

CITY OF COURTENAY
MANAGEMENT REPORT



DEPARTMENT	PUBLIC WORKS SERVICES
DIRECTOR	KYLE SHAW

INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
		DATE	COMPLETE	
CAPITAL PROJECTS:				
Civic - Centre for Arts -Accessibility	Install accessible door openers	08/30/23	0%	Pending budget/grant approval
Civic - Centre for Arts - HVAC	Needs assessment for 2024 design/replacement	06/30/23	0%	Pending budget approval
Civic - City Hall - Renovation	New meeting room and staff offices	Complete	100%	Complete
Civic - Filberg Centre - Stairs	Exterior Stair Repair	03/31/23	75%	Contractor risk documentaiton / media blasting & epoxy coating
Civic - Filberg Centre - Accessibility	Install 4 accessible door openers & accessible ramp	08/30/23	0%	Pending budget/grant approval
Civic - Lewis Outdoor Washroom	EOL roof replacement	08/31/23	0%	Pending budget approval
Civic - LINC	EOL roof replacement	09/30/23	0%	Pending budget approval
Civic - Museum - Façade	Repair of deteriorating masonry	11/21/23	0%	Pending budget approval
Civic - Museum - Lift Upgrade	Assessment/design for EOL replacemnt of freight elevator	09/30/23	0%	Pending budget approval
Civic - PWS - Telus Bld. Renovation	Renovate former Telus building for staff use	12/21/23	0%	Pending budget approval
Civic - PWS - Charging Stations	Procurment & installation of PW fleet EV charge stations	07/31/23	60%	Electrical infrastructure in place; awaiting 2023 grant application intake
Civic - PWS - Training Bld.	EOL roof replacement	11/31/23	0%	Pending budget approval
Civic - Park Café	Roof Replacement	Complete	100%	Complete
Civic - Lagoon Walkway Lookout	Roof Replacement	Complete	100%	Complete
Fleet - PWS - Heavy Vehicles	UTL - Backhoe	TDB	10%	RFP in development - Pending Capital Budget Approval
Fleet - PWS - Equipment	Parks -Turf Tractor	TBD	10%	RFP in development - Pending Capital Budget Approval
Fleet - Heavy Vehicle	Single Axle Dump Truck w/ Sander & Plow	TDB	90%	RFP Complete/ Contract Awarded - ETA 2023
Fleet - Light Vehicle - 3/4 Tonne Ex Cab 4wd	Vendor - Metro Motors 2023 F-F250	TDB	90%	RFP Complete/ Contract Awarded - ETA 2024
Fleet - Light Vehicle - Hybrid SUV	Vendor - Metro Motors Ford 2023 Ford Escape Hybrid	TDB	90%	RFP Complete/ Contract Awarded - ETA 2024
Fleet - Equipment - Tow Behind Mower	Vendor - Oakcreek Golf & Turf - Progressive TD65-B Model	TDB	90%	RFP Complete/ Contract Awarded - ETA 2023
Parks - Playground Equip. Renewal	Riverside Fitness Park	TDB	0%	Pending Budget Approval
Parks - Pedestrain Bridge Renewal	Riverway Trail - 31st Street	TDB	0%	Pending Budget Approval
Parks - Dingwall Steps	Construction	TBD	0%	Pending Grant Outcome
Parks - Marina Storage Compound Relocation	Construction	Complete	100%	Carried forward into 2023, complete Feb 10, 2023
Parks - Cemetery - Lawn Crypts	Construction	TBD	0%	Pending Budget Approval
Trans - PCPRP - Pine Pl.	Road surface treatment	TBD	10%	Construction Planning - Pending Capital Budget Approval
Trans - PCPRP - Cedar Cres. - Hemlock Pl.	Road surface treatment	TBD	10%	Construction Planning - Pending Capital Budget Approval
Trans - PCPRP - Lewis Ave. - 17-19th	Road surface treatment	TBD	10%	Construction Planning - Pending Capital Budget Approval
Trans - PCPRP - 22nd, 23rd, 25th, Harmston & Grant	Road surface treatment	TBD	10%	Construction Planning - Pending Capital Budget Approval
Trans - PCPRP - VMP Final Pavement Lift	Road surface treatment / bike lanes	TBD	0%	Construction Planning - Pending Capital Budget Approval
Trans - CNP Implementation	Locations TBD	TBD	0%	Pending the Outcome of the CNP Update
ULL - Water - Water Smart Action Plan	District Meter Zone - Zone 1, Construction	04/15/23	40%	DMZ PRV Installation @ Cowichan Ave - 120/138 Zone
Water - Secondary Transmission - South Courtenay	Design Consultation w/ CVRD	12/31/25	25%	CVRD Lead Project / Detailed Design Underway / Construction 2025
OPERATIONAL PROJECTS:				
Civic - Pool	2023 Start-up	06/01/23	10%	Under review /pre season prep
Parks - Morrison Sr. Park	Environmental Mitigation Works	06/31/23	10%	Pending Operational Budget Approval

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Parks - Conservation	Smart Water Action Plan - Irrigation Controller Upgrade	03/31/22	<div><div></div></div> 80%	Staff in final stages of installation.
Parks - Mile of Flowers	2023 Planning	05/31/23	<div><div></div></div> 10%	Regular program delivery anticipated
Trans - Pattison Bus Shelters	Renewal of Pattison Bus Shelters	03/15/22	<div><div></div></div> 90%	Garbage can(s) installation / Lighting pending contractor avail.
Trans - Crown Isle	Speed Reduction Trial/Study (40km)	04/15/23	<div><div></div></div> 75%	Speed reduction signage in place - study in progress - final review in Q2
Trans - Snow & Ice Control	Policy Update	09/15/23	<div><div></div></div> 5%	In Progress
Trans - Road Condition Assesment	Condition assesment	09/15/23	<div><div></div></div> 5%	In Progress
FLEET - EV Review	Fleet Review - EV Conversion / Options /Policy Development	10/15/23	<div><div></div></div> 5%	In Progress
UTL - Solid Waste Service	Automated Service Contract	Complete	<div><div></div></div> 100%	Contract awarded / Cart procurement confirmation - 2024.
UTL - Solid Waste Service	Interim Organics Implementation	Ongoing	<div><div></div></div> 100%	Interim program rollout w/ communication plan
UTL - Solid Waste Service	Yard Waste in Excess of 360 L (2023)	03/08/23	<div><div></div></div> 90%	Tag pricing, update to Council, communication to public, data collection.
UTL - Water & Sewer - Rate Review	Revamp Rate Structures; include future capital funds/reserve	03/31/23	<div><div></div></div> 75%	Phase 4 of 4 underway – Rate Sturcture Development
Strategic Initiatives				
Civic - EV Charging Stations	Procurment & installation of 3 EV charge stations	Complete	<div><div></div></div> 100%	Complete
Civic - Accesability Audit	Grant Application - Vertical Asset Review	TBD	<div><div></div></div> 10%	Filberg Centre / Centre for Arts
Trans - CNP Update / 5yr Implementation Plan	Complete Review, Update & Develop 5 yr Imp Plan	03/31/23	<div><div></div></div> 90%	Follow-up presentation required. Q1 2023
DCBIA - Street Lights - Laneway	BC HYDRO Lighting Review - Lanes	TBD	<div><div></div></div> 90%	BC Hydro request submitted 05/19/2022
Trans - SD71	Safe Active School Program	09/15/23	<div><div></div></div> 0%	
Trans - Traffic Calming Policy	Policy Development	09/15/23	<div><div></div></div> 0%	
UTL - Water - Conservation	WMAP Update	06/15/23	<div><div></div></div> 25%	New Development Irrigation Requirments / Bylaw / Universal Meter Update