

# Memorandum

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Date: October 15, 2024  
Submitted by: City Manager  
Subject: Strategic Priorities Intake (October 2024)

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This memo provides Council with the second bimonthly Strategic Priorities Intake as of October 2024, for Council's review and consideration.

## **Background:**

At the June 18, 2024, Strategic Priorities Committee meeting, the General Manager of Corporate Services provided a memo (**Attachment 1**) to Council for information regarding the new Strategic Priorities Intake process, which will be piloted over the next six months.

This intake is an operational change in how staff conduct reporting back on Council Strategic Plan and Corporate Project Plan progress, as well as how staff report back on direction for new initiatives, in line with the terms of reference of the Strategic Priorities Committee. The goal is to ensure that new work is aligned with Council's strategic goals and assigned to staff with the urgency and scope that reflects Council's overall priorities, and with a timeline that leverages existing projects, especially when new work is a smaller piece that can fit into a larger strategy that is planned or in progress.

## **Strategic Priorities Intake (October 2024):**

The Strategic Priorities Intake list includes items directed by Council to either initiate new work or modify existing projects.

The following are identified new and modified projects that have been directed by Council. These items do not require prioritization in the context of existing priorities (**Attachment 2**) as they were actioned by the City Manager with a referral to staff:

Motion	Action
<u>RC24/190</u>  THAT staff report back with a list of meetings between staff and industry representatives and/or lobby organizations within the last 24 months, including: <ul style="list-style-type: none"><li>• details on these meetings such as membership, purpose, specific topics of discussion; and</li><li>• a list of any Port Moody policies or bylaws that have been reviewed at any of these meetings and if any changes to policy have been made resulting from these meetings.</li></ul>	Staff are preparing a memo with the requested information for an upcoming Council meeting.

<p><u>RC24/202</u></p> <p>THAT the City of Port Moody place a moratorium on the utilization of any development funds intended for arts initiatives until Council has had the opportunity to update its Art in Public Places policy pursuant to the findings and recommendations of the Mayor’s Task Force on Arts and Business.</p>	<p>Staff will not be proposing any new public art projects funded from development contributions and will be bringing back an updated Art in Public Places policy.</p>
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The Strategic Priorities Intake will occur typically every other month starting July 2024, for a trial period of six months after which the process will be evaluated for its effectiveness. An environmental scan will be conducted annually in the spring (May 2025). The next intake list will be brought to Council in January.

**THAT the memo dated October 15, 2024, from the City Manager regarding Strategic Priorities Intake (October 2024) be received for information.**

Attachments

1. Memo considered at the June 18, 2024, Strategic Priorities Committee regarding Strategic Priorities Intake.
2. Corporate Project Plan Priorities at a Glance.
3. Corporate Project Plan - Status Report October 2024

## Report Approval Details

Document Title:	Strategic Priorities Intake - October 2024.docx
Attachments:	- Attachment 1 - Memo considered at the June 18, 2024, SPC meeting - Strategic Priorities Intake.pdf - Attachment 2 - Priorities at a Glance.pdf - Attachment 3 - Corporate Project Plan - Progress Report.pdf
Final Approval Date:	Oct 4, 2024

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

Stephanie Lam, City Clerk and Manager of Legislative Services - Oct 4, 2024

Anna Mathewson, City Manager - Oct 4, 2024