



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday September 3^d, 2019 at 6:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

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

4. DELEGATIONS AND REPRESENTATIONS

- (a) Peter Shaw re: Request for Right of Way at Point Ideal Drive.

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 August 31st, 2019.
- (b) Building Inspector's Report for July, 2019.
- (c) Bylaw Officer's Report for August, 2019.
- (d) CAO re: Cannabis Retail Stores.

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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 30, 2019
SUBJECT: Financial Report for the Period Ending August 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

- Surplus is overstated due to outstanding expenditures and capital projects in progress.
- Currently there are 15 properties remaining in tax sale that is scheduled for September 30, 2019.
- Last year one property was acquired by the Town by default; In August, this property was redeemed from tax sale by the property owner.
- Just over 1,900 cannabis surveys were mailed out. To date 160 completed surveys have been returned to the Town office.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	55,108	96%
Penalties and Interest on Taxes	69,270	65,000	63,046	60,000	59,249	99%
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	35,914	144%
Storm Drain Connection Fees	5,100	-	1,890	-	2,990	-
Dog Tags and Fines	3,310	3,200	3,590	3,200	3,360	105%
Interest on Investments	63,815	30,000	92,378	30,000	81,877	273%
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	369,287	96%
Lakeview Revenues	204,104	184,000	203,016	191,000	193,284	101%
Sale of Assets	-	-	-	-	33,240	-
Public Works Revenues	2,102	-	2,689	-	2,259	-
Fire Department Revenues	74,790	-	49,772	-	7,192	-
Other Revenue	30,123	10,200	26,767	9,250	18,106	196%
Ambulance Building Lease	44,829	45,000	44,829	45,000	31,809	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	263,465	63%
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%
	7,069,065	11,733,678	6,967,784	12,539,928	6,641,585	59%

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

EXPENDITURES	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
General Government Services	542,492	547,600	538,913	567,600	215,542	38%
Fire Department	382,070	400,100	364,906	427,000	259,709	61%
Police Force	145,171	156,542	156,542	166,480	158,092	95%
Bylaw Enforcement & Other	66,906	59,000	74,033	61,000	27,178	45%
Public Works Administration	116,234	105,400	57,542	61,300	(71,591)	-117%
Public Works Roads	377,517	419,000	291,965	435,700	209,839	48%
Public Works - Equipment & Other	(126,327)	-	(130,134)	-	(94,061)	-
Garbage Expenses	388,605	394,200	395,405	402,100	268,789	67%
Planning, Health & Other	55,113	59,000	56,442	71,300	26,354	37%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	10,304	47%
Parks	216,772	231,500	236,283	254,100	155,634	61%
Lakeview Park	160,342	178,400	180,398	178,300	151,697	85%
CLEC Expense	522,897	471,000	481,699	472,000	318,884	68%
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	1,271,775	20%
Debt Charges - Interest	1,801	3,000	3,192	3,000	2,324	77%
Debt Payments - Fire	191,512	186,200	186,003	198,100	107,300	54%
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	2,432,557	98%
	7,494,027	11,733,678	7,083,668	12,493,924	5,552,888	44%
Surplus(Deficit)	(424,962)	-	(115,884)	46,004	1,088,697	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	49,831	62%
Mayor and Council Expenses	38,260	42,500	36,568	42,500	26,620	63%
Mildred Child Annex	2,863	3,100	2,196	3,100	1,560	50%
Municipal Hall	17,995	25,600	18,121	25,600	14,891	58%
Office Wages	419,166	425,000	431,477	435,000	272,629	63%
Office Expenses	31,051	56,500	31,706	56,500	27,086	48%
Data Processing	18,837	24,600	17,137	24,600	16,227	66%
Legal Expense	21,867	15,000	26,079	30,000	21,104	70%
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	-	8,142	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	(268,700)	100%
	542,492	547,600	538,913	567,600	215,542	38%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	62,618	57%
Other Wage Costs	18,882	17,000	19,543	18,000	11,808	66%
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	62,687	114%
Miscellaneous Operations	85,307	103,900	104,170	111,900	51,507	46%
Training	26,298	26,000	21,408	28,000	17,943	64%
Fire Vehicles & Equipment	54,136	76,800	56,286	80,900	39,479	49%
	<u>348,742</u>	<u>395,100</u>	<u>363,418</u>	<u>417,000</u>	<u>259,042</u>	<u>62%</u>
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	667	7%
	<u>33,328</u>	<u>5,000</u>	<u>1,488</u>	<u>10,000</u>	<u>667</u>	<u>30%</u>
Total Fire Department	<u>382,070</u>	<u>400,100</u>	<u>364,906</u>	<u>427,000</u>	<u>259,709</u>	<u>61%</u>
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	9,557	50%
Building Inspection	34,282	35,500	37,058	37,000	17,621	48%
	<u>66,906</u>	<u>59,000</u>	<u>74,033</u>	<u>61,000</u>	<u>27,178</u>	<u>45%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	24,979	53%
PW Admin Wages	205,676	210,000	165,012	180,000	94,812	53%
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	21,616	64%
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	(71,591)	-117%
Equipment Costs						
Equipment	165,583	-	144,370	-	68,605	-
Equipment Allocations	(291,910)	-	(274,504)	-	(162,967)	-
	(126,327)	-	(130,134)	-	(94,362)	-
Other Costs						
Billable Outside Jobs	-	-	-	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	-	-	300	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	18,026	58%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	1,615	11%
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	7,216	72%
Litter Control	7,085	16,000	8,557	16,000	5,963	37%
Marking	10,866	10,000	3,031	10,000	7,762	78%
Mowing	6,105	13,000	6,050	13,000	4,823	37%
Patching	19,320	15,000	11,237	20,000	7,820	39%
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	8,979	45%
Signs	9,615	11,000	5,653	11,000	8,503	77%
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	60,622	72%
Street Sweeping	8,899	11,000	9,629	11,000	11,691	106%
Office Administration Charge	20,900	21,000	21,000	21,700	21,700	100%
	377,517	419,000	291,965	435,700	209,839	48%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	326,124	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	37,334	69%
	372,348	370,200	380,404	383,500	369,287	96%
Expenditures						
Regular collection costs	245,923	244,000	248,415	249,000	161,112	65%
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	37,344	57%
Recycling costs	39,359	45,000	39,837	44,000	27,233	62%
	388,605	394,200	395,405	402,100	268,789	67%
Net	(16,257)	(24,000)	(15,002)	(18,600)	100,498	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	31,809	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	4,664	26%
NET	45,869	44,500	51,725	43,900	38,261	87%
Planning						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	13,304	33%
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	-	-	-	-	500	-
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	2,663	33%
	20,076	9,500	7,048	13,500	8,385	62%
Total Development Services Expenses	55,113	59,000	56,442	71,300	26,354	37%
Centennial Hall	-	-	-	-	-	-
Info Centre						
PW Labour	1,212	2,500	820	2,200	452	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	2,952	89%
Recoveries - hydro	(1,200)	(1,200)	(1,200)	(1,200)	(600)	100%
	20,669	22,000	19,049	22,000	10,304	87%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	5,637	92%
Bell Tower School	1,877	2,400	1,316	2,400	1,285	54%
Centennial Park	6,661	20,000	42,577	22,000	26,459	120%
Central Park	12,727	19,000	14,804	18,500	11,138	60%
Civic Square	614	2,500	495	2,500	714	29%
Communities in Bloom	260	3,000	125	2,000	-	0%
Community Garden	199	-	-	-	-	-
Cougar Sign Landscaping	2,198	3,000	2,894	3,200	854	27%
Dashwood Park	213	1,200	280	1,200	105	9%
Entrance Sign	38,930	10,000	8,835	10,000	7,836	78%
Footbridge	1,986	4,500	1,758	4,500	770	17%
Footpath maintenance	51	2,000	400	1,600	212	13%
Gillespie Park	672	1,000	594	1,000	607	61%
Greendale Park	3,235	5,700	6,745	6,700	3,865	58%
Heritage Garden	8,998	5,000	12,656	7,000	5,489	78%
Kaatza Museum	10,830	10,000	8,746	10,800	9,125	84%
Kates Park - King George	24,694	10,000	7,145	10,000	3,887	39%
Lakedays Preparation	684	2,000	585	2,000	336	17%
Marina Park	2,176	1,700	6,043	3,200	2,114	66%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	6,307	94%
Ohtaki/Kasapi Park	2,976	10,000	2,425	10,000	1,657	17%
Park Bench Maintenance	1,188	5,000	1,552	5,000	5,510	110%
Parks General	23,000	16,000	25,821	20,700	21,072	102%
Parkstone Park	1,162	2,000	1,980	2,500	723	29%
Joginder Bains Park - Point Ideal	2,035	3,500	6,700	4,200	3,164	75%
Ravine Park	-	500	-	-	-	-
Riverside Memorial Park	2,691	5,900	3,901	5,900	3,525	60%
Sahtlam Park	1,179	2,500	3,637	3,000	1,015	34%
Saywell Park	13,592	20,000	15,557	20,500	10,104	49%
Seniors Centre	3,117	3,100	2,813	3,100	1,631	53%
Ted Burns Nature Preserve	-	1,000	392	1,000	1,660	166%
Pickleball Courts	2,393	3,000	3,557	3,200	662	21%
Town Square	4,300	3,000	4,909	5,000	2,663	53%
Trans Canada Trail	2,198	5,000	8,146	5,900	863	15%
Trestle Walkway	830	3,000	864	3,000	527	18%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,859	15,000	12,119	81%
West Entrance	-	-	455	600	-	0%
Winter Park	6,073	7,000	4,098	7,000	1,998	29%
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>155,634</u>	<u>102%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	148,549	99%
Walk Ins	24,934	22,000	8,174	8,000	11,530	144%
Power Fees	24,022	22,000	23,041	22,000	22,220	101%
Wood and ice sales	3,738	4,000	4,637	4,500	4,371	97%
Operating Grant	-	-	2,981	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	6,614	102%
	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>191,000</u>	<u>193,284</u>	<u>101%</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	43,979	80%
Maintenance Wages	7,179	7,000	1,974	7,000	11,698	167%
Contracted Services	7,317	15,000	16,781	15,000	11,038	74%
PW Labour	348	1,000	1,574	1,500	1,858	124%
Hydro and Electricity	7,706	8,000	8,393	9,000	3,990	44%
Materials and Supplies	10,284	14,000	12,674	12,000	8,469	71%
Other Expenses	9,342	10,500	7,565	10,800	7,049	65%
Water, Sewer & Garbage	9,938	8,000	9,898	8,000	9,963	125%
Park Attendant/ Security	14,443	15,000	24,688	15,000	11,590	77%
Public Works Charges	12	500	612	700	1,222	175%
Telephone	1,674	3,000	2,116	3,000	1,341	45%
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>151,697</u>	<u>85%</u>
Net	<u>43,763</u>	<u>5,600</u>	<u>22,618</u>	<u>12,700</u>	<u>41,586</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	259,465	65%
Programming revenues	1,000	1,000	9,738	9,000	-	0%
Rental Income	6,000	6,000	6,000	6,000	4,000	67%
	<u>441,256</u>	<u>420,000</u>	<u>388,483</u>	<u>417,000</u>	<u>263,465</u>	<u>63%</u>
Expenditures - Variable						
Program Services	12,835	10,000	2,786	8,000	-	0%
Kitchen Wages	81,244	80,000	69,458	80,000	44,939	56%
Food Supplies	79,926	70,000	69,908	71,000	57,790	81%
Custodians	44,616	40,000	36,732	40,000	22,244	56%
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>137,868</u>	<u>68%</u>
Expenditures - Fixed						
Admin Salaries	175,810	181,000	179,131	182,000	119,412	66%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	(31,000)	100%
Housing Allowance	6,000	6,000	6,000	6,000	4,000	67%
Town Administration	21,600	22,500	22,500	22,500	22,500	100%
Electricity	23,761	24,000	20,865	22,000	14,492	66%
Heat	19,685	15,000	5,624	6,000	-	0%
Telephone & other Utilities	9,538	11,300	10,753	11,500	8,573	75%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	28,745	10,000	10,782	108%
Maintenance	40,288	24,000	33,059	23,000	15,516	67%
Public Works Charges	13,382	6,000	11,069	8,000	7,735	97%
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>181,016</u>	<u>67%</u>
Total Expenses	<u>522,897</u>	<u>471,000</u>	<u>481,699</u>	<u>472,000</u>	<u>318,884</u>	<u>68%</u>
NET CLEC OPERATIONS	<u>(81,641)</u>	<u>(51,000)</u>	<u>(93,216)</u>	<u>(55,000)</u>	<u>(55,420)</u>	<u>101%</u>
NET LAKEVIEW AND CLEC	<u>(37,878)</u>	<u>(45,400)</u>	<u>(70,598)</u>	<u>(42,300)</u>	<u>(13,833)</u>	
Lakeview Park Road						
Road maintenance	<u>18,165</u>	<u>13,000</u>	<u>5,650</u>	<u>13,000</u>	<u>2,267</u>	<u>43%</u>
NET	<u>(56,044)</u>	<u>(58,400)</u>	<u>(76,248)</u>	<u>(55,300)</u>	<u>(16,100)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	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%
	81,907	3,872,000	58,137	2,353,000	37,953	2%
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	50,629	101%
	13,039	123,000	66,899	58,000	50,629	87%
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	133	1%
Forestry Hose and Gear	21,227	10,000	-	10,000	6,145	61%
#6 New Fire truck equipment	-	-	-	27,000	31,924	118%
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%
	81,253	478,000	141,585	832,500	780,014	94%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	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	1,271,775	20%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	484,711	103%
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>657,224</u>	<u>23%</u>
Expenditures						
Administration	1,690	2,700	2,376	3,000	1,915	64%
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	42,963	64%
Connections Maintenance	2,527	9,000	2,305	9,000	3,868	43%
Chlorination	9,862	10,000	9,008	10,000	4,123	41%
New Connections	3,106	4,000	3,665	5,000	362	7%
Sewer Flushing	6,615	7,000	6,586	7,000	4,796	69%
Sewer Pump Maintenance	32,373	76,500	41,520	76,500	31,760	42%
Sewer Lagoon Maintenance	55,706	91,300	61,382	91,000	35,255	39%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	93,805	-	93,654	-	-	-
Capital	2,055	290,000	18,551	3,435,000	26,769	1%
	<u>409,630</u>	<u>732,800</u>	<u>480,292</u>	<u>3,896,000</u>	<u>344,444</u>	<u>9%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>180,111</u>	<u>(1,053,000)</u>	<u>312,780</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	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	12,855	9%
Riverside Force Main	-	-	-	-	-	-
	<u>2,055</u>	<u>290,000</u>	<u>18,551</u>	<u>3,435,000</u>	<u>26,769</u>	<u>1%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	574,945	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>826,294</u>	<u>82%</u>
Expenditures						
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	5,472	39%
Flushing	-	12,500	10,153	12,500	11,912	95%
Reservoir	9,557	4,500	5,783	20,000	29,427	147%
General Maintenance	68,382	89,000	74,131	100,000	62,532	63%
Hydrants	15,441	22,660	18,698	22,500	6,276	28%
New Connections	16,594	8,000	10,713	10,000	3,516	35%
Connection Maintenance	56,233	75,000	52,422	75,000	31,896	43%
Water Meters	21,000	13,500	20,450	20,000	8,538	43%
Pump House Maintenance	44,432	32,500	39,402	42,000	21,570	51%
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	3,623	45%
Greendale Water Connection	14,448	-	4,023	-	2,175	-
Water treatment plant	-	50,000	1,400	95,000	31,987	34%
Transfer to surplus	-	-	-	-	-	-
Amortization - Water Fund	105,708	-	111,692	-	-	-
Capital	2,470,128	4,915,000	5,310,230	820,000	583,261	71%
	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,908,972</u>	<u>1,508,900</u>	<u>1,058,857</u>	<u>70%</u>
Surplus(Deficit)	<u>(12,080)</u>	<u>-</u>	<u>(1,453,864)</u>	<u>(503,005)</u>	<u>(232,563)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 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	-	0	-
Greendale Trestle Watermain Upgrade	37,546	200,000	7,749	355,000	315,561	89%
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>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of JULY


DATE: AUG. 20, 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	27	10	1		
Commercial	5				1
Carport / garage	6	6			1
Demolitions	1				
Renovations	16	10		1	
Deck	9				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	65	26	1	1	2

Building Permit Fees	Value of construction	Permit fees
For the current month	61,200.00	732.00
Year to Date	2,381,618.00	23,974.00



 Dennis Young

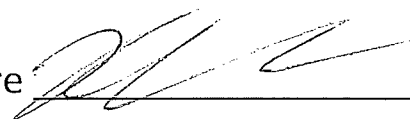
Bylaw Complaint Report
Town of Lake Cowichan
August 2019



To: CAO

From: Bylaw Officer

Complaints	#	Outcome
Dogs at large	4	Ongoing- no information to followup
Property inspection	1	
Red tags issued for parking	8	
Illegal RV on property	1	Compliance
Garbage compliance	2	Compliance
Unsightly property	3	
Garbage out too early	1	Compliance

Signature 

Memo



TO: Chair, Finance and Administration Committee

SUBJECT: Cannabis Retail Sales

DATE: August 30, 2019

FROM: Chief Administrative Officer

Background

Council has wrestled with the issue of “to allow or not to allow” cannabis retail sales within the Town. Now that it is legal to conduct such sales, council has just issued a survey to ascertain public views on the matter.

Other communities have found different ways to deal with cannabis retail sales. A neighbouring local government, the District of North Cowichan has a policy on cannabis retail sales that may be worth considering for the Town of Lake Cowichan should there be an appetite for such a policy; It is worth remembering that that policy did see some re-writes.

Recommendation

that Committee consider a similar retail cannabis sales policy if there is a desire to allow cannabis sales within the Town.

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

Joseph A. Fernandez

**COUNCIL POLICY:
RETAIL CANNABIS SALES POLICY**



Council Approval Date: January 16, 2019

Department: Development Services

Amended: July 17, 2019

1. PURPOSE

This policy outlines criteria that will be considered by North Cowichan Council as part of any Zoning Bylaw Amendment Application, Temporary Use Permit Application, or Liquor and Cannabis Regulation Branch referral for cannabis retail use.

This policy was established in response to the legalization of cannabis by the federal government. It is intended to address potentially adverse community impacts of retail cannabis sales, including inappropriate exposure of cannabis to minors and undesirable concentration of storefront cannabis retailers.

2. SCOPE

This policy is intended to guide Council when considering applications for rezoning or temporary use permit, as well as for provincial licensing referrals for retail cannabis sales. It is not intended to fetter Council's discretion when considering individual applications. Each application will be evaluated on its own merits.

3. DEFINITIONS

"applicant" means an applicant for an application that would allow for a retail cannabis sales at a particular location;

"retail cannabis sales" means premises where cannabis is sold or otherwise provided to a person who attends at the premises.

4. POLICY

Location

4.1 Retail cannabis use must be located on, or in close proximity to, a provincial highway, urban arterial road, or urban collector road; and in commercial areas, including areas zoned for retail use, or designated for commercial use in the Official Community Plan or Local Area Plan.

4.2 Only one retail cannabis sales storefront will be allowed per parcel.

4.3 *[Rescinded- July 17, 2019]*

4.4 [Rescinded – July 17, 2019]

Community Impact

- 4.5 Council will consider the impact of retail cannabis sales in proximity to public or independent elementary, middle or secondary schools, playgrounds, libraries, public recreation centres, public community centres, parks, places of worship, family-oriented facilities, or areas where children and youth frequent.

Application Process

- 4.6 The Municipality will not accept applications for proposals that are not associated with an application that has been accepted by the Liquor and Cannabis Regulation Board (LCRB).
- 4.7 Should the Municipality accept an application and then that application is cancelled or withdrawn from consideration by the LCRB, the Municipality will terminate the application process by giving the applicant the opportunity to withdraw the application, and subsequently recommending that Council reject the application.
- 4.8 All applicants are required to arrange and conduct an Information Meeting to provide residents and property owners within 60 m of the subject property with information about their application. A summary of the feedback received at the meeting will be incorporated as part of the staff report to Council.
- 4.9 The Municipality will refer all retail cannabis sales applications to School District #79, North Cowichan RCMP, and jurisdictional neighbours for up to 30 days to ensure that their comments are considered in Council's decision.
- 4.10 All applications for retail cannabis sales under this Policy shall be forwarded to registered or selected Community Associations, for information and comments they may wish to provide.

5. ROLES & RESPONSIBILITIES

Staff will include an analysis of each application's compliance with this Policy as part of the staff report to Council.

