



TOWN OF LAKE COWICHAN

Finance and Administration Committee

Tuesday December 3rd, 2019 at 6:00 p.m. – Council Chambers

AGENDA

1. CALL TO ORDER

Page #

INTRODUCTION OF LATE ITEMS (if applicable)

2. APPROVAL OF AGENDA

3. BUSINESS ARISING AND UNFINISHED BUSINESS

Ongoing Items Still Being Addressed:

- (a) Municipal Hall Upgrades- Update.
- (b) Water Treatment Plant: status report
- (c) Review of Policy – Travel and Conference Expense.

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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 re: Financial Report for the Period ending November 30th, 2019.
- (b) Building Inspector's Report for November, 2019
- (c) Lake Cowichan Fire Department Incident Report for September, 2019.
- (d) Bylaw Officer's Report for November 2019.

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8. NEW BUSINESS

- (a) Use of Centennial Hall by Cowichan Lakefolks Project in February 2020.
- (b) Ministry of Municipal Affairs and Housing re: Investing in Canada Infrastructure Program.

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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 - Update

DATE: November 29, 2019

FROM: Chief Administrative Officer

UPDATE

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

- Subsequent to BC Hydro and the electrician attendance on-site on November 7th and November 8th, 2019 the electrical room is currently being prepared to accommodate the relocation of the overhead wiring and the needs of the retrofitted facility;
- Insulation of the crawl space should occur soon as the purchase order for that has been issued;
- The following week, work to remove material from the bays will follow required WorkSafe guidelines;
- The roofing contract has been executed by both parties but the contractor can only begin work on the roof once it is safe to begin such work; and
- The Lady of the Lake Society has been given verbal and written notification to vacate the municipal premises.

Note: Work is progressing at a snail's pace because of the need to periodically test materials before their removal and our reliance on BC Hydro.

Joseph A. Fernandez

Memo



TO: Chief Administrative Officer

SUBJECT: WTP update

DATE: November 29, 2019

FROM: Superintendent, Public Works and Engineering Services

Expected Commissioning date: NTU is currently at 0.2

- WTP will be ready to be commissioned in mid December of this year.
- Will be commissioning WTP in January 2020 to accommodate for the Christmas holidays.

Backwash Chamber and Turbidity

- Check values have passed VIHA. Have approval to turn on filters.
- Filters to be commissioned on 3rd-December, 2019.



Picture of Backwash Chamber and VIHA Health Inspector

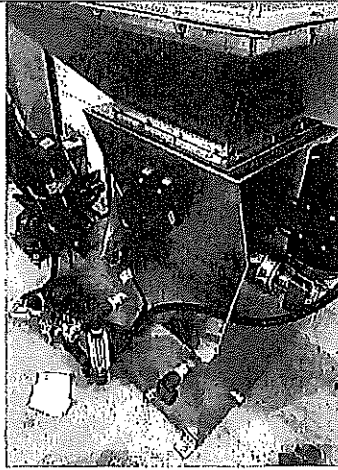
WTP Chemicals

- 8 Drums of coagulant on order
- 2 Drums of polymer on order
- 1200 kg of soda ash on order

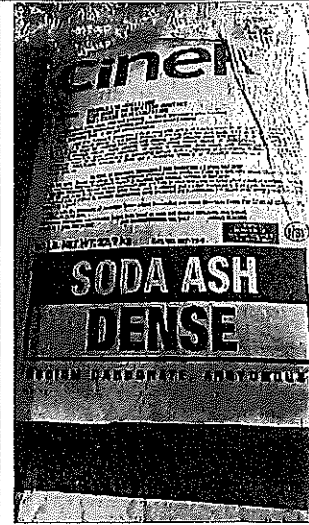
Soda Ash



Picture of Soda Ash Equipment



Close up of Soda Ash Equipment



Soda Ash Bag

- Archie Johnson Plumbing Heating will be installing ant it would take 2 weeks to complete work.
- Issue with the equipment being installed on the ground. Will place a platform to raise the equipment off the ground by 3-4 inches.
- Expected commissioning of Soda ash in early December 2019.
- Velodyne, soda ash supplier, tentatively set up for assisting with commissioning activities from Dec 3 to Dec 6, 2019.

Operator Training

- PWS crew working towards being Level III Operator certified.
- Bartek will train PWS crew to operate the WTP in January 2020.

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



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 fares, 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: Chief Administrative Officer

FROM: Director of Finance


DATE: November 29, 2019

SUBJECT: Financial Report for the Period Ending November 28, 2019

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

Highlights:

- Surplus is overstated in the general, sewer and water funds due to outstanding payables and capital projects in progress.
- 2020 dog tags will be available for sale as of Dec. 2nd and the 2020 business license renewal letters will be mailed out in the first week of December.
- The Education Centre and Lakeview Park are in a net deficit position which is lower than that projected in the budget. However, there will be operational costs to fiscal year-end.
- Summer student grant funding in the amount of \$7,762 for Lakeview Park Campground has been received and is reflected in the Lakeview Park revenue.
- The final grant claim in the amount of \$239,583 for the Greendale Trestle was received in November. Total grant funding in the amount of \$1,129,093 has been received over a three-year period for watermain upgrades. The projects included:
 - o Park Road
 - o Wilson Road
 - o Greendale Road and
 - o Greendale Trestle



Ronnie Gill, CPA, CGA
Director of Finance

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	60,055	100%
Business Licences	19,550	17,500	21,800	18,000	18,900	105%
Building and Other Permits	58,767	24,400	68,731	25,000	52,802	211%
Storm Drain Connection Fees	5,100	-	1,890	-	3,080	-
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	117,192	391%
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	377,443	98%
Lakeview Revenues	204,104	184,000	203,016	191,000	212,810	111%
Sale of Assets	-	-	-	-	59,740	-
Public Works Revenues	2,102	-	2,689	-	2,259	-
Fire Department Revenues	74,790	-	49,772	-	8,034	-
Other Revenue	30,123	10,200	26,767	9,250	23,890	258%
Ambulance Building Lease	44,829	45,000	44,829	45,000	43,840	97%
Public Health Lease	16,445	16,500	16,617	16,700	15,285	92%
Clec Revenues	441,256	420,000	388,483	417,000	338,176	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	7,386,620	59%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	352,355	62%
Fire Department	382,070	400,100	364,906	427,000	363,552	85%
Police Force	145,171	156,542	156,542	166,480	162,290	97%
Bylaw Enforcement & Other	66,906	59,000	74,033	61,000	38,513	63%
Public Works Administration	116,234	105,400	57,542	61,300	(20,014)	-33%
Public Works Roads	377,517	419,000	291,965	435,700	298,885	69%
Public Works - Equipment & Other	(126,327)	-	(130,134)	-	(94,003)	-
Garbage Expenses	388,605	394,200	395,405	402,100	340,924	85%
Planning, Health & Other	55,113	59,000	56,442	71,300	37,490	53%
Centennial Hall Expenses	-	-	-	-	-	-
Info Centre	20,669	22,000	19,049	22,000	10,207	46%
Parks	216,772	231,500	236,283	254,100	211,615	83%
Lakeview Park	160,342	178,400	180,398	178,300	174,852	98%
CLEC Expense	522,897	471,000	481,699	472,000	389,759	83%
Lakeview Road	18,165	13,000	5,650	13,000	2,919	22%
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	1,338,004	21%
Debt Charges - Interest	1,801	3,000	3,192	3,000	3,501	117%
Debt Payments - Fire	191,512	186,200	186,003	198,100	151,647	77%
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	2,452,474	99%
	7,494,027	11,733,678	7,083,668	12,493,924	6,348,697	51%
Surplus(Deficit)	(424,962)	-	(115,884)	46,004	1,037,922	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	68,529	86%
Mayor and Council Expenses	38,260	42,500	36,568	42,500	35,252	83%
Mildred Child Annex	2,863	3,100	2,196	3,100	1,683	54%
Municipal Hall	17,995	25,600	18,121	25,600	17,931	70%
Office Wages	419,166	425,000	431,477	435,000	380,321	87%
Office Expenses	31,051	56,500	31,706	56,500	35,242	62%
Data Processing	18,837	24,600	17,137	24,600	17,103	70%
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	30,848	31%
Grants-in-aid	3,650	5,000	4,700	3,000	2,349	78%
Ohtaki expense	-	6,000	3,163	6,000	-	0%
Ohtaki recoveries	-	-	(20)	-	-	-
Payroll Benefits Clearing	64,388	-	13,510	-	(6,744)	-
Insurance and administration recover	(219,500)	(241,700)	(241,700)	(268,700)	(268,700)	100%
	542,492	547,600	538,913	567,600	352,355	62%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	88,018	80%
Other Wage Costs	18,882	17,000	19,543	18,000	16,510	92%
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	71,550	130%
Miscellaneous Operations	85,307	103,900	104,170	111,900	75,816	68%
Training	26,298	26,000	21,408	28,000	22,410	80%
Fire Vehicles & Equipment	54,136	76,800	56,286	80,900	67,414	83%
	<u>348,742</u>	<u>395,100</u>	<u>363,418</u>	<u>417,000</u>	<u>354,717</u>	<u>85%</u>
Firesmart	9,091	-	-	-	-	-
Community Wildfire Protection Plan	24,236	5,000	1,488	10,000	8,835	88%
	<u>33,328</u>	<u>5,000</u>	<u>1,488</u>	<u>10,000</u>	<u>8,835</u>	<u>30%</u>
Total Fire Department	382,070	400,100	364,906	427,000	363,552	85%
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	13,355	70%
Building Inspection	34,282	35,500	37,058	37,000	25,157	68%
	<u>66,906</u>	<u>59,000</u>	<u>74,033</u>	<u>61,000</u>	<u>38,513</u>	<u>63%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	32,135	68%
PW Admin Wages	205,676	210,000	165,012	180,000	133,951	74%
PW Admin Other	19,449	15,800	8,988	16,500	3,785	23%
Safety and Training	40,944	34,000	24,810	34,000	26,316	77%
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	(20,014)	-33%
Equipment Costs						
Equipment	165,583	-	144,370	-	121,357	-
Equipment Allocations	(291,910)	-	(274,504)	-	(215,360)	-
	(126,327)	-	(130,134)	-	(94,003)	-
Other Costs						
Billable Outside Jobs	-	-	-	-	-	-
Billable Outside Jobs - Recoveries	-	-	-	-	-	-
	-	-	-	-	-	-

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	5,095	57%
Boulevards	45,512	31,000	25,001	31,000	22,129	71%
Crack Sealing	2,151	10,000	-	10,000	-	0%
Dangerous Trees	5,502	13,000	13,939	15,000	4,230	28%
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	8,792	88%
Litter Control	7,085	16,000	8,557	16,000	7,512	47%
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	12,468	62%
Roads-other	11,177	14,000	9,635	14,000	4,038	29%
Seasonal decoration	13,322	12,000	25,737	12,000	17,099	142%
Shoulders	12,673	14,000	3,478	14,000	1,782	13%
Sidewalks	15,578	16,000	19,361	20,000	12,720	64%
Signs	9,615	11,000	5,653	11,000	13,333	121%
Snow removal	48,888	50,000	4,338	50,000	26,755	54%
Storm Drains & Catch Basins	33,905	50,000	18,189	50,000	21,036	42%
Street Lighting	82,279	79,000	88,181	84,000	81,278	97%
Street Sweeping	8,899	11,000	9,629	11,000	16,532	150%
Office Administration Charge	20,900	21,000	21,000	21,700	21,700	100%
	377,517	419,000	291,965	435,700	298,885	69%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	327,277	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	42,315	78%
	372,348	370,200	380,404	383,500	377,443	98%
Expenditures						
Regular collection costs	245,923	244,000	248,415	249,000	204,677	82%
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	56,231	85%
Recycling costs	39,359	45,000	39,837	44,000	36,916	84%
	388,605	394,200	395,405	402,100	340,924	85%
Net	(16,257)	(24,000)	(15,002)	(18,600)	36,519	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	43,840	97%
Public Health Lease	16,445	16,500	16,617	16,700	15,285	92%
Public Health Expenses	15,405	17,000	9,721	17,800	6,365	36%
NET	45,869	44,500	51,725	43,900	52,761	120%
Planning						
Planning and Zoning Expenses	19,632	32,500	39,673	40,000	18,621	47%
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	37,490	53%
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)	(1,200)	100%
	20,669	22,000	19,049	22,000	10,207	87%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	32,679	149%
Central Park	12,727	19,000	14,804	18,500	13,984	76%
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	1,026	23%
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	3,224	101%
Forest Workers Memorial Park	5,784	6,500	6,490	6,700	7,773	116%
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	32,880	159%
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	3,574	61%
Sahtlam Park	1,179	2,500	3,637	3,000	1,414	47%
Saywell Park	13,592	20,000	15,557	20,500	14,896	73%
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	904	28%
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	686	23%
Vandalism	129	5,000	50	5,000	-	0%
Washrooms	16,244	15,000	11,859	15,000	18,004	120%
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%
	<u>216,772</u>	<u>231,500</u>	<u>236,283</u>	<u>254,100</u>	<u>211,615</u>	<u>102%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	17,239	215%
Power Fees	24,022	22,000	23,041	22,000	24,281	110%
Wood and ice sales	3,738	4,000	4,637	4,500	4,777	106%
Operating Grant	-	-	2,981	-	7,762	-
Other Revenue	-	-	-	-	-	-
Moorage	8,717	6,000	7,833	6,500	6,645	102%
	204,104	184,000	203,016	191,000	212,810	111%
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	15,737	105%
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	9,675	81%
Other Expenses	9,342	10,500	7,565	10,800	7,456	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%
	160,342	178,400	180,398	178,300	174,852	98%
Net	43,763	5,600	22,618	12,700	37,958	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	5,250	88%
	441,256	420,000	388,483	417,000	338,176	81%
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	67,886	96%
Custodians	44,616	40,000	36,732	40,000	28,850	72%
Supplies	4,283	4,000	3,371	4,000	2,070	52%
	222,904	204,000	182,255	203,000	157,697	78%
Expenditures - Fixed						
Admin Salaries	175,810	181,000	179,131	182,000	152,260	84%
Wage Recoveries	(30,000)	(31,000)	(31,000)	(31,000)	(31,000)	100%
Housing Allowance	6,000	6,000	6,000	6,000	5,250	88%
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	10,236	89%
Bad Debts	-	-	-	-	-	-
Advertising	-	-	807	1,000	-	0%
Contracted Services	19,140	8,000	28,745	10,000	13,663	137%
Maintenance	40,288	24,000	33,059	23,000	21,119	92%
Public Works Charges	13,382	6,000	11,069	8,000	10,016	125%
Miscellaneous Operations	790	200	11,891	8,000	11,447	143%
	299,993	267,000	299,444	269,000	232,063	86%
Total Expenses	522,897	471,000	481,699	472,000	389,759	83%
NET CLEC OPERATIONS	(81,641)	(51,000)	(93,216)	(55,000)	(51,583)	94%
NET LAKEVIEW AND CLEC	(37,878)	(45,400)	(70,598)	(42,300)	(13,626)	
Lakeview Park Road						
Road maintenance	18,165	13,000	5,650	13,000	2,919	43%
NET	(56,044)	(58,400)	(76,248)	(55,300)	(16,545)	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	40,724	2%
	81,907	3,872,000	58,137	2,353,000	61,146	3%
CLEC						
Carpet / Flooring	-	5,000	-	5,000	-	0%
Electrical upgrades	-	10,000	9,788	3,000	5,319	177%
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	63,437	127%
	13,039	123,000	66,899	58,000	68,756	119%
Fire Department						
Gas monitor and controls	-	10,000	7,250	-	-	-
Storz hydrant upgrades	-	16,000	16,675	-	-	-
Office renovation	-	10,000	-	10,000	11,981	120%
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	3,323	111%
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	794,269	95%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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%
	113,582	891,500	78,155	825,000	398,196	48%
Lakeview Park						
JCP Recoveries - Cap	-	-	-	-	-	-
Garbage facilities	-	22,000	3,309	-	-	-
Resurfacing campsites - gravel/sand	-	-	-	-	1,168	-
Floating walkway repairs	-	-	-	10,000	2,938	29%
Lakeview Washrooms	-	-	-	-	-	-
	-	22,000	3,309	10,000	4,106	41%
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	1,831	14%
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%
	980,047	517,945	527,967	2,336,274	11,531	0%
Total General Capital	1,269,829	5,904,445	876,052	6,414,774	1,338,004	21%

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	493,155	105%
Connection Fees	6,047	1,000	3,920	1,000	3,080	308%
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>667,792</u>	<u>23%</u>
Expenditures						
Administration	1,690	2,700	2,376	3,000	3,747	125%
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	56,910	85%
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	42,596	56%
Sewer Lagoon Maintenance	55,706	91,300	61,382	91,000	52,619	58%
Transfer to Surplus	-	-	-	-	-	-
Amortization - Sewer Fund	93,805	-	93,654	-	-	-
Capital	2,055	290,000	18,551	3,435,000	70,675	2%
	<u>409,630</u>	<u>732,800</u>	<u>480,292</u>	<u>3,896,000</u>	<u>437,494</u>	<u>11%</u>
Surplus(Deficit)	<u>222,398</u>	<u>-</u>	<u>180,111</u>	<u>(1,053,000)</u>	<u>230,298</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	38,623	64%
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	-	-	-	-	-	-
	<u>2,055</u>	<u>290,000</u>	<u>18,551</u>	<u>3,435,000</u>	<u>70,675</u>	<u>2%</u>

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	585,490	102%
Connection Fees	44,270	1,000	11,860	1,000	9,550	955%
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	5,829	108%
Grant - Water main upgrades	545,718	583,375	343,792	182,075	239,583	132%
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>1,082,172</u>	<u>108%</u>
Expenditures						
Administration	1,934	3,400	1,504	3,400	2,470	73%
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	391	9%
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	33,267	166%
General Maintenance	68,382	89,000	74,131	100,000	78,049	78%
Hydrants	15,441	22,660	18,698	22,500	9,947	44%
New Connections	16,594	8,000	10,713	10,000	3,612	36%
Connection Maintenance	56,233	75,000	52,422	75,000	51,784	69%
Water Meters	21,000	13,500	20,450	20,000	10,770	54%
Pump House Maintenance	44,432	32,500	39,402	42,000	33,040	79%
Small equipment	-	-	2,269	-	749	-
Booster Pumps Maintenance	8,425	11,300	9,244	12,000	8,952	75%
Slopes water pump station	5,582	8,000	5,820	8,000	5,893	74%
Greendale Water Connection	14,448	-	4,023	-	3,033	-
Water treatment plant	-	50,000	1,400	95,000	45,676	48%
Transfer to surplus	-	-	-	-	-	-
Amortization - Water Fund	105,708	-	111,692	-	-	-
Capital	<u>2,470,128</u>	<u>4,915,000</u>	<u>5,310,230</u>	<u>820,000</u>	<u>688,297</u>	<u>84%</u>
	<u>3,043,894</u>	<u>5,474,860</u>	<u>5,908,972</u>	<u>1,508,900</u>	<u>1,248,035</u>	<u>83%</u>
Surplus(Deficit)	<u>(12,080)</u>	<u>-</u>	<u>(1,453,864)</u>	<u>(503,005)</u>	<u>(165,863)</u>	

TOWN OF LAKE COWICHAN
Statement of Expenditure - November 28, 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	343,619	115%
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>688,297</u>	<u>84%</u>



Lake Cowichan Fire Department

P.O. Box 31

Lake Cowichan, BC

V0R 2G0

(250)749-3522

September 2019 Monthly Incident Report

4 Practices
1 Business Meeting
1 Truck Check
1 Burning Complaint
2 MVI
8 NFPA Tests
1 Cowichan Valley Fire Chiefs Meeting
1 Medical Aid
1 Assistance
1 Structure Fire
2 Alarm Activated
1 Officer/Member Duty Sheets
1 Sec/Treasurer Monthly Stipend

Total

\$6295.26



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

Fire Stats September 2019

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Incident</u>	<u>Personnel</u>	<u>Hours</u>	<u>Cost</u>
09/01	12:18 AM	Lakeview Park/South Shore Rd	MVI	11	1	\$219.79
09/03	7:00 PM	Fire Hall	Business Meeting	23	2	\$808.38
09/04	11:49 AM	211 Madill St	Structure Fire	10	1	\$201.00
09/05	6:00 PM	Fire Hall	Truck Check	14	2	\$433.12
09/06	4:49 AM	87 South Shore Rd	Alarms Activated	14	1	\$241.70
09/08	5:54 AM	266 South Shore Rd	MVI	19	1.5	\$542.58
09/09	6:37 PM	77 Somenos St	Assistance	19	1	\$340.43
09/09	7:00 PM	Fire Hall	Practice	18	2	\$635.58
09/16	7:00 PM	Fire Hall	Practice	18	2	\$602.38
09/18	6:00 PM	Chemainus Fire Hall	Cowichan Valley Fire Chiefs Meeting	2	3	\$125.22
09/21	7:00 AM	96 Eldred	Alarms Activated	11	1	\$204.54
09/23	7:00 PM	Fire Hall	Practice	26	2	\$922.36
09/25	12:48 PM	124 Boundary Rd	Medical Aid	12	1	\$222.60
09/28	10:58 AM	477 Point Ideal Rd	Burning Complaint	2	1	\$41.74
09/30	7:00 PM	Fire Hall	Practice	15	2	\$524.52
			NFPA Tests	12	1	N/C JR FF
			Officer/Member Duty Sheets	1	4	\$79.32
			Sec/Treasurer Stipend			\$150.00
		Total				\$6295.26

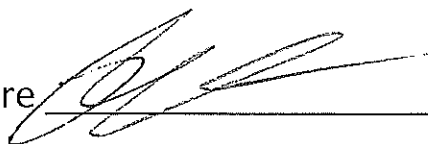
Bylaw Complaint Report
Town of Lake Cowichan
November 2019



To: CAO

From: Bylaw Officer

Complaints	#	Outcome
Chattel stored on public property	1	Fine
Red tags issued for chattel stored on public property	6	Delivered
High water consumption	4	Delivered
Investigation for property use against zoning bylaw	2	Compliance
Dog at large	2	Unknown owner/address

Signature 



Circular No. 19:12

October 30, 2019

To: All Chief Administrative Officers

Re: **Investing in Canada Infrastructure Program:**
Environmental Quality Program & Infrastructure Planning Grant Program -
Open for Application

Environmental Quality (EQ) Program

The Province of British Columbia and Canada have partnered on the Investing in Canada Infrastructure Program (ICIP) to fund Community, Culture and Recreation; Rural and Northern Communities; Public Transit; and Green Infrastructure. The ICIP provides communities across British Columbia a variety of funding opportunities to build sustainable communities, to help create long term economic growth, and to support a low carbon, green economy.

The **Environmental Quality Program**, under the Green Infrastructure Stream, will provide project support for reliable water and wastewater systems that meet legislated standards.

On September 25, 2019 Minister Selina Robinson announced that Canada and the Province are committing up to \$150 million for a second intake of the **Environmental Quality Program**. The application intake is now open as of **October 30, 2019** and the deadline for submission is **February 26, 2020**.

Additional information including the Program Guide, Application access, and Application Instructions are available on the ICIP website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. The program will support medium-term priorities with funding decisions anticipated in Spring 2021.

Every grant application is assessed in the context of published program eligibility guidelines and consideration is given to compliance with the conditions for a grant. This reinforces the expectation that grant funds are allocated fairly and equitably between competing projects.

Infrastructure Planning Grants

The Infrastructure Planning Grant Program (IPGP) is also available to assist local governments in preparing for future grant programs by providing an opportunity to obtain grant funding up to

