



## MEETING MINUTES

Minutes of the meeting held at City Hall in Conference Room A and Electronically (Hybrid), 141 West 14<sup>th</sup> Street, North Vancouver, BC on May 1, 2024

*The City of North Vancouver respectfully acknowledges that this meeting is held on the traditional and unceded territories of the Skwxwú7mesh (Squamish) and Səlilwətał (Tseil-Waututh) Nations.*

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### **Members Present**

Anna Hardy (Chair)  
Jonathan Arnold  
Matthew Cusanelli  
Jane Farquharson  
Brady Faught  
Allan Moors  
Lailani Tumaneng (SD#44)  
Richard Walton  
Benjamin Woodyatt  
Karen Speirs

### **Staff Present**

Justin Hall, Manager, Public Realm Infrastructure  
Rebecca Vaughan, Civic Engagement Manager  
Stacy Wilson, Communications and Engagement Advisor  
Sheila Sister, Project Manager  
Sarah Tremblay, Transportation Planner  
  
Sarah Friesen, Administrative Coordinator I

### **Absent**

Cllr. Jessica McIlroy  
Denis Beaulieu (RCMP)

The meeting was called to order at 6:02 pm.

### **1. ADOPTION OF AGENDA**

### **2. ADOPTION OF MINUTES**

The minutes from April 3<sup>rd</sup>, 2024 were approved as circulated.

### **3. BUSINESS ARISING FROM THE MINUTES**

- Staff responded to the ITC member inquiry from April 3, 2024 as to why the City does not make local streets with two-way stops into all-way stops for pedestrian safety.

**A:** The City of North Vancouver follows a data-driven warrant process, which conforms to nationally accepted standards, evaluating whether an intersection should transition from 2-way stop control to all-way stop control. This process involves assessing various factors such as balanced traffic flow from side streets to main streets, total volumes, obstructed sightlines, and other criteria. Intersections must meet these established criteria to be considered for an upgrade. It's important to note that all-way stop control should only be installed at intersections where it is warranted, as installing such controls where not warranted could compromise safety.

#### 4. COMMUNITY ENGAGEMENT FRAMEWORK

R. Vaughan, Civic Engagement Manager and S. Wilson, Communications and Engagement Advisor shared a presentation on developing an engagement framework at the City.

- Staff would like committee's input on how engagement plans are designed and provide feedback.
- In the past, departments have done their own engagement, which becomes inconsistent when everyone does methods their own way. The framework is intended to be centralized across all departments regardless of topic to provide consistency for members of the public, Council and decision-makers.
- Engagement is often used as a marketing term or to describe building social connections. In this case, it's a decision-making process where interested or impacted people are involved in creating the outcome.
- The framework is being built with the intention of generating trusting relationships within the community so people will bring their ideas forward. It is intended to support equity and inclusion for those facing barriers in participation or lacking privilege.
- Principles of public engagement are based on the standards set out by the International Association of Public Participation (IAP2). There is no one-size fits all approach to engagement because not all topics require the same level of engagement. For this reason, IAP2 has designed a Spectrum of Public Participation which is widely accepted in the engagement field. Any given project might be at a different level of engagement depending on the project phase.
- Engagement levels include:
  - Inform – The public are informed but do not offer input.
  - Consult – The public's input will be heard and considered.
  - Involve – Work with the public to ensure concerns and aspirations are directly reflected in the alternatives developed.
  - Collaborate – Seek advice and innovation in formulating solutions, integrating feedback to the maximum extent possible.
  - Empower – Implementing what the public decides. For example, an election or referendum.
- With ITC, the level of engagement may range from inform to collaborate, depending on the project stage, direction from Council, and subject matter.
- There are some elements of involvement where the public cannot be involved, such as where engineering standards must be followed and require decisions made by professionals.
- Outcomes of the engagement framework include a community-informed process. The City organized an online survey, hosted public pop ups, interviewed equity-deserving community members, and hosted Council workshops.
- Indigenous engagement is a separate process at this time, occurring on a government to government level, however local Indigenous persons are welcome to participate in the engagement process for the framework if they want.

Staff opened the floor up for discussion as to what can staff do to support ITC in participating more effectively (within the scope of the Terms of Reference such as supportive information, resources, etc.).

The responses from members include the following:

- Seeing information in advance is helpful. It is helpful to receive additional context via presentation.
- I would feel more effective if we got more projects to provide input on. There's been only one resolution in a year and a half. From my perspective, it's been a lot of information out to us without meaningful participation.
- What kind of input should we be giving on the committee? This is unclear. We haven't had much active participation in projects.
- Each year there's a certain level of turnover where the Terms of Reference and certain projects are repeated – could there be a separate orientation for new members?
- Members need to come to meetings with a good understanding of the Official Community Plan and all the policy documents that guide the City's work. While a digital copy is provided upon joining the committee, a printed copy would be appreciated.
- Committee member's thoughts could be collected in different ways such as a survey rather than just talking in front of the group.
- Consider instating a hybrid model where every other meeting the group meets in person then online.
- There's a very clear volunteer demographic on City committees – all committees are restricted by who puts their hand up to volunteer. All have the time and resources to do so. Look at who's sitting in the room, and find a way to make it more inclusive. **A:** Some of these comments are more on the Terms of Reference side, which can't be applied to the engagement framework, but staff will pass your feedback onto the Clerk's for consideration.
- People will show up to complain, but don't always volunteer their opinion at the beginning. If project proposals could come to the committee, we could discuss ways to excite the public and communicate the reasons for change to the public (e.g., transitioning away from driving towards cycling). If they're not excited, all you'll get is pushback.
- In the past, Lime e-bike share came through this committee. We now see teenagers using them, but don't ever see or hear from them on committees. Could we consider going into the high schools, or even having a designated seat on the committee for young people?
- We want you to ask us, "What do you not know that you want us to fill in the gaps?" Are there special considerations we should be aware of when engaging with the community on transportation projects and policies?
- Recognizing the tension between full scale engagement and budget constraints, are there any case studies where committee members are compensated? Some people who are working full time and can't spare the time for budget reasons probably have some fantastic ideas to contribute. **A:** We're looking at barriers to involvement and compensation is part of that.

- Be strategic about where engagement booths are situated like the SeaBus, 15<sup>th</sup> Street by Tim Hortons, London Drugs or McDonalds at 6 am and before or after lunch. If it's simple and fast, you'll probably have some good engagement.
- Consider simplifying the language used around transportation – many people aren't up to speed with the technical terms. **A:** We do spend a great deal of time in efforts to simplify language. Staff had interesting community feedback in 2023 – their clients, dealing with homelessness or various lived experience, need language at a Grade 3 level. The average is grade 7. We really need to simplify.
- Consider offering communications in diverse languages like Farsi. **A:** There is some translation into other languages, although it's usually in relation to budget and the election, as translation is quite expensive. At a minimum for general engagement projects, we need to have the most important information translated.
- People start from a very entrenched viewpoint. Don't shy away from letting the different viewpoints talk to each other. We have a tendency to keep these groups separate. **A:** There's a lot of value having people speaking to others with different lived experiences.
- Consider breaking up the demographics represented on this committee. Many university students don't even know about committees. Consider setting up a booth at Capilano University or BCIT.
- Bring a query to a university and have ideas generated in the form of a class project to bring a fresh perspective.
- Municipal processes are so formal and deter people because it's difficult, complicated and intimidating. **A:** This can be hard on the municipal side because the City is so legislated.

#### Notable Comments and Questions from Members:

- Where does ITC fall on the IAP2 Spectrum of Public Participation? **A:** it depends on the project stage, direction from Council, and subject matter.
- When looking at international transportation standards, how do you educate the public on engineering best practices? These people are not involved in the design of the project to this point, and feel their voice doesn't matter. **A:** It depends on the details of the project and the stage the project is at. Long-term City strategy documents guide our decision making as set out by Council. We want to hear how people experience the street and use this as a key piece of the puzzle in our final recommended design.

Staff thanked members for their input.

#### Action Items:

- Staff to share the committee's feedback with the Clerk's department.

## 5. EAST 29<sup>TH</sup> STREET SAFETY IMPROVEMENTS

- J. Hall, Manager, Public Realm Infrastructure and S. Sister, Project Manager, presented an update on a joint project between the City and District of North Vancouver on the East 29<sup>th</sup> Street Safety Improvements.
- To provide context, the project includes roadway improvements located between Lonsdale Avenue and Lynn Valley Road near the boundary of the District of North Vancouver and the City. During implementation, residents expressed concerns about timelines. During the COVID-19 Pandemic, the project was put on hold. This is why the project was split to 2 phases.
- A map was shown where the project spans:



- The original objective was to reduce vehicle speeds (narrow lanes), establish dedicated left turn lanes, increase visibility for safer pedestrian crossing, and implement mobility lanes (as per the North Shore Bike Master Plan).
- A summary of the phases and areas of scope are listed below:
  - Phase 1 – 2019 led by District of North Vancouver. This includes narrow travel lanes and increased fog lines, new left turn lanes, new pedestrian crossings and protected mobility lane between Regent Avenue and Lynn Valley Road.
  - Phase 2 – 2023 led by City of North Vancouver and in process. This includes narrowed travel lanes, increased fog lines, speed reader boards, left turn lanes, and two pedestrian crossing upgrades at St. Georges and St. Marys.
- Through analysis, input from the District of North Vancouver, and community feedback, the improvements along E 29th ended up being more limited in scope; except for up the hill where sightline concerns were validated by an independent review by a consultant. The District of North Vancouver received ICBC funding to perform a safety study in this area.
- In 2023, rapid flashing beacons were installed to make pedestrian crossing more visible on St. Georges.
- Staff and residents noted many vehicles cut through this area to bypass highway traffic. The Upper Levels Greenway project will address shortcutting on local streets.
- Members requested clarification if this presentation is open for feedback otherwise they are unclear how they are to be involved at this stage. **A:** The presentation is for information. At this phase, community input has already taken place and we're at the implementation phase. Feedback is certainly welcomed and it will be considered for

future projects, however if there are specific concerns, it can be addressed after the meeting.

- Engagement began in fall 2023 including updates to the website, e-newsletters, information signs, notification letter delivered to residents, social media posts, postcards, and more. The open house saw low attendance (12 people) and staff felt there could be more done to receive feedback. As a response, staff went door-to-door for engagement (74 homes visited, where 35 interactions occurred).
- Residents who wished to park on the street were opposed to the project as this prohibited these actions. Some communities felt they could have simply waited to make the turn safely.
- Further engagement follow up will occur in late spring/early summer 2024, and construction will take place in late summer 2024. This next engagement will be an informed level where the project team will present the final design and illustrate how community input was considered.
- Staff are in the process of finalizing the design based on the community feedback we received along with City policies, industry standards and the physical constraints of the roadway.
- We hope to be able to share this work by late spring/early summer 2024 to repave the road and implement the changes along the hill by late summer/early fall. Advance notice will be provided to the Mayor, Council and the community prior to any commencing work.

Staff asked if moving forward, members would prefer info sessions like this for projects or simply a briefing note. If so, requests could be sent through the Committee Clerk Secretary to be circulated to the wider team. **A:** The Chair requested to discuss this with the committee in a closed meeting without staff so they can freely share their opinions as they make decisions. CNV's Advisory Body Procedures and Community Charter state that a meeting may only be closed to the public if the subject matter relates to one or more items in the [Community Charter Section 90 \(1\)\(2\) or \(3\)](#). Further, ITC's Terms of Reference do not outline meeting procedures without staff. Unfortunately, the request to discuss how information is received doesn't fall within these categories, so the committee cannot close. Our City Solicitor confirmed that staff are to be present even within closed meetings to record the minutes for transparency to the public.

#### Notable Comments and Questions from Members:

- People often ignore no left turn signs. Consider installing a median to prevent this. **A:** Staff advise against a median because when snow is present, cars slide around and could crash into it. Staff are aware that signs have limitations, and the RCMP have been a partner in this to do more enforcement in the area.
- Narrow streets tend to slow cars down. **A:** Fog lines visually create a narrower space simply by paint, and the District is monitoring this. Speed reader boards have been a valuable tool to get drivers to slow down. By moving mobile speed readers to different spots, they appear new and drivers respond.
- What are the lessons learned that can be applied to future projects? We want to know so we can have influence on projects in the future. **A:** Town hall-style forums were attempted as this has been successful in the past. This takes a lot of effort from staff,

including signs and mail outs. Despite these efforts, participation was still quite low so we pivoted to going door-to-door. This was a valuable way to extract information.

- The improvements are well done, as at this intersection it's often unclear where one can cross. **A:** Overhead lighting is an effort to illuminate the crosswalk. Pedestrians can cross all streets here.
- Members requested staff to share the intent and desired outcomes of the presentation at the beginning so they can be aware.

Action Item:

- Staff to investigate if a closed committee meeting may be a suitable response to the request for a private member's only discussion around methods of communication.

## 6. SAFE AND ACTIVE SCHOOL TRAVEL PLANNING (SASTP) PROGRAM

S. Tremblay, Transportation Planner, presented on the Safe and Active School Transportation Program to be received for information.

- The purpose of SASTP is to increase the amount of walking, cycling, and transit to and from school in the community. This program is a priority for Mayor and Council, enough so to have a specific budget line and dedicated staff for its operations.
- Studies show that children who are exposed to walking, cycling and transit at a young age are more comfortable with these modes when they are adults.
- 12 schools in the City of North Vancouver participate in the program (8 elementary, 4 secondary). The City already has high mode share and walking rates in the City, however 49% of students are still driven. Of those who drive, about 54% live under 2 kilometres of their school.
- There are many possible problems to address, but SASTP program focuses on what we can control.
- The program was launched in 2014 to promote safe, active and sustainable school travel. It's been a successful and leading program in the region. The City undertook a refresh process in 2021 to improve processes once the original objectives were achieved. The aim is to maintain momentum in schools across the City after it is established through a School Travel Plan process.
- Three program priorities include:
  1. Connecting and coordinating with regional partners and programs:
    - TransLink has launched a TravelSmart 4 Kids Strategy
    - Staff work within the North Vancouver School District and collaborate with the North Shore Safety Council. Further collaboration occurs with the District of North Vancouver and West Vancouver.
  2. Promoting and educating safe and active transportation in schools and communities:
    - It is difficult to maintain work with high turnover seen in school system and government
    - Safety Blitz with ICBC, RCMP, NSSC
    - Cycling education, bike to school week
    - Launched SASTP mini grant pilot (\$500 per school)
    - Sutherland Showcase on active transportation infrastructure
  3. Creating safe streets through policy and infrastructure:

- Prioritization of infrastructure improvements and network-level engineering review
- Have completed improvements at several schools throughout the City

Next steps include prioritization of infrastructure improvements and network-level engineering review, and continuing to leverage partnerships and grow staff capacity. Aspirations include growing community support for new initiatives such as Play Streets or School Streets, tactical urbanism, child-friendly programming and incentives.

#### Notable Comments and Questions from Members:

- Of the children who are driven to school, why do they drive? **A:** Many of the reasons are valid, including safety conscious parents, steep topography, and parents either dropping kids off on the way to work or have kids at different schools. Staff encourage school communities to take even one day a week to walk, ride or transit to school.
- A member thanked staff for their efforts on this.
- A case study was shared of another school who provided incentives for parking cars a few blocks away and parents to walk in with their kids. She'd like the committee to provide feedback on if this might be an option to present within the City of North Vancouver.
- Positive sentiments were shared about infrastructure improvements. All the messages in the world won't change how dangerous dropping kids off at school is by walking and cycling without safe infrastructure to do it. **A:** The City recognizes this and yet receives a lot of pushback when looking to make infrastructure improvements. The work at Sutherland Secondary via the Sutherland Showcase is trying to demonstrate to the community the co-benefits active transportation infrastructure brings to the community.
- Kids don't pay attention and it's oftentimes too dangerous for children to walk to school independently unless they're in at least sixth grade.
- How will we incentivize walking and disincentivize driving? New drivers think it's cool to drive. Perhaps introducing a paid student lot would be effective.
- Good transportation occurs when cities accept density.
- Is this program tapped into the Upper Level Greenway Project? **A:** The City strives to build All Ages and Abilities (AAA) active transportation infrastructure, meaning the Upper Levels Greenway should be safe for children to use. When there is opportunity to provide comment on the design, SASTP perspectives are included.
- It's hard for municipalities to evolve their engrained behaviour.

## 7. COUNCILLOR UPDATE

Councillor McIlroy requested staff share two updates in her absence:

### 1. Upper Levels Greenway:

- A route has been identified and confirmed by Council at a recent Council Meeting.
- The first phase occurs at Chesterfield and St Georges including the Lonsdale crossing, which has the most potential for conflict and improvement.
- We're working with the Province to time this with the Harry Jerome Community Recreation Centre construction. Conversations about design changes are ongoing.



- Clarity on the memorandum of understanding between the City of North Vancouver and the Province will be available fall 2024.

Notable Comments and Questions from Members:

- It would be valuable as a member to see a project from start to finish – we have some great conversation and discussion and then sometimes we don't hear anything further. **A:** Staff will return to the committee as the project moves forward.
- Can we revisit the slip lane issue? **A:** This new project is an effort towards solving this issue.
- Request for information to be flowing and to stay updated with documents, etc. to stay up to date between the months between meetings. **A:** Sometimes this is challenging because responses can be dynamic as needed in the community or with projects. We'll need to determine which projects come to the committee.

2. Provincial Legislation Update:

- The City Solicitor recently presented a report to Council outlining the details of new Provincial legislation prohibiting public hearings around new developments.
- The report has been circulated to members and can also be found on the City's website (April 22, 2024 Agenda Package, Item 12).

**8. TRANSPORTATION EVENTS – MEMBERS UPDATE**

- June 1, 2024: North Van Bike Festival at Civic Plaza from 10 am – 2 pm.
- June 30, 2024: Mobility Drinks with Councillor Tony Valente at North Point Brewing from 2 – 4 pm.

**9. ROUND TABLE**

- The Chair encouraged the committee to refresh themselves on ITC's Terms of Reference prior to the next meeting.
- Staff recognise that Terms of Reference can be somewhat convoluted. A broader review is currently being undertaken by the Clerks department and should be available in the near future. This process is hoping to streamline and clarify the committees' roles.

**10. DATE OF NEXT MEETING**

The next regular meeting is scheduled for June 5, 2024.

**11. ADJOURN**

The Chair adjourned the meeting at 8:12pm.

"Certified Correct by the Chair"

"Certified Correct by the Admin Coordinator"

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Anna Hardy, Chair

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Sarah Friesen, Administrative Coordinator