

Meeting Minutes

May 11th, 2017

Camosun Community Association

Date: Thursday, May 11th, 2017

Time: 1900 – 2100hr

Location: RJH, PCC Rm 801

Meeting Chair: Sandie Menzies, President

CCA Meetings – 2nd Thursday of every month

Next Meeting – June 8th, 2017

ATTENDANCE – [✓ - Present, P – Phone, R – Regrets]					
✓	Sandie Menzies, President	R	Andrea Gleichauf, Bowker Creek	✓	Sue Roberts, Director at Large
✓	Caleb Horn, Vice-President and Land Use	R	Daphne Donaldson, Director at Large. Rep for UVic. Rep for Shelbourne Community Kitchen.	✓	Meralin Young, Director at Large
✓	Karen Harper, Treasurer and Membership Committee	✓	Lisa Timmons, Director at Large		
✓	Ann Laing, Secretary	✓	Al Lubkowski, Director at Large		
Guest(s)					

Item/Topic	Discussion	Decision/Action
Call to Order SMenzies	At 1902hr.	
Approval of Agenda All	<ul style="list-style-type: none"> • KHarper motioned • CHorn seconded • May 2017 Agenda approved 	
Treasurer Update KHarper	<ul style="list-style-type: none"> • balance \$3,083.48 	
Minutes of Previous meeting All	<p>All feedback to ALaing on emails sent out for minutes.</p> <ul style="list-style-type: none"> • If no feedback, ALaing to send to SMenzies and CHorn as PDF for posting on CCA website. • March 2017 minutes due to ALaing by meeting • April 2017 <ul style="list-style-type: none"> ○ ALaing to update feedback from CHorn ○ Re-send to CCA Board via email with timeline (May 17th, 2017) response due. 	<p>ALaing to send out April 2017 updated draft.</p> <p>ALaing to send March 2017 final minutes to SMenzies and CHorn if no feedback received.</p>
2017/18 CCA Board Introductions All	<p>Round table introduction of returning CCA Board members:</p> <ul style="list-style-type: none"> • Sandie Menzies, President • Caleb Horn, Vice-President and Land Use • Karen Harper, Treasurer and Membership Committee • Ann Laing, Secretary • Al Lubkowski, Director at Large <p>Round table introduction of new CCA Board members:</p>	

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	<ul style="list-style-type: none"> • Lisa Timmons, Director at Large • Meralin Young, Director at Large • Sue Roberts, Director at Large 	
<p>Land Use report</p> <p>CHorn</p>	<p>Discussed CCA process for applications.</p> <p>Townley Project:</p> <ul style="list-style-type: none"> • Developers only need to resubmit • Plans under review by development team <p>Abstract Project – North Dairy</p> <ul style="list-style-type: none"> • Abstract has submitted to Saanich Planning <p>Kingsley Street</p> <ul style="list-style-type: none"> • No update received <p>Abstract Project – Richmond/King Project</p> <ul style="list-style-type: none"> • Abstract has submitted to Saanich Planning <p>Richmond School</p> <ul style="list-style-type: none"> • Discussion that no news has been received. • CHorn brought forward that in 2016 CCA Board sent letter to School District 61. • Increased demands for elementary schools within the Camosun Community and surrounding areas. <p>3514 Richmond Ave – update CHorn</p> <ul style="list-style-type: none"> • Draft letter written • Supported • Passed by Saanich on April 24th, 2017 	<p>CHorn to send out to CCA Board the CCA Development Application Process. ALaing to add to May 11th, 2017 minutes as Appendix A.</p> <p>CHorn to find and re-distribute CCA 2016 letter to School District 61 to current CCA Board members.</p> <p>SMenzies to connect with <i>Greater Victoria Teachers Association</i> to obtain information about plans for Richmond School.</p>
<p>Saanich Community Kitchen (SCK)</p> <p>Update from DDonaldson</p>	<p>Report based on the last Kitchen meeting on May 10, 2017.</p> <p>1) General Information:</p> <ul style="list-style-type: none"> • AGM held April 26, 2017 • amendments to Constitution and Bylaws adopted; now in compliance with new Societies Act • major change impacting partner groups is the nomination of one Director per partner organization • Vickie Sanders elected as Director from Community at Large • D.Donaldson has 1 year remaining in term and has agreed to be Vice-Chair for the coming year • D.Donaldson prepared annual report on the Kitchen for the CCA AGM, and shared an info graphic describing program stats (this info will be attached to the CCA AGM minutes) 	<p>SMenzies and CHorn to write letter for CCA to support SCK <i>Temporary Use Permit (TUP)</i> extension (3yrs).</p>

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	<ul style="list-style-type: none"> • there are new Kitchen members; current membership as of May 10 is 525 (includes volunteers and participants) • A 4th year UVic student from Youth & Child Care is doing a practicum at the Kitchen until July 30; she is working on a summer family program and its evaluation, and will establish a family programs tool-kit for the Kitchen. • homeowners of the Gordon Head garden have signed a land use agreement for 2017 • 5 gardeners have registered with the Grow-a-Row program • The first annual Garden Sale was a great success and well-attended with about \$5500 raised! Daphne will update donors who came forward due to the CCA newsletter notice. • Temporary Use Permit currently in process. Neil Findlow at Saanich Planning is the file manager. <p>2) Finances:</p> <ul style="list-style-type: none"> • Consultant hired to work with Kitchen Executive to develop Revenue Development Plan over next 6-8 weeks. • 2 grants pending, 1 application just submitted May 1st and another to be submitted before June 15, 2017. • expenses for Jan-Apr period were \$27,655 • The new Treasurer, Rose McDonald presented a comprehensive Treasurer's Report at the May 10 meeting, and has created valuable new ways of sharing financial info for the Board and Executive. <p>3) Upcoming Events:</p> <ul style="list-style-type: none"> • On June 10 there will be a tour of the Gordon Head Garden for Kitchen Volunteers. <p>Check out the Shelbourne Community Kitchen at http://shelbournecommunitykitchen.ca</p>	
Environment	No update received	
AGleichauf		
SCAN update SMenzies KHarper	Meets first Wednesday of each Month. Next meeting: June 7th, 2017. General overview discussion of SCAN meeting.	SMenzies to investigate cost for Director insurance.
Constitution & By-	KHarper has updated CCA <i>Constitution and Bylaws</i> .	KHarper to send out current

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Laws KHarper	KHarper to prepare and deliver CCA updated <i>Constitution and Bylaws</i> at AGM 2017.	version via email to CCA Board. KHarper will present at April 2017 AGM.
Mt. Tolmie and Camosun Community Plan CHorn	Survey going well. <ul style="list-style-type: none"> • Closes April 28th, 2017 • Starting to evaluate the data received • Goal: June 2017 meeting to have report for CCA Boards 	CHorn to have report for June 2017 for CCA and Mt. Tolmie CA Boards.
Spring 2017 Newsletter CHorn	Timing of when newsletter should be delivered <ul style="list-style-type: none"> ○ Spring ○ Fall/Winter <p>For Fall/Winter 2017 newsletter, add new statement for CCA member to 'I authorize you to...' statement to use emails.</p>	Action: <ul style="list-style-type: none"> • Defer until September 2017 • Goal to produce Fall/Winter 2017 Newsletter
Shelbourne Valley Action Plan CHorn	Approved April 25 th , 2017. CCA President, SMenzies, sent letter to Saanich. KHarper at meeting and presented on behalf of CCA Board.	
New Business		
Fall Event	<p>September 16th, 2017</p> <p>Lead Coordinator:</p> <ul style="list-style-type: none"> • Lisa Timmons, Director at Large <p>Time: 1300 – 1600hr Set Up: 1200 – 1300hr Take Down: 1600 – 1700hr</p> <p>Location:</p> <ul style="list-style-type: none"> • Richmond School • St. Michael's University <p>Will require permit from Saanich</p> <p>Discussion around ideas and community partners:</p> <ul style="list-style-type: none"> • Townley (Greater Victoria Housing Society) • Washroom access • Closing Townley Street between Lodge and Victoria Alliance church • Local neighbouring church • Kids activities • Food • Community engagement 	<p>SMenzies to f/u with School District 61 to see if Richmond School available. LTimmons to f/u with St. Michael's to see if available.</p> <p>LTimmons to f/u with Saanich on process and steps to obtain permit.</p> <p>SMenzies to f/u with GVHS.</p> <p>MYoung to f/u with neighbouring Victoria Alliance church.</p>

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Saanich Bike Squad SMenzies	Andy Wong from Saanich Police Bike squad would like to come to CCA Board to present.	SMenzies to invite AWong to June 8 th , 2017 CCA Board meeting.
Shelbourne Memorial Trees CHorn	Ray Travers has requested to CCA Board to attend meeting to provide update on new working group to support heritage development of the WW1 Shelbourne Memorial Trees legacy project.	CHorn to invite RTravers to June 8 th , 2017 CCA Board meeting.
CCA Website CHorn	General discussion surrounding CCA website: <ul style="list-style-type: none"> • Make all key content easily accessible with new banner bar links • Discussion to create mailing list needing to be updated <ul style="list-style-type: none"> ○ Potential need for 'mail chip' • Create a 'Past Developments' link <ul style="list-style-type: none"> ○ List all past developments within CCA boarders ○ Way to track development 	CHorn to f/u with webmaster. CHorn to f/u regarding 'mail chip'. CHorn to correlate data.
Social Media CHorn	CCA has a Twitter and Facebook account Discussion that Facebook has a 'pushout' option that can be targeted to set groups (e.g., location or age groups).	CHorn to f/u on cost of using 'pushout' option on Facebook. To be brought back to June 2017 meeting for discussion and decision.
New Membership All	Look to increase CCA awareness via a membership drive.	To be added to June 2017 agenda for brainstorming. Focus for Fall 2017.
Governance Review KHarper	Will be doing a presentation on <i>Governance Review</i> at the Town Hall on May 16 th , 2017 (Commonwealth) and May 31 st , 2017 (Garth Homer).	
Community Sign CHorn	Browning Park sign: <ul style="list-style-type: none"> • Ideal • Secure (locked but easy for CCA member to access) • Well presented Allenby Park sign: <ul style="list-style-type: none"> • Currently CCA has a board but it is falling apart • CCA will need to look into how to improve sign at Allenby Park. 	CHorn to f/u on obtaining a quote. <ul style="list-style-type: none"> • Saanich Parks may be able to provide quote. CHorn to f/u on potential grants available.
Adjourned SMenzies	2050hr	

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Appendix A

Camosun Community Association (CCA) Development
Application Process

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Camosun Community Association (CCA) Development Application process (rezoning, development permit, etc.)

CCA Land Use Director responsibilities

Before the application is filed

1. Upon being contacted by the prospective applicant, the CCA Director responsible for Land Use should have an introductory discussion by phone or meet at the property in question. At this time, explain some of the potential opportunities and challenges that the applicant may face. Describe what relevant policies and precedents the CCA may look to (e.g. the Local Area Plan, Official Community Plan, and others).
2. If necessary, meet with the CCA Board to go over potential possibilities for the site. Consider what community amenities may be appropriate.
3. Request that the proponent hold a meeting with neighbours at this time.
 - a. Assist the proponent with organizing the meeting. Hold the meeting at the site in question or as near as possible.
 - b. While the proponent should cover the costs of the venue and printing for materials, the CCA Land Use Director should make an effort to distribute the materials to neighbouring residences to ensure they are properly delivered. Notification of an initial meeting should be distributed to all properties within 100m of the site, or further if recommended by the CCA Board.
 - c. The CCA Land Use Director should attend the meeting and keep a record of minutes. Contact information for interested neighbouring residents should be collected to keep them informed throughout the process.
 - d. Communicate to the proponent the comments heard at the meeting.

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4. Request that the proponent share draft plans with the CCA before submitting an application. Continue working with the proponent to identify potential issues or concerns at the early stages. The proponent may choose to file an application while some issues are unresolved.

After the application is filed

5. Encourage the proponent to address any unresolved concerns as the application moves through the planning process.
6. Communicate with Saanich Planning the comments or concerns that have been raised. This should be done by replying to the Referral received after an application has been filed. An official position is not needed at this time.
7. If deemed necessary, assist the applicant with organizing an open house. This may not be needed for low-profile development applications. As with the neighbours' meeting, costs should be covered by the applicant but the CCA Land Use Director should attempt to deliver the notifications. The CCA Board will determine the area in which notifications will be delivered by considering a balance between the interests of immediate neighbours and impacts on the wider neighbourhood. Notice of the open house should also be posted on the CCA website and social media.
8. In anticipation of the project going before Saanich Council, a survey (poll) of neighbouring residences should take place. Ideally, the survey is carried out later in the process to ensure that all potential changes to the proposal have been addressed.
 - a. The survey package should include a description of the project, the purpose of the development application, and a link to where more detailed plans can be found. If necessary, a cover letter from the proponent can be included.
 - b. The proponent should cover the costs of printing, with the survey package to be distributed by the Land Use Director. Survey packages should be distributed to the same residences that were notified of the Open House, or as outlined by the CCA Board.
 - c. Survey participants will be given at least two weeks to respond, and either submit their survey in-person or by email. If needed, the Land Use Director can arrange to pick up completed surveys.
9. Compile results of the survey (poll). Information that is of interest will include:
 - d. Percentage of responses in support of, neutral to, or in opposition of the proposal.
 - e. Response rate (surveys received / surveys distributed).
 - f. Geographical distribution of survey responses (displayed on map).
 - g. Other comments received. Comments should be coded, categorized, and weighted.

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10. Meet with the CCA Board to discuss whether a position will be taken for the proposal (support or opposition). Otherwise, the Board may choose to remain neutral. While making a decision, information to be considered should include the comments from neighbours, amenities offered by the proponent, results of the survey, and concordance with relevant guidelines or policies. Other considerations may be brought forward by the Board.
11. Share the results of the survey with the applicant and Saanich Planning, and let them know if a position has been taken.

After a Council meeting date has been set

12. As the application goes to Saanich Council, compose a letter to Mayor & Council (cc the applicant and Saanich Planning) explaining the CCA's position, outstanding concerns or issues, and a summary of the survey results.
13. Share information about the Council meeting with interested residents and on the CCA website and social media.
14. If possible, the CCA Land Use Director or other delegated Board member will attend the meeting and summarize the letter to Council. As a Community Association representative, the speaker will receive 10 minutes to address Council.
15. If the proposal passes the approval stages, continue to work with the proponent to ensure that the project adheres to the development permit guidelines and to address any community concerns that may arise during implementation.