

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES  
MUNICIPAL HALL RAVEN ROOM  
THURSDAY, JUNE 10, 2021**

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Committee Members: L. Carver, E. McHarg (Vice-Chair), J. Roote, and J. Webbe; and Councillors B. Soprovich, S. Thompson, and M. Wong (Chair) attended the meeting via electronic communication facilities. Absent: L. Cameron

Staff: D. Powers, Director of Community Relations & Communications; A. Mafi, Communications & Engagement Manager; and K. Andrzejczuk, Committee Clerk, attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 3:03 p.m.

It was Moved and Seconded:

WHEREAS the Order of the Provincial Health Officer on Gatherings and Events (“order”) prohibits members of the public from attending committee meetings in-person until the order is rescinded or replaced;

WHEREAS the District of West Vancouver is required to prohibit in-person attendance at committee meetings pursuant to the order; and

WHEREAS the District of West Vancouver has enabled public participation at committee meetings via electronic means to ensure openness, transparency, accessibility and accountability, including via the use of live streaming (video and audio) for public viewing, and electronic communication facilities (video-conferencing software) for public participation;

THEREFORE BE IT RESOLVED THAT the June 10, 2021, Community Engagement Committee meeting be held without in-person public attendance.

CARRIED

L. Carver absent at the vote

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the June 10, 2021 Community Engagement Committee meeting agenda be amended by:

- Moving Item 5 to be considered immediately following Item 3.

AND THAT the agenda be approved as amended.

CARRIED

L. Carver absent at the vote

### **3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the May 13, 2021, Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

L. Carver absent at the vote

### **REPORTS / ITEMS**

#### **5. Membership Update**

D. Powers (Director, Community Relations & Communications) informed that volunteer member J. Pezarro tendered her resignation at the beginning of May because she moved out of West Vancouver; and that volunteer member L. Cameron is taking a three month leave of absence.

It was Moved and Seconded:

THAT the membership update be received for information.

CARRIED

L. Carver absent at the vote

#### **4. Upper Lands Phase 2 Update – N. Olenick, Coriolis Consulting Corp., and J. Bailey, Director of Planning and Development Services**

N. Olenick (Coriolis Consulting Corp.) provided an update regarding the Planning the Upper Lands engagement and informed that consultants and staff have been having conversations with stakeholders and developing and updating the following materials for Phase 2:

- Updated Planning Principles;
- Proposed Total Unit Count and Housing Mix;
- Conceptual Road Network and Land Use Plan;
- Form of development – precedents and character sketches;
- Community Amenities;
- Active Transportation Plan (walking, cycling);
- Transit Plan;
- Servicing Strategy (water, sewer, drainage);
- Results of preliminary transportation analysis;
- Protecting the Eagleridge lands; and
- Survey: The objective is to seek public and stakeholder feedback on the proposed housing mix and total unit count; proposed conceptual land use plan; and form and character of development.

N. Olenick informed that:

- Materials for Phase 2 are nearly complete;

- A draft survey will be shared with the Community Engagement Committee via email;
- Staff and consultants are aiming to launch the survey in June and it will be available for four weeks; and
- Engagement will be virtual; in-person engagement will be included if the District reinstates it.

L. Carver entered the meeting at 3:16 p.m.

Discussion ensued and the Community Engagement Committee provided the following feedback:

- Include a timeline in the survey materials to demonstrate the long-term timeline of the project; and
- Provide the Community Engagement Committee with a summary of stakeholder engagement to date.

It was Moved and Seconded:

THAT the Upper Lands Phase 2 update be received for information.

CARRIED

## 5. Membership Update

Considered immediately following Item 3.

## 6. Discussion: Post-Pandemic Virtual Engagement

A. Mafi (Communications & Engagement Manager) spoke relative to the documents regarding “Safe and Equitable Engagement Spaces in the Age of COVID-19” and “Practices for Engagement in the Time of COVID” and informed that the documents were provided as information that include suggestions for how virtual and in-person engagement can be integrated.

Discussion ensued and the Community Engagement Committee provided the following feedback:

- A hybrid model for engagement that uses both in-person and virtual methods is recommended;
- Consider what type of engagement is best for the project; consider who you need to hear from, especially for long-term projects;
- Explore creative ways to provide safe digital space, as virtual engagement can create an equalizing space;
- Consider having in-person and online audiences at the same time; and
- Analyze recent engagements to determine whether the right groups were reached, whether people felt they had the opportunity to engage, and look for ways to improve.

D. Powers (Director, Community Relations & Communications) informed that staff are working on implementing both in-person and virtual engagement; and that

Municipal Hall is tentatively planned to open to the public in September, pending orders of the Provincial Health Officer.

Discussion ensued and the Community Engagement Committee provided the following feedback:

- It is sometimes important to isolate marginalized groups to provide safe spaces, but there must be a mechanism to introduce their feedback to the larger discussion;
- Identifying marginalized groups must be done in a conscientious manner;
- Consider when it is appropriate to segregate groups, as non-political engagements may not require it;
- Collaboration is challenging in virtual meetings; work on improving facilitation;
- It is important to generate measureable results from all engagement formats;
- Consider survey kiosks or pop-up information booths in busy public areas;
- Approach the media for coverage to reach more people; and
- Consider alternate methods for advertisement as newspapers are reaching fewer people.

It was Moved and Seconded:

THAT the post-pandemic virtual engagement discussion be received for information.

CARRIED

## **7. Discussion: Reaching Hard-to-Reach Community Members**

A. Mafi (Communications & Engagement Manager) requested feedback from the Community Engagement Committee regarding tactics to reach hard-to-reach community members.

Discussion ensued and the Community Engagement Committee provided the following feedback:

- Conduct a campaign to promote westvancouver/ITE and encourage residents to sign up;
- Compile a list of community outreach opportunities and stakeholder groups; J. Roote volunteered to put this together and share it with the Community Engagement Committee;
- Add a translation tool to the website; D. Powers (Director, Community Relations & Communications) informed that a translation tool will be a key request for the new website, which is in the early planning phases;
- Provide Community Engagement Committee members with information regarding District engagements in a shareable format, for members to send to their contacts;
- Communicate to the broader community earlier in the process;
- Ask survey participants whether they live in the project area;

- Connect with the North Shore Young Citizen’s Forum for their recommendations on tactics to engage young people;
- Consider pop-up engagements at schools;
- Connect with the West Vancouver Memorial Library; the library is an important tool for education, and can be a resource for marginalized groups; and
- Clearly communicate why residents should care about a project and how it impacts them.

It was Moved and Seconded:

THAT the reaching hard-to-reach community members discussion be received for information.

CARRIED

## 8. Staff Update: Review of Engagement Underway

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding “Staff update to CEC – June 10, 2021” and informed that:

- Arts & Culture Centre – Site Selection: The survey closes June 16 and over 700 responses have been received to date; approximately 20 people attended each of the two virtual information meetings on May 27 and June 2; and
- Upcoming engagements include Planning the Upper Lands – Phase 2; West Vancouver Streamkeepers; Klee Wyck Future Use; Updating the Strategic Transportation Plan; and Residential Street Parking Plan.

E. McHarg (Vice-Chair) suggested holding an engagement session closer to the end of engagement processes.

Discussion ensued regarding the Arts and Culture Centre – Site Selection and Councillor Soprovich commented that it is important to engage broad groups of people as it has been a long-term project; A. Mafi informed that a high number of responses to the survey have been received, in addition to questions received by staff and submissions to Mayor and Council, a detailed video and FAQ were posted to provide information, and two virtual information meetings provided the opportunity to ask questions.

E. McHarg (Vice-Chair) suggested using more accessible language such as “learn more” or “educate” rather than “inform”.

It was Moved and Seconded:

THAT the review of engagement underway be received for information.

CARRIED

## PUBLIC QUESTIONS

### 9. PUBLIC QUESTIONS

C. Reynolds (member of the public) commented regarding the following:

- The slide shared at the beginning of the meeting;

- The Community Engagement Committee's Terms of Reference;
- The agenda package;
- Arts & Culture Centre – Site Selection; and
- The process for public questions.

Councillor Wong (Chair) informed that he will follow up with C. Reynolds.

## 10. ADJOURNMENT

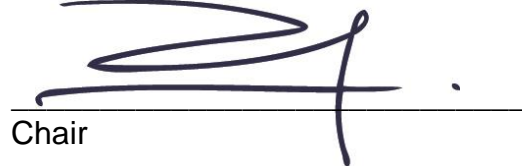
It was Moved and Seconded:

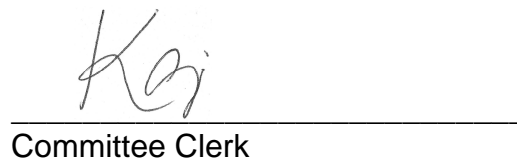
THAT the June 10, 2021, Community Engagement Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:35 p.m.

Certified Correct:

  
Chair

  
Committee Clerk