

## **COUNCIL CORRESPONDENCE UPDATE TO SEPTEMBER 21, 2022 (8:30 a.m.)**

### **Correspondence**

- (1) 4 submissions, September 7-16, 2022, regarding Park Royal Performance**
- (2) Ecole Pauline Johnson, September 16, 2022, regarding “Ecole Pauline Johnson City Hall Visit”**
- (3) West Vancouver Chamber of Commerce, September 16, 2022, regarding Upcoming Events and Programs**
- (4) The Garage Storage Coalition, September 18, 2022, regarding “Fire Bylaw 5163 Amendment”**
- (5) Committee and Board Meeting Minutes – Finance and Audit Committee meeting June 20, 2022; Arts Facilities Advisory Committee and Subcommittee meetings July 5 and 13, 2022 and Board of Variance meeting July 20, 2022**

### **Correspondence from Other Governments and Government Agencies**

No items.

### **Responses to Correspondence**

- (6) Financial Services, September 15, 2022, response regarding “Proposed 2022-2026 Five-Year Financial Plan Bylaw 5185, 2022, Amendment Bylaw 5219, 2022 and Proposed Phase 2 Capital Funding Report: Consideration of three readings and funding approval.”**
- (7) Community Relations Liaison, September 20, 2022, response regarding “Who was in charge at the WV Municipal Hall on Sep 8th/22?”**

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**From:** [REDACTED] s. 22(1)  
**Sent:** Wednesday, September 7, 2022 3:38 PM  
**To:** correspondence  
**Subject:** entertainment at Park Royal shopping centre

**CAUTION:** This email originated from outside the organization from email address [REDACTED] s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

I made an infrequent trip from downtown to Park Royal last week for some shopping...we had the privilege to see and be entertained by a few performers that was very enjoyable. A nice diversion...hope this is now a regular event.

[REDACTED] s.  
22(1)

[REDACTED] s. 22(1)

Vancouver, bc

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**From:** [REDACTED] s. 22(1)  
**Sent:** Monday, September 12, 2022 1:16 PM  
**To:** correspondence  
**Cc:** [REDACTED] s. 22(1); info@parkroyal.ca  
**Subject:** Park Royal Street Performer Festival

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Dear Mayor and Council,

My name is [REDACTED] s. 22(1). I was one of the Performers at Park Royal's Street Performers Festival occurring the last four weekends leading up to and including Labour Day. We had three venues at Park Royal Mall and I was fortunate to be able to perform my juggling, crowd interactive show at the large water fountain outside the south mall.

I'd like to extend a big thank you to Park Royal Mall, and to Scott Swan, ( Seacoast Enterprises ), for organizing and supporting this Festival. It was fun to perform shows without the pressure of passing a hat as our fees were taken care of by Park Royal. I think the people of West Van. and other patrons of the Mall really got behind what was happening. Even though my venue was a high traffic area people were eager to stop and watch, and laugh, and participate. I particularly had a great time with the young West Vancouverites who seemed to respond really well to my show, probably because it's been a while since they've seen this kind of thing. Lots of willing volunteers who just wanted to have a laugh.

I definitely feel the entire event was a success and hope to see it continue. Thank you for your time.

Sincerely - [REDACTED] s. 22(1)

[REDACTED] s. 22(1) North Vancouver, BC [REDACTED] s. 22(1)

Sent from my iPad

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**From:** [REDACTED] s. 22(1)  
**Sent:** Thursday, September 15, 2022 6:42 PM  
**To:** correspondence  
**Subject:** street performers at Park Royal

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Hi,

I would like to say how much my husband and I enjoyed seeing the street performers this year at Park Royal. There was such a variety of talent that we went three times. The acts were different to anything we have seen at Harmony Arts.

I'd love to have that kind of experience in one of our local parks, and think a park would be more family friendly than a shopping centre.

I hope you continue inviting street performers to West Vancouver so that we can enjoy seeing all the multicultural art forms we had small taste of this year.

Regards,  
[REDACTED] s. 22(1)

[REDACTED] s. 22(1)  
West Vancouver  
[REDACTED] s. 22(1)

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**From:** [REDACTED] s. 22(1)  
**Sent:** Friday, September 16, 2022 11:00 AM  
**To:** correspondence <correspondence@westvancouver.ca>  
**Subject:** Re: Park Royal Street performance series

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Dear Mayor and Council

Hi, my name is [REDACTED] s. 22(1). I've performed at the Park Royal (Street performance series) as [REDACTED] s. 22(1). I'd like to share the feedback I've received.

People of all ages, from the elderly to small children, stopped to listen to my music. Even strangers were smiling and talking to each other while they listened to my music. Some young people even offered to help me carry and load my equipment after my performance.

I'm convinced that music connects people together. I really hope that this street performance series will continue so that people have more opportunities to connect with each other regardless of age, gender and skin color.

Thank you so much for taking the time to read my email.

Sincerely,  
[REDACTED] s. 22(1)  
[REDACTED] Vancouver

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**From:** Ilona Barran <IBarran@wvschools.ca>  
**Sent:** Friday, September 16, 2022 12:49 PM  
**To:** correspondence  
**Cc:** Simone Broderick-Hale  
**Subject:** Ecole Pauline Johnson City Hall Visit

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To whom it may concern,

We are Grade 6/7 teachers from Ecole Pauline Johnson, and we are currently working on a unit on local government. We were wondering if it would be possible for our students to receive a tour of West Vancouver City Hall. If this is possible, we would like to come the week of September 26<sup>th</sup>, or the week of October 3<sup>rd</sup>. There would be a total of approximately 53 students and 4 adults.

We look forward to hearing from you!

Thanks so much,

Ilona Barran  
École Pauline Johnson  
Grade 6 LFI  
ibarran@wvschools.ca

*I acknowledge and am thankful to live, learn, and work on the territory of the Coast Salish people, specifically the Sḵw̱x̱wú7mesh (Squamish) Nation, whose territory West Vancouver Schools resides.*

**From:** West Vancouver Chamber of Commerce <info@westvanchamber.com>  
**Sent:** Friday, September 16, 2022 4:44 PM  
**To:** correspondence  
**Subject:** 📧 Mastering a Resilient Mindset

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West Vancouver Chamber of Commerce

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## National Day of Mourning - Monday Sept 19, 2022

Municipal Hall, Community Centres and all community recreation facilities and the Library will be **closed** on September 19, 2022.



This aligns with the federal decision to mark the Queen's funeral as a holiday, and with B.C.'s premier declaring Monday September 19, 2022 as a day of remembrance. The September 19 and 21 Council meetings have been rescheduled to September 26 and September 28 respectively.

There will be no change to garbage and recycling collection.

More information and details on holiday hours are available on their [website](#).

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# Mastering a Resilient Mindset

with Madison Mailey, OLY

## West Vancouver Chamber Presents.. .

We are honoured to have Olympic Gold Medalist and Wealth Advisor Madison Mailey speak with us. Through storytelling, she will weave you through the life of a high-performance athlete sharing the peaks and valleys of her Olympic journey.

### KEY TAKEAWAYS:

- The benefits of Falling Forward with a Resilient Mindset
- Importance of Trust and Communication
- The power of Planning in Sport and Finance. Creating a repeatable process to success





This in-person event will include coffee, tea and a selection of snack breakfast options.

Madison will bring her Olympic Gold Medal, so come out, listen, learn and take a picture with her Gold Medal!



**Scan this code to register and to learn more.**

 **September 26th, 2022**  
10 AM - 11 AM

 **West Vancouver Library**  
1950 Marine Dr, West Vancouver

 **\$10 Per Person**

For more information: <https://westvanchamber.com/event/mastering-a-resilient-mindset/>



Madison Mailey has earned her place in history as an elite athlete after sitting in six-seat of the Gold Medal Canadian Women's Eight at the Tokyo 2020 Olympic Games. Not only was this the first ever postponed Olympic games in history, but this was the first Canadian medal in the event since 1992. She was the glue in her boat and helped nine women dream big, work with intention and embrace individuality. After graduating from Boston's Northeastern University, she received her BSBA concentrating in Management and Entrepreneurship and received a joint certificate of Merit in classical voice from the New England Conservatory of Music.

Currently, Madison is a Wealth Advisor with the Mailey Rogers Group at Scotia McLeod and resides in Vancouver, B.C. Since 1986, the Mailey Rogers Group has been building meaningful client relationships with a select group of high-net-worth individuals, allowing them to make better financial decisions. The group is a proud West Vancouver-based team assisting clients across Canada to protect and grow their wealth. When Madison is not at work, you can find her cycling around Stanley Park, hiking the north shore mountains, or spending time with her family's dog, Scout - a mini Bernedoodle!

[Register Here!](#)



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and personal success. Access Chamber benefits only available to members.

[Membership pays for itself...](#)



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**Promote your business and help support the Chamber. Sponsor an event!**

The West Vancouver Chamber of Commerce offers a variety of sponsorship opportunities that provide your business with the chance to be front and center in our community. Sponsors are an important part of our events! For further info: [SPONSORSHIP](#)

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2235 Marine Drive  
West Vancouver, Bc V7V 1K5  
Canada

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**From:** [REDACTED] s. 22(1)  
**Sent:** Sunday, September 18, 2022 12:13 PM  
**To:** Mary-Ann Booth; Craig Cameron; Nora Gambioli; Peter Lambur; Bill Soprovich; Sharon Thompson; Marcus Wong  
**Cc:** correspondence  
**Subject:** Fire Bylaw 5163 Amendment

**CAUTION:** This email originated from outside the organization from email address [REDACTED] s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Dear Ms Booth and West Vancouver City Councillors,

Thank you for the time all of you have taken to meet with us and listen to our concerns regarding Fire Bylaw 5163. We have suggested a simple amendment to the bylaw that addresses concerns of the fire department, our concerns with our neighbours' safety, our own safety, as well as privacy issues.

We are addressing only what we consider to be garages which are assigned to a specific suite within a multi-family residential building, cannot be accessed by anyone else, and are completely enclosed.

As you know, we have studied in-depth the BC Building Code, the BC Fire Code, and the West Vancouver Fire Code. We have also compared Fire Bylaw 5163 with those in the surrounding communities of Vancouver, Burnaby, Surrey, Victoria, and even Prince George. **None of these communities prohibit storage in private garages. Fire Bylaw 5163 is not only out of alignment with these codes; it is also not in alignment with surrounding communities.**

All new buildings were required to be sprinklered as of 1998. There have been zero fires in garages of multi-family residential buildings in West Vancouver during those 24 years. (our expert claims even further back).

This is a common sense amendment that allows the continuation of reasonable use of these garages.

Mayor Booth has told us she will propose and support our motion to amend Fire Bylaw 5163 Section 9.1 as follows:

**9.61 Private Storage Garages in multifamily residential developments may be used for the storage of vehicles and household materials by the occupants of the building to which it is accessory.**

**We ask you to bring West Vancouver into alignment and please pass this common sense motion.**

Respectfully yours,

The Garage Storage Coalition

Representing 8 stratas and 335 residences

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s. 22(1)

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West Vancouver, BC

s. 22(1)

s. 22(1)

Sent from my iPhone

s. 22(1)

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
FINANCE AND AUDIT COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
MONDAY, JUNE 20, 2022**

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Committee Members: Mayor M. Booth and Councillors C. Cameron, N. Gambioli, P. Lambur, W. Soprovich, S. Thompson, and M. Wong attended the meeting via electronic communication facilities.

Staff: M. Chan, Acting Chief Administrative Officer; I. Gordon, Director, Financial Services; S. Ketter, Director, Parks, Culture & Community Services; M. Panneton, Director, Legislative Services/Corporate Officer; C. Boy, Deputy Director, Financial Services; A. Kwan, Deputy Director, Engineering & Transportation Services; A. Banks, Senior Manager, Parks; H. Keith, Senior Manager, Climate Action & Environment; F. Mansoori, Senior Manager, Engineering Utilities Planning, Design and Project Delivery; E. Willobee, Senior Manager, Engineering Services; P. Cuk, Manager, Legislative Operations/Deputy Corporate Officer; C. Shi, Manager, Financial Accounting & Reporting; and S. Weal, Executive Assistant, Engineering & Transportation Services attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 1:03 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the June 20, 2022 Finance and Audit Committee meeting agenda be approved as circulated.

CARRIED

Councillors Cameron and Lambur absent at the vote

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the March 14 and May 9, 2022 Finance and Audit Committee meeting minutes be adopted as circulated.

CARRIED

Councillors Cameron and Lambur absent at the vote

## **REPORTS / ITEMS**

### **4. 2023 Utility Rate Bylaws**

Councillor Lambur entered the meeting at 1:12 p.m. via electronic communication facilities. Councillor Cameron entered the meeting at 1:15 p.m. via electronic communication facilities. Councillor Wong left the meeting at 1:20 p.m. and returned to the meeting at 1:22 p.m. via electronic communication facilities.

Staff provided a presentation regarding proposed Waterworks Regulation Bylaw No. 4490, 2006, Amendment Bylaw No. 5189, 2022 and responded to Committee members' questions. Committee members commented.

It was Moved and Seconded:

THAT the Finance and Audit Committee support proposed Waterworks Regulation Bylaw No. 4490, 2006, Amendment Bylaw No. 5189, 2022 and that it be forwarded to Council for consideration.

CARRIED

Councillor Wong left the meeting at 1:50 p.m. and returned to the meeting at 1:51 p.m. via electronic communication facilities.

Staff responded to a Committee member's questions.

Councillor Cameron left the meeting at 2:06 p.m. and returned to the meeting at 2:10 p.m. via electronic communication facilities. Councillor Soprovich left the meeting at 2:16 p.m.

Staff provided a presentation regarding proposed Sewer and Drainage Utility Fee Bylaw No. 4538, 2007, Amendment Bylaw No. 5190, 2022 and responded to Committee members' questions. Committee members commented.

It was Moved and Seconded:

THAT the Finance and Audit Committee support proposed Sewer and Drainage Utility Fee Bylaw No. 4538, 2007, Amendment Bylaw No. 5190, 2022 and that it be forwarded to Council for consideration.

CARRIED

Councillor Soprovich absent at the vote

Councillor Soprovich returned to the meeting at 2:21 p.m. via electronic communication facilities. Councillor Gambioli left the meeting at 2:31 p.m.

Staff provided a presentation regarding proposed Solid Waste Utility Bylaw No. 4740, 2012, Amendment Bylaw No. 5191, 2022 and responded to Committee members' questions.

Councillor Gambioli returned to the meeting at 2:37 p.m. via electronic communication facilities.

It was Moved and Seconded:

THAT the Finance and Audit Committee support proposed Solid Waste Utility Bylaw No. 4740, 2012, Amendment Bylaw No. 5191, 2022 and that it be forwarded to Council for consideration.

CARRIED

Councillor Wong left the meeting at 3:01 p.m. Councillor Thompson left the meeting at 3:03 p.m. and returned to the meeting at 3:04 p.m. via electronic communication facilities. Councillor Wong returned to the meeting at 3:05 p.m. via electronic communication facilities.

Staff provided a presentation and responded to Committee members' questions. Committee members commented.

It was Moved and Seconded:

THAT the presentation regarding Recycling in Parks be received for information.

CARRIED

#### **5. Proposed 2023 Permissive Tax Exemption Bylaw No. 5198, 2022**

Councillor Gambioli left the meeting at 3:17 p.m. and returned to the meeting at 3:18 p.m. via electronic communication facilities.

Staff responded to a Committee member's questions.

It was Moved and Seconded:

THAT the report regarding Proposed 2023 Permissive Tax Exemption Bylaw No. 5198, 2022 be received for information.

CARRIED

#### **6. Proposed Fees and Charges Bylaw No. 5199, 2022**

Councillor Soprovich left the meeting at 3:19 p.m. and returned to the meeting at 3:24 p.m. via electronic communication facilities.

Staff responded to a Committee member's questions.

It was Moved and Seconded:

THAT the report regarding Proposed Fees and Charges Bylaw No. 5199, 2022 be received for information.

CARRIED

#### **7. Proposed Environmental Reserve Fund Bylaw No. 5188, 2022**

Councillor Wong left the meeting at 3:32 p.m. and returned to the meeting at 3:35 p.m. via electronic communication facilities.

Staff provided a presentation and responded to Committee members' questions.



It was Moved and Seconded:

THAT the report regarding Proposed Environmental Reserve Fund Bylaw No. 5188, 2022 be received for information.

CARRIED

**PUBLIC QUESTIONS**

**8. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**9. NEXT MEETING**

Mayor Booth confirmed that the next Finance and Audit Committee meeting is scheduled for September 12, 2022 at 1 p.m.

**ADJOURNMENT**

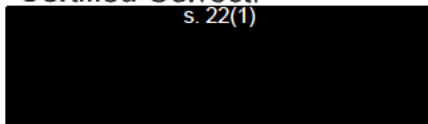
**10. ADJOURNMENT**

It was Moved and Seconded:

THAT the June 20, 2022 Finance and Audit Committee meeting be adjourned.

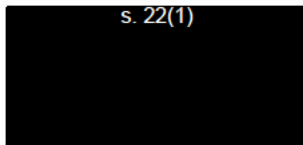
CARRIED

Certified Correct:  
s. 22(1)



Chair

s. 22(1)



Deputy Corporate Officer

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ARTS FACILITIES ADVISORY COMMITTEE  
CAPITAL FUNDING SUBCOMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
TUESDAY, JULY 5, 2022**

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Committee Members: G. Nicholls (Chair), R. Brown, R. Finley, E. McHarg, J. Wexler, and R. Yaworsky attended the meeting via electronic communication facilities.

Staff: C. Rosta, Cultural Services Manager (Staff Liaison); D. Niedermayer, Senior Manager, Cultural Services; and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 4:04 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the July 5, 2022 Capital Funding Subcommittee meeting agenda be approved as circulated.

CARRIED

E. McHarg absent at the vote

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the June 2, 2022 Capital Funding Subcommittee meeting minutes be adopted as circulated.

CARRIED

E. McHarg absent at the vote

**REPORTS / ITEMS**

**4. Capital Funding Framework**

Staff shared the Capital Funding Framework. The Subcommittee discussed the timeline and action items in the proposed workflow. Staff also shared the scope of work proposed by the consulting firm. Discussion was held regarding the proposed scopes of work and some changes were recommended.

E. McHarg entered the meeting at 4:06 p.m. via electronic communication facilities.

It was Moved and Seconded:

THAT the discussion regarding Capital Funding Framework be received for information.

CARRIED

**PUBLIC QUESTIONS**

**5. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**6. NEXT MEETING**

Staff confirmed that the next Capital Funding Subcommittee meeting is scheduled for July 28, 2022 at 4 p.m. via electronic communication facilities.

**ADJOURNMENT**

**7. ADJOURNMENT**

It was Moved and Seconded:

THAT the July 5, 2022 Capital Funding Subcommittee meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:04 p.m.

Certified Correct:

s. 22(1)

s. 22(1)

Chair

Committee Clerk

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
ARTS FACILITIES ADVISORY COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, JULY 13, 2022**

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Committee Members: G. Nicholls (Chair), M. Beckerman, R. Brown, R. Finley, B. Helliwell, E. McHarg, J. Webb, J. Wexler, R. Yaworsky; and Councillor B. Soprovich attended the meeting via electronic communication facilities. Absent: G. Froome, L. Nahanee and C. Sully.

Staff: C. Rosta, Cultural Services Manager (Staff Liaison); D. Niedermayer, Senior Manager, Cultural Services; D. Powers, Director, Community Relations & Communications; A. Mafi, Communications & Engagement Manager; and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 2:13 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the July 13, 2022 Arts Facilities Advisory Committee meeting agenda be approved as circulated.

CARRIED

R. Finley and J. Webb absent at the vote

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the May 11, 2022 Arts Facilities Advisory Committee meeting minutes be adopted as circulated.

CARRIED

R. Finley and J. Webb absent at the vote

**REPORTS / ITEMS**

**4. Arts & Culture Advisory Committee Update**

D. Niedermayer updated the Committee on the Arts & Culture Advisory Committee (ACAC) meeting on July 7th. The ACAC made a request to see the arts facility survey before it is released, and staff confirmed it would be distributed after the Arts Facilities Advisory Committee and Community Engagement Committee's input was incorporated into a revised draft. The ACAC is focusing on the key outcomes and action items identified in the strategic planning session in June and is advancing the research into successful arts and culture initiatives, programs, and strategies of other communities similar to West Vancouver.

It was Moved and Seconded:

THAT the verbal report regarding Arts & Culture Advisory Committee Update be received for information.

CARRIED

R. Finley and J. Webb absent at the vote

#### **5. Governance Subcommittee Update**

Staff reported that the Governance Subcommittee met with S. Craig and A. Tse from Urban Arts Architecture and discussed the general attendance and themes discussed in the workshops.

It was Moved and Seconded:

THAT the verbal report regarding Governance Subcommittee Update be received for information.

CARRIED

R. Finley and J. Webb absent at the vote

#### **6. Capital Funding Subcommittee Update**

G. Nicholls reported that the Capital Funding Subcommittee discussed the timeline of the capital funding framework and the scope of work proposed by a consulting firm. Staff informed that they are confirming the consultants for a capital fundraising feasibility study.

It was Moved and Seconded:

THAT the verbal report regarding Capital Funding Subcommittee Update be received for information.

CARRIED

R. Finley and J. Webb absent at the vote

#### **7. Arts & Culture Facility Vision and Concept**

A. Mafi presented the final draft of the survey question. The survey will be available until September 16. The Committee discussed the questions and topics covered, and suggested updates.

C. Rosta introduced Shelley Craig from Urban Arts Architecture who presented an overview of the discussions, activities, and key findings from the five workshop sessions on June 22 and 23, with two sessions per day, and a session on June 27. Members of the Committee who participated in the workshops shared their feedback with the group. The Committee asked questions and commented on the key ideas and inputs summarized in the presentation.

R. Finley joined the meeting at 2:13 p.m. via electronic communication facilities.

J. Webb joined the meeting at 2:40 p.m. via electronic communication facilities.

R. Brown left the meeting at 3 p.m. and did not return.

It was Moved and Seconded:

THAT the verbal report regarding Arts & Culture Facility Vision and Concept be received for information.

CARRIED

R. Brown absent at the vote

## PUBLIC QUESTIONS

### 8. PUBLIC QUESTIONS

C. Rosta informed the Committee that the meeting on June 15, 2022 was cancelled due to lack of quorum, and that Urban Arts Architecture coordinated a review of the workshop format through a test run of the activities with the members present.

C. Reynolds: Suggested the survey should reference the wording heritage instead of historical; commented on the importance of celebrating identity and should be represented in the arts facility. Thanked the committee for the work done and for the presentation to Council by G. Nicholls on July 11.

J. Chalmers: questioned the workshops' attendance as presented to Council; commented on the importance of the postal code option; questioned the capital funding plan timeframe. Complimented the Committee on the presentation today.

J. Lord: thanked staff and Urban Arts Architecture for the workshop held on June 27 and for today's presentation; suggested updates to the survey questions.

B. Shard: referenced J. Chalmers's questions regarding the workshops attendance; questioned who created the survey questions; commented on the postal code option on the survey; commented on not duplicating existing programs; and commented on land sales as an option for capital funding.

S. Swail: thanked the Committee for the presentation; asked if the arts facility work is considering the gap in schools between 3 and 5 pm; commented on workshop format; commented on the general response from people in her group at the workshops; asked how the community comments will be considered.

E. McHarg left the meeting at 3:30 p.m. and did not return.

R. Yaworsky left the meeting at 3:33 p.m. and did not return.

As quorum was lost, the meeting was adjourned at 3:33 p.m.

Chair confirmed that the next Arts Facilities Advisory Committee meeting is scheduled for September 14, 2022 at 2 p.m. via electronic communications facilities

Certified Correct:

s. 22(1)

s. 22(1)

Chair

Committee Clerk

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
BOARD OF VARIANCE HEARING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, JULY 20, 2022**

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**BOARD MEMBERS:** Chair L. Radage and Members J. Elwick, and R. Yaworsky attended the hearing via electronic communication facilities. Absent: Members S. Abri and D. Simmons.

**STAFF:** P. Cuk, Board Secretary; T. Yee, Building Inspector; and N. Shokar, Legislative Services Clerk, attended the hearing via electronic communication facilities.

**1. Call to Order**

The hearing was called to order at 5 p.m.

**2. Introduction**

Staff introduced the Board Members and described the hearing procedure.

**3. Confirmation of the Agenda**

It was Moved and Seconded:

THAT the July 20, 2022 Board of Variance hearing agenda be approved as circulated.

CARRIED

**4. Adoption of the June 22, 2022 Minutes**

Chair Radage referred to the minutes of the Board of Variance hearing held on June 22, 2022.

It was Moved and Seconded:

THAT the June 22, 2022 Board of Variance hearing minutes be adopted as circulated.

CARRIED

**5. Time Limit of Board of Variance Orders**

Chair Radage read out the following statement regarding Time Limit of Order Approving a Variance and noted that the time limit applied to each application approved by the Board:

“Pursuant to section 542 of the *Local Government Act*, if a Board of Variance orders that a minor variance be permitted from the requirements of the bylaw, and the Order sets a time limit within which the construction of the building or structure must be completed, and the construction is not completed within that time, the permission of the Board terminates and the bylaw applies. Orders of this Board of Variance that permit a variance specify that: if construction is not substantially started within 6 months of the issuance of the Building Permit, the permission terminates and the Zoning Bylaw applies; AND FURTHER THAT in the event the Owner is delayed or interrupted or prevented from obtaining a Permit by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the owner, the time for obtaining a Permit shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that commercial or financial consideration of the Owner shall not be viewed as a cause beyond the control of the Owner.”

**6. Application 22-014 (A-5644 Westport Road)**

Staff confirmed the following requested variances regarding a proposed private power pole (accessory structure):

- a) 7.28 m to Front Yard Setback
- b) 2.40 m to Accessory Structure Height.

Staff informed that no written submissions were received for this application prior to the Board of Variance hearing.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

Staff provided permit history of the subject property.

D. Werner (A-5644 Westport Road) described the variance application for a proposed private power pole (accessory structure). Staff and D. Werner responded to Board members’ questions.

Staff informed that no one else had signed up to address the Board regarding the subject application.

Members of the Board considered:

- All of the submissions;
- Whether the application was for a minor variance that did not
  - result in inappropriate development of the site
  - adversely affect the natural environment



- substantially affect the use and enjoyment of adjacent land
- vary permitted uses and densities under the applicable bylaw; or
- defeat the intent of the bylaw; and
- Whether compliance with the bylaw would cause the applicant undue hardship.

Having read the application dated June 18, 2022, including the applicant's letter, plans and all other related documents, and having read the statutory Notice of Hearing for the subject application, and having inspected and/or viewed images of the subject site, and having heard the submission of D. Werner:

It was Moved and Seconded:

THAT the Board finds that undue hardship would be caused to the Applicant by compliance with the Zoning Bylaw and orders that Application 22-014 regarding a proposed private power pole (accessory structure) at A-5644 Westport Road with variances of:

- 7.28 m to Front Yard Setback
- 2.40 m to Accessory Structure Height

BE ALLOWED pursuant to the plans dated June 17, 2022 submitted with the application; AND THE BOARD FURTHER ORDERS THAT if construction is not substantially started within six months of the issuance of the Building Permit, the permission terminates and the Zoning Bylaw applies; AND FURTHER THAT in the event the Owner is delayed or interrupted or prevented from obtaining a Permit by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the owner, the time for obtaining a Permit shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that commercial or financial consideration of the Owner shall not be viewed as a cause beyond the control of the Owner.

CARRIED

**7. Application 22-015 (675 Parkside Road)**

Staff confirmed the following requested variance regarding a proposed power pole (accessory structure):

- a) 2.39 m to Minimum Side Yard Setback.

Staff informed that no written submissions were received for this application prior to the Board of Variance hearing.

Written submissions received:

SUBMISSION AUTHOR	SUBMISSION DATED	#
None to date.		

Staff provided permit history of the subject property and responded to a Board member's question.

M. Sammarco (Homes by Valentino, representing the owner of 675 Parkside Road) described the variance application for a proposed power pole (accessory structure). Staff and M. Sammarco responded to Board members' questions.

Staff informed that no one else had signed up to address the Board regarding the subject application.

Members of the Board considered:

- All of the submissions;
- Whether the application was for a minor variance that did not
  - result in inappropriate development of the site
  - adversely affect the natural environment
  - substantially affect the use and enjoyment of adjacent land
  - vary permitted uses and densities under the applicable bylaw; or
  - defeat the intent of the bylaw; and
- Whether compliance with the bylaw would cause the applicant undue hardship.

Having read the application dated June 22, 2022, including the applicant's letter, plans and all other related documents, and having read the statutory Notice of Hearing for the subject application, and having inspected and/or viewed images of the subject site, and having heard the submission of M. Sammarco:

It was Moved and Seconded:

THAT the Board finds that undue hardship would be caused to the Applicant by compliance with the Zoning Bylaw and orders that Application 22-015 regarding a proposed power pole (accessory structure) at 675 Parkside Road with a variance of:

- 2.39 m to Minimum Side Yard Setback

BE ALLOWED pursuant to the plans dated June 20, 2022 submitted with the application; AND THE BOARD FURTHER ORDERS THAT if construction is not substantially started within six months of the issuance of the Building Permit, the permission terminates and the Zoning Bylaw applies; AND FURTHER THAT in the event the Owner is delayed or interrupted or prevented from obtaining a Permit by reason of any Act of God, labour unrest (including strike and lockouts), weather conditions or any similar cause reasonably beyond the control of the owner, the time for obtaining a Permit shall be extended for a period equal to the duration of the contingency that occasioned the delay, interruption or prevention, provided that commercial or financial consideration of the Owner shall not be viewed as a cause beyond the control of the Owner.

CARRIED

**8. Receipt of Written and Oral Submissions**

It was Moved and Seconded:

THAT all written and oral submissions regarding the following Board of Variance Applications:

- Application 22-014 (A-5644 Westport Road);
- Application 22-015 (675 Parkside Road);

up to and including July 20, 2022, be received.

CARRIED

**9. Public Question Period**

There were no questions.

**10. Next Hearing**

Staff confirmed that the next hearing of the Board of Variance is scheduled for September 14, 2022 at 5 p.m.

**11. Adjournment**

It was Moved and Seconded:

THAT the July 20, 2022 Board of Variance hearing be adjourned.

CARRIED

The Board of Variance hearing adjourned at 5:21 p.m.

Certified Correct:

*[Original signed by Chair]*  
\_\_\_\_\_  
CHAIR

*[Original signed by Secretary]*  
\_\_\_\_\_  
SECRETARY

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**From:** Finance  
**Sent:** Thursday, September 15, 2022 9:02 AM  
**To:** s. 22(1)  
**Cc:** Finance; correspondence  
**Subject:** Re: "Proposed 2022-2026 Five-Year Financial Plan Bylaw 5185, 2022, Amendment Bylaw 5219, 2022 and Proposed Phase 2 Capital Funding Report - Consideration of three readings and funding approval"  
**Attachments:** 2022 09 11 Email from s. 22(1) re Proposed 2022-2026 Five-Year Financial Plan Bylaw 5185, 2022, Amendment Bylaw 5219, 2022 and Proposed Phase 2 Capital Funding Report - Consideration of three readings and funding approval.pdf

Dear s. 22(1),

The work program of the District of West Vancouver Finance Department has been greatly accelerated to accommodate the requirements of the October 15, 2022 municipal election. While important, publication of the 2022 Second Quarter Financial Report is not a statutory requirement. It has been postponed slightly and will be available to the public on September 30, 2022.

Please visit our website on or after September 30 to view the report:  
<https://westvancouver.ca/government/financial-information/quarterly-reports>

The proposed revision to the annual budget has been carefully coordinated with this financial review to ensure consistent financial information is presented to Council and the public.

Sincerely,

Financial Services  
District of West Vancouver



We acknowledge that we are on the traditional, ancestral and unceded territory of the Squamish Nation, Tsleil-Waututh Nation and Musqueam Nation. We recognize and respect them as nations in this territory, as well as their historic connection to the lands and waters around us since time immemorial.

This email and any files transmitted with it are considered confidential and are intended solely for the use of the individual or entity to whom they are intended. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete all copies of this email and attachment(s). Thank you.

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**From:** s. 22(1)  
**Sent:** Sunday, September 11, 2022 7:18 AM  
**To:** correspondence; Mary-Ann Booth; Bill Soprovich; Craig Cameron; Marcus Wong; Peter Lambur; Sharon Thompson; Nora Gambioli  
**Subject:** Proposed 2022-2026 Five-Year Financial Plan Bylaw 5185, 2022, Amendment Bylaw 5219, 2022 and Proposed Phase 2 Capital Funding Report: Consideration of three readings and funding approval.

**CAUTION:** This email originated from outside the organization from email address s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Your Worship,

The above captioned amendment bylaw cites the Mid-year Quarterly Financial Report in support of increased spending to authorized under the amended financial plan for plan year 2022.

However, interested ratepayers and residents seeking information from the Mid-term 2022 Quarterly Report are frustrated when they turn to the District's website under the broad category of "Financial Information: Quarterly Reports" for calendar year 2022 only to find no such report for the second quarter of 2022.

When do you propose to rectify the information gap and post the Mid-term (2nd Quarter) financial report referred to in the above captioned agenda item appearing in the agenda for the regular council meeting of the 19th instant?

Sincerely,

s. 22(1)

s. 22(1)

West Vancouver

s. 22(1)

s. 22(1)

**From:** Natalie Roizman  
**Sent:** Tuesday, September 20, 2022 11:22 AM  
**To:** s. 22(1)  
**Cc:** correspondence  
**Subject:** FW: Council correspondence - week ending September 14, 2022  
**Attachments:** email title to Chan and Ketler 2022 09 14- s. 22(1).pdf

Hello, s. 22(1),

Your correspondence regarding lowering of flags at municipal facilities and the decision to hold the Arts Facilities Advisory Committee (AFAC) meeting on Thursday, September 8 has been forwarded to staff for a response as it is regarding operational matters.

Official guidance from the United Kingdom government advises that: *“following the death of Her Majesty The Queen, all official flags should be half-masted as soon as possible that day.”* I can confirm that all District-owned flags were lowered as soon as possible. Some of the flag poles at District facilities, such as the Ferry Building, require a lift truck that must be operated by staff who are trained to use this specialized equipment. When the announcement of The Queen’s passing was made, staff confirmed that District flags would be lowered, and redeployed the appropriate staff from their current duties as expeditiously as possible to carry out this task.

Regarding cancelling public meetings, and in particular, the AFAC meeting that was held on Thursday, September 8, I can also confirm that staff looked into the matter and determined that there are no statutory or other requirements to suspend District business due to the Queen’s passing. If the Chair, in consultation with staff, decides to cancel the meeting then they are welcome to do so as per the Council Committee Procedure Bylaw. Additional guidance from the UK government also states that businesses, public services and other organizations have no obligation to cancel or postpone events or activities during the period of mourning for the Queen.

For more information regarding how the District has observed the official day of mourning please visit <https://westvancouver.ca/news/official-day-mourning-observed-statutory-holiday-september-19>

Thank you,

**Natalie Roizman** she, her, hers  
Community Relations Liaison | District of West Vancouver  
t: 604-925-7008 | c: 604-721-3776 | [westvancouver.ca](http://westvancouver.ca)



We acknowledge that we are on the traditional, ancestral and unceded territory of the Skwxwú7mesh Úxwumixw (Squamish Nation), sə́lilwətaʔ (Tsleil-Waututh Nation), and xʷməθkʷəy̓əm (Musqueam Nation). We recognize and respect them as nations in his territory, as well as their historic connection to the lands and waters around us since time immemorial.

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**From:** [REDACTED] s. 22(1)  
**Sent:** Wednesday, September 14, 2022 12:59 AM  
**To:** correspondence  
**Subject:** Who was in charge at the WV Municipal Hall on Sep 8th/22?

CAUTION: This email originated from outside the organization from email address [REDACTED] s. 22(1). Do not click links or open attachments unless you validate the sender and know the content is safe. If you believe this e-mail is suspicious, please report it to IT by marking it as SPAM.

Dear Mayor and Council,

Who was in charge at the WV Municipal Hall on Thursday, Sept 8th/22? The Mayor? The Chief Administrative Officer? Most concerning to the citizens of West Vancouver, it would appear there was nobody at the helm that day. At least, nobody capable of taking quick and decisive action as owed to and expected by the citizens of West Vancouver, the people you serve!

None of us need be reminded of the significance of that momentous day. At approximately 1030hrs on Sep 8th/22, we all sadly learned of the death of our beloved Queen and Head of State.

What actions should have been taken but were not?

1) The District of West Vancouver failed to IMMEDIATELY lower ALL its flags to half mast as a sign of respect and honour. Three hours after the death announcement, a member of the public noticed the three Ferry Building flags had not been lowered. Only because of her efforts in contacting Municipal Hall (first left a voicemail, then sent an email) did the employee eventually get those flags lowered but by now it was mid-afternoon.

2) The District of West Vancouver failed to IMMEDIATELY cancel all its public meetings. There was one published meeting scheduled that day, the Arts Facilities Advisory Committee (AFAC) - Capital Funding Subcommittee at 4 PM via electronic communication facilities. Seeing on the District's website that this meeting was still listed to occur, I emailed the heads of the Community Relations / Communications department and the Cultural Services department to request it be cancelled out of respect. Unbelievably, the cancellation decision was then deferred to the AFAC subcommittee co-chairs (who are citizens not District staff!) who then made the grave error to carry on regardless with business as usual and hold the meeting. The burden of this decision should never have been placed on these two people but still, the magnitude of this day and the obvious need to cancel that day's meeting, was inconceivably lost on them. Per its modus operandi, this Committee put itself and its single-minded agenda first and once again failed to live up to its own Terms of Reference i.e. Committee members are required to possess 'an ability to look beyond personal interests for the benefit of the community and residents of West Vancouver'.

It's a given. All flags at our public buildings should have been immediately lowered to half mast. All meetings that involved the public that day should have been immediately cancelled.

The incompetence on display that day was clearly evident. Shame on our Mayor, shame on our Municipal Hall staff, and shame on AFAC. There is no explanation or excuse or words you can say to appease your blatant lack of respect to our Queen and your outright failure and lack of duty to the citizens of West Vancouver. Disgraceful!

God help us all the next time quick and decisive leadership is urgently needed in West Vancouver.

Sincerely,

s. 22(1)

West Vancouver, BC

s. 22(1)