

Memorandum

Date: October 22, 2024
Submitted by: City Manager
Subject: Industry Representative and City of Port Moody Staff Meetings

On September 10, 2024, at a Regular Meeting of Council, the following resolution was passed:

RC24/190

THAT staff report back with a list of meetings between staff and industry representatives and/or lobby organizations within the last 24 months including:

- details on these meetings such as membership, purpose, specific topics of discussion; and
- a list of any Port Moody policies or bylaws that have been reviewed at any of these meetings and if any changes to policy have been made resulting from these meetings.

A joint City/Urban Development Institute (UDI) staff liaison committee was established in fall 2023, with quarterly or as-needed meetings beginning in 2024. Membership consists of City staff predominantly from the Community Development and Engineering Departments, but other staff attend depending on the agenda topics. UDI membership is coordinated through UDI staff and is representative of their members that work or have an interest in Port Moody.

As in other cities where similar staff-to-staff committees exist, the liaison committee's purpose is to share updates and facilitate input on policy matters from a diverse range of senior builders and industry professionals. This structure allows City staff to gather informal insights from the development industry regarding issues that may affect City policy and planning processes, share updates from the City, and hear regional updates and market trends that may impact the City.

As this liaison committee is one that involves only City staff, information about meetings and agendas is not posted on the City's website. Since last fall, two liaison committee meetings have been held, in February 2024 and August 2024. The February 2024 agenda included: market update, consideration of a district energy system in Moody Centre, update on transportation assessments for new developments, discussion on provincial housing legislation, and updates to City policies such as the Family Friendly Units Policy. The August 2024 agenda was specific to the City's draft policy around the Zero Carbon Energy Step Code and sought input from liaison committee members as part of stakeholder engagement on this issue, before staff brought forward a policy for Council review and approval.

Staff meet and engage with a variety of stakeholders on a range of City issues, needs, programs and policies. This occurs in the normal course of work that staff perform as part of City business, as well as through more formal engagement processes which follow engagement plans approved by Council, and includes businesses, not-for-profits, residents, user groups, associations and others. There is value in engagement through associations, given that many

members in a given sector come together through an association and can offer joint insights to the City in an efficient manner. Beyond professional associations in which staff hold memberships, the City also carries membership in associations through payment of annual dues and this includes the Tri-Cities Chamber of Commerce, UDI, and the Local Government Management Association (LGMA). Annual dues bring several benefits including access to professional development opportunities for staff, training, networking events, conferences, and research and resources.

In terms of Port Moody policies or bylaws that have been reviewed at the liaison committee meetings, those reviewed to date have been noted above. City staff share updates on policies that have been updated by Council and present draft policies in order to seek input and address questions. All stakeholder input is considered by staff in the formulation of what comes before Council, and all policies and bylaws come forward to Council for consideration and final approval.

The recommended resolution is:

THAT the memo dated October 22, 2024, from the City Manager regarding Industry Representative and City of Port Moody Staff Meetings be received for information.

Report Approval Details

Document Title:	Industry Representative and City of Port Moody Staff Meetings.docx
Attachments:	
Final Approval Date:	Oct 16, 2024

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

Stephanie Lam, City Clerk and Manager of Legislative Services - Oct 16, 2024

Anna Mathewson, City Manager - Oct 16, 2024