



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday November 12th, 2019 at 6:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

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| Page # |
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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.

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(b) Water Treatment Plant: status report

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4. DELEGATIONS AND REPRESENTATIONS

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 - Financial Report for the Period ending October 31, 2019.

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(b) Building Inspector's Report for October, 2019

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(c) Lake Cowichan Fire Department Incident Report for September 2019.

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(d) Bylaw Officer's Report for October 2019.

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(e) Director of Finance re: Proposal for Audit Services.

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(f) CAO re: Policy on Travel and Conference Expense.

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(g) CAO re: Policy on Cannabis Retail Sales.

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(h) Manager, CLEC re: Cowichan Lake Education Centre Fall 2019 Update.

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(i) Superintendent, PW and Engineering Services re: River Road Water Main-RFP

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(j) Superintendent, PW and Engineering Services re: Asset Management Plan-RFP

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(k) Superintendent, PW and Engineering Services re: North Shore Pump Station-Genset

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8. NEW BUSINESS

(a) 1st Lake Cowichan Scouts re: Request for Funding.

(b) Public Hearing for Rezoning to be held December 9th, 2019 at Centennial Hall.

9. NOTICES OF MOTION

10. PUBLIC RELATIONS ITEMS

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

12. ADJOURNMENT

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Memo

TO: Chair, Finance and Administration Committee

SUBJECT: Municipal Hall Upgrades - Update

DATE: November 8, 2019

FROM: Chief Administrative Officer

UPDATE

Work on upgrades at municipal hall is underway with the following:

- An alternate access has been constructed as an electrical room that needs to be segregated is under construction;
- BC Hydro and the electrician attended on-site on November 7th and November 8th, 2019 to address the relocation of the overhead wiring;
- In the meantime, insulation of crawl space should occur in short order, the crawl space is not currently insulated;
- A clearance letter as required by WorkSafe guidelines work has been issued for the current renovations;
- The roofing contracted has been executed by the Town; and
- The Lady of the Lake Society has been given verbal notification to vacate the municipal premises.

Note: Once the foregoing work is near completion, work on the next phase should begin.

Joseph A. Fernandez

Memo



TO: Chief Administrative Officer

SUBJECT: WTP update

DATE: November 8, 2019

FROM: Superintendent, Public Works and Engineering Services

Background

24th-Oct

- Installed pipe facilitate potential future connection for domestic water to the building directly from the reservoir.
- Used vacuum truck to dig piping ditch.



Backwash Chamber and Turbidly

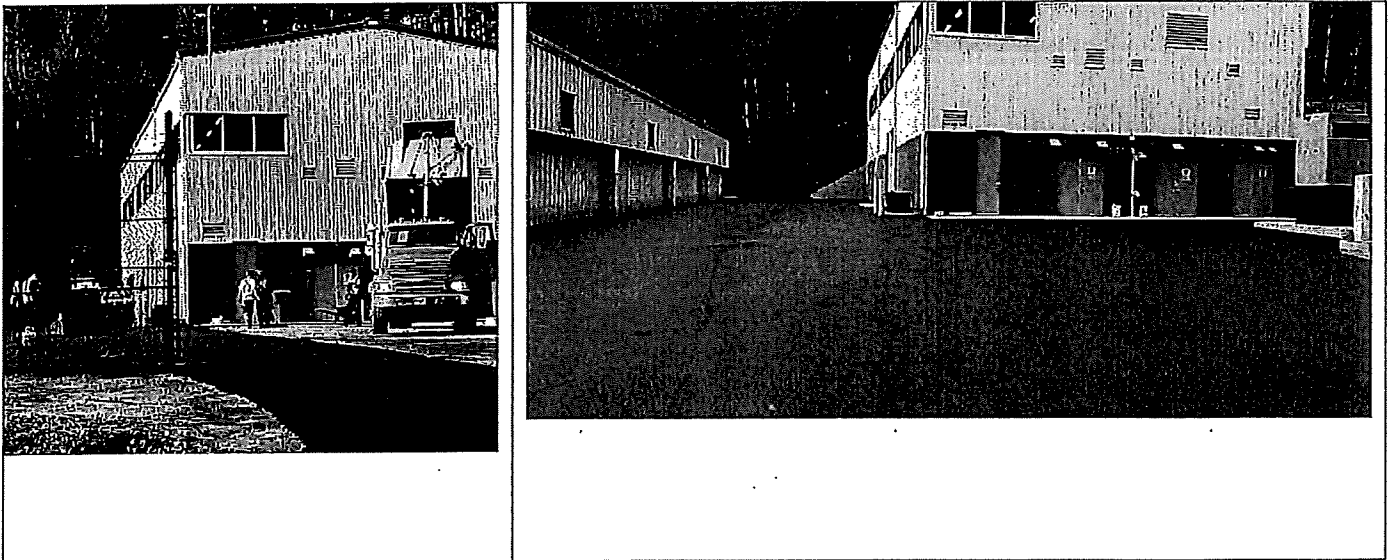
Tritech has been to site numerous time to inspect why the check valves are still not working. Issue still forthcoming.

Soda Ash System:

- 4th-Nov. Soda Ash Equipment is at the border.
- 6th-Nov. Town has found forklift to unload equipment.
- 7th-Nov. Soda Ash Equipment is being delivered, truck broke down.
- 8th-Nov. Soda Ash Equipment arrives in Lake Cowichan. Town asks for delivery to be returned to warehouse until next week, due to conflict of paving.

Paving

- Grading completed on Monday 4th-Nov.
- Compaction testing completed on 7th-Nov.
- Paving completed on 8-Nov.



Kam So, P.Eng
Superintendent, Public Works and Engineering Services



Memo

TO: Chief Administrative Officer

FROM: Director of Finance

DATE: November 8, 2019

SUBJECT: Financial Report for the Period Ending October 31, 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 in the general, sewer and water funds due to outstanding payables and capital projects in progress.
- Business license revenue includes uncollected licenses in the amount of \$3,000. Efforts to collect these amounts are currently underway.
- Membership with Civic Info will be obtained by the Town starting January 2020.
- The Town fleet insurance was renewed for November 1, 2019 for \$44,145. Two new public works trucks and the new tanker FD#6 accounted for the increase in cost over last year.
- The property insurance will be renewed with Aon Reed Stenhouse for a total cost of \$58,346. There was a \$10,000 increase in the renewal cost as the water treatment plant was added to the property coverages this year. There was also a \$6,706 increase in the policy coverages as recommended by the broker to protect the municipality assets.

Recommendation:

That the property renewal proposal from Aon Reed Stenhouse be approved for payment at a cost of \$58,346.

Ronnie Gill, CPA, CGA

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 60,701 | 101% |
| 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 | 43,931 | 176% |
| 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 | 105,084 | 350% |
| 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 | - | - | - | - | 35,139 | - |
| Garbage Revenues | 372,348 | 370,200 | 380,404 | 383,500 | 372,605 | 97% |
| Lakeview Revenues | 204,104 | 184,000 | 203,016 | 191,000 | 204,471 | 107% |
| Sale of Assets | - | - | - | - | 59,740 | - |
| Public Works Revenues | 2,102 | - | 2,689 | - | 2,259 | - |
| Fire Department Revenues | 74,790 | - | 49,772 | - | 7,694 | - |
| Other Revenue | 30,123 | 10,200 | 26,767 | 9,250 | 22,560 | 244% |
| Ambulance Building Lease | 44,829 | 45,000 | 44,829 | 45,000 | 39,830 | 89% |
| Public Health Lease | 16,445 | 16,500 | 16,617 | 16,700 | 13,896 | 83% |
| Clec Revenues | 441,256 | 420,000 | 388,483 | 417,000 | 337,926 | 81% |
| Unconditional Transfers | 471,086 | 436,900 | 477,193 | 451,900 | 492,220 | 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 | 225,000 | 75% |
| 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 | 7,346,887 | 59% |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 2019

| EXPENDITURES | 2017 YTD Actual | 2018 Budget | 2018 YTD Actual | 2019 Budget | 2019 YTD Actual | 2019 % |
|-------------------------------------|--------------------|-------------------|--------------------|-------------------|--------------------|------------|
| General Government Services | 542,492 | 547,600 | 538,913 | 567,600 | 329,005 | 58% |
| Fire Department | 382,070 | 400,100 | 364,906 | 427,000 | 330,045 | 77% |
| Police Force | 145,171 | 156,542 | 156,542 | 166,480 | 163,217 | 98% |
| Bylaw Enforcement & Other | 66,906 | 59,000 | 74,033 | 61,000 | 36,463 | 60% |
| Public Works Administration | 116,234 | 105,400 | 57,542 | 61,300 | (31,640) | -52% |
| Public Works Roads | 377,517 | 419,000 | 291,965 | 435,700 | 276,308 | 63% |
| Public Works - Equipment & Other | (126,327) | - | (130,134) | - | (92,002) | - |
| Garbage Expenses | 388,605 | 394,200 | 395,405 | 402,100 | 321,305 | 80% |
| Planning, Health & Other | 55,113 | 59,000 | 56,442 | 71,300 | 34,103 | 48% |
| Centennial Hall Expenses | - | - | - | - | - | - |
| Info Centre | 20,669 | 22,000 | 19,049 | 22,000 | 10,807 | 49% |
| Parks | 216,772 | 231,500 | 236,283 | 254,100 | 206,973 | 81% |
| Lakeview Park | 160,342 | 178,400 | 180,398 | 178,300 | 174,595 | 98% |
| CLEC Expense | 522,897 | 471,000 | 481,699 | 472,000 | 374,347 | 79% |
| Lakeview Road | 18,165 | 13,000 | 5,650 | 13,000 | 2,267 | 17% |
| Transfer To Library | 127,782 | 134,872 | 134,872 | 133,729 | 133,728 | 100% |
| Capital | 1,269,829 | 5,904,445 | 876,052 | 6,414,774 | 1,307,268 | 20% |
| Debt Charges - Interest | 1,801 | 3,000 | 3,192 | 3,000 | 3,234 | 108% |
| Debt Payments - Fire | 191,512 | 186,200 | 186,003 | 198,100 | 134,246 | 68% |
| 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 | 2,453,630 | 99% |
| | 7,494,027 | 11,733,678 | 7,083,668 | 12,493,924 | 6,167,897 | 49% |
| Surplus(Deficit) | (424,962) | - | (115,884) | 46,004 | 1,178,990 | |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 65,413 | 82% |
| Mayor and Council Expenses | 38,260 | 42,500 | 36,568 | 42,500 | 34,489 | 81% |
| Mildred Child Annex | 2,863 | 3,100 | 2,196 | 3,100 | 1,683 | 54% |
| Municipal Hall | 17,995 | 25,600 | 18,121 | 25,600 | 17,191 | 67% |
| Office Wages | 419,166 | 425,000 | 431,477 | 435,000 | 362,184 | 83% |
| Office Expenses | 31,051 | 56,500 | 31,706 | 56,500 | 30,034 | 53% |
| Data Processing | 18,837 | 24,600 | 17,137 | 24,600 | 17,040 | 69% |
| 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 | 1,649 | 55% |
| Ohtaki expense | - | 6,000 | 3,163 | 6,000 | - | 0% |
| Ohtaki recoveries | - | - | (20) | - | - | - |
| Payroll Benefits Clearing | 64,388 | - | 13,510 | - | (886) | - |
| Insurance and administration recover | (219,500) | (241,700) | (241,700) | (268,700) | (268,700) | 100% |
| | 542,492 | 547,600 | 538,913 | 567,600 | 329,005 | 58% |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 78,317 | 71% |
| Other Wage Costs | 18,882 | 17,000 | 19,543 | 18,000 | 15,889 | 88% |
| 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 | 68,781 | 125% |
| Miscellaneous Operations | 85,307 | 103,900 | 104,170 | 111,900 | 66,695 | 60% |
| Training | 26,298 | 26,000 | 21,408 | 28,000 | 22,180 | 79% |
| Fire Vehicles & Equipment | 54,136 | 76,800 | 56,286 | 80,900 | 60,315 | 75% |
| | <u>348,742</u> | <u>395,100</u> | <u>363,418</u> | <u>417,000</u> | <u>325,177</u> | <u>78%</u> |
| Firesmart | 9,091 | - | - | - | - | - |
| Community Wildfire Protection Plan | 24,236 | 5,000 | 1,488 | 10,000 | 4,868 | 49% |
| | <u>33,328</u> | <u>5,000</u> | <u>1,488</u> | <u>10,000</u> | <u>4,868</u> | <u>49%</u> |
| Total Fire Department | <u>382,070</u> | <u>400,100</u> | <u>364,906</u> | <u>427,000</u> | <u>330,045</u> | <u>77%</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 | 12,576 | 66% |
| Building Inspection | 34,282 | 35,500 | 37,058 | 37,000 | 23,886 | 65% |
| | <u>66,906</u> | <u>59,000</u> | <u>74,033</u> | <u>61,000</u> | <u>36,463</u> | <u>60%</u> |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 30,507 | 65% |
| PW Admin Wages | 205,676 | 210,000 | 165,012 | 180,000 | 125,195 | 70% |
| PW Admin Other | 19,449 | 15,800 | 8,988 | 16,500 | 3,608 | 22% |
| Safety and Training | 40,944 | 34,000 | 24,810 | 34,000 | 25,250 | 74% |
| 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 | (31,640) | -52% |
| Equipment Costs | | | | | | |
| Equipment | 165,583 | - | 144,370 | - | 114,131 | - |
| Equipment Allocations | (291,910) | - | (274,504) | - | (206,480) | - |
| | (126,327) | - | (130,134) | - | (92,349) | - |
| Other Costs | | | | | | |
| Billable Outside Jobs | - | - | - | - | 347 | - |
| Billable Outside Jobs - Recoveries | - | - | - | - | - | - |
| | - | - | - | - | 347 | - |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 21,938 | 71% |
| Crack Sealing | 2,151 | 10,000 | - | 10,000 | - | 0% |
| Dangerous Trees | 5,502 | 13,000 | 13,939 | 15,000 | 3,223 | 21% |
| Ditches & Culverts | 1,866 | 10,000 | 4,177 | 10,000 | 3,642 | 36% |
| Dust Control | 3,068 | 4,000 | 3,475 | 4,000 | 3,989 | 100% |
| Landscaping | 7,355 | 10,000 | 8,470 | 10,000 | 8,644 | 86% |
| Litter Control | 7,085 | 16,000 | 8,557 | 16,000 | 7,311 | 46% |
| Marking | 10,866 | 10,000 | 3,031 | 10,000 | 9,662 | 97% |
| Mowing | 6,105 | 13,000 | 6,050 | 13,000 | 5,095 | 39% |
| Patching | 19,320 | 15,000 | 11,237 | 20,000 | 8,921 | 45% |
| Roads-other | 11,177 | 14,000 | 9,635 | 14,000 | 3,691 | 26% |
| Seasonal decoration | 13,322 | 12,000 | 25,737 | 12,000 | 12,963 | 108% |
| Shoulders | 12,673 | 14,000 | 3,478 | 14,000 | 1,782 | 13% |
| Sidewalks | 15,578 | 16,000 | 19,361 | 20,000 | 10,541 | 53% |
| Signs | 9,615 | 11,000 | 5,653 | 11,000 | 12,426 | 113% |
| Snow removal | 48,888 | 50,000 | 4,338 | 50,000 | 25,239 | 50% |
| Storm Drains & Catch Basins | 33,905 | 50,000 | 18,189 | 50,000 | 20,610 | 41% |
| Street Lighting | 82,279 | 79,000 | 88,181 | 84,000 | 74,498 | 89% |
| Street Sweeping | 8,899 | 11,000 | 9,629 | 11,000 | 15,546 | 141% |
| Office Administration Charge | 20,900 | 21,000 | 21,000 | 21,700 | 21,700 | 100% |
| | 377,517 | 419,000 | 291,965 | 435,700 | 276,308 | 63% |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 327,100 | 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 | 37,655 | 70% |
| | 372,348 | 370,200 | 380,404 | 383,500 | 372,605 | 97% |
| Expenditures | | | | | | |
| Regular collection costs | 245,923 | 244,000 | 248,415 | 249,000 | 194,863 | 78% |
| 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 | 49,638 | 75% |
| Recycling costs | 39,359 | 45,000 | 39,837 | 44,000 | 33,705 | 77% |
| | 388,605 | 394,200 | 395,405 | 402,100 | 321,305 | 80% |
| Net | (16,257) | (24,000) | (15,002) | (18,600) | 51,300 | |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 39,830 | 89% |
| Public Health Lease | 16,445 | 16,500 | 16,617 | 16,700 | 13,896 | 83% |
| Public Health Expenses | 15,405 | 17,000 | 9,721 | 17,800 | 5,178 | 29% |
| NET | 45,869 | 44,500 | 51,725 | 43,900 | 48,548 | 111% |
| Planning | | | | | | |
| Planning and Zoning Expenses | 19,632 | 32,500 | 39,673 | 40,000 | 16,421 | 41% |
| 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 | - | - | - | - | 750 | - |
| 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 | 12,504 | 93% |
| Total Development Services Expenses | 55,113 | 59,000 | 56,442 | 71,300 | 34,103 | 48% |
| 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 | 3,455 | 89% |
| Recoveries - hydro | (1,200) | (1,200) | (1,200) | (1,200) | (600) | 100% |
| | 20,669 | 22,000 | 19,049 | 22,000 | 10,807 | 87% |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 5,665 | 93% |
| Bell Tower School | 1,877 | 2,400 | 1,316 | 2,400 | 1,341 | 56% |
| Centennial Park | 6,661 | 20,000 | 42,577 | 22,000 | 31,601 | 144% |
| Central Park | 12,727 | 19,000 | 14,804 | 18,500 | 12,960 | 70% |
| 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 | 1,408 | 44% |
| Dashwood Park | 213 | 1,200 | 280 | 1,200 | 105 | 9% |
| Entrance Sign | 38,930 | 10,000 | 8,835 | 10,000 | 9,278 | 93% |
| Footbridge | 1,986 | 4,500 | 1,758 | 4,500 | 963 | 21% |
| 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 | 4,220 | 63% |
| Heritage Garden | 8,998 | 5,000 | 12,656 | 7,000 | 6,796 | 97% |
| Kaatza Museum | 10,830 | 10,000 | 8,746 | 10,800 | 10,678 | 99% |
| Kates Park - King George | 24,694 | 10,000 | 7,145 | 10,000 | 4,380 | 44% |
| Lakedays Preparation | 684 | 2,000 | 585 | 2,000 | 336 | 17% |
| Marina Park | 2,176 | 1,700 | 6,043 | 3,200 | 3,210 | 100% |
| Forest Workers Memorial Park | 5,784 | 6,500 | 6,490 | 6,700 | 7,369 | 110% |
| Ohtaki/Kasapi Park | 2,976 | 10,000 | 2,425 | 10,000 | 1,941 | 19% |
| Park Bench Maintenance | 1,188 | 5,000 | 1,552 | 5,000 | 5,511 | 110% |
| Parks General | 23,000 | 16,000 | 25,821 | 20,700 | 31,617 | 153% |
| 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 | 1,414 | 47% |
| Saywell Park | 13,592 | 20,000 | 15,557 | 20,500 | 14,837 | 72% |
| Seniors Centre | 3,117 | 3,100 | 2,813 | 3,100 | 2,011 | 65% |
| 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 | 2,992 | 60% |
| Trans Canada Trail | 2,198 | 5,000 | 8,146 | 5,900 | 876 | 15% |
| Trestle Walkway | 830 | 3,000 | 864 | 3,000 | 660 | 22% |
| Vandalism | 129 | 5,000 | 50 | 5,000 | - | 0% |
| Washrooms | 16,244 | 15,000 | 11,859 | 15,000 | 17,353 | 116% |
| West Entrance | - | - | 455 | 600 | - | 0% |
| Winter Park | 6,073 | 7,000 | 4,098 | 7,000 | 3,291 | 47% |
| Office Administration Charge | 10,700 | 11,000 | 11,000 | 12,100 | 12,100 | 100% |
| | 216,772 | 231,500 | 236,283 | 254,100 | 206,973 | 102% |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 152,106 | 101% |
| Walk Ins | 24,934 | 22,000 | 8,174 | 8,000 | 16,828 | 210% |
| Power Fees | 24,022 | 22,000 | 23,041 | 22,000 | 24,135 | 110% |
| Wood and ice sales | 3,738 | 4,000 | 4,637 | 4,500 | 4,758 | 106% |
| 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>204,471</u> | <u>107%</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 | 15,567 | 104% |
| PW Labour | 348 | 1,000 | 1,574 | 1,500 | 2,476 | 165% |
| Hydro and Electricity | 7,706 | 8,000 | 8,393 | 9,000 | 6,264 | 70% |
| Materials and Supplies | 10,284 | 14,000 | 12,674 | 12,000 | 9,573 | 80% |
| Other Expenses | 9,342 | 10,500 | 7,565 | 10,800 | 7,469 | 69% |
| Water, Sewer & Garbage | 9,938 | 8,000 | 9,898 | 8,000 | 8,157 | 102% |
| Park Attendant/ Security | 14,443 | 15,000 | 24,688 | 15,000 | 16,508 | 110% |
| Public Works Charges | 12 | 500 | 612 | 700 | 1,383 | 198% |
| Telephone | 1,674 | 3,000 | 2,116 | 3,000 | 1,663 | 55% |
| 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>174,595</u> | <u>98%</u> |
| Net | <u>43,763</u> | <u>5,600</u> | <u>22,618</u> | <u>12,700</u> | <u>29,877</u> | |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 332,926 | 83% |
| Programming revenues | 1,000 | 1,000 | 9,738 | 9,000 | - | 0% |
| Rental Income | 6,000 | 6,000 | 6,000 | 6,000 | 5,000 | 83% |
| | <u>441,256</u> | <u>420,000</u> | <u>388,483</u> | <u>417,000</u> | <u>337,926</u> | <u>81%</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 | 58,640 | 73% |
| Food Supplies | 79,926 | 70,000 | 69,908 | 71,000 | 66,027 | 93% |
| Custodians | 44,616 | 40,000 | 36,732 | 40,000 | 28,850 | 72% |
| Supplies | 4,283 | 4,000 | 3,371 | 4,000 | 2,031 | 51% |
| | <u>222,904</u> | <u>204,000</u> | <u>182,255</u> | <u>203,000</u> | <u>155,799</u> | <u>77%</u> |
| Expenditures - Fixed | | | | | | |
| Admin Salaries | 175,810 | 181,000 | 179,131 | 182,000 | 143,916 | 79% |
| Wage Recoveries | (30,000) | (31,000) | (31,000) | (31,000) | (31,000) | 100% |
| Housing Allowance | 6,000 | 6,000 | 6,000 | 6,000 | 5,000 | 83% |
| Town Administration | 21,600 | 22,500 | 22,500 | 22,500 | 22,500 | 100% |
| Electricity | 23,761 | 24,000 | 20,865 | 22,000 | 16,572 | 75% |
| Heat | 19,685 | 15,000 | 5,624 | 6,000 | - | 0% |
| Telephone & other Utilities | 9,538 | 11,300 | 10,753 | 11,500 | 9,875 | 86% |
| Bad Debts | - | - | - | - | - | - |
| Advertising | - | - | 807 | 1,000 | - | 0% |
| Contracted Services | 19,140 | 8,000 | 28,745 | 10,000 | 12,406 | 124% |
| Maintenance | 40,288 | 24,000 | 33,059 | 23,000 | 19,882 | 86% |
| Public Works Charges | 13,382 | 6,000 | 11,069 | 8,000 | 9,585 | 120% |
| Miscellaneous Operations | 790 | 200 | 11,891 | 8,000 | 9,811 | 123% |
| | <u>299,993</u> | <u>267,000</u> | <u>299,444</u> | <u>269,000</u> | <u>218,547</u> | <u>81%</u> |
| Total Expenses | <u>522,897</u> | <u>471,000</u> | <u>481,699</u> | <u>472,000</u> | <u>374,347</u> | <u>79%</u> |
| NET CLEC OPERATIONS | <u>(81,641)</u> | <u>(51,000)</u> | <u>(93,216)</u> | <u>(55,000)</u> | <u>(36,421)</u> | <u>66%</u> |
| NET LAKEVIEW AND CLEC | <u>(37,878)</u> | <u>(45,400)</u> | <u>(70,598)</u> | <u>(42,300)</u> | <u>(6,544)</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>(8,811)</u> | |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 1,821 | 18% |
| 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 | 39,127 | 2% |
| | <u>81,907</u> | <u>3,872,000</u> | <u>58,137</u> | <u>2,353,000</u> | <u>59,548</u> | <u>3%</u> |
| 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% |
| | <u>13,039</u> | <u>123,000</u> | <u>66,899</u> | <u>58,000</u> | <u>50,629</u> | <u>87%</u> |
| 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 | 11,006 | 23% |
| 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% |
| | <u>81,253</u> | <u>478,000</u> | <u>141,585</u> | <u>832,500</u> | <u>783,469</u> | <u>94%</u> |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 1,742 | 13% |
| 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>11,442</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>1,307,268</u> | <u>20%</u> |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 492,613 | 105% |
| 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 | 166,700 | 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>667,220</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 | 54,403 | 81% |
| Connections Maintenance | 2,527 | 9,000 | 2,305 | 9,000 | 4,699 | 52% |
| 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 | 37,509 | 49% |
| Sewer Lagoon Maintenance | 55,706 | 91,300 | 61,382 | 91,000 | 47,650 | 52% |
| Transfer to Surplus | - | - | - | - | - | - |
| Amortization - Sewer Fund | 93,805 | - | 93,654 | - | - | - |
| Capital | 2,055 | 290,000 | 18,551 | 3,435,000 | 67,833 | 2% |
| | <u>409,630</u> | <u>732,800</u> | <u>480,292</u> | <u>3,896,000</u> | <u>420,256</u> | <u>11%</u> |
| Surplus(Deficit) | <u>222,398</u> | <u>-</u> | <u>180,111</u> | <u>(1,053,000)</u> | <u>246,964</u> | |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 32,052 | 21% |
| Riverside Force Main | - | - | - | - | - | - |
| | 2,055 | 290,000 | 18,551 | 3,435,000 | 67,833 | 2% |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 580,961 | 101% |
| 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 | 3,300 | 83% |
| 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 | 238,420 | 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>836,974</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 | 30,773 | 154% |
| General Maintenance | 68,382 | 89,000 | 74,131 | 100,000 | 75,312 | 75% |
| Hydrants | 15,441 | 22,660 | 18,698 | 22,500 | 9,381 | 42% |
| New Connections | 16,594 | 8,000 | 10,713 | 10,000 | 3,612 | 36% |
| Connection Maintenance | 56,233 | 75,000 | 52,422 | 75,000 | 45,781 | 61% |
| Water Meters | 21,000 | 13,500 | 20,450 | 20,000 | 9,962 | 50% |
| Pump House Maintenance | 44,432 | 32,500 | 39,402 | 42,000 | 30,382 | 72% |
| Small equipment | - | - | 2,269 | - | 749 | - |
| Booster Pumps Maintenance | 8,425 | 11,300 | 9,244 | 12,000 | 4,983 | 42% |
| Slopes water pump station | 5,582 | 8,000 | 5,820 | 8,000 | 5,422 | 68% |
| Greendale Water Connection | 14,448 | - | 4,023 | - | 2,900 | - |
| Water treatment plant | - | 50,000 | 1,400 | 95,000 | 42,241 | 44% |
| Transfer to surplus | - | - | - | - | - | - |
| Amortization - Water Fund | 105,708 | - | 111,692 | - | - | - |
| Capital | 2,470,128 | 4,915,000 | 5,310,230 | 820,000 | 678,308 | 83% |
| | <u>3,043,894</u> | <u>5,474,860</u> | <u>5,908,972</u> | <u>1,508,900</u> | <u>1,213,745</u> | <u>80%</u> |
| Surplus(Deficit) | <u>(12,080)</u> | <u>-</u> | <u>(1,453,864)</u> | <u>(503,005)</u> | <u>(376,771)</u> | |

TOWN OF LAKE COWICHAN
Statement of Expenditure - October 31, 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 | 333,629 | 111% |
| 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>678,308</u> | <u>83%</u> |



Building Report

TO: Chief Administrative Officer

SUBJECT: Building Permit Summary for the Month of OCTOBER

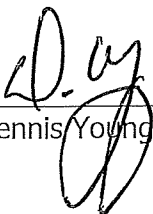
DATE: NOV. 5, 2019

FROM: Building Inspector

Applications

| | Outstanding Permits | | Applications Completed | | Taken out in Current Month |
|----------------------------|---------------------|--------------|------------------------|--------------|----------------------------|
| | Previous Years' | Current Year | Previous Years' | Current Year | |
| Single Family Dwellings | 25 | 11 | 1 | | |
| Commercial | 5 | 1 | | 3 | 2 |
| Carport / garage | 6 | 5 | | | |
| Demolitions | 1 | 2 | | | 2 |
| Renovations | 15 | 15 | 1 | | 3 |
| Deck | 9 | 0 | | 1 | |
| Lawn Sprinkler / Woodstove | | | | | |
| Relocated Home | | | | | |
| Other <u>SHEDS</u> | 1 | | | | |
| TOTALS | 62 | 35 | 2 | 4 | 7 |

| Building Permit Fees | Value of construction | Permit fees |
|-----------------------|-----------------------|-------------|
| For the current month | 453,328.00 | 4,134.00 |
| Year to Date | 3,399,118.00 | 33,914.00 |


 Dennis Young



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

October 2019 Monthly Incident Report

3 Practices
1 Business Meeting
1 Truck Check
2 MVI
1 Confined Space/Rope Rescue Course
2 Medical Aid
1 Fire Prevention School Visit
1 FireSmart Provincial Workshop
1 Zone 1 Fire Chiefs Meeting
2 Alarm Activated
3 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

\$9700.92



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

Fire Stats October 2019

| <u>Date</u> | <u>Time</u> | <u>Location</u> | <u>Incident</u> | <u>Personnel</u> | <u>Hours</u> | <u>Cost</u> |
|-------------|-------------|----------------------------|------------------------------------|------------------|--------------|------------------|
| Sept/Oct | | Shawnigan Lake Fire Hall | Confined Space/ Rope Rescue Course | 2 | 80 | \$3089.04 |
| 10/05 | 7:58 AM | 427 Scholey Cres | Medical Aid | 18 | 1 | \$344.70 |
| 10/05 | 8:45 PM | Cowichan Lake Sports Arena | Medical Aid | 20 | 1 | \$383.32 |
| 10/ 07 | 7:00 PM | Fire Hall | Business Meeting | 27 | 2 | \$1046.96 |
| 10/10 | 5:30 PM | Fire Hall | Truck Check | 11 | 2 | \$434.58 |
| 10/14 | 8:20 PM | Caycuse | MVI | 25 | 1 | \$464.72 |
| 10/15 | 6:00 AM | Richmond B.C. | Provincial FireSmart Workshop | 2 | 12.5 | \$260.88 |
| 10/15 | 7:00 PM | Fire Hall | Practice | 21 | 2 | \$765.80 |
| 10/16 | 9:30 AM | Palsson Elementary | Fire Prevention | 2 | 2 | \$83.48 |
| 10/19 | 12:22 PM | Cowichan Lake Sports Arena | Alarms Activated | 10 | 1 | \$202.77 |
| 10/21 | 7:00 PM | Fire Hall | Practice | 21 | 2 | \$764.34 |
| 10/24 | 9:00 AM | Nanaimo F.D. | Zone 1 Fire Chiefs Meeting | 1 | 6 | \$125.22 |
| 10/26 | 10:53 AM | Cowichan Lake Sports Arena | Alarms Activated | 11 | 1 | \$221.56 |
| 10/28 | 7:00 PM | Fire Hall | Practice | 19 | 2 | \$726.98 |
| 10/29 | 5:51 PM | 7278 Hwy 18 | MVI | 14 | 1 | \$265.07 |
| | | | Officer/Member Duty Sheets | 6 | 15 | \$371.50 |
| | | | Sec/Treasurer Stipend | | | \$150.00 |
| | | Total | | | | \$9700.92 |



Incident or Time Report

Sept. 7, 8, 14, 15, 28, 29

Date: Oct. 5, 6 Time: 0700 AM/PM Back in Service: 1800 ^(6PM) AM/PM

Location: Shawinigan Lake Firehall

Officer in charge: _____ Dispatcher: _____

Description: Confined Space / Rope Rescue Course

| Firefighters | Firefighters | Truck | Time Out | Time In |
|------------------------------|---------------|-----------|----------|---------|
| Chief Knott | Fawcett | Tender 2 | | |
| Deputy Chief Robertson | Fowler | Command 4 | | |
| Assistant Chief Vatcher (FA) | T. Hieta | Engine 6 | | |
| 1st Captain Kochanuk | Janzen (FA) | Rescue 7 | | |
| 2nd Captain Smith | M. Johnson | Tender 8 | | |
| 3rd Captain Segee (FA) | S. Johnson | Utility 9 | | |
| 1st Lieutenant Hieta (FA) | T. Knott | Engine 10 | | |
| 2nd Lieutenant Grobe | LaForge | Rescue 11 | | |
| 3rd Lieutenant May (FA) | Loewen | | | |
| Bourassa | Miller | | | |
| Callsen | Nahirnick | | | |
| Denninger | C. Robertson | | | |
| A. Elliott (FA) | T. Smith (FA) | X | | |
| Ellison | | | | |
| Relief Firefighters | | | | |
| B. Robertson (FA) | X Lowood | | | |
| Bergen | Alyward | | | |
| Livingstone (FA) | | | | |
| Junior Firefighters | | | | |
| H. Hieta (FA) | J. Janzen | | | |
| K. Hieta | | | | |

(A) $1 \times 20.87 = 20.87$
 $\times 72$
1502.64
 (B) $1 \times 19.83 = 19.83$
 $\times 80$
1586.40
 (A) 1502.64
 (B) 1586.40
3089.04

Total response #: _____ Total hrs: 80 Validation: dlj Incident cost: \$3089.04

RCMP File # _____ EMBC Task # _____ BCAS File # _____

Comments:
Billy attended all 8 days 10hrs/day
Tyson did not attend on Oct. 5, but attended the rest.

Bylaw Complaint Report
Town of Lake Cowichan
October 2019



To: CAO

From: Bylaw Officer

| Complaints | # | Outcome |
|-----------------------------|----|-------------------------------------|
| Dog noise complaint | 2 | Compliance |
| Dog at large | 1 | Could not be found |
| Red tags issued for parking | 19 | 7 complaint 1 ongoing and 1 fine |
| High water consumption | 17 | Delivered |
| Garbage out to early | 2 | compliance |
| Shrubs blocking sidewalk | 3 | Compliance |
| Unsightly property | 3 | Compliance |

Signature



Memo

TO: Chief Administrative Officer

FROM: Director of Finance

DATE: October 23, 2019

SUBJECT: Proposal for Audit Services

Proposals for the provision of audit services were received from the two firms as shown below. Both firms are qualified and capable of providing the audit services. Both firms are located in Nanaimo. MNP is our current auditor and has quoted the lowest proposed audit fee.

| MNP LLP | | | |
|---------|----------------|---------------|--------------------|
| Year | Base Audit Fee | Disbursements | Total (before GST) |
| 2020 | \$17,850 | \$850 | \$17,850 |
| 2021 | 18,000 | 900 | 18,900 |
| 2022 | 19,000 | 950 | 19,950 |
| 2023 | 20,000 | 1,000 | 21,000 |
| 2024 | 21,000 | 1,050 | 22,050 |

| Smythe CPA | | | |
|------------|----------------|---------------|--------------------|
| Year | Base Audit Fee | Disbursements | Total (before GST) |
| 2020 | \$19,000 | \$3,000 | \$22,000 |
| 2021 | Not provided | | |
| 2022 | Not provided | | |
| 2017 | Not provided | | |
| 2018 | Not provided | | |

Recommendation:

That the audit proposal be awarded to MNP LLP for the five year term, 2020 to 2024 fiscal years, at the costs as stated above.


 Ronnie Gill, CPA, CGA
 Director of Finance

Memo



TO: Chair, Finance and Administration Committee

SUBJECT: Travel and Expense Policy

DATE: November 8, 2019

FROM: Chief Administrative Officer

The Administration employees have done their level best to ensure that members of council, staff and employees are registered for their conferences, seminars or courses in a timely manner and at the least possible costs. When UBCM and AVICC annually make their announcements of the release of secured room blocks for the following year, our employees have generally had great success in securing lodgings at good locations and at reduced rates. It has not been helpful, however, when travel arrangements are subsequently changed or cancelled with the Town sometimes having to incur additional charges, as a result.

Our employees have done a commendable job in meeting the requirements of those who conduct business on behalf of the Town, despite the absence of a formal written policy. The unwritten but generally accepted travel and expense process has worked well thus far. The Finance and Administration committee and subsequently council apparently saw it differently as it directed that a council member be reimbursed for expenses and further directed that a process for future travel and expense reimbursements be established.

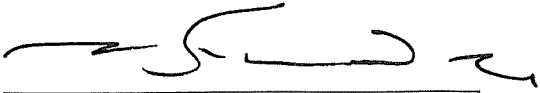
Following that direction, a draft written policy on travel and the payment of expenses is presented here for your review and adoption. The policy draft has incorporated language from some local governments and include past practice processes. The goal of this policy should be to ensure that the taxpayer is not burdened with additional costs.

Some highlights of the policy need to be noted:

- Need for effective administration and management of travel funds;
- Items that could or could not be claimed are now listed in writing;
- Mileage claims must be legitimate and not vary for the same destination for any claim;
- While generally accepted principles for municipal travel are incorporated in the policy, what is new is the requirement for written confirmation by travel claimants on details of travel and conference or related requirements;
- The language for Spousal/partner expenses for council are as outlined for other municipal jurisdictions e.g. Surrey, Richmond, Campbell River to mention but a few; and
- Simply put the unwritten but generally accepted practice of processing travel expenses in Lake Cowichan has always been faithfully followed over the years and has worked without incident until very recently.

RECOMMENDATION

that the committee recommend adoption of the formal written policy on Travel and Expenses, as is presented.



Joseph A. Fernandez



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: _____

APPROVED BY: Resolution No. R. _____

SUBJECT: Travel and Conference Expense Policy

1. PURPOSE:

This policy shall apply to reimbursement of travel and related expenses for those authorized to be engaged on Town business as is defined in Section 2. The intent is to provide the effective administration and management of travel funds. In its administration of this service every effort must be made to promote economy and efficiency, and the exercise of due care in the expenditure of public funds by establishing parameters that would ensure that:

- (a) travel expenses are proper, reasonable and necessary for the Town; and
- (b) there must be accountability for travel claim requests that are duly authorized or prior approved.

2. DEFINITION OF BUSINESS TRAVEL:

For purposes of this policy "Town business" is defined as conferences and conventions, business meetings, hearings, workshops, seminars, work-related courses and training programmes.

3. TRIP PLANNING:

The member of Council, staff or employee (hereinafter referred to as the "travel claimant") is responsible for understanding and adhering to specific restrictions herein stated:

- (a) Travel planning should occur far in advance as possible. This will allow for the securing of "early bird" rates for conference registrations, the obtaining of the lowest hotel room rates and airfares, where applicable. Travel plans must be confirmed in writing and these must be made the day prior to the deadline date for registrations or must be made in person on the deadline date;



- (b) The travel claimant must signify acceptance of conference details by signing off on the applicable registration form and/or by email the details of the Town business and dates of travel so travel bookings, if applicable, and hotel bookings and the applicable registrations may be made. No Town employee involved in making the registration or travel booking for a claimant will in any way be held responsible for any error and omission arising from the failure of the travel claimant to comply with the requirements of this section; and
- (c) Under no instance will the Town reimburse a travel claimant for spousal expenses except for the spousal per diem allowed under the provision contained in the honorarium bylaw for members of Council and where overnight stay is required.

4. TRAVEL REIMBURSEMENT:

A travel reimbursement form must be submitted by all who are authorized to incur travel or conference expenses.

Travel claimants should be made aware of the importance of providing all required information in order to ensure a timely audit and payment of their reimbursement claims. These forms can be submitted in either a manual or electronic format. A travel reimbursement form should include the following, as may be applicable:

Purpose, destination and dates(s) of the travel — include evidence of any cash advances.

Lodging charges (if applicable) — include dates of stay and amounts for hotel charges paid by the travel claimant and receipts must be attached to the claim form. Or where private accommodation is used \$25 may be claimed for each night of stay without receipts. Receipts of charges made to a Town credit card must be separately submitted.

Meals — dates and types (breakfast, lunch, or dinner) of meals claimed and meal rates are as established for Council. No meal costs are to be claimed due to a late departure to a destination after 7 a.m. or early arrival home (before 7 p.m.) or where the registration includes the provision of meals or where these are covered by another entity.

Other transportation costs — dates and amounts for rental cars, if pre-authorized, taxi fares, tolls, and parking fees.

Other actual and necessary expenses — a description and the amount of any other actual expenses necessarily incurred by the travel claimant in connection with the official travel, for example, conference registration fees, if not prepaid.

Mileage (use of personal vehicle) — should indicate the departure and arrival points for travel, the date and time of departure and arrival for all legs of the trip, and mileage between all departure and arrival points are as pre-set in the travel claim form and where these are not available Google maps shall be used to determine the shortest route and mileage charges shall not exceed air travel costs.

Net amount — the form should calculate the net amount due to the travel claimant or the amount due from the claimant when there are excess cash advance proceeds.

Certification — there should be a statement signed by the travel claimant stating that he or she attests to the accuracy of the information presented on the form.

5. NON-REIMBURSABLE EXPENSES:

- (a) Overnight accommodation costs within the boundaries of the Cowichan Valley Regional District;
- (b) Traffic fines;
- (c) Where no receipts are attached;
- (d) Childcare;
- (e) Alcohol;
- (f) Pet care;
- (g) Spousal or other travel companion expenses;
- (h) Extension of trip for personal reasons; and
- (i) Any extraneous expense not related to Town travel and conference requirements.

6. SPOUSAL/PARTNER TRAVEL:

Spousal or partner travel or other companion expenses will not be paid by the Town.

The Town may prepay a registration fee or some other travel expense on behalf of a spouse or travel partner, provided that the Town will be reimbursed for this expense within thirty calendar days of return from travel. The Town must also be reimbursed for any non-attendance expense incurred by the spouse or travel partner.

The Town will deduct Town funds expended on behalf of a spouse or travel partner from amounts owing to a travel claimant from the expense claim, if the expense claim is submitted sooner.

7. INTENT OF POLICY:

This policy is designed to accomplish the following key points:



- (a) Travel must be for the purpose of conducting business for the sole benefit of the Town;
- (b) Ensure all members of Council, staff and employees have a clear and consistent understanding of policies and procedures for business travel and expenses;
- (c) Ensure travel claimants are reimbursed for legitimate business travel and registration expenses;
- (d) Provide travel claimants who must travel with a reasonable level of service and comfort at the lowest possible cost;
- (e) Maximize the Town's ability to take advantage of discounted rates for conferences, hotels and travel to reduce the cost to the taxpayer; and
- (f) To provide assurance to the auditors of the Town and ultimately to the taxpayer that travel expenses are legitimate and are duly documented, reviewed & approved.

Chief Administrative Officer



Memo



TO: Chair, Finance and Administration Committee

SUBJECT: Cannabis Retail Sales – Policy

DATE: November 8, 2019

FROM: Chief Administrative Officer

Background

The Town has wrestled with the notion of whether to authorize retail sale of cannabis products for recreational use in Lake Cowichan. The Town does not currently allow cannabis retail sales in any zone; its current prohibition and its definition of retail store precludes the retail sale of cannabis products in Lake Cowichan.

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. While the survey did not produce a wholesale response, most of the respondents – a total of 177 - were in favour of permitting the location of retail cannabis stores.

Council considered varying options and has determined the following:

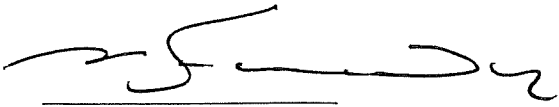
- As a first step, use of the tool of Temporary Use Permits (TUP's) which is permitted under the Local Government Act and the Land Use Bylaw;
- Limitation of number of retail cannabis stores.
- Should the Pilot project prove successful, zoning amendment applications with site specific locations may be considered; and
- The establishment of a policy on cannabis retail sales with guidelines and criteria would form part of any approval process.

Process

The process currently is for the Provincial Liquor and Cannabis Regulation Branch (LCRB) to notify the affected local government when an application for a proposed cannabis retail store is received.

Recommendation:

It would be prudent to have a policy in place that will allow the Town to provide comments and a recommendation to the LCRB regarding a cannabis retail store application. Such a policy is attached.



Joseph A. Fernandez



TOWN OF LAKE COWICHAN

COUNCIL POLICY

DATE APPROVED: _____
APPROVED BY: Resolution No. R. _____
SUBJECT: Cannabis Retail Sales Policy

1. PURPOSE:

This policy provides a framework for the process to authorize the sale of cannabis and cannabis related products within the Town of Lake Cowichan on referral by the Liquor and Cannabis Regulation Branch.

As the Town is stepping into uncharted territory, the Town will commence review of applications on a case by case basis through a two pronged approach: first by the issuance of temporary use permits for the retail sale of cannabis products for recreational use after appropriate review under established criteria and the legislative framework of the Province of British Columbia which includes the *Local Government Act*, the *Community Charter*, and the *Cannabis Control and Licensing Act*; second consider amendment of the Town's Zoning Bylaw on application by the prospective retailer to authorize the continued sale of cannabis products at the specific location considered suitable by the Town should the pilot programme for TUP's prove successful.

2. SCOPE:

This policy is intended to guide Council when considering applications for temporary use permits, as well as for provincial licensing referrals for retail cannabis sales. Each application will be evaluated on its own merits.

3. Role of the Provincial Liquor and Cannabis Regulation Branch (LCRB):

Applicants for a non-medical cannabis retail store licence must first submit a licence application to the LCRB.



Only when an application is received by the LCRB, will it notify the local government of the area where the proposed store is proposed to be located.

The recommendations and comments of the Town provided to the LCRB must meet the regulatory requirements currently in place. If the recommendation of the Town does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

The Province is ultimately responsible for issuing licences for non-medical cannabis retail stores. A license for a cannabis retail will not be issued if a positive recommendation is not received or no response is received from the Town.

The LCRB expects the local government to consider each application separately.

4. **CRITERIA AND GUIDING PRINCIPLES:**

- 4.1 Retail cannabis use under a temporary use permit must be in a commercial or industrial zone, including areas zoned for retail use in a Land Use Bylaw.
- 4.2 No more than two cannabis retail stores may be permitted
- 4.3 Only one retail cannabis sales storefront will be allowed on a parcel.
- 4.4 A cannabis retail store must be a standalone business.
- 4.5 All referred applications will have to pay the requisite applicable fees.

- 4.6 Impact of the cannabis retail store to the neighbourhood and the Town, in general.
- 4.7 Guiding, but not prescriptive, rules:
 - (a) 100 meters from a school or group daycare;
 - (b) Specified hours of operation of a cannabis retail store;
 - (c) Proposed size of the retail store;
 - (d) Overall design character is visually pleasant;
 - (e) Specifications and form of signage is discreet;
 - (f) Potential impact to the neighbourhood; and
 - (g) Any other conditions that may be imposed by council.



-
- 4.8 The operation of the cannabis retail outlet must be in accordance with the terms of the Temporary Use Permit, Provincial Cannabis Regulatory Framework or the Zoning Bylaw, as amended.
 - 4.9 The application for consideration must be one that has been accepted by the Liquor and Cannabis Regulation Board (LCRB).
 - 4.10 The Town will refer all retail cannabis sales applications to School District #79, Lake Cowichan RCMP, and jurisdictional neighbours for up to 30 days to ensure that their comments are considered in Council’s decision.
 - 4.11 A public notification and consultation process must follow before approval of a license can be considered.
 - 4.12 If the Town wishes to impose terms and conditions, apart from the terms and conditions contained in the business or zoning bylaws prior to LCRB issuing a license, the Town is required to consult with LCRB before finalizing its conditional recommendation.
 - 4.13 Staff will also include an analysis of each application’s compliance with this Policy as part of the staff report to Council.

5. Policy Review

This policy may be subject to periodic review.

Chief Administrative Officer





Memo

TO: Chief Administrative Officer

SUBJECT: Conference Centre 2019 Fall Update

DATE: November 8, 2019

FROM: Dalton Smith, Manager Cowichan Lake Education Centre

The busy season at the Centre and the park is over as we move into the planning and booking initiatives for 2020. Over the next few months we look forward to developing affordable initiatives that improve service delivery for our customers to ensure that every guest will talk positively of their experience and stay at the Centre.

As we approach 2020 we do have some challenges that we must overcome to retain some of our adult customer groups. The major hurdle we face is the fact that we have often developed strong business relationships for years and then lose some bookings to a local competitor because our prices can sometimes be 25 to 30 % higher . Given this fact we will endeavour to make up for some of this expected change by aggressively marketing to a variety of groups that could fill any void that will take place.

A good example of such a group is the BOW conference that was held at the Centre this past month. This was a special interest group and the BOW acronym stands for becoming an outdoors woman and was attended by women of all ages from different communities in British Columbia to learn about outdoor skills.

This two and a half day programme generated approximately \$12,000 and of course provided employment for centre kitchen staff, custodians and maintenance personnel. Also noteworthy is the fact that a number of local and Cowichan Valley male volunteers helped to make the weekend a huge success by instructing sessions in how to back up a boat trailer, fly fishing, archery, survival and the use of hunting rifles. As well one of the programmes was an onsite display put on by the Raptor centre from north Cowichan that featured raptor flights on the centre grounds. The BOW conference has rebooked for 2021 and this is an excellent example of our diverse customer base.

We have been working with the local Kinsmen service club for almost two years now as they have won the bid to host the provincial gathering in Lake Cowichan and we are delighted that people from all over B.C. will be coming to our community, specifically the Education Centre. Given the anticipated number of participants, revenue generated from this booking will be approximately \$20,000.00 but of course this is subject to change.

The centre also just hosted a men's group that was very successful according to the organizers and they have indicated that they will make more bookings in the future for some of the 7 First Nations that they represent.

These are only a few highlights of groups using the centre recently.

Switching topics, in my last report I did offer the option of CLEC perhaps looking at the washroom construction at Centennial park and the washroom upgrade at the duck pond as project management rather than JCP projects. Without going into details I would just say that the human resources climate is not suitable at this time to sponsor a JCP.

I assume that council has not had an opportunity to discuss my proposal (from my last report) that would have seen a possible start date in Nov/Dec, however I have had a discussion with the CAO and he feels that perhaps the idea has merit and another option could be for the Superintendent of Public Works and Engineering to be the project co-ordinator. Depending on the scope of a project, carrying over a capital project from one year to the next has some budget advantages and I am sure the CAO will speak to that given that we did include a budget for both Washrooms in the 2018 Capital budget. This just needs an action plan and I would not have brought this up again however I do not want Mayor and Council to think that I did not carry through with the projects. Also in a recent management meeting other options were discussed regarding the options of washroom improvements /construction and I assume that the CAO will report the discussion.

Other subjects that have come up on our CLEC agenda frequently that require ongoing consideration and input from council are the following;

- more serviced sites at the campsite
- seal coat of the lower part of the public beach access as approved by council
- on site Sani Dump (supervised collection of fees)
- investigation of expansion of campsite with Lake Cowichan First Nation
- Marketing Budget and improved and updated web site
- general upgrading of centre

I trust that some of the information that has been included in this report will be helpful when council considers any action required.



Dalton Smith

Memo



TO: Chief Administrative Officer

SUBJECT: River Road Water Main - RFP

DATE: October 29, 2019

FROM: Superintendent, Public Works and Engineering Services

Background

The Town distributes potable water to the residents of Lake Cowichan for the purposes of domestic use and firefighting capabilities. For water to reach the houses on River Road, a Booster Station is required to pump water in that area. The area where water is distributed is sufficient in capacity and hydraulic pressure but lacking in residual pressure. Residual pressure is required for water flow under fire flow conditions.

The Lake Cowichan First Nations (LCFN) community also receives water from the Town's water distribution network. The plans for the Lake Cowichan First Nations is to build an additional 125 housing units. These additions will further add difficulties in the Town's ability to provide water at the MMCD design requirements.

As a result of both the Town's and LCFN's water needs, the two groups have entered into a cost sharing agreement to upgrade the River Road Booster Station and associated water main to service both the Town and LCFN community's water needs. The cost sharing split is 2/3 Lake Cowichan FN contribution and 1/3 Town of Lake Cowichan Contribution.

River Road Watermain Upgrades

The Town of Lake Cowichan issued an RFP to seek a qualified applicant to provide design and construction management services for the River Road Water Main Upgrades project. The RFP closed on the 18th-Oct-19 and the Town received bids from three proponents: McElhanney, MSR Solutions Inc and MPE Engineering Ltd.

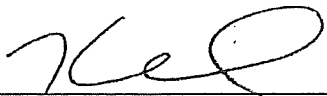
A summary of the three bids are described below:

| McElhanney | MSR Solutions Inc | MPE Engineering Ltd. |
|--|---|---|
| Experienced team with knowledge of Vancouver Island. | Experienced team with over 25 years of experience | Experienced team with over 35 years of experience |

| | | |
|--|---|---|
| Experience working on projects in Nanaimo, Honeymoon Bay. | Experienced with working on similar scale of projects in BC | Experienced with working on large scale projects in Alberta. |
| Approach and Methodology is very detailed and responds to the RFP | Approach and Methodology is very basic but still responds to RFP | Approach and Methodology is very detailed and responds to the RFP |
| Good description of potential issues. | | Good description of Lessons Learned and Risk analysis |
| Lots of corporate knowledge to draw experience from | Smaller organization | Lot of corporate knowledge to draw expertise from |
| Proposed Budget: \$55,000 Bid Proposal: \$54,944 Includes Topography Study | Bid Proposal: \$47,250 Does not include Topography Study. Approx. \$5,000 | Bid Proposal: \$60,400 |

Recommendation

The three proposals were all complaint and responsive to the RFP. The recommendation is to award the RFP to McElhanney Engineering. McElhanney has a Vancouver Island office and has worked with other local municipalities in BC with a similar size as the Town of Lake Cowichan.


 Kam So, P.Eng
 Superintendent, Public Works and Engineering Services





Memo

TO: Chief Administrative Officer

SUBJECT: Asset Management Plan RFP

DATE: October 24, 2019

FROM: Superintendent, Public Works and Engineering Services

Background

“Sustainable service delivery” means providing services today in a way that is financially sustainable over the long term and that meets the needs and expectations of residents today without compromising the ability of future residents to have their needs and expectations met.

Sustainable service delivery is achieved through strong asset management planning. Asset management means developing and using formalized processes and practices for making informed decisions about investments in assets.

The Town of Lake Cowichan owns and maintains a broad range of local government infrastructure assets, including: Sewer, Water distribution, Storm systems, Parks, Buildings, Fleets & Equipment and Roads

Asset Management RFP

The Town of Lake Cowichan issued an RFP to procure a consultant to develop the Town’s Asset Management (AM) Plan that would write a report that would:

- Complement existing Town AM Policy & Objectives,
- Enhance and formalize current practices,
- Bring Town practices in line with the BC AM Framework, and
- Prepare the Town for effective AM implementation.

The RFP closed on 18th-Oct-19 and the town received bids from two proponents: Urban Systems and Public Sector Digest.


The quality of both proposals is summarized below:

| Urban Systems | Public Sector Digest |
|--|---|
| Strong experience and qualifications of team | Larger team with a variety of AM experiences. |
| Proposal indicates a strong understanding of project requests. | Proposal discusses lifecycle strategies. Would be more applicable with a bigger municipality. |

| | |
|--|--|
| Project team is local to Vancouver Island and can meet with town employees to gather onsite data or present findings in person | Project team is mostly located in Ontario. |
| Proposal is in a format that is easy to read. Would indicate that the final report would be easy to read too. | Good description of data gathering information of assets and condition assessment, using City Works. More applicable to municipalities with a larger number of assets. |
| Worked on many AM plans in BC with similar size of municipalities. | Good description of Risk Analysis. |
| Presented high level strategies to meet AM objectives. Although, given the size of the municipality, we only need a high-level review. | |
| Proposed Budget: \$50,000 Bid Price: \$35,000 Low Bid | Proposed Budget: \$50,000 Bid Price: \$39,800 |

Recommendation

Both proposals were very well written and both responses identified all the RFP requirements. Urban Engineering is the recommended winning proponent because their team has worked on more Asset Management programs within BC and their descriptions of tasks are more appropriate for the size and complexity of the municipality.


 Kam So, P.Eng
 Superintendent, Public Works and Engineering Services

Memo



TO: Chief Administrative Officer
SUBJECT: North Shore Pump Station - Genset
DATE: November 8, 2019
FROM: Superintendent, Public Works and Engineering Services

Background

The Town's water distribution network starts at the North Shore Pump Station. The Town's only water intake Pump Station collects water from Cowichan Lake and pumps raw water to the Town's Water Treatment Plant (WTP) for processing before potable water is distributed to the rest of the town. The Pump Station is connected to the electrical network and has an aging external back-up generator that is used in the event of a power outage. Without electricity, the North Shore Pump Station cannot collect water and pump it to the WTP. Without water being sent to the WTP, the town's reservoir will deplete and there is a risk to the community.

Situation

The North Shore Pump Station's current diesel generator has issues with reliability and safety, it should be replaced immediately. Given the necessity of possessing a new backup generator and the length of time in tendering, the Town has asked Stantec to provide a proposal for design and construction services for delivering a back-up generator.

When the design is complete, the Town will proceed with fast tracking the procurement of the back-up generator.

| Description | Budget | Proposed Costs |
|-----------------------------|-----------|----------------|
| Design Services | \$13,500 | \$13,500 |
| Tender Services | \$1,000 | \$1,400 |
| Construction Services | \$2,000 | \$5,750 |
| Post Construction Services | \$1,500 | \$2,800 |
| Genset (Supply and Install) | \$82,000 | \$82,000 |
| Total | \$100,000 | \$105,450 |

Options

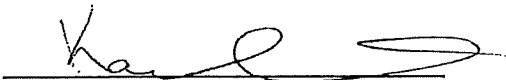
After the design is complete, there is an option to put out an RFP for the Tender, Construction and Post Construction Services. Given the amount quoted by Stantec, it is not recommended to separate the Tender, Construction and Post Construction Services into another contract.

When the Genset is ready to be procured, there is another option to put the procurement of the Generator to tender, oppose from sole sourcing. Sole sourcing would save two months of delivery time and the \$1,400 tender fees.

Recommendation

It is in the best interest of the Town to have a fully working and reliable back-up generator for the North Shore Pump Station. The Town is asking for Stantec to be awarded the contract for complete consultant work. When the design is complete, the Town will have the option to sole source the construction tender to the lowest compliant bidder.

Sole sourcing both the design and procurement of the Genset will save three months from not tendering on the project. The delivery time of the generator is an estimated six months from when the design is finished.



Kam So, P.Eng
Superintendent, Public Works and Engineering Services