

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

COMMUNITY ENGAGEMENT COMMITTEE MEETING AGENDA

WEDNESDAY, MAY 4, 2022

3 PM VIA ELECTRONIC COMMUNICATION FACILITIES

(Members of the public may hear, or watch and hear, the meeting by attending the Raven Room 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 Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

APPROVAL OF AGENDA

2. **Approval of Committee Meeting Agenda**

RECOMMENDATION:

THAT the May 4, 2022 Community Engagement Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. **Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT the April 6, 2022 Community Engagement Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. **Ambleside Local Area Plan Engagement**

RECOMMENDATION:

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

5. Staff Update: Review of Engagement Underway

RECOMMENDATION:

THAT the presentation 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 June 1, 2022 at 3 p.m.

RECOMMENDATION:

THAT

1. The June 1, 2022 at 3:30 p.m., September 7, 2022 at 3:30 p.m., and November 2, 2022 at 3:30 p.m. Community Engagement Committee meetings be held in-person; and
2. the Raven Room in the Municipal Hall be designated as the place where in-person committee and subcommittee meeting proceedings be held.

RECOMMENDATION:

THAT

1. The July 6, 2022 at 3:30 p.m. and October 5, 2022 at 3:30 p.m. Community Engagement Committee meetings be held via electronic communication facilities only;
2. the Raven Room in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the electronic-only committee and subcommittee meeting proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for each of the scheduled electronic-only meetings.

ADJOURNMENT

9. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the May 4, 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, APRIL 6, 2022**

Committee Members: E. McHarg (Acting Chair), J. Berg, 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. Absent: L. Carver.

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

1. CALL TO ORDER

The meeting was called to order at 3:03 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the April 6, 2022 Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

Councillor Gambioli, Councillor Thompson, and J. Webbe absent at the vote

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the March 2, 2022 Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

Councillor Gambioli, Councillor Thompson, and J. Webbe absent at the vote

REPORTS / ITEMS

4. Urban Forest Management Plan Engagement

Councillor Gambioli entered the meeting at 3:05 p.m. via electronic communication facilities.

J. Webbe entered the meeting at 3:10 p.m. via electronic communication facilities.

K. Andrzejczuk (Communications & Engagement Coordinator) spoke relative to the document regarding "Communications & Engagement Overview: Urban Forest Management Plan" and informed that:

- Council has directed staff to develop an Urban Forest Management Plan, a long term plan to protect and maintain the District's urban forest over the next 15 years;
- Staff will be presenting a progress update at the April 11, 2022 Council meeting and will seek direction to proceed with public engagement; if approved, public engagement will launch April 12 and be open for four weeks, until May 9;
- Engagement tactics include a survey (available online and paper copy available for pick up at District facilities), two virtual information meetings held via Zoom (Tuesday, May 3 at 2 p.m. and Thursday, May 5 at 6 p.m.), and one in-person information event at John Lawson Park on Saturday, May 7, where staff will have display boards and be available to answer questions and collect feedback;
- This engagement is at the levels of inform and consult: objectives include collecting feedback that will inform the plan and reflect the values of the community and providing education regarding the benefits and importance of protecting the urban forest;
- Risks include polarized views on tree preservation; this will be mitigated by focusing on the high-level objectives of the plan and establishing an understanding that there is a need to have a strategy to protect and maintain our urban forest;
- The target audience will be all West Vancouver residents, as the urban forest covers all of West Vancouver; stakeholder groups will also be contacted;
- Outreach will focus on promoting the westvancouverITE page, where participants can learn more and complete the survey, and promotion on the main District website, e-newsletters, social media with paid advertising, a promotional video for the website and social media, two North Shore News ads, posters and surveys in District facilities, and signage at John Lawson Park; and
- Staff are seeking feedback from the Community Engagement Committee on the engagement tactics, timeline, and survey.

H. Keith (Manager, Environmental Protection) informed that:

- Staff are working with a consultant, Diamond Head Consulting, who are very experienced with developing forest management plans for other municipalities;
- Staff will be presenting the State of the Urban Forest Report to Council on April 11, 2022, which provides baseline information developed through a tree canopy cover study using LiDAR data, reviewing all policies related to forest management, and interviews with key staff;
- The Urban Forest Management Plan will include policy recommendations and guidance for staff, which is particularly important as climate change continues to have an impact on our urban forest; and

- Staff are seeking feedback from the public on the Urban Forest Management Plan's goals and objectives to determine which areas are most valuable to the community and to learn how the community feels about the current forest management services that the District provides; the consultant will consider this feedback while developing the plan, ensuring that the plan is achievable and will be supported by the community.

Councillor Thompson entered the meeting at 3:19 p.m. via electronic communication facilities.

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

- Add information and context regarding the tree canopy data for 2021 in both the survey and webpage;
- Change ranking questions to a Likert scale;
- Review tree diagram showing benefits of the urban forest (remove crime reduction);
- Consider limiting surveys to only West Vancouver residents;
- Consider other projects that may impact the urban forest and associated community concerns (e.g. Upper Lands);
- Identify that wildfire risk is a known community concern and work with Fire & Rescue to coordinate policies;
- Include more acknowledgement of tree hazards;
- Consider holding an information event at Spring Fest West, which will be held from 10 a.m. to 2 p.m. on May 7 held at Gleneagles Community Centre;
- Focus on overall forest management and forest health rather than tree management; replace instances of the word "tree" with "forest";
- The information as it is presented comes across as "one size fits all"; consider differences between neighbourhoods throughout the District (e.g. there is more tree canopy cover in the western neighbourhoods compared to Ambleside);
- Collect information on where survey participants live;
- Consider multiple choice rather than essay questions;
- Develop an "elevator pitch" to help people understand the purpose of the Urban Forest Management Plan; make key messages more straightforward;
- Consider including the concept of net-zero deforestation;
- Scale back the focus on tree canopy;
- Bring more passion/feeling into this process;
- There are limitations to the survey as not everyone will understand the terminology;
- The virtual and in-person meetings are important tactics to encourage dialogue; and

- Further consider the goal of the survey and what can be determined from the feedback.

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

- Suggested including the Urban Tree Alliance as a stakeholder;
- Suggested that people who live outside of West Vancouver should be allowed to speak but their feedback should not be considered;
- Suggested the District conduct a hydrology report; and
- Suggested a glossary of trees that are most beneficial to the ecosystem.

J. Sidhu left the meeting at 4:08 p.m. and re-entered the meeting at 4:09 p.m. via electronic communication facilities.

D. Reinsch (member of the public) queried regarding the following:

- Will the consultant will be in attendance at engagement opportunities; H. Keith informed that the consultant will be in attendance;
- Was the consultant hired before or after the 2021 LiDAR data collection; H. Keith informed that the consultant was hired after;
- Will the consultant complete the Urban Forest Management Plan; H. Keith informed that the consultant will complete it;
- To what level were First Nations consulted regarding the State of the Urban Forest Report; H. Keith informed that the First Nations will be notified of the Phase 1 engagement period and will also be contacted in Phase 2;
- Are there Terms of Reference for the consultant; H. Keith informed that selection of the consultant to develop the Urban Forest Management Plan was a competitive bid process with a Request for Proposal that included a Terms of Reference for the project; and
- Are height classifications included in the State of the Urban Forest Report; H. Keith informed that the focus is on the tree canopy study.

It was Moved and Seconded:

THAT the report regarding Urban Forest Management Plan Engagement be received for information.

CARRIED

5. Klee Wyck Park Engagement

A. Mafi (Communications & Engagement Manager) informed that staff have implemented the Community Engagement Committee's feedback from the February 2, 2022 meeting and staff are seeking feedback from the Community Engagement Committee on the draft survey, which was provided to members via email.

Councillor Cameron (Chair) left the meeting at 4:17 p.m. and re-entered the meeting at 4:19 p.m.

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

- On the project page, remove the sentence regarding the value of the park being in the house;
- Consider whether a survey is the right engagement tool for this project, as it may not reflect different perspectives;
- Consider adding a live feedback function to the survey;
- Frequently asked questions are excellent;
- Provide more information regarding the park entrance;
- Add more visuals;
- Fix typo in the survey (section 4);
- Change “complete form” button to “complete survey”;
- Consider whether the gatehouse is needed in the survey; A. Banks (Senior Manager of Parks) informed that staff want to know whether the community sees a use for the gatehouse; D. Powers (Director, Community Relations & Communications) informed that staff are looking into the feasibility of converting the gatehouse to public use; and
- Consider using interactive programs in virtual information meetings.

J. Webbe left the meeting at 4:27 p.m. and did not return.

B. Chaworth-Musters (member of the public) queried regarding the following:

- Who the survey and letter was mailed to; A. Mafi informed that the survey is available online and paper surveys will be available at District facilities, and approximately 2,000 letters were sent to homes near Klee Wyck Park; and
- When the letter was mailed; A. Mafi informed that the letter has been sent and will be arriving by the end of the week or early next week.

B. Smith (member of the public) informed that the Klee Wyck Park property was previously owned by his great aunt, Dr. Ethlyn Trapp and commented regarding the following:

- Staff have done great work and the photos of the park look great;
- Dr. Trapp’s family is looking forward to the public engagement; and
- It is important that expectations are met within the community.

It was Moved and Seconded:

THAT the report regarding Klee Wyck Park Engagement be received for information.

CARRIED

J. Webbe absent at the vote

6. Staff Update: Review of Engagement Underway

D. Powers (Director, Community Relations & Communications) spoke relative to the document regarding “Staff update to CEC – April 6, 2022” and informed that:

- Staff attended the North Shore Young Civic Forum and provided a presentation regarding District engagement; it was a very positive experience and was excellent to make connections with a younger age group; staff exchanged contacts with First Nations; and the group was excited that the District is taking steps to share social media in Farsi and Chinese; and
- The District's website redesign project is underway and citizen members of the Community Engagement Committee have been sent a link to conduct website testing; J. Sidhu and E. McHarg (Acting Chair) volunteered to participate in further website testing.

Councillor Thompson suggested adding a point on the website for residents to provide feedback regarding how easy it was to find the information they were seeking.

D. Powers informed that:

- There are no current engagements;
- The recent Heritage Resources engagement received 35 submissions, which is quite high;
- Upcoming engagements include Urban Forest Management Plan, Klee Wyck Park Improvements, and the next phase of Planning the Upper Lands; and
- There is no engagement planned for Whytecliff Park parking as Council has directed staff to look into pay parking.

7. Committee Member Update

There were no comments.

PUBLIC QUESTIONS

8. PUBLIC QUESTIONS

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

- Suggested that draft surveys be made available to the public;
- Suggested that rules regarding public comments at committee meetings be clarified and queried whether the Community Engagement Committee can make recommendations on this; D. Powers (Director, Community Relations & Communications) informed that overseeing committees is not within the scope of the Community Engagement Committee and that allowing public comments for each agenda item is at the discretion of the Chair for each committee; Councillor Cameron (Chair) informed that the Community Engagement Committee has not received Council direction to review the Committee Procedures Bylaw and suggested writing to Legislative Services requesting that the bylaw be reconsidered; and
- Queried what community engagement involves; D. Powers informed that projects are brought to the Community Engagement Committee when Council directs staff to collect feedback and/or a policy will be established.

A member of the public commented regarding accessibility testing for the District's new website; Councillor Cameron informed that D. Powers can be contacted for information.

NEXT MEETING

9. NEXT MEETING

Staff confirmed that the next Community Engagement Committee meeting is scheduled for May 4, 2022 at 3 p.m.

D. Powers (Director, Community Relations & Communications) informed that all committees are being asked to consider a motion to hold the remaining of their 2022 meetings either virtually or in-person; there is no option for hybrid meetings.

Discussion ensued regarding alternating between virtual and in-person meetings and changing the meeting time; staff will provide a poll via email.

It was Moved and Seconded:

THAT the Community Engagement Committee meeting on May 4, 2022 at 3 p.m. will be held via electronic communications facilities;

AND THAT the Community Engagement Committee will determine the schedule and format of future meetings at a later meeting.

CARRIED

J. Webbe absent at the vote

10. ADJOURNMENT

It was Moved and Seconded:

THAT the April 6, 2022 Community Engagement Committee meeting be adjourned.

CARRIED

J. Webbe absent at the vote

The meeting adjourned at 5:04 p.m.

Certified Correct:

Chair

Committee Clerk