

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

**COMMUNITY ENGAGEMENT COMMITTEE MEETING AGENDA**

**WEDNESDAY, FEBRUARY 2, 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: Chair 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).*

**APPROVAL OF AGENDA**

2. **Approval of February 2, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the February 2, 2022 Community Engagement Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

3. **Adoption of January 5, 2022 Meeting Minutes**

RECOMMENDATION:

THAT the January 5, 2022 Community Engagement Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

4. **Klee Wyck Future Use Engagement Plan**

RECOMMENDATION:

THAT the report regarding Klee Wyck Future Use Engagement Plan be received for information.

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

RECOMMENDATION:

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

**6. Committee Member Update**

RECOMMENDATION:

THAT the discussion regarding Committee Member Update be received for information.

**PUBLIC QUESTIONS**

**7. Public Questions**

**NEXT MEETING**

**8. Next Meeting**

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

**ADJOURNMENT**

**9. Adjournment of February 2, 2022 Community Engagement Committee Meeting**

RECOMMENDATION:

THAT the February 2, 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, JANUARY 5, 2022**

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Committee Members: E. McHarg (Acting Chair), J. Berg, L. Carver, G. Nicholls, J. Roote, J. Sidhu, and J. Webbe; and Councillors C. Cameron (Chair), N. Gambioli, and S. Thompson attended the meeting via electronic communication facilities.

Staff: D. Powers, Director of Community Relations & Communications; A. Mafi, Communications & Engagement Manager (Staff Liaison); and K. Andrzejczuk, Communications & Engagement Coordinator (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

Councillor Cameron welcomed new members; Mayor Booth acknowledged the important contributions of the Community Engagement Committee and invited members to connect with herself, staff, or the Chair.

The meeting was called to order at 3:10 p.m.

**2. Election of Acting Chair for 2022**

D. Powers (Director, Community Relations & Communications) informed that Mayor and Council, at its November 22, 2021 regular Council meeting, appointed Councillor Cameron as Chair of the Community Engagement Committee.

It was Moved and Seconded:

THAT E. McHarg be elected as Acting Chair for 2022.

CARRIED

J. Roote commented that she hopes in future years to have a discussion regarding electing an Acting Chair; discussion ensued regarding the Chair and Acting Chair election process.

**3. Committee Meeting Schedule for 2022**

Councillor Thompson queried regarding whether Council members are to attend Community Engagement Committee meetings during the election period; Councillor Cameron informed that Council members are to attend until the end of their terms.

D. Powers (Director, Community Relations & Communications) informed that the recommended schedule is based on the availability of the Webex account, which is shared between all committees, and Council members' schedules.

A. Mafi (Communications & Engagement Manager) provided an overview of alternate schedule options; there were no comments from committee members.

Councillor Cameron (Chair) left the meeting at 3:23 p.m.; E. McHarg (Acting Chair) assumed the role of Chair.

J. Roote queried regarding 2022 meetings being held electronically if the pandemic improves; D. Powers informed the District continually revisits the meeting format.

Councillor Cameron (Chair) returned to the meeting at 3:26 p.m. and resumed the role of Chair.

It was Moved and Seconded:

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.

CARRIED

It was Moved and Seconded:

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.

CARRIED

#### **4. APPROVAL OF AGENDA**

Councillor Cameron (Chair) informed that staff have requested that the item regarding Ambleside Local Area Plan Engagement Plan be removed from today's agenda as the staff lead is currently on leave.

Discussion ensued regarding the Ambleside Local Area Plan and committee members voiced concern regarding how the timeline will be impacted. The Community Engagement Committee requested the following:

- Schedule an additional Community Engagement Committee meeting in January to avoid any further delays;

- Retain the item on the agenda today in order to have an initial discussion; and
- Staff provide the Terms of Reference for the advisory roundtable to the Community Engagement Committee in advance of future discussions regarding the Ambleside Local Area Plan.

Councillor Cameron encouraged members to request information from staff via email, and to copy Councillor Cameron and E. McHarg (Acting Chair) on those emails.

Discussion ensued regarding whether all members are to be included on emails requesting more information; Councillor Cameron informed that all committee members will be informed when information has been requested and/or provided.

Discussion ensued regarding subcommittees; D. Powers (Director, Community Relations & Communications) informed that subcommittees require the same amount of staff resources as a regular committee meeting; and that it has worked well in the past when staff distribute a draft survey link to committee members via email to collect input from committee members, and then distribute a revised survey to the committee to confirm that the intent of their input was captured.

It was Moved and Seconded:

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

CARRIED

## **5. ADOPTION OF MINUTES**

It was Moved and Seconded:

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

CARRIED

## **REPORTS / ITEMS**

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

Discussion ensued regarding the Ambleside Local Area Plan Engagement Plan; acknowledging that Planning staff were not present at the meeting to receive feedback, the Community Engagement Committee provided the following initial comments and suggestions:

- There is an opportunity to educate the public regarding the Local Area Plan process;
- The advisory roundtable is urgent and member composition that is representative of the community is very important;
- Consider how to increase engagement with hard-to-reach groups, particularly youth;
- Conduct a post-mortem analysis of the Horseshoe Bay Local Area Plan process;

- Do a targeted social media campaign to raise awareness of local government operations;
- Consider holding pop-up information booths at popular community areas; be visible and prominent in the community;
- Provide Community Engagement Committee members with key messages to share in the community;
- Consider a longer survey period;
- Reassure the community that there will be a comprehensive process;
- Ensure the engagement period is not during Spring Break;
- Provide the Terms of Reference for the advisory roundtable to the Community Engagement Committee; and
- Communicate how various projects in the Ambleside area fit together.

Discussion ensued regarding holding an additional Community Engagement Committee meeting in January to discuss the Ambleside Local Area Plan; staff will tentatively book Thursday, January 27 at 3:30 p.m. and will follow up with the committee via email once confirmed.

It was Moved and Seconded:

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

CARRIED

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

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding “DRAFT Work Plan for Community Engagement Committee” and informed the 2022 budget engagement is currently underway and the following upcoming engagements do not have confirmed timelines:

- Ambleside Local Area Plan;
- Arts & Culture Engagement;
- Urban Forest Management Plan;
- Strategic Transportation Plan; and
- Klee Wyck Future Use.

A. Mafi informed that the Coastal Marine Management Plan Working Group will be reporting back to Council in early 2022.

J. Webbe queried whether Council is moving away from working groups; Councillor Cameron informed that working groups are formed on an as-needed basis; and D. Powers (Director, Community Relations & Communications) informed that the pandemic has had a significant impact.

E. McHarg (Acting Chair) queried regarding the District website project; A. Mafi informed that the District has received a number of applications and is narrowing down the candidates.

D. Powers informed that the District is piloting Farsi social media in partnership with BCSarv, is working with a Chinese social media company for a similar service, and has joined Nextdoor.

Discussion ensued regarding a working group for the new District website; D. Powers informed that feedback will be important and staff will look for opportunities to collect feedback.

Discussion ensued regarding whether a working group is needed for the new District website; committee members commented that feedback is important but a working group would be too cumbersome for this project; and D. Powers informed that staff will be looking for ways to collect feedback.

It was Moved and Seconded:

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

CARRIED

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

A. Mafi (Communications & Engagement Manager) provided the following update regarding the 2022 budget engagement, which is currently the only engagement underway:

- Promotion is ongoing, including social media, newsletters, and posters at the Seniors' Activity Centre and West Vancouver Memorial Library;
- Residents can get involved via the project page (posting a question or comment), email, phone, and virtual information meetings which will be held on January 25 and 26; and
- The January 26 meeting that was originally scheduled to be held in person will now be held virtually via Zoom.

E. McHarg (Acting Chair) suggested that Finance staff be prepared with current BC assessment information at the virtual information meetings.

J. Sidhu suggested making paper copies of the preliminary financial plan available to the public at West Vancouver Memorial Library; A. Mafi will follow up with library staff.

It was Moved and Seconded:

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

CARRIED

## **PUBLIC QUESTIONS**

### **9. PUBLIC QUESTIONS**

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

- The Ambleside Local Area Plan staff report;
- Advertising in West Van Matters;

- Adding the date committee members were appointed on the website; and
- The acting chair selection process.

Councillor Cameron requested that Community Engagement Committee agenda materials be posted on the website; D. Powers (Director, Community Relations & Communications) informed that staff will do that going forward.

C. Reynolds commented regarding the following:

- Working groups;
- Public speaking during committee meetings; and
- Public correspondence.

## **NEXT MEETING**

### **10. NEXT MEETING**

Staff confirmed that the next Community Engagement Committee meeting is scheduled for February 2, 2022 at 3 p.m.

### **11. ADJOURNMENT**

It was Moved and Seconded:

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

**CARRIED**

The meeting adjourned at 4:50 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

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