

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

LOWER CAULFEILD ADVISORY COMMITTEE MEETING AGENDA

TUESDAY, JANUARY 31, 2023

4:30 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: Staff will confirm that the meeting is being conducted via electronic communication facilities, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

2. Welcome and Committee Orientation

RECOMMENDATION:

THAT the discussion regarding Welcome and Committee Orientation be received for information.

3. Election of Chair and Acting Chair for 2023

RECOMMENDATION:

THAT [Name] be elected as Chair for 2023.

RECOMMENDATION:

THAT [Name] be elected as Acting Chair for 2023.

APPROVAL OF AGENDA

4. Approval of Committee Meeting Agenda

RECOMMENDATION:

THAT the January 31, 2023 Lower Caulfeild Advisory Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES**5. Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT the November 29, 2022 Lower Caulfeild Advisory Committee meeting minutes be adopted as circulated.

6. Committee Meeting Schedule for 2023

RECOMMENDATION:

THAT the Lower Caulfeild Advisory Committee Meeting Schedule for 2023 be adopted as follows:

- April 25, 2023 at 4:30 p.m.
- July 25, 2023 at 4:30 p.m.; and
- October 24, 2023 at 4:30 p.m.

RECOMMENDATION:

THAT all remaining Lower Caulfeild Advisory Committee meetings for 2023 be held in-person at the Raven Room in the Municipal Hall.

OR

RECOMMENDATION:

THAT

1. all remaining Lower Caulfeild Advisory Committee meetings for 2023 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 Lower Caulfeild Advisory Committee meeting proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for each of the scheduled meetings.

7. Annual Committee Evaluation for 2022

RECOMMENDATION:

THAT the report regarding Annual Committee Evaluation for 2022 be received for information.

PUBLIC QUESTIONS

8. Public Questions

NEXT MEETING

9. Next Meeting

The next Lower Caulfeild Advisory Committee meeting is scheduled for April 25, 2023 at 4:30 p.m. and held in-person in the Raven Room in the Municipal Hall

OR

The next Lower Caulfeild Advisory Committee meeting is scheduled for April 25, 2023 at 4:30 p.m. via electronic communication facilities.

ADJOURNMENT

10. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the January 31, 2023 Lower Caulfeild Advisory Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
LOWER CAULFEILD ADVISORY COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
TUESDAY, NOVEMBER 29, 2022**

Committee Members: B. Helliwell, P. Hundal, J. Mahoney, S. Nicholls; and Councillor S. Snider attended the meeting via electronic communication facilities. Absent: R. Amenyogbe.

Staff: E. Wilhelm, Senior Community Planner (Staff Liaison); and L. Berg, Senior Community Planner (Committee Clerk) attended the meeting via electronic communication facilities.

1. CALL TO ORDER

The meeting was called to order at 4:35 p.m.

2. ELECTION OF CHAIR FOR 2022

It was Moved and Seconded:

THAT Bo Helliwell be elected as Chair of the Lower Caulfeild Advisory Committee for 2022; and

THAT Paul Hundal be elected as Acting Chair of the Lower Caulfeild Advisory Committee for 2022.

CARRIED

3. COMMITTEE MEETING SCHEDULE FOR 2022

It was confirmed that there are no further Lower Caulfeild Advisory Committee meetings scheduled for the remainder of 2022.

4. ANNUAL COMMITTEE EVALUATION

The Lower Caulfeild Advisory Committee received the report regarding Annual Committee Evaluation for information.

5. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the November 29, 2022 Lower Caulfeild Advisory Committee meeting agenda be approved as circulated.

CARRIED

6. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the October 19, 2021 Lower Caulfeild Advisory Committee meeting minutes be amended by:

- Deleting S. Nicholls as an attendee; and
- Within the “Comments/Questions from the Committee” section of the minutes, revise the wording to reflect “at the top of Dogwood Lane today”;

AND THAT the minutes be adopted as amended.

CARRIED

7. REPORTS / ITEMS

4648 Piccadilly South (Proposed Driveway Security Gate)

Staff Overview:

E. Wilhelm, Senior Community Planner gave a summary of the proposal regarding a new security gate at the front of the property.

Applicant Presentation:

The applicant, Nam Myong, was in attendance and provided a brief overview and background regarding the proposal. Nam Myong outlined that he has applied for a security gate mainly due to the traffic is using the driveway for u-turns creating an unsafe situation. Plans are to close the gate in evening or during periods of heavy traffic. Nam Myong believes that the gate is compliant with the heritage guidelines and is requesting a heritage alteration permit so that the security gate can be installed. Following the brief overview, Nam Myong was available for questions.

Comments/Questions from the Committee:

B. Helliwell Question: Clarification requested on the location of the gate and if it slides. It was determined that the gate is located on the front of the property and will slide along the fence line on private property.

S. Nicholls: Outlined that the area out-front of the residence is a narrow road which makes difficult to maneuver and likes idea of not having direct access to driveway. Believes the gate presents a good design (compared to a solid gate) and supports keeping the gate open occasionally.

B. Helliwell Comment: Much improvement of the gate compared to the previous installed gate that was present and removed.

J. Mahoney: No questions.

P. Hundal Comment: Agree with S. Nicholls, previous gate was not good. This gate is favourable, better than not having a gate and appreciate the homeowners desire to have a gate. Fully support.

J. Mahoney Comment: Concur with others, the gate provides good permeability and visibility should be good. Fully support.

B. Helliwell Comment: Support, good openness and accepts the necessity of the gate. No need for decoration at bottom of the gate. Although, if that is something the owner wants, then fine. Looks like just a metal cut out to structure.

Applicant (Nam Myong) Comment: The decoration at the bottom of the gate is not necessary and could be removed.

B, Helliwell comment: Agrees that the decoration at the bottom of the gate are superfluous and should be removed.

S. Nicholls Comment: Okay with minimalizing by removing materials that are not functional.

Councillor Snider Comment: Agrees that the decorations are not needed.

J. Mahoney Comment: Simplification is good, and the gate does not need embellishment.

P. Hundal Comment: Agree to remove embellishments.

It was Moved and Seconded:

THAT the Lower Caulfeild Advisory Committee support the application at 4648 Piccadilly South regarding a proposed driveway security gate as outlined in the report from the Senior Community Planner dated November 10, 2022, yet recommend that the gate be modified to remove the decorations at the base of the driveway security gate.

CARRIED

8. Annual Committee Recruitment

Staff outlined that ongoing recruitment is underway currently and will be addressed by Council shortly.

9. Annual Work Plan

Staff outlined that the primary role of the Lower Caulfeild Heritage Advisory Committee is to review heritage alteration permits applications within the Lower Caulfeild Heritage Conservation Area (and any other items in compliance with the Terms of Reference).

P. Hundal Comment: Many heritage trails, within the Lower Caulfeild Heritage Conservation Area, are hidden and secret for the neighbourhood. P. Hundal hopes to have plaques at the trail's entrance (designed for Lower Caulfeild) and mapping of the heritage trails with information regarding history. P. Hundal cites the Kilby House as a historic property owner in the area. Put forward as an idea.

E. Wilhelm Comment: This proposal may require additional staff resources and may involve costs to the District. Staff to report back to committee with information at the next meeting.

S. Nicholls comment: The proposed trail marking in the area needs community involvement and support as an initiative in the area for those who are affected by it.

Councillor Snider Comment: Signage all over may not necessary be wanted but could be desired in this area. Possibly staff should report to Council with costs and if there is desire for it in the neighbourhood.

It was Moved and Seconded:

THAT the discussion regarding Annual Work Plan be received for information and forwarded to Council for consideration.

CARRIED

10. PUBLIC QUESTIONS

There were no questions.

11. NEXT MEETING

It was Moved and Seconded:

THAT

1. the next Lower Caulfeild Advisory Committee meeting be scheduled for January 31, 2023 at 4:30 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 Lower Caulfeild Advisory Committee meeting proceedings; and
3. a staff member be in attendance at the Raven Room in the Municipal Hall for the meeting.

CARRIED

12. ADJOURNMENT

It was Moved and Seconded:

THAT the November 29, 2022, Lower Caulfeild Advisory Committee meeting be adjourned.

CARRIED

The meeting adjourned at 5:17 p.m.

Certified Correct:

Chair

Committee Clerk