on Reconciliation in our community, we need to be mindful of how climate change affects that conversation.

The good news is that stepping up our climate efforts is consistent with building a more livable, resilient community. We will breathe cleaner air in more walkable and affordable neighbourhoods with better water conservation. Ultimately, how we respond to climate change will determine how we decide to relate to one another as neighbours. We urge to you act boldly, as the hour is late.

Yours sincerely,

BC Government and Service Employees Union - Brian Gardiner
BC Farms and Food – Larry Kimmett
Chemainus Residents Association – Lia Versaevel
Chemainus United Church – John Silins
Coast Salish Journey – Herb Rice
Council of Canadians, Cowichan Chapter – Laurel Circle
Cowichan Carbon Busters – Peter Nix
The Cowichan Biodiesel Co-op – Brian Roberts
Cowichan District Teachers' Association – BCTF Local 65 – Erica Roberts, Pres.
Cowichan Energy Alternatives – Brian Roberts
The Cowichan Estuary Nature Centre Society – Alicia Taylor
Cowichan Estuary Restoration & Conservation Society – Goetz Schuerholz
The Cowichan Lake and River Stewardship Society – Ken Traynor, Pres.
The Cowichan Station Area Association – Hilary Else, Pres.
Cowichan Valley Naturalists – Gail Mitchell
Cowichan Valley Garden Club – Jean Haley
The Cowichan Watershed Board – Chief Chip Seymour & Ian Morrison, co-chairs
Cowichan Woodwork – Gordon Smith
Duncan United Church – Rev. Keith Simmonds
Earth Guardians, Cowichan Valley – Sierra Robinson
Extinction Rebellion Cowichan – Marilyn Swallow
Friends of the Cowichan – Joe Saysell
Funky Frog Bed & Breakfast, Maple Bay – Veronica Haits
Glenora Farm, Ita Wegman Association - Andrew Rushmere
Juniper Community Solutions, Cobble Hill – Kathy Code
Lila Music Centre – Cari Burdett
Matraea Centre – Rupert Koyote
A Memorable Gift, Duncan – Tim Short
Michelle Rose Community Supported Fishery, Cowichan Bay – Guy Johnston
Mill Bay Fire Department – David Slade
Ol' MacDonald Farm – Cam MacDonald
One Cowichan Education Society – Jane Kilthei
Polster Environmental Services – David Polster & Genevieve Singleton
Public and Private Workers of Canada (PPWC) Local 2 – Lynn Lindeman, Pres.
Quamichan Lake Neighborhood Association – Marilyn Palmer
Raincoast Aquaponics – Adrian Southern
Sacred Mountain Studio – Nan Goodship & Peter Spohn
Saint Peters Anglican Church – Rev. MJ Lewis
Save Our Holmes Society, Youbou – Karen Deck, Pres.
Shawnigan Basin Society – Dave Munday, Pres.
Shawnigan Lake School – Sara Blair
The Somenos Marsh Wildlife Society – Paul Fletcher
Sylvan United Church, Mill Bay – Tom Baxter, Council Chair
Transition Cowichan – Sandy McPherson
Unifor Local 1138 – Travis Gregson, Pres.
Viridian Energy Cooperative – Don Skerik
Volunteer Cowichan – Linda Roseneck
Where Do We Stand – Rob Fullerton



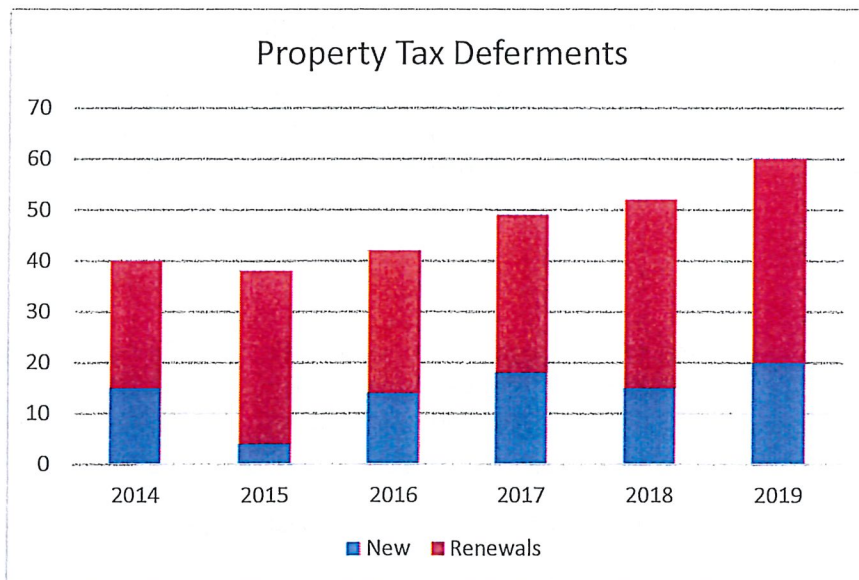
Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: July 5, 2019
SUBJECT: Financial Report for the Period Ending June 30, 2019

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

Point of Note

- The administration fees from January to December have been reflected in these statements.
- Property tax deferrals for the Town of Lake Cowichan:



Ronnie Gill, CPA, CGA

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

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
REVENUES						
Taxes	2,011,636	2,071,963	2,071,964	2,144,601	2,144,602	100%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	51,425	54,700	55,016	57,280	44,511	78%
Penalties and Interest on Taxes	69,270	65,000	63,046	60,000	59,700	100%
Business Licences	19,550	17,500	21,800	18,000	20,850	116%
Building and Other Permits	58,767	24,400	68,731	25,000	26,574	106%
Storm Drain Connection Fees	5,100	-	1,890	-	2,960	-
Dog Tags and Fines	3,310	3,200	3,590	3,200	3,235	101%
Interest on Investments	63,815	30,000	92,378	30,000	65,065	217%
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	358,953	94%
Lakeview Revenues	204,104	184,000	203,016	191,000	148,223	78%
Sale of Assets	-	-	-	-	30,240	-
Public Works Revenues	2,102	-	2,689	-	2,259	-
Fire Department Revenues	74,790	-	49,772	-	688	-
Other Revenue	30,123	10,200	26,767	9,250	13,492	146%
Ambulance Building Lease	44,829	45,000	44,829	45,000	23,788	53%
Public Health Lease	16,445	16,500	16,617	16,700	9,727	58%
Clec Revenues	441,256	420,000	388,483	417,000	166,384	40%
Unconditional Transfers	471,086	436,900	477,193	451,900	492,704	109%
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	166,480	100%
Library Levy	127,782	134,872	134,872	133,729	133,845	100%
Collections For Other Govts.	2,159,035	2,290,836	2,251,430	2,476,441	2,475,072	100%
	7,069,065	11,733,678	6,967,784	12,539,928	6,391,852	59%

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

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
EXPENDITURES						
General Government Services	542,492	547,600	538,913	567,600	111,387	20%
Fire Department	382,070	400,100	364,906	427,000	216,388	51%
Police Force	145,171	156,542	156,542	166,480	-	0%
Bylaw Enforcement & Other	66,906	59,000	74,033	61,000	23,172	38%
Public Works Administration	116,234	105,400	57,542	61,300	(85,573)	-140%
Public Works Roads	377,517	419,000	291,965	435,700	146,858	34%
Public Works - Equipment & Other	(126,327)	-	(130,134)	-	(64,231)	-
Garbage Expenses	388,605	394,200	395,405	402,100	209,010	52%
Planning, Health & Other	55,113	59,000	56,442	71,300	17,065	24%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	9,601	44%
Parks	216,772	231,500	236,283	254,100	100,570	40%
Lakeview Park	160,342	178,400	180,398	178,300	96,321	54%
CLEC Expense	522,897	471,000	481,699	472,000	204,668	43%
Lakeview Road	18,165	13,000	5,650	13,000	2,267	17%
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	1,202,102	19%
Debt Charges - Interest	1,801	3,000	3,192	3,000	2,039	68%
Debt Payments - Fire	191,512	186,200	186,003	198,100	80,475	41%
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	-	-	-	-
Transfers To Other Governments	2,159,035	2,290,836	2,251,430	2,476,441	-	0%
	7,494,027	11,733,678	7,083,668	12,493,924	2,338,984	19%
Surplus(Deficit)	(424,962)	-	(115,884)	46,004	4,052,868	

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
General Government Services						
Mayor and Council Indemnities	73,465	75,000	84,331	80,000	37,598	47%
Mayor and Council Expenses	38,260	42,500	36,568	42,500	18,669	44%
Mildred Child Annex	2,863	3,100	2,196	3,100	1,360	44%
Municipal Hall	17,995	25,600	18,121	25,600	11,558	45%
Office Wages	419,166	425,000	431,477	435,000	208,229	48%
Office Expenses	31,051	56,500	31,706	56,500	19,462	34%
Data Processing	18,837	24,600	17,137	24,600	15,326	62%
Legal Expense	21,867	15,000	26,079	30,000	20,221	67%
Audit	8,190	26,000	16,695	26,000	17,010	65%
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	1,250	42%
Ohtaki expense	-	6,000	3,163	6,000	-	0%
Ohtaki recoveries	-	-	(20)	-	-	-
Payroll Benefits Clearing	64,388	-	13,510	-	1,512	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	(268,700)	100%
	542,492	547,600	538,913	567,600	111,387	20%

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Fire Department						
Firefighters indemnities	97,862	105,000	101,324	110,000	44,430	40%
Other Wage Costs	18,882	17,000	19,543	18,000	8,082	45%
Town Administration	13,000	13,000	13,000	13,000	13,000	100%
Fire Hall Operations and Maint.	53,258	53,400	47,687	55,200	56,179	102%
Miscellaneous Operations	85,307	103,900	104,170	111,900	44,419	40%
Training	26,298	26,000	21,408	28,000	17,391	62%
Fire Vehicles & Equipment	54,136	76,800	56,286	80,900	32,347	40%
	348,742	395,100	363,418	417,000	215,848	52%
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	541	5%
	33,328	5,000	1,488	10,000	541	30%
Total Fire Department	382,070	400,100	364,906	427,000	216,388	51%
Bylaw Enforcement & Other						
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	7,299	38%
Building Inspection	34,282	35,500	37,058	37,000	15,874	43%
	66,906	59,000	74,033	61,000	23,172	38%

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
PW Administration						
Shop and Yard	26,965	35,000	48,132	47,000	20,214	43%
PW Admin Wages	205,676	210,000	165,012	180,000	86,805	48%
PW Admin Other	19,449	15,800	8,988	16,500	2,708	16%
Safety and Training	40,944	34,000	24,810	34,000	20,901	61%
Office Administration Charge	14,200	14,700	14,700	13,900	13,900	100%
Recovery from Utilities	(191,000)	(204,100)	(204,100)	(230,100)	(230,100)	100%
	116,234	105,400	57,542	61,300	(85,573)	-140%
Equipment Costs						
Equipment	165,583	-	144,370	-	54,308	-
Equipment Allocations	(291,910)	-	(274,504)	-	(118,839)	-
	(126,327)	-	(130,134)	-	(64,531)	-
Other Costs						
Billable Outside Jobs	-	-	-	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	-	-	300	-

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Road Maintenance						
Banners	11,451	9,000	2,826	9,000	4,887	54%
Boulevards	45,512	31,000	25,001	31,000	9,738	31%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	234	2%
Ditches & Culverts	1,866	10,000	4,177	10,000	-	0%
Dust Control	3,068	4,000	3,475	4,000	3,989	100%
Landscaping	7,355	10,000	8,470	10,000	3,713	37%
Litter Control	7,085	16,000	8,557	16,000	4,036	25%
Marking	10,866	10,000	3,031	10,000	7,762	78%
Mowing	6,105	13,000	6,050	13,000	1,711	13%
Patching	19,320	15,000	11,237	20,000	2,153	11%
Roads-other	11,177	14,000	9,635	14,000	2,676	19%
Seasonal decoration	13,322	12,000	25,737	12,000	1,951	16%
Shoulders	12,673	14,000	3,478	14,000	1,782	13%
Sidewalks	15,578	16,000	19,361	20,000	4,680	23%
Signs	9,615	11,000	5,653	11,000	4,627	42%
Snow removal	48,888	50,000	4,338	50,000	24,203	48%
Storm Drains & Catch Basins	33,905	50,000	18,189	50,000	4,480	9%
Street Lighting	82,279	79,000	88,181	84,000	34,361	41%
Street Sweeping	8,899	11,000	9,629	11,000	8,176	74%
Office Administration Charge	20,900	21,000	21,000	21,700	21,700	100%
	377,517	419,000	291,965	435,700	146,858	34%

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Garbage Collection						
Revenues						
Regular collections	312,590	311,200	318,583	323,000	325,305	101%
Toter rentals	3,808	3,300	4,575	3,000	3,477	116%
Penalties	3,737	3,700	3,451	3,500	2,148	61%
Recycling	52,213	52,000	53,794	54,000	28,023	52%
	372,348	370,200	380,404	383,500	358,953	94%
Expenditures						
Regular collection costs	245,923	244,000	248,415	249,000	123,325	50%
Office Administration Charges	17,200	17,600	17,600	18,000	18,000	100%
PW Administration Charges	24,100	24,600	24,600	25,100	25,100	100%
Tipping Fees	62,022	63,000	64,954	66,000	26,238	40%
Recycling costs	39,359	45,000	39,837	44,000	16,347	37%
	388,605	394,200	395,405	402,100	209,010	52%
Net	(16,257)	(24,000)	(15,002)	(18,600)	149,943	

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Public Health						
Ambulance Building Lease	44,829	45,000	44,829	45,000	23,788	53%
Public Health Lease	16,445	16,500	16,617	16,700	9,727	58%
Public Health Expenses	15,405	17,000	9,721	17,800	4,066	23%
NET	45,869	44,500	51,725	43,900	29,448	67%
Planning						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	10,427	26%
Other Functions						
Town Economic Development	10,666	5,000	3,855	1,000	965	96%
Age Friendly Grant	-	-	-	-	-	-
Community Garden - water service	4,863	-	-	-	-	-
Columbarium	-	-	-	-	375	-
Pacific Marine Circle Route	-	-	-	-	-	-
Heritage Advisory	237	500	1,036	500	912	182%
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	2,572	19%
Total Development Services Expenses	55,113	59,000	56,442	71,300	17,065	24%
Centennial Hall						
	-	-	-	-	-	-
Info Centre						
PW Labour	1,212	2,500	820	2,200	168	33%
Water, Sewer & Garbage	-	700	-	700	-	0%
Contracted Services	15,740	15,000	15,000	15,000	7,500	100%
Other Expenses	4,917	5,000	4,429	5,300	2,532	89%
Recoveries - hydro	(1,200)	(1,200)	(1,200)	(1,200)	(600)	100%
	20,669	22,000	19,049	22,000	9,601	87%

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Parks						
Beaver Park	182	500	4,077	6,100	4,212	69%
Bell Tower School	1,877	2,400	1,316	2,400	1,131	47%
Centennial Park	6,661	20,000	42,577	22,000	18,208	83%
Central Park	12,727	19,000	14,804	18,500	8,435	46%
Civic Square	614	2,500	495	2,500	260	10%
Communities in Bloom	260	3,000	125	2,000	-	0%
Community Garden	199	-	-	-	-	-
Cougar Sign Landscaping	2,198	3,000	2,894	3,200	496	15%
Dashwood Park	213	1,200	280	1,200	51	4%
Entrance Sign	38,930	10,000	8,835	10,000	4,831	48%
Footbridge	1,986	4,500	1,758	4,500	478	11%
Footpath maintenance	51	2,000	400	1,600	163	10%
Gillespie Park	672	1,000	594	1,000	129	13%
Greendale Park	3,235	5,700	6,745	6,700	2,123	32%
Heritage Garden	8,998	5,000	12,656	7,000	3,216	46%
Kaatza Museum	10,830	10,000	8,746	10,800	7,348	68%
Kates Park - King George	24,694	10,000	7,145	10,000	2,056	21%
Lakedays Preparation	684	2,000	585	2,000	336	17%
Marina Park	2,176	1,700	6,043	3,200	1,026	32%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	3,702	55%
Ohtaki/Kasapi Park	2,976	10,000	2,425	10,000	389	4%
Park Bench Maintenance	1,188	5,000	1,552	5,000	5,510	110%
Parks General	23,000	16,000	25,821	20,700	11,416	55%
Parkstone Park	1,162	2,000	1,980	2,500	544	22%
Joginder Bains Park - Point Ideal	2,035	3,500	6,700	4,200	2,039	49%
Ravine Park	-	500	-	-	-	-
Riverside Memorial Park	2,691	5,900	3,901	5,900	2,579	44%
Sahtlam Park	1,179	2,500	3,637	3,000	538	18%
Saywell Park	13,592	20,000	15,557	20,500	6,551	32%
Seniors Centre	3,117	3,100	2,813	3,100	1,211	39%
Ted Burns Nature Preserve	-	1,000	392	1,000	1,500	150%
Pickleball Courts	2,393	3,000	3,557	3,200	431	13%
Town Square	4,300	3,000	4,909	5,000	642	13%
Trans Canada Trail	2,198	5,000	8,146	5,900	484	8%
Trestle Walkway	830	3,000	864	3,000	294	10%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,859	15,000	7,139	48%
West Entrance	-	-	455	600	-	0%
Winter Park	6,073	7,000	4,098	7,000	1,102	16%
Office Administration Charge	10,700	11,000	11,000	12,100	-	0%
	216,772	231,500	236,283	254,100	100,570	102%

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Lakeview Park						
Reservations	142,693	130,000	156,349	150,000	116,769	78%
Walk Ins	24,934	22,000	8,174	8,000	5,996	75%
Power Fees	24,022	22,000	23,041	22,000	19,606	89%
Wood and ice sales	3,738	4,000	4,637	4,500	1,128	25%
Operating Grant	-	-	2,981	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	4,724	73%
	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>191,000</u>	<u>148,223</u>	<u>78%</u>
Office Administration Charge	8,100	8,400	8,400	8,500	8,500	100%
CLEC Admin Charges	30,000	31,000	31,000	31,000	31,000	100%
Summer Student Wages	52,000	55,000	53,925	55,000	9,381	17%
Maintenance Wages	7,179	7,000	1,974	7,000	10,947	156%
Contracted Services	7,317	15,000	16,781	15,000	8,512	57%
PW Labour	348	1,000	1,574	1,500	1,679	112%
Hydro and Electricity	7,706	8,000	8,393	9,000	2,559	28%
Materials and Supplies	10,284	14,000	12,674	12,000	3,438	29%
Other Expenses	9,342	10,500	7,565	10,800	5,024	47%
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	3,298	22%
Public Works Charges	12	500	612	700	1,100	157%
Telephone	1,674	3,000	2,116	3,000	984	33%
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>96,321</u>	<u>54%</u>
Net	<u>43,763</u>	<u>5,600</u>	<u>22,618</u>	<u>12,700</u>	<u>51,902</u>	

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

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Revenues						
Group Revenues	434,256	413,000	372,745	402,000	163,384	41%
Programming revenues	1,000	1,000	9,738	9,000	-	0%
Rental Income	6,000	6,000	6,000	6,000	3,000	50%
JCP	-	-	-	-	-	-
	<u>441,256</u>	<u>420,000</u>	<u>388,483</u>	<u>417,000</u>	<u>166,384</u>	<u>40%</u>
Expenditures - Variable						
Program Services	12,835	10,000	2,786	8,000	-	0%
Kitchen Wages	81,244	80,000	69,458	80,000	25,559	32%
Food Supplies	79,926	70,000	69,908	71,000	21,428	30%
Custodians	44,616	40,000	36,732	40,000	11,785	29%
Equipment	-	-	-	-	-	-
Supplies	4,283	4,000	3,371	4,000	12,895	322%
	<u>222,904</u>	<u>204,000</u>	<u>182,255</u>	<u>203,000</u>	<u>71,667</u>	<u>35%</u>
Expenditures - Fixed						
Admin Salaries	175,810	181,000	179,131	182,000	86,081	47%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	(31,000)	100%
Housing Allowance	6,000	6,000	6,000	6,000	3,000	50%
Town Administration	21,600	22,500	22,500	22,500	22,500	100%
Electricity	23,761	24,000	20,865	22,000	11,883	54%
Heat	19,685	15,000	5,624	6,000	-	0%
Telephone & other Utilities	9,538	11,300	10,753	11,500	7,125	62%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	28,745	10,000	9,011	90%
Maintenance	40,288	24,000	33,059	23,000	9,958	43%
Public Works Charges	13,382	6,000	11,069	8,000	5,666	71%
Miscellaneous Operations	790	200	11,891	8,000	8,777	110%
	<u>299,993</u>	<u>267,000</u>	<u>299,444</u>	<u>269,000</u>	<u>133,001</u>	<u>49%</u>
Total Expenses	<u>522,897</u>	<u>471,000</u>	<u>481,699</u>	<u>472,000</u>	<u>204,668</u>	<u>43%</u>
NET CLEC OPERATIONS	<u>(81,641)</u>	<u>(51,000)</u>	<u>(93,216)</u>	<u>(55,000)</u>	<u>(38,284)</u>	<u>70%</u>
NET LAKEVIEW AND CLEC	<u>(37,878)</u>	<u>(45,400)</u>	<u>(70,598)</u>	<u>(42,300)</u>	<u>13,618</u>	
Lakeview Park Road						
Road maintenance	18,165	13,000	5,650	13,000	2,267	43%
NET	<u>(56,044)</u>	<u>(58,400)</u>	<u>(76,248)</u>	<u>(55,300)</u>	<u>11,351</u>	

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

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Var
General						
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	12,542	1%
	<u>81,907</u>	<u>3,872,000</u>	<u>58,137</u>	<u>2,353,000</u>	<u>21,775</u>	<u>1%</u>
CLEC						
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	5,507	11%
	<u>13,039</u>	<u>123,000</u>	<u>66,899</u>	<u>58,000</u>	<u>5,507</u>	<u>9%</u>
Fire Department						
Gas monitor and controls	-	10,000	7,250	-	-	-
Storz hydrant upgrades	-	16,000	16,675	-	-	-
Office renovation	-	10,000	-	10,000	4,504	45%
Heat Pump/Generator Replacement	8,832	15,000	11,510	15,000	-	0%
Forestry Hose and Gear	21,227	10,000	-	10,000	6,145	61%
#6 New Fire truck equipment	-	-	-	27,000	24,177	90%
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	8,599	18%
Truck purchase	-	370,000	-	700,000	728,710	104%
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>772,134</u>	<u>93%</u>

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

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Var
Public Works						
Equipment Purchase	53,136	586,500	75,442	630,000	394,504	63%
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	3,691	74%
	113,582	891,500	78,155	825,000	398,196	48%
Lakeview Park						
JCP Recoveries - Cap	-	-	-	-	-	-
Garbage facilities	-	22,000	3,309	-	-	-
Resurfacing campsites - gravel/sand	-	-	-	-	1,168	-
Floating walkway repairs	-	-	-	10,000	2,815	28%
Lakeview Washrooms	-	-	-	-	-	-
	-	22,000	3,309	10,000	3,983	40%
Parks						
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	-	-	-	-	0	-
Pickleball/Tennis Courts	35,054	14,945	1,671	13,274	506	4%
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%
	980,047	517,945	527,967	2,336,274	507	0%
Total General Capital	1,269,829	5,904,445	876,052	6,414,774	1,202,102	19%

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

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
Revenues						
User Rates	457,201	456,000	486,145	471,000	476,797	101%
Connection Fees	6,047	1,000	3,920	1,000	2,960	296%
Penalties And Other Interest	4,780	4,600	4,538	4,500	2,732	61%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	-	-	2,200,000	-	0%
Parcel Tax	164,000	165,800	165,800	166,500	166,700	100%
Contribution from others	-	-	-	-	-	-
Transfer From Surplus	-	105,400	-	-	-	-
	<u>632,028</u>	<u>732,800</u>	<u>660,403</u>	<u>2,843,000</u>	<u>649,189</u>	<u>23%</u>
Expenditures						
Administration	1,690	2,700	2,376	3,000	15	1%
Office Administration	47,300	57,000	57,000	67,000	67,000	100%
Consumption Rebates	325	1,000	100	-	-	-
PW Administration	83,800	83,900	83,900	90,000	90,000	100%
Discounts	32,240	35,400	35,451	35,500	35,635	100%
General Maintenance	38,227	65,000	64,793	67,000	33,189	50%
Connections Maintenance	2,527	9,000	2,305	9,000	3,564	40%
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	919	13%
Sewer Pump Maintenance	32,373	76,500	41,520	76,500	28,540	37%
Sewer Lagoon Maintenance	55,706	91,300	61,382	91,000	28,035	31%
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>290,265</u>	<u>7%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>180,111</u>	<u>(1,053,000)</u>	<u>358,924</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 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	-	-	-	-	-	-
	2,055	290,000	18,551	3,435,000	-	0%

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

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
Revenues						
User Rates	547,045	555,000	576,804	575,000	571,402	99%
Connection Fees	44,270	1,000	11,860	1,000	7,510	751%
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	2,849	53%
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	238,420	100%
Transfer From Surplus	-	813,418	-	-	-	-
	<u>3,031,815</u>	<u>5,474,860</u>	<u>4,455,108</u>	<u>1,005,895</u>	<u>822,621</u>	<u>82%</u>
Expenditures						
Administration	1,934	3,400	1,504	3,400	250	7%
Office Administration	66,500	76,500	76,500	92,000	92,000	100%
PW Administration	83,100	95,600	95,600	115,000	115,000	100%
Consumption Rebates	325	1,000	100	-	-	-
Discounts	39,646	42,900	42,938	43,000	43,405	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	11,912	95%
Reservoir	9,557	4,500	5,783	20,000	27,100	136%
General Maintenance	68,382	89,000	74,131	100,000	52,886	53%
Hydrants	15,441	22,660	18,698	22,500	3,749	17%
New Connections	16,594	8,000	10,713	10,000	612	6%
Connection Maintenance	56,233	75,000	52,422	75,000	27,482	37%
Water Meters	21,000	13,500	20,450	20,000	7,564	38%
Pump House Maintenance	44,432	32,500	39,402	42,000	15,496	37%
Small equipment	-	-	2,269	-	749	-
Booster Pumps Maintenance	8,425	11,300	9,244	12,000	2,467	21%
Slopes water pump station	5,582	8,000	5,820	8,000	2,713	34%
Greendale Water Connection	14,448	-	4,023	-	1,764	-
Water treatment plant	-	50,000	1,400	95,000	29,077	31%
Transfer to surplus	-	-	-	-	-	-
Amortization - Water Fund	105,708	-	111,692	-	-	-
Capital	2,470,128	4,915,000	5,310,230	820,000	512,081	62%
	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,908,972</u>	<u>1,508,900</u>	<u>950,064</u>	<u>63%</u>
Surplus(Deficit)	<u>(12,080)</u>	<u>-</u>	<u>(1,453,864)</u>	<u>(503,005)</u>	<u>(127,443)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - June 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	-	222,614	-
Greendale Trestle Watermain Upgrade	37,546	200,000	7,749	355,000	21,767	6%
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	239,719	80%
Watermain Upgrades	-	69,000	-	-	-	-
Water metering	-	-	-	30,000	27,980	93%
	<u>2,470,128</u>	<u>4,915,000</u>	<u>5,310,230</u>	<u>820,000</u>	<u>512,081</u>	<u>62%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JUNE


DATE: JULY 2, 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	28	10	4		2
Commercial	4				
Carport / garage	6	5		1	2
Demolitions	1				
Renovations	16	11			1
Deck	9				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	65	26	4	1	5

Building Permit Fees	Value of construction	Permit fees
For the current month	288,047.00	2,473.00
Year to Date	2,320,418.00	23,242.50



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

May 2019 Monthly Incident Report

2 Practices
2 Business Meeting
1 Truck Check
1 Burning Complaint
1 Illegal Backyard Burn
1 Code 3 Lift Assist
1 Lift Assist
2 MVI
1 Final Inspection at Fort Garry for New Truck
1 Report of Bush Fire
3 Medical Aid
1 Structure Fire
1 Alarm Activated
4 NFPA Tests
3 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

\$9637.96



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

Fire Stats May 2019

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
05/05	1:53 PM	17 Cottonwood	Lift Assist	12	1	\$238.38
05/06	9:13 AM	23 Wellington East	Medical Aid	11	1	\$216.50
05/06	7:00 PM	Fire Hall	Business Meeting	30	2	\$1060.40
05/07	8:20 AM	24 Nelson Rd East	Medical Aid	8	1	\$199.81
05/10	8:41 PM	100 Sahtlam Ave East	Alarms Activated	10	1	\$196.04
05/10	8:57 PM	Deer Rd/River Rd	Burning Complaint	7	1	\$138.43
05/13	7:00 PM	Fire Hall	Practice	20	2	\$672.40
05/14	6:00 PM	Fire Hall	Truck Check	12	2	\$349.74
05/18	2:28 PM	86 Fern Rd	Medical Aid	7	1	\$138.43
05/20	2:02 AM	9258 Marble Bay Rd	MVI	12	1	\$215.79
05/21	7:00 PM	Fire Hall	Practice	22	2	\$789.66
05/24	1:31 PM	Youbou /Parkinson Rds.	Report of Bush Fire	14	1	\$257.11
05/26-29		Fort Garry Fire Trucks	Final Inspection of Engine	2	33	\$675.18
05/26	5:20 PM	Marble Bay/Nighthawk	MVI	15	1	\$274.82
05/27	5:10 AM	6677 Cowichan Lake Rd	Structure Fire	19	6	\$2117.34
05/28	6:07 PM	77 Somenos	Lift Assist	16	1	\$295.17
05/29	9:09 PM	8075 Greendale	Illegal Burning	23	1	\$412.98
05/30	7:00 OM	Fire Hall	Business Meeting	19	2	\$670.98
			NFPA Tests	1	8	\$163.68
			Officer/Member Duty Sheets	5	19	\$405.12



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>
			Sec/Treasurer Stipend			\$150.00
		Total				\$9637.96

Joseph Fernandez

From: Rod Peters
Sent: July 4, 2019 5:42 PM
To: Joseph Fernandez
Subject: Fwd: Lake Cowichan Bypass Route Meeting - Follow Up
Attachments: image001.jpg; ATT00001.htm; Advocacy Letter Lake Cowichan.pdf; ATT00002.htm; Lake Cowichan Bypass - OCP Map.pdf; ATT00003.htm

Could this be put on Finance Agenda please Thanks Rod

Sent from my iPad

Begin forwarded message:

From: "Pearson, Michael TRAN:EX" <Michael.Pearson@gov.bc.ca>
Date: July 4, 2019 at 5:21:21 PM PDT
To: "rod.peters@lakecowichan.ca" <rod.peters@lakecowichan.ca>, "jfernandez@lakecowichan.ca" <jfernandez@lakecowichan.ca>
Cc: "Learn, Jessica TRAN:EX" <Jessica.Learn@gov.bc.ca>, "Evanoff, Ryan TRAN:EX" <Ryan.Evanoff@gov.bc.ca>, Barry O'Riordan <Barry.Oriordan@cvrld.bc.ca>
Subject: Lake Cowichan Bypass Route Meeting - Follow Up

Hello Mayor Peters,

Thank you very much for taking the time to meet with me and our Roads Area Manager, Jessica Learn yesterday. It was a pleasure meeting you and Joseph. As discussed, the ministry is prepared to assist the Town of Lake Cowichan in undertaking some high level planning work on the proposed bypass route from your OCP (red line in the attached OCP Map).

The ministry can undertake acquisition of LiDAR survey for the area along the proposed route and use that to have a consultant:

- Undertake a preliminary look from a design perspective of the feasibility of the alignment and make suggestions to adjust the alignment based on findings
- Potential challenges (environmental, geotechnical, Archeological, etc) and
- Produce a high level cost estimate that can inform further planning and budgetary work for the design and construction of the entire bypass alignment; this can also be broken down into components (i.e. the bridge crossing and perhaps sections of the bypass)

The ministry is prepared to undertake this initial work in the interest of better understanding the potential of a Lake Cowichan bypass and to assist the municipality in better understanding the feasibility and costs associated with it. For clarity, the ministry is not committing to funding or undertaking the construction of the bypass route. As discussed, I suspect that a significant portion, if not all, of this bypass would be constructed through a Subdivision/Development process. This work however will inform everyone on the order of magnitude costs needed to achieve this. I must also ask that if there is any opportunity for the Town of Lake Cowichan to contribute funding towards this work it would be greatly appreciated.

My staff will begin looking into the scheduling to acquire LiDAR and getting a consultant on board for this. I suspect this work can be completed by late fall or at the latest the end of the year.



March 2019

Town of Lake Cowichan

Municipal office: PO Box 860, 39 South Shore Road, Lake Cowichan B.C. V0R 2G0

Phone: 250-749-6681

Fax: 250-749-3900

www.town.lakecowichan.bc.ca

Honourable Claire Trevena
Minister of Transportation & Infrastructure
PO Box 9055 Provincial Station Government
Victoria, BC V8W 9E2

Dear Madam Minister:

I, Mayor Rod Peters of the Town of Lake Cowichan, am writing on behalf of the Town and area residents represented through local government, economic development, business and community interests and elected officials of the area, including the Lake Cowichan First Nation. We are requesting that you and Ministry officials consider meeting with our newly formed Economic Development group to explore and discuss alternate transportation route opportunities for our residents and businesses.

At an Economic Development meeting held here in Lake Cowichan on January 24th, 2019, one of the primary items discussed was the importance of creating a new access point from the highway to Lake Cowichan to act as a by-pass route and to open opportunities for the development of a 300-acre parcel known as Block 200. Our council advocated for this bypass road when we last met with you at the Union of British Columbia Municipalities' conference in August 2018.

The bypass road has become such a priority for our residents it is included in our new Official Community Plan. Given increased growth projections and subsequent transportation demands for Lake Cowichan and the surrounding region, there is a pressing need to look at transportation solutions that will have a positive economic impact on our communities. A second access point to Lake Cowichan and the surrounding region is also crucial from an emergency management perspective.

You have the power and capacity to make a meaningful difference to our communities and the lives of our residents. We therefore urge you to meet with our Economic Development leadership group as soon as possible to discuss your short and long-term plans for road access routes in our region.

Thank you for giving this request your committed attention. I hope we can count on you for your support. To arrange a meeting with the LIFT (Lake Cowichan, Areas I and F and Ts'uubaa-asatx First Nation) Economic Development Leadership Group please contact Amy Melmock, Manager of Economic Development Cowichan at Amy.Melmock@cprd.bc.ca or 1-250-746-7880.

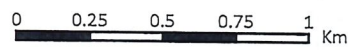
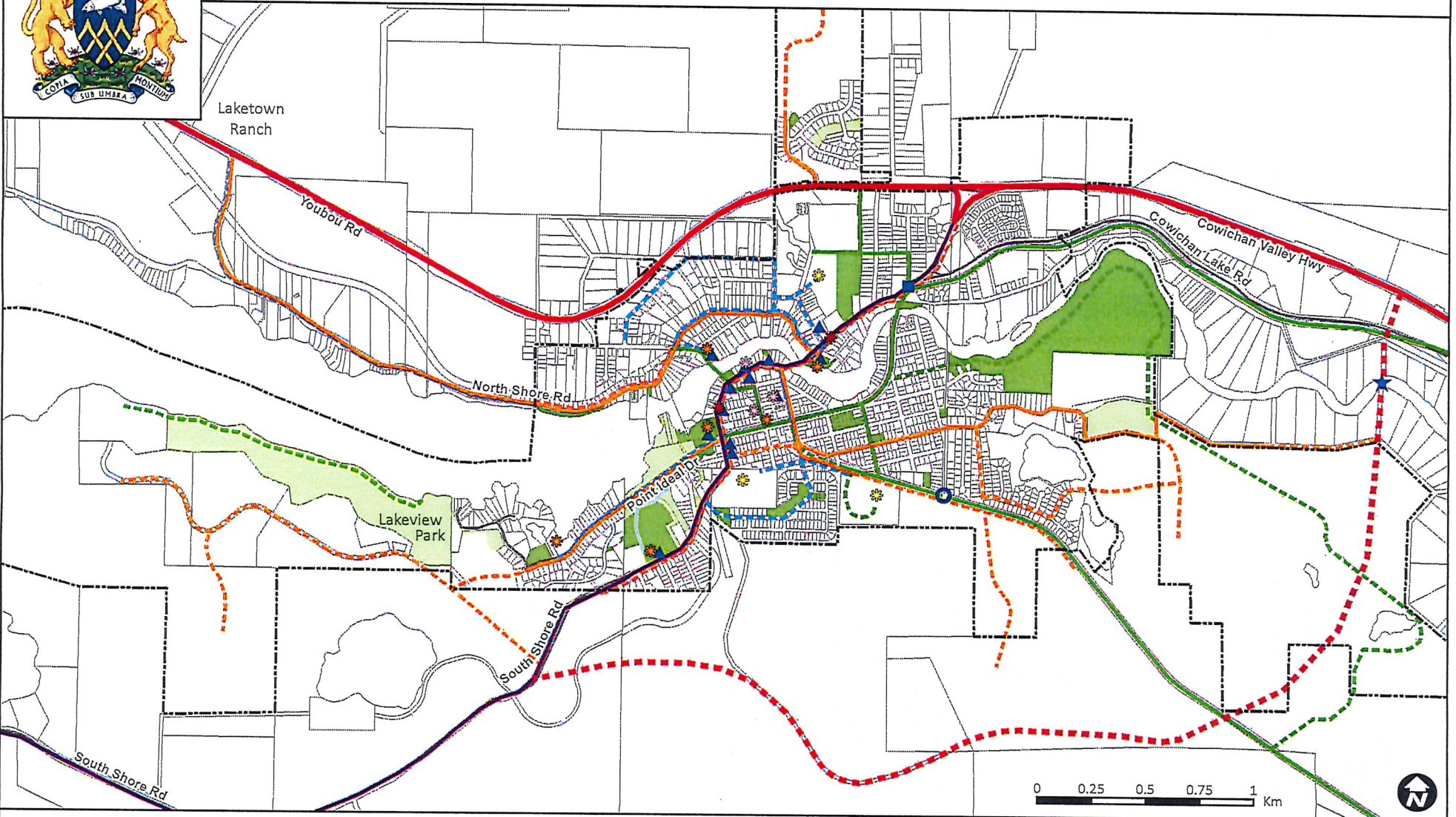
Sincerely,

Rod Peters
Town of Lake Cowichan



Map 2 - Mobility and Transportation

Town of Lake Cowichan
Official Community Plan



LEGEND

- Roads
- Parcel Outline
- Water
- Town Boundary

Mobility and Transportation Features

- Main Highway
- Main Highway, Future
- Main Street
- Collector Road
- Collector Road, Future
- Multi-Purpose Trail
- Multi-Purpose Trail, Future
- Bicycle Lane, Future
- Bike Route, Future
- Informal Multi-Purpose Trail
- Share The Road, Future

Destination Features

- Bike Rack, Future
- Bridge, Future
- Crosswalk, Future
- Road Crossing, Future
- Destination - Civic
- Destination - Recreation
- Destination - School
- Destination - Shopping/Services



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June 27, 2019

Alexander Holburn
2700-700 West Georgia St.
Vancouver, BC
V7Y 1B8

Attention: Ephraim Fung

RE: Lot 24, Plan 5580 - 220 MacDonald Road, Lake Cowichan, BC

Further to your letter of June 21st, 2019 which arrived on the afternoon of the same day via email, the request for an extension was not a consideration as the scheduled meeting was set for the following Tuesday.

Your client did appear before Council on June 25th, 2019 where it was indicated that a structural assessment had been undertaken and where reasons for the delay in dealing with Council's directives were given. We are also in receipt of a recent email from your client.

This is to notify you that a structural assessment on the foregoing property that is certified by a qualified structural engineer must be received by this office before July 7th, 2019. The email from Mr. Gill claimed that a structural assessment was included with his email, but none was attached.

Your client has had "extensions" spanning many years. Council is serious on having its resolution seeking remedial action enforced promptly. Failure on the part of your client to commence immediate action will necessitate our direct intervention that would involve the issuance of tenders for the demolition of the two vacant buildings and the clean-up of the property, with all costs to be recovered from your client.

Yours truly,

Joseph A. Fernandez
Chief Administrative Officer

cc. Satdev Gill