

**CITY OF COURTENAY
MANAGEMENT REPORT**



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| DEPARTMENT | RECREATION, CULTURE & COMMUNITY SERVICES |
| DIRECTOR | Susie Saunders |
| DATE: | 11-Jun-25 |

| INITIATIVE | DETAILS | COMPLETION DATE | % OF TASK COMPLETE | UPDATE & COMMENTS |
|--|--|-----------------|--------------------|---|
| Capital Projects | | | | |
| <i>Carry Forward Projects</i> | | | | |
| LINC Sign & Exterior | 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. |
| 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>2025 Projects</i> | | | | |
| Bill Moore Park Planning | Complete park plan for Bill Moore Park. | Q4 2025 | 0% | Staff developing scope of work and issue RFP. Work to begin Q3 2025. |
| Harmston Park Planning | 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). |
| Woodcote Park Playground Renewal | Replace Woodcote Park Playground | Q3 2025 | 50% | |
| Pickleball Feasibility & Planning (Court Usage Study) | 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. |
| Operational Projects | | | | |
| <i>Carry Forward Projects</i> | | | | |
| Field House Lease Agreement Renewals | Renewal of lease agreements for lawn bowling, soccer, football, and baseball. | 2025 | 50% | Delayed. Renew lease agreements with sports clubs for use of fieldhouses. |
| Violence Prevention & Safety Program | 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. |
| Recreation Risk Management Program | 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> | | | | |
| Canada Day Celebration 2025 | Plan and deliver on two day event including concerts, parade, and other community activities. | Q2 2025 | 50% | Planning for 2025 underway. |
| Child Safety & Protection Policy | 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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| Strategic Initiatives | | | | |
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| <i>Carry Forward Projects</i> | | | | |
| Strategic Cultural Plan | Complete Cultural Strategic Plan | Q1 2025 | <div><div>100%</div></div> | Cultural Strategic Plan, "Culture Connects Us" presented and adopted by Council in Q1 2025. |
| Safe and Inclusive City Facilities | Report back to Council regarding keeping City facilities free of hate and inclusive of all people. | TBD | <div><div>0%</div></div> | Respond to Council motion. |
| Safe & Inclusive Access | Report back to council regarding motion on Safe & Inclusive Access. | TBD | <div><div>0%</div></div> | 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>25%</div></div> | 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. |
| Sport Field Allocation Policy | Lead development of regional sport field allocation policy and implementation. | Q4 2025 | <div><div>25%</div></div> | Delayed. Consultant secured, initial engagement with sport field user groups underway. Advisory Committee established. Draft recommendations expected in Q3 2025. |
| Gender & Menstrual Equity in Washrooms | Conduct inventory of city washrooms and implement gender and menstrual equity improvements in city washrooms. | Q2 2026 | <div><div>50%</div></div> | 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. |
| Parks and Recreation Advisory Committee Terms of Reference | Review and update PRAC terms of reference. | Q4 2025 | <div><div>75%</div></div> | 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> | | | | |
| Memorial Benches Program | Establish park bench amenity standards and develop memorial bench program. | Q4 2025 | <div><div>25%</div></div> | Consultant engaged. Draft standards completed. Draft program and policy expected Q4 2025. |
| Florence Filberg Facility Needs Assessment | Complete facility needs assessment. | Q1 2026 | <div><div>0%</div></div> | Scope of work to be developed and consultant secured. |
| Cultural Facilities Needs Assessments | Complete facility needs assessments for Centre for the Arts, Museum, and SWT. | Q1 2026 | <div><div>10%</div></div> | Consultation with Cultural Partners in progress. Strategic Cultural Plan complete. Currently exploring grant opportunities. |
| Strategic Cultural Plan Implementation | Begin implementation of Strategic Cultural Plan. | Q4 2025 | <div><div>10%</div></div> | Initial priority is to recruit Culture and Events Coordinator. |
| Recreation Strategic Plan | Complete strategic plan for recreation services including vision, goals, facility needs, and implementation planning. | Q4 2026 | <div><div>0%</div></div> | Scope of work to be developed and consultant secured. |
| CVRD & Regional Projects | | | | |
| Regional Parks Service Technical Advisory Committee | RPTAC member | Ongoing | <div><div>90%</div></div> | Strategy adopted by CVRD Regional Parks Committee Q4 2024. Land Acquisition strategy development underway. |
| Sport Field Strategy (CVRD) Implementation | Work with regional partners to implement recommendations from Sport Field Strategy. | TBD | <div><div>0%</div></div> | |
| Winter Shelter Strategy | City leading development of Winter Shelter Strategy on behalf of region. | Q2 2025 | <div><div>50%</div></div> | Activated EWR for 2024/2025 season. Winter Shelter Strategy underway and expected to be complete in summer 2025. |