



# TOWN OF LAKE COWICHAN

## Finance and Administration Committee

Tuesday, December 13<sup>th</sup>, 2016 at 5:00 p.m. – Council Chambers

### AGENDA

1. **CALL TO ORDER**

Page #

**INTRODUCTION OF LATE ITEMS** (if applicable)

2. **APPROVAL OF AGENDA**

3. **BUSINESS ARISING AND UNFINISHED BUSINESS**

**Ongoing Items Still Being Addressed:**

- (a) Policy on Community Gardens- (see attached)  
(b) Municipal Hall Upgrades- Update.

3

4. **DELEGATIONS AND REPRESENTATIONS**

- (a) Laurie Johnson, Ted Gamble and Wayne Stinchcombe- Re: Cowichan Lake Elder Care Initiative request for support of funding.  
(b) Loretta Puckrin- Re: Cowichan Lake Arts & Culture Society donating funds to assist with the environmental assessment of the Kasapi Centre.

5

5. **CORRESPONDENCE**

None.

6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending November 30<sup>th</sup>, 2016.  
(b) Building Inspector re: Building Permits for November, 2016.  
(c) Lake Cowichan Fire Department Incident Report for October, 2016.  
(d) Contract Planner re: Possible uses for the Town owned lot Lakeview Avenue- the former Scout Hall.

6

24

25

28

7. **NEW BUSINESS**

None.

8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

**11. ADJOURNMENT**

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## TOWN OF LAKE COWICHAN

### COUNCIL POLICY



**DATE APPROVED:**

**APPROVED BY:**

**SUBJECT:** *Operational Guidelines for Community Gardens on Town Lands*

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The Town of Lake Cowichan ("Town") recognizes community gardens as more than a place to share one's passion for gardening. Community gardening is a valuable activity that can contribute to community development and education, increased self-reliance, community health, public open space, wildlife habitat, environmental awareness, and positive social interaction.

The Town is alleviating food insecurity concerns through permitting the creation of community gardens as a means to relieve hunger, improve nutrition, and increase access to and distribution of food for some of its needy residents.

#### **Definition:**

A community garden is defined as a place on Town-owned land, other than on established Town parks, operated or overseen by non-profit Societies, where people grow and maintain ornamental plants and plants for food.

**Community gardens on Town land other than Town parks may exist in any area of the Town that the Town deems appropriate for that purpose of:**

- producing edible and ornamental plants for the personal use of society members;
- growing food for the garden members' benefit; and
- growing food to donate to needy or charitable causes.

**Once a suitable Town-owned site has been located for a community garden, the following conditions will apply:**

1. An invitation to the community neighbourhood may be jointly undertaken by the non-profit Society and the Town eliciting neighborhood support for the garden through input, verbal or written, for the proposed use of a location for community garden purposes;
2. The Society agrees to create its own membership agreements, and develop and operate the garden according to the Community Garden Lease which specifies the terms of use, management responsibilities and procedure;
3. In an emergency, such as an unexpected infrastructure repair, the Town would be granted immediate access to the site;
4. The garden is developed and maintained at no cost to the Town, except that prior to the first season, the town will, at its cost, prepare the site for planting by removing undesirable vegetation, leveling the land, adding compost and providing water service to the property;
5. An ornamental perimeter fence must be provided by the Society between the community garden and the adjacent lands and street to create an attractive buffer between the garden and the neighborhood;

## Guidelines for Use of Town Lands

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6. All gardens shall include provisions for accessibility for seniors and/or disabled, as well as fully accessible paths;
7. In addition, It is desirable if two (2) plots of average size is designated for one of the following a) a local non-profit, b) a neighbouring child care center, or c) a common area for food grown for charitable purposes;
8. The Town requires \$2 million liability insurance for each garden annually. Liability insurance requirements may be modified at the discretion of the Town.

### **General rules for community gardens:**

1. Allotments of space must be made from a waiting list on a first-come, first-served basis to any resident of the Town of Lake Cowichan with preference to those with no garden plots at their residences or elsewhere;
2. Space may granted to non-residents if there is space;
3. A garden site plan must be approved by the Town;
4. Community gardens are for chemical-free gardening only;
5. Plots must be planted by the beginning of the growing season, with exceptions made for extreme weather. Plots not utilized by this date must be re-assigned;
6. Plots must be tidied and prepared for winter by preferably by mulching, planting cover crop seeds, and/or winter crop gardening;
7. Water is a limited resource, and should therefore be used sparingly and garden members must be present when watering their plots;
8. Water use will be metered and a total allotment of 35 cubic meters per month will be provided each month at no charge;
9. Gardeners are encouraged to collect and use rainwater for irrigation;
10. The Town will provide water to each community garden but in no instance is the total use for a community garden site to exceed the monthly allotment used by a single family residence;
11. Tires, treated wood or railroad timbers may not be used;
12. Regulations affecting pets at a community garden will be contained in the agreement entered into with the affected Society and may vary with each Society and location;
13. Garbage removal is the responsibility of the community garden and garbage shall not be left on site at any time;
14. Best practices must be used in the management of the compost bins and windfalls to deter wild life and pests;
15. No vehicles are permitted within the community garden site, with the exception of emergency or Town service vehicles; and
16. The general public is to have access to the garden at all times and locked barriers are not permitted without the prior approval of the Town;

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Joseph A. Fernandez  
Chief Administrative Officer

COWICHAN LAKE ELDER CARE INITIATIVE				
COMMITTEE FINANCIAL BUDGET				
Printing	500 brochures plus tax	\$1.15 ea	\$575.00 \$144.00	\$644.00
Mailings	1733 mail deliveries	\$0.10 ea.	\$418.88	
<i>Community needs and want accessment</i>	1300 return estimated	\$0.85 ea	\$1,473.05	
	paper		\$41.32	
	envelopes		\$115.63	\$2,048.88
Travel	1500 kms	\$0.40 per		\$600.00
Photocopies		\$0.25 ea		
12 annual meetings				\$240.00
4 copies per member x10				
Stationery				\$100.00
paper, printer ink, postage				
Banner	30" x 72" plus tax		\$33.72 \$4.05	\$37.77
Total 2017				\$3,670.65



# Memo

**TO:** Chief Administrative Officer  
**FROM:** Director of Finance  
**DATE:** December 9, 2016  
**SUBJECT:** Financial Report for the Period Ending December 31, 2016

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The statements of revenues and expenditures for the general, sewer and water funds are attached for your review and input.

## Point of Note

- Surplus is overstated in the general, water and sewer funds due to outstanding payables and capital projects still in progress. Work on year end, where possible has been started.
- The interim audit is now complete with the remaining fieldwork scheduled for 2017.
- All outstanding accounts payable should be submitted promptly for month end and year-end financial statements to accurately reflect all incurred costs.
- 2017 dog tags are available for sale and 2017 business license renewal letters have been mailed out.

  
Ronnie Gill, CPA, CGA

**TOWN OF LAKE COWICHAN**  
**Statement of Expenditure - November 30, 2016**  
**General Fund - Summary**

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
<b>REVENUES</b>						
Taxes	1,817,278	1,875,649	1,871,701	1,937,031	1,934,154	100%
Supplemental Adjustments	-	-	-	-	-	-
Grants-in-Lieu	49,282	49,310	48,514	48,600	48,747	100%
Penalties and Interest on Taxes	82,528	60,000	75,768	62,000	70,407	114%
Business Licences	17,375	17,000	17,750	17,000	35,875	210%
Building and Other Permits	17,660	13,200	20,191	14,200	44,066	310%
Storm Drain Connection Fees	180	-	210	-	580	-
Dog Tags and Fines	4,385	4,000	4,120	3,900	3,610	93%
Interest on Investments	41,942	20,000	41,405	20,000	54,098	270%
Fire Service to CVRD	185,532	189,012	189,012	218,658	218,658	100%
Garbage Revenues	338,945	368,000	368,636	367,500	368,817	100%
Lakeview Revenues	166,612	153,000	182,747	159,000	181,951	114%
Sale of Assets	870	-	31,054	-	52,858	-
Public Works Revenues	8,038	-	4,707	-	1,400	-
Fire Department Revenues	1,000	-	19,634	-	(1,282)	-
Other Revenue	13,371	8,800	339,335	9,750	68,392	681%
Ambulance Building Lease	44,659	44,830	44,829	45,000	44,829	100%
Public Health Lease	16,100	16,100	16,100	16,100	16,359	102%
Clec Revenues	368,965	395,200	422,890	396,200	408,023	103%
Unconditional Transfers	302,816	474,837	474,974	443,800	456,948	103%
Conditional Transfers	367,449	419,170	64,420	347,355	20,740	6%
Transfers From Reserve Funds	356,721	-	-	200,000	-	0%
Transfers From Building Reserve	-	700,000	-	750,000	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-
Transfer From Statutory Reserves	-	-	-	200,000	-	0%
Transfer from Parks Dedication Resen	-	-	-	-	21,350	-
Short term debt	144,860	-	-	-	-	-
Prior year Surplus	-	-	-	425,381	-	0%
Police Tax Levy	133,348	133,407	137,228	133,407	137,400	103%
Library Levy	116,128	119,314	119,314	123,852	123,625	100%
Collections For Other Govts.	2,087,106	2,148,493	2,163,113	2,125,350	2,111,109	99%
	<b>6,813,147</b>	<b>7,207,322</b>	<b>6,657,651</b>	<b>8,062,084</b>	<b>6,416,502</b>	<b>80%</b>

**TOWN OF LAKE COWICHAN**  
**Statement of Expenditure - November 30, 2016**  
**General Fund - Summary**

<b>EXPENDITURES</b>	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
General Government Services	468,742	544,700	484,842	535,550	414,331	77%
Fire Department	241,119	294,200	275,789	321,800	351,030	109%
Police Force	133,349	133,407	137,228	133,407	125,198	94%
Bylaw Enforcement & Other	48,436	67,000	48,767	67,000	45,023	67%
Public Works Administration	125,270	119,500	91,761	126,700	92,586	73%
Public Works Roads	367,202	428,500	332,615	428,500	281,292	66%
Public Works - Equipment & Other	(121,809)	-	(157,353)	-	(103,443)	-
Garbage Expenses	350,916	359,500	370,081	383,000	348,165	91%
Planning, Health & Other	35,666	79,750	48,673	55,100	34,149	62%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	16,617	13,600	17,024	22,000	15,635	71%
Parks	200,294	239,000	209,793	240,400	197,506	82%
Lakeview Park	142,283	152,900	146,810	159,000	166,016	104%
CLEC Expense	437,834	430,700	432,171	431,700	433,135	100%
Lakeview Road	1,540	11,000	2,754	10,000	-	0%
Transfer To Library	116,128	119,314	119,314	123,852	123,852	100%
Capital	1,616,603	1,741,758	856,675	2,569,725	576,743	22%
Debt Charges - Interest	2,146	3,000	1,852	3,000	2,512	84%
Debt Payments - Fire	191,250	200,000	175,110	200,000	165,855	83%
Amortization	514,621	-	550,331	-	-	-
Transfers To Reserve Funds	235,844	121,000	324,743	126,000	125,000	99%
Transfer Equip. Recovery to Reserve	-	-	-	-	-	-
Transfer To Surplus	-	-	-	-	-	-
Transfers To Other Governments	2,087,106	2,148,493	2,163,113	2,125,350	2,038,584	96%
	<b>7,211,154</b>	<b>7,207,322</b>	<b>6,632,093</b>	<b>8,062,084</b>	<b>5,433,169</b>	<b>67%</b>
Surplus(Deficit)	<b>(398,007)</b>	<b>-</b>	<b>25,558</b>	<b>0</b>	<b>983,332</b>	



TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>General Government Services</b>						
Mayor and Council Indemnities	59,017	68,000	68,000	69,500	64,025	92%
Mayor and Council Expenses	33,481	41,500	30,304	41,500	31,792	77%
Mildred Child Annex	3,373	4,400	2,558	2,600	1,962	75%
Municipal Hall	17,353	21,000	16,371	21,150	15,051	71%
Office Wages	410,358	413,520	393,621	414,000	386,063	93%
Office Expenses	33,403	56,480	29,035	56,100	46,661	83%
Data Processing	20,771	22,000	20,466	22,200	21,425	97%
Legal Expense	7,369	15,000	9,215	15,000	25,688	171%
Audit	10,500	26,000	23,792	26,000	8,558	33%
Elections	4,779	2,000	-	2,000	-	0%
Insurance	53,623	72,000	49,638	72,000	49,758	69%
Grants-in-aid	6,199	5,500	6,115	5,500	2,485	45%
Ohtaki expense	5,251	7,000	5,059	7,000	3,885	55%
Ohtaki recoveries	(85)	-	-	-	-	-
Payroll Benefits Clearing	13,583	-	40,370	-	(24,021)	-
Insurance and administration recovery	(210,230)	(209,700)	(209,700)	(219,000)	(219,000)	100%
	<b>468,742</b>	<b>544,700</b>	<b>484,842</b>	<b>535,550</b>	<b>414,331</b>	<b>77%</b>

**TOWN OF LAKE COWICHAN**  
**Statement of Expenditure - November 30, 2016**  
**General Fund - Schedule of Protective Services Expenses**

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Fire Department</b>						
Firefighters indemnities	82,944	89,000	101,748	95,000	204,750	216%
Other Wage Costs	16,788	15,000	17,183	15,000	15,799	105%
Town Administration	7,785	7,500	7,500	8,000	8,000	100%
Fire Hall Operations and Maint.	47,354	44,200	45,413	45,200	34,425	76%
Miscellaneous Operations	30,741	48,700	51,391	67,900	27,102	40%
Training	14,788	24,000	12,996	24,000	17,038	71%
Fire Vehicles & Equipment	40,720	65,800	39,557	66,700	43,916	66%
	<b>241,119</b>	<b>294,200</b>	<b>275,789</b>	<b>321,800</b>	<b>351,030</b>	<b>109%</b>

**Bylaw Enforcement & Other**

Emergency Measures	-	7,000	-	7,000	-	0%
Bylaw Enforcement/Animal Control	15,683	20,000	14,906	20,000	14,016	70%
Building Inspection	32,753	40,000	33,861	40,000	31,007	78%
	<b>48,436</b>	<b>67,000</b>	<b>48,767</b>	<b>67,000</b>	<b>45,023</b>	<b>67%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>PW Administration</b>						
Shop and Yard	43,648	44,300	32,315	44,300	26,789	60%
PW Admin Wages	212,502	210,000	199,001	210,000	187,570	89%
PW Admin Other	5,244	14,700	4,287	14,700	4,247	29%
Safety and Training	13,865	15,800	21,458	16,300	32,580	200%
Office Administration Charge	13,585	14,200	14,200	14,300	14,300	100%
Recovery from Utilities	(163,575)	(179,500)	(179,500)	(172,900)	(172,900)	100%
	<b>125,270</b>	<b>119,500</b>	<b>91,761</b>	<b>126,700</b>	<b>92,586</b>	<b>73%</b>
<b>Equipment Costs</b>						
Equipment	141,210	-	32,614	-	50,395	-
Equipment Allocations	(263,019)	-	(189,967)	-	(154,140)	-
	<b>(121,809)</b>	<b>-</b>	<b>(157,353)</b>	<b>-</b>	<b>(103,745)</b>	<b>-</b>
<b>Other Costs</b>						
Billable Outside Jobs	-	-	(0)	-	302	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>302</b>	<b>-</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Road Maintenance</b>						
Banners	8,596	9,000	2,475	9,000	370	4%
Boulevards	30,604	31,000	54,719	31,000	42,398	137%
Crack Sealing	-	10,000	7,880	10,000	-	0%
Dangerous Trees	5,215	13,000	9,826	13,000	8,749	67%
Ditches & Culverts	14,213	15,000	2,618	15,000	1,930	13%
Dust Control	2,180	4,000	2,267	4,000	1,734	43%
Landscaping	16,006	15,400	2,981	15,400	7,654	50%
Litter Control	15,695	9,000	9,714	16,000	15,711	98%
Marking	14,723	10,000	15,063	10,000	14,302	143%
Mowing	20,974	13,000	5,943	13,000	1,737	13%
Patching	9,996	15,000	10,263	15,000	10,836	72%
Roads-other	19,455	13,700	15,907	13,700	3,042	22%
Seasonal decoration	11,616	12,000	14,588	12,000	11,066	92%
Shoulders	6,639	14,000	6,587	14,000	6,354	45%
Sidewalks	15,670	16,000	19,828	16,000	16,370	102%
Signs	9,411	18,000	7,078	11,000	7,125	65%
Snow removal	14,224	50,000	5,015	50,000	4,570	9%
Storm Drains & Catch Basins	42,165	50,000	38,298	50,000	38,360	77%
Street Lighting	76,326	79,000	72,591	79,000	64,235	81%
Street Sweeping	10,612	11,000	8,576	11,000	4,349	40%
Office Administration Charge	20,880	20,400	20,400	20,400	20,400	100%
	<b>367,202</b>	<b>428,500</b>	<b>332,615</b>	<b>428,500</b>	<b>281,292</b>	<b>66%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Garbage Collection</b>						
<b>Revenues</b>						
Regular collections	305,534	308,000	309,926	310,000	311,066	100%
Toler rentals	3,753	4,000	3,804	3,500	4,140	118%
Penalties	4,137	4,000	4,125	4,000	3,804	95%
Recycling	26,522	50,000	50,781	50,000	47,807	96%
	<b>338,945</b>	<b>366,000</b>	<b>388,636</b>	<b>367,500</b>	<b>366,817</b>	<b>100%</b>
<b>Expenditures</b>						
Regular collection costs	202,400	191,000	237,936	237,000	223,344	94%
Special collections	-	-	-	-	-	-
Office Administration Charges	15,850	16,000	16,000	17,100	17,100	100%
PW Administration Charges	22,190	22,500	22,500	23,900	23,900	100%
Tipping Fees	72,156	80,000	54,775	60,000	51,172	85%
Recycling costs	38,320	50,000	38,870	45,000	32,650	73%
	<b>350,916</b>	<b>359,500</b>	<b>370,081</b>	<b>383,000</b>	<b>348,165</b>	<b>91%</b>
<b>Net</b>	<b>(11,971)</b>	<b>6,500</b>	<b>(1,445)</b>	<b>(15,500)</b>	<b>18,652</b>	

**TOWN OF LAKE COWICHAN**  
**Statement of Expenditure - November 30, 2016**  
**General Fund - Schedule of Other Development Services**

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Public Health</b>						
Ambulance Building Lease	44,659	44,830	44,829	45,000	44,829	100%
Public Health Lease	16,100	16,100	16,100	16,100	16,359	102%
Public Health Expenses	<u>10,497</u>	<u>13,400</u>	<u>7,689</u>	<u>13,500</u>	<u>7,728</u>	57%
NET	<u>50,282</u>	<u>47,530</u>	<u>53,240</u>	<u>47,600</u>	<u>53,460</u>	112%
<b>Planning</b>						
Planning and Zoning Expenses	<u>23,012</u>	<u>32,500</u>	<u>15,386</u>	<u>32,500</u>	<u>21,355</u>	66%
<b>Other Functions</b>						
Town Economic Development	-	8,500	2,120	3,500	1,127	32%
Age Friendly Grant	-	19,850	19,715	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-
Pacific Marine Circle Route	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	1,500	717	1,500	860	57%
Trail signage	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,000	3,046	3,100	3,079	99%
Neighbourhood of learning	-	-	-	-	-	-
	<u>2,157</u>	<u>33,850</u>	<u>25,598</u>	<u>9,100</u>	<u>5,066</u>	56%
Total Development Services Expenses	<u>35,666</u>	<u>79,750</u>	<u>48,673</u>	<u>55,100</u>	<u>34,149</u>	62%
<b>Centennial Hall</b>						
	-	-	-	-	-	-
<b>Info Centre</b>						
PW Labour	612	3,000	968	2,500	1,020	41%
Water, Sewer & Garbage	1,207	1,200	1,216	700	647	92%
Other Expenses	14,798	9,400	14,841	20,000	15,168	76%
PW Recoveries	-	-	-	(1,200)	(1,200)	100%
	<u>16,617</u>	<u>13,600</u>	<u>17,024</u>	<u>22,000</u>	<u>15,635</u>	71%

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Parks

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Parks</b>						
Beaver Park	31	500	31	500	-	0%
Bell Tower School	2,388	2,400	1,378	2,400	1,320	55%
Centennial Park	23,062	24,000	23,971	24,000	11,179	47%
Central Park	19,367	19,000	16,593	19,000	16,977	89%
Civic Square	2,281	5,000	829	2,500	1,005	40%
Communities In Bloom	1,418	3,000	379	3,000	38	1%
Community Garden	2,043	1,500	1,388	1,500	8,654	577%
Cougar Sign Landscaping	1,499	3,000	2,687	3,000	2,632	88%
Dashwood Park	231	1,200	672	1,200	364	30%
Entrance Sign	7,844	10,000	12,622	10,000	7,965	80%
Footbridge	5,868	4,000	4,771	4,500	4,148	92%
Footpath maintenance	3,406	2,000	1,506	2,000	357	18%
Forest Ranger Building	1,644	2,000	1,091	1,400	1,685	120%
Gillespie Park	488	1,000	608	1,000	1,242	124%
Greendale Park	1,720	5,000	7,576	5,700	2,410	42%
Heritage Garden	3,283	5,000	4,089	5,000	5,344	107%
Kaatza Museum	8,951	10,000	6,772	10,000	6,613	66%
King George Roundabout Park	3,623	10,000	5,842	10,000	20,258	203%
Lakedays Preparation	1,619	2,000	1,863	2,000	1,511	76%
Marina Park	1,965	2,000	2,713	1,700	1,879	111%
Memorial Park	3,790	6,000	6,907	6,500	4,049	62%
Ohtaki Park/Kasapi Center	1,289	15,000	2,807	15,000	4,462	30%
Park Bench Maintenance	8,495	5,000	5,537	5,000	3,298	66%
Parks General	16,719	16,000	14,969	16,000	13,879	87%
Parkstone Park	912	2,000	830	2,000	889	44%
Joginder Bains Park - Point Ideal	3,438	3,500	1,585	3,500	1,748	50%
Ravine Park	-	500	-	500	-	0%
Riverside Park	5,945	5,500	5,721	5,900	4,545	77%
Sahlam Park	1,072	3,000	1,885	2,500	1,488	60%
Saywell Park	24,709	20,000	19,623	20,000	13,088	65%
Seniors Centre	773	1,000	2,711	2,100	1,384	66%
Ted Burns Nature Preserve	121	1,000	323	1,000	769	77%
Tennis Courts	883	1,000	941	1,000	4,542	454%
Town Square	930	3,000	11,227	3,000	6,582	219%
Trans Canada Trail	6,930	5,000	2,493	5,000	3,741	75%
Trestle Walkway	1,968	3,000	1,874	3,000	696	23%
Vandalism	988	5,000	874	5,000	2,944	59%
Washrooms	12,363	13,000	13,020	15,000	15,507	103%
Winter Park	3,527	6,500	7,588	7,000	7,314	104%
Office Administration Charge	12,700	11,400	11,400	11,000	11,000	100%
	<u>200,294</u>	<u>239,000</u>	<u>209,793</u>	<u>240,400</u>	<u>197,506</u>	<u>82%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Parks

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Lakeview Park</b>						
Reservations	106,818	104,000	120,276	110,000	126,224	114%
Walk Ins	28,034	22,000	29,457	22,000	23,687	108%
Power Fees	19,623	18,000	21,416	18,000	20,475	114%
Propane	-	-	-	-	-	-
Wood and ice sales	5,005	3,000	3,556	3,000	6,433	214%
Operating Grant	-	-	-	-	-	-
Other Revenue	-	-	-	-	52	-
Moorage	7,132	6,000	8,042	6,000	6,081	101%
	<u>166,612</u>	<u>153,000</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>114%</u>
Office Administration Charge	7,185	7,300	7,300	7,600	7,600	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	100%
Summer Student Wages	35,708	40,000	42,923	45,000	54,629	121%
Maintenance Wages	7,031	6,000	4,861	6,000	5,871	98%
Contracted Services	3,926	6,500	9,822	10,000	10,170	102%
PW Labour	86	500	849	1,000	1,153	115%
Hydro and Electricity	6,772	7,200	6,418	7,600	7,230	95%
Materials and Supplies	18,502	15,000	10,822	15,000	12,910	86%
Other Expenses	7,735	5,900	8,246	7,400	7,849	106%
Water, Sewer & Garbage	9,921	7,800	9,948	7,800	9,978	128%
Park Attendant/ Security	11,098	18,000	10,472	15,000	14,559	97%
Public Works Charges	97	700	263	500	1,305	261%
Telephone	2,944	4,000	3,136	4,000	2,762	69%
Equipment allocations	1,278	4,000	1,751	2,100	-	0%
	<u>142,283</u>	<u>152,900</u>	<u>146,810</u>	<u>159,000</u>	<u>166,016</u>	<u>104%</u>
Net	<u>24,329</u>	<u>100</u>	<u>35,937</u>	<u>-</u>	<u>15,935</u>	



TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of CLEC

	2014 Actuals	2015 Budget	2015 Actuals	2016 Budget	2016 Actuals	2016 %
<b>Revenues</b>						
Group Revenues	361,188	385,000	417,090	390,000	396,635	102%
Programming revenues	2,578	5,000	-	1,000	6,588	659%
Rental income	5,200	5,200	5,200	5,200	4,800	92%
JCP	-	-	600	-	-	-
	<u>368,965</u>	<u>395,200</u>	<u>422,890</u>	<u>396,200</u>	<u>408,023</u>	<u>103%</u>
<b>Expenditures - Variable</b>						
Program Services	10,796	10,000	8,662	10,000	7,752	78%
Kitchen Wages	70,655	70,000	76,563	70,000	70,070	100%
Food Supplies	58,477	60,000	67,394	60,000	70,171	117%
Custodians	27,785	30,000	32,046	30,000	33,785	113%
Equipment	-	-	-	-	-	-
Supplies	3,976	4,000	2,499	4,000	3,223	81%
	<u>171,689</u>	<u>174,000</u>	<u>187,164</u>	<u>174,000</u>	<u>185,002</u>	<u>106%</u>
<b>Expenditures - Fixed</b>						
Admin Salaries	174,718	180,000	164,005	180,000	163,791	91%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	100%
Housing Allowance	5,200	5,200	5,200	5,200	4,800	92%
Town Administration	19,135	20,000	20,000	21,000	21,000	100%
Electricity	18,439	19,000	17,749	19,000	16,051	84%
Heat	20,080	19,000	9,161	19,000	9,007	47%
Telephone & other Utilities	9,196	9,300	9,815	9,300	8,819	95%
Bad Debts	-	-	-	-	-	-
Advertising	-	2,000	-	1,000	-	0%
Contracted Services	7,472	5,000	15,191	6,000	14,692	245%
Maintenance	36,410	21,000	30,831	21,000	26,641	127%
Public Works Charges	5,496	6,000	3,017	6,000	11,428	190%
Miscellaneous Operations	-	200	38	200	1,903	952%
	<u>266,145</u>	<u>256,700</u>	<u>245,007</u>	<u>257,700</u>	<u>246,133</u>	<u>96%</u>
Total Expenses	<u>437,834</u>	<u>430,700</u>	<u>432,171</u>	<u>431,700</u>	<u>433,135</u>	<u>100%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(35,500)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(25,112)</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>(35,400)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(9,177)</u>	
<b>Lakeview Park Road</b>						
Road maintenance	1,540	11,000	2,754	10,000	-	13%
NET	<u>(46,079)</u>	<u>(46,400)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(9,177)</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Capital Expenses

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 Var
<b>General</b>							
Hazmat Inventory	-	-	20,000	16,770	40,000	10,856	27%
Asset appraisal - Insurance	-	-	-	-	10,000	-	0%
Computer Equipment	5,000	2,280	10,000	-	12,000	-	0%
Health Unit Repairs	-	-	-	-	-	-	-
Office Equipment	-	-	-	-	5,000	-	0%
Land Purchase	-	5,359	32,378	379,129	40,000	22,665	57%
Office Improvements	-	-	-	-	-	-	-
Town hall renovations	950,000	4,862	1,000,000	39,991	1,300,000	120,086	9%
Museum Roof	-	-	-	-	-	-	-
	<u>955,000</u>	<u>12,501</u>	<u>1,062,378</u>	<u>435,890</u>	<u>1,407,000</u>	<u>153,607</u>	<u>11%</u>
<b>CLEC</b>							
Clec Windows	-	-	25,000	-	34,000	19,769	58%
Clec Roofing	15,000	-	17,000	7,500	16,000	34,771	217%
Clec Renovations	-	-	20,000	2,118	10,000	6,276	63%
Defibrillators	2,000	-	4,000	4,249	-	-	-
Electrical upgrades	20,000	-	-	-	12,300	25,076	204%
Mattresses	-	-	-	-	-	-	-
Linens Etc.	-	-	-	-	-	-	-
Concrete patio/deck renovation	10,000	9,594	13,500	8,500	-	-	-
	<u>47,000</u>	<u>9,594</u>	<u>79,500</u>	<u>22,367</u>	<u>72,300</u>	<u>85,912</u>	<u>119%</u>
<b>Fire Department</b>							
Air Shoring	5,000	5,350	5,000	2,675	-	-	-
Computer Equipment Mobile CAD	5,000	840	-	-	-	-	-
Data Administration	5,000	1,000	-	-	5,000	1,726	35%
Compressor fan - firehall	-	-	4,000	2,449	-	-	-
Exhaust 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	5,173	172%
Pagers	-	-	-	-	6,000	-	0%
Bi-yearly business inspection / Preplans for Buildings	5,000	-	-	-	5,000	-	0%
Projector screen/color printer	2,800	1,298	-	-	-	-	-
Rescue boat	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	-	8,000	8,193	102%
Repaint Firehall	-	-	5,000	7,900	5,000	6,800	136%
Thermal Camera	-	-	6,000	7,885	-	-	-
Turnout Gear Dryer - Cap	-	-	10,000	8,951	-	-	-
Training Ground Facilities	-	-	-	-	10,000	-	0%
Truck purchase	55,000	57,233	-	-	-	-	-
Tools and Equipment	6,000	9,878	6,000	6,079	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-
Hoses and valving	8,000	3,275	8,000	6,133	8,000	8,928	112%
Ventilation fan	3,000	-	-	-	-	-	-
	<u>349,800</u>	<u>346,065</u>	<u>62,000</u>	<u>48,695</u>	<u>68,000</u>	<u>30,819</u>	<u>45%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
General Fund - Schedule of Capital Expenses

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 Var
<b>Public Works</b>							
Equipment Purchase	440,000	356,721	-	-	200,000	-	0%
Computer Equip/Software - Cap	-	-	-	-	-	-	-
Computer Software	11,500	-	-	-	-	-	-
Annual Paving Program	45,000	-	190,000	129,681	-	-	-
North Shore Rd Engineering	-	-	40,000	5,033	10,000	-	0%
Organic Waste Containers	140,000	114,687	-	-	-	-	-
Pedestrian Crosswalks	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	-	10,000	-	15,000	10,371	89%
Sidewalks	-	-	40,000	13,254	50,000	35,379	71%
Signs - Capital	30,000	15,255	50,000	15,207	60,000	61,013	102%
South Shore Road Improvements	180,000	176,902	-	-	-	-	-
South Shore Rd Landscaping/Irrigation	-	-	-	-	-	-	-
Renfrew Town Square	480,000	489,349	-	-	-	-	-
Stormwater Mapping	112,036	74,156	37,880	4,881	-	-	-
Small tools	15,000	8,716	5,000	2,558	10,000	1,884	19%
	<u>1,453,535</u>	<u>1,245,786</u>	<u>372,880</u>	<u>170,413</u>	<u>345,000</u>	<u>108,646</u>	<u>31%</u>
<b>Lakoview Park</b>							
JCP - Cap	-	-	-	-	-	-	-
Lakeview JCP Recoveries	-	-	-	-	-	-	-
JCP Recoveries - Cap	-	-	-	(30,122)	-	(14,467)	-
Resurfacing campsites - gravel/sand	-	-	3,000	-	10,000	3,334	33%
Floating walkway repairs	-	-	7,000	13,500	-	-	-
Lakeview Washrooms	15,000	-	30,000	13,102	60,000	27,863	46%
	<u>15,000</u>	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>24%</u>
<b>Parks</b>							
Central Park Washroom/Stage	-	-	60,000	107,517	-	32,188	-
Centennial Park	30,000	2,658	25,000	18,531	10,000	7,961	80%
Little League	-	-	-	-	-	-	-
Misc Parks Capital	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	-	20,000	18,000	90%
Park Benches	-	-	-	-	-	0	-
Centennial Park Upgrades	-	-	-	-	577,425	122,881	21%
Saywell Park Improvements	-	-	40,000	49,162	-	-	-
Saywell Park JCP	-	-	-	7,017	-	-	-
Saywell Park JCP Recoveries	-	-	-	-	-	-	-
Kaatza Museum JCP	-	-	-	603	-	-	-
	<u>30,000</u>	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>181,031</u>	<u>30%</u>
<b>Total General Capital</b>	<u>2,850,335</u>	<u>1,616,803</u>	<u>1,741,758</u>	<u>856,675</u>	<u>2,569,725</u>	<u>578,743</u>	<u>22%</u>

**TOWN OF LAKE COWICHAN**  
**Statement of Expenditure - November 30, 2016**  
**Sewer Fund**

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
<b>Revenues</b>						
User Rates	428,719	430,000	434,229	434,000	432,599	100%
Connection Fees	180	500	2,710	700	3,482	497%
Penalties And Other Interest	4,979	4,500	4,895	4,600	4,750	103%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	1,350,000	1,351,200	-	-	-
Debt	-	-	-	-	-	-
Parcel Tax	164,200	164,000	163,900	163,600	163,700	100%
Contribution from others	-	-	-	-	4,075	-
Transfer From Surplus	-	365,000	-	90,100	-	0%
	<u>598,079</u>	<u>2,314,000</u>	<u>1,958,934</u>	<u>693,000</u>	<u>608,606</u>	<u>88%</u>
<b>Expenditures</b>						
Administration	1,520	2,700	1,622	2,700	1,590	59%
Office Administration	47,340	47,300	47,300	54,000	54,000	100%
Consumption Rebates	1,463	1,500	838	1,500	275	18%
PW Administration	59,175	75,000	75,000	67,000	67,000	100%
Discounts	29,848	29,000	29,977	29,000	30,908	107%
General Maintenance	48,629	68,000	65,875	68,000	42,859	63%
Connections Maintenance	6,982	9,500	6,723	9,500	4,373	46%
Chlorination	6,571	8,000	7,593	8,000	7,275	91%
New Connections	4,414	8,000	276	4,000	-	0%
Sewer Flushing	6,015	6,500	7,120	6,500	29	0%
Sewer Pump Maintenance	25,709	46,500	40,957	46,500	35,500	76%
Sewer Lagoon Maintenance	41,309	92,000	89,846	91,300	61,166	67%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	-	74,943	-	-	-
Capital	37,367	1,920,000	1,558,464	305,000	89,917	29%
	<u>372,421</u>	<u>2,314,000</u>	<u>2,006,534</u>	<u>693,000</u>	<u>394,891</u>	<u>57%</u>
Surplus(Deficit)	<u>225,658</u>	<u>-</u>	<u>(49,600)</u>	<u>-</u>	<u>213,715</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
Sewer Fund

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

**TOWN OF LAKE COWICHAN**  
**Statement of Expenditure - November 30, 2016**  
**Water Fund**

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
<b>Revenues</b>							
User Rates	494,000	516,327	516,000	521,729	520,000	518,568	101%
Connection Fees	1,000	180	600	6,660	600	7,740	1110%
Fire Hydrant Installation & other	-	6,390	1,500	9,622	1,500	4,948	641%
Other Penalties And Interest	6,500	6,563	6,500	6,028	6,500	5,652	93%
Infrastructure Grant	-	-	71,327	-	1,200,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,300	167,400	167,200	167,100	233,660	233,800	100%
Transfer From Surplus	-	-	19,413	-	153,000	-	0%
	<b>668,800</b>	<b>696,860</b>	<b>782,540</b>	<b>711,139</b>	<b>2,115,260</b>	<b>770,708</b>	<b>36%</b>
<b>Expenditures</b>							
Administration	3,400	1,138	3,400	1,060	3,400	1,810	53%
Office Administration	65,770	65,770	65,600	65,600	65,600	65,600	100%
PW Administration	62,210	82,210	82,000	82,000	82,000	82,000	100%
Consumption Rebates	1,500	1,463	1,500	838	1,500	275	18%
Discounts	36,000	36,023	36,000	36,215	37,800	37,864	100%
Safety and Training	4,500	364	4,500	6,405	4,500	3,578	80%
Chlorination	8,000	7,943	8,000	9,158	8,000	10,935	137%
Flushing	9,900	9,414	11,000	11,618	11,000	12,181	111%
Reservoir	4,500	1,474	4,500	4,161	4,500	3,065	68%
General Maintenance	89,000	65,335	89,000	83,099	89,000	66,866	75%
Hydrants	24,000	25,879	24,000	14,723	22,660	13,982	62%
New Connections	10,000	3,038	8,000	7,960	8,000	5,416	68%
Connection Maintenance	75,000	60,983	75,000	55,827	75,000	55,491	74%
Water Meters	6,000	4,822	6,000	11,322	6,200	9,916	160%
Pump House Maintenance	32,800	24,576	32,800	33,226	32,800	31,923	97%
Booster Pumps Maintenance	10,250	7,171	10,250	11,239	10,300	8,809	86%
Slopes water pump station	8,000	6,767	8,000	4,791	8,000	4,019	50%
Greendale Water Connection	6,000	2,762	6,000	3,469	5,000	7,649	153%
Transfer to surplus	100,970	-	-	-	-	-	-
Amortization - Water Fund	-	93,040	-	103,480	-	-	-
Capital	91,000	33,158	306,990	16,540	1,640,000	8,355	1%
	<b>668,800</b>	<b>533,351</b>	<b>782,540</b>	<b>562,721</b>	<b>2,115,260</b>	<b>429,737</b>	<b>20%</b>
Surplus(Deficit)	-	163,509	-	148,418	-	340,971	-

TOWN OF LAKE COWICHAN  
Statement of Expenditure - November 30, 2016  
Water Fund

	2014 Budget	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2016 %
<b>WATER CAPITAL</b>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	15,000	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	-	-	20,000	7,578	38%
Water metering	-	-	-	-	-	-	-
Water Modelling	6,000	5,053	-	-	-	-	-
Water Treatment Upgrade	50,000	17,660	200,000	16,540	1,600,000	778	0%
Watermain upgrades	-	-	106,990	-	20,000	-	0%
Wilson & Park Watermain	20,000	10,445	-	-	-	-	-
	<b>91,000</b>	<b>33,158</b>	<b>306,990</b>	<b>16,540</b>	<b>1,640,000</b>	<b>8,355</b>	<b>1%</b>



# Building Report

**TO:** Chief Administrative Officer

**SUBJECT:** Building Permit Summary for the Month of NOVEMBER

**DATE:** DEC. 6, 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	2	22		1	2
Commercial	1	3			
Carport / garage		3			
Demolitions		3			
Renovations	4	9			
Deck		5			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>		1			
<b>TOTALS</b>	<b>7</b>	<b>46</b>		<b>1</b>	<b>4</b>

Building Permit Fees	Value of construction	Permit fees
For the current month	283,729.00	3,448.00
Year to Date	3,562,750.00	43,348.60

  
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 Dennis Young





Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

## November 2016 Monthly Incident Report

1 Business Meeting / Practice  
4 Practices  
1 Truck Check  
1 Hog Pile Fire  
3 Alarms Activated  
1 Chimney Fire  
1 Tree Across the Road  
2 MVI  
1 RV Fire  
2 Lift Assist  
3 Medical Aid  
1 Hazmat Awareness Operations Course  
1 Secretary/treasurer Monthly Stipend  
1 Live Fire 101 Course  
2 Officer Duty Sheets  
5 NFPA Tests

**Total** **\$10245.80**



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

Fire Stats November 2016

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs</u>	<u>Cost</u>
11/01	1:06 PM	Highway 18	MVA	9	1	\$209.80
11/01	7:00 PM	Fire Hall	Business Meeting	22	2	\$720.96
11/01	7:00 PM	Fire Hall	Practice	28	2	\$946.62
11/10	2:07 AM	169 North Shore Rd	RV Fire	22	1	\$396.30
11/10	7:47 PM	11 Cottonwood St	Medical Aid	15	1	\$246.49
11/13	1:48 AM	240 South Shore Rd	Lift Assist	9	1	\$173.11
11/14	7:00 PM	Fire Hall	Practice	24	2	\$832.52
11/15	11:58 PM	8875 Youbou Rd	Hog Pile Fire	14	1	\$264.20
11/16	5:05 PM	Highway 18	MVA	16	1	\$264.20
11/17	6:55 PM	165 Nitnat	Medical Aid	18	1	\$303.54
11/18	2:05 PM	290 South Shore Rd	Medical Aid	8	1	\$116.06
11/19	7:00 AM	Nanaimo Training Center	Live Fire 101	2	10	\$360.00
11/19	10:35 AM	6530 McLean Rd	Chimney Fire	22	2	\$359.61
11/20	12:58 PM	Evergreen Place	Alarms Activated	11	1	\$151.77
11/21	5:30 PM	Fire Hall	Practice/Fit & Lung Test	24	3.5	\$1390.48
11/22	6:00 PM	Fire Hall	Truck Check	12	2	\$336.20
11/23	9:19 AM	Olson Manor	Alarms Activated	9	1	\$174.09
11/24	10:56 AM	Riverside Inn	Alarms Activated	8	1	\$152.46
Nov25-27		North Cowichan F.D.	Hazmat Awareness/Operations Course	2	25	\$983.50
11/26	6:50 AM	Youbou/Meades Creek	Tree Across Road	12	1	\$228.49

11/28	12:55 PM	161 South Shore Rd	Lift Assist	7	1	\$135.73
11/28	7:00 PM	Fire Hall	Practice	27	2	\$946.62
			N.F.P.A Tests	2	10	\$186.68
		Fire Hall	Officer/Duty Sheets	2	7	\$216.37
			Sec/Treasurer Stipend			\$150.00
		<b>Total</b>				<b>\$10245.80</b>

# Staff Report



Date: December 5, 2016  
To: Chief Administrative Officer  
From: Contract Planner  
Re: Possible uses for the town owned lot on Lakeview Avenue--the former Scout Hall

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The land is the size of a typical residential lot for a single family home. It is zoned R-3 Multi-family residential. The accompanying table on the following page describes various options and supporting actions.

**Table A Land Use Options for Lot on Lakeview Ave.**

Land Use	Permitted In R-3 Zone	Comment	Action
Single family dwelling	Yes	Supported by OCP; good location near services	Sell for development
Side by side duplex	Yes	Supported by OCP; good location near services	Sell for development
Multi-family residential dwelling (e.g. triplex or fourplex)	Yes	Supported by OCP; good location near services	Sell for development
Commercial retail	No	Our OCP discourages further expansion of commercial zoning; recently we have rezoned C-1 General Commercial land, including this property, to residential or the new C-1-B zone with restricted commercial uses	Would require rezoning to a commercial zone
Public parking	No	We currently do not have a zone district that allows parking as a principal use – parking is always accessory to a principal use such as residential or commercial or a park. Parking is also not defined as a stand-alone civic use. Note that the town has a substantial amount of free public parking.	Would require an amendment to the Zoning Bylaw a rezoning of the property, site development (paving, landscaping), and possibly a means to collect revenue
Other civic use	Yes	Another civic use may be appropriate for the site, however, the Town already owns at least one vacant building that can serve that function.	Determine appropriate civic use

James van Hemert, MCIP, RPP

Recommendation from CAO

Given the above options, it is best if the lot in question be put up for sale.

