



Staff Report to Council

Office of the CAO

FILE: 01-0620-04/25

REPORT DATE: January 20, 2025 **MEETING DATE:** January 28, 2025

TO: Mayor and Council

FROM: Mark Roberts, Chief Administrative Officer

SUBJECT: Q1 2025 Strategic Priorities Quarterly Report

CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:

RECOMMENDATION(S):

THAT Council:

- A. Approve the operational strategies for Q1 2025 as presented to Council on January 28, 2025; OR
 - B. Other.
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PURPOSE

To seek Council’s approval of the operational strategies proposed for Q1 2025 [January - March, 2025].

- Information Report Decision Report Direction Report

DISCUSSION

Background:

Each quarter, Staff present to Council a Strategic Priorities Quarterly Report to ensure that Staff are properly aligned with Council’s vision and goals. The document also serves as a reporting tool to inform the community of key operational strategies.

Staff have drafted the Q1 2025 Quarterly Report [Attachment A] and are now seeking Council’s feedback and approval.

Relevant Policy, Bylaw or Legislation:

2023-2026 Corporate Strategic Plan.

Available for viewing at: pittmeadows.ca/strategicplan

Analysis:

The Quarterly Report has been updated to reflect the City's refreshed priorities and objectives. The following is a list of the key changes made to the operational strategies within each priority area.

1. Principled Governance:

Added:

- a) Development of Annual Report and Financial Plan Documents – To refresh and enhance the development of the Annual Report and Financial Plan, improving efficiency and overall presentation.

Removed:

- a) 2025 Business Planning [Completed]
- b) Eight Month 2024 Budget Review [Completed]

Modified:

- a) Lower Mainland Agriculture Roundtable ~~Nov 27~~ – Next Steps [updated to reflect current stage of initiative]

2. Council Advocacy:

Added:

- a) 2025 UBCM Resolution – Ministry of Agriculture and Food - With input from the City's Agricultural Advisory Committee, staff will draft a UBCM resolution for the 2025 convention calling on the Province to increase funding for the Ministry of Agriculture and Food.

3. Balanced Economic Prosperity:

Modified:

- a) Agricultural Viability Strategy Implementation [including detailed irrigation study **and targeted survey to agriculture community**]
- b) Economic Development Strategic Plan Implementation [**including tourism development considerations**]

4. Community Spirit & Wellbeing:

Added:

- a) Family Day Carnival (Feb 17)
- b) Harris Road Complete Street Feasibility Study – To assess existing conditions and provide recommendations to incorporate complete street corridor features in order to improve Harris Road accessibility for all ages and abilities.

Removed:

- a) Housing Needs Report Update [Completed]
- b) Remembrance Day Ceremony [Completed]
- c) Christmas in Pitt Meadows [Completed]
- d) Holiday Exhibition at the Art Gallery [Nov 16 – Dec 24] [Completed]

Modified:

- a) Accessibility Committee & Plan [**including community engagement survey**]

Infrastructure:

Added:

- a) Vital Records Protection Plan - Development of a protection plan for the City's vital record sets (i.e. records essential for business continuity) to ensure access to those records in the event of a significant crisis (e.g. flood, fire, cyber attack, etc.).

Modified:

- a) Water Services Review **Implementation** – Review is complete; now implementing recommendations.

5. Corporate Pride:

Added:

- a) Enhancing Operational Safety with Comprehensive Procedure Development - To ensure the highest standards of workplace safety and operational efficiency, we will develop and implement comprehensive safe work procedures across all areas of the Operations department. This initiative reflects our ongoing commitment to fostering a safe and sustainable work environment for all employees.
- b) Review Performance Management Tools - Review and update the CUPE annual performance review tool to ensure it effectively supports meaningful feedback, aligns with organizational objectives, and promotes employee development.
- c) Communications Services Review - Comprehensive review of department's services, recurring projects, channels, processes, etc., to strengthen staff support and provide clarity on functions.
- d) Assessment of Online/Self-Serve Building Permit Software - Evaluation of software options for online and self-serve building permit applications to streamline the permitting process.

- e) Corporate Fees & Charges Bylaw - Establish a consolidated fee setting bylaw to allow for easier access to, and monitoring of, established fees across the City's various departments and services.

Removed:

- a) Tempest, Vadim and OMS Software Upgrades [Completed]
- b) Collective Bargaining – IAFF [Completed]

Modified:

- a) Electronic Document and Records Management ~~Major System Planning Upgrade~~ - Updated to reflect current status of project.
- b) Laptop and ~~Mobile Device PC~~ replacement Program - Updated to reflect current focus of project.
- c) ~~Begin~~ Windows Server Upgrade Program – Updated to reflect current status of project.

6. Public Safety:

Added:

- a) Voyent Alert Rollout – Develop next steps to communicate and implement the notification software for sending personalized emergency messages.
- b) Business Continuity Planning – Develop a business continuity plan that consists of the critical information an organization needs to continue operating and facilitate recovery during an unplanned event, emergency or disaster. The initial focus for 2025 will be to create business continuity plans for the Information Technology and Legislative Services departments.
- c) Incident Response Plans Review - To review/refresh existing plans and to develop plans that aren't currently in place. (Examples: Flood/Evacuation, Contaminated Spills, Atmospheric Rivers)

Removed:

- a) Enhance EOC Technical Capacity [Completed]
- b) Council Policy C014 Complaints and Bylaw Enforcement Update [Completed]
- c) Temporary Use of Municipal Dike Right of Way [Policy repealed]

Modified:

- a) Seasonal Communication Campaigns: ~~Fireworks Education; Clearing Catch Basins; Water Main Flushing~~; Snow and Ice – Updated to reflect current focus of campaign.

COUNCIL STRATEGIC PLAN ALIGNMENT

- Principled Governance Balanced Economic Prosperity Infrastructure
 - Community Spirit & Wellbeing Corporate Pride Public Safety
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WORKPLAN IMPLICATIONS

- Already accounted for in department workplan / no adjustments required
- Emergent issue / will require deferral of other priority(ies)
- Other

Resource implications related to specific operational strategies will be flagged for Council as the projects are brought forward for decision making.

FINANCIAL IMPLICATIONS

- None Budget Previously Approved Referral to Business Planning
- Other

All proposed operational strategies have been considered through the annual business and budget planning process.

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower

KATZIE FIRST NATION CONSIDERATIONS

- Referral Yes No Other

Council and staff view their relationship with ᑭᑎᑎᑦ (Katzie) First Nation [“KFN”] as a key priority. As rights holders, KFN’s input and feedback are integral to several key initiatives, including: KFN Service Agreements; Climate Action Strategy; Road & Rail Improvement Projects – Grade Separation; CP Logistics Park Opposition; KFN Secondary Access; North Loughed Area Plan Engagement Agreement; Environmental Inventory Management Strategy Implementation; Accessibility Committee & Plan; Invasive Species Management Plan; and Transition to Independent RCMP Detachment.

SIGN-OFFS

Written by:

Kate Barchard,
Corporate Officer

Reviewed by:

Mark Roberts,
Chief Administrative Officer

ATTACHMENT(S):

- A. Q1 2025 Strategic Priorities Quarterly Report (NEW report)
- B. Q4 2024 Strategic Priorities Quarterly Report (OLD report)