



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: City Manager (CAO)
Subject: City of Courtenay 2023 Annual Report

File No.: 0645-20
Date: June 26, 2024

PURPOSE:

To present the City of Courtenay draft 2023 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 2023 Annual Report highlights significant projects and initiatives, and incorporates statistics and data visualisation tools showing progress on a range of City services and Council Strategic Priorities. 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 2023 included:

- Updated City of Courtenay Strategic Priorities 2023-2026
- Construction on the Dingwall Steps Project
- New air quality monitors on City buildings along with a public education campaign on local air quality
- Parks and Recreation Master Plan Implementation Strategy
- Progress on Draft Aquatic Services Strategy
- Launch of organics program and increased waste diversion
- Resident Survey - "Your Courtenay, Your Voice"
- Strengthening Communities Services Grant administration on behalf of the Comox Valley
- Strategic Cultural Plan
- Bylaw Compliance Policy and Strategic Plan
- New graphic standards and progress on Communication Strategy

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.

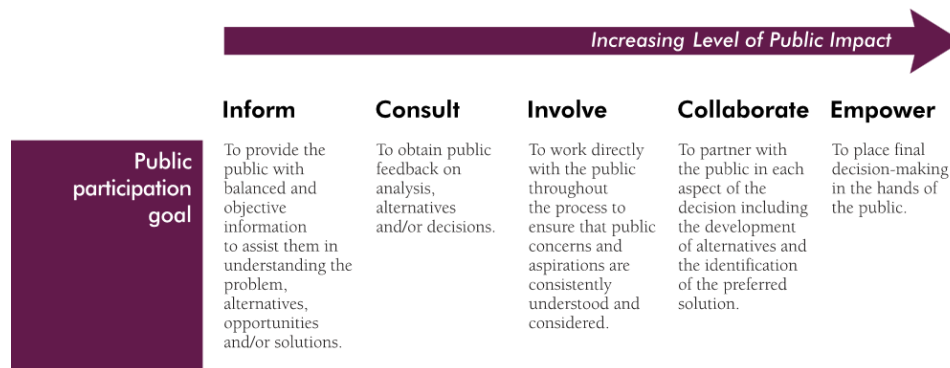
ADMINISTRATIVE IMPLICATIONS:

The Communications Division led the development of the 2023 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 2023 Annual Report was posted to the City of Courtenay website on June 7, 2024, 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 2023 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, 2024.

ATTACHMENTS:

1. Draft City of Courtenay 2023 Annual Report

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