

**District of Squamish
OCP Community Advisory Committee**



Meeting: Monday, June 6, 2016, 6:30 p.m.

Location: Senior's Centre
1201 Village Green Way

Public Attendees:

Lisa Ames
Deanna Bell (absent)
Christina Bergin (arrived at 6:50 p.m.)
Karen Cook
Kristine Good (absent)
John Hawkings
Grant McRadu (absent)
Toran Savjard (absent)
Shannon White (absent)

Council:

Mayor Patricia Heintzman (absent)
Councillor Karen Elliott

Staff:

Jonas Velaniskis
Christina Moore
Gary Buxton
Sarah McJannet
Matt Gunn (absent)

Consultants:

Vince Verlaan (Modus)
Dan Wilson (WCS)
Laurel Cowan (Modus)

MEETING NOTES:

The meeting was called to order at 6:38 p.m. It was noted that there was no quorum established but the meeting would proceed in an informal manner as no decisions were scheduled.

1. Adoption of Agenda

The agenda was adopted as presented.

2. Project Update

Sarah McJannet provided an update on the staff usability workshop. The target audience had been considered and how they would seek and access information from the document. The intent was to make the "user design" more friendly and accessible. It was really about the document structure and formatting, and about how the policy information can be made more friendly to users. The Committee asked if there might be more than one format for the document. It was suggested that there might be an executive summary to make for simpler reading and possibly making electronic connections between linked policies. The Committee noted that they would like this issue to come back to a future CAC meeting. Staff

Sarah McJannet provided the update on work with Matt Gunn and she had been doing with common referral stakeholders and agencies such as the school division, and the Province. The Committee asked if this included the Squamish Nation. Gary Buxton noted that this was not the case and that a joint Council – Squamish Nation meeting was being scheduled for this purpose. Sarah McJannet also had made contact with the Squamish Immigrant Settlement Service and

Welcome Centre (affiliated with Capilano University) to try and connect with other linguistic groups.

Sarah McJannet also updated the Committee on the work that has been done on the estuary management plan (SEMP) and the downtown neighbourhood plan (DNP) with Modus. Substantial work has been done on both documents in the past, so the hope was to “fold” these documents into the new OCP. It was hoped to create new policy in July in these areas. Staff have been working with the Squamish Estuary Management Committee in this regard.

Staff noted that they had also provided an OCP update on the SEMP and DNP to Council in the last 2 weeks.

Sarah McJannet provided an update on the work that had been done recently on health topics initiatives with Vancouver Coastal Health. The District had received a grant to help with this “deeper dive” work, looking at issues such as active transportation, food systems and early childhood development matters. The Committee asked if this included recreational issues. Sarah McJannet confirmed that the access to these events would certainly be broad and could include recreational issues.

Christina Moore provided an update on ongoing promotion, using the District communication tools. The District has close to 600 OCP subscribers. Facebook and website connections continued to be robust, despite the Phase 2 feedback being less than Phase 1. Lots of people seem to be accessing the information. The District continues to use radio play to promote.

3. Phase 2 Review

Laurel Cowan (Modus) went through a presentation on the Phase 2 Summary Report, looking at feedback on early policy ideas. The OCPizza parties were available to groups and individuals. 220 participants logged into Phase 2, which is normal for this sort of work and phase. Numbers typically decrease between Phase 1 and 2. Staff were asking for feedback over the next week to the document.

Feedback was generally supportive, with exceptions where comments were more mixed when referring to density, redevelopment and estuary protection issues. The Committee asked how Staff had filtered comments from groups that had participated in larger numbers. Modus noted that they had not seen any bias in the comments and data resulting from over-representation from any particular group. Modus committed to provide the names of the groups that did participate.

The document would be issued with the meeting notes. Staff asked for comments by Friday to Sarah McJannet, to see if there is any editorial, language or clarity issues that needed to be made. Comments shown were not verbatim; they have been edited for clarity.

4. Phase 3 Review

Laurel Cowan (Modus) provided an outline of activities in Phase 3. Existing material would be used to create a draft plan by mid September. A questionnaire would be created to allow comments on a section by section basis. Workshops would be held with stakeholder groups as needed. The draft plan would need to be ready by early December so that the formal review process could start.

The Committee asked about the Modus role in Phase 3. Modus role would be dialed back, and would relate more to document format.

Phase 3 has been designed to be rolled out in parts so that people can comment on sections that are of interest to them, rather than trying to digest the whole document. The Committee asked about its' role in Phase 3, and timelines to digest material. Staff outlined that the intent was for the Committee to review the sections as they are developed, and to ensure that nothing has been missed, that the content is truly connected to the input from Phases 1 and 2, and that the sections created are in plain language and are legible. Staff also committed to ensure that material would be made available to the Committee in a timely manner.

It was suggested that the Committee meet to review the document structure and discuss user experience, prior to it being really formalized in Phase 3. It was agreed that this should be the material for the next CAC meeting. Staff would generate some initial ideas and then schedule a meeting.

The Committee asked if there was any merit in trying a "neighbourhood road show" in Phase 3, to establish the implications for the relevant neighbourhood at each stop on the road show; to try and connect the material and make it relevant to them. "Go to them," exercises were acknowledged as being potentially successful. Staff would consider this as a possible option in allocating time and resources.

5. Resignations / New Members

Gary Buxton noted that 3 members of the Committee had recently resigned. Staff noted that they could re-advertise, we could use the email list, we could make personal connections or we could let the Committee run at the current numbers, but making quorum would be difficult. It was agreed that Staff would investigate finding new Committee members.

6. Next Meeting

The next meeting date was not set. Staff would contact the Committee when materials had been created and ready for review.

The meeting terminated at 7:45 p.m.