

**CITY OF COURTENAY  
MANAGEMENT REPORT**



<b>DEPARTMENT</b>	RECREATION, CULTURE & COMMUNITY SERVICES
<b>DIRECTOR</b>	Susie Saunders
<b>DATE:</b>	11-Jun-25

INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
<b>Capital Projects</b>				
<i>Carry Forward Projects</i>				
<b>LINC Sign &amp; Exterior</b>	Sign requires update to enhance usability, as well as exterior improvements to enhance visibility.	Q2 2024	95%	Building, street signs, door overhang, and LED lights completed. Youth engagement mural underway and completion expected end of June 2025.
<b>Guardian Totem Pole - Interpretative Signage</b>	Complete interpretative signage in collaboration with KFN and Karver Everson.	Q2 2024	90%	In active discussions with KFN to complete interpretive signage.
<i>2025 Projects</i>				
<b>Bill Moore Park Planning</b>	Complete park plan for Bill Moore Park.	Q4 2025	0%	Staff developing scope of work and issue RFP. Work to begin Q3 2025.
<b>Harmston Park Planning</b>	Complete park plan for Harmston Park.	Q4 2025	10%	Concept planning underway as part of DVLAP. Detailed park planning to follow completion of Harmston LAP (Q3/4 2025).
<b>Woodcote Park Playground Renewal</b>	Replace Woodcote Park Playground	Q3 2025	50%	
<b>Pickleball Feasibility &amp; Planning (Court Usage Study)</b>	Complete court usage study, feasibility study, and planning for pickleball courts.	Q3 2025	50%	Consultants engaged to complete options analysis and feasibility study for pickleball courts.
<b>Operational Projects</b>				
<i>Carry Forward Projects</i>				
<b>Field House Lease Agreement Renewals</b>	Renewal of lease agreements for lawn bowling, soccer, football, and baseball.	2025	50%	Delayed. Renew lease agreements with sports clubs for use of fieldhouses.
<b>Violence Prevention &amp; Safety Program</b>	Review and development of violence prevention & safety program in Recreation.	Q4 2025	50%	Delayed. Policies and procedures reviewed and drafted. Policy to be finalized and training rolled out. Outcome: Recreation Code of Conduct and Access Restriction Policy.
<b>Recreation Risk Management Program</b>	Review and development of risk management policies for recreation programming	Q3 2025	50%	Delayed. Draft risk management policies and procedures for recreation programming and services complete. Need to finalize.
<i>2025 Projects</i>				
<b>Canada Day Celebration 2025</b>	Plan and deliver on two day event including concerts, parade, and other community activities.	Q2 2025	50%	Planning for 2025 underway.
<b>Child Safety &amp; Protection Policy</b>	Develop and implement child safety and protection policy and procedure to ensure safeguarding of children and youth.	Q4 2025	25%	Draft policies developed. Pilot roll out to RCCS initiated. Finalization of policy and implementation across City to start in fall 2025.

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<b>Strategic Initiatives</b>				
<i>Carry Forward Projects</i>				
<b>Strategic Cultural Plan</b>	Complete Cultural Strategic Plan	Q1 2025	<b>100%</b>	Cultural Strategic Plan, "Culture Connects Us" presented and adopted by Council in Q1 2025.
<b>Safe and Inclusive City Facilities</b>	Report back to Council regarding keeping City facilities free of hate and inclusive of all people.	TBD	<b>0%</b>	Respond to Council motion.
<b>Safe &amp; Inclusive Access</b>	Report back to council regarding motion on Safe & Inclusive Access.	TBD	<b>0%</b>	Respond to Council motion.
<b>Community &amp; Social Development Framework</b>	Develop a Community & Social Development Framework to guide the City's role and response to community needs.	Q4 2025	<b>25%</b>	Consultants engaged and scope of work refined to initiate planning work on Neighbourhood Network and Better Together strategies. Community events and planning efforts starting in summer 2025.
<b>Sport Field Allocation Policy</b>	Lead development of regional sport field allocation policy and implementation.	Q4 2025	<b>25%</b>	Delayed. Consultant secured, initial engagement with sport field user groups underway. Advisory Committee established. Draft recommendations expected in Q3 2025.
<b>Gender &amp; Menstrual Equity in Washrooms</b>	Conduct inventory of city washrooms and implement gender and menstrual equity improvements in city washrooms.	Q2 2026	<b>50%</b>	Inventory complete. Pilot complete at Lewis and LINC. Expanding to other locations based on Council direction. Implementing gender equity items across washrooms and improving signage.
<b>Parks and Recreation Advisory Committee Terms of Reference</b>	Review and update PRAC terms of reference.	Q4 2025	<b>75%</b>	Reviewed current TOR and other municipal committee TOR's with PRAC. RCCS working with Legislative Services to align with Committee review.
<i>2025 Projects</i>				
<b>Memorial Benches Program</b>	Establish park bench amenity standards and develop memorial bench program.	Q4 2025	<b>25%</b>	Consultant engaged. Draft standards completed. Draft program and policy expected Q4 2025.
<b>Florence Filberg Facility Needs Assessment</b>	Complete facility needs assessment.	Q1 2026	<b>0%</b>	Scope of work to be developed and consultant secured.
<b>Cultural Facilities Needs Assessments</b>	Complete facility needs assessments for Centre for the Arts, Museum, and SWT.	Q1 2026	<b>10%</b>	Consultation with Cultural Partners in progress. Strategic Cultural Plan complete. Currently exploring grant opportunities.
<b>Strategic Cultural Plan Implementation</b>	Begin implementation of Strategic Cultural Plan.	Q4 2025	<b>10%</b>	Initial priority is to recruit Culture and Events Coordinator.
<b>Recreation Strategic Plan</b>	Complete strategic plan for recreation services including vision, goals, facility needs, and implementation planning.	Q4 2026	<b>0%</b>	Scope of work to be developed and consultant secured.
<b>CVRD &amp; Regional Projects</b>				
<b>Regional Parks Service Technical Advisory Committee</b>	RPTAC member	Ongoing	<b>90%</b>	Strategy adopted by CVRD Regional Parks Committee Q4 2024. Land Acquisition strategy development underway.
<b>Sport Field Strategy (CVRD) Implementation</b>	Work with regional partners to implement recommendations from Sport Field Strategy.	TBD	<b>0%</b>	
<b>Winter Shelter Strategy</b>	City leading development of Winter Shelter Strategy on behalf of region.	Q2 2025	<b>50%</b>	Activated EWR for 2024/2025 season. Winter Shelter Strategy underway and expected to be complete in summer 2025.