



# FERNWOOD COMMUNITY ASSOCIATION

## **Fernwood Land Use Committee**

### **Description and Terms of Reference**

The Fernwood Community Association Land Use Committee (Fernwood CALUC) is a volunteer based committee of the Fernwood Community Association. All meetings of the Fernwood CALUC are free and open to the public. Regular attendance is encouraged but not required. There are no fees or dues for membership.

### **Purpose**

Endorsed by the City of Victoria, the Fernwood Land Use Committee plays a critical role in all applications for rezoning in Fernwood. We work to ensure community members hear about upcoming requests and get the opportunity to provide their views to the City of Victoria before decisions are made. The Committee does this by:

- Providing details of proposed developments and allowing for discussions between residents and the spokesperson for the proposed development.
- Informing people living in Fernwood of changes proposed for properties adjacent to theirs, properties on their block, in the Fernwood neighbourhood, or in the City.
- Discussing the steps involved in the City's development process and where comments from the public fit in that process.

### **Committee Responsibilities**

Specific responsibilities include:

- Being knowledgeable about the Fernwood Neighbourhood Plan and the City's Official Community, and other land use related plans and policies applicable to the Fernwood community and Victoria;
- Facilitating dialogue between land use development applicants and members of the Fernwood community in accordance with the City of Victoria's CALUC Terms of Reference. (provide a hyperlink here);
- Informing and inviting neighbours to be involved in development application discussions. Occasionally the Fernwood Land Use Committee comments on whether a development application fits with City policies and/or the spirit and intent of the Fernwood Neighbourhood Plan and the Official Community Plan;

- Communicating to everyone involved regarding identified issues and the adequacy of community involvement and consultation;
- Submitting letters to the City of Victoria concerning proposed developments in a timely manner.
- Consult with City planners, City Counsellors, land use developers, and other neighbourhood land use committees on local policies, plans, initiatives and concerns; and,
- Participate in land use planning processes, neighbourhood plan updates, other land use and transportation related issues, and City of Victoria initiatives

### **Committee Structure**

The Chairperson and Co-Chair of the Fernwood CALUC are appointed by the Fernwood Community Association's Board of Directors. The Chairperson of the Fernwood CALUC reports to the Board of Directors through the President. It is expected that the Chairperson of the Fernwood CALUC, when acting in the role of Chairperson, will seek the advice and permission of the President prior to taking any actions or making public statements that do not focus on land use proposals and developments in the Fernwood area.

Additional members of the committee include community volunteers. All meetings of the Fernwood Land Use Committee are open to the public and all community members can express their interest in joining the Committee to the Chair or Co-chair. .

### **Term of Service**

The Land Use Committee Chair and Co-Chair are appointed by the Board of Directors following the Annual General Meeting. Ideally the Chair and Co-Chair have experience with community land use issues and understand the established CALUC process. Expected term of service is one year.

### **Reporting**

Reports, either verbal or written, will be made to the President, Fernwood Community Association by the Committee Chair or Co-Chair.

### **How the Fernwood Land Use Committee Works**

Meetings with the proponent of a development will take place at a public meeting of the Land Use Committee.

The committee holds two types of meetings:

1. Preliminary Community Meeting – this meeting is designed to give the proponent the opportunity to discuss the proposed development with neighbours and the public, answer questions and receive feedback on the proposed development. Detailed plans are not required for this meeting.
2. Official Community Meeting – for this meeting the proponent pays the City to mail out notices about the meeting to neighbours. Detailed plans are required for this meeting. After the meeting a letter is sent, on behalf of the Land Use Committee, to City Council reporting on the meeting and commenting on the development as it relates to the Fernwood Neighbourhood Plan, the City's Official Community Plan and the appropriate zoning regulations. The letter also reports on the tone of the comments made by people attending the meeting. The proposed development is not voted on at the meeting.

**None of the above restricts or limits an individual's right to write their own letter to City Council concerning the development or to speak to City Council at a public hearing.**

### **Meeting Dates and Location**

The committee meets the first Wednesday of the month at 7 PM in the main hall at 1923 Fernwood Road. Meetings that occur on or near a statutory holiday are rescheduled. Meeting notices and agendas are distributed by email. All personal contact information is confidential and only shared with the owner's permission.

Committee meetings are usually a maximum of two hours with two development proposals. The meetings are shorter if we only have one development proposal to discuss and no other business.