



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, November 8th, 2016 at 5:00 p.m. – Council Chambers

AGENDA

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **APPROVAL OF AGENDA**

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) Policy on Community Gardens- Still Outstanding.
- (b) Municipal Hall Upgrades- Update.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

- (a) Liam Edwards, Ministry of Community, Sport and Cultural Development, Re: 2017 Local Government Grants Program- Infrastructure Planning Grants and Clean Water and Wastewater Fund.

3

6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending October 31st, 2016.
- (b) Building Inspector re: Building Permits for October, 2016.
- (c) Lake Cowichan Fire Department Incident Report for September, 2016.
- (d) CAO- Re Clean Water and Wastewater Fund – Application Submission.

4

22

23

25

7. **NEW BUSINESS**

- (a) Budget Estimate Discussion Schedule.

8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

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Ministry of Community,
Sport and Cultural
Development

Local Government Infrastructure
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CIRCULAR

Circular No. 16:15
ARCS File #: 195-20

October 24, 2016

To: All Chief Administrative Officers

Re: 2017 Local Government Grants Program – Infrastructure Planning Grants and Clean Water and Wastewater Fund

The **Infrastructure Planning Grant Program** (the Program) offers grants up to \$10,000 to help local governments plan, design and manage infrastructure. The Program can assist in the development of long-term comprehensive plans and feasibility studies that will improve public health and safety, enhance environmental protection and increase infrastructure sustainability. Funding is available for projects that support improved water, sewer, drainage and other environmental infrastructure.

The next round of approvals for the 2017 Program will be based on applications received by **January 18, 2017**. Program documents can be downloaded from the Ministry's website at: http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm

The **Clean Water and Wastewater Fund (CWWF)** supports the rehabilitation of local government drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems. Canada and British Columbia governments are investing up to \$373.6 million under CWWF to support infrastructure projects in communities across the province.

The intake deadline is **November 23, 2016**. All proponents must complete and submit an on-line application form. Please read the CWWF Program Guide to ensure you have completed your application in full. Applications are to be submitted online through the CWWF program website at: www.gov.bc/cleanwaterwastewaterfund

"Original signed by"

Liam Edwards
Executive Director
Local Government Infrastructure and Finance Division
Ministry of Community, Sport and Cultural Development



Memo


TO: Chief Administrative Officer
FROM: Director of Finance
DATE: November 4, 2016
SUBJECT: Financial Report for the Period Ending October 31, 2016

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 in the general, sewer and water funds due to outstanding payables and capital projects in progress.
- The interim audit has been scheduled for three days starting November 23, 2016.
- At statement date the operations of the campground and education centre reflect a small deficit. It is anticipated that at year end the operations will be better than budget projections.
- The Spartan #10 fire truck that was purchased under the capital lease program was converted to MFA debt after the October lease payment. Municipal Finance Authority is phasing out the leasing program and this was the last capital lease the Town had with MFA.

The PST on Fire Truck #10 will be required to be paid out upon conversion of the lease to the debt and has been refinanced as part of the new loan. GST on the loan will also be paid and then refunded on the GST return.


Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Summary

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
REVENUES						
Taxes	1,817,278	1,875,649	1,871,701	1,937,031	1,934,154	100%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	49,282	49,310	48,514	48,600	48,747	100%
Penalties and Interest on Taxes	82,528	60,000	75,768	62,000	70,327	113%
Business Licences	17,375	17,000	17,750	17,000	18,775	110%
Building and Other Permits	17,660	13,200	20,191	14,200	40,568	286%
Storm Drain Connection Fees	180	-	210	-	520	-
Dog Tags and Fines	4,385	4,000	4,120	3,900	3,435	88%
Interest on Investments	41,942	20,000	41,405	20,000	41,036	205%
Fire Service to CVRD	165,532	189,012	189,012	216,658	216,658	100%
Garbage Revenues	338,945	366,000	368,636	367,500	362,220	99%
Lakeview Revenues	166,612	153,000	182,747	159,000	181,707	114%
Sale of Assets	870	-	31,054	-	52,856	-
Public Works Revenues	8,036	-	4,707	-	1,307	-
Fire Department Revenues	1,000	-	19,634	-	(1,292)	-
Other Revenue	13,371	8,800	339,335	9,750	65,905	676%
Ambulance Building Lease	44,659	44,830	44,829	45,000	41,093	91%
Public Health Lease	16,100	16,100	16,100	16,100	14,758	92%
Clec Revenues	368,965	395,200	422,890	396,200	366,762	93%
Unconditional Transfers	302,816	474,837	474,974	443,800	456,948	103%
Conditional Transfers	367,449	419,170	64,420	347,355	15,740	5%
Transfers From Reserve Funds	356,721	-	-	200,000	-	0%
Transfers From Building Reserve	-	700,000	-	750,000	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-
Transfer From Statutory Reserves	-	-	-	200,000	-	0%
Transfer from Parks Dedication Reser	-	-	-	-	21,350	-
Short term debt	144,860	-	-	-	-	-
Prior year Surplus	-	-	-	425,381	-	0%
Police Tax Levy	133,348	133,407	137,228	133,407	137,400	103%
Library Levy	116,126	119,314	119,314	123,852	123,625	100%
Collections For Other Govts.	2,087,106	2,148,493	2,163,113	2,125,350	2,111,109	99%
	6,813,147	7,207,322	6,657,651	8,062,084	6,325,709	78%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Summary

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
EXPENDITURES						
General Government Services	468,742	544,700	484,842	535,550	363,580	68%
Fire Department	241,119	294,200	275,789	321,800	196,547	61%
Police Force	133,349	133,407	137,228	133,407	125,198	94%
Bylaw Enforcement & Other	48,436	67,000	48,767	67,000	39,557	59%
Public Works Administration	125,270	119,500	91,761	126,700	59,123	47%
Public Works Roads	367,202	428,500	332,615	428,500	246,665	58%
Public Works - Equipment & Other	(121,809)	-	(157,353)	-	(79,353)	-
Garbage Expenses	350,916	359,500	370,081	383,000	310,083	81%
Planning, Health & Other	35,666	79,750	48,673	55,100	32,012	58%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	16,617	13,600	17,024	22,000	12,124	55%
Parks	200,294	239,000	209,793	240,400	175,106	73%
Lakeview Park	142,283	152,900	146,810	159,000	164,638	104%
CLEC Expense	437,834	430,700	432,171	431,700	388,559	90%
Lakeview Road	1,540	11,000	2,754	10,000	-	0%
Transfer To Library	116,128	119,314	119,314	123,852	92,889	75%
Capital	1,616,603	1,741,758	856,675	2,569,725	465,968	18%
Debt Charges - Interest	2,146	3,000	1,852	3,000	2,346	78%
Debt Payments - Fire	191,250	200,000	175,110	200,000	155,280	78%
Amortization	514,621	-	550,331	-	-	-
Transfers To Reserve Funds	235,844	121,000	324,743	126,000	-	0%
Transfer Equip. Recovery to Reserve	-	-	-	-	-	-
Transfer To Surplus	-	-	-	-	-	-
Transfers To Other Governments	2,087,106	2,148,493	2,163,113	2,125,350	2,038,584	96%
	7,211,154	7,207,322	6,632,093	8,062,084	4,788,905	59%
Surplus(Deficit)	(398,007)	-	25,558	0	1,536,804	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
General Government Services						
Mayor and Council Indemnities	59,017	68,000	68,000	69,500	56,022	81%
Mayor and Council Expenses	33,481	41,500	30,304	41,500	31,300	75%
Mildred Child Annex	3,373	4,400	2,556	2,600	1,935	74%
Municipal Hall	17,353	21,000	16,371	21,150	14,139	67%
Office Wages	410,356	413,520	393,621	414,000	337,490	82%
Office Expenses	33,403	56,480	29,035	56,100	44,428	79%
Data Processing	20,771	22,000	20,466	22,200	20,968	94%
Legal Expense	7,369	15,000	9,215	15,000	20,923	139%
Audit	10,500	26,000	23,792	26,000	8,558	33%
Elections	4,779	2,000	-	2,000	-	0%
Insurance	53,623	72,000	49,638	72,000	45,014	63%
Grants-in-aid	6,199	5,500	6,115	5,500	2,485	45%
Ohtaki expense	5,251	7,000	5,059	7,000	3,270	47%
Ohtaki recoveries	(85)	-	-	-	-	-
Payroll Benefits Clearing	13,583	-	40,370	-	(3,951)	-
Insurance and administration recovery	(210,230)	(209,700)	(209,700)	(219,000)	(219,000)	100%
	468,742	544,700	484,842	535,550	363,580	68%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Protective Services Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Fire Department						
Firefighters indemnities	82,944	89,000	101,748	95,000	73,530	77%
Other Wage Costs	16,786	15,000	17,183	15,000	14,054	94%
Town Administration	7,785	7,500	7,500	8,000	8,000	100%
Fire Hall Operations and Maint.	47,354	44,200	45,413	45,200	29,680	66%
Miscellaneous Operations	30,741	48,700	51,391	67,900	21,124	31%
Training	14,788	24,000	12,996	24,000	11,938	50%
Fire Vehicles & Equipment	40,720	65,800	39,557	66,700	38,222	57%
	241,119	294,200	275,789	321,800	196,547	61%

Bylaw Enforcement & Other

Emergency Measures	-	7,000	-	7,000	-	0%
Bylaw Enforcement/Animal Control	15,683	20,000	14,906	20,000	12,540	63%
Building Inspection	32,753	40,000	33,861	40,000	27,017	68%
	48,436	67,000	48,767	67,000	39,557	59%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
PW Administration						
Shop and Yard	43,648	44,300	32,315	44,300	25,007	56%
PW Admin Wages	212,502	210,000	199,001	210,000	161,185	77%
PW Admin Other	5,244	14,700	4,287	14,700	4,078	28%
Safety and Training	13,865	15,800	21,458	16,300	27,454	168%
Office Administration Charge	13,585	14,200	14,200	14,300	14,300	100%
Recovery from Utilities	(163,575)	(179,500)	(179,500)	(172,900)	(172,900)	100%
	125,270	119,500	91,761	126,700	59,123	47%
Equipment Costs						
Equipment	141,210	-	32,614	-	52,882	-
Equipment Allocations	(263,019)	-	(189,967)	-	(132,473)	-
	(121,809)	-	(157,353)	-	(79,591)	-
Other Costs						
Billable Outside Jobs	-	-	(0)	-	239	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	(0)	-	239	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Road Maintenance						
Banners	8,596	9,000	2,475	9,000	370	4%
Boulevards	30,604	31,000	54,719	31,000	39,248	127%
Crack Sealing	-	10,000	7,880	10,000	-	0%
Dangerous Trees	5,215	13,000	9,826	13,000	5,062	39%
Ditches & Culverts	14,213	15,000	2,618	15,000	1,657	11%
Dust Control	2,180	4,000	2,267	4,000	1,734	43%
Landscaping	16,006	15,400	2,981	15,400	7,214	47%
Litter Control	15,695	9,000	9,714	16,000	15,528	97%
Marking	14,723	10,000	15,063	10,000	14,302	143%
Mowing	20,974	13,000	5,943	13,000	1,737	13%
Patching	9,996	15,000	10,263	15,000	10,836	72%
Roads-other	19,455	13,700	15,907	13,700	2,512	18%
Seasonal decoration	11,616	12,000	14,588	12,000	1,957	16%
Shoulders	6,639	14,000	6,587	14,000	6,354	45%
Sidewalks	15,670	16,000	19,828	16,000	14,732	92%
Signs	9,411	18,000	7,078	11,000	7,102	65%
Snow removal	14,224	50,000	5,015	50,000	4,349	9%
Storm Drains & Catch Basins	42,165	50,000	38,298	50,000	30,404	61%
Street Lighting	78,326	79,000	72,591	79,000	57,677	73%
Street Sweeping	10,612	11,000	8,576	11,000	3,492	32%
Office Administration Charge	20,880	20,400	20,400	20,400	20,400	100%
	367,202	428,500	332,615	428,500	246,665	58%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Garbage Collection						
Revenues						
Regular collections	305,534	308,000	309,926	310,000	310,810	100%
Toter rentals	3,753	4,000	3,804	3,500	4,140	118%
Penalties	4,137	4,000	4,125	4,000	3,810	95%
Recycling	25,522	50,000	50,781	50,000	43,460	87%
	338,945	366,000	368,636	367,500	362,220	99%
Expenditures						
Regular collection costs	202,400	191,000	237,936	237,000	199,636	84%
Special collections	-	-	-	-	-	-
Office Administration Charges	15,850	16,000	16,000	17,100	17,100	100%
PW Administration Charges	22,190	22,500	22,500	23,900	23,900	100%
Tipping Fees	72,156	80,000	54,775	60,000	46,519	78%
Recycling costs	38,320	50,000	38,870	45,000	22,927	51%
	350,916	359,500	370,081	383,000	310,083	81%
Net	(11,971)	6,500	(1,445)	(15,500)	52,137	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Other Development Services

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Public Health						
Ambulance Building Lease	44,659	44,830	44,829	45,000	41,093	91%
Public Health Lease	16,100	16,100	16,100	16,100	14,758	92%
Public Health Expenses	<u>10,497</u>	<u>13,400</u>	<u>7,689</u>	<u>13,500</u>	<u>7,206</u>	53%
NET	<u>50,262</u>	<u>47,530</u>	<u>53,240</u>	<u>47,600</u>	<u>48,646</u>	102%
Planning						
Planning and Zoning Expenses	<u>23,012</u>	<u>32,500</u>	<u>15,386</u>	<u>32,500</u>	<u>19,740</u>	61%
Other Functions						
Town Economic Development	-	8,500	2,120	3,500	1,127	32%
Age Friendly Grant	-	19,850	19,715	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-
Pacific Marine Circle Route	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	1,500	717	1,500	860	57%
Trail signage	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,000	3,046	3,100	3,079	99%
Neighbourhood of learning	-	-	-	-	-	-
	<u>2,157</u>	<u>33,850</u>	<u>25,598</u>	<u>9,100</u>	<u>5,066</u>	56%
Total Development Services Expenses	<u>35,666</u>	<u>79,750</u>	<u>48,673</u>	<u>55,100</u>	<u>32,012</u>	58%
Centennial Hall						
	-	-	-	-	-	-
Info Centre						
PW Labour	612	3,000	968	2,500	859	34%
Water, Sewer & Garbage	1,207	1,200	1,216	700	647	92%
Other Expenses	14,798	9,400	14,841	20,000	10,618	53%
PW Recoveries	-	-	-	(1,200)	-	0%
	<u>16,617</u>	<u>13,600</u>	<u>17,024</u>	<u>22,000</u>	<u>12,124</u>	55%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Parks

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Parks						
Beaver Park	31	500	31	500	-	0%
Bell Tower School	2,388	2,400	1,378	2,400	1,320	55%
Centennial Park	23,062	24,000	23,971	24,000	11,030	46%
Central Park	19,367	19,000	16,593	19,000	15,185	80%
Civic Square	2,281	5,000	929	2,500	1,005	40%
Communities in Bloom	1,418	3,000	379	3,000	36	1%
Community Garden	2,043	1,500	1,388	1,500	5,176	345%
Cougar Sign Landscaping	1,499	3,000	2,687	3,000	2,582	86%
Dashwood Park	231	1,200	672	1,200	364	30%
Entrance Sign	7,844	10,000	12,622	10,000	7,802	78%
Footbridge	5,868	4,000	4,771	4,500	4,036	90%
Footpath maintenance	3,406	2,000	1,506	2,000	357	18%
Forest Ranger Building	1,644	2,000	1,091	1,400	1,685	120%
Gillespie Park	488	1,000	608	1,000	1,242	124%
Greendale Park	1,720	5,000	7,576	5,700	2,302	40%
Heritage Garden	3,293	5,000	4,089	5,000	5,143	103%
Kaatza Museum	8,951	10,000	6,772	10,000	5,708	57%
King George Roundabout Park	3,623	10,000	5,842	10,000	13,374	134%
Lakedays Preparation	1,619	2,000	1,863	2,000	1,511	76%
Marina Park	1,965	2,000	2,713	1,700	1,768	104%
Memorial Park	3,790	6,000	6,907	6,500	3,503	54%
Ohtaki Park/Kasapi Center	1,289	15,000	2,807	15,000	4,355	29%
Park Bench Maintenance	8,495	5,000	5,537	5,000	1,256	25%
Parks General	16,719	16,000	14,969	16,000	12,859	80%
Parkstone Park	912	2,000	830	2,000	889	44%
Joginder Bains Park - Point Ideal	3,438	3,500	1,585	3,500	1,748	50%
Ravine Park	-	500	-	500	-	0%
Riverside Park	5,945	5,500	5,721	5,900	4,528	77%
Sahtlam Park	1,072	3,000	1,885	2,500	1,438	58%
Saywell Park	24,709	20,000	19,623	20,000	12,069	60%
Seniors Centre	773	1,000	2,711	2,100	1,357	65%
Ted Burns Nature Preserve	121	1,000	323	1,000	716	72%
Tennis Courts	883	1,000	941	1,000	4,479	448%
Town Square	930	3,000	11,227	3,000	5,254	175%
Trans Canada Trail	6,930	5,000	2,493	5,000	3,741	75%
Trestle Walkway	1,968	3,000	1,874	3,000	592	20%
Vandalism	988	5,000	874	5,000	2,944	59%
Washrooms	12,363	13,000	13,020	15,000	13,553	90%
Winter Park	3,527	6,500	7,588	7,000	7,199	103%
Office Administration Charge	12,700	11,400	11,400	11,000	11,000	100%
	<u>200,294</u>	<u>239,000</u>	<u>209,793</u>	<u>240,400</u>	<u>175,106</u>	<u>73%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Parks

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Lakeview Park						
Reservations	106,818	104,000	120,276	110,000	125,186	114%
Walk Ins	28,034	22,000	29,457	22,000	23,533	107%
Power Fees	19,623	18,000	21,416	18,000	20,421	113%
Propane	-	-	-	-	-	-
Wood and ice sales	5,005	3,000	3,556	3,000	6,433	214%
Operating Grant	-	-	-	-	-	-
Other Revenue	-	-	-	-	52	-
Moorage	7,132	6,000	8,042	6,000	6,081	101%
	<u>166,612</u>	<u>153,000</u>	<u>182,747</u>	<u>159,000</u>	<u>181,707</u>	<u>114%</u>
Office Administration Charge	7,185	7,300	7,300	7,600	7,600	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	100%
Summer Student Wages	35,708	40,000	42,923	45,000	54,629	121%
Maintenance Wages	7,031	6,000	4,861	6,000	5,715	95%
Contracted Services	3,926	6,500	9,822	10,000	10,170	102%
PW Labour	86	500	849	1,000	1,153	115%
Hydro and Electricity	6,772	7,200	6,418	7,600	7,230	95%
Materials and Supplies	18,502	15,000	10,822	15,000	12,910	86%
Other Expenses	7,735	5,900	8,246	7,400	7,849	106%
Water, Sewer & Garbage	9,921	7,800	9,948	7,800	9,978	128%
Park Attendant/ Security	11,098	18,000	10,472	15,000	13,459	90%
Public Works Charges	97	700	263	500	1,305	261%
Telephone	2,944	4,000	3,136	4,000	2,640	66%
Equipment allocations	1,278	4,000	1,751	2,100	-	0%
	<u>142,283</u>	<u>152,900</u>	<u>146,810</u>	<u>159,000</u>	<u>164,638</u>	<u>104%</u>
Net	<u>24,329</u>	<u>100</u>	<u>35,937</u>	<u>-</u>	<u>17,069</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of CLEC

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Revenues						
Group Revenues	361,188	385,000	417,090	390,000	355,974	91%
Programming revenues	2,578	5,000	-	1,000	6,588	659%
Rental Income	5,200	5,200	5,200	5,200	4,200	81%
JCP	-	-	600	-	-	-
	<u>368,965</u>	<u>395,200</u>	<u>422,890</u>	<u>396,200</u>	<u>366,762</u>	<u>93%</u>
Expenditures - Variable						
Program Services	10,796	10,000	8,662	10,000	7,674	77%
Kitchen Wages	70,655	70,000	76,563	70,000	64,815	93%
Food Supplies	58,477	60,000	67,394	60,000	66,324	111%
Custodians	27,785	30,000	32,046	30,000	30,689	102%
Equipment	-	-	-	-	-	-
Supplies	3,976	4,000	2,499	4,000	3,223	81%
	<u>171,689</u>	<u>174,000</u>	<u>187,164</u>	<u>174,000</u>	<u>172,725</u>	<u>99%</u>
Expenditures - Fixed						
Admin Salaries	174,718	180,000	164,005	180,000	141,396	79%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	100%
Housing Allowance	5,200	5,200	5,200	5,200	4,200	81%
Town Administration	19,135	20,000	20,000	21,000	21,000	100%
Electricity	18,439	19,000	17,749	19,000	16,051	84%
Heat	20,080	19,000	9,161	19,000	7,932	42%
Telephone & other Utilities	9,196	9,300	9,815	9,300	8,217	88%
Bad Debts	-	-	-	-	-	-
Advertising	-	2,000	-	1,000	-	0%
Contracted Services	7,472	5,000	15,191	6,000	14,216	237%
Maintenance	36,410	21,000	30,831	21,000	23,003	110%
Public Works Charges	5,496	6,000	3,017	6,000	7,916	132%
Miscellaneous Operations	-	200	38	200	1,903	952%
	<u>266,145</u>	<u>256,700</u>	<u>245,007</u>	<u>257,700</u>	<u>215,834</u>	<u>84%</u>
Total Expenses	<u>437,834</u>	<u>430,700</u>	<u>432,171</u>	<u>431,700</u>	<u>388,559</u>	<u>90%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(35,500)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(21,797)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>(35,400)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(4,728)</u>	
Lakeview Park Road						
Road maintenance	1,540	11,000	2,754	10,000	-	13%
NET	<u>(46,079)</u>	<u>(46,400)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(4,728)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Capital Expenses

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 Var
General							
Hazmat Inventory	-	-	20,000	16,770	40,000	10,856	27%
Asset appraisal - Insurance	-	-	-	-	10,000	-	0%
Computer Equipment	5,000	2,280	10,000	-	12,000	-	0%
Health Unit Repairs	-	-	-	-	-	-	-
Office Equipment	-	-	-	-	5,000	-	0%
Land Purchase	-	5,359	32,378	379,129	40,000	22,665	57%
Office Improvements	-	-	-	-	-	-	-
Town hall renovations	950,000	4,862	1,000,000	39,991	1,300,000	120,086	9%
Museum Roof	-	-	-	-	-	-	-
	<u>955,000</u>	<u>12,501</u>	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>153,607</u>	<u>11%</u>
CLEC							
Clec Windows	-	-	25,000	-	34,000	19,789	58%
Clec Roofing	15,000	-	17,000	7,500	16,000	34,771	217%
Clec Renovations	-	-	20,000	2,118	10,000	6,276	63%
Defibrillators	2,000	-	4,000	4,249	-	-	-
Electrical upgrades	20,000	-	-	-	12,300	25,076	204%
Mattresses	-	-	-	-	-	-	-
Linens Etc.	-	-	-	-	-	-	-
Concrete patio/deck renovation	10,000	9,594	13,500	8,500	-	-	-
	<u>47,000</u>	<u>9,594</u>	<u>79,500</u>	<u>22,367</u>	<u>72,300</u>	<u>85,912</u>	<u>119%</u>
Fire Department							
Air Shoring	5,000	5,350	5,000	2,675	-	-	-
Computer Equipment Mobile CAD	5,000	840	-	-	-	-	-
Data Administration	5,000	1,000	-	-	5,000	1,726	35%
Compressor fan - firehall	-	-	4,000	2,449	-	-	-
Exhaust Nedermon damage #10	3,000	3,928	-	-	-	-	-
Fire/Rescue Truck	245,000	254,860	-	-	-	-	-
SCBA Packs	-	-	-	-	-	-	-
Heat Pump/Generator Replacement	-	-	15,000	-	15,000	-	0%
Inventory-Fire trucks and equipment	-	-	-	-	-	-	-
Misc Fire Equipment	7,000	8,404	3,000	6,644	3,000	5,173	172%
Pagers	-	-	-	-	6,000	-	0%
Bi-yearly business inspection / Preplans for Buildings	5,000	-	-	-	5,000	-	0%
Projector screen/color printer	2,800	1,298	-	-	-	-	-
Rescue boat	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	-	8,000	8,193	102%
Repaint Firehall	-	-	5,000	7,900	5,000	6,800	136%
Thermal Camera	-	-	6,000	7,865	-	-	-
Turnout Gear Dryer - Cap	-	-	10,000	8,951	-	-	-
Training Ground Facilities	-	-	-	-	10,000	-	0%
Truck purchase	55,000	57,233	-	-	-	-	-
Tools and Equipment	6,000	9,878	6,000	6,079	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-
Hoses and valving	8,000	3,275	8,000	6,133	8,000	8,926	112%
Ventilation fan	3,000	-	-	-	-	-	-
	<u>349,800</u>	<u>346,065</u>	<u>62,000</u>	<u>48,695</u>	<u>68,000</u>	<u>30,819</u>	<u>45%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
General Fund - Schedule of Capital Expenses

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 Var
Public Works							
Equipment Purchase	440,000	356,721	-	-	200,000	-	0%
Computer Equip/Software - Cap	-	-	-	-	-	-	-
Computer Software	11,500	-	-	-	-	-	-
Annual Paving Program	45,000	-	190,000	129,681	-	-	-
North Shore Rd Engineering	-	-	40,000	5,033	10,000	-	0%
Organic Waste Containers	140,000	114,687	-	-	-	-	-
Pedestrian Crosswalks	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	-	10,000	-	15,000	10,168	68%
Sidewalks	-	-	40,000	13,254	50,000	-	0%
Signs - Capital	30,000	15,255	50,000	15,207	60,000	6,006	10%
South Shore Road Improvements	180,000	176,902	-	-	-	-	-
South Shore Rd Landscaping/Irrigation	-	-	-	-	-	-	-
Renfrew Town Square	480,000	499,349	-	-	-	-	-
Stormwater Mapping	112,035	74,156	37,880	4,681	-	-	-
Small tools	15,000	8,716	5,000	2,558	10,000	1,191	12%
	<u>1,453,535</u>	<u>1,245,786</u>	<u>372,880</u>	<u>170,413</u>	<u>345,000</u>	<u>17,364</u>	<u>5%</u>
Lakeview Park							
JCP - Cap	-	-	-	-	-	-	-
Lakeview JCP Recoveries	-	-	-	-	-	-	-
JCP Recoveries - Cap	-	-	-	(30,122)	-	(14,467)	-
Resurfacing campsites - gravel/sand	-	-	3,000	-	10,000	3,334	33%
Floating walkway repairs	-	-	7,000	13,500	-	-	-
Lakeview Washrooms	15,000	-	30,000	13,102	60,000	27,863	46%
	<u>15,000</u>	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>24%</u>
Parks							
Central Park Washroom/Stage	-	-	60,000	107,517	-	32,188	-
Centennial Park	30,000	2,658	25,000	18,531	10,000	7,961	80%
Little League	-	-	-	-	-	-	-
Misc Parks Capital	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	-	20,000	18,000	90%
Park Benches	-	-	-	-	-	2,042	-
Centennial Park Upgrades	-	-	-	-	577,425	101,346	18%
Saywell Park Improvements	-	-	40,000	49,162	-	-	-
Saywell Park JCP	-	-	-	7,017	-	-	-
Saywell Park JCP Recoveries	-	-	-	-	-	-	-
Kaatza Museum JCP	-	-	-	603	-	-	-
	<u>30,000</u>	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>161,537</u>	<u>27%</u>
Total General Capital	<u>2,850,335</u>	<u>1,616,603</u>	<u>1,741,758</u>	<u>856,675</u>	<u>2,569,725</u>	<u>465,968</u>	<u>18%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
Sewer Fund

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
Revenues						
User Rates	428,719	430,000	434,229	434,000	431,101	99%
Connection Fees	180	500	2,710	700	3,422	489%
Penalties And Other Interest	4,979	4,500	4,895	4,600	4,756	103%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	1,350,000	1,351,200	-	-	-
Debt	-	-	-	-	-	-
Parcel Tax	164,200	164,000	163,900	163,600	163,700	100%
Contribution from others	-	-	-	-	4,075	-
Transfer From Surplus	-	365,000	-	90,100	-	0%
	<u>598,079</u>	<u>2,314,000</u>	<u>1,956,934</u>	<u>693,000</u>	<u>607,054</u>	<u>88%</u>
Expenditures						
Administration	1,520	2,700	1,622	2,700	1,590	59%
Office Administration	47,340	47,300	47,300	54,000	54,000	100%
Consumption Rebates	1,463	1,500	838	1,500	275	18%
PW Administration	59,175	75,000	75,000	67,000	67,000	100%
Discounts	29,848	29,000	29,977	29,000	30,908	107%
General Maintenance	48,629	68,000	65,875	68,000	38,008	56%
Connections Maintenance	6,982	9,500	6,723	9,500	4,327	46%
Chlorination	6,571	8,000	7,593	8,000	7,275	91%
New Connections	4,414	8,000	276	4,000	-	0%
Sewer Flushing	6,015	6,500	7,120	6,500	29	0%
Sewer Pump Maintenance	25,709	46,500	40,957	46,500	32,420	70%
Sewer Lagoon Maintenance	41,309	92,000	89,846	91,300	55,557	61%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	-	74,943	-	-	-
Capital	37,367	1,920,000	1,558,464	305,000	89,917	29%
	<u>372,421</u>	<u>2,314,000</u>	<u>2,006,534</u>	<u>693,000</u>	<u>381,305</u>	<u>55%</u>
Surplus(Deficit)	<u>225,658</u>	<u>-</u>	<u>(49,600)</u>	<u>-</u>	<u>225,748</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
Sewer Fund

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
<u>SEWER CAPITAL</u>						
Liftstation Upgrades	-	-	-	30,000	-	0%
Sewer I&I	10,141	220,000	21,550	175,000	63,891	37%
SEWER TREATMENT MISCELLANEOUS	-	-	-	-	-	-
SEWER TREATMENT CONSTRUCTION	27,226	1,700,000	1,536,914	100,000	26,026	26%
Wellington Sanitary Sewer	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-
	37,367	1,920,000	1,558,464	305,000	89,917	29%

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
Water Fund

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
Revenues							
User Rates	494,000	516,327	516,000	521,729	520,000	516,725	101%
Connection Fees	1,000	180	600	6,660	600	6,880	1110%
Fire Hydrant Installation & other	-	6,390	1,500	9,622	1,500	4,948	641%
Other Penalties And Interest	6,500	6,563	6,500	6,028	6,500	5,658	93%
Infrastructure Grant	-	-	71,327	-	1,200,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,300	167,400	167,200	167,100	233,660	233,800	100%
Transfer From Surplus	-	-	19,413	-	153,000	-	0%
	<u>668,800</u>	<u>696,860</u>	<u>782,540</u>	<u>711,139</u>	<u>2,115,260</u>	<u>768,010</u>	<u>36%</u>
Expenditures							
Administration	3,400	1,138	3,400	1,060	3,400	1,810	53%
Office Administration	65,770	65,770	65,600	65,600	65,600	65,600	100%
PW Administration	82,210	82,210	82,000	82,000	82,000	82,000	100%
Consumption Rebates	1,500	1,463	1,500	838	1,500	275	18%
Discounts	36,000	36,023	36,000	36,215	37,800	37,864	100%
Safety and Training	4,500	364	4,500	6,405	4,500	1,154	26%
Chlorination	8,000	7,943	8,000	9,158	8,000	10,935	137%
Flushing	9,900	9,414	11,000	11,618	11,000	12,181	111%
Reservoir	4,500	1,474	4,500	4,161	4,500	2,981	66%
General Maintenance	89,000	65,335	89,000	83,099	89,000	56,287	63%
Hydrants	24,000	25,879	24,000	14,723	22,660	11,593	51%
New Connections	10,000	3,038	8,000	7,950	8,000	5,388	67%
Connection Maintenance	75,000	60,983	75,000	55,827	75,000	50,214	67%
Water Meters	6,000	4,822	6,000	11,322	6,200	8,434	136%
Pump House Maintenance	32,800	24,576	32,800	33,226	32,800	29,362	90%
Booster Pumps Maintenance	10,250	7,171	10,250	11,239	10,300	7,717	75%
Slopes water pump station	8,000	6,767	8,000	4,791	8,000	2,968	37%
Greendale Water Connection	6,000	2,782	6,000	3,469	5,000	7,377	148%
Transfer to surplus	100,970	-	-	-	-	-	-
Amortization - Water Fund	-	93,040	-	103,480	-	-	-
Capital	91,000	33,158	306,990	16,540	1,640,000	7,578	0%
	<u>668,800</u>	<u>533,351</u>	<u>782,540</u>	<u>562,721</u>	<u>2,115,260</u>	<u>401,720</u>	<u>19%</u>
Surplus(Deficit)	-	163,509	-	148,418	-	366,290	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2016
Water Fund

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	15,000	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	-	-	20,000	7,578	38%
Water metering	-	-	-	-	-	-	-
Water Modelling	6,000	5,053	-	-	-	-	-
Water Treatment Upgrade	50,000	17,660	200,000	16,540	1,600,000	-	0%
Watermain upgrades	-	-	106,990	-	20,000	-	0%
Wilson & Park Watermain	20,000	10,445	-	-	-	-	-
	<u>91,000</u>	<u>33,158</u>	<u>306,990</u>	<u>16,540</u>	<u>1,640,000</u>	<u>7,578</u>	<u>0%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of OCTOBER

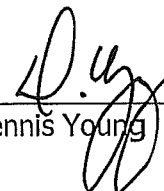
DATE: NOV. 1 / 16

FROM: Building Inspector

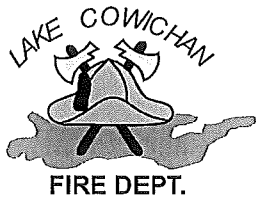
Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	1	19	1	2	2
Commercial	1	2			1
Carport / garage		3			
Demolitions		1			
Renovations	4	9			
Deck		5		1	
Lawn Sprinkler / Woodstove					
Relocated Home				1	
Other <u>SHEDS</u>		1			
TOTALS	6	40	1	4	3

Building Permit Fees	Value of construction	Permit fees
For the current month	240,864.00	3,799.00
Year to Date	3,279,021.00	39,900.60



 Dennis Young



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

September 2016 Monthly Incident Report

- 1 Business Meeting / Practice
- 3 Practices
- 1 Truck Check
- 1 Hydro Transformer Smoking
- 2 Lift Assist
- 4 Medical Aid
- 1 Cowichan Valley Chiefs Meeting
- 1 Officer/Member Duty Sheets
- 3 NFPA Tests
- 1 Sec/Treasurer Monthly Stipend

Grand Total

\$5756.01



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

Fire Stats September 2016

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
09/02	7:25 PM	HWY 18 & Youbou Rd	Hydro Transformer Smoking	13	1	\$245.51
09/03	2:49 PM	6379 Cowichan Lake Rd	Medical Aid	5	1	\$94.72
09/05	11:45 AM	253 North Shore Rd	Lift Assist	15	1	\$247.47
09/06	7:00 PM	Fire Hall	Business Meeting	23	2	\$835.86
09/07	3:15 PM	9067 Youbou Rd	Medical Aid	13	1	\$247.87
09/08	6:00 PM	Fire Hall	Truck Check	13	2	\$372.78
09/08	9:30 PM	261 Grants Lake Rd	Medical Aid	12	1	\$227.51
09/12	7:00 PM	Fire Hall	Practice	22	2	\$725.10
09/15	4:51 PM	113 Comiaken	Medical Aid	19	1	\$300.89
09/18	5:37 AM	155 Berar Rd	Lift Assist	12	1	\$265.18
09/19	6:00 PM	Maple Bay Fire Department	Cowichan Valley Chiefs Meeting	1	3	\$59.01
09/19	7:00 PM	Fire Hall	Practice	24	2	\$793.76
09/26	7:00 PM	Fire Hall	Practice	29	2	\$982.62
			NFPA Tests	3	6	\$109.38
			Officer/Duty Sheets	1	5	\$98.35
			Sec/Treasurer Stipend			\$150.00
		Total				\$5756.01



Memo

TO: Chair, Finance and Administration Committee

SUBJECT: Clean Water and Wastewater Fund - Application Submission

DATE: November 4, 2016

FROM: Chief Administrative Officer

BACKGROUND

With the recent announcement of a grant in favour of the Town under the Clean Water and Wastewater Fund, the Town is now eligible to submit another application by the deadline date of November 23rd, 2016.

We do have one "shelf ready" project for Phase 2 of the Wastewater Treatment Plant upgrades that was estimated by Opus Dayton Knight in 2015 at \$1,960, 400. The relevant estimates are attached by way of a copy of a report from that consultant.

RECOMMENDATION

that the committee recommend submission of a grant application under the Clean Water and Wastewater Fund Program for a project described as the Lake Cowichan Wastewater Phase 2 Upgrades for the total eligible project costs of \$1,960,400 with the Town's contribution to the project to be 17% of the total project costs.

Note: The total eligible project costs may be subject to further revision by meeting time of the committee.

Joseph A. Fernandez

VIA EMAIL

April 10, 2015

 Nagi Rizk, P.Eng
 Superintendent, Public Works and Engineering Services
Town of Lake Cowichan
 39 South Shore Road, P.O. Box 860
 Lake Cowichan, B.C.
 VoR 2Go

D-28515.00

Dear Nagi:

See table below for summary breakdown of the estimated construction costs for the items noted. As discussed, the costs reflect an April 2015 ENR adjustment (ENR CCI = 9992) from the March 2014 Summary Memo.

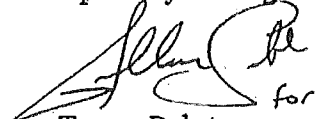
Description	Total Sub-Cost	Contingency (30%)	Total (including contingency)
a. Construction of a new Headworks facility;	\$827,000	\$248,100	\$1,075,100
b. Construction of Cell 3 baffle curtain;	\$29,000	\$8,700	\$37,700
c. Supply and installation of floating aeration equipment on the existing lagoons (Cells 1 and 2) and new lagoon (Cell 3);	\$284,000	\$85,200	\$369,200
d. Supply and installation of all remaining pipework, manholes and necessary appurtenances;	\$190,000	\$57,000	\$247,000
e. Supply and installation of all electrical and control systems and necessary appurtenances;	\$178,000	\$53,400	\$231,400
f. Final grading and landscaping of the site; and	Incl. in above		

Description	Total Sub-Cost	Contingency (30%)	Total (including contingency)
g. Pressure testing and commissioning.	Incl. in above		
Total Estimated Construction Cost (1, 2)	\$1,508,000	\$452,400	\$1,960,400
Notes:			
<ol style="list-style-type: none"> 1. The cost estimate is based on our perception of current conditions at the project location and is subject to change as the project design matures. 2. The costs above do not include Engineering, Legal & Administration Fees or costs related to engineering services during construction. 			

Please let us know if you have any questions or wish to discuss further.

Yours truly,

Opus DaytonKnight Consultants Ltd



 Trevor Dykstra

 Project Manager