

DATE: January 16, 2019**FILE:** 1700-02/2019/686**TO:** Chair and Directors
Electoral Areas Services Committee**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer***R. DYSON*****RE: 2019 - 2023 Financial Plan – Comfort Stations – Function 686**

Purpose

To provide the Electoral Areas Services Committee with the proposed 2019 - 2023 financial plan and work plan highlights for the Comfort Stations service, function 686.

Recommendation from the Chief Administrative Officer:

THAT the proposed 2019 - 2023 financial plan for Comfort Station service, function 686, be approved.

Executive Summary

This report presents the proposed 2019-2023 financial plan for the Comfort Station service, function 686. Highlights include:

- Requisition for 2019 is unchanged from previous years at \$21,000;
- Requisition rate for 2019 is \$0.00327 per \$1,000 assessed value;
- For a property assessed at \$400,000, the tax levy would be \$1.31;
- A permanent washroom facility was constructed in 2018 as part of the development of the Seaman Road beach access into the Saratoga Beach Access community greenspace;
- The portable toilet in place at Eyre Road in 2018 was removed and only garbage collection will continue at this location in 2019.

Prepared by:

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Concurrence:

D. DeMarzo


Doug DeMarzo
Acting General Manager of
Community Services**Policy Analysis**

To address concerns regarding protection of the environment and public health at popular recreation sites in the rural Comox Valley, Bylaw No. 45 being “Comfort Station Service Establishment Bylaw No. 45, 2009”, was adopted in June 2009 to establish a service to provide for the construction and maintenance of permanent public washrooms at popular recreation sites in the rural areas of the Comox Valley Regional District (CVRD), with the exception of Hornby and Denman Islands.

Financial Plan Overview

Table 1 summarizes the 2019 proposed budget as compared to the 2018 adopted budget. Significant variances from 2018 adopted budget will be discussed in the financial plan highlights section below.

Table 1: Financial Plan Highlights



2019

Proposed Budget

#686 Comfort Station Service

Operating	2018 Budget	2019 Proposed Budget	Increase (Decrease)
Revenue			
Requisition	21,000	21,000	-
Transfer from Reserve	20,000		(20,000)
Prior Years Surplus	8,478		(8,478)
	\$ 49,478	\$ 21,000	\$ (28,478)
Expenditures			
Personnel Costs	9,903	9,748	(155)
Operating	38,257	9,909	(28,348)
Contribution to Reserve	1,318	1,343	25
	\$ 49,478	\$ 21,000	\$ (28,478)

The 2019 - 2023 proposed five-year financial plan for the Comfort Station service, including the requisition summary and the operating and capital 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.

Highlights of the 2019 - 2023 proposed financial plan for the Comfort Station service, function 686, include:

Revenue Sources

- 2019-2023 requisition amount of \$21,000 (same as prior years);
- Requisition rate for 2019 is \$0.00327 per \$1,000 assessed value, a decrease from the 2018 rate of \$0.0038.

Personnel

There are no personnel changes in the 2019-2023 financial plan and the 2019 plan reflects a small decrease over 2018.

Operations

- 2019 will see the first full year shift from providing the previous portable toilet on Eyre Road at Saratoga Beach to a permanent structure constructed as part of the development of the Saratoga Beach access located at Seaman Road.

- Operations costs for 2019 are expected to be less than 2018 budget due to new facility requiring less pump outs. Other costs include washroom cleaning, maintenance and garbage pickup.
- The \$25,000 included in 2018 minor capital is not required in 2019 due to the completion of the new washroom facility at Saratoga Beach.
- Operations costs will continue to include garbage pickup only for Eyre Road in 2019.

Capital

No additional comfort stations are forecasted in the 2019-2023 financial plan.

Reserves

The estimated future expenditure reserve balance as at December 31, 2018 is \$89,318 and will be confirmed at the recommended budget stage once the 2018 year-end is finalized. Modest reserve contributions are included in 2019 to 2021.

Citizen/Public Relations

The proposed requisition of \$21,000 equates to a tax rate of \$0.00327 per \$1,000 of assessed value. For a property assessed at \$400,000, the tax levy would be approximately \$1.31.

The washrooms at Saratoga Beach, in place seasonally since 2009, are generally well received by the public. These facilities were placed to address community concerns regarding the absence of public washrooms at this popular recreation site. The absence of public washrooms cause public health risks, negatively impact the surrounding environment, and become a nuisance to nearby land owners.

The new permanent washroom was constructed as part of a larger initiative for the Saratoga Beach access which included improved parking and drainage, walking trails, bike parking and garbage containers. The CVRD parks and sustainability staff have worked closely with the community, the Saratoga Miracle Beach Residents Association and has also been in direct contact with adjacent property owners.