

## **COUNCIL CORRESPONDENCE UPDATE TO JUNE 21, 2023 (8:30 a.m.)**

### **Correspondence**

- (1) W. C. Evans Inc., June 8, 2023, regarding “Dissolution of BIA in West Vancouver – Thank you”**
- (2) June 14, 2023, regarding “Water Utility Fund -- unexplained and untraceable transfers into and from the Water Reserve -- opaque accounting/book-keeping?”**
- (3) June 14, 2023, regarding Property in Disrepair**
- (4) British Properties Area Homeowners Association, June 15, 2023, regarding “Great job” (Flower beds on Taylor Way and Mathers Avenue)**
- (5) June 15, 2023, regarding “2023 Property taxes”**
- (6) D. Marley, June 17, 2023, regarding “Proposed Aquila development” (Preliminary Development Proposal for Daffodil Drive)**
- (7) June 18, 2023, regarding Proposed Subdivision of 2550 Queens Avenue**
- (8) June 18, 2023, regarding “Sewer and Drainage Utility Reserve Fund discrepancies for fiscal year 2022”**
- (9) Committee and Board Meeting Minutes – Gleneagles Community Centre Advisory Committee meeting February 1, 2023; Art Museum Advisory Committee meeting May 9, 2023; Public Art Advisory Committee meeting May 17, 2023; Design Review Committee meeting May 18, 2023; and Community Grants Committee and Subcommittee meetings May 19 and June 5 and 12, 2023**

### **Correspondence from Other Governments and Government Agencies**

No items.

### **Responses to Correspondence**

- (10) Financial Services, June 19, 2023, response regarding “2022 Annual Report "Draft" -- typographical error in Note 9 to the 2022 Financial Statements”**
- (11) Engineering & Transportation Services, June 19, 2023, response regarding “262 Bus Route Route Petition”**

RECEIVED

JUN 15 2023

DWV  
LEGISLATIVE SERVICES

**W.C. EVANS INC.**

s.22(1)

RICHMOND, B.C.

V6W 1C4

June 8, 2023

District of West Vancouver  
750 - 17th Street  
West Vancouver, B.C,  
V7V 3T3

ATTENTION: Mayor and Councillors

Dear Sirs:

Re: Dissolution of BIA in West Vancouver – Thank you

Please accept this letter as a whole hearted congratulation for cancelling the Business Improvement Association (BIA) – Ambleside & Dundarave.

This firm is the owner of a Commercial Building on Marine Drive. The Tenants in this building are primarily Small Businesses in the Health and Beauty industry.

The Tenants and Owner of this building have always felt that the BIA did not offer anything to the advancement of their businesses. The feeling is that the BIA was of value only to a small portion of the businesses that had to pay for it.

Thank you for your on-going support of small business in the community.

Yours truly,

W.C. EVANS INC.

s. 22(1)

Per: William C. Evans, President

s. 22(1)

**From:** s. 22(1)  
**Sent:** Wednesday, June 14, 2023 9:35 AM  
**To:** correspondence; Mark Sager; Nora Gambioli; Sharon Thompson; Christine Cassidy; Linda Watt; Peter Lambur; Scott Snider  
**Subject:** Water Utility Fund -- unexplained and untraceable transfers into and from the Water Reserve -- opaque accounting/book-keeping?

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Your Worship and Councillors,

This communication refers to the Water Utility accounting and the unexplained, and untraceable, transfers to and from the Water Reserve Fund during 2022. The transfers are reported in the Continuity of Reserves table in the 4<sup>th</sup> Quarter Financial Review and in Note 10 to the audited financial statements of fiscal year 2022.

Stripped of the revenue item "Transfers In", and adding the Water Reserve transactions for 2022 on the same page in order to obtain a picture of the Water Utility as a stand-alone "Fund" as per 'fund accounting' principles, it is seen that \$6,860,000 was transferred in to the Reserve from another, unidentified reserve fund, and, furthermore, that \$1,776,000 was transferred out of the Water Reserve to an unidentified reserve fund, all in fiscal year 2022. See Table 1 (below). There is no indication, at this time, what the source of the \$6,860,00 was, or what the destination of the \$1,776,000 is. The accounting/book-keeping for the Water Utility is opaque, not transparent. This has been the case for several years now, and it has raised concerns in the past, just as it raises concerns in the present.

An explanation is, therefore, requested of Council.

<u>LINE#</u>	<u>TABLE I (4<sup>th</sup> Quarter Review, 2022)</u> <u>DWV WATER UTILITY FUND</u>	<u>ACTUAL</u>	<u>2022</u> <u>BUDGET</u>	<u>VARIANCE</u>	
			(,000s omitted)		
	<b><u>OPERATING ACTIVITIES</u></b>				
	<b><u>REVENUE</u></b>				
(1)	OPERATING REVENUE	18,896	19,478	( 582 )	
(2)	TOTAL OPERATING REVENUES	18,896	19,478	( 582 )	
	<b><u>EXPENDITURE</u></b>				
(3)	WATER PURCHASED	4,399	4,000	( 399 )	
(4)	OPERATING EXPENSES	3,119	4,731	1,612	
(5)	CAPITAL EXPENDITURES	4,610	12,123	7,513	
(6)	ADMINISTRATIVE LEVY	350	350	-	
(7)	DEBT SERVICE COSTS	1,785	1,785	-	
(8)	TOTAL EXPENDITURES	14,263	22,989	8,726	
(9)	NET REVENUES	4,633	( 3,511 )	8,144	
	<b><u>RESERVE FUND TRANSACTIONS</u></b>				
(10)	OPENING BALANCE (1/1/2022)	O.B.	6,767	6,767	-
(11) = (9)	NET REVENUES	4,633	( 3,511 )	8,144	
(12)	INTEREST EARNED ON RESERVES	169	169	-	

(13) = ?	<b>OTHER TRANSFERS IN</b>		<b>6,860</b>	<b>10,823</b>	( 3,963 )
(14) =?	<b>TRANSFERS OUT/EXPENDITURES</b>		<b>( 1,776 )</b>	<b>-</b>	<b>( 1,776 )</b>
(15)	ENDING BALANCE (12/31/2022)	<b>E.B.</b>	<u>16,653</u>	<u>14,248</u>	<u>2,405</u>

Sincerely,

s. 22(1)

s. 22(1)

West Van.,

s. 22(1)

s. 22(1)

s. 22(1)

ReplyForward

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**From:** [REDACTED] s. 22(1)  
**Sent:** Wednesday, June 14, 2023 11:04 AM  
**To:** correspondence  
**Subject:** [REDACTED] s. 22(1) Status of court action and timeline for cleanup

**CAUTION:** This email originated from outside the organization from email address [REDACTED] s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Further to note accompanying Mayor's message sent with tax notice recently, and my call to the District a few minutes ago, several neighbours and myself wish to know status of [REDACTED] s. 22(1) as property is in state of disrepair and is an eyesore for several neighbours.

Mainly we wish to know what is the timeline for cleanup either by owners or District whoever owns the property. I do recall a year or so ago, a large bin was put in the driveway and the owners spent some days to do certain cleanup (which helped) but nothing since. If it is still owned by same people can they be asked to do another cleanup? I notice swimming pool drained and that is another eyesore; however, it is better than having it half full and mosquito and disease infected for past 5 or more years.

I am happy to come in to District for discussion if that would be better than written response.

Please advise

[REDACTED] s. 22(1)

[REDACTED] s. 22(1)

[REDACTED] s. 22(1)

West vancouver.

Sent from [Mail](#) for Windows

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**From:** Neil Jensen [REDACTED] s. 22(1)  
**Sent:** Thursday, June 15, 2023 12:00 AM  
**To:** correspondence  
**Cc:** Heidi Inman; Carol Reynolds; Ullrich Schade [REDACTED] s. 22(1) Mark Sager; [REDACTED] s. 22(1) Scott Snider  
**Subject:** Great job

CAUTION: This email originated from outside the organization from email address [REDACTED] s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Hello Staff

On behalf of our President Heidi Inman and the British Properties Area Homeowners Association we wanted to thank staff for a job well done.

The flowers beds on Taylor Way and Mathers at the entrance to the British Properties look phenomenal. Crews have done an amazing job and on behalf of the residents of the British Properties we very much appreciate all their efforts. This brings us much pride and joy.

Please share with the team responsible our gratitude for a job well done.

Kind regards  
Neil Jensen  
Member of Board of Directors for the BPAHA  
[REDACTED] s. 22(1)  
[REDACTED] s. 22(1)









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**From:** s. 22(1)  
**Sent:** Thursday, June 15, 2023 2:10 PM  
**To:** correspondence  
**Subject:** 2023 Property taxes

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Dear Mayor and council,

I was shocked and dismayed upon receiving my 2023 property tax bill. The total tax bill for our relatively modest 3 s.22(1) is excessive. The first step when compiling a budget should be to find cost cutting opportunities. The West Vancouver taxes are now in unsustainable territory along with those of the federal and provincial governments. I don't believe anyone voted for these kind of taxes.

Please take the opportunity throughout the year to look for and apply cost cutting measures.

Thank you,

s. 22(1)

s. 22(1)

West Vancouver s. 22(1)

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**From:** David Marley <domarley52@gmail.com>  
**Sent:** Saturday, June 17, 2023 5:58 PM  
**To:** correspondence  
**Cc:** Christine Cassidy; Nora Gambioli; Peter Lambur; Mark Sager; Scott Snider; Sharon Thompson; Linda Watt  
**Subject:** Proposed Aquila development

**CAUTION:** This email originated from outside the organization from email address domarley52@gmail.com. Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

I have recently read a proposal concerning this development in the Eagle Harbour neighbourhood. My initial impression is that it is precisely the sort of housing which West Vancouver ought to be encouraging. It would appear to offer an attractive residential option for many, locals and newcomers alike, who otherwise will likely be precluded from either remaining in or moving to West Vancouver.

I have lived in West Vancouver for just over 32 years. It has so many natural advantages and great potential. Overall it is a much better than decent place in which to live. It is not, however, as wonderful today as many locals would like to believe.

For one thing, I have so often been struck by the rampant complacency and outright negativity of far too many residents toward various issues, including land use, as well as the "I'm all right, Jack" attitude of too many business operators and commercial property owners. This is a peculiar and decidedly unappealing aspect of our community. It is a psychological climate remarkably similar to one which used to exist, and may still, in Oak Bay, another enclave of entitlement in which I lived for five years in the 1980s.

Too many people in West Vancouver speak of 'preserving the status quo'. To my mind, this is not really doable. A community either moves forward by adapting to changing circumstances or it withers and declines. As I travel around Metro Vancouver and, indeed, to various cities elsewhere in North America or overseas I see all manner of welcome improvements being made to commercial and residential properties, along with impressive public infrastructure upgrades. Upon returning to West Vancouver I am struck by how 'down-at-heel' our principal commercial centres are increasingly becoming and also by the proliferation of single family houses which are absurdly disproportionate in size both to the lot upon which they sit and their surrounding neighbourhoods. Many are outright grotesque, in the conspicuous consumption sense.

Anyway, the proposal in question strikes me as attractive, proportionate in size relative to its location and likely to help meet an obvious and urgent housing need in our community. I wish the developer every success and strongly encourage Council to vote in support of this development.

I hereby request that my name and contact information not be redacted from this e-mail.

David Marley  
s. 22(1)  
West Vancouver, BC  
s. 22(1)

604-926-8994

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**From:** [REDACTED] s. 22(1)  
**Sent:** Sunday, June 18, 2023 6:44 AM  
**To:** correspondence; Planning Department; [REDACTED] s. 22(1)  
**Subject:** 2550 Queens Ave. Development Application of [REDACTED] s. 22(1)

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Dear council members Mark Sager, Christine Cassidy, Nora Gambioli, Peter Lambur, Scott Snider, Sharon Thompson, and Linda Watt:

I am the owner and resident of [REDACTED] s. 22(1) and I oppose the formal development application for the sub-division of 2550 Queens from a single lot of 12,000 sqft to two lots of 6,000 sqft because I believe it will be the start of destroying the charm of homes on Queens in the Dundarave area which have always been on large lots in excess of 10,000 sqft and an unexpected higher density on a street that is already busy with traffic as a major arterial in Dundarave and as a bus route.

Regards,  
[REDACTED] s. 22(1)  
[REDACTED] s. 22(1)  
[REDACTED] s. 22(1)

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**From:** [REDACTED] s. 22(1)  
**Sent:** Sunday, June 18, 2023 12:42 PM  
**To:** correspondence; Mark Sager; Nora Gambioli; Sharon Thompson; Christine Cassidy; Linda Watt; Peter Lambur; Scott Snider  
**Subject:** Sewer and Drainage Utility Reserve Fund discrepancies for fiscal year 2022

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Your Worship & Councillors,

As with the Water Utility Fund, there is a discrepancy with respect to “Expenditures & Transfers” for the Sewer & Drainage Utility as shown in the Fourth Quarter Report for 2022 “Reserve Schedule”, on page 20 of the Report. This discrepancy is an unexplained transfer out of the Sewer & Drainage statutory reserve fund to some other fund or funds not identified. As the Sewer & Drainage Utility revenues are raised by levying fees and charges on the District’s ratepayers ostensibly to operate and maintain the utility’s sewer collection and transmission to the North Shore waste treatment plant, and to maintain the drainage infrastructure assets to divert surface waters to Burrard Inlet, monies collected from fees and charges should be applied only to those purposes for which the monies were originally collected. It is noteworthy that the Sewer & Drainage Reserve Fund is a statutory reserve fund as defined in part 6 of the Community Charter. Monies credited to a statutory reserve fund may only be used for the purposes the reserve fund was created for. Any other use of those monies is contrary to the Act unless those monies are declared surplus to requirements to fulfill the purposes for which the reserve fund was established by a resolution of Council in public session.

The consolidated Sewer & Drainage Utility Fund financial cashflows and opening and ending balances are shown below in Table A below. It is seen that \$4,562 thousands were transferred out of the Sewer & Drainage Utility Fund accounts for purposes other than the purposes that the monies were collected for pursuant to the Sewer & Drainage Utility fees charged to ratepayers of the District municipality.

As this usage is similar to that which has seen \$1,776, 351 transferred out of the Water Utility Fund during the same financial reporting period, Fiscal Year 2022, a reckoning of accounts for the transferred sums from both utility funds is requested.

It is noted that the ratepayers are charged utility fees for both Water and Sewer & Drainage based on representations by Council that those fees will be used and applied to the needs of the respective utility funds. During fiscal year 2022, a total of \$6,338 thousands were transferred out of the Water, and Sewer & Drainage utility fund accounts and deposited to other fund accounts.

In the case of the Water Utility, it is stated by a representative of the Financial Services department that the monies removed from the Water Utility accounts were transferred to “accumulated surplus”. Under the fund account method of accounting, each fund is a stand-alone entity comprising an operations account and a reserve (or surplus) account. Under this method of accounting, a transfer of monies credited to the Water Utility Fund to another fund or to other funds would be traceable (or, should be traceable) to the reserve (surplus) account of the other fund(s). There is no general “accumulated surplus” under fund account method.

If the fund accounting method is not being followed, and a separate sub-account (or, fund), which may be labelled “accumulated surplus”, is being maintained then this separate sub-account or fund should be reported on a separate line in the reserve schedule of the Fourth Quarter Report for fiscal year 2022. If, instead, the “accumulated surplus” is

incorporated in the General Fund, then that should be reported as such in the reserve schedule of the Fourth Quarter Report for fiscal year 2022. Whatever method of book-keeping is being used/applied to the accounts, the integrity of the accounts requires full disclosure in the quarterly reports for 2022 and earlier years.

Yours sincerely,

s. 22(1)

s. 22(1)

West Vancouver,

s. 22(1)

Table A. Sewer & Drainage Utility Fund Transactions and Opening and Ending Balances for Fiscal Year 2022

<b>Table A</b> (Thousands)	Opening balance	Revenues	Transfers In	Expenditures	Transfers Out	Ending Balance
1.) Sewer & Drainage Utility Operations	0 *	23,672		( 17,275 )	( 5,824 )	573 **
2.) Sewer & Drainage Utility Reserve Fund	24,022	601	5,824	0	( 4,562 )	25,884
3.) Consolidated Sewer & Drainage Utility Fund	24,022	24,273	0	( 17,275 )	( 4,562 )	26,457

[Note: Entries and totals are subject to rounding errors which are not material. \*\_For lack of better information, the opening balance of the Sewer & Drainage Utility Operations is plugged in at zero. \*\*\_For want of information on the opening balance of the Sewer & Drainage Utility Operations, the ending balance is \$573 thousands.]

s. 22(1)

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
GLENEAGLES COMMUNITY CENTRE ADVISORY COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, FEBRUARY 1, 2023**

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Committee Members: C. Shaw (Chair), B. Dame, G. Jopson, M. Macdonald, O. Nitsan, S. Patel, G. Russell, J. Wang, and S. Whittall attended the meeting via electronic communication facilities. Absent: C. Campbell-Leveck, M. Davis, C. Kwando, M. Mohagerani; and Counsellor C. Cassidy.

Staff: L. Shepherd, Acting Community Services & Community Development Manager; E. Bagnall, Recreation Services Supervisor, Gleneagles; and D. Godfrey, Community Services Department Secretary (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 7:10 p.m.

**2. New Member Introductions**

L. Shepherd introduced new members Greg Russell and Omer Nitsan. Both spoke briefly regarding their background.

It was Moved and Seconded:

THAT the verbal discussion regarding New Member Introductions be received for information.

CARRIED

**3. Election of Chair for 2023**

L. Shepherd asked for nominations for Chair and Acting Chair for 2023.

It was Moved and Seconded:

THAT C. Shaw be elected as Chair for 2023.

CARRIED

It was Moved and Seconded:

THAT G. Russell be elected as Acting Chair for 2023.

CARRIED

**4. Committee Meeting Schedule for 2023**

It was Moved and Seconded:

THAT the Gleneagles Community Centre Advisory Committee Meeting Schedule for 2023 be adopted as follows:

- April 12, 2023 at 7 p.m.;
- June 14, 2023 at 7 p.m.;
- October 11, 2023 at 7 p.m.; and
- November 29, 2023 at 7 p.m.

CARRIED

Discussion regarding the meeting location was held.

It was Moved and Seconded:

THAT all remaining Gleneagles Community Centre Advisory Committee meetings for 2023 be held in-person at the Living Room in the Gleneagles Community Centre.

CARRIED

**5. Annual Committee Evaluation for 2022**

L. Shepherd shared the results of the 2022 Annual Committee Evaluation survey noting that Communications staff are looking at some changes to the process for the 2023 survey. S. Patel noted that it would be worthwhile to have a conversation as to the role of this Committee and the committee members.

It was Moved and Seconded:

THAT the report regarding Annual Committee Evaluation for 2022 be received for information.

CARRIED

**6. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the February 1, 2023 Gleneagles Community Centre Advisory Committee meeting agenda be approved as circulated.

CARRIED

**7. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the October 13, 2022 Gleneagles Community Centre Advisory Committee meeting minutes be adopted as circulated.

CARRIED



## REPORTS / ITEMS

### 8. Supervisor's Update

E. Bagnall introduced himself to the Committee and spoke regarding operations at Gleneagles Community Centre:

- He noted new and returning programs, and an increase in interest for programs for 6 months to 5 year old participants.
- He noted that winter registration for programs is open and spoke about a bagpipe chanter program which has been struggling to attract registrants, but which staff are giving every chance to run.
- He further noted the popularity of pickleball and the addition of an intermediate level program which is already full.
- He noted a fitness instructor injury which has left the Yoga program with an instructor vacancy, and he also noted the return of different popular fitness instructors.
- He noted several staffing updates.
- He spoke regarding a few upcoming events:
  - Girl Guides annual Spark Event on February 4;
  - Youth Services' Grade 6/7 dances are back with three dances scheduled. The first on Friday, March 3. He noted that due to some previous conflicts, the weight room will be closing early at 7 p.m. on evenings when dances are happening; and
  - Spring Fest West is planned for May 6, 2023 and he is looking for volunteers to assist with planning, prep, and running the event: Extensive discussion was held regarding the event and the funds raised. He noted that \$5,528 raised in previous Spring Fest West events is being held in an account.
- He spoke regarding the pottery studio works and the sales revenue from the annual pottery sale. It was noted that 10% of pottery event sales goes to marketing and advertising and a large percentage goes towards equipment and supplies for the pottery studio. It was noted that this Committee is encouraged to provide input into how and where the Spring Fest West revenues are spent. L. Shepherd noted that this is something the Committee can discuss and decide upon at future meetings.

Extensive discussion was held regarding Spring Fest West and volunteer needs for the event as well as having a fundraising goal for the event. L. Shepherd spoke regarding Enhance West Van as an example of fundraising and how the funds they raise are used to purchase equipment for the West Vancouver Community Centre and to fund specific programs. She noted that these are some examples of how funds raised could be targeted. She also noted that funding requests put forth by staff in regard to their program areas could be shared with this Committee for future fundraising goals. L. Shepherd will report back to the Committee regarding any restrictions, processes, or procedures around fundraising.

B. Dame noted that the next meeting of this Committee isn't until April which is too late for some of the Spring Fest West prep activities and discussion was held regarding the wording of marketing and advertising materials. E. Bagnall will coordinate with Communications staff and Spring Fest West volunteers in the preparation of marketing collateral.

Some discussion was held regarding a Pumpkin Patch type fundraiser at Gleneagles. L. Shepherd noted the Pumpkin Patch put on by Enhance West Van and noted she would consult with community centre and Enhance West Van representatives as to whether this is something Gleneagles could do.

It was Moved and Seconded:

THAT the verbal discussion regarding Supervisor's Update be received for information.

CARRIED

#### **9. Manager's Update**

L. Shepherd noted she will be the Staff Representative for the Committee over the next few months while A. Beckett is on leave.

It was Moved and Seconded:

THAT the verbal discussion regarding Manager's Update be received for information.

CARRIED

#### **10. Spring Fest West**

Discussion points regarding Spring Fest West that were brought up in the agenda item regarding Supervisor's Update were touched upon and summarized. In reference to changing the name of the event, G. Jopson noted that it is nice to have something that is unique and special to the western community and that the term "Spring Fest West" is catchy and memorable. A compromise of "Gleneagles Presents Spring Fest West" was suggested. Further discussion was held.

It was Moved and Seconded:

THAT the name of the Spring Fest West event be updated to Gleneagles Spring Fest West.

CARRIED

G. Jopson noted that the coronation of King Charles III happens on the same day as Gleneagles Spring Fest West, May 6, 2023. He noted that this may be an issue for some attendees or community members and suggested that the coronation could be addressed or somehow touched upon within the context of Gleneagles Spring Fest West without the coronation taking over the event. Volunteers will discuss this issue when they meet.

It was Moved and Seconded:

THAT the discussion regarding Spring Fest West be received for information.

CARRIED

## 11. Members Roundtable

M. Macdonald spoke regarding the activities of the Western Residents Association (WRA) noting the Christmas Mix and Mingle event, and the January 10, 2023 meeting in which Mayor Sager was a featured speaker. She noted the upcoming meeting on February 14, 2023 and a recycling event being held on February 25, 2023.

C. Shaw spoke regarding the Horseshoe Bay Business Association (HBBA) and noted that Mayor Sager and several District Councillors also attended their last meeting. She also noted:

- an increased police presence in Horseshoe Bay;
- A desire by the Horseshoe Bay Business Association to install murals in Horseshoe Bay;
- Trolls has been sold though it is still operating under a five-year lease with a three-year option to renew; and
- Taste of the Bay is scheduled for May 16, 2023.

She confirmed that the next meeting of the Horseshoe Bay Business Association is scheduled for February 23, 2023.

G. Jopson spoke regarding the activities of the Golf Club Society noting that the Annual General Meeting had been held recently. He noted that membership is strong in both the men's and women's clubs and that 2023 will be the first year the club will be able to do all the programs they had been providing pre-pandemic. Golf staff were not able to do the school program in the fall but have approached school staff to see if it can be reinitiated in the spring. He further noted that the club staff are hoping to ratify the Letter of Understanding regarding early tee times soon. He also noted that the golf club will be highly involved in Gleneagles Spring Fest West. A question was raised regarding night frisbee on the golf course and G. Jopson noted he would approach the society about the idea.

J. Wang gave an update regarding Enhance West Van. She noted that over 3,000 people attended the Chinese New Year event held at the West Vancouver Community Centre and that this may indicate a higher attendance for Gleneagles Spring Fest West. She noted that Enhance West Van is doing a fundraising event for the donor wall at the West Vancouver Community Centre.

It was Moved and Seconded:

THAT the verbal discussion regarding Members Roundtable be received for information.

CARRIED

## 12. PUBLIC QUESTIONS

There were no questions.

**13. NEXT MEETING**

Staff confirmed that the next Gleneagles Community Centre Advisory Committee meeting is scheduled for April 12, 2023 at 7 p.m. and will be held in-person in the Living Room at Gleneagles Community Centre.

**14. ADJOURNMENT**

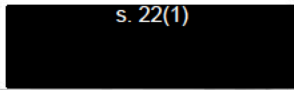
It was Moved and Seconded:

THAT the February 1, 2023 Gleneagles Community Centre Advisory Committee meeting be adjourned.

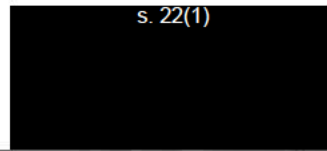
CARRIED

The meeting adjourned at 8:29 p.m.

Certified Correct:

 s. 22(1)

Chair

 s. 22(1)

Committee Clerk

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ART MUSEUM ADVISORY COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
TUESDAY, MAY 9, 2023**

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Committee Members: F. Patterson (Chair), D. Becker, K. Duffek, K. Hall, B. Helliwell, D. LaCas, R. Van Halm; and Councillor L. Watt attended the meeting via electronic communication facilities. Absent: M. Adamian, C. Gotay, and M. Price.

Staff: H. Letwin, Administrator/Curator (Staff Representative) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 10:06 a.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the May 9, 2023 Art Museum Advisory Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the March 14, 2023 Art Museum Advisory Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Council Liaison Update**

Councillor Watt reported that Council had voted to pilot a new paid parking program for some of West Vancouver’s parks. She also indicated that some of the committees will be undergoing an organization change, with more information to come.

It was Moved and Seconded:

THAT the verbal report regarding Council Liaison Update be received for information.

CARRIED

**5. Administrator / Curator’s Report**

H. Letwin reported on the following:

- The closing of Under the Shade of the Lotus Tree and its upcoming touring to University of Victoria, Legacy Art Galleries.

- The reception of the two current exhibitions, The Decisive Moment: Ema Peter, which opened at the West Vancouver Art Museum on April 11 and The Bricktacular West Coast Modern Show, occurring offsite at the West Vancouver Memorial Library, which opened on May 5. Both openings were very well attended and the exhibitions have been well received by visitors and the media.
- Congratulated Diana Becker for her volunteerism with the West Vancouver Art Museum and her recent recognition on the Wall of Acclaim.
- That she is giving a lecture about B.C. Binning on May 24 at the Kay Meek Arts Centre and tickets are still available.
- The West Vancouver Art Museum was given one-time resilience funding from the B.C. Arts Council.

It was Moved and Seconded:

THAT the verbal report regarding Administrator / Curator's Report be received for information.

CARRIED

## 6. Fundraising Report

H. Letwin reported on the following:

- the new Editions Print will be released on May 27 from 2 to 4 p.m. This new print by Takao Tanabe will be the 14th print in the series.
- West Coast Modern Week sponsorship has been strong, with many returning and a number of new sponsors.
- The next Fundraising Subcommittee meeting will occur on May 18 at 2 p.m. via electronic communication facilities.
- The Endowment with the West Vancouver Foundation sits currently at just over \$76,000.

It was Moved and Seconded:

THAT the discussion regarding Fundraising Report be received for information.

CARRIED

## 7. Visibility and Awareness

F. Patterson asked the committee to consider plans for the 30th anniversary of the West Vancouver Art Museum in 2024. The committee had the following suggestions and will continue to discuss ideas at upcoming meetings.

- D. Becker suggested that banners for Marine Drive might be made to commemorate the anniversary. R. Van Halm suggested that it would be best to make more than one design and that one might be able to make these after a selection of works of art, including that in the collection.
- K. Hall suggested that a publication about 30 works from the collection might be considered.

- F. Patterson suggested that Canada Post stamps might be considered.

It was Moved and Seconded:

THAT the discussion regarding Visibility and Awareness be received for information.

CARRIED

## **8. Programming Subcommittee**

F. Patterson led a brief discussion about the upcoming Programming Subcommittee meeting.

It was Moved and Seconded:

THAT the discussion regarding Programming Subcommittee be received for information.

CARRIED

It was Moved and Seconded:

THAT

1. the first Programming Subcommittee meeting be scheduled for June 16, 2023 at 4 p.m. via electronic communication facilities;
2. the Raven Room in Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the Programming Subcommittee meeting proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for the meeting.

CARRIED

## **9. PUBLIC QUESTIONS**

There were no questions.

## **10. NEXT MEETING**

Staff confirmed that the next Art Museum Advisory Committee meeting is scheduled for June 6, 2023 at 10 a.m. via electronic communication facilities.

## **11. ADJOURNMENT**

It was Moved and Seconded:

THAT the May 9, 2023 Art Museum Advisory Committee meeting be adjourned.

CARRIED

The meeting adjourned at 10:56 a.m.

Certified Correct:

s. 22(1)

Chair

s. 22(1)

Staff Representative



**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
PUBLIC ART ADVISORY COMMITTEE MEETING MINUTES  
RAVEN ROOM, MUNICIPAL HALL  
WEDNESDAY, MAY 17, 2023**

---

Committee Members: E. Fiss (Chair), P. Azarm Motamedi, D. Huhn, J. Oakes, M. Rahnama; and Councillor L. Watt attended the meeting in the Raven Room, Municipal Hall. Absent: B. Kaiser and A. Nazar.

Staff: D. Niedermayer, Senior Manager, Cultural Services (Staff Representative); L. Thackray, Cultural Services Program Coordinator; and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

**1. CALL TO ORDER**

The meeting was called to order at 2:02 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the May 17, 2023 Public Art Advisory Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the April 11, 2023 Public Art Advisory Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Council Liaison Update**

Councillor Watt informed the Committee that Mayor Sager's work to determine a location for the new arts facility is ongoing. Councillor Watt invited the Committee to attend the Home Tour on July 8th, which is part of the West Coast Modern Week that starts on July 4th. Tickets are available. Councillor Watt also mentioned a project with Nickel Bros to relocate a home on the waterfront to preserve it from demolition.

It was Moved and Seconded:

THAT the verbal report regarding Council Liaison Update be received for information.

CARRIED

## 5. Community Public Art & Murals Discussion

The District's Public Art Program currently does not have a Community Public Art and Murals Program although the District has undertaken both in the past. The Committee discussed the creation of these programs so that the Public Art Advisory Committee is able to work with community groups to develop new projects which require less funding, help to educate the public about public art and create engaging, interactive opportunities for the community. The Committee discussed making a recommendation to Council to initiate a Community Public Art and Murals Program with an annual amount of funds automatically transferred into an operating account. This would enable the Committee and staff to respond to community proposals with low budgets without the need for Council's approval, which can be time-consuming. All members agreed to move forward with a recommendation. Staff presented a draft with basic guidelines for these programs that will inform Council how the programs would operate. Once approved, the programs will be incorporated into the District's Public Art & Municipal Art Collection Policy and Procedures documents. Committee members agreed to review the guidelines document and provide feedback.

It was Moved and Seconded:

THAT

1. the Public Art Advisory Committee recommends a transfer of \$30,000 annually from the Public Art Reserve Fund to fund a Community Public Art and Murals Program;
2. the Public Art Advisory Committee will have oversight of the Program;
3. any funds remaining at year-end be returned to the Public Art Reserve Fund; and
4. the above three motions be presented to Council for consideration.

CARRIED

## 6. Public Art in Horseshoe Bay Discussion

Chair provided a brief update on the tour at Horseshoe Bay on April 25th with the Horseshoe Bay Business Association (HBBA) and Councillors Thompson and Watt. During the tour, the group was shown a few building facades suitable for art murals. The HBBA will complete one mural that will welcome visitors to Horseshoe Bay. The Committee discussed the locations visited during the tour that would be appropriate for murals. The Committee will be approached for a partnership for one or two other murals once a Community Public Art and Murals Program is approved by Council.

L. Thackray mentioned a summer camp at Gleneagles focusing on creating a mural.

It was Moved and Seconded:

THAT the discussion regarding Public Art in Horseshoe Bay Discussion be received for information.

CARRIED

## 7. Staff Update

Staff provided an update on the following:

- proposed donation to the District of West Vancouver's Public Art Inventory of an oil painting named *BC Westcoast* from artist Margaret Thom. The Committee endorsed the donation;
- the restoration of the Welcome Figure totem in Ambleside is moving forward and will start in the end of May. Staff will discuss with the artist a location more accessible for a new plaque; and
- installation of the Navy Jack Point Park and Westin Park public art projects should begin in September.

It was Moved and Seconded:

THAT

1. the proposed donation from artist Margaret Thom be endorsed; and
2. the verbal report regarding Staff Update be received for information.

CARRIED

## PUBLIC QUESTIONS

### 8. PUBLIC QUESTIONS

There were no questions.

## NEXT MEETING

### 9. NEXT MEETING

Staff confirmed that the next Public Art Advisory Committee meeting is scheduled for June 13, 2023 at 1 p.m. and held in-person in the Raven Room at Municipal Hall.

## ADJOURNMENT

### 10. ADJOURNMENT

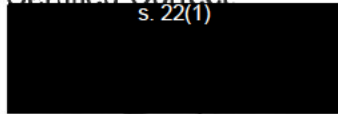
It was Moved and Seconded:

THAT the May 17, 2023 Public Art Advisory Committee meeting be adjourned.

CARRIED

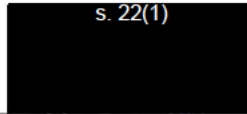
The meeting adjourned at 3:31 p.m.

Certified Correct:  
s. 22(1)



Chair

s. 22(1)



Committee Clerk

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
DESIGN REVIEW COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
THURSDAY, MAY 18, 2023**

---

Committee Members: E. Fiss (Chair), M. Avini, A. Hatch, S. Khosravi, D. Tyacke, N. Waissbluth, L. Xu; and Councillors N. Gambioli and S. Snider attended the meeting via electronic communication facilities. Absent: R. Ellaway and J. Leger.

Staff: L. Berg, Senior Community Planner (Staff Representative); E. Syvokas, Community Planner; and Naomi Allard, Administrative Assistant (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 4:35 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the May 18, 2023 Design Review Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the April 20, 2023 Design Review Committee meeting minutes be adopted as circulated.

CARRIED

**4. INTRODUCTION**

- a. Introductory presentation by staff.
- b. Applicant presentation.
- c. Clarification questions to applicant by the DRC.
- d. Roundtable discussion and comments.
- e. Recommendations and vote.

## 5. APPLICATIONS FOR CONSIDERATION

### Applications Referred to the Design Review Committee for Consideration:

#### 5.1 Address: 6340 & 6344 Douglas Street

**Background:** E. Syvokas, Community Planner, introduced the proposal and spoke relative to its context, including:

- Development Permit application is for 2 lots located in Horseshoe Bay Neighbourhood.
- Site is 1,136 square meters and slopes to southeast corner; currently zoned as ground-oriented dwelling Zone 3 (RG-3); allows for row houses.
- Duplexes located to the north and west of site; Right of Way to the east contains BC Ferries building; Right of Way to the south across lane; Great West Trail Path to the east and south of site.
- Maple Tree located on the site boulevard to be retained.
- This proposal falls under the Horseshoe Bay Local Area Plan Development Permit Area; purpose to ensure sites well designed and articulated with high quality materials in context with neighbourhood character.
- Proposal for 9-unit rowhouse development with two buildings; Building 'A': 5-units facing Douglas Street at north of site; Building 'B': 4-units facing lane to the south of site. Access to single car garages included for each unit.
- Units to be compliant with Energy Step Code 4 and Low Carbon Energy System.
- Development to be reviewed against guidelines of the Official Community Plan and The Horseshoe Bay Development Permit Area.
- Variance proposed for east side yard setback from 1.52 meters to 0.61 meters; aims to improve transition from development and neighbours to the west, enhance pedestrian access to Douglas Street.

**Project Presentation:** M. Zolghadr, Architect, provided a presentation on the proposal including:

- Project located at RG3 Residential Area with row house capability.
- Commercial area, transit and recreation facilities are situated near site.
- Objective of proposal is to refresh the neighbourhood by developing an underdeveloped site; address the need for 'missing middle housing' as outlined in Official Community Plan (OCP).
- Design process incorporates relaxation of the east yard setback and dividing of the massing.
- Vehicle access from rear lane allows for pedestrian access from front and back of units.
- The units are divided amongst two buildings: Building 'A' with 5-units and Building 'B' with 4-units.
- In order to achieve a smoother transition between buildings, features were

included which include a duplex appearance building (Building B) in rear and row house building in front of site (Building A);

- Balconies and terraces are designed to separate units from one another.
- 1,600 square foot area per unit; intent to create a small community with more attainable housing options for the Horseshoe Bay Area.
- Each unit has a pedestrian and vehicle access as well as outdoor space access.
- 1 car and 2 bike parking spaces incorporated in garage for each unit; garbage accessed from connection to street.
- A landscaped outdoor common space will function for residents' use.
- Site area is 12,717 sq ft; height 10.29 meters; site coverage 47.46 percent divided by Building 'A' and 'B'.
- Buildings designed to provide diverse roof lines including gables, appropriate warm colors with glazing, horizontal elements, and canopies to add identity in context with that of Horseshoe Bay Neighbourhood.
- Cohesion is mastered in site because of materials and setbacks; provided view of development in context with neighbouring building.
- Large windows provide access to natural light; all windows can be opened for ventilation.

**Project Presentation:** C. Klavionis, Landscape Architect, provided a presentation on the proposal including:

- Existing Big Leaf Maple Tree will be retained, and additional Maple Trees added to boulevard to provide treed sidewalk for pedestrians.
- Perennials incorporated between sidewalk and street to provide separation for public using sidewalk and deter people from walking out onto Douglas Street as there is no pedestrian crossing here.
- Foundation plantings proposed along buildings; broad leaf evergreens to provide seasonal appeal; hedges of varying sizes incorporated.
- Grass area at entranceways will provide definition to entrance of each unit.
- East side has gravel walkway to help with storm water; trellis work with Boston Ivy to provide color in fall and winter along south side of site.
- Along west side there is a concrete sidewalk; hedge row of Cedar and Maples incorporated to break up hedge appearance.
- Driveway of permeable asphalt incorporated to aid in drainage and elimination of storm water.
- Units to south have foundation planting as well with defined access ways from sidewalks, hedges, grass, deciduous tree planting.

**Committee Questions:**

The Committee went on to question the presenters, with the applicants' and staff responses in *italics*:

- To staff - what does West Vancouver see as the build out period for this area in terms of the Local Area Plan (LAP)? *LAP is in place and expectation is that proposed developments would be in compliance with policies. As applications come forward, the overall area will gradually achieve the directions but this could take decades. Do we need sidewalks? It seems sidewalks contradict the sense of place and character of Horseshoe Bay. This can be revisited; there are sections in the Area Plan about sidewalks.*
- To staff - is there an impermeable coverage requirement and how much of the site is impermeable? *There are guidelines in the Horseshoe Bay Local Area Plan which speak to minimizing impervious surfaces and providing extensive landscaping but no specified percentages.*
- Is there data to show the permeability of the site? *We do not have this figure, but we can provide this.*
- There is no context plan showing the eastern neighbour. Is there a buffer between the site and the eastern neighbour? Presently it appears there is a 2-foot separation of gravel. *There is just a straight gravel path softened with a trellis. There is a BC Ferries building on the eastern side of site; there is more space than what rendering indicates. There is a retaining wall by the trail.*
- This is a sloped site with the planting on a 20% slope; how will storm water be caught in between the building and the softscape as the land slopes towards the buildings? *This is sloped grass; there will be a French Drain which will catch the water.*
- The only variance is for the east side yard setback and western side to provide more space. Is this correct? *We did this as a response to planning input to allow better access, more space, and to enable manoeuvrability on site.*
- What is the pinch point from the building to the edge of the trail? What is on the east side of site and is the trail at 0.6-meter setback from trail? *No change proposed to lot – displayed survey and overview of site area showing subject area in question.*
- Garbage collection is at the street, so there will be nine recycling boxes? *Yes. Usually there is a space designated for row house garbage and recycling pick up. There is no space for this, and it was reviewed by planning.*
- Do you have rationale behind changing of materials on the buildings? *To align with the original character of Horseshoe Bay we used gable roofs and variable materials in keeping with the cottage history of the area.*
- The guidelines suggest the use of high-quality materials however, vinyl is being used. Why? *Vinyl siding was chosen by the owner for durability as well to make this development affordable.*
- There is a pad-mounted transformer at the west side of this project. Is there any reason you did not place it on the east side where the BC Ferries building is located so that it would be out of site? *We did not want it at the end of the cul-de-sac as wanted to be able to access it; we were directed on this location by our consultant.*

- Regarding the pad-mounted transformer, is it permitted to be placed in the lane? *No, requires accessibility from the street.*
- On floor plans in living room area there is a note that says 'chimney'. Where is this located? *It is in the middle of the wall and is an electric fireplace, not a chimney.*
- Has there been a parking analysis carried out to ensure cars can maneuver? *Yes it has been submitted to the District.*
- Is it just the roofs and horizontal elements that are being drawn in from the cottage appearance and character of Horseshoe Bay, or are there other elements being included? *Use of shingles is in character of the neighbourhood, as well as colour scheme and some of the materials which we believe match other homes in the area; roof design is the major element which connects with the character of Horseshoe Bay.*
- Can you provide a site plan and streetscape plan showing the BC Ferries building? *(No response provided).*
- Will the units facing the lane be addressed from the lane or will they have a Douglas Street address? Will there be a common mailbox or individual unit boxes? *(No response provided).*
- Will there be further discussion on the placement of the BC Hydro pad-mounted transformer? *(No response provided).*
- Will there be a place for the recycling and garbage to be stored indoors? *Yes there are garbage spaces designed in the garage space; the areas outside are only for collections.*
- To staff – what is the streetscape design going to look like on Douglas Street? Potential alternative or additional bike route is proposed for Douglas Street. *Figure 6.4 in the Local Area Plan provides an illustrative streetscape section for the public realm.*
- Guardrails appear to enclose building. Is there any way these can be removed? *Can look at adjusting the railing design to make it align with the design.*

#### **Committee Comments:**

The Committee went on to provide comments on the presentation, including:

- Glad to see EV Charging and energy efficiency inclusions; architectural plans, landscape plans and renderings seem to show discrepancies in terms of information and need to be coordinated; happy to see grass and trees; seems to appear very urban; railings are too industrial and not in context with Horseshoe Bay character; far right unit on southeast corner is very close to the retaining wall; suggest turning pathway adjacent to the buildings to asphalt so that garbage can easily be taken out for units along Douglas Street; the materials appear more urban, suggest using a medium such as hardy-board; suggest using a different material than vinyl to soften appearance.
- Development does not meet the LAP principle “keep it kooky and don’t make



it cookie cutter”; this development appears cookie-cutter; materials such as vinyl siding and metal rails could be replaced with higher quality materials; shallower roofs and metal roof could add to the character of Horseshoe Bay; I like the floor plans of units; more variation of colour in pallet suggested to provide identity; a garbage staging area would benefit this development; trellis on east façade seems minimal - suggest greatly improving it or removing it.

- Variety of massing and design is not successful; cluster of five rowhouses require repetition of materiality and colour as opposed to random changes; suggest breaking down clusters into a few different units so that can play with variation and random appearance of units; consider cluster of two units and three units with pedestrian access in between; allow for varying heights; explore more siding options; setback required on top levels to decrease shadowing and get some light into the upper storey and increase privacy; garbage collection options need to be explored as nine bins do not look good; architect should work with engineer to look at better options for the placement of the pad-mounted transformer as it is presently proposed in the pedestrian access.
- The proposal is sterile suburban, not Horseshoe Bay; the southeast corner is a problem next to the retaining wall to the trail; pad-mounted transformer needs to be moved.
- No feel of the Horseshoe Bay character in this proposal, it feels that it could be other places; the design brief says native species but other than a few plants there is no native species; would be nice to see more native species included in the planting design; problem with sidewalk going right through root zone of street tree, it will die; front yards appear unusable, would rather see these areas raised as stoops or terraces; on south side a sunken terrace would provide a solution to storm water by providing a place for water to go through a drainage system; suggest changing the guardrail material; arbours to announce pedestrian entrances could be considered per the guidelines; trellis on east facades could be expanded to the whole side of the building.
- Impervious coverage needs to be calculated and included on the plans; stormwater management measures should be considered; design of stairs and patio could be adjusted; planting will be sloped which makes yard unusable; suggest addressing the slope or reducing stairs to provide a flat area which could be used for a garden; more context showing how the vine and trellis on the east façade relates to the neighbour to east would be beneficial; how do cars back out should be included on site plans; suggest looking into visitor parking and visitor bike parking; issue with retaining wall along the driveway as the space is tight.
- The foundations of this development are good; skeptical of achieving 1.0 FAR; slab on grade proposed inexpensive to build but need to put more money on finishes; LAP is asking for rowhouses so this project aligns with that element (not a tri-plex and duplex) so make proposal appear as a rowhouse; consider moving the hip gables to the end units so the buildings step down; in terms of roofs, suggest low-sloped roofs that are more in keeping with the character of Horseshoe Bay; materials such as vinyl and cultured stone do not match the guidelines and contradict the expression

trying to be created; suggest revisiting materials to make this project work in terms of context; the location of the pad-mounted transformer destroys the outdoor space for that unit and needs to be revisited; it was mentioned that the design included elements for seniors but there is not much in terms of accessibility within units; at corner of west elevation there are bays that do not line up which I feel is not attractive.

Having reviewed the application for 6340 & 6344 Douglas Street and heard the presentation provided by the Applicant:

It was Moved and Seconded:

THAT the Design Review Committee require RESUBMISSION of the 6340 & 6344 Douglas Street application subject to the following considerations:

- Design development of materials and colours to achieve Horseshoe Bay Guidelines with consideration to roof forms.
- Design development to the east elevation with consideration of extending the trellis to improve relationship to the east.
- Design development to the massing along the interior drive aisle to improve daylight to the courtyard.
- Design development to improve overall massing to increase variety with attention to detailing to achieve Horseshoe Bay Neighbourhood Character.
- Design development to improve the landscaping and make more usable, level areas, secure preservation of the Big Leaf Maple and consider increasing impermeable surface area where possible as well as site drainage.
- Work with BC Hydro to relocate the placement of the pad-mounted transformer.
- Identify the preferred location for garbage and recycling pick-up.
- Provide broader streetscape that shows east and west neighbours on the street drawings and provide more information, including cross-sections showing the interface with the retaining wall to the east.
- Confirm that parking and vehicular access is manoeuvrable via a turning radius plan.
- Provide coordination between architectural and landscape plans and ensure that plans are updated.
- Work with the District to clarify service agreement requirements for sidewalk/boulevard.

CARRIED

## **6. PUBLIC QUESTIONS**

There were no questions.

## **7. NEXT MEETING**

Staff confirmed that the next Design Review Committee meeting is scheduled for June 15, 2023 at 4:30 p.m. via electronic communication facilities.

**8. ADJOURNMENT**

It was Moved and Seconded:

THAT the May 18, 2023 Design Review Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:24 p.m.

Certified Correct:

s. 22(1)

Chair

s. 22(1)

Staff Representative

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY GRANTS COMMITTEE MEETING MINUTES  
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE  
FRIDAY, MAY 19, 2023**

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Committee Members: V. Holysh (Chair), N. Baker, J. Mascal, G. McCurdy, L. Mulholland, S. Price, L. Rogers, J. Verner; and Councillor L. Watt attended the meeting in the Cedar Room, West Vancouver Community Centre. Absent: K. Louie.

Staff: D. Niedermayer, Senior Manager, Cultural Services; L. Shepherd, Community Development & Community Services Manager; and D. Godfrey, Community Services Department Secretary (Committee Clerk) attended the meeting in the Cedar Room, West Vancouver Community Centre.

**1. CALL TO ORDER**

The meeting was called to order at 8:33 a.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the May 19, 2023 Community Grants Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the March 24, 2023 Community Grants Committee meeting minutes be amended as follows:

- A note be added to the discussion notes for Item 6 Permissive Tax Exemption Update to reflect that the Community Grants Committee agrees to undertake the 2024 Permissive Tax Exemption (PTE) application review on a one-time trial basis this year.

AND THAT the minutes be adopted as amended.

CARRIED

**REPORTS / ITEMS**

**4. Permissive Tax Exemptions**

Discussion was held regarding the Permissive Tax Exemption application process and the Community Grant Committee's (CGC) involvement in the evaluation process. It was noted that permissive tax exemption status is valuable information for CGC members to have in their annual grant evaluations as many of the recipients are also connected to the community groups applying for annual grants. It was also reiterated that the District would like a 'community lens' on the applications rather than having applications evaluated only by staff.

V. Holysh encouraged the subcommittee to make a recommendation after their evaluations as to whether the Community Grant Committee should agree to perform these evaluations on an ongoing basis.

Discussion was also held regarding the meeting dates and chair positions for the Permissive Tax Exemption Subcommittee. It was further confirmed that staff will provide subcommittee members with a summary report of all applications received prior to the first subcommittee meeting.

It was Moved and Seconded:

THAT S. Price be elected Chair of the Permissive Tax Exemption Subcommittee for 2023.

CARRIED

It was Moved and Seconded:

THAT L. Mulholland be elected as Acting Chair of the Permissive Tax Exemption Subcommittee for 2023.

CARRIED

It was Moved and Seconded:

THAT the Permissive Tax Exemption Subcommittee meeting schedule for 2023 be adopted as follows:

- June 5, 2023 at 4:30 p.m.; and
- June 12, 2023 at 4:30 p.m.

CARRIED

It was Moved and Seconded:

THAT all remaining Permissive Tax Exemption Subcommittee meetings for 2023 be held in-person in the Cedar Room at the West Vancouver Community Centre.

CARRIED

## **5. Community Grants Framework Policy Review**

Committee members were reminded that the new Community Grants Framework Policy will replace the Community Grants Program Policy Framework (2017) document. Committee members reviewed, section by section, the draft policy document provided by staff. Committee members made recommendations for updates to incorporate into a final version. Staff confirmed that the final policy document will become a Council document that requires Council approval for future updates.

Committee members also began a review of a Committee Guidelines document provided by staff and made similar recommendations for updates. Staff confirmed that the guidelines document will be a committee document that can be updated annually in response to changing priorities and processes.

It was noted that a workshop will be held in the fall for grant applicants and CGC members.

It was Moved and Seconded:

THAT the verbal discussion regarding Community Grants Framework Policy Review be received for information.

CARRIED

**6. Staff Update**

Staff provided feedback from grant applicants that was received after the annual grants were announced. Committee discussed holding a meeting in September with community organizations that apply for the Community Grants Program to gain a better understanding of the issues, challenges and opportunities affecting the community services sector and the arts, culture and heritage sector. Staff to add this to the September agenda for discussion and confirmation before the 2024 grants program is announced.

It was Moved and Seconded:

THAT the verbal discussion regarding Staff Update be received for information.

CARRIED

**7. PUBLIC QUESTIONS**

There were no questions.

**8. NEXT MEETING**

Staff confirmed that the next Community Grants Committee meeting is scheduled for June 16, 2023 at 8:30 a.m. and held in-person in the Cedar Room at the West Vancouver Community Centre.

**9. ADJOURNMENT**

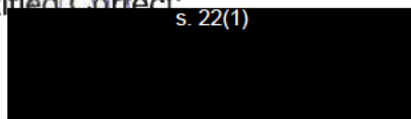
It was Moved and Seconded:

THAT the May 19, 2023 Community Grants Committee meeting be adjourned.

CARRIED

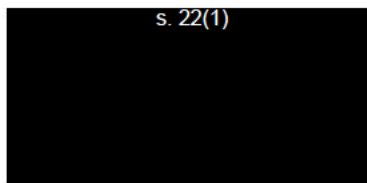
The meeting adjourned at 10:03 a.m.

Certified Correct:

 s. 22(1)

Chair

s. 22(1)



Committee Clerk

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY GRANTS COMMITTEE  
PERMISSIVE TAX EXEMPTION SUBCOMMITTEE MEETING MINUTES  
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE  
MONDAY, JUNE 5, 2023**

---

Committee Members: S. Price (Chair), N. Baker, G. McCurdy, L. Rogers, and J. Verner attended the meeting in the Cedar Room, West Vancouver Community Centre.  
Absent: L. Mulholland.

Staff: D. Niedermayer, Senior Manager, Cultural Services; L. Shepherd, Community Development & Community Services Manager; and D. Godfrey, Community Services Department Secretary (Committee Clerk) attended the meeting in the Cedar Room, West Vancouver Community Centre.

**1. CALL TO ORDER**

The meeting was called to order at 4:32 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the June 5, 2023 Permissive Tax Exemption Subcommittee meeting agenda be approved as circulated.

CARRIED

**REPORTS / ITEMS**

**3. Permissive Tax Exemption Applications Review**

Discussion was held regarding the *Community Charter* language, and the inclusions and exclusions noted within the applicable sections. Committee members discussed questions that arose during their initial review of applications. Staff will forward questions arising from criteria and a few individual applications to the Finance Department for clarification before the next meeting.

It was Moved and Seconded:

THAT the verbal discussion regarding Permissive Tax Exemption Applications Review be received for information.

CARRIED

**4. Staff Update**

Staff provided a quick review of navigating the Foundant portal site and reviewed the Permissive Tax Exemption evaluation form and review criteria.

It was Moved and Seconded:

THAT the verbal discussion regarding Staff Update be received for information.

CARRIED

**5. PUBLIC QUESTIONS**

There were no questions.

**6. NEXT MEETING**

Staff confirmed that the next Permissive Tax Exemption Subcommittee meeting is scheduled for June 12, 2023 at 4:30 p.m. and held in-person in the Cedar Room at the West Vancouver Community Centre.

**7. ADJOURNMENT**

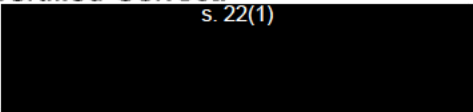
It was Moved and Seconded:

THAT the June 5, 2023 Permissive Tax Exemption Subcommittee meeting be adjourned.

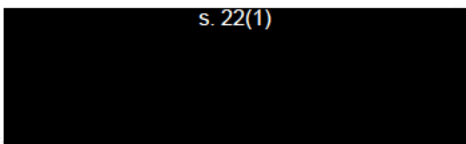
CARRIED

The meeting adjourned at 5:16 p.m.

Certified Correct:

s. 22(1)  


Chair

s. 22(1)  


Committee Clerk



**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY GRANTS COMMITTEE  
PERMISSIVE TAX EXEMPTION SUBCOMMITTEE MEETING MINUTES  
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE  
MONDAY, JUNE 12, 2023**

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Committee Members: S. Price (Chair), N. Baker, G. McCurdy, L. Mulholland, L. Rogers, and J. Verner attended the meeting in the Cedar Room, West Vancouver Community Centre.

Staff: D. Niedermayer, Senior Manager, Cultural Services; L. Shepherd, Community Development & Community Services Manager; and D. Godfrey, Community Services Department Secretary (Committee Clerk) attended the meeting in the Cedar Room, West Vancouver Community Centre.

**1. CALL TO ORDER**

The meeting was called to order at 4:31 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the June 12, 2023 Permissive Tax Exemptions Subcommittee meeting agenda be approved as circulated.

CARRIED

**REPORTS / ITEMS**

**3. Permissive Tax Exemption Applications Review**

Discussion was held regarding general evaluation considerations and eligibility requirements. Members presented their assigned application evaluations and preliminary recommendations. Some discussion was held regarding suggested adjustments for clarity to the Permissive Tax Exemption application form for next year.

It was Moved and Seconded:

THAT the Permissive Tax Exemption Subcommittee recommends the approval of all Permissive Tax Exemption applications that scored 50% or above on the evaluation criteria and that the subcommittee has reservations about all applications that scored below 50%; and

THAT staff communicate to Council the reasons for the subcommittee's reservations.

CARRIED

**4. Staff Update**

No updates.

**5. PUBLIC QUESTIONS**

There were no questions.

**6. NEXT MEETING**

No additional Permissive Tax Exemption Subcommittee meetings are scheduled for 2023. Staff will confirm a date and time with subcommittee members if another subcommittee meeting is required.

**7. ADJOURNMENT**

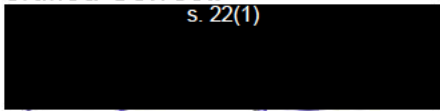
It was Moved and Seconded:

THAT the June 12, 2023 Permissive Tax Exemption Subcommittee meeting be adjourned.

CARRIED

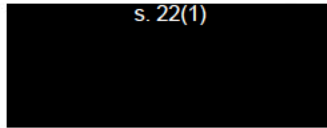
The meeting adjourned at 6:21 p.m.

Certified Correct:

s. 22(1)  


Chair

s. 22(1)



Committee Clerk

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**From:** Finance  
**Sent:** Monday, June 19, 2023 12:02 PM  
**To:** s. 22(1)  
**Cc:** Finance; correspondence  
**Subject:** RE: 2022 Annual Report (draft) - typographical error in Note 9 to the 2022 Financial Statements (email from s. 22(1) )

To s. 22(1)

Thank you for your comment.

The section you reference is a reconciliation, showing a breakdown of how the appropriated surplus is calculated. This reconciliation and associated naming convention was initially introduced in 2019 based on the auditor's recommendation.

The 2022 Financial Statements and Disclosure Notes have already been audited, which means that no changes can be made at this point.

However, we always strive for greater clarity, so we appreciate your advice, and will consider it when working with our auditors next year.

Sincerely,

Financial Services  
District of West Vancouver



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We acknowledge that we are on the traditional, ancestral and unceded territory of the Squamish Nation, Tsleil-Waututh Nation and Musqueam Nation. We recognize and respect them as nations in this territory, as well as their historic connection to the lands and waters around us since time immemorial.

This email and any files transmitted with it are considered confidential and are intended solely for the use of the individual or entity to whom they are intended. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete all copies of this email and attachment(s). Thank you.

**From:** s. 22(1)  
**Sent:** Tuesday, June 13, 2023 8:40 PM  
**To:** correspondence  
**Subject:** 2022 Annual Report "Draft" -- typographical error in Note 9 to the 2022 Financial Statements

**CAUTION:** This email originated from outside the organization from email address s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Typographical error present in footnote 9 to the 2022 financial statements appearing in the annual report for 2022:

- Summary line which reads "Appropriated Surplus" should read "Accumulated Surplus", because the sum includes the amount on the first line labelled "Unappropriated Surplus (Deficit)".

**9. ACCUMULATED SURPLUS**  
 Accumulated surplus is represented by:

	2022	2021 (Restated, Note 19)
Unappropriated Surplus (Deficit)	1,048,516	(1,467,234)
Amberview Co-op Lease Payback (Note 12(a))	<b>(14,808,396)</b>	(14,832,327)
Reserve Funds (Note 9)	146,612,873	139,969,865
Investment in Non-Financial Assets	526,820,512	509,742,593
Appropriated Surplus	<b>659,673,505</b>	633,412,897

s. 22(1)  
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s. 22(1)

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**From:** Engineering Department  
**Sent:** Monday, June 19, 2023 4:33 PM  
**To:** s. 22(1) correspondence  
**Cc:** Engineering Department; Mark Sager  
**Subject:** District of West Vancouver Public Enquiry s.22(1) - Bus Route 262

Hello s. 22(1)

Thank you for your patience while staff have investigated this matter with our colleagues at Translink.

The 262 Lions Bay / Caulfeild is a community shuttle that originates and terminates across the street from Caulfeild Village Shopping Centre, near Rockridge Secondary School. Its main purpose is to connect residents of Lions Bay with services in Horseshoe Bay/ Caulfeild and provide transfer opportunities to the rest of the transit network; there are no other TransLink transit services serving Lions Bay. The 262 also provides a connection for residents of Horseshoe Bay to Caulfeild.

In reviewing this request, several criteria were considered including existing service within localized travel markets, resource and financial needs to support the change in service, localized customer impacts and broader customer impacts within the region, as follows:

#### **Existing Service**

Residents of Gleneagles / Eagle Harbour, which lies between Caulfeild and Horseshoe Bay, are requesting that the route travel on local roads—Marine Drive and Westport Road—rather than Hwy 1, in order to connect these communities to the commercial amenities at Caulfeild and the adjacent Rockridge Secondary School. Residents in this area currently have access to shopping and services at Horseshoe Bay, Dundarave and beyond via route 250. However, customers must travel to Horseshoe Bay to connect to service to Caulfeild. Refer to Figure 1 below.

#### **Resource Needs**

Currently, there are no available excess service hours to increase service in outside of those identified in the 2022 Translink Investment Plan, nor would this request fit within the scope options currently being contemplated for the 2024 Investment Plan; further information can be found at [TransLink's 2022 Investment Plan](#).

#### **Customer Impacts**

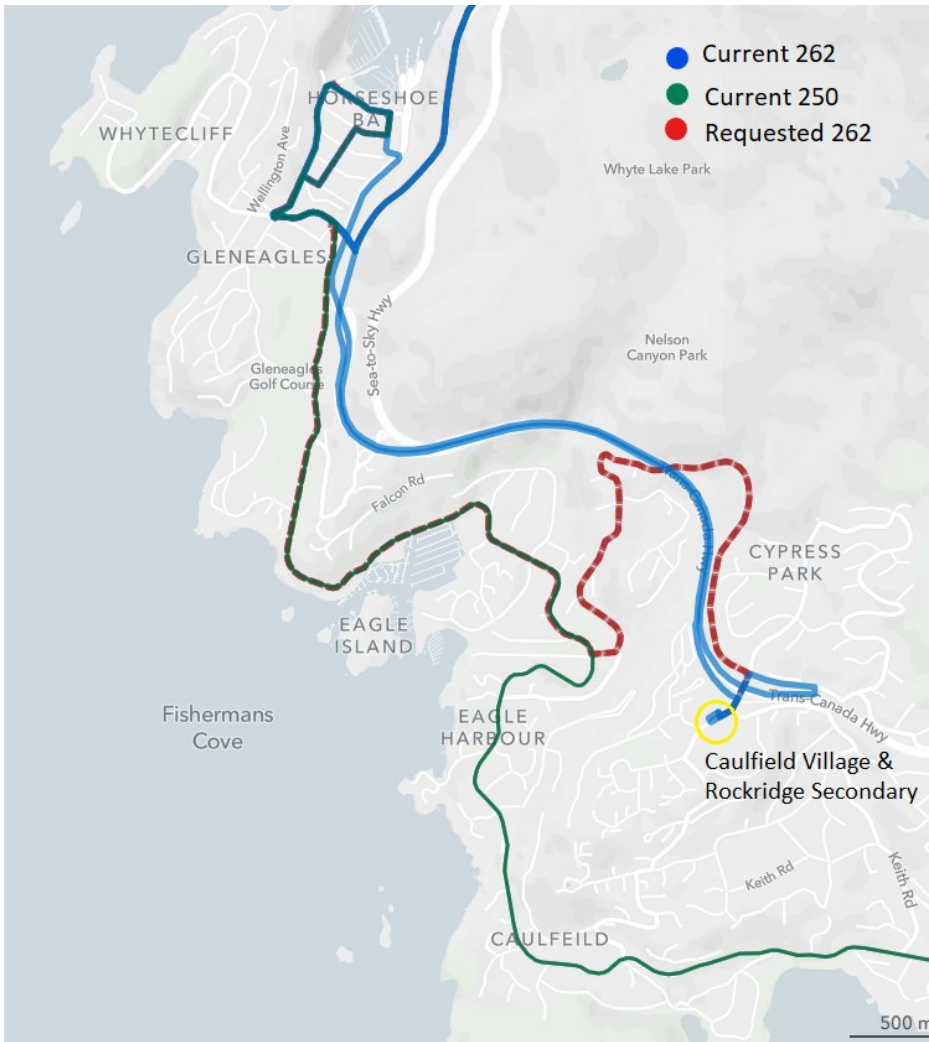
The proposed routing would add approximately 7+ minutes of travel time for customers travelling through that section of the route. This is a negative impact for customers travelling through the Gleneagles / Eagle Harbour area; in particular, it creates a longer journey for customers in Lions Bay trying to reach Caulfeild.

Changing this route to serve additional destinations, including the secondary school, within current service levels could potentially lead to overcrowding and pass-ups, negatively impacting current customers. Adding service to address this would significantly increase service costs and similarly, adding mitigations to address increased travel times for Lions Bay residents would also add cost.

In closing, as a result of TransLink and West Vancouver Transit's current financial needs and service commitments, and a high number of competing customer priorities, reallocating resources to this request is not possible at this time without impacting existing customers elsewhere on the North Shore and elsewhere in the region.

Best regards,

Figure 1.



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**From:** s. 22(1)  
**Sent:** Tuesday, April 18, 2023 10:28 AM  
**To:** correspondence  
**Cc:** Mark Sager  
**Subject:** 262 Bus Route Route Petition

**CAUTION:** This email originated from outside the organization from email address s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Greetings from Eagle Harbour!

I wanted to let you know about an initiative s. 22(1) last year to route the 262 Lions Bay bus down to Marine Drive instead of the passenger-less highway above between Gleneagles and Westport Road, so residents between Gleneagles and Eagle Harbour could have a viable transit option to get up the hill to Rockridge High School and Caulfield shopping centre. Currently unless you drive a car, you have to bus all the way to Horseshoe Bay in order to access Caulfield and Rockridge High School directly above Eagle Harbour.

Former Mayor Mary Anne Booth had taken this initiative to Kevin Quinn, CEO of Translink and as I understand it, he told Mayor Booth he's onboard with the idea and had plans to roll out a pilot. As Mayor Booth is no longer managing that relationship with Quinn, it might be a quick win for you as new mayor and council to push it through with Quinn. We have over 550 community households between Westport Road and Gleneagles who have [signed in support](#).

Details of the initiative:

BLOCKEDeagleharbour[.]net/bring-the-262-through-gleneagles-eagle-harbour/BLOCKED

Petition:

<https://www.change.org/p/translink-bring-the-262-bus-to-marine-drive-where-the-people-are>

Happy to discuss anytime!

Many thanks,  
s. 22(1)

s. 22(1)  
West Vancouver BC  
s. 22(1)