

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY ENGAGEMENT COMMITTEE MEETING AGENDA
WEDNESDAY, JULY 6, 2022**

3:30 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 July 6, 2022 Community Engagement Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the May 17, 2022 and June 1, 2022 Community Engagement Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Arts & Culture Engagement – Survey Review

RECOMMENDATION:

THAT the discussion regarding Arts & Culture Engagement – Survey Review 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 September 7 at 3:30 p.m. via electronic communication facilities.

ADJOURNMENT

9. Adjournment of Committee Meeting

RECOMMENDATION:

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

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
TUESDAY, MAY 17, 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); D. Niedermayer, Senior Manager, Cultural Services; and C. Rosta, Cultural Services Manager attended the meeting via electronic communication facilities.

1. CALL TO ORDER

The meeting was called to order at 3:05 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the May 17, 2022 Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

Councillor Thompson absent at the vote

REPORTS / ITEMS

3. Arts and Culture Engagement

D. Powers (Director, Community Relations & Communications) spoke relative to the document regarding “Communications & Engagement Overview: Arts Planning: Visioning” and informed that:

- The Arts Facilities Advisory Committee has been tasked by Council to confirm the vision and concept for an arts and culture facility by engaging with the arts and culture community, community user groups, and the public;
- This engagement is an opportunity to re-think the concept and vision for an arts and culture centre, as new needs may have emerged following the pandemic, and it follows the inconclusive 2021 engagement on an arts and culture centre site selection which raised concerns in the community;
- This engagement will take a step back to first confirm the vision and concept;
- The Arts Facilities Advisory Committee has also been tasked with recommending a framework for capital fundraising and a governance model for an arts and culture facility; the vision and concept will inform the development of a framework for capital fundraising and a governance model; and

- The Community Engagement Committee is asked to provide feedback on the engagement tactics and timeline for confirming the vision and concept.

Councillor Cameron (Chair) informed that the role of the Community Engagement Committee is to provide non-partisan advice to the District regarding communication and engagement with residents; and the committee does not make recommendations regarding the content of proposals.

D. Powers spoke relative to the document regarding “Communications & Engagement Overview: Arts Planning: Visioning” and informed that this engagement will involve three phases:

- Phase one (workshops): Four interactive workshops (two in-person and two virtual) will be held in June 2022; two of the workshops will be for arts groups and facility users and two of the workshops will be for arts program participants and the general public; all workshops will be facilitated by a contractor, Urban Arts, which has worked with the District on previous projects; additional workshops will be added if they fill up;
- Phase two (survey): An online survey will be available during summer 2022 on westvancouverITE and at pop-up booths at the Harmony Arts Festival; and
- Phase three (touch base): Another round of workshops will be held in September 2022 to regroup with the public and stakeholders to report back on what was heard at the workshops.

Councillor Thompson entered the meeting at 3:30 p.m. via electronic communications facilities.

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

- It is important to establish the problem we are trying to solve; explain the limitations of existing facilities and work that has already been done;
- Develop an educational video, such as a virtual tour of the Silk Purse and Music Box;
- Consider holding workshops in an arts facility; D. Powers informed that the arts facilities are not being used because they are too small;
- In the survey, ask “What have people learned from the pandemic?”;
- Post signage advertising the engagement in Ambleside Park;
- An important key message is that an arts facility has the potential to accommodate a broad range of uses, such as other community groups;
- A risk is lack of trust; be very clear that a decision has not been made;
- It is best to avoid a survey during the summer; consider launching the survey in September;
- It is important to acknowledge the past work; consider a video to explain the background;
- Include workshops during the morning and afternoon;

- When using Miro in the virtual workshops, allow time for participants to learn how to use it;
- Consider inclusivity; ensure technology is accessible and facilitate diversity in participation;
- A risk is the perception that we are doing more consultation without conclusion; be very clear regarding objectives of the engagement and what we are trying to capture;
- Be as definitive as possible regarding location, governance, and funding to manage questions;
- A risk is that people may be tired of participating; make information as simple as possible; and
- Inform that the consultation is being funded COVID-19 recovery funds.

It was Moved and Seconded:

THAT the presentation regarding Arts and Culture Engagement be received for information.

CARRIED

PUBLIC QUESTIONS

4. PUBLIC QUESTIONS

A member of the public commented regarding and the arts and culture engagement and suggested including comparisons to arts facilities located in other municipalities.

A member of the public commented regarding the Arts Facilities Advisory Committee; the arts and culture engagement; collecting feedback from West Vancouver residents only; Council direction regarding the arts facility; and requested that the District provide information regarding arts facility operation costs.

J. Webb (member of the public) commented regarding the arts and culture engagement and suggested that it is important to communicate Council direction and how the need for an arts facility was determined.

C. Reynolds (member of the public) thanked the committee for their feedback and offered to include District information in her publication, West Van Matters.

NEXT MEETING

5. NEXT MEETING

Staff confirmed that the next Community Engagement Committee meeting is scheduled for June 1, 2022 at 3:30 p.m.

ADJOURNMENT

6. ADJOURNMENT

It was Moved and Seconded:

THAT the May 17, 2022 Community Engagement Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:22 p.m.

Certified Correct:

Chair

Committee Clerk

DRAFT

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, JUNE 1, 2022**

Committee Members: E. McHarg (Acting Chair), J. Berg, G. Nicholls, J. Roote, and J. Sidhu; and Councillors C. Cameron (Chair), N. Gambioli, and S. Thompson attended the meeting in the Raven Room, Municipal Hall. Absent: L. Carver and J. Webbe.

Staff: D. Powers, Director of Community Relations & Communications; A. Mafi, Communications & Engagement Manager (Staff Liaison); K. Andrzejczuk, Communications & Engagement Coordinator (Committee Clerk); A. Banks, Senior Manager of Parks attended the meeting in the Raven Room, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 3:35 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the June 1, 2022 Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

Discussion ensued regarding how feedback from the Community Engagement Committee should be recorded in the meeting minutes, as committee members have concerns that comments may be taken out of context.

K. Andrzejczuk (Committee Clerk) informed that C. Reynolds had provided a correction by email regarding her comments at the April 6, 2022 Community Engagement Committee meeting; C. Reynolds' clarified that her comment was that "people who live outside of West Vancouver should be allowed to speak, and even if noted not a resident, their feedback be considered".

It was Moved and Seconded:

THAT the May 4, 2022 Community Engagement Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Hugo Ray Pickleball Engagement

D. Powers (Director, Community Relations & Communications) spoke relative to the document regarding “DRAFT Communications & Engagement Plan: Hugo Ray Park Pickleball Courts” and informed that:

- Pickleball is a rapidly-growing sport and West Vancouver does not have dedicated pickleball courts;
- At the January 24, 2022 Council meeting, staff were directed to report on the feasibility of installing permanent pickleball courts at Hugo Ray Park; staff reviewed each site and considered four criteria:
 - Minimize the impact of dedicated pickleball courts on existing park users;
 - Minimize the impact of the noise of the sport on nearby residences;
 - Construction considerations and costs; and
 - Ability to expand and add more dedicated pickleball courts in the future.
- At the May 30, 2022 Council meeting, Council considered the report from staff outlining options for new pickleball courts at Hugo Ray Park and directed staff to proceed to engage the community on two site options for the location of pickleball courts in Hugo Ray Park;
- Community engagement is planned for June 2022 in order for staff to report back to Council by the end of July 2022; and
- Staff have developed an engagement plan that includes a survey, one virtual information meeting on a weeknight, one in-person meeting at the park on a Saturday, promotion using a variety of communications tactics, and connecting with key stakeholder groups (players, neighbourhood residents, and current users of the park).

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

- Focus on engaging neighbourhood residents and park users; use fewer communications tactics;
- Simplify the survey; add “neither site option” as an answer; allow space for comments;
- Install a sign advertising this engagement at the entrance to the cemetery and at the 29th Street tennis courts;
- Be prepared to answer questions regarding funding;
- Survey questions that involve ranking are confusing; considering using the word “priorities”;
- Remove the survey question regarding traffic, as traffic will not differ between the two site options;

- Engage with the entire neighbourhood, not only adjacent residents;
- Be prepared to address noise concerns from nearby residents; include information about sound on the project webpage;
- Structure the engagement to allow stakeholder groups to get together for a discussion; encourage compromise;
- Clearly state that studies have determined that Hugo Ray Park is the best location;
- Inform that pickleball is popular because it is social, active, and accessible, which aligns with District priorities in the Official Community Plan;
- Position this as a preliminary consultation; explain that a location is needed prior to determining the cost and formally considering the project, which is a standard parks planning process;
- In the FAQ, address whether there will be hours of operation, where other pickleball courts are located, and whether there will be lights; and
- Asking participants to choose between the two sites gives the impression that it has been decided that pickleball courts will be installed at Hugo Ray Park; consider not focusing on that question.

It was Moved and Seconded:

THAT the presentation regarding Hugo Ray Pickleball Engagement be received for information.

CARRIED

A. Banks (Senior Manager of Parks) left the meeting at 5:03 p.m.

5. Community Engagement Policy Review

D. Powers (Director, Community Relations & Communications) informed that the Community Engagement Policy contains outdated procedures and that staff are planning to begin work on an updated policy.

Discussion ensued and the Community Engagement Committee suggested an in-person workshop format to review the Community Engagement Policy at a future meeting.

It was Moved and Seconded:

THAT the discussion regarding Community Engagement Policy Review be deferred to the next meeting.

CARRIED

6. Staff Update: Review of Engagement Underway

A. Mafi (Communications & Engagement Manager) spoke relative to the document regarding “Staff update to CEC – June 1, 2022” and informed that:

- Engagement on the Urban Forest Management Plan recently closed and feedback received was excellent; staff attended Spring Fest West at the suggestion of the Community Engagement Committee, which was well-attended;

- Engagement on the Arts & Culture Centre has launched and workshops have been scheduled for June; a letter has been sent to arts programmers and administrators; and digital advertising will begin this week; and
- There will be a pause on engagement during the election.

Discussion regarding doing more open-ended surveys and in-person events.

It was Moved and Seconded:

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

CARRIED

7. Committee Member Update

There were no comments.

PUBLIC QUESTIONS

8. PUBLIC QUESTIONS

K. Andrzejczuk (Committee Clerk) informed that C. Reynolds (member of the public) provided comments by email regarding support for hybrid meetings.

NEXT MEETING

9. NEXT MEETING

Staff confirmed that the next Community Engagement Committee meeting is scheduled for July 6, 2022 at 3:30 p.m.

ADJOURNMENT

10. ADJOURNMENT

It was Moved and Seconded:

THAT the June 1, 2022 Community Engagement Committee meeting be adjourned.

CARRIED

The meeting adjourned at 5:23 p.m.

Certified Correct:

Chair

Committee Clerk