



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. Heimbürger, 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

CHAIR

RECORDING SECRETARY