

**CITY OF COURTENAY
MANAGEMENT REPORT**

31-May-23

DEPARTMENT	RECREATION, CULTURE & COMMUNITY SERVICES
DIRECTOR	Susie Saunders



INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Capital Projects				
LINC Sign & Exterior	Sign requires update to enhance useability, as well as exterior improvements to enhance visibility.	Q4 2023	0%	Review of Sign bylaw required. Limited staff capacity at this time.
Playground Standards Manual	Development of playground standards to guide location, accessibility, material, etc. standards.	Q4 2023	10%	Drafting scope of work underway. Expect to procure services in Q3.
Guardian Totem Pole - Interpretative Signage	Complete interpretative signage in collaboration with KFN and Karver Everson.	Q2 2024	90%	In discussions.
Parks and Recreation Master Plan Implementation	Capital funded in 2024 to 2025	2024-2025	0%	Complete PRMP Implementation Strategy (see below) in 2023 to inform 2024 capital plan for identified priorities.
Operational Projects				
Canada Day Celebration	Plan and deliver on two day event including concerts, parade, and other community activities.	Q2 2023	50%	Planning underway and significant components confirmed.
Regional Parks Service Technical Advisory Committee	Participate on CVRD Regional Parks Service TAC to support strategic plan development.	Q2 2024	10%	CVRD consultant procurement underway. TAC reviewing SOW and proposed engagement activities.
Stan Hagen Park Naming	Respond to Council resolution .	Q3 2023	90%	Stan Hagen Park planning for Spring 2023 pending family availability.
Strengthening Communities Grant	Ongoing overall grant administration, reporting and training initiatives of the SCG Grant.	Q2 2023	75%	2023 Q1 Quarterly report completed. Request to UBCM for funding and extension completed. Ongoing administration including tracking of payments, metrics, and reporting, as well as training.
Cultural Partner Agreement Renewals	Renewal of the Sid William Theatre, Art Gallery, and Comox Valley Arts management and lease agreements.	Q4 2023	50%	Renewal discussion and negotiation underway, including internal referrals.
Field House Lease Agreement Renewals	Renewal of lease agreements for lawn bowling, soccer, football, and baseball.	Q4 2023	50%	Renew lease agreements with sports clubs for use of fieldhouses.
Organization & Service Development	Assessment of current structure and resources to respond to post COVID-19 operations	07/16/05	10%	Review organizational structure and service delivery model, including recreation programming, events, community services, planning, culture, and sport to assess and improve capacity post COVID-19.
Community Substance Use Strategy	Continue to support work of Community Substance Use strategy and participate in Collaborative.	Ongoing	75%	Phase 2 complete. Phase 3 launch of Community Substance Use collaborative underway.

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Strategic Initiatives				
Culture Strategic Plan	Complete Cultural Strategic Plan	Q4 2023	20%	Project initiated with community engagement underway. "What we heard" report to Council in Summer 2023. Final strategy in fall 2023.
Sport Field Strategy (CVRD) Implementation	Work with regional partners to implement recommendations from Sport Field Strategy.	Q3 2024	10%	CVRD completed Sport Field Strategy in early 2023. RCCS to report back to Council on field usage and next steps for implementation, including field allocation and fees.
Aquatic Services (outdoor pool) Strategy	Based on Aquatic Services strategy bring forward recommendations for Outdoor Pool.	Q3 2023	80%	Bring forward final Aquatic Services Review to Council with recommendations on next steps for Outdoor pool.
Fees & Charges Implementation	Implement updated fees and charges from Fees & Charges Framework adopted by Council in 2022	Q4 2023	25%	Fees & charges framework adopted by council June 27, 2022. Implementation plan recommendations to council Spring 2023.
Parks & Rec Master Plan Implementation	Complete implementation plan for PRMP.	Q4 2023	75%	Inter-departmental engagement and prioritization complete based on predetermined criteria. Bring forward prioritized implementation plan and associated costs to Council in late 2023.
Community & Social Development Framework	Develop a Community & Social Development Framework to guide the City's role and response to community needs.	07/16/05	0%	Hire Community Development Coordinator. Scope of work for CSDF to be defined.
Regional Recreation pass	Work with regional partners on research, analysis, and recommendations re: regional recreation pass.	Q4 2023	75%	Regional LEAP pass implemented. Community survey regarding regional pass complete. Pilot program recommendations to come forward to Council.
Supportive & Affordable Housing and Shelter implementation	Work with City Manager and Development services to develop strategic approach to housing and shelter development.	Ongoing	50%	Collaborative work internally and externally (with BCH and nonprofits) to determine strategic path forward for supportive and affordable housing and shelter development.
Court Usage Study	Report to Council on Court Usage	TBD	0%	Respond to Court Usage motion of Council. Working with Comox Valley Pickleball on assessing facility needs and options.
Community Safety Office	Explore the option of a Downtown Community Safety Office, for the use of community partners including the RCMP and City of Courtenay Bylaw division	TBD	0%	Respond to Council motion.
Safe & Inclusive Access	Report back to council regarding motion on Safe & Inclusive Access.	TBD	0%	Respond to Council motion.