West End Mayor's Community Advisory Committee – Orientation Session
October 30, 2010 – 10 am to 3 pm at Vancouver City Hall

In attendance: Christine Ackermann, Don Allison, Tony Clark, Marlann Cooper, Jim Deva, Michelle Fortin, Rob Hines, Lena Hozaima, Tiko Kerr, Dean Malone, Cherie Payne, Mayor Robertson, Councillor Stevenson, Councillor Reimer

Guests: Kevin Quinlan (Mayor's office); Michael Gordon (Senior Central Area Planner); Matthew Bourke (Central Area Planner)

1) **Orientation Modules**

   Staff presented three orientation modules as follows:
   - West End Demographics
   - A Primer on Community Planning and Rezoning Process
   - A Primer on Community Amenities and Public Benefits

   Each module included a presentation and questions, lasting approx. one hour per module.

   In response to some questions from committee members, Andrea provided a copy of the city's most recent Social Indicators report, which compares 2001 to 2006 census data to look at changes in demographics across the city, and in individual census tracts.

   A number of questions arose through the session which staff committed to follow up on. Additionally, a number of issues arose on related policy areas, such as city wide housing policy, and participants felt an additional briefing session would be warranted in these areas.

   The final piece staff covered were the list of rezoning applications and enquiries they have received for the West End.

   ACTION ITEMS FROM ORIENTATION SESSION
   - **Staff** to research questions for which answers were not available at the briefing session and bring back to the WEMAC
   - **Andrea** to get a copy of the most recent City of Vancouver Social Indicators report for all WEMAC members

   TOPICS FOR NEXT ORIENTATION SESSION
   Committee members had an interest in receiving briefings on the topic areas below. (NOTE: It was subsequently decided at the WEMAC meeting following the orientation session that **Andrea** would talk with staff and co-chair to develop an agenda for the next session)

- **City wide housing policy** (including Short Term Incentives to Rental pilot, communities that have seen significant changes in demographics)
- **Lists of communities priorities** that have been identified through city and community processes (including WERA, WEN, City of Vancouver May 2010, West End BIA Spring 2010)
- **How discretionary decisions about urban design are made** (including Urban Design Panel, what threshold of "good urban design" is a requirement vs a public amenity)
- **Capital Plan process**

One additional item was identified at meet and greet and held over due to agenda time pressures

- **Community Engagement** (including current city processes, best practices from other cities, ideas for engaging under 40s and new immigrant communities, families)

2) The **work plan session** was shortened due to time constraints. Committee members focused on main items they felt needed to be completed in relation to the three objectives set out in the council motion that established the committee's mandate. In addition, timelines were discussed. Committee members agree the plan was preliminary and would be further developed at the next meeting.

OBJECTIVE ONE
Developing and maintaining a list of community priorities for the West End

Committee members felt the following tasks would need to be undertaken to develop a list of community priorities. Committee members who were particularly interested in this area were Tiko. Rob, Tony, Michelle

Identified Tasks for Workplan

Get list(s) of priorities that have been done • Survey of 590 people • Community Plans • Last capital plan (?) • Existing community-led processes (WERA, WEN, WESN, PACs)
Check the lists that do exist to see who/what demographics were represented in compiling those lists
How to reach out to community to ensure all voices are heard especially those that appear not to have been represented in previous priority setting exercises? • ID groups that are already meeting and go to them with a consistent/uniform list of questions • Need more information on how to engage with people who are not engaged with groups? • Target renters: meet with specific groups of renters from a geographic

area/building
  • Go out to the dog park on a Sunday afternoon
  • Elementary schools, high school PACs
  • Traditional community organizing structure: Door canvassing, street canvassing, admail, events in the areas, building captains
  • Info boards with volunteers
  • Social media, internet, email >> build new and access existing (where privacy laws and other constraints allow)

Decide on how to prioritize a new and/or amalgamated community priorities list

OBJECTIVE TWO

Meet with developers proposing re-zonings in the West End prior to community open houses to ensure these proposals are informed by current community priorities

Discussion on this objective centred more around process, and the need for decisions on process before moving forward. Andrea highlighted that due to the role she, Tim and the Mayor play as final decision maker on rezoning applications, they cannot participate in activities related to this objective that could reasonably be seen to bias fair access to the rezoning process.

Identified Tasks for Workplan

Essential to have a list of community priorities completed first AND that that list is seen as being the community's list, not just WEMACs's list
May be possible to meet with the developers before the list is done to get a better sense of their proposal and communicate that proposal to the community Before making this decision, WEMAC would need to be sure of what can be shared, understanding how formed a developer's ideas are and messaging that clearly – having a communications plan attached to each one would be a good idea.
Need to make some decisions about whether to evaluate rezoning applications against neighbourhood wide or localized area community priorities

OBJECTIVE THREE
Providing advice to the Mayor's Office on further initiatives to increase linkages between the West End and City in relation to development and policy

Discussion on this area focused more on information that would need to be gathered to provide relevant advice. In general, it was felt that this objective was on lower immediate priority due to the critical need for the priorities list prior to being able to undertake activities on objective two.

Identified Tasks for Workplan

How to give people a voice who don't perceive that they have a voice (or less of a voice)
Need to think about the mechanisms and processes that keep the list of priorities alive (ie. The list is not an end unto itself)
Need a list of what's already in place and then determine what the gaps are
Create an ideal process and then compare to what's currently in place
Talk to staff in social planning and planning about what their ideal process is and compare to what's currently in place

Specific ideas:
  - Getting public input earlier in process
  - Formalizing enquiry process
  - Newer ways of getting information out

3) The committee held their final session on **follow up items from the Meet and Greet** on October 14, 2010.

   a) **Code of Conduct**
   Committee members had read and understood the City's Code of Conduct. In response to questions about how to ascertain if one was in a conflict of interest on a particular item, Andrea suggested that the City Clerk was in the best position to provide this advice where a committee member may have uncertainty in relation to a particular item and committed to sending the Clerk's contact information out.

   b) **Roles and Responsibilities draft document**
   Committee members discussed the document and voted unanimously to accept the document with the changes outlined below. There was a discussion about co-chairs and it was agreed that there would be one council co-chair, per the original council motion, and a community co-chair with an alternate appointed. Roles and Responsibilities for these positions are outlined below.
   • There were no changes to the items related to the Mayor and Council Representatives or Staff.

- Added to Committee Members Responsibilities
  - *no meetings with developers or representatives of formal organizations that stand to benefit from a specific development on behalf of the committee without sanctioning from full committee*
- A section on community co-chair would be added with roles and responsibilities
- A section on council co-chair would be added with roles and responsibilities

c) **Process**

There was a general discussion on the process agreements that raised ideas for consideration at next meeting but, due to time constraints, not official decisions were made. The following items were discussed:

- deal with individual enquiries by sending to full committee
- one point of contact for the community
- expectation that meetings will be shared with all members of the committee
- can meet and listen but not speak on behalf of committee without sanctioning
- when official meetings are happening need two members of committee present
- try and phrase in a positive/additive manner as opposed to oppositional/subtractive manner
- Roberts Rules vs. consensus
- Rules for decision making

d) **Co-Chair**

A round of committee members was conducted to determine the interest in chair. Five members stated they had an interest in serving with varying abilities to meet extra time commitments. Three members subsequently withdrew their candidacy.

A motion was put forward to appoint Cherie Payne as Co-Chair and Rob Hines as alternate. (MOVED Christine; SECONDED Michelle; CARRIED UNANIMOUSLY)

The meeting adjourned.