



**TERMS OF REFERENCE:
Funding to Support Neighbourhood-Led
Local Area Planning Activities**

SUMMARY

Council has allocated funding to community associations to support neighbourhood-led pre-planning and planning work as follows:

- \$10,000 for neighbourhoods scheduled for phases 1 and 2 of local area planning, to be used to support pre-planning work
- \$20,000 for neighbourhoods scheduled for phase 3 of local area planning, to be used to support pre-planning and planning activities

This Terms of Reference establishes the purpose, criteria and process for use of these funds to:

- build capacity within neighbourhoods for diverse and inclusive engagement
- explore what sustainability, livability, and inclusion look like today and in the future in each neighbourhood based on City-wide objectives
- help establish a shared understanding of existing conditions and trends
- identify issues, opportunities and big ideas.

A broad range of tools and techniques are encouraged to explore themes and topics relevant to local area planning.

PURPOSE OF LOCAL AREA PLANNING

Victoria's Official Community Plan (OCP) identifies local area plans as an important tool in the implementation of OCP objectives and policies. In this way, local area planning is a dialogue through which City-wide priorities, policies, and initiatives are translated into more detailed, locally-specific guidance for consideration of future development and City investment.

The intent of community-led pre-planning is to help initiate and build capacity to engage in this dialogue using a range of community-led engagement activities supporting a broad and inclusive process.

The objective of pre-planning is to:

- build community capacity and develop a shared understanding of:
 - relevant city-wide priorities, policies, and initiatives
 - current demographic, economic, and other relevant trends
- identify issues, opportunities and ideas for further exploration through local area planning processes.

Neighbourhoods which have not been identified for earlier rounds of neighbourhood planning are each allocated \$20,000 which may be used towards activities to further explore topic areas within the scope of local area planning. These processes should be coordinated with staff in relevant departments to ensure that data, questions and outcomes relate to the scope of local area planning, are consistent with the broad objectives of adopted City policies, and support the intent that local area planning will help identify how city-wide objectives and policies can come to life in neighbourhoods.

Planning for land use and urban form for corridors and villages is intended to be carried out in collaboration with the City and therefore, detailed planning for these areas should be considered as part of the anticipated neighbourhood planning processes.

CRITERIA FOR GRANT FUNDING

Use of grant funding dedicated by Council for community-led pre-planning should:

- Be relevant to the scope and parameters of local area planning
- Include community engagement that ensures inclusion of diverse voices including renters, low incomes, young families and racialized communities.
- Support the local area planning process in a clear and timely manner, ensuring that information gathered is still relevant when the local area planning process is launched

EXAMPLE EVENTS AND ACTIVITIES

Neighbourhood pre-planning funding is intended to cover expenses related to community-led events and activities, and may be used to hire consultants (e.g. facilitation, keynote speakers, research). Staff anticipate supporting communities in the procurement and management of consultants to ensure successful outcomes that integrate seamlessly into the broader local area planning process.

A broad range of community-led engagement tools and activities, based on the criteria identified above, are encouraged in order to explore local area planning themes, and to set the foundation for the process. Tools and activities include, but are not necessarily limited to:

- Gathering stories through video or other digital storytelling tools and techniques
- Community mapping (e.g. inventory of community assets and areas of concern)
- Surveys
- Workshops
- Precedent and case study research (by students, consultants, or other)
- Issues and opportunities identification
- Toolkits to support kitchen table and other community-based discussion (e.g. “meeting in a box”)
- Trainings in facilitation and community conversations

EXAMPLE THEMES AND TOPICS TO EXPLORE

Themes and topics to explore can include, but is not limited to:

- Diversifying engagement and community conversations; capacity-building
- Placemaking and public space design
- Housing diversity and affordability
- Sustainable mobility; complete and connected neighbourhoods
- Community well-being and inclusiveness
- Taking action on climate change and adaptation
- Local food systems
- Social connection and community capacity building

A storytelling approach using videos and other media is suggested to foster a broad and inclusive dialogue and a shared understanding of what sustainability, livability, and inclusion could look like in each area/neighbourhood, in response to the City-wide OCP vision and goals.

EXAMPLES OF ELIGIBLE ACTIVITIES

- Venue rental
- Honoraria for speakers
- Social media
- Printing/production of engagement materials
- Mailing and postering
- Video creation and editing

Activities that may be eligible if pre-approved by City staff:

- Consultant fees (with approval of specific consultant)
- Wages (e.g. for part-time/student workers)

The use of consultants and employees should avoid any conflict of interest with current or recent board members or employees of the Community Association, or others with influence over decision-making.

LETTER OF INTENT

Staff propose that each neighbourhood organization submit a letter of intent approved by their board, using a city-supplied form, outlining how each activity ties into local area planning:

- Proposed activities
- The purpose, expected audience and reach of each activity
- The expected cost associated with each activity

An approved letter of intent would be the basis for a Memorandum of Understanding (MoU) between the City and Neighbourhood Association. Once this proposal is approved, activities described in the letter of intent would be reimbursed by the City, to the maximum indicated, on a monthly basis. Adjustments to the activities and expenses in the MoU would need to be approved by City staff.

The process would be supported by Planning and Neighbourhoods Team staff, who would draw in staff in other City departments as needed. Facilitation of events would be the responsibility of neighbourhood associations but should, at a minimum, include presence of staff from respective City departments related to the content of events.

RELATED PRE-PLANNING WORK BY THE CITY:

The City will be producing a single, consolidated Community Planning profile document meant to provide easily-accessible data and trends which have been requested by a number of stakeholders and neighbourhood associations. This document is anticipated to be available by November 2019. In addition to data and trends, it will include brief summaries of key city policies and plans in area areas of interest, including land use, climate change mitigation and adaptation, housing affordability, parks and open spaces, urban forest, heritage, and sustainable transportation.

Staff recommend that neighbourhood associations collaborate with City staff in requesting data, in order to avoid duplication of effort.