

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**COMMUNITY ENGAGEMENT COMMITTEE MEETING AGENDA**

**WEDNESDAY, JANUARY 5, 2022**

**3 PM VIA ELECTRONIC COMMUNICATION FACILITIES**

*(Members of the public may hear, or watch and hear, the meeting by attending the Atrium in the Municipal Hall, or via electronic communication facilities through the link provided on the Committee's webpage)*

**Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.**

**CALL TO ORDER**

**1. Call to order.**

*Note: Staff will confirm that the meeting is being conducted via electronic communication facilities, pursuant to s. 5.7(b) of Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**2. Election of Co-Chair for 2022**

Mayor and Council, at its November 22, 2021 regular Council meeting, appointed Councillor Cameron as Chair of the Community Engagement Committee.

RECOMMENDATION:

THAT E. McHarg be elected as Co-Chair for 2022.

**3. Committee Meeting Schedule for 2022**

RECOMMENDATION:

THAT the Community Engagement Committee Meeting Schedule for 2022 be adopted as follows:

- February 2, 2022 at 3 p.m.
- March 2, 2022 at 3 p.m.
- April 6, 2022 at 3 p.m.
- May 4, 2022 at 3 p.m.
- June 1, 2022 at 3 p.m.
- July 6, 2022 at 3 p.m.
- September 7, 2022 at 4 p.m.  
(Note: later start time due to conflict with another committee meeting)
- October 5, 2022 at 3 p.m.
- November 2, 2022 at 3 p.m.

RECOMMENDATION:

THAT

1. all remaining Community Engagement Committee meetings, including subcommittee meetings, for 2022 be held via electronic communication facilities only;
2. the Atrium in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the Community Engagement Committee and subcommittee meeting proceedings; and
3. a staff member be in attendance at the Atrium in the Municipal Hall for each of the scheduled meetings.

**APPROVAL OF AGENDA**

**4. Approval of January 5, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the January 5, 2022 Community Engagement Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**5. Adoption of December 8, 2021 Meeting Minutes**

RECOMMENDATION:

THAT the December 8, 2021 Community Engagement Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**6. Ambleside Local Area Plan Engagement Plan**

RECOMMENDATION:

THAT the report regarding Ambleside Local Area Plan Engagement Plan be received for information.

**7. 2022 Community Engagement Committee Work Plan**

RECOMMENDATION:

THAT the discussion regarding 2022 Community Engagement Committee Work Plan be received for information.

**8. Staff Update: Review of Engagement Underway**

RECOMMENDATION:

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

**PUBLIC QUESTIONS**

**9. Public Questions**

**NEXT MEETING**

**10. Next Meeting**

The next Community Engagement Committee meeting is scheduled for February 2, 2022 at 3 p.m.

**ADJOURNMENT**

**11. Adjournment of January 5, 2022 Community Engagement Committee Meeting**

RECOMMENDATION:

THAT the January 5, 2022 Community Engagement Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, DECEMBER 8, 2021**

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Committee Members: L. Cameron, E. McHarg (Co-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. Carver.

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 3:31 p.m.

It was Moved and Seconded:

THAT

1. all remaining Community Engagement Committee meetings for 2021 be held via electronic communication facilities only;
2. the Municipal Hall Atrium be designated as the place where the public may attend to hear, or watch and hear, the Community Engagement Committee meeting proceedings; and
3. a staff member be in attendance at the Municipal Hall Atrium for each of the scheduled meetings.

CARRIED

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

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

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the October 14, 2021 and November 1, 2021 Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

## **REPORTS / ITEMS**

### **4. Budget Engagement Update**

D. Powers (Director, Community Relations & Communications) spoke relative to the document regarding “Communications & Engagement Overview: Budget 2022 – Phase 2” and informed regarding the following:

- The District conducts engagement on the proposed budget every year, and at the recommendation of the Community Engagement Committee, began engagement on the 2022 budget earlier than previous years;
- A campaign to increase awareness and understanding of the budget is complete;
- Engagement will launch in January 2022;
- will be starting engagement for the 2022 budget earlier than in previous years;
- Engagement will focus on education by providing accessible information to residents regarding the budget;
- Engagement tactics include a westvancouverITE project webpage, video, feedback form, public information meetings, newsletters, and social media;
- Staff will be collecting comments and responding to questions; and
- Staff have implemented an improved process for responding to questions.

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

- Add information regarding the differences between public and private budgets; local governments are not permitted to run deficits and must balance the budget;
- Consider changing the name of the document regarding “Budget Highlights”; make adjustments to improve clarity, add page numbers, and adjust the order of charts to correspond with paragraphs;
- Consider holding additional in-person meetings during the day and evening;
- Add information regarding the purposes of the asset and climate levies; include a statement that funds from the asset levy have not been redirected; and explain the implications of not making the proposed increases;
- Demonstrate the impacts of inflation;
- Analyze statistics from the awareness campaign;
- Consider advertising in the Beacon;
- Focus on key messages with links to further information;
- Include one line about property assessments;
- Explain what expenses are being added to help property owners understand what to expect, possibly by including an example of a typical tax bill; and
- Explain priorities and issues, such as ageing infrastructure and climate change.

It was Moved and Seconded:

THAT the report regarding Budget Engagement Update be received for information.

**CARRIED**

## 5. 2021 Year in Review

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding “Community Engagement Committee 2021 Annual Report” and informed that all committees make a brief annual presentation to Council featuring accomplishments of the past year; a member of the Community Engagement Committee will be selected to provide the presentation to Council on behalf of the committee; and staff are seeking committee feedback on the draft presentation.

D. Powers (Director, Community Relations & Communications) thanked committee members for their support and positive contributions to the District’s work plans.

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

- Make adjustments to capture the full scope and accomplishments of the Community Engagement Committee’s work, highlighting that the committee is objective and works to ensure the process is fair, provides constructive criticism resulting in some projects requiring further work and not immediately moving forward to engagement, and a key focus is improving public education regarding District projects;
- Add more information regarding working groups, including the member recruitment process, how the committee contributes to working groups, and plans for working groups;
- Adjust wording regarding members who have left the committee;
- Organize projects in chronological order;
- Add a flow chart or infographic to illustrate how the committee is involved in District processes;
- Add a slide regarding challenges identified by the committee, such as improving diversity in committee members, language translation, engaging during the pandemic, and youth engagement; and
- Provide context for projects on the 2022 work plan.

J. Webbe suggested that the committee have an opportunity to provide feedback on the 2022 work plan.

Councillor Soprovich provided a farewell and acknowledged committee members for their diligence and transparency, and noted that Council appreciates the committee’s input.

D. Powers informed that a committee member will be selected via email to present to Council on behalf of the committee.

E. McHarg (Co-Chair) queried regarding the committee’s 2022 work plan; A. Mafi informed that details are being finalized and more information will be provided at a later date.

Councillor Wong (Chair) informed that this will be his final meeting on the committee, it has been an honour working with committee members, and the committee’s feedback is appreciated.

It was Moved and Seconded:

THAT the discussion regarding 2021 Year in Review be received for information.

CARRIED

**PUBLIC QUESTIONS**

**6. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**7. NEXT MEETING**

It was Moved and Seconded:

THAT the next Community Engagement Committee meeting be scheduled for January 5, 2022.

CARRIED

**8. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 4:40 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Committee Clerk