

DATE: January 20, 2021**FILE:** 1700-02/2021/291**TO:** Chair and Directors
Electoral Areas Services CommitteeSupported by Russell Dyson
Chief Administrative Officer**FROM:** Russell Dyson
Chief Administrative Officer***R. DYSON*** _____**RE: 2021 - 2025 Financial Plan – Fireworks – Function 299**

Purpose

To provide the Electoral Areas Services Committee with the proposed 2021 - 2025 financial plan and work plan highlights for the Fireworks Service, Function 299.

Recommendation from the Chief Administrative Officer:

THAT the proposed 2021 – 2025 financial plan for the Fireworks Service, Function 299, be approved.

Executive Summary

- This service is funded primarily through tax requisition which is proposed at \$8,000 in 2021, a reduction of \$3,323 over 2020, with the use of 2020 surplus of \$6,500 partially used to reduce requisition. Other revenues are generated through the sale of fireworks permits.
- The estimated residential tax rate for 2021 is proposed to be \$0.0010 per \$1,000 (2020 - \$0.0014) of taxable assessed value.
- The Fireworks Service is identified as a service that will be included in an overall bylaw service restructure as part of the Rethink CV/COVID-19 Response.
- Personnel for this service includes an allocation of time for the Manager of Bylaw Compliance as well as an allocation for the two fulltime Bylaw Compliance Officers.
- Operating costs have been reduced by \$4,106 for the 2021 budget year, to \$6,873.
- There are no capital costs, or reserve funds associated with this service.

Prepared by:

Concurrence:

A. Yasinski***S. Smith***_____
Amanda Yasinski
Manager of Bylaw Compliance_____
Scott Smith
General Manager of Planning
and Development Services**Board Strategic Drivers**

The Comox Valley Regional District (CVRD) Board has set four strategic drivers to guide service delivery. Not all services will be influenced by all drivers. Table 1 notes the degree of influence the drivers have on projects and work plans.

Table 1: Board Strategic Drivers

Fiscal responsibility: <ul style="list-style-type: none"> Requisition decreased in 2021 with 2020 surplus, requisition increases expected for 2022-2025 to fund budgeted annual costs to provide service levels. 	Climate crisis and environmental stewardship and protection: <ul style="list-style-type: none"> Service not significantly influenced by this driver.
Community partnerships: <ul style="list-style-type: none"> Staff work closely with the RCMP, local fire departments and vendors to deliver this service responsibly. 	Indigenous relations: <ul style="list-style-type: none"> Service not significantly influenced by this driver.

Rethink Comox Valley/COVID-19 Response and Renewal


The adopted COVID-19 Response and Renewal report for Electoral Areas Services identified restructuring of existing bylaw services, including the Fireworks Service. The desired outcome of restructuring these services is to streamline service delivery, and achieve efficiencies in governance, administration and public communications of these services. The specific budget impacts of this restructuring is still being explored and will be brought forward in 2021, along with a communications plan to inform and engage residents, and the necessary bylaws to achieve the restructure in 2022.

Financial Plan Overview

The 2021 - 2025 proposed five-year financial plan for Fireworks Control Service, Function 299, 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 summarizes the 2021 proposed budget as compared to the 2020 adopted budget. Significant variances from 2020 adopted budget will be discussed in the financial plan sections that follow.

Table 2: Financial Plan Highlights

		#299 Fireworks Regulation		
Operating	2020 Budget	2021 Proposed Budget	Increase (Decrease)	
Revenue				
Requisition	11,323	8,000	(3,323)	
Applications/Permit Fees	200	200	-	
Prior Years Surplus	7,462	6,500	(962)	
	\$ 18,985	\$ 14,700	\$ (4,285)	
Expenditures				
Personnel Costs	8,006	7,827	(179)	
Operating	10,979	6,873	(4,106)	
	\$ 18,985	\$ 14,700	\$ (4,285)	

Highlights of the 2021 - 2025 proposed financial plan for function 299 include:

Revenue Sources

The primary source of revenue for this service is tax requisition. The 2021 proposed requisition is proposed to decrease by \$3,323 over 2020 due to less funds being required with a decrease in both personnel and operating costs and the absence of a future expenditure reserve to which to contribute. The establishment of such a reserve may be considered in the future if the short-term activity which occurs in this service were to warrant.

Personnel

The personnel costs include an allocation of time and expenses for the Manager of Bylaw Compliance as well as an allocation of two Bylaw Compliance Officers.

Operations

- Operating costs have been reduced by \$4,106 for the 2021 budget year.
- Reductions to overall operating costs are due primarily to reduced funds budgeted for legal and office expenses.

Capital

There are no capital costs for this service.

Reserves

There are no reserve funds for this service.

Tax Impacts

What resident tax impacts will the 2021 - 2025 financial plan have?

- Based on the 2021 completed assessment roll, the estimated residential tax rate for this service is expected to be \$0.0010 per \$1,000 (2020 - \$0.0014) of taxable assessed value.
- For a residence with an assessed value of \$500,000, the total tax impact is estimated to be \$0.50 for this service.

Citizen/Public Relations

- Fireworks permit sales increased 11.43 per cent in 2020 which is due in part to our continued efforts at updating the communication plan and public awareness.
- A total of eight written complaints, and nine phone call complaints regarding the discharge of fireworks were received by bylaw staff in 2020.
- Advertising efforts and staff time spent on complaints were increased in 2020.
- The communication plan for 2021 will include an educational brochure, correspondence to fireworks vendors, social media and radio advertising as well as use of social media and internal CVRD resources.