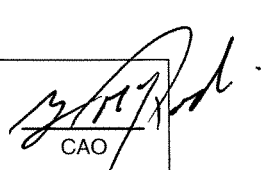


COUNCIL AGENDA/INFORMATION			
<input type="checkbox"/> Closed	Date: _____	Item # _____	
<input checked="" type="checkbox"/> Reg. Council	Date: <u>Oct 23, 08</u>	Item # <u>9</u>	
<input type="checkbox"/> Supplemental	Date: _____	Item # _____	

	 CAO
Director	CAO

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DISTRICT OF WEST VANCOUVER
750 – 17TH STREET, WEST VANCOUVER, BC V7V 3T3

DRAFT COUNCIL REPORT

Date: October 15, 2008 File: 0116-20-CEC
 From: Mayor Pamela Goldsmith-Jones
 Chair, Community Engagement Committee
 Subject: **Community Engagement Committee – Status Report**

RECOMMENDED THAT:

1. The Community Engagement Committee (CEC) provide a working group orientation session for new working groups, and
2. Council accept that staff time for meeting facilitation and note taking is needed, and that if a working group requires additional resources beyond regular meetings, a budget should be submitted to Council, and
3. A meeting space inventory has been compiled and will be managed by the CEC support lead staff (Pascal Cuk), and
4. Council amend the *Guidelines for Working Groups* for clarity on the role of elected trustees and School District 45 staff members, and
5. The CAO ensure that the *Guidelines for Working Groups* are adhered to and that an on-going monitoring program be implemented.

Purpose

The CEC supports public involvement in Council processes. Our focus for the past year has been to support and develop the Working Group model.

This report is intended to provide Council with information regarding recommendations made by the CEC designed to clarify and further enhance the Working Group model.

Generally speaking, Councillors, staff and the public have been enthusiastically supportive of the Working Group process. There is general agreement that this innovative approach has produced significant benefits for District governance and public involvement. Issues are more thoroughly evaluated and more clearly understood, and have resulted in informed decision making by Council. A series of feedback forums held by the CEC have identified areas in need of improvement which this report addresses.

Background

1.1 Prior Resolutions

A Council motion passed July 7, 2008 stated that Council directs the Community Engagement Committee to report back by October 2008 with a recommended approach regarding the following:

- Working Group Orientation Process
- How to evaluate and budget accordingly for adequate staff resources to support working groups, including distinguishing between senior staff facilitation and clerical staff administrative support
- Meeting space requirements for working groups and subgroups

In addition, it was decided that Council should clarify the role of elected trustees and School District 45 staff in the *Guidelines for Working Groups*.

2.0 Findings

- 2.1 A consistent finding in the many feedback forums is that an orientation process for new working groups and their members would be of great benefit. Such a process would help to clarify the expectations of working group members as well as the roles of staff and Council liaisons. Orientations would help draw attention to and focus on the *Guidelines for Working Groups*. These orientations would offer the CEC the chance to improve on the working group model, by emphasizing due diligence with respect to producing and posting agendas and notes taken at working group meetings, as well as other points of concern.
- 2.2 The CEC has noted that staff time for meeting facilitation and note-taking is expected. If the working group requires additional resources for items beyond regular meetings, a budget should be submitted to Council.
- 2.3 Finding space to hold meetings is a challenge as the District continues to collaborate with an ever-increasing number of its residents in the pursuit of good governance. While the CEC takes this to be a sign of success, it does not obviate the fact that finding spaces to meet is an ongoing issue. This report includes an attachment listing a number of meeting spaces in West Vancouver currently available for District meetings. It includes information regarding the accessibility of the rooms, as well as their capacity and some information on how to get there using our Blue Bus system.
- 2.4 The CEC came to the agreement that the role of elected trustees and School District 45 staff members in working groups should be the same as that of Councillors and District staff. Elected officials act as liaisons and staff act as facilitators.

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Chair, Community Engagement Committee
Subject: **Community Engagement Committee – Status Report**

2.5 The CAO has met with the CEC and has met with the Executive Committee to ensure the *Guidelines for Working Groups* are adhered to, and has implemented an on-going monitoring program.

Author:

P. Goldsmith-Jones

Concurrence
(optional)

Attachment: Meeting Room Spreadsheet

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Meeting Room	Capacity	Wheelchair Accessible	Heating Devices	Accessible Washrooms	Automatic Door	Handicapped Parking	Bus Stop
MUNICIPAL HALL (750 - 17th Street)							
Council Chambers	60 (Theatre)	Yes	2 Infrared Headsets	2 on Lower Main Floor	At Front Entrance	2 on Fulton, NW Corner	On 17th (#252)
Council Office Meeting Room	8 (Conference)	Yes	None	2 on Lower Main Floor	At Front Entrance	2 on Fulton, NW Corner	On 17th (#252)
Main Floor Conference Room	18 (Conference)	Yes	None	2 on Lower Main Floor	At Front Entrance	2 on Fulton, NW Corner	On 17th (#252)
FIRE HALL #1 (760 - 16th Street)							
Training Room	20 (Conference)	Only through Lower Entrance	None	Yes	None	2 on Fulton, NW Corner	On 17th (#252)
GLENEAGLES (6262 Marine Drive)							
Larson Room	12 (Conference)	Yes	None	Yes	At Front Entrance	2	Marine and Orchill (#250)
Seaview Room	80 (Conference)	Yes	Hearing Loop	Yes	At Front Entrance	2	Marine and Orchill (#250)
MEMORIAL LIBRARY (1950 Marine Drive)							
Elizabeth Musto Room	20 (Theatre)	No	None	Yes	At Front Entrance	2	Marine and 20th (#250, 250A, 251, 253, 255)
Peter J. Peters Room	60 (Theatre)	Yes	None	Yes	At Front Entrance	2	Marine and 20th (#250, 250A, 251, 253, 255)
Story House	18 (Conference)	Yes	None	Yes	At Front Entrance	2	Marine and 20th (#250, 250A, 251, 253, 255)
GERTRUDE LAWSON HOUSE (680 - 17th Street)	25 (Theatre)	Yes	None	Yes, on Main Floor	At Front Entrance	2	Marine and 20th (#250, 250A, 251, 253, 255)
Upstairs Meeting Room	12 (Conference)	No	None	None	None	Drop-off only on Esquimalt	On 17th (#252)
SENIORS' ACTIVITY CENTRE (695 - 21st Street)	20						
Activity Room	200 (Theatre)	Yes	Hearing Loop	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Audio Visual Room	70 (Theatre)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Café Terrace Room	30 (Conference)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Patio	20 (Conference)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Social Recreation Room	55 (Theatre)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Visual Arts Room	20 (Conference)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
WORKS YARD (3755 Cypress Bowl Road)	40 (Theatre)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Main Conference Room	20 (Boardroom)	Yes	None	Yes	Yes	12	Marine and 21st (#250, 250A, 251, 253, 255)
Parks Conference Room	16	No	None	None	None	None	None
COMMUNITY CENTRE (2121 - Marine Drive)	8	No	None	None	None	None	None
Spirit Room 1 - West	132 (Theatre)	Yes	None	Yes	Yes	8 (North Plaza)	Marine and 21st (#250, 250A, 251, 253, 255)
Spirit Room 2 - East	96 (Conference)	Yes	None	Yes	Yes	12 (Underground)	Marine and 21st (#250, 250A, 251, 253, 255)
Spirit Room 1 + 2 - (Can be Combined)	220 (Theatre)	Yes	None	Yes	Yes	12 (Underground)	Marine and 21st (#250, 250A, 251, 253, 255)
Mountain Room	96 (Conference)	Yes	None	Yes	Yes	8 (North Plaza)	Marine and 21st (#250, 250A, 251, 253, 255)
Sports Gym	574 (Theatre)	Yes	None	Yes	Yes	12 (Underground)	Marine and 21st (#250, 250A, 251, 253, 255)
Ocean Room	115 (Theatre)	Yes	None	Yes	Yes	8 (North Plaza)	Marine and 21st (#250, 250A, 251, 253, 255)
Cedar Room	96 (Conference)	Yes	None	Yes	Yes	12 (Underground)	Marine and 21st (#250, 250A, 251, 253, 255)
PARTNERSHIP OFFICE (1846 Marine Drive)	20 (Conference)	Yes	None	Yes	Yes	12 (Underground)	Marine and 21st (#250, 250A, 251, 253, 255)
Lower Glass Meeting Room	8 (Conference)	No	None	Upstairs Only	None	None	Marine and 18th (#250, 250A, 251, 253, 255)
Upper Meeting Area (after 5:00 pm)	20 (Conference)	Yes	None	Yes	None	None	Marine and 18th (#250, 250A, 251, 253, 255)

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