

# Considered at the January 9, 2024, Regular Council Meeting

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## Memorandum

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

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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.

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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"> <li>• 1 in-person open house</li> <li>• 1 virtual open house</li> <li>• on-line survey</li> </ul>	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"> <li>• 1 committee townhall</li> <li>• 1 city-wide townhall</li> <li>• on-line survey</li> <li>• 2 youth engagement sessions (in-school)</li> </ul>	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.

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## 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

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International Association of Public Participation (IAP2) Spectrum

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Attachment 1

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice & recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

INFORM  
 CONSULT  
 INVOLVE  
 COLLABORATE  
 EMPOWER

## PORT MOODY 2050: Public engagement opportunities and level of impact along IAP2 Spectrum

- ○ ○ ○ ○ **October 2020:** Project launch and education/questions.
- ○ ● ○ ○ **November/December 2020:** Virtual visioning workshops with partner groups.
- ○ ● ○ ○ **January/February 2021:** Community survey #1 on community vision and goals.
- ○ ● ○ ○ **May/June 2021:** Community survey #2 feedback on key themes identified by the public and City Council and identify public concerns and aspirations for developing land use scenarios.
- ● ○ ○ ○ **June/July 2022:** Community survey #3 feedback on land use scenarios.
- ● ● ○ ○ **Feb 2023:** Neighbourhood OCP community dialogue sessions/workshop for information sharing and discussion.
- ● ○ ○ ○ *(Proposed)* **Mar/April 2024:** Information sharing and feedback on draft OCP.
- ○ ○ ○ ○ **date TBD:** Publish final Port Moody 2050 OCP.