

# Staff Report to Council

Office of the CAO

FILE: 01-0620-04/22

**REPORT DATE:** March 28, 2022

**MEETING DATE:**

April 05, 2022

**TO:** Mayor and Council

**FROM:** Mark Roberts, Chief Administrative Officer

**SUBJECT:** Q2 2022 Strategic Priorities Quarterly Report

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



---

**RECOMMENDATION(S):**

THAT Council:

- A. Approve the operational strategies for Q2 2022 as presented to Council on April 5, 2022;  
OR
  - B. Other.
- 

## **PURPOSE**

To seek Council's approval of the operational strategies proposed for Q2 2022 (April - June).

☐ Information Report

☒ Decision Report

☐ Direction Report

## **DISCUSSION**

### **Background:**

Each quarter, Staff present to Council a Strategic Priorities Quarterly Report to ensure that staff priorities 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 Q2 2022 Quarterly Report (Attachment A) and are now seeking Council's feedback and approval.

## Relevant Policy, Bylaw, or Legislation:

2019-2022 Corporate Strategic Plan

## Key Changes:

The following is a list of the key changes made to the operational strategies for Q2 2022 (April - June):

### 1. Council Advocacy:

#### Modified:

- a) KFN Secondary Access (Province [and TransLink](#)) *(more accurate description)*
- b) [CP](#) Noise & Vibration Existing Exceedances *(more accurate description)*

### 2. Community Spirit and Wellbeing

#### Removed:

- a) New Frontline Fire Engine Deployment *(completed)*
- b) CP Logistics Park Agrologist Peer Review *(completed: included in the City's feedback for CP's environmental effects evaluation)*
- c) Park Infrastructure Inventory and Prioritization *(completed)*
- d) Environmental Inventory & Management Strategy *(completed)*

#### Added:

- a) Place of Remembrance – Site Identification *(identifying location of future 'Place of Remembrance' in Pitt Meadows)*
- b) Farmer's Market Launch *(A NEW Farmers Market will take place twice a month in Spirit Square (šx<sup>w</sup>hé<sup>k</sup> <sup>w</sup>nəs) from June to September in Pitt Meadows as part of the Vibrant Communities Program)*
- c) Easter FUNday *(family activities for Easter this year! Scavenger hunt, goodie bags, horsey hops, crafts and so much more! Don't miss out.)*
- d) National Indigenous Peoples Day *(This is a day for all Canadians to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit and Métis peoples. Details for CPM's recognition TBD)*
- e) Pitt Meadows Day *(This free family event is a community tradition and includes a pancake breakfast, a parade, artisan market, entertainment, food trucks, a family friendly beverage garden, children & youth activities and SO much more!)*

#### Modified:

- a) CP Logistics Park Opposition Strategy [and Study Review](#) *(review completed)*
- b) Food Truck Pilot Program [Update Extension](#) *(more reflective of current state of project)*

### **3. Transportation & Infrastructure Initiatives**

#### **Added:**

- a) Active Transportation Network Review *(This is a study partially funded by BC's Active Transportation Infrastructure Grants Program and will undertake a holistic review of the City's existing active transportation network, with a specific focus on cycling facilities, associated gaps, wayfinding and opportunities for increased connectivity and accessibility. There will be community engagement opportunities and the study is expected to be complete by early 2023.)*

#### **Modified:**

- a) Police Detachment – ~~Conceptual~~ Design *(moving from conceptual to detailed design phase)*

### **4. Corporate Excellence**

#### **Removed:**

- a) COVID-19 Management & Financial Prudence *(the City managed the financial implications of the pandemic well; restrictions are now being lifted; no additional financial oversight is required at this time, unless circumstances change)*
- b) Records Management & Privacy Program Improvements *(key policies and procedures have now been implemented; continuous improvement changes will be ongoing)*
- c) Exchange Email Migration to Microsoft Cloud *(completed)*
- d) Wellness Program Initiatives Implementation *(implemented; now ongoing)*
- e) COVID-19 Mandatory Employee Vaccine Policy Implementation *(implemented)*
- f) Parks, Recreation & Culture Policy Review *(deferred until Q4)*
- g) Fees & Charges Bylaw Review *(deferred until Q4)*

#### **Added:**

- a) Operations Management System Upgrade *(The Operations Management System to manage asset maintenance will undergo a substantial upgrade [8 version increment], which is key to the security, reliability, and compatibility of the software)*

#### **Modified:**

- a) Equity, Diversity & Inclusion (EDI) ~~Planning and Implementation~~ Awareness Training *(more reflective of current stage of project)*
- b) ~~Board Manager Software Module Implementation~~ eSCRIBE for City Committees – Implementation *(clearer description of project)*

### **COUNCIL STRATEGIC PLAN ALIGNMENT**

☒ Principled Governance      ☐ Balanced Economic Prosperity      ☒ Corporate Excellence

☐ Community Spirit & Wellbeing      ☐ Transportation & Infrastructure Initiatives

---

### **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. Any changes mid-year will be assessed for financial impact and funding requests brought to Council as required.

---

### **PUBLIC PARTICIPATION**

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

---

### **KATZIE FIRST NATION CONSIDERATIONS**

Council and staff view their relationship with Katzie First Nation (KFN) as a key priority. As rights holders, KFN's input and feedback are integral to several key initiatives, including: Official Community Plan; KFN service agreements and secondary access; North Lougheed Area Plan; Economic Development strategy review & update; transition to independent RCMP Detachment; CP Logistics Park opposition; Recreation participation outreach; Road & Rail improvements; and equity, diversity & inclusion awareness.

---

### **SIGN-OFFS**

**Written by:**

Kate Barchard,  
Corporate Officer

**Reviewed by:**

Corporate Leadership Team

---

### **ATTACHMENT(S):**

- A. Q2 2022 Strategic Priorities Quarterly Report (NEW report)
- B. Q1 2022 Strategic Priorities Quarterly Report (OLD report)