



City of Port Moody

Report/Recommendation to Council

Date: January 7, 2022
Submitted by: City Manager
Subject: Council Strategic Plan – 2021 Q4 Update and Review

Purpose

To provide an update on Council Strategic Plan projects as of the end of the fourth quarter of 2021; to present new projects for Council Strategic Plan consideration as part of the quarterly review process; and to confirm priority levels for the Climate Action Plan projects as part of their integration into the Council Strategic Plan.

Recommended Resolution(s)

THAT the following Climate Action Plan actions be approved as Priority Level 1 projects in the Council Strategic Plan as recommended in the report dated January 7, 2022 from the City Manager regarding Council Strategic Plan – 2021 Q4 Update and Review:

- **Climate Ready Buildings Plan;**
- **Master Transportation Plan Update;**
- **Zero Emissions Mobility Strategy;**
- **Transportation Assessment for New Developments;**
- **Coastal Flood Management Strategy;**
- **Extreme Weather Response Plan;**
- **Low Carbon Resilience Policy; and**
- **Climate Resilient Landscaping;**

AND THAT the Tennis and Pickleball Strategy project be approved and designated as Priority Level 2 in the Council Strategic Plan;

AND THAT the Trail Network Plan project proposal be approved and designated as Priority Level 1 in the Council Strategic Plan.

Discussion

2021 Q4 Update

Staff have completed the following projects since the 2021 Q3 Strategic Plan Update was presented on October 26, 2021:

<u>Project</u>	<u>Notes</u>
Unify Bert Flinn Park	Road Closure Bylaw adopted May 26, 2020. Park Dedication Bylaw adopted July 28, 2020. Parcels consolidated December 16, 2021.
Spring Street Traffic Pattern Change Pilot	Pilot completed; measures will be monitored through spring 2022.
Open Data – Implement System and Process	The project has moved into regular maintenance. New data sets have been added to the portal and more will be added in the future.
Explore Autonomous Vehicle Provisions in the MTP	The MTP Update contract has been awarded and autonomous vehicles will be considered within that project's scope.
Publish Solid Waste Diversion and Other Data on Open Data	Solid waste diversion data is now published and updated monthly on the open data portal.
Home-Based Business Bylaw Updates	Drafted a new home occupation category – “Low impact home-based business”. Available in every residential unit/zone and compatible in multi-family developments and homes with secondary suites.
Review of Commercial Use of Parks/Community Spaces	The report was presented to Council on October 26, 2021 with the following actions: Commercial event activities will be included in the Rocky Point Park Master Plan community engagement; two locations will be designated at Rocky Point Park for public engagement activities; potential commercial event rental fees at Pioneer Memorial Park will be reviewed with the Parks and Recreation Commission.
Provincial Support for Innovation Precinct	Initial research phase completed, and provincial relationship established.
Development Review Process Improvements	Range of improvements have been implemented, including but not limited to a GIS online map with live link to Tempest, a new monitoring tool, procedure manual, and five pilot projects for testing the use of Bang the Table for major development applications.
Water Distribution System Emergency Plan Update	Plan has been finalized and circulated. The plan reflects the current infrastructure and layout of the water distribution system.
Anti-Bias and Anti-Racism Training	Initial Diversity, Equity, Inclusion and Anti-racism/Anti-racial discrimination training was delivered for Council, leadership, and employees. Further opportunities will be identified through the recently approved organizational Advancement of Workplace Diversity, Equity, and Inclusion Strategy and Action Plan.

Staff will provide a presentation showing project highlights over the last quarter.

Strategic Plan Priorities at a Glance (**Attachment 1**) is included as part of this package to provide Council with the overall picture of Strategic Plan projects and their priority levels. Council may consider re-prioritizing existing projects.

Strategic Plan 2021 Q4 Project Report (**Attachment 2**) shows the status of each project. Staff are currently reviewing all project timelines as part of developing 2022 work plans, so the start and end dates for the projects have been removed for this quarterly update. Staff will report to Council on the anticipated completion dates for projects in a subsequent update in February 2022.

Strategic Plan 2021 Q4 Objectives Report (**Attachment 3**) shows progress at the objective level of the Council Strategic Plan.

Project Changes

The following table describes changes made to projects. These changes range from project name edits to more accurately reflect the work that staff is conducting to closing out projects due to their operational nature.

<u>Project</u>	<u>Description</u>	<u>Change</u>	<u>Notes</u>
Pedestrian Activated Signals Acceleration	Update the Master Transportation Plan to accelerate high-priority pedestrian-activated signal improvements at Elgin/Clarke, Queens/St. Johns, and Clarke/Seaview. Construct Elgin/Clarke signal in 2020.	Project closed.	<p>The Elgin/Clarke intersection pedestrian signal has been activated with final upgrades scheduled for 2022 as part of a development servicing agreement.</p> <p>Clarke/Seaview traffic signal will be constructed in 2022/23 as a condition of a development servicing agreement.</p> <p>The Master Transportation Plan update is in progress (and is its own CSP project) and will consider the prioritization and funding for the Queens/St Johns intersection.</p>
Review Utility and Other Asset Inspection and Monitoring Programs and Develop Improvement Plan	Improve the data collection, monitoring, and reporting for City utility and other infrastructure assets.	Project closed and moved into operational work plan.	This project is operational in nature and has no fixed end date as work to make improvements on data collection, monitoring, and reporting for City utility and other infrastructure assets is ongoing for the foreseeable future.
Implement Employment Program Partnerships	Develop connections and relationships with post-secondary institutions, and immigrant and other employment programs to promote Port Moody as a desirable place to work and to reach new, and sometimes under-represented, candidates in a tight labour market.	Project closed and moved into operational work plan.	<p>Staff have worked on developing several employment program relationships and work on partnerships is now ongoing and operational in nature.</p> <p>Further results related to this project may also be achieved through the recently approved organizational Advancement of Workplace Diversity, Equity, and Inclusion Strategy and Action Plan.</p>
Implement e-Scribe	Implement an electronic agenda and meeting management system.	Project closed.	This project was implemented in 2019 but was kept open for the ongoing updates and additions of features. This project is complete, and any future updates are part of system operations.

<u>Project</u>	<u>Description</u>	<u>Change</u>	<u>Notes</u>
Coronation Park Financing	A Financing Strategy Framework, which outlines how the City will work with redevelopment applicants to develop and establish effective and fair financing mechanisms for the neighbourhood municipal infrastructure supporting the redevelopment.	Project closed.	This financing strategy is no longer appropriate given the ownership structure but can be further considered as part of the upcoming Zoning Amendment application process.
Scope Study Trail Master Plan/Trail Management Program	Develop a scope study for a Trail Master Plan and Trail Management Program.	Project removed.	This project's scope now forms part of the proposed Trail Network Plan project proposal (Attachment 4).
Port Moody Business Growth	Strengthen collaboration of businesses in commercial districts to leverage and mobilize businesses' resources, nurture ownership of districts and initiatives, and connect businesses with key external stakeholders. Serve as a conduit for businesses to help smooth out obstacles and to support their development.	Project split into two distinct projects: <ul style="list-style-type: none"> - Wayfinding Strategy; and - Clarke Street Revitalization – Phase 1. 	The former project was difficult to accurately report out on, as it was not a specific project with a clear deliverable or end date. In its place, there are now two clearly-defined projects.
Office 365 Rollout	Develop an internal platform that supports cross-organizational collaboration. Develop and implement the governance, processes, and policies that will serve as the foundation of this platform. Office 365 implementation will be a key component of this project.	Name changed to "Internal Digital Collaboration Platform".	The previous project name did not accurately reflect the scope of the project – the work goes beyond the rollout of Office 365.

2021 Q4 – Quarterly Review of New Projects

There are two new project proposals for Council to review in this quarter.

The Tennis and Pickleball Strategy project will consider changing user needs and community feedback in the development of a city-wide strategy for the sports. Staff will report back to Council on location options for pickleball courts. This project responds to the following Council resolution made on April 20, 2021:

CW21/047

THAT staff be directed to remove the Pickleball lines at Chestnut Way Park, re-designate these tennis courts for tennis only, and include Pickleball on the prohibited activities list on the tennis court signage;

AND THAT staff be directed to report back on alternative locations for Pickleball in Port Moody, including North Shore Community Park.

CW21/048

THAT staff be directed to conduct community consultation prior to changes to neighbourhood parks and amenity spaces.

The Tennis and Pickleball Strategy project proposal is included as **Attachment 4**. Staff recommend that this project be designated as Priority Level 2 in the Council Strategic Plan.

The Trail Network Plan (TNP) is a staff-initiated project, which combines previous projects in the Council Strategic Plan that were not initiated (Scope Study Trail Master Plan/Trail Management Program; Trail Network Plan 2021). The TNP will look at our trail system from a City-wide perspective and direct future decisions and management of the trail network. Through the implementation of the TNP, a sustainable trail network will be developed that supports low carbon transportation and human health recreation. The Trail Network Plan project proposal is included as **Attachment 5**. Staff recommend that this project be designated as Priority Level 1 in the Council Strategic Plan.

Climate Action Plan and Council Strategic Plan Integration

The implementation of the 2020 Climate Action Plan (CAP) has so far been captured under one project name, “Climate Action Plan Priorities Phase 1”, and designated as a Priority Level 1. The CAP has a total of 23 projects, which include capital projects, strategic projects (policies, master plans), and ongoing/operational work. The magnitude of the work contained within these projects is not adequately represented by a singular project, so staff have conducted a review and selected the CAP actions best suited for reporting out through the Council Strategic Plan. CAP implementation is tracked and reported through a separate process under the Policy Planning Division; however, integration of several CAP projects into the Council Strategic Plan will align the two reporting processes, better illustrate progress on priorities, and streamline information sharing for staff.

The criteria for selecting the CAP actions included:

- an action of significant budget, scale, reputational impact, or priority for Council; and
- a project with a clear start and end date (vs ongoing operational work).

Eleven CAP actions were selected for inclusion in the Council Strategic Plan, three of which are already included.

The following projects already form part of the Council Strategic Plan:

<u>Project</u>	<u>CAP #</u>
Sustainability Report Card Update	Action 1.1.1
Urban Forest Management Strategy	Action 8.2.1
Natural Asset Management Plan	Action 8.2.2

The following projects will be integrated into the Council Strategic Plan:

<u>Project</u>	<u>CAP #</u>	<u>Project Proposal</u>
Climate Ready Homes and Buildings Plan	Action 1.1.3	Attachment 6
Master Transportation Plan Update	Action 2.2.1	Attachment 7
Zero Emissions Mobility Strategy	Action 2.3.1	Attachment 8
Transportation Assessment for New Developments	Action 4.2.2	Attachment 9
Coastal Flood Management Strategy	Action 4.3.2	Attachment 10
Extreme Weather Response Plan	Action 5.2.1	Attachment 11
Low Carbon Resilience Policy	Action 6.1.2	Attachment 12
Climate Resilient Landscaping	Action 8.1.2	Attachment 13

Through the CAP, Port Moody has committed to reducing GHG emissions 40% from 2007 levels by 2030 and to achieve carbon neutrality by 2050. The latest community emissions inventory update from 2018 shows that Port Moody is not yet on track for these targets. Staff recommend that the CAP projects be designated as Priority 1 Level projects in the Council Strategic Plan to ensure that we are working towards meeting our established targets.

Other Option(s)

THAT select Council Strategic Plan projects be re-prioritized.

Financial Implications

Due to finite staff resources, every project has an opportunity cost – other work that could be accomplished. The prioritization process that Council has taken part in ensures that staff resources are allocated efficiently and effectively to focus effort on Council's highest priorities.

Communications and Civic Engagement Initiatives

Staff share progress on the Council Strategic Plan on a quarterly basis at Council meetings.

Council Strategic Plan Objectives

This report reflects Council's priorities as defined in the Council Strategic Plan.

Attachment(s)

1. Strategic Plan Priorities at a Glance.
2. Strategic Plan 2021 Q4 Project Report.
3. Strategic Plan 2021 Q4 Objectives Report.
4. CSP Project Proposal – Trail Network Plan.
5. CSP Project Proposal – Tennis and Pickleball Strategy.
6. CSP Project Proposal – Climate Ready Homes and Buildings Plan.
7. CSP Project Proposal – Master Transportation Plan Update.
8. CSP Project Proposal – Zero Emissions Mobility Strategy.
9. CSP Project Proposal – Transportation Assessment for New Developments.
10. CSP Project Proposal – Coastal Flood Management Strategy.
11. CSP Project Proposal – Extreme Weather Response Plan.
12. CSP Project Proposal – Low Carbon Resilience Policy.
13. CSP Project Proposal – Climate Resilient Landscaping.

Report Author

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City Manager

Report Approval Details

Document Title:	Council Strategic Plan – 2021 Q4 Update and Review.docx
Attachments:	<ul style="list-style-type: none"> - Attachment 1 - Strategic Plan Priorities at a Glance.pdf - Attachment 2 - Strategic Plan 2021 Q4 Project Report.pdf - Attachment 3 - Strategic Plan 2021 Q4 Objectives Report.pdf - Attachment 4 - CSP Project Proposal - Trail Network Plan.pdf - Attachment 5 - CSP Project Proposal - Tennis and Pickleball Strategy.pdf - Attachment 6 - CSP Project Proposal - Climate Ready Homes and Buildings Plan.pdf - Attachment 7 - CSP Project Proposal - Master Transportation Plan Update.pdf - Attachment 8 - CSP Project Proposal - Zero Emissions Mobility Strategy.pdf - Attachment 9 - CSP Project Proposal - Transportation Assessment for New Developments.pdf - Attachment 10 - CSP Project Proposal - Coastal Flood Management Strategy.pdf - Attachment 11 - CSP Project Proposal - Extreme Weather Response Plan.pdf - Attachment 12 - CSP Project Proposal - Low Carbon Resilience Policy.pdf - Attachment 13 - CSP Project Proposal - Climate Resilient Landscaping Strategies.pdf
Final Approval Date:	Jan 18, 2022

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

Darcey O'Riordan, Fire Chief - Jan 10, 2022 - 3:18 PM

Kate Zanon, General Manager of Community Development - Jan 10, 2022 - 4:47 PM

Jeff Moi, General Manager of Engineering and Operations - Jan 11, 2022 - 9:30 PM

Angie Parnell, General Manager of People, Communications, and Engagement - Jan 14, 2022 - 12:58 PM

Paul Rockwood, General Manager of Finance and Technology - Jan 14, 2022 - 2:26 PM

Ron Higo, General Manager of Community Services - Jan 14, 2022 - 2:57 PM

Natasha Vander Wal for Rosemary Lodge, Manager of Communications and Engagement - Jan 14, 2022 - 4:49 PM

Dorothy Shermer, Corporate Officer - Jan 17, 2022 - 2:43 PM

Tim Savoie, City Manager - Jan 18, 2022 - 11:06 AM