



TOWN OF VIEW ROYAL

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING TUESDAY, MARCH 28, 2023 @ 7:00 PM TEAMS MEETING

AGENDA

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: 454 093 466#

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 November 22, 2022** Pg.3-5
(motion to adopt)
4. **CHAIR'S REPORT**
5. **PETITIONS & DELEGATIONS**
6. **REPORTS**
 - 6.1 **STAFF REPORTS**
(motion to receive)
 - a) **Island Highway Corridor Developments**
Staff update from the Director of Development Services
 - 6.2 **COUNCIL REPORTS**
(motion to receive)
 - a) **Minutes of the Council meetings held November 1, 2022 to December 13, 2022**
View on the Town's [website](#)
 - b) **Minutes of the Council meetings held January 17, 2023 to February 21, 2023**
View on the Town's [website](#)

7. BUSINESS ARISING FROM PREVIOUS MINUTES

(motion to receive)

a) Active Transportation Network Plan – Baseline Conditions Report

(From November 22, 2022 meeting of Community Development Advisory Committee)

THAT the Committee recommend to Council that the Community Development Advisory Committee have an informal meeting to discuss the Active Transportation Network Plan – Baseline Conditions report and provide feedback to the Town at a future date.

- 1. Document titled “Memo of Conversation” dated December 1, 2022 recorded during an informal meeting of the Community Development Advisory Committee – for discussionPg.6

b) Proposed Advisory Committees Structure

(From November 22, 2022 meeting of Community Development Advisory Committee)

- 1. Document titled “Memo of Conversation” dated December 1, 2022 recorded during an informal meeting of the Community Development Advisory Committee – for discussionPg.7

8. CORRESPONDENCE

9. NEW BUSINESS

10. CLOSED MEETING RESOLUTION

11. TERMINATION

Next Community Development Advisory Committee Meeting – May 23, 2023



TOWN OF VIEW ROYAL

MINUTES OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING HELD ELECTRONICALLY ON TUESDAY, NOVEMBER 22, 2022

PRESENT: J. Melvin, Temporary Chair
A. Flint, Vice Chair – joined meeting at 8:17 p.m.
M. Ayala
J. Baker
R. Baker
D. Faulks
K. Porter
Councillor Kowalewich, Council Liaison
Councillor Rogers, Council Liaison

REGRETS: K. Fabris, Chair
D. Lark
H. Sharma

ALSO PRESENT: I. Leung, Director of Engineering – joined meeting at 7:55 p.m.
L. Taylor, Director of Development Services
A. Heimbürger, Recording Secretary

2 members of the public
0 members of the press

1. **CALL TO ORDER** – The Recording Secretary called the meeting to order at 7:14 p.m.

2. **SELECTION OF TEMPORARY CHAIR**

In the absence of the Chair and Vice Chair, the Committee selected a temporary Chair for the November 22, 2022 meeting.

a) Selection of Temporary Chair

MOVED BY: R. Baker
SECONDED: M. Ayala

THAT Jared Melvin be appointed as Temporary Chair of the Community Development Advisory Committee for the November 22, 2022 meeting.

CARRIED

3. **APPROVAL OF AGENDA**

MOVED BY: M. Ayala
SECONDED: J. Baker

THAT the agenda be approved as presented.

CARRIED

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

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

MOVED BY: R. Baker

SECONDED: M. Ayala

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

CARRIED

- b) Minutes of the Extraordinary Community Development Advisory Committee meeting held April 26, 2022

MOVED BY: R. Baker
SECONDED: M. Ayala

THAT the minutes of the Community Development Advisory Committee meeting held April 26, 2022 be adopted.

CARRIED

5. CHAIR'S REPORT

6. PETITIONS & DELEGATIONS

7. BUSINESS ARISING FROM PREVIOUS MINUTES

8. REPORTS

8.1 STAFF REPORTS

8.2 COUNCIL REPORTS

- a) Minutes of the Council meetings held March 15, 2022 to September 20, 2022

MOVED BY: M. Ayala
SECONDED: R. Baker

THAT the minutes of the Council meetings held March 15, 2022 to September 20, 2022 be received.

CARRIED

9. CORRESPONDENCE

10. NEW BUSINESS

a) Proposed Advisory Committees Structure

Councillor Rogers provided background on the history of the advisory committees structure, the purpose and goals of advisory committees, and perceived benefits of implementing additional advisory committees. Councillor Kowalewich made note of perceived challenges associated with implementing additional advisory committees and suggested alternative models for committees to support greater engagement.

The Committee discussed Council's proposed restructuring of advisory committees, specifically:

- confusion over roles and responsibilities, need for improvements to processes, policies and communication between the Town and committee members;

- need for orientation and training, a well-defined job description and committee structure to help build success;
- concerns regarding establishing additional committees, specifically the challenges associated with recruiting volunteers and staff resources. It was suggested that the focus should be on the contribution of the existing committees;
- need to ensure sufficient staff resources, it was suggested that a part-time volunteer coordinator job could be created to administer advisory committees if additional committees are created;
- more engagement with existing and long-term advisory committee members, including feedback surveys to be provided at the end of each member's term;
- changes to committee agendas to improve layout, including a section for long-standing items to be discussed at each meeting (e.g. Active Transportation Network Plan is currently in development and could be discussed at each meeting as it evolves). It was also suggested that agendas and attachments are circulated to the committee a week before the meeting;
- desire to contribute meaningfully through advisory committee participation. Members require engaging, actionable items to be referred and sufficient time to review in advance of meetings; and
- where there is sufficient interest from the public to justify creation of additional advisory committees.

b) Active Transportation Network Plan – Baseline Conditions Report

The Director of Engineering provided an overview on the Active Transportation Network Plan project, recent “Bikeshop Tours,” and next steps for development of the Plan. The Director further recommended reading the “What we heard” document released by the consultant for the project (Watt Consulting Group) in September 2022.

The Committee requested clarification from the Town on the purpose and scope of the “Active Transportation Network Plan – Baseline Conditions Report” agenda item and agreed to meet informally to discuss further.

MOVED BY: M. Ayala
SECONDED: J. Melvin

CDAC-06-22 THAT the Committee recommend to Council that the Community Development Advisory Committee have an informal meeting to discuss the Active Transportation Network Plan – Baseline Conditions report and provide feedback to the Town at a future date.

CARRIED

11. CLOSED MEETING RESOLUTION

12. TERMINATION

MOVED BY: D. Faulks
SECONDED: M. Ayala

THAT this meeting now terminate at 8:35 p.m.

CARRIED

CHAIR

RECORDING SECRETARY

Memo of Conversation

Summary: A few members of the View Royal Community Development Advisory Committee (CDAC) met December 1, 2022 to discuss the Active Transportation Network Plan Baseline Conditions Report (ATNP), compile regional transportation issues, and discuss the role of the committee more broadly.

Recommendations: In the course of a wide-ranging discussion covering several issues, consensus emerged on two themes: responding to the ATNP and considering CDAC's work more generally. The following recommendations are provided accordingly.

Transportation Issues

1. Committee members did not endorse Councilor Rogers' guidance to walk the streets of Town Royal to seek facts and randomly engage citizenry, viewing the proposal as inefficient and inefficacious.
2. Committee members advocated for assisting with the design of the community survey, reviewing the questions, providing new questions and advising on how best to circulate the survey to the community and generating a heightened survey participation and response rate.
3. Committee members discussed a series of transportation and related issues in the community, including lighting, rail utilization, and overall walkability. There should be an inventory of sidewalks, covered bus stops, and lighting on paths, with an accompanying plan from the town to build, replace and/or renew to support the utilization of other means of transportation beyond the bike and car.
4. Committee members concurred with ATNP findings in general but noted the absence of congestion-charging and a more serious treatment of ride-sharing in the current draft of the report.
5. Additionally, there is an opportunity to enforce the installation of more charging stations in every new development.
6. The plan is not as comprehensive as it should be.

Committee Work

1. All volunteers should receive minimum-standard intake education and training upon joining the Committee. This could be a simple introduction to the Council's work, the Committee's mandate, and necessary background documents.
2. To make better use of staff and Council time, meetings could begin with participation from both circles, and then proceed directly to Committee-only discussion. If the committee has questions to staff or council, they should endeavor to ask in advance of the meeting to ensure full participation from members.
3. Each Committee meeting should begin with a summary of documents and issues that are distributed at least a week in advance.
4. The Committee should consider and discuss raising the number of people in the group to better generate sub-committee work, expand Committee diversity of experience and perspective, and to ensure a sufficient headcount for required tasks.