

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES  
ELECTRONIC MEETING VIA WEBEX  
THURSDAY, APRIL 8, 2021**

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

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 3:02 p.m.

WHEREAS the March 24, 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and Events ("order") prohibits members of the public from attending committee meetings in-person until the order is rescinded or replaced;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, 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 April 8, 2021, Community Engagement Committee meeting be held without in-person public attendance.

CARRIED

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the April 8, 2021, Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the March 11, 2021 Committee meeting minutes be adopted as circulated.

## **REPORTS / ITEMS**

### **4. Foreshore Development Permit Area stakeholder workshop update**

D. Hawkins (Senior Manager, Community Planning and Sustainability) informed that the District will be consulting with the community regarding the Foreshore Development Permit Area and will hold a two-hour workshop that includes a presentation followed by a Q&A session.

H. Keith (Manager, Environmental Protection) provided a presentation regarding the Draft Foreshore Development Permit Area (DPA) and informed that:

- Background, context, and purpose:
  - Background: The Official Community Plan and Council Priorities establish a need to protect the foreshore from sea level rise and flooding;
  - Integration with other plans: Includes work by the Coastal Marine Management Plan Working Group and the North Shore Sea Level Rise Strategy;
  - Foreshore DPA objectives: Minimize risk to people and property from coastal hazards (sea level rise, storms, wave effects, and flooding); support coastal management to reduce flooding risks; and preserve and enhance the integrity of the intertidal habitat of the foreshore and minimize shoreline erosion;
  - Sea level rise mitigation measures: Potential measures include “resist”, “accommodate”, “avoid”, and “advance”; the Foreshore DPA addresses “accommodate”;
  - The province has provided guidance to local governments to meet the lowest possible flood protection level for development;
- Map of Foreshore DPA: The DPA would apply to the orange area specified on the map where properties are at risk of coastal flooding;
- Draft Foreshore DPA guidelines:
  - Resources used to develop DPA: Municipalities with Foreshore DPAs (9); Green Shores Reference Guide (Stewardship Centre for British Columbia); Provincial Flood Hazard Area Land Use Management Guidelines (updated in 2018); and Provincial Climate Change Adaptation Guidelines for Sea Dikes and Coastal Flood Hazard Land Use (Ausenco 2011);
  - Homeowner impacts: DPA enables controls for subdivision/building location and elevation to reduce flood risk; and guidelines for site planning and landscaping to protect the natural environment of the foreshore;

- Development permit: A development permit is needed when there is a subdivision of land; construction of, or addition to, a building or dwelling; construction of, or addition to, accessory buildings and structures within 15 metres of the natural boundary to the ocean; and alteration of land within 15 metres of the natural boundary of the ocean, including tree removals;
  - Adapting safely to sea level rise: Building should be at or above flood construction level (FCL); mechanical/electrical infrastructure and access points above FCL or within flood proofing measures; stormwater management (outlet to the ocean and changes in site grading need to account for the FCL); structures/buildings to be located 15 metres from natural boundary; imported fill (adhere to fill specifications from geotechnical engineer); consider variances to Zoning Bylaw (to attain the FCL); and landscaping (address grade differences to adjacent properties);
  - Protecting the foreshore environment: For the area within 15 metres of the natural boundary, preserve healthy vegetation, or replace with suitable species of the coast consistent with the principles of Green Shores; minimize shoreline hardening (e.g. riprap structures, lock block walls, concrete walls) where structures will increase scour and erosion in the foreshore area; consider removing hard structures and replacing with natural features; and for reduction in 15 metre setback, for a structure, a Qualified Environmental Professional should provide recommendations to minimize disruption to foreshore habitat;
- Exemptions to DPA: Renovations to existing buildings; construction and maintenance activities carried out by, or on behalf of, the District works in public parks and trails; routine maintenance of existing landscape provided no removal of vegetation and replacement of non-landscaping materials or removal of trees; and site works (except habitable space) outside of 15 metres of the natural boundary of the ocean;
  - Structures that can be built below the FCL: Park/outdoor facilities susceptible to marginal damage by floodwaters; renovations to an existing building; construction of a portion of a building used as a carport or garage; other minor buildings (storage buildings, greenhouses); an addition, below the FCL, that would increase the size of the building by less than 25 percent of the existing floor area; and commercial space for business activity;
  - Permitting process: An applicant would obtain a development permit by the following steps:
    1. Development permit application submitted (prior to building permit application) and submission checklist to be provided;
    2. Application reviewed by an environmental group and other departments as required;
    3. If the guidelines are met, the development permit to be approved by the Director of Planning;

- 4. Development permit issued, security deposit provided, development permit registered to title;
- 5. Applicant to apply for a building permit;
- 6. Completion of project involves final inspection by an environmental group prior to occupancy and security is returned; and
- Next steps: Introduce a finalized DPA for Council consideration; a public hearing will be held before adoption.

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

- Very good and straightforward presentation;
- Move the information regarding exemptions to the DPA closer to the beginning of the presentation;
- Provide more details regarding the professionals who were consulted and introduce them at the beginning of the presentation;
- Highlight the positive message that the Foreshore DPA is meant to keep residents and their properties safe, and to help the environment;
- Work with First Nations;
- Clarify the guidelines for existing buildings vs. future buildings;
- Clarify the stage and objectives of the consultation, including provincial requirements;
- On the map, it is difficult to determine which properties will be impacted; break the map down into quadrants and by property type;
- Consider how to address the process for variances; provide clear information regarding variances;
- Provide clear building requirements; consult with builders to learn which areas need clarification;
- Inform the public regarding potential changes to their insurance;
- Avoid acronyms and redundancies; use simplified language;
- Provide information regarding the District's responsibilities and the financial implications;
- Clarify how the 15 metre setback was determined; and
- Target waterfront property owners, but it is important to share the consultation widely.

It was Moved and Seconded:

THAT the Foreshore Development Permit Area stakeholder workshop update be received for information.

CARRIED

**5. Revised 2021 Work Plan**

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding "Draft Work Plan for the Community Engagement Committee" and informed that the document provides an overview of the upcoming projects that will be reviewed by the Community Engagement Committee.

D. Powers (Director, Community Relations & Communications) informed that:

- District staff are seeking solutions for parking near Whytecliff Park due to an increase in park use during the pandemic; D. Powers is recommending localized consultation to develop a solution; and
- Metro Vancouver will be leading North Shore-wide engagement regarding a warning system for the Capilano River spillway; the District will be leveraging communication platforms to help reach residents and D. Powers has requested a joint communication plan.

It was Moved and Seconded:

THAT the revised 2021 work plan be received for information.

CARRIED

**6. Review of Engagement Underway**

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding "Staff update to CEC – April 8, 2021" and informed that the current and upcoming engagements include:

- Retail Cannabis in West Vancouver: The survey launched March 30 and will close on April 21; staff used several suggestions from the Community Engagement Committee including posters in the library's Civic Information Centre and other municipal facilities, and handouts at the Seniors' Activity Centre;
- Coastal Marine Management Plan Working Group: The comment form closed on April 7 and 70 comment forms were received; and
- Upper Lands: The consultant is drafting Phase 2 materials and will be providing an update at a future Community Engagement Committee meeting.

Discussion ensued regarding the process for determining whether a project requires community engagement; D. Powers (Director, Community Relations & Communications) informed that projects requiring a Council decision will have an engagement component and the engagement plan will be reviewed by the Community Engagement Committee.

E. McHarg (Vice-Chair) suggested a topic for future discussion regarding the continuation of online engagement tactics that were introduced during the pandemic.

It was Moved and Seconded:

THAT the review of engagement underway be received for information.

CARRIED

## **PUBLIC QUESTIONS**

### **7. PUBLIC QUESTIONS**

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

- Public engagement and correspondence;
- Thanked staff for accommodations during pandemic;
- Opportunities for the public to view committee meeting minutes prior to adoption;
- The Arts Facility Site Selection engagement;
- The process for public questions during committee meetings; and
- Community Relations & Communications staff.

Councillor Wong (Chair) informed that staff will connect with C. Reynolds to address her queries at a later time.

### **8. ADJOURNMENT**

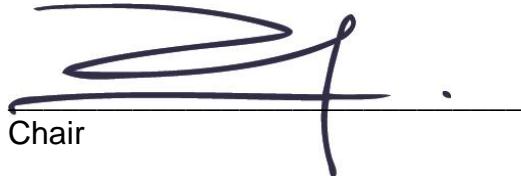
It was Moved and Seconded:

THAT the April 8, 2021, Community Engagement Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:55 p.m.

Certified Correct:

  
Chair

  
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Committee Clerk