



# TOWN OF LAKE COWICHAN

## Finance and Administration Committee

Tuesday November 13th, 2018 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. (See Staff Report 6(e))

**4. DELEGATIONS AND REPRESENTATIONS**

Paul Jordan, Loretta Puckrin Re: 75<sup>th</sup> Birthday Celebration Progress Report.

**5. CORRESPONDENCE**

**(a)** Darryl Slater re: Town of Lake Cowichan's objection to Catalyst Paper's application for a 10 year water license.

**3**

**(b)** Don Beldessi, Cowichan Lake Elder Care Society re: Property adjacent to the Library.

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**6. VERBAL COMMENT FROM THE PUBLIC ON A SUBSEQUENT ITEM ON THE AGENDA** – (maximum 3 minutes per speaker and maximum time allotted 15 minutes)

**7. REPORTS**

**(a)** Director of Finance re: Financial Report for the Period ending October, 31st 2018.

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**(b)** Building Inspector re: Building Permits for October, 2018.

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**(c)** Lake Cowichan Fire Department Incident Report for September & October, 2018.

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**(d)** Bylaw Officer re: Report for September & October 2018

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**(e)** CAO re: Upgrade the Municipal Hall or Purchase and Retrofit Kingdom Hall.

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**8. NEW BUSINESS**

None.

**9. NOTICES OF MOTION**

**10. PUBLIC RELATIONS ITEMS**

- 11. QUESTION PERIOD** (maximum 3 minutes per speaker and maximum time allotted 15 minutes)  
- Limited to items on the agenda

**12. ADJOURNMENT**



File: 1003936

November 9, 2018

Joseph Fernandez, CAO  
Town of Lake Cowichan  
PO Box 860  
39 South Shore Road  
Lake Cowichan BC V0R 2G0

**Re: Town of Lake Cowichan's objection to Catalyst Paper's application for a 10 year water licence to pump water from dead storage in Cowichan Lake**

Dear Mr. Fernandez:

I regret to learn that the Town of Lake Cowichan (TLC) Council felt that their concerns mattered not in the review or adjudication of Catalyst Paper's (Catalyst) water licence application. I believe that the actions of both the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (MFLNRORD) and Catalyst demonstrate a commitment to ensure that the TLC's water supply would not be adversely affected by the granting of this licence and the exercising of the water right. The extent of Catalyst's efforts to collaborate with the TLC to develop a solution and to gain necessary permits over the past 2 years (related to this application and the previous use approval) along with MFLNRORD's efforts to ensure that Catalyst had adequately addressed the TLC's concerns supports the notion that this matter was central to the water licence review process.

With respect to your question as to whether Catalyst will provide assurances in terms of covering costs by way of a signed agreement, I note that there are a number of provisions in place that provide assurances in this regard. Clause "L" of the water licence (attached) establishes a requirement for Catalyst to construct the drop syphon works, per the engineering design and the Island Health permit. The August 31, 2018 letter of decision (attached) contains the following text, which acknowledges, for all parties, that Catalyst has agreed to cover costs associated with the construction and maintenance of the drop syphon:

*"It is understood that Catalyst Paper has agreed to cover the costs associated with acquiring the approved drop siphon system that is required to maintain the operation of the Town of Lake Cowichan's water supply system once lake elevation drops below 161.3m GSC. This includes covering the costs for installation, maintenance, monitoring and seasonal removal (if desired) of the*

Page 1 of 2

Ministry of Forests, Lands,  
Natural Resource Operations  
and Rural Development

Authorizations  
  
West Coast  
Natural Resource Region

Location:  
2080A Labieux Road  
Nanaimo, British Columbia  
V9T 6J9

Tel: 250 751-7220  
Fax: 250 751-7224  
Website: [www.gov.bc.ca/for](http://www.gov.bc.ca/for)

Joseph Fernandez

*works so that the Town of Lake Cowichan incurs no costs associated with the upgrade required to exercise the rights within this authorization."*

Catalyst has shared that they have communicated this commitment to TLC via email correspondence and during meetings with TLC. Finally, section 29(4) of the *Water Sustainability Act* establishes that an authorization holder is liable for the damage or loss resulting from the construction, maintenance, use, operation or failure of the person's works:

**Rights and responsibilities of applicants and holders**

- 29 (1) The following persons must exercise reasonable care to avoid damaging land, works, trees or other property of another person:
- (a) an applicant for an authorization, change approval, drilling authorization or permit;
  - (b) the holder of an authorization, change approval, drilling authorization or permit;
  - (c) a person who, in accordance with the regulations or an order of the comptroller, a water manager or an engineer, makes changes in and about a stream or diverts or uses, including stores, water.
- (2) A person referred to in subsection (1) (a), (b) or (c) must properly inspect, maintain and repair works constructed, operated or used by the person,
- (a) in accordance with any prescribed requirements,
  - (b) in accordance with an order, and
  - (c) in a manner that ensures that the works do not cause a significant risk of harm to public safety, the environment, land or other property.
- (3) When an authorization, change approval or permit that authorizes the construction or use of works is abandoned, cancelled or expires, the holder or former holder, as applicable, of the authorization, change approval or permit must ensure that the works are deactivated or decommissioned in accordance with the regulations and orders.
- (4) A person referred to in subsection (1) (a), (b) or (c) is liable to owners of land or premises for damage or loss resulting from the construction, maintenance, use, operation or failure of the person's works.
- (5) Subject to subsections (1) to (4), a holder of a licence for a power purpose, a storage purpose, a waterworks purpose or an irrigation purpose may fell and remove any tree, and remove any rock or other thing, that endangers the holder's works.

Given the explicit requirements for Catalyst to install, maintain, monitor and remove (if desired) the works, at Catalyst's expense, the Ministry remains satisfied that the current wording of the licence, in conjunction with the Ministry's authority under the *Water Sustainability Act*, are sufficient to address TLC's concerns.

I would be pleased to meet with you, should you have any questions regarding this licence. I can be reached by phone at 250-751-3239 or by email at [darryl.slater@gov.bc.ca](mailto:darryl.slater@gov.bc.ca).

Yours truly,



Darryl Slater  
Water Manager under the Water Sustainability Act  
Water Authorizations Section Head, West Coast Natural Resource Region

Enclosures: 1003936 Decision Letter, Water Licence C500495

Pc: Graham Kissack, Vice President Corporate Social Responsibility, Catalyst Paper Corporation



August 31, 2018

File: 1003936  
vFCBC Tracking No.: 100205349

**Catalyst Paper Corporation**  
c/o Crofton Division  
PO Box 70  
Crofton BC V0R 1R0

**Dear Sir or Madam:**

**Re: Water Licence Application WLA20170918-0001**

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The investigation of the above application has been completed. Enclosed is a copy of your Conditional Water Licence No. 500495.

Please read the documents carefully. Any error(s) in these documents should be brought to the attention of this office as soon as possible.

Catalyst Paper is to provide adequate prior notice (10 days) to the local community of pending lowered lake level elevations from proposed drawdown operations. Notification through local newspapers and notices posted at local gathering places would be acceptable for the community (post office, parks, boat launches).

Please be aware that Catalyst Paper is to monitor for developing navigational hazards as they develop from lowered lake levels in Cowichan Lake and connected water bodies. All attempts at demarcation of these hazards for the safety of the boating public navigating the lake must be made. You are encouraged to discuss appropriate marking with Transport Canada.

Please note that the Cowichan Tribes First Nation has requested notification prior to commencement and conclusion of pumping operations, copies of weekly monitoring reports and for the participation in any amendments to the environmental management/monitoring plans as a result of the findings from ongoing monitoring.

Catalyst Paper must provide publically available information through the company website of ongoing drawdown operations on Cowichan Lake, results of weekly monitoring reports and any known or developing navigational hazards.

Please note that there has been responses received from landowners who are concerned about impacts to their property from proposed pump out operations. It is understood that Catalyst Paper is committed to working independently with residents who sustain property damage due to material reductions in the lake level attributable to the pumping operations.

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Catalyst Paper must implement the prepared environmental management plan in respect to the proposed pumping operations; this includes the weekly reporting of findings from ongoing environmental monitoring parameters. Please be aware that these results may lead to the adaptive management of the water licence if required.

It is understood that Catalyst Paper has agreed to cover the costs associated with acquiring the approved drop siphon system that is required to maintain the operation of the Town of Lake Cowichan's water supply system once lake elevation drops below 161.3m GSC. This includes covering the costs for installation, maintenance, monitoring and seasonal removal (if desired) of the works so that the Town of Lake Cowichan incurs no costs associated with the upgrade required to exercise the rights within this authorization.

You are advised that the *Drinking Water Protection Act* and the Drinking Water Protection Regulation under that Act govern the construction, installation, alteration, extension and operation of joint works that form part of a domestic water system supplying more than one single-family residence or any facility or establishment where the public consumes water. It is the responsibility of the licensee to comply with the Act and Regulations noted above. Your local Regional Health Authority will be able to assist you.

We wish to inform you that the water body serves as a spawning and rearing area for fish. The protective requirement of the federal *Fisheries Act* must be met. Accordingly, it will be necessary for you to screen your water intake to protect against entry of small fish. Refer to the Fisheries and Oceans Canada website: [www.dfo-mpo.gc.ca](http://www.dfo-mpo.gc.ca).

Please note the following:

- 1) Water licences do not authorize entry on privately owned land for the construction of works, or flooding. Permission of the affected landowner must be obtained or an easement expropriated. For your protection, permission should be in writing and registered with the appropriate Land Title Office.
- 2) Permission for installing works on lands or roadways which are under the jurisdiction of any government agency, must be obtained from the agency concerned.

Please contact FrontCounter BC to assist you with notifications and any applications required if:

- a) there is any change in your mailing address;
- b) you sell the land to which the licence is appurtenant;
- c) you propose to subdivide the land to which the licence is appurtenant; or
- d) you propose to alter the works authorized under the licence.

In order for you to keep your water licence in good standing, the following must be observed:

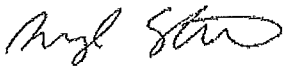
- a) continued beneficial use of water, as authorized under your licence;
- b) payment of annual rentals;
- c) compliance with the terms of your licence; and
- d) compliance with the terms of the *Water Sustainability Act*.

One of the obligations of a water licence is the payment of annual rentals and fees to the Crown for the authorization to exercise the rights granted under the licence. Failure to pay water rental invoices by a specified date may result in late-payment penalties, collection action or cancellation of the licence. Any questions in regards to invoices, statements or billing procedures should be directed to the Water Revenue Unit at 1 800 361-8866. Callers from the Victoria area should dial 250 387-9445.

The *Water Sustainability Act* gives the recipient of this notice the right to appeal my decision. Information on filing an appeal can be found on the Environmental Appeal Board website at: <http://www.eab.gov.bc.ca/>. A right of appeal from my decision lies to the Environmental Appeal Board. Notice of any appeal must (1) be in writing; (2) include grounds for the appeal; (3) be directed by registered mail to the Chair, Environmental Appeal Board, PO Box 9425 Stn Prov Govt., V8W 9V1 or personally delivered to the office of the Board at 4th Floor, 747 Fort Street in Victoria, BC V8W 3E9, [eabinfo@gov.bc.ca](mailto:eabinfo@gov.bc.ca); (4) be delivered within 30 days of receiving this letter, and (5) be accompanied by a fee of \$25.00, payable to the Minister of Finance.

If you have any questions or concerns, please contact this Dave Skarbo, Authorizations Specialist – Water by email at [david.skarbo@gov.bc.ca](mailto:david.skarbo@gov.bc.ca) or by phone at 250 751-7311.

Yours truly,



Darryl Slater  
Water Manager

Enclosure(s)

cc: Larry George, Cowichan Tribes First Nation, 5760 Allenby Rd, Duncan, BC, V9L 5J1  
Cowichan Valley Regional District, 175 Ingram Street, Duncan, BC, V9L 1N8



# Province of British Columbia

## *Water Sustainability Act*

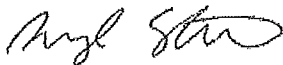
### CONDITIONAL WATER LICENCE

The owners of the undertaking to which this licence is appurtenant is hereby authorized to divert and use water as follows:

- a) The stream on which the rights are granted is Cowichan River.
- b) The point of diversion is located as shown on the attached plan.
- c) The date from which this licence shall have precedence is April 21, 2017.
- d) The purposes for which this licence is issued are industrial (pulp mill) and conservation (use of water).
- e) The maximum quantity of water which may be diverted and used for industrial (pulp mill) purpose is 146,880 cubic metres per day at a rate not to exceed 1.7 cubic metres per second. The maximum quantity of water which may be diverted and used for conservation (use of water) purpose is 2.8 cubic metres per second.
- f) The period of the year during which the water may be used is a maximum of 49 days from the date of commencement of drawdown pumping operations.
- g) The undertaking upon which the water is to be used and to which this licence is appurtenant is the undertaking of the licensee within Lot 1, Section 3, Range 10, Chemainus District, Plan 16471; Lot 2, Section 4, Range 10, Chemainus District, Plan 3198, except that part in Plan VIP76653; Lot 1, Section 3, Range 10, Chemainus District, Plan 1471, except parts in Plans 11613, 13731 and 16471; Section 3, Range 9, Chemainus District, except parts in Plans 920 RW and 921 RW; That part of Sections 5 and 6, Range 10, and that part of the foreshore of District Lot 172, Chemainus District, shown coloured red on Plan deposited under DD 14529I; Lot 1 of Sections 4, 5, and 6, Range 10, Chemainus District, Plan VIP69811; Lot 2 of Sections 2, 3, and 4, Ranges 10 and 11, Chemainus District, and of Sections 5 and 6, Range 10, Chemainus District, and of District Lots 141 and 475, Cowichan District, Plan VIP69811, except that part in Plan VIP76654; Lot 3 of Sections 2, 3, and 4, Ranges 10 and 11, and District Lot 107, Chemainus District, and of District Lots 141 and 475, Cowichan District, Plan VIP69811; Lot 4 of Sections 4 and 5, Range 10, Chemainus District, Plan VIP69811; and Lot 5, Section 2, Ranges 10 and 11, Chemainus District, Plan VIP68911.
- h) The authorized works are pumps and pipes which shall be located approximately as shown on the attached plan.
- i) The installation of the said works shall be completed and the water shall be beneficially used as needed each year. The removal of the said works shall be completed as soon as possible once pumping operations are completed for the year.



- j) This licence authorizes the commencement of the diversion of water once the control structure weir on Cowichan Lake is in a fully open position (161.4m GSC elevation) and the natural outflow of water past the structure reaches a rate of 4.5 cubic metres per second. Diversion of water is authorized for a maximum of 49 days or a minimum lake elevation of 160.8m GSC, whichever occurs first.
- k) The licensee must replace or extend intakes, or other diversion works of those persons authorized to divert and use water who hold licences with earlier dates of precedence than that of this licence. If, in particular cases it is not feasible or practicable to replace or extend those intakes or other diversion works, the licensee must instead provide an interim water supply.
- l) The licensee must install works substantially the same as the Koers & Associates Engineering Ltd designed drop siphon system within design drawing 1644-1 Revision 1 dated September 23, 2016, that is approved by Island Health construction permit WS-1897 dated September 25, 2016, consisting of a drop siphon system to ensure the continuing operation of the Town of Lake Cowichan water supply, prior to the water elevation in Cowichan Lake reaching 161.3m GSC.
- m) The licensee must ensure that the pumps are adequately screened in order to prevent the entrapment of fish and aquatic organisms.
- n) This water licence has an expiry date of Dec 31, 2028.



Darryl Slater  
Water Manager

September 20, 2018

TO: Town of Lake Cowichan

Attention: Town Council

FROM: Cowichan Lake Elder Care Society (CLECS)

This request comes from what was previously a Select Committee of the Town of Lake Cowichan, known then as the Cowichan Lake Elder Care Initiative.

On August 21, 2018 the committee became a registered incorporated society.

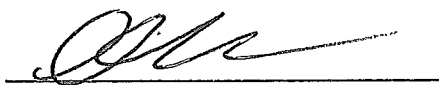
Our group had previously requested and received a list of town owned properties from the Advisory Planning Commission. Their list dated June 28, 2018 identified four (4) properties.

Our review determined that the property identified as Plan VIP 73709 and Pt. Lot 6, Block 6, Plan 1231 offered great potential to advance our purpose to develop an elder care facility in the Cowichan Lake area.

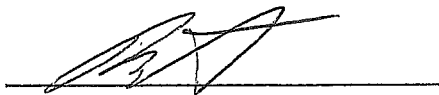
We request permission to enter into discussions with Town Council regarding our procurement of the above identified property whether it be by gift, land lease, mortgage or other mutually agreeable terms.

We welcome your questions and await your response.

Respectfully submitted by,



Don Beldessi, Co- Chairperson



Wayne Stinchcombe, Secretary



# Memo

**TO:** Chief Administrative Officer

**FROM:** Director of Finance

**DATE:** November 9, 2018

**SUBJECT:** Financial Report for the Period Ending October 31, 2018

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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, sewer and water funds due to outstanding payables and capital projects in progress.
- Business license revenue includes uncollectable licenses in the amount of \$2,500.

  
\_\_\_\_\_  
Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>REVENUES</b>							
Taxes	1,871,701	1,934,154	1,999,050	2,011,636	2,071,963	2,071,964	100%
Supplemental Adjustments	-	-	-	-	-	-	-
Grants-In-Lieu	48,514	48,747	48,600	51,425	54,700	55,016	101%
Penalties and Interest on Taxes	75,768	75,667	64,500	69,270	65,000	59,427	91%
Business Licences	17,750	18,525	17,000	19,550	17,500	20,900	119%
Building and Other Permits	20,191	48,766	21,000	58,767	24,400	54,840	225%
Storm Drain Connection Fees	210	640	-	5,100	-	500	-
Dog Tags and Fines	4,120	3,610	3,500	3,310	3,200	3,575	112%
Interest on Investments	41,405	52,639	30,000	63,815	30,000	74,955	250%
Fire Service to CVRD	189,012	216,658	230,000	239,861	272,511	272,682	100%
BC Wildfire Recoveries	-	-	-	16,300	-	63,127	-
Garbage Revenues	368,636	375,851	371,300	372,348	370,200	364,529	98%
Lakeview Revenues	182,747	181,951	173,000	204,104	184,000	203,057	110%
Sale of Assets	31,054	246,065	-	-	-	-	-
Public Works Revenues	4,707	1,400	-	2,102	-	2,689	-
Fire Department Revenues	19,634	484	-	74,790	-	2,110	-
Other Revenue	339,335	68,576	10,250	30,123	10,200	10,426	102%
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	41,093	91%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	15,228	92%
Clec Revenues	422,890	414,254	397,000	441,256	420,000	350,637	83%
Unconditional Transfers	474,974	457,917	436,900	471,086	436,900	475,740	109%
Conditional Transfers	64,420	36,940	915,000	440,960	495,854	91,736	19%
Conditional Transfer - Town Hall Bldg	-	-	1,620,000	-	2,877,000	-	0%
Transfers From Reserve Funds	-	-	135,000	-	586,500	-	0%
Transfers From Building Reserve	-	-	200,000	-	800,000	-	0%
Transfer From Fire Dept Reserves	-	-	-	-	370,000	-	0%
Transfer From Statutory Reserves	-	-	-	-	-	-	-
Transfer from Parks Dedication Reserve	-	-	-	-	-	4,791	-
Short term debt	-	-	-	-	-	-	-
Prior year Surplus	-	-	-	-	-	-	-
Police Tax Levy	137,228	137,400	145,171	145,171	156,542	156,543	100%
Library Levy	119,314	123,852	127,782	127,782	134,872	134,876	100%
Collections For Other Govts.	2,163,113	2,112,124	2,155,326	2,159,035	2,290,836	2,241,451	98%
	<b>6,657,651</b>	<b>6,617,409</b>	<b>9,161,879</b>	<b>7,069,065</b>	<b>11,733,678</b>	<b>6,771,892</b>	<b>58%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>EXPENDITURES</b>							
General Government Services	484,842	529,382	555,300	542,492	547,600	238,605	44%
Fire Department	275,789	310,516	370,200	382,070	400,100	286,074	72%
Police Force	137,228	137,400	145,171	145,171	156,542	144,978	93%
Bylaw Enforcement & Other	48,767	49,537	60,000	66,906	59,000	64,775	110%
Public Works Administration	91,761	121,905	108,500	116,234	105,400	7,242	7%
Public Works Roads	332,615	324,432	418,900	377,517	419,000	225,370	54%
Public Works - Equipment & Other	(157,353)	(113,160)	-	(126,327)	-	(101,743)	-
Garbage Expenses	370,081	383,491	385,300	388,605	394,200	329,418	84%
Planning, Health & Other	48,673	40,524	70,500	55,113	59,000	45,216	77%
Centennial Hall Expenses	-	-	-	-	-	-	-
Info Centre	17,024	19,993	22,000	20,669	22,000	10,725	49%
Parks	209,793	204,703	223,600	216,772	231,500	218,144	94%
Lakeview Park	146,810	169,453	169,600	160,342	178,400	177,131	99%
CLEC Expense	432,171	484,687	432,100	522,897	471,000	431,258	92%
Lakeview Road	2,754	-	10,000	18,165	13,000	5,570	43%
Transfer To Library	119,314	123,852	127,782	127,782	134,872	134,872	100%
Capital	856,675	1,102,141	3,482,500	1,269,829	5,904,445	759,934	13%
Debt Charges - Interest	1,852	2,662	3,000	1,801	3,000	2,717	91%
Debt Payments - Fire	175,110	189,689	195,000	191,512	186,200	145,765	78%
Amortization	550,331	564,507	-	550,198	-	-	-
Transfers To Reserve Funds	161,693	128,700	136,000	179,062	136,000	-	0%
Transfer Equip. Recovery to Reserve	163,050	112,412	-	128,184	-	-	-
Transfer To Surplus	-	-	91,100	-	21,583	-	0%
Transfers To Other Governments	2,163,113	2,112,124	2,155,326	2,159,035	2,290,836	2,190,843	96%
	<b>6,632,093</b>	<b>6,998,949</b>	<b>9,161,879</b>	<b>7,494,027</b>	<b>11,733,678</b>	<b>5,316,894</b>	<b>82%</b>
Surplus(Deficit)	<b>25,558</b>	<b>(381,541)</b>	<b>-</b>	<b>(424,962)</b>	<b>-</b>	<b>1,454,997</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of General Government Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>General Government Services</b>							
Mayor and Council Indemnities	68,000	69,360	69,500	73,465	75,000	57,412	77%
Mayor and Council Expenses	30,304	36,889	41,500	38,260	42,500	33,751	79%
Mildred Child Annex	2,556	2,131	2,600	2,863	3,100	1,974	64%
Municipal Hall	16,371	17,234	25,600	17,995	25,600	15,790	62%
Office Wages	393,621	423,929	425,000	419,166	425,000	352,837	83%
Office Expenses	29,035	48,542	56,500	31,051	56,500	27,294	48%
Data Processing	20,466	22,447	24,600	18,837	24,600	16,459	67%
Legal Expense	9,215	25,901	15,000	21,867	15,000	16,475	110%
Audit	23,792	16,748	26,000	8,190	26,000	16,695	64%
Elections	-	-	2,000	-	10,000	4,025	40%
Insurance	49,638	49,758	75,000	62,259	75,000	55,372	74%
Grants-in-aid	6,115	4,050	5,000	3,650	5,000	2,750	55%
Ohtaki expense	5,059	3,885	6,500	-	6,000	2,818	47%
Ohtaki recoveries	-	(56)	-	-	-	(20)	-
Payroll Benefits Clearing	40,370	27,565	-	64,388	-	(123,326)	-
Insurance and administration recovery	(209,700)	(219,000)	(219,500)	(219,500)	(241,700)	(241,700)	100%
	<b>484,842</b>	<b>529,382</b>	<b>555,300</b>	<b>542,492</b>	<b>547,600</b>	<b>238,605</b>	<b>44%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Protective Services Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Fire Department</b>							
Firefighters indemnities	101,748	116,799	100,000	97,862	105,000	83,285	79%
Other Wage Costs	17,183	16,962	17,000	18,882	17,000	15,768	93%
Town Administration	7,500	8,000	13,000	13,000	13,000	13,000	100%
Fire Hall Operations and Maint.	45,413	43,023	48,600	53,258	53,400	32,444	61%
Miscellaneous Operations	51,391	42,095	91,500	85,307	103,900	78,953	76%
Training	12,996	24,172	24,000	26,298	26,000	18,681	72%
Fire Vehicles & Equipment	39,557	59,465	76,100	54,136	76,800	43,455	57%
	<b>275,789</b>	<b>310,516</b>	<b>370,200</b>	<b>348,742</b>	<b>395,100</b>	<b>285,586</b>	<b>72%</b>
Firesmart	-	-	-	9,091	-	-	-
Community Wildfire Protection Plan	-	-	-	24,236	5,000	488	10%
	-	-	-	33,328	5,000	488	10%
<b>Total Fire Department</b>	<b>275,789</b>	<b>310,516</b>	<b>370,200</b>	<b>382,070</b>	<b>400,100</b>	<b>286,074</b>	<b>72%</b>
<b>Bylaw Enforcement &amp; Other</b>							
BC Wildfire - Recoveries	-	-	-	(16,300)	-	(63,127)	-
Emergency Measures	-	-	6,500	16,300	6,500	20,520	316%
Bylaw Enforcement/Animal Control	14,906	15,549	16,500	16,324	17,000	13,804	81%
Building Inspection	33,861	33,987	37,000	34,282	35,500	30,452	86%
	<b>48,767</b>	<b>49,537</b>	<b>60,000</b>	<b>66,906</b>	<b>59,000</b>	<b>64,775</b>	<b>110%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Public Works Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>PW Administration</b>							
Shop and Yard	32,315	33,733	35,000	26,965	35,000	29,978	86%
PW Admin Wages	199,001	206,506	210,000	205,676	210,000	135,776	65%
PW Admin Other	4,287	5,083	13,300	19,449	15,800	8,490	54%
Safety and Training	21,458	35,184	27,000	40,944	34,000	22,399	66%
Office Administration Charge	14,200	14,300	14,200	14,200	14,700	14,700	100%
Recovery from Utilities	(179,500)	(172,900)	(191,000)	(191,000)	(204,100)	(204,100)	100%
	<b>91,761</b>	<b>121,905</b>	<b>108,500</b>	<b>116,234</b>	<b>105,400</b>	<b>7,242</b>	<b>7%</b>
<b>Equipment Costs</b>							
Equipment	143,364	180,832	-	165,583	-	126,979	-
Equipment Allocations	(300,717)	(293,992)	-	(291,910)	-	(228,944)	-
	<b>(157,353)</b>	<b>(113,160)</b>	<b>-</b>	<b>(126,327)</b>	<b>-</b>	<b>(101,965)</b>	<b>-</b>
<b>Other Costs</b>							
Billable Outside Jobs	(0)	-	-	-	-	222	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-	-
	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>222</b>	<b>-</b>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Public Works Expenses

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Road Maintenance</b>							
Banners	2,475	370	9,000	11,451	9,000	2,826	31%
Boulevards	54,719	42,398	31,000	45,512	31,000	24,472	79%
Crack Sealing	7,880	-	10,000	2,151	10,000	-	0%
Dangerous Trees	9,826	8,795	13,000	5,502	13,000	8,375	64%
Ditches & Culverts	2,618	1,930	10,000	1,866	10,000	1,939	19%
Dust Control	2,267	1,734	4,000	3,068	4,000	3,475	87%
Landscaping	2,981	7,654	10,000	7,355	10,000	8,124	81%
Litter Control	9,714	15,787	16,000	7,085	16,000	7,824	49%
Marking	15,063	14,348	10,000	10,866	10,000	3,031	30%
Mowing	5,943	1,822	13,000	6,105	13,000	6,050	47%
Patching	10,263	10,836	15,000	19,320	15,000	10,373	69%
Roads-other	15,907	3,076	14,000	11,177	14,000	3,753	27%
Seasonal decoration	14,588	11,445	12,000	13,322	12,000	8,985	75%
Shoulders	6,587	6,354	14,000	12,673	14,000	2,619	19%
Sidewalks	19,828	16,617	16,000	15,578	16,000	18,434	115%
Signs	7,078	7,733	11,000	9,615	11,000	4,546	41%
Snow removal	5,015	28,880	50,000	48,888	50,000	1,162	2%
Storm Drains & Catch Basins	38,298	41,147	50,000	33,905	50,000	6,851	14%
Street Lighting	72,591	78,756	79,000	82,279	79,000	72,511	92%
Street Sweeping	8,576	4,349	11,000	8,899	11,000	9,020	82%
Office Administration Charge	20,400	20,400	20,900	20,900	21,000	21,000	100%
	<b>332,615</b>	<b>324,432</b>	<b>418,900</b>	<b>377,517</b>	<b>419,000</b>	<b>225,370</b>	<b>54%</b>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Garbage Collection

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Garbage Collection</b>							
<b>Revenues</b>							
Regular collections	309,926	311,422	314,000	312,590	311,200	317,504	102%
Toter rentals	3,804	4,140	3,500	3,808	3,300	4,405	133%
Penalties	4,125	3,804	3,800	3,737	3,700	3,454	93%
Recycling	50,781	56,485	50,000	52,213	52,000	39,166	75%
	<b>368,636</b>	<b>375,851</b>	<b>371,300</b>	<b>372,348</b>	<b>370,200</b>	<b>364,529</b>	<b>98%</b>
<b>Expenditures</b>							
Regular collection costs	237,936	241,643	237,000	245,923	244,000	208,267	85%
Office Administration Charges	16,000	17,100	17,200	17,200	17,600	17,600	100%
PW Administration Charges	22,500	23,900	24,100	24,100	24,600	24,600	100%
Tipping Fees	54,775	61,645	62,000	62,022	63,000	48,821	77%
Recycling costs	38,870	39,204	45,000	39,359	45,000	30,131	67%
	<b>370,081</b>	<b>383,491</b>	<b>385,300</b>	<b>388,605</b>	<b>394,200</b>	<b>329,418</b>	<b>84%</b>
<b>Net</b>	<b>(1,445)</b>	<b>(7,640)</b>	<b>(14,000)</b>	<b>(16,257)</b>	<b>(24,000)</b>	<b>35,111</b>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Other Development Services

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Public Health</b>							
Ambulance Building Lease	44,829	44,829	45,000	44,829	45,000	41,093	91%
Public Health Lease	16,100	16,359	16,500	16,445	16,500	15,228	92%
Public Health Expenses	7,689	11,060	13,500	15,405	17,000	4,474	26%
NET	53,240	50,128	48,000	45,869	44,500	51,847	117%
<b>Planning</b>							
Planning and Zoning Expenses	15,386	24,280	32,500	19,632	32,500	34,751	107%
<b>Other Functions</b>							
Town Economic Development	2,120	1,245	14,000	10,666	5,000	2,798	56%
Age Friendly Grant	19,715	-	-	-	-	-	-
BC Healthy Communities	-	-	-	-	-	-	-
BC Healthy Communities Grant	-	-	-	-	-	-	-
Community Garden - water service	-	-	5,000	4,863	-	-	-
Pacific Marine Circle Route	-	-	1,000	-	-	-	-
Heritage Advisory	717	860	1,000	237	500	1,036	207%
Trail signage	-	-	-	-	-	-	-
Cowichan Aquatic Centre	3,046	3,079	3,500	4,311	4,000	2,158	54%
Neighbourhood of learning	-	-	-	-	-	-	-
	25,598	5,184	24,500	20,076	9,500	5,991	63%
Total Development Services Expenses	48,673	40,524	70,500	55,113	59,000	45,216	77%
<b>Centennial Hall</b>							
	-	-	-	-	-	-	-
<b>Info Centre</b>							
PW Labour	968	1,020	2,500	1,212	2,500	748	30%
Water, Sewer & Garbage	1,216	647	700	-	700	-	0%
Contracted Services	10,687	15,540	15,000	15,740	15,000	7,500	50%
Other Expenses	4,154	3,986	5,000	4,917	5,000	3,677	74%
Recoveries - hydro	-	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	100%
	17,024	19,993	22,000	20,669	22,000	10,725	49%

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Parks

	2015 Actuals	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Parks</b>								
Beaver Park	31	500	-	500	182	500	3,675	735%
Bell Tower School	1,378	2,400	1,320	2,400	1,877	2,400	1,316	55%
Centennial Park	23,971	24,000	11,512	12,000	6,661	20,000	40,193	201%
Central Park	16,593	19,000	18,289	19,000	12,727	19,000	12,303	65%
Civic Square	929	2,500	1,005	2,500	614	2,500	495	20%
Communities in Bloom	379	3,000	36	3,000	260	3,000	125	4%
Community Garden	1,388	1,500	8,654	-	199	-	-	-
Cougar Sign Landscaping	2,687	3,000	2,632	3,000	2,198	3,000	2,509	84%
Dashwood Park	672	1,200	364	1,200	213	1,200	280	23%
Entrance Sign	12,622	10,000	8,039	10,000	38,930	10,000	8,413	84%
Footbridge	4,771	4,500	4,270	4,500	1,986	4,500	1,159	26%
Footpath maintenance	1,506	2,000	357	2,000	51	2,000	400	20%
Forest Ranger Building	1,091	1,400	1,685	-	-	-	-	-
Gillespie Park	608	1,000	1,242	1,000	672	1,000	594	59%
Greendale Park	7,576	5,700	2,410	5,700	3,235	5,700	6,745	118%
Heritage Garden	4,089	5,000	5,344	5,000	8,998	5,000	12,461	249%
Kaatza Museum	6,772	10,000	9,028	10,000	10,830	10,000	7,689	77%
King George Roundabout Park	5,842	10,000	20,258	10,000	24,694	10,000	7,034	70%
Lakedays Preparation	1,863	2,000	1,511	2,000	684	2,000	585	29%
Marina Park	2,713	1,700	1,935	1,700	2,176	1,700	5,946	350%
Memorial Park	6,907	6,500	4,505	6,500	5,784	6,500	5,217	80%
Ohtaki Park/Kasapi Center	2,807	15,000	4,462	10,000	2,976	10,000	2,425	24%
Park Bench Maintenance	5,537	5,000	3,299	5,000	1,188	5,000	(230)	-5%
Parks General	14,969	16,000	14,560	16,000	23,000	16,000	23,496	147%
Parkstone Park	830	2,000	889	2,000	1,162	2,000	1,980	99%
Joginder Bains Park - Point Ideal	1,585	3,500	1,748	3,500	2,035	3,500	6,700	191%
Ravine Park	-	500	-	-	-	500	-	0%
Riverside Park	5,721	5,900	4,900	5,900	2,691	5,900	3,852	65%
Sahtlam Park	1,885	2,500	1,488	2,500	1,179	2,500	3,637	145%
Saywell Park	19,623	20,000	13,638	20,000	13,592	20,000	14,712	74%
Seniors Centre	2,711	2,100	1,384	2,100	3,117	3,100	2,813	91%
Ted Burns Nature Preserve	323	1,000	769	1,000	-	1,000	392	39%
Pickleball Courts	941	1,000	4,570	4,400	2,393	3,000	2,908	97%
Town Square	11,227	3,000	6,582	3,500	4,300	3,000	4,909	164%
Trans Canada Trail	2,493	5,000	3,741	5,000	2,198	5,000	7,297	146%
Trestle Walkway	1,874	3,000	748	3,000	830	3,000	643	21%
Vandalism	874	5,000	2,944	5,000	129	5,000	50	1%
Washrooms	13,020	15,000	16,271	15,000	16,244	15,000	10,471	70%
Winter Park	7,588	7,000	7,314	7,000	6,073	7,000	3,950	56%
Office Administration Charge	11,400	11,000	11,000	10,700	10,700	11,000	11,000	100%
	209,793	240,400	204,703	223,600	216,772	231,500	218,144	94%

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Parks

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Lakeview Park</b>							
Reservations	120,276	125,224	122,000	142,693	130,000	156,349	120%
Walk Ins	29,457	23,687	22,000	24,934	22,000	8,196	37%
Power Fees	21,416	20,475	18,000	24,022	22,000	23,061	105%
Propane	-	-	-	-	-	-	-
Wood and ice sales	3,556	6,433	5,000	3,738	4,000	4,637	116%
Operating Grant	-	-	-	-	-	2,981	-
Other Revenue	-	52	-	-	-	-	-
Moorage	8,042	6,081	6,000	8,717	6,000	7,833	131%
	<u>182,747</u>	<u>181,951</u>	<u>173,000</u>	<u>204,104</u>	<u>184,000</u>	<u>203,057</u>	<u>110%</u>
Office Administration Charge	7,300	7,600	8,100	8,100	8,400	8,400	100%
CLEC Admin Charges	30,000	30,000	30,000	30,000	31,000	31,000	100%
Summer Student Wages	42,923	54,629	55,000	52,000	55,000	53,925	98%
Maintenance Wages	4,861	6,094	6,000	7,179	7,000	1,647	24%
Contracted Services	9,822	10,381	10,000	7,317	15,000	16,634	111%
PW Labour	849	1,201	1,000	348	1,000	1,522	152%
Hydro and Electricity	6,418	8,107	8,000	7,706	8,000	7,106	89%
Materials and Supplies	10,822	13,201	15,000	10,284	14,000	12,674	91%
Other Expenses	8,246	7,849	8,000	9,342	10,500	7,387	70%
Water, Sewer & Garbage	9,948	9,978	8,000	9,938	8,000	9,898	124%
Park Attendant/ Security	10,472	15,139	15,000	14,443	15,000	24,541	164%
Public Works Charges	263	1,312	500	12	500	604	121%
Telephone	3,136	2,894	3,000	1,674	3,000	1,793	60%
Equipment allocations	1,751	1,068	2,000	2,000	2,000	-	0%
	<u>146,810</u>	<u>169,453</u>	<u>169,600</u>	<u>160,342</u>	<u>178,400</u>	<u>177,131</u>	<u>99%</u>
Net	<u>35,937</u>	<u>12,498</u>	<u>3,400</u>	<u>43,763</u>	<u>5,600</u>	<u>25,927</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of CLEC -

	2015 Actuals	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 Actuals	2018 %
<b>Revenues</b>							
Group Revenues	417,090	402,466	390,000	434,256	413,000	335,899	81%
Programming revenues	-	6,588	1,000	1,000	1,000	9,738	974%
Rental Income	5,200	5,200	6,000	6,000	6,000	5,000	83%
JCP	600	-	-	-	-	-	-
	<u>422,890</u>	<u>414,254</u>	<u>397,000</u>	<u>441,256</u>	<u>420,000</u>	<u>350,637</u>	<u>111%</u>
<b>Expenditures - Variable</b>							
Program Services	8,662	7,831	10,000	12,835	10,000	2,943	29%
Kitchen Wages	76,563	72,426	70,000	81,244	80,000	64,841	81%
Food Supplies	67,394	76,105	60,000	79,926	70,000	65,154	93%
Custodians	32,046	34,266	30,000	44,616	40,000	33,857	85%
Equipment	-	-	-	-	-	-	-
Supplies	2,499	3,223	4,000	4,283	4,000	3,371	1
	<u>187,164</u>	<u>193,852</u>	<u>174,000</u>	<u>222,904</u>	<u>204,000</u>	<u>170,166</u>	<u>128%</u>
<b>Expenditures - Fixed</b>							
Admin Salaries	164,005	180,542	181,000	175,810	181,000	148,978	82%
Wage Recoveries	(30,000)	(30,000)	(30,000)	(30,000)	(31,000)	(31,000)	100%
Housing Allowance	5,200	5,200	6,000	6,000	6,000	5,000	83%
Town Administration	20,000	21,000	21,600	21,600	22,500	22,500	100%
Electricity	17,749	19,198	20,000	23,761	24,000	17,539	73%
Heat	9,161	10,819	12,000	19,685	15,000	6,973	46%
Telephone & other Utilities	9,815	9,282	9,300	9,538	11,300	9,246	82%
Bad Debts	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	807	-
Contracted Services	15,191	17,839	8,000	19,140	8,000	33,789	422%
Maintenance	30,831	40,336	24,000	40,288	24,000	32,527	136%
Public Works Charges	3,017	14,717	6,000	13,382	6,000	8,608	143%
Miscellaneous Operations	38	1,903	200	790	200	6,125	31
	<u>245,007</u>	<u>290,835</u>	<u>258,100</u>	<u>299,993</u>	<u>267,000</u>	<u>261,092</u>	<u>98%</u>
Total Expenses	<u>432,171</u>	<u>484,687</u>	<u>432,100</u>	<u>522,897</u>	<u>471,000</u>	<u>431,258</u>	<u>92%</u>
NET CLEC OPERATIONS	<u>(9,281)</u>	<u>(70,434)</u>	<u>(35,100)</u>	<u>(81,641)</u>	<u>(51,000)</u>	<u>(80,622)</u>	<u>158%</u>
NET LAKEVIEW AND CLEC	<u>26,656</u>	<u>(57,935)</u>	<u>(31,700)</u>	<u>(37,878)</u>	<u>(45,400)</u>	<u>(54,695)</u>	
<b>Lakeview Park Road</b>							
Road maintenance	2,754	-	10,000	18,165	13,000	5,570	43%
NET	<u>23,902</u>	<u>(57,935)</u>	<u>(41,700)</u>	<u>(56,044)</u>	<u>(58,400)</u>	<u>(60,265)</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Capital Expenses

	2015	2016	2017	2017	2018	2018	2018
	YTD Actuals	YTD Actuals	Budget	YTD Actuals	Budget	YTD Actuals	Var
<b>General</b>							
Asset appraisal - Insurance	-	6,900	-	-	-	-	-
Asset management plan	-	-	30,000	-	30,000	-	0%
Computer Equipment	-	-	12,000	-	20,000	4,119	21%
Demo costs - Kasapi/Neva Road	-	-	-	-	100,000	30,004	30%
Hazmat Inventory	16,770	10,856	60,000	3,828	20,000	350	2%
Office Equipment	-	-	5,000	-	25,000	-	0%
Land Purchase	379,129	195,874	-	75,503	-	1,057	-
Museum	-	-	-	-	30,000	-	0%
Office Improvements	-	-	-	-	-	-	-
Town hall renovations	39,991	144,678	1,800,000	2,575	3,647,000	7,518	0%
	<u>435,890</u>	<u>358,308</u>	<u>1,907,000</u>	<u>81,907</u>	<u>3,872,000</u>	<u>43,047</u>	<u>1%</u>
<b>CLEC</b>							
Carpet	-	-	5,000	-	5,000	-	0%
Clec Windows	-	19,789	-	-	-	-	-
Clec Roofing	7,500	34,771	-	-	-	-	-
Clec Renovations	2,118	8,326	-	-	-	-	-
Defibrillators	4,249	-	-	-	-	-	-
Electrical upgrades	-	25,076	-	-	10,000	9,788	98%
Clec JCP	-	-	15,000	-	18,000	11,629	65%
Mattresses	-	-	5,000	4,270	-	(0)	-
Equipment - Propane Stove	-	-	7,000	8,769	-	-	-
Concrete patio/deck renovation	8,500	-	-	-	-	-	-
Water system/well	-	-	25,000	-	90,000	26,330	29%
	<u>22,367</u>	<u>87,962</u>	<u>57,000</u>	<u>13,039</u>	<u>123,000</u>	<u>47,746</u>	<u>39%</u>
<b>Fire Department</b>							
Air Shoring	2,675	-	-	-	-	-	-
Data Administration	-	1,726	10,000	-	-	-	-
Compressor fan - firehall	2,449	-	-	-	-	-	-
Gas monitor and controls	-	-	-	-	10,000	-	0%
Storz hydrant upgrades	-	-	-	-	16,000	16,675	104%
Office renovation	-	-	-	-	10,000	-	0%
Heat Pump/Generator Replacemen	-	-	15,000	8,832	15,000	11,510	77%
Inventory-Fire trucks and equipmer	-	-	20,000	21,227	10,000	-	0%
Misc Fire Equipment	6,644	5,173	-	-	-	-	-
ATV Truck Pump	-	8,193	-	-	-	-	-
Firehall repairs	7,900	6,800	6,000	6,282	6,000	-	0%
Thermal Camera	7,865	-	-	-	-	-	-
Turnout Gear Dryer - Cap	8,951	-	-	-	-	-	-
Training Ground Facilities	-	13,846	30,000	32,616	30,000	30,833	103%
Truck purchase	-	-	-	-	370,000	-	0%
Tools and Equipment	6,079	9,318	3,000	3,301	3,000	535	18%
Hoses and valving	6,133	15,210	8,000	8,996	8,000	-	0%
Ventilation fan	-	-	-	-	-	-	-
	<u>48,695</u>	<u>60,266</u>	<u>92,000</u>	<u>81,253</u>	<u>478,000</u>	<u>59,553</u>	<u>12%</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
General Fund - Schedule of Capital Expenses

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 Var
<b>Public Works</b>							
Equipment Purchase	-	-	135,000	53,136	586,500	75,634	13%
Annual Paving Program	75,231	-	70,000	58,314	-	-	-
Computer Software	-	-	-	-	-	-	-
Cross Walk lights - Post Office	54,450	-	-	-	20,000	-	0%
Engineering Design - King George :	-	-	-	-	20,000	-	0%
North Shore Rd Engineering	5,033	-	-	-	-	-	-
Garbage facilities - clec	-	-	-	-	10,000	-	0%
PW Truck Shelter - Cap	-	10,371	-	-	-	-	-
Sidewalks	13,254	35,547	-	-	50,000	-	0%
Signs - Capital	15,207	64,977	-	-	-	-	-
South Shore Road Improvements	-	-	-	-	-	-	-
Renfrew Town Square	-	-	-	-	-	-	-
Refurbish footbridge	-	-	-	-	200,000	-	0%
Stormwater Mapping	4,681	-	-	-	-	-	-
Small tools	2,558	3,939	5,000	2,133	5,000	2,713	54%
	<u>170,413</u>	<u>114,833</u>	<u>210,000</u>	<u>113,582</u>	<u>891,500</u>	<u>78,347</u>	<u>9%</u>
<b>Lakeview Park</b>							
JCP Recoveries - Cap	(30,122)	(14,467)	-	-	-	-	-
Garbage facilities	-	-	-	-	22,000	3,309	15%
Resurfacing campsites - gravel/san	-	3,334	5,000	-	-	-	-
Floating walkway repairs	13,500	-	-	-	-	-	-
Lakeview Washrooms	13,102	27,863	-	-	-	-	-
	<u>(3,521)</u>	<u>16,729</u>	<u>5,000</u>	<u>-</u>	<u>22,000</u>	<u>3,309</u>	<u>15%</u>
<b>Parks</b>							
Central Park Washroom/Stage	107,517	31,648	10,000	-	-	-	-
Centennial Park	18,531	7,961	-	-	-	-	-
Columbarium planning	-	-	10,000	5,187	5,000	48,325	967%
Misc Parks Capital	-	-	-	-	-	-	-
Marina Park Dock Repairs	-	18,000	20,000	42,222	15,000	5,047	34%
Park Benches	-	-	-	-	-	0	-
Centennial Park Upgrades	-	406,433	1,048,500	897,584	400,000	472,924	118%
Pickleball/Tennis Courts	-	-	50,000	35,054	14,945	1,635	11%
Sahtlam Park	-	-	-	-	10,000	-	0%
Riverside Park - Washrooms JCP	-	-	50,000	-	50,000	-	0%
Saywell Park Improvements	49,162	-	23,000	-	23,000	-	0%
Saywell Park JCP	7,017	-	-	-	-	-	-
Kaatza Museum JCP	603	-	-	-	-	-	-
	<u>182,830</u>	<u>464,042</u>	<u>1,211,500</u>	<u>980,047</u>	<u>517,945</u>	<u>527,932</u>	<u>102%</u>
<b>Total General Capital</b>	<u>856,675</u>	<u>1,102,141</u>	<u>3,482,500</u>	<u>1,269,829</u>	<u>5,904,445</u>	<u>759,934</u>	<u>13%</u>



TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
Sewer Fund

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>Revenues</b>							
User Rates	434,229	434,749	440,000	457,201	456,000	482,785	106%
Connection Fees	2,710	3,542	1,000	6,047	1,000	3,830	383%
Penalties And Other Interest	4,895	4,750	4,600	4,780	4,600	4,542	99%
Sewer Facilities Grant	-	-	1,305,900	-	-	-	-
Conditional Grants	1,351,200	-	-	-	-	-	-
Debt	-	-	-	-	-	-	-
Parcel Tax	163,900	163,700	164,100	164,000	165,800	165,900	100%
Contribution from others	-	4,075	-	-	-	-	-
Transfer From Surplus	-	-	364,500	-	105,400	-	0%
	<u>1,956,934</u>	<u>610,815</u>	<u>2,280,100</u>	<u>632,028</u>	<u>732,800</u>	<u>657,057</u>	<u>90%</u>
<b>Expenditures</b>							
Administration	1,622	1,590	2,700	1,690	2,700	1,915	71%
Office Administration	47,300	54,000	47,300	47,300	57,000	57,000	100%
Consumption Rebates	838	275	1,000	325	1,000	75	8%
PW Administration	75,000	67,000	83,800	83,800	83,900	83,900	100%
Discounts	29,977	30,908	31,000	32,240	35,400	35,451	100%
General Maintenance	65,875	46,903	68,000	38,227	65,000	48,595	75%
Connections Maintenance	6,723	4,396	9,500	2,527	9,000	2,249	25%
Chlorination	7,593	7,275	8,000	9,862	10,000	6,737	67%
New Connections	276	-	4,000	3,106	4,000	3,434	86%
Sewer Flushing	7,120	29	6,500	6,615	7,000	6,586	94%
Sewer Pump Maintenance	40,957	39,818	46,500	32,373	76,500	33,738	44%
Sewer Lagoon Maintenance	89,846	67,319	91,300	55,706	91,300	50,658	55%
Transfer to Surplus	-	-	-	-	-	-	-
Amortization - Sewer Fund	74,943	93,805	-	93,805	-	-	-
Capital	1,558,464	91,855	1,880,500	2,055	290,000	2,202	1%
	<u>2,006,534</u>	<u>505,171</u>	<u>2,280,100</u>	<u>409,630</u>	<u>732,800</u>	<u>332,540</u>	<u>45%</u>
Surplus(Deficit)	<u>(49,600)</u>	<u>105,644</u>	<u>-</u>	<u>222,398</u>	<u>-</u>	<u>324,517</u>	

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
Sewer Fund

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<u>SEWER CAPITAL</u>							
Liftstation Upgrades	-	-	75,000	-	40,000	2,202	6%
Sewer I&I	21,550	82,658	132,200	-	150,000	-	0%
Sewer Treatment Miscellaneous	-	-	-	-	100,000	-	0%
Sewer Treatment Construction	1,536,914	9,197	1,673,300	2,055	-	-	-
Wellington Sanitary Sewer	-	-	-	-	-	-	-
Riverside Force Main	-	-	-	-	-	-	-
	1,558,464	91,855	1,880,500	2,055	290,000	2,202	1%

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
Water Fund

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<b>Revenues</b>							
User Rates	521,729	521,482	532,000	547,045	555,000	572,717	103%
Connection Fees	6,660	9,100	1,000	44,270	1,000	9,140	914%
Fire Hydrant Installation & other	9,622	4,948	3,000	3,353	3,000	31,659	1055%
Other Penalties And Interest	6,028	5,652	5,500	5,756	5,500	5,415	98%
Grant - Water main upgrades	-	-	1,129,093	545,718	583,375	-	0%
Infrastructure Grant	-	-	5,000,000	1,651,313	3,248,687	-	0%
CONTRIBUTION FROM OTHERS	-	-	-	-	28,000	-	0%
Parcel Tax	167,100	233,800	234,500	234,360	236,880	237,020	100%
Transfer From Surplus	-	-	722,521	-	813,418	-	0%
	<u>711,139</u>	<u>774,981</u>	<u>7,627,614</u>	<u>3,031,815</u>	<u>5,474,860</u>	<u>855,951</u>	<u>37%</u>
<b>Expenditures</b>							
Administration	1,060	1,810	3,400	1,934	3,400	1,504	44%
Office Administration	65,600	65,600	66,500	66,500	76,500	76,500	100%
PW Administration	82,000	82,000	83,100	83,100	95,600	95,600	100%
Consumption Rebates	838	275	1,000	325	1,000	75	8%
Discounts	36,215	37,864	37,800	39,646	42,900	42,938	100%
Safety and Training	6,405	3,797	4,500	1,853	4,500	620	14%
Chlorination	9,158	10,981	9,000	14,608	9,000	8,828	98%
Flushing	11,618	12,181	12,500	-	12,500	10,153	81%
Reservoir	4,161	3,170	4,500	9,557	4,500	3,288	73%
General Maintenance	83,099	74,040	89,000	68,382	89,000	53,219	60%
Hydrants	14,723	14,460	22,660	15,441	22,660	16,361	72%
New Connections	7,950	5,416	8,000	16,594	8,000	10,713	134%
Connection Maintenance	55,827	58,635	75,000	56,233	75,000	41,685	56%
Water Meters	11,322	10,253	8,500	21,000	13,500	16,243	120%
Pump House Maintenance	33,226	36,838	32,500	44,432	32,500	29,640	91%
Booster Pumps Maintenance	11,239	10,032	11,300	8,425	11,300	6,804	60%
Slopes water pump station	4,791	5,241	8,000	5,582	8,000	4,213	53%
Greendale Water Connection	3,469	7,844	5,000	14,448	-	3,350	-
Water treatment plant	-	-	-	-	50,000	927	2%
Transfer to surplus	-	-	-	-	-	-	-
Amortization - Water Fund	103,480	103,480	-	105,708	-	-	-
Capital	16,540	28,534	7,145,354	2,470,128	4,915,000	4,489,191	91%
	<u>562,721</u>	<u>572,451</u>	<u>7,627,614</u>	<u>3,043,894</u>	<u>5,474,860</u>	<u>4,911,852</u>	<u>90%</u>
Surplus(Deficit)	<u>148,418</u>	<u>202,530</u>	<u>-</u>	<u>(12,080)</u>	<u>-</u>	<u>(4,055,900)</u>	<u>-</u>

TOWN OF LAKE COWICHAN  
Statement of Expenditure - October 31, 2018  
Water Fund

	2015 YTD Actuals	2016 YTD Actuals	2017 Budget	2017 YTD Actuals	2018 Budget	2018 YTD Actuals	2018 %
<u>WATER CAPITAL</u>							
Cowichan Lake Road Loop	-	-	-	-	-	-	-
Fire Hydrant Upgrades	-	-	-	-	-	-	-
Flow meter / recorder equipment	-	7,578	-	-	-	-	-
Greendale Road Watermain	-	-	769,863	373,647	365,000	451,341	124%
Greendale Trestle Watermain Upgrade	-	-	164,204	37,546	200,000	4,267	2%
Ohtaki Bridge Watermain Upgrade	-	-	77,550	-	200,000	-	0%
Park Rd Watermain Upgrade	-	-	235,052	-	-	-	-
Wilson Watermain Upgrade	-	-	113,685	307,583	-	-	-
Water main upgrade	-	-	-	-	-	-	-
Water Modelling	-	-	-	-	31,000	24,953	80%
Water Treatment Upgrade	16,540	20,956	5,760,000	1,751,351	4,050,000	4,008,630	99%
Water Service Replacements	-	-	25,000	-	69,000	-	0%
	-	-	-	-	-	-	-
	16,540	28,534	7,145,354	2,470,128	4,915,000	4,489,191	35%



# Building Report

**TO:** Chief Administrative Officer

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

**DATE:** NOV. 6, 2018

**FROM:** Building Inspector

## Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	20	17	1		2
Commercial	5	1			
Carport / garage	1	6	1		2
Demolitions	1			2	2
Renovations	6	10			
Deck	7	2			
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
<b>TOTALS</b>	<b>40</b>	<b>36</b>	<b>2</b>	<b>2</b>	<b>6</b>

Building Permit Fees	Value of construction	Permit fees
For the current month	383,002.00	3,790.00
Year to Date	4,476,707.00	45,255.00

\_\_\_\_\_  
Dennis Young

Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522



## September 2018 Monthly Incident Report

- 3 Practices
- 1 Business Meeting
- 1 Truck Check
- 1 WorkSafe Critical Incident Stress Intervention
- 1 Bush Fire
- 8 Medical Aids
- 2 Structure Fire
- 1 Burning Complaint
- 1 Alarm Activated
- 1 Officer Page
- 2 Driver Training Sessions
- 1 Officers Meeting
- 1 BCAA Child Passenger Safety Educator Course
- 5 NFPA Tests
- 1 Officer/Member Duty Sheets
- 1 Sec/Treasurer Monthly Stipend

**Total**

**\$10058.08**



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

**Fire Stats September 2018**

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
09/02	8:33 AM	7330 Peri Rd	Medical Aid	12	1	\$238.38
09/03	2:25 PM	#201-18 King George St	Medical Aid	16	1	\$312.68
09/04	7:00 PM	Fire Hall	Practice	15	2	\$590.56
09/06	7:35 AM	Stoltz Rd	Mutual Aid/Bush Fire	14	6	\$1179.96
09/07	10:03 PM	8875 Youbou Rd	Report Of Smoke	2	1	\$39.90
09/08	5:45 PM	7989 Cowichan Lake Rd	Medical Aid	11	1	\$196.75
09/10	10:17 AM	7340 Cowichan Lake Rd	Burning Complaint	1	1	\$20.46
09/10	7:00 PM	Fire Hall	Business Meeting	23	2	\$868.84
09/12	6:00 PM	Fire Hall	Truck Check	12	2	\$390.66
09/15	9:55 PM	8875 Youbou Rd	Structure Fire	13	3	\$772.26
09/17	7:00 PM	Fire Hall	Practice	22	2	\$787.62
09/18	5:00 PM	Fire Hall	Driver Training	2	2	\$76.34
09/20	5:00 PM	Fire Hall	Driver Training	2	2	\$76.34
09/21	4:09 PM	101 Beech Cres	Medical Aid	11	1	\$218.23
09/22	12:40 PM	113 Beech Cres	Medical Aid	17	1	\$317.47
09/23	1:56 PM	#1-272 South Shore Rd	Medical Aid	16	2	\$591.98
09/24	6:00 PM	Fire Hall	Officers Meeting	9	1	\$163.38
09/24	7:00 PM	Fire Hall	Practice	25	2	\$906.30
09/25	5:49 PM	258 Kingfisher Pl	Medical Aid	16	1	\$276.55

09/26	11:13 AM	8381 Beaver Rd	Alarms Activated	8	1	\$138.12
09/26	6:00 PM	Fire Hall	Critical Incident Stress Intervention	8	1	\$159.60
09/29	6:39 AM	#6-215 Madill St	Medical Aid	12	1	\$237.67
09/29	8:15 AM	27 Stevens Cres	Structure Fire	16	1	\$316.45
09/29	8:30 AM	Fire Hall	Child Passenger Safety Educator Course	4	16	\$949.44
			NFPA Tests	1	10	N/C Jr FF
			Officer/Member Duty Sheets	1	4	\$81.84
			Sec/Treasurer Stipend	1		\$150.00
		<b>Total</b>				<b>\$10058.08</b>





Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

## October 2018 Monthly Incident Report

- ✓ 4 Practices
- ✓ 1 Business Meeting
- ✓ 1 Truck Check
- ✓ 1 CVRD Geohazard Workshop
- ✓ 1 House/Property Inspection
- ✓ 3 Medical Aids
- ✓ 1 Cowichan Valley Fire Prevention Meeting
- ✓ 1 JK Firefighter Interview
- ✓ 1 Alarm Activated
- ✓ 1 EOC 1339 Course in Nanaimo
- ✓ 1 Laketown Ranch Safety Meeting
- ✓ 1 Driver Training/Pumping Practice Session
- ✓ 2 MVI
- ✓ 1 Child Car Seat Instruction
- ✓ 23 NFPA Tests
- ✓ 5 Officer/Member Duty Sheets
- ✓ 1 Sec/Treasurer Monthly Stipend

**Total**

**\$6798.05**



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

Fire Stats October 2018

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
10/01	7:00 PM	Fire Hall	Business Meeting	26	2	\$950.06
10/02	10:30 AM	Cowichan Lake Arena	CVRD Geohazard Workshop	2	5	\$102.30
10/03	9:00 AM	68/70 Nelson Rd W	House/Property Inspection	2	3	\$61.38
10/06	4:47 PM	Somenos Ave E	MVI	9	1	\$158.58
10/09	7:00 PM	Fire Hall	Practice	16	2	\$634.94
10/10	11:00 AM	Fire Hall	Laketown Ranch Safety/Yearend Review	2	1	\$20.46
10/10	6:00 PM	Fire Hall	Truck Check	11	2	\$351.16
10/11	5:00 PM	Fire Hall	Child Car Seat Instruction	2	1	\$19.44
10/11	6:00 PM	Fire Hall	JR Firefighter Interview	2	1	\$20.46
10/15	7:00 PM	Fire Hall	Practice	22	2	\$831.38
10/16	6:00 PM	Chemainus F.D.	Fire Prevention Meeting	2	2.5	\$102.30
10/17	12:26 PM	51 E North Shore Rd	MVI	7	1	\$140.16
10/18	10:03 PM	88 Park Rd	Alarms Activated	18	1	\$295.99
10/19	7:00 AM	Nanaimo F.D.	EOC 1339 Course	2	10	\$204.60
10/22	7:00 PM	Fire Hall	Practice	23	2	\$787.00
10/23	6:00 PM	Fire Hall	Driver Training	2	2	\$76.34
10/25	6:00 PM	Fire Hall	Pumper Training	2	2	\$76.34

10/29	7:00 PM	Fire Hall	Practice	25	2	\$911.18
10/29	9:30 PM	30 Coronation St. N	Medical Aid	20	1	\$357.37
10/30	7:15 AM	244 North Shore Rd W	Medical Aid	10	1	\$198.79
			NFPA Tests	1	10	N/C Jr FF
			Officer/Member Duty Sheets	1	4	\$347.82
			Sec/Treasurer Stipend			\$150.00
		<b>Total</b>				<b>\$6798.05</b>



**TO:** Chief Administrative Officer  
**FROM:** Bylaw Officer  
**DATE:** November 9th, 2018  
**SUBJECT:** Bylaw Enforcement Summary for the Period September to October, 2018

<b>Complaints</b>	<b>#</b>	<b>Outcome</b>
Zoning	2	Ongoing
Unsightly	3	Compliance on all
Barking Dog	2	Compliance on all
Storage on boulevard	5	Compliance on all
Red tags for parking	10	Compliance on all
Inquiry of Bylaw	2	
Building without permits	2	1 complied, 1 outstanding

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Roger Grosskleg



# Memo

**TO:** Chair, Finance and Administration Committee

**SUBJECT:** Upgrade the Existing Municipal Hall or Purchase and Retrofit Kingdom Hall

**DATE:** November 9, 2018

**FROM:** Chief Administrative Officer

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## **BACKGROUND**

As a new council assumes office, we are approaching another "fork in the road" with respect to the status of the municipal hall. We have been at this juncture before – discussion has been had on building a municipal hall in combination with other facilities at the current library site; the potential purchase of the old Trails End restaurant and later the United Church building were all given consideration as a location for the municipal hall. Each time, councils before always veered back to the location of the current municipal hall.

Until 2004, the Municipal Hall was accommodated in 2 separate structures, one that housed the council chambers and the other the administration building that was shared with the Fire Department. The construction of a new firehall resulted in space that was previously utilized by the fire department for meetings and training being freed up for use by council as its council chamber. The Mildred Child annex was left to house the building inspector and the bylaw officer. The Town, to this point, has not had the luxury of having a municipal hall that was built to accommodate a proper council chamber to serve its public. Public meetings and sometimes an occasional public hearing have had to be held elsewhere to accommodate larger crowds.

The current municipal premises - the Municipal Hall and the Mildred Child annex - were and are in a major state of disrepair that require upgrades and there is no adequate room in the council chamber to satisfy the particular needs of council which include the format of the council chamber and improved acoustics and room to accommodate a crowd. The old fire hall bays and the municipal hall which are conjoined are now subject to serious leaks and drafts and require major upgrades if current health and safety standards are to be met. The heat pump is nearing the end of its life expectancy.

Prior to the current state of affairs, council in late 2004 invited BC Buildings Corporation to undertake an assessment of the needs of the Town which at the time

proposed a combined facility that was intended to house a municipal administrative centre together with the library and health centre. At the request of the Town of Lake Cowichan on Wednesday February 16, 2005 BC Buildings Corporation was asked to consider the addition of a community theatre to the proposed Community Services Centre.

In March, 2006 the total project cost was estimated by BCBC at \$5,873,672 (see attachment). Note this was an estimate provided in 2006 dollars and the project was proposed at the site now occupied by the current library. Not surprisingly, the project and the proposed location was not met with enthusiasm by council or the other stakeholders. Council all along favoured the renovation of the existing facilities at 39 South Shore Road. With that the services of an architectural firm were retained. Plans to retrofit the municipal hall facility to current building standards while at the same time providing council a council chamber that adequately serves the public interest were drawn up. This involved engineering, seismic and architectural assessments and proposed solutions. In the meantime, WorkSafe BC mandated that hazardous materials assessments had to be conducted on all pre-1990 structures owned and operated by the Town. In excess of \$200, 000 in expenses has been incurred thus far on the municipal hall project going all the way back to 2004.

Note: The financial penalties for undertaking work on pre-1990 buildings without benefit of a hazardous materials assessment can be exorbitant, as evidenced by our previous experience.

The Town is responsible for contracting with firms that meet the legislated and legal requirements to protect the health and safety of workers employed on a project site. This means work must be done by trained and qualified workers that meet legislated requirements. This certainly rules out municipal workers.

### **CONSIDERATIONS**

The Town has received the commitment of School District # 79 to use a portion of Stanley Gordon School if work should proceed at the current municipal site. The project would have been phased with council using meeting room at the Fire Hall on a temporary basis.

There is, however, now thought of acquiring another property for use as the municipal hall. It is only prudent to investigate this but any decision must take into account what is best for the Town for the long-term.

It would best to consider all of the ramifications of the either of the two choices before making a decision that is not to be regretted later.

Items to Consider	Kingdom Hall	Current Town Hall and Mildred Annex
Age	pre-1960 with improvements made over the years	pre-1960 with minor modifications
Location	Preferred by a number of citizens	Overwhelmingly preferred by employees and some public
Space requirements	Insufficient to accommodate staffing or council	Accommodates current staffing but barely for council
Future Use?	Municipal Hall	Park
Environmental considerations	None undertaken	All of the assessments undertaken
Renovations and modifications	Must involve qualified personnel	Must involve qualified personnel

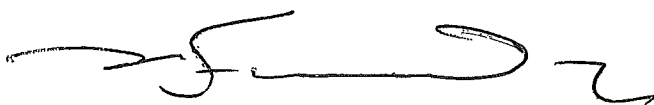
The purchase price for the Kingdom Hall is \$369,000 plus an additional sum would be required to upgrade the facility. A hazards materials assessment must also be undertaken and remediation must be handled by people qualified to do so. If the intent is to have premises that satisfy the basic needs of the municipality, would it not be sensible to expend those funds needed to acquire and renovate the Kingdom Hall by simply reassigning those funds to update both the Municipal Hall and Mildred Child annex. The latter two buildings appear to have more space than the Kingdom Hall.

The minimum renovation involving the cladding of the two buildings and re-roofing plus update of the heat pump will allow the Town to update its buildings so we may at a minimum continue with its revitalization program that it has embarked on. The Council Chamber can be modified with just a new seating arrangement so we may avoid the demolition of the current municipal facilities so we add another park for our asset management purposes.

Note: Council established a Municipal Building reserve fund in 2000 for the very purpose of having funds to deal with capital improvements on the municipal building.

**RECOMMENDATION**

It is recommended *that the Committee carefully review its options before making its choice* taking into consideration the following:  
 the best location for the municipal hall; how best to manage its fire alarm system;  
 avoid increasing our assets that provide no returns; and that any decision not be made on a whim.



Joseph A. Fernandez

**Town of Lake Cowichan**

**Development Costs**

Revised March 27, 2006

<u>Component</u>	<u>Unit</u>	<u>No of Units</u>	<u>Cost Per Unit</u>	<u>Total Cost</u>	<u>Break-Out Cost for Theatre **</u>
<b>LAND:</b>					
Purchase Price (Bowling Alley)	PC Sum	1	200,000.00	\$200,000.00	\$200,000.00
Purchase Tax				\$2,000.00	\$2,000.00
Transfer Costs				\$2,000.00	\$2,000.00
<b>TOTAL LAND</b>				<b>\$204,000.00</b>	<b>\$204,000.00</b>
<b>CONSTRUCTION:</b>					
Site Works / Demolition	Lump Sum			\$35,000.00	\$ 15,137.50
Off Sites and Utility Fees	Lump Sum			\$50,000.00	\$ 21,625.00
Development Cost Charges	Lump Sum			\$0.00	\$ -
Building and Development Permits	Lump Sum			\$0.00	\$ -
<b>Building (Gross Building Area)</b>					
First Floor PSF		14800	\$ 140.00	\$2,072,000.00	\$ 896,140.00
Second Floor PSF		5200	\$ 125.00	\$650,000.00	
Architectural Enhancements	Lump Sum	1	\$ 100,000.00	\$100,000.00	\$ 43,250.00
LEED Certification	Lump Sum	1	\$ 50,000.00	\$50,000.00	\$ 21,625.00
Theatre Premium (increased cost for higher space)	PSF	8650	\$ 15.00	\$129,750.00	\$129,750.00
<b>Tenant Improvements (Rentable Area)</b>					
Town of Lake Cowichan PSF		4561	\$ 45.00	\$205,263.16	\$ -
VIHA PSF		2325	\$ 45.00	\$104,605.26	\$ -
VIRL PSF		2412	\$ 45.00	\$108,552.63	\$ -
Speech Pathology PSF		658	\$ 45.00	\$29,605.26	\$ -
Theatre (seating, lighting, acoustics etc)	PSF	7588	\$ 80.00	\$607,017.54	\$607,017.54
Parking	Per Space	30	\$ 1,500.00	\$45,000.00	\$ 30,000.00
Landscaping	Lump Sum	1	\$ 25,000.00	\$25,000.00	\$ 10,812.50
<b>Sub Total</b>				<b>\$4,211,793.86</b>	<b>\$ 647,830.04</b>
Construction Escalation	Percentage	10%		\$421,179.39	\$ 182,160.08
<b>TOTAL CONSTRUCTION</b>				<b>\$4,632,973.25</b>	<b>\$ 2,003,760.93</b>
<b>SOFT COSTS:</b>					
Architects	% OF CONSTRUCTION	4.0%		\$185,318.93	\$ 80,150.44
Engineers	% OF CONSTRUCTION	4.0%		\$185,318.93	\$ 80,150.44
Other Consultants	% OF CONSTRUCTION	1.0%		\$46,329.73	\$ 20,037.61
Additional Design Fee for Theatre	% OF Theatre Tis	5.0%		\$30,350.88	\$30,350.88
Property Tax During Construction	Lump Sum		\$ -	\$0.00	\$ -
Insurance	Lump Sum	1	\$ 25,000.00	\$25,000.00	\$ 10,812.50
Legal, Appraisal and QS	Lump Sum	1	\$ 10,000.00	\$10,000.00	\$ 4,325.00
Development Management	% OF CONSTRUCTION	2.5%		\$115,824.33	\$ 50,094.02
Contingency Provision	% OF CONSTRUCTION	5.0%		\$231,648.66	\$ 100,188.05
<b>TOTAL SOFT COSTS</b>				<b>\$829,791.46</b>	<b>\$ 358,884.81</b>
<b>FINANCE:</b>					
Interest During Construction	(3% per annum - 9 Months Construction)			\$148,752.57	\$ 64,335.49
GST Provision				\$0.00	\$ -
FINANCING FEE & Inspections	1%			\$ 58,155.17	\$ 25,152.11
<b>TOTAL FINANCE</b>				<b>\$206,907.75</b>	<b>\$ 89,487.60</b>
<b>TOTAL DEVELOPMENT COST</b>				<b>\$5,873,672.45</b>	<b>\$ 2,656,133.34</b>
<b>Total Cost per square foot (Rentable)</b>				<b>\$334.80</b>	

Note:\*\* Proportionate Share unless specific to theatre

**SUMMARY**

Item	Total Project	Theatre Breakout
LAND:	\$204,000.00	\$204,000.00
CONSTRUCTION:	\$4,632,973.25	\$ 2,003,760.93
SOFT COSTS:	\$829,791.46	\$ 358,884.81
FINANCE:	\$206,907.75	\$ 89,487.60
<b>TOTAL DEVELOPMENT COST</b>	<b>\$5,873,672.45</b>	<b>\$2,656,133.34</b>