



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday March 12th, 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.

4. **DELEGATIONS AND REPRESENTATIONS**

(a) John Wright, BCEHS Community Paramedicine re: Previous 4 months update.

5. **CORRESPONDENCE**

(a) Lindsay McCoubrey, Policy Analyst, Agricultural Land Commission re: Requirement for Public Hearing, and Staff Report under Section 29 Agricultural Land Commission Act and Section 12 ALR Regulations.

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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 February, 28th, 2019.

(b) Building Inspector re: Building Permits for February, 2019.

(c) Lake Cowichan Fire Department Incident Report for January 2019.

(d) CAO re: Kaatza Museum Lease Renewal.

(e) CAO re: Request for Removal of Note on Title-Lot A, Plan 29793

(f) Director of Finance re: Grants-in-aid for 2019

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8. **NEW BUSINESS**

(a) Signage at Point Ideal.

(b) Air B n B/Temporary Vacation Rental licensing.

(c) Animal Control Bylaw requiring update.

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. **ADJOURNMENT**

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Joseph Fernandez

From: McCoubrey, Lindsay ALC:EX <Lindsay.McCoubrey@gov.bc.ca>
Sent: March 6, 2019 4:50 PM
To: Joseph Fernandez
Subject: RE: Register Local Government Link

Hi Joe,

The Town of Lake Cowichan is applying to exclude land on behalf of the school district – that makes the application a section 29 exclusion. In ALR Regulation, there are additional notification requirements for a s. 29 exclusion application – namely a public hearing. A staff report is a standard requirement for local governments to add to all applications (ones they review as submitted by a landowner and those they initiate themselves).

I've copied parts of the Act and Regulation below that apply to your type of application. Also here is the [Application Instruction](#) page on the ALC website – scroll to the bottom to find Local Government application instructions.

ALR Regulation section 12(a) :

Part 6 — Government Applications and Commission Proposals for Inclusion in or Exclusion from Reserve

Form of application or proposal

12 (1) An application of a local government or a treaty first nation government to the commission under section 17 or 29 of the Act must be in a form acceptable to the commission and be accompanied by

- (a) a report of any public hearing conducted under section 17 (2) or 29 (2) of the Act,
- (b) any additional public comments, and
- (c) any other supporting material the commission may require.

ALC Act section 29:

Exclusion application by a local or first nation government or the commission

29 (2) For a matter under subsection (1), a public hearing must be held in the manner, and after giving the notice, required by the regulations, by

- (a) the commission, if the commission is acting on its own initiative,
- (b) the local government before making an application, and
- (c) the first nation government before making an application.

Sincerely,
Lindsay

Lindsay McCoubrey | Policy Analyst | Agricultural Land Commission
201 - 4940 Canada Way, Burnaby, BC, V5G 4K6
Phone: (604) 660-7017 Fax: (604) 660-7033 www.alc.gov.bc.ca

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From: Joseph Fernandez [mailto:jfernandez@lakecowichan.ca]
Sent: Wednesday, March 6, 2019 2:27 PM
To: McCoubrey, Lindsay ALC:EX
Subject: RE: Register Local Government Link

Hi Lindsay:

When I was originally dealing with the ALC application, I did not have to provide the following under Attachments;

- Report of Public Hearing; and
- Staff Report.

Thanks again.

Joe

From: McCoubrey, Lindsay ALC:EX <Lindsay.McCoubrey@gov.bc.ca>
Sent: March 5, 2019 1:00 PM
To: Joseph Fernandez <jfernandez@lakecowichan.ca>
Subject: RE: Register Local Government Link

Thanks for letting me know Joe.

Let me know if you run into any other issues with the applications ow that you are in the Cowichan Inbox.

Lindsay

Lindsay McCoubrey | Policy Analyst | Agricultural Land Commission
201 - 4940 Canada Way, Burnaby, BC, V5G 4K6
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From: Joseph Fernandez [mailto:jfernandez@lakecowichan.ca]
Sent: Tuesday, March 5, 2019 8:47 AM
To: McCoubrey, Lindsay ALC:EX
Subject: RE: Register Local Government Link

Hi Lindsay:

It works.



Memo

TO: Chief Administrative Officer

FROM: Director of Finance

DATE: March 8, 2019

SUBJECT: Financial Report for the Period Ending February 28, 2019

The statements of revenues and expenditures for the general, sewer and water funds for the year ended December 31, 2018 and the period ended February 28, 2019 are attached for your review.

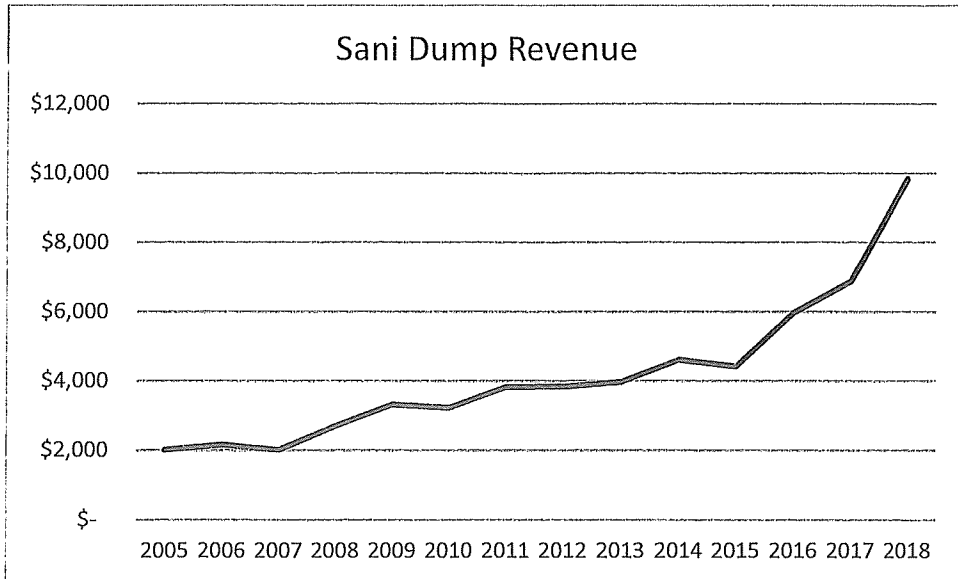
Points of Note

- The 2018 financial information as presented is incomplete and year end work is still in progress.
- The 2019 budget numbers as presented are preliminary as budget discussions are still in progress.
- The Fire Chief is requesting prior approval to expend \$22,556.80 to purchase equipment for the new fire truck #6.

The new truck is expected to arrive in June and this equipment is for that truck that has an estimated delivery time of up to eleven weeks. A budget of \$27,000 was included in the fire department budget that was provided to the CVRD last year.

- During budget discussions, information on the sani dump operations was requested with the possibility of staffing that location.
- The possibility of staffing the sani dump has been discussed numerous times over the years. The costs of providing the staffing would exceed the estimated revenue to be collected.

The chart on the below shows the revenues collected at the sani-dump:



Revenue collections have increased steadily since 2016. One of the reasons is that the suggested donation was increased to \$10 per use (previously was by donation). The site is now also monitored by video surveillance and the cash collected on a regular basis.

The total water consumption used in 2018 at the sani dump location was 165 m³ over an eight-month period. The usage was the highest in July 2018 with August 2018 at 35 m³. The average water use per month is 20 m³.

Recommendation to Council:

That approval be given to spend \$22,556.80 plus applicable taxes for the new fire truck #6 equipment purchases prior to adoption of the budget.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	2,133,470	-	0%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	51,425	54,700	55,016	56,740	-	0%
Penalties and Interest on Taxes	69,270	65,000	63,046	60,000	527	1%
Business Licences	19,550	17,500	21,800	18,000	20,100	112%
Building and Other Permits	58,767	24,400	68,773	25,000	10,980	44%
Storm Drain Connection Fees	5,100	-	1,890	-	60	-
Dog Tags and Fines	3,310	3,200	3,590	3,200	2,600	81%
Interest on Investments	63,815	30,000	92,378	30,000	5,172	17%
Fire Service to CVRD	239,861	272,511	272,682	277,900	-	0%
BC Wildfire Recoveries	16,300	-	63,127	-	-	-
Garbage Revenues	372,348	370,200	380,404	383,500	335,468	87%
Lakeview Revenues	204,104	184,000	203,016	191,000	69,253	36%
Sale of Assets	-	-	-	-	-	-
Public Works Revenues	2,102	-	2,689	-	-	-
Fire Department Revenues	74,790	-	25,090	-	2,290	-
Other Revenue	30,123	10,200	10,989	9,250	564	6%
Ambulance Building Lease	44,829	45,000	44,829	45,000	11,207	25%
Public Health Lease	16,445	16,500	16,617	16,700	4,169	25%
Clec Revenues	441,256	420,000	388,483	417,000	12,700	3%
Unconditional Transfers	471,086	436,900	476,224	451,900	-	0%
Conditional Transfers	440,960	495,854	91,736	3,778,000	-	0%
Conditional Transfer - Town Hall Bldg	-	2,877,000	-	-	-	-
Transfers From Reserve Funds	-	586,500	-	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	-	-	4,791	-	-	-
Short term debt	-	-	-	300,000	-	0%
Prior year Surplus	-	-	-	-	-	-
Police Tax Levy	145,171	156,542	156,543	160,000	-	0%
Library Levy	127,782	134,872	134,876	133,729	-	0%
Collections For Other Govts.	2,159,035	2,290,836	2,241,451	2,328,100	-	0%
	7,069,065	11,733,678	6,892,005	12,329,489	475,089	59%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2019

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
EXPENDITURES						
General Government Services	542,492	547,600	382,523	569,600	142,009	25%
Fire Department	382,070	400,100	360,869	427,000	37,384	9%
Police Force	145,171	156,542	156,543	160,000	-	0%
Bylaw Enforcement & Other	66,906	59,000	73,210	61,000	5,791	9%
Public Works Administration	116,234	105,400	55,226	61,300	41,904	68%
Public Works Roads	377,517	419,000	292,623	435,700	34,895	8%
Public Works - Equipment & Other	(126,327)	-	(130,105)	-	(21,900)	-
Garbage Expenses	388,605	394,200	392,963	402,100	59,173	15%
Planning, Health & Other	55,113	59,000	55,386	68,300	3,122	5%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	878	4%
Parks	216,772	231,500	235,241	254,100	11,393	4%
Lakeview Park	160,342	178,400	180,398	178,300	3,870	2%
CLEC Expense	522,897	471,000	474,639	472,000	36,217	8%
Lakeview Road	18,165	13,000	5,639	13,000	653	5%
Transfer To Library	127,782	134,872	134,872	133,729	33,432	25%
Capital	1,269,829	5,904,445	862,348	6,414,774	49,660	1%
Debt Charges - Interest	1,801	3,000	3,267	3,000	485	16%
Debt Payments - Fire	191,512	186,200	186,003	198,100	13,412	7%
Amortization	550,198	-	-	-	-	-
Transfers To Reserve Funds	179,062	136,000	135,000	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	2,328,100	-	0%
	7,494,027	11,733,678	6,255,849	12,338,103	452,377	4%
Surplus(Deficit)	(424,962)	-	636,155	(8,614)	22,711	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	10,074	13%
Mayor and Council Expenses	38,260	42,500	35,842	42,500	12,511	29%
Mildred Child Annex	2,863	3,100	2,196	3,100	453	15%
Municipal Hall	17,995	25,600	18,121	25,600	2,875	11%
Office Wages	419,166	425,000	431,477	435,000	58,675	13%
Office Expenses	31,051	56,500	30,681	56,500	7,100	13%
Data Processing	18,837	24,600	17,137	24,600	460	2%
Legal Expense	21,867	15,000	26,079	30,000	15,975	53%
Audit	8,190	26,000	16,695	26,000	8,505	33%
Elections	-	10,000	3,666	4,000	-	0%
Insurance	62,259	75,000	91,284	100,000	20,245	20%
Grants-in-aid	3,650	5,000	4,700	5,000	-	0%
Ohtaki expense	-	6,000	3,163	6,000	-	0%
Ohtaki recoveries	-	-	(20)	-	-	-
Payroll Benefits Clearing	64,388	-	(141,130)	-	5,136	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	-	0%
	542,492	547,600	382,523	569,600	142,009	25%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	7,537	7%
Other Wage Costs	18,882	17,000	19,543	18,000	1,779	10%
Town Administration	13,000	13,000	13,000	13,000	-	0%
Fire Hall Operations and Maint.	53,258	53,400	47,616	55,200	7,616	14%
Miscellaneous Operations	85,307	103,900	102,840	111,900	13,323	12%
Training	26,298	26,000	21,408	28,000	940	3%
Fire Vehicles & Equipment	54,136	76,800	53,650	80,900	6,189	8%
	<u>348,742</u>	<u>395,100</u>	<u>359,382</u>	<u>417,000</u>	<u>37,384</u>	<u>9%</u>
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	-	0%
	<u>33,328</u>	<u>5,000</u>	<u>1,488</u>	<u>10,000</u>	<u>-</u>	<u>30%</u>
Total Fire Department	<u>382,070</u>	<u>400,100</u>	<u>360,869</u>	<u>427,000</u>	<u>37,384</u>	<u>9%</u>
Bylaw Enforcement & Other						
BC Wildfire - Recoveries	(16,300)	-	(63,127)	-	-	-
Emergency Measures	16,300	6,500	20,520	5,000	-	0%
Bylaw Enforcement/Animal Control	16,324	17,000	16,455	19,000	2,018	11%
Building Inspection	34,282	35,500	36,235	37,000	3,773	10%
	<u>66,906</u>	<u>59,000</u>	<u>73,210</u>	<u>61,000</u>	<u>5,791</u>	<u>9%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	45,877	47,000	10,772	23%
PW Admin Wages	205,676	210,000	165,012	180,000	27,016	15%
PW Admin Other	19,449	15,800	8,988	16,500	360	2%
Safety and Training	40,944	34,000	24,749	34,000	3,756	11%
Office Administration Charge	14,200	14,700	14,700	13,900	-	0%
Recovery from Utilities	(191,000)	(204,100)	(204,100)	(230,100)	-	0%
	116,234	105,400	55,226	61,300	41,904	68%
Equipment Costs						
Equipment	165,583	-	144,177	-	10,870	-
Equipment Allocations	(291,910)	-	(274,504)	-	(33,070)	-
	(126,327)	-	(130,327)	-	(22,201)	-
Other Costs						
Billable Outside Jobs	-	-	222	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	222	-	300	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	-	0%
Boulevards	45,512	31,000	25,001	31,000	-	0%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	139	1%
Ditches & Culverts	1,866	10,000	4,177	10,000	-	0%
Dust Control	3,068	4,000	3,475	4,000	-	0%
Landscaping	7,355	10,000	8,470	10,000	-	0%
Litter Control	7,085	16,000	8,557	16,000	393	2%
Marking	10,866	10,000	3,031	10,000	-	0%
Mowing	6,105	13,000	6,050	13,000	449	3%
Patching	19,320	15,000	11,237	20,000	832	4%
Roads-other	11,177	14,000	9,289	14,000	439	3%
Seasonal decoration	13,322	12,000	25,737	12,000	1,951	16%
Shoulders	12,673	14,000	3,478	14,000	841	6%
Sidewalks	15,578	16,000	19,361	20,000	1,405	7%
Signs	9,615	11,000	6,657	11,000	632	6%
Snow removal	48,888	50,000	4,338	50,000	16,908	34%
Storm Drains & Catch Basins	33,905	50,000	18,189	50,000	3,430	7%
Street Lighting	82,279	79,000	88,181	84,000	6,854	8%
Street Sweeping	8,899	11,000	9,629	11,000	622	6%
Office Administration Charge	20,900	21,000	21,000	21,700	-	0%
	377,517	419,000	292,623	435,700	34,895	8%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	322,983	100%
Toter rentals	3,808	3,300	4,575	3,000	3,047	102%
Penalties	3,737	3,700	3,451	3,500	-	0%
Recycling	52,213	52,000	53,794	54,000	9,438	17%
	372,348	370,200	380,404	383,500	335,468	87%
Expenditures						
Regular collection costs	245,923	244,000	245,973	249,000	50,498	20%
Office Administration Charges	17,200	17,600	17,600	18,000	-	0%
PW Administration Charges	24,100	24,600	24,600	25,100	-	0%
Tipping Fees	62,022	63,000	64,954	66,000	5,368	8%
Recycling costs	39,359	45,000	39,837	44,000	3,308	8%
	388,605	394,200	392,963	402,100	59,173	15%
Net	(16,257)	(24,000)	(12,560)	(18,600)	276,295	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	11,207	25%
Public Health Lease	16,445	16,500	16,617	16,700	4,169	25%
Public Health Expenses	15,405	17,000	9,721	17,800	95	1%
NET	45,869	44,500	51,725	43,900	15,281	35%
Planning						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	3,027	8%
Other Functions						
Town Economic Development	10,666	5,000	2,798	1,000	-	0%
Age Friendly Grant	-	-	-	-	-	-
Community Garden - water service	4,863	-	-	-	-	-
Pacific Marine Circle Route	-	-	-	-	-	-
Heritage Advisory	237	500	1,036	500	-	0%
Trail signage	-	-	-	-	-	-
Cowichan Aquatic Centre	4,311	4,000	2,158	4,000	-	0%
75th Birthday Celebration	-	-	-	5,000	-	0%
	20,076	9,500	5,991	10,500	-	0%
Total Development Services Expenses	55,113	59,000	55,386	68,300	3,122	5%
Centennial Hall						
	-	-	-	-	-	-
Info Centre						
PW Labour	1,212	2,500	820	2,200	-	33%
Water, Sewer & Garbage	-	700	-	700	-	0%
Contracted Services	15,740	15,000	15,000	15,000	-	100%
Other Expenses	4,917	5,000	4,429	5,300	878	89%
Recoveries - hydro	(1,200)	(1,200)	(1,200)	(1,200)	-	100%
	20,669	22,000	19,049	22,000	878	87%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2019
General Fund - Schedule of Parks

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Parks						
Beaver Park	182	500	4,077	6,100	4,152	68%
Bell Tower School	1,877	2,400	1,316	2,400	-	0%
Centennial Park	6,661	20,000	42,577	22,000	232	1%
Central Park	12,727	19,000	14,804	18,500	-	0%
Civic Square	614	2,500	495	2,500	-	0%
Communities in Bloom	260	3,000	125	2,000	-	0%
Community Garden	199	-	-	-	-	-
Cougar Sign Landscaping	2,198	3,000	2,894	3,200	-	0%
Dashwood Park	213	1,200	280	1,200	-	0%
Entrance Sign	38,930	10,000	8,835	10,000	355	4%
Footbridge	1,986	4,500	1,758	4,500	101	2%
Footpath maintenance	51	2,000	400	1,600	-	0%
Gillespie Park	672	1,000	594	1,000	-	0%
Greendale Park	3,235	5,700	6,745	6,700	-	0%
Heritage Garden	8,998	5,000	12,656	7,000	-	0%
Kaatza Museum	10,830	10,000	8,746	10,800	1,605	15%
Kates Park - King George	24,694	10,000	7,145	10,000	90	1%
Lakedays Preparation	684	2,000	585	2,000	-	0%
Marina Park	2,176	1,700	6,043	3,200	56	2%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	-	0%
Ohtaki/Kasapi Park	2,976	10,000	2,425	10,000	-	0%
Park Bench Maintenance	1,188	5,000	585	5,000	1,404	28%
Parks General	23,000	16,000	25,821	20,700	1,389	7%
Parkstone Park	1,162	2,000	1,980	2,500	-	0%
Joginder Bains Park - Point Ideal	2,035	3,500	6,700	4,200	-	0%
Ravine Park	-	500	-	-	-	-
Riverside Memorial Park	2,691	5,900	3,901	5,900	-	0%
Sahtlam Park	1,179	2,500	3,637	3,000	-	0%
Saywell Park	13,592	20,000	15,557	20,500	793	4%
Seniors Centre	3,117	3,100	2,813	3,100	-	0%
Ted Burns Nature Preserve	-	1,000	392	1,000	-	0%
Pickleball Courts	2,393	3,000	3,557	3,200	-	0%
Town Square	4,300	3,000	4,909	5,000	289	6%
Trans Canada Trail	2,198	5,000	8,146	5,900	-	0%
Trestle Walkway	830	3,000	864	3,000	65	2%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,784	15,000	860	6%
West Entrance	-	-	455	600	-	0%
Winter Park	6,073	7,000	4,098	7,000	-	0%
Office Administration Charge	10,700	11,000	11,000	12,100	-	0%
	<u>216,772</u>	<u>231,500</u>	<u>235,241</u>	<u>254,100</u>	<u>11,393</u>	<u>102%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	54,080	36%
Walk Ins	24,934	22,000	8,174	8,000	1,695	21%
Power Fees	24,022	22,000	23,041	22,000	10,567	48%
Wood and ice sales	3,738	4,000	4,637	4,500	-	0%
Operating Grant	-	-	2,981	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	2,911	45%
	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>191,000</u>	<u>69,253</u>	<u>36%</u>
Office Administration Charge	8,100	8,400	8,400	8,500	-	0%
CLEC Admin Charges	30,000	31,000	31,000	31,000	-	0%
Summer Student Wages	52,000	55,000	53,925	55,000	-	0%
Maintenance Wages	7,179	7,000	1,974	7,000	-	0%
Contracted Services	7,317	15,000	16,781	15,000	147	1%
PW Labour	348	1,000	1,574	1,500	-	0%
Hydro and Electricity	7,706	8,000	8,393	9,000	692	8%
Materials and Supplies	10,284	14,000	12,674	12,000	-	0%
Other Expenses	9,342	10,500	7,565	10,800	2,341	22%
Water, Sewer & Garbage	9,938	8,000	9,898	8,000	-	0%
Park Attendant/ Security	14,443	15,000	24,688	15,000	368	2%
Public Works Charges	12	500	612	700	-	0%
Telephone	1,674	3,000	2,116	3,000	323	11%
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>3,870</u>	<u>2%</u>
Net	<u>43,763</u>	<u>5,600</u>	<u>22,618</u>	<u>12,700</u>	<u>65,382</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	11,700	3%
Programming revenues	1,000	1,000	9,738	9,000	-	0%
Rental Income	6,000	6,000	6,000	6,000	1,000	17%
JCP	-	-	-	-	-	-
	<u>441,256</u>	<u>420,000</u>	<u>388,483</u>	<u>417,000</u>	<u>12,700</u>	<u>3%</u>
Expenditures - Variable						
Program Services	12,835	10,000	2,943	8,000	-	0%
Kitchen Wages	81,244	80,000	69,458	80,000	1,773	2%
Food Supplies	79,926	70,000	69,908	71,000	641	1%
Custodians	44,616	40,000	36,732	40,000	597	1%
Equipment	-	-	-	-	-	-
Supplies	4,283	4,000	3,371	4,000	-	0%
	<u>222,904</u>	<u>204,000</u>	<u>182,413</u>	<u>203,000</u>	<u>3,011</u>	<u>1%</u>
Expenditures - Fixed						
Admin Salaries	175,810	181,000	179,131	182,000	22,733	12%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	-	0%
Housing Allowance	6,000	6,000	6,000	6,000	1,000	17%
Town Administration	21,600	22,500	22,500	22,500	-	0%
Electricity	23,761	24,000	20,865	22,000	3,874	18%
Heat	19,685	15,000	5,624	6,000	-	0%
Telephone & other Utilities	9,538	11,300	10,753	11,500	1,543	13%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	21,541	10,000	624	6%
Maintenance	40,288	24,000	33,059	23,000	587	3%
Public Works Charges	13,382	6,000	11,055	8,000	1,003	13%
Miscellaneous Operations	790	200	11,891	8,000	1,842	23%
	<u>299,993</u>	<u>267,000</u>	<u>292,226</u>	<u>269,000</u>	<u>33,206</u>	<u>12%</u>
Total Expenses	<u>522,897</u>	<u>471,000</u>	<u>474,639</u>	<u>472,000</u>	<u>36,217</u>	<u>8%</u>
NET CLEC OPERATIONS	<u>(81,641)</u>	<u>(51,000)</u>	<u>(86,157)</u>	<u>(55,000)</u>	<u>(23,517)</u>	<u>43%</u>
NET LAKEVIEW AND CLEC	<u>(37,878)</u>	<u>(45,400)</u>	<u>(63,539)</u>	<u>(42,300)</u>	<u>41,865</u>	
Lakeview Park Road						
Road maintenance	<u>18,165</u>	<u>13,000</u>	<u>5,639</u>	<u>13,000</u>	<u>653</u>	<u>43%</u>
NET	<u>(56,044)</u>	<u>(58,400)</u>	<u>(69,178)</u>	<u>(55,300)</u>	<u>41,213</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	36,136	100,000	-	0%
Hazmat Inventory	3,828	20,000	-	10,000	-	0%
Health Unit Repairs	-	-	-	10,000	-	0%
Office Equipment	-	25,000	-	20,000	8,034	40%
Land Purchase	75,503	-	3,182	14,000	1,200	9%
Museum	-	30,000	-	30,000	-	0%
Office Improvements	-	-	-	-	-	-
Old Mildred Child landscaping/renovations	-	-	-	300,000	-	0%
Town hall renovations	2,575	3,647,000	7,518	1,804,000	934	0%
	81,907	3,872,000	53,230	2,353,000	10,167	0%
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	51,467	50,000	1,190	2%
	13,039	123,000	73,983	58,000	1,190	2%
Fire Department						
Gas monitor and controls	-	10,000	7,250	-	-	-
Storz hydrant upgrades	-	16,000	16,675	-	-	-
Office renovation	-	10,000	-	10,000	-	0%
Heat Pump/Generator Replacement	8,832	15,000	11,510	15,000	-	0%
Forestry Hose and Gear	21,227	10,000	-	10,000	-	0%
#6 New Fire truck equipment	-	-	-	27,000	-	0%
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	-	0%
Truck purchase	-	370,000	-	700,000	-	0%
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	-	0%

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	75,634	630,000	37,364	6%
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	-	0%
	<u>113,582</u>	<u>891,500</u>	<u>78,347</u>	<u>825,000</u>	<u>37,364</u>	<u>5%</u>
Lakeview Park						
JCP Recoveries - Cap	-	-	-	-	-	-
Garbage facilities	-	22,000	3,309	-	-	-
Resurfacing campsites - gravel/sand	-	-	-	-	-	-
Floating walkway repairs	-	-	-	10,000	-	0%
Lakeview Washrooms	-	-	-	-	-	-
	<u>-</u>	<u>22,000</u>	<u>3,309</u>	<u>10,000</u>	<u>-</u>	<u>0%</u>
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	-	250	-
Columbarium niche revenue	-	-	(17,040)	-	-	-
Connecting Communities	-	-	-	2,005,000	-	0%
Misc Parks Capital	-	-	-	-	-	-
Marina Park Dock Repairs	42,222	15,000	5,047	25,000	-	0%
Park Benches	-	-	967	-	689	-
Pickleball/Tennis Courts	35,054	14,945	1,671	13,274	-	0%
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%
	<u>980,047</u>	<u>517,945</u>	<u>511,894</u>	<u>2,336,274</u>	<u>939</u>	<u>0%</u>
Total General Capital	<u>1,269,829</u>	<u>5,904,445</u>	<u>862,348</u>	<u>6,414,774</u>	<u>49,660</u>	<u>1%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	467,213	99%
Connection Fees	6,047	1,000	3,920	1,000	60	6%
Penalties And Other Interest	4,780	4,600	4,538	4,500	-	0%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	-	-	3,000,000	-	0%
Parcel Tax	164,000	165,800	165,800	166,600	-	0%
Contribution from others	-	-	-	-	-	-
Transfer From Surplus	-	105,400	-	-	-	-
	<u>632,028</u>	<u>732,800</u>	<u>660,403</u>	<u>3,643,100</u>	<u>467,273</u>	<u>13%</u>
Expenditures						
Administration	1,690	2,700	2,376	3,000	15	1%
Office Administration	47,300	57,000	57,000	67,000	-	0%
Consumption Rebates	325	1,000	100	-	-	-
PW Administration	83,800	83,900	83,900	90,000	-	0%
Discounts	32,240	35,400	35,451	35,500	35,691	101%
General Maintenance	38,227	65,000	63,484	67,000	7,781	12%
Connections Maintenance	2,527	9,000	2,305	9,000	134	1%
Chlorination	9,862	10,000	9,008	10,000	3,006	30%
New Connections	3,106	4,000	3,665	5,000	-	0%
Sewer Flushing	6,615	7,000	6,586	7,000	-	0%
Sewer Pump Maintenance	32,373	76,500	41,520	76,500	5,476	7%
Sewer Lagoon Maintenance	55,706	91,300	60,807	91,000	2,275	2%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	93,805	-	-	-	-	-
Capital	2,055	290,000	18,551	3,435,000	-	0%
	<u>409,630</u>	<u>732,800</u>	<u>384,753</u>	<u>3,896,000</u>	<u>54,378</u>	<u>1%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>275,650</u>	<u>(252,900)</u>	<u>412,896</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 2019
Sewer Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<u>SEWER CAPITAL</u>						
Liftstation Upgrades	-	40,000	18,551	60,000	-	0%
Liftstation #1 Upgrade	-	-	-	75,000	-	0%
Sewer I&I	-	150,000	-	150,000	-	0%
Sewer Treatment Miscellaneous	-	100,000	-	-	-	-
Sewer Treatment Construction	2,055	-	-	3,000,000	-	0%
Sewer Lagoon	-	-	-	150,000	-	0%
Riverside Force Main	-	-	-	-	-	-
	<u>2,055</u>	<u>290,000</u>	<u>18,551</u>	<u>3,435,000</u>	<u>-</u>	<u>0%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	563,577	98%
Connection Fees	44,270	1,000	11,860	1,000	1,360	136%
Fire Hydrant Installation & other	3,353	3,000	31,809	4,000	-	0%
Other Penalties And Interest	5,756	5,500	5,410	5,400	(406)	-8%
Grant - Water main upgrades	545,718	583,375	162,567	182,075	-	0%
Infrastructure Grant	1,651,313	3,248,687	2,498,687	-	-	-
CONTRIBUTION FROM OTHERS	-	28,000	-	-	-	-
Parcel Tax	234,360	236,880	236,880	238,000	-	0%
Transfer From Surplus	-	813,418	-	-	-	-
	3,031,815	5,474,860	3,524,018	1,005,475	564,530	56%
Expenditures						
Administration	1,934	3,400	1,504	3,400	-	0%
Office Administration	66,500	76,500	76,500	92,000	-	0%
PW Administration	83,100	95,600	95,600	115,000	-	0%
Consumption Rebates	325	1,000	100	-	-	-
Discounts	39,646	42,900	42,938	43,000	43,470	101%
Safety and Training	1,853	4,500	1,926	4,500	-	0%
Chlorination	14,608	9,000	13,644	14,000	3,757	27%
Flushing	-	12,500	10,153	12,500	-	0%
Reservoir	9,557	4,500	5,783	2,000	10,328	516%
General Maintenance	68,382	89,000	72,120	100,000	19,166	19%
Hydrants	15,441	22,660	18,698	22,500	201	1%
New Connections	16,594	8,000	10,713	10,000	193	2%
Connection Maintenance	56,233	75,000	52,422	75,000	9,395	13%
Water Meters	21,000	13,500	20,450	20,000	1,249	6%
Pump House Maintenance	44,432	32,500	39,402	42,000	4,692	11%
Booster Pumps Maintenance	8,425	11,300	9,244	12,000	-	0%
Slopes water pump station	5,582	8,000	5,820	8,000	149	2%
Greendale Water Connection	14,448	-	3,889	-	541	-
Water treatment plant	-	50,000	1,400	93,000	12,980	14%
Transfer to surplus	-	-	-	-	-	-
Amortization - Water Fund	105,708	-	-	-	-	-
Capital	2,470,128	4,915,000	5,311,206	705,000	1,534	0%
	3,043,894	5,474,860	5,793,512	1,373,900	107,656	8%
Surplus(Deficit)	(12,080)	-	(2,269,494)	(368,425)	456,874	

TOWN OF LAKE COWICHAN
Statement of Expenditure - February 28, 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	451,341	-	-	-
Greendale Trestle Watermain Upgrade	37,546	200,000	7,749	340,000	1,534	0%
North Shore Pump Station Backup Power	-	-	-	100,000	-	0%
Ohtaki Bridge Watermain Upgrade	-	200,000	-	-	-	-
Park Rd Watermain Upgrade	-	-	-	-	-	-
River Road Water Main	-	-	-	-	-	-
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	4,827,163	200,000	-	0%
Watermain Upgrades	-	69,000	-	-	-	-
Water metering	-	-	-	30,000	-	0%
	<u>2,470,128</u>	<u>4,915,000</u>	<u>5,311,206</u>	<u>705,000</u>	<u>1,534</u>	<u>0%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of FEBRUARY

DATE: MAR. 5, 2019

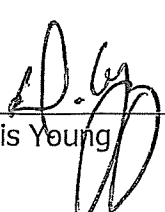
FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	37	1		1	2
Commercial	5				
Carport / garage	6	1			
Demolitions	1				
Renovations	16	2			1
Deck	9				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	75	4	0	1	3

Building Permit Fees

	Value of construction	Permit fees
For the current month	491,175.00	4,242.00
Year to Date	525,275.00	4,534.00


Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

January 2019 Monthly Incident Report

3 Practices
1 Shift Workers Practice
1 Business Meeting
1 Truck Check
1 RCMP Assist
1 Cowichan Valley Fire Chiefs Meeting
2 MVI
1 Officers Meeting
3 Medical Aids
1 BCAS Assist
2 Draeger 64 System Tests
1 Structure Fire
1 Alarm Activated
1 Mutual Aid – Mesachie-MVI
7 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

\$7480.89



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

Fire Stats January 2019

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
01/01	11:21 AM	8700 South Shore Rd	MVI - Mutual Aid Mesachie	22	1	\$391.46
01/06	1:24 PM	64 Cottonwood St	Medical Aid	21	1	\$373.75
01/07	7:00 PM	Fire Hall	Business Meeting	27	2	\$942.52
01/08	4:50 PM	7493 Cowichan Lake Rd	MVI	23	1	\$392.48
01/08	6:00 PM	Fire Hall	Truck Check	11	2	\$312.28
01/09	10:00 AM	Fire Hall	Test Replacement Draeger 64 System	6	2.5	\$245.55
01/14	6:00 PM	Maple Bay Fire Hall	Cowichan Valley Chiefs Meeting	1	4	\$81.84
01/14	7:00 PM	Fire Hall	Practice	15	2	\$551.06
01/16	3:03 PM	Evergreen Place	Alarms Activated	9	1	\$158.58
01/16	6:00 PM	Fire Hall	Officers Meeting	7	2	\$245.52
01/20	11:29 PM	8691 North Shore Rd	Structure Fire	18	1	\$336.91
01/21	7:00 PM	Fire Hall	Practice	18	2	\$631.48
01/23	7:23 PM	3 South Shore Rd	Assist BCAS	10	1	\$219.96
01/23	10:35 PM	109 Hammond St	Assist RCMP	15	1	\$255.78
01/24	7:28 AM	#29-9041 Meades Creek Rd	Medical Aid	9	1	\$188.02
01/24	3:00 PM	Cowichan Lake/Greendale Rd	MVI	8	1	\$156.52
01/28	7:00 PM	Fire Hall	Practice	22	2	\$751.58
01/29	11:00 AM	Fire Hall	Shift Workers Practice	2	2	\$79.80
01/29	11:10 AM	#3-30 North Shore Rd	Medical Aid	11	1	\$197.77



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

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
01/29	11:30 AM	Fire Hall	Test/Repair Drager 64	3	2	\$119.30
			Officer/Member Duty Sheets	8	22.5	\$698.73
			Sec/Treasurer Stipend			\$150.00
		Total				\$7480.89



Memo

TO: Chair, Finance and Administration Committee

SUBJECT: Approval of Lease Renewal for the Kaatza Historical Society

DATE: March 8, 2019

FROM: Chief Administrative Officer

Background

The Town of Lake Cowichan has several on-going leases for the use of public properties by others. One that needs renewal now is the lease arrangement with the Kaatza Historical Society.

Point of Note

1. The lease with the Heritage Society will see no change to the existing terms.

Note: The draft lease is available for your review at your convenience

Recommendation

Committee approval for the renewal of the 5-year lease with the Kaatza Historical Society, effective January 1st, 2019, is recommended.

Joseph A. Fernandez

Memo

TO: Chair, Finance and Administration Committee
FROM: Chief Administrative Officer
DATE: March 8, 2019
SUBJECT: Request for Removal of Note on Title – Lot A, Plan 29793

Background

On a recommendation back in 2017, the Building Inspector recommended the registration of a Note on Title for building permit infractions on the above-noted property. The registration of the Note occurred soon after the July 25th, 2017 meeting of council. The current and previous building inspectors have attempted at various times to have both the previous and current owners deal with the building infractions at the property but had little success.

The current owner of the property made a written submission for the December 18th, 2018 council meeting where he requested that the “note” be removed. Council directed that “Mr. Beaudry be given 60 days to comply with the building and bylaw infractions at 87/89 South Shore Road, with the placement of a covenant on the property that limits the lower level for commercial use only”.

Mr. Beaudry has worked with the Building Inspector since to resolve most of the outstanding issues.

Request for Removal of note

Section 58 of the Community provides the following options for cancellation of the note:

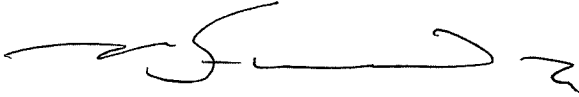
- When the building inspector provides a report that the condition which caused the filing of the notice has been rectified; and
- An owner may apply to council for a resolution to remove the notice.

Staff Recommendation to the Committee

that the Note on Title on Lot A, Plan 29793 be removed;

and that a covenant be placed on the property that limits the lower level to commercial or storage use with the requirement that prior to occupancy for such use, firewall and ceiling ratings have to be verified and approved by the Building Inspector and Fire Chief.

Note: The above recommendation, if approved, needs to be ratified at the next regular meeting.

A handwritten signature in black ink, appearing to read 'Joseph A. Fernandez', with a horizontal line underneath it.

Joseph A. Fernandez

Memo



TO: Chief Administrative Officer
FROM: Director of Finance
DATE: March 6, 2019
SUBJECT: Grants-in-aid for 2019

Grants-in aid requests are submitted annually for Council consideration and approval. During budget discussions, Council reviewed approved grants as follows:

Wildsafe BC - CVRD	-Wildsafe BC program	750
Lake Cowichan Dry Grad	-2019 Grad Class	500
LCS Scholarships	-three at \$500 each	1,500
<u>Total grants-in-aid</u>		<u>\$2,750</u>

Council motion is required to approve the \$2,750 in grants-in-aid as listed above.

A handwritten signature in black ink, appearing to read 'R. Gill', written over a horizontal line.

Ronnie Gill, CPA, CGA
Director of Finance

