

Advisory Group Meeting

Date: November 25, 2019 @ 7:00pm

Location: Maple Bay Fire Hall

Advisory Members Present: Terri, Nick, Shannon, Bernie, David, Sandy, Mona, Cam, Caitlin, Hajo, Rupert

Advisory Members Absent: Chris, Tim

Staff: Rob, Chris, Mairi

Election of a non-staff chair

- What is the responsibility of a chair?
 - Work to develop an agenda with staff – staff will take minutes and we will share and circulate information. Primarily to bring people together, understand of what's going on, facilitate the meeting, keep the group on track – working towards actions.
- Nomination for Caitlin – seconded.
 - Caitlin accepts nomination.
- Caitlin is elected as Chair

Chair

- Questions about procurement
- First Nations
- How will the OCP come into fruition, and implemented
- Binders provided – members are expected to bring these to the meetings and they will grow over time
- Add to agenda – sharing contact information.
 - Discuss terms of reference – ability to form sub-committees to deal with specific tasks – should these be in the terms of reference?
 - Advisory Group key sectors – is there a good representation?
- Chair keeps a speakers list, and zero tolerance for interruption
- Can bring in expert advice to meetings if need be

Procurement

- Bonfire – program is portal for procurement projects. Procurement has become more rigorous in last couple of years.
- Developed RFP and issued middle of October
- Call closes on Wednesday
- Looking forward to seeing proposals
- Evaluators are Rob, Chris and Clay Reitsma from Engineering
- Reviewing, evaluating, negotiation through the month of December with the hope of announcing end of December, or new year
- Disclosed the budget of \$175,000 which is less than the total project budget
- Question – what role does the Advisory Committee have in selecting the proponent? Is there anyway some of us can have a voice in evaluation of consultants, that would be appreciated.

- Original project plan was to procure contracted services and then seek volunteers after. This changed and there was a desire to have first workshop and get volunteers. Results of first workshop were impacted and integrated into RFP including project objectives.
- We need to keep the project moving forward, we are not in a position to open up evaluation to non-staff. Submissions remain proprietary to Municipality.
- Advisory Group has had an impact at a high level, with steering committee and Council. Council reflect a lot on what the advisory group provided.
- Once we complete procurement, it will include finalization with the advisory group.
- Last OCP was done in house – why was it chosen to hire a consultant
 - Previous OCP was reconstruction, we are now doing a remodel. Demands placed on the project were to complete the OCP by 2021. With budget would require 2 full time planning staff. Last OCP took 5 years. Direction we are going for is focusing on specific issues. Hire the talent, and execute the talent.
 - MNC – we are doing a hybrid, using a consultant but still quite a bit of staff involvement, to give them and the project the benefit of using existing planners who know the area and our existing regulations. Previous OCP were problematic, went along time and took a lot of time from planners.
 - Outside influence is valuable
- October 15 Council meeting – was Council happy with project objectives and with where things are going?
 - Had to validate those project objectives – they were reworded but generally happy with them. You can see them in the RFP.
- You don't need to extend the posting?
 - No
- Will the consultant attend these meetings of the Advisory Group?
 - Flow of information, public advisory to steering committee to Council. Be at least semi available to these groups.
 - Once we have more of a refined project plan, may have ability to revise.
- Comment – Objectives, etc. that discussed had an impact – Group was not aware of how that information might have been used. If they had known how and where that information was going to be used, perhaps would have provided different feedback.

First Nations Engagement

- Not included in RFP
- Recognize North Cowichan has work to do with area first nations and relationship building.
- Started off early, related to strategic priorities.
- Mayor sent letters to all six nations asking for council to council meetings, Letter mentioned OCP
- Following that, in recognition of project starting up asking specifically if they want to be engaged and how.
- To date we have had talks with Halalt as well as Cowichan Tribes – met with staff and initiated development of engagement framework. In the developmental stage and at council to council level.

- Our Council has expressed desire to learn more about land code and hope to solidify that to achieve meaningful work together.
- With other tribes, unknown about what will happen.
- Six tribes
- Q – assuming there will also be strategy for engaging first nations living off of reserve
 - Strategy recognizes this – not sure how we will achieve that
- Still adversarial attitude to indigenous, there is negative feedback. Smart to remember inviting off and on reserve members might be inviting them to an uncomfortable situation
- Administrations of the band, required to coordinate with on and off reserve
- Q – interface and desire for first nations to access mt. tzouhalem . What is the similarity of OCP and relationship with first nations – how do we see their interests being represented within North Cowichans OCP? How does that work? Are we inviting them to participate in OCP? How do they participate in process? Almost an interface issue of boundaries for North Cowichan and reserve boundaries. How do you see those pieces fitting together?
 - There are reserve lands, all of North Cowichan is within the traditional territories. Having an awareness of those areas and ensuring people know their importance.
 - Last number of months Halkuman has reached stage 5 in their treaty. Stage 4 consultation documents, recognition from elders that times have changed and there have been changes to traditional territories. They wanted to have 100% say on their territory. They ultimately want to have meaningful say.
 - Acknowledging we are on unceded territory. At the regional level there are aspects of that are anticipating a future that historical cowichan nations sit at CVRD board. The land code takes decision making out of federal government and brings it to a local level. How does it relate to the local government? Has elements of the LGA, planning and land use decision making. Land Code and OCP are kindered spirits and a good opportunity to talk about land use.
 - Land Code has implications and other people who are looking at the OCP
- First nations engagement and different ways we can help to make that happen. Capacity – reach out for specific things – be open to possibilities
- Situations where dealt with first nations and looked for practical parallel leases, crown land leases, all crown land applications referral process to go through first nations. Through crown land resources such as crown land reserve. Cultural element, Stoney Hill Road – archaeology interests and integrating their interests into ours. Will it effect citizens.
- Groups don't have the capacity – really hard to bring one contractor on – hiring a new person needs to wait until a tipping point.
- Pass on critical information to Halalt to capitalize on time. Hopefully there are other channels as that wont be completely adequate. How do we find other channels? Looking for feedback. We don't need legislated to requirement – we are not subject to ministerial requirements. Need to be open that some groups may not be interested in participating. Not a sign of lack of initiative or consultation. Looking for advice to improve the process
- Our relationship is evolving very rapidly and we have seen a lot of changes in a short period of time. Hopefully OCP will help navigate these issues we are experiencing, there are policies to help. How do we engage? How do we establish the process? Once we get that, and spend time

on this, the OCP can be a significant step forward with relationships with first nations. This one has potential.

- If you would like to participate this is how....
- Hope this will help First Nations as well, these processes could be used by First Nation groups
- Generally there is an onerous that first nations will integrate themselves with land use plans, procedures. This is a sacred site and access should be reduced – are we ready to do this? Remain access to hiking trails. Being prepared for meaningful involvement is being prepared for more difficult situations/conversations.

Monitoring/Assessment/Review

- This is a huge piece
- Not looking for an answer
- Need to ensure its on the radar
- Put effort in bringing this OCP to fruition, how will we monitor and assess
- Isn't that a big portion that we were able to provide to the RFP as part of the first meeting?
- It is an objective and a deliverable in the OCP
- Recognizing there is a desire for a RGS
- With that recognition, it is good to team up with other governments.
- CVRD has been working on harmonization and modernization, and merging all OCPs into one
- Engaged services to develop indicators – challenge is there are objectives – we can measure this. There might be no way to measure it, in some ways we are able to measure things but don't give us an indication of how we are doing.
- We will have to think of indicators and continually work with CVRD in collaborating and developing.
- How frequent do we need to measure indicators? Yearly? Every 4 years. Getting a good and robust monitoring program in place
- Allows us to succeed in this objective, do we need to budget more for this objective? Is it worth doing?
- Is it measureable? Are we achieving progress? How are we going to monitor?
- A lot of good precedents in terms of monitoring and evaluating – Kelowna – pragmatic approach. What are the indicators – need to be relevant to policies, and monitorable. What are the indicators for each policies? Once its adopted by Council, we are measuring on various frequencies. Assessment piece is critical
- Also have CAEP, looking at how different components are being measured. Need to ensure those things mesh really well – CAEP and OCP will have similar lenses, and used for land use planning and decision making.
- Clarity on indicators – what will we be measuring?
 - Depends on objectives. If there is a desire to increase AT – what are we doing to achieve that? We can measure are we building more sidewalks, bike lanes – and the location of those infrastructure improvements. To increase AT what would be meaningful indicators and can we actually measure it? So we get indicators and look back at them and measure them. Reporting biannually and then can report back to Council and identify progress.

- Not everything needs to be quantifiable. Lots in OCP, statement can be this action was done or was not done. Not everything can be counted. Policy ### was implemented, results still coming in.
- Info that not be quantifiable could be qualitative. Housing, climate, are they quantifiable? First nations engagement is there something qualitative – what helps with the relationship and OCP
- Indicators – just that. To determine whether the OCP is effective. Difficult to come up with them, lots of external forces at play that impact them, Difficult to get indicators that accurately measure the success of the OCP. One of the risks of indicators, you end up managing to increase your score instead of doing what the plans are trying to achieve. A pragmatic indicator plan is useful, but not end all be all.
- Isn't a measure of the satisfactory of the citizen the ultimate test of the OCP? Are the citizens satisfied
- Not one person evaluating. When doing objectives think how would we know that got done? Might not be quantifiable – if policy statement how we think we can show there has been some improvement.
- Designing, implementing and being apart of evaluations. Difficult to measure something, have to get a sense of qualitative aspects. Belonging and connection – how do we measure that? Who do we ask? Did our community improve equity – it can be done. Developmental approach, providing information to learn from. How are we doing? Are we asking the right questions along?
- Just to make sure that we do have something that is ongoing. If intent is there, formulating what that will look like can be done throughout the project
- Work with the CVRD is allowing us to be well aligned. Doesn't look at political boundaries. Lots of work going on with partners. Not as active right now, more will come out of CVRD OCP project. In good shape, positive there is so much mindfulness. Really encouraging
- Ways to simplify complex monitoring. Sometimes we just need a checklist in terms of transparency piece. What are the steps that we need to do.. Objectives, need a checklist – indicators won't show change if haven't gone through checklist.

Sharing Feedback

- Better relationship between volunteers and staff
- How will the input be used in terms of transparency
- At the original meeting lots of feedback from volunteers. Just making sure there is clarity, this info will go to Council at this time and this is the subject.
- We are in early days, this group is as part of engagement strategy, everything forms public input. October 5 workshop, summarized notes for Council. Going forward, a lot of workshops with volunteers will really be expected to go into consultation reports approved by project director. All workshops go to steering committee and council. All feedback will form public record.
- Consultation report is developed – will there be opportunity for the group to review prior to going to the next step. One of the things that fits with best practice – send minutes within 3 days – if you want to add or revise respond quickly. That's aim of these meetings.

- Possible when there are not meetings on a regular basis, project team can send project update to volunteers when we complete milestones.
- These meetings are public, they have to be. Any meeting involving public business, they can observe it. We are obliged to allow them
- Looking at TOR, transparency is the first principles. Notice that meeting is held, there is a chair and process has begun. Process to keep the public updated. Newsletter, placespeak, facebook.
- Unnecessary to post meeting minutes, summarize as part of newsletters.
- Full transcript will go into a report.

Misc

- Jump in and go to it, figure out while we go along. Improve process as we need to
- Name cards next meeting
- Roundtable of how everyone is feeling
- Contact sheet can be sent out for all advisory group volunteers
- We did look into IT staff for communication medium – don't have one in north Cowichan.
- Compiling a resource list that might be useful – what other communities are doing.
- MST/Slack – upload documents, have chats with members.
- File sharing program – sharepoint, and email within north cowichan

Logo

- There was a strong desire for logo 3 with the map outline, the lowercase font with bolded forward, and “North Cowichan Community Plan”
- These comments have been received, and staff will coordinate with the graphic designer to develop the final version. This will be released at the time of the RFP

Staff Actions

- Develop minutes and send to group
- Send all contact information to the group
- Will provide updates at key milestones