

Committee of Council Regular Agenda

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Tuesday, February 12, 2019

Time: 2:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the February 12, 2019, Regular Committee of Council Meeting Agenda be adopted as circulated.

3. REPORTS

3.1 Update from Port Coquitlam Community Foundation (Verbal)

Recommendation:

None.

3.2 Q4 2018 Workplan Updates

Recommendation:

None.

3.3 2019 Budget (Verbal)

Recommendation:

None.

4. COUNCILLORS' UPDATE

5. MAYOR'S UPDATE

6. CAO UPDATE

7. RESOLUTION TO CLOSE

7.1 Resolution to Close the February 12, 2019, Regular Committee of Council Meeting to the Public

Recommendation:

That the Regular Committee of Council Meeting of February 12, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

RECOMMENDATION:

None

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

Each quarter, the budget variance report and work plan updates are brought forward to provide Committee with a comprehensive understanding of the status of the annual business plans. The 4th quarter budget variance will be presented to Committee with the year-end financial results in May 2019. This report represents the progress on the workplans that has been made in the fourth quarter of 2018, including those items which were carried forward from 2017, in advance of the financial update.

BACKGROUND

The 2018 budget variance report will be presented in May with the financial statements, following the audit. The Q4 2018 workplan updates are being brought forward in advance of the financial update.

This report follows the revised workplan update format and is intended to provide a concise summary of the “state of the nation”. It also provides committee members with the information they need to know to answer the most frequently asked questions posed by citizens, i.e., the “grocery store” questions.

The report provides information as follows:

1. The summary provides highlights of the Departments’ activities during late 2018 up until the end of December.
2. The work plan update provides the status of items that were planned for completion in Q4 or prior quarters, new items that have come up since work plans were approved and, commitments that were not met with a revised time frame anticipated for their completion
3. Department activities and statistics that may be of interest to Committee and the community, as well as progress on highlighted multi-quarter projects.

DISCUSSION

A number of the work plan deliverables are longer term projects, or those which impact multiple Departments’ business plans. Rather than including these in each Department’s reporting, a summary of the corporate-wide items is presented here:

Q4 2018 Workplan Updates

Project	Timeframe	Status
Community Recreation Complex	2017-2021	This project continues to consume a significant amount of resources from all departments. Monthly update reports are being provided to Committee of Council.
City-wide Asset Management Plan	2017-2018	This large, cross-department initiative is well underway. The current state assessment has been completed and draft policy guidelines were presented to Committee.
Records Software	2017-2018	Records management is being reworked in the Corporate Office division. This is part of a system overhaul for records management which will migrate out to the entire City. The proposed designs to date have been extremely problematic. The division continues to struggle with the City's solution consultants. Corporate Office will be complete by Q1 2019 with the rest of Corporate Support following in 2019.
Land Strategy	2017-2018	The City's Land and Development Facilitator is focusing on actions in support of developing City-owned lands in the downtown.
Kwikwetlem First Nation	2017-2018	Staff are working with the Kwikwetlem First Nation (KFN) and its consultants in developing a draft servicing agreement as well as in compiling information as requested by the municipal solicitors to respond to the KFN's claim on City-owned lands.
Livable Community Projects	2017-2018	Identified projects were incorporated in the Departmental Business Plans. In summary, the City has achieved substantial progress in the Downtown Action Plan, housing options, Cultural Roundtable, EnviroPlan update, tree regulations, Donald pathway extension, connecting active transportation routes to the Evergreen Line, traffic calming and Centennial Pool improvement. Deferred projects include the Official Community Plan comprehensive update, GHG targets review and Northside Centre plan.
Election	2017-2018	Complete

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

Attachment #1: Departmental Work Plan Updates

Engineering & Public Works

2018 4th Quarter Summary

Overall, the department is slightly behind where we anticipated being through Q4 of 2018. Staffing vacancies and challenges have impacted Engineering, Public Works, and Parks departments resulting in deferral of some of our planned activities to early 2019. Some departmental highlights for Q4 include the procurement of a Fleet Management System, completion of our sidewalk and pedestrian safety improvement projects and preparation of draft policy guidelines for asset management planning. Staff also made progress initiating the subdivision and servicing bylaw review, a significant package of work planned to initiate in 2019.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<ul style="list-style-type: none"> • Draft policy guidelines for asset management plan • Explore off leash dog areas and hours • Design and construct [2018] sidewalk projects • Design and construct [2018] pedestrian/safety improvement projects • Fleet Management System 	<ul style="list-style-type: none"> • Hired Civil Engineering Technologist (replacement). • Internal restructuring of traffic staff from Infrastructure Planning to Public Works. • Recruitment for Engineering Technologist – Projects position (replacement) 	<ul style="list-style-type: none"> • No cut policy (Q2 2019) • Inter-municipal road agreement (Q2 2019) • Report out on Solid Waste benchmarking data (Q4 2019) • Tree Policies and regulations (Q1 2019) • Implemented educational awareness marketing campaign for citizens' plants and trees (Q2 2019) • Update pesticide bylaw in accordance with Ministry of Environment Pest Management regulation changes (Q2 2019) • Draft asset management plans (Q4 2019) • Develop a 10-year capital plan (deferred until completion of Asset Mgt Plans) • Complete standard operating procedures for each activity (Q1 2019)

Of Interest

- CQ Bridge Functional Design – archaeological, environmental and geotechnical studies completed.
- Lougheed B-Line – 90% design and IFT drawings reviewed and approved.
- Pavement Cut Policy – research completed for draft report in Q1 2019.
- Subdivision Bylaw Update – research and review complete; staff teams and approach developed for start in Q1 2019.
- Inter-municipal road agreement – draft complete, anticipating completion Q2 2019. Coquitlam has requested the scope be amended to consider utilities as well. Staff are reviewing.

Development Services

2018 4th Quarter Summary

The high pace of development continued through to the end of the year, compounded by a number of developers submitting building permit applications before the new 2018 Building Code took effect on December 10th. The work of the Department as a whole continued to be hampered by an inability to fill the vacant position in Development Engineering but benefitted from extra resources in Planning.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<ul style="list-style-type: none">Completed wayfinding review (signage in Downtown)	<ul style="list-style-type: none">Amended lounge capacity for craft breweriesUpdated parking bylaw including amendments to support 3-bedroom unitsAmended Zoning Bylaw to implement Council's family friendly policy and update bonus density regulationsObtained 3rd Reading to Zoning Bylaw amendment to support mix of social housing, medical clinic and daycare at Flint & PrairieWorked to address safety concerns related to unauthorized commercial and assembly uses at 1300 Dominion AvenueExpanded scope of work related to Downtown Action PlanCompleted community consultation on cannabis policy and regulations and brought forward recommendations for Committee consideration	<ul style="list-style-type: none">Implement Class specification review, update CA language and housekeeping (Q4 2020)Update Subdivision Servicing Bylaw (deferred)

Of Interest

- Launched "BizHub" with integration of business licencing, building, planning and development engineering functions at the Annex

Fire and Emergency Services

2018 4th Quarter Summary

Much of the 4th quarter was spent analyzing budget considerations to ensure they are on track. Final touches to prepare the new Quint for use had operations staff busy, along with a full course load of training initiatives. The delivery of the EP Centre provided us with an opportunity to work with other departments in the completion of this highly anticipated project. As well rental of the Burn Building provided revenues which offset the costs for maintenance and repairs of the structure.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<ul style="list-style-type: none">• Updates made to Disaster Recovery Directory	<ul style="list-style-type: none">• 4 new recruits hired: Two to replace retired members and two new members to bring the department to a full complement.• Self-Contained Breathing Apparatus (SCBA) in service• RFP for exhaust removal system - Hall #2 has been completed. Hall #1 to be completed by end of (Q1 2019).• Delivery of Emergency Preparedness (EP) Training Centre• 107' Pearce Quint has been placed into operations	<ul style="list-style-type: none">• Firehall #1 Exhaust system completion delayed (Q1 2019).

Of Interest

The unilateral changes to the medical response codes made by the BCEHS in June 2018 have been under much scrutiny lately based on response concerns that have developed which have had an effect on patient care in the city. This is being addressed at many levels including Fire Chiefs, City Managers and at the Council level.

Recreation

2018 4th Quarter Summary

The Recreation Department management team continues to dedicate a significant amount of time to three main areas: 1) the new rec complex, 2) staff hiring and training and 3) improving customer service. In Q4, the department produced and supported a number of well attended celebrations in the City including the Christmas in Leigh Square and the Shaughnessy Pop-Up Park Holiday Events. Recreation, Arts and Culture fall programs were well attended, particularly the festive opportunities such as the sold out Wreath Workshops and participation in registered skating lessons as well as special Holiday Skates & Winter Break Camps hosted during the Christmas season. Children's Services continues to support growing demand for before and after school activities. The Facilities staff team was focused on completing one time capital projects. Admin staff successfully transitioned facility booking to an updated version of the Active Net software, resulting in more efficient use of staff time and improved customer service.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<ul style="list-style-type: none"> Public Art Program Guidelines – request for proposal and contract templates were developed for Public Art New Active Net facility booking module released Completed and implemented the Registered Program Calculator Costing Sheet (CIA recommendation #2) Delivered Customer Service training on facility orientations and completion of safety checklists 	<ul style="list-style-type: none"> Submitted the final FFE list for the new Community Centre to Tango Delivered final sessions of the Supervisory Training Program for the Recreation Dept. Hosted Leading the Way Volunteer Management Hybrid Conference Hosted the first Tennis Court Allocation meeting Revised and implemented Art Exhibition and Artist in Resident Programs Updated the Department template for contract services. 	<ul style="list-style-type: none"> Community Garden - Explore locations and partnership opportunities for the garden (Q1 2019) Festivals – Festival and Event Advisory Group will be created (Q1 2019) Implementing new key performance indicators (Q1 2019) Physical Literacy Initiative is in progress with actions to be implemented (Q1-2 2019) Summary of 2018 energy savings and cost reductions (Q2 2019)

Of Interest

- Hired a skilled business implementation specialist to boost business operation efficiencies, provide technical expertise and perform data collection and analysis for the Department
- Despite the construction of the new complex, skating program participation increased by 7%
- Wilson Membership sales doubled in November/December 2018 compared to the same time period in 2017.
- Neighbourhood Development staff supported the opening of the City's 8th Little Library, installed in Evergreen Park.
- By year end, 445 volunteers and 8,590 volunteer hours were coordinated through Volunteer Services
- Popular Arts & Culture programs included Arm Knitting Workshops, Musical Theatre classes, Ukelele classes, Art All Ways classes and the Songbirds Choir.
- At the end of December, the glulam beams were installed in the fitness and aquatic areas of the new Community Centre – a high light and significant milestone on the construction site.
- Youth Services staff and 14 volunteers from the Poco Youth Crew and Community Policing hosted the 9th Annual Youth Services Holiday Turkey dinner serving dinner to 200 individuals from the community

- The annual Halloween Howl had over 680 participants attended the event.
- Before and After School activities serviced over 550 visits (Beyond the Bell 329 children at 10 schools and Afterschool Active 227 children).

Human Resources

2018 4th Quarter Summary

The copper theft investigation resulting in the termination of 7 CUPE employees overshadowed much of the second half of 2018. Despite this very significant event, Q4 saw a return to some normalcy with a number of well attended and supported staff events and cooperation with CUPE to resolve other labour relations matters. All parties look forward to concluding the copper theft arbitrations scheduled for early summer 2019 and putting this very unfortunate chapter behind us.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<ul style="list-style-type: none"> Update CA language and housekeeping 		<ul style="list-style-type: none"> Implement new records management software in all departments (Q4 2021) Implement class specification review (Q4 2020) Research, and implement scheduling software jointly for Fire, Recreation, HR (suspended) Develop HR specific analytics, research broad municipal best practices (Q3 2019)

Of Interest

- HR delivered a number of staff engagement and appreciation events including, a Halloween costume contest, an exempt staff multiday team building workshop, an all staff leadership forum and a staff Christmas luncheon. Both unions and senior management combined to donate \$1000 in cash prizes for staff who attended the Christmas luncheon.
- HR led the “Week of Giving” campaign with staff raising over \$10,000 for the United Way and local charities.
- The second cohort of the BCIT associate certificate in leadership and the in-house supervisory skills program wrapped up and work began on filling the first cohort of BCIT Business Administration scheduled to start in September, 2019.
- The HR Director presented his Master’s paper on *Accessibility of Metro Vancouver Fire Personnel Following a Damaging Earthquake* at the EPBC Conference, to EMBC Senior staff and was asked to contribute to an international emergency preparedness publication.

Corporate Support

2018 4th Quarter Summary

The 4th Quarter was a very productive with the Election dominating the activities across Corporate Support. The Bylaw Enforcement division continues to work effectively with the Downtown BIA and the RCMP to keep the downtown vibes positive. Homelessness does continue to be a struggle for the division. The Community Centre was very busy for Information Services the main computer, wiring and communications systems being designed and specifications finalized.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<p>Bylaw:</p> <ul style="list-style-type: none"> Aggressive Dog Bylaw Off leash dog areas <p>Community Police:</p> <ul style="list-style-type: none"> Uniformed Officer Patrol Graffiti Prevention Bicycle patrols <p>Communications:</p> <ul style="list-style-type: none"> Inform public of major capital projects Engage public in Community Rec Complex planning Communication Support for Livable community projects Communication support for many City initiatives Implement Crisis Communications Plan <p>Corporate Office:</p> <ul style="list-style-type: none"> Records Software Implementation (stage 1) 2018 Election <p>Information Services:</p> <ul style="list-style-type: none"> Community Recreation Complex GIS Software Configuration 	<p>Bylaw:</p> <p>Community Police:</p> <ul style="list-style-type: none"> Coast Meridian CPO Mural <p>Communications:</p> <ul style="list-style-type: none"> Relocate to 2nd floor Launch of Biz Hub and rebrand of Annex space Public info re expanded craft liquor seating Launch new Committee structure <p>Corporate Office:</p> <ul style="list-style-type: none"> Relocation to 3rd floor New Committee Structure Merging Admin staff <p>Information Services:</p>	<p>Bylaw:</p> <ul style="list-style-type: none"> Homeless camp new regulations (2020 Q4) <p>Community Police:</p> <p>Communications:</p> <ul style="list-style-type: none"> Develop social media strategy (2019 Q2) One City App (2019 Q4) <p>Corporate Office:</p> <ul style="list-style-type: none"> FOI Policy (2020 Q4) Land Strategy (2020) Agenda Software (2019 Q3) <p>Information Services:</p> <ul style="list-style-type: none"> Key Performance Indicators and Dashboards (2020 Q4)

Of Interest

Finance

2018 4th Quarter Summary

Interim audit work for the 2018 financial statements was conducted in December, while preparation of the 2019 budget commenced. At the beginning of the quarter, there was the transition of acting positions to cover for the CAO leave of absence.

Completed in Q4 2018	New in Q4 2018	Q4 2018 Commitments not met
<ul style="list-style-type: none">Draft policy guidelines for asset management plan		<ul style="list-style-type: none">Revise Purchasing Policy (2019)Develop purchasing tools for departments (eg instruction/templates) is partially complete (ongoing)Agresso Timesheets (2019)Expand front counter service review and report in progress for consideration (Q1 2019)Draft asset management plans (Q4 2019)Fleet Management System (Q1 2019)Develop a 10-year capital plan (deferred until completion of Asset Mgt Plans)Agresso Inventory scanning system (deferred)

Of Interest

- Implemented electronic paystubs for most inside staff.