



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, October 10th, 2017 at 5:15 p.m. – Council Chambers

AGENDA

1. **CALL TO ORDER**

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. **APPROVAL OF AGENDA**

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

Ongoing Items Still Being Addressed:

- (a) Municipal Hall Upgrades- Update.
- (b) Columbarium Facility- Update.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending September 30th, 2017.
- (b) Building Inspector re: Building Permits for September, 2017.

3

21

7. **NEW BUSINESS**

- (a) Code of Ethics.
- (b) Evacuation Process.

22

26

8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

This Page is Intentionally Left Blank



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: October 6, 2017
SUBJECT: Financial Report for the Period Ending September 30, 2017

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.
- The annual property tax sale was held Monday September 25, 2017. Five properties were available in tax sale. Two properties were bid on with the other three acquired by the Town by default.
- Last year 1 property was sold in tax sale and redeemed during the year.
- Clec and Lakeview are in a surplus position.
- The first claim for the Centennial Park upgrades in the amount of \$218,369 was received in the included in the conditional transfer revenue.

Ronnie Gill, CGA, CPA

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	2017	YTD Actuals	2017
					Budget		%
REVENUES							
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,999,050	2,012,395	101%
Supplemental Adjustments	-	-	-	-	-	-	-
Grants-In-Lieu	49,282	48,514	48,600	48,747	48,600	51,425	106%
Penalties and Interest on Taxes	82,528	75,768	62,000	75,667	64,500	66,429	103%
Business Licences	17,375	17,750	17,000	18,525	17,000	19,925	117%
Building and Other Permits	17,660	20,191	14,200	48,766	21,000	44,416	212%
Storm Drain Connection Fees	180	210	-	640	-	4,920	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	3,000	86%
Interest on Investments	41,942	41,405	20,000	52,639	30,000	47,634	159%
Fire Service to CVRD	165,532	189,012	216,658	216,658	230,000	239,861	104%
Garbage Revenues	338,945	368,636	367,500	375,851	371,300	353,627	95%
Lakeview Revenues	166,612	182,747	159,000	181,951	173,000	202,650	117%
Sale of Assets	870	31,054	-	246,065	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	1,275	-
Fire Department Revenues	1,000	19,634	-	484	-	593	-
Other Revenue	13,371	339,335	9,750	68,576	10,250	19,591	191%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	37,358	83%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	13,704	83%
Clec Revenues	368,965	422,890	396,200	414,254	397,000	370,563	93%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,900	469,633	107%
Conditional Transfers	367,449	64,420	347,355	36,940	915,000	223,830	24%
Conditional Transfer - Town Hall Bldg	-	-	-	-	1,620,000	-	0%
Transfers From Reserve Funds	356,721	-	200,000	-	135,000	-	0%
Transfers From Building Reserve	-	-	750,000	-	200,000	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-	-
Transfer From Statutory Reserves	-	-	200,000	-	-	-	-
Transfer from Parks Dedication Resen	-	-	-	-	-	-	-
Short term debt	144,860	-	-	-	-	-	-
Prior year Surplus	-	-	425,381	-	-	-	-
Police Tax Levy	133,348	137,228	133,407	137,400	145,171	145,170	100%
Library Levy	116,126	119,314	123,852	123,852	127,782	128,699	101%
Collections For Other Govts.	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,167,143	101%
	6,813,147	6,657,651	8,062,084	6,617,409	9,161,879	6,623,840	72%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	2017	YTD Actuals	2017
					Budget		%
EXPENDITURES							
General Government Services	468,742	484,842	535,550	529,382	555,300	259,773	47%
Fire Department	241,119	275,789	321,800	310,516	370,200	243,120	66%
Police Force	133,349	137,228	133,407	137,400	145,171	132,866	92%
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	(29,137)	-49%
Public Works Administration	125,270	91,761	126,700	121,905	108,500	36,955	34%
Public Works Roads	367,202	332,615	428,500	324,432	418,900	257,138	61%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(113,160)	-	(89,118)	-
Garbage Expenses	350,916	370,081	383,000	383,491	385,300	288,932	75%
Planning, Health & Other	35,666	48,673	55,100	40,524	70,500	43,895	62%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	16,617	17,024	22,000	19,993	22,000	11,833	54%
Parks	200,294	209,793	240,400	204,703	223,600	156,195	70%
Lakeview Park	142,283	146,810	159,000	169,453	169,600	156,783	92%
CLEC Expense	437,834	432,171	431,700	484,687	432,100	389,171	90%
Lakeview Road	1,540	2,754	10,000	-	10,000	74	1%
Transfer To Library	116,128	119,314	123,852	123,852	127,782	95,835	75%
Capital	1,616,603	802,225	2,569,725	1,102,141	3,482,500	836,876	24%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	1,330	44%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	137,710	71%
Amortization	514,621	550,331	-	564,507	-	-	-
Transfers To Reserve Funds	112,645	161,693	126,000	128,700	136,000	-	0%
Transfer Equip. Recovery to Reserve	(123,199)	163,050	-	112,412	-	-	-
Transfer To Surplus	-	-	-	-	91,100	-	0%
Transfers To Other Governments	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,094,894	97%
	6,964,757	6,577,643	8,062,084	6,998,949	9,161,879	5,025,126	55%
Surplus(Deficit)	(151,610)	80,008	-	(381,541)	-	1,598,715	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
General Government Services							
Mayor and Council Indemnities	59,017	68,000	69,500	69,360	69,500	51,697	74%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	26,114	63%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,600	2,394	92%
Municipal Hall	17,353	16,371	21,150	17,234	25,600	14,122	55%
Office Wages	410,356	393,621	414,000	423,929	425,000	296,953	70%
Office Expenses	33,403	29,035	56,100	48,542	56,500	25,318	45%
Data Processing	20,771	20,466	22,200	22,447	24,600	17,235	70%
Legal Expense	7,369	9,215	15,000	25,901	15,000	11,470	76%
Audit	10,500	23,792	26,000	16,748	26,000	8,190	32%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	75,000	55,546	74%
Grants-in-aid	6,199	6,115	5,500	4,050	5,000	2,900	58%
Ohtaki expense	5,251	5,059	7,000	3,885	6,500	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	27,565	-	(32,666)	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,500)	(219,500)	100%
	468,742	484,842	535,550	529,382	555,300	259,773	47%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Protective Services Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Fire Department							
Firefighters indemnities	82,944	101,748	95,000	116,799	100,000	63,252	63%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	13,164	77%
Town Administration	7,785	7,500	8,000	8,000	13,000	13,000	100%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,023	48,600	39,402	81%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	56,776	62%
Training	14,788	12,996	24,000	24,172	24,000	21,646	90%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	32,704	43%
	241,119	275,789	321,800	310,516	370,200	239,944	
Firesmart	-	-	-	-	-	1,557	-
Community Wildfire Protection Plan	-	-	-	-	-	1,618	-
	-	-	-	-	-	3,176	-
Total Fire Department	241,119	275,789	321,800	310,516	370,200	243,120	
Bylaw Enforcement & Other							
Emergency Measures	-	-	7,000	-	6,500	16,300	251%
BC Wildfire - Recoveries	-	-	-	-	-	(79,271)	-
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	10,754	65%
Building Inspection	32,753	33,861	40,000	33,987	37,000	23,080	62%
	48,436	48,767	67,000	49,537	60,000	(29,137)	-49%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
PW Administration							
Shop and Yard	43,648	32,315	44,300	33,733	35,000	17,820	51%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	143,462	68%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	17,473	131%
Safety and Training	13,865	21,458	16,300	35,184	27,000	35,000	130%
Office Administration Charge	13,585	14,200	14,300	14,300	14,200	14,200	100%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(191,000)	(191,000)	100%
	125,270	91,761	126,700	121,905	108,500	36,955	34%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	26,205	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(114,724)	-
	(121,809)	(157,353)	-	(113,160)	-	(88,519)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	-	-	(599)	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	-	-	(599)	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Road Maintenance							
Banners	8,596	2,475	9,000	370	9,000	9,843	109%
Boulevards	30,604	54,719	31,000	42,398	31,000	39,698	128%
Crack Sealing	-	7,880	10,000	-	10,000	2,151	22%
Dangerous Trees	5,215	9,826	13,000	8,795	13,000	4,043	31%
Ditches & Culverts	14,213	2,618	15,000	1,930	10,000	191	2%
Dust Control	2,180	2,267	4,000	1,734	4,000	3,068	77%
Landscaping	16,006	2,981	15,400	7,654	10,000	5,504	55%
Litter Control	15,695	9,714	16,000	15,787	16,000	5,806	36%
Marking	14,723	15,063	10,000	14,348	10,000	10,866	109%
Mowing	20,974	5,943	13,000	1,822	13,000	4,252	33%
Patching	9,996	10,263	15,000	10,836	15,000	7,682	51%
Roads-other	19,455	15,907	13,700	3,076	14,000	928	7%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	4,763	40%
Shoulders	6,639	6,587	14,000	6,354	14,000	4,713	34%
Sidewalks	15,670	19,828	16,000	16,617	16,000	7,011	44%
Signs	9,411	7,078	11,000	7,733	11,000	9,041	82%
Snow removal	14,224	5,015	50,000	28,880	50,000	33,980	68%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	21,135	42%
Street Lighting	78,326	72,591	79,000	78,756	79,000	54,175	69%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	7,388	67%
Office Administration Charge	20,880	20,400	20,400	20,400	20,900	20,900	100%
	367,202	332,615	428,500	324,432	418,900	257,138	61%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Garbage Collection							
Revenues							
Regular collections	305,534	309,926	310,000	311,422	314,000	311,437	99%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,548	101%
Penalties	4,137	4,125	4,000	3,804	3,800	3,801	100%
Recycling	25,522	50,781	50,000	56,485	50,000	34,841	70%
	338,945	368,636	367,500	375,851	371,300	353,627	95%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,643	237,000	180,273	76%
Office Administration Charges	15,850	16,000	17,100	17,100	17,200	17,200	100%
PW Administration Charges	22,190	22,500	23,900	23,900	24,100	24,100	100%
Tipping Fees	72,156	54,775	60,000	61,645	62,000	41,106	66%
Recycling costs	38,320	38,870	45,000	39,204	45,000	26,253	58%
	350,916	370,081	383,000	383,491	385,300	288,932	75%
Net	(11,971)	(1,445)	(15,500)	(7,640)	(14,000)	64,696	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Other Development Services

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Public Health							
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	37,358	83%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	13,704	83%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	10,648	79%
NET	50,262	53,240	47,600	50,128	48,000	40,413	84%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	13,170	41%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	14,000	10,666	76%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	4,863	97%
Pacific Marine Circle Route	-	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	717	1,500	860	1,000	237	24%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,046	3,100	3,079	3,500	4,311	123%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	24,500	20,076	82%
Total Development Services Expenses	35,666	48,673	55,100	40,524	70,500	43,895	62%
Centennial Hall							
	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	583	23%
Water, Sewer & Garbage	1,207	1,216	700	647	700	-	0%
Contracted Services	11,695	10,687	15,000	15,540	15,000	8,240	55%
Other Expenses	3,104	4,154	5,000	3,986	5,000	3,610	72%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	(600)	50%
	16,617	17,024	22,000	19,993	22,000	11,833	1

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Parks							
Beaver Park	31	31	500	-	500	155	31%
Bell Tower School	2,388	1,378	2,400	1,320	2,400	963	40%
Centennial Park	23,062	23,971	24,000	11,512	12,000	4,212	35%
Central Park	19,367	16,593	19,000	18,289	19,000	8,708	46%
Civic Square	2,281	929	2,500	1,005	2,500	614	25%
Communities in Bloom	1,418	379	3,000	36	3,000	260	9%
Community Garden	2,043	1,388	1,500	8,654	-	199	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	1,951	65%
Dashwood Park	231	672	1,200	364	1,200	213	18%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	35,732	357%
Footbridge	5,868	4,771	4,500	4,270	4,500	1,194	27%
Footpath maintenance	3,406	1,506	2,000	357	2,000	-	0%
Forest Ranger Building	1,644	1,091	1,400	1,685	-	-	-
Gillespie Park	488	608	1,000	1,242	1,000	672	67%
Greendale Park	1,720	7,576	5,700	2,410	5,700	2,746	48%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	3,895	78%
Kaatza Museum	8,951	6,772	10,000	9,028	10,000	8,249	82%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	10,935	109%
Lakedays Preparation	1,619	1,863	2,000	1,511	2,000	684	34%
Marina Park	1,965	2,713	1,700	1,935	1,700	1,690	99%
Memorial Park	3,790	6,907	6,500	4,505	6,500	4,662	72%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	2,585	26%
Park Bench Maintenance	8,495	5,537	5,000	3,299	5,000	1,188	24%
Parks General	16,719	14,969	16,000	14,560	16,000	10,834	68%
Parkstone Park	912	830	2,000	889	2,000	890	44%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	1,777	51%
Pickleball Courts	-	-	-	-	1,400	-	0%
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	2,185	37%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	1,100	44%
Saywell Park	24,709	19,623	20,000	13,638	20,000	9,682	48%
Seniors Centre	773	2,711	2,100	1,384	2,100	2,405	115%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	3,000	2,653	88%
Town Square	930	11,227	3,000	6,582	3,500	3,191	91%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	2,050	41%
Trestle Walkway	1,968	1,874	3,000	748	3,000	533	18%
Vandalism	988	874	5,000	2,944	5,000	101	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	11,959	80%
Winter Park	3,527	7,588	7,000	7,314	7,000	4,629	66%
Office Administration Charge	12,700	11,400	11,000	11,000	10,700	10,700	100%
	200,294	209,793	240,400	204,703	223,600	156,195	70%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Lakeview Park							
Reservations	106,818	120,276	110,000	125,224	122,000	142,521	117%
Walk Ins	28,034	29,457	22,000	23,687	22,000	23,946	109%
Power Fees	19,623	21,416	18,000	20,475	18,000	23,729	132%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	5,000	3,736	75%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	8,717	145%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>202,650</u>	<u>117%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	8,100	8,100	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	30,000	100%
Summer Student Wages	35,708	42,923	45,000	54,629	55,000	50,951	93%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	6,096	102%
Contracted Services	3,926	9,822	10,000	10,381	10,000	13,537	135%
PW Labour	86	849	1,000	1,201	1,000	348	35%
Hydro and Electricity	6,772	6,418	7,600	8,107	8,000	5,070	63%
Materials and Supplies	18,502	10,822	15,000	13,201	15,000	9,898	66%
Other Expenses	7,735	8,246	7,400	7,849	8,000	9,082	114%
Water, Sewer & Garbage	9,921	9,948	7,800	9,978	8,000	9,938	124%
Park Attendant/ Security	11,098	10,472	15,000	15,139	15,000	12,399	83%
Public Works Charges	97	263	500	1,312	500	12	2%
Telephone	2,944	3,136	4,000	2,894	3,000	1,353	45%
Equipment allocations	1,278	1,751	2,100	1,068	2,000	-	0%
	<u>142,283</u>	<u>146,810</u>	<u>159,000</u>	<u>169,453</u>	<u>169,600</u>	<u>156,783</u>	<u>92%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>45,867</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of CLEC

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Revenues							
Group Revenues	361,188	417,090	390,000	402,466	390,000	365,863	94%
Programming revenues	2,578	-	1,000	6,588	1,000	200	20%
Rental Income	5,200	5,200	5,200	5,200	6,000	4,500	75%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>370,563</u>	<u>93%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	6,023	60%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	64,081	92%
Food Supplies	58,477	67,394	60,000	76,105	60,000	65,439	109%
Custodians	27,785	32,046	30,000	34,266	30,000	34,901	116%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	4,231	106%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>174,675</u>	<u>100%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	181,000	124,779	69%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	100%
Housing Allowance	5,200	5,200	5,200	5,200	6,000	4,500	75%
Town Administration	19,135	20,000	21,000	21,000	21,600	21,600	100%
Electricity	18,439	17,749	19,000	19,198	20,000	17,097	85%
Heat	20,080	9,161	19,000	10,819	12,000	12,395	103%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	7,791	84%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	8,000	14,960	187%
Maintenance	36,410	30,831	21,000	40,336	24,000	31,630	132%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	8,954	149%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>290,835</u>	<u>258,100</u>	<u>214,496</u>	<u>83%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>389,171</u>	<u>90%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>(18,608)</u>	<u>53%</u>
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>27,258</u>	
Lakeview Park Road							
Road maintenance	1,540	2,754	10,000	-	10,000	74	
NET	<u>(46,079)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>27,184</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
General								
Asset appraisal - Insurance	-	-	-	10,000	6,900	-	-	-
Asset management plan	-	-	-	-	-	30,000	-	0%
Computer Equipment	2,280	10,000	-	12,000	-	12,000	-	0%
Hazmat Inventory	-	20,000	16,770	40,000	10,856	60,000	3,828	6%
Office Equipment	-	-	-	5,000	-	5,000	-	0%
Land Purchase	5,359	32,378	379,129	40,000	195,874	-	2,831	-
Office Improvements	-	-	-	-	-	-	-	-
Town hall renovations	4,862	1,000,000	39,991	1,300,000	144,678	1,800,000	633	0%
Museum Roof	-	-	-	-	-	-	-	-
	<u>12,501</u>	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>358,308</u>	<u>1,907,000</u>	<u>7,292</u>	<u>0%</u>
CLEC								
Carpet	-	-	-	-	-	5,000	-	0%
Clec Windows	-	25,000	-	34,000	19,789	-	-	-
Clec Roofing	-	17,000	7,500	16,000	34,771	-	-	-
Clec Renovations	-	20,000	2,118	10,000	8,326	-	-	-
Defibrillators	-	4,000	4,249	-	-	-	-	-
Electrical upgrades	-	-	-	12,300	25,076	-	-	-
Clec JCP	-	-	-	-	-	15,000	-	0%
Matresses	-	-	-	-	-	5,000	4,270	85%
Equipment - Propane Stove	-	-	-	-	-	7,000	8,769	125%
Concrete patio/deck renovation	9,594	13,500	8,500	-	-	-	-	-
Water system/well	-	-	-	-	-	25,000	-	0%
	<u>9,594</u>	<u>79,500</u>	<u>22,367</u>	<u>72,300</u>	<u>87,962</u>	<u>57,000</u>	<u>13,039</u>	<u>23%</u>
Fire Department								
Air Shoring	5,350	5,000	2,675	-	-	-	-	-
Computer Equipment Mobile CAD	840	-	-	-	-	-	-	-
Data Administration	1,000	-	-	5,000	1,726	10,000	-	0%
Compressor fan - firehall	-	4,000	2,449	-	-	-	-	-
Exhaust Nederman damage #10	3,928	-	-	-	-	-	-	-
Fire/Rescue Truck	254,860	-	-	-	-	-	-	-
Heat Pump/Generator Replacemen	-	15,000	-	15,000	-	15,000	8,832	59%
Inventory-Fire trucks and equipmen	-	-	-	-	-	20,000	2,813	14%
Misc Fire Equipment	8,404	3,000	6,644	3,000	5,173	-	-	-
Pagers	-	-	-	6,000	-	-	-	-
Bi-yearly business inspection / Prep	-	-	-	5,000	-	-	-	-
Projector screen/color printer	1,298	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	8,000	8,193	-	-	-
Firehall repairs	-	5,000	7,900	5,000	6,800	6,000	1,864	31%
Thermal Camera	-	6,000	7,865	-	-	-	-	-
Turnout Gear Dryer - Cap	-	10,000	8,951	-	-	-	-	-
Training Ground Facilities	-	-	-	10,000	13,846	30,000	-	0%
Truck purchase	57,233	-	-	-	-	-	-	-
Tools and Equipment	9,878	6,000	6,079	3,000	9,318	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-	-
Hoses and valving	3,275	8,000	6,133	8,000	15,210	8,000	2,353	29%
Ventilation fan	-	-	-	-	-	-	-	-
	<u>346,065</u>	<u>62,000</u>	<u>48,695</u>	<u>68,000</u>	<u>60,266</u>	<u>92,000</u>	<u>15,862</u>	<u>17%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
Public Works								
Equipment Purchase	356,721	-	-	200,000	-	135,000	53,136	39%
Annual Paving Program	-	150,000	75,231	-	-	70,000	443	1%
North Shore Rd Engineering	-	40,000	5,033	10,000	-	-	-	-
Organic Waste Containers	114,687	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	10,000	-	15,000	10,371	-	-	-
Sidewalks	-	40,000	13,254	50,000	35,547	-	-	-
Signs - Capital	15,255	50,000	15,207	60,000	64,977	-	-	-
South Shore Road Improvements	176,902	-	-	-	-	-	-	-
Renfrew Town Square	499,349	-	-	-	-	-	-	-
Stormwater Mapping	74,156	37,880	4,681	-	-	-	-	-
Small tools	8,716	5,000	2,558	10,000	3,939	5,000	2,133	43%
	<u>1,245,786</u>	<u>332,880</u>	<u>115,963</u>	<u>345,000</u>	<u>114,833</u>	<u>210,000</u>	<u>55,711</u>	<u>27%</u>
Lakeview Park								
JCP Recoveries - Cap	-	-	(30,122)	-	(14,467)	-	-	-
Resurfacing campsites - gravel/san	-	3,000	-	10,000	3,334	5,000	-	0%
Floating walkway repairs	-	7,000	13,500	-	-	-	-	-
Lakeview Washrooms	-	30,000	13,102	60,000	27,863	-	-	-
	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>
Parks								
Central Park Washroom/Stage	-	60,000	107,517	-	31,648	10,000	-	0%
Centennial Park	2,658	25,000	18,531	10,000	7,961	-	-	-
Columbarium planning	-	-	-	-	-	10,000	2,905	29%
Misc Parks Capital	-	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	20,000	18,000	20,000	-	0%
Park Benches	-	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	-	577,425	406,433	1,048,500	707,593	67%
Pickleball/Tennis Courts	-	-	-	-	-	50,000	34,474	69%
Riverside Park - Washrooms JCP	-	-	-	-	-	50,000	-	0%
Saywell Park Improvements	-	40,000	49,162	-	-	23,000	-	0%
Saywell Park JCP	-	-	7,017	-	-	-	-	-
Kaatza Museum JCP	-	-	603	-	-	-	-	-
	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>464,042</u>	<u>1,211,500</u>	<u>744,972</u>	<u>61%</u>
Total General Capital	<u>1,616,603</u>	<u>1,701,758</u>	<u>802,225</u>	<u>2,569,725</u>	<u>1,102,141</u>	<u>3,482,500</u>	<u>836,876</u>	<u>24%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	428,719	434,229	434,000	434,749	440,000	451,540	103%
Connection Fees	180	2,710	700	3,542	1,000	5,867	587%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	4,829	105%
Sewer Facilities Grant	-	-	-	-	1,305,900	-	0%
Conditional Grants	-	1,351,200	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	164,200	163,900	163,600	163,700	164,100	164,500	100%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	-	-	-
	<u>598,079</u>	<u>1,956,934</u>	<u>693,000</u>	<u>610,815</u>	<u>1,915,600</u>	<u>626,736</u>	<u>33%</u>
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	1,690	63%
Office Administration	47,340	47,300	54,000	54,000	47,300	47,300	100%
Consumption Rebates	1,463	838	1,500	275	1,000	225	23%
PW Administration	59,175	75,000	67,000	67,000	83,800	83,800	100%
Discounts	29,848	29,977	29,000	30,908	31,000	32,240	104%
General Maintenance	48,629	65,875	68,000	46,903	68,000	27,919	41%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	1,880	20%
Chlorination	6,571	7,593	8,000	7,275	8,000	8,509	106%
New Connections	4,414	276	4,000	-	4,000	3,106	78%
Sewer Flushing	6,015	7,120	6,500	29	6,500	6,450	99%
Sewer Pump Maintenance	25,709	40,957	46,500	39,818	46,500	24,760	53%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	40,825	45%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	93,805	-	-	-
Capital	37,367	1,558,464	305,000	91,855	1,880,500	2,055	0%
	<u>372,421</u>	<u>2,006,534</u>	<u>693,000</u>	<u>505,171</u>	<u>2,280,100</u>	<u>280,759</u>	<u>12%</u>
Surplus(Deficit)	<u>225,658</u>	<u>(49,600)</u>	<u>-</u>	<u>105,644</u>	<u>(364,500)</u>	<u>345,977</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
SEWER CAPITAL							
Liftstation Upgrades	-	-	30,000	-	75,000	-	0%
Sewer I&I	10,141	21,550	175,000	82,658	132,200	-	0%
Sewer Treatment Miscellaneous	-	-	-	-	-	-	-
Sewer Treatment Construction	27,226	1,536,914	100,000	9,197	1,673,300	2,055	0%
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	37,367	1,558,464	305,000	91,855	1,880,500	2,055	0%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	516,327	521,729	520,000	521,482	532,000	540,304	102%
Connection Fees	180	6,660	600	9,100	1,000	17,410	1741%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	2,360	79%
Other Penalties And Interest	6,563	6,028	6,500	5,652	5,500	5,813	106%
Grant - Water main upgrades	-	-	-	-	1,129,093	-	0%
Infrastructure Grant	-	-	1,200,000	-	5,000,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,400	167,100	233,660	233,800	234,500	235,060	100%
Transfer From Surplus	-	-	153,000	-	-	-	-
	696,860	711,139	2,115,260	774,981	6,905,093	800,947	37%
Expenditures							
Administration	1,138	1,060	3,400	1,810	3,400	1,934	57%
Office Administration	65,770	65,600	65,600	65,600	66,500	66,500	100%
PW Administration	82,210	82,000	82,000	82,000	83,100	83,100	100%
Consumption Rebates	1,463	838	1,500	275	1,000	225	23%
Discounts	36,023	36,215	37,800	37,864	37,800	39,646	105%
Safety and Training	364	6,405	4,500	3,797	4,500	169	4%
Chlorination	7,943	9,158	8,000	10,981	9,000	11,212	125%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	1,148	26%
General Maintenance	65,335	83,099	89,000	74,040	89,000	55,901	63%
Hydrants	25,879	14,723	22,660	14,460	22,660	9,661	43%
New Connections	3,038	7,950	8,000	5,416	8,000	14,382	180%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	37,490	50%
Water Meters	4,822	11,322	6,200	10,253	8,500	9,622	113%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	33,438	103%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	5,455	48%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	4,309	54%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	12,956	259%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	103,480	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,145,354	1,077,603	15%
	533,351	562,721	2,115,260	572,451	7,627,614	1,464,752	19%
Surplus(Deficit)	163,509	148,418	-	202,530	(722,521)	(663,805)	92%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	20,000	7,578	-	-	-
Greendale Road Watermain	-	-	-	-	769,863	-	0%
Greendale Trestle Watermain Upgrade	-	-	-	-	164,204	-	0%
Ohtaki Bridge Watermain Upgrade	-	-	-	-	77,550	-	0%
Park Rd Watermain Upgrade	-	-	-	-	235,052	-	0%
Wilson Watermain Upgrade	10,445	-	-	-	113,685	307,583	271%
Water metering	-	-	-	-	-	0	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	764,943	13%
Water Service Replacements	-	-	20,000	-	25,000	5,077	20%
	-	-	-	-	-	-	-
	<u>33,158</u>	<u>16,540</u>	<u>1,640,000</u>	<u>28,534</u>	<u>7,145,354</u>	<u>1,077,603</u>	<u>15%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of SEPTEMBER

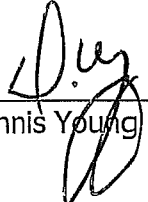
DATE: OCT 4, 2017

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	9	21	1		3
Commercial	2	4			1
Carport / garage	3	1			
Demolitions	1	2			
Renovations	9	4	1		
Deck	5	1			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	30	33	2	0	4

Building Permit Fees	Value of construction	Permit fees
For the current month	1,292,075.00	13,444.00
Year to Date	5,319,325.00	53,648.50



 Dennis Young

TOWN OF LAKE COWICHAN

COUNCIL POLICY



DATE APPROVED: October 24th, 2017

APPROVED BY:

SUBJECT: Town of Lake Cowichan Code of Ethics

1. Purpose

The Town of Lake Cowichan shall strive at all times to be an ethical organization. The fundamental relationship between Council and its residents must be one of mutual trust; essential to trust is a commitment to honesty and integrity.

To help achieve those goals, council members have committed to strive to ensure that:

- public business is conducted with integrity and in a fair, honest and open manner;
- members respect one another, the public and staff and recognize the unique role and contribution each person has in making the Town a better place to work and live in;
- their conduct in the performance of their duties and responsibilities with the Town is above reproach; and
- the decision-making process is open, accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

2. Policy

Application of the Code

To this end, the Council of the Town of Lake Cowichan has adopted a Code of Ethics applicable to members of Council and to any person appointed by Council to boards, committees, commissions, panels or task forces. Recognizing that the Town seeks to maintain and enhance the quality of life for all Town residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

1. Comply with the Law

Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the Constitution Act; the Provincial Human Rights Code; the Criminal Code, the Local Government Act; Community Charter; laws pertaining to financial disclosures, and employer responsibilities; and relevant Town bylaws and policies.

2. Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the Town must be fair, open and honest. Members shall refrain from abusive conduct,

personal charges or verbal attacks upon the character or motives of other members of Council, committees, the staff or the public.

3. Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by Town staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

4. Conduct of Public Meetings

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.

5. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

They should refrain from making comments not germane to the business at hand or bring personal experiences into the discussions to substantiate a point of view.

6. Communication

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Council or a committee, which they may have received from sources outside of the public decision-making process.

7. Conflict of Interest

Members shall be aware of and act in accordance with Division 6 of the Community Charter, and Mayor and Council shall fulfill their Oath of Office.

8. Gifts and Favours

Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Town in accordance with the provisions of Division 6 of the *Community Charter*.

9. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Town. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests. Privileged or confidential information should not be shared with others that may give rise to conflict of interest or cause harm to the Town.

10. Use of Public Resources

Members shall not use public resources not generally available to the public - such as staff time, equipment, supplies or facilities - for private gain or for personal purposes.

11. Advocacy

Members shall represent the official policies or positions of Council or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council, their committee or the Town of Lake Cowichan, nor will they allow the inference that they do.

12. Policy Role of Members

Members shall respect and adhere to the Council-Chief Administrative Officer structure of government as practiced in the Town of Lake Cowichan. In this structure, the Council determines the policies of the Town with the advice, information and analysis provided by the public, committees, and staff.

Members, therefore, shall not interfere with the administrative functions of the Town or with the professional duties of Town staff; nor shall they impair the ability of staff to implement Council policy decisions.

13. Positive Workplace Environment

Members shall treat other members, the public and staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties. Members shall be aware of and act in accordance with the Workplace Harassment Policy.

14. Implementation and Enforcement

The Town of Lake Cowichan Code of Ethics is intended to be self-enforcing. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions. Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as motion of censure. Council may also rescind the appointment of a member to a committee for breaching the Code of Ethics.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Ethics with the exception of paragraph 14 shall have two weeks to prepare to respond to these allegations. Before considering a sanction, Council must ensure that a member has received a written copy of the case against him or her and an opportunity to be heard.

A violation of this Code of Ethics in a council or committee decision shall not be considered a basis for challenging the validity of a Council or committee decision.

Joseph A. Fernandez
Chief Administrative Officer



MEMBERSHIP COVENANT

As a member of Town of Lake Cowichan Council or of a Town committee, I agree to uphold the Code of Ethics adopted by the Town and conduct myself by the following model of excellence:

- Recognize the diversity of backgrounds, interests and views in our community;
- Help create an atmosphere of open and responsive government;
- Conduct public affairs with integrity, in a fair, honest and open manner;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;
- Not use public office to benefit me, or my friends or family;
- Respect and uphold confidentiality requirements;
- Respect one another and the unique role and the contribution each has in making the Town a better place to work and live in;
- Not make disparaging remarks of the Town or express displeasure with decisions duly made;
- Avoid conduct which is contrary to the best interests of the Town; and
- Treat all people in the same manner as I wish to be treated.

Signature

Date

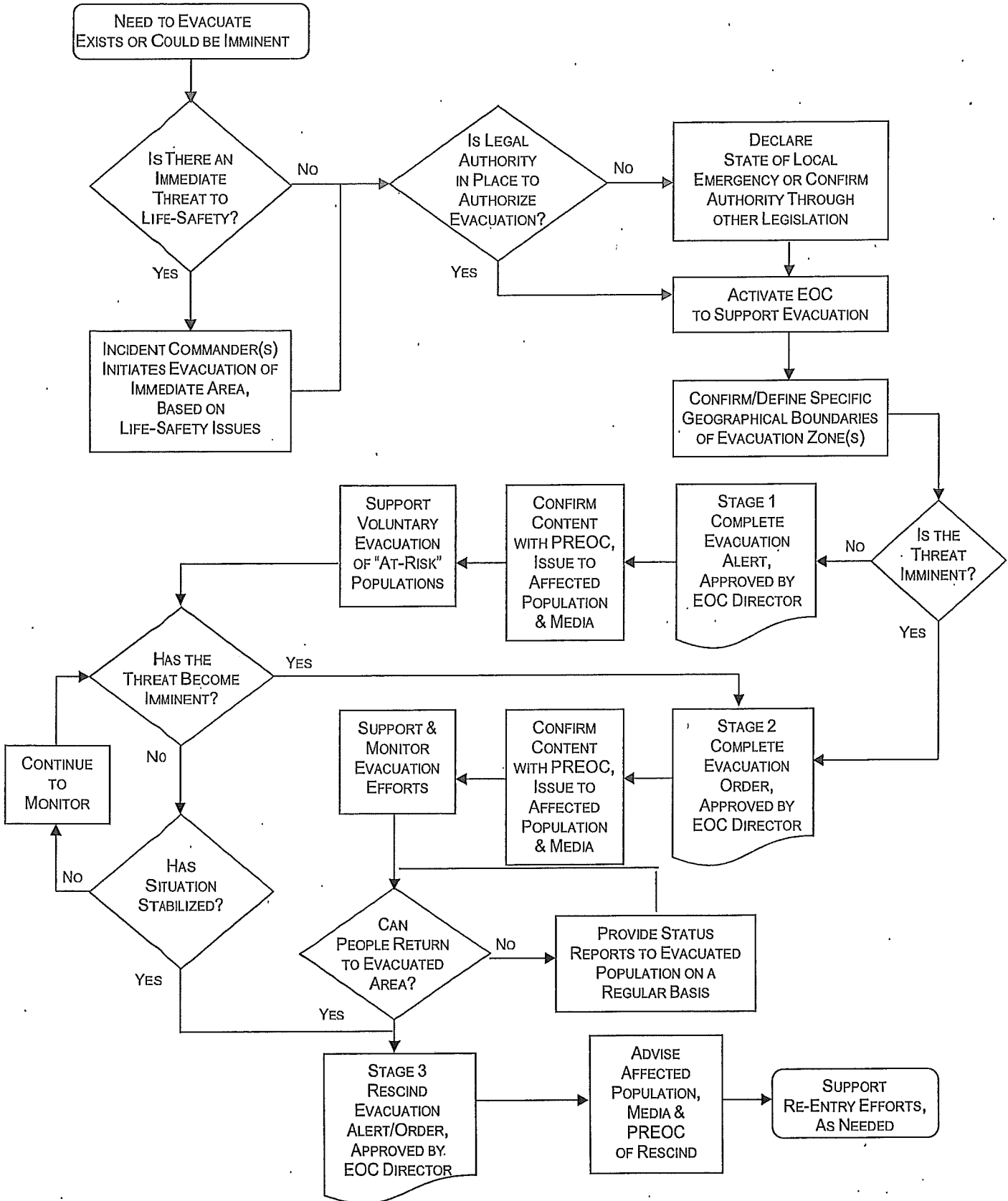
Name

Office Held



LOCAL AUTHORITY EMERGENCY PLAN

EVACUATION FLOW CHART



LOCAL AUTHORITY EMERGENCY PLAN

EVACUATION PLAN

After the Site Incident Command Post is established and the need for evacuation becomes apparent, an evacuation plan should be formulated. The initial responsibility is issuance of a timely evacuation warning. Urgency, population density, possible evacuation routes, and terrain must be considered when selecting the means to activate the warning.

In most situations, the evacuation plan will incorporate sectoring to subdivide the evacuation area into sectors and zones. Fire and police officers should be assigned to subdivisions starting nearest the actual emergency and moving outward until the entire evacuation area is covered.

The Evacuation Plan should include initiatives that may reduce the impact on the evacuees. The type of emergency a community is faced with will determine the amount of time individuals have to prepare; it may be seconds, minutes or hours. In any case, the evacuees should be given prepared and prioritized lists of essential items, either through the media or by emergency services personnel at their door. This will assist them greatly during a time when making rational decisions can be difficult, reduce the impact of the evacuation, and lessen the problems and negativity toward the agencies involved in the decision to evacuate.

Information should include the need to bring along the following during an evacuation: warm clothing, prescription medications, specialty medical equipment, eye glasses, hearing aids, prostheses (false teeth, crutches, wheel chairs, etc.) work clothes (uniforms, work boots, etc.).

Pets are also a high priority to the victim and direction should be provided in this regard.

LEVELS OF EVACUATION

a) Level One

Tactical "Level One" evacuation will be accomplished by the on-scene emergency services, i.e. small residential fires, chemical spills, etc. Persons will normally make their own arrangements and stay with friends, relatives or neighbours. Emergency services on the scene shall keep record of names, addresses and telephone numbers of where these people may be located.

b) Level Two

Involves greater numbers of people displaced due to a large fire, flood, hazmat spill, etc. or persons evacuated who have no place to stay and require assistance. This will require involvement of other agencies, (i.e. Emergency Social Services, etc.) for assistance, registration, and placement. Coordination of services by the Emergency Program Coordinator is required.

LOCAL AUTHORITY EMERGENCY PLAN

c) **Level Three**

A disaster causing large-scale evacuation (i.e. hazardous material spill, large-scale flooding, etc.). Overall coordination of direction will be provided through the establishment of the EOC. Operational control will be established through an on-scene incident command post.

EVACUATION STAGES

a) **Stage 1 - Evacuation ALERT**

A process to alert the population at risk of the potential need for evacuation. The Evacuation Alert advises that because of the danger they should be prepared to evacuate the area. This Evacuation Alert may allow the population at risk to begin an orderly preparation to voluntarily leave the affected area, within a specified time frame. However, the reality of the situation may require immediate action with very short notice. The Emergency Program Coordinator must be contacted to alert the appropriate Emergency Social Services Teams.

Note: In some instances an Evacuation Order is immediate and no time is available to give an Evacuation Alert.

b) **Stage 2 - Evacuation ORDER**

An Evacuation Order will only be issued by authorities in response to the imminent danger and potential of loss of life or injury to the population at risk in the affected area. These notices are issued in the interest of LIFE SAFETY. Members of the Police, Local Fire Departments, and the Local Authorities may be involved in expediting that action through door-to-door contact, the electronic media; etc.

c) **Stage 3 - Evacuation RESCIND**

The population at risk is allowed to return to the area previously evacuated, having been advised that the danger has passed. There is the possibility that the danger may re-manifest itself and the Evacuation Notification might need to be reissued.

LOCAL AUTHORITY EMERGENCY PLAN

ACTIVATING EVACUATION

a) Immediate Emergency Action

- i) Establish a command post location
- ii) Evacuate using loud-hailers, vehicle public announcement systems, radio and television broadcasts and door-to-door communications.
- iii) Establish destination location for evacuees.

Initial agencies: Police, Fire, Search & Rescue

Coordination Responsibility: EOC

Additional agencies: Ministry of Transportation and Infrastructure, Public Works, Ambulance Service, Emergency Social Services, Natural Gas and Hydro

Possible Requirements

Responsibility

Assembly Point

Emergency Social Services

Reception Centres

Emergency Social Services

Registration and Referrals

Emergency Social Services

Family Reunification

Emergency Social Services

Warming Centres

Emergency Social Services

Area Security

Police

Animal Welfare

Ministry of Agriculture & Lands

Pet Welfare

Pet Care Team / Local Kennels / SPCA

