



# COVID-19 Safe Restart Grant

Feb 9, 2021



# Presentation Roadmap

1. COVID-19 Grant information
2. Proposed Grant Usage - 2020-2022 Summary
3. 2020 Grant Use Detail
4. 2021 and 2022 Summary
5. Parks and Recreation Grant Use Detail 2021
6. Information Management and Information Technology Grant Use Detail 2021 and 2022
7. 2020 -2022 Grant Use Strategy
8. Recommendations

# COVID-19 Safe Restart Grant

- Can be used to offset increased operating expenses and lower revenue **due to COVID-19**
  - *Eligible Costs*
    - Addressing revenue shortfalls
    - Facility reopening and operating costs
    - Emergency planning and response costs
    - Bylaw Enforcement, Fire Protection and Police
    - Technology to improve interconnectivity and virtual communications
    - Services for vulnerable persons

# COVID-19 Safe Restart Grant

- Can be used to offset lower revenue due to COVID-19
  - *Offset Cowichan Aquatic Centre and Fuller Lake Arena revenues*
    - This will save a 3% tax increase related to lower recreation revenues in 2021
  - *Transforms the 2021 budget from a larger increase to much more manageable one*
  - *Total Grant of \$4,419,000 can be used over the 2020 -2022 period.*

## COVID-19 Safe Restart Grant – Potential Expenses

- *Leverage grant to address increased Parks and Recreation demand*
  - Take pressure off parks and trails impacted by COVID-19
  - Upgrade infrastructure, providing lasting benefits
- *Leverage grant in 2021 to improve interconnectivity and virtual communications, business continuity*
  - Allows technology costs related to connectivity and communications that would have been budgeted in the future to be accelerated and funded
  - Provides long lasting benefits to resident services and the organization
- *Leverage grant to address Bylaw Enforcement demand:*
  - Increase capacity for PHO orders, weekend coverage, etc.
  - Allows two year term Bylaw position

## Proposed Grant Usage – Summary 2020-2022

Description	2020	2021	2022	Total
Revenue Shortfall				
CAC Revenue	(844,471)	(1,011,060)		(1,855,531)
Fuller Lake Revenue	(144,222)	(117,270)		(261,492)
	(988,693)	(1,128,330)		(2,117,023)
Additional COVID Expense	681,400	143,300		824,700
Potential new expenses		1,165,279	463,720	1,628,999
	681,400	1,308,579	463,720	2,453,699
Grant Allocated	1,670,093	2,436,909	463,720	4,570,722

# 2020 Detail

Description	2020		Short fall
	2019/2020	Actual	
CAC Revenue	1,300,655	456,184	(844,471)
Fuller Lake Revenue	300,520	156,298	(144,222)
			(988,693)
COVID paycodes			447,293
Extra covid legal			11,821
Engineering PC's			7,709
COVID expenses			214,577
			681,400
2020 Shortfall			(1,670,093)

**Slide 7**

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**SN1**

Sarah Nixon, 2/3/2021



# 2020 COVID Expense Detail

IT	Contract, Hardware Software	93,818
Mun Hall	partitions and sneeze guards	3,028
Common Services	sanitizer, wipes, masks	6,536
RCMP	Supplies and extra cleaning	22,653
Bylaw	Supplies and extra cleaning	169
CSO	Janitorial	8,500
Fire Dept	Sanitizer, masks, gloves	11,978
PW admin	supplies and extra cleaning	39,380
PW-admin	Traffic control	2,034
PW admin	Wages & equip	1,137
Admin Rec	wages & equip	2,403
Admin Rec	Traffic control	2,860
Admin Rec	Park social distance signs	5,996
Arena	Signs - reopening	706
Building Maint	Building/Planning Workstations	13,379
		214,577

# 2021 Summary

Description	2019	2021	Ongoing	2022
<b>Additional COVID Expenses</b>				
HR - Covid increase (temp wages)		86,200		
Additional Cleaning/Janitorial		57,100		
		143,300		
<b>New COVID Expenses</b>				
Parks and Recreation		416,000		
Two Term Bylaw positions - Provincial Health Orders & weekend coverage		192,318		196,160
IT Total		497,971	115,000	227,990
PW vehicles for social distancing		28,990		29,570
Working from home - ergo support		30,000		10,000
		1,165,279	115,000	463,720

# Parks and Recreation Detail

Description	
Kaspa - Flagging Parking Lot	86,000
Kaspa - Connect to sewer and upgrade	100,000
Nevilane - New Washroom	27,500
Nevilane - Extend Parking Lot and surface	30,000
Maple Bay Fire Hall - New trails	20,000
New Washroom - Chemainus Lake	27,500
New Washroom - Cemetery	45,000
Porta potties for too small washrooms	20,000
Evans Park - Fencing and Equipment	30,000
Additional Vehicles for students	30,000
	<u>416,000</u>

# Information Management and Information Technology Detail

Description		2021	On-going	2022	2023	2024
Council Video Improvements / Captioning		26,000	26,000	13,000	13,000	26,000
Critical Records Digitization		50,000				
Business Continuity Planning		70,000				
Cloud Collaboration Implementation		50,000	60,000	30,000	30,000	60,000
Network Firewall upgrades		60,000	5,000	2,500	2,500	5,000
Staff VPN Implementation		20,000	7,000	3,500	3,500	7,000
Remote Device Security Improvements		10,000	7,000	3,500	3,500	7,000
Access Security Improvements		30,000	10,000	5,000	5,000	10,000
Record Management - Remote Access Impr.		15,000				
Ongoing Remote Hardware and Software Impr.		20,000				
Client Services Assistant		76,276		77,800		
Business Applications Specialist (Casual)		49,695		50,690		
IT Managed Services Revenue Offset		21,000		42,000		
		497,971	115,000	227,990	57,500	115,000

# 2020 Grant Use Strategy

- Option # 1
  - *Claim maximum grant allowable*
    - Claim everything that is claimable
    - Maximize grant in 2020 leading to surplus
    - Surplus would available for future years
  - *Pros*
    - Moves maximum grant into surplus
    - Increases unappropriated surplus to more sustainable levels
  - *Cons*
    - Less clear path for offsetting 2022 and 2023 tax increases
    - We will not know know total claim for several weeks (yearend)

# 2020 Strategy

- Option # 2
  - *Use less grant, place less grant in surplus in 2020*
    - Maximize 2021 and 2022 use of grant to offset tax increases
    - Allow costs that would have been budgeted in the future to be funded and accelerated
- *Pros*
  - 2020 already budgeted (and taxed) for part of the lost revenue
  - Allows a lower tax increase going forward into future years
  - Provides a contingency going forward in case there are changes related to COVID
- *Cons*
  - Less Certainty in timing of grant recognition

# 2021 Grant Use Strategy

- Allow costs that would have been budgeted in the future to be funded and accelerated
- Maximize 2021 and 2022 use of grant to reduce tax increases

# 2022 Grant Use Strategy

- Continue to allow costs that would have been budgeted in the future to be funded and accelerated
- Phase in any ongoing costs



# Recommendation # 1 (2020)

That the Committee of the Whole recommends that Council allocate the following amounts for 2020 under the COVID-19 Safe Restart Grant:

- the actual revenue shortfalls at the Cowichan Aquatic Centre and Fuller Lake Arena of approximately \$610,00
- the additional operating expenses incurred in 2020 as a result of the pandemic of approximately \$681,000

# Recommendation # 2 (2021)

That the Committee of the Whole recommends that Council allocate the following 2021 budget amounts to be claimed under the COVID-19 Safe Restart Grant:

- \$1,128,000 be used to off set decreases in Recreation Revenue in 2021
- up to \$1,308,600 of 2021 expenditures which includes:
  - *Additional COVID expenses* \$143,300
  - *Parks And Recreation* \$416,000
  - *Two term Bylaw positions* \$192,300
  - *Information Management/IT* \$498,000
  - *Vehicle costs – social distancing* \$ 29,000
  - *Working from home – Ergo support* \$ 30,000

# Recommendation # 3 (2022)

That the Committee of the Whole recommends that Council allocate the following 2022 budget amounts to be claimed under the COVID-19 Safe Restart Grant, up to \$463,700:

- |  |           |
|--|-----------|
| ▫ <i>Two term Bylaw positions</i>          | \$196,100 |
| <i>Information Management/IT</i>           | \$228,000 |
| ▫ <i>Vehicle costs – social distancing</i> | \$ 29,600 |
| ▫ <i>Working from home – Ergo support</i>  | \$ 10,000 |

# Recommendation # 4 (2023)

That the Committee of the Whole recommends to Council that any unspent COVID-19 grant funds as of December 31, 2020 be transferred into the COVID-19 Safe Restart Grant reserve fund;

And that COVID-19 grant funds be recognized to offset actual expenditures to a maximum of budget in 2021 and 2022;

And further that the remaining funds in the COVID-19 Restart Reserve as of December 31, 2022 be reallocated for 2023 and future years' budgets.