

Hello,

Apologies for the delay in getting these report out to you. It's been a busy month! Thanks for your interest in our Community Drop In! Here is a list of topics that members of the public who dropped in requested we discuss. Please also see actions to follow up on, and information received back in response to your queries. The next **Drop In is 12:00-1:30 Tuesday May 30th 4:30-6:00pm** in my office at City Hall. Note it's an after work rather than lunch time drop in this time.

Agenda - Community Drop In April 18th

1. Housing
2. Vibrational Resonance
3. Douglas Street Corridor - Belleville to Dallas
4. Seismic Vulnerability Assessment
5. Storm Water Utility

Agenda - Community Drop In May 2nd

1. Off leash dog area in James Bay
2. Volunteers in City Parks and Greater Victoria Green Team
3. Government Street Pedestrianization and Peace Rally
4. Cook Street Garden
5. Cannabis Growers Craft Industry

Items Mayor will follow up on:

1. Can the map like the one used at the Mayor's Drop In be sent to each neighbourhood / community centre
2. Set up meeting for James Bay New Horizons Housing Advocate and City's Housing Planner
3. Could we have a scale model of the City built and look at proposed developments in this context (permanent display in City Hall)
4. Can we publish for the public a schedule of boulevard grass cutting? How do people know when the City is going to cut their boulevard? How many times can people expect to have their boulevards cut in one year? Is it one side of the street or both sides of the street that has to opt out to get out of the boulevard tax?
5. Are the location of natural gas lines a layer on VicMap?
6. Is seismic vulnerability assessment part of the Local Area Planning process? If so, how?
7. Is it possible, as a condition a Development Permit where a rental building is being demolished, to have the owner provide a relocation plan for each tenant? Is this possible for a rezoning? If not in both cases, what mechanism does the City have for ensuring the relocation of tenants to suitable accommodation?
8. Are the buildings around the new firehall seismically sound? It is good if we build a seismically sound firehall but all for naught if something falls on top of it.
9. Can we do a pilot project in Fisherman's Wharf Park for off leash dogs?
10. What steps do we need to take to have volunteers in City Parks?

Items Mayor has followed up on:

If you don't see your query or response here, it means that I'm still working on getting the information. Thanks for your patience!

Q: Ask whether as a matter of course the City can move to rounded rather than square curbs (as recently done on Pembroke Street between Gladstone and Fernwood). Increases accessibility and may be cheaper.

A: The City has standard specifications for both rounded and square curbs. Square curbs are preferred in most locations because they are safer for pedestrians, prevent drivers from parking vehicles on sidewalks or boulevards, and accommodate higher volumes of rain run-off. Rounded curbs are already used in a number of locations (e.g. Government Street Mall, Broad Street) and there may be future opportunities to use this type of curb where appropriate for pedestrian movement and where there is desired flexibility for parking. Rounded curbs do use about 10%-12% less concrete than square curbs, although the amount of concrete used for curb and gutter is relatively minor compared to the volume of concrete used for sidewalks. For accessibility, curb cuts in square curbs are the preferred standard for safety and the City is currently piloting new truncated domes at curb cuts.

Q: When does the Shaw Wifi agreement come up for renewal? When it does can we have a "family friendly public wifi" designation?

A: The WiFi agreement we have with Shaw Communications is up for renewal on December 31, 2018.

Q: Is the idea of having a small cash incentive for people to return needles possible?

A: I do not know if the suggestion below is feasible or not. I will forward to one of the Public Health managers to evaluate for us. You may know that we are trying to be more creative in the way we "sweep" for needles. For example we recently provided funds to Our Place for security and their rounds include needle pick up. I am also seeing from our Harm Reduction reports less needles being found discarded on street. It may be the impact of our overdose prevention units - too soon to tell. I always appreciate hearing what people suggest so thanks for sharing.

Q: Send development process flow chart (the one that we use to show the development process - Alison Meyer used it in a presentation a few years back.

Q: Ask planning staff to outline the planning process from a residents point of view - what can residents expect when a development is going to happen in their neighbourhood.

Q: Ask staff to hold a Development 101 workshop for residents (I think this is a really good idea!)

Q: Make the point to planning staff that a scale difference should have a process difference (eg. there should be a different public process for a rezoning of a single family home than for the rezoning of a multiunit, multi building residential development)

A: Dear Mayor Helps,

In response to your four requests, we have prepared the following:

1.) Planning Process Flow Charts

This [link](#) on the City's website provides the development process flow charts. This includes both the flow chart for Rezoning/Official Community Plan (OCP) Amendment Applications as well as Development and Heritage Variance Applications. If you would like this in a different format, please let us know and we can adapt it. We also have a poster format that we have been using during our outreach efforts with the CALUCs over the past few months.

2.) What can residents / the public expect when a development is going to happen in their Neighbourhood?

The answer to the question, "What can residents / the public expect when a development is going to happen in their Neighbourhood?" varies depending on the type of application it triggers. The information outlined below, which is generally listed in chronological order, provides information regarding the three most common application types.

Rezoning and OCP Amendment Applications

- Prior to submitting a formal application the applicant is required to have a Community Association Land Use Committee (CALUC) Community Meeting in which owners and occupiers of properties within 100m of the subject site are invited to participate (200m if it is an OCP Amendment.) Regardless of whether someone receives an invitation, they may attend and participate in the meeting.
- Applicants are also encouraged to talk directly to their immediate / close-by neighbours and depending on the exact nature of the proposal (e.g. Small Lot Rezoning) the applicant may be required to conduct a survey of the immediately adjacent neighbours.
- Upon submitting a formal application to the City, the information and plans will be loaded on the Development Tracker. New and revised plans are also loaded on the Development Tracker and improvements are afoot to expand the number of documents available through the Tracker. This is a good way to stay apprised of application.
- At least 10-days prior to the application's first presentation at Committee of the Whole or Council a site sign will be erected on the site to notify the public that a rezoning application has been submitted to the City and is under consideration.
- The application may be referred by staff or Council to Advisory Design Panel or Heritage Advisory Panel. Interested members of the public may attend but not participate in these meetings. These panels make recommendations to Council, they do not approve or decline an application.
- Revisions to the proposal may result through the review process, as noted above, these are posted to the Development Tracker.
- Staff prepare and present a report to Committee of the Whole. Interested members of the public may attend but not participate in this meeting.
- If Council advances an application for consideration at a Public Hearing:
 - the site sign will be amended to notify the public of the date of the Public Hearing
 - the owners and occupiers of property within 100m of the subject site will be informed of the date and time of the Public Hearing via a notice delivered in the mail
 - an advertisement will be placed in two consecutive issues of a local newspaper
 - members of the public are invited to make presentations to Council at the Public Hearing
- For applications involving OCP Amendments, the Local Government Act requires a number of additional steps related to consultation shortly before public hearing. These are determined on a case-

by-case basis by Council so there is no definite set format but typically they include a separate mailed notice and website posting prior to the public hearing, inviting comments from the public.

- Although there are formal opportunities for public comment as outlined above, members of the public may share their views or ask questions at any point in the process. To share views or express opinions about an application it is best to email: mayorandcouncil@victoria.ca. For specific questions about the proposal, it is best to contact the Area Planner assigned to the application.

Development Variance Permits, Development Permits with Variances and Heritage Alteration Permits with Variances Applications

- Applicants are encouraged to communicate with the CALUC but it is not mandatory. Information about the application is sent to the CALUC and they may choose to submit comments to Council for consideration (e.g. The CALUC may comment that their perception of a parking variance may exacerbate an on street parking shortage.) The CALUC may also request that Council require a formal Community Meeting and this request is forwarded to Committee of the Whole for consideration when the variance report advances to that stage.
- Applicants are encouraged to communicate with their neighbours but it is not mandatory.
- Upon submitting a formal application to the City, the information and plans will be loaded on the Development Tracker. New and revised plans are also uploaded to the Development Tracker and plans are afoot to expand the number of documents available through the tracker. This is a good way to stay apprised of application.
- The application may be referred by staff or Council to Advisory Design Panel or Heritage Advisory Panel. Interested members of the public may attend but not participate in these meetings. These panels make recommendations to Council, they do not approve or decline an application.
- Revisions to the proposal may result through the review process, as noted above, these are posted to the Development Tracker.
- Staff prepare and present a report to Committee of the Whole. Interested members of the public may attend but not participate in this meeting.
- If Council advances an application for consideration at a Council Meeting with an opportunity for public comment:
- a site sign will be placed on the property to notify the public of the date of the opportunity for public comment
- the owners and occupiers of property adjacent to the subject site will be informed of the date and time of the opportunity for public comment via a notice delivered in the mail
- Although there are formal opportunities for public comment as outlined above, members of the public may share their views or ask questions at any point in the process. To share views or express opinions about an application it is best to email: mayorandcouncil@victoria.ca. For specific questions about the proposal, it is best to contact the Area Planner assigned to the application.

Development Permits and Heritage Alteration Permits (no variances or changes to zoning)

- There is no formal involvement of the public or residents for these types of applications, nor is there any referral to CALUCs or other notification requirements. There is no Public Hearing or “opportunity for public comment.”
- The time for residents and the public to be involved is during the earlier and broader planning processes when Development Permit Areas and/or Heritage Conservation Areas are created and the OCP is amended to accommodate them.
- The application may be referred by staff or Council to Advisory Design Panel or Heritage Advisory Panel. Interested members of the public may attend but not participate in these meetings. These panels make recommendations to Council, they do not approve or decline an application.

3.) Development 101 Workshops

During February, March and continuing into April and May, staff have been meeting with the various CALUCs, their members as well as the public to provide training and a basic overview of the development and CALUC processes - providing a version of "Development 101" that has been delivered in the past. We anticipate that this sort of training or workshop will occur annually; however, will take different forms year to year. To date the workshops have been very well received and all CALUCs except James Bay, Downtown and Rockland have had workshops; we anticipate that meetings with the remaining three groups will occur before the summer. We expect that either in the late Fall or early next year we will hold a larger Development 101 Workshop, potentially in partnership with UDI and some of the CALUCs.

4.) Process Difference to Reflect Scale of Development

As noted in the information provided in item #2 there are differences in the processes depending on the type of application, which is also usually reflective of the scale of the proposal. Additionally, within the rezoning process, applications that trigger an OCP Amendment Application have a more involved process. The question of differentiating between classes of rezoning applications (e.g. a small lot single family home vs. a multi-unit residential tower) has been explored in the past with the CALUCs, UDI and Council, at that time, it was determined that because of the potential sensitivity of surrounding neighbourhood conditions, even small scale rezoning applications could cause serious concerns to the immediate neighbourhood, so an abbreviated process would not be ideal. Nonetheless, there are opportunities to shorten the process / reduce the requirements for applications that have a minimal impact, which include requesting that the CALUC waive the requirement for a Community Meeting and discussing with staff the lessening of application submission requirements (this is most common in cases where an additional use is being added and a full submission is not required. Staff will definitely keep this goal in mind with future reviews.

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"When in doubt do the kindest thing possible." - Unknown