



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday October 8th, 2019 at 6:00 p.m. – Council Chambers

AGENDA

- | | Page # |
|---|--------|
| 1. CALL TO ORDER | |
| 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. | 3 |
| (b) Update on Public Input re: Retail Cannabis. | 4 |
| (c) Water Treatment Plant: status report | |
| 4. DELEGATIONS AND REPRESENTATIONS | |
| (a) Sybille Sanderson, Emergency Program Coordinator, CVRD re: Implementing Emergency Management in Lake Cowichan. | |
| 5. CORRESPONDENCE | |
| 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 September 30 th , 2019. | 5 |
| (b) Building Inspector's Report for August and September, 2019 | 23 |
| (c) Lake Cowichan Fire Department Incident Report for August, 2019. | 25 |
| (d) Chief Administrative Officer re: Cannabis Retail Stores. | 28 |
| (e) Director of Finance re: Permissive Taxation Application from Senior Citizen Housing Society | F/C |
| 8. NEW BUSINESS | |
| (a) Claim for reimbursement of spousal expense. | |
| (b) Membership in CivicInfo. | |
| 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. IN-CAMERA | |
| 13. ADJOURNMENT | |

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Memo

TO: Chair, Finance and Administration Committee

SUBJECT: Municipal Hall Upgrades

DATE: October 4, 2019

FROM: Chief Administrative Officer

UPDATE

While work is proceeding on the municipal hall upgrades and which is certainly not noticeable to the naked eye, the fact that this building was constructed pre-1990, is causing progress to be painfully slow.

- The roof tender was awarded to G & G Roofing Limited on August 27th, 2019 with the contract documents not being executed as the contractor is unable to begin work without the overhead power lines being re-aligned;
- BC Hydro and the electrician have been given the go-ahead to proceed on this;
- In the meantime, as renovations to accommodate electrical work are required, a hazardous materials survey had to be commissioned;
- A local contractor is ready to undertake the renovation work to accommodate the electrical needs which would include installation of a pole at the existing council/staff entrance;
- An alternate entrance will also be constructed to replace the current one which would become the entrance to the electrical room;
- Once we get a clearance letter as required by WorkSafe guidelines work will begin on the required renovations and electrical work installations with the roofing work safe to begin then.

Note: We have been cleared by the hazmat survey to proceed with work to accommodate the electrical room and a new entrance door. This should begin the following week.

Joseph A. Fernandez

Memo



TO: Chair, Finance and Administration Committee
SUBJECT: Cannabis Survey Results
DATE: October 4, 2019
FROM: Chief Administrative Officer

With the legalization of cannabis for recreational use Council decided that a survey be conducted to ascertain if there was an appetite for cannabis retail stores to be located within the Town's boundaries. The survey deadline was September 30th, 2019 and the results are as follows:

*YES	177	24 of the yes votes stated that the 100 meter minimum from health facilities, schools and daycare was NOT satisfactory.
**NO	59	

See Comments Below:

***Comments from those voting YES included:**

- There are revenue and employment benefits for the community;
- Retail cannabis stores would be helpful to medical cannabis users;
- The same rules that apply to liquor stores should apply to cannabis sales;
- As it is legal in Canada the process should be faster; and
- There should be a maximum number of stores.

****Comments from those voting NO included:**

- Concerns over smell;
- Increases in crime and illegal drug use;
- Proper enforcement; and
- Distance from minors and residential areas.

There were 12 votes received from residents living outside of the Town of Lake Cowichan and these votes were not included in the final count.

Note: The survey respondents represent a small fraction of the eligible electors from the 2018 voters' list.

A handwritten signature in black ink, appearing to read "Joseph A. Fernandez".

Joseph A. Fernandez



Memo

TO: Chief Administrative Officer
FROM: Director of Finance
DATE: October 2, 2019
SUBJECT: Financial Report for the Period Ending September 30, 2019

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.
- The annual property tax sale was held Monday September 30, 2019. Five properties were sold in tax sale and all were sold to a third party. Since the sale one property has already been redeemed.
- The cannabis survey closed on September 30th. Results will be provided in a separate report to Council.

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

Ronnie Gill, CGA, CPA

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
REVENUES						
Taxes	2,011,636	2,071,963	2,071,964	2,144,601	2,144,602	100%
Supplemental Adjustments	-	-	-	-	-	-
Grants-In-Lieu	51,425	54,700	55,016	57,280	55,108	96%
Penalties and Interest on Taxes	69,270	65,000	63,046	60,000	61,725	103%
Business Licences	19,550	17,500	21,800	18,000	20,025	111%
Building and Other Permits	58,767	24,400	68,731	25,000	40,079	160%
Storm Drain Connection Fees	5,100	-	1,890	-	3,050	-
Dog Tags and Fines	3,310	3,200	3,590	3,200	3,655	114%
Interest on Investments	63,815	30,000	92,378	30,000	84,737	282%
Fire Service to CVRD	239,861	272,511	272,682	321,847	312,469	97%
BC Wildfire Recoveries	16,300	-	16,896	-	-	-
Fire Department Recovery	-	-	-	-	30,677	-
Garbage Revenues	372,348	370,200	380,404	383,500	376,378	98%
Lakeview Revenues	204,104	184,000	203,016	191,000	202,419	106%
Sale of Assets	-	-	-	-	33,240	-
Public Works Revenues	2,102	-	2,689	-	2,259	-
Fire Department Revenues	74,790	-	49,772	-	9,694	-
Other Revenue	30,123	10,200	26,767	9,250	21,711	235%
Ambulance Building Lease	44,829	45,000	44,829	45,000	35,819	80%
Public Health Lease	16,445	16,500	16,617	16,700	12,506	75%
Clec Revenues	441,256	420,000	388,483	417,000	319,433	77%
Unconditional Transfers	471,086	436,900	477,193	451,900	493,188	109%
Conditional Transfers	440,960	495,854	91,736	3,778,000	9,000	0%
Conditional Transfer - Town Hall Bldg	-	2,877,000	-	-	-	-
Transfers From Reserve Funds	-	586,500	75,442	630,000	-	0%
Transfers From Building Reserve	-	800,000	-	481,000	-	0%
Transfer From Fire Dept Reserves	-	370,000	-	400,000	-	0%
Transfer From Statutory Reserves	-	-	-	-	-	-
Transfer from Parks Dedication Reserve	-	-	-	-	-	-
Short term debt	-	-	-	300,000	-	0%
Prior year Surplus	-	-	-	-	-	-
Police Tax Levy	145,171	156,542	156,542	166,480	166,480	100%
Library Levy	127,782	134,872	134,872	133,729	133,845	100%
Collections For Other Govts.	2,159,035	2,290,836	2,251,430	2,476,441	2,475,596	100%
	7,069,065	11,733,678	6,967,784	12,539,928	7,047,695	59%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
EXPENDITURES						
General Government Services	542,492	547,600	538,913	567,600	261,245	46%
Fire Department	382,070	400,100	364,906	427,000	287,602	67%
Police Force	145,171	156,542	156,542	166,480	158,092	95%
Bylaw Enforcement & Other	66,906	59,000	74,033	61,000	31,071	51%
Public Works Administration	116,234	105,400	57,542	61,300	(61,159)	-100%
Public Works Roads	377,517	419,000	291,965	435,700	235,488	54%
Public Works - Equipment & Other	(126,327)	-	(130,134)	-	(82,565)	-
Garbage Expenses	388,605	394,200	395,405	402,100	295,546	74%
Planning, Health & Other	55,113	59,000	56,442	71,300	32,336	45%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	10,304	47%
Parks	216,772	231,500	236,283	254,100	173,767	68%
Lakeview Park	160,342	178,400	180,398	178,300	170,163	95%
CLEC Expense	522,897	471,000	481,699	472,000	350,414	74%
Lakeview Road	18,165	13,000	5,650	13,000	2,267	17%
Transfer To Library	127,782	134,872	134,872	133,729	100,296	75%
Capital	1,269,829	5,904,445	876,052	6,414,774	1,303,351	20%
Debt Charges - Interest	1,801	3,000	3,192	3,000	2,910	97%
Debt Payments - Fire	191,512	186,200	186,003	198,100	107,300	54%
Amortization	550,198	-	593,468	-	-	-
Transfers To Reserve Funds	179,062	136,000	181,231	136,000	-	0%
Transfer Equip. Recovery to Reserve	128,184	-	128,726	-	-	-
Transfer To Surplus	-	21,583	-	-	-	-
Transfers To Other Governments	2,159,035	2,290,836	2,251,430	2,476,441	2,432,557	98%
	7,494,027	11,733,678	7,083,668	12,493,924	5,810,984	47%
Surplus(Deficit)	(424,962)	-	(115,884)	46,004	1,236,710	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of General Government Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
General Government Services						
Mayor and Council Indemnities	73,465	75,000	84,331	80,000	56,064	70%
Mayor and Council Expenses	38,260	42,500	36,568	42,500	31,739	75%
Mildred Child Annex	2,863	3,100	2,196	3,100	1,600	52%
Municipal Hall	17,995	25,600	18,121	25,600	15,690	61%
Office Wages	419,166	425,000	431,477	435,000	307,633	71%
Office Expenses	31,051	56,500	31,706	56,500	24,420	43%
Data Processing	18,837	24,600	17,137	24,600	16,414	67%
Legal Expense	21,867	15,000	26,079	30,000	21,531	72%
Audit	8,190	26,000	16,695	26,000	17,010	65%
Elections	-	10,000	3,666	4,000	-	0%
Insurance	62,259	75,000	91,284	100,000	30,368	30%
Grants-in-aid	3,650	5,000	4,700	3,000	1,250	42%
Ohtaki expense	-	6,000	3,163	6,000	-	0%
Ohtaki recoveries	-	-	(20)	-	-	-
Payroll Benefits Clearing	64,388	-	13,510	-	6,226	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	(268,700)	100%
	542,492	547,600	538,913	567,600	261,245	46%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Protective Services Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Fire Department						
Firefighters indemnities	97,862	105,000	101,324	110,000	62,618	57%
Other Wage Costs	18,882	17,000	19,543	18,000	13,049	72%
Town Administration	13,000	13,000	13,000	13,000	13,000	100%
Fire Hall Operations and Maint.	53,258	53,400	47,687	55,200	67,003	121%
Miscellaneous Operations	85,307	103,900	104,170	111,900	62,670	56%
Training	26,298	26,000	21,408	28,000	18,206	65%
Fire Vehicles & Equipment	54,136	76,800	56,286	80,900	50,388	62%
	<u>348,742</u>	<u>395,100</u>	<u>363,418</u>	<u>417,000</u>	<u>286,935</u>	<u>69%</u>
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	667	7%
	<u>33,328</u>	<u>5,000</u>	<u>1,488</u>	<u>10,000</u>	<u>667</u>	<u>30%</u>
Total Fire Department	<u>382,070</u>	<u>400,100</u>	<u>364,906</u>	<u>427,000</u>	<u>287,602</u>	<u>67%</u>
Bylaw Enforcement & Other						
BC Wildfire - Recoveries	(16,300)	-	(16,896)	-	-	-
Emergency Measures	16,300	6,500	20,520	5,000	-	0%
Bylaw Enforcement/Animal Control	16,324	17,000	16,455	19,000	10,908	57%
Building Inspection	34,282	35,500	37,058	37,000	20,163	54%
	<u>66,906</u>	<u>59,000</u>	<u>74,033</u>	<u>61,000</u>	<u>31,071</u>	<u>51%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Public Works Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
PW Administration						
Shop and Yard	26,965	35,000	48,132	47,000	27,117	58%
PW Admin Wages	205,676	210,000	165,012	180,000	101,193	56%
PW Admin Other	19,449	15,800	8,988	16,500	3,483	21%
Safety and Training	40,944	34,000	24,810	34,000	23,248	68%
Office Administration Charge	14,200	14,700	14,700	13,900	13,900	100%
Recovery from Utilities	(191,000)	(204,100)	(204,100)	(230,100)	(230,100)	100%
	116,234	105,400	57,542	61,300	(61,159)	-100%
Equipment Costs						
Equipment	165,583	-	144,370	-	100,435	-
Equipment Allocations	(291,910)	-	(274,504)	-	(183,300)	-
	(126,327)	-	(130,134)	-	(82,865)	-
Other Costs						
Billable Outside Jobs	-	-	-	-	300	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	-	-	300	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Public Works Expenses

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Road Maintenance						
Banners	11,451	9,000	2,826	9,000	4,887	54%
Boulevards	45,512	31,000	25,001	31,000	21,268	69%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	2,636	18%
Ditches & Culverts	1,866	10,000	4,177	10,000	840	8%
Dust Control	3,068	4,000	3,475	4,000	3,989	100%
Landscaping	7,355	10,000	8,470	10,000	8,417	84%
Litter Control	7,085	16,000	8,557	16,000	6,653	42%
Marking	10,866	10,000	3,031	10,000	9,630	96%
Mowing	6,105	13,000	6,050	13,000	4,997	38%
Patching	19,320	15,000	11,237	20,000	8,622	43%
Roads-other	11,177	14,000	9,635	14,000	2,800	20%
Seasonal decoration	13,322	12,000	25,737	12,000	2,191	18%
Shoulders	12,673	14,000	3,478	14,000	1,782	13%
Sidewalks	15,578	16,000	19,361	20,000	9,686	48%
Signs	9,615	11,000	5,653	11,000	9,554	87%
Snow removal	48,888	50,000	4,338	50,000	24,247	48%
Storm Drains & Catch Basins	33,905	50,000	18,189	50,000	10,967	22%
Street Lighting	82,279	79,000	88,181	84,000	67,450	80%
Street Sweeping	8,899	11,000	9,629	11,000	13,171	120%
Office Administration Charge	20,900	21,000	21,000	21,700	21,700	100%
	377,517	419,000	291,965	435,700	235,488	54%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Garbage Collection

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Garbage Collection						
Revenues						
Regular collections	312,590	311,200	318,583	323,000	326,551	101%
Toter rentals	3,808	3,300	4,575	3,000	4,069	136%
Penalties	3,737	3,700	3,451	3,500	3,782	108%
Recycling	52,213	52,000	53,794	54,000	41,976	78%
	372,348	370,200	380,404	383,500	376,378	98%
Expenditures						
Regular collection costs	245,923	244,000	248,415	249,000	178,117	72%
Office Administration Charges	17,200	17,600	17,600	18,000	18,000	100%
PW Administration Charges	24,100	24,600	24,600	25,100	25,100	100%
Tipping Fees	62,022	63,000	64,954	66,000	43,885	66%
Recycling costs	39,359	45,000	39,837	44,000	30,444	69%
	388,605	394,200	395,405	402,100	295,546	74%
Net	(16,257)	(24,000)	(15,002)	(18,600)	80,832	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Other Development Services

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Public Health						
Ambulance Building Lease	44,829	45,000	44,829	45,000	35,819	80%
Public Health Lease	16,445	16,500	16,617	16,700	12,506	75%
Public Health Expenses	15,405	17,000	9,721	17,800	5,153	29%
NET	45,869	44,500	51,725	43,900	43,172	98%
Planning						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	14,804	37%
Other Functions						
Town Economic Development	10,666	5,000	3,855	1,000	965	96%
Age Friendly Grant	-	-	-	-	-	-
Community Garden - water service	4,863	-	-	-	-	-
Columbarium	-	-	-	-	625	-
Pacific Marine Circle Route	-	-	-	-	-	-
Heritage Advisory	237	500	1,036	500	912	182%
Trail signage	-	-	-	-	-	-
Cowichan Aquatic Centre	4,311	4,000	2,158	4,000	3,345	84%
75th Birthday Celebration	-	-	-	8,000	6,532	82%
	20,076	9,500	7,048	13,500	12,379	92%
Total Development Services Expenses	55,113	59,000	56,442	71,300	32,336	45%
Centennial Hall						
	-	-	-	-	-	-
Info Centre						
PW Labour	1,212	2,500	820	2,200	452	33%
Water, Sewer & Garbage	-	700	-	700	-	0%
Contracted Services	15,740	15,000	15,000	15,000	7,500	100%
Other Expenses	4,917	5,000	4,429	5,300	2,952	89%
Recoveries - hydro	(1,200)	(1,200)	(1,200)	(1,200)	(600)	100%
	20,669	22,000	19,049	22,000	10,304	87%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Parks

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Parks						
Beaver Park	182	500	4,077	6,100	5,637	92%
Bell Tower School	1,877	2,400	1,316	2,400	1,285	54%
Centennial Park	6,661	20,000	42,577	22,000	26,558	121%
Central Park	12,727	19,000	14,804	18,500	12,233	66%
Civic Square	614	2,500	495	2,500	794	32%
Communities in Bloom	260	3,000	125	2,000	-	0%
Community Garden	199	-	-	-	-	-
Cougar Sign Landscaping	2,198	3,000	2,894	3,200	1,353	42%
Dashwood Park	213	1,200	280	1,200	105	9%
Entrance Sign	38,930	10,000	8,835	10,000	8,423	84%
Footbridge	1,986	4,500	1,758	4,500	859	19%
Footpath maintenance	51	2,000	400	1,600	212	13%
Gillespie Park	672	1,000	594	1,000	607	61%
Greendale Park	3,235	5,700	6,745	6,700	4,192	63%
Heritage Garden	8,998	5,000	12,656	7,000	6,327	90%
Kaatza Museum	10,830	10,000	8,746	10,800	10,284	95%
Kates Park - King George	24,694	10,000	7,145	10,000	4,352	44%
Lakedays Preparation	684	2,000	585	2,000	336	17%
Marina Park	2,176	1,700	6,043	3,200	3,167	99%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	7,017	105%
Ohtaki/Kasapi Park	2,976	10,000	2,425	10,000	1,832	18%
Park Bench Maintenance	1,188	5,000	1,552	5,000	5,511	110%
Parks General	23,000	16,000	25,821	20,700	24,044	116%
Parkstone Park	1,162	2,000	1,980	2,500	1,011	40%
Joginder Bains Park - Point Ideal	2,035	3,500	6,700	4,200	3,358	80%
Ravine Park	-	500	-	-	-	-
Riverside Memorial Park	2,691	5,900	3,901	5,900	3,551	60%
Sahtlam Park	1,179	2,500	3,637	3,000	1,117	37%
Saywell Park	13,592	20,000	15,557	20,500	13,391	65%
Seniors Centre	3,117	3,100	2,813	3,100	1,897	61%
Ted Burns Nature Preserve	-	1,000	392	1,000	1,660	166%
Pickleball Courts	2,393	3,000	3,557	3,200	867	27%
Town Square	4,300	3,000	4,909	5,000	2,745	55%
Trans Canada Trail	2,198	5,000	8,146	5,900	876	15%
Trestle Walkway	830	3,000	864	3,000	579	19%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,859	15,000	14,564	97%
West Entrance	-	-	455	600	-	0%
Winter Park	6,073	7,000	4,098	7,000	3,023	43%
Office Administration Charge	10,700	11,000	11,000	12,100	-	0%
	<u>216,772</u>	<u>231,500</u>	<u>236,283</u>	<u>254,100</u>	<u>173,767</u>	<u>102%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Parks

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Lakeview Park						
Reservations	142,693	130,000	156,349	150,000	151,814	101%
Walk Ins	24,934	22,000	8,174	8,000	15,520	194%
Power Fees	24,022	22,000	23,041	22,000	23,708	108%
Wood and ice sales	3,738	4,000	4,637	4,500	4,733	105%
Operating Grant	-	-	2,981	-	-	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	6,645	102%
	<u>204,104</u>	<u>184,000</u>	<u>203,016</u>	<u>191,000</u>	<u>202,419</u>	<u>106%</u>
Office Administration Charge	8,100	8,400	8,400	8,500	8,500	100%
CLEC Admin Charges	30,000	31,000	31,000	31,000	31,000	100%
Summer Student Wages	52,000	55,000	53,925	55,000	54,335	99%
Maintenance Wages	7,179	7,000	1,974	7,000	11,698	167%
Contracted Services	7,317	15,000	16,781	15,000	13,716	91%
PW Labour	348	1,000	1,574	1,500	2,343	156%
Hydro and Electricity	7,706	8,000	8,393	9,000	3,990	44%
Materials and Supplies	10,284	14,000	12,674	12,000	8,626	72%
Other Expenses	9,342	10,500	7,565	10,800	7,424	69%
Water, Sewer & Garbage	9,938	8,000	9,898	8,000	10,012	125%
Park Attendant/ Security	14,443	15,000	24,688	15,000	15,670	104%
Public Works Charges	12	500	612	700	1,335	191%
Telephone	1,674	3,000	2,116	3,000	1,515	50%
Equipment allocations	2,000	2,000	800	1,800	-	0%
	<u>160,342</u>	<u>178,400</u>	<u>180,398</u>	<u>178,300</u>	<u>170,163</u>	<u>95%</u>
Net	<u>43,763</u>	<u>5,600</u>	<u>22,618</u>	<u>12,700</u>	<u>32,256</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of CLEC

	2017 Actual	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2019 %
Revenues						
Group Revenues	434,256	413,000	372,745	402,000	315,183	78%
Programming revenues	1,000	1,000	9,738	9,000	-	0%
Rental Income	6,000	6,000	6,000	6,000	4,250	71%
	<u>441,256</u>	<u>420,000</u>	<u>388,483</u>	<u>417,000</u>	<u>319,433</u>	<u>77%</u>
Expenditures - Variable						
Program Services	12,835	10,000	2,786	8,000	250	3%
Kitchen Wages	81,244	80,000	69,458	80,000	54,011	68%
Food Supplies	79,926	70,000	69,908	71,000	61,219	86%
Custodians	44,616	40,000	36,732	40,000	26,443	66%
Supplies	4,283	4,000	3,371	4,000	13,615	340%
	<u>222,904</u>	<u>204,000</u>	<u>182,255</u>	<u>203,000</u>	<u>155,538</u>	<u>77%</u>
Expenditures - Fixed						
Admin Salaries	175,810	181,000	179,131	182,000	127,165	70%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	(31,000)	100%
Housing Allowance	6,000	6,000	6,000	6,000	4,250	71%
Town Administration	21,600	22,500	22,500	22,500	22,500	100%
Electricity	23,761	24,000	20,865	22,000	14,492	66%
Heat	19,685	15,000	5,624	6,000	-	0%
Telephone & other Utilities	9,538	11,300	10,753	11,500	9,117	79%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	28,745	10,000	11,462	115%
Maintenance	40,288	24,000	33,059	23,000	19,189	83%
Public Works Charges	13,382	6,000	11,069	8,000	8,468	106%
Miscellaneous Operations	790	200	11,891	8,000	9,232	115%
	<u>299,993</u>	<u>267,000</u>	<u>299,444</u>	<u>269,000</u>	<u>194,876</u>	<u>72%</u>
Total Expenses	<u>522,897</u>	<u>471,000</u>	<u>481,699</u>	<u>472,000</u>	<u>350,414</u>	<u>74%</u>
NET CLEC OPERATIONS	<u>(81,641)</u>	<u>(51,000)</u>	<u>(93,216)</u>	<u>(55,000)</u>	<u>(30,981)</u>	<u>56%</u>
NET LAKEVIEW AND CLEC	<u>(37,878)</u>	<u>(45,400)</u>	<u>(70,598)</u>	<u>(42,300)</u>	<u>1,275</u>	
Lakeview Park Road						
Road maintenance	<u>18,165</u>	<u>13,000</u>	<u>5,650</u>	<u>13,000</u>	<u>2,267</u>	<u>43%</u>
NET	<u>(56,044)</u>	<u>(58,400)</u>	<u>(76,248)</u>	<u>(55,300)</u>	<u>(992)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Capital Expenses

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Var
General						
Asset appraisal - Insurance	-	-	-	-	-	-
Asset management plan	-	30,000	-	50,000	-	0%
Computer Equipment	-	20,000	6,394	15,000	-	0%
Demo costs - Neva Road	-	100,000	34,315	100,000	-	0%
Hazmat Inventory	3,828	20,000	-	10,000	-	0%
Health Unit Repairs	-	-	-	10,000	9,367	94%
Office Equipment	-	25,000	-	20,000	8,034	40%
Land Purchase	75,503	-	9,911	14,000	1,200	9%
Museum	-	30,000	-	30,000	-	0%
Office Improvements	-	-	-	-	-	-
Mildred Child area upgrades	-	-	-	300,000	-	0%
Town hall renovations	2,575	3,647,000	7,518	1,804,000	38,402	2%
	81,907	3,872,000	58,137	2,353,000	57,002	2%
CLEC						
Carpet / Flooring	-	5,000	-	5,000	-	0%
Electrical upgrades	-	10,000	9,788	3,000	-	0%
Clec JCP	-	18,000	11,629	-	-	-
Mattresses	4,270	-	1,099	-	-	-
Equipment - Propane Stove	8,769	-	-	-	-	-
Concrete patio/deck renovation	-	-	-	-	-	-
Water system/well	-	90,000	44,384	50,000	50,629	101%
	13,039	123,000	66,899	58,000	50,629	87%
Fire Department						
Gas monitor and controls	-	10,000	7,250	-	-	-
Storz hydrant upgrades	-	16,000	16,675	-	-	-
Office renovation	-	10,000	-	10,000	4,504	45%
Heat Pump/Generator Replacement	8,832	15,000	11,510	15,000	133	1%
Forestry Hose and Gear	21,227	10,000	-	10,000	6,145	61%
#6 New Fire truck equipment	-	-	-	27,000	32,972	122%
Misc Fire Equipment	-	-	-	-	-	-
FD#16 New Tank	-	-	-	5,000	-	0%
Firehall repairs	6,282	6,000	-	6,000	-	0%
Training Ground Facilities	32,616	30,000	96,102	48,500	9,882	20%
Truck purchase	-	370,000	-	700,000	728,710	104%
Tools and Equipment	3,301	3,000	535	3,000	-	0%
Holmatro upgrade and used pump	-	-	-	-	-	-
Hoses and valving	8,996	8,000	9,513	8,000	-	0%
	81,253	478,000	141,585	832,500	782,346	94%

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
General Fund - Schedule of Capital Expenses

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 Var
Public Works						
Equipment Purchase	53,136	586,500	75,442	630,000	394,504	63%
Annual Paving Program	58,314	-	-	-	-	-
Computer Software	-	-	-	-	-	-
Cross Walk lights - Post Office	-	20,000	-	20,000	-	0%
Engineering Design - King George St	-	20,000	-	-	-	-
North Shore Rd Engineering	-	-	-	-	-	-
Garbage facilities - clec	-	10,000	-	20,000	-	0%
PW Office/Yard - Cap	-	-	-	100,000	-	0%
PW Truck Shelter - Cap	-	-	-	-	-	-
Sidewalks	-	50,000	-	-	-	-
Signs - Capital	-	-	-	50,000	-	0%
South Shore Road Improvements	-	-	-	-	-	-
Renfrew Town Square	-	-	-	-	-	-
Refurbish footbridge	-	200,000	-	-	-	-
Stormwater Mapping	-	-	-	-	-	-
Small tools	2,133	5,000	2,713	5,000	3,691	74%
	<u>113,582</u>	<u>891,500</u>	<u>78,155</u>	<u>825,000</u>	<u>398,196</u>	<u>48%</u>
Lakeview Park						
JCP Recoveries - Cap	-	-	-	-	-	-
Garbage facilities	-	22,000	3,309	-	-	-
Resurfacing campsites - gravel/sand	-	-	-	-	1,168	-
Floating walkway repairs	-	-	-	10,000	2,815	28%
Lakeview Washrooms	-	-	-	-	-	-
	<u>-</u>	<u>22,000</u>	<u>3,309</u>	<u>10,000</u>	<u>3,983</u>	<u>40%</u>
Parks						
Central Park Washroom/Stage	-	-	-	-	-	-
Centennial Park Upgrades	897,584	400,000	472,924	100,000	-	0%
Centennial Park Washrooms	-	-	-	100,000	-	0%
Columbarium planning	5,187	5,000	48,325	-	-	-
Columbarium niche revenue	-	-	-	-	-	-
Connecting Communities	-	-	-	2,005,000	-	0%
Misc Parks Capital	-	-	-	-	-	-
Marina Park Dock Repairs	42,222	15,000	5,047	25,000	-	0%
Park Benches	-	-	-	-	-	-
Pickleball/Tennis Courts	35,054	14,945	1,671	13,274	1,495	11%
Sahtlam Park	-	10,000	-	10,000	-	0%
Riverside Park - Washrooms JCP	-	50,000	-	50,000	-	0%
Saywell Park Improvements	-	23,000	-	25,000	-	0%
Saywell Park JCP	-	-	-	-	-	-
Town Square Ramp	-	-	-	8,000	9,700	121%
	<u>980,047</u>	<u>517,945</u>	<u>527,967</u>	<u>2,336,274</u>	<u>11,195</u>	<u>0%</u>
Total General Capital	<u>1,269,829</u>	<u>5,904,445</u>	<u>876,052</u>	<u>6,414,774</u>	<u>1,303,351</u>	<u>20%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
Sewer Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
Revenues						
User Rates	457,201	456,000	486,145	471,000	489,050	104%
Connection Fees	6,047	1,000	3,920	1,000	3,050	305%
Penalties And Other Interest	4,780	4,600	4,538	4,500	4,857	108%
Sewer Facilities Grant	-	-	-	-	-	-
Conditional Grants	-	-	-	2,200,000	-	0%
Parcel Tax	164,000	165,800	165,800	166,500	166,800	100%
Contribution from others	-	-	-	-	-	-
Transfer From Surplus	-	105,400	-	-	-	-
	<u>632,028</u>	<u>732,800</u>	<u>660,403</u>	<u>2,843,000</u>	<u>663,757</u>	<u>23%</u>
Expenditures						
Administration	1,690	2,700	2,376	3,000	1,915	64%
Office Administration	47,300	57,000	57,000	67,000	67,000	100%
Consumption Rebates	325	1,000	100	-	-	-
PW Administration	83,800	83,900	83,900	90,000	90,000	100%
Discounts	32,240	35,400	35,451	35,500	35,635	100%
General Maintenance	38,227	65,000	64,793	67,000	47,589	71%
Connections Maintenance	2,527	9,000	2,305	9,000	4,392	49%
Chlorination	9,862	10,000	9,008	10,000	8,456	85%
New Connections	3,106	4,000	3,665	5,000	362	7%
Sewer Flushing	6,615	7,000	6,586	7,000	4,796	69%
Sewer Pump Maintenance	32,373	76,500	41,520	76,500	33,479	44%
Sewer Lagoon Maintenance	55,706	91,300	61,382	91,000	43,572	48%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	93,805	-	93,654	-	-	-
Capital	2,055	290,000	18,551	3,435,000	48,637	1%
	<u>409,630</u>	<u>732,800</u>	<u>480,292</u>	<u>3,896,000</u>	<u>385,831</u>	<u>10%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>180,111</u>	<u>(1,053,000)</u>	<u>277,926</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
Sewer Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<u>SEWER CAPITAL</u>						
Liftstation Upgrades	-	40,000	18,551	60,000	35,781	60%
Liftstation #1 Upgrade	-	-	-	75,000	-	0%
Sewer I&I	-	150,000	-	150,000	-	0%
Sewer Treatment Miscellaneous	-	100,000	-	-	-	-
Sewer Treatment Construction	2,055	-	-	3,000,000	-	0%
Sewer Lagoon	-	-	-	150,000	12,855	9%
Riverside Force Main	-	-	-	-	-	-
	<u>2,055</u>	<u>290,000</u>	<u>18,551</u>	<u>3,435,000</u>	<u>48,637</u>	<u>1%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
Water Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
Revenues						
User Rates	547,045	555,000	576,804	575,000	577,687	100%
Connection Fees	44,270	1,000	11,860	1,000	8,870	887%
Fire Hydrant Installation & other	3,353	3,000	31,674	4,000	2,550	64%
Other Penalties And Interest	5,756	5,500	5,410	5,400	5,423	100%
Grant - Water main upgrades	545,718	583,375	343,792	182,075	-	0%
Infrastructure Grant	1,651,313	3,248,687	3,248,687	-	-	-
CONTRIBUTION FROM OTHERS	-	28,000	-	-	-	-
Parcel Tax	234,360	236,880	236,880	238,420	238,560	100%
Transfer From Surplus	-	813,418	-	-	-	-
	<u>3,031,815</u>	<u>5,474,860</u>	<u>4,455,108</u>	<u>1,005,895</u>	<u>833,090</u>	<u>83%</u>
Expenditures						
Administration	1,934	3,400	1,504	3,400	1,837	54%
Office Administration	66,500	76,500	76,500	92,000	92,000	100%
PW Administration	83,100	95,600	95,600	115,000	115,000	100%
Consumption Rebates	325	1,000	100	-	-	-
Discounts	39,646	42,900	42,938	43,000	43,405	101%
Safety and Training	1,853	4,500	1,926	4,500	-	0%
Chlorination	14,608	9,000	13,975	14,000	9,787	70%
Flushing	-	12,500	10,153	12,500	11,912	95%
Reservoir	9,557	4,500	5,783	20,000	30,662	153%
General Maintenance	68,382	89,000	74,131	100,000	67,640	68%
Hydrants	15,441	22,660	18,698	22,500	8,284	37%
New Connections	16,594	8,000	10,713	10,000	3,612	36%
Connection Maintenance	56,233	75,000	52,422	75,000	40,160	54%
Water Meters	21,000	13,500	20,450	20,000	8,914	45%
Pump House Maintenance	44,432	32,500	39,402	42,000	26,698	64%
Small equipment	-	-	2,269	-	749	-
Booster Pumps Maintenance	8,425	11,300	9,244	12,000	4,936	41%
Slopes water pump station	5,582	8,000	5,820	8,000	3,988	50%
Greendale Water Connection	14,448	-	4,023	-	2,596	-
Water treatment plant	-	50,000	1,400	95,000	34,756	37%
Transfer to surplus	-	-	-	-	-	-
Amortization - Water Fund	105,708	-	111,692	-	-	-
Capital	2,470,128	4,915,000	5,310,230	820,000	584,398	71%
	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,908,972</u>	<u>1,508,900</u>	<u>1,091,334</u>	<u>72%</u>
Surplus(Deficit)	<u>(12,080)</u>	<u>-</u>	<u>(1,453,864)</u>	<u>(503,005)</u>	<u>(258,245)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - September 30, 2019
Water Fund

	2017 YTD Actual	2018 Budget	2018 YTD Actual	2019 Budget	2019 YTD Actual	2019 %
<u>WATER CAPITAL</u>						
Cowichan Lake Road Loop	-	-	-	-	-	-
Backup Power-North Shore Pump	-	-	-	-	-	-
Flow meter / recorder equipment	-	-	-	-	-	-
Greendale Road Watermain	373,647	365,000	450,770	-	293,794	-
Greendale Trestle Watermain Upgrade	37,546	200,000	7,749	355,000	22,904	6%
North Shore Pump Station Backup Power	-	-	-	100,000	-	0%
Ohtaki Bridge Watermain Upgrade	-	200,000	-	-	-	-
Park Rd Watermain Upgrade	-	-	-	-	-	-
Wilson Watermain Upgrade	307,583	-	-	-	-	-
Water main upgrade	-	-	-	-	-	-
Water Modelling	-	31,000	24,953	35,000	-	0%
Water Treatment Upgrade	1,751,351	4,050,000	4,826,757	300,000	239,719	80%
Watermain Upgrades	-	69,000	-	-	-	-
Water metering	-	-	-	30,000	27,980	93%
	<u>2,470,128</u>	<u>4,915,000</u>	<u>5,310,230</u>	<u>820,000</u>	<u>584,398</u>	<u>71%</u>



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of AUGUST

DATE: SEPT. 3, 2019

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	27	10			
Commercial	5				
Carport / garage	6	5		1	
Demolitions	1				
Renovations	16	10			
Deck	9				
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS.</u>	1				
TOTALS	65	25	0	1	0

Building Permit Fees

	Value of construction	Permit fees
For the current month	0	0
Year to Date	2,381,618.00	23,974.00



 Dennis Young



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of SEPTEMBER


DATE: OCT. 1, 2019

FROM: Building Inspector

Applications

	Outstanding Permits		Applications Completed		Taken out in Current Month
	Previous Years'	Current Year	Previous Years'	Current Year	
Single Family Dwellings	26	11	1	1	2
Commercial	5	2			2
Carport / garage	6	5			
Demolitions	1				
Renovations	16	12			2
Deck	9				1
Lawn Sprinkler / Woodstove					
Relocated Home					
Other <u>SHEDS</u>	1				
TOTALS	64	30	1	1	7

Building Permit Fees	Value of construction	Permit fees
For the current month	564,172.00	5,806.00
Year to Date	2,945,790.00	29,780.00


Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

August 2019 Monthly Incident Report

3 Practices
1 Business Meeting
1 Truck Check
2 Burning Complaint
1 Structure Fire
1 Hog Pile Fire
1 Tree on Hydro Lines
4 SunFest Duty Crew
3 MVI
5 Medical Aid
2 Lift Assist
2 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

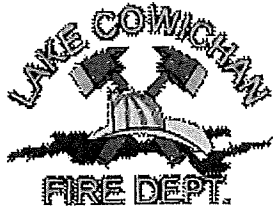
\$9118.48



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

Fire Stats August 2019

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
08/01	7:00 PM	Fire Hall	SunFest Duty Crew	3	6	\$369.42
08/02	2:23 AM	272 South Shore Rd	Medical Aid	7	1	\$141.20
08/02	4:03 PM	8 Savoy Rd	Medical Aid	10	2	\$403.46
08/02	7:00 PM	Fire Hall	SunFest Duty Crew	3	6	\$358.80
08/03	7:00 PM	Fire Hall	SunFest Duty Crew	3	6	\$244.20
08/04	7:00 PM	Fire Hall	SunFest Duty Crew	3	6	\$352.56
08/04	12:45 AM	8811 Youbou Rd	Medical Aid	9	1	\$102.27
08/04	1:10 AM	8811 Youbou Rd	Medical Aid	9	1	\$162.07
08/04	4:41 PM	9150 Meades Creek	Burning Complaint	2	1	\$41.74
08/05	3:40 PM	HWY 18/Youbou Rd	MVI	19	1	\$381.86
08/06	7:00 PM	Fire Hall	Practice	23	2	\$845.12
08/12	7:00 PM	Fire Hall	Practice	22	2	\$765.80
08/13	7:14 PM	77 Somenos St	Lift Assistance	15	1	\$283.13
08/14	1:13 PM	476 Mountain Dr.	MVI	17	1.5	\$479.34
08/15	6:00 PM	Fire Hall	Truck Check	13	2	\$437.28
08/18	6:37 AM	9400 Marble Bay Rd	MVI	14	1	\$259.76
08/19	2:54 PM	17 Coronation St	Structure Fire	17	1	\$318.83
08/19	7:00 PM	Fire Hall	Practice	20	2	\$716.98
08/19	8:01 PM	8 Savoy Rd	Medical Aid	8	1	N/C
08/20	7:07 PM	8875 Youbou Rd	Hog Pile Fire	19	1.5	\$538.83
08/22	7:41 PM	8640 North Shore Rd	Burning Complaint	2	1	\$41.74



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

Fire Stats July 2019 Cont'd

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
08/26	7:00 PM	Fire Hall	Practice	22	2	\$799.84
08/26	9:17 PM	8517 South Shore Rd	Tree on Lines	15	3	\$417.98
08/27	4:53 PM	77 Somenos St	Lift Assist	15	1	\$301.73
			Officer/Member Duty Sheets	2	10	\$204.54
			Sec/Treasurer Stipend			\$150.00
		Total				\$9118.48



Memo

TO: Chair, Finance and Administration Committee

SUBJECT: Cannabis Retail Sales – To Allow or Not to Allow

DATE: October 7, 2019

FROM: Chief Administrative Officer

Background

In July of 2018, council enacted legislation through a zoning bylaw amendment to prohibit cannabis retail sales in any zone unless it is specifically permitted. With the legalization of cannabis for recreational use, there has been some public interest in allowing cannabis retail sales in the Town of Lake Cowichan. Council conducted a survey to gauge public support for such.

The extent of public support may determine how the Town proceeds with legislation or guidelines in dealing with the retail sales of cannabis products.

Council has the following options available to it with regard to the retail sales of cannabis:

- Legislation through the zoning bylaw to allow cannabis sales in certain commercial zones or at site specific locations through zoning amendment applications or to altogether prohibit cannabis retail sales in any zone, unless expressly permitted, as the current bylaw stipulates; or
- Through use of the tool of Temporary Use Permits (TUP's) which is permitted under the Local Government Act and the Land Use Bylaw.
- As the maximum term for a TUP is 6 years (3 years with an extension for another 3 years), this may allow the Town to determine whether retail sales of cannabis are a good fit for the community and if a location or locations are deemed suitable; and
- The establishment of a policy on cannabis sales that may establish guidelines should the TUP route be taken, or for the Zoning Bylaw Amendment option be considered.

What Other Municipalities Have Done

District of Sooke

Council amended its Zoning Bylaw thus:

- Addition of *Cannabis Retail Store* as separate and distinct from *General Retail Store*;
- Add "Cannabis Retail Store" as a Permitted use in the C2 General Commercial zone but restricted to three legal properties in a commercial zone;

- Minimum separation distance from school properties: 300 meters;
- No minimum separation distance from parks with playgrounds, licensed daycares, and community facilities;
- Minimum separation distance from other cannabis retail stores: 300 meters (exemption in Town Centre);
- Size limit of 464 square metres; and
- No restriction on hours of operation.

Notes: The District of Sooke has not adopted a separate policy on cannabis to guide its approval process other than what is contained in its zoning bylaw.

In addition, if the Liquor and Cannabis Regulation Branch rejects any of the three Cannabis Retail Store license applications, then the existing businesses would not be allowed to continue operation despite having the appropriate zoning in place. It appears from this that the stores were permitted to operate before recreational cannabis use was legalized.

District of North Cowichan

The policy on retail cannabis sales adopted by the District establishes criteria to be used when considering applications for rezoning or rezoning or referrals by the Provincial Liquor and Cannabis Regulation Branch (LCRB). Points of note in the policy when considering an application:

- Location and proximity to schools, playgrounds, places of worship, etc.;
- Only consider applications accepted by the LCRB;
- If the application is subsequently cancelled or withdrawn by the LCRB then the process does not move forward;
- Applicants are required to obtain feedback from adjacent property owners; and
- All applications for retail cannabis retail sales are referred to other agencies and community associations for input; and
- Staff will provide a staff report for council consideration.

City of Duncan

The City has a Liquor and Cannabis Licensing Policy but not one that covers retail cannabis sales. Instead, it has employed the use of TUP's as a means of consulting the public prior to the issuance of such permits. The City does not currently allow cannabis retail sales in any zone

The council of the city adopted the following guiding principles when considering an application for a TUP for cannabis retail sales and that such sales are not to be conducted Within (outlined on its website):

- 400 metres of any other location where the retail sale of cannabis and cannabis

- related products have been authorized by the City or an adjacent jurisdiction;
- 300 metres of any school;
- 300 metres of any group daycare;
- 150 metres of Centennial Park, McAdam Park, Rotary Park, Charles Hoey Park, any adjacent municipal or regional park; and
- 50 metres of any land zoned Low Density Residential (LDR).

Regional District of Nanaimo

The Regional District has established a policy on the application process for approvals of cannabis retail stores. Applications follow a two-pronged process that must be made through the LCRB and the Regional District. The Board when considering approval take into consideration the following requirements listed on its website when approving a retail cannabis:

- Location of the proposed Non-medical Retail (NMC) store;
- The proximity of the proposed NMC retail store to existing NMC retail stores and sensitive uses, including schools, playgrounds, community centres and daycares, which are in operation at the time the application is made with a separation distance of 300 metres between the subject property and properties containing these uses;
- The size of the proposed NMC retail store and proposed hours of operation;
- The number and market focus or clientele of liquor primary establishments in proximity to the proposed NMC retail store;
- Traffic and parking;
- Population, density, and trends in the surrounding community
- Relevant socio-economic information;
- Referral input received through public notification;
- The impact on the community through location of a cannabis retail store; and
- A public notification and consultation process must follow before approval of a license can be considered.

Regional District's land use bylaws simply permit these stores anywhere that their OCP and zoning bylaw allow "retail store" as a principal permitted use and bylaw amendments dealing with such use is avoided.

Conclusion

The process currently is for the Provincial Liquor and Cannabis Regulation Branch (LCRB) to notify local governments. Once notified the local government can indicate its confirmation of acceptance of the application for consideration. See attached document that outlines the

It may be appropriate to consider a policy that regulates applications for the establishment of cannabis retail stores either through TUP's or Zoning Bylaw. The process employed by the R.D. of Nanaimo may not suit the Town



Joseph A. Fernandez



Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email cannabisregs@gov.bc.ca. NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

Non-medical cannabis retail licence

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

The role of local governments in the cannabis retail store licensing process

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issue)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
 - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
 - if it makes a recommendation to deny the application then the LCRB may not issue the licence
 - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

Gathering residents' views

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

What must the local government's recommendation include?

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

What if the local government does not want to provide a recommendation?

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

What if the recommendation does not meet the regulatory requirements?

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

How long does the local government have to provide comments?

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

Can the local government recommend approval subject to certain conditions?

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

Floor Plans

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

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Council as defined in the Vancouver Charter:

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

Right of reconsideration:

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

How local governments inform the LCRB of delegation:

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at Cannabis.Licensing@gov.bc.ca.

Revised
September
2018