

2023

CITY OF COURTENAY MANAGEMENT REPORT

DEPARTMENT	CORPORATE SERVICES
DIRECTOR	KATE O'CONNELL



INITIATIVE	DETAILS	ANTICIPATED COMPLETION	% OF TASK	UPDATE & COMMENTS
Operational Projects				
VI Library	Lease	–	30%	Referral process complete. On Hold - capacity.
2022-2026 Financial Plan Communication	Tax notices, newspaper ads, social media	Spring 2023	100%	COMPLETE
2022 Annual Report	L:egislated requirement	Summer 2023	80%	Final deigns - with finance for review
Property: Professional Service	RFP for property management company to assum oversight of market rentals.	Summer 2023	5%	On Hold - anticipated summer 2023.
Privacy Management Plan - Legislative Compliance	Legislative Requirements - NEW	Fall 2023	10%	Briefing note provided to Council on legislated requirement.
TEMPEST - Calls for Service	Bylaw mobile reporting	Fall 2023	5%	Budget approved, arranging demo with applicable departments.
Cemetery Review	Review cemetery bylaw, fees and charges.	On Hold	30%	On Hold - capacity.
Council Meeting Times	Determine meeting times for Open and Closed Council Meetings and public hearings.	Spring 2023	100%	COMPLETE
Council Correspondence Management Procedure Update	Review current process and update based on best practices	Summer 2023	0%	
AAP Parkland Disposition	Fraser street parkland disposition AAP	Spring 2023	100%	COMPLETE
Strategic Priorities 2022-2026 Design	Report design.	Spring 2023	100%	COMPLETE
Accessibility Committee - Legislative Compliance	Changes to Accessibility BC Act - require a committee	Spring 2023	90%	Accessibility Framework to be developed in partnership with regional municipalities. Outline completed, currently in review by the Committee. Agreement complete.
Downtown Community Safety Office (emerging)	Explore the option of a Downtown Community Safety Office, for the use of community partners including the RCMP and City of Courtenay Bylaw division	2024 Workplan	0%	
Prohibiting Discriminatory Language - Communication Policy (emerging)	EMERGING - Council Direction	Summer 2023	80%	Communications staff have participated in anti-racism training and are drafting the communication policy.
Award Recognition Options (emerging)	ENERGING - Council Directed Staff to draft a report on options to recognize individuals and organizations for achievements and contributions to community.	On Hold	0%	On Hold - capacity.
Comox Valley Ground Search and Rescue Land (emerging)	prepare a report on options to recognize first responders, and for land to build a permanent search and recue facility.	2024 Workplan	0%	

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Strategic Initiatives				
Council Procedure Bylaw (2022)	Amendment: legislative updates, technology use, and meeting efficiency	06/01/23	90%	1st and 2nd Reading of the Bylaw - May 31st Statutory Advertising - June 3rd and Final adoption of the Bylaw June
Review Committee, Commission and Board Review (2023)	Review existing structure, TOR and report back to Council	Fall 2023	5%	Research conducted on terms of reference and history in Courtenay of existing committees.
Enhance Council Meeting Workflow (2023)	ESCRIBE Phase 2: Report Workflow implementation	Phase 2 re: Report Workflow moved to 2023.	100%	COMPLETE
Brand Standards (2022/2023)	Update brand and crest standards, create templates etc. to ensure usability and consistency across communication means	Summer 2023	80%	First update report to Council completed. Drafting final report - target June 14, 2023.
Anti-Racism Strategy (2023)	Develop an anti-racism strategy for the City	Fall 2023	5%	Budget approved - drafting RFP
Council Code of Conduct (2023)	New legislative requirement	Summer 2023	50%	Council has met its statutory requirement having considered the Code of Conduct - direction provided to review and update the Code based on best practices. Consultant lead selected.
Resident Satisfaction Survey (2023)	Resident satisfaction survey - statistically significant survey	Summer/Fall 2023	10%	Survey contractor selected, drafting agreement. 1st Report to council - target June 14, 2023
Wood Smoke Reduction Campaign (2023)	Communicate air quality information and increase awareness of new bylaw regulations.	Spring 2023	100%	Complete
Communication Strategy (2022/2023)	RFP completed and contractor selected.	2023 - Strategy	20%	IN PROGRESS Contract Drafting in progress
Regulation of Public Spaces (2022/2023)	Parks Control Bylaw	Bylaw - Fall 2023	80%	IN PROGRESS Substantially complete - currently in the options testing phase. Final report anticipate to Council July 12, 2023, Bylaw 1st and 2nd reading anticipated September 2023.
Delegation of authority bylaw/Routine transaction bylaw (2022)	On Hold Land, signing authority, and purchasing approvals	Align with Purchasing Policy Update: Summer 2022	0%	On Hold - capacity.
Bylaw Service Review (2022/2023)	Bylaw Policy Review and Update Compliance Strategy Good Neighbour Guide	Final report to Council September 2023	15%	Internal and external consultation phase.