

**CITY OF COURTENAY
MANAGEMENT REPORT**



DEPARTMENT	RECREATION, CULTURE & COMMUNITY SERVICES
DIRECTOR	Susie Saunders
DATE:	4-Dec-24

INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Capital Projects				
<i>2023 Carry Forward Projects</i>				
LINC Sign & Exterior	Sign requires update to enhance usability, as well as exterior improvements to enhance visibility.	Q2 2024	90%	Building, street signs, door overhang completed. Completing LED lighting by end of year.
Playground Standards Manual	Development of playground standards to guide location, accessibility, material, etc. standards.	Q2 2024	100%	Complete. Adopted by Council.
Guardian Totem Pole - Interpretative Signage	Complete interpretative signage in collaboration with KFN and Karver Everson.	Q2 2024	90%	In active discussions with KFN to complete interpretive signage.
<i>2024 Projects</i>				
Bill Moore Park Planning	Complete park plan for Bill Moore Park.	Q3 2025	0%	Delayed. Staff to develop scope of work and issue RFP.
Harmston Park Planning	Complete park plan for Harmston Park.	Q3 2025	0%	Delayed. Concept planning to be included in Harmston LAP. Detailed park planning to follow completion of Harmston LAP.
Pickleball Feasibility & Planning	Complete court usage study, feasibility study, and planning for pickleball courts.	Q3 2025	0%	Delayed. Staff to develop scope of work for court usage and feasibility study.
Operational Projects				
Canada Day Celebration	Plan and deliver on two day event including concerts, parade, and other community activities.	Q2 2024	100%	2024 complete. Planning for 2025 to start in Q1 2025.
Strengthening Communities Grant	Ongoing overall grant administration, reporting and training initiatives of the SCG Grant.	Q2 2024	100%	SCG funding ended August 30, 2024. Final report submitted to UBCM.
Cultural Partner Agreement Renewals	Renewal of the Sid William Theatre, Art Gallery, and Comox Valley Arts management and lease agreements.	Q2 2024	100%	Completed renewals of CVAG and SWT in 2024. CVA agreement due for renewal in 2025 post Cultural Strategic Plan.
Fees & Charges Implementation	Implement updated fees for indoor rentals for September 2024.	Q3 2024	100%	Council adopted amendment bylaw for indoor fees and charges. Implementation effective Sept. 1, 2024.
Field House Lease Agreement Renewals	Renewal of lease agreements for lawn bowling, soccer, football, and baseball.	2025	25%	Delayed until 2025. Renew lease agreements with sports clubs for use of fieldhouses.
Violence Prevention & Safety Program	Review and development of violence prevention & safety program in Recreation.	Q1 2025	25%	Delayed. Policies and procedures reviewed and drafted. Policy to be finalized and training rolled out. Outcome: Recreation Code of Conduct and Access Restriction Policy.

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Recreation Risk Management Program	Review and development of risk management policies for recreation programming	Q1 2025	<div><div></div></div> 50%	Delayed. Draft risk management policies and procedures for recreation programming and services complete. Need to finalize.
Community Youth Development	Implement Community Youth Development staff structure and initiate work portfolio.	Ongoing	<div><div></div></div> 75%	Hired Community Youth Development Coordinator. Continuing development of portfolio and establishment of work priorities.
Community Substance Use Strategy	Continue to support work of Community Substance Use strategy and participate in Collaborative.	Ongoing	<div><div></div></div> 100%	Phase 3 complete and received by Council. Action Tables of Substance Use Collaborative being initiated, Agreement with IWSS complete.
Strategic Initiatives				
<i>2023 Carry Forward Projects</i>				
Culture Strategic Plan	Complete Cultural Strategic Plan	Q1 2025	<div><div></div></div> 75%	Draft Cultural Strategic Plan presented to Council Q3 2024 and community consultation complete November 2024. Final plan to Council Q1 2025.
Memorial Benches Council Resolution	Report back to Council on memorial bench program recommendations	Q2 2024	<div><div></div></div> 100%	Completed response to Council motion. 2025 strategic project will be to implement memorial bench program.
Safe and Inclusive City Facilities	Report back to Council regarding keeping City facilities free of hate and inclusive of all people.	TBD	<div><div></div></div> 0%	Respond to Council motion.
Safe & Inclusive Access	Report back to council regarding motion on Safe & Inclusive Access.	TBD	<div><div></div></div> 0%	Respond to Council motion.
Community & Social Development Framework	Develop a Community & Social Development Framework to guide the City's role and response to community needs.	Q4 2025	<div><div></div></div> 25%	Developed scope of work for CSDF and supported by Council. Initiating planning work on Neighbourhood Network and Better Together strategies.
Court Usage Study	Report to Council on Court Usage	Q3 2025	<div><div></div></div> 0%	To be done with Capital project: Pickleball feasibility and planning. Respond to Court Usage motion of Council. Short term priority of PRMP Implementation Strategy

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<i>2024 Projects</i>				
Sport Field Allocation Policy	Lead development of regional sport field allocation policy and implementation.	Q2 2025	<div><div></div></div> 10%	RFQ issued, confirming consultant and scope of work. Next steps will include engagement with sport field user groups.
Interim Housing & Shelter (incl. storage & washrooms)	Bring forward recommendations regarding interim housing or shelter solutions, including storage and public washrooms.	Q2 2024	<div><div></div></div> 75%	Development Services leading project. Operational funding for CVTS secured.
Gender Equity in Washrooms	Conduct inventory of city washrooms and report back to Council with recommendations to improve gender equity in city washrooms.	Q1 2025	<div><div></div></div> 25%	Inventory complete. Staff to report back to council with recommendations on expanded implementation.
Parks and Recreation Advisory Committee Terms of Reference	Review and update PRAC terms of reference.	Q4 2024	<div><div></div></div> 50%	Reviewed current TOR and other municipal committee TOR's with PRAC.
CVRD Regional Projects				
Regional Parks Service Technical Advisory Committee	RPTAC member	TBD	<div><div></div></div> 90%	Strategy presented to CVRD Regional Parks Committee Q4 2024.
Sport Field Strategy (CVRD) Implementation	Work with regional partners to implement recommendations from Sport Field Strategy.	TBD	<div><div></div></div> 0%	