

**DATE:** January 21, 2021

**TO:** Chair and Directors  
Electoral Areas Services Committee

**FROM:** Russell Dyson  
Chief Administrative Officer

**FILE:** 1700-02/2021/676

Supported by Russell Dyson  
Chief Administrative Officer

***R. DYSON*** \_\_\_\_\_

**RE: 2021 - 2025 Financial Plan – Black Creek Community Centre Contribution Service, Function 676**

**Purpose**

To provide the Electoral Areas Services Committee with the proposed 2021 - 2025 financial plan and work plan highlights for the Black Creek Community Centre Contribution service, function 676.

**Recommendation from the Chief Administrative Officer:**

THAT the proposed 2021 – 2025 financial plan for the Black Creek community Centre Contribution service, function 676, be approved.

**Executive Summary**

This service provides financial assistance to the Black Creek Community Hall in the form of an operating grant by way of an agreement with the Black Creek Community Association (BCCA).

Highlights of the financial plan include:

- The estimated residential tax rate for 2021 is \$0.1074 per \$1,000 of assessed value compared to \$0.0852 in 2020.
- The maximum levy for the service is the greater of \$72,500 or \$0.14 per \$1,000 of taxable assessed value, resulting in a maximum requisition available in 2021 of \$118,429.
- The tax requisition is forecasted to increase substantially by \$23,800 or 34 per cent to \$93,800 from \$70,000 and then remain consistent for the five-year proposed budget.
  - Increased staffing hours and wages that will continue on as the Black Creek Community Hall is proposing permanent Human Resource adjustments.
  - Future year tax requisitions and operational expenditures will also be driven based on the outcome of the singular Alternate Approval Process (APP) for community halls as the Black Creek Service area is proposed to expand to include a greater portion of Area C and portion of Area B so as to incorporate other community halls within the region starting in 2022.

Prepared by:

***D. DeMarzo***

Doug DeMarzo  
General Manager of Community Services

**Government Partners and Stakeholder Distribution (Upon Agenda Publication)**

Black Creek Community Association	✓
-----------------------------------	---

### 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**

<p><b>Fiscal responsibility:</b></p> <ul style="list-style-type: none"> <li>Operating the community facility including ongoing maintenance and upgrades to ensure sustainable service delivery.</li> </ul>	<p><b>Climate crisis and environmental stewardship and protection:</b></p> <ul style="list-style-type: none"> <li>Projects are not significantly influenced by this driver.</li> </ul>
<p><b>Community partnerships:</b></p> <ul style="list-style-type: none"> <li>The CVRD partners with the Black Creek Community Association (BCCA) to support the community hall which provides direct community centre services to the citizens.</li> </ul>	<p><b>Indigenous relations:</b></p> <ul style="list-style-type: none"> <li>Projects are not significantly influenced by this driver.</li> </ul>

### Rethink Comox Valley / COVID-19 Response and Renewal

On May 12, 2020 the board adopted a COVID-19 renewal plan for the review of service levels and all necessary, critical and functional projects slated for the next five years. Recommended actions for the plan were brought forward to the relevant committees, commissions and partners for review over the summer.

For community halls a key service outcome was responding and partnering with community groups. As such the CVRD hosted a number of community hall meetings inviting all halls to participate to discuss and share ideas for COVID-19 response. Furthermore additional support for community halls is being considered as part of the restart funding.

### Economic Recovery Task Force Actions

Not applicable to this service.

### Financial Plan Overview


The 2021 - 2025 proposed five-year financial plan for Black Creek Community Centre Contribution service, function 676, 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](http://www.comoxvalleyrd.ca/currentbudget).

The BCCA is responsible for the operations of the community hall to which the CVRD contributes an annual grant under a five-year agreement with the CVRD. The agreement expired in 2020 with an option to renew for another five years. CVRD staff will follow up with BCCA to implement a renewal period taking into consideration the budget and changes to the community hall service.

Note that a combined Electoral Area B and C community hall service creation is underway and if approved by the electors in 2021 will be implemented in 2022 which would include the Black Creek Community Hall service, and this service budget and related service bylaw would be repealed.

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**

 <b>2021 Proposed Budget</b>		<b>#676 Black Creek Community Hall Contribution Service</b>		
<b>Operating</b>	<b>2020 Budget</b>	<b>2021 Proposed Budget</b>	<b>Increase (Decrease)</b>	
<b>Revenue</b>				
Requisition	70,000	93,800	23,800	
Prior Years Surplus		464	464	
	<b>\$ 70,000</b>	<b>\$ 94,264</b>	<b>\$ 24,264</b>	
<b>Expenditures</b>				
Operating	67,731	91,462	23,731	
Contribution to Reserves	2,269	2,802	533	
	<b>\$ 70,000</b>	<b>\$ 94,264</b>	<b>\$ 24,264</b>	

Highlights of the 2021 - 2025 proposed financial plan for function 676 include:

Revenue Sources

The proposed 2021 tax requisition is \$93,800, an increase of \$23,800 or 34 per cent from 2020 and is expected to continue at \$93,800 until 2025. This is largely due to:

- A higher level of service to BCCA through human resource hours adjustments during and after COVID-19;
- Modest wage increases for community hall staff.

Personnel

There are no personnel services for this service which is under the portfolio of the General Manager of Community Services. In prior years a portion of the General Manager of Community Services wages was allocated to this service but in 2020 the allocations were reviewed and removed from this service.

Operations

The five year financial plan submitted by the BCCA includes increases to wages for Human Resource and operational staff as noted above.

Capital

The CVRD owns no capital assets in this service. However, the ongoing maintenance and upgrade of the community hall to ensure sustainable service delivery are considered by BCCA when preparing their financial plan.

### Reserves

There is a future expenditure reserve with an estimated balance of \$5,919 as at December 31, 2020. The financial plan for this reserve includes incremental annual contributions to this reserve of up to \$4,500 annually to ensure funding is available for future emerging operational or capital upgrade needs that may presented by the BCCA. The estimated balance at the end of 2025 is \$26,949 which does not consider any utilization of these funds.

### Tax Impacts

- Based on the 2021 completed assessment roll, the estimated residential tax rate for this service is expected to be \$0.1074 per \$1,000 (2020 - \$0.0852) of taxable assessed value.
- For a residence with an assessed value of \$500,000 the total tax impact is estimated to be \$53.70 for this service.

### **Citizen/Public Relations**

The Black Creek Community Centre is one of the focal points in the local community where many cultural and recreational events and programs are held. This facility has operated successfully for a number of years. It provides accessible, progressive leisure and cultural/educational opportunities to residents of Black Creek and the surrounding community. This is accomplished through fitness classes, gym memberships, workshops, community events, conferences, and tennis. The Black Creek Community Hall provides these services in close proximity to many residents in the area.

This year the Black Creek Community Hall was one of few to continue to offer as many services as possible through COVID-19 overcoming many of the challenges it faced.