

WORKPLAN

This section highlights the planned major activities, above and beyond day-to-day operations, to be undertaken by the organization in the year.

COUNCIL PRIORITIES

In 2019, Council set three strategic priorities to focus discretionary resources in order to more quickly advance those objectives. Clarity around priorities and commitment to them allow staff and Council to focus on these items and screen out requests that might divert energy and resources from the “plan”. These three priorities are:

- Improving customer service
- Investing in our infrastructure
- Enhancing community safety

COUNCIL'S ACTION PLAN

In addition, Council adopted an Action Plan, which clearly sets out specific actions they wish to achieve from 2020-2022 (the remainder of the term). These items are categorized in to six key focus areas as follows:

- Managing City Finances and Assets Responsibly
- Planning for the Future
- Creating a Vibrant Downtown
- Focusing on Safety
- Improving Transportation and Mobility
- Enhancing our Environment

Each of the specific projects in these focus areas has been operationalized and will be brought forward to Council, as follows:

Managing City Finances and Assets Responsibly	Start	Finish	Dept. Lead
▪ Complete annual review of core service levels as part of operating budget	Q2 2020	Annually	EPW
▪ Create neighborhood road rehabilitation standards	Q1 2020	Q2 2020	EPW
▪ Complete asset management plans	Q2 2019	Q4 2020	EPW
▪ Develop 10-year capital and financial plans	Q3 2020	Q4 2020	EPW/Finance
▪ Update servicing regulations <ul style="list-style-type: none"> ○ Confirmation of design guidelines ○ Workshop on subdivision procedure and requirements ○ Revised Bylaw 	Q1 2020 Q2 2020 Q3 2020	Q1 2020 Q3 2020 Q4 2020	EPW
▪ Review development cost charges <ul style="list-style-type: none"> ○ Project launch ○ Review of growth projections and related infrastructure projects ○ Consideration of Bylaw 	Q3 2020 Q1 2021 Q3 2021	Q3 2020 Q1 2021 Q3 2021	EPW

<ul style="list-style-type: none"> Minister approval Adoption of the Bylaw 	Q4 2021 Q2 2022	Q1 2022 Q2 2022	
<ul style="list-style-type: none"> Land management <ul style="list-style-type: none"> Report to Council on current and future inventory, and ownership/management models Review existing inventory and centralize management Council workshop to determine areas or key parcels to monitor for future acquisition 	Q2 2020 Q2 2020	Q2 2020 Q2 2020	CAO
<ul style="list-style-type: none"> Evaluate management of cash, investments, debts, land and use of reserves <ul style="list-style-type: none"> Report to Committee on current practices and options Implementation plan for any changes to current practices 	Q3 2020 Q4 2020	Q3 2020 Q4 2020	Finance

Planning for the Future	Start	Finish	Dept. Lead
<ul style="list-style-type: none"> Complete the Port Coquitlam Community Centre <ul style="list-style-type: none"> Aquatic Area update (procurement, staffing, operational systems, marketing & promotion) RFP Leased spaces (sports/rehab clinic and lobby café) Phase 2 amenity update (procurement, staffing, operational systems, marketing & promotion) 	Q1 2020 Q3 2020 Q1 2021	Q2 2020 Q4 2020 Q4 2021	Recreation
<ul style="list-style-type: none"> Invest in parks, field, trail and playground improvements <ul style="list-style-type: none"> 2020 Capital Projects (Fortress & Settlers Park playground improvements) 2021 Capital Projects (Chelsea, Elks, Imperial, Pinemont & Wellington playground improvements) 	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW
<ul style="list-style-type: none"> Update the Official Community Plan <ul style="list-style-type: none"> Scoping Report will identify the focus areas to be updated, engagement and timelines. Engagement feedback and workshops – staff will present the results of engagement as it relates to specific topic areas in the OCP update and will conduct workshops with Council on potential policy direction. Official Community Plan Amendment Bylaws is the legislative process to incorporate changes into the OCP. This will include a public hearing and Bylaw readings. 	Q2 2020 Q3 2020 Q1 2021	Q2 2020 Q4 2021 Q4 2022	DS
<ul style="list-style-type: none"> Improve development application turnaround times <ul style="list-style-type: none"> Report of findings and recommendations on current application wait times, on customer service review, and status of the Province's review on streamlining development applications. 	Q4 2020	Q4 2020	DS

Creating a Vibrant Downtown	Start	Finish	Dept. Lead
<ul style="list-style-type: none"> Implement actions in the Downtown Concept Plan <ul style="list-style-type: none"> Evaluate and support land development applications as proposed by the Land and Development Facilitator 	Q1 2020	Q4 2022	CAO
<ul style="list-style-type: none"> Increase Enhance the delivery of arts and culture activities and festivals 			Recreation

<ul style="list-style-type: none"> ○ Council workshop regarding City's role in event delivery ○ Update on work being done in collaboration with the PoCo Events Society to create a three year event calendar and deliver a variety of community events and festivals 2020-2022 ○ Establish clear guidelines for the various City funding opportunities for community groups which includes application criteria and requirements for final reports 	Q1 2020 Q1 2020 Q1 2020	Q2 2020 Q2 2022 Q1 2020	
<ul style="list-style-type: none"> ▪ Construct supporting infrastructure (road, streetscape and pedestrian improvements) <ul style="list-style-type: none"> ○ Review Donald Street Pathway Extension design ○ Donald Street Pathway Extension Construction ○ Review McAllister Avenue Traffic Analysis ○ Review McAllister Avenue Conceptual Design ○ McAllister Avenue Construction ○ Review Veterans Park re-design ○ Veterans Park rehabilitation construction 	Q1 2020 Q2 2021 Q1 2020 Q1 2020 Q2 2021 Q2 2020 Q2 2021	Q1 2020 Q4 2021 Q1 2020 Q1 2020 Q4 2021 Q4 2020 Q4 2021	EPW

Focusing on Safety	Start	Finish	Dept. Lead
<ul style="list-style-type: none"> ▪ Address speeding and school zone safety <ul style="list-style-type: none"> ○ 2020 Capital Projects ○ 2021 Capital Projects 	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW
<ul style="list-style-type: none"> ▪ Invest in pedestrian and cycling safety <ul style="list-style-type: none"> ○ 2020 Capital Projects ○ 2021 Capital Projects 	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW
<ul style="list-style-type: none"> ▪ Review options for delivery of police services <ul style="list-style-type: none"> ○ Approve Scope of study ○ Council Workshop ○ Consider Draft Report ○ Approve Final Report 	Q1 2020 Q3 2020 Q4 2020 Q4 2020	Q1 2020 Q3 2020 Q4 2020 Q4 2020	CAO
<ul style="list-style-type: none"> ▪ Evaluate regulations and service levels for bylaw enforcement 	Q4 2019	Q2 2021	Corp Support

Improving Transportation and Mobility	Start	Finish	Dept. Lead
<ul style="list-style-type: none"> ▪ Invest in neighbourhood rehabilitation <ul style="list-style-type: none"> ○ 2020 Capital Projects ○ 2021 Capital Projects 	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW
<ul style="list-style-type: none"> ▪ Advocate and plan for SkyTrain <ul style="list-style-type: none"> ○ Approve scope of RFP ○ Council workshop ○ Consider Draft Report ○ Approve Final Report 	Q1 2020 Q2 2020 Q3 2020 Q4 2020	Q1 2020 Q2 2020 Q3 2020 Q4 2020	DS

▪ Support railway separation projects on Kingsway/Westwood and Pitt River Road	Q1 2020	Ongoing	EPW
▪ Update the Master Transportation Plan			
○ Council workshop	Q2 2020	Q2 2020	
○ Consider Draft Report	Q4 2020	Q4 2020	
○ Approve Final Report	Q2 2021	Q2 2021	

Enhancing our Environment	Start	Finish	Dept. Lead
▪ Create a climate change mitigation/adaptation plan			EPW
○ Approve scope of RFP	Q3 2020	Q4 2020	
○ Council workshop	Q1 2021	Q1 2021	
○ Consider Draft Report	Q3 2021	Q3 2021	
○ Approve Final Report	Q4 2021	Q4 2021	
▪ Develop a forest management plan and tree canopy target and strategy			EPW
○ Council workshop	Q1 2021	Q1 2021	
○ Consider Draft Report	Q3 2021	Q3 2021	
○ Approve Final Report	Q4 2021	Q4 2021	
▪ Assess and improve watercourse health			EPW
○ Council workshop	Q1 2021	Q1 2021	
○ Consider Draft Report	Q3 2021	Q3 2021	
○ Approve Final Report	Q4 2021	Q4 2021	
▪ Update greenhouse gas targets; reduce emissions			DS & EPW
○ Council workshop	Q2 2020	Q3 2020	
○ Consider Draft Report	Q4 2020	Q4 2020	
○ OCP Update	Q1 2021	Q1 2021	