

Memorandum

Date: January 9, 2024
Submitted by: Community Development Department – Policy Planning Division
Subject: Updated Engagement Approach for the Draft Official Community Plan

At the December 5, 2023, Regular Council meeting, the following resolution was passed regarding engagement on the draft Port Moody 2050 Official Community Plan (OCP):

RC23/295-297

AND THAT staff be directed to proceed with the proposed next steps including the proposed community engagement approach for the OCP update process as attached to (Attachment 3) and recommended in the report dated December 5, 2023, from the Community Development Department – Policy Planning Division regarding Draft Official Community Plan – Port Moody 2050, with the addition of staff best recommendations to include the formation of a citizen-based vision advisory team, and with the addition of a Council townhall meeting, for the OCP engagements with diverse representation of age, interests, backgrounds and neighbourhoods including youth to help shape engagement with the goal of capturing interests and values and commonalities and helping express feelings, attachments, fears, and hopes.

In response, staff propose the following approach:

1. In person Townhall Meetings
 - Two staff/consultant-facilitated townhall meetings, with a format that includes a presentation in Inlet Theatre, individual or small group discussion in the Galleria and then concluding comments at the end.
 - Focus on key topics and proposed changes in the draft OCP.
 - Town Hall 1 - Council Committees and Citizen Advisory Group (CAG) Townhall – invitation to all Council committees and CAG members.
 - Town Hall 2 - City-wide Townhall – open invitation to all interested residents, businesses, and landowners.
2. Virtual Town Hall Meeting
 - One city-wide virtual townhall meeting.
 - Adapted format that will include both a presentation and discussion.
 - The same content as the in-person townhalls (key topics and proposed changes).
3. Youth Engagement Sessions
 - Two targeted engagement sessions with middle and high school students.
 - On location at 2 schools.
 - Presentation component followed by class drop-in opportunities for facilitated small group discussions.
 - Content will focus on high level visions for Port Moody's future.

4. On-line survey
 - Available on Engage Port Moody.
 - Questions will address visions, policies, and land use.

The creation of the draft Port Moody 2050, Official Community Plan has been a multi-year process that has included multiple points of engagement. Past engagement has included opportunities for open ended discussion, ideation, prioritisation and sharing of preferences. Now that a draft OCP has been prepared, engagement techniques are seeking feedback on the document. An overview of the engagement spectrum is included as Attachment 1 for reference.

Budget Implications:

Engagement Approach	Components	Estimated Costs	Outstanding Amount*	Budget Request
Approach proposed in Dec. 5, 2023 report	<ul style="list-style-type: none"> • 1 in-person open house • 1 virtual open house • on-line survey 	Preparation: \$20,800** Facilitation: \$6,700 - \$11,200 Summary: \$9,500 Total: \$37,000 - \$41,500	\$12,000 - \$16,500	None – base amount was to be funded through operational resources
Updated approach proposed in this memo	<ul style="list-style-type: none"> • 1 committee townhall • 1 city-wide townhall • on-line survey • 2 youth engagement sessions (in-school) 	Preparation: \$31,500*** Facilitation: \$16,500 - \$32,200 Summary: \$11,500 Total: \$59,500 - \$75,200	\$34,500 - \$50,200	up to \$50,000
* in excess of the \$25,000 remaining in OCP budget ** did not include preparation of survey *** includes survey preparation and youth engagement preparation				

Timing Implications:

Given the proposed expanded scope of engagement for the draft OCP, the resulting timeline is expected to be:

- In-person and virtual townhall meetings – March/April 2024
- Youth engagement – Spring Semester
- Survey – March/April 2024

Reporting back to Council with an engagement summary and proposed related draft OCP updates is expected in late May/June 2024. The recommended resolutions are:

THAT the updated engagement approach be approved as recommended in the memo dated January 9, 2024, from the Community Development Department – Policy Planning Division regarding Updated Engagement Approach for the Draft Official Community Plan;

AND THAT the outstanding funds to execute the updated engagement approach up to \$50,000 be approved from the New Initiatives Reserve.

Attachment:

1. International Association for Public Participation (IAP2) Spectrum and OCP Public Engagement.

Report Approval Details

Document Title:	Updated Engagement Approach for the Draft Official Community Plan.docx
Attachments:	- Attachment 1 - International Association for Public Participation (IAP2) Spectrum and OCP Public Engagement.pdf
Final Approval Date:	Dec 21, 2023

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

Joji Kumagai, Manager of Economic Development, for Kate Zanon, General Manager of Community Development - Dec 18, 2023

Tracey Takahashi, Deputy Corporate Officer, for Stephanie Lam, City Clerk and Manager of Legislative Services - Dec 18, 2023

Lindsay Todd, Manager of Communications and Engagement - Dec 18, 2023

Paul Rockwood, General Manager of Finance and Technology - Dec 19, 2023

Tim Savoie, City Manager - Dec 21, 2023