



May 29, 2018

MEMO TO : Park Board Commissioners

FROM : Steve Jackson  
Director, Financial Planning & Analysis, Parks and Recreation

SUBJECT : **Draft 2019-2022 Park Board Capital Plan**

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Dear Commissioners,

At the Regular Board meeting on June 4, 2018, staff will be providing a Report Reference presentation titled, "Draft 2019-2022 Park Board Capital Plan". The purpose of this memo is to provide some additional context in advance of that presentation.

### **Overview of Capital Planning**

Guided by a long-term financial and service planning framework, the main goal of the capital planning process is to develop a capital investment plan which balances the needs to:

- 1) maintain our infrastructure and facilities in an appropriate state of good repair;
- 2) optimize and grow our network of public amenities to best serve our residents; and
- 3) advance Park Board and community priorities within the long-term financial capacity.

The Capital Plan is developed as a city-wide plan led by the City of Vancouver's Long Term Financial Strategy and Planning Teams. The plan is separated into key service areas, of which the Park Board, through consultation with stakeholders, provides significant input into the development of the following three service areas:

- Parks and Open Spaces
- Community Facilities (Sub-category - Recreation Facilities)
- Civic Facilities and Equipment (Sub-category - Service Yards)

These components will be the focus of the Draft and Final 2019-2022 Capital Plans presented to the Park Board.

### **Draft Capital Plan**

The purpose of the Draft Capital Plan is to provide a meaningful starting and reference point for staff, Commissioners, and the public stakeholders to engage in further conversations that will inform the Final Capital Plan.

Throughout the process, it is important to remember that neither the Draft Capital Plan nor the Final Capital Plan is designed to be an exhaustive list of all pre-approved projects. Staff seek to balance between specifically identified major projects and general program areas. This approach is taken for two main reasons:

- 1) ***Flexibility for changing priorities*** - ensures that the Park Board has the flexibility to continue to work with stakeholders to prioritize projects over the coming 4 years. The annual budgeting process provides an opportunity to identify and approve specific project funding requests within the Capital Plan.



- 2) **Cost uncertainty** - the plan is developed with the best cost estimates available at the time (rather than specific costs); retaining some degree of flexibility allows staff to best manage the available funding envelopes to deliver projects as efficiently as possible.

### **City-wide Capital Plan Process**

Council is expected to receive the city-wide Draft 2019-2022 Capital Plan at the Regular Council Meeting scheduled for June 5, 2018. Staff will be recommending that Council receive the draft plan for information and direct staff to seek public input, approve in principle the borrowing limits supported by property tax and utility fees, and ultimately report back in July with the Final 2019-2022 Capital Plan. The report will be available via the [Council Meeting webpage](#) once the agenda has been posted online.

### **Park Board Public Engagement Process**

From May 30<sup>th</sup> until June 22<sup>nd</sup> the public and stakeholders are invited to submit up to 3 capital project ideas involving any Park Board facility or park for consideration in the 2019-2022 Capital Plan. There will be an online submission form made available and a stakeholder meeting is scheduled to be held on June 12. During our engagement with stakeholders, staff will emphasize that projects/requests will be considered in the development of the Capital Plan, however the final list of projects will be determined by the Board. This engagement phase is a critical component in ensuring that the Final Plan is representative of the wishes of our parks and recreation users.

The Final 2019-2022 Park Board Capital Plan will be presented at a Park Board Special meeting that is tentatively scheduled for July 19, 2018. At that time, staff will be seeking the Board's endorsement for the proposed final plan to be included as part of the City's overall 2019-2022 Capital Plan, which will be submitted for Council consideration in late July. The Park Board Special meeting will provide an opportunity for Commissioners to hear directly from speakers on the Capital Plan recommendations.

If you have any questions or concerns, please do not hesitate to contact me directly.

Regards,

A handwritten signature in black ink, appearing to read 'S. Jackson'.

Steve Jackson  
Director, Financial Planning & Analysis, Parks and Recreation

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Copy to: PB Senior Leadership Team  
PB Capital Planning Team  
PB Communications