**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
COMMUNITY ENGAGEMENT COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, MAY 4, 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. Hawkins, Senior Manager, Community Planning & Sustainability; and C. Miller, Senior Urban Design Planner attended the meeting via electronic communication facilities.

Guest: D. Bulley from Ideaspace (Consultant) attended the meeting via electronic communication facilities.

1. **CALL TO ORDER**

   The meeting was called to order at 3:04 p.m.

2. **APPROVAL OF AGENDA**

   It was Moved and Seconded:

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

   <div align="right">CARRIED
J. Webbe absent at the vote</div>

3. **ADOPTION OF MINUTES**

   It was Moved and Seconded:

   THAT the April 6, 2022 Community Engagement Committee meeting minutes be amended by:

   - Removing C. Reynolds' (member of the public) comment that "people who live outside of West Vancouver should be allowed to speak but their feedback should not be considered";

   AND THAT the minutes be adopted as amended.

   <div align="right">CARRIED
J. Webbe absent at the vote</div>

REPORTS / ITEMS

4. Ambleside Local Area Plan Engagement

D. Hawkins (Senior Manager, Community Planning & Sustainability) spoke relative to the memo regarding "Ambleside Town Centre Local Area Plan Draft Terms of Reference for a Proposed Citizens' Assembly" and the document regarding "Ambleside Town Centre Local Area Plan Citizens' Assembly Terms of Reference DRAFT April 26, 2022" and informed that:

- C. Miller (Senior Urban Design Planner), and D. Bulley (Consultant, Ideaspace) are also in attendance to answer questions and receive feedback;
- Staff are proposing to request Council direction to convene a citizens' assembly (Assembly) in order to guide preparation of the Ambleside Town Centre Local Area Plan;
- The Assembly framework has not been previously utilized by the District, but is being proposed as appropriate due to the complexity of Ambleside and it being the subject of many area-specific efforts in past years;
- The Assembly will be representative of the community, including at least one member who self-identifies as First Nations, two members who are District residents but do not live, own and/or work in Ambleside, seven members who work and/or own a business in Ambleside, and 14 members who live and/or own a home in Ambleside;
- The selection of resident participants would strive to reflect the Census, including the distribution of gender identity, age cohort, visible minority identity, and owner/renter tenure;
- Members of the Assembly will be randomly selected to fulfill the specified demographics; and
- Requested feedback from the Community Engagement Committee regarding the proposed citizens' assembly framework.

Discussion ensued regarding the structure and concept of the Assembly and the Community Engagement Committee provided the following feedback:

- Consider adjusting phrasing "members are selected from a pool of volunteer applicants who work on behalf of the entire community"; use "participate" or "advocate";
- Clarify whether references to the community are referring to the entire District or the Ambleside Town Centre; D. Hawkins informed it is referring to the entire District;
- Clarify whether the Assembly will report back to the Community Engagement Committee; D. Hawkins informed the citizens' assembly will be independent and will return to the Community Engagement Committee to debrief at the end of the process;
- Clarify regarding "any eligible person may also request an invitation to apply to the Assembly" and consider removing the word "invitation"; D. Hawkins informed that people who may have not been reached in the District's outreach tactics can contact staff to receive more information and submit an application;

- Clarify the selection process and use consistent terminology to refer to how applicants will be randomly selected to meet the criteria; avoid "random" and "lottery" as it does not instill confidence in the process;
- Consider risks including the tight timeline, time required to learn the complex materials, potential for member attrition and dominance, and whether realistic recommendations can be achieved;
- Provide clarity regarding public input, such as whether Assembly meetings will be open to the public;
- Consider whether member composition of the Assembly accurately represents the community;
- To manage the timeline, consider a longer timeline, more frequent Assembly meetings, and more staff guidance and framing of issues and potential planning solutions (e.g. the Assembly would respond to ideas proposed by staff rather than independently developing ideas);

J. Sidhu left the meeting at 3:25 p.m. and re-entered the meeting at 3:26 p.m. via electronic communication facilities.

- Consider what amount of public engagement is sufficient; D. Hawkins informed that it is a role of Council to determine how and if public consultation is sufficient;
- Consider whether the Assembly framework is appropriate for this project, as it is one of the District's most significant projects and it would mean experimenting with a new, untested process, whereas staff have considerable experience and success using other approaches;
- Educate the community regarding how local area plans work; and
- It is important that the community has confidence in this project and its outcome, and Assembly members may not have expertise in planning principles; there is a nervousness with an unknown approach given the scale and complexity of this project; D. Bulley informed that Assembly members will not necessarily be subject matter experts; the purpose of the Assembly is to provide resident and business perspectives during the planning process.

J. Webbe entered the meeting at 3:41 p.m. via electronic communication facilities.

- Clarify "the Assembly may choose to convene public meetings", as this infers that public engagement is not required;
- Consider how staff would monitor the project to determine if the Assembly is working/not working;
- Consider how the Ambleside Town Centre Local Area Plan differs from the Horseshoe Bay Local Area Plan; D. Hawkins informed that Ambleside has different considerations and the goal of the Assembly model is to position staff to prepare a full plan that Council feels is endorsable and implementable;
- Consider different plans for residential and commercial areas; D. Hawkins informed that staff would facilitate meetings with focused discussions on different areas;

- Consider how to prepare for lobbying; D. Hawkins informed that the Assembly Terms of Reference provide principles—including independence—and that Council may provide subsequent direction; D. Bulley informed that the Assembly being independent is a benefit;
- If the Assembly reports back to the Community Engagement Committee more frequently, the Committee could offer useful feedback and ensure it is coordinated with other public engagement projects; D. Hawkins informed that this would have implications on timing;
- Consider amending the Community Engagement Committee's Terms of Reference to add providing feedback to citizens' assemblies;
- Members should be independent and avoid representing any community groups;
- Develop clear messaging on how the Assembly is different than a working group and why it is better than broad-based community input;
- The Assembly framework includes some progressive, important measures;
- If the Assembly proceeds, revise the Terms of Reference to more likely achieve a successful outcome;
- A "safe space" concept is missing from this; pay more attention to respecting diverse ways to engage;
- Change language to reflect that Assembly members are not there to represent the community, but are to listen and share what they hear;
- The timeline is short because it is Council driven; also consider how the election and a politicized environment will impact the project;
- Look at public engagement held by the Ambleside-Dundarave Business Improvement Association;
- Consider that all aspects of a local area plan are connected (transit, housing density, etc.);
- Staff could demonstrate a vision for Ambleside with a 3D model and provide a concept for the community to respond to and consider, which would move the project forward more quickly; and
- Overall feedback identifies an interest in the Assembly model, but that it would likely take longer than 12 to 15 months (potentially two to three years), and would need a stronger rationale for why this approach would be recommended with concerns around its feasibility and risks.

D. Hawkins informed that staff could amend the Citizens' Assembly Terms of Reference to try to address the Community Engagement Committee's concerns and suggestions or present a different approach; Council would need to provide direction before an Assembly is established; there are several ways to approach this project; and the Committee's feedback has been helpful.

Discussion ensued regarding member composition of the Assembly and the Community Engagement Committee provided the following feedback:

- Basing member composition on the Census entrenches the status quo (e.g. an aging community versus bringing in younger voices) and is not forward-thinking; it is important to have representation but it must be balanced to include youth, First Nations, people with different abilities, etc.;
- The concept of random selection is appealing, as it is experimental and may include people who we would not normally hear from;

- Age cohorts: Remove two people from the 65+ group and add them to the 40 to 64 group; two members who are District residents but do not live or work in West Vancouver is not enough;
- Boundaries of Ambleside are strange;
- Ensure that members are spread throughout the community (not concentrated in one area, e.g. 13th Street is very different than 24th Street);
- Include representation of people with disabilities;
- Consider requiring members to sign an acknowledgement that they have read and agreed to the Terms of Reference;
- Living in West Vancouver is more important than working in West Vancouver; mitigate this by looking for people who work in Ambleside but live elsewhere in West Vancouver;
- The age cohorts are broad, particularly for the 15 to 39 year olds;
- Consider focus groups for youth, as they may not be comfortable in a broad-based setting;
- Consider having backup members in case members require replacement;
- Use recruitment strategies that will reach the desired composition;
- An inherent challenge of the Assembly model is whether it will be truly representative and if it can distill broad perspectives through 24 members; interesting approach but skepticism that it may not meet its stated objectives with implications for both the process and acceptance of Assembly recommendations;
- Consider that many people who work here but cannot afford to live here often do not have a voice, and that the proposed representation for workers is insufficient; and
- Recall that the public and stakeholders have already provided input on Ambleside and staff could move forward reflecting this and using other approaches.

Discussion ensued regarding whether the Community Engagement Committee suggests going back to the familiar process lead by staff or proceeding with the Assembly framework; the Community Engagement Committee likes the innovative approach but it is important to understand the risks, including timelines, and why the Assembly framework is the best approach for this project. The Committee has high confidence in staff receiving this feedback, adjusting as necessary, and considering alternatives.

C. Reynolds (member of the public) thanked the Community Engagement Committee for their thoughtful comments.

M. Katerberg (member of the public) commented that accessibility is very important but it is not mentioned in the Assembly's Terms of Reference and requested diversity in disability such as cognitive, sensory, etc.; Councillor Cameron commented that this is very important and suggested emailing D. Hawkins.

S. Leidl (member of the public) commented that the Ambleside Town Centre Local Area Plan should be forward-thinking based on what the community should become; composition focuses on age but it should also include disabilities, race, education, and income; and renters and employers are more transient and therefore homeowners should have more say.

It was Moved and Seconded:

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

<div align="right">CARRIED</div>

5. **Staff Update: Review of Engagement Underway**

A. Mafi (Communications & Engagement Manager) provided an update on arts and culture engagement and informed that staff would like to share the proposed plan with the Community Engagement Committee at an additional meeting in May; staff will send a Doodle poll with proposed meeting dates via email.

A. Mafi informed that the Klee Wyck project has concluded; and that four public engagements are open now: Urban Forest Management Plan, Planning the Upper Lands, Community Services, and Poverty Reduction.

It was Moved and Seconded:

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

<div align="right">CARRIED</div>

6. **Committee Member Update**

J. Roote queried whether the Community Engagement Committee will review the Community Services survey; A. Mafi (Communications & Engagement Manager) informed that the consultant has incorporated feedback from the Committee and staff will send out the draft survey for a final opportunity for feedback.

E. McHarg (Acting Chair) informed that she attended the consultation on the website redesign and it was very well structured.

It was Moved and Seconded:

THAT the presentation regarding Committee Member Update be received for information.

<div align="right">CARRIED</div>

PUBLIC QUESTIONS

7. **PUBLIC QUESTIONS**

C. Reynolds (member of the public) queried where the Staff Update document can be read and Ania informed that it is available online.

D. Hawkins (Senior Manager, Community Planning & Sustainability), C. Miller (Senior Urban Design Planner), and D. Bulley (Consultant, Ideaspace) left the meeting at 5 p.m. and did not return.

G. Nicholls left the meeting at 5:01 p.m. and did not return.

8.   NEXT MEETING

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

J. Roote will be out of town for the September meeting and requested that the September meeting be held via electronic communication facilities.

It was Moved and Seconded:

THAT

1. the June 1, 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.

AND THAT

1. the July 6, 2022 at 3:30 p.m., September 7, 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.

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CARRIED
G. Nicholls absent at the vote

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ADJOURNMENT

9.   ADJOURNMENT

It was Moved and Seconded:

THAT the May 4, 2022 Community Engagement Committee meeting be adjourned.

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CARRIED
G. Nicholls absent at the vote

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The meeting adjourned at 5:03 p.m.

Certified Correct:

_____   _____
Chair   Committee Clerk