

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES
ELECTRONIC MEETING VIA WEBEX
THURSDAY, JANUARY 14, 2021**

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

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.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the November 12, 2020, Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Overview of 2021 Budget Engagement Process

As the staff responsible for presenting the Overview of 2021 Budget Engagement Process had not yet entered the meeting, Councillor Wong (Chair) informed that consideration of Item 4 would be deferred until such time that the relevant staff were in attendance.

5. Review of the 2021 Community Engagement Committee Schedule

There were no comments.

It was Moved and Seconded:

THAT the review of the 2021 Community Engagement Committee schedule be received for information.

CARRIED

Committee members J. Webbe and L. Carver entered the meeting at 3:05 p.m.

4. Overview of 2021 Budget Engagement Process

As the staff responsible for presenting the Overview of 2021 Budget Engagement Process were present, Councillor Wong (Chair) informed that Item 4 would be considered.

I. Gordon (Director, Financial Services) spoke regarding the 2021 Budget and informed that:

- Staff will present the 2021 Budget at the January 25, 2021 Council meeting and will begin public consultation on January 26, 2021;
- There will be two virtual engagement meetings: January 28 from 6–7 p.m. and January 29 from 1–2 p.m.; staff will make a presentation and then take questions; the meetings will be hosted virtually on Webex Events, which has been piloted with the Neighbourhood Character Working Group; and
- A project page is available on westvancouverITE; a question form will be open on the project page from January 26 to February 9, 2021; a video presentation, FAQ document, and highlights document will be posted.

D. Powers (Director, Community Relations & Communications) informed that the virtual platform has the capacity to broaden the reach of budget engagement and staff will report back with metrics.

Councillor Soprovich entered the meeting at 3:11 p.m.

E. McHarg (Vice-Chair) queried regarding printed copies of the materials and I. Gordon informed that residents can request printed copies and the budget book will be available online.

E. McHarg queried regarding anticipated areas of concern and I. Gordon informed that key messages include how the budget supports Council's Strategic Plan and how the asset levy supports asset management.

Councillor Thompson and J. Pezarro queried regarding information meetings in previous years and I. Gordon informed that three meetings are generally held, with 20 to 30 attendees at the first two meetings and very few at the third meeting; space was limited due to room capacity and the virtual platform can accommodate more people.

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

- Staff provide a consultation summary report for all engagements, including actions taken as a result of engagement;

- Staff provide an opportunity for the Community Engagement Committee to provide feedback on 2021 Budget information materials;
- Post the FAQ document on the project page in advance of the information meetings;
- Include a poll in the virtual budget information meetings to collect feedback at the end of the meetings;
- Staff provide the results of the virtual engagement in comparison to previous years to measure the effectiveness of online engagement;
- Highlight that virtual engagement has the capacity to allow more participation than in-person sessions;
- Provide information material hand-outs at the Seniors' Activity Centre;
- Connect with the library regarding technology training on virtual engagement platforms; and
- Highlight the impacts of COVID-19 and how that is factored into the 2021 budget.

J. Webbe queried regarding the process for concluding an engagement; D. Powers informed that Community Relations & Communications staff use a comprehensive template which provides a project summary, notification tactics, and summary of input; staff are formalizing this process across the organization in conjunction with the Community Engagement Committee.

J. Webbe queried regarding live technical support for virtual information meetings; A. Mafi (Communications & Engagement Manager) informed that detailed instructions are available online and users are encouraged to review in advance; staff do not have the capacity to provide live technical support at this time.

L. Carver queried regarding the interest of media and whether the media has driven community engagement in the past; D. Powers informed that the media covers Council meetings; staff have a positive relationship with North Shore News reporters and they frequently report on the District's engagement activities.

6. Elect a Vice-Chair for the Community Engagement committee

D. Powers (Director, Community Relations & Communications) informed that committees must elect a Vice-Chair and that the Mayor selects the Chair; the Vice-Chair will fill in when the Chair is not available.

E. McHarg (Vice-Chair) volunteered to continue serving as the Vice-Chair; there were no other volunteers.

It was Moved and Seconded:

THAT the Community Engagement Committee elected E. McHarg as the vice-chair.

CARRIED

J. Roote queried regarding rescheduling the date of the November 2021 meeting; staff will send out a Doodle poll regarding the November 2021 meeting.

7. Review of the Draft 2021 Work Plan

The Community Engagement Committee discussed the document regarding “Draft Work Plan for the Community Engagement Committee” and provided the following feedback:

- Move the tasks to the left-hand column and indicate when they will be done;
- Separate ongoing and discrete work from work on engagements and working groups; and
- Make the document less ambiguous.
- Make deliverables more clear;
- The 2021 work plan is easier to follow than the 2020 work plan;
- Develop a template that tracks items by topic; and
- Add an item regarding “Update to Community Engagement Committee Terms of Reference”.

D. Powers (Director, Community Relations & Communications) informed that the work plan is ambiguous because work is tied to the budget and that work will be finalized once the budget is approved; staff will provide an updated work plan to the Community Engagement Committee at each monthly meeting.

Councillor Soprovich commented regarding making working group reports available to the public and D. Powers informed that all working group reports are available on the District website.

It was Moved and Seconded:

THAT the January draft of the 2021 work plan be received for information.

CARRIED

8. Review of the 2020 Community Engagement Committee – Annual Committee Evaluation

The Community Engagement Committee discussed the document regarding “2020 Community Engagement Committee – Annual Committee Evaluation”, which included survey responses from seven Community Engagement Committee members.

Discussion ensued regarding the Community Engagement Committee’s Terms of Reference and D. Powers (Director, Community Relations & Communications) informed that there have been amendments to the Terms of Reference for a number of committees; and that all amended Terms of Reference will be brought to Council for approval at a later date.

D. Powers informed that the Annual Committee Evaluation is anonymous and that staff want to know what can be done to improve support to the committee; and suggested that staff or the Chair be available for confidential discussions with committee members.

Discussion ensued regarding improvements to the Annual Committee Evaluation questionnaire and the Community Engagement Committee provided the following feedback:

- Add a comment box to each question;
- Add a question regarding whether there is a healthy partnership between committee members and staff;
- As all committees will be asked to complete an Annual Committee Evaluation, revise the questions for each committee to ensure they are relevant to the committee's work;
- Conduct another evaluation in six months, as it is valuable to see how things change;
- Remove the answer regarding "neither agree or disagree", as it is not a useful answer; and
- One-on-one discussions with individual members is a good approach.

Councillor Wong (Chair) offered to be the point person for members to have confidential conversations; conversations will be anonymous and unattributed results will be shared with the Community Engagement Committee to discuss next steps.

Councillor Wong requested that an item regarding Annual Committee Evaluation be added to the agenda for the next meeting.

It was Moved and Seconded:

THAT the 2020 Community Engagement Committee – Annual Committee Evaluation be received for information.

CARRIED

9. Review of Engagement Underway

A. Mafi (Communications & Engagement Manager) provided an update regarding the following engagement activities:

- Horseshoe Bay Local Area Plan: Engagement will launch on January 28, 2021 and conclude on February 26, 2021; the draft plan will be available for feedback and a comment form will be open online; feedback will also be collected via email and phone; staff will finalize the draft plan based on feedback received;
- 2021 Budget: Engagement will launch on January 26, 2021 and close on February 9, 2021; budget information and a question form will be available online; the level of engagement is "inform" with staff providing education; and

- Arts Facilities Site Selection: Engagement is on hold due to other consultations underway and other constraints.

D. Powers (Director, Community Relations & Communications) provided an update regarding the following engagement activities:

- Planning the Upper Lands: Survey closed on December 14, 2020; the target number of responses was 500, which was exceeded; staff are now analyzing feedback and will be presenting to Council in early-2021 for direction on next steps; and
- Coastal Marine Management Plan Working Group: The working group presented their draft plan to the District's executive committee and are now reviewing staff recommendations; engagement is planned for March/April 2021 to inform and explain how the work relates to other environmental activities; and the final report will be brought to Council in June or July 2021.

E. McHarg (Vice-Chair) queried regarding whether anything has been learned regarding the scope of the Coastal Marine Management Plan Working group; D. Powers informed that there are a number of departments and employee positions that deal with environmental protection and this work has exposed a gap in addressing environmental protection in a cohesive way.

It was Moved and Seconded:

THAT the review of engagement underway be received for information.

CARRIED

PUBLIC QUESTIONS

10. PUBLIC QUESTIONS

C. Reynolds (member of the public) suggested that the committee information packages be made available online; D. Powers (Director, Community Relations & Communications) informed that staff will review options.

11. ADJOURNMENT

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 4:32 p.m.

Certified Correct:



Chair



Committee Clerk