



**TO:** His Worship Mayor Michael Morden **MEETING DATE:** October 1, 2019  
 and Members of Council **FILE NO:** 2307062

**FROM:** Chief Administrative Officer **MEETING:** Council

**SUBJECT:** **Strategic Plan Progress Report and Council Workplan Matrix**  
**ADDENDUM**

**EXECUTIVE SUMMARY:**

Following a presentation at the September 16, 2019 Council Workshop, Council undertook a ranking exercise of future scheduled agenda items to ensure the workplan for the remainder of the year is focused on priorities.

As a result, a few items have been shifted to ensure enough meeting time is available for higher priority items. The attached addendum is a revised Council Workplan Matrix ordered by Council meeting date.

It is intended that business planning activities in November and December will provide an additional opportunity for prioritization to ensure the 2020 workplan meets the needs of Council.

**RECOMMENDATION:**

**That the "Council Workplan Matrix-October 1, 2019" be approved.**

Prepared by: **Laura Benson, CPA, CMA**  
**Director of Corporate Support**

Approved by: **General Managers**

Concurrence: **Kelly Swift, MBA**  
**Acting Chief Administrative Officer**

# Council Workplan Matrix – October 1, 2019

Council Ranking **High Priority**

*Date est	Meeting	Agenda Item	Dept	Status/Outcome/Next Steps	Alignment	Completion
TBD		Council Code of Conduct	Admin	<ul style="list-style-type: none"> <li>Annual Review of Code of Conduct</li> </ul>	Pride	
Q4 2019-2020	Workshop	<b>Community Social Safety Initiative</b>	Various	<ul style="list-style-type: none"> <li>Propose community research project</li> <li>Provide briefing on Restorative Justice</li> <li>Provide updates from Action Group</li> <li>Provide Public consultation summary</li> <li>Provide working group expertise input</li> <li>Propose plan, priorities, and performance indicators</li> <li>Propose implementation strategy</li> </ul>	Safety	
Oct-01	Workshop	<b>Council Communications</b>	Corp Support	<ul style="list-style-type: none"> <li>Draft Communications Policy and</li> <li>Communications Workshop for Council</li> </ul>	Pride	
Oct-01	Workshop	Council Strategic Plan Progress Report & Workplan Matrix	Admin	<ul style="list-style-type: none"> <li>Progress Review</li> <li>Q4 2019 Workplan for approval</li> </ul>	Pride	
Oct-01	Workshop	Youth Strategy Implementation Schedule	RCE	<ul style="list-style-type: none"> <li>Report recommending adoption of proposed implementation plan. Was deferred by Council at Jul.9th meeting requesting additional background from staff.</li> </ul>	Safety	
Oct-01	Workshop	Community Services – Affordable Housing Incentive	Finance	<ul style="list-style-type: none"> <li>Incentives for the MRPMCS project and the possibility of a more comprehensive Incentives program</li> </ul>	Growth	
Oct-01	Workshop	<b>North East Albion Concept Plan</b>	Planning	<ul style="list-style-type: none"> <li>Public Consultation Summary Report &amp; Concept Plan Endorsement</li> </ul>	Growth	
Oct-01	Workshop	Fibre Strategy	IT	<ul style="list-style-type: none"> <li>Report Recommending Fibre Strategy</li> </ul>	Growth	
Oct-08	Workshop	Transportation Plans (City and Regional) and Implementation	Eng	<ul style="list-style-type: none"> <li>Area Transportation Plan final draft presentation by TransLink</li> </ul>	Growth	
Oct-08	Workshop	Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	<ul style="list-style-type: none"> <li>Discussion regarding cycling on sidewalks and changes to Highways and Traffic Bylaw for consideration at future CW</li> </ul>	Safety	

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**High Priority**

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Oct-08	Comm. of the Whole	Agri-tourism and Eco-tourism Strategies Implementation	Ec Dev	<ul style="list-style-type: none"> <li>Report on identified opportunities and next steps</li> </ul>	Environment	
Oct-08	Comm. of the Whole	Business & Industrial Property Tax Comparison	Finance	<ul style="list-style-type: none"> <li>Presentation on relative tax burden between property tax classes among municipalities</li> </ul>	Growth	
Oct-15	Workshop	<b>Safe Streets Bylaw</b>	Bylaws	<ul style="list-style-type: none"> <li>Report on Safe Streets Bylaw</li> </ul>	Safety	
Oct-15	Workshop	OCP DP Exemptions Report	Planning	<ul style="list-style-type: none"> <li>OCP Development Permit Exemptions report &amp; delegation</li> </ul>	Growth	
Oct-15	Workshop	Citizen Survey Discussion	Corp Support	<ul style="list-style-type: none"> <li>Provide options for obtaining representative community opinions</li> </ul>	Pride	
Oct-22	Workshop	Council Procedure Bylaw & Citizen Petitions Best Practices	Corp Support	<ul style="list-style-type: none"> <li>Draft Council Procedure Bylaw for review</li> </ul>	Pride	
Oct-22	Workshop	Fraser Basin Council	Eng	<ul style="list-style-type: none"> <li>Presentation by FBC and discussion on regional dyking issues</li> </ul>	Relations	
Oct-22	Workshop	<b>Supportive Recovery House Regulations</b>	Planning	<ul style="list-style-type: none"> <li>Evaluation of partnership housing opportunities</li> </ul>	Safety	
Oct-22	Comm. Of the Whole	Bicycle Plan Update including discussion on bicycles on sidewalks	Eng	<ul style="list-style-type: none"> <li>Revisions to Highway and Traffic Bylaw regarding cycling on sidewalks</li> </ul>	Growth	
Nov-05	Comm. of the Whole	Traffic Calming Policy - Revision	Eng	<ul style="list-style-type: none"> <li>Review of amended existing policy for adoption at a future Council Meeting</li> </ul>	Growth	
Nov-05	Workshop	Business Planning – Capital Plan	Admin	<ul style="list-style-type: none"> <li>Capital Program – 5-year project/financial overview</li> </ul>	Growth	
Nov-12	Workshop	Green Infrastructure Strategy	Planning	<ul style="list-style-type: none"> <li>Potential policy options related to green infrastructure in new development</li> </ul>	Environment	
Nov-12	Workshop	<b>Albion Flats Area</b>	Planning Eng	<ul style="list-style-type: none"> <li>Seeking endorsement of Land Use Concept and next steps</li> </ul>	Growth	

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Nov 12	Workshop	Ridge Meadows Recycling Society Fee for Service Partnership Agreement - renewal	Eng	<ul style="list-style-type: none"> <li>Consideration of scope and terms within the recently expired RMRS Fee for Service Partnership Agreement. An amended agreement will be brought to a future Council meeting for endorsement</li> </ul>	Environment	
Nov-12	Workshop	Heritage Incentives	Planning	<ul style="list-style-type: none"> <li>Presentation from Heritage Consultant on options for protecting heritage resources in the City</li> </ul>	Pride	
Nov-12	Workshop	<b>Transportation Plan and Implementation</b>	Eng	<ul style="list-style-type: none"> <li>Selected Alignment-<b>Abernethy Way Extension</b></li> </ul>	Growth	
Nov-18	Workshop	Business Planning	Admin	<ul style="list-style-type: none"> <li>Business Planning: Session 1</li> </ul>	Growth	
Nov-19	Workshop	Business Planning	Admin	<ul style="list-style-type: none"> <li>Business Planning: Session 2</li> </ul>	Growth	
Nov-25	Workshop	Business Planning	Admin	<ul style="list-style-type: none"> <li>Business Planning: Session 3</li> </ul>	Growth	
Nov-26	Workshop	Business Planning	Admin	<ul style="list-style-type: none"> <li>Business Planning: Session 4</li> </ul>	Growth	
Dec-03	Comm. of the Whole	DCC Bylaw Amendment-minor rate update	Finance	<ul style="list-style-type: none"> <li>Annual minor amendment to ensure alignment with capital program</li> </ul>	Growth	
Dec-03	Comm. Of the Whole	Zoning Bylaw	Planning	<ul style="list-style-type: none"> <li>Awaiting Ministry approval before proceeding to Second reading</li> </ul>	Growth	
Dec-03	Workshop	Lougheed Corridor	Planning	<ul style="list-style-type: none"> <li>Draft concept options to be presented.</li> <li>Community consultation to follow</li> </ul>	Growth	
Dec-03	Workshop	Alouette River Ecological Partnership (AREP)	Eng	<ul style="list-style-type: none"> <li>Status update on AREP initiative with Kwantlen First Nation, Katzie First Nation and ARMS</li> </ul>	Relations	
Dec-03	Workshop	Kennel Bylaw Amendments	Bylaws	<ul style="list-style-type: none"> <li>Proposed amendments to the Kennel Bylaw</li> </ul>	Safety	
Dec-10	Workshop	Business Licence Bylaw Fee Amendment	Bylaws	<ul style="list-style-type: none"> <li>Council report on proposed Business Licence Fees</li> </ul>	Growth	
Dec-10	Workshop	Tandem Parking	Planning	<ul style="list-style-type: none"> <li>Amending bylaw to be brought forward</li> </ul>	Growth	

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Dec-10	Workshop	Post-Secondary Task Force Update	Ec Dev	<ul style="list-style-type: none"> <li>Options and information report</li> </ul>	Growth	
Dec-10	Workshop	Civic Core Place Making Event	Ec Dev	<ul style="list-style-type: none"> <li>Update on Civic Core Place Making Event</li> </ul>	Pride	
Dec-10	Workshop	Driveway Access and Encroachment Policies	Eng	<ul style="list-style-type: none"> <li>Review of requirements related to driveway access to properties as well as addressing the issue of private structures located on City road allowances</li> </ul>	Growth	
Dec-10	Workshop	Purchasing Policy Update	Finance	<ul style="list-style-type: none"> <li>Proposed updates to Purchasing Policy to reflect senior government policy changes, industry and technological innovations, and sustainability considerations</li> </ul>	Growth	
Q4 2019	Workshop	Social Housing Plan	Planning	<ul style="list-style-type: none"> <li>Update on mapping exercise – gap analysis</li> </ul>	Growth	
Q1 2020	Workshop	Aquifer Mapping Update	Planning	<ul style="list-style-type: none"> <li>Bring forward OCP Amending Bylaw</li> </ul>	Environment	
Q1 2020	Workshop	Sign Bylaw Update	Building	<ul style="list-style-type: none"> <li>Update the Sign Bylaw, including development and election regulations</li> </ul>	Growth	
Q1 2020	Workshop	Implications of Climate Change on Storm Water Management	Eng	<ul style="list-style-type: none"> <li>Review of the implications of CC on the City’s rain water infrastructure capacity and strategies to address</li> </ul>	Growth	
Q1 2020	Workshop	Lower Hammond Drainage Update	Eng	<ul style="list-style-type: none"> <li>Consideration of drainage constraints and possible resolutions</li> </ul>	Growth	
Q1 2020	Workshop	Sanitary Sewer Inflow & Infiltration Reduction Strategy	Eng	<ul style="list-style-type: none"> <li>Review of the City’s ongoing efforts to reduce inflow and infiltration (I&amp;I) in sanitary sewers, as mandated by Metro Vancouver</li> </ul>	Growth	
Q1 2020	Workshop	Community to Community Forum	Eng	<ul style="list-style-type: none"> <li>Staff are continuing to explore dates/times</li> </ul>	Relations	
Q1 2020	Workshop	Triplex/Fourplex Housing Design Guidelines	Planning	<ul style="list-style-type: none"> <li>Seeking suitable consultant through RFP</li> <li>Report on design guidelines will follow once Consultant is selected</li> </ul>	Growth	

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Q1 2020	Workshop	Environmental Communications	Planning	• Options for Environmental Communications	Environment	
Q1 2020	Workshop	Integrated Stormwater Management Plans (ISMP)- briefing	Eng	• Draft ISMPs for review	Environment	
Q1 2020	Workshop	Secondary Suites and Detached Garden Suites	Planning	• Q1 2020 – Update on DGS pilot project • TBD - tour of pilot project DGS suites	Growth	
Q1 -2020	Workshop	Post Disaster Water Supply - briefing	Eng	• Draft report on post-disaster potable water supply	Growth	
Q2 2020	Council	Post Disaster Water Supply - briefing	Eng	• Council – final report for adoption	Growth	
Q2 2020	Workshop	Eco Network Management Strategy	Planning	• Identification of options for Eco Network Management Strategy	Environment	
Q2 2020	Comm. Of the Whole	Integrated Stormwater Management Plans (ISMP)- briefing	Eng	• Q2 2020 – Finalization of ISMPs and adoption	Environment	
Q2 2020	Workshop	Aquatic Facilities Planning	Parks & Facilities	• Update Council on the aquatic facility planning	Growth	
Q3 2020	Workshop	Childcare Needs Assessment	Planning	• Scoping report on Child Care Needs assessment	Growth	
Q4 2020	Workshop	Council Code of Conduct	Admin	• Second annual review	Pride	
Q4 2020	Workshop	Council Strategic Plan & Workplan Matrix	Admin	• Second annual progress review	Pride	
2020	Workshop	Transportation Plans (City and Regional) and Implementation	Eng	• Strategic Transportation Plan Update	Growth	
2020	Workshop	Agricultural Development Permit Guidelines	Planning	• Next Steps	Environment	

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Ongoing	Other	School District No.42 Joint Meeting (quarterly)	Admin	<ul style="list-style-type: none"> <li>Regularly scheduled quarterly meetings</li> </ul>	Relations	
Ongoing	Other	District of Mission Joint Meeting (quarterly)	Admin	<ul style="list-style-type: none"> <li>Regularly scheduled quarterly meetings</li> </ul>	Relations	
Ongoing	Workshop	Accountability Mechanisms	Admin	<ul style="list-style-type: none"> <li>Mechanisms that can be put into place to deal with neighbourhood impacts are built into various staff reports for discussion and decisions.</li> </ul>	Safety	
Ongoing	Other	MLAs Joint Meeting (bi-monthly)	Admin	<ul style="list-style-type: none"> <li>Regularly scheduled quarterly meetings</li> </ul>	Relations	

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