

April 4, 2020

Mayor & Council  
#1 Centennial Square  
Victoria, BC

Dear Mayor Helps and Council,

### **Temporary CALUC Review Process during Covid-19 Crisis**

The BGLUC would like to provide the following input for consideration at the April 5<sup>th</sup> COTW meeting regarding stream-lining development application processes during the Covid-19 crisis.

The BGLUC supports and understands the importance of allowing for the unhindered continuation of the development process. We agree with the revised review process with these possible scenario's:

- The CALUC pre-meeting still be held using electronic distribution of proposals for comment followed with either a meeting in safe conditions or an electronic meeting (eg. ZOOM).
- The CALUC would decide whether the applicants proposal warranted community input or if it had only minor variances to the OCP and Neighbourhood Plan and did not require a community meeting.
- As an alternative to meetings have a mailout to neighbouring properties but with a form change asking for email feedback within a week back to the specific CALUC in lieu of a meeting. These inputs would be collated, like a typical meeting, by the CALUC in a feedback letter back to planning and Council.
- For the required public hearing the applicants proposal could be presented online after a notice was posted with the public given a week to respond via a word length restricted email to planning.
- Keep the existing fees in place to pay for the extra workload by City Staff and CALUC members.

The BGLUC fully supports the required modifications to the development process but is insistent in being involved in reviewing all applications even those requiring simple signoffs of proposals.

Respectfully,



Avery Stetski  
Land Use Committee Chair  
Burnside Gorge Community Association

## Rob Bateman

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**From:** Lucas De Amaral  
**Sent:** Tuesday, April 14, 2020 2:33 PM  
**To:** Karen Hoese  
**Subject:** Fw: Development Application Processes- Considerations to Address Covid-19 Pandemic

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**From:** Lucas De Amaral <LDeAmaral@victoria.ca>  
**Sent:** April 3, 2020 11:30 AM  
**To:** Ian Sutherland [REDACTED]  
**Subject:** Re: Development Application Processes- Considerations to Address Covid-19 Pandemic

Dear Ian,

Thank you for your email, it has been shared with Mayor and Council.

At the April 2 Council Meeting, the following motion carried:

**Development Application Processes - Considerations to Address COVID-19 Pandemic**

That Council direct staff to report back on modifications to development application processes, as detailed in this report and including consideration of electronic participation of the public, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.

Thank you for sharing your thoughts with Mayor, Council and the City of Victoria.

Sincerely,

Lucas de Amaral  
Correspondence Coordinator

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**From:** Ian Sutherland <iangsutherland@gmail.com>  
**Sent:** April 1, 2020 10:21 PM  
**To:** Lisa Helps (Mayor) <LHelps@victoria.ca>; Ben Isitt (Councillor) <BIsitt@victoria.ca>; Charlayne Thornton-Joe (Councillor) <cth Thornton-joe@victoria.ca>; Geoff Young (Councillor) <gyoung@victoria.ca>; Jeremy Loveday (Councillor)

<jloveday@victoria.ca>; Marianne Alto (Councillor) <MAlto@victoria.ca>; Sharmarke Dubow (Councillor) <sdubow@victoria.ca>; Sarah Potts (Councillor) <spotts@victoria.ca>; Victoria Mayor and Council <mayorandcouncil@victoria.ca>

**Subject:** Development Application Processes- Considerations to Address Covid-19 Pandemic

Dear Mayor Helps and Council,

Further to the report to Council to consider changes to the development application process due to the Covid-19 Pandemic, we offer the following comments:

**1. *Pre-application requirements for CALUC Community Meetings:*** The DRA LUC has had no enquiries regarding the need for any CALUC meetings for new applications for several months. If the need for a CALUC meeting were to arise, the DRA LUC is prepared to conduct pre-CALUC meetings electronically and postpone the public CALUC meeting until after application has been submitted to the Planning Department and the applicant has received the first plan review from staff. This would allow applications to be processed for several months prior to the required public meeting. Under no circumstance should any application progress to Committee of the Whole without the opportunity for public input.

**2. *Referral to advisory committees:*** Council is able to conduct its meetings through the pandemic and it would appear that advisory committees, including the Board of Variance, should be able to continue to conduct business in the same fashion.

**3. *Opportunity for Public Comment requirement associated with variance applications:*** While development variances do not carry the same weight as rezonings, the DRA feels strongly that public input for Development Variances form an essential and integral part of the public process and the public's ability to exercise their rights as citizens in expressing themselves in the public forum must be maintained.

**4. *Delegated authority:*** It appears that the Board of Variance can be operated remotely and safely. As an example, the BC Assessment Appeal process is managed remotely and serves as a practical example of a simple and workable solution that can be easily adapted for Board of Variance business. There is no compelling rationale to delegate this form of authority to staff.

**5. *Public Hearing requirement associated with rezoning applications:*** The DRA feels strongly that public input for the granting of development rights through the rezoning process, form an essential and integral part of the public process and that diminishing or suspending the public's ability to exercise their rights as citizens to express themselves in the public forum should not be compromised under any circumstances. The gravity of the current circumstances are duly recognized, but do not justify the undermining of the public process.

Construction activity in Downtown Harris Green has in fact been suspended or slowed due to the current conditions. The reality of the development application process is that it takes up to a year or more once submitted to City Hall to get to Council. The potential for delay to the process from the current pandemic is minor in comparison to the potential for damage to the public trust this initiative proposes.

Sincerely  
Ian Sutherland  
Chair DRALUC

## Rob Bateman

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**From:** Lucas De Amaral  
**Sent:** Tuesday, April 14, 2020 2:35 PM  
**To:** Karen Hoes  
**Subject:** Fw: Hillside Quadra Response to Development Application Processes - Considerations to Address COVID-19

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**From:** Lucas De Amaral <LDeAmaral@victoria.ca>  
**Sent:** April 3, 2020 11:31 AM  
**To:** nag@quadravillagecc.com [REDACTED]  
**Subject:** Re: Hillside Quadra Response to Development Application Processes - Considerations to Address COVID-19

Good morning,

Thank you for your email, it has been shared with Mayor and Council.

At the April 2 Council Meeting, the following motion carried:

**Development Application Processes - Considerations to Address COVID-19 Pandemic**

That Council direct staff to report back on modifications to development application processes, as detailed in this report and including consideration of electronic participation of the public, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.

Thank you for sharing your thoughts with Mayor, Council and the City of Victoria.

Sincerely,

Lucas de Amaral  
Correspondence Coordinator

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**From:** nag@quadravillagecc.com <nag@quadravillagecc.com>  
**Sent:** April 1, 2020 11:06 PM

**To:** Councillors <Councillors@victoria.ca>

**Cc:** Ben Isitt (Councillor) <BIsitt@victoria.ca>; Jon Munn <munathon@gmail.com>; kelly@quadravillagecc.com <kelly@quadravillagecc.com>

**Subject:** Hillside Quadra Response to Development Application Processes - Considerations to Address COVID-19

Dear Councillors,

Re: Development Application Processes - Considerations to Address COVID-19

Several executive members of the Neighbourhood Action Committee (NAC) and co-chairs of the Hillside Quadra Land Use Committee (CALUC) reviewed the report posted late today, April 1, 2020 for discussion at tomorrow's 9am April 2nd COTW meeting. This is less than 24 hours prior to the meeting.

We understand that the City of Victoria is addressing many COVID 19 related issues such as a response to homelessness, small business concerns and many operational changes. As such, we understand that the City of Victoria is operating under the Emergency Measures Act Ministerial Order M083, which waives requirements for public attendance. While these are unprecedented times that require creativity and flexibility to continue with city and other business, we have several concerns outlined with this preliminary report outlined below.

*There is no mention of the proposed land use review changes being temporary and no mention of a return date to normal CALUC procedures in lieu of actions of the province.*

*Electronic Public Hearings not highlighted as an option.*

Order M083 notes that the nature of electronic meetings (re: Community Charter s.128) is at the discretion of the local government. Minimal public access via a carrier such as Zoom, which permits up to 100 attendees, and broadcast to YouTube are still viable alternatives.

Having a robust CALUC process is of benefit not just to communities, but also to developers. The result is improvement to development proposals and useful feedback from the community. The Hillside Quadra CALUC has provided useful information regarding use, density, design and unit size mix that may or may not be a good fit for the neighbourhood. As well, with our knowledge of roads and works, we have provided useful information to developers regarding improved street access.

*Will the City of Victoria issue notice, as per the Local Government Act, for public hearings? How does the legal principle of a **reasonable opportunity to be heard** apply under M083?*

The City of Victoria has instituted many changes such as webcasting of meetings and public hearings. If City of Victoria can conduct online participatory budget meetings, I would expect that other public meetings could be conducted electronically. We would like to see a legal opinion regarding electronic public hearings. Notification could be sent by mail as always with a link to the meeting and contact options for those who can't attend on-line.

*Consider the natural consequence of damaging public trust.*

The city can choose to expedite certain developments by waiving the requirement for a public hearing. However, severely curtailing public input during the COVID 19 crisis may well result in damaging public trust once the crisis is over and people find out that many decisions unrelated to COVID 19 were made without adequate notification or input.





jbna@vcn.bc.ca  
Victoria, B.C., Canada

[www.jbna.org](http://www.jbna.org)  
April 1st, 2020

Mayor and Council,  
City of Victoria

Dear Mayor Helps and Councilors,

**Re: CALUC Process during the COVID-19 Pandemic**

We are aware of the discussion tomorrow at Committee of the Whole regarding the CALUC process during the COVID-19 pandemic isolation period.

It is difficult to provide input since the agenda states "*Report to Follow*". Given the information letters distributed by the Urban Development Institute, we understand that the City has been in consultation with the development community regarding processes for approval while the City has not been in consultation with the CALUC Chairs concerning the impact of the pandemic, or interim changes to land-use processes.

JBNA has facilitated the application process through parallel reviews, with City consideration beginning before completion of the CALUC public meeting. Council received a March 30, 2020, letter detailing this process with the 430 Powell Street proposal. Further, JBNA has also scheduled a mid-April pre-meeting for a major development in our neighbourhood via ZOOM.

To summarise, the approach JBNA has taken, with encouragement from CoV Planning in the past, is as follows:

- JBNA agrees to the City review process going forward during the next few months with the following understanding:
  - In collaboration with a development team, JBNA and a proponent would schedule the CALUC **pre-meeting** at the earliest opportunity; such meeting would follow distribution of plans to the JBNA Development Review Committee members and the pre-meeting would occur via ZOOM.
  - Any/all proposals would be considered at a JBNA regular CALUC scheduled meeting at the earliest opportunity in the months ahead.
  - The application will be presented to Committee of the Whole or Council only after completion of the CALUC Community Meeting process.

Again, I must emphasize that the F.2 Staff Report has not yet been made available to the general public, and we have not had the opportunity to fully consult with the community. However, ***now is not the time to minimize community voices.***

For your consideration,

Marg Gardiner  
President, JBNA

Cc: JBNA Board, VCAN



jbna@vcn.bc.ca  
Victoria, B.C., Canada

[www.jbna.org](http://www.jbna.org)

April 1st, 2020

Mayor and Council,  
City of Victoria

Dear Mayor Helps and Councilors,

**Re: CALUC Process during the COVID-19 Pandemic and Staff Recommendation**

Further to the JBNA submission provided to Council earlier today, we have read the *"Development Application Processes – Considerations to Address COVID-19 Pandemic"* document. The following comments/questions relate directly to the staff document and rezoning applications:

- The document refers to the development application process and identifies 'features' which "require modification", yet the staff report does not provide detail which describes the depth of the assertion. For evidence-based decision-making, Council needs the details, specifics on the impacts;
  - How many proposals are in the process, between the CALUC review and the Public Hearing? How many of these are in each neighbourhood?
  - What is the usual City Planning process period (mean and range of months)? Given that the Pandemic may last into the fall period, and given that City Hall does not normally meet in August, how many applications might be impacted?
  - How many proposals does the City expect to come forward to the neighbourhood CALUC committees in the next 6 months?
- JBNA routinely responds to requests for pre-meetings on a timely basis with meetings arranged 1 and 6 weeks following contact by a proponent, the scheduling being dependent on availability of proponents and the pre-meeting committee.
- JBNA is aware of only two applications which will be ready for the CALUC public meeting in the months ahead. Given the state of the economy, the general slow-down of applications over the past 6 months, and the COVID-19 pandemic, we do not foresee many, if any, proposals coming forward before fall.
- The City review process which can take many months, would be more of a delay than the current CALUC process for any new applications.

In conclusion, the changes, as presented in the JBNA process detailed in the submission made earlier today provide sufficient procedural change to facilitate the processing of e applications which have not yet been presented to the public through open CALUC Community Meetings. **We ask that Council avoid overreach which would erode citizen participation in, and oversight of, land-use and development decisions.**

For your consideration,

Marg Gardiner  
President, JBNA

Cc: JBNA Board, VCAN





jbna@vcn.bc.ca  
Victoria, B.C., Canada

[www.jbna.org](http://www.jbna.org)  
April 21<sup>st</sup>, 2020

Ms Karen Hoesel,  
CoV Director, Planning, City of Victoria

Dear Ms Hoesel,

**Re: CALUC Process during the COVID-19 Pandemic**

On April 1<sup>st</sup>, JBNA forwarded two pieces of correspondence to Mayor and Council regarding that day's Committee of the Whole consideration of the CALUC process during the COVID-19 pandemic isolation period. In the second letter, we asked for specific information which might support the assertions made in the staff report to Council as to the necessity for an altered CALUC process.

On March 30<sup>th</sup> and April 19<sup>th</sup>, letters concerning the rezoning applications related to proposals for 430 Powell Street and Village Green (110/114/122 Menzies & 450/456/458 Niagara) were forwarded to Mayor and Council for consideration. These letters contain statements acknowledging the need to facilitate the development process during the pandemic isolation period and the need for CoV staff to begin technical assessment of proposals prior to the CALUC Community Meeting. The letters also detailed the JBNA pre-meeting process adapted for the period of the pandemic, and expectations regarding the resumption of the CALUC process following the end of the pandemic isolation.

On April 15<sup>th</sup>, on behalf of the JBNA, I participated in the CALUC/UDI/CoV meeting hosted by Rob Bateman, Development Services. As an outcome of that meeting, JBNA has modified our earlier suggested process.

The JBNA approach mirrors in part the process the City requested JBNA to follow for the Capital Park project before its CALUC Community Meeting:

- Upon being approached by a development team, JBNA would schedule the CALUC **pre-meeting** at the earliest opportunity; such meeting would follow distribution of plans to the JBNA Development Review Committee members and would occur via ZOOM.
- Any/all proposals would be considered at a JBNA regular CALUC scheduled meeting at the earliest opportunity in the months ahead.
  - The revised City-reviewed proposal will be brought forward to the JBNA DRC to ensure readiness for the CALUC Community Meeting (a second ZOOM meeting).
  - An interim "technical report" would be provided by CoV Planning staff to provide context to the CALUC Public Meeting.
  - Following the Community Meeting, JBNA would submit the CALUC report/letter.
- The application will be presented to Committee of the Whole or Council only after completion of the CALUC Community Meeting process.

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JBNA routinely responds to requests for pre-meetings on a timely basis with meetings arranged 1-6 weeks following contact by a proponent, the scheduling being dependent on the level of preparedness, and availability of proponents and the pre-meeting committee. Normally, the pre-meeting occurs within 2 weeks of initial contact.

From September 2019 through March 2020, JBNA held five CALUC Community Meetings and three courtesy, or MOU, development presentations. Two of the courtesy meetings involved the only two development proposals which await a CALUC Community Meeting, the proposals identified in the previously mentioned letters of March 30 and April 15.

JBNA does not anticipate any other proposals coming forward in the next few months.

Regarding “virtual” meetings, JBNA proposes that such meetings occur for the pre-meetings. Virtual meetings could also augment “physical” Community Meetings if the technology is made available to the CALUC group and to residents.

JBNA believes that a “physically present” Community Meeting is essential at this point in time. Over the past several years, we have learned that our neighbourhood is generally not responsive to surveys, albeit due to demographics or economic situation. There is also a real concern that a “virtual” process could be captured by special interest groups. Residents have seen this with ***Biketoria*** and other initiatives.

The CALUC process has never been intended as an “engagement” exercise. Rather, it is a mode of consultation. It provides the opportunity for residents to participate in discussions of developments which may impact them in their neighbourhood. In James Bay, with our high proportion of elderly and with many who do not have ready access to computers, the imposition of a “virtual” meeting process would disenfranchise many of our residents.

We understand that there are 30-40 applications per year; however, other information needed for evidence-based decision-making, has not been disclosed. We request the following:

- How many proposals are in the process, between the CALUC review and the Public Hearing? How many of these are in each neighbourhood?
- What is the usual City Planning process period (mean and range of months)? Given that the Pandemic may last into the fall period, and given that City Hall does not normally meet in August, how many applications might be impacted?
- How many proposals does the City expect to come forward to the neighbourhood CALUC committees in the next 6 months? (Note: JBNA has had no enquiries from development community since last fall.)

For your consideration,



Marg Gardiner  
President, JBNA

Cc: JBNA Board, VCAN



jbna@vcn.bc.ca  
Victoria, B.C., Canada

[www.jbna.org](http://www.jbna.org)

April 22<sup>nd</sup>, 2020

Ms Karen Hoese,  
CoV Director, Planning, City of Victoria

Dear Ms Hoese,

**Re: CALUC Process during the COVID-19 Pandemic - Addendum**

Further to the JBNA response of April 21<sup>st</sup> to the City's request for input to the CALUC process during the COVID-19 pandemic, we have additional comment.

Regarding the suggestion that staff delegated authority be increased, we are in strong opposition to increased delegation involving either development permit areas or any variance process.

Our opposition arises due to observations over the past years:

- Variances, either related to development permit areas or on behalf of the variance board, can sometimes create a greater impact on a neighbourhood than some rezonings.
- James Bay has significant parcels/areas of our land base which fall under development permit areas. Discretionary changes can, *de facto*, diminish a MasterPlan or LAP process and/or the integrity of the actual plans. As an example, we have seen several "incremental" approvals for operations on Ogden Point which were outside the MasterPlan development process and which countered even the December 2016 "Final MasterPlan" for the area.
- As requested in correspondence over the past several years, JBNA believes that the CALUC should be informed of all variances, and provided the opportunity to request a public review.

The opportunity for public input into land-use matters that may impact quality of life should not be lessened. This tenet should be respected; this is how public trust will be maintained.

For your consideration,

Marg Gardiner  
President, JBNA

Cc: JBNA Board  
CoV Planning staff  
VCAN

## Rob Bateman

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**From:** Lucas De Amaral  
**Sent:** Tuesday, April 14, 2020 2:40 PM  
**To:** Karen Hoesé  
**Subject:** Fw: Development Application Processes - Considerations to Address COVID-19 Pandemic

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**From:** Eleni Gibson [REDACTED]  
**Sent:** April 8, 2020 7:18 PM  
**To:** Victoria Mayor and Council <mayorandcouncil@victoria.ca>  
**Cc:** Board <board@npna.ca>  
**Subject:** Development Application Processes - Considerations to Address COVID-19 Pandemic

Dear Mayor and Councillors,

The Board of the North Park Neighbourhood Association (NPNA) would like to comment on the March 31 Staff Report regarding changes to the development application process and public engagement during the COVID-19 pandemic.

The NPNA feels strongly that the City should maintain ample opportunities for the public to comment on developments that may impact their community. We suggest that CALUC meetings (and other forms of public engagement such as public comment on variances, rezoning applications, etc.) be moved to an online platform, using Zoom, GoToMeeting, or another program that allows people to meet virtually. These platforms also allow recording of the meeting, which could then be shared with community members unable to tune in live. Additionally, we believe it would be of value to offer alternative avenues for people to provide input. For those who are unable to access online video calling platforms, the opportunity to provide comment via email or mail, either before or after the CALUC meeting, would ensure all community members have a chance to comment.

We would also appreciate clarity on how long these measures will be in place for. We suggest setting an end date (i.e. – June 30), which could then be extended as the public health/COVID-19 situation develops. This will allow a return to normal as soon as possible after public gatherings are allowed again.

The current events are totally unprecedented, but it is important to continue in rigorous public processes and technology allows us to do so effectively. This may even be an opportunity to improve on the City's consultation process; experimenting with online engagement and offering multiple platforms of engagement could provide more opportunities for a diversity of community members to participate. Please consider maintaining the current high level of opportunity for public input on the development process.

Sincerely,

Eleni Gibson, NPNA Land Use Planning Advisor  
On behalf of  
The North Park Neighbourhood Association Board

## Rob Bateman

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**From:** Lucas De Amaral  
**Sent:** Tuesday, April 14, 2020 2:32 PM  
**To:** Karen Hoese  
**Subject:** Fw: South Jubilee - thoughts on streamlined development process.

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**From:** Lucas De Amaral <LDeAmaral@victoria.ca>  
**Sent:** April 3, 2020 11:28 AM  
**To:** Matt Dell [REDACTED]  
**Subject:** Re: South Jubilee - thoughts on streamlined development process.

Dear Matt,

Thank you for your email, it has been shared with Mayor and Council.

At the April 2 Council Meeting, the following motion carried:

**Development Application Processes - Considerations to Address COVID-19 Pandemic**

That Council direct staff to report back on modifications to development application processes, as detailed in this report and including consideration of electronic participation of the public, in order to continue to process applications through the COVID-19 pandemic, while complying with public health orders and meeting the transparency and accountability of land use processes:

- the Community Association Land Use Committee (CALUC) Procedures for Processing Rezoning and Variance Applications, particularly regarding the pre-submission requirement for CALUC Community Meetings
- processes and referrals to advisory committees
- processes related to the requirement for an Opportunity for Public Comment (OPC) that is linked with variance applications
- opportunities to expand delegated authority to staff to deal with minor variances and some subsets of development, particularly in relation to affordable housing
- opportunities to reconsider the requirement for public hearings associated with rezoning applications both in terms of the form they take and when they are required.

Thank you for sharing your thoughts with Mayor, Council and the City of Victoria.

Sincerely,

Lucas de Amaral  
Correspondence Coordinator

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**From:** Matt Dell [REDACTED]  
**Sent:** April 1, 2020 4:23 PM  
**To:** Councillors <Councillors@victoria.ca>

**Cc:** Marg Gardner <marg.jbna@telus.net>; don monsour <monsour@shaw.ca>

**Subject:** South Jubilee - thoughts on streamlined development process.

Hello Councillors,

I hope you are all doing well and thank you for your leadership during this strange time.

We understand you will be discussing a streamlined development process this week. I just want to quickly acknowledge that the South Jubilee community is still very interested in being involved in developments in our community, and providing feedback on any proposals. I know CALUC cannot meet in person, but we have a very good system to contact community members through our e-mail list, our SJNA Facebook page, and our bi-monthly newsletter that is delivered to every home in the neighborhood.

We understand the process may need to change, but please do not limit the community input. I'd be happy to discuss alternative ways of engaging community members. We could even do large notice boards in public areas, or something like that.

Thanks again, keep up the great work.

-Matt Dell  
SJNA President  
1525 Fell Street  
250-532-6276

## Rob Bateman

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**From:** Sean Dance [REDACTED]  
**Sent:** Tuesday, April 21, 2020 2:26 PM  
**To:** Rob Bateman; Justine Semmens; Andrew Gow  
**Subject:** CALUC process during Pandemic

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Robert,

I trust this email finds you well, and it was great to speak with you last Thursday (April 16th), regarding the CALUC process during the pandemic. As mentioned during our phone call, the Vic-West CALUC has been operational and has had correspondence with each other and the community in regards to a proposal within the neighborhood. In early March of this year, a community meeting was planned and a notice was sent to neighbors within the community. However, due to the pandemic and physical restrictions, that meeting was postponed/cancelled at the last minute. In response to the meeting be cancelled, the Vic-West CALUC arranged with the applicant to send the proposal and presentation out to the neighbors and the community via an email mailing list. We also encouraged those email recipients to share the proposal with other neighbors, and asked for any feedback to be sent to the CALUC email and my email. The CALUC will then compile the comments and feedback into a formal letter for Council and City Planning to review.

At the time of writing this message, the process thus far has proven effective. We have been provided with feedback from many neighbors and residents, who were very pleased to provide their thoughts to the CALUC and do so on there own time/schedule. As a result, we will be drafting a formal letter compiling these comments/feedback for the proposed project in the next few days.

Best regards,

Sean



April 22, 2020

Mayor and Council  
City of Victoria  
One Centennial Square  
Victoria, BC V8W 1P6

Re: CALUC Process

Dear Mayor and Council,

As we maneuver through the COVID-19 crisis we are all experiencing profound and rapid changes to our lives. Like other organizations, the Urban Development Institute and its members are trying to take the necessary steps to adapt our businesses to actively practice social distancing and the other required measures to stay safe, with the goal of protecting the health and safety of the public, while maintaining some semblance of business as usual. The municipal processes that developers rely on is heavily weighted with public engagement, which must also adapt to these changing times.

UDI Capital Region would like to thank the City of Victoria staff for including us in your CALUC Process meeting that took place on Wednesday, April 15<sup>th</sup>. We appreciate having the opportunity to provide our comments and suggestions as to how best address the required CALUC meeting prior to submitting a development application to the City of Victoria.

The Provincial government has deemed construction an essential service, meaning construction activity can still occur, as long it meets the provincial health protocols. In addition to maintaining momentum on active construction, it is imperative that developers can continue to make development applications to ensure that an adequate supply of new housing inventory continues to be released to the market. After all, we entered this health crisis in the midst of a housing crisis, and we must continue all efforts to address the lack of housing that we are faced with today. Delaying development processes now will lead to delays in future supply - a prolonging of our current housing crisis - which has the potential to make our situation worse.

The development industry recognizes the importance of the CALUC process for the role it plays in informing residents about proposed development projects. However, with the ability to meet in person - as we once did - now removed, we offer the following suggestions to allow developers to continue making applications, while also upholding the requirement to engage with local residents about proposed developments.

- To avoid applications stalling UDI recommends that development applications be allowed to be submitted to the City prior to hosting a formal CALUC meeting. This would allow the application to be circulated through staff who would then provide their technical review – which is needed by the applicant. This advancement of the application in the approval process, would have a stipulation that it go before the CALUC prior to proceeding to a Committee of the Whole meeting.



- Online platforms are one tool that could help to facilitate engagement with residents prior to a Committee of the Whole meeting. There are a number of these platforms available (Zoom, Microsoft Teams etc.) that can be used to conference in people who wish to contribute their comments/concerns/options. For those people who are not connected with technology for conferencing, email and paper submissions should also be allowed.
- We recommend that the City implement a timeframe for the introduction of virtual public CALUC meetings so that applications can proceed to COTW which have been unable to hold an in-person public meeting. Our suggestion is for this to be an option for applicants after September 30, 2020. This would assume that the provincial state of emergency and social distancing protocols that limit in-person gatherings are still in effect as of that date.

A change to the historic format of the CALUC meeting to allow participation by other means than attending in person on a certain day at a certain time will likely result in a broader range of people providing feedback on development proposals. By making it easier to participate in CALUC meetings, the City has an opportunity to create a more inclusive and fair process that serves all residents, rather than simply amplifying the voices of residents who have historically had the time and resources to allow them to participate. People with younger children or people with mobility challenges could now have the option to participate in discussions that impact their community. This approach could also allow those who do not feel comfortable speaking in public, or who may feel intimidated by the process to express their opinions.

For all of these reasons mentioned above the UDI supports the opportunity to find new ways to allow residents to participate in the CALUC process. Again, we would like to thank the City for including us in the consultation and allowing us to provide our feedback. We look forward to future collaboration.

Kind Regards,



Kathy Whitcher (Executive Director)  
(on behalf of the UDI Capital Region Board of Directors)

*CC: Karen Hoese and Rob Bateman*