

Appendix B: Project Type

Parks and Recreation Master Plan Implementation Strategy

		Phasing					Costs (Over 3 years)	Budget Type		Strategic Responsibility	Project Responsibility	Operations / Maintenance Responsibility	Comments	Relevant Documents
		Completed (C)	In Progress (IP)	Ongoing (O)	Short (S)	Medium (M)	Long (L)	Cap (Cap)	Operating (Op)					
Parkland Supply														
Planning and Design														
3.1.1	Establish the following as guidelines for acquisition of active parkland - community parks 1.2 ha/1000 population and neighborhood parks 0.5 ha/1000 population				S			\$75,000	Op	RCCS / DS	RCCS / DS	N/A	Parkland Acquisition Strategy - 2024/2045 Strategic Priority	PAS
3.1.2	Establish guidelines for acquiring community and neighbourhood parks in new developments				S			N/A	Op	RCCS / DS	DS	N/A	Parkland Acquisition Strategy - 2024/2045 Strategic Priority	PAS, PPDS, SDSB
3.1.3	In neighbourhoods deficient in active parkland, explore opportunities to add amenities within linear parks and greenspace			O				Low	Cap	RCCS	PWS	N/A	RCCS to define service levels for implementation Amenities or service levels can be informed by the Park Playground Design Standards	PPDS
3.1.4	Amend existing bylaws to require trail connections within developments to be designated as "highway" instead of linear parks				S			N/A	Op	DS	DS	N/A		SDSB, PAS
3.1.5	Establish a zone for Parks in the Zoning Bylaw, and zone all new parks accordingly					M		Low	Op	DS	DS	N/A		ZB
Land Acquisition														
3.1.6	Pursue acquisition of new or expanded community parks, neighbourhood parks, and linear parks in the existing developed area to improve walking access to parks and interconnected trails, and to provide additional amenities.			O				High	Cap	RCCS	RCCS / DS	N/A	Parkland Acquisition Strategy - 2024/2045 Strategic Priority	PAS
3.1.7	Encourage developers to provide for parks that meet needs of future residents as per the PRMP.			O				N/A	Op	RCCS/DS	DS	N/A	Parkland Acquisition Strategy - 2024/2045 Strategic Priority. Provision of public amenities through development	
3.1.8	Establish future natural parks per listed criteria			O				Low	Cap	RCCS / DS	RCCS / DS	PWS	Parkland Acquisition Strategy - 2024/2045 Strategic Priority	
3.1.9	Identify potential park sites for disposition in exchange for acquisition of higher value parkland				S			Low	Op	RCCS	RCCS	N/A	Parkland Acquisition Strategy - 2024/2045 Strategic Priority	PAS
3.1.10	Work with School District to explore opportunities to establish City parks on any closed school sites			O				Low	Cap	RCCS	RCCS	N/A		PAS
Park Design														
Planning and Design														
3.2.1	Apply the listed design guidelines to the design of new and upgraded parks as per the PRMP.			O				N/A	Cap	RCCS	PWS/ENG	PWS	Define park amenity service level standards.	

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3.2.1 -NEW	Create park amenities design standards		IP			\$50,000	Op	RCCS / DS	RCCS / DS	N/A	New to translate PRMP 3.2.1 recommendation into planning. This work is in progress via PPDS. Will need to pull other guidelines directly from PRMP and collate.	PPDS
3.2.2	Conduct Park Plans for Community Parks (Concept Design)											
	McPhee Meadows	C				\$55,600	Cap	RCCS	RCCS	N/A	Park Concept Plan Completed. Detailed Design and Construction 2024/25. LAP after park plan process.	McPhee Meadows Concept F
	Bill Moore Park / Dogwood Park			S		\$75,000	Cap	RCCS	RCCS	N/A	Dogwood Park Included in the Arden Local Area Plan Community and Neighbourhood Parks Level of Service	PPDS, CVRD SFS
	Lewis Park/Simms Millenium Park			S		\$100,000	Cap	RCCS	RCCS	N/A	Lewis Centre Facility Feasibility Study Aquatic Services Strategy	CRF LAP, FMB, FMP, PPDS, CVRD SFS
	Harmston Park			S		\$75,000	Cap	RCCS	RCCS	N/A	Local Area Plan for Harmston is a Strategic Priority for 2024-2025.	LAP , PPDS, CVRD SFS,
	Puntledge Park				M	Low	Cap	RCCS	RCCS	N/A		PPDS, LAP, FMB, FMP
	Riverside Park			S		\$75,000	Cap	RCCS	RCCS / ENG	N/A	Flood Management Plan, Estimated planning budget based on a portion of Anderton Dike Remediation project, and Flood Management Bylaw	CRF LAP, FMB, FMP
	Airpark, Marina Park, and Skypark				L	Medium	Cap	RCCS	RCCS	N/A	Collated into one park plan due to geographic proximity of parks.	CACP CRF LAP, FMB, FMP
	Martin Park				L	Low	Cap	RCCS	RCCS	N/A	Included in the Arden Local Area Plan Community and Neighbourhood Parks Level of Service	CVRD SFS, LAP
	Woodcote Park				M	Low	Cap	RCCS	RCCS	N/A	Included in the Arden Local Area Plan Community and Neighbourhood Parks Level of Service	CVRD SFS, PPDS, LAP
	Standard Park				M	Low	Cap	RCCS	RCCS	N/A		PPDS, CRF LAP
	Valley View Park				L	Low	Cap	RCCS	RCCS	N/A		PPDS
3.2.3	Conduct Park Management Plans for natural parks											TPDS
New	Crown Isle 150-yr Grove to be renamed Stan Hagan Nature Park	C				Low	Op	RCCS	RCCS	N/A	Completed, no further park improvements required for a Nature Park	
	Hurford Hill Nature Park				M	Low	Op	RCCS	RCCS	N/A	Conservation Covenant held by Comox Valley Land Trust	
	Vanier Nature Park			S		\$25,000	Op	RCCS	RCCS	N/A	Conservation Covenant held by Comox Valley Land Trust	
	Lerwick Nature Park				L	Low	Op	RCCS	RCCS	N/A		
	Sandwick Park				L	Low	Op	RCCS	RCCS	N/A	Conservation Covenant held by Comox Valley Land Trust	
	Millard Creek Park				L	Low	Op	RCCS	RCCS	N/A		
	Condensory Park				L	Low	Op	RCCS	RCCS	N/A		CACP LAP, FMB, FMP

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	Tarling Park				L	Low	Op	RCCS	RCCS	N/A	Included in the Arden Local Area Plan Community and Neighbourhood Parks Level of Service	LAP
	Roy Morrison Creek Park				L	Low	Op	RCCS	RCCS	N/A	Included in the Arden Local Area Plan Community and Neighbourhood Parks Level of Service. Draft Park Management Plan (2017) Leased from Nature Trust, BC	LAP
3.2.4	Crown Isle Park – Assess future needs depending on the development proposed in the surrounding area				L	Low	Op	RCCS/DS	RCCS / DS	N/A	Parkland Acquisition Strategy Ryan Road and Anderton Road LAP	LAP
Capital Development (Detailed Design and Construction)												
3.2.5	Work on improving community parks as opportunities arise, per Park Plans and/or needs for improved or additional amenities. Plan for one community park to be improved annually.										Assume \$500,000 - \$1,000,000 per park. One per year subject to staff capacity and available funding.	Supporting Park Plans
	McPhee Meadows		IP			\$4,291,400	Cap	RCCS	ENG	PWS		
	Bill Moore Park / Dogwood Park			S		\$1,000,000	Cap	RCCS	ENG	PWS		
	Lewis Park/Simms Millenium Park				M	High	Cap	RCCS	ENG	PWS		
	Harmston Park			S		\$750,000	Cap	RCCS / DS	ENG	PWS		
	Puntledge Park				L	High	Cap	RCCS	ENG	PWS		
	Riverside Park				M	Medium	Cap	RCCS	ENG	PWS		
	Airpark, Marina Park, and Skypark				L	High	Cap	RCCS	ENG	PWS		
	Martin Park				L	Medium	Cap	RCCS	ENG	PWS		
	Woodcote Park				L	High	Cap	RCCS	ENG	PWS		
	Standard Park				L	Medium	Cap	RCCS	ENG	PWS		
	Valley View Park				L	High	Cap	RCCS	ENG	PWS		
3.2.6	Work on improving neighbourhood parks as opportunities arise. Plan for one neighbourhood park to be improved annually.		O			Medium	Cap	RCCS	ENG / PWS	PWS	Assume \$100,000 - 500,000 per park. One per year subject to staff capacity and available funding.	PPDS
3.2.7	Work on improving natural areas and green spaces in collaboration with partners as opportunities arise. Plan for one natural area and one green space to be improved annually (see 3.2.3 for Phasing).		O			Low	Cap	RCCS	RCCS / PWS	PWS	Assume \$25,000 - \$50,000 per park One per year subject to staff capacity and available funding.	
Park Amenities												
Planning and Design												
3.3.1	Establish replacement cycles for park amenities as part of asset management			O		N/A	Op	RCCS	ENG	N/A		AMP
3.3.2	Explore opportunities to collaborate with the School District on school site improvement projects that can also serve the community, e.g., playgrounds, synthetic or sports fields		IP			Low	Op	RCCS	RCCS	N/A	New sports synthetic sport fields and lighting are in the high capital cost category. Playground equipment would be low to medium capital cost.	CVRD SFS
3.3.3	Work with others in the region to explore potential locations for new sports amenities, e.g., ball diamond complex, synthetic turf field, pickleball courts		IP			Low	Op	RCCS	RCCS	N/A		CVRD SFS
3.3.4	Explore opportunities for sports field users to expand their hours of use, e.g., to Friday evening and weekends		IP			Low	Op	RCCS	RCCS	N/A	Sports Fields Allocation Policy Review	CVRD SFS
3.3.5	Establish a new location for tennis, pickleball, and/or shared tennis/pickleball courts			S		\$50,000	Cap	RCCS	RCCS / ENG	N/A	Council motion regarding Court Usage Study to inform.	

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3.3.6	Consider adding improvements to sand volleyball courts at Standard Park and providing additional volleyball courts, potentially at Bill Moore Park				L	Medium	Cap	RCCS	RCCS / ENG	N/A	As per Park Plans	PP	
3.3.7	Support groups interested in developing more community gardens		O			Low	Cap	RCCS	RCCS / PWS	N/A	As per Park Plans & Community Garden Policy	CGP	
3.3.8	Work with youth to identify needs related to youth parks, e.g., a skate park in West Courtenay, neighbourhood level bike skills park			S		\$25,000	Cap	RCCS	RCCS	N/A			
3.3.9	If a group is interested in developing a disc golf course, work with them to identify an appropriate location and provide assistance as needed				L	Low	Cap	RCCS	RCCS / DS / ENG	N/A			
3.3.10	Consult with horseshoe players on a plan for removing horseshoe pitch from Lewis Park.			S		N/A		RCCS	RCCS	N/A			
Capital Development													
3.3.11	Add and upgrade the following amenities as part of park development:	See Master Plan 3.2.5 & 3.2.6											
	Playgrounds (one annually)		O			Medium	Cap	RCCS	ENG / PWS	PWS	Assume \$250,000 - 500,000 per playground (average) Current standard is one playground every two years.	PPDS	
	Outdoor exercise equipment (East Courtenay)				L	Medium	Cap	RCCS	ENG	PWS		PPDS	
	Sports fields (for population growth)			S		\$500,000	Cap	RCCS	ENG	PWS	Costs assume 1 sports field in 3 years.	CVRD SFS	
	Pickleball and tennis courts			S		\$300,000	Cap	RCCS	ENG	PWS	Costs assume 6 pickle ball or 2 tennis courts		
	Two dog off-leash areas, one on each side of the City				M	Medium	Cap	RCCS	ENG	PWS			
	More picnic tables and benches in parks and along trails as per defined park amenity service levels		O			Low	Cap	RCCS	PWS	PWS	Based on defined park amenity service levels.		
	Upgrade existing washrooms and provide more washrooms, including washrooms in all community parks and along multi-use trails; provide water fountains where water service available.		O			High	Cap	RCCS	ENG	RCCS / PWS	Costs assume 1 washroom every 3 -5 years. Location to be determined as per park plans.	CVRD SFS	
	Skateparkand/or add bike skills or other youth amenities				M	High	Cap	RCCS	ENG	PWS			
Trails													
Planning and Design													
3.4.1	Coordinate among City departments to plan for connectivity of pedestrian and bicycle networks and extension of key corridors					N/A		PWS	N/A	N/A	Referred to PWS Transportation (CNP, pedestrian connectivity).		
3.4.2	Work with other jurisdictions in the Comox Valley on major trail networks to achieve active transportation, recreation and tourism opportunities		IP			Low	Op	PWS / RCCS	PWS/ RCCS	N/A	Trail Planning & Design Strategy	CNP CVRD Regional Parks Service	
3.4.3	Identify needs for trails through major new development projects			O		Low	Op	DS / RCCS	PWS / DS	N/A	Trail Planning & Design Strategy	SDSB	
3.4.4	Conduct a detailed study of linear parks to determine needs for upgrading, new infrastructure, or land disposition as appropriate				L	Low	Cap	RCCS	RCCS / DS	N/A	Trail Planning & Design Strategy		
3.4.5	Apply the PRMP trail design guidelines to design of new and upgraded trails			O		Low	Cap	RCCS / DS	DS / ENG / PWS	PWS	Trail Planning & Design Strategy	PRMP	
Land Acquisition													
3.4.6	Strive to acquire sufficient corridor widths for Linear Parks to provide a trail user experience befitting the trail			O		Low	Cap	RCCS/DS	DS/ENG	N/A	Trail Planning & Design Strategy		
Capital Development													

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3.4.7	Continue improving and expanding trails as per Master Plan Figure 3.6		IP				High	Cap	RCCS	ENG	PWS	CNP, TPDS
	Short Term (Dingwall Hill to North Island College, Valley View Greenway - Lower, Rotary Trail to Puntledge River, Courtenay Riverway south to Beechwood)		IP				High	Cap	RCCS	ENG	PWS	CNP, TPDS
	Medium Term (Lawrence Burns Park to Courtenay River, Simms Park to West Courtenay, 5th Street Bridge, Courtenay Riverway south to regional district trail)				M		High	Cap	RCCS	ENG	PWS	CNP, TPDS
	Long Term (Valley View Greenway - Upper, Lewis Park North Entrance, Anderton Avenue to 5th Street Bridge, 6th Street Pedestrian Bridge, Cumberland Road to Krebs/Larsen Park, Cumberland Road, 29th Street)				L		High	Cap	RCCS	ENG	PWS	CNP, TPDS
3.4.8	Add amenities (signs, benches, waste bins) along linear parks as use increases and as per park amenity service level standards		O				Low	Cap	PWS	PWS	PWS	As per Park Amenity service level standards.
Major Recreation Facilities												
Planning and Design												
4.1.1	Undertake a security analysis for the Lewis Centre	C					N/A	OP	RCCS	PWS	N/A	Kiosk installed at the north entrance as per security analysis recommendation.
4.1.2	Conduct a long-range facility needs analysis for the Lewis Centre				S		\$100,000	OP	RCCS	RCCS	N/A	Strategic Priority 2026 and beyond
4.1.3	Plan for the short-term operation and long-term replacement of the outdoor pool with a communications and engagement process		IP				\$50,000	Cap	RCC S	RCCS / ENG	N/A	Strategic Priority 2024/2025
4.1.4 + 4.1.5	Undertake a parking and facility expansion study of the Florence Filberg Centre				S		\$75,000	OP	RCCS	RCCS	N/A	Strategic Priority 2024/2025
4.1.6	Collaborate with the CVRD, Comox and Cumberland to identify opportunities for new sports facilities, including indoor pickleball court needs		IP				Low	Cap	RCCS	RCCS	N/A	IFMP, CVRD SFS
4.1.7	Support the CVRD in exploring opportunities and options for a possible indoor tennis facility			O			Low	Cap	RCCS	RCCS	N/A	IFMP
4.1.8	Revise the current method of collecting data on spaces and hours used in the facilities		IP				Low	Op	RCCS	RCCS	N/A	Fees & Charges Framework ActiveNet Implementation 2020
Capital Development												
4.1.9	Provide air conditioning in the old section of the Lewis Centre as a high priority	C					N/A	Cap	RCCS	PWS	PWS	Program rooms have been upgraded. AC required in lobby areas to support heat emergency response.
4.1.10	Review and fix Wi-Fi and HVAC issues at the LINC and explore options for expanding skatepark				M		Medium	Cap	RCCS	RCCS / ENG	RCCS / PWS	Wifi and HVAC upgrade Completed. Expansion of Skatepark Long Term
4.1.11	Upgrade and expand the Lewis Centre over time, including the parking area					L	High	Cap	RCCS	RCCS / ENG	RCCS / PWS	Strategic Priority 2024/2025
4.1.12	Partner with regional partners in the development of indoor facilities for pickleball and tennis					L	High	Cap	RCCS	RCCS	N/A	
Programs and Services												
Planning and Design												
4.2.1	Prepare a comprehensive policy to guide decision-making in setting fees and charges for all programs and services	C						OP	RCCS	RCCS	N/A	Fees and Charges Framework 2022 Review Fees and Charges every 4 years
4.2.2	Review programs regularly to ensure they are meeting the needs of participants and are the best use of the space			O			N/A	OP	RCCS	RCCS	N/A	Ongoing - Strategic Priority Recreation Needs Assessment
4.2.3	Work with the CVRD to determine the feasibility of a "one pass" system		IP				N/A	OP	RCCS	RCCS	N/A	
4.2.4	Review opportunities to offer more lower or no-cost activities			O			N/A	OP	RCCS	RCCS	N/A	Ongoing - Strategic Priority implementation

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4.2.5	Work with the School District to increase access to school facilities after hours		O			Low	OP	RCCS	RCCS	N/A	Ongoing Strategic Priority. Application for recreation and cultural uses.	
4.2.6	Work with community agencies to take programs out to community locations		O			Low	OP	RCCS	RCCS	N/A		
4.2.7	Pursue partnerships with non-profit and private sector organizations to expand sport and physical activity options		O			Low	OP	RCCS	RCCS	N/A		CVRD SFS
Special Events												
Planning and Design												
4.3.1	Prepare a strategy for City hosting and supporting of events		S			\$25,000	OP	RCCS	RCCS	N/A	Referred to Strategic Cultural Plan	SCP
4.3.2	Prepare a comprehensive Special Events Policy based on the event strategy		S			\$25,000	OP	RCCS	RCCS	N/A	Referred to Strategic Cultural Plan	SCP
Culture												
Planning and Design												
4.4.1	Support the development of a Strategic Cultural Plan led by Courtenay and including regional partners		IP			\$100,000	OP	RCCS			Strategic Priority 2023-2025.	
4.4.2	Undertake a facility utilization study for the building housing the Art Gallery			S		\$25,000	Cap	RCCS			Referred to Strategic Cultural Plan	SCP FNA