



City Manager's Office

MEMORANDUM

DATE: 6/14/23

TO: Mayor and City Council

THROUGH: Doug Thornley, City Manager Approved Electronically

FROM: Nathan Ullyot, Director of Parks and Recreation
Karina Mercier, Management Analyst

SUBJECT: An update on the anticipated timeline for the Parks, Recreation and Open Space (PROS) Master Plan.

On June 7, 2023 the City Council approved an amendment to the Parks and Recreation department's agreement for consulting services with Stantec Consulting for the completion of the Parks, Recreation and Open Space (PROS) Master Plan. This memo is intended to provide an overview of the next steps in the master plan development process and the path forward to the adoption of the PROS plan.

The Parks department will be working with the Stantec team to launch a Social Pinpoint webpage to gather public input focused on prioritizing the implementation plan that will accompany the final version of the PROS plan. Social Pinpoint is a customized digital engagement platform that will serve as a dedicated engagement space and allow community members to access a draft of the PROS plan, provide feedback on the plan, and rate the priorities from the identified needs within the plan. It's important to note this feedback is not designed to steer or change the identified needs, but rather prioritize the implementation of the needs that were identified from the initial public feedback received at the beginning of this process. The Social Pinpoint webpage will be available for a period of 30 days during the month of July.

Concurrently with the public engagement effort, staff will work to schedule individual meetings with Council Members. These 30-minute meetings are optional and intended to provide each member the opportunity to confirm that their priorities brought forward in initial meetings were addressed in the draft or will be addressed in the final document. There will also be a general review of the entire plan highlighting community priorities and needs. Staff would like to begin scheduling the 1on1 meetings as soon as possible for the month of July.

After the conclusion of the public input period and the 1 on 1 meetings with the council, the Social Pinpoint and the council responses will be analyzed, compiled, and presented to the City Council at a Special Council Workshop. This workshop will be one to two hours in duration and would occur in early to mid-august. At this time, Council would review the feedback from the public and recommend priorities for the identified implementation strategies in the plan. The Council feedback and recommendations received at this workshop will inform the final draft of the plan.

The final draft of the PROS plan would then go to the Recreation and Parks Commission (RPC) for review in September. If a recommendation by the RPC is given, the PROS plan would be brought to the City Council for final adoption.