



Official Community Plan (OCP) Advisory Committee
Wednesday, November 25, 2020 at 10:00 a.m.
Electronic Meeting via Microsoft Teams

AGENDA

ITEM

1. Call to Order

2. Ministerial Order M192

THAT the Committee is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chambers does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and

THAT the Committee is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comment, and the provision of opportunity to participate as a pre-registered participant in the electronic meeting.

3. Approval of the Agenda

4. Adoption of Minutes

- October 22, 2020 OCP Advisory Committee

5. Presentation from DIALOG:

- “What we heard” report, summarizing first round of engagement

6. Emerging Vision and Goals

- Workshop for OCP-AC members

7. Q & A with staff

8. Adjournment

Public participation:

If you have a webcam and microphone, you can register to participate via a Microsoft Teams Meeting with a valid email address. Once registered, an invitation to participate will be sent to your email. To register to participate electronically, email corp@sooke.ca or phone 250-642-1634. The deadline to register to speak live is **Tuesday, November 24, 2020 at 4:00 pm.**



**Official Community Plan (OCP) Advisory Committee
Thursday, October 22, 2020 at 10:00 a.m.
Electronic Meeting via Microsoft Teams**

MINUTES

Committee Members Present:

Norman Amirault
Terry Cristall
Ellen Lewers
Linda MacMillan
Siomonn Pulla
Helen Ritts
Councillor Al Beddows

Staff:

Matthew Pawlow, Director of Planning
Katherine Lesyshen, Senior Planner
Sarah Temple, Corporate Services Assistant

Absent:

Steve Grundy

ITEM

1. Call to Order

Councillor Beddows called the meeting to order at 10:03 a.m.

2. Ministerial Order M192

MOVED BY: Terry Cristall

THAT the Committee is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chambers does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and

THAT the Committee is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comment, and the provision of opportunity to participate as a pre-registered participant in the electronic meeting.

CARRIED UNANIMOUSLY

3. Approval of the Agenda

MOVED BY: Terry Cristall

THAT the agenda of the October 22, 2020 meeting of the OCP Advisory Committee be approved as circulated.

CARRIED UNANIMOUSLY

4. Adoption of Minutes

MOVED BY: Ellen Lewers

THAT the minutes of the September 30, 2020 meeting of the OCP Advisory Committee be adopted as amended.

CARRIED UNANIMOUSLY

5. OCP-AC role in Phase 2 and beyond

- Overview of Phase 2
- Review draft stakeholder list

The Director of Planning and Senior Planner gave an overview of Phase 2 of the Official Community Plan project (October 1, 2020 – February 28, 2021) as follows:

- Print version of the online survey (also known as the “virtual ideas fair”) have been distributed by the Sooke News Mirror.
- A press release has been issued, directing residents to the OCP webpage at www.sooke.ca
- Various social media-friendly designs are available to committee members to share via their platforms.
- Targeted surveys are underway with the Edward Milne Community School (High School) and the Sooke Region Community Health Network.
- “Sounding boards” are planned for 5 or 6 locations throughout the community, in conjunction with the Chamber of Commerce.

Committee discussion:

- Possibility of in-person engagement with members of the public at various locations, including the community hall, grocery stores, and retail parking lots.
- Caution regarding survey fatigue – people may be less willing to complete surveys if asked to take part in multiple engagement phases using similar virtual tools.
- Committee member received feedback from public that the survey had an “urban” feel.

Targeted stakeholder engagement:

The Senior Planner provided an overview of draft stakeholder lists and plans for targeted stakeholder engagement, as follows:

- Meetings are planned for the week of November 10 with stakeholder groups. One meeting is planned for daytime hours, and one for evening.
- OCP Committee members are encouraged to take part in meetings. Staff will send out invites to committee.

Committee discussion:

- Additional groups to consider:
 - Economic Development Working Group
 - Commercial real estate owners (in addition to business owners/operators)
 - Builders/developers
 - Other District of Sooke committees

6. Brainstorm – ideas for the committee to get the community involved and raise project awareness

Discussion:

- Staff will develop communication to raise the profile of committee members so that public is aware they can speak with committee members to share ideas/concerns. Committee to review before it is sent out.
- Desire to build community trust and demonstrate that public representatives are serving on OCP Committee.
- Include brief description of what the OCP Committee has been working on to date.
- Value of informal ideas gathering through personal connections and candid discussion.
- Ideas for video that includes committee members. Perhaps at different locations throughout the community.
- Health and safety considerations of holding in-person events.
- OCP process is planned to last 18-months. Face to face engagement may be more suitable at a later date when COVID numbers are lower.
- Potential for public backlash if OCP project is seen as disregarding public health. Concern for safety of committee members.
- Social media promotion of survey. Staff to send platform-specific messaging.
- Padlet - could be used as a digital whiteboard to generate conversations and collect thoughts.
- Clarification that initial survey is a broad discussion of what people cherish and where there is room for improvements. Second round of surveys in February will have more granular questioning.
- Intent is to start with open-ended public visioning to pull out all ideas. The committee will review themes from this engagement and consultants will then further define. Re-confirmation of project direction will occur at this point, followed by additional engagement on specific growth scenarios.

7. Q&A

Committee discussion:

- OCP process appears very “District-driven” and should be communicated as a community/public plan that reflects what residents want.
- Committee desire to be more engaged in the process.
- Following stakeholder meetings, which will include OCP Committee members, an OCP Committee meeting will be held in last week of November for committee to review themes. Another meeting planned for December to develop growth scenarios based on feedback.
- Committee’s largest active role is in providing feedback on the work as it moves along.
- Committee to share additional ideas with staff regarding involvement and ways to solicit public feedback.

- Meeting dates to be shared as soon as possible.
- Staff to send draft of committee member profiles to committee for review before putting in the newspaper.
- Print version of survey, as well as short information sheet to be sent to committee members.

Public Input:

There were no comments or questions from members of the public.

8. Adjournment

MOVED BY: Terry Cristall

THAT the October 22, 2020 Official Community Plan Advisory Committee meeting be adjourned at 11:31 p.m.

CARRIED UNANIMOUSLY

Chair

Recorder