

# Staff Report to Council

Office of the CAO

FILE: 01-0620-04/24

**REPORT DATE:** April 15, 2024

**MEETING DATE:**

April 30, 2024

**TO:** Mayor and Council

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

**SUBJECT:** Q2 2024 Strategic Priorities Quarterly Report

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Approve the operational strategies for Q2 2024 as presented to Council on April 30, 2024; OR
  - B. Other.
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**PURPOSE**

To seek Council's approval of the operational strategies proposed for Q2 2024 [April – June, 2024].

☐ 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 Q2 2024 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/city-hall/corporate-strategic-direction](https://pittmeadows.ca/city-hall/corporate-strategic-direction).

## **Key Changes:**

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) Climate Action Strategy [development of strategy to improve the City's capacity to mitigate and respond to the effects of climate change]
- b) 2023 Audited Financial Statements
- c) 2023 Statement of Financial Information (SOFI) Report
- d) 2024 Five Year Financial Plan Bylaw
- e) KFN Land Acknowledgement Plaques for City Facilities
- f) 2024 Tax Rate Bylaw

#### **Removed:**

- a) Alouette River Clean Up [completed]

#### **Modified:**

- a) Post Secondary – **Feasibility Study** [updated to reflect current scope of project]
- b) Electric Vehicle Charging **Review** [updated to reflect current scope of project]
- c) Farm Tax Reform (**LMLGA**/UBCM Resolutions) [updated to reflect current scope]

### **2. Balanced Economic Prosperity:**

#### **Removed:**

- a) Home-based Business Regulations Review [completed]

### **3. Community Spirit & Wellbeing:**

#### **Added:**

- a) Red Dress Day – May 5, 2024
- b) Pitt Meadows Day – June 1, 2024
- c) Youth Week May 1 – 7, 2024
- d) Pitt Meadows Art Gallery; Re-establish Customer Base [strategy to promote new location]

**Removed:**

- a) Family Day Event [completed]
- b) Easter Fun Day Event [completed]
- c) Program Continuity and Bookings Accommodation [completed]
- d) Community Service Awards Event [completed]
- e) Art Gallery Re-Opening [completed]
- f) Mural at SBCC by sᑭáməx<sup>w</sup> Rain Pierre [completed]
- g) Expand Indigenous Arts Program [ongoing]
- h) Building Bylaw Update [completed]

**4. Infrastructure:**

**Added:**

- a) Amenity Cost Charge Bylaw [program to collect development funds for community amenities]
- b) PMAP & Grabenhorst Garden Test Wells [explore options for an irrigation water source]
- c) Replacement of the City's three Core Enterprise ESX Servers [new hardware and migration]
- d) Replacement of the City's two Production Storage Appliances [new hardware and migration]

**Removed:**

- a) Airport Way Widening & Improvements [completed]
- b) Art Gallery Relocation [completed]
- c) North Commons Park Playground Installation [completed]
- d) Aquatics Feasibility Study [completed]
- e) Council Chambers and Meadows Room AV Upgrade [completed]

**Modified:**

- a) Mitchell Park Playground **Re-Opening** [updated to reflect current status of project]

**5. Corporate Pride:**

**Added:**

- a) RCMP IT Planning and Design [begin design and build of information technology solutions for new detachment]
- b) Confined Spaces Review – OH&S [review of the program to ensure compliance with WorkSafe BC]
- c) 2022 Canadian Award for Financial Reporting (CAnFR)
- d) 2023 Annual Report
- e) 2024 Financial Plan Report
- f) 2025 Business Planning Guidelines

**Modified:**

- a) Equity, Diversity & Inclusion (EDI) – Internal Audit **Implementation** [updated to reflect current status of project]
- b) Microsoft 365 Implementation [updated to reflect current status of project]
- c) DCC **Engagement and Bylaw Amendments** [updated to reflect current status of project]
- d) Collective Bargaining **Preparation – IAFF** [following the successful ratification of CUPE Agreement]

**6. Public Safety:****Added:**

- a) Council Policy C014 Complaints and Bylaw Enforcement Update [review policy to incorporate best practices and improve clarity to the public around bylaw enforcement]

**Removed:**

- a) Onboarding of RCMP Manager of Support Services [completed]
- b) Watering Regulations Enforcement Review [completed]

**Modified:**

- a) Recruitment of four Flex Firefighters [updated to reflect current status]

**COUNCIL STRATEGIC PLAN ALIGNMENT**

- ☒ Principled Governance    ☒ Balanced Economic Prosperity    ☒ Infrastructure  
☒ Community Spirit & Wellbeing    ☒ Corporate Pride    ☒ Public Safety  
☐ Not Applicable

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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.

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**FINANCIAL IMPLICATIONS**

- ☐ None    ☐ Budget Previously Approved    ☐ Referral to Business Planning
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☒ Other

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

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### **PUBLIC PARTICIPATION**

☒ Inform    ☐ Consult    ☐ Involve    ☐ Collaborate    ☐ Empower

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### **KATZIE FIRST NATION CONSIDERATIONS**

Referral    ☐ Yes    ☐ No    ☐ Other

Council and staff view their relationship with ᑭᓴᓴᓴ (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 and Secondary Access; Flood Management; Land Acknowledgement Plaques on City Buildings; The North Lougheed Area Plan; Environmental Inventory Management Strategy Implementation; Red Dress Day; Transition to Independent RCMP Detachment; CP Logistics Park Opposition; Road & Rail Improvements; Equity, Diversity & Inclusion; and the Accessibility Committee.

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### **SIGN-OFFS**

**Written by:**

Tanya Barr,  
Deputy Corporate Officer

**Reviewed by:**

Kate Barchard,  
Corporate Officer

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

- A. Q2 2024 Strategic Priorities Quarterly Report (NEW report)
- B. Q1 2024 Strategic Priorities Quarterly Report (OLD report)