

**DATE:** June 5, 2018

**FILE:** 7710.01

**TO:** Chair and Members  
Comox Valley Sports Centre Commission

Supported by Russell Dyson  
Chief Administrative Officer

**FROM:** Russell Dyson  
Chief Administrative Officer

*R. Dyson*

**RE: Pickleball Financial Request Update**

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**Purpose**

Provide an update on the financial contribution towards an outdoor pickleball facility to be located at Highland Secondary School in the Town of Comox.

**Recommendation from the Chief Administrative Officer:**

None this report is for information only.

**Executive Summary**

- CVRD received a \$20,000 capital funding request from the Rotary Club of Courtenay to build six pickleball courts at Highland Secondary School.
- Total project costs are estimated to be \$170,000.
- Proposed project is in partnership with a number of agencies, the Rotary Club of Courtenay and the Comox Valley Pickleball Association (CVPA).
- Town of Comox has set up a project account to receive financial contributions and issue tax receipts.
- The sport of pickleball is one of the fastest growing in Canada.
- Pickleball players have been seeking dedicated facilities in the Comox Valley for a number of years.
- Proposed project should relieve some of the pickleball pressure through a dedicated facility.
- The 2017 financial plan for the Comox Valley Recreation Complexes, function 645, included a \$10,000 allowance for a pickle ball study that could be directed towards this request.
- The 2017 financial plan for the Recreation Complexes function 600 included an unallocated grant of \$10,000 that could be directed towards this request.
- All final approvals, total project finances and third party commitments have been secured by the Rotary Club of Courtenay for the pickleball project to proceed.

Prepared by:

***J. Zbinden***

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Jennifer Zbinden  
Senior Manager of Recreation Facilities

**Stakeholder Distribution (Upon Agenda Publication)**

Town of Comox, City of Courtenay, Village of Cumberland	✓
Rotary Club of Courtenay	✓
Comox Valley Pickleball Association	✓

**Policy Analysis**

A motion was carried that the information presented by Steve Chambers, Comox Pickleball Association (CVPA), on May 17, 2016, be referred to staff for a report to be presented at the next Comox Valley Sports Centre Commission meeting on June 14, 2016.

At the June 14, 2016 the Comox Valley Sports Centre Commission meeting staff brought forward a summary report which also advised of a further report for consideration in November 2016.

At the November 29, 2016 meeting of the Board the following motion was passed:

“THAT \$10,000, be included in the 2017-2021 financial plan, for the Comox Valley recreation complexes service function 645 for a regional pickleball facilities feasibility study.”

At the February Comox Valley Sports Centre Commission meeting the following motions were supported:

1. THAT the 2018 – 2022 proposed financial plan for the Recreation Grant Service function 600, be amended to include a transfer to other functions expenditure in the amount of \$10,000 to be funded by the 2017 surplus carry forward.
2. THAT the 2018 – 2022 proposed financial plan for the Comox Valley Recreation Complex Service function 645 be amended by increasing professional fees by \$20,000 to include a \$20,000 contribution to the Rotary Club of Courtenay towards the capital costs of an outdoor pickleball facility at Highland Secondary School in the Town of Comox, to be funded by a \$10,000 surplus carry forward from 2017 and a \$10,000 transfer from other function being the Recreation Grant service, function 600.

AND FURTHER THAT the Comox Valley Regional District (CVRD) funds be released once all final approvals, total project finances and third party commitments are secured by the Rotary Club of Courtenay for the pickleball project to proceed,

AND FINALLY THAT the Rotary Club of Courtenay present to the Comox Valley Sports Centre Commission and Committee of the Whole a report of the pickleball project prior to commencement.

The Strategic Plan goal established by the CVRD board is “To promote and develop a healthy community within the Comox Valley by developing a framework to deliver recreation and cultural services that are cost effective and equitable for all residents”.

**Financial Factors**

The Rotary Club of Courtenay is seeking \$20,000 in capital funding from the CVRD to help support construction costs of six pickleball courts to be located at Highland Secondary School. Total project costs are estimated to be \$170,000.

The Comox Valley Recreation Complexes Service, function 645, has a \$10,000 unspent allowance from 2017 for a pickleball study that could be directed to this project. The Recreation Grant Service, function 600, has an unallocated grant balance of \$10,000 carried forward from 2017 that could also be allocated toward this project.

The 2018-2022 proposed financial plans for the Comox Valley Recreation Complexes service and the Recreation Grant service has been amended to include this contribution.

Attachments: Appendix A – “Letter from the Town of Comox dates June 11, 2018”



# TOWN OF COMOX

File No: 8120-20-PKLE

June 11, 2018

Comox Valley Regional District  
600 Comox Road  
Courtenay, BC V9N 3P6  
Email [ismith@comoxvalleyrd.ca](mailto:ismith@comoxvalleyrd.ca)

**Attn: Ian T. Smith, General Manager, Community Services Branch**

Dear Mr. Smith

**Re: CVRD Contribution to Pickleball Facility**

We write today to advise you that construction of a new pickleball facility adjacent to the Roller Hockey Box in Comox at Highland Field is now underway. The funding of this new facility is being achieved through community partnerships that will result in yet another wonderful recreational asset for the Comox Valley. The funding participants of this exciting project are as follows:

Courtenay Rotary Club	\$ 90,000
Town of Comox	55,000
CVRD	20,000
Pickleball Association	20,000
Edgett Excavating	5,000
Tayco Paving	<u>3,800</u>
<i>Financial Contribution Total</i>	<i>\$193,800</i>

It is my understanding that prior to the CVRD releasing its financial contribution towards this project, the CVRD requires written confirmation that the works are underway and that the project will be completed within the current fiscal year. We are pleased to provide this written confirmation to the CVRD including advising of an anticipated short construction period – noting that this facility will open later this summer.

If you have any questions regarding this project, please feel free to contact me.

Yours truly



R. Kanigan  
Chief Administrative Officer

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*We respectfully acknowledge that we live, work and play on the traditional lands of the K'ómoks First Nation ... Gila'kasla ... Hay ch q' a'*