

**CITY OF COURTENAY
MANAGEMENT REPORT**

22-Nov-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 usability, as well as exterior improvements to enhance visibility.	Q4 2023	50%	Procurement of contractor underway. Draft designs to be reviewed shortly.
Playground Standards Manual	Development of playground standards to guide location, accessibility, material, etc. standards.	Q2 2024	25%	Consultant secured. Project initiated. Expected completion Q2 2024
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 from Growing Communities.	2024-2025	10%	PRMP Implementation Strategy completed. Priorities to be included in 2024 financial plan.
Operational Projects				
Canada Day Celebration	Plan and deliver on two day event including concerts, parade, and other community activities.	Q2 2023	100%	Complete.
Regional Parks Service Technical Advisory Committee	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.
Stan Hagen Park Naming	Respond to Council resolution .	Q3 2023	100%	Complete.
Strengthening Communities Grant	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.
Cultural Partner Agreement Renewals	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.
Field House Lease Agreement Renewals	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.
Organization & Service Development	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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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.
Strategic Initiatives				
Culture Strategic Plan	Complete Cultural Strategic Plan	Q1 2024	75%	Engagement complete. Draft directions under review. Community check-in in progress. Delayed final report until Q1 2024
Sport Field Strategy (CVRD) Implementation	Work with regional partners to implement recommendations from Sport Field Strategy.	Q3 2024	50%	Council direction to proceed with allocation policy. Request to CVRD for financial support underway.
Aquatic Services (outdoor pool) Strategy	Based on Aquatic Services strategy bring forward recommendations for Outdoor Pool.	Q4 2023	80%	Bring forward final Aquatic Services Review to Council with recommendations on next steps for Outdoor pool. Public engagement complete. Condition assessments underway.
Fees & Charges Implementation	Implement updated fees and charges from Fees & Charges Framework adopted by Council in 2022	Q4 2023	75%	Fees & charges framework adopted by council June 27, 2022. Implementation plan recommendations to council end of 2023 for indoor rentals.
Parks & Rec Master Plan Implementation	Complete implementation plan for PRMP.	Q4 2023	100%	Completed implementation strategy.
Community & Social Development Framework	Develop a Community & Social Development Framework to guide the City's role and response to community needs.	07/16/05	10%	Recruitment of Community Development Coordinator underway. 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	100%	Complete
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 non-profits) to determine strategic path forward for supportive and affordable housing and shelter development.
Court Usage Study	Report to Council on Court Usage	TBD	10%	Respond to Court Usage motion of Council. Working with Comox Valley Pickleball on assessing facility needs and options. Short term priority of PRMP Implementation Strategy
Community Safety Office	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	0%	Respond to Council motion.
Free Menstrual Products	Report back to council on implementation of free menstrual products.	TBD	0%	Respond to Council motion
Vanier Nature Park	Report back to Council regarding Garry Oak restoration in Vanier Nature Park.	TBD	25%	Respond to Council motion. Short term priority of PRMP Implementation Strategy.
Memorial Benches	Report back to Council on memorial bench program recommendations	TBD	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.