

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
THURSDAY, OCTOBER 14, 2021**

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Committee Members: L. Cameron, 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.

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 3:02 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the October 14, 2021 Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the September 9, 2021 Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Youth Hub Engagement**

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding “Communications & Engagement Overview Youth Hub Planning” and informed that the District will be conducting engagement on a permanent location for a Youth Hub in November 2021; and staff have been working with Cornerstone Planning to develop engagement materials.

A. Gelz (Youth Services & Community Recreation Manager) provided an overview of work that has been done to date and informed that Council directed staff to prepare two detailed business plans based on two location options; and engagement will collect community feedback on the two location options and programming needs, consisting of workshops with youth and a survey for youth, community service providers, and the community.

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

- Add to stakeholders: school DPACs, lifeguards/District staff, and Bowen Island residents;
- Develop two versions of the youth survey to be suitable for younger and older age groups;
- Consider removing the survey response "I don't want my friends to know I go there";
- Add a question regarding gender, and include an option not to disclose;
- Refer to UBC's resources on inclusive forms;
- Consider showing live responses as users complete the survey to keep them focused;
- Include incomplete surveys in the results;
- Determine metrics that will indicate the engagement's success; D. Powers informed that the goal is to collect as much feedback as possible from various sectors of the community to help inform Council's decision;
- Consider adding a question regarding the factors that would facilitate the same feelings of autonomy that youth felt at the Ambleside Youth Centre;
- Survey community service providers;
- Ensure that hard-to-reach youth are represented; consider youth-to-youth model;
- Provide a simple survey platform that will be easy for youth to use; registration on westvancouverITE is a barrier to youth;
- Workshops: Reconsider how youth workshops will be facilitated; remove the word map; and make the youth presentation different from the community presentation to be suitable for the different age groups;
- Consider a grassroots approach or have staff manage the engagement, rather than consultant;
- Differentiate the format of this engagement from the Arts & Culture Centre engagement; establish a need for the youth centre and consider foreseeable issues;
- Add a question regarding how often youth will attend the youth hub;
- Engage youth who are newcomers and of different cultures;
- Test the draft survey with youth;
- Clarify the key message that both the location and programs/services will impact how youth use the facility—it is not just a cost decision;
- Consider inviting stakeholders to an open house at the Youth Hub; and
- Consider a second phase of engagement to distinguish location from programs and services.

L. Cameron suggested that the Community Engagement Committee's scope be more clearly defined for every project.

It was Moved and Seconded:

THAT staff will consider the feedback received and bring forward a revised engagement plan to the Community Engagement Committee.

CARRIED

## 5. Mobility Plan Engagement

D. Powers (Director, Community Relations & Communications) spoke relative to the document regarding "Communications & Engagement Overview West Vancouver Mobility Plan" and informed that the District is developing a new Mobility Plan and three stages of community consultation are planned for the duration of the project; and the Community Engagement Committee is being asked to review and provide input on Phase 1, a data collection survey.

C. Liu (Transportation Engineer) provided an overview of the Phase 1 engagement plan and informed that:

- There will be a project page on westvancouverITE featuring a survey and the Places tool; users will be asked to indicate where transportation can be improved;
- The purpose of the engagement is to gather early input and spread awareness and excitement;
- Phase 1 engagement is planned to launch in December 2021;
- Phase 2 engagement is planned for March 2022, involving workshops; and
- Staff are planning to finalize the project by the end of 2022.

L. Carver left the meeting at 3:59 p.m.

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

- Clarify the goal of the survey and how feedback will inform the next phase; ensure that only questions that generate useful feedback are asked;
- Reconsider the questions asked; several questions are confusing or difficult to answer;
- Reconsider timing of the engagement;
- Clarify how different jurisdictions impact transportation in West Vancouver;
- Include questions in the survey that are directly related to mobility issues and be more specific about challenges, opportunities, and ideas; and
- Build awareness of mobility issues into the survey.

Councillor Soprovich left the meeting at 4:11 p.m. and re-entered the meeting at 4:12 p.m.

Councillor Thompson left the meeting at 4:15 p.m.

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

- Reflect different neighbourhoods in the survey;
- Expand and add depth to the survey; and
- Focus on mobility issues rather than how people get around.

D. Powers commented that staff will report to the Community Engagement Committee at least twice in subsequent phases.

J. Roote queried whether the engagement will be conducted by consultants or District staff; D. Powers informed that there is a consultant working with Engineering to develop the Mobility Plan and staff will be leading the engagement.

A. Kwan (Manager, Utilities) informed that the goal of Phase 1 is to determine what is important to people.

It was Moved and Seconded:

THAT District staff incorporate feedback and circulate the revised engagement plan to the Community Engagement Committee prior to launch of the engagement.

CARRIED

Members Councillor Thompson and L. Carver absent at the vote

## **6. Staff Update: Review of Engagement Underway**

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding “Staff update to CEC – October 14, 2021” and informed that the document includes current and upcoming engagements; and some projects do not have confirmed timelines.

J. Roote provided positive feedback on the Foreshore Development Permit Area Discussion Café that was held via Zoom.

E. McHarg (Vice-Chair) queried whether District staff will report back to the Community Engagement Committee regarding Planning the Upper Lands and A. Mafi informed that staff will report back; Councillor Wong (Chair) requested that a report be provide to the Community Engagement Committee regarding what was learned from the engagement, detailing what went well and did not go well.

It was Moved and Seconded:

THAT the report regarding Staff Update: Review of Engagement Underway be received for information.

CARRIED

Members Councillor Thompson and L. Carver absent at the vote

## PUBLIC QUESTIONS

### 7. PUBLIC QUESTIONS

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

- Making the Community Engagement Committee's agenda package available to the public prior to the meeting; Councillor Wong (Chair) informed that the public can email staff and it will be provided;
- Making the Community Engagement Committee's draft minutes available to the public prior to the meeting; Councillor Wong informed that the draft minutes are part of the agenda package;
- Enabling members of the public to speak during agenda items; Councillor Wong informed that public questions follows the standard procedure of raising hands; and
- Emails to Mayor and Council not receiving replies; Councillor Wong informed that the topic is outside of the Community Engagement Committee's scope and referred C. Reynolds to Legislative Services.

## NEXT MEETING

### 8. NEXT MEETING

Staff confirmed that the next Community Engagement Committee meeting is scheduled for November 18, 2021 at 3 p.m.

### 9. ADJOURNMENT

It was Moved and Seconded:

THAT the October 14, 2021 Community Engagement Committee meeting be adjourned.

CARRIED

Members Councillor Thompson and L. Carver absent at the vote

The meeting adjourned at 4:35 p.m.

Certified Correct:

  
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Chair

  
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Committee Clerk