

**CITY OF COURTENAY
MANAGEMENT REPORT**

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| DEPARTMENT | |
| City Manager (CAO) | Geoff Garbutt |



| INITIATIVE | DETAILS | DATE | % OF TASK | UPDATE & COMMENTS |
|---|--|---|----------------|---|
| Capital Projects | | | | |
| N/A | | | | |
| Operational Projects | | | | |
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| KFN Service Agreement IR2 | Interim Agreement in Place, focus is new consolidated agreement | Interim Agreement and updated Agreement | 40% | Reviewing previous draft document with KFN staff and Courtenay Staff. Project progressing but Work delayed due administrative change, will utilize best practice examples and address: water, sewer, fire protection as focus - current agreement in place as interim, anticipate to have update Q4 2025 |
| Housing Strategy: BC Housing Outreach/Housing Projects | Develop overall Strategy for Housing including Supportive Housing/Shelter and Affordable Housing - continue work from 2022 and update with 2023/26 focus | | 65% | City staff team developed to work directly with BC Housing on roster of public and private lands available for affordable housing development. Build on 2022 work to formulate action plan for Purpose Built Supportive Housing/Shelter stream and Affordable Housing stream. Team meeting twice monthly with BC Housing on identified opportunities. TUP conditionally issued for The Lodge and focused discussions with Landowners ongoing. Elected Officials Forum on Affordable Housing with CVRD on Oct 24/24; Purchase of Braidwood Property for Shelter, Services and Supportive Housing completed, zoning for use in Q2 2024 and Construction 2025 Next Steps: Report to Council on Shelter Service Options and Winter Shelter Strategy Q1 2025 |
| Strategic Priorities | | | | |
| Strategic Plan Implementation and Reporting | Develop Reporting Format and Report | Fall 2023 | 100% | Complete - Strategic Plan Reporting Format complete tie outcomes to Annual Report and Financial Planning and Communications Strategy |
| | Strategic Plan Mid term Review | Summer 2025 | 75% | In Progress: Report to Council to confirm input and revise Strategic Plan to address priorities and emerging priorities - Report to Council July Meeting |
| | Future Strategic Plan Review | Fall 2026 | Future | Planned: Engage Council Post 2026 Election to develop new Strategic Plan |
| Budget Process August 2025 - April 2026 | Overall Budget Process Developed | Aug to April | 100% | Complete: by staff and currently developing materials for Council workshops in November |
| | Review 2025-2030 Financial Plan w Council per 2025 FP Direction | Sept to Jan | 10% | Planned |
| | Review Format with Senior Staff and CFO | Aug to Jan | 10% | Planned |
| | Report to Council on Budget | Q1 2026 | 10% | Planned |
| | Present to Council for Adoption | Spring 2026 | 10% | Planned |
| Indigenous Relations and Reconciliation Actions | Engage Consultant and Staff | 2024/2026 | Ongoing | In Development - implemented action items: Monthly Meeting Mayor/Chief and Council (currently on hold), Monthly CAO/Band Administrator and Director of Intergovernmental Rels, Airpark Totem, McPhee Meadows Engagement, Ongoing Staff Training Underway, Indigenous Procurement Policy Developed - professional fees carried forward from 2023, Report to May 8 Council Meeting to engage Indigenous Engagement Consultant to facilitate discussion on Indigenous Engagement for Plan Development, 2025 will continue focus on concrete actions and capacity building through projects |
| Economic Development Review | City Approach to Economic Development | Summer 2024/Spring 2025 | 50% | In Development - 2023-2026 Stragic Plan item, MRDT in place w agreement for 4VI to mange, CVRD to support administration, Discussion with ICET re grant support for strategy, 2023 budget item to engage external resources to determine options and work with Council to start forward movement; Inter Municipal Partnership Developed with CV Chamber of Commerce to deliver Business Attraction and Retention Service - 3 Year Contract Approved beginning of Q2 2024. Participation in Federal/Provincial Calls on Tarriff Response. Staff participation in new NIC Learning Council for program and labour force Input starting May 2025. |
| Strategic Land Acquisition Strategy | Identify Lands Required to Address Municipal Needs to Deliver on Strategic Priorities | Summer 2024/Spring 2025 | 50% | In Development - 2023-2026 Stragic Plan item, RFQ Developed to secure consulting support for initiative Q2 2024 release, Property Acquisition in support of Strategic Initiatives Underway in advance of Strategy: Property for Purpose Built Shelter, Services and Supportive Housing secured, Anderton Dike Remediation aquisition initiated. Consultant selected to begin 1st phase of project Q3 2025 - updated land inventory, Phase 2 Q4 2025 municipal land needs analysis |