



THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** City of Courtenay 2022 Annual Report

**File No.:** 0645-20  
**Date:** June 28, 2023

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### PURPOSE:

To present the City of Courtenay draft 2022 Annual Report to Council.

### BACKGROUND:

Municipalities are required by the Province of BC to produce an annual report each year which states their goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives. After making the report public, Council must wait a minimum of 14 days before holding an annual meeting on the report to allow residents time to review the report, ask questions, and prepare submissions. Per s. 99 of the Community Charter, the annual report must be considered by Council by June 30.

The City of Courtenay's 2022 Annual Report highlights significant projects and initiatives, and incorporates statistics and data visualisation tools showing progress on a range of City services. The Annual Report is a tool which outlines many of the City's services for the benefit and understanding of our residents; it is also a historic archive that may be referenced for years to come.

Highlights from 2022 included:

- Adopting Courtenay's new Official Community Plan, as well as new Water and Sewer Master Plans,
- Completing a Joint Aquatics Services Strategy in partnership with the Comox Valley Regional District,
- Finalizing the concept plan for McPhee Meadows,
- Supporting the installation of the new Guardian Pole at the Courtenay Riverway and the work of the K'ómoks Guardian Watchmen,
- Expanding the active transportation network with improvements on the 17th Street corridor.

During preparations and planning for the Annual Report each year, the Communications Division will continue implementing innovations to this document and related communications in a manner that fulfils the expectations of Council and the community.

### FINANCIAL IMPLICATIONS:

The Annual Report was prepared in-house by City staff with support and contributions from all departments.

Advertising costs were limited to statutory advertising for newspaper ads as required by the *Community Charter*, costing under \$200.

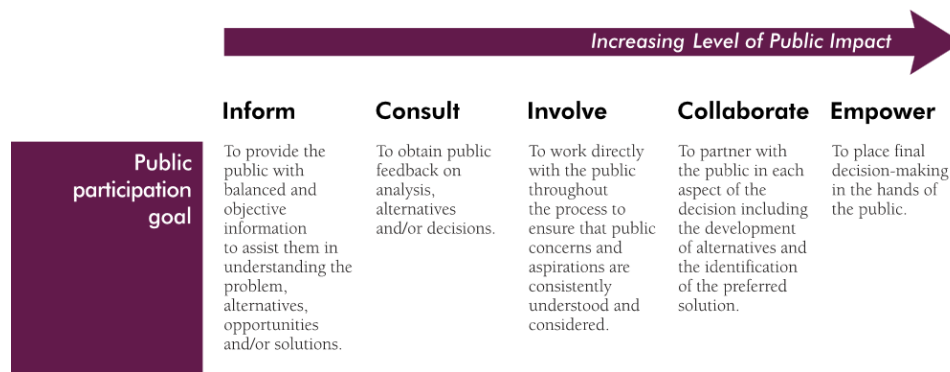
**ADMINISTRATIVE IMPLICATIONS:**

The Communications Division led the development of the 2022 Annual Report, with collaboration from Financial Services for the audited financial statements. Staff from all City departments and divisions provided contributions, support, and feedback for the report. All work regarding the development of the Annual Financial Plan is part of the respective departments annual operational workplans.

**PUBLIC ENGAGEMENT:**

The 2022 Annual Report was posted to the City of Courtenay website prior to June 14, 2023, followed by a media release and social media campaign, plus advertising in the Comox Valley Record to meet statutory obligations.

Staff have **consulted** the public based on the IAP2 Spectrum of Public Participation:



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**OPTIONS:**

1. THAT Council approve the City of Courtenay 2022 Annual Report.
2. THAT Council provide alternative direction to staff and call a special meeting of Council to consider the Annual Report prior to the statutory deadline, June 30, 2023.

**ATTACHMENTS:**

1. Draft City of Courtenay 2022 Annual Report

Prepared by: Anne Guillo, Manager of Communications  
Reviewed by: Kate O’Connell, Director of Corporate Services  
Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)