

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES
ELECTRONIC MEETING VIA WEBEX
FEBRUARY 11, 2021**

Committee Members: L. Cameron, L. Carver, E. McHarg (Vice-Chair), J. Pezarro, and J. Webbe; and Councillors M. Wong (Chair), and B. Soprovich. Absent: S. Thompson and J. Roote.

Staff: D. Powers (Director, Community Relations & Communications), A. Mafi (Communications & Engagement Manager), and K. Andrzejczuk (Communications & Engagement Coordinator).

1. CALL TO ORDER

The meeting was called to order at 3:01 p.m.

WHEREAS the February 5, 2021 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and Events (“order”) prohibits members of the public from attending committee meetings in-person until the order is rescinded or replaced;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 via electronic communication facilities (video-conferencing software) for public participation;

THEREFORE BE IT RESOLVED THAT the February 11, 2021, Community Engagement Committee meeting be held without in-person public attendance.

CARRIED

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the February 11 2021, Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the January 14, 2021, Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Member Introductions (new and existing members)

J. Webbe entered the meeting at 3:02 p.m.

Community Engagement Committee members introduced themselves in a roundtable format.

5. North Shore Young Citizens' Forum Update

T. Zlatanova-Geroeva, M. Mollard, and I. Askin (North Shore Young Citizens' Forum) provided an update regarding the North Shore Young Citizens' Forum and informed that:

- The North Shore Young Citizens' Forum is a group of people under 40 that aims to help young citizens get involved and learn about local government;
- The North Shore Young Citizens' Forum has almost concluded their second cohort; and
- Young people often do not know how to get involved in local government.

Discussion ensued and the North Shore Young Citizens Forum provided the following suggestions to improve engagement with young citizens:

- Engage more young people in District committees and working groups by choosing convenient meeting times and utilizing social media channels; D. Powers (Director, Community Relations & Communications) informed that membership in committees and working groups is open to citizens of all ages and staff will continue to work on making them more accessible to young members;
- Consider utilizing TikTok and LinkedIn; conduct online polls on Instagram or Facebook; partner with social media accounts that already have young followers; and
- Hold engagement activities where young people congregate; consider an event that doesn't only focus on business.

Discussion ensued and the Community Engagement Committee made the following suggestions:

- Engagement is driven by organizations; work to understand critical issues and target engagement to areas where there is underlying activism and motivation to engage; focus on two to four key areas rather than focusing efforts on everything, as they can be entry points to broader engagement;
- Consider ways to make young people more comfortable with speaking at Council;

- Consider alternate methods for speaking to Council that are more appealing to young people, such as an open mic night; and
- Youth engagement is a longstanding issue for West Vancouver; the District should strive for strategies that bring vibrancy to the community.

6. Webex for Online Engagement

M. Panneton (Director, Legislative Services) provided an overview of Webex, the District's virtual meeting platform for holding public meetings, and informed that:

- The District's decision to use Webex was brought on by the COVID-19 pandemic; there was no plan to transition to virtual meetings prior to the pandemic and there was a sudden urgency to decide on a virtual meeting platform;
- Staff reviewed options for a virtual meeting platform in early April 2020; a security analysis of Zoom determined that it had security and privacy issues; Webex was a well-known company and thus staff decided to proceed with an agreement with Webex; and
- Webex has been used by the District throughout the pandemic to hold public meetings; Council, the public, and staff have been trained how to use it.

Discussion ensued and the Community Engagement Committee suggested that staff continue working to make Webex more accessible and thanked staff for successfully implementing Webex.

M. Panneton informed that members of the public can call in to Council meetings via telephone to accommodate those who are not comfortable using Webex; and D. Powers (Director, Community Relations & Communications) informed that Webex is working on updates to improve accessibility.

E. McHarg (Vice-Chair) queried regarding the meeting format once in-person meetings are permitted; M. Panneton informed that staff are working on implementing a model that allows both in-person and virtual access to meetings.

It was Moved and Seconded:

THAT the update from the North Shore Young Citizens' Forum and the discussion regarding Webex for online engagement be received for information.

CARRIED

7. Webex Training for the Public Offered by the West Vancouver Memorial Library

R. Slaven (Digital Experience Coordinator, West Vancouver Memorial Library) provided an overview of the library's technology program and informed that the library is offering a free program for the public to learn how to use Webex on

Wednesday, March 10 at 10 a.m.; and the program will be promoted in the library's newsletter and on social media channels.

Discussion ensued and Community Engagement Committee members commented that it is great that the library supports District engagement and it is helpful to share common issues with Webex.

Councillor Soprovich left the meeting at 4:24 p.m.

It was Moved and Seconded:

THAT the discussion regarding Webex training be received for information.

CARRIED

8. Revised 2021 Work Plan

E. McHarg (Vice-Chair) queried regarding the Child Care Working Group not being listed on the 2021 Work Plan; D. Powers (Director, Community Relations & Communications) informed that staff will look into it.

D. Powers informed that J. Roote (absent) submitted the following comments via email:

- Work plan: typo in first heading "community"; Upper Lands is not included; youth is not included; under policy, change "staff" engagement policy to "CEC"; add update to CEC Terms of Reference; and
- Committee evaluation: "not applicable" box is unnecessary; "neither agree or disagree" is not helpful; many questions are redundant and could be combined (5 and 8; 14 and 15; 4 and 26, for example); specify which committee is being referred to, change question 18 to be more objective; change question 27 to not be focusing on concerns.

It was Moved and Seconded:

THAT the revised 2021 Work Plan be approved.

CARRIED

9. Revised Community Engagement Committee Annual Evaluation

A. Mafi (Manager, Community Relations & Engagement) informed that the Community Engagement Committee Annual Evaluation form has been revised based on the Community Engagement Committee's feedback; additions include comment boxes and an additional question regarding the opportunity for one-on-one meetings; and that Community Engagement Committee members can provide feedback via email.

It was Moved and Seconded:

THAT the revised Community Engagement Committee annual evaluation be approved.

CARRIED

10. Review of Engagement Underway

A. Mafi (Manager, Community Relations & Engagement) spoke relative to the document regarding “Staff update to CEC – February 11, 2021” and informed that:

- 2021 Budget: Currently underway; held two virtual information meetings in January; the Community Engagement Committee’s suggestion to include a poll regarding the format of virtual information meetings was implemented and positive feedback was received;
- Horseshoe Bay Local Area Plan: Currently underway; the comment form is open until February 26;
- Coastal Marine Management Plan Working Group: Tentative launch date of March 2021;
- Arts Facilities Advisory Committee: Tentative launch date of April 2021; and
- Planning the Upper Lands: Staff and consultants will present to Council on Monday, February 15.

E. McHarg (Vice-Chair) suggested a poll at the time of registration for information meetings to learn what people are hoping to get out of the meeting.

It was Moved and Seconded:

THAT the review of engagement underway be received for information.

CARRIED

PUBLIC QUESTIONS

11. PUBLIC QUESTIONS

C. Reynolds (Member of the Public) spoke regarding the following:

- Adding slide numbers to PowerPoint slides;
- Digital programs at the West Vancouver Memorial Library;
- Heritage Week; and
- Adding Mayor and Council correspondence to Council agendas; D. Powers (Director, Community Relations & Communications) informed that Mayor and Council correspondence is available online.

12. ADJOURNMENT

It was Moved and Seconded:

THAT the February 11, 2021, Community Engagement Committee meeting be adjourned.


CARRIED

The meeting adjourned at 4:40 p.m.

Certified Correct:



Chair



Committee Clerk