



The Corporation of the City of Courtenay

Briefing Note

To: Council

File No.: 0720-01

From: Director of Recreation, Culture, and Community Services

Date: April 23, 2025

Subject: Comox Valley Raiders Youth Football Club Bill Moore Park Football Tower Updates and Scoreboard Replacement

PURPOSE: To inform Council of the replacement of the scoreboard by the Comox Valley Raiders Youth Football Club.

BACKGROUND:

The Comox Valley Raiders Youth Football Club (the Club, CVRYFC) and Courtenay Recreation have been in discussion regarding the replacement of the club's non-operational scoreboard attached to the Bill Moore Park Football Tower located on the west side of the property at mid field level between the two baseball diamonds in Bill Moore Park. The Club has submitted a proposal (see Attachment 1: CVRYFC Proposal) outlining the request to replace the scoreboard with a new freestanding scoreboard (Figure 1). The new scoreboard will be installed to the left of the Bill Moore Park Football Tower (see Figure 2). The improvements include installing an underground electrical service to the new freestanding scoreboard. CVRYFC has secured funding to proceed with these improvements at minimal expense to the City of Courtenay.

Figure 1: Proposed New Freestanding Scoreboard

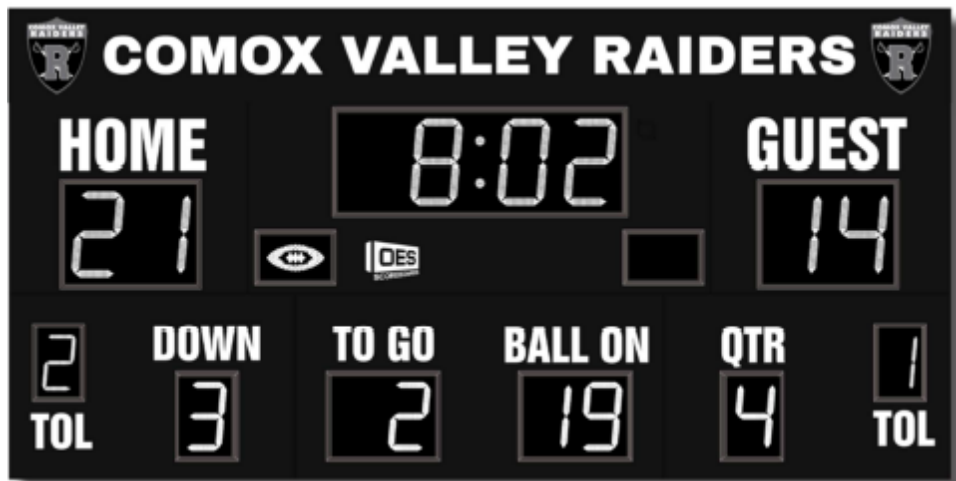


Figure 2: Location of the Bill Moore Park Football Tower and Proposed Improvements**DISCUSSION:**

Bill Moore Park is the central base for all the home games for both the Comox Valley Raiders Youth Football Club and the Comox Valley Baseball Association (CVBA). The park has two baseball diamonds, one which was upgraded last year by the CVBA, and a rectangular grass playing field, all equipped with irrigation and lighting. Additionally, the facility includes a concession stand, changerooms, and washrooms. Both clubs collaborate to share the fields, diamonds, and clubhouse to support their respective sports programs.

The Club has been supporting football in the Comox Valley since 1988 and a cheerleading program since 2022. They offer football programs to children and youth ages six to eighteen in the Comox Valley and surrounding areas.

As identified in the Club's request, the existing non-functional scoreboard that is attached to the Bill Moore Football Tower has not worked in seven years. In addition, the Bill Moore Football Tower lacks electrical power. In the past, the Club utilized a gas fuelled generator to power the existing scoreboard. The new electrical service will replace the need to utilize a gas-powered generator to operate the new scoreboard. This involves the installation of a new BC Hydro Pole and a new electrical underground service leading to the Bill Moore Football Tower that will power the new scoreboard. The new B.C. Hydro Pole, underground electrical service, improvements, and upgrades will be paid entirely by the Club and involves local community businesses and partners contributing to the project:

- The Rotary Club of Courtenay (major sponsor)
- GF Electrical Solutions Inc (primary contractor)
- L.R. Hughes Contracting (project manager)
- Slegg Building Materials Comox (tower updates)
- E.B. Horsman & Son (electrical supplies)
- J.O. Welding & Fab Ltd. (scoreboard beams)
- Chinook Forest Products (treated pole)
- Hyland Precast (cement footings)

The total estimated in-kind and financial cost of the project is \$50,000.

In addition to the new electrical service, the proposed upgrades include the removal of the old non-working scoreboard, painting the building, and adding new windows and doors to improve security to the Bill Moore Football Tower.

As per the Club's proposal, the upgrades to the Bill Moore Football Tower, new electrical service, and new scoreboard installation will enhance the game day experience. In addition, it would:

- Promote the recreational experience for football players, cheerleaders and spectators during games.
- Enhance the park's sport field aesthetics and encourage membership growth and participation in the club.
- Enhance the functionality, vibrancy, and enjoyment of the park by all users.
- Showcases the City's facilities in the community in a positive light to visiting teams (weekly during the season).

Staff have consulted with the Club, Comox Valley Baseball Association, and internal City departments on the proposal. The Bill Moore Football Tower upgrades, electrical service installation and new scoreboard are supported by staff. Staff would be required to provide minimal in-kind support for this project such as onsite project inspections and agreement administration. The Club anticipates a 12-week timeline from start to finish to complete the project.

Staff will enter into a short-term installation agreement for the proposed upgrades and new freestanding scoreboard. This short-term installation agreement will clarify the Club's responsibilities in regards to the project, risk management, indemnification, ownership of upgrades and repair and maintenance responsibilities. This temporary agreement will be replaced when the longer-term, five-year license of occupation for the use of the clubhouse is renewed with the Club, and will cover the Club's continued use of the land for the scoreboard installation. The existing licence to occupy agreement for the clubhouse, which is due for renewal, has been carried over on a month-to-month basis. Staff will return to Council at a future date with a staff report to seek Council's approval of this long-term agreement.

The Parks and Recreation Master Plan (PRMP) identifies the need for the development of a park plan for Bill Moore Park and the PRMP Implementation Strategy identifies it as a short-term priority. As such, the proposed 2025 Financial Plan includes the development of a park plan for Bill Moore in 2025. The financial plan also identifies capital drainage and irrigation improvements for the sports fields in 2026.

While a park planning process for Bill Moore Park will be initiated in 2025, it is envisioned that the sports field use by the baseball and football clubs will remain a primary park use and the proposal by the Club is not expected to interfere with or limit the park planning process or its outcomes. It will also compliment the work of the Comox Valley Regional District (CVRD) Recreation Commission as they undertake planning work to implement recommendations of the CVRD Sports Field Strategy. In addition, language in the short-term installation agreement and long-term use agreement will ensure the City has a right to relocate or terminate the licence and request the removal of the new scoreboard if required through future planning processes.

POLICY ANALYSIS:

OCP, 2022

PR 27 Seek out partnerships to achieve the goals and objectives of the Parks and Recreation master plan including, but not limited to working with:

- Non-profit and private sector organizations to expand sport and physical activity options, and expand recreation opportunities for all residents.
- Citizens to foster resident-driven solutions and involvement in park use and community involvement.

Parks and Recreation Master Plan, 2019

3.2.2 Conduct park plans as per the process outlined in the PRMP.

- Bill Moore Park Plan identified as short term (1-3 years) priority in PRMP Implementation Strategy

3.2.5 Work on improving community parks as opportunities arise.

- Bill Moore Park identified as priority park for capital improvements.

3.3.11 Add and upgrade the following amenities as part of park development:

- More or better sports fields as the population grows in collaboration with other jurisdictions in the Comox Valley

FINANCIAL IMPLICATIONS:

The proposal put forward by the Club does not require any direct financial support from the City of Courtenay as all funding has been sourced from the Club's own funds, grants and donors at a total estimated project value of \$50,000. The project however will require in-kind administration and project oversight from City staff to ensure it meets City requirements.

ADMINISTRATIVE IMPLICATIONS:

Recreation, Culture, and Community Services (RCCS) will lead the development and administration of the project proposal, including any necessary agreements. The long-term land use agreement will be developed by the Financial Services Purchasing Division. However, the project will involve interdepartmental coordination and collaboration between RCCS, Finance (Procurement, Risk, and Real Estate for the short-term and long-term agreement review and risk management), and Operational Services (Parks, Civic Properties Maintenance, etc for project management).

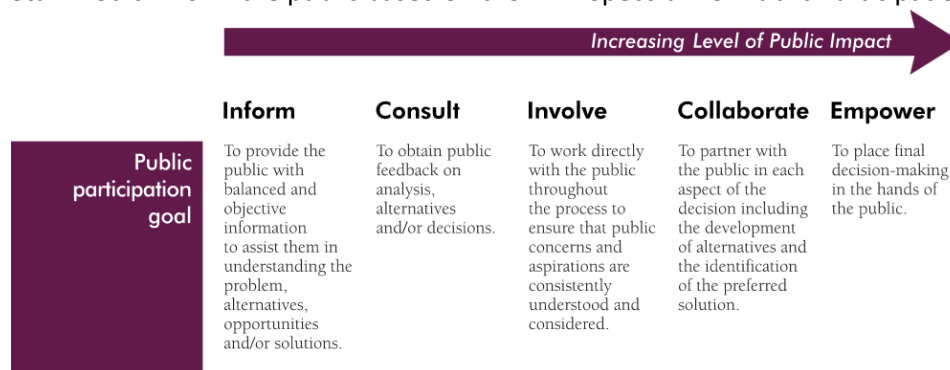
STRATEGIC PRIORITIES REFERENCE:

This initiative addresses the following strategic priorities:

- Parks and Recreation - Optimize active public spaces to respond to density increases and increased park use

PUBLIC ENGAGEMENT:

Staff would inform the public based on the IAP2 Spectrum of Public Participation:



RECOMMENDATION: THAT Council receive the “Comox Valley Raiders Youth Football Club Bill Moore Park Football Tower Updates and Scoreboard Replacement” briefing note.

ATTACHMENTS:

1. CVRYFC Scoreboard Proposal

Prepared by: Joy Chan, Manager of Business Administration

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