



VANCOUVER  
BOARD OF  
PARKS AND  
RECREATION

June 3, 2025

MEMO TO : Park Board Commissioners

FROM : General Manager, Vancouver Board of Parks and Recreation

SUBJECT : **Community Centre Strategy Implementation – High-Level Functional Program – Board Briefing Memo**

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Hello Commissioners,

This memo provides an overview of the Community Centre Strategy Implementation (CCSI) work. This collaborative work with Real Estate, Environment, and Facilities Management (REFM) includes standardizing the community centre needs assessment approach and streamlining capital delivery by developing a high-level functional program to reduce the length and scope of consultant contracts.

## **BACKGROUND**

The Park Board adopted the [Community Centre Strategy \(the Strategy\) on April 25, 2022](#), which included significant input from Community Centre Associations (CCAs). This forward-thinking strategy highlights trends and leading practices pertinent to future community centre renewal and development projects. The Strategy provides an overview and analysis of Vancouver's community centre system and prioritizes the next ten community centre renewals. The Strategy also provides direction on the appropriate neighbourhood and district-level opportunities that should be available in community centres.

Since the Board adopted the Strategy, the public, Board, and Council have expressed significant interest in the Park Board's infrastructure deficit and the need to invest in our assets. Staff initiated the CCSI project to review the planning process and identify opportunities to streamline and standardize delivery of all future community centre projects.

Staff reviewed four recent functional programs and found core community centre components (such as gyms, fitness centres, multi-purpose rooms, lobbies, washrooms, administrative spaces, etc.) typically have similar sizes. Standardizing the high-level functional program for future community centre renewal projects is anticipated to streamline the planning process and expedite project delivery. This work is also expected to identify what proportion of a renewal project is subject to discretion in terms of size and function, focusing project decision-making on these areas.

## **DISCUSSION**

The CCSI work includes two key deliverables outlined below.

### ***High-Level Functional Program***

As community centres share core programming elements, standardizing the Base Program Area streamlines the needs assessment and functional programming phases of facility capital delivery.

### ***Consultant Scope of Work***

- **Existing space analysis** – review existing community centre spaces to inform and categorize core and neighbourhood-specific services.
- **Base program recommendation** – recommend a ‘base program’ (spaces present in all community centres) complete with associated component sizes. Anticipated spaces for inclusion include lobby/gathering space, fitness centres gymnasium, kitchen, administrative space, and multipurpose rooms.
- **Unprogrammed space recommendation** – recommend a standard floor area for ‘unprogrammed’ spaces. CCAs will inform site specific needs unique to their communities during project delivery. Consultants will also provide a menu of typical ‘add-on’ spaces and their sizes (e.g. pottery studios, dance studios, etc.).
- **Cost estimate** – provide a Class D cost estimate to support the 2027-2030 Capital Plan Recreation Facilities funding request. Class D cost estimates provide a preliminary project cost estimate at the conceptual design stage, which includes a significant margin of error (~30%). Cost estimates are refined as a project moves through the design stages.

### ***Out of Scope***

- **Aquatic and rink facilities** - Projects that include pools or rinks will require additional consideration to determine the functional program for the aquatic and rink components of the facility.
- **Licensed childcare facilities** – licensed childcare facilities (0-4) and Out of School Care spaces will be included in the list of neighbourhood-specific spaces to add-on, with City staff providing program requirements.

### ***Standard Needs Assessment Methodology***

As noted in the Community Centre Strategy, community needs are identified through a community needs assessment process. Currently, there is no consistent methodology to complete a needs assessment, resulting in challenges for staff to assess and compare needs. Creating a standardized needs assessment template and methodology will allow staff to understand community needs and support neighbourhood-specific community centre space decision-making during facility project delivery.

### ***Planned CCA Touchpoint***

The high-level functional program will be shared with Community Centre Associations (CCAs), any comments will be reviewed and incorporated into the final report where possible.

### ***Project Schedule***

Date	Milestone
June 2025	<ul style="list-style-type: none"> <li>– Inform CCAs of CCSI work at Association President’s Group meeting</li> <li>– Onboard Consultants</li> </ul>
October 2025	<ul style="list-style-type: none"> <li>– CCA Consultation</li> </ul>
Q1 2026 (anticipated)	<ul style="list-style-type: none"> <li>– Project Completion</li> </ul>



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### **NEXT STEPS**

We will inform the Board of the project outcomes upon completion. The needs assessment template and high-level functional program will be used in upcoming community centre projects, such as informing the 2027-2030 Capital Plan funding request for the Hastings Community Centre project.

Regards,

A handwritten signature in black ink, appearing to be "SJ" followed by a long horizontal stroke.

Steve Jackson (*he/him*)

General Manager, Vancouver Board of Parks and Recreation

Copy to: PB Leadership Team  
PB Communications