



# City of Port Moody

## Report/Recommendation to Council

Date: October 25, 2021  
Submitted by: General Manager of Community Development  
Subject: Growth Principles Expedited Projects

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### Purpose

To present Council Strategic Plan project proposals for Council consideration.

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### Recommended Resolution(s)

**THAT the project proposals: Growth Impact Model; Cumulative Development Traffic Model; Downtown Park Capacity Assessment; Downtown Park Capacity Management Plan; Rocky Point Park Impact Assessment; and Housing Action Plan be approved as recommended in the memo dated October 25, 2021 from the General Manager of Community Development regarding Growth Principles Expedited Project Proposals;**

**AND THAT the following Council Strategic Plan priority levels be applied to each project:**

- Growth Impact Model, Priority Level 2;
- Cumulative Development Traffic Model, Priority Level 1;
- Downtown Park Capacity Assessment and Management Plan, Priority Level 1;
- Rocky Point Park Development Impact Assessment, Priority Level 1; and
- Housing Action Plan, Priority Level 1;

**AND THAT the following budgets be referred to the Finance Committee for identification of a funding source:**

- Growth Impact Model – \$77,500;
- Cumulative Development Traffic Model – \$75,000;
- Downtown Park Capacity Assessment and Management Plan – \$40,000;
- Rocky Point Park Development Impact Assessment – \$20,000; and
- Housing Action Plan – up to \$50,000;

**AND THAT the Parkland Acquisition Strategy and the Rocky Point Park Master Plan project timelines be adjusted to include the change in scope.**

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## Background

On October 5, 2021, staff presented a report with recommendations on how to action the Council resolutions related to Growth Principles. Council passed the following resolution to request that some projects be expedited:

### CW21/117

THAT staff be directed to action the Principles of Growth Motions as recommended in the report dated August 5, 2021 from the General Manager of Community Development regarding Follow-up Direction on May 4, 2021, Growth Principles Motions;

AND THAT items 5, 6.1, 7, 7.1, and 7.2 be expedited.

At the same meeting, Council passed a resolution to include a Housing Action Plan project in the 2022 Capital Budget for consideration. On October 19, 2021, Council requested that the Housing Action Plan be added to the list of projects to be expedited with the following:

### CW21/120-121

THAT the City of Port Moody Housing Needs Report be received as recommended in the report dated August 9, 2021 from the Community Development Department – Policy Planning Division regarding City of Port Moody Housing Needs Report;

AND THAT staff be directed to report back with a scope of work, budget, and timeline to complete a Housing Action Plan informed by the results of the Housing Needs Report;

## Discussion

Projects proposals have been prepared to confirm the project scope, the estimated timelines and budget envelope to complete each project. The following project proposals are included as attachments:

- Growth Impact Model (**Attachment 1**);
- Cumulative Development Traffic Model (**Attachment 2**);
- Downtown Park Capacity Assessment and Management Plan (**Attachment 3**);
- Rocky Point Park Development Impact Assessment (**Attachment 4**); and
- Housing Action Plan (**Attachment 5**).

While the wording of Council motions separated the downtown parks related projects into three separate assignments, staff have combined them into two project proposals.

Expediting these projects will have an impact on the staff resourcing and timing for Council Strategic Plan Priority projects. The following chart outlines the projects impacted from expediting the projects included in this memo as well as other anticipated impacts:

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Proposed Project	Project Management	Strategic Plan Project(s) Impacted	Description of Impacts
<b>Growth Impact Model</b>	Project Delivery Team	N/A	N/A
<b>Cumulative Development Traffic Model</b>	Transportation Engineering	Master Transportation Plan Update Project – work order change to expand scope	-Project timeline anticipated to have modest adjustments -model will be delivered with project completion in Q2 2023
<b>Downtown Park Capacity Assessment</b>	Project Delivery Team – Parks Specialist	Parkland Acquisition Strategy Project request for proposals scope increased to include these projects	-Parkland Acquisition Strategy project RFP delayed one month with new completion date of Q2 2023.
<b>Downtown Park Capacity Management Plan</b>			-Project start date delayed to February 2022
<b>Rocky Point Park Development Impact Assessment</b>			-Project timeline extended by 3 months -Rocky Point Park Master Plan anticipated to be delayed approximately 2 months due to the availability of resources and the need to incorporate outcomes from the Rocky Point Park Development Impact Assessment project
<b>Housing Action Plan</b>	Policy Planning	N/A	Already in the 2022 work plan

The Council Strategic Plan Priorities at a Glance (**Attachment 6**) is included for context.

## Other Option(s)

THAT the project proposals be postponed.

## Financial Implications

The proposals outline the budget required to undertake each project. These project budgets will require the identification of a funding source, as they are not part of existing 2021 workplans. The total budget required for all projects in this report is estimated to be \$262,500.

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## Communications and Civic Engagement Initiatives

Each project proposal outlines the intended civic engagement activities. In most cases, focused civic engagement is either not planned (e.g., due to the technical nature of a project), or is integrated with the civic engagement strategy of other projects (e.g., MTP Update, Parkland Acquisition Strategy).

## Council Strategic Plan Objectives

The projects discussed in this report all align with the Council Strategic Plan. For specific reference to the Council Strategic Plan objective that these projects fall under, please refer to each project proposal.

## Attachment(s)

1. Council Strategic Plan Project Proposal – Growth Impact Model.
2. Council Strategic Plan Project Proposal – Cumulative Development Traffic Model.
3. Council Strategic Plan Project Proposal – Downtown Park Capacity Assessment and Management Plan.
4. Council Strategic Plan Project Proposal – Rocky Point Park Development Impact Assessment.
5. Council Strategic Plan Project Proposal – Housing Action Plan.
6. Council Strategic Plan Priorities at a Glance.

## Report Author

Kate Zanon

General Manager of Community Development

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## Report Approval Details

Document Title:	Growth Principles Expedited Projects.docx
Attachments:	<ul style="list-style-type: none"><li>- Attachment 1 – Council Strategic Plan Project Proposal – Growth Impact Model.pdf</li><li>- Attachment 2 – Council Strategic Plan Project Proposal – Cumulative Development Traffic Model.pdf</li><li>- Attachment 3 – Council Strategic Plan Project Proposal – Downtown Park Capacity Assessment and Management Plan.pdf</li><li>- Attachment 4 – Council Strategic Plan Project Proposal – Rocky Point Park Development Impact Assessment.pdf</li><li>- Attachment 5 – Council Strategic Plan Project Proposal – Housing Action Plan.pdf</li><li>- Attachment 6 - Council Strategic Plan Priorities at a Glance.pdf</li></ul>
Final Approval Date:	Nov 8, 2021

This report and all of its attachments were approved and signed as outlined below:

Ron Higo, General Manager of Community Services - Nov 4, 2021 - 4:05 PM

Jeff Moi, General Manager of Engineering and Operations - Nov 4, 2021 - 4:12 PM

Dorothy Shermer, Corporate Officer - Nov 4, 2021 - 5:07 PM

Rosemary Lodge, Manager of Communications and Engagement - Nov 5, 2021 - 9:28 AM

Paul Rockwood, General Manager of Finance and Technology - Nov 5, 2021 - 10:17 AM

Tim Savoie, City Manager - Nov 8, 2021 - 10:43 AM

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## Growth Impact Model

<b>Date:</b>	October 29, 2021
<b>Department, GM:</b>	Community Development, Kate Zanon
<b>Project Manager:</b>	Chad Siemens
<b>Staff Lead:</b>	Chad Siemens
<b>Project Origin:</b>	<input checked="" type="checkbox"/> Council Motion # RC21/276 and RC21/198 <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other:
<b>Priority Area:</b>	<input type="checkbox"/> Exceptional Service <input type="checkbox"/> Environmental Leadership <input type="checkbox"/> Healthy City <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Community Evolution
<b>Strategic Alignment</b>	<u>Objective &amp; Action 5.1:</u> Ensure future community growth is carefully considered and strategically managed consistent with the targets approved in our Official Community Plan. <ul style="list-style-type: none"> <li>• Develop tools to help us plan and prepare for the future</li> </ul>
<b>Proposed Priority</b>	<input type="checkbox"/> Priority Level 1 <input checked="" type="checkbox"/> Priority Level 2 <input type="checkbox"/> Priority Level 3

Project Description	
<p>Develop a planning framework to quantify potential changes and increases in City services demand as the population changes over the next 30 years and estimate the impacts on resource requirements – staffing, facilities, equipment, information, and operating budgets.</p> <p>The final deliverable will allow staff to identify action priorities relating to staffing and facilities adjustments, estimate potential impact on capital and operating budgets, and provide a framework for equitable cost sharing.</p> <p>The project is to be conducted in two phases – Growth Impact Model Phase 1 – Research and Growth Impact Model Phase 2 – Growth Costing.</p>	

Relevant Background	
<p>On April 13, 2021, and May 4, 2021, Council discussed a report titled <i>Shaping the Next Port Moody – Seven Pitfalls and Seven Guidelines for Prudent Growth</i>. At the conclusion of these discussions, Council passed several resolutions related to Growth Principles. One of the resolutions (RC21/198) passed at the April 13<sup>th</sup> session was that:</p> <p><i>“Staff be directed to prepare timelines and project cost estimates related to possible development of the following planning tools and components:</i></p> <p><i>Growth Pays for Growth – Develop a framework for modeling how growth under various scenarios drives increased demand and costs for expanded civic services and amenities such that current delivery quality is maintained, and provide staff’s recommendation as to how these growth-related costs might best be levied on developers on a per-project basis;</i></p>	

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On October 5, 2021, the General Manager of Community Development presented staff recommendations to Council relating to the resolutions that were passed at the April 13<sup>th</sup> and May 4<sup>th</sup> Sessions.

Council direction:

*5. Direct staff to develop a framework for modelling how growth under various scenarios drives increased demand and costs for expanded civic services and amenities such that delivery quality is maintained and provide staff's recommendation as to how these growth-related costs might be best levied on developers on a per-project basis.*

In response, staff recommended the following New 2022 Capital Project:

Third party facilities planning firm and/or land economist to develop a Port Moody model that based on a list of services, assess anticipated service needs based on growth scenarios including up to what population will the service support; anticipated budget of \$40,000-50,000.

Services defined as – replacement of existing and facilities, parks, recreation services, infrastructure, fire department infrastructure, police department infrastructure, library services

And the following motion was passed:

CW21/117

*THAT staff be directed to action the Principles of Growth Motions as recommended in the report dated August 5, 2021 from the General Manager of Community Development regarding Follow-up Direction on May 4, 2021, Growth Principles Motions;*

*AND THAT items 5, 6.1, 7, 7.1, and 7.2 be expedited.*

## Project Objectives

### **Growth Impact Model Phase 1 – Research**

- Prepare estimates of potential increases/changes in service demands as the Port Moody population grows.
- Prepare estimates of City resources i.e., staffing, facilities, equipment, information, and budgets that will be required to maintain service targets as the population grows.
- Examine the gap between current and required resources and identify action priorities.
- Generate a coordinated plan of action for making economically viable adjustments to City resources and infrastructure to maintain service targets as the population grows.
- Present Action Plan for Council consideration.

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## **Growth Impact Model Phase 2 – Growth Costing**

- Examine how other municipalities account for the costs of growth; how are those costs distributed and through what mechanisms.
- Evaluate relative merits of different examples in relation to Port Moody's equitability and sustainability goals.
- Identify preferred cost allocation strategy and mechanisms
- Derive a viable implementation plan.
- Present Implementation Plan for Council consideration.

## **Scope**

### **In Scope**

### **Growth Impact Model Phase 1 - Research**

- Analysis of data from specified municipal services:
  - o Recreation Services
  - o Parks
  - o Library Services
  - o Fire Service
  - o Police Services
  - o Waste Management Services
  - o Roads and Utilities (model already in place)
- Analysis of staffing requirements for service delivery
- Data collection relating to current and historical trends (last 10 years):
  - o service area population and demographic profile
  - o service volumes
  - o staffing, facilities, equipment, information, and budgets
- Evaluation of future service demand against growth scenario projections based on:
  - o 2014 OCP
  - o Slowed
  - o Gradual
  - o Accelerated
- Estimation of future resource requirements by service and evaluation of the urgency of rectifying shortfalls and deficiencies.
- Estimation of potential capital and operating costs associated with the resource adjustments.
- Development of a financially feasible plan of action for implementing adjustments to staffing, facilities, equipment.
- Session with Executive Leadership Team and other department representatives

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	<p><b>Growth Impact Model Phase 2 – Growth Costing</b></p> <ul style="list-style-type: none"> <li>- Conduct interviews with representatives from up to 5 comparable municipalities to discuss how responsibility for covering the costs of adjusting resources to meet growth in population and service demand is allocated.</li> <li>- Evaluate relative merits of alternate strategies relative to Port Moody’s equitability and sustainability goals and generate a Discussion Paper.</li> <li>- Conduct workshop with Senior Management and Council to identify preferred strategy and implementation priorities.</li> </ul>
<p><b>Out of Scope</b></p>	<p>The following services are not included in the scope of work and budgets described above. However, they can be incorporated into the project if the City wishes to add them to the scope and adjust the budget accordingly</p> <ul style="list-style-type: none"> <li>- Technical building condition evaluations by professional engineering services.</li> <li>- Geotechnical evaluations of existing or potential sites.</li> <li>- Preparation of space data sheets.</li> <li>- Community survey or open house</li> </ul>

Work Plan Overview	
Growth Impact Model Phase 1 – Research	
<b>Project start date:</b> December 2021	<b>Project end date:</b> June 2022
<i>Deliverable/Milestone:</i>	<i>Date:</i>
Kick-off Meeting	December 2021
Municipal Services Analysis	December 2021-January 2022
Departmental Interviews	February 2022
Resource Requirements Projections	March 2022
Gap Analysis and Action Priorities	March/April 2022
Strategy Workshop	April 2022
Action Plan Preparation	April/May 2022
Council Consideration – Final Action Plan	May/June 2022

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<b>Growth Impact Model Phase 2 – Growth Costing</b>	
<b>Project start date:</b> May 2022	<b>Project end date:</b> June 2022
<i>Deliverable/Milestone:</i>	<i>Date:</i>
Phase 2 Start Up Session	May 2022
Comparative Municipality Interviews	May/June 2022
Policy Options Discussion Paper	June 2022
Senior Management and Council Workshop	June 2022
Final Implementation Plan	June 2022
Council Consideration - Implementation Plan	June 2022

<b>Budget</b>	
<b>Budget Source:</b> TBD	
PHASE 1: Service Demand and Resource Requirements and Action Priorities	\$48,700
PHASE 2: Comparative Development Fees Policies and Port Moody Growth Costs Allocation Model.	\$23,300
Project Management	\$5,500
<input checked="" type="checkbox"/> <b>Request Referral to Finance Committee</b>	\$77,500

<b>Decision Notes</b>		
<b>Date</b>	<b>Meeting</b>	<b>Decision</b>

## Cumulative Development Traffic Model for MTP Update

<b>Date:</b>	October 27, 2021
<b>Department, GM:</b>	Engineering and Operations, Jeff Moi
<b>Project Manager:</b>	Geoffrey Keyworth
<b>Staff Lead:</b>	Geoffrey Keyworth
<b>Project Origin:</b>	<input checked="" type="checkbox"/> Council Motion #RC21/278 <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other:
<b>Priority Area:</b>	<input type="checkbox"/> Exceptional Service <input type="checkbox"/> Environmental Leadership <input type="checkbox"/> Healthy City <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Community Evolution
<b>Strategic Alignment</b>	Objective & Action 5.1: Ensure future community growth is carefully considered and strategically managed consistent with the targets approved in our Official Community Plan.
<b>Proposed Priority</b>	<input checked="" type="checkbox"/> Priority Level 1 <input type="checkbox"/> Priority Level 2 <input type="checkbox"/> Priority Level 3

Project Description
Create a computer model to better understand the effects on Port Moody traffic of potential land developments within the City. The model will consider various growth scenarios, and enable creation of metrics / targets for key roadways crossing the City Centre.

Relevant Background
<p>On May 4, 2021, Council passed multiple motions regarding growth principles, including the following motion:</p> <p><i><u>RC21/278</u> Development decisions will minimize big traffic impacts. Direct staff to develop a model and assumptions for projection of cumulative traffic impacts under various growth scenarios. Also, recommend maximum cumulative traffic congestion/average trip time targets during peak am and pm rush hour periods on key roadways crossing our city centre.</i></p> <p>Staff recommended in an August 5, 2021 report that the ongoing update to the Port Moody Master Transportation Plan (MTP) could be expanded to include this project, noting further:</p> <p><i>An update to the Port Moody Master Transportation Plan (MTP) is under way; development of a model for projecting cumulative traffic impacts can be added for a budget of up to \$75,000 with no impact on the project timeline.</i></p> <p><i>Development of such a model may have technical and practical limitations and may not be</i></p>

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*fully in alignment with current or future MTP directions; staff do not recommend changing the project scope at this time as the approved project scope includes a modelling and monitoring strategy, along with relevant specifications and guidelines; the current project will inform direction for further technical projects and relevant directions.*

The above recommendation to not change the project scope was due to the MTP Update being in active procurement at the time of staff's recommendation. Staff have recently selected the consultant to undertake the MTP Update, and the project kick-off meeting will be scheduled as soon as possible.

## Project Objectives

- To enable a better understanding of the implications of potential land use development, and transportation policies, programs, and infrastructure, on traffic within Port Moody.

## Scope

<b>In Scope</b>	<ul style="list-style-type: none"><li>- Expand MTP Update project scope to incorporate model development</li><li>- Research into transportation model development, with a focus on macroscopic and mesoscopic levels of detail</li><li>- Review of TransLink Regional Transportation Model and extraction of meaningful parameters</li><li>- Purchase of software required to operate and update the model for new approved developments</li><li>- Recommendation on the staff time required for training and model maintenance to update and evaluate future development scenarios</li><li>- Obtaining background data as required, including development traffic estimates, traffic operation assumptions, trip distributions, etc.</li><li>- Coding of model, potentially including macro development, road geometries, input of traffic signal timing plans</li><li>- Coding into model of three growth scenarios</li><li>- Evaluation of model findings on implications for strategic directions in overall MTP Update</li><li>- Incorporation of model findings into overall MTP Update reporting</li></ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"><li>- Public engagement beyond what is already incorporated in MTP Update scope</li><li>- Development of a microscopic traffic simulation model</li><li>- Assessment of strategic policies, programs, or infrastructure implemented outside the City of Port Moody, such as regional travel pricing or high-speed rail</li></ul>

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Work Plan Overview	
<b>Project start date:</b> 2021 Q4	<b>Project end date:</b> 2023 Q2
Kick-off meeting with selected consultant for the MTP Update will initiate the process of refining this project description to ensure successful delivery without delaying the overall MTP Update.	2021 Q4
Development of model	2021 Q4 – 2022 Q2
Testing of various model scenarios consistent with draft OCP for implications on MTP Update strategic actions	2022 Q2 – 2022 Q4
Incorporation of model findings with overall MTP Update final reporting.	2023 Q2

Budget	
<b>Budget Source:</b> TBD	
Expansion of MTP Update consultant scope to undertake model development	\$50,000
Purchase of model software	\$10,000
30% contingency allowance	\$15,000
Ongoing modelling (optional)	Staffing levels to be determined
<input checked="" type="checkbox"/> <b>Request Referral to Finance Committee</b>	\$75,000

Decision Notes		
Date	Meeting	Decision

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## Downtown Park Capacity Assessment and Management Plan

<b>Date:</b>	October 22, 2021
<b>Department, GM:</b>	Community Services, Ron Higo
<b>Project Manager:</b>	Ding Yu, Project Delivery Division
<b>Staff Lead:</b>	Julie Pavey-Tomlinson
<b>Project Origin:</b>	<input checked="" type="checkbox"/> Council Motion #RC21/279 <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other: [Other]
<b>Strategic Priority Area:</b>	<input type="checkbox"/> Exceptional Service <input type="checkbox"/> Environmental Leadership <input type="checkbox"/> Healthy City <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Community Evolution
<b>Strategic Alignment</b>	Strategic Priority 2 – Objective & Action 2.3
<b>Proposed Priority</b>	<input checked="" type="checkbox"/> Priority Level 1 <input type="checkbox"/> Priority Level 2 <input type="checkbox"/> Priority Level 3

### Project Description

To develop a Downtown Park Capacity Assessment that provides an evaluation of park capacities under various growth scenarios for downtown Port Moody, and a Park Capacity Management Plan that will guide the City to relieve the pressure from parks that are over-capacity or close-to capacity, and to protect natural assets in parks.

Council motion RC21/279 refers to a Downtown Park Capacity Assessment and a Downtown Park Protection Plan. After further research by staff, the term Park Protection Plan has been changed to Park Capacity Management Plan for terminology consistency with Metro Vancouver, BC Parks, and National Park Service.

### Relevant Background

With its significant and diverse natural assets, Port Moody provides a wide range of opportunities for outdoor recreation for its residents and visitors. Over the last three decades, the city has seen tremendous growth and development particularly through densification in the downtown core. With the number of visitors continuing to increase, parks in downtown are at or reaching their capacity. As we explore growth projections as part of the OCP Update, there is the need to gain a better understanding of current park capacities, future impacts on the quality of visitor experience, natural assets and park infrastructure under various growth scenarios, as well as opportunities and actions that can be taken to mitigate the impacts on downtown parks.

At the May 4, 2021 Council Meeting, Council passed the motions to direct staff to hire a consultant to prepare a Downtown Park Capacity Assessment and a Downtown Park Protection Plan under

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various growth scenarios. These items were further discussed at the October 5 Council Meeting as a follow-up.

## Project Objectives

- Assess downtown park capacity under various growth scenarios;
- Provide capacity management strategies to help relieve pressure from parks that are at or close to capacity, and to utilize parks that are under capacity to better serve the Downtown area;
- Help guide future park planning, acquisition and management to protect and enhance natural resources, ensure the quality of visitor experience, and to promote a healthy and resilient park system especially in areas experiencing significant redevelopment and increased regional and local park visitation.

## Scope

### In Scope

#### **Downtown Park Capacity Assessment:**

- Define the Downtown boundary for the purpose of this project (subject to Council approval);
- Conduct a downtown parks site visit;
- Collect visitor data (trail counter data, intercept survey etc.);
- Develop a matrix with criteria for evaluating park capacities (at / over / close to / under capacity);
- Define 3 growth scenarios, as recommended by Planning, and endorsed by Council;
- Provide an assessment for current park capacities and future impacts on parks based on the growth scenarios for downtown Port Moody; The assessment should provide a comprehensive identification and evaluation of factors that contribute to each park being over / at / under capacity, these include but are not limited to seasonal considerations, events, access to parks and transportation demand, as well as commercial activities within parks;

#### **Downtown Park Capacity Management Plan:**

- Provide management strategies to address capacity issues for parks, in order to mitigate future impacts for parks that are over / close to capacity, and to utilize parks that are under capacity to better serve the downtown area; These strategies need to be guided by the growth scenarios; Recommendations should be made regarding park improvements (visitor experience, natural resource, infrastructure etc.), preservation and enhancement of natural assets, transportation management, as well as promoting mental health wellness through parks and nature;
- Host a workshop with staff and (if requested) Council to generate strategies;

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	<ul style="list-style-type: none"> <li>• Provide an implementation plan that outlines tasks, priorities and timelines.</li> </ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"> <li>• Recommendations for new parks / natural areas / open spaces (PAS);</li> <li>• Detailed design for existing Downtown parks (high level recommendations might be provided as part of the Downtown Park Capacity Management Plan);</li> <li>• Changes to service levels for existing Downtown parks (high level recommendations might be provided as part of the Downtown Park Capacity Management Plan);</li> <li>• Focused public engagement (public engagement will be conducted for the Parkland Acquisition Strategy and may touch on topics within these two projects).</li> </ul>

<b>Work Plan Overview</b>	
<b>Project start date:</b> December 2021	<b>Project end date:</b> August / September 2022
<i>Deliverable/Milestone:</i>	<i>Date:</i>
Initiate consultant contracts	February 2022 <i>Note: these two projects will be integrated with the Rocky Point Park Development Impact Assessment and Parkland Acquisition Project, and undergo a corporate purchasing process.</i>
Project updates to Council	May 2022
Draft Project Report	July / August 2022
Report to Council	August / September 2022

<b>Budget</b>	
<b>Budget Source:</b> Capital Plan	
Downtown Park Capacity Assessment	25,000
Downtown Park Capacity Management Plan	15,000
<input checked="" type="checkbox"/> <b>Request Referral to Finance Committee</b>	\$40,000

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Decision Notes		
Date	Meeting	Decision

**Figure 1. Proposed Area of Downtown / Project Boundary**



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## Rocky Point Park Development Impact Assessment

<b>Date:</b>	Oct 29, 2021
<b>Department, GM:</b>	Community Services, Ron Higo
<b>Project Manager:</b>	Ding Yu, Project Delivery Division
<b>Staff Lead:</b>	Julie Pavey-Tomlinson
<b>Project Origin:</b>	<input checked="" type="checkbox"/> Council Motion #RC21/279 <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other: [Other]
<b>Strategic Priority Area:</b>	<input type="checkbox"/> Exceptional Service <input type="checkbox"/> Environmental Leadership <input type="checkbox"/> Healthy City <input type="checkbox"/> Economic Prosperity <input checked="" type="checkbox"/> Community Evolution
<b>Strategic Alignment</b>	Strategic Priority 2 – Objective & Action 2.3
<b>Proposed Priority</b>	<input checked="" type="checkbox"/> Priority Level 1 <input type="checkbox"/> Priority Level 2 <input type="checkbox"/> Priority Level 3

### Project Description

To develop a tool that evaluates the impact on Rocky Point Park from development applications within walking distance of the park. This tool will be guided by the capacity for Rocky Point Park generated by the Downtown Park Capacity Assessment, and will evaluate development applications in terms of proposed sizes / number of units, demographics, as well as parks and recreation needs.

### Relevant Background

Rocky Point Park is Port Moody's best-known park and a popular destination for local residents and visitors alike. Its 3.8 hectares (9.5 acres) offer public access to the waterfront, a variety of recreation opportunities, and a gateway to the Shoreline Park System right in the heart of the city. A major improvement was implemented in 1991, including the development of the seawall and concrete pathways. A Master Plan was conducted in 2000, outlining recommendations for improvements, and a number of updates were implemented in the mid 2000's including the Boathouse Restaurant; the playground and water park were renewed in 2019.

While Rocky Point Park continues to be well enjoyed by the community, it faces intensifying population / usage pressures, as well as heightened stress on aging infrastructure and habitats. With the rapidly growing population in Port Moody and in particular the Downtown area, there's a need to assess the impact of upcoming developments on Rocky Point Park to understand park capacity, and to enhance the livability, equity and wellbeing for Downtown residents, especially in new developments close to Rocky Point Park.

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Project Objectives	
	<ul style="list-style-type: none"> <li>To understand the impact on Rocky Point Park from development applications within walking distance to the park;</li> <li>To provide background information for future park and development planning within walking distance to Rocky Point Park.</li> </ul>

Scope	
<b>In Scope</b>	<ul style="list-style-type: none"> <li>Define walking distances (e.g., 400m / 5 minutes, 800m / 10 minutes – “walking distance” definition subject to Council approval);</li> <li>Identify development applications to be reviewed;</li> <li>Develop an impact assessment tool that:               <ul style="list-style-type: none"> <li>(1) categorizes developments into various sizes (# of units, # of family units, projected demographics),</li> <li>(2) evaluates their potential usage pattern of Rocky Point Park, and</li> <li>(3) high level recommendations on park needs from these developments (types of parks, links to recreation needs / programming etc.);</li> </ul> </li> <li>Develop an assessment for the impact of development applications on Rocky Point Park, utilizing the capacity assessment for Rocky Point Park conducted under the Downtown Park Capacity assessment.</li> </ul>
<b>Out of Scope</b>	<ul style="list-style-type: none"> <li>Recommendations for improving / mitigating impacts for Rocky Point Park</li> <li>Focused public engagement (public engagement will be conducted for the Parkland Acquisition Strategy and may touch on topics within this projects);</li> <li>Detailed proposal of parks and open spaces for the development applications being reviewed, beyond high level needs assessment / recommendations;</li> <li>Assessment for impacts on other city / key community parks in neighborhoods beyond Rocky Point Park;</li> <li>Recommendations on parkland acquisition.</li> </ul>

Work Plan Overview	
<b>Project start date:</b> December 2021	<b>Project end date:</b> September 2022
<i>Deliverable/Milestone:</i>	<i>Date:</i>
Initiate consultant contracts	February 2022 <i>Note: this projects will be integrated with the Rocky Point Park Impact Assessment and</i>

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	<i>Parkland Acquisition Project, and undergo a procurement process; Work items in this project will be initiated once a draft evaluation for Rocky Point Park has been completed under the Downtown Park Capacity Assessment (expected to be May 2022).</i>
Project updates to Council if required	June / July 2022
Draft Project Report	August 2022
Report to Council	September 2022

Budget	
<b>Budget Source:</b> Capital Plan	
Approximate Budget for Consultants	\$17,000
Project Management and Staff	\$3,000
<input checked="" type="checkbox"/> <b>Request Referral to Finance Committee</b>	\$20,000

Decision Notes		
Date	Meeting	Decision

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## Housing Action Plan

<b>Date:</b>	October 21, 2021
<b>Department, GM:</b>	Community Development, Kate Zanon
<b>Project Manager:</b>	Liam McLellan
<b>Staff Lead:</b>	Liam McLellan
<b>Project Origin:</b>	<input checked="" type="checkbox"/> Council Motion #CW21/120 & 121 <input type="checkbox"/> Staff Initiated <input type="checkbox"/> Other:
<b>Priority Area:</b>	<input type="checkbox"/> Exceptional Service <input type="checkbox"/> Environmental Leadership <input checked="" type="checkbox"/> Healthy City <input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Community Evolution
<b>Strategic Alignment</b>	3.1 Plan for a variety of housing types to meet community needs. • Ensure that available housing meets the community's diverse and emerging needs. • Work with other levels of government and private agencies to support housing and homelessness programs and services.
<b>Proposed Priority</b>	<input checked="" type="checkbox"/> Priority Level 1 <input type="checkbox"/> Priority Level 2 <input type="checkbox"/> Priority Level 3

### Project Description

The Housing Action Plan will provide a framework to guide the implementation of strategies to create new market, affordable and non-market housing units. Port Moody's Housing Action Plan will set housing targets for all housing types across the housing spectrum and recommend policy directions and actions to support the development of these units.

### Relevant Background

At the October 19, 2021 Committee of the Whole meeting, Council received a report dated August 9, 2021 from the Community Development Department – Policy Planning Division regarding the recently completed Housing Needs Report. The purpose of the Housing Needs Report is to provide a better understanding of the community's current housing ecology, and to highlight community housing needs that require action to better serve current and future residents.

In turn, Council passed the following motions:

*CW21/120 & 121*

THAT the City of Port Moody Housing Needs Report be received as recommended in the report dated August 9, 2021 from the Community Development Department – Policy Planning Division regarding City of Port Moody Housing Needs Report;

AND THAT staff be directed to report back with a scope of work, budget, and timeline to complete a Housing Action Plan informed by the results of the Housing Needs Report;

# Considered at the November 16, 2021 Council meeting

AND THAT staff reports from the Community Development Department – Development Planning Division regarding rezoning or Official Community Plan (OCP) amendment applications include a ‘Housing Needs Objectives’ section, that outlines how the proposal addresses the housing gaps and priority groups identified in the Port Moody Housing Needs Report;

AND THAT staff report back on how the Sustainability Report Card can include the items addressed in the Port Moody Housing Needs Report.

This project proposal responds to the second direction, that staff be directed to report back with a scope of work, budget, and timeline to complete a Housing Action Plan informed by the results of the Housing Needs Report.

## Project Objectives

The purpose of the Housing Action Plan is to address Port Moody’s most pressing housing issues. The Housing Needs Report highlights the struggles many households have in finding housing that is safe, affordable, and appropriate. The Housing Action Plan establishes the targets and tools to meet those needs. In turn, this project will:

- Develop targets across the housing spectrum by type, tenure, and income levels.
- Recommend actions to increase the diversity of housing types and access to housing options.
- Develop a framework for future development of market rentals, below-market rentals, and non-markets rentals for low- to moderate-income households.
- Recommend actions to strengthen and renew existing affordable housing stock.
- Identify actions to support more affordable homeownership opportunities.
- Review existing policies and develop a broader framework of policies and actions to achieve housing targets.
- Create a monitoring framework to ensure unit delivery.

## Scope

### In Scope

- Research policy tools to assist with the creation of new market rentals, below-market rentals, and non-markets rentals for low- to moderate-income households.
- Identify and assess affordable housing policy tools and actions that would work best for the Port Moody context.

# Considered at the November 16, 2021 Council meeting

	<ul style="list-style-type: none"> <li>- Establish targets across the housing spectrum by type, tenure, and income levels.</li> <li>- Stakeholder engagement through workshops and interviews.</li> <li>- A list of policies and actions prioritized for populations in greatest need.</li> <li>- Establish priorities for unit-types on a 5- and 10-year timeline.</li> </ul>
<b>Out of Scope</b>	- This project will not directly create new affordable housing units.

Work Plan Overview	
<b>Project start date:</b> November 2021	<b>Project end date:</b> July 2022
<i>Deliverable/Milestone:</i>	<i>Date:</i>
Project RFP	November/December 2021
Hire consultant	December 2021/January 2022
Create engagement strategy	January 2022
Create draft framework of recommended policies and actions	February/March 2022
Stakeholder engagement	March 2022 to May 2022
Draft Action Housing Plan	June/July 2022

Budget	
<b>Budget Source:</b> To be determined.	
Consultant	Up to \$50,000
Staff support (Social Planning, Communications, Development Planning, Building/Licensing)	In-Kind
<input checked="" type="checkbox"/> <b>Request Referral to Finance Committee</b>	Up to \$50,000

Decision Notes		
Date	Meeting	Decision

# Considered at the November 16, 2021 Council meeting

Council Strategic Priorities October, 2021

Exceptional Service	Priority
Development Review Process Improvements	1
Truth and Reconciliation Understanding and Engagement P1	1
Online public-facing development reporting system	1
Customer Service Enhancements	1
Roll Out Office 365	1
Explore development application surcharges	2
Corporate Learning Strategy	2
Onboarding Improvements	2
Enhance Employee Engagement Phase 2	3
Anti bias and anti-racism training	3
Review/Define E+O Work Process, Levels of Service, and Progress tracking Phase 1	3
Improve Annual 5 year financial plan consultation	3
Improve Operations Work Order Management Process	3
Implement Employment Program Partnerships	3
Conduct a City archives space review	3
Upgrade eDocs P1	3
Applicant Tracking System	3
Implement e-Scribe	3
<b><u>Project Proposals Requested</u></b>	
(2021 Q2) Written Public Input Management	TBD
<b><u>Completed/Closed</u></b>	
Digital Procurement Platforms	-
Online Payments for Highway Use Permits	-
Construction Site Monitoring	-
Building Officials Opening Hours Extension	-
Paperless License Renewals	-
Website Renewal	-
Archeology Policy	-
Parks and Recreation System Replacement (Perfect Mind)	-
Enhance Employee Engagement Phase 1	-
Strategic Plan Creation and Implementation	3
GIS Replacement	1
Digital Democracy	1

Light Shade: Priority Level 2, "High Priority"

White Shade: Priority Level 3, "As Resources Allow"

Double Red Line: Above the line are Council's highest strategic priorities

Grey Shade: Completed/Closed projects (Priority Level available since re-prioritization process)

Yellow Highlight: Project Proposal Requested

# Considered at the November 16, 2021 Council meeting

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Council Strategic Priorities October, 2021

Environmental Leadership	Priority
Rocky Point Park Master Plan Update	1
Inlet Sports Field Redevelopment	1
Parkland Acquisition Strategy	1
Climate Action Plan Priorities P1	1
Natural Asset Management Strategy	2
Urban Forest Management Strategy	2
Sustainability Report Card Update	2
Spill Procedure Program and Guidelines	2
Old Orchard Park Master Plan	2
Trail Network Plan	3
Outdoor Learning Program	3
Conduct a park signage review	3
Repository of local environmental experts for developers	3
Unify Bert Flinn Park	3
Tree Protection Bylaw Update	3
Cigarette Butt Litter Reduction Initiative	3
Open Date - Solid Waste and Other Data	3
Riparian Protection Implementation Policy	3
<b><u>Project Proposals Requested</u></b>	
(2021 Q2) Mass Timber Fast Tracking	TBD
(2021 Q3) Downtown Park Capacity Assessment and Management Plan	TBD
(2021 Q3) Rocky Point Park Development Impact Assessment	TBD
<b><u>Completed/Closed</u></b>	
Purchase of Murray St Property	-
Energy Step Code Introduction	-
Develop Climate Action Plan	-
Pollinator Program	-
Bear Management Strategy	-
Beaver Management Strategy	-
Red Bin Program Review	3
Single Use Item Bylaw	2
Communication Plan to Promote City Parks	3
Open Data - Systems and Process	3

# Considered at the November 16, 2021 Council meeting

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Council Strategic Priorities October, 2021

Healthy City	Priority
Market Rental Policy and Inclusionary Zoning Policy	1
Policy for Family Friendly Units	1
Affordable Housing Reserve Fund Terms of Reference	1
Shoreline House Post	1
Westhill Childcare Grant Implementation	1
Water Distribution System Emergency Plan Update	1
Community Health Assessment	2
Accessibility Guidelines for Laneway Homes	2
Seniors Centre Feasibility Study	2
Disaster Response Plan	3
Columbarium Memorial Study	3
Emergency Operations Staff Planning	3
Create a community kitchen	3
Living Wage Policy	3
Facility Safety Improvement	3
Marine fire response/emergency response watercraft	3
Physical Literacy Program	3
Revisit accessibility audit and action implementation	3
Explore accessible swimming pool options	3
Promote Social Connectedness	3
Child Care Needs Assessment and Action Plans	3
<b><u>Project Proposals Requested</u></b>	
(2021 Q2) Tennis and Pickleball Strategy	TBD
(2021 Q3) Demolition Ban	TBD
(2021 Q3) Housing Action Plan	TBD
<b><u>Completed/Closed</u></b>	
ESS - Group Lodging Program	-
Facility Accessibility Improvements	-
Supportive Housing P1	2
Tri-Cities Food Security Assessment and Action Plan	1
Age Friendly Plan - Phase 1	3

# Considered at the November 16, 2021 Council meeting

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Council Strategic Priorities October, 2021

Economic Prosperity	Priority
Economic Development Master Plan	1
Provincial Support for Innovation Precinct	1
Innovation space hub opportunities	2
Cultural Mapping	2
Community Event Improvements	2
Home Based Business Bylaw Updates	2
Hotel attraction options	3
Incentivize/Fast Track Development Applications Creating Employment Spaces	3
Pay Parking Exploration	3
Explore the development of a mural contest	3
Review of Commercial use of Parks /Community Spaces	3
Explore a subsidized art maker space	3
Support the development of a Digital Creative Business District	3
Conduct a museum relocation review	3
Review Works Yard Materials/Supplies Tracking and Storage	3
Support the Artist Symposium	3
Port Moody Business Growth	3
Local Artist Gallery Display Program	3
<b>Completed/Closed</b>	
Sale of Parcel C, D, E at rear of 2908/2811, 2813, 2817 Murray	-
Grant Management and Tracking	-
DCC Bylaw Update	-
Murals on Private Property	-
Film Policy Creation	-
Revenue Diversification	-
Fleet Policy	-
Public Art Master Plan	-
Cannabis Retail Strategy	-
2021 Project to Attract Post-Secondary Institutions	1
Barnet Site RFEI	1

# Considered at the November 16, 2021 Council meeting

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Council Strategic Priorities October, 2021

Community Evolution	Priority
Moody Centre TOD revitalization plan (2023)	1
OCP Update Process	1
Inlet Field Funding Options	1
Expedited Review of SF Land Use Contract Areas	1
Bike Route Review	2
Update Asset Management Investment Plan (AMIP)	2
Small Lot Program and Laneway Program Updates	2
St Johns Redesign Project	2
Improve Asset Inspection and Monitoring Programs	2
Pedestrian-activated signals acceleration	2
Moray Street Traffic Calming Study and Design	2
Scope Study Trail Master Plan / Trail Management Program	3
David Avenue HMV to Turner Crt Drive Traffic Study	3
2018-2022 Water Rates	3
Queen Street Plaza Placemaking	3
Wayfinding Strategy	3
Trial Traffic Pattern Implementation (Brew Street)	3
Update IOCO Lands OCP Policies	3
Resident Parking Only - 2123 and 2125 Clarke Street	3
Transit Stop Furniture	3
Update Subdivision and Development Servicing Bylaw	3
Truck Route and Restrictions - Amendment to Bylaw	3
Coronation Park Financing Strategy Framework	3
<b><u>Project Proposals Requested</u></b>	
(2021 Q3) Growth Impact Model	TBD
(2021 Q3) Third SkyTrain Station Assessment Phase 2	TBD
(2021 Q3) Direction on City Lands Strategy	1
(2021 Q3) Cumulative Development Traffic Model	TBD
<b><u>Completed/Closed</u></b>	
Moody Centre Drainage Study	-
Bus Stop Accessibility Improvements	-
Moody Centre Station Accessible Ramp	-
Holiday Lighting	-
Glenayre/Glencoe Crosswalk Improvements	-
Development Horizon Updates and Growth Impact Workshops	-
Staff Artist Program	-
Murray Street Upgrades	-
Rec Complex - Food and Beverage	-
Spring Street traffic pattern change pilot	2