

**Community Association Land Use Committees
November 29, 2018 (5:00 – 8:00 pm)
Check-In Meeting Notes**

Present

Burnside Gorge Land Use Committee – Avery Stetski
Downtown Residents Association – Ian Sutherland
Hillside-Quadra Neighbourhood Action Committee – N/A
Planning & Zoning Committee of Fairfield Gonzales Community Association - Alice Albert
Planning & Zoning Committee of Fairfield Gonzales Community Association – Don Monsour
Planning & Zoning Committee of Fairfield Gonzales Community Association - Susan Kainer
Planning & Zoning Committee of Fairfield Gonzales Community Association – Kevin White
Fernwood Community Association - David Maxwell
James Bay Neighbourhood Association - Marg Gardiner
James Bay Neighbourhood Association -Tim Van Alstine
James Bay Neighbourhood Association – Linda Carlson
North Jubilee Neighbourhood Association – Jean Johnson
North Jubilee Neighbourhood Association – Sheena Bellingham
North Jubilee Neighbourhood Association – Pat May
North Park Neighbourhood Association – Jenny Farkas
Oaklands Community Association – David Angus
Rockland Neighbourhood Association – Bob June
South Jubilee Neighbourhood Association – Julie Brown
South Jubilee Neighbourhood Association – Gail Anthony
Victoria West Community Association – Sean Dance
Assistant Director of Sustainable Planning (Development Services) - Alison Meyer
Assistant Director of Sustainable Planning (Community Planning) – Andrea Hudson
Heritage Planner – John O'Reilly
Senior Process Planner- Rob Bateman

- 1. Brief round of introductions were made**
- 2. Rob Bateman Reviewed the Agenda**
- 3. Update on Heritage Conservation Area Policy** was provided by John O'Reilly
- 4. Update on Inclusionary Housing and Density Bonus Policy** was provided by Andrea Hudson
- 5. Additional Staff Support**

How is this going? Is it enough? Does it meet your needs?

Feedback/ideas:

- Full points for extra support
- fairly well
- quick responses
- uniformity in what planning sends out would be helpful
- stay for whole meeting
- not convinced a lot of value
 - not emergency
 - could address later
- but others really like it
- Touch base with Planners if even any questions (eg phone!)
- urban design literacy

6. Community Meeting Forms

Participants were asked to write their comments directly on large format prints of the two forms (Community Meeting Notice Form and Community Meeting Feedback Form) pinned to the wall.

Feedback/ideas:

- Community Meeting Notice Form
 - "Meeting facilitated by:" – No one understands this, should say "Community Association"
 - Add note: Time may vary depending on number proposals.
 - "Proposed Development Details" – All details that eventually will go in to "letter to Mayor and Council" should be included here. Developer needs to provide digital or printed examples of past projects.
 - Add "Existing" or "Current" before "Zoning Requirement" in table heading.
- Community Meeting Feedback Form
 - This form received no comments

7. 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:

- Fine
- Rent Space (two CALUCs)
- Minute Taker (five CALUCs)
- P.A.
- Admin
- Food/Refreshments
- Plan copies

- Request for staff to resend the instructions for claiming the grant
- Ask applicant to pay for printing plans before using the grant
- minutes – transcribe expensive
- process ok

8. Requirements for CALUC Membership Notification and Advertisement

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

Feedback/ideas:

- City Engagement should lead by example
- spare/rotate meeting minutes
- wasn't aware this was an expectation
- Part of terms of reference
- not always aware whether people are owners/renters and trying to sort this out could be a form of discrimination
- relative range of age
- ongoing newsletters request
- lost members therefore struggling
- no access to rental buildings therefore challenge connecting with renters
- Fairfield, no problem recruiting – renters hard (other CALUCs agreed)
- DRA puts a tent @ City events to actively recruit
- taking over chair role very hard
- website/twitter/facebook
- work under larger community association
- flows out of AGM
- City should advertise
- all members of community association board - trying to get more renters
- City assistance to get others - renters in particular – Broad Newspaper ad
- Canada Post Mail Drop might help
- anybody who shows up is a member
- neighbourhood association running on fumes/Crystal pool conflict, divided board
- more collaboration with city and between CALUCS would help with recruitment and diversity
- difficult with tension in neighbourhood
- volunteer coordinator in community association helps
- Newsletter*Apartment buildings – why own CALUC? Combine with City mailing
- a lot of people are intimidated by how complicated processes are
- provide education – CALUC needs, set aside a day
- Keen to improve even though doing a good job

9. Notification for DP, DPV and DVP Applications

Notification opportunities for the public to address Council for DP, DPV, DVP?
Ideas? Options? Thoughts?

Feedback/ideas:

- DPs without variances do not go to CALUC, people need to know at the beginning of the process that something is "in". COTW – no public input and no applicant input
- No input into advisory committees, should there be? This is a challenge
- Should start from basis of no surprises
- DPs can sometimes have greater impact than rezoning
- Happy with how proposals go through
- problem with larger/"master planned" sites
- delegated DPs needed but transparency important
- councillor liaison useful as a way of communicating what is going on
- city led developments should notify all CALUCs
- Garden suites – immediate neighbours and CALUC should be notified
- treat notification as if variances are present

10. Potential for Facilitated Process/Meetings

How could this work? Timing? Facilitators? Costs?
Other considerations?

Feedback/ideas:

- people get frustrated because people don't feel heard
- don't think it will help neighbourhoods
- certain applications shouldn't have been approved, that's the real problem
- would help if Councillor Liaisons attend CALUC meetings
- need to look at how scattered developments impact several neighbourhoods
- planner should be at meeting to hear
- make area planner attend all CALUC meetings (over a threshold)
- Some noted the threshold should be when CALUC asks for a planner to attend
- more involvement and sharing with the area planner
- want to feel like we're in it together with the planner
- traffic in CALUC inbox is a gauge
- What does motion mean? Community or CALUC?
- Threshold = request of CALUC
- Planners should consider CALUC/Community input
- if no resolution bring back
- choosing facilitator important
 - Professional facilitation
 - no ties to development community
 - some experience in land use/legal
 - focus of public interest

11. Proposed Minor Amendments to the Zoning Regulation Bylaw

Staff summarized the proposed amendments.

Feedback/ideas:

- Use height not stories – staff explained this would be a substantive change and go beyond the nature of the corrections/clarifications that are proposed

12. Next Steps

- Staff to follow up on “Parking Lot”
- Planning/CALUC 101 some groups want again and will contact Rob Bateman to arrange
- Have another CALUC check-in in approx. 6 months (May 2019)
- Staff to resend the instructions on how to claim the Community Meeting grant

Parking Lot

- Development Tracker Archive
 - The City is working on adding a feature to the Development Tracker so that files would remain on the Tracker after the application has ended (in an archive).
- Funding for Director Liability Insurance
 - CALUC will email Rob Bateman if they are interested or have questions
- Put plans on Development Tracker before Community Meeting
- Require more information with Community Meeting Notice Form
- City should provide more clarification on applicant requirements