



# TOWN OF LAKE COWICHAN

## Finance and Administration Committee

Tuesday August 13<sup>th</sup>, 2019 at 6:00p.m. – Council Chambers

### AGENDA

**1. CALL TO ORDER**

<b>Page #</b>
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**INTRODUCTION OF LATE ITEMS** (if applicable)

**2. APPROVAL OF AGENDA**

**3. BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) Municipal Hall Upgrades- Update.
- (b) Update on Public Input re: Retail Cannabis.

**4. DELEGATIONS AND REPRESENTATIONS**

None.

**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 July 31<sup>st</sup>, 2019.
- (b) Lake Cowichan Fire Department Incident Report for June, 2019.
- (c) Lake Cowichan Fire Department Incident Report for July, 2019.
- (d) Bylaw Officer re: Report for July/August, 2019.

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**8. NEW BUSINESS**

None.

**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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# Memo

**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** August 9, 2019  
**SUBJECT:** Financial Report for the Period Ending July 31, 2019

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

## Point of Note

- The Town's insurance provider has refunded the total cost of the generator (located at the fire department) that was damaged in the amount of \$30,677.
- Letters were mailed out recently to those property owners with delinquent tax balances. Any properties with delinquent taxes balances (2017 unpaid property taxes) will be sold at tax sale on September 30, 2019. Once sold, the property owner has one year to redeem the property from tax sale by paying the entire balance outstanding plus interest (to be paid to the purchaser in tax sale) and land title fees.

Until the tax sale date, the property owner can pay just the 2017 delinquent outstanding taxes (plus interest on the delinquent balance) to keep the property from of tax sale.

- The property at 250 Neva Road has been conditionally sold to Francis and Erin Clayton for \$30,000. A deposit of \$3,000 has been received and the balance will be received once all the sale conditions are met and then property title will be transferred.

Remediation work has commenced at the property.

- Lakeview Park has a surplus year to date however the Cowichan Lake Education Centre has a deficit. The combined deficit is lower than budget.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	2,144,602	100%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	51,425	54,700	55,016	57,280	55,108	96%
Penalties and Interest on Taxes	69,270	65,000	63,046	60,000	57,184	95%
Business Licences	19,550	17,500	21,800	18,000	20,950	116%
Building and Other Permits	58,767	24,400	68,731	25,000	32,014	128%
Storm Drain Connection Fees	5,100	-	1,890	-	2,990	-
Dog Tags and Fines	3,310	3,200	3,590	3,200	3,330	104%
Interest on Investments	63,815	30,000	92,378	30,000	66,451	222%
Fire Service to CVRD	239,861	272,511	272,682	321,847	-	0%
BC Wildfire Recoveries	16,300	-	16,896	-	-	-
Fire Department Recovery	-	-	-	-	30,677	-
Garbage Revenues	372,348	370,200	380,404	383,500	364,449	95%
Lakeview Revenues	204,104	184,000	203,016	191,000	178,428	93%
Sale of Assets	-	-	-	-	33,240	-
Public Works Revenues	2,102	-	2,689	-	2,259	-
Fire Department Revenues	74,790	-	49,772	-	6,687	-
Other Revenue	30,123	10,200	26,767	9,250	17,664	191%
Ambulance Building Lease	44,829	45,000	44,829	45,000	31,808	71%
Public Health Lease	16,445	16,500	16,617	16,700	11,117	67%
Clec Revenues	441,256	420,000	388,483	417,000	163,251	39%
Unconditional Transfers	471,086	436,900	477,193	451,900	492,704	109%
Conditional Transfers	440,960	495,854	91,736	3,778,000	9,000	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%
	<b>7,069,065</b>	<b>11,733,678</b>	<b>6,967,784</b>	<b>12,539,928</b>	<b>6,499,309</b>	<b>59%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	178,465	31%
Fire Department	382,070	400,100	364,906	427,000	245,637	58%
Police Force	145,171	156,542	156,542	166,480	153,663	92%
Bylaw Enforcement & Other	66,906	59,000	74,033	61,000	25,998	43%
Public Works Administration	116,234	105,400	57,542	61,300	(75,615)	-123%
Public Works Roads	377,517	419,000	291,965	435,700	183,091	42%
Public Works - Equipment & Other	(126,327)	-	(130,134)	-	(75,765)	-
Garbage Expenses	388,605	394,200	395,405	402,100	241,066	60%
Planning, Health & Other	55,113	59,000	56,442	71,300	24,325	34%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	9,742	44%
Parks	216,772	231,500	236,283	254,100	128,910	51%
Lakeview Park	160,342	178,400	180,398	178,300	120,900	68%
CLEC Expense	522,897	471,000	481,699	472,000	267,647	57%
Lakeview Road	18,165	13,000	5,650	13,000	2,267	17%
Transfer To Library	127,782	134,872	134,872	133,729	100,296	75%
Capital	1,269,829	5,904,445	876,052	6,414,774	1,262,865	20%
Debt Charges - Interest	1,801	3,000	3,192	3,000	2,202	73%
Debt Payments - Fire	191,512	186,200	186,003	198,100	93,887	47%
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	2,404,320	97%
	<b>7,494,027</b>	<b>11,733,678</b>	<b>7,083,668</b>	<b>12,493,924</b>	<b>5,293,901</b>	<b>42%</b>
Surplus(Deficit)	<b>(424,962)</b>	<b>-</b>	<b>(115,884)</b>	<b>46,004</b>	<b>1,205,408</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	43,715	55%
Mayor and Council Expenses	38,260	42,500	36,568	42,500	26,347	62%
Mildred Child Annex	2,863	3,100	2,196	3,100	1,440	46%
Municipal Hall	17,995	25,600	18,121	25,600	12,802	50%
Office Wages	419,166	425,000	431,477	435,000	243,006	56%
Office Expenses	31,051	56,500	31,706	56,500	25,172	45%
Data Processing	18,837	24,600	17,137	24,600	15,978	65%
Legal Expense	21,867	15,000	26,079	30,000	20,663	69%
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	-	11,891	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	(268,700)	100%
	<b>542,492</b>	<b>547,600</b>	<b>538,913</b>	<b>567,600</b>	<b>178,465</b>	<b>31%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	54,245	49%
Other Wage Costs	18,882	17,000	19,543	18,000	10,525	58%
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	59,560	108%
Miscellaneous Operations	85,307	103,900	104,170	111,900	51,353	46%
Training	26,298	26,000	21,408	28,000	17,425	62%
Fire Vehicles & Equipment	54,136	76,800	56,286	80,900	38,863	48%
	<b>348,742</b>	<b>395,100</b>	<b>363,418</b>	<b>417,000</b>	<b>244,970</b>	<b>59%</b>
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	667	7%
	<b>33,328</b>	<b>5,000</b>	<b>1,488</b>	<b>10,000</b>	<b>667</b>	<b>30%</b>
<b>Total Fire Department</b>	<b>382,070</b>	<b>400,100</b>	<b>364,906</b>	<b>427,000</b>	<b>245,637</b>	<b>58%</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	8,376	44%
Building Inspection	34,282	35,500	37,058	37,000	17,621	48%
	<b>66,906</b>	<b>59,000</b>	<b>74,033</b>	<b>61,000</b>	<b>25,998</b>	<b>43%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	23,848	51%
PW Admin Wages	205,676	210,000	165,012	180,000	92,200	51%
PW Admin Other	19,449	15,800	8,988	16,500	3,202	19%
Safety and Training	40,944	34,000	24,810	34,000	21,335	63%
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%
	<b>116,234</b>	<b>105,400</b>	<b>57,542</b>	<b>61,300</b>	<b>(75,615)</b>	<b>-123%</b>
<b>Equipment Costs</b>						
Equipment	165,583	-	144,370	-	62,888	-
Equipment Allocations	(291,910)	-	(274,504)	-	(138,953)	-
	<b>(126,327)</b>	<b>-</b>	<b>(130,134)</b>	<b>-</b>	<b>(76,065)</b>	<b>-</b>
<b>Other Costs</b>						
Billable Outside Jobs	-	-	-	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300</b>	<b>-</b>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	13,129	42%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	1,497	10%
Ditches & Culverts	1,866	10,000	4,177	10,000	646	6%
Dust Control	3,068	4,000	3,475	4,000	3,989	100%
Landscaping	7,355	10,000	8,470	10,000	5,218	52%
Litter Control	7,085	16,000	8,557	16,000	4,933	31%
Marking	10,866	10,000	3,031	10,000	7,762	78%
Mowing	6,105	13,000	6,050	13,000	4,218	32%
Patching	19,320	15,000	11,237	20,000	3,138	16%
Roads-other	11,177	14,000	9,635	14,000	2,705	19%
Seasonal decoration	13,322	12,000	25,737	12,000	2,191	18%
Shoulders	12,673	14,000	3,478	14,000	1,782	13%
Sidewalks	15,578	16,000	19,361	20,000	7,678	38%
Signs	9,615	11,000	5,653	11,000	6,431	58%
Snow removal	48,888	50,000	4,338	50,000	24,247	48%
Storm Drains & Catch Basins	33,905	50,000	18,189	50,000	4,671	9%
Street Lighting	82,279	79,000	88,181	84,000	53,843	64%
Street Sweeping	8,899	11,000	9,629	11,000	8,427	77%
Office Administration Charge	20,900	21,000	21,000	21,700	21,700	100%
	<b>377,517</b>	<b>419,000</b>	<b>291,965</b>	<b>435,700</b>	<b>183,091</b>	<b>42%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	325,931	101%
Toter rentals	3,808	3,300	4,575	3,000	3,687	123%
Penalties	3,737	3,700	3,451	3,500	2,143	61%
Recycling	52,213	52,000	53,794	54,000	32,688	61%
	<b>372,348</b>	<b>370,200</b>	<b>380,404</b>	<b>383,500</b>	<b>364,449</b>	<b>95%</b>
<b>Expenditures</b>						
Regular collection costs	245,923	244,000	248,415	249,000	142,356	57%
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	31,613	48%
Recycling costs	39,359	45,000	39,837	44,000	23,997	55%
	<b>388,605</b>	<b>394,200</b>	<b>395,405</b>	<b>402,100</b>	<b>241,066</b>	<b>60%</b>
<b>Net</b>	<b>(16,257)</b>	<b>(24,000)</b>	<b>(15,002)</b>	<b>(18,600)</b>	<b>123,383</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	31,808	71%
Public Health Lease	16,445	16,500	16,617	16,700	11,117	67%
Public Health Expenses	15,405	17,000	9,721	17,800	4,608	26%
NET	45,869	44,500	51,725	43,900	38,317	87%
<b>Planning</b>						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	13,304	33%
<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	-	-	-	-	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	3,345	84%
75th Birthday Celebration	-	-	-	8,000	816	10%
	20,076	9,500	7,048	13,500	6,413	48%
Total Development Services Expenses	55,113	59,000	56,442	71,300	24,325	34%
<b>Centennial Hall</b>						
	-	-	-	-	-	-
<b>Info Centre</b>						
PW Labour	1,212	2,500	820	2,200	310	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	9,742	87%

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	5,637	92%
Bell Tower School	1,877	2,400	1,316	2,400	1,228	51%
Centennial Park	6,661	20,000	42,577	22,000	21,130	96%
Central Park	12,727	19,000	14,804	18,500	10,029	54%
Civic Square	614	2,500	495	2,500	396	16%
Communities in Bloom	260	3,000	125	2,000	-	0%
Community Garden	199	-	-	-	-	-
Cougar Sign Landscaping	2,198	3,000	2,894	3,200	549	17%
Dashwood Park	213	1,200	280	1,200	51	4%
Entrance Sign	38,930	10,000	8,835	10,000	5,565	56%
Footbridge	1,986	4,500	1,758	4,500	584	13%
Footpath maintenance	51	2,000	400	1,600	163	10%
Gillespie Park	672	1,000	594	1,000	393	39%
Greendale Park	3,235	5,700	6,745	6,700	3,249	48%
Heritage Garden	8,998	5,000	12,656	7,000	4,298	61%
Kaatza Museum	10,830	10,000	8,746	10,800	8,166	76%
Kates Park - King George	24,694	10,000	7,145	10,000	2,780	28%
Lakedays Preparation	684	2,000	585	2,000	336	17%
Marina Park	2,176	1,700	6,043	3,200	1,250	39%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	5,377	80%
Ohtaki/Kasapi Park	2,976	10,000	2,425	10,000	1,379	14%
Park Bench Maintenance	1,188	5,000	1,552	5,000	5,510	110%
Parks General	23,000	16,000	25,821	20,700	17,460	84%
Parkstone Park	1,162	2,000	1,980	2,500	687	27%
Joginder Bains Park - Point Ideal	2,035	3,500	6,700	4,200	2,518	60%
Ravine Park	-	500	-	-	-	-
Riverside Memorial Park	2,691	5,900	3,901	5,900	3,185	54%
Sahtlam Park	1,179	2,500	3,637	3,000	783	26%
Saywell Park	13,592	20,000	15,557	20,500	8,288	40%
Seniors Centre	3,117	3,100	2,813	3,100	1,495	48%
Ted Burns Nature Preserve	-	1,000	392	1,000	1,500	150%
Pickleball Courts	2,393	3,000	3,557	3,200	470	15%
Town Square	4,300	3,000	4,909	5,000	2,239	45%
Trans Canada Trail	2,198	5,000	8,146	5,900	484	8%
Trestle Walkway	830	3,000	864	3,000	471	16%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,859	15,000	9,551	64%
West Entrance	-	-	455	600	-	0%
Winter Park	6,073	7,000	4,098	7,000	1,707	24%
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>128,910</u>	<u>102%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	138,272	92%
Walk Ins	24,934	22,000	8,174	8,000	9,584	120%
Power Fees	24,022	22,000	23,041	22,000	21,346	97%
Wood and ice sales	3,738	4,000	4,637	4,500	3,161	70%
Operating Grant	-	-	2,981	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	6,066	93%
	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>191,000</u>	<u>178,428</u>	<u>93%</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	25,892	47%
Maintenance Wages	7,179	7,000	1,974	7,000	11,465	164%
Contracted Services	7,317	15,000	16,781	15,000	8,778	59%
PW Labour	348	1,000	1,574	1,500	1,858	124%
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	4,783	40%
Other Expenses	9,342	10,500	7,565	10,800	6,279	58%
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	7,503	50%
Public Works Charges	12	500	612	700	1,222	175%
Telephone	1,674	3,000	2,116	3,000	1,162	39%
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>120,900</u>	<u>68%</u>
Net	<u>43,763</u>	<u>5,600</u>	<u>22,618</u>	<u>12,700</u>	<u>57,528</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	159,751	40%
Programming revenues	1,000	1,000	9,738	9,000	-	0%
Rental Income	6,000	6,000	6,000	6,000	3,500	58%
	<u>441,256</u>	<u>420,000</u>	<u>388,483</u>	<u>417,000</u>	<u>163,251</u>	<u>39%</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	37,425	47%
Food Supplies	79,926	70,000	69,908	71,000	44,085	62%
Custodians	44,616	40,000	36,732	40,000	18,547	46%
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>112,952</u>	<u>56%</u>
<b>Expenditures - Fixed</b>						
Admin Salaries	175,810	181,000	179,131	182,000	103,559	57%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	(31,000)	100%
Housing Allowance	6,000	6,000	6,000	6,000	3,500	58%
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	7,843	68%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	28,745	10,000	9,653	97%
Maintenance	40,288	24,000	33,059	23,000	10,917	47%
Public Works Charges	13,382	6,000	11,069	8,000	6,833	85%
Miscellaneous Operations	790	200	11,891	8,000	9,007	113%
	<u>299,993</u>	<u>267,000</u>	<u>299,444</u>	<u>269,000</u>	<u>154,695</u>	<u>58%</u>
Total Expenses	<u>522,897</u>	<u>471,000</u>	<u>481,699</u>	<u>472,000</u>	<u>267,647</u>	<u>57%</u>
NET CLEC OPERATIONS	<u>(81,641)</u>	<u>(51,000)</u>	<u>(93,216)</u>	<u>(55,000)</u>	<u>(104,397)</u>	<u>190%</u>
NET LAKEVIEW AND CLEC	<u>(37,878)</u>	<u>(45,400)</u>	<u>(70,598)</u>	<u>(42,300)</u>	<u>(46,869)</u>	
<b>Lakeview Park Road</b>						
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>(49,135)</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	6,467	65%
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	22,252	1%
	<u>81,907</u>	<u>3,872,000</u>	<u>58,137</u>	<u>2,353,000</u>	<u>37,953</u>	<u>2%</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	49,465	99%
	<u>13,039</u>	<u>123,000</u>	<u>66,899</u>	<u>58,000</u>	<u>49,465</u>	<u>85%</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	4,504	45%
Heat Pump/Generator Replacement	8,832	15,000	11,510	15,000	133	1%
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>772,267</u>	<u>93%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	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%
<b>Lakeview Park</b>						
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%
<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	-	-	-	-	0	-
Pickleball/Tennis Courts	35,054	14,945	1,671	13,274	1,001	8%
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	1,001	0%
Total General Capital	1,269,829	5,904,445	876,052	6,414,774	1,262,865	20%



TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	482,608	102%
Connection Fees	6,047	1,000	3,920	1,000	2,990	299%
Penalties And Other Interest	4,780	4,600	4,538	4,500	2,724	61%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	-	-	2,200,000	-	0%
Parcel Tax	164,000	165,800	165,800	166,500	166,800	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>655,122</u>	<u>23%</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	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	38,316	57%
Connections Maintenance	2,527	9,000	2,305	9,000	3,666	41%
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	1,501	21%
Sewer Pump Maintenance	32,373	76,500	41,520	76,500	30,328	40%
Sewer Lagoon Maintenance	55,706	91,300	61,382	91,000	34,397	38%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	93,805	-	93,654	-	-	-
Capital	2,055	290,000	18,551	3,435,000	13,913	0%
	<u>409,630</u>	<u>732,800</u>	<u>480,292</u>	<u>3,896,000</u>	<u>318,139</u>	<u>8%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>180,111</u>	<u>(1,053,000)</u>	<u>336,983</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	13,913	23%
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>13,913</u>	<u>0%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	574,838	100%
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	2,839	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	238,560	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>826,187</u>	<u>82%</u>
<b>Expenditures</b>						
Administration	1,934	3,400	1,504	3,400	1,781	52%
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	28,356	142%
General Maintenance	68,382	89,000	74,131	100,000	57,323	57%
Hydrants	15,441	22,660	18,698	22,500	5,115	23%
New Connections	16,594	8,000	10,713	10,000	3,516	35%
Connection Maintenance	56,233	75,000	52,422	75,000	28,337	38%
Water Meters	21,000	13,500	20,450	20,000	8,133	41%
Pump House Maintenance	44,432	32,500	39,402	42,000	18,480	44%
Small equipment	-	-	2,269	-	749	-
Booster Pumps Maintenance	8,425	11,300	9,244	12,000	3,735	31%
Slopes water pump station	5,582	8,000	5,820	8,000	3,532	44%
Greendale Water Connection	14,448	-	4,023	-	2,112	-
Water treatment plant	-	50,000	1,400	95,000	30,490	32%
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>583,261</u>	<u>71%</u>
	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,908,972</u>	<u>1,508,900</u>	<u>1,040,997</u>	<u>69%</u>
Surplus(Deficit)	<u>(12,080)</u>	<u>-</u>	<u>(1,453,864)</u>	<u>(503,005)</u>	<u>(214,810)</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - July 31, 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	-	293,794	-
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>583,261</u>	<u>71%</u>



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

## June 2019 Monthly Incident Report

3 Practices  
1 Business Meeting  
1 Truck Check  
2 Burning Complaint  
1 Car Fire  
1 Lift Assist  
1 RCMP Assist  
1 River Rescue  
1 BC Chiefs Conference  
1 Mutual Aid (Sahtlam Structure Fire)  
1 MVI  
1 Live Fire 101 in Nanaimo  
1 Training Day for new Engine #6  
1 Cowichan Valley Fire Prevention Meeting  
4 Medical Aid  
3 Duty Roster & Patrols for Laketown Shakedown  
1 Dumpster Fire  
1 Alarm Activated  
6 Officer/Member Duty Sheets  
1 Sec/Treasurer Monthly Stipend

**Total**

**\$9814.12**



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

Fire Stats June 2019

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
06/01	12:27 PM	65 Eldred	Burning Complaint	4	1	\$80.11
06/03	6:45 PM	311 South Shore Rd	Alarms Activated	18	1	\$138.74
06/03	7:00 PM	Fire Hall	Practice	21	2	\$744.66
06/04	6:30 PM	Chemainus F.D.	Cowichan Valley Fire Prevention Meeting	1	2	\$40.92
06/04	1:16 PM	Meades Creek Recycling	Dumpster Fire	12	1	\$235.94
06/05	12:20 PM	5700 HWY 18	Car Fire	6	1	\$97.51
06/05	1:27 PM	Paldi Rd/HWY 18	MVI	6	1	\$97.51
06/06	6:00 PM	Fire Hall	Truck Check	11	2	\$387.20
06/06	9:10 PM	Greendale/Wentworth	River Rescue	20	1	\$352.89
06/07		Penticton	BC Chiefs Conference & Travel	1	50	\$1023.00
06/08	2:39 PM	#7-215 Madill St	Medical Aid	10	1	\$198.48
06/08	10:16 PM	4924 Cowichan Lake Rd	Mutual Aid Structure Fire	9	2	\$358.08
06/08	7:00 PM	Nanaimo Training Center	Live Fire 101	4	10	\$561.90
06/10	7:00 AM	Fire Hall	Training on new Engine 6	11	12	\$500.19
06/10	7:00 PM	Fire Hall	Practice	27	2	\$947.22
06/17	7:00 PM	Fire Hall	Practice	18	2	\$644.12
06/18	5:44 PM	238 North Shore Rd	RCMP Assist	1	1	\$20.87
06/18	8:44 PM	9224 Towhee Lane	Medical Aid	18	1	\$301.19
06/24	7:00 PM	Fire Hall	Practice	20	2	\$680.24



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

Fire Stats June 2019 Cont'd

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
06/28	7:00 PM	LakeTown Shakedown	Duty Roster & Patrols	2	6	\$244.20
06/29	1:16 PM	86 Fern Rd	Lift Assist	12	1	\$221.99
06/29	7:00 PM	LakeTown Shakedown	Duty Roster & Patrols	2	6	\$118.98
06/29	10:18 PM	96 Wellington	Medical Aid	12	1	\$180.13
06/30	7:00 PM	LakeTown Shakedown	Duty Roster & Patrols	2	6	\$244.20
06/30	8:17 PM	8811 Youbou Rd	Medical Aid	11	1	\$202.04
06/30	10:13 PM	9200 Block Marble Bay	Burning Complaint	2	1	N/C
			Officer/Member Duty Sheets	5	53	\$1041.81
			Sec/Treasurer Stipend			\$150.00
		<b>Total</b>				<b>\$9814.12</b>



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

## July 2019 Monthly Incident Report

4 Practices  
1 Business Meeting  
1 Truck Check  
1 Burning Complaint  
1 Hydro Line Fire  
1 Report of Bush Fire  
6 MVI  
5 Medical Aid  
2 Alarm Activated  
3 Officer/Member Duty Sheets  
1 Sec/Treasurer Monthly Stipend

**Total**

**\$8373.60**





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

Fire Stats July 2019

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
07/02	7:00 PM	Fire Hall	Business Meeting	24	2	\$884.16
07/03	6:53 PM	16 North Shore Rd	Medical Aid	10	1	\$201.00
07/04	6:00 PM	Fire Hall	Truck Check	13	2	\$394.92
07/06	5:17 PM	83 Cowichan Lake Rd	Medical Aid	9	1	\$180.86
07/08	7:00 PM	Fire Hall	Practice	22	2	\$794.64
07/11	4:53 AM	#22-9041 Meades Creek Rd	Medical Aid	11	1	\$219.06
07/11	8:39 AM	3 North Shore Rd	Alarms Activated	8	1	\$158.53
07/14	11:02 AM	5903 Riverbottom Rd	MVI	16	1	\$301.92
07/15	4:15 AM	6190 Mayo Rd	Alarms Activated	12	1	\$222.60
07/15	7:00 PM	Fire Hall	Practice	20	2	\$799.22
07/20	4:21 AM	7110 HWY 18	MVI	15	1.5	\$451.79
07/20	7:01 PM	71 Somenos St	Ambulance Assistance	9	1	\$180.86
07/22	4:27 PM	7054 HWY 18	MVI	18	1	\$340.85
07/22	7:00 PM	Fire Hall	Practice	23	2	\$797.76
07/25	4:45 AM	328 Grants Lake Rd	MVI	18	1	\$339.08
07/26	10:25 AM	#25-9041 Meades Creek	Medical Aid	10	1	\$179.09
07/27	5:05 AM	7400 HWY 18	MVI	7	1	\$140.89
07/27	10:52 PM	9012 Meades Creek	Hydro Line Fire	9	1	\$180.13
07/29	2:58 PM	346 South Shore Rd	Report of Bush Fire	14	1	\$261.53



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

Fire Stats July 2019 Cont'd

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
07/29	7:00 PM	Fire Hall	Practice	23	2	\$839.50
07/29	9:23 PM	287 North Shore Rd	MVI	3	1	\$62.61
07/30	9:22 PM	HWY 18/Skutz Falls	Burning Complaint	1	1	\$20.87
			Officer/Member Duty Sheets	3	11	\$304.73
			Sec/Treasurer Stipend			\$150.00
		<b>Total</b>				<b>\$ 8373.60</b>

Bylaw Complaint Report  
Town of Lake Cowichan  
July/August 2019



To: CAO

From: Bylaw Officer

Complaints	#	Outcome
Dog noise complaint	5	1 Outstanding, 4 Compliance
Illegal Camping	4	Compliance
Red tags issued for parking	15	
High water consumption	68	Delivered
Illegal land use	1	Ongoing
Bylaw inquiries	7	
Unsightly property	3	Compliance

Signature 

