

**CITY OF COURTENAY
MANAGEMENT REPORT**



DEPARTMENT	
City Manager (CAO)	Geoff Garbutt

INITIATIVE	DETAILS	DATE	% OF TASK	UPDATE & COMMENTS
Capital Projects				
N/A				
Operational Projects				
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 with Meeting April 27 with Band Adminisistrator, Work delayed due administrator change, project delayed, will utilize best practice examples

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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		35%	CAO met with BC Housing rep June 1, 2022 to follow on minister direction and BC Housing proposing an MoU on Supportive and Shelter similar to Nanaimo. BC Housing to provide draft for review. CAO met with BC Housing rep online through the past 6 months to discuss status of BC Housing initiatives and timeline. Met with BC Housing Dec 7 in Vancouver, IC report to Council on property purchase status on Dec 12 2022 Council Meeting. Responding to transition of Travelodge/New Location for current services - new site aquisition and steps to address current site, Staff meeting w BCH on May 25 to discuss TUP for Temporary Supportive Housing Site and public process, Staff meeting w BCH on overall strateg for Supportive/Shelter/Affordable Housing June 1. Next steps: Report to council on TUP and Report to Council on strategy
Strategic Priorities				
Strategic Plan Review	Engage Consultant	Fall 2022	100%	Complete - Habkirk proposal
	Schedule Strat Plan Sessions	Nov/Dec 2022/Jan 2023	100%	Complete - Nov 24, Dec 9, Dec 14, Jan 2023 as required
	Draft Plan and Report, Council Consideration	05/10/23	100%	Plan complete and adopted by Council
	Adopt Plan, Coms Outreach	Ongoing 2023	50%	Work w Guillo, Public release, develop monitoring, Staff town hall
Strategic Plan Implementation and Reporting	Develop Reporting Format and Report	Fall 2023	10%	Will develop following Strategic Plan adoption, will tie outcomes to Annual Report and Financial Planning and Communications Strategy
Budget Process August 2022 - April 2023	Overall Budget Process Developed	Aug to April	100%	Initial review internally by staff and currently developing materials for Council workshops in January
	Review Format with Senior Staff and CFO	Aug to Sept	100%	Complete
	Report to Council on Budget	April 26 2023	100%	Working with Director of Financial Services

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	Present to Council for Adoption	May 10 2023	100%	Complete
Indigenous Relations and Reconciliation Plan	Engage Consultant and Staff	Fall 2023	35%	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 included in 2023 - formal framework to be developed 2023 through council engagement
Economic Development Review	City Approach to Economic Development	Spring 2024	35%	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