
To: Mayor and Council
From: Paul Gipps, CAO

Meeting Date: April 15, 2025
Meeting Type: Strategy Session

Prepared by: Brian Zurek, Manager of Long Range Planning
Department: Planning and Development

Title: Official Community Plan Update Process and Workplan: 2025-2026 (Session 2)
Description: Draft Terms of Reference and Engagement Plan

STRATEGY SESSION OBJECTIVE

Receive feedback from Council on the draft Terms of Reference and draft Engagement Plan for the Official Community Plan update program.

EXECUTIVE SUMMARY

The District has begun the process to review and update the Official Community Plan (OCP). The project is in its first phase, Background and Visioning.

The purpose of this report and strategy session is to provide Council with an opportunity to review two key process documents: the draft Terms of Reference (TOR) for the OCP review and update (Attachment A), and the draft Engagement Plan (Attachment B).

The report includes additional general project updates on the process for Council's information.

BACKGROUND

At Council's strategy session on March 4, 2025, staff introduced the workplan (Attachment C) for the OCP review and update. Background work on the project has begun and the updated OCP is anticipated to be ready for Council's consideration of formal adoption in July 2026.

As noted in the previous strategy session, Council will act as the Steering Committee for the OCP review and update. Council will be provided with regular process updates and results at key milestones, and opportunities to provide feedback and direction on the OCP update and review.

Council provided feedback to staff on the draft workplan, including the guiding principles for the OCP review and update, and the measures of success. This report and associated strategy session is an opportunity for Council to review the new and updated information.

DISCUSSION/ANALYSIS

Terms of Reference

Staff have developed a terms of reference (TOR) for the proposed OCP review and update (Attachment A). The draft TOR is based on the information presented to Council in the strategy session on March 4th, and on feedback received from Council during the associated discussion. The TOR outlines the:

- purpose, goals and objectives of the review,
- guiding principles,
- project background,
- overall process and timeline,

- public engagement plan, and
- administrative information and resources.

The TOR provides a general overview of the OCP review and update process, and would be used to guide the District's future project work.

Guiding Principles

Based on Council feedback from March 4th, the guiding principles have been updated to highlight community engagement and strategic policy development. The updated principles are included below:

- Generate strong community engagement in the OCP review process.
- Develop a clear and coordinated vision to guide community development in the District over the next 25 years.
- Build on successful policies in the existing OCP and other strategic documents.
- Update, modify, or remove policies inconsistent with the community vision, where appropriate.
- Incorporate themes of Council's 2025 Strategic Plan and other District priorities.

The TOR and the guiding principles both highlight the intention to develop a strong public engagement plan that generates community interest, encourages participation, and supports the development of a document that the public can support and understand.

Engagement Plan

The District has developed an engagement plan for the OCP review and update (Attachment B). The draft engagement plan includes the following purpose statement:

An engagement plan provides a structured approach to involving the community and stakeholders in meaningful and effective ways. It outlines how, when, and why engagement will occur, ensuring that the process is transparent, inclusive, and aligned with project goals.

As noted during Council's discussion of the OCP workplan on March 4th, engagement and communication will be key to developing a planning document that is informed by strong public participation and developed to be clear and meaningful.

The engagement plan was drafted with support from a planning consultant. The draft plan follows the structure of the workplan for the OCP review and update. The engagement plan includes the following information:

- goals, objectives, and indicators of success,
- project timeline,
- summary and detailed engagement activities,
- identified stakeholders,
- key issues, risks, and mitigation strategies, and
- plan for communications.

The public engagement plan will drive the development of each phase of the workplan to review and update the OCP, and to meet the overall goals and objectives of the project.

Measuring Project Success

In addition to overall project guidance included in the TOR, the engagement plan includes goals, objectives, and potential indicators to evaluate the success of the program. The project team will monitor the results of public engagement throughout the process. Each future phase of the project will be informed by the cumulative results

from completed phases of engagement with the goal of continuous improvement. Council will be provided with summaries of engagement activities throughout the OCP review and update.

General Process Updates

Staff are completing background work to prepare for future OCP development phases and engagement activities. The following summary provides additional information:

OCP REVIEW AND UPATE PHASE 1: BACKGROUND AND VISIONING		
Topic	Description	Council Engagement / Update
Project Management: Internal Project Team	Staff have developed an inter-departmental team to meet throughout the OCP review and update process to guide the work of the project team.	Updates ongoing
Project Management: Planning Consultant (General and Engagement Support)	Staff are working with consultant team to coordinate upcoming project and engagement activities. Work will continue as part of Phase 1, Background and Visioning.	Updates ongoing
Background Research: Land Inventory and Capacity Analysis	Staff are working with consultants to develop a land inventory and capacity analysis to inform future land use planning exercises. Draft report expected June 2025.	Report to Council June – July 2025
Public Engagement: Project Branding	Staff will develop project name and image to be used on OCP review and update materials.	Report to Council June – July 2025
Public Engagement: Project Kickoff and Visioning	Staff are working with consultant team to develop first phase of public engagement. Activities scheduled to occur June – September 2025.	Report to Council June – July 2025
Public Engagement: Phase 1 Engagement Summary	Staff will develop summary of community Visioning.	Report to Council Oct. – Nov. 2025

Respectfully Submitted,
Brian Zurek, Manager of Long Range Planning

Report Approval Details

Document Title:	OCP Update 2025-2026 - Terms of Reference and Engagement Plan - Session 2.docx
Attachments:	- ATTACHMENT A - Terms of Reference.pdf - ATTACHMENT B - Engagement Plan .pdf - ATTACHMENT C - Lake Country 2025 Workplan.pdf
Final Approval Date:	Apr 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Jeremy Frick, Director of Development Approvals - Apr 10, 2025 - 10:17 AM

Reyna Seabrook, Director of Corporate Services - Apr 10, 2025 - 11:33 AM

Paul Gipps, Chief Administrative Officer - Apr 10, 2025 - 1:58 PM

Makayla Ablitt, Legislative & FOI Coordinator - Apr 10, 2025 - 2:19 PM