



District of Squamish OCP Staff Advisory Committee (SAC)

Meeting: Sept. 9, 6:00 p.m.

Location: Council Chambers, Muni Hall
37955 Second Ave.

Public Attendees:

Lisa Ames
Deanna Bell
Christina Bergin
John Hawkings
Shannon White
Kristine Good - *absent*
Patricia Kost - *absent*

Council:

Mayor Patricia Heintzman - *absent*
Councillor Karen Elliott - *absent*

Staff:

Linda Glenday, CAO
Jonas Velaniskis
Christina Moore
Gary Buxton

Meeting Notes:

1. Adoption of Agenda

Agenda was adopted as proposed. 6:05 p.m.

2. Welcome

CAO welcomed the SAC members.

3. Introductions

Committee members and staff made brief introductions. G. Buxton advised that a Squamish Nation representative had not yet been appointed.

4. Review Terms of Reference

TOR document was reviewed. Meetings are open to the public and will be advertised once a more regular meeting schedule is established. Wednesdays and Thursdays at 6:30 p.m. would work the best for all. A media representative for the Committee to be selected at a future meeting.

5. Meeting Standards & Agreements

Members will advise of absences prior to SAC meetings if at all possible. When it comes to attending upcoming public engagement meetings and events, Committee members are not expected to attend all the meetings, but may share attendance to ensure that all meetings are covered. Committee members generally agreed to the attached "Meeting Protocols," but would consider this a living document and review as needed.

6. Communication

Communication on committee decisions will be done as a group rather than communicate individual opinions/preferences. Email will be used mainly to discuss administrative committee matters. Committee did not rule out the possibility that in time-sensitive circumstances, an electronic meeting could take place where decisions could be made.. Committee members were OK with their email addresses being shared.

7. RFP Review

SAC members will be provided with the RFP document to inform the selection process. It will be posted to the FTP site with the RFP submissions. The RFP submissions must remain confidential and cannot be shared publicly. There cannot be negotiation with selected RFP proponents to ensure a fair process to all bidders. For assessing RFP submissions, staff recommended focusing in on the consultant experience in OCP projects, reach and extent of the proposed public engagement process and variety (with the objective being to reach as many people as possible in as many different ways). Members should review the RFP submissions and expect to make a decision on the successful proponent at the next meeting.

8. Next Meeting

September 28 at 6:30 p.m. at Municipal Hall.

Meeting end: 7:15 p.m.

Suggested Meeting Protocols

Be on time.

We'd like to respect everyone's time and start promptly and so finish promptly, but we don't watch the clock.

Have a strong agenda.

Let's be clear about what we need to cover in our meetings.

We record our decisions.

We'll keep a simple set of meeting notes, that record the general conversation and any decisions reached. We won't keep a verbatim transcript of our meetings.

Speak up.

Please share your thoughts. It won't work if people don't share and don't participate. We need you to be active in the meetings. Speak loudly enough so that everyone hears what you're saying.

Don't save all your questions for the end.

Please speak when it is relevant to do so. Let's try and avoid saving matters for another time, requiring us to go over subjects twice.

Speaking rules.

Let others have their turn to speak and make their voice heard. It's not polite to interrupt others, but in some meetings, you have to interrupt at some point or you won't be heard. But don't interrupt unless it's necessary

Keep phones off the table.

Let's try and focus during meetings, and not text and be constantly checking our phones. If you need to take a call or make a text because it's important, let the group know and leave the table to text or take the call.

Communications & Confidentiality.

Decisions will be assigned to the Committee and not individuals. We will appoint a spokesperson when we need to, to speak on behalf of the Committee. Staff will advise where materials or issues need to remain confidential.