

Municipality of North Cowichan Public Engagement Committee MINUTES

January 28, 2021, 6:00 p.m.
Electronically

Members Present Mayor Al Siebring, Chair
 Councillor Rob Douglas
 Councillor Rosalie Sawrie

Staff Present Ted Swabey, Chief Administrative Officer (CAO)
 Megan Jordan, Manager, Communications and Public Engagement
 Terri Brennan, Executive Assistant

1. **CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 6:10 p.m. (There were technical issues and livestreaming started at 6:32 pm)

2. **APPROVAL OF AGENDA**

IT WAS MOVED AND SECONDED:

That the Committee approve the agenda as circulated.

CARRIED

3. **ADOPTION OF MINUTES**

None.

4. **DELEGATIONS AND PRESENTATIONS**

4.1 **Presentation of Consultant's Engagement Report**

Ms. Delaney presented the key engagement findings, the key elements of policy development direction, and asked for feedback and comments from the committee members.

- We heard from approximately 1,500 stakeholders and community members
- 3 key themes emerged in feedback – seeking inclusive and transparent engagement, hearing community voice, and community engagement is a community effort
- “We’re Listening” survey was open for a month and had 560 respondents, survey engagement through the OCP had 900 responses
- Reviewed the key engagement findings of the “We’re Listening” survey and the key elements of policy development based out of the stakeholder interviews

5. BUSINESS

5.1 Key Elements of Policy

Ms. Delaney reviewed the key elements of the policy as part of her presentation.

- Clear alignment between decision making and engagement objectives
- Transparent and timely information sharing
- Inclusive and meaningful engagement process
- Clear communication on how stakeholder engagement is reflected in decision making (and if not why)
- Measuring and evaluating the engagement process

Next steps are to provide an executive summary, draft the policy, and once approved create a framework to support the policy.

5.2 Closing the Engagement Loop

Delaney and Associates will create an executive summary (with a link to the complete document) that will be provided to the community on what we heard, and advise that we are working on a draft policy, and request feedback from the public on the draft policy once drafted. The draft policy will come back to the Public Engagement Committee after public has reviewed, and then be provided to Council during the summer of 2021.

5.3 Project Timeline and Cost Update

The CAO shared the project timeline and advised of the updated projected cost estimate.

6. NEW BUSINESS

None.

7. ADJOURNMENT

The meeting ended at 7:19 p.m.

Certified by Recording Secretary

Signed by Chair;