



City of Port Moody

Strategic Priorities Committee

Date: January 21, 2025
Submitted by: Corporate Services Department – Corporate Planning Division
Subject: Strategic Priorities Intake – January 2025

Purpose

To provide Council with the third bi-monthly Strategic Priorities Intake, current as of January 2025, for Council's review and consideration and to transition the intake process from a pilot to a regular part of business operations. To present the Onsite Childcare Feasibility Study for Council consideration.

Recommended Resolution(s)

THAT the Strategic Priorities Intake Process pilot transition to regular business operations as described in the report dated January 21, 2025, from the Corporate Services Department – Corporate Planning Division regarding Strategic Priorities Intake – January 2025;

AND THAT the Onsite Childcare Feasibility Study project be approved as a Strategic Priority Level 2 project and the project budget of \$44,850 be referred to Finance Committee to determine a funding source;

AND THAT staff review and proceed with IDEA Committee recommendations that can be completed within the current Website Renewal Project, and implement selected outstanding recommendations following a feasibility, impact, and cost review.

Background

At the June 18, 2024, Strategic Priorities Committee meeting, the General Manager of Corporate Services provided an overview of the new Strategic Priorities Intake process, which has been piloted over the last six months. 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. To provide context, the Corporate Project Plan – Status Report January 2025 (**Attachment 1**) and the Corporate Project Plan Priorities at a Glance (**Attachment 2**) are also included in this report.

Discussion

Strategic Priorities Intake List

The Strategic Priorities Intake list includes items directed by Council to either initiate new work or modify existing projects. Since October 2024, there have been two new items for the intake list:

Motion RC24/216

Motion	<u>RC24/216</u> THAT the recommendation from the Inclusion, Diversity, Equity, and Accessibility Committee regarding City Website Improvements as provided in the memo dated October 8, 2024, be referred to staff to bring a report back
Meeting Date	October 8, 2024
Strategic Alignment	Strategic Goal 1.1 – Prioritize Core Services – Enhance and standardize our customer service approach. Strategic Goal 3.3 – Enhance Community Wellbeing - Incorporate our values, including diversity, equity, inclusion, Truth and Reconciliation, and climate actions, into our policies, plans and initiatives.
GM Lead	Angie Parnell, Corporate Services
Staff Response	
Overview:	Staff will review Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee recommendations for actions that can be addressed within the current Website Renewal Project. Outstanding recommendations will go through staff review to assess feasibility, impact, and cost, and selected recommendations will be implemented thereafter.
Impacts:	Additional staff time to be dedicated within Website Renewal Project to review recommendations, coordinate and develop new content, and implement website changes. Review of outstanding recommendations will be scheduled accordingly within staff workplans. Resources, technology, costs, and/or staffing that may be required to implement recommendations will be identified.
Timeline:	Q1-2: Review and implementation of IDEA Committee recommendations that can be incorporated within the Website Renewal Project. Q3-4: Review of remaining IDEA Committee recommendations.
Recommendation:	THAT staff proceed with IDEA Committee recommendations that can be completed within the Website Renewal Project and subsequently review and implement selected additional recommendations.
Project Proposal	<input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Required:

Motion RC24/217

Motion	<u>RC24/217</u> THAT staff report back on how the city currently does outreach and promotion of information and programs for diverse community groups, including requesting information from the library, and provide recommendations.
Meeting Date	October 8, 2024
Strategic Alignment	Strategic Goal 1.1 – Prioritize Core Services - Enhance and standardize our customer service approach. Strategic Goal 3.3 – Enhance Community Wellbeing - Incorporate our values, including diversity, equity, inclusion, Truth and Reconciliation, and climate actions, into our policies, plans and initiatives.
GM Lead	Julie Pavey-Tomlinson, Community Services Marc Saunders, Library
Staff Response	
Overview:	Staff will review current outreach efforts that are made for City managed programs aimed at diverse communities. Programs offered by the City are primarily through the Library and the Recreation Centre.
Impacts:	Staff time to review current diverse programs and associated outreach efforts, primarily in the Library and Recreation Centre, as well as time to develop recommendations on potential changes or expansion of outreach activities.
Timeline:	Q1-2: Review and report back with current approach and recommendations for changes or expansion to outreach efforts.
Recommendation:	The recommendation is to proceed with the original resolution (no new motion needed): <u>RC24/217</u> THAT staff report back on how the city currently does outreach and promotion of information and programs for diverse community groups, including requesting information from the library, and provide recommendations.
Project Proposal	<input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Required:

Strategic Priorities Intake Process Pilot

The six-month pilot has had the following positive impacts:

- ensuring a distinct separation between new Council business and ongoing staff work, allowing for better prioritization and clarity
- providing an opportunity to fully assess how proposed initiatives will impact staff teams and other departments, enabling thoughtful, well-informed responses to Council
- facilitating the alignment of new initiatives with existing or planned strategic work, reducing duplication and promoting efficient, coordinated efforts
- integrating flexibility so that Council direction that can easily be immediately completed by staff bypasses the process

This approach enhances organizational efficiency while supporting informed decision-making and staff recommend integrating the process into regular business operations.

Project Proposal – Onsite Childcare Feasibility Study

This project is a feasibility study on the potential construction of a childcare facility at City Hall campus. A feasibility study, conducted by an architect, is required to properly evaluate the space needs and siting, regulatory requirements, and financial considerations. The study will also evaluate commercial modular building options that are available for childcare uses, site configurations and limitations within the civic complex. See **Attachment 3** for the Project Proposal details.

Other Option(s)

1. THAT the Strategic Priorities Intake pilot process be amended or removed.
2. THAT the Onsite Childcare Feasibility Study be deferred as a project.
3. THAT the Strategic Priorities Intake – January 2025 report be received for information.

Financial Implications

The Onsite Childcare Feasibility Study has a project budget of \$44,850. If the project proposal is referred to Finance Committee, a funding source can be approved.

The Motion RC24/216 (THAT the recommendation from the Inclusion, Diversity, Equity, and Accessibility Committee regarding City Website Improvements as provided in the memo dated October 8, 2024, be referred to staff to bring a report back) may require additional funding when the recommendations remaining (after initial consideration in the Website Renewal Project) are reviewed.

Communications and Public Engagement Initiatives

The Communications and Public Engagement team will be reviewing the website recommendations as well as new recommendations developed by staff for outreach to diverse communities.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 1.1 – Prioritize Core Services – Enhance and standardize our customer service approach; and
- Strategic Goal 3.3 – Enhance Community Wellbeing - Incorporate our values, including diversity, equity, inclusion, Truth and Reconciliation, and climate actions, into our policies, plans and initiatives.

Attachment(s)

1. Corporate Project Plan – Status Report January 2025
2. Corporate Project Plan Priorities at a Glance.
3. Project Proposal – Onsite Childcare Feasibility Study

Report Author

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Manager of Strategic Initiatives

Report Approval Details

Document Title:	Strategic Priorities Intake – January 2025.docx
Attachments:	- Attachment 1 - Corporate Project Plan - Status Report January 2025.pdf - Attachment 2 - Corporate Project Plan Priorities at a Glance.pdf - Attachment 3 - Project Proposal - Onsite Childcare Feasibility Study.pdf
Final Approval Date:	Jan 14, 2025

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

Angie Parnell, General Manager of Corporate Services - Jan 13, 2025

Stephanie Lam, City Clerk and Manager of Legislative Services - Jan 14, 2025

Paul Rockwood, General Manager of Finance and Technology - Jan 14, 2025

Julie Pavey-Tomlinson, General Manager of Community Services - Jan 14, 2025

Anna Mathewson, City Manager - Jan 14, 2025