



THE CORPORATION OF THE CITY OF COURTENAY

## BRIEFING NOTE

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**To:** Council  
**From:** City Manager (CAO)  
**Subject:** Management Reports

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**File No.:** 5335-20  
**Date:** Nov 22, 2023

**PURPOSE:** To update Council on the attached Management Reports.

**ATTACHMENTS:**

1. Engineering Services Management Report
2. Corporate Services Management Report
3. Recreation, Culture and Community Services Management Report
4. City Manager Management Report

Prepared by: Chris Davidson, Director of Engineering Services  
Kate O'Connell, Director of Corporate Services  
Susie Saunders, Director of Recreation, Culture and Community Services  
Geoff Garbutt, City Manager

Concurrence: Geoff Garbutt, M.Pl., MCIP, RPP, City Manager (CAO)