

**DATE:** December 1, 2022

**FILE:** 0540-20

**TO:** Chair and Members  
Comox Valley Recreation Commission

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: 2023 Recreation Strategic Planning and Capital Development Timeline**

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### **Purpose**

To provide the Comox Valley Recreation Commission (Commission) with an update on the timeline for strategic planning and capital development workshops.

### **Recommendation from the Chief Administrative Officer:**

THAT the proposed timeline for the Recreation Commission strategic planning and capital development be approved as outlined in the staff report dated December 1, 2022.

### **Executive Summary**

In 2019, the Commission identified a long-term plan for recreation infrastructure and sustainable delivery of these services as a strategic priority for recreation. Since this time, numerous studies have been undertaken. As a result, the Commission is in a position to review the studies and consider a long-term approach to facilities to support the community. The timeline below outlines a process to initiate this work.

- January 10, 2023 - Background studies will be updated, including arenas, fields, aquatics, and other notable facility considerations.
- Late January to early February 2023 - There will be a short window for public comment on the draft aquatics study at the request of our project partner, the City of Courtenay.
- February 21, 2023 - There will be an opportunity to set the Commission's strategic plan by revisiting the priorities of asset management, partnerships, connectivity, accessibility and volunteer engagement to determine if these remain the right priorities for the next four years.
- Late February 2023 - Commission members will be provided with a capital development book outlining various options based on relevant study work. The book will also include financing approaches, with the ability for the Commission to initiate priorities in 2023.
- March 2, 2023 - A capital development workshop will be held to determine Commission priorities and set a roadmap to achieve the objectives.
- The final adoption of the financial plan is set for March 31, 2023, and this process will help support adjustments to the financial plan.

Finally, the strategy will serve as a road map, guiding the provision of services for the next 25 years and guiding staff to implement asset management and new improvements to serve our growing community for the next four years.

Prepared by:

***D. DeMarzo***

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Doug DeMarzo  
General Manager of  
Community Services

Attachments: Appendix A – Recreation Timeline for Delivery of a Capital Investment Roadmap

## Appendix A - Recreation Timeline for Delivery of a Capital Investment Roadmap

