



Committee of the Whole Report

For the Meeting of February 21, 2019

To: Committee of the Whole **Date:** February 7, 2019
From: Andrea Hudson, Acting Director, Sustainable Planning and Community Development
Subject: **Community Association Land Use Committee Check-In Meeting Update**

RECOMMENDATION

That Council direct staff to continue to explore process improvements with the Community Association Land Use Committees including improvements to CALUC membership, notification and advertisement.

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with information regarding ongoing communication with the Community Association Land Use Committees (CALUCs). Staff held two routine meetings (February 15, 2018 and November 29, 2018) with representatives from the CALUCs to check-in on topics related to CALUCs and their role in development applications. Most of these items were related to recent changes that resulted from the CALUC review in 2016. Several of the items were added at the request of the CALUCs. Generally speaking, the CALUC representatives in attendance were satisfied that the changes since 2016 have been positive. The meeting notes are attached to this report for Council's information.

Two of the items, related to development permit notification and potential requirements for a facilitated meeting, require more detailed analysis and will therefore be brought to Council under separate staff reports; however, these topics were also explored at the CALUC Check-In Meetings.

PURPOSE

The purpose of this report is to provide Council with information regarding ongoing communication with the Community Association Land Use Committees (CALUCs).

BACKGROUND

Approximately every six to twelve months, staff meet with representatives from the CALUCs to check-in on development application processes and specifically the CALUC role in these processes. Staff set the agenda based on items that have come up from Council motions, through day-to-day processing of development applications, as well as suggestions raised by the CALUCs.

Two CALUC check-in meetings occurred on February 15 and November 29, 2018. This report summarizes the results of these meetings for Council's information. Many of the items discussed result in minor and ongoing changes to improve the development application process. The notes from these two meetings are also attached to this report.

Two items on the agendas of these meetings required further research and analysis by staff and will be brought to Council under separate staff reports. These are related to Council motions directing staff to review potential changes to the development application process to include increased notification for Development Permits and include requirements for a facilitated meeting.

ISSUES & ANALYSIS

The majority of the agenda items (excluding the two items noted above, which are covered in separate staff reports) were related to changes that were made to development processes as a result of the CALUC review conducted in 2016. Specific topics related to introducing requirements for notification and advertisement of CALUC membership and increased City involvement including:

- providing financial support to CALUCs for Community Meetings in the form of a \$250 stipend per proposal presented at CALUC meetings
- providing additional staff support for large and/or complex applications
- introducing requirements for notification and advertisement of CALUC membership
- providing a revised Community Meeting Notice Form and Feedback Form that could be used to document the proceedings/feedback received at CALUC Community Meetings.

There were no significant issues raised on these topics. Overall, the CALUCs reported that the introduction of the \$250 stipend, and the increased accessibility of City Area Planners to attend Community Meetings when complex applications were being presented, were welcome changes. CALUCs reported that the stipend was spent on renting space, minute takers, public address systems, administration, refreshments, and printing. The CALUCs noted challenges associated with attracting and retaining new volunteers. Recruitment ideas were shared among participants regarding potential strategies, with a recognition of the benefit and desire to have new people involved in the committees. Ideas were also explored on how the City might be able to assist in attracting volunteers, included using tools such as community mail-outs and training.

The new forms were reviewed with the majority of CALUCs noting that the changes to the Community Meeting Notice Form were helpful; however, they saw little benefit in the new Community Meeting Feedback Form. In response, staff reminded the group that the use of this form (or capturing the key information categories in a letter) was directed by Council and noted as important by the development industry. The meeting notes, which summarize what was heard at the meetings, are attached to this report for Council's information.

In addition, the CALUCs wished to have an update from staff on several specific topics. At the February meeting, these included: Local Area Planning, the draft Downtown Zoning Bylaw, and deadlines for mailing of Community Meeting Forms, all of which was accommodated. At the November meeting, the CALUCs wished to have an update on the potential Heritage Conservation Area Policy, potential Inclusionary Housing and Density Bonus Policy, and the proposed Minor Amendments to the Zoning Regulation Bylaw. These were also accommodated at this meeting.

Staff and the CALUCs have tentatively scheduled another check-in meeting to occur closer to May of 2019.

CONCLUSIONS

Staff held two routine CALUC check-in meetings in 2018. Agenda topics primarily focused on changes resulting from the CALUC review in 2016, with several additional items requested by the CALUCs. Two of the items discussed stemmed from Council motions; these items will be brought to Council under separate staff reports. Overall, there were no significant issues resulting from these meetings. Staff recommend that Council receive this report for information.

Respectfully submitted,




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Report accepted and recommended by the City Manager:


Date: Feb 14, 2019

List of Attachments:

- Attachment A: February 15, 2018 CALUC Check-in Meeting Notes
- Attachment B: November 29, 2018 CALUC Check-in Meeting Notes