

**Community Association Land Use Committees
February 15, 2018 (5:00 – 8:00 pm)
Check-In Meeting Notes**

Present

Planning & Zoning Committee of Fairfield Gonzales Community Association - Alice Albert
Planning & Zoning Committee of Fairfield Gonzales Community Association - David Biltek
Planning & Zoning Committee of Fairfield Gonzales Community Association - Susan Kainer
Fernwood Community Association - David Maxwell
Fernwood Community Association - Brad Cunnin
Hillside-Quadra Neighbourhood Action Committee - Jenny Fraser
Hillside-Quadra Neighbourhood Action Committee - Janis La Couve'e
Hillside-Quadra Neighbourhood Action Committee - Jon Munn
James Bay Neighbourhood Association - Marg Gardiner
James Bay Neighbourhood Association - Tim Van Alstine
James Bay Neighbourhood Association - Wayne Shillington
North Park Neighbourhood Association – Pam Hartling
Oaklands Community Association - Kim Walker
Oaklands Community Association – Ben Clark
Rockland Neighbourhood Association – Bob June
South Jubilee Neighbourhood Association – Ben Zeigler
South Jubilee Neighbourhood Association – Ray St Arnaud
Assistant Director of Sustainable Planning (Development Services) - Alison Meyer
Assistant Director of Sustainable Planning (Community Planning) – Andrea Hudson
Senior Process Planner- Rob Bateman

- 1. Brief round of introductions were made**
- 2. Rob Bateman Reviewed the Agenda**
- 3. Update on Downtown Zoning Bylaw and Local Area Planning** was provided by Andrea Hudson
- 4. Community Meeting Grant**

Since July 22, 2017 a \$250 grant has been available to help with CALUCs provide/arrange/facilitate Community Meetings. Staff asked the questions: How has this been going? What has the money been used for? Is it the right amount?

Feedback/ideas:

- not used
- not used yet
- low cost operation, probably won't apply for the \$

- printer cartridges are expensive
- use it for honourariums for admin assistance
- coffee/tea
- admin support
- working well
- use sending the letter to Mayor and Council as the trigger to apply for the grant
- it is valuable
- hall rentals
- will need to use some money to secure audio equipment (mic)
- copying fees
- recording secretary
- projector
- some CALUCs / Associations end up missing out on rental incomes when they use their space to host a Community Meeting...the grant can help make up for that lost income
- it might be a good idea to use some of this money to offer to pay for baby-sitting costs to attract new members who have young families.
- as the evening progressed some CALUCs who initially thought they didn't need the money are thinking it could have a benefit to them as well.
- **Staff will resend the instructions on how to claim the grant and it is okay to "back claim" as long as the applicant paid the Community Meeting fee after July 22, 2017 but please try to regularly submit invoices for this grant.

5. Additional Staff Support

How is it going? Is it enough? Does it meet the needs?

Feedback/ideas:

- helpful – technical knowledge is useful
- have phoned staff as well as meeting in person
- having a list of planners that pertain to your neighbourhood would be useful and provide proactive notice when there is a change!!
- planner often is cautious to make statements which limits how useful they are at meetings
- would be good if planner could stay longer at meeting
- CALUC 101 for public would be good / for membership
- forgot we could ask Planners to attend for contentious/complex applications
- not required for smaller projects
- like that Process Planner can come out and custom tailor sessions
- website needs to be fixed so CALUCs or someone wanting to provide feedback about a proposal can easily figure out how to do it.
- group CALUC resources in one place on website and make easy to find
- Neighbourhood Maps would be helpful (Please just ask staff and City can provide this)
- Hand-outs on common application types would be helpful.

6. Requirements for CALUC Membership Notification and Advertisement

How is it going? Can the City assist with this?

Feedback/ideas:

- getting people to really participate is like "pulling teeth"
- goal is that attracting new members is annual and open
- if somebody comes to a couple meetings they get a job
- email distribution list/ email blast that some CALUCs use is beneficial, but we don't give out names without express permission and we let people know who add their names that this is the case
- "is there a requirement to let CALUC members leave/retire!!!!?"
- use twitter, Facebook, newsletters
- could Engagement and Planning put their heads together to help attract new members? to help put the word out...this would be better than having the idea that CALUCs "are reluctant to share the power"
- most people are not interested in Land Use Processes
- are striving for "gentle renewal" – succession/transition
- need off the shelf resources that CALUCs can use to explain processes / orient new folks
- OCP and LAPs are sometimes difficult for people to reach into / understand
- having 2 co-chairs is helpful
- use other volunteers
- we are welcoming / get a good response
- we have a good core but we sometimes lose people but now we are getting some new folks
- we have had good success using the volunteer bureau/ add in the TC
- every meeting announce the need for new members
- succession planning is important!
- different groups do elections differently depending on how/if they relate to their Community Association
- use a "tick-off" box to keep track of who is interested in what
- contentious developments provide a great feeder system for CALUC members
- would like people with skills
- "if we find a keener we bring them on board"
- average age on CALUC is 50+, it is hard to attract younger people
- people who come to meetings are interested in issues but people on CALUC have to have relevant backgrounds
- new members tend to be younger and don't stay as long or attend meetings as regularly
- maybe offering babysitting money would help?
- there is an opportunity to utilize/involve students / professors
- in Terms of Reference, with regard to membership the use of the term "must" is not appropriate
- a contact list for recording secretaries would be useful

7. Community Meeting Forms

Feedback/ideas on both the Community Meeting Notice Form that is mailed out and the Community Meeting Feedback Form:

- website now has the new form but it is not fillable yet. City is working on it.
- need fillable forms!
- add explanation on website that actual form might not be used, just content covered in letter
- a check list would be better – several agreed
- writeable forms very important
- meeting up with the developer to get the Meeting Notice Form can be a real challenge, particularly for small applications
- land use notices need to be searchable...not scanned text. This is a real problem
- Community Meeting Notice form needs a better description – 25 word statement
- need to make sure they are easy to understand, remember English may be a second language
- don't see Community Meeting Feedback form as useful
- notes and actual feedback forms are better
- pleased with notice but envelope needs to be clearer.
- ** staff will send envelope to CALUCs and get feedback
- generally latest notice improvements worked on by the CALUCs are an improvement
- fillable pdf needed
- sometimes issues with the quality/level of information brought by the developer
- Community Meeting Notice Form is too tight on the bottom
- some write letters with letter head and use the form as a guide for content
- recording what every person says can be seen as a vote. sometimes meetings are stacked for or against a proposal, so not always helpful.
- some CALUCs organize Community Meetings to hear first from people within notification area, then people within the neighbourhood and then others.
- need to make it clear where CALUC letter goes - have one email address
- letters from citizens need to make it into the agenda package.

8. Deadlines for mailing Community Meeting Notices

15 business days before the meeting the developer needs to submit the completed form to the city. The City then gets the notice in the mail within 10 business days of the meeting.

Feedback/ideas:

- it is sometimes better to get a notice closer to the event date so you remember – recency effect
- timing is about right
- in Fairfield sometimes people are getting the notice after the meeting
- include a City (snail mail) address so we can see when it arrives?
- snail mail it to CALUC chair's home address so they know when people start getting it
- use place speak or other electronic means of notification

- use post cards instead

9. Notification for DP, DPV and DVP Applications

Feedback/ideas:

- Saanich has a 50 m notification distance and refers DPs to Community Associations
- community members sometimes upset that there is not notification
- Council is deciding on form and character with DP applications...so relevance?
- maybe a sign would help? this could promote awareness.
- signage seen as a good idea
- there should at least be some notification to the "close ins"
- but then there is an expectation that consultation takes place
- disconnect if expectations of community is raised that there would be consultation – if there won't be a public meeting.
- there is no forum for public input so don't want to jam the CALUC
- if a sign is put up, need to say who the contact is
- give notice to CALUC on DPs and variances
- place speak usage?
- align Citizen Engagement with Planning
- "push" function on Development Tracker will help
- where do you get access to DP guidelines / boundaries – should be clear
- clarity of expectation for everyone is important
- variances on small lots – developer needs to complete survey – how do you know applicant actually consulted?
- "notice of opportunity for public comment" and "notice of Public Hearing" sent from Leg. Services goes through snail mail and CALUC gets it too late. Again push function of Tracker would help with this.
- don't want to tie yourself to a big process for DPs
- need to be careful to not raise public expectations regarding public consultation
- no opportunity for public to speak on a DP
- DP is for form character landscaping and exterior finishes...but sometimes the impacts on neighbours are still felt
- there is some concern about exercising that much control over private property.
- limited notice?
- not sure CALUC wants the burden
- variance is a different matter than a straight DP
- reluctant as a CALUC to get involved on a straight DP if the community not involved/no public comment
- for cross boarder (with other municipalities) applications the City send notices across the municipal boundary.

10. Next Steps

- follow up on "Parking Lot" (see notes below)
- Planning/CALUC 101 some groups want again

- smaller sessions better
 - City will custom tailor as needed/wished
- have another CALUC check-in in approx. 9 months.
- send notice envelope to CALUCs and get feedback
- resend the instructions on how to claim the Community Meeting grant

Parking Lot

Notes have been added to each to explain follow up:

- List of process steps would be helpful. This used to exist.
 - We are looking into preparing this.
- Website needs to be fixed – difficult to navigate
 - We have passed this on to the Engagement Department
- Legal Services to Neighbourhoods.
 - Alison and Rob explained at the meeting that this would not be supported because the City's legal services need to be for the City.
- Development Tracker – get on with evolution!
 - This is a current project however, it will take some time for IT to modify the software.
- Clean Hands Covenant
 - This policy has been removed by Council and is therefore no longer used by staff.
- Schedule C
 - We have reached out to the CALUCs to provide more opportunity for questions and comments.
- Possibility of student/UVIC partnership / City Studio
 - We have passed this on to the Engagement Department
- challenge of intersection between CALUC Meetings and other City Policy development (e.g. development calls for a sidewalk but neighbourhood doesn't want a sidewalk, how does this fit with Greenways Plan?
- Subdivision – can this be on Development Tracker
 - We are looking into this with the Engineering Department and IT Department
- City Website – can't find anything through search function
 - We have passed this on to the Engagement Department
- City website – need CALUC resources lumped together and easily accessible on website
 - We have passed this on to the Engagement Department
- CALUC involvement in other Civic issues
 - We have passed this on to the Community Planning Division and Engagement Department
- Street light bulbs too bright.
 - We have passed this on to the Engineering Department.