

DATE: March 29, 2021**FILE:** 6120-01**TO:** Chair and Directors
Regional District Board**FROM:** Russell Dyson
Chief Administrative OfficerSupported by Russell Dyson
Chief Administrative Officer*J. Warren, for***RE: Regional Parks Service – Background Study****Purpose**

This report seeks approval for an additional allocation in 2021 from the existing Other Professional Fees budget within the Regional Feasibility Studies Service, function 150, for the Regional Parks Service background study.

Recommendation from the Chief Administrative Officer:

THAT the Comox Valley Regional District Board commit an additional \$15,000 from the Regional Feasibility Study Service (function 150) for a total of \$40,000 for the Regional Parks Service background study.

Executive Summary

- At the December 15, 2020 Comox Valley Regional District (CVRD) Board meeting, the board committed \$25,000 from the Regional Feasibility Studies Service, function no. 150, to fund a Regional Parks Service background study.
- A request for quotes for the background study was sent to three proponents. The preferred proponent provided a total budget of \$36,500 to perform the study work with project timeline beginning in April and concluding with presentations to Municipal Councils and CVRD Electoral Areas Services Committee (EASC) in September. This is \$11,500 over the committed \$25,000.
- The 2021 – 2025 financial plan for the Regional Feasibility Studies Service includes \$71,694 in unallocated Other Professional Fees in 2021 which is more than sufficient to accommodate the requested \$15,000 increase and therefore a budget amendment would not be required.
- The background study will be critical to enable municipal councils and the EASC to make an informed decision regarding the potential Regional Parks Service. CVRD staff feel the preferred proponent would provide a strong document to help with decision-making process.

Prepared by:

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Manager of Parks

Concurrence:

D. DeMarzoDoug DeMarzo
General Manager of
Community Services

Government Partners and Stakeholder Distribution (Upon Agenda Publication)

City of Courtenay	✓
Town of Comox	✓
Village of Cumberland	✓
K'ómoks First Nation	✓
Denman Island Ratepayers Association	✓
Hornby Island Residents and Ratepayers Association	✓