

**Minutes of an Official Community Plan Advisory Committee held virtually, on Wednesday, August 18, 2021 at 1:00 p.m.**

**Attending:**

- Chair:** Norman Carruthers: Economic Development
- Deputy Chair:** Betty Donaldson: Seniors and Older Adult
- Members:** Tanis Gower: Environmental Stewardship  
Erin Nowak: Environmental Stewardship  
Lindsay McGinn: Health and Social Services including Housing  
Sheena Campbell: Health and Social Services including Housing  
Sheila McDonnell: Health and Social Services including Housing  
Dianne Hawkins: Business Community  
Tom Dishelvoy: Development Community

- Regrets:** Bob Wells, Mayor  
Garry Renkema: Development Community  
Annelies Henckel: Youth and Young Adult  
Charlotte Kimmins: Youth and Young Adult  
Don Ferguson: Arts and Culture

- Staff:** Nancy Gothard, Policy Planner  
Ian Buck, Director of Development Services

**CALL TO ORDER AND WELCOMING REMARKS**

**1.0 ADOPTION OF MINUTES**

**1.1 Adopt May 13, 2021 OCP Advisory Committee meeting minutes**

Moved by Donaldson and seconded by Hawkins that the Committee adopt the May 13, 2021 OCP Advisory Committee meeting minutes.

**Carried**

**2.00 INTRODUCTION OF LATE ITEMS**

The Chair acknowledged Derek Costantino’s resignation to the committee and thanked him for his service.

**3.00 STAFF REPORTS/PRESENTATIONS**

<p><b>.01</b> PRESENTATION – OCP PROJECT STATUS - NANCY GOTHARD, POLICY PLANNER, CITY OF COURTENAY 8000-01</p>	<p>The presentation provided an overview of project status, policy framework and amended project timeline facilitated by Nancy Gothard, Policy Planner, City of Courtenay.</p>
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NORM CARRUTHERS	Invitation of questions and discussions
BETTY DONALDSON	➤ Reported hearing general community support for the plan, but a common concern is that the population projections are too low. How do we address that?
NANCY GOTHARD	➤ Staff are alive to this issue. The implementation section of the plan includes direction to monitor the growth and development of Courtenay to know when to update the next plan. We can update the plan sooner than 10 years.
LINDSAY MCGINN	➤ Would like to understand how different groups will be invited to engage in this document. Will there be self-guided resources to assist with accessing the document?
NANCY GOTHARD	➤ There was a self-guided resource earlier in the ‘generative’ engagement stage of the process to allow for full creativity for people to shape the document. Now, we have proposals and we need feedback on specific proposals. We intend to have online the opportunity for people to learn a little about a proposal, and then click further to learn more if they are interested.
BETTY DONALDSON (HAD TO STEP IN AS CHAIR WHILE NORM WAS TEMPORARILY AWAY FROM ZOOM)	We have 8 members today. We need to hear from the other members not here. We really need to hear from all members on the committee.
TOM DISHLEVOY	<ul style="list-style-type: none"> <li>➤ Feels we’re making really good progress on this huge endeavor. I support everything in this document as a visionary direction for Courtenay.</li> <li>➤ I’ve been critical of the size of the document, and I’m concerned that people will not read such a long document.</li> <li>➤ Are there any plans to read the full document to Mayor and Council and the public? Could we create an event, series of events, around this?</li> <li>➤ I understand why costing is challenging to include in a visionary plan, however I think it’s important to include how this will affect tax rates, and costs of development. Development costs in every community are putting undue burden on applications. I’m concerned that without the costing piece, we’ll lose the visionary direction.</li> </ul>
SHEILA MCDONNELL (AT THIS POINT, NORM RETURNED AS CHAIR)	<ul style="list-style-type: none"> <li>➤ I’m excited looking at the draft document, summary material. The language is very explicit on core directions that need to be communicated. I’m less concerned if everyone can read the document, so long as the core language is conveyed.</li> <li>➤ The document is bold, courageous, signals a change in our community.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Could the OCP be an audio reading as another way for people to access it? YouTube formats?</li> <li>➤ I have a fair bit of experience with other OCPs – I know that there are multiple uses to the OCP. I think everyone should consult it, but the reality is that not everyone does. One critical audience is City staff as it’s an enabling document for the day to day permitting that staff administer. The OCP sets the stage for that.</li> <li>➤ We can work on messaging of “yes, our community is going to change, and it’s going to change for the better”.</li> <li>➤ On topic of costing, I am happy to see the language around ‘full-cost accounting’. This is preventive spending. There could be increases in taxes, but they will offset costs in other areas of society – e.g. fire fighting, health, insurance. Not taking action on climate action is costing us. This plan is not about keeping costs low, keeping taxes low, deferring decisions to another time. This plan addresses these challenges head on. It’s an educational document.</li> </ul>
ERIN NOWAK	<ul style="list-style-type: none"> <li>➤ The document is long, and a bit overwhelming at first glance. However, the detail in there needs to be in there for implementation action.</li> <li>➤ I’m focused in the Nature section as that’s what I represent, I think it’s ok that I’m focusing on only certain sections – it’s normal that people will cherry pick based on their interests.</li> <li>➤ Could we do lunch n’ learns with environmental committees, schools, to spread the word of the OCP?</li> </ul>
SHEENA CAMPBELL	<ul style="list-style-type: none"> <li>➤ I agree with Erin. Overall I’m pleased with the OCP.</li> <li>➤ There are different ways to translate knowledge. This is a challenging document to share widely, but I think we can share. Recommend illustrations and use of illustrators.</li> <li>➤ I like the idea of allowing people in the engagement process to learn a little bit online, and then click to learn more.</li> <li>➤ For me, the OCP is an educational document. I am aware I have not been using it enough in my practice, but I will use it. The language and focus is improved from past versions. Still needs improvement, but is in right direction.</li> <li>➤ Full cost accounting is very important, I agree with Sheila. There is a cost to being aspirational, and that’s ok. There is a cost to not being aspirational, and that’s not ok.</li> <li>➤ Whether politicians are actually reading it, I am less concerned with that. The document is an accountability document.</li> <li>➤ The document appeals to different specific audiences. We need to find ways to reach specific audiences.</li> <li>➤ Helpful to see how the OCP and RGS align with the imagery in the document. More similar imagery would be helpful of how different master plans, initiatives, etc. connect.</li> </ul>
TANIS GOWER	<ul style="list-style-type: none"> <li>➤ I’m interested in learning more about the GHG projections and targets. Is it still an overarching direction to the work or is it embedded throughout? How is it presented?</li> <li>➤ I like the implementation icons to help people understand implementation opportunities.</li> </ul>

NANCY GOTHARD	<ul style="list-style-type: none"> <li>➤ Climate action is embedded in all the chapters that have carbon footprints, or that have adaptation strategies.</li> <li>➤ There is still information in the beginning of the document of the source of GHGs and the most strategic actions.</li> </ul>
DIANNE HAWKINS	<ul style="list-style-type: none"> <li>➤ I'm grateful for this work. But I'm concerned about root causes of challenges like homelessness. We can have all these wonderful ideas, but these ideas won't come to fruition if we can't address those root challenges.</li> <li>➤ I hope that as other communities in the region update their OCPs, that we will achieve synergy in our approaches. We flow back and forth between communities, collaboration across jurisdictions needs to reflect that.</li> <li>➤ Sometimes we need to pool our efforts to access larger opportunities – e.g. funding.</li> <li>➤ I believe there are a number of policy wonks who will be eager to look at this. From a Chamber perspective, we can share this with our networks who are eager to access this kind of work.</li> </ul>
NORM CARRUTHERS	<ul style="list-style-type: none"> <li>➤ Let's turn our minds now to how we as a committee will create our final report.</li> <li>➤ I am hearing that we are pleased with the quality of the document, and we are aware that the achievement of these goals will be daunting.</li> <li>➤ I would like to see in our final report an emphasis on the positives of the document, and what will be daunting to achieve.</li> <li>➤ I'd like to know if people are ready to hold small working group advisory committee sessions soon or wait a few more weeks?</li> </ul>
SHEENA CAMPBELL	<ul style="list-style-type: none"> <li>➤ What is the purpose of the final report from the advisory committee?</li> </ul>
NORM CARRUTHERS	<ul style="list-style-type: none"> <li>➤ Reviewed the Terms of Reference: Our role is to provide feedback and expertise, identify contacts, spread word of engagement opportunities, provide a final report on adequacy of process to develop plan and content of the plan, and ultimately report to Council on whether we have achieved our mandate.</li> </ul>
TOM DISHLEVOY	<ul style="list-style-type: none"> <li>➤ I'm happy to say that I think this is an amazing document, has an amazing quantity and quality of really good visionary ideas. This report should praise that, but recognize how daunting the implementation will be for the Councils of the day for years to come.</li> </ul>
ERIN NOWAK	<ul style="list-style-type: none"> <li>➤ I'd like to ensure that we have time later in the advisory committee process to review the document another time during or after the public engagement.</li> </ul>
BETTY DONALDSON	<ul style="list-style-type: none"> <li>➤ Could we have one of the advisory committee working group meetings be online? We had envisioned in person, but online may allow for more participation.</li> </ul>

NANCY GOTHARD	<ul style="list-style-type: none"> <li>➤ Please keep your minds open to new ideas through the consultation.</li> <li>➤ The advisory committee meetings you're referring to in this discussion right now are small non-quorum size 'study-session' meetings that are not formal meetings in which agendas are put forward or business advanced.</li> <li>➤ There will be a formal advisory committee meeting at the end of the public engagement process.</li> <li>➤ Reminder to maintain good records of deliberations of the committee for the public record.</li> </ul>
IAN BUCK	<ul style="list-style-type: none"> <li>➤ We envisioned this group would represent technical expertise on particular community dimensions.</li> <li>➤ If there are concerns of what is in the OCP, that should be highlighted. You do want to wait for more public input, in case there are changes, and you may wish to make new changes.</li> <li>➤ As a body of Council, maintain good record keeping, be aware that all deliberations should be transparent, recorded, for public record.</li> </ul>
NORM CARRUTHERS	<ul style="list-style-type: none"> <li>➤ We acknowledge the huge effort that City staff as a wider team are putting into this project.</li> </ul>
SHEENA CAMPBELL	<ul style="list-style-type: none"> <li>➤ I'd like to reframe the term 'daunting'. This actually provides 'clarity' to me. It is anxiety-reducing to have a path forward.</li> </ul>
NORM CARRUTHERS	<ul style="list-style-type: none"> <li>➤ Look for my follow up communications on how we can begin the task of drafting our final report.</li> <li>➤ Echo the point that we are a Council committee and reminder to keep our communications filed for good public records.</li> </ul>
ERIN NOWAK	<ul style="list-style-type: none"> <li>➤ If we have feedback now, should we be sending them to staff now, or shall we wait to send them through the 60 day consultation period?</li> </ul>
NANCY GOTHARD	<ul style="list-style-type: none"> <li>➤ If there is a true erroneous information in the document, please send it right away. If your comments are more about tweaking policy ideas, we can and should do that with sufficient time to review. We expect a wide range of comments from the public. Do not feel pressured to provide your technical review comments now.</li> </ul>
NORM CARRUTHERS	<ul style="list-style-type: none"> <li>➤ Thank you all for your attendance and feedback so far.</li> </ul>

### **3.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

### **4.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

### **5.00 ESTABLISH DATE OF NEXT MEETING**

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ESTABLISH DATE OF  
NEXT MEETING

Moved by Dishlevoy and seconded by McDonnell that a motion to establish a date for the next meeting be postponed, and that staff liaise with the Committee to establish the next meeting via email.  
**Carried**

**6.00 NEW BUSINESS**

**8.00 ADJOURNMENT**

**CERTIFIED CORRECT**

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**Recording Secretary**

**Adopted this 26<sup>th</sup> day of April, 2022**

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**Chair**