

**Minutes of an Official Community Plan Advisory Committee held in the City Hall Council Chambers, Courtenay B.C., on Thursday, January 21, 2021 at 11:00 a.m.**

**Attending:**

- Chair:** Norman Carruthers: Economic Development  
**Deputy Chair:** Betty Donaldson: Seniors and Older Adult  
**Members:** Bob Wells, Mayor  
Tanis Gower: Environmental Stewardship  
Erin Nowak: Environmental Stewardship  
Lindsay McGinn: Health and Social Services including Housing  
Sheena Campbell: Health and Social Services including Housing  
Derek Constantino: Development Community  
Don Ferguson: Arts and Culture  
Sheila McDonnell: Health and Social Services including Housing  
Dianne Hawkins: Business Community  
Annelies Henckel: Youth and Young Adult  
Charlotte Kimmins: Youth and Young Adult  
Tom Dishelvoy: Development Community
- Regrets:** Garry Renkema: Development Community
- Staff:** Tatsuyuki Setta, Manager of Community and Sustainability Planning  
Nancy Gothard, Policy Planner  
Ian Buck, Director of Development Services

**CALL TO ORDER AND WELCOMING REMARKS**

**1.0 ADOPTION OF MINUTES**

**1.1 Adopt October 9, 2020 OCP Advisory Committee meeting minutes**

Moved by Henckel and seconded by Nowak that the Committee adopt the October 9, 2020 OCP Advisory Committee meeting minutes.

Carried

**2.00 INTRODUCTION OF LATE ITEMS**

**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 the project’s status, draft policy framework, and planning for stakeholder consultation sessions.</p>
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TANIS GOWER	<p>Tanis Gower discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Has mainly clarifying questions and appears a few topics are missing – will reach out to staff directly.</li> </ul>
TOM DISHLEVOY	<p>Tom Dishlevoy discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Agree that language matters. Some in the document is good, some needs improvement.</li> <li>➤ Feel that the final OCP should have less on background and ‘get right to the point’ of the plan.</li> <li>➤ Need for a ‘Coles notes’ version of the OCP to engage a wider audience.</li> </ul>
BETTY DONALDSON	<p>Betty Donaldson discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ It’s a minor miracle that we’ve achieved as much as we have despite the pandemic.</li> <li>➤ Diversity of housing for diversity of seniors is a major concern, seems to be lacking in the policy.</li> <li>➤ Agree with ‘Coles notes’ version needed. Would help to engage with stakeholders. Seeking clarity on how to engage with topical stakeholders.</li> </ul>
CHARLOTTE KIMMINS	<p>Charlotte Kimmins discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Agree we’ve come a long way, a lot of effort.</li> <li>➤ Quite happy with the overall policy framework.</li> <li>➤ Accessibility of document is really important, especially for youth audiences. Infographics are good.</li> </ul>
DON FERGUSON	<p>Don Ferguson discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Arts and Culture sector is currently receiving stimulus funding. Is resulting in this sector being very busy, pivoting quickly.</li> <li>➤ Reminder that City of Courtenay 5 year Fee For Service is now instituted with CV Arts, working to have a more regional focus/role as well.</li> <li>➤ Likes where the policy framework is going, language is appropriate for now.</li> <li>➤ Recommend that the policy should be framed around solving problems. Cross reference the goals into the policies.</li> </ul>
SHEENA CAMPBELL	<p>Sheena Campbell discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Social planning topic hasn’t been drafted yet, so no response to that.</li> <li>➤ Opportunity for consultants to create a two-way exchange of information: education with stakeholders/public while also conducting engagement.</li> <li>➤ Increasingly see a need for a social planner, especially due to downloading from senior governments.</li> <li>➤ Want to learn more about what ‘equitable access to parks’ means.</li> <li>➤ Saw a lot of emphasis on City engaging internally – concern that may receive similar answers rather than innovation where needed.</li> <li>➤ Observation about decolonizing – what would this mean for heritage character areas such as Old Orchard? Whose eyes are we seeing heritage homes through?</li> </ul>
NORM CARRUTHERS	<p>Norm Carruthers discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Reminder of the CV Poverty Reduction Strategy survey available now. Please share.</li> </ul>

LINDSAY MCGINN	<p>Lindsay McGinn discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Echoes Sheena’s comments.</li> <li>➤ Feel need to build on existing work, not re-asking on work that has been well vetted. E.g. the CV Child Care Action Plan.</li> </ul>
SHEILA MCDONNELL	<p>Sheila McDonnell discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Looking forward to City staff presenting to SD71 Board soon.</li> <li>➤ OCP and school capacities is an important factor. What demographics are moving into the growth nodes?</li> <li>➤ Policy framework categories look good. Is an empowerment framework.</li> <li>➤ Concerned that there is a policy suggesting new roads are needed.</li> </ul>
ANNELIES HENCKEL	<p>Annelies Henckel discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Echoes Charlotte and Don re: framing policies around solving problems and achieving goals.</li> <li>➤ Have been communicating with staff and Comox Youth Climate Council who is now a stakeholder in the process.</li> </ul>
DIANNE HAWKINS	<p>Dianne Hawkins discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Amazing to see how far we’ve come.</li> <li>➤ Keep the OCP as simple, direct as possible. We lose people when language becomes too lofty.</li> </ul>
ERIN NOWAK	<p>Erin Nowak discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Feels comfortable with how the policy framework is shaping up, depth of nature incorporated throughout.</li> <li>➤ Reminder that local conservation sector held public education on environmental policy in the fall - those resources available.</li> <li>➤ Learned from those educational processes that OCP is a top tier in the ultimate goal of a ‘culture of conservation’ which will need to be embedded into other processes/ tools.</li> </ul>
MAYOR BOB WELLS	<p>Mayor Bob Wells discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Deeply impressed with comments.</li> <li>➤ Appreciate how far we’ve come since November 1, 2019.</li> <li>➤ Wish to see a readable and functional document. This is a critical and challenging task.</li> </ul>
DEREK CONSTANTINO	<p>Derek Constantino discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Scope of the policy framework is staggering – impressive.</li> <li>➤ Agree that a Coles notes version is needed, especially to people with capital/equity who are a significant audience of the OCP.</li> <li>➤ Our real estate market is so chaotic right now – have never seen such a lack of inventory as well as surge in demand. We’re growing at such a rate, can’t keep up.</li> <li>➤ Would like to pick at the growth assumptions. Need to understand better who is moving here, families, not just seniors. Vancouver is emptying.</li> </ul>
IAN BUCK	<p>Ian Buck discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Good points about linking policy to actions. Implementation section of OCP will be very important.</li> <li>➤ Don’t want to just take old ideas and refresh.</li> <li>➤ Need internal consultation in order to coordinate new concepts.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ City is aware that we'll need a concise 'guidebook' to make the OCP accessible to a variety of audiences.</li> <li>➤ The Advisory Committee will have to decide what their final report to Council will look like, how composed. If there are divergent views on policy, is valuable to identify in the report.</li> </ul>
NORM CARRUTHERS	<p>Norm Carruthers discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Had a strong reaction to the word 'decolonizing'. Realized that this will require dialog as people will not understand the same way.</li> </ul>
BETTY DONALDSON	<p>Betty Donaldson discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Reminder there is a public lag time. We'll be adopting the plan when people will be coming aware of it.</li> <li>➤ Getting consensus on the big picture of the plan will be important.</li> </ul>
DON FERGUSON	<p>Don Ferguson discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Reminder of the Courtenay Cultural Services Report. It provides a roadmap to the Culture, Heritage and Arts chapter of the OCP.</li> </ul>
ERIN NOWAK	<p>Erin Nowak discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Natural system function really important to highlight.</li> <li>➤ Glad to see natural assets included in the utility section – important step.</li> <li>➤ Reminder of a number of resources/documents to consider: Cumberland's policies re: parks, private lands; Nature without Borders report; Saanich Biodiversity Framework; Provincial Conservation Data Centre with staff resources (e.g. the local Municipal Natural Asset Initiative - Species At Risk Act project).</li> <li>➤ Please include conservation sector to the parks and infrastructure consultations.</li> </ul>
SHEENA CAMPBELL	<p>Sheena Campbell discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Noticed Food Policy Council is missing. An important topic and player in local economic development (food sales, access, distribution).</li> </ul>
TOM DISHLEVOY	<p>Tom Dishlevoy discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Want to see a stronger stance on floodplain retreat, more on rainwater harvesting infrastructure, need a section on development certainty.</li> <li>➤ Lot sizes in land use section play a formative role in many of the goals of the plan. Need to spend more time considering that factor.</li> <li>➤ Dates in the document need to be better aligned (e.g. many target dates listed) and need commitment to interim targets. Don't forget, most people don't start acting until the deadline.</li> <li>➤ Planning for growth of parks system needed, similarly to other municipal infrastructure.</li> </ul>
ANNELIES HENCKEL	<p>Annelies Henckel discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Agree that growth of parks and interim targets are needed – are corresponding goals, advocacy points, of the Comox Youth Climate Council.</li> </ul>
NORM CARRUTHERS	<p>Norm Carruthers discussed the following items:</p> <ul style="list-style-type: none"> <li>➤ Will take lead with Betty in scoping out the report to Council and will bring concept to Advisory Committee for discussion at the next meeting.</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**

**.01** Moved by Campbell and seconded by Henckel that a motion to  
ESTABLISH DATE OF establish a date for the next meeting be postponed, and that staff liaise with  
NEXT MEETING the Committee to establish the next meeting via email.  
**Carried**

**6.00 NEW BUSINESS**

**8.00 ADJOURNMENT**

**.01** Moved by McGinn and seconded by Campbell that the meeting  
now adjourn at 12:35 p.m.  
**Carried**

**CERTIFIED CORRECT**

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**Corporate Officer**

**Adopted this 13<sup>th</sup> day of May, 2021**

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**Mayor**