



TOWN OF VIEW ROYAL

MINUTES OF AN OFFICIAL COMMUNITY PLAN REVIEW ADVISORY COMMITTEE MEETING
HELD ON MONDAY, JANUARY 13, 2025
VIEW ROYAL MUNICIPAL OFFICE – COUNCIL CHAMBERS

PRESENT: Mayor S. Tobias, Chair
Councillor Lemon
K. Abraham
C. Harris
S. Kilpatrick
M. Lloyd
K. Peatt
J. Priest
E. Willis

REGRETS: T. Allan

PRESENT ALSO: L. Taylor, Director of Development Services
S. Scory, Senior Planner
L. Curtis, Community Planner/Recording Secretary

0 members of the public
0 members of the press

1. **CALL TO ORDER** – The Chair called the meeting to order at 7:00 p.m.
2. **WELCOME TO MEMBERS**
 - a) **Committee and Staff Introductions**
3. **APPROVAL OF AGENDA**

MOVED BY: M. Lloyd
SECONDED: E. Willis

THAT the agenda be approved as presented.

CARRIED

4. **MINUTES, RECEIPT & ADOPTION OF**
5. **CHAIR'S REPORT**
6. **PETITION & DELEGATIONS**
7. **BUSINESS ARISING FROM PREVIOUS MINUTES**
8. **REPORTS**
 - 8.1 **STAFF REPORTS**
9. **CORRESPONDENCE**
10. **NEW BUSINESS**
 - a) **Overview of OCP Advisory Committee Terms of Reference**
Staff Presentation – OCP Advisory Committee Terms of Reference

The Committee discussed the Official Community Plan (OCP) workplan as well as roles and responsibilities of the Committee. The Chair clarified that a consultant has been hired to assist with the OCP, the workplan has already been endorsed by Council, and the role of the Committee will be to review content generated from that workplan.

The Committee discussed how OCP success will be measured. The new OCP will identify short, medium, and long-term goals and actions in its implementation and monitoring section. An evaluation may take place at the end of Phase 1 between staff and the consultant, to determine if Phase 2 will be undertaken by the same consultant and if so, what may need to be modified in approach for Phase 2. The Committee also discussed the possibility of an agreement to define and measure the success of the Committee.

**b) Official Community Plan Review – Phase 1 Project Overview
Staff Presentation – Phase 1 Project Overview**

The Committee discussed why engagement for the 2022 draft OCP was considered unsuccessful and how lessons learned are to be applied to the 2024-2026 OCP review.

MOVED BY: G. Lemon
SECONDED: S. Kilpatrick

THAT staff presentations (10. a) and (10. b) be received for information.

CARRIED

c) Draft Community Vision and Guiding Principles Survey

The Committee provided comment on the draft survey. Feedback included:

- make questions concise and clear;
- consider creating two versions of the survey;
- accept incomplete surveys;
- simplify the Likert scale in Question 2;
- include open ended questions with caution as they can be difficult for some participants; and
- communicate the survey's purpose and use of results clearly.

Staff will reach out to Committee members once a date for the next meeting has been determined.

11. TERMINATION

MOVED BY: E. Willis
SECONDED: M. Lloyd

THAT this meeting terminates at 9:05 p.m.

CARRIED

CHAIR

RECORDING SECRETARY