



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday, September 12th, 2017 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) Municipal Hall Upgrades- Update.
- (b) Kasapi Centre- Update.
- (c) Columbarium Facility- Update.

4. **DELEGATIONS AND REPRESENTATIONS**

None.

5. **CORRESPONDENCE**

None.

6. **REPORTS**

- (a) Director of Finance re: Financial Report for Period ending August 31st, 2017.
- (b) Building Inspector re: Building Permits for August, 2017.
- (c) Lake Cowichan Fire Department Incident Report for August, 2017.

3

21

22

7. **NEW BUSINESS**

- (a) Implications of Cannabis Legalization.
- (b) Lake Health Care Auxillary- Donation Request.
- (c) Kaatza Historical Society- Capital Upgrades for Bell Tower School Building.

24

25

8. **NOTICES OF MOTION**

9. **PUBLIC RELATIONS ITEMS**

10. **MEDIA/PUBLIC QUESTION PERIOD**

11. **ADJOURNMENT**

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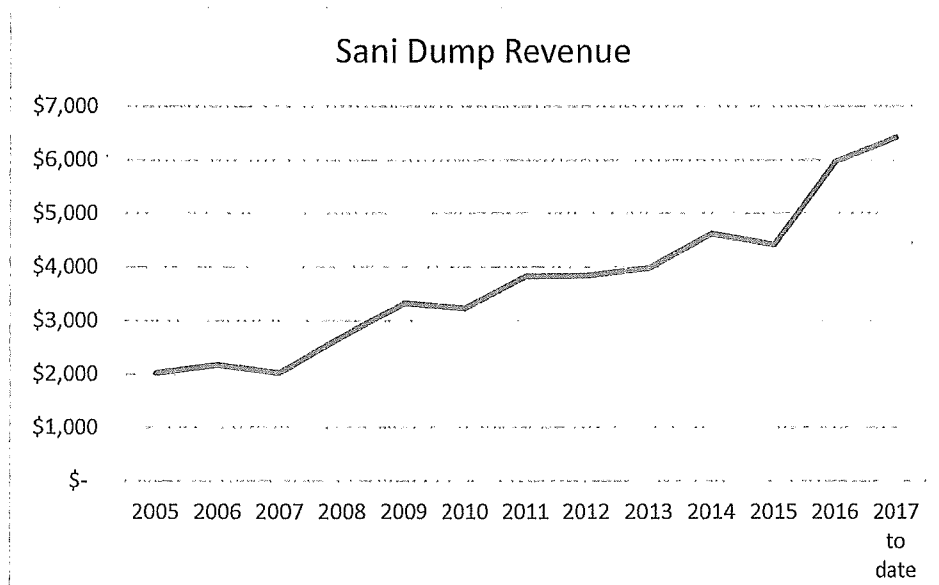
TO: Chief Administrative Officer
FROM: Director of Finance
DATE: September 8, 2017

SUBJECT: Financial Report for the Period Ending August 31, 2017

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

Point of Note

- Surplus is overstated due to outstanding expenditures and capital projects in progress.
- Property tax sale will be held on Monday September 25th. All property owners with taxes delinquent tax balances have been contacted by mail. As of press time Friday there were 9 properties in tax sale.
- Last year one property was sold and later redeemed from tax sale.
- The table below shows the sani-dump collections since 2005:




Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	2017	YTD Actuals	2017
					Budget		%
REVENUES							
Taxes	1,817,278	1,871,701	1,937,031	1,934,154	1,999,050	2,012,395	101%
Supplemental Adjustments	-	-	-	-	-	-	-
Grants-In-Lieu	49,282	48,514	48,600	48,747	48,600	51,425	106%
Penalties and Interest on Taxes	82,528	75,768	62,000	75,667	64,500	63,834	99%
Business Licences	17,375	17,750	17,000	18,525	17,000	20,050	118%
Building and Other Permits	17,660	20,191	14,200	48,766	21,000	34,135	163%
Storm Drain Connection Fees	180	210	-	640	-	4,620	-
Dog Tags and Fines	4,385	4,120	3,900	3,610	3,500	2,665	76%
Interest on Investments	41,942	41,405	20,000	52,639	30,000	32,251	108%
Fire Service to CVRD	165,532	189,012	216,658	216,658	230,000	239,861	104%
Garbage Revenues	338,945	368,636	367,500	375,851	371,300	346,038	93%
Lakeview Revenues	166,612	182,747	159,000	181,951	173,000	196,971	114%
Sale of Assets	870	31,054	-	246,065	-	-	-
Public Works Revenues	8,036	4,707	-	1,400	-	1,275	-
Fire Department Revenues	1,000	19,634	-	484	-	585	-
Other Revenue	13,371	339,335	9,750	68,576	10,250	14,135	138%
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	33,622	75%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	12,334	75%
Clec Revenues	368,965	422,890	396,200	414,254	397,000	340,503	86%
Unconditional Transfers	302,816	474,974	443,800	457,917	436,900	469,633	107%
Conditional Transfers	367,449	64,420	347,355	36,940	915,000	5,461	1%
Conditional Transfer - Town Hall Bldg	-	-	-	-	1,620,000	-	0%
Transfers From Reserve Funds	356,721	-	200,000	-	135,000	-	0%
Transfers From Building Reserve	-	-	750,000	-	200,000	-	0%
Transfer From Fire Dept Reserves	150,000	-	-	-	-	-	-
Transfer From Statutory Reserves	-	-	200,000	-	-	-	-
Transfer from Parks Dedication Resen	-	-	-	-	-	-	-
Short term debt	144,860	-	-	-	-	-	-
Prior year Surplus	-	-	425,381	-	-	-	-
Police Tax Levy	133,348	137,228	133,407	137,400	145,171	145,170	100%
Library Levy	116,126	119,314	123,852	123,852	127,782	128,699	101%
Collections For Other Govts.	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,167,143	101%
	6,813,147	6,657,651	8,062,084	6,617,409	9,161,879	6,322,805	69%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017

	2014	2015	2016	2016	3.0%	2017	2017
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	2017	YTD Actuals	2017
					Budget		%
EXPENDITURES							
General Government Services	468,742	484,842	535,550	529,382	555,300	195,590	35%
Fire Department	241,119	275,789	321,800	310,516	370,200	207,197	56%
Police Force	133,349	137,228	133,407	137,400	145,171	132,866	92%
Bylaw Enforcement & Other	48,436	48,767	67,000	49,537	60,000	(33,015)	-55%
Public Works Administration	125,270	91,761	126,700	121,905	108,500	16,540	15%
Public Works Roads	367,202	332,615	428,500	324,432	418,900	227,852	54%
Public Works - Equipment & Other	(121,809)	(157,353)	-	(113,160)	-	(95,037)	-
Garbage Expenses	350,916	370,081	383,000	383,491	385,300	262,371	68%
Planning, Health & Other	35,666	48,673	55,100	40,524	70,500	41,815	59%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	16,617	17,024	22,000	19,993	22,000	8,055	37%
Parks	200,294	209,793	240,400	204,703	223,600	141,411	63%
Lakeview Park	142,283	146,810	159,000	169,453	169,600	137,007	81%
CLEC Expense	437,834	432,171	431,700	484,687	432,100	327,745	76%
Lakeview Road	1,540	2,754	10,000	-	10,000	74	1%
Transfer To Library	116,128	119,314	123,852	123,852	127,782	95,835	75%
Capital	1,616,603	802,225	2,569,725	1,102,141	3,482,500	709,061	20%
Debt Charges - Interest	2,146	1,852	3,000	2,662	3,000	1,167	39%
Debt Payments - Fire	191,250	175,110	200,000	189,689	195,000	124,260	64%
Amortization	514,621	550,331	-	564,507	-	-	-
Transfers To Reserve Funds	112,645	161,693	126,000	128,700	136,000	-	0%
Transfer Equip. Recovery to Reserve	(123,199)	163,050	-	112,412	-	-	-
Transfer To Surplus	-	-	-	-	91,100	-	0%
Transfers To Other Governments	2,087,106	2,163,113	2,125,350	2,112,124	2,155,326	2,094,894	97%
	6,964,757	6,577,643	8,062,084	6,998,949	9,161,879	4,595,690	50%
Surplus(Deficit)	(151,610)	80,008	-	(381,541)	-	1,727,114	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of General Government Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
General Government Services							
Mayor and Council Indemnities	59,017	68,000	69,500	69,360	69,500	46,255	67%
Mayor and Council Expenses	33,481	30,304	41,500	36,889	41,500	21,821	53%
Mildred Child Annex	3,373	2,556	2,600	2,131	2,600	2,345	90%
Municipal Hall	17,353	16,371	21,150	17,234	25,600	13,369	52%
Office Wages	410,356	393,621	414,000	423,929	425,000	265,227	62%
Office Expenses	33,403	29,035	56,100	48,542	56,500	23,035	41%
Data Processing	20,771	20,466	22,200	22,447	24,600	17,022	69%
Legal Expense	7,369	9,215	15,000	25,901	15,000	11,033	74%
Audit	10,500	23,792	26,000	16,748	26,000	8,190	32%
Elections	4,779	-	2,000	-	2,000	-	0%
Insurance	53,623	49,638	72,000	49,758	75,000	31,824	42%
Grants-in-aid	6,199	6,115	5,500	4,050	5,000	2,850	57%
Ohtaki expense	5,251	5,059	7,000	3,885	6,500	-	0%
Ohtaki recoveries	(85)	-	-	(56)	-	-	-
Payroll Benefits Clearing	13,583	40,370	-	27,565	-	(27,882)	-
Insurance and administration recovery	(210,230)	(209,700)	(219,000)	(219,000)	(219,500)	(219,500)	100%
	468,742	484,842	535,550	529,382	555,300	195,590	35%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Protective Services Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Fire Department							
Firefighters indemnities	82,944	101,748	95,000	116,799	100,000	57,420	57%
Other Wage Costs	16,786	17,183	15,000	16,962	17,000	11,937	70%
Town Administration	7,785	7,500	8,000	8,000	13,000	13,000	100%
Fire Hall Operations and Maint.	47,354	45,413	45,200	43,023	48,600	34,487	71%
Miscellaneous Operations	30,741	51,391	67,900	42,095	91,500	44,487	49%
Training	14,788	12,996	24,000	24,172	24,000	19,602	82%
Fire Vehicles & Equipment	40,720	39,557	66,700	59,465	76,100	23,913	31%
	241,119	275,789	321,800	310,516	370,200	204,847	
Firesmart	-	-	-	-	-	1,072	-
Community Wildfire Protection Plan	-	-	-	-	-	1,278	-
	-	-	-	-	-	2,350	-
Total Fire Department	241,119	275,789	321,800	310,516	370,200	207,197	
Bylaw Enforcement & Other							
Emergency Measures	-	-	7,000	-	6,500	16,300	251%
BC Wildfire - Recoveries	-	-	-	-	-	(79,271)	-
Bylaw Enforcement/Animal Control	15,683	14,906	20,000	15,549	16,500	9,651	58%
Building Inspection	32,753	33,861	40,000	33,987	37,000	20,305	55%
	48,436	48,767	67,000	49,537	60,000	(33,015)	-55%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
PW Administration							
Shop and Yard	43,648	32,315	44,300	33,733	35,000	15,751	45%
PW Admin Wages	212,502	199,001	210,000	206,506	210,000	126,510	60%
PW Admin Other	5,244	4,287	14,700	5,083	13,300	16,712	126%
Safety and Training	13,865	21,458	16,300	35,184	27,000	34,367	127%
Office Administration Charge	13,585	14,200	14,300	14,300	14,200	14,200	100%
Recovery from Utilities	(163,575)	(179,500)	(172,900)	(172,900)	(191,000)	(191,000)	100%
	125,270	91,761	126,700	121,905	108,500	16,540	15%
Equipment Costs							
Equipment	141,210	32,614	-	60,770	-	9,129	-
Equipment Allocations	(263,019)	(189,967)	-	(173,930)	-	(103,567)	-
	(121,809)	(157,353)	-	(113,160)	-	(94,438)	-
Other Costs							
Billable Outside Jobs	-	(0)	-	-	-	(599)	-
Billable Outside Jobs - Recoverie	-	-	-	-	-	-	-
	-	(0)	-	-	-	(599)	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Public Works Expenses

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Road Maintenance							
Banners	8,596	2,475	9,000	370	9,000	9,843	109%
Boulevards	30,604	54,719	31,000	42,398	31,000	34,099	110%
Crack Sealing	-	7,880	10,000	-	10,000	2,151	22%
Dangerous Trees	5,215	9,826	13,000	8,795	13,000	23	0%
Ditches & Culverts	14,213	2,618	15,000	1,930	10,000	191	2%
Dust Control	2,180	2,267	4,000	1,734	4,000	3,068	77%
Landscaping	16,006	2,981	15,400	7,654	10,000	4,613	46%
Litter Control	15,695	9,714	16,000	15,787	16,000	4,641	29%
Marking	14,723	15,063	10,000	14,348	10,000	10,740	107%
Mowing	20,974	5,943	13,000	1,822	13,000	3,331	26%
Patching	9,996	10,263	15,000	10,836	15,000	7,627	51%
Roads-other	19,455	15,907	13,700	3,076	14,000	906	6%
Seasonal decoration	11,616	14,588	12,000	11,445	12,000	4,188	35%
Shoulders	6,639	6,587	14,000	6,354	14,000	4,331	31%
Sidewalks	15,670	19,828	16,000	16,617	16,000	4,199	26%
Signs	9,411	7,078	11,000	7,733	11,000	8,478	77%
Snow removal	14,224	5,015	50,000	28,880	50,000	33,980	68%
Storm Drains & Catch Basins	42,165	38,298	50,000	41,147	50,000	15,938	32%
Street Lighting	78,326	72,591	79,000	78,756	79,000	47,586	60%
Street Sweeping	10,612	8,576	11,000	4,349	11,000	7,018	64%
Office Administration Charge	20,880	20,400	20,400	20,400	20,900	20,900	100%
	367,202	332,615	428,500	324,432	418,900	227,852	54%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Garbage Collection

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Garbage Collection							
Revenues							
Regular collections	305,534	309,926	310,000	311,422	314,000	309,847	99%
Toter rentals	3,753	3,804	3,500	4,140	3,500	3,548	101%
Penalties	4,137	4,125	4,000	3,804	3,800	2,156	57%
Recycling	25,522	50,781	50,000	56,485	50,000	30,488	61%
	338,945	368,636	367,500	375,851	371,300	346,038	93%
Expenditures							
Regular collection costs	202,400	237,936	237,000	241,643	237,000	162,504	69%
Office Administration Charges	15,850	16,000	17,100	17,100	17,200	17,200	100%
PW Administration Charges	22,190	22,500	23,900	23,900	24,100	24,100	100%
Tipping Fees	72,156	54,775	60,000	61,645	62,000	35,534	57%
Recycling costs	38,320	38,870	45,000	39,204	45,000	23,033	51%
	350,916	370,081	383,000	383,491	385,300	262,371	68%
Net	(11,971)	(1,445)	(15,500)	(7,640)	(14,000)	83,666	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Other Development Services

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Public Health							
Ambulance Building Lease	44,659	44,829	45,000	44,829	45,000	33,622	75%
Public Health Lease	16,100	16,100	16,100	16,359	16,500	12,334	75%
Public Health Expenses	10,497	7,689	13,500	11,060	13,500	9,994	74%
NET	50,262	53,240	47,600	50,128	48,000	35,962	75%
Planning							
Planning and Zoning Expenses	23,012	15,386	32,500	24,280	32,500	11,745	36%
Other Functions							
Town Economic Development	-	2,120	3,500	1,245	14,000	10,666	76%
Age Friendly Grant	-	19,715	-	-	-	-	-
BC Healthy Communities	2,491	-	-	-	-	-	-
BC Healthy Communities Grant	(2,491)	-	-	-	-	-	-
Community Garden - water service	-	-	-	-	5,000	4,863	97%
Pacific Marine Circle Route	-	-	1,000	-	1,000	-	0%
Heritage Advisory	2,157	717	1,500	860	1,000	237	24%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	-	3,046	3,100	3,079	3,500	4,311	123%
Neighbourhood of learning	-	-	-	-	-	-	-
	2,157	25,598	9,100	5,184	24,500	20,076	82%
Total Development Services Expenses	35,666	48,673	55,100	40,524	70,500	41,815	1
Centennial Hall	-	-	-	-	-	-	-
Info Centre							
PW Labour	612	968	2,500	1,020	2,500	556	22%
Water, Sewer & Garbage	1,207	1,216	700	647	700	-	0%
Contracted Services	11,695	10,687	15,000	15,540	15,000	4,490	30%
Other Expenses	3,104	4,154	5,000	3,986	5,000	3,610	72%
Recoveries - hydro	-	-	(1,200)	(1,200)	(1,200)	(600)	50%
	16,617	17,024	22,000	19,993	22,000	8,055	0

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Parks							
Beaver Park	31	31	500	-	500	155	31%
Bell Tower School	2,388	1,378	2,400	1,320	2,400	963	40%
Centennial Park	23,062	23,971	24,000	11,512	12,000	4,005	33%
Central Park	19,367	16,593	19,000	18,289	19,000	7,634	40%
Civic Square	2,281	929	2,500	1,005	2,500	614	25%
Communities in Bloom	1,418	379	3,000	36	3,000	260	9%
Community Garden	2,043	1,388	1,500	8,654	-	199	-
Cougar Sign Landscaping	1,499	2,687	3,000	2,632	3,000	1,798	60%
Dashwood Park	231	672	1,200	364	1,200	213	18%
Entrance Sign	7,844	12,622	10,000	8,039	10,000	33,603	336%
Footbridge	5,868	4,771	4,500	4,270	4,500	1,083	24%
Footpath maintenance	3,406	1,506	2,000	357	2,000	-	0%
Forest Ranger Building	1,644	1,091	1,400	1,685	-	-	-
Gillespie Park	488	608	1,000	1,242	1,000	672	67%
Greendale Park	1,720	7,576	5,700	2,410	5,700	2,214	39%
Heritage Garden	3,293	4,089	5,000	5,344	5,000	3,946	79%
Kaatza Museum	8,951	6,772	10,000	9,028	10,000	7,600	76%
King George Roundabout Park	3,623	5,842	10,000	20,258	10,000	8,812	88%
Lakedays Preparation	1,619	1,863	2,000	1,511	2,000	684	34%
Marina Park	1,965	2,713	1,700	1,935	1,700	1,318	78%
Memorial Park	3,790	6,907	6,500	4,505	6,500	3,883	60%
Ohtaki Park/Kasapi Center	1,289	2,807	15,000	4,462	10,000	2,342	23%
Park Bench Maintenance	8,495	5,537	5,000	3,299	5,000	1,094	22%
Parks General	16,719	14,969	16,000	14,560	16,000	9,284	58%
Parkstone Park	912	830	2,000	889	2,000	781	39%
Joginder Bains Park - Point Ideal	3,438	1,585	3,500	1,748	3,500	1,666	48%
Pickleball Courts	-	-	-	-	1,400	-	0%
Ravine Park	-	-	500	-	-	-	-
Riverside Park	5,945	5,721	5,900	4,900	5,900	1,756	30%
Sahtlam Park	1,072	1,885	2,500	1,488	2,500	983	39%
Saywell Park	24,709	19,623	20,000	13,638	20,000	9,260	46%
Seniors Centre	773	2,711	2,100	1,384	2,100	2,155	103%
Ted Burns Nature Preserve	121	323	1,000	769	1,000	-	0%
Tennis Courts	883	941	1,000	4,570	3,000	2,272	76%
Town Square	930	11,227	3,000	6,582	3,500	2,861	82%
Trans Canada Trail	6,930	2,493	5,000	3,741	5,000	1,950	39%
Trestle Walkway	1,968	1,874	3,000	748	3,000	497	17%
Vandalism	988	874	5,000	2,944	5,000	101	2%
Washrooms	12,363	13,020	15,000	16,271	15,000	9,916	66%
Winter Park	3,527	7,588	7,000	7,314	7,000	4,136	59%
Office Administration Charge	12,700	11,400	11,000	11,000	10,700	10,700	100%
	200,294	209,793	240,400	204,703	223,600	141,411	63%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Parks

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Lakeview Park							
Reservations	106,818	120,276	110,000	125,224	122,000	142,120	116%
Walk Ins	28,034	29,457	22,000	23,687	22,000	19,862	90%
Power Fees	19,623	21,416	18,000	20,475	18,000	22,612	126%
Propane	-	-	-	-	-	-	-
Wood and ice sales	5,005	3,556	3,000	6,433	5,000	3,660	73%
Operating Grant	-	-	-	-	-	-	-
Other Revenue	-	-	-	52	-	-	-
Moorage	7,132	8,042	6,000	6,081	6,000	8,717	145%
	<u>166,612</u>	<u>182,747</u>	<u>159,000</u>	<u>181,951</u>	<u>173,000</u>	<u>196,971</u>	<u>114%</u>
Office Administration Charge	7,185	7,300	7,600	7,600	8,100	8,100	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	30,000	30,000	100%
Summer Student Wages	35,708	42,923	45,000	54,629	55,000	40,483	74%
Maintenance Wages	7,031	4,861	6,000	6,094	6,000	5,681	95%
Contracted Services	3,926	9,822	10,000	10,381	10,000	13,249	132%
PW Labour	86	849	1,000	1,201	1,000	348	35%
Hydro and Electricity	6,772	6,418	7,600	8,107	8,000	5,070	63%
Materials and Supplies	18,502	10,822	15,000	13,201	15,000	4,819	32%
Other Expenses	7,735	8,246	7,400	7,849	8,000	8,053	101%
Water, Sewer & Garbage	9,921	9,948	7,800	9,978	8,000	9,938	124%
Park Attendant/ Security	11,098	10,472	15,000	15,139	15,000	10,073	67%
Public Works Charges	97	263	500	1,312	500	12	2%
Telephone	2,944	3,136	4,000	2,894	3,000	1,181	39%
Equipment allocations	1,278	1,751	2,100	1,068	2,000	-	0%
	<u>142,283</u>	<u>146,810</u>	<u>159,000</u>	<u>169,453</u>	<u>169,600</u>	<u>137,007</u>	<u>81%</u>
Net	<u>24,329</u>	<u>35,937</u>	<u>-</u>	<u>12,498</u>	<u>3,400</u>	<u>59,964</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of CLEC

	2014 Actuals	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2017 %
Revenues							
Group Revenues	361,188	417,090	390,000	402,466	390,000	336,303	86%
Programming revenues	2,578	-	1,000	6,588	1,000	200	20%
Rental Income	5,200	5,200	5,200	5,200	6,000	4,000	67%
JCP	-	600	-	-	-	-	-
	<u>368,965</u>	<u>422,890</u>	<u>396,200</u>	<u>414,254</u>	<u>397,000</u>	<u>340,503</u>	<u>86%</u>
Expenditures - Variable							
Program Services	10,796	8,662	10,000	7,831	10,000	573	6%
Kitchen Wages	70,655	76,563	70,000	72,426	70,000	52,809	75%
Food Supplies	58,477	67,394	60,000	76,105	60,000	51,632	86%
Custodians	27,785	32,046	30,000	34,266	30,000	27,090	90%
Equipment	-	-	-	-	-	-	-
Supplies	3,976	2,499	4,000	3,223	4,000	3,642	91%
	<u>171,689</u>	<u>187,164</u>	<u>174,000</u>	<u>193,852</u>	<u>174,000</u>	<u>135,745</u>	<u>78%</u>
Expenditures - Fixed							
Admin Salaries	174,718	164,005	180,000	180,542	181,000	110,962	61%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	100%
Housing Allowance	5,200	5,200	5,200	5,200	6,000	4,000	67%
Town Administration	19,135	20,000	21,000	21,000	21,600	21,600	100%
Electricity	18,439	17,749	19,000	19,198	20,000	17,097	85%
Heat	20,080	9,161	19,000	10,819	12,000	11,619	97%
Telephone & other Utilities	9,196	9,815	9,300	9,282	9,300	7,092	76%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	1,000	-	-	-	-
Contracted Services	7,472	15,191	6,000	17,839	8,000	10,745	134%
Maintenance	36,410	30,831	21,000	40,336	24,000	29,744	124%
Public Works Charges	5,496	3,017	6,000	14,717	6,000	8,352	139%
Miscellaneous Operations	-	38	200	1,903	200	790	395%
	<u>266,145</u>	<u>245,007</u>	<u>257,700</u>	<u>290,835</u>	<u>258,100</u>	<u>192,000</u>	<u>74%</u>
Total Expenses	<u>437,834</u>	<u>432,171</u>	<u>431,700</u>	<u>484,687</u>	<u>432,100</u>	<u>327,745</u>	<u>76%</u>
NET CLEC OPERATIONS	<u>(68,868)</u>	<u>(9,281)</u>	<u>(35,500)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>12,758</u>	
NET LAKEVIEW AND CLEC	<u>(44,539)</u>	<u>26,656</u>	<u>(35,500)</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>72,722</u>	
Lakeview Park Road							
Road maintenance	1,540	2,754	10,000	-	10,000	74	1%
NET	<u>(46,079)</u>	<u>23,902</u>	<u>(45,500)</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>72,647</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
General								
Asset appraisal - Insurance	-	-	-	10,000	6,900	-	-	-
Asset management plan	-	-	-	-	-	30,000	-	0%
Computer Equipment	2,280	10,000	-	12,000	-	12,000	-	0%
Hazmat Inventory	-	20,000	16,770	40,000	10,856	60,000	3,828	6%
Office Equipment	-	-	-	5,000	-	5,000	-	0%
Land Purchase	5,359	32,378	379,129	40,000	195,874	-	-	-
Office Improvements	-	-	-	-	-	-	-	-
Town hall renovations	4,862	1,000,000	39,991	1,300,000	144,678	1,800,000	633	0%
Museum Roof	-	-	-	-	-	-	-	-
	12,501	1,062,378	435,890	1,407,000	358,308	1,907,000	4,461	0%
CLEC								
Carpet	-	-	-	-	-	5,000	-	0%
Clec Windows	-	25,000	-	34,000	19,789	-	-	-
Clec Roofing	-	17,000	7,500	16,000	34,771	-	-	-
Clec Renovations	-	20,000	2,118	10,000	8,326	-	-	-
Defibrillators	-	4,000	4,249	-	-	-	-	-
Electrical upgrades	-	-	-	12,300	25,076	-	-	-
Clec JCP	-	-	-	-	-	15,000	-	0%
Matresses	-	-	-	-	-	5,000	-	0%
Equipment - Propane Stove	-	-	-	-	-	7,000	8,769	125%
Concrete patio/deck renovation	9,594	13,500	8,500	-	-	-	-	-
Water system/well	-	-	-	-	-	25,000	-	0%
	9,594	79,500	22,367	72,300	87,962	57,000	8,769	15%
Fire Department								
Air Shoring	5,350	5,000	2,675	-	-	-	-	-
Computer Equipment Mobile CAD	840	-	-	-	-	-	-	-
Data Administration	1,000	-	-	5,000	1,726	10,000	-	0%
Compressor fan - firehall	-	4,000	2,449	-	-	-	-	-
Exhaust Nedermom damage #10	3,928	-	-	-	-	-	-	-
Fire/Rescue Truck	254,860	-	-	-	-	-	-	-
Heat Pump/Generator Replacemen	-	15,000	-	15,000	-	15,000	8,832	59%
Inventory-Fire trucks and equipmen	-	-	-	-	-	20,000	2,813	14%
Misc Fire Equipment	8,404	3,000	6,644	3,000	5,173	-	-	-
Pagers	-	-	-	6,000	-	-	-	-
Bi-yearly business inspection / Prep	-	-	-	5,000	-	-	-	-
Projector screen/color printer	1,298	-	-	-	-	-	-	-
ATV Truck Pump	-	-	-	8,000	8,193	-	-	-
Firehall repairs	-	5,000	7,900	5,000	6,800	6,000	1,864	31%
Thermal Camera	-	6,000	7,865	-	-	-	-	-
Turnout Gear Dryer - Cap	-	10,000	8,951	-	-	-	-	-
Training Ground Facilities	-	-	-	10,000	13,846	30,000	-	0%
Truck purchase	57,233	-	-	-	-	-	-	-
Tools and Equipment	9,878	6,000	6,079	3,000	9,318	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-	-	-
Hoses and valving	3,275	8,000	6,133	8,000	15,210	8,000	2,353	29%
Ventilation fan	-	-	-	-	-	-	-	-
	346,065	62,000	48,695	68,000	60,266	92,000	15,862	17%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
General Fund - Schedule of Capital Expenses

	2014 YTD Actuals	2015 Budget	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 Var
Public Works								
Equipment Purchase	356,721	-	-	200,000	-	135,000	53,136	39%
Annual Paving Program	-	150,000	75,231	-	-	70,000	443	1%
North Shore Rd Engineering	-	40,000	5,033	10,000	-	-	-	-
Organic Waste Containers	114,687	-	-	-	-	-	-	-
PW Truck Shelter - Cap	-	10,000	-	15,000	10,371	-	-	-
Sidewalks	-	40,000	13,254	50,000	35,547	-	-	-
Signs - Capital	15,255	50,000	15,207	60,000	64,977	-	-	-
South Shore Road Improvements	176,902	-	-	-	-	-	-	-
Renfrew Town Square	499,349	-	-	-	-	-	-	-
Stormwater Mapping	74,156	37,880	4,681	-	-	-	-	-
Small tools	8,716	5,000	2,558	10,000	3,939	5,000	2,133	43%
	<u>1,245,786</u>	<u>332,880</u>	<u>115,963</u>	<u>345,000</u>	<u>114,833</u>	<u>210,000</u>	<u>55,711</u>	<u>27%</u>
Lakeview Park								
JCP Recoveries - Cap	-	-	(30,122)	-	(14,467)	-	-	-
Resurfacing campsites - gravel/san	-	3,000	-	10,000	3,334	5,000	-	0%
Floating walkway repairs	-	7,000	13,500	-	-	-	-	-
Lakeview Washrooms	-	30,000	13,102	60,000	27,863	-	-	-
	<u>-</u>	<u>40,000</u>	<u>(3,521)</u>	<u>70,000</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>0%</u>
Parks								
Central Park Washroom/Stage	-	60,000	107,517	-	31,648	10,000	-	0%
Centennial Park	2,658	25,000	18,531	10,000	7,961	-	-	-
Columbarium planning	-	-	-	-	-	10,000	2,905	29%
Misc Parks Capital	-	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	-	-	20,000	18,000	20,000	-	0%
Park Benches	-	-	-	-	-	-	-	-
Centennial Park Upgrades	-	-	-	577,425	406,433	1,048,500	586,879	56%
Pickleball/Tennis Courts	-	-	-	-	-	50,000	34,474	69%
Riverside Park - Washrooms JCP	-	-	-	-	-	50,000	-	0%
Saywell Park Improvements	-	40,000	49,162	-	-	23,000	-	0%
Saywell Park JCP	-	-	7,017	-	-	-	-	-
Kaatza Museum JCP	-	-	603	-	-	-	-	-
	<u>2,658</u>	<u>125,000</u>	<u>182,830</u>	<u>607,425</u>	<u>464,042</u>	<u>1,211,500</u>	<u>624,258</u>	<u>52%</u>
Total General Capital	<u>1,616,603</u>	<u>1,701,758</u>	<u>802,225</u>	<u>2,569,725</u>	<u>1,102,141</u>	<u>3,482,500</u>	<u>709,061</u>	<u>20%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
Sewer Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	428,719	434,229	434,000	434,749	440,000	447,910	102%
Connection Fees	180	2,710	700	3,542	1,000	5,567	557%
Penalties And Other Interest	4,979	4,895	4,600	4,750	4,600	2,794	61%
Sewer Facilities Grant	-	-	-	-	1,305,900	-	0%
Conditional Grants	-	1,351,200	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	164,200	163,900	163,600	163,700	164,100	164,500	100%
Contribution from others	-	-	-	4,075	-	-	-
Transfer From Surplus	-	-	90,100	-	-	-	-
	598,079	1,956,934	693,000	610,815	1,915,600	620,772	32%
Expenditures							
Administration	1,520	1,622	2,700	1,590	2,700	1,690	63%
Office Administration	47,340	47,300	54,000	54,000	47,300	47,300	100%
Consumption Rebates	1,463	838	1,500	275	1,000	225	23%
PW Administration	59,175	75,000	67,000	67,000	83,800	83,800	100%
Discounts	29,848	29,977	29,000	30,908	31,000	32,240	104%
General Maintenance	48,629	65,875	68,000	46,903	68,000	25,268	37%
Connections Maintenance	6,982	6,723	9,500	4,396	9,500	1,852	19%
Chlorination	6,571	7,593	8,000	7,275	8,000	5,019	63%
New Connections	4,414	276	4,000	-	4,000	490	12%
Sewer Flushing	6,015	7,120	6,500	29	6,500	789	12%
Sewer Pump Maintenance	25,709	40,957	46,500	39,818	46,500	23,567	51%
Sewer Lagoon Maintenance	41,309	89,846	91,300	67,319	91,300	34,072	37%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	56,078	74,943	-	93,805	-	-	-
Capital	37,367	1,558,464	305,000	91,855	1,880,500	-	0%
	372,421	2,006,534	693,000	505,171	2,280,100	256,313	11%
Surplus(Deficit)	225,658	(49,600)	-	105,644	(364,500)	364,459	

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
Sewer Fund

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

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
Revenues							
User Rates	516,327	521,729	520,000	521,482	532,000	536,574	101%
Connection Fees	180	6,660	600	9,100	1,000	13,260	1326%
Fire Hydrant Installation & other	6,390	9,622	1,500	4,948	3,000	2,360	79%
Other Penalties And Interest	6,563	6,028	6,500	5,652	5,500	3,308	60%
Grant - Water main upgrades	-	-	-	-	1,129,093	-	0%
Infrastructure Grant	-	-	1,200,000	-	5,000,000	-	0%
Debt	-	-	-	-	-	-	-
Parcel Tax	167,400	167,100	233,660	233,800	234,500	235,060	100%
Transfer From Surplus	-	-	153,000	-	-	-	-
	696,860	711,139	2,115,260	774,981	6,905,093	790,561	37%
Expenditures							
Administration	1,138	1,060	3,400	1,810	3,400	1,882	55%
Office Administration	65,770	65,600	65,600	65,600	66,500	66,500	100%
PW Administration	82,210	82,000	82,000	82,000	83,100	83,100	100%
Consumption Rebates	1,463	838	1,500	275	1,000	225	23%
Discounts	36,023	36,215	37,800	37,864	37,800	39,646	105%
Safety and Training	364	6,405	4,500	3,797	4,500	169	4%
Chlorination	7,943	9,158	8,000	10,981	9,000	7,723	86%
Flushing	9,414	11,618	11,000	12,181	12,500	-	0%
Reservoir	1,474	4,161	4,500	3,170	4,500	1,056	23%
General Maintenance	65,335	83,099	89,000	74,040	89,000	50,223	56%
Hydrants	25,879	14,723	22,660	14,460	22,660	6,698	30%
New Connections	3,038	7,950	8,000	5,416	8,000	13,980	175%
Connection Maintenance	60,983	55,827	75,000	58,635	75,000	35,235	47%
Water Meters	4,822	11,322	6,200	10,253	8,500	8,787	103%
Pump House Maintenance	24,576	33,226	32,800	36,838	32,500	30,084	93%
Booster Pumps Maintenance	7,171	11,239	10,300	10,032	11,300	4,387	39%
Slopes water pump station	6,767	4,791	8,000	5,241	8,000	3,938	49%
Greendale Water Connection	2,782	3,469	5,000	7,844	5,000	12,602	252%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	93,040	103,480	-	103,480	-	-	-
Capital	33,158	16,540	1,640,000	28,534	7,145,354	791,254	11%
	533,351	562,721	2,115,260	572,451	7,627,614	1,157,488	15%
Surplus(Deficit)	163,509	148,418	-	202,530	(722,521)	(366,927)	51%

TOWN OF LAKE COWICHAN
Statement of Expenditure - August 31, 2017
Water Fund

	2014 YTD Actuals	2015 YTD Actuals	2016 Budget	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2017 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	20,000	7,578	-	-	-
Greendale Road Watermain	-	-	-	-	769,863	41,481	5%
Greendale Trestle Watermain Upgrade	-	-	-	-	164,204	9,184	6%
Ohtaki Bridge Watermain Upgrade	-	-	-	-	77,550	-	0%
Park Rd Watermain Upgrade	-	-	-	-	235,052	-	0%
Wilson Watermain Upgrade	10,445	-	-	-	113,685	256,918	226%
Water metering	-	-	-	-	-	-	-
Water Modelling	5,053	-	-	-	-	-	-
Water Treatment Upgrade	17,660	16,540	1,600,000	20,956	5,760,000	478,595	8%
Water Service Replacements	-	-	20,000	-	25,000	5,077	20%
	-	-	-	-	-	-	-
	33,158	16,540	1,640,000	28,534	7,145,354	791,254	11%



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of AUGUST

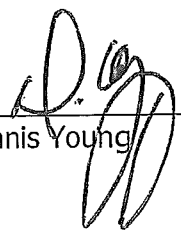
DATE: SEPT. 6, 2017

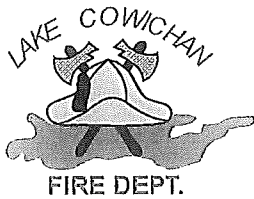
FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	10	18	1	1	
Commercial	2	3			1
Carport / garage	3	1			
Demolitions	1	2			1
Renovations	10	4			
Deck	5	1			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1			1	
TOTALS	32	29	1	2	2

Building Permit Fees	Value of construction	Permit fees
For the current month	200,000.00	1,279.00
Year to Date	4,027,250.00	40,204.50


Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

August 2017 Monthly Incident Report

3 Practices
1 Business Meeting
1 Truck Check
2 MVA
1 Report of Ammonia Leak
4 SunFest Duty Crews
1 Incorrect Officer Page Out
2 Burning Complaints
1 Lift Assist
1 Medical Assist
2 NFPA Tests
1 Officer's Duty Sheets
1 Sec/Treasurer Monthly Stipend

Grand Total

\$5831.90



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

Fire Stats August 2017

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Men</u>	<u>Hrs.</u>	<u>Cost</u>
08/03	6:00 PM	Fire Hall/Lake Town Ranch	Duty Officer/Crew	2	6	\$234.72
08/03	7:45 PM	8811 Youbou Rd	Ammonia Leak in RV	12	1	\$231.02
08/04	5:00 PM	Fire Hall/Lake Town Ranch	Duty Officer/Crew	2	6	\$234.72
08/05	6:00 PM	Fire Hall/Lake Town Ranch	Duty Officer/Crew	2	6	\$234.72
08/06	12:45 AM	8980 Meades Creek Rd	Burning Complaint	2	1	\$39.12
08/06	2:53 AM	92 Pine St/Sahtlam East	Burning Complaint	2	1	\$39.12
08/06	4:00 PM	Fire Hall/Lake Town Ranch	Duty Officer/Crew	2	6	\$234.72
08/07	11:40 AM	2KM E on Cowichan Lake Rd	MVI	18	1	\$327.32
08/08	10:50 AM	Mayo Rd./Cowichan Lake Rd	MVI	16	1	\$288.20
08/08	7:00 PM	Fire Hall	Business Meeting	23	2	\$804.32
08/10	2:15 AM	Gordon Bay	Officer Page/Wrong F.D.	1	1	\$20.06
08/11	6:27 PM	229 North Shore Rd West	Medical Aid	8	1	\$153.78
08/14	7:00 PM	Fire Hall	Practice	20	2	\$651.24
08/17	5:30 PM	Fire Hall	Truck Check	13	2	\$379.00
08/21	7:00 PM	Fire Hall	Practice	20	2	\$689.96
08/28	7:00 PM	Fire Hall	Practice	23	2	\$768.80
08/31	4:05 PM	190 North Shore Rd	Lift Assist	13	1	\$234.72
			NFPA Tests	1	4	\$76.24
			Officer/Member Duty	1	2	\$40.12
			Sec/Treasurer Stipend			\$150.00
		Total				\$5831.90

The Lake Healthcare Auxiliary



50 Years of Service
1967-2017



Member of BC Association of Healthcare Auxiliaries

To whom it may concern,

We are a non-profit totally volunteer run Auxiliary. The request is for a donation for an item to auction at our 50th. Anniversary Dinner & fundraiser at Honeymoon Bay Lodge & Retreat. Will be held on October 21st. 2017. We have been serving our community's healthcare needs for 50 years.

If the wooden carved bear is still available that would be perfect.

Thank you for your consideration.

Lynn Budding

Lynn Budding President ph. # 250 749 3706

Auxiliary's address: c/o M. Anderson Box 914

Lake Cowichan B.C.

V0R 2G0



Kaatza Historical Society

September 5, 2017

Joe Fernandez,
Town of Lake Cowichan
PO Box 860
Lake Cowichan, BC V0R 2G0

Dear Joe:

The Board of Directors respectfully requests Council's consideration as part of your capital budget for 2018 repairs to the Bell Tower School.

As you can see by the enclosed photos the outside of the building is in disrepair and needs attention as soon as possible.

We would like to also request permission to trim the shrubs and trees next to the building as they have gotten too big and are causing some damage to the outside cladding of the building.

Thank You for your consideration.

Sincerely,

Patricia E. Foster, President