

## TOWN OF SIDNEY



### OFFICIAL COMMUNITY PLAN REVIEW ADVISORY COMMITTEE MEETING MINUTES of May 14, 2020 Meeting held via Videoconferencing

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#### **PRESENT:**

Chairperson: Mayor C. McNeil-Smith

Members: David Calveley, Denny Gelinias, Hannah Nawroth, Marie Savage, Bernardine van der Meer, Gae Van Siri, Todd Weibe

Council Member: Councillor Peter Wainwright

Staff: Corey Newcomb, Senior Manager of Long Range Planning  
Randy Humble, Chief Administrative Officer  
Kelly Albucz, Development & Administrative Coordinator (Recording Secretary)

Absent:

#### **1. Call to Order**

The Chair called the meeting to order at 11: 00 a.m.

#### **2. Territorial Acknowledgement**

*The Mayor respectfully acknowledged that this meeting is being held on the traditional territory of the WSÁNEĆ First Nations; the Tsawout, Tsartlip, Pauquachin, and Tseycum.*

#### **3. Adoption of Agenda**

**Moved by: Bernadine van der Meer**  
**Seconded: Todd Wiebe**

That the Agenda be adopted as circulated.

**MOTION CARRIED UNANIMOUSLY**

#### **4. Chair Welcome And Member Introductions**

Mayor McNeil-Smith reviewed the following:

- Regular meeting procedures will apply re: discussion, motions, and voting.

- Voting members; 9 in total: Mayor C. McNeil-Smith, Councilor P. Wainwright, and Community Members D. Calveley, D. Gelinias, H. Nawroth, M. Savage, B. van der Meer, G. Van Siri, T. Wiebe.
- Non-voting senior staff members; CAO R. Humble and Senior Manager of Long Term Planning C. Newcomb,
- Consultants, Modus, may be in attendance at future meetings.
- Meetings are public meetings and will be recorded via videoconferencing when held virtually.
- Welcomed community members and thanked them for volunteering for the project.
- Project to look at future vision for Town of Sidney.

Members were invited to introduce themselves and give a brief history regarding their past work/volunteer experiences.

Mayor McNeil-Smith thanked the members for their contributions and added:

- A high priority for the new Council elected in 2018 was to initiate an OCP review process; Council elected to undertake a comprehensive review rather than a smaller update.
- In regards to the Covid19 Pandemic; the Town of Sidney is in an ideal place/situation for a review of the OCP. The pandemic may change the process and have impacts. There must be a broad community engagement and will adapt the process as we move forward.
- A major first step is a Housing Needs Assessment (required by the Province) which was completed in 2019, and will be an authoritative document for this process moving forward.

## **5. Review of Terms of Reference for Committee**

Mayor McNeil-Smith suggested deferring the Terms of Reference Review to item 7. General Discussion, to which the committee agreed. Committee members were urged to reach out at any time to Mayor, Councilor Wainwright, Senior Staff, or each other should they have any questions regarding the process, or have information to bring to future meetings.

## **6. Project Background / Work to Date**

C. Newcomb gave the following background information and work to date:

- Strategic Planning session with new Council who determined their wish for a comprehensive OCP review.
- Provincial requirements changed, meaning a Housing Needs Assessment had to be completed prior to embarking on the OCP review process.
- A Housing Needs Assessment was completed in November 2019 and is available on the town website.
- In December 2019 staff submitted an approach report to Council regarding the scope of the project, including some recommendations on how staff would like to proceed and asked for any further direction and additions to the project scope be added by Council.
- Council approved the hiring of an OCP project consultant, Modus Planning Design and Engagements who are based in Vancouver, who have extensive experience and come highly recommended.
- Early 2020 staff completed the Committee Terms of Reference and the Committee selection process ensued.

## 6. Project Background / Work to Date cont.

- Council approved staff to begin reaching out to some of the stakeholders, other organizations and Community Groups; sending letters advising the startup of Sidney's OCP project. The letters will advise that there will be opportunities for public engagement and feedback over the next several months and over the course of the project anticipated to be approximately eighteen (18) months.
- The consultant is preparing a draft Work Plan and Community Engagement Plan to be presented to Council in June 2020 to which Council will have input, and once approved, project roll-out will begin.
- Once the initial community engagement phase has been completed (likely fall 2020), the project will move into the Bylaw phase at which time there should be a draft plan ready for review by September 2021, with project completion by the end of 2021.

Mayor McNeil-Smith asked staff C. Newcomb to elaborate on letters Council has asked to be sent to stakeholders and community groups as a first step in engaging these organizations in the project. Mayor McNeil-Smith had stated during the *Territorial Acknowledgement* that WSÁNEĆ First Nations; Tsawout, Tsartlip, Pauquachin, and Tseycum First Nations would also be included in the engagement process.

C. Newcomb listed the following:

- Section 475 of LGA lists some specific organizations for Council to consider for consultation, which include:
  - CRD,
  - adjacent municipalities: District of North Saanich and District of Central Saanich
  - Victoria Airport Authority,
  - School District 63
- Council has also directed staff to send letters to a number of community organizations, including: Sidney Community Association, Mary Winspear Centre, and Shaw Centre for the Sailish Sea, etc.

Letters are being prepared and will be ready to go in the next week or so. The letters will note there may be possible impacts to the project timeline due to Covid19. The Committee will receive copies of the letters.

## 7. General Discussion (Q & A)

The Committee had questions regarding:

- time lines for commencing the public engagement process,
- the level of engagement with adjacent municipalities, and
- the ability of staff to work with other municipalities' Council and staff members; particularly within the realm of Covid19 limitations.

C. Newcomb recalled there was already a strong planning relationship with District of North Saanich established during the West Side Local Area Plan project. Mayor McNeil-Smith added that all the new Mayors have developed an improved political relationship and work well together.

There was also concern expressed regarding the age demographic of Sidney and the ability to consult via electronic methods as opposed to traditional open public meetings. Mayor McNeil-Smith assured the committee an appropriate method will be devised, it just hasn't been determined at this point. CAO

R. Humble added that the measure of success of an OCP review is from the level of engagement and community consultation.

## 8. Next Steps

C. Newcomb listed the following as next steps:

- Collaboration with consultant Modus over next several weeks to prepare report to Council.
- Consultants work plan and engagement plan to be reviewed and approved by Council possibly June 8 or June 22, 2020.
- Planned venues such as Sidney Summer Market are no longer an option due to Covid19 situation, and will result in smaller stakeholder engagement groups initially.
- Still working out details on how the larger community engagement events will happen; considerations include multiple, smaller events with limit on attendees.
- Background and policy work start summer 2020, with engagement following closely. Aiming for a draft OCP in first quarter of 2021.
- Council referrals will determine frequency of meetings for this committee.

The Commission discussed various aspects of social media access such as Twitter and Facebook as a vehicle for input and community engagement. Some Commission members determined they were not as familiar or comfortable using Twitter and Facebook and prefer more traditional methods of communication such as email or the Town of Sidney website. H. Nawroth expressed concerns over not utilizing Twitter and Facebook as there is a younger demographic that is reliant on this form of communication.

Mayor C. McNeil-Smith thanked participants and advised he will be in touch via email.

## 9. Adjournment

**Moved by: Marie Savage**

**Seconded: Bernadine van der Meer**

That the meeting be adjourned.

**MOTION CARRIED UNANIMOUSLY**

Meeting adjourned at 12:11 p.m.

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CHAIRPERSON