



# **TOWN OF VIEW ROYAL**

## **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING**

**TUESDAY, SEPTEMBER 26, 2023 @ 7:00 PM**

### **TEAMS MEETING**

## **AGENDA**

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In light of the COVID-19 pandemic, this Community Development Advisory Committee meeting will be held electronically. Should you wish to listen to this meeting by telephone, please use the following phone number and conference ID:

**Phone: 778-402-9227**

**Conference ID: 147 957 533#**

If you have any questions, please contact the Administration Department at 250-479-6800.

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**  
*(motion to approve)*

**3. MINUTES, RECEIPT & ADOPTION OF**

- a) Minutes of the Community Development Advisory Committee meeting held  
March 28, 2023..... Pg.3-6  
*(motion to adopt)*
- b) Minutes of the Community Development Advisory Committee meeting held  
July 12, 2023 ..... Pg.7-8  
*(motion to adopt)*

**4. CHAIR'S REPORT**

**5. PETITIONS & DELEGATIONS**

**6. REPORTS**

**6.1 STAFF REPORTS**

**6.2 COUNCIL REPORTS**  
*(motion to receive)*

- a) **Minutes of the Council meetings held March 7, 2023 to July 18, 2023**  
View on the Town's [website](#)

**7. BUSINESS ARISING FROM PREVIOUS MINUTES**

Community Development Advisory Committee Agenda  
September 26, 2023

**8. CORRESPONDENCE**

**9. NEW BUSINESS**

a) Community Development Advisory Committee Mandate and Procedures - R. Baker. Pg. 9-14

**10. CLOSED MEETING RESOLUTION**

**11. TERMINATION**

**Next Community Development Advisory Committee Meeting – November 28, 2023**



# TOWN OF VIEW ROYAL

## MINUTES OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ELECTRONICALLY ON TUESDAY, MARCH 28, 2023

**PRESENT:** J. Melville, Temporary Chair  
M. Ayala  
J. Baker  
R. Baker  
D. Faulks  
K. Porter  
Councillor Rogers, Council Liaison

**REGRETS:** K. Fabris, Chair  
A. Flint, Vice Chair  
D. Lark  
H. Sharma  
Councillor Lemon, Council Liaison  
Councillor Mattson, Council Liaison

**ALSO PRESENT:** I. Leung, Director of Engineering – joined meeting at 8:38 p.m.  
L. Taylor, Director of Development Services – joined meeting at 8:03 p.m.  
A. Heimburger, Recording Secretary

0 members of the public  
0 members of the press

1. **CALL TO ORDER** – The Recording Secretary called the meeting to order at 7:17 p.m.

### 2. SELECTION OF TEMPORARY CHAIR

In the absence of the Chair and Vice Chair, the Committee selected a temporary Chair for the March 28, 2023 meeting.

a) Selection of Temporary Chair

MOVED BY: M. Ayala  
SECONDED: R. Baker

THAT Jared Melville be appointed as Chair of the Community Development Advisory Committee for the March 28, 2023 meeting.

**CARRIED**

### 3. APPROVAL OF AGENDA

MOVED BY: M. Ayala  
SECONDED: D. Faulks

THAT the agenda be approved as presented.

**CARRIED**

#### **4. MINUTES, RECEIPT & ADOPTION OF**

- a) Minutes of the Community Development Advisory Committee meeting held November 22, 2022

MOVED BY: M. Ayala

SECONDED: K. Porter

THAT the minutes of the Community Development Advisory Committee meeting held November 22, 2022 be adopted.

**CARRIED**

#### **5. CHAIR'S REPORT**

The Committee discussed the decline in participation and regular attendance of members at Community Development Advisory Committee meetings.

MOVED BY: J. Baker

SECONDED: K. Porter

CDAC-01-23 THAT the Committee recommend to Council that all future meetings of the Community Development Advisory Committee be held in person.

**CARRIED**

#### **6. PETITIONS & DELEGATIONS**

#### **7. REPORTS**

##### **7.1 STAFF REPORTS**

##### **a) Island Highway Corridor Developments**

The Director of Development Services provided an update on the status of existing developments and upcoming applications.

The Committee discussed development in View Royal, including the issue of parking availability, electric parking stalls, and accessibility of information for developments in View Royal.

The Director of Development Services explained the process followed for new applications being referred to advisory committees for comment and noted that staff will work to make information on larger projects more immediately available to the Community Development Advisory Committee.

##### **7.2 COUNCIL REPORTS**

- a) Minutes of the Council meetings held November 1, 2022 to January 17, 2023

MOVED BY: D. Faulks

SECONDED: M. Ayala

THAT the minutes of the Council meetings held November 1, 2022 to January 17, 2023 be received.

**CARRIED**

## 8. BUSINESS ARISING FROM PREVIOUS MINUTES

### a) Active Transportation Network Plan – Baseline Conditions Report

The Director of Engineering invited Committee members to attend an Open House event for the Draft Active Transportation Network Plan on April 3, 2023.

The Committee discussed the Active Transportation Network Plan (the “Plan”), specifically:

- modes of transportation not considered in the Plan, such as rail, ride sharing and rapid transit;
- opportunity to provide further comments to influence the final Plan; and
- further consultation in development of future plans.

### b) Proposed Advisory Committees Structure

The Committee discussed the advisory committee structure with reference to topics covered in the “Memo of Conversation” document, specifically:

- preference to enhance and optimize existing advisory committees prior to creating additional committees;
- engaging advisory committee members, particularly the Chair and Vice-Chair;
- follow-up from the Town on Council resolutions pertaining to advisory committee discussions;
- developing and educating members on the purpose, scope, and procedures for advisory committees; and
- improvements to the recruitment process for advisory committee participation to improve accessibility, attract volunteers, and appeal to a wider range of residents.

The Engineering Clerk provided an update on the status of recruitment for new members of advisory committees for 2023.

The Committee brought forward the idea of the Community Development Advisory Committee itself engaging in a formal pilot project to determine best practices for a Town of View Royal advisory committee, from an existing committee member perspective, and requested this item be discussed at a future meeting.

MOVED BY: M. Ayala

SECONDED: D. Faulks

THAT the document titled “Memo of Conversation” dated December 1, 2022 be received.

**CARRIED**

MOVED BY: K. Porter

SECONDED: R. Baker

CDAC-02-23 THAT the Committee recommend to Council that the recruitment process and application form for prospective advisory committee members be re-evaluated.

**CARRIED**

## 9. CORRESPONDENCE

## 10. NEW BUSINESS

## 11. CLOSED MEETING RESOLUTION

**12. TERMINATION**

MOVED BY: D. Faulks  
SECONDED: M. Ayala

THAT this meeting now terminate at 9:05 p.m.

**CARRIED**

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CHAIR

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RECORDING SECRETARY



# TOWN OF VIEW ROYAL

## MINUTES OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ELECTRONICALLY ON WEDNESDAY, JULY 12, 2023

**PRESENT:** K. Fabris, Chair – joined meeting at 7:48pm  
 A. Flint, Vice Chair  
 J. Baker  
 R. Baker  
 D. Faulks – joined meeting at 7:15 p.m.  
 J. Melvin  
 H. Sharma  
 Councillor Rogers, Council Liaison

**REGRETS:** M. Ayala  
 D. Lark  
 K. Porter  
 Councillor Lemon, Council Liaison  
 Councillor Mattson, Council Liaison

**ALSO PRESENT:** I. Leung, Director of Engineering  
 A. Heimbürger, Recording Secretary  
 Councillor Brown

0 members of the public  
 0 members of the press

1. **CALL TO ORDER** – The Director of Engineering called the meeting to order at 7:04 p.m.

2. **APPROVAL OF AGENDA**

MOVED BY: I Leung  
 SECONDED: J Melvin

THAT the agenda be approved as presented.

**CARRIED**

3. **PETITIONS & DELEGATIONS**

4. **REPORTS**

5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

6. **CORRESPONDENCE**

7. **NEW BUSINESS**

a) Mural Design Options for Helmcken Road Trestle – Consultant Presentation & Discussion

The consultant, Andrea Pass, provided an overview of the Helmcken Road Trestle Mural Project, the work done so far, and presented each submission along with an introduction of each artist.

The committee discussed:

- The importance of visual contrast and simplicity to maintain pedestrian safety
- Concerns around upkeep, maintenance and sun damage to murals
- Trains as a potentially divisive issue for the community
- Preference for art showcasing First Nations themes and style
- Interest in less 'literal' submissions which evoke a feeling of community togetherness
- Support for Jesse Campbell and Collin Elder's submissions (with a preference for Collin Elder) to be considered by Council
- Unsupportive of Jean Bradbury's submission due to visibility concerns and potential maintenance complications

**9. CLOSED MEETING RESOLUTION**

**10. TERMINATION**

MOVED BY: J. Melvin  
SECONDED: D. Faulks

THAT this meeting now terminate at 8:00 p.m.

**CARRIED**

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CHAIR

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RECORDING SECRETARY





## **Town of View Royal**

### **Advisory Committee Mandates**

Advisory Committees are established to assist Council in advancing the municipality's strategic priorities, including those listed in the Strategic Plan and other long-range documents, as applicable to each Advisory Committee, such as the Official Community Plan, the Parks Master Plan and the Transportation Master Plan.

The work of the Advisory Committees will focus on matters referred by Council; specific projects and initiatives; and policies – all as applicable to each Advisory Committee.

The specific areas of responsibility are further detailed as follows:

- **Community Development Advisory Committee**

For social and economic development matters as related to land use planning, transportation, community connectivity, and heritage assets as well as the engagement of View Royal residents and businesses in these matters.

- **Parks, Recreation & Environment Advisory Committee**

For parks, recreation, and environmental matters as well as the engagement of View Royal residents and businesses in these matters.

## **Town of View Royal Advisory Committee Procedures**

### **1.0 General**

- 1.1 The Chief Administrative Officer has administrative responsibility for each committee and will assign both a staff member to be the committee liaison and a committee secretary.

### **2.0 Appointments**

- 2.1 All committee appointments shall be made by Town Council for a term of two years with one half of the membership being replaced annually.
- 2.2 In making appointments, Council may invite nominations and recommendations from the appropriate professional or trade organizations but shall not be bound thereby.
- 2.3 Committee appointments shall be made by Council in February of each year and the term shall commence on the first day of March, except in the case of an appointment to fill a vacancy occurring through the death, resignation or disqualification of a member which may be made at any time after such vacancy occurs and which shall be for the remainder of the term.
- 2.4 If Committee appointments have not been made by the first day of March as described in section 2.3, the term of existing members will be extended until such time as new members are appointed.
- 2.5 Within the first two committee meetings of each year commencing on March 1<sup>st</sup>, one committee member must be selected Chair and one Vice Chair.
- 2.6 After serving two consecutive terms (four years) on the same committee, a member may be deemed ineligible to serve on that committee for a third term. However, if a member is deemed ineligible, the member is eligible to apply for and serve on another committee.
- 2.7 Council shall appoint two Councillor liaisons as non-voting committee members and a Council alternate;
- 2.8 Committees will have a maximum of twelve members each – including the Council liaison members – none of whom shall be a family member of the Mayor or any of the Councillors.

- 2.9 Committee members will serve without remuneration by the Town. However, the Town will pay their reasonable and necessary out-of-pocket expenses that arise directly out of the performance of their duties subject to the approval of the Chief Administrative Officer.

### **3.0 Meetings**

- 3.1 Committees will be governed by the applicable provisions of Council's Procedure Bylaw that pertain to Council advisory bodies as identified in Section 93 (3) of the *Community Charter*. These provisions include, but are not limited to, conflict of interest, the keeping of minutes, openness of meetings and procedures for closed meetings.
- 3.2 A quorum shall comprise the following:
- If a committee has ten appointed voting members, quorum is six voting members;
  - If a committee has eight or nine appointed voting members, quorum is five voting members;
  - If a committee has six or seven appointed voting members, quorum is four voting members;
  - If a committee has four or five appointed voting members, quorum is three voting members; and
  - If a committee has three appointed voting members, quorum is two voting members.
- 3.3 Prior to compilation of the agenda, the recording secretary will confirm attendance with members to ensure quorum will be met. If there are insufficient members present within ten minutes of the proposed meeting start time, the meeting will not proceed and the agenda items may be considered at the following committee meeting.
- 3.4 The Chief Administrative Officer may cancel a committee meeting if there are insufficient agenda items or quorum, as confirmed by the recording secretary through section 3.3, will not be met.
- 3.5 All committees will meet on the fourth Tuesday of the following months:

January	September
March	November
May	

For urgent business, including development application presentations, committee meetings may be convened in months not listed in this section, to assist Council in its timely consideration of matters.

- 3.6 Where appropriate, joint meetings will be held to facilitate presentations. For urgent business, including development application presentations, joint committee meetings may be convened in months not listed in section 3.5, to assist Council in its timely consideration of matters.
- 3.7 Committee members are expected to attend the formal committee meetings described in section 3.5 and those joint meetings described in section 3.6 on a regular basis. Three consecutive absences from these formal committee meetings may result in removal from the committee.
- 3.8 Committees may choose to convene on the “off meeting” months, independent of Town resources or support, to share ideas.
- 3.9 Meetings may not exceed two hours in length unless otherwise extended by a unanimous resolution of voting members then present.
- 3.10 Presentations by development applicants, whether to a joint meeting or regular advisory committee meeting, may not exceed thirty minutes in length.
- 3.11 Immediately after a joint meeting held to receive a development application presentation as described in section 3.6, committees may convene separately to form recommendations in the form of resolutions to Council.
- 3.12 If quorum is not met for a committee at a joint meeting, that committee can hear the presentation and, where the joint meeting was held to receive a development application presentation as described in section 3.6, the committee members present may convene separately immediately after the joint meeting to provide input to Council in the form of meeting notes.
- 3.13 The staff liaison or delegate to the committee will always be present at meetings. Other staff may be present at committee meetings to provide advice. No staff member can vote.
- 3.14 The committee secretary will solicit on-mandate agenda items from the Chair, the Council liaison and the staff liaison; prepare the committee agendas; and keep minutes of meetings, including the attendance of members at each meeting. The committee secretary must publish minutes for the committee’s approval and make the minutes available to the public once approved by the committee.
- 3.15 Committee agendas are to be published and distributed by the Tuesday in advance of the scheduled meeting. Where appropriate, electronic distribution of the agenda to committee members will be employed.

- 3.16 Where appropriate, agenda items will be accompanied by a standardized staff report and the staff liaison or other staff member will be available to speak to the report at the committee meeting.
- 3.17 Committee minutes will be provided to Council at Council's next scheduled meeting. Where appropriate, advisory committee recommendations will also be incorporated into the staff report that is presented to Council, allowing for the presentation of and staff comment upon advisory committee rationale, context and background material for the recommendation. The Council liaison is encouraged to provide additional information at the Council meeting to elaborate on the advisory committee recommendations.
- 3.18 A respectful and cooperative relationship between committee members and staff shall be maintained at all times.

#### **4.0 Decision-making**

- 4.1 All committee decisions are determined by a majority vote of the voting members present at the meeting.
- 4.2 In accordance with the applicable provisions of Council's Procedure Bylaw and the *Community Charter*, any member who has a direct or indirect pecuniary interest in an application or other matter being dealt with by the committee must advise the Chair, and the member will be excused from that portion of the committee meeting.
- 4.3 Only committee members, including the Council liaison members, may take part in committee debate. Only committee members may vote on a matter before the committee; however, the Council liaisons and Council alternate on a committee may not vote.
- 4.4 Committees may deal with any matter that is within their mandate as listed in "Advisory Committee Mandates" on page 1 of this document. Committees must deal with all matters referred to them by Council.
- 4.5 Proposed initiatives that a committee would like to undertake that are not expressly listed in "Advisory Committee Mandates" must be forwarded to Council for consideration. Committees must not use staff resources to research and develop new policy initiatives that have not received prior approval of Council.
- 4.6 When committee members are approached by the public and the media, they must identify that they are presenting their personal views only.

- 4.7 Sub-committees may be struck, with the prior approval of Council, to consider items within the committee's mandate.
- 4.8 When a committee believes that a specific issue of importance should be dealt with other than by the advisory committee or sub-committee, it may recommend to Council that a task force be struck to review the matter.
- 4.9 Committee recommendations should be formulated with a view to environmental, economic and social sustainability.