

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

COMMUNITY ENGAGEMENT COMMITTEE MEETING AGENDA

WEDNESDAY, NOVEMBER 2, 2022

3:30 PM IN THE RAVEN ROOM, MUNICIPAL HALL

(In-person attendance only)

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 in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

APPROVAL OF AGENDA

2. Approval of Committee Meeting Agenda

RECOMMENDATION:

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

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the September 7, 2022 Community Engagement Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Seniors' Activity Centre Needs and Feasibility Assessment Engagement Plan

RECOMMENDATION:

THAT the report regarding Seniors' Activity Centre Needs and Feasibility Assessment Engagement Plan be received for information.

5. 2023 Budget Engagement

RECOMMENDATION:

THAT the report regarding 2023 Budget Engagement be received for information.

6. Staff Update: Review of Engagement Underway

RECOMMENDATION:

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

PUBLIC QUESTIONS

7. Public Questions

NEXT MEETING

8. Next Meeting

There are no meetings scheduled.

RECOMMENDATION:

THAT

1. the next Community Engagement Committee meeting be scheduled for January 4, 2023 at 3 p.m. via electronic communication facilities;
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 Community Engagement Committee meeting proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for the meeting.

OR

RECOMMENDATION:

THAT the next Community Engagement Committee meeting be scheduled for January 10, 2023 at 3 p.m., to be held in-person at the Raven Room in the Municipal Hall.

ADJOURNMENT

9. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the November 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, SEPTEMBER 7, 2022**

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

Staff: A. Mafi, Communications & Engagement Manager (Staff Liaison); K. Andrzejczuk, Communications & Engagement Coordinator (Committee Clerk); and R. Bartlett, Chief Administrative Officer, attended the meeting via electronic communication facilities.

1. CALL TO ORDER

The meeting was called to order at 3:31 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the September 7, 2022 Community Engagement Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

4. Community Engagement Policy Review

A. Mafi (Communications & Engagement Manager) spoke relative to the memo regarding "Community Engagement Policy Review" and informed that:

- The Community Engagement Policy was adopted in 2016; it is now out of date and has not been in use for some time;
- The District now has a dedicated Community Relations Liaison and engagement lead, which did not exist in 2016;
- The current engagement planning process incorporates the communications plan that supports the engagement;

- This is an opportunity to look at engagement tactics that are currently employed but not included in the existing policy;
- The Community Engagement Committee is asked to review the policy and procedure, with a focus on the procedure; and
- Following review by the Community Engagement Committee, staff will revise the draft policy prior to proceeding to Council for adoption.

J. Roote left the meeting at 4:15 p.m. and did not return.

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

- Develop clearer processes to determine when engagement is required and to what extent, and how engagement tactics are selected;
- Further develop the tactics checklist, including building in flexibility and how it can be adapted to different projects;
- Investigate best practices and models for policy and procedure regarding community engagement;
- Establish how a successful engagement is defined;
- The policy includes key values and is a good starting point; focus on values and clearly lay out the engagement process to build trust in the community;
- Consider community members who are marginalized and how their perspectives can be incorporated in the engagement process;
- Consider staff roles and accountability in the procedure;
- Further develop a risk management framework;
- Improve orientation for committees; and
- Develop a process to review each engagement after it has concluded to evaluate success.

G. Nicholls requested more information on the approval process for a procedure; A. Mafi informed that she would seek a response from Legislative Services and update the committee.

E. McHarg (Acting Chair) queried regarding why the policy review is being brought forward at this time; A. Mafi informed that the project is on the Community Engagement Committee work plan for this year.

It was Moved and Seconded:

THAT the report regarding Community Engagement Policy Review and discussion be received for information.

CARRIED

J. Roote absent at the vote

5. Staff Update: Review of Engagement Underway

A. Mafi (Communications & Engagement Manager) informed that:

- Arts Planning: Visioning pop-up events were held at Millennium Park and are planned for West Vancouver Community Centre and West Vancouver Memorial Library to promote the survey; and
- The District will not be conducting community engagement after September 16, 2022, as per election policy.

It was Moved and Seconded:

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

CARRIED

J. Roote absent at the vote

PUBLIC QUESTIONS

6. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

7. NEXT MEETING

Staff confirmed that the next Community Engagement Committee meeting is scheduled for October 5, 2022 at 3:30 p.m.

It was Moved and Seconded:

THAT the October 5, 2022 Community Engagement Committee meeting be cancelled.

CARRIED

J. Roote absent at the vote

ADJOURNMENT

8. ADJOURNMENT

It was Moved and Seconded:

THAT the September 7, 2022 Community Engagement Committee meeting be adjourned.

CARRIED

J. Roote absent at the vote

The meeting adjourned at 4:48 p.m.

Certified Correct:

Chair

Committee Clerk

DRAFT