



THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

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**To:** Council  
**From:** Director of Recreation and Cultural Services  
**Subject:** Parks and Recreation Master Plan Process

**File No.:** 6120-02  
**Date:** July 4, 2017

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### ISSUE:

Staff will be consulting with the public in the creation of a parks and recreation master plan. The project will be executed throughout the remainder of 2017. Through the work of staff and Urban Systems, council and the public will be invited to offer input in the creation of this 10 year master plan. The consultation phase will be commencing in the summer and fall of 2017.

### BACKGROUND:

In 2016 staff hired Urban Systems to begin a process that will lead to the creation of a parks and recreation master plan. The process began with a thorough evaluation of the condition of the City assets. Thousands of data points were collected along with the condition of trails, parks, furnishings, buildings, sports fields, and playgrounds. This work was then used as a foundation for the next phases.

The inventory and analysis phase included the identification of trail gaps, the quantity of parks in various classifications, as well as recreation programs and services. The recommendations from this report serve as a starting point in the public consultation that will inform the final master plan.

### KEY CONSIDERATIONS:

During the summer and fall of 2017, Urban Systems will be hosting focus groups, event booths, online surveys and various other consultation methods to solicit input from the community on parks and recreation services.

The first focus group sessions will be held in late September. A session will not be dedicated to council input but rather, council will be invited to attend any of the public sessions and focus groups and will be encouraged to attend based on their topic of interest.

The resulting master plan will be a tool for staff and council decision making, and will set the stage for Council's consideration of levels of service, and the public's willingness to pay. It will be presented to council for adoption when the process is complete.

Respectfully submitted,

Dave Snider MBCSLA  
Director of Recreation and Cultural Services