

COMMUNITY DESIGN ADVISORY COMMITTEE  
MINUTES

January 16, 2013

PRESENT: Ms. Dale Godsoe, Chair  
Mr. Eric Burchill  
Mr. Bill Book  
Mr. Geoff Leboutillier  
Dr. Gaynor Watson Creed  
Councillor Jennifer Watts

REGRETS: Councillor Lorelei Nicoll  
Councillor Gloria McCluskey  
Mr. Fred Morley, Vice Chair.  
Mr. Peter Moorhouse  
Councillor Waye Mason  
Ms. Joanne Macrae

STAFF: Mr. Austin French, Manager, Planning  
Ms. Susan Corser, Project Co-ordinator  
Ms. Kasia Tota, Community Developer  
Ms. Leticia Smillie, Cultural Planner  
Ms. Sheilagh Edmonds, Legislative Assistant

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**1. CALL TO ORDER**

The Chair called the meeting to order at 10:40 a.m. in the Media Room, City Hall.

**2. APPROVAL OF MINUTES – December 12, 2012; December 19, 2012**

The Chair referred to item 6.1.2 of the December 19, 2012 minutes and advised that the second paragraph was a bit confusing and she asked that it be clarified.

**With the revision to the December 19, 2012 minutes as requested by the Chair, it was MOVED by Mr. Book, seconded by Mr. Leboutillier, the minutes of December 12, 2012 and December 19, 2012 be approved. MOTION PUT AND PASSED.**

**3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS**

There were no additions or deletions to the agenda.

At the request of the Chair it was agreed that item 6.2.2 would be moved up on the agenda and dealt with after item 6.2.1.

**MOVED by Mr. Burchill, seconded by Mr. Book that the agenda, as amended, be approved. MOTION PUT AND PASSED.**

**4. BUSINESS ARISING OUT OF THE MINUTES/DEFERRED BUSINESS:  
None**

**5. CORRESPONDENCE, PETITIONS & DELEGATIONS**

**5.1 Correspondence: None**

**5.2 Petitions: None**

**5.3 Presentations: None**

**6. REPORTS**

**6.1 Staff**

**6.1.1 RP+5 Phase III Engagement and Communication Plan – Presentation and Discussion**

A copy of the January 20, 2012 staff report, originally submitted to the February 9, 2012 Regional Council meeting was submitted.

Ms. Tota advised that today's presentation was designed to determine the expectations the Committee has for the final phase of community engagement and to discuss the role the Committee wants to play in this process.

In her presentation, Ms. Tota advised that the months of April and May will be set aside for consultation and the Committee will deliberate in June. A summary document will be presented to the Committee in March. The public hearing is targeted for July. She explained that the purpose of Phase 3 Community Engagement is to inform the public and stakeholders about the RP+5 review process, proposed policy changes and implementation, and to get feedback on the draft revised Regional Plan and Implementation.

In response to a question, Ms. Tota advised that staff anticipate having the draft plan before the Committee at the February 20 meeting.

Ms. Tota explained that the outcome of the Phase 3 process is to ensure the public has a clear understanding of the revised Regional Plan. She added that a summary and response to public input draft regional plan will be presented to this Committee as well as the Heritage Advisory Committee and the Community Planning and Economic Development Standing Committee. The input that is received will inform final policy change.

A discussion ensued with Committee members providing feedback with respect to the Phase 3 process. Comments were noted as follows:

- Some of the public comments that were presented to the Committee in the tables seemed like a personal opinion, as opposed to being a generally accepted point of view from the community at large. It was suggested that staff re-think how that information is to be processed.
- The document that will come before the Committee needs to be focussed – staff need to screen out the comments that are out of scope.

In response, Mr. French concurred, advising that staff will bring forward a summary of what the tables indicate and not the tables themselves. He noted that staff will document everything because it is important for Council to be aware at public hearing, that all the information has been view and considered.

- There needs to be a validation process with the community that the opinions are the sentiment of the community opinion.
- There should be an explanation of why the policy is changing, and how the Regional Plan is operationalized.
- Don't have a sense of the real outcomes of the last Regional Plan, i.e. in what way did it change things.
- Provide a concrete example of a policy initiative so that the public can have a full understanding.

Ms. Tota noted that the Phase 3 process has three major components—information sharing, stakeholder consultation, and public consultation—and this will help in presenting what the implications will be, and will be helpful in reminding the public of what and why the Regional Plan is important.

- An important goal of this phase is that in order for the Plan to have an impact over the next 20 years, the public needs to fully understand it. And, the timely response to community visioning is an important aspect to come out of this process.

A discussion ensued in regard to the format for the public information meetings and the general consensus was that open house, round-table format would be the preferred option. It was also suggested that staff have a communication plan to encourage the public to review the draft plan in advance of the public information sessions, so that any questions or concerns could be brought up at the sessions.

It was suggested that when the revised draft plan is uploaded to the web, it provide links to the key foundational documents.

Discussion ensued on the 5 Key Policy Directions and it was noted that the wording of each needs to be carefully considered.

Concern was expressed that there would be a negative public reaction if the public hearing were scheduled in July.

In regard to the Stakeholder sessions, staff was asked to target the individuals who staff would have wanted to participate last time but didn't. Also, staff was asked to ensure the Culture and Heritage groups were represented at the Stakeholder meetings.

With regard to the Committee's role in this process, there was general agreement that the Committee members would maintain a neutral position at the public engagement session, and attend the sessions primarily to listen and to clarify any points.

## **6.2 Committee Members**

### **6.2.2 Meeting Dates/Times for 2013– Discussion - Chair**

A discussion was held on whether the meeting schedule should be revised as it conflicts with the Audit and Finance Standing Committee meetings, and that Councillors Nicoll and McCluskey sit on both. Subsequently, it was agreed that the Committee would continue to meet twice a month on the first and third Wednesday, but the meeting time would be moved to start at 11:30 a.m. and end no later than 2:00 p.m.

Ms. Corser advised that at the February 20<sup>th</sup> meeting, staff will have the draft Plan to present to the Committee, and were considering holding a day-long session. A brief discussion ensued with several members noting that they would either be absent during

that time or that their schedule would not permit for an all-day session. It was agreed that staff would look into booking a half-day session for the Committee on February 18 instead of February 20.

**6.2.1 Presentation Requests to the Committee – Discussion - Chair**

A discussion ensued as to how the Committee wished to handle the presentation requests and it was agreed that those making the requests would be contacted and asked to review the Draft Plan first, once it becomes available, and if they feel their comments are not reflected in the draft, they could then provide a presentation to the Committee.

- 7. ADDED ITEMS: None**
- 8. NEXT MEETING DATE – February 6, 2013**
- 9. ADJOURNMENT**

The meeting adjourned at 12:50 p.m.

Sheilagh Edmonds  
Legislative Assistant