

AGENDA

TOWN OF LAKE COWICHAN

**Finance and Administration Committee meeting to be held on
Tuesday, April 12th, 2016 at 5:00 p.m.**



Page #

1. CALL TO ORDER

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

(a) Ongoing Items Still Being Addressed:
None.

4. DELEGATIONS AND REPRESENTATIONS

None.

5. CORRESPONDENCE

(a) Cowichan Lake & River Stewardship Society re: Thanks for letter of support.

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6. REPORTS

(a) Director of Finance re: Financial Report for Period ending March 31st, 2016.

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(b) Building Inspector re: Building Permits for March, 2016.

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(c) Lake Cowichan Fire Department Incident Report for February, 2016.

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(d) Director of Finance re: Grants-in-aid for 2016.

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7. NEW BUSINESS

(a) Five Year Financial Plan.

F/C

(b) Parcel Tax Roll Review – April 19th, 2016.

(c) Cowichan Valley Radio Society and Radio Tower.

(d) Appointments to Select Committee for Care Facility.

(e) North Entrance Sign - Wording Issue

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8. NOTICES OF MOTION

9. PUBLIC RELATIONS ITEMS

10. MEDIA/PUBLIC QUESTION PERIOD

11. ADJOURNMENT

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March 10, 2016

Joseph A. Fernandez

Chief Administrative Officer

Town of Lake Cowichan

Joe

The Cowichan Lake and River Stewardship Society (CLRSS) wishes to thank you for your letter of support for our application for funding from the Pacific Salmon Foundation (PSF). The success of our Cowichan Shoreline Stewardship Project (CSSP) is dependent upon funding from major groups such as this one. There is competition for this funding, so it is very important that our project can show that it has wide community recognition and support.

We value your support.

Sincerely

Diana Gunderson and Jean Atkinson

(CSSP Supervision Team)



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: April 8, 2016
SUBJECT: March 31, 2016 Finance Report

The statements of revenue and expenses for the period ended March 31, 2016 are attached for council review and input.

The draft 2016 budget figures have been amended to reflect staff and council budget discussions to date. Minor changes will be made as information becomes available and as levies and rates from other government agencies becomes available. Note that the budget numbers as presented require a transfer from prior year's surplus of \$663,395 to balance the general fund budget.

The auditors from MNP have completed their fieldwork. A meeting date with council has been scheduled for April 26 to present the audited financial statements for the year ended December 31, 2015.

The water and sewer parcel tax roll review panel meeting has been scheduled for Tuesday April 19, 2016 at 5pm.

The public review process for the five year financial plan has been scheduled for Tuesday April 26, 2015 5:15 pm.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Summary
Payroll Figures to March 19, 2016

	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	1,931,918	-	0%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	49,282	49,310	48,514	48,600	-	0%
Penalties and Interest on Taxes	82,528	60,000	75,768	62,000	906	1%
Business Licences	17,375	17,000	17,750	17,000	17,975	106%
Building and Other Permits	17,660	13,200	20,191	14,200	11,703	82%
Storm Drain Connection Fees	180	-	210	-	120	-
Dog Tags and Fines	4,385	4,000	4,120	3,900	2,825	72%
Interest on Investments	41,942	20,000	41,405	20,000	11,499	57%
Fire Service to CVRD	165,532	189,012	189,012	189,012	-	0%
Garbage Revenues	338,945	366,000	368,636	367,500	327,906	89%
Lakeview Revenues	166,612	153,000	182,747	159,000	68,945	43%
Sale of Assets	870	-	31,054	-	-	-
Public Works Revenues	8,036	-	4,707	-	30	-
Fire Department Revenues	1,000	-	19,634	-	2,290	-
Other Revenue	13,371	8,800	339,335	9,750	846	9%
Ambulance Building Lease	44,659	44,830	44,829	45,000	11,207	25%
Public Health Lease	16,100	16,100	16,100	16,100	2,683	17%
Clec Revenues	368,965	395,200	422,890	396,200	22,414	6%
Unconditional Transfers	302,816	474,837	474,974	443,800	484	0%
Conditional Transfers	367,449	419,170	64,420	339,000	-	0%
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	-	-	-	-	-	-
Short term debt	144,860	-	-	-	-	-
Prior year Surplus	-	-	-	-	-	-
Police Tax Levy	133,348	133,407	137,228	133,407	-	0%
Library Levy	116,126	119,314	119,314	123,852	-	0%
Collections For Other Govts.	2,087,106	2,148,493	2,163,113	2,148,493	-	0%
	6,813,147	7,207,322	6,657,651	7,418,732	481,833	6%

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Summary
Payroll Figures to March 19, 2016

EXPENDITURES	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
General Government Services	468,742	544,700	484,842	544,850	183,998	34%
Fire Department	241,119	294,200	275,789	321,800	57,903	18%
Police Force	133,349	133,407	137,228	133,407	-	0%
Bylaw Enforcement & Other	48,436	67,000	48,767	67,000	10,735	16%
Public Works Administration	125,270	119,500	91,761	120,000	73,373	61%
Public Works Roads	367,202	428,500	332,615	428,500	60,831	14%
Public Works - Equipment & Other	(121,809)	-	(157,353)	-	(36,432)	-
Garbage Expenses	350,916	359,500	370,081	380,500	86,079	23%
Planning, Health & Other	35,666	79,750	48,673	55,100	5,744	10%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	16,617	13,600	17,024	19,700	1,608	8%
Parks	200,294	239,000	209,793	240,800	11,624	5%
Lakeview Park	142,283	152,900	146,810	158,700	10,649	7%
CLEC Expense	437,834	430,700	432,171	430,700	68,477	16%
Lakeview Road	1,540	11,000	2,754	10,000	-	0%
Transfer To Library	116,128	119,314	119,314	123,852	30,963	25%
Capital	1,616,603	1,741,758	856,675	2,569,725	63,934	2%
Debt Charges - Interest	2,146	3,000	1,852	3,000	233	8%
Debt Payments - Fire	191,250	200,000	175,110	200,000	30,328	15%
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	2,148,493	-	0%
	7,211,154	7,207,322	6,632,093	8,082,127	660,048	8%
Surplus(Deficit)	(398,007)	-	25,558	(663,395)	(178,215)	

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of General Government Expenses
Payroll Figures to March 19, 2016

	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	16,006	23%
Mayor and Council Expenses	33,481	41,500	30,304	41,500	9,476	23%
Mildred Child Annex	3,373	4,400	2,556	2,600	371	14%
Municipal Hall	17,353	21,000	16,371	21,150	4,362	21%
Office Wages	410,356	413,520	393,621	414,000	89,257	22%
Office Expenses	33,403	56,480	29,035	56,100	27,360	49%
Data Processing	20,771	22,000	20,466	22,200	14,729	66%
Legal Expense	7,369	15,000	9,215	15,000	9,945	66%
Audit	10,500	26,000	23,792	26,000	8,033	31%
Elections	4,779	2,000	-	2,000	-	0%
Insurance	53,623	72,000	49,638	72,000	-	0%
Grants-in-aid	6,199	5,500	6,115	5,500	-	0%
Ohtaki expense	5,251	7,000	5,059	7,000	-	0%
Ohtaki recoveries	(85)	-	-	-	-	-
Payroll Benefits Clearing	13,583	-	40,370	-	4,460	-
Insurance and administration recovery	(210,230)	(209,700)	(209,700)	(209,700)	-	0%
	468,742	544,700	484,842	544,850	183,998	34%

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of Protective Services Expenses
Payroll Figures to March 19, 2016

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Fire Department						
Firefighters indemnities	82,944	89,000	101,748	95,000	20,141	21%
Other Wage Costs	16,786	15,000	17,183	15,000	3,778	25%
Town Administration	7,785	7,500	7,500	8,000	-	0%
Fire Hall Operations and Maint.	47,354	44,200	45,413	45,200	10,804	24%
Miscellaneous Operations	30,741	48,700	51,391	67,900	10,089	15%
Training	14,788	24,000	12,996	24,000	3,037	13%
Fire Vehicles & Equipment	40,720	65,800	39,557	66,700	10,054	15%
	241,119	294,200	275,789	321,800	57,903	18%

Bylaw Enforcement & Other

Emergency Measures	-	7,000	-	7,000	-	0%
Bylaw Enforcement/Animal Control	15,683	20,000	14,906	20,000	3,324	17%
Building Inspection	32,753	40,000	33,861	40,000	7,411	19%
	48,436	67,000	48,767	67,000	10,735	16%

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 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	11,963	27%
PW Admin Wages	212,502	210,000	199,001	210,000	42,968	20%
PW Admin Other	5,244	14,700	4,287	14,700	1,118	8%
Safety and Training	13,865	15,800	21,458	16,300	17,324	106%
Office Administration Charge	13,585	14,200	14,200	14,200	-	0%
Recovery from Utilities	(163,575)	(179,500)	(179,500)	(179,500)	-	0%
	125,270	119,500	91,761	120,000	73,373	61%
Equipment Costs						
Equipment	141,210	-	32,614	-	546	-
Equipment Allocations	(263,019)	-	(189,967)	-	(37,072)	-
	(121,809)	-	(157,353)	-	(36,526)	-
Other Costs						
Billable Outside Jobs	-	-	(0)	-	95	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	(0)	-	95	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 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	109	1%
Boulevards	30,604	31,000	54,719	31,000	95	0%
Crack Sealing	-	10,000	7,880	10,000	-	0%
Dangerous Trees	5,215	13,000	9,826	13,000	1,656	13%
Ditches & Culverts	14,213	15,000	2,618	15,000	1,488	10%
Dust Control	2,180	4,000	2,267	4,000	-	0%
Landscaping	16,006	15,400	2,981	15,400	-	0%
Litter Control	15,695	9,000	9,714	16,000	1,187	7%
Marking	14,723	10,000	15,063	10,000	23	0%
Mowing	20,974	13,000	5,943	13,000	46	0%
Patching	9,996	15,000	10,263	15,000	7,480	50%
Roads-other	19,455	13,700	15,907	13,700	32	0%
Seasonal decoration	11,616	12,000	14,588	12,000	1,957	16%
Shoulders	6,639	14,000	6,587	14,000	3,979	28%
Sidewalks	15,670	16,000	19,828	16,000	4,376	27%
Signs	9,411	18,000	7,078	11,000	3,837	35%
Snow removal	14,224	50,000	5,015	50,000	4,281	9%
Storm Drains & Catch Basins	42,165	50,000	38,298	50,000	14,113	28%
Street Lighting	78,326	79,000	72,591	79,000	12,693	16%
Street Sweeping	10,612	11,000	8,576	11,000	3,480	32%
Office Administration Charge	20,880	20,400	20,400	20,400	-	0%
	367,202	428,500	332,615	428,500	60,831	14%

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of Garbage Collection
Payroll Figures to March 19, 2016

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Garbage Collection						
Revenues						
Regular collections	305,534	308,000	309,926	310,000	311,183	100%
Tofer rentals	3,753	4,000	3,804	3,500	3,674	105%
Penalties	4,137	4,000	4,125	4,000	20	1%
Recycling	25,522	50,000	50,781	50,000	13,029	26%
	338,945	366,000	368,636	367,500	327,906	89%
Expenditures						
Regular collection costs	202,400	191,000	237,936	237,000	69,507	29%
Special collections	-	-	-	-	-	-
Office Administration Charges	15,850	16,000	16,000	16,000	-	0%
PW Administration Charges	22,190	22,500	22,500	22,500	-	0%
Tipping Fees	72,156	80,000	54,775	60,000	10,019	17%
Recycling costs	38,320	50,000	38,870	45,000	6,553	15%
	350,916	359,500	370,081	380,500	86,079	23%
Net	(11,971)	6,500	(1,445)	(13,000)	241,827	

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of Other Development Services
Payroll Figures to March 19, 2016

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Public Health						
Ambulance Building Lease	44,659	44,830	44,829	45,000	11,207	25%
Public Health Lease	16,100	16,100	16,100	16,100	2,683	17%
Public Health Expenses	<u>10,497</u>	<u>13,400</u>	<u>7,689</u>	<u>13,500</u>	<u>1,021</u>	<u>8%</u>
NET	<u>50,262</u>	<u>47,530</u>	<u>53,240</u>	<u>47,600</u>	<u>12,870</u>	<u>27%</u>
Planning						
Planning and Zoning Expenses	<u>23,012</u>	<u>32,500</u>	<u>15,386</u>	<u>32,500</u>	<u>4,323</u>	<u>13%</u>
Other Functions						
Town Economic Development	-	8,500	2,120	3,500	400	11%
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	-	0%
Trail signage	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,000	3,046	3,100	-	0%
Neighbourhood of learning	-	-	-	-	-	-
	<u>2,157</u>	<u>33,850</u>	<u>25,598</u>	<u>9,100</u>	<u>400</u>	<u>4%</u>
Total Development Services Expenses	<u>35,666</u>	<u>79,750</u>	<u>48,673</u>	<u>55,100</u>	<u>5,744</u>	<u>10%</u>
Centennial Hall						
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Info Centre						
PW Labour	612	3,000	968	3,000	-	0%
Water, Sewer & Garbage	1,207	1,200	1,216	1,200	-	0%
Other Expenses	14,798	9,400	14,841	15,500	1,608	10%
PW Recoveries	-	-	-	-	-	-
	<u>16,617</u>	<u>13,600</u>	<u>17,024</u>	<u>19,700</u>	<u>1,608</u>	<u>8%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of Parks
Payroll Figures to March 19, 2016

	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	-	0%
Centennial Park	23,062	24,000	23,971	24,000	1,524	6%
Central Park	19,367	19,000	16,593	19,000	907	5%
Civic Square	2,281	5,000	929	2,500	-	0%
Communities in Bloom	1,418	3,000	379	3,000	-	0%
Community Garden	2,043	1,500	1,388	1,500	-	0%
Cougar Sign Landscaping	1,499	3,000	2,687	3,000	-	0%
Dashwood Park	231	1,200	672	1,200	95	8%
Entrance Sign	7,844	10,000	12,622	10,000	203	2%
Footbridge	5,868	4,000	4,771	4,500	546	12%
Footpath maintenance	3,406	2,000	1,506	2,000	161	8%
Forest Ranger Building	1,644	2,000	1,091	1,400	568	41%
Gillespie Park	488	1,000	608	1,000	-	0%
Greendale Park	1,720	5,000	7,576	5,700	-	0%
Heritage Garden	3,293	5,000	4,089	5,000	-	0%
Kaatza Museum	8,951	10,000	6,772	10,000	1,350	14%
King George Roundabout Park	3,623	10,000	5,842	10,000	-	0%
Lakedays Preparation	1,619	2,000	1,863	2,000	-	0%
Marina Park	1,965	2,000	2,713	1,700	165	10%
Memorial Park	3,790	6,000	6,907	6,500	105	2%
Ohtaki Park/Kasapi Center	1,289	15,000	2,807	15,000	-	0%
Park Bench Maintenance	8,495	5,000	5,537	5,000	838	17%
Parks General	16,719	16,000	14,969	16,000	218	1%
Parkstone Park	912	2,000	830	2,000	-	0%
Joginder Bains Park - Point Ideal	3,438	3,500	1,585	3,500	-	0%
Ravine Park	-	500	-	500	-	0%
Riverside Park	5,945	5,500	5,721	5,900	17	0%
Sahtlam Park	1,072	3,000	1,885	2,500	-	0%
Saywell Park	24,709	20,000	19,623	20,000	1,292	6%
Seniors Centre	773	1,000	2,711	2,100	-	0%
Ted Burns Nature Preserve	121	1,000	323	1,000	-	0%
Tennis Courts	883	1,000	941	1,000	34	3%
Town Square	930	3,000	11,227	3,000	352	12%
Trans Canada Trail	6,930	5,000	2,493	5,000	-	0%
Trestle Walkway	1,968	3,000	1,874	3,000	143	5%
Vandalism	988	5,000	874	5,000	32	1%
Washrooms	12,363	13,000	13,020	15,000	1,877	13%
Winter Park	3,527	6,500	7,588	7,000	1,195	17%
Office Administration Charge	12,700	11,400	11,400	11,400	-	0%
	<u>200,294</u>	<u>239,000</u>	<u>209,793</u>	<u>240,800</u>	<u>11,624</u>	<u>5%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of Parks
Payroll Figures to March 19, 2016

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Lakeview Park						
Reservations	106,818	104,000	120,276	110,000	53,551	49%
Walk Ins	28,034	22,000	29,457	22,000	2,920	13%
Power Fees	19,623	18,000	21,416	18,000	10,554	59%
Propane	-	-	-	-	-	-
Wood and ice sales	5,005	3,000	3,556	3,000	-	0%
Operating Grant	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	7,132	6,000	8,042	6,000	1,920	32%
	<u>166,612</u>	<u>153,000</u>	<u>182,747</u>	<u>159,000</u>	<u>68,945</u>	<u>43%</u>
Office Administration Charge	7,185	7,300	7,300	7,300	-	0%
CLEC Admin Charges	30,000	30,000	30,000	30,000	-	0%
Summer Student Wages	35,708	40,000	42,923	45,000	-	0%
Maintenance Wages	7,031	6,000	4,861	6,000	3,791	63%
Contracted Services	3,926	6,500	9,822	10,000	40	0%
PW Labour	86	500	849	1,000	-	0%
Hydro and Electricity	6,772	7,200	6,418	7,600	974	13%
Materials and Supplies	18,502	15,000	10,822	15,000	1,198	8%
Other Expenses	7,735	5,900	8,246	7,400	2,324	31%
Water, Sewer & Garbage	9,921	7,800	9,948	7,800	-	0%
Park Attendant/ Security	11,098	18,000	10,472	15,000	1,561	10%
Public Works Charges	97	700	263	500	-	0%
Telephone	2,944	4,000	3,136	4,000	763	19%
Equipment allocations	1,278	4,000	1,751	2,100	-	0%
	<u>142,283</u>	<u>152,900</u>	<u>146,810</u>	<u>158,700</u>	<u>10,649</u>	<u>7%</u>
Net	<u>24,329</u>	<u>100</u>	<u>35,937</u>	<u>300</u>	<u>58,295</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
General Fund - Schedule of CLEC
Payroll Figures to March 19, 2016

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
Revenues						
Group Revenues	361,188	385,000	417,090	390,000	21,214	5%
Programming revenues	2,578	5,000	-	1,000	-	0%
Rental Income	5,200	5,200	5,200	5,200	1,200	23%
JCP	-	-	600	-	-	-
	<u>368,965</u>	<u>395,200</u>	<u>422,890</u>	<u>396,200</u>	<u>22,414</u>	<u>6%</u>
Expenditures - Variable						
Program Services	10,796	10,000	8,662	10,000	234	2%
Kitchen Wages	70,655	70,000	76,563	70,000	5,549	8%
Food Supplies	58,477	60,000	67,394	60,000	3,483	6%
Custodians	27,785	30,000	32,046	30,000	3,539	12%
Equipment	-	-	-	-	-	-
Supplies	3,976	4,000	2,499	4,000	207	5%
	<u>171,689</u>	<u>174,000</u>	<u>187,164</u>	<u>174,000</u>	<u>13,012</u>	<u>7%</u>
Expenditures - Fixed						
Admin Salaries	174,718	180,000	164,005	180,000	39,951	22%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	-	0%
Housing Allowance	5,200	5,200	5,200	5,200	1,200	23%
Town Administration	19,135	20,000	20,000	20,000	-	0%
Electricity	18,439	19,000	17,749	19,000	4,287	23%
Heat	20,080	19,000	9,161	19,000	2,653	14%
Telephone & other Utilities	9,196	9,300	9,815	9,300	1,896	20%
Bad Debts	-	-	-	-	-	-
Advertising	-	2,000	-	1,000	-	0%
Contracted Services	7,472	5,000	15,191	6,000	531	9%
Maintenance	36,410	21,000	30,831	21,000	2,134	10%
Public Works Charges	5,496	6,000	3,017	6,000	2,813	47%
Miscellaneous Operations	-	200	38	200	-	0%
	<u>266,145</u>	<u>256,700</u>	<u>245,007</u>	<u>256,700</u>	<u>55,465</u>	<u>22%</u>
Total Expenses	<u>437,834</u>	<u>430,700</u>	<u>432,171</u>	<u>430,700</u>	<u>68,477</u>	<u>16%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(35,500)</u>	<u>(9,281)</u>	<u>(34,500)</u>	<u>(46,063)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>(35,400)</u>	<u>26,656</u>	<u>(34,200)</u>	<u>12,232</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>(44,200)</u>	<u>12,232</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 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	-	0%
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	-	0%
Office Improvements	-	-	-	-	-	-	-
Town hall renovations	950,000	4,862	1,000,000	39,991	1,300,000	4,986	0%
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>4,986</u>	<u>0%</u>
CLEC							
Clec Windows	-	-	25,000	-	34,000	-	0%
Clec Roofing	15,000	-	17,000	7,500	16,000	21,518	134%
Clec Renovations	-	-	20,000	2,118	10,000	-	0%
Defibrillators	2,000	-	4,000	4,249	-	-	-
Electrical upgrades	20,000	-	-	-	12,300	-	0%
Matresses	-	-	-	-	-	-	-
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>21,518</u>	<u>30%</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	-	0%
Compressor fan - firehall	-	-	4,000	2,449	-	-	-
Exhaust Nederman 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	-	0%
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	-	0%
Repaint Firehall	-	-	5,000	7,900	5,000	-	0%
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	-	0%
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>-</u>	<u>0%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 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	-	-	-	-	-	234	-
Computer Software	11,500	-	-	-	-	-	-
Annual Paving Program	45,000	-	190,000	129,681	-	15	-
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	3,913	26%
Sidewalks	-	-	40,000	13,254	50,000	-	0%
Signs - Capital	30,000	15,255	50,000	15,207	60,000	2,298	4%
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	855	9%
	<u>1,453,535</u>	<u>1,245,786</u>	<u>372,880</u>	<u>170,413</u>	<u>345,000</u>	<u>7,314</u>	<u>2%</u>
Lakeview Park							
JCP - Cap	-	-	-	-	-	-	-
Lakeview JCP Recoveries	-	-	-	-	-	-	-
JCP Recoveries - Cap	-	-	-	(30,122)	-	(8,922)	-
Resurfacing campsites - gravel/sand	-	-	3,000	-	10,000	-	0%
Floating walkway repairs	-	-	7,000	13,500	-	-	-
Lakeview Washrooms	15,000	-	30,000	13,102	60,000	4,018	7%
	<u>15,000</u>	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>(4,904)</u>	<u>-7%</u>
Parks							
Central Park Washroom/Stage	-	-	60,000	107,517	-	26,701	-
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	-	0%
Park Benches	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	-	-	577,425	-	0%
Saywell Park Improvements	-	-	40,000	49,162	-	-	-
Saywell Park JCP	-	-	-	7,017	-	-	-
Saywell Park JCP Recoveries	-	-	-	-	-	-	-
Kaatza Museum JCP	-	-	-	603	-	357	-
	<u>30,000</u>	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>35,020</u>	<u>6%</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>63,934</u>	<u>2%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
Sewer Fund
Payroll Figures to March 19, 2016

	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	413,798	95%
Connection Fees	180	500	2,710	600	120	20%
Penalties And Other Interest	4,979	4,500	4,895	4,600	-	0%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	1,350,000	1,351,200	-	-	-
Debt	-	-	-	-	-	-
Parcel Tax	164,200	164,000	163,900	163,700	-	0%
Contribution from others	-	-	-	-	-	-
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>413,918</u>	<u>60%</u>
Expenditures						
Administration	1,520	2,700	1,622	2,700	85	3%
Office Administration	47,340	47,300	47,300	47,300	-	0%
Consumption Rebates	1,463	1,500	838	1,500	25	2%
PW Administration	59,175	75,000	75,000	75,000	-	0%
Discounts	29,848	29,000	29,977	29,000	30,908	107%
General Maintenance	48,629	68,000	65,875	68,000	9,877	15%
Connections Maintenance	6,982	9,500	6,723	9,500	3,245	34%
Chlorination	6,571	8,000	7,593	8,000	-	0%
New Connections	4,414	8,000	276	4,000	-	0%
Sewer Flushing	6,015	6,500	7,120	6,500	-	0%
Sewer Pump Maintenance	25,709	46,500	40,957	46,500	8,210	18%
Sewer Lagoon Maintenance	41,309	92,000	89,846	90,000	10,568	12%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	-	74,943	-	-	-
Capital	37,367	1,920,000	1,558,464	305,000	44,132	14%
	<u>372,421</u>	<u>2,314,000</u>	<u>2,006,534</u>	<u>693,000</u>	<u>107,050</u>	<u>15%</u>
Surplus(Deficit)	<u>225,658</u>	<u>-</u>	<u>(49,600)</u>	<u>-</u>	<u>306,868</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
Sewer Fund
Payroll Figures to March 19, 2016

	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	40,868	23%
SEWER TREATMENT MISCELLANEOUS	-	-	-	-	-	-
SEWER TREATMENT CONSTRUCTION	27,226	1,700,000	1,536,914	100,000	3,264	3%
Wellington Sanitary Sewer	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-
	<u>37,367</u>	<u>1,920,000</u>	<u>1,558,464</u>	<u>305,000</u>	<u>44,132</u>	<u>14%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
Water Fund
Payroll Figures to March 19, 2016

	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	502,951	101%
Connection Fees	1,000	180	600	6,660	600	420	1110%
Fire Hydrant Installation & other	-	6,390	1,500	9,622	1,500	2,150	641%
Other Penalties And Interest	6,500	6,563	6,500	6,028	6,500	-	93%
Infrastructure Grant	-	-	71,327	-	1,200,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,300	167,400	167,200	167,100	234,000	-	0%
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>2,115,600</u>	<u>505,521</u>	<u>24%</u>
Expenditures							
Administration	3,400	1,138	3,400	1,060	3,400	-	0%
Office Administration	65,770	65,770	65,600	65,600	65,600	-	0%
PW Administration	82,210	82,210	82,000	82,000	82,000	-	0%
Consumption Rebates	1,500	1,463	1,500	838	1,500	25	2%
Discounts	36,000	36,023	36,000	36,215	36,000	37,864	105%
Safety and Training	4,500	364	4,500	6,405	4,500	155	3%
Chlorination	8,000	7,943	8,000	9,158	8,000	-	0%
Flushing	9,900	9,414	11,000	11,618	11,000	-	0%
Reservoir	4,500	1,474	4,500	4,161	4,500	523	12%
General Maintenance	89,000	65,335	89,000	83,099	89,000	16,414	18%
Hydrants	24,000	25,879	24,000	14,723	24,000	2,398	10%
New Connections	10,000	3,038	8,000	7,950	8,000	46	1%
Connection Maintenance	75,000	60,983	75,000	55,827	75,000	8,279	11%
Water Meters	6,000	4,822	6,000	11,322	6,000	2,529	42%
Pump House Maintenance	32,800	24,576	32,800	33,226	32,800	6,994	21%
Booster Pumps Maintenance	10,250	7,171	10,250	11,239	10,300	4,407	43%
Slopes water pump station	8,000	6,767	8,000	4,791	8,000	1,259	16%
Greendale Water Connection	6,000	2,782	6,000	3,469	6,000	519	9%
Transfer to surplus	100,970	-	-	-	-	-	-
Amortization - Water Fund	-	93,040	-	103,480	-	-	-
Capital	91,000	33,158	306,990	16,540	1,640,000	2,337	0%
	<u>668,800</u>	<u>533,351</u>	<u>782,540</u>	<u>562,721</u>	<u>2,115,600</u>	<u>83,749</u>	<u>4%</u>
Surplus(Deficit)	-	163,509	-	148,418	-	421,772	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - March 31, 2016
Water Fund
Payroll Figures to March 19, 2016

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
WATER CAPITAL							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	15,000	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	-	-	20,000	-	0%
Water metering	-	-	-	-	-	2,337	-
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	-	-	-	-	-
	91,000	33,158	306,990	16,540	1,640,000	2,337	0%



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of MARCH

DATE: APRIL 5, 2016

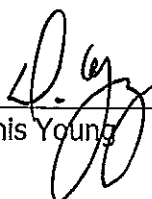
FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	4	6			2
Commercial		1			
Carport / garage		1			
Demolitions					
Renovations	5	3			3
Deck	1				
Lawn Sprinkler / Woodstove	1				
Relocated Home					
Other <u>SHED</u>		1			1
TOTALS	11	12			6

Building Permit Fees

	Value of construction	Permit fees
For the current month	266,555.00	4,090.00
Year to Date	887,751.00	12,119.60



 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

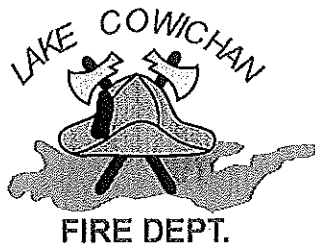
(250)749-3522

February 2016 Monthly Incident Report

- ↙ 1 Business Meeting / Practice
- 4 Practices
- ↖ 1 Structure Fire
- ↘ 1 Tour of Riverside Inn
- ↗ 3 Confined Space Courses
- ↖ 3 Medical Assist
- ↖ 2 MVA
- ↖ 1 Truck Clean
- ↖ 1 Secretary/Treasurer Monthly Stipend
- ↖ 8 Officer/Member Duty Sheets
- 42 NFPA Tests

Total Call Outs & Practices

\$12686.73



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

Fire Stats February 2016

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
02/01	7:00 PM	Fire Hall	Business Meeting	26	2	\$855.98
02/01	11:00 PM	68 Stanley Rd	Medical Aid	14	1	\$223.68
02/05	4:35 PM	166 Sall Rd	Medical Aid	13	1	\$220.71
02/08	6:30 PM	South Shore/Lakeview	MVA	18	1	\$315.53
02/09	7:00 PM	Fire Hall	Practice	26	2	\$853.30
02/11	6:00 PM	Fire Hall	Truck Check	13	2	\$366.80
02/13	8:00 AM	Fire Hall	Confined Space Course	10	8	\$930.96
02/14	10:42 AM	63 Sahtlam Ave E	Structure Fire	20	1	\$350.87
02/15	8:00 AM	Fire Hall	Confined Space Course	12	8	\$1480.24
02/15	7:00 PM	Fire Hall	Practice	24	2	\$781.36
02/19	5:15 PM	3 King George	Medical Aid	17	1	\$316.82
02/22	7:00 PM	Fire Hall	Practice	27	2	\$892.62
02/24	10:00 AM	Riverside Inn	Tour for Practice Set Up	3	2	\$115.68
02/26	3:30 PM	7544 HWY 18	MVA	12	2	\$304.68
02/27	8:00 AM	Fire Hall	Confined Space Course	9	8	\$1321.36
02/29	7:00 PM	Fire Hall	Practice	26	2	\$818.00
			N.F.P.A Tests			\$861.60
			Officer/Monthly Duty Sheets			\$1571.50
			Sec/Treasurer Stipend			\$150.00
		Total				\$12686.73

Memo



TO: Chief Administrative Officer
FROM: Director of Finance
DATE: April 7, 2016
SUBJECT: Grants-in-aid to Organizations for 2016

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

Cowichan Lake Lady of the Lake	-Pageants and parades	\$ 500
Lake Cowichan Downtown Renewal Society	-LC farmers market	750*
CICV Radio Society	-music in the park	500
		<hr/>
		1,750
<u>Annual Renewals</u>		
Lake Cowichan Secondary School	-Scholarship	500
Lake Cowichan School PAC	-Dry grad	500
		<hr/>
Total grants-in-aid for 2015		\$2,750

*Note that the grant to Lake Cowichan Downtown Renewal Society is pending submission of financial statement or a presentation to Council from the board.

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

A handwritten signature in cursive script, appearing to read "Ronnie Gill".

Ronnie Gill, CPA, CGA
Director of Finance

March 3, 2016

Project No.: 15-1126

North Entrance Sign - Cowichan Valley Highway

COMMITTEE PREFERRED CONCEPT:

- The raised metal lettering uses the 'Trebuchet' font in all capital letters.
- The sign blade cabinet is black powder-coated aluminum with an angled top-edge profile (6 degrees) to relate to Town sign designs from 2014.
- The two vertical wood post features have a top cut profile of 6 degrees to match the sign blade cabinet.
- The left vertical wood post features a counter-sunk town crest plate.
- The existing bear sculptures (in profile) are incorporated on the sign base adjacent to the vertical wood posts.
- The sign base is cast-in-place concrete with a stone facing.
- The sign base cap is cast in-place concrete, sloped at an angle of 6 degrees under the bear sculptures.

