

**CITY OF COURTENAY  
MANAGEMENT REPORT**

22-Nov-23

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| <b>DEPARTMENT</b> | RECREATION, CULTURE & COMMUNITY SERVICES |
| <b>DIRECTOR</b>   | Susie Saunders                           |



| INITIATIVE   | DETAILS   | COMPLETION DATE | % OF TASK COMPLETE | UPDATE & COMMENTS  |
|--|---|-----------------|--------------------|--|
| <b>Capital Projects</b>                                    |   |                 |                    |  |
| <b>LINC Sign &amp; Exterior</b>                            | Sign requires update to enhance usability, as well as exterior improvements to enhance visibility.      | Q4 2023         | 50%                | Procurement of contractor underway. Draft designs to be reviewed shortly.  |
| <b>Playground Standards Manual</b>                         | Development of playground standards to guide location, accessibility, material, etc. standards.         | Q2 2024         | 25%                | Consultant secured. Project initiated. Expected completion Q2 2024   |
| <b>Guardian Totem Pole - Interpretative Signage</b>        | Complete interpretative signage in collaboration with KFN and Karver Everson.                           | Q2 2024         | 90%                | In discussions.  |
| <b>Parks and Recreation Master Plan Implementation</b>     | Capital funded in 2024 to 2025 from Growing Communities.  | 2024-2025       | 10%                | PRMP Implementation Strategy completed. Priorities to be included in 2024 financial plan.  |
| <b>Operational Projects</b>                                |   |                 |                    |  |
| <b>Canada Day Celebration</b>                              | Plan and deliver on two day event including concerts, parade, and other community activities.           | Q2 2023         | 100%               | Complete.  |
| <b>Regional Parks Service Technical Advisory Committee</b> | Participate on CVRD Regional Parks Service TAC to support strategic plan development.                   | Q2 2024         | 25%                | CVRD consultant completed targeted engagement. Draft directions under review. Public consultation in early 2024.   |
| <b>Stan Hagen Park Naming</b>                              | Respond to Council resolution .   | Q3 2023         | 100%               | Complete.  |
| <b>Strengthening Communities Grant</b>                     | Ongoing overall grant administration, reporting and training initiatives of the SCG Grant.              | Q2 2024         | 50%                | Additional funding and extension received until June 2024. Ongoing administration including tracking of payments, metrics, and reporting, as well as training.   |
| <b>Cultural Partner Agreement Renewals</b>                 | Renewal of the Sid William Theatre, Art Gallery, and Comox Valley Arts management and lease agreements. | Q1 2024         | 50%                | Renewal discussion and negotiation underway, including internal referrals. Delayed until Q1 2024.  |
| <b>Field House Lease Agreement Renewals</b>                | Renewal of lease agreements for lawn bowling, soccer, football, and baseball.                           | Q1 2024         | 50%                | Renew lease agreements with sports clubs for use of fieldhouses. Delayed until Q1 2024.  |
| <b>Organization &amp; Service Development</b>              | Assessment of current structure and resources to respond to post COVID-19 operations                    | Q1 2024         | 90%                | 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. Recommendations in 2024 Financial Plan. |

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| <b>Community Substance Use Strategy</b>                               | Continue to support work of Community Substance Use strategy and participate in Collaborative.   | Ongoing  | <div><div></div></div> 75%  | Phase 2 complete. Phase 3 launch of Community Substance Use collaborative underway.   |
| <b>Strategic Initiatives</b>  |  |          |                             |   |
| <b>Culture Strategic Plan</b>   | Complete Cultural Strategic Plan   | Q1 2024  | <div><div></div></div> 75%  | Engagement complete. Draft directions under review. Community check-in in progress. Delayed final report until Q1 2024  |
| <b>Sport Field Strategy (CVRD) Implementation</b>                     | Work with regional partners to implement recommendations from Sport Field Strategy.  | Q3 2024  | <div><div></div></div> 50%  | Council direction to proceed with allocation policy. Request to CVRD for financial support underway.  |
| <b>Aquatic Services (outdoor pool) Strategy</b>                       | Based on Aquatic Services strategy bring forward recommendations for Outdoor Pool.   | Q4 2023  | <div><div></div></div> 80%  | Bring forward final Aquatic Services Review to Council with recommendations on next steps for Outdoor pool. Public engagement complete. Condition assessments underway.           |
| <b>Fees &amp; Charges Implementation</b>                              | Implement updated fees and charges from Fees & Charges Framework adopted by Council in 2022  | Q4 2023  | <div><div></div></div> 75%  | Fees & charges framework adopted by council June 27, 2022. Implementation plan recommendations to council end of 2023 for indoor rentals.   |
| <b>Parks &amp; Rec Master Plan Implementation</b>                     | Complete implementation plan for PRMP.   | Q4 2023  | <div><div></div></div> 100% | Completed implementation strategy.  |
| <b>Community &amp; Social Development Framework</b>                   | Develop a Community & Social Development Framework to guide the City's role and response to community needs.   | 07/16/05 | <div><div></div></div> 10%  | Recruitment of Community Development Coordinator underway. Scope of work for CSDF to be defined.  |
| <b>Regional Recreation pass</b>                                       | Work with regional partners on research, analysis, and recommendations re: regional recreation pass.   | Q4 2023  | <div><div></div></div> 100% | Complete  |
| <b>Supportive &amp; Affordable Housing and Shelter implementation</b> | Work with City Manager and Development services to develop strategic approach to housing and shelter development.  | Ongoing  | <div><div></div></div> 50%  | Collaborative work internally and externally (with BCH and non-profits) to determine strategic path forward for supportive and affordable housing and shelter development.        |
| <b>Court Usage Study</b>  | Report to Council on Court Usage   | TBD      | <div><div></div></div> 10%  | Respond to Court Usage motion of Council.<br>Working with Comox Valley Pickleball on assessing facility needs and options.<br>Short term priority of PRMP Implementation Strategy |
| <b>Community Safety Office</b>  | With Corporate Services, 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      | <div><div></div></div> 0%   | Respond to Council motion.  |
| <b>Free Menstrual Products</b>  | Report back to council on implementation of free menstrual products.   | TBD      | <div><div></div></div> 0%   | Respond to Council motion   |
| <b>Vanier Nature Park</b>   | Report back to Council regarding Garry Oak restoration in Vanier Nature Park.  | TBD      | <div><div></div></div> 25%  | Respond to Council motion.<br>Short term priority of PRMP Implementation Strategy.  |
| <b>Memorial Benches</b>   | Report back to Council on memorial bench program recommendations   | TBD      | <div><div></div></div> 75%  | Respond to Council Motion   |

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| Safe and Inclusive City Facilities | Report back to Council regarding keeping City facilities free of hate and inclusive of all people. | 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. |