

DATE: February 4, 2020**FILE:** 1700-02/2020/600**TO:** Chair and Directors
Committee of the Whole**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer**R. DYSON****RE: 2020 - 2024 Financial Plan – Recreation Grant Service – Function 600****Purpose**

To provide the Committee of the Whole with the proposed 2020 - 2024 Financial Plan and work plan highlights for the Recreation Grant service function 600.

Recommendation from the Chief Administrative Officer:

THAT the proposed 2020 – 2024 financial plan for the Recreation Grant Service, function 600, be approved.

Executive Summary

Highlights of the financial plan include for the Recreation Grant Service include:

- The estimated residential tax rate for 2020 is projected to be \$0.0168 per \$1,000 of assessed value, an increase of \$0.001 from 2019.
- The maximum tax levy for the service is \$.05 per \$1,000 of assessed property value, resulting in a maximum requisition available for 2020 of \$874,897.
- Operational grants in 2020 have increased \$9,700 compared to the adopted 2019 financial plan largely due to operational increases proposed for City of Courtenay programs.
- A request for an additional \$50,000 to support a feasibility plan for the Memorial Pool has been received from the City of Courtenay and is not presently reflected in the proposed budget. Staff from the City will present their business case to the Committee of the Whole.
- One-time grant requests were also received firstly to support Comox Valley United Soccer in hosting the mini world cup (\$6,000) and secondly a \$3,000 request from the Cumberland Lake Wilderness Society to purchase paddles and life jackets for their new voyageur canoe program. These requests are reflected in the proposed budget in 2020.

Prepared by:

D. DeMarzo

Doug DeMarzo
General Manager of Community Services

Stakeholder Distribution (Upon Agenda Publication)

Comox Valley United Soccer Association	✓
Cumberland Lake Wilderness Society	✓

Board Strategic Drivers

The Comox Valley Regional District (CVRD) Board has set four strategic drivers to guide service delivery. Table 1 notes the degree of influence the drivers have on projects and work plans.

Table 1: Strategic Drivers


Fiscal responsibility: <ul style="list-style-type: none"> The cost is shared across the region for recreation programs provided by other agencies and non-profits 	Climate crisis and environmental stewardship and protection: <ul style="list-style-type: none"> Some programming supports outdoor education
Community partnerships: <ul style="list-style-type: none"> This service provides grants to all municipal partner organizations as well as many non-profits that are regional in nature. 	Indigenous relations: <ul style="list-style-type: none"> Projects are not significantly influenced by this driver

Financial Plan Overview

The 2020 - 2024 proposed five-year financial plan for Recreation Grant Service, function 600 , including service establishment information, the requisition summary and the operating budget is available within the full proposed budget binder, provided in both searchable PDF and e-reader formats, located on the CVRD financial plan web page at www.comoxvalleyrd.ca/currentbudget.

Table 2 on the following page summarizes the 2020 proposed budget as compared to the 2019 adopted budget. Significant variances from 2019 adopted budget will be discussed in the financial plan sections below.

Table 2: Financial Plan Highlights



2020
Proposed
Budget

#600 Recreation Grant

Operating	2019 Budget	2020 Proposed Budget	Increase (Decrease)
Revenue			
Grants In Lieu	889	889	-
Requisition	297,496	336,500	39,004
Prior Years Surplus	40,824	10,498	(30,326)
	\$ 339,209	\$ 347,887	8,678
Expenditures			
Personnel Costs	13,022	7,784	(5,238)
Operating	324,861	335,163	10,302
Contribution to Reserve	1,326	4,940	3,614
	\$ 339,209	\$ 347,887	\$ 8,678

Highlights of the 2020 - 2024 proposed financial plan for function 600 include:

Revenue Sources

The proposed 2020 tax requisition is \$336,500; an increase of \$39,004 from 2019.

Table 3 demonstrates the apportionment of the proposed requisition between the participants:

Table 3: Proposed 2020 Requisition by Participant

Area A	\$49,094	Comox	\$59,143
Area B	\$36,039	Courtenay	\$128,310
Area C	\$46,920	Cumberland	\$16,994

Personnel

A portion of the salaries and benefits for the General Manager of Community Services and the Branch Assistant of Community Services is charged to this service.

Operations

Many of the grant recipients in this service have a long history of participation. A couple of new recipients have been added over the past few years such as Vancouver Island Mountain Sports and United Riders of Cumberland. Other than what is prescribed as the purpose in the service establishment bylaw, there are no criteria for participation or a formal process to review grant increase requests.

Supporting an event/tournament (which is not annual) could be considered progressive use of grant support especially regarding youth events. As such support for Comox Valley United Soccer mini-world cup tournament request for \$6,000 is a positive proposal. Additionally, supporting youth programming capital costs is also beneficial therefore the paddle and lifejacket purchase for the Cumberland Lake Wilderness Society is a viable option to be supported by \$3,000. This support is off-set by reducing the annual \$10,000 special events/games allowance to \$1,000. By accepting these types of proposals it helps guide staff in the upcoming grant review process for setting criteria for grants.

Table 4 outlines the grant recipients for the service and the operating grants requested for the proposed 2020 budget compared to 2018 and 2019.

Table 4 – Grant Recipient Requests 2017-2019

	2018 Adopted	2019 Adopted	2020 Proposed
Active Comox Valley	\$32,000	\$32,000	\$32,000
Vancouver Island Mountain Sports Centre	5,000	20,000	20,000
Special event/games contribution	-	10,000	1,000
Dawn to Dawn recreation programs	3,000	3,000	3,000
Denman Island recreation programs	4,000	4,000	4,000
Hornby Island recreation programs	4,000	4,000	4,000
Adapted Needs Program	82,400	84,000	90,000
City of Courtenay Memorial Pool - operations	69,200	73,000	76,700
City of Courtenay Memorial Pool - capital	63,500	50,000	50,000
Courtenay Comox Skateboard Park	5,000	5,000	5,000
Town of Comox	4,800	4,800	4,800
Coal Hills BMX Association	1,500	1,500	1,500
United Riders of Cumberland	4,500	25,000	25,000
Village of Cumberland	4,000	4,000	4,000
Comox Valley United Soccer	-	-	6,000*
Cumberland Lake Wilderness Society	-	-	3,000*
Total Budgeted Grants	\$282,900	\$320,300	\$330,000

*One time grant requests

A large portion of this service was established specifically to support the Courtenay outdoor memorial pool and it continues to do so. A clearer understanding of the asset management program for the memorial pool will be discussed by City of Courtenay staff to help justify the increased capital costs in their proposal as the proposed five year plan currently has it projected at \$50,000 and City is seeking incremental annual capital increases to \$70,000 by 2024. An unfunded request for \$50,000 feasibility study for the memorial pool will also be presented by City staff.

Additionally the City of Courtenay has projected operating costs to increase to \$112,300 in 2024 from the current proposed budget of \$76,700.

Capital

There is no CVRD capital associated with this service although many of the grants provided are in support of the capital requirements of the grant recipient organizations.

Reserves

There is a future expenditure reserve with a balance of \$27,762 as of December 31, 2019. This balance will be confirmed and updated as part of the recommended budget.

Tax Impacts

What resident tax impacts will the 2020 - 2024 financial plan have?

- Based on the 2020 completed assessment roll, the estimated residential tax rate for this service is expected to be \$0.0168 per \$1,000 of taxable assessed value.
- The 2019 residential tax rate for the service was \$0.0158 per \$1,000 of taxable assessed value.
- For a residence with an assessed value of \$500,000, the total tax impact is estimated to be \$8.40.

Citizen/Public Relations

It is important that the residents in the Comox Valley have access to recreational opportunities that are affordable and in addition promote and maintain a healthy active lifestyle. Many of the non-profits supported under this service enhance these values in our community.

Attachments: Appendix A – “Courtenay Memorial Pool Grant Requests”
Appendix B – “Comox Valley United Soccer Association Grant Proposal”
Appendix C – “Cumberland Lake Wilderness Society Correspondence”

Financial Services Department
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7



Phone 250-334-4441
Fax 250-334-4241
email: finance@courtenay.ca

November 8, 2019

Comox Valley Regional District
600 Comox Road
Courtenay, BC, V9N 3P6

Attention: Kevin Douville, Manager of Financial Planning

Dear Mr. Douville

Re: Memorial Pool – Operating and Capital Budgets

Please find attached the City of Courtenay's 2020 grant funding request in the amount of \$76,700 for the Memorial Pool operating costs. The City is requesting an operating grant increase of 5.0 percent to assist with the rising costs associated with operating and maintaining the Memorial Pool.

In 2019, the City spent \$42,665 to repair concrete cracks at the pool and basin and replace the chemical feed. For 2020, the City is respectfully requesting a grant funding of \$50,000 to perform additional mechanical and building repairs and purchase new pool covers and an additional \$50,000 to conduct a feasibility study to consider potential options for the outdoor pool.

Thank you for considering the City's request for the Memorial Pool for 2020. Should you have any questions or concerns, please do not hesitate to contact me at aberard@courtenay.ca or Dave Snider at dsnider@courtenay.ca.

Sincerely,

A handwritten signature in black ink that reads 'Annie Bérard'.

Annie Bérard, CPA, CMA, MBA
Manager of Financial Planning, Payroll and Business Performance

Cc: Marie Lapp, Financial Services Assistant
Jennifer Nelson, Director of Financial Services
Dave Snider, Director of Recreation and Cultural Services
Trevor Kushner, Director of Public Works
Doug DeMarzo, General Manager of Community Services

City of Courtenay
MEMORIAL POOL - Capital Projects
2019 Actuals and 2020 - 2024 FINANCIAL PLAN

YEAR	DESCRIPTION OF WORK	BUDGETED SOURCE OF FUNDS			
		2019 Budget	2019 Actual costs to-date	CVRD C/FWD FUNDS	CVRD Grant New Funds
2019	Repair Concrete Cracks and Deck Surface	20,000	16,700	\$16,000 from 2018	4,000
	Building Repairs	15,000	12,500		15,000
	Estimated Equipment	15,000	13,465		15,000
	Total	50,000	42,665		34,000
2020	Estimated Equipment	20,000			20,000
	Estimated Building repairs	20,000			20,000
	New Pool Covers	10,000			10,000
	Feasability Study	50,000			50,000
	Total	100,000			100,000
2021	Estimated Equipment	20,000			20,000
	Estimated Building repairs	20,000			20,000
	Repair Concrete Cracks and Deck Surface	20,000			20,000
	Total	60,000			60,000
2022	Estimated Equipment	20,000			20,000
	Estimated Building repairs	20,000			20,000
	New Pool Covers	25,000			25,000
	Total	65,000			65,000
2023	Estimated Equipment	25,000			25,000
	Estimated Building repairs	25,000			25,000
	Repair Concrete Cracks and Deck Surface	20,000			20,000
	Total	70,000			70,000
2024	Estimated Equipment	25,000			25,000
	Estimated Building repairs	25,000			25,000
	Repair Concrete Cracks and Deck Surface	20,000			20,000
	Total	70,000			70,000

COURTENAY AND DISTRICT MEMORIAL POOL
5 Year Financial Plan Submission 2020 - 2024

DESCRIPTION OF WORK	2019	2020	2021	2022	2023	2024
	YTD Actuals as Oct28.2019	Budget	Budgets			
REVENUE						
Pool Programs/Services						
Public Swimming	\$ 26,657	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Lessons	35,808	38,400	38,400	38,400	38,400	38,400
Misc. Revenue		500	500	500	500	500
Pool Rental	13,179	10,600	10,800	11,000	11,200	11,400
Local Government RDCS	73,000	76,700	84,400	92,800	102,100	112,300
Total Revenue	\$ 148,643	\$ 155,200	\$ 163,100	\$ 171,700	\$ 181,200	\$ 191,600
EXPENSES						
Pool Programs/Services						
Wages and Benefits	\$ 112,892	\$ 141,100	\$ 143,900	\$ 146,800	\$ 149,700	\$ 152,700
Staff Training	461	1,500	1,500	1,500	1,500	1,500
Telephone	440	7,200	1,000	1,000	1,000	1,000
Advertising	122	500	500	500	500	500
Contract Programs	750	500	500	500	500	500
Misc. Repair and Maintenance	50	500	500	500	500	500
Office and Admin (Stationary Supplies)	954	1,000	1,000	1,000	1,000	1,000
Supplies - Programs	966	1,200	1,200	1,200	1,200	1,200
Supplies - Janitor	3,595	2,600	2,700	2,800	2,900	3,000
Supplies - Chemicals	10,200	15,800	16,100	16,400	16,700	17,000
Supplies R.L.S.S.			-	-	-	-
Custodial Wages	1,511	32,100	32,700	33,400	34,100	34,800
Licence and Fees		100				
Staff Uniforms		-	-	-	-	-
Material Equipment < 5k	586	2,000	2,000	2,000	2,000	2,000
Total Pool Programs/Services	132,526	206,100	203,600	207,600	211,600	215,700
Pool Repair & Maintenance						
R&M Wages	22,450	18,000	20,000	20,400	20,800	21,200
Services	5,520	7,500	7,800	8,000	8,200	8,400
Insurance	17,117	17,500	17,900	18,300	18,700	19,100
R&M Supplies	18,185	16,000	16,600	16,900	17,200	17,500
Water		10,400	10,600	10,800	11,000	11,200
Natural Gas	4,579	5,500	5,800	5,900	6,000	6,100
Electricity	2,098	3,000	3,300	3,400	3,500	3,600
Vehicle charges	191	600	600	600	600	600
Total Pool Repair & Maintenance	70,141	78,500	82,600	84,300	86,000	87,700
Total Pool Expenses	\$ 202,667	\$ 284,600	\$ 286,200	\$ 291,900	\$ 297,600	\$ 303,400
TOTAL SURPLUS (DEFICIT)	(54,023)	(129,400)	(123,100)	(120,200)	(116,400)	(111,800)



GRANT FOR SPECIAL EVENT

Attention: Director Ketler, Chair of Sports Commission

Thank you for taking the time to look over our submission for a 'Special Events Grant'. This is just a quick summation of the upcoming 'Mini World Cup' that the Comox Valley United Soccer Club is hosting in May, 2020. Should you require any further information please let me know. Thank you!

Overall Event Description

Comox Valley United Soccer Club is hosting the premiere soccer tournament event of the year for the U8 to U11 Boys and Girls soccer teams. This annual event is shared amongst several clubs in the Upper Vancouver Island Region and 2020 is our turn. The event will be running on May 23rd and 24th and will attract upwards 100 teams and 2000 people to this fun tournament. This is a BC Soccer sanctioned event and will allow teams from all over the Island and Lower Mainland to join the fun. For more details please visit our website at <https://miniworldcup.ca>

Tournament Details

Event Dates: May 23rd to 24th, 2020

Estimate Number of Volunteers Required: 200

Volunteer Hours Estimate: Several thousand hours

Food Vending Trucks: Four

Fun Zone: Bouncy Castle, Radar Gun (Hardest Shot), Face Painting, etc....

Projected Costs \$25000

In no particular order:

- Tournament T-Shirts
 - Players - 1000-1200
 - Coaches - 200
 - Volunteers - 100
- Participation Medals for Players
- Paint (to line fields)
- Someone to line the fields
- Flags, Nets and other equipment required.
- Porta Potties in several locations
- Transportation of players and parents to venue.
- Bouncy Castle and other fun zone related activities.
- Referees
- First Aid Stations
- Website
- Subsidizing of our own teams/players.
- Other Incidentals

Number of Participants (2000)

- 100 Teams x 10 players per team = 1000 players (approximately)
- We estimated a minimum of one parent per player attending.

Grant Amount

The CVUSC subsidizes their own teams for the tournament which works out to \$15 per player. The club estimates that approximately 40 local teams will be participating in the tournament with 10 players per team working out to \$6000.00.

As a club, we are always looking to promote the game and to make it affordable for all players. Any additional financial assistance you can provide will go towards this objective.

Thanks for the opportunity,

George Masic
Technical Director
Comox Valley United Soccer Club
604-626-7576

Kristy Morro

Subject: FW: information required regarding a funding request!

From: Genevieve Burdett [mailto:executivedirector@clws.ca]
Sent: December 18, 2019 1:26 PM
To: Doug DeMarzo <ddemarzo@comoxvalleyrd.ca>
Subject: information required regarding a funding request!

Hi Doug,

I am hoping you can give me a bit of information about the best way to approach CVRD for a monetary contribution towards our project (or other projects in the future).

I work with a small not-for-profit, Cumberland Lake Wilderness Society, that currently holds the contract to operate Cumberland Lake Park & Campground on Comox Lake. We recently received a grant from Comox Valley Community Foundation (\$15,000) to purchase two voyager canoes. We will be using these canoes to offer watershed education (and first nations stories/history) to SD71 (we subsidize full day outdoor ed programs for SD71) and to the community at large (free weekly summer programs). We are working closely with the Connected by Water team (and hopefully KFN) to develop our curriculum for these programs. The canoes (plus transport costs from Abbotsford) will cost us a total of \$18,750 plus an additional \$3000 in PFDs and paddles. As a result, we are looking for options to help cover any or all of this last \$6,750 . Since this project is directly in accordance with the CVRD Connected by Water project and will be subsidized (instructor wages/admin) over the long-term by our not-for-profit, I was wondering if the CVRD might be able to assist with any part of this project? It is truly a Connected By Water legacy project. If so, how would CLWS go about asking CVRD for assistance with this or other similar projects? Any advice regarding timing or potential funding avenues would be appreciated.

Thank you so much for any insight you can provide!

Genevieve Burdett 250-702-7219

Cumberland Lake Wilderness Society (CLWS)

Executive Director

Phone: 250-702-7219 (Mon-Fri: 9am - 2:30pm)

www.cumberlandlakepark.ca

1100 Comox Lake Road, PO Box 1389 Cumberland BC, V0R 1S0

I respectfully acknowledge that I live, work and play on the unceded traditional territory of the K'ómoks First Nation.