



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: City Manager (CAO)
Subject: City of Courtenay 2024 Annual Report

File No.: 0645-20
Date: June 25, 2025

PURPOSE:

To present the City of Courtenay draft 2024 Annual Report to Council.

BACKGROUND:

Municipalities are required by the Province of BC to produce an annual report each year which demonstrate what progress has been made towards the preceding year's goals and objectives and states their plans for the following year. After making the report public, Council must wait a minimum of 14 days before holding an annual meeting on the report to allow residents time to review the report, ask questions, and prepare submissions. Per s. 99 of the Community Charter, the annual report must be considered by Council by June 30.

The City of Courtenay is committed to transparency and accountability in the provision of essential and in-demand services to the community. The 2024 Annual Report details the City's performance, showcasing key projects and progress on Council's strategic priorities. The report also highlights ongoing efforts to improve services and meet diverse community needs and serves as a valuable historical record.

Highlights from 2024 included:

- Initiation of the Downtown Vitalization Local Area Plan project
- New *Let's Play, Courtenay!* Park Playground Design Standards
- Launch of automated residential curbside collection
- Replacement of 1st Street Lift Station and sewer infrastructure
- Free swims for the entire season at the Courtenay Outdoor Pool

The Annual Report's design and associated communications are regularly updated to reflect the evolving needs and expectations of Council and the community. The Communications Division actively incorporates innovations throughout the annual preparation and planning process.

FINANCIAL IMPLICATIONS:

The Annual Report was prepared in-house by City staff with support and contributions from all departments.

Advertising costs were limited to statutory advertising for newspaper ads as required by the *Community Charter*, costing under \$200.

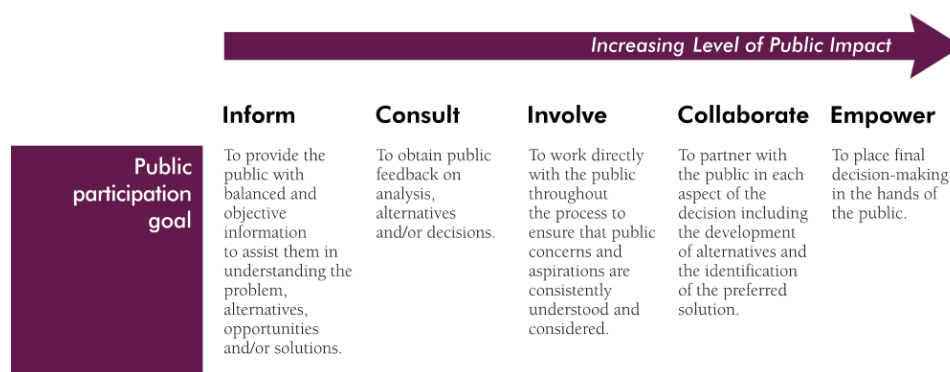
ADMINISTRATIVE IMPLICATIONS:

The Communications Division led the development of the 2024 Annual Report, with collaboration from Financial Services for the audited financial statements. The report is the product of collaboration, incorporating contributions and feedback from all City departments. All work regarding the development of the Annual Report is an ongoing planned activity within all department's operational workplans.

PUBLIC ENGAGEMENT:

The 2024 Annual Report was posted to the City of Courtenay website on May 23, 2025, followed by a media release and social media campaign, plus advertising in the Comox Valley Record to meet statutory obligations.

Staff have **consulted** the public based on the IAP2 Spectrum of Public Participation:



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OPTIONS:

1. THAT Council approve the City of Courtenay 2024 Annual Report.
2. THAT Council provide alternative direction to staff and call a special meeting of Council to consider the Annual Report prior to the statutory deadline, June 30, 2025.

ATTACHMENTS:

1. Draft City of Courtenay 2024 Annual Report

Prepared by: Anne Guillo, Manager of Communications

Reviewed by: Kate O'Connell, Director of Corporate Services

Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)