

**CITY OF COURTENAY
MANAGEMENT REPORT**





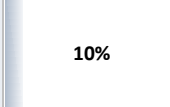
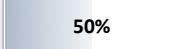

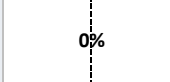
DEPARTMENT	RECREATION, CULTURE & COMMUNITY SERVICES
DIRECTOR	Susie Saunders
DATE:	22-May-24

INITIATIVE	DETAILS	COMPLETION DATE	% OF TASK COMPLETE	UPDATE & COMMENTS
Capital Projects				
<i>2023 Carry Forward Projects</i>				
LINC Sign & Exterior	Sign requires update to enhance usability, as well as exterior improvements to enhance visibility.	Q2 2024	90%	Building and street signs completed. Waiting on vinyl for door overhang.
Playground Standards Manual	Development of playground standards to guide location, accessibility, material, etc. standards.	Q2 2024	75%	Community engagement complete. Draft guiding principles adopted by Council. Public feedback in Q2 2024 on draft guidelines.
Guardian Totem Pole - Interpretative Signage	Complete interpretative signage in collaboration with KFN and Karver Everson.	Q2 2024	90%	In active discussions with KFN to complete interpretive signage.
<i>2024 Projects</i>				
Bill Moore Park Planning	Complete park plan for Bill Moore Park.	Q1 2025	0%	Staff to develop scope of work and issue RFP.
Harmston Park Planning	Complete park plan for Harmston Park.	Q3 2025	0%	Concept planning to be included in Harmston LAP. Detailed park planning to follow completion of Harmston LAP.
Pickleball Feasibility & Planning	Complete court usage study, feasibility study, and planning for pickleball courts.	Q2 2025	0%	Staff to develop scope of work for court usage and feasibility study.
Operational Projects				
Organization & Service Development	Assessment of current structure and resources to respond to post COVID-19 operations	Q1 2024	100%	Complete
Canada Day Celebration	Plan and deliver on two day event including concerts, parade, and other community activities.	Q2 2024	25%	2023 complete with successful event with approx. 20,000 in attendance. Planning underway for 2024.
Strengthening Communities Grant	Ongoing overall grant administration, reporting and training initiatives of the SCG Grant.	Q2 2024	75%	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.	Q2 2024	50%	Renewal discussion and negotiation underway, including internal referrals. Delayed until Q2 2024 following Cultural Strategic Plan.
Fees & Charges Implementation	Implement updated fees for indoor rentals for September 2024.	Q3 2024	25%	Council adopted amendment bylaw for indoor fees and charges. Implementation to take effect Sept. 1, 2024.
Field House Lease Agreement Renewals	Renewal of lease agreements for lawn bowling, soccer, football, and baseball.	Q3 2024	50%	Renew lease agreements with sports clubs for use of fieldhouses. Delayed until Q3 2024.

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Violence Prevention & Safety Program	Review and development of violence prevention & safety program in Recreation.	Q4 2024	 25%	Working with staff to review policies and procedures, and training, related to violence prevention, behaviour management, and safety in recreation.
Recreation Risk Management Program	Review and development of risk management policies for recreation programming	Q4 2024	 0%	Develop and update risk management policies and procedures for recreation programming and services.
Community Youth Development	Implement Community Youth Development staff structure and initiate work portfolio.	Ongoing	 25%	Hired Community Youth Development Coordinator. Initiating development of portfolio and establishment of work priorities.
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				
<i>2023 Carry Forward Projects</i>				
Aquatic Services (outdoor pool) Strategy	Based on Aquatic Services strategy bring forward recommendations for Outdoor Pool.	Q4 2023	 100%	Complete.
Fees & Charges Bylaw Amendments	Implement updated fees and charges from Fees & Charges Framework adopted by Council in 2022	Q4 2023	 100%	Complete
Free Menstrual Products	Report back to council on implementation of free menstrual products.	Q2 2024	 100%	Reported back to Council on pilot program at Lewis and LINC. Implementation in summer 2024.
Vanier Nature Park	Report back to Council regarding Garry Oak restoration in Vanier Nature Park.	Q1 2024	 100%	Complete. Ongoing implementation through agreement for 5 years.
Culture Strategic Plan	Complete Cultural Strategic Plan	Q2 2024	 75%	Engagement complete & draft directions presented to Council. Final report in draft to be presented to Council in Q2 2024, followed by public feedback before final presentation to Council in Q3.
Memorial Benches	Report back to Council on memorial bench program recommendations	Q2 2024	 75%	Respond to Council motion.
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.
Community & Social Development Framework	Develop a Community & Social Development Framework to guide the City's role and response to community needs.	Q1 2025	 10%	Hired Community Development Coordinator position. Developing scope of work for CSDF. Internal and external discussions underway.
Court Usage Study	Report to Council on Court Usage	Q2 2025	 10%	To be done with Capital project: Pickleball feasibility and planning. Respond to Court Usage motion of Council. Short term priority of PRMP Implementation Strategy

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<i>2024 Projects</i>				
Sport Field Allocation Policy	Lead development of regional sport field allocation policy and implementation.	Q2 2025	 10%	Working with regional partners on scope of work to engage consultant. Next steps will include engagement with sport field user groups.
Interim Housing & Shelter (incl. storage & washrooms)	Bring forward recommendations regarding interim housing or shelter solutions, including storage and public washrooms.	Q2 2024	 25%	Working with Development Services and other City departments to report back to council on temporary / interim housing / shelter options for consideration, as well as storage and public washrooms.
Gender Equity in Washrooms	Conduct inventory of city washrooms and report back to Council with recommendations to improve gender equity in city washrooms.	Q3 2024	 10%	Staff to initiate inventory of current washrooms and amenities and develop recommendations on standards to support gender-equity in City operated washrooms.
Parks and Recreation Advisory Committee Terms of Reference	Review and update PRAC terms of reference.	Q4 2024	 50%	Reviewed current TOR and other municipal committee TOR's with PRAC.
CVRD Regional Projects				
Regional Parks Service Technical Advisory Committee	RPTAC member	TBD	 50%	CVRD consultant completed targeted engagement. Draft directions under review. Public consultation in early 2024.
Sport Field Strategy (CVRD) Implementation	Work with regional partners to implement recommendations from Sport Field Strategy.	TBD	 0%	