

# District of Lantzville

Incorporated June 2003

**Agenda for the Meeting of the Village Commercial Core Improvement Plan Committee to be held on Tuesday, November 26<sup>th</sup>, 2013 at 5:30 p.m., at the District Office, 2<sup>nd</sup> Floor – 7192 Lantzville Road, Lantzville, BC**

*(This meeting may be recorded)*

Page No.

1. **Agenda Additions and/or Deletions**
2. **Approval of the Agenda**
- 2 - 4 3. **Adoption of Meeting Notes:** Nov 12<sup>th</sup>, 2013
4. **New Business:**
- a) Q & A with Greg Keller 5:30 – 6:00  
(Senior Planner at the RDN, led the Cedar Main Street planning process)
- 5 - 11 b) Status Report & Public Engagement Planning 6:00 – 6:30
  - Status of plan development
  - Design workshop update
  - Involving the broader public
- 12 - 14 5. **Old Business:**  
Vision Statement – Activity 6:30 – 7:00
- 15 - 17 6. **Information Items:**  
Short Term Projects List – Updated
7. **Public Participation**
8. **Next Meeting:** Dec 3<sup>rd</sup>, 2013
9. **Adjournment**

**Meeting notes of the Meeting of the District of Lantzville Village Commercial Core Improvement Plan Committee held Tuesday, November 12, 2013 at 5:30 pm at the District Office, 2<sup>nd</sup> Floor – 7192 Lantzville Road, Lantzville, BC**

**PRESENT:**      **Members:**      Russell Beales, Member (arrived at 5:33)  
Virginia Fenton, Member  
Nancy Gillies, Member  
Darwin Malhum, Member (arrived at 5:37)  
Jennifer Millbank, Chair  
Gary Peters, Member  
Dean Pirozzini, Member  
Ian Savage, Member

**Absent:**      Graham Savage, Member, Russell

**Staff:**      Meredith Seeton, Community Planner  
Fred Spears, Director of Public Works

**CALL TO ORDER:**

Chair Millbank called the meeting to order at 5:30 pm.

**AGENDA:**

Chair Millbank asked if there were any additions or deletions to the agenda as presented. V. Fenton requested that a debrief about the visit to Qualicum Beach to the agenda.

It was then **MOVED** by I. Savage, **Seconded** N. Gillies that the agenda be approved as amended.

**CARRIED**

**ADOPTION OF MEETING NOTES:**

Chair Millbank asked if there were any changes to the meeting notes as presented. Chair Millbank noted the omission of a '0' in the cost estimate for undergrounding utilities. It was then **MOVED** by I. Savage, **Seconded** G. Peters that the meeting notes be adopted as amended.

R. Beales arrived at 5:33.

**OLD BUSINESS:**

**Short Term Projects List:** M. Seeton explained that this list could be added to over time, and revisited to add further details and considerations.

- V. Fenton explained she has been spoken with over 80 community members about the village improvement plan to gather feedback, and reported on some of what she has been hearing, as it relates to short term project opportunities:
  - There seems to be broad support for increasing residential density in the downtown area, on smaller lots, smaller homes, seniors-friendly housing.
  - There is limited support for increased commercial space, however people would like to be able to do more of their shopping in town. People appreciate the role of the Lantzville Market in hiring local residents, and creating a sense of community.
  - There is limited support for establishing a theme or orienting development towards attracting tourists. Instead, residents would like to build on what is going well, like Minetown Day, the Remembrance Day ceremony.
  - One project idea is highlighting the work of home based businesses somehow in the village core, such as through a co-op storefront for home based business goods.
  - Another project idea is to support the farmers' market to find a new location downtown, with sufficient parking.

D. Malhum arrived at 5:37

- D. Pirozzini asked D. Malhum about the viability of commercial space in the Ware Road properties area. D. Malhum provided some examples of developments where mixed use has been successful, such as the Longwood and a development on Dover Road.
- Committee members discussed the potential for more local shopping and support for local businesses.
- I. Savage suggested a theme could be subtle, such as through edible landscaping.
- J. Millbank recalled a perspective offered by the Qualicum Beach Director of Planning, namely that we don't have to exclusively cater to either local residents or to tourists; if we support the development of an authentic town centre that local residents enjoy, visitors will enjoy it as well.

**NEW BUSINESS:**

Vision Statement – Activity: M. Seeton presented the memo and activity for creating a proposed vision statement for the village commercial core. Members broke up into three small groups to discuss elements of a vision statement. The smaller groups then reported back to the larger group. Key statements included:

- The need for a gathering place / focal point / town square
- Village as the commercial node – with residential and commercial uses mixed, locally-oriented retail
- Housing choice - higher density residential, some seniors-oriented housing
- Walking community
- Space for the arts community
- More events / programming

Edible landscaping was also discussed, and tabled as something to consider in the design guidelines or landscaping standards.

Debriefing on the Trip to Qualicum Beach November 5<sup>th</sup>: Members share the view that the trip to Qualicum Beach was very helpful – to see how a nearby town has used long range planning and shaped its downtown over the past twenty years.

- Members discussed the issue of locally-oriented retail further. Some perspectives were:
  - There is a local shopping movement, and people would like to have alternatives.
  - Locally-oriented retail can refer to the form of the building – something that fits in with the scale of the village, as opposed to a big box structure.
  - Specialty or boutique stores could help create a walking village.
  - When businesses are locally-owned, the profits stay in the community.
  - Young families add vitality to the community, and there may be a wave of young families moving to Lantzville. Businesses need to be oriented to young families, and research is needed on the discretionary spending of this group.
  - The downtown has lost a lot of retail, and businesses are predominantly service industry businesses. Vacancy is low in the village.
- More highlights from Qualicum Beach were shared:
  - Parking at the rear of buildings, in the lanes.
  - Corridors / arcades through buildings provides more space for storefronts.
  - The commercial area is quite large, and spans several blocks. The grid system makes the area walkable. In Lantzville, it might make more sense to expand the commercial area deeper rather than longer.
  - There are many gathering places in the downtown – some on private land, and some of public land. The municipality seems to be actively acquiring lands for public spaces and various uses.

- I. Savage raised the issue of higher taxes in Qualicum Beach, but less of the tax burden on commercial uses. He suggested the heritage motif of the town is not unique and a more unique theme should be found for Lantzville. He also suggested there was a lack of permeable surfaces in the downtown of Qualicum Beach, which could be contributing to drainage challenges.
- V. Fenton proposed that the group do a walk-about in Lantzville at the start of the next meeting, or on an afternoon.

**Parking & Circulation:**

- M. Seeton summarized the information presented in the memo regarding the summer parking count. Overall occupancy was found to be quite low, though there were site-specific busy times throughout the days. Members requested that site-specific information be brought forward in the future. One of the main challenges of improving parking and circulation will be formalizing the area for on-street parking, and creating greater delineation between parking, pedestrian, cycling, and vehicle traffic areas.
- Daniel Casey from the Boulevard Transportation Group joined the committee by phone, to participate in the discussion about parking ideas. Fred Spears, Director of Public Works, also joined in person. Key points in the discussion included:
  - Traffic calming measures such as islands, bulbs, or street trees can help parking issues, by increasing safety. This could fit at the cross-walks. Signs, landscaping or public art can also let drivers know they are entering the village area.
  - A survey of the exact location of the road right of way and the boundaries between private and public spaces is needed. F. Spears commented that the aerial photo showing the road right of way was quite accurate, and that the District has some information from the upgrades to water and sewer. Water meters are almost always located on the property line, providing an indication of the edge of the right of way.
  - Shared parking and public parking areas can work for employees who can park off-site and walk to work, leaving on-street parking for visitors. Some businesses have spaces out of the way for employees, while others have employees parking in front.
  - A challenge in Lantzville is that many parking spots are partially on the road right of way, and partially on private property. D. Casey suggested this is not unheard of, and negotiation with property owners can lead to creative solutions.
  - A patchwork of angled parking in some places and parallel in others can work if designed well.
  - Another key challenge in Lantzville is that buildings are set back to different extents. Organizing on-street parking to create a more formal delineation could create some unused spaces in front of buildings. Some of this could be allocated for future sidewalks.
  - The Lantzville Road right of way is 20 m (66 ft). D. Casey suggested typical road widths are 3.5 m per lane, and not less than 3.2 or 3.25 m per lane.
  - D. Casey suggested lanes that are 4.25 m wide can include 'sharrows' indicating that the lanes are shared between vehicles and cyclists. West Kelowna recently went through a planning process that resulted in bike lanes leading up to the village area, and then sharrows in the vehicle lanes through the village. Kids ride bicycles through the village to school and need a safe route.

**NEXT MEETING:** November 26<sup>th</sup> at 5:30pm.

**ADJOURNMENT:**

**MOVED** by R. Beales, **Seconded** I. Savage to adjourn the meeting at 7:30 PM.

**CARRIED**

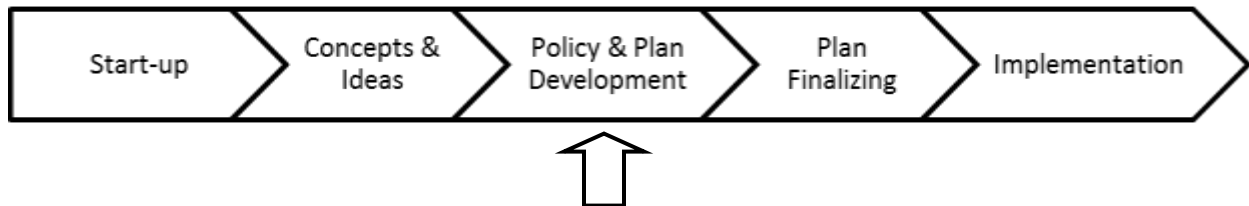
## **DISTRICT OF LANTZVILLE MEMORANDUM**

**To:** Chairperson Millbank & Members of the Committee  
**From:** **Meredith Seeton, Community Planner**  
**RE:** **Status Report & Public Engagement Planning**

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### **Status of Plan Development**

The table included as Attachment 1 explores the status of various components of the plan. Some of the steps in the process have changed, and some phases – shown in the diagram below – have overlapped in practice. For example, the committee is refining a vision statement (part of the ‘Concepts & Ideas’ phase) at the same time as delving into policy and plan options. We are, however, still largely adhering to the timeline as initially proposed.



An important note is that because of the cycle of budgeting, and because the full cost estimate for the plan process was not endorsed by Council in June, the detailed design guidelines and streetscape concepts have been reconceptualized as deliverables that will require additional budget allocations in a future Financial Plan. Council has given third reading to an amendment to the current Financial Plan, which will allow for the costs associated with the design workshop and development of a high-level plan to be completed in the new year as anticipated (the bylaw will come to Council again for final adoption).

This meeting is the fourth Committee meeting, and many items have been discussed up to now. Key achievements of the Committee so far have been:

- Steps have been taken towards formulating a vision statement
- A growing list of potential short-term projects have been identified and will be considered further and evaluated before final recommendations are made
- Various longer term projects have been discussed
- There are emerging areas of agreement around housing mix, locally-oriented retail, the benefits of a more formal delineation between road, parking, and pedestrian areas

As discussed, the major push for deepening some of the discussion will be through the design workshop. This is when Committee members will be encouraged to put pen to paper and explore some locations and opportunities for improvements to circulation, land use and urban design, beautification, utilities and wayfinding.

Following the design workshop, staff will compile the work done as well as public input before and after, and bring draft elements for further consideration by the Committee. Once these are discussed, they will be brought for public feedback. Final recommendations will go to Council for further consideration. Ultimately, the goal is to have the improvement plan adopted as an addition to the Official Community Plan.

### **Update on Design Workshop Planning, Public Participation:**

Staff anticipate that the design workshop in January or early February will be a key part of the planning process, helping the Committee to distill and deepen some of the conversation that has been happening, and come up with a list of focused design ideas to include in the plan.

Staff has reached out to three consultants who regularly work with small communities on main street revitalization plans, and have extensive experience running design workshops in particular. We anticipate having a consultant in place before the holidays, and we will work on bringing a proposed agenda to the Committee in early January. Staff will be preparing a Design Brief for consideration by the Committee and the consultants before the event. This document will include some of the work the Committee has accomplished (ideas and priorities that are emerging), and some further background regarding the area.

The Committee has several decisions to make in the lead up to this event. Firstly, some **potential dates** need to be identified. Secondly, **public engagement** - before, during and after the workshop - need to be discussed and potential dates identified so that advertising can begin.

Staff suggest that the design workshop be kept as an event for Committee members only. The reason for this recommendation is largely due to the limited resources available. Committee members have invested time and energy in bringing themselves up to speed on the issues in the lead up to this event. Because the event is only going to be one day (where these are more commonly held over a longer period, requiring more resources), the agenda needs to be focused and there may not be sufficient time to do more general presentations about existing plans, scope, and goals. Members of the public could be welcome to come as observers, with the limitation that we will likely meet in Council Chambers, which has a particular seating capacity.

Broader public participation is needed – both before and after the design workshop. Staff propose that a public event be held a couple of days prior to the design workshop (giving enough time for staff to compile feedback and have that inform the work at the design workshop). Public participation before the design workshop could include the following components:

- **World Café-style activity exploring the big elements of the plan:** This could be the key opportunity for gathering ideas before the design workshop. Attachment 2 explains the concept of a World Café, more details at <http://www.theworldcafe.com/pdfs/cafetogo.pdf>. Discussion topics could include parking and circulation, design character, land use and form, public space, beautification, etc.
- Several background or shorter activities could occur as well:
  - Present the **'working vision'**, solicit feedback
  - **Visual Preference Survey:** we have an assortment of photos capturing different housing forms, public space, street concepts. A visual preference survey can help surface what sort of character the community would like to see in the village core. These photos could be displayed, and a paper survey could be available for ranking (this would be a background activity for participants to do before or after the world café, data to be compiled after the event).
  - **Community Asset Mapping:** having participants mark community assets, favourite places on a map of the village core, to ensure design ideas are building on assets.

The results from this session would be very informative for the design workshop. Following the design workshop, staff will be tasked with developing the draft plan, and Committee meetings will become more focused work sessions where draft emerging directions, policy and project proposals are brought forward for the Committee's consideration. These emerging components can be brought back for further public input before the plan is finalized and brought to Council.

**Attachment 1 – Status of Plan Development**

| Phase            | Milestone                | Description in June TOR                                                                                                                                                                                                                                               | Timeline Proposed in June | Status as of November                                                                                                                                                                                     | Committee Meetings                                                                                                           |
|------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Start-up         | Project start-up tasks   | - Establish a Village Core Improvement Plan Standing Committee (create Terms of Reference, advertise)<br>- Update District webpage outlining plan process and opportunities for engagement                                                                            | June-Aug 2013             | - Complete<br>- Website to be updated with public engagement opportunities                                                                                                                                | Initial mtg held Sept 24                                                                                                     |
|                  | Background Research      | - Meet with Lantzville BIA<br>- Collect lessons from nearby municipalities who have undergone downtown revitalization processes<br>- Complete description & analysis of current urban design, public realm, circulation, wayfinding, complete limited market analysis |                           | - Sent letters to BIA, met with BIA member as part of survey of businesses in summer<br>- Background research drafted, some presented to Committee, to be included in Design Brief before design workshop | Oct 15 meeting discussed survey of businesses<br><br>Nov 12 meeting discussed parking count                                  |
|                  | <b>REPORT TO COUNCIL</b> | Status update to Council, with background report                                                                                                                                                                                                                      | Sept 2013                 | Council updated through Committee meeting notes<br>Goal: include update in Dec 9 meeting                                                                                                                  | N/A                                                                                                                          |
| Concepts & Ideas | Ideas Competition        | Host an Ideas Competition, inviting elementary, secondary, and post-secondary students and residents to pitch ideas to activate and increase the vibrancy of the Village Core                                                                                         | Sept 2013                 | - Went on field trip to Qualicum Beach, visitor from Cedar Main Street planning team coming to Nov 26 meeting<br>- Visited Elementary School class Nov 18                                                 | Committee to be facilitators at world café before design workshop<br><br>Held visioning session Nov 12, to be refined Nov 26 |
|                  | Ideas Fair               | Display & discuss concepts submitted in competition<br>Collect further feedback and run visioning exercise focusing on desired experiences of the village core                                                                                                        | Early Oct 2013            | - Hold ideas fair evening at least 2 days before design workshop – world café style, get feedback on vision too, potentially visual preference survey passive exercise (to be confirmed by Committee)     |                                                                                                                              |
|                  | Draft Vision Statement   | Build on feedback from Ideas Fair, draft with Standing Committee                                                                                                                                                                                                      | Late Oct 2013             | Held visioning session Nov 12, to be refined Nov 26                                                                                                                                                       |                                                                                                                              |
|                  | <b>REPORT TO COUNCIL</b> | Update Council on progress, seek endorsement of Vision Statement                                                                                                                                                                                                      | Late Oct 2013             | Goal: bring 'Working Vision' to Council Dec 9, seek public input on vision in January                                                                                                                     | N/A                                                                                                                          |

| Phase                     | Milestone                               | Description                                                                                                                                                                                                                                                                                                                                                                        | Timeline Proposed in June | Status as of November                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Committee Meetings                                                                                                                                                                                           |
|---------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy & Plan Development | Land Use & Urban Design plan components | <ul style="list-style-type: none"> <li>- Bring in urban designer to assist with review of existing form &amp; character Development Permit Area</li> <li>- Explore opportunities to create more enabling zoning (use, height, density)</li> <li>- Host walkabouts and design charrette</li> </ul>                                                                                  | Sept-Dec 2013             | <ul style="list-style-type: none"> <li>- High level ideas have surfaced: extending commercial core into undeveloped Ware Rd areas instead of linearly in future, balancing office and retail, integrating housing density and options, enhancing connection to ocean (e.g. patios on second floors)</li> <li>- Prepare 'design brief' for design workshop</li> <li>- Urban designers to assist at design workshop early in New Year</li> <li>- Visual preference survey – maybe with broader community – to be held before or at design workshop</li> <li>- More detailed design guidelines to be developed as next step after high level plan if Council endorses (additional budget would be needed)</li> </ul> | <p>Design workshop prep being discussed at Nov 26 mtg</p> <p>Lead public engagement early in New Year, participate design workshop</p> <p>Working mtgs after design workshop</p>                             |
|                           | Beautification                          | <ul style="list-style-type: none"> <li>- Work with Standing Committee and local landscape designers to develop landscape concepts and projects for the Village Core</li> <li>- Explore options to include residents in beautification, such as through Communities in Bloom</li> </ul>                                                                                             | Nov-Dec 2013              | <ul style="list-style-type: none"> <li>- Landscaping has been discussed: edible landscaping, moveable improvements, longer term standards with street upgrades</li> <li>- To be revisited at design workshop</li> <li>- Translate ideas into proposed policies in DPA guidelines, potentially recommend revised landscaping standards in zoning bylaw</li> </ul>                                                                                                                                                                                                                                                                                                                                                  | <p>Lead public engagement early in New Year, participate design workshop</p> <p>Working mtg after design workshop</p>                                                                                        |
|                           | Circulation plan components             | <ul style="list-style-type: none"> <li>- Build on the recommendations identified in the Transportation Review study, in particular: conduct parking assessment, complete survey of Village core if needed (including legal right-of-way and edge of asphalt, shoulder line and centre line), refine proposed Village Concept (to be considered during design charrette)</li> </ul> | June-Dec 2013             | <ul style="list-style-type: none"> <li>- Summer parking count completed in-house, preliminary results presented Nov 12</li> <li>- Complete winter count in December or January, provide more detailed results</li> <li>- Designer and transportation planner to assist at design workshop, provide sample illustrations</li> <li>- More detailed proposed streetscape concept to be developed as next step after high level plan if Council endorses (additional budget would be needed to create detailed design and cross-sections)</li> </ul>                                                                                                                                                                  | <p>Parking discussed at Nov 12 mtg</p> <p>Winter count data to be presented in Jan</p> <p>Lead public engagement early in New Year, participate design workshop</p> <p>Working mtg after design workshop</p> |



| <b>Phase</b>                     | <b>Milestone</b>           | <b>Description</b>                                                                                                                                               | <b>Timeline Proposed in June</b> | <b>Status as of November</b>                                                                                                                                         | <b>Committee Meetings</b>                                                          |
|----------------------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Policy & Plan Development Cont'd | Utilities                  | - Review possibilities for undergrounding or relocating utilities, prepare cost estimates<br>- Review drainage improvement possibilities, prepare cost estimates | June-July 2013                   | - Preliminary cost estimates from Shaw and BC Hydro have been received. Telus has been followed up with, awaiting response.                                          | Discussed, to be discussed at design workshop again                                |
|                                  | Wayfinding                 | - Review approaches to the core and consider improvements                                                                                                        | Sept-Dec 2013                    | - Contacted MOTI and have application form for putting welcome sign in ROW<br>- Committee to discuss locations at design workshop, potential for directional signage | Discussed, to be discussed at design workshop again                                |
|                                  | Open House                 | Bring draft policy options to an Open House for community feedback                                                                                               | Jan 2014                         | - Draft plan or emerging directions to be brought for community feedback and Council consideration – goal: in Feb or March                                           | Working mtgs after design workshop                                                 |
|                                  | <b>REPORT TO COUNCIL</b>   | Bring policy options to Council for initial consideration, conduct prioritizing exercise                                                                         | Jan 2014                         |                                                                                                                                                                      | Committee to host public event after design workshop                               |
| Plan Finalizing                  | Implementation Action Plan | Create an action plan with prioritized projects, timelines / phasing, partnership ideas, and potential funding sources                                           | Feb 2014                         | - Short term project list has been growing, will be added to, re-evaluated<br>- Work on this in Feb / March, include community feedback                              | Working mtgs after design workshop and community feedback, prioritization exercise |
|                                  | <b>REPORT TO COUNCIL</b>   | Bring entire plan for Council's consideration, complete with action plan and monitoring and evaluation provisions                                                | March 2014                       | Goal: end of March or April                                                                                                                                          | N/A                                                                                |

## Attachment 2 – World Café Method

Taken from <http://www.theworldcafe.com/method.html>

Drawing on seven integrated **design principles\***, the World Café methodology is a simple, effective, and flexible format for hosting large group dialogue.

World Café can be modified to meet a wide variety of needs. Specifics of context, numbers, purpose, location, and other circumstances are factored into each event's unique invitation, design, and question choice, but the following five components comprise the basic model:

1) *Setting*: Create a "special" environment, most often modelled after a café, i.e. small round tables covered with a checkered tablecloth, butcher block paper, colored pens, a vase of flowers, and optional "talking stick" item. There should be four chairs at each table.

2) *Welcome and Introduction*: The host begins with a warm welcome and an introduction to the World Café process, setting the context, sharing the Cafe Etiquette, and putting participants at ease.

3) *Small Group Rounds*: The process begins with the first of three or more twenty minute rounds of conversation for the small group seated around a table. At the end of the twenty minutes, each member of the group moves to a different new table. They may or may not choose to leave one person as the "table host" for the next round, who welcomes the next group and briefly fills them in on what happened in the previous round.

4) *Questions*: each round is prefaced with a **question** designed for the specific context and desired purpose of the session. The same questions can be used for more than one round, or they can be built upon each other to focus the conversation or guide its direction.

5) *Harvest*: After the small groups (and/or in between rounds, as desired) individuals are invited to share insights or other results from their conversations with the rest of the large group. These results are reflected visually in a variety of ways, most often using graphic recorders in the front of the room.

### \*World Café Design Principles

The following seven World Café design principles are an integrated set of ideas and practices that form the basis of the pattern embodied in the World Café process.

#### 1) Set the Context

Pay attention to the reason you are bringing people together, and what you want to achieve. Knowing the purpose and parameters of your meeting enables you to consider and choose the most important elements to realize your goals: e.g. who should be part of the conversation, what themes or questions will be most pertinent, what sorts of harvest will be more useful, etc..

#### 2) Create Hospitable Space

Café hosts around the world emphasize the power and importance of creating a hospitable space—one that feels safe and inviting. When people feel comfortable to be themselves, they do their most creative thinking, speaking, and listening. In particular, consider how your invitation and your physical set-up contribute to creating a welcoming atmosphere.

#### 3) Explore Questions that Matter

Knowledge emerges in response to compelling questions. Find questions that are relevant to the real-life concerns of the group. Powerful questions that "travel well" help attract collective energy, insight, and action as they move throughout a system. Depending on the timeframe available and your objectives, your Café may explore a single question or use a progressively deeper line of inquiry through several conversational rounds.

#### **4) Encourage Everyone's Contribution**

As leaders we are increasingly aware of the importance of participation, but most people don't only want to participate, they want to actively contribute to making a difference. It is important to encourage everyone in your meeting to contribute their ideas and perspectives, while also allowing anyone who wants to participate by simply listening to do so.

#### **5) Connect Diverse Perspectives**

The opportunity to move between tables, meet new people, actively contribute your thinking, and link the essence of your discoveries to ever-widening circles of thought is one of the distinguishing characteristics of the Café. As participants carry key ideas or themes to new tables, they exchange perspectives, greatly enriching the possibility for surprising new insights.

#### **6) Listen together for Patterns and Insights**

Listening is a gift we give to one another. The quality of our listening is perhaps the most important factor determining the success of a Café. Through practicing shared listening and paying attention to themes, patterns and insights, we begin to sense a connection to the larger whole. Encourage people to listen for what is not being spoken along with what is being shared.

#### **7) Share Collective Discoveries**

Conversations held at one table reflect a pattern of wholeness that connects with the conversations at the other tables. The last phase of the Café, often called the "harvest", involves making this pattern of wholeness visible to everyone in a large group conversation. Invite a few minutes of silent reflection on the patterns, themes and deeper questions experienced in the small group conversations and call them out to share with the larger group. Make sure you have a way to capture the harvest - working with a **graphic recorder** is recommended.

**DISTRICT OF LANTZVILLE**  
**MEMORANDUM**

**To:** Chairperson Millbank & Members of the Committee  
**From:** **Meredith Seeton, Community Planner**  
**RE:** **Vision Statement**

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The vision is a crucial part of the planning process, setting the end point for what the plan aims to achieve. At the Committee meeting on November 12<sup>th</sup>, members started the process of formulating a vision statement for the village commercial core. The committee decided to take more time to come up with a refined vision statement. To support that process, here are some cues on what makes a good vision statement:

- "It describes only what the future will look like and does not include steps or actions on how to get there;
- It is positive and inspiring;
- It is realistic, credible and attractive;
- It focuses on outcomes, not simply the elimination of problems;
- It is based on local values and reflects the local area's strength and diversity; and
- It is created, supported and shared with as wide a cross-section of the public as possible."<sup>1</sup>

At the same time, there are various elements of a vision for the commercial core already in plans such as the Official Community Plan. Creating a vision statement can be as lengthy a process as it is allowed to be, and staff would suggest aiming to keep the process brief in order to spend more time delving further into the details. A vision statement does not need to capture all the particular projects or policies that can be included in the plan.

Summary of Outcomes from Committee Visioning Exercise on November 12<sup>th</sup>:

Committee members spent time individually and discussing in small groups, then reporting back to the large group. The list of key elements for a vision statement included:

- The need for a gathering place / focal point / town square
- Village as the commercial node – with residential and commercial uses mixed, locally-oriented retail (in form and function)
- Housing choice - higher density residential, some seniors-oriented housing
- Walking community
- Space for the arts community
- More events / programming

Feedback from Youth:

Staff and Committee Member Virginia Fenton also visited a class of grade 7's at Seaview Elementary on November 18<sup>th</sup>, and gathered feedback from these youth about their vision for the village core. The notes are included as Attachment 1. In summary, they had many positive things to say about the assets in the village – the view of the ocean, the existing businesses, the calm and quietness of it. Youth were asking for more businesses and spaces oriented to their needs within Lantzville, given that they are not drivers yet and can't go to Nanaimo on their own.

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<sup>1</sup> Taken from William Trousdale's "Promoting Local Economic Development Through Strategic Planning"  
<http://www.unhabitat.org/pmss/listItemDetails.aspx?publicationID=1922>

Next Steps:

The Committee could work towards a 'working vision' to bring back to Council and the broader public for feedback. Staff suggest a 'working vision' be brought to Council for endorsement ideally before the holiday break. Community feedback can be given in January at a public engagement event (see previous memo in this agenda), and the 'working vision' can be adjusted as needed.

Staff put forward the following draft vision statement for discussion purposes:

*The village centre is recognized as the heart of the community, with a range of businesses and community assets – including stunning views, heritage elements, an elementary school, community hall and more. We envision enhancing the village through integrating of more housing options – for seniors, young families and others, creating a more bustling atmosphere. The street in the village should have room for vehicle, bicycle and foot traffic, and function as a main street – where residents and visitors are comfortable walking, visiting shops and running errands. We envision public gathering places, a vibrant range of businesses – including locally-oriented retail, and space and events for showcasing community assets.*

Staff propose the Committee engage in a facilitated discussion to craft a 'working vision' statement.

## Attachment 1 - Grade 7 Students at Seaview Elementary

Notes from visit on November 18<sup>th</sup>, 2013

### How do you get to school? (see map for routes sketched out)

7 kids walk, 19 take the bus, 8 are passengers in a car, 2 ride their bikes

A less safe spot identified at the corner of Dickinson and Lantzville Rd.

### What do you love most about Lantzville?

#### Popcorn-style feedback from students:

It's calm and quiet

History

4Cats

Lantzville Market – it's

convenient, you can walk to it,  
there's candy!

Beaches

Farmers Market

Huddlestone Park

#### Feedback on sticky notes:

A beach close to the school

Lantzville Market x7

Bike trails, trails

Great school

Fun parks x4

How close everything is

Restaurants – Riso x2

Doctor's office

I love the school!

Most of my friends live there

Friends

Beach x5, clean beaches

4Cats

What makes Lantzville a  
community is it is a safe kind  
town with very interesting  
people

The view

The Town Hall

Community

A gym

Events and programs, Minetown  
Days

Historic things

Slegg Lumber

I really like the farmers market in  
the summer

I really like the great school

I really like that there are horse  
stables

### What is Missing from Lantzville?

A community centre – with  
facilities like a swimming pool,  
skating rink

BMX trails/park

More places to shop

More places for food –  
restaurants, fast food

Equipment rental – for beach  
stuff, and bikes

A dock at the beach

More historic things

### Do you use the forest by Ware Road and behind the school? How?

Some use bike trails, some play in trails, many say not safe (drug users, dumping, squatters)

### Notes from 'Thinking Big' Exercise Teacher Led Earlier in the Day

#### New Ideas:

- YMCA Community Centre
- New restaurants x2
- Shops
- Turf field
- High school x2
- Dog park / doggie daycare x3
- Waterpark
- Underground walkways
- CocaCola fountains
- West Edmonton Mall

- Cafes (Starbucks, Dunkin' Donuts)
- A fair
- Dirt bike track
- Snowboard shop
- Skate park
- Movie theatre
- Soccer fields
- Candy factory
- Restaurant on the beach

- Swimming pool x4
- A smoke-free hotel
- A zoo x2
- Stores (Spunky's, Vans store, Cabelas)
- Skytrain
- Museum
- Barber shop
- Sports store
- A gym full of trampolines!
- Hotel x2
- Skating rink

#### Already Here:

- Lantzville Market x3
- Great school
- Fun parks - Huddlestone
- Art studio
- Restaurants

- Slegg Lumber
- Playground
- Beaches x2
- Wildlife
- Forest, nature

- Tennis court
- 4Cats
- School
- Beer & wine
- Bank

#### Elsewhere:

- YMCA Community Centre
- Shops
- Turf field
- Dog park
- Museum

- Martial Arts studio
- Stage ground
- Boardwalk
- Stores (Forever 21, H&M)
- Swimming pool

- Skating rink, hockey rink
- Disney World
- Paintball
- Fast food (7Eleven, Churches Chicken)

**DISTRICT OF LANTZVILLE**  
**MEMORANDUM**

**To:** Chairperson Millbank & Members of the Committee  
**From:** **Meredith Seeton, Community Planner**  
**RE:** **Short Term Projects List**

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The intention of keeping a list of potential short term project ideas is to ensure that the final plan includes some options for projects that are potentially implementable in the short term (1-2 year time horizon). The project ideas can be built into the action plan, and brought to the broader public and Council for consideration.

Staff will continue to update the project list as further ideas arise and as new considerations come to light. The table on the following page incorporates ideas brought up at the last meeting. Some of the project ideas have longer timelines, but these are being tracked nevertheless for future consideration. Staff will bring forward additional information for consideration to future meetings.

*The table below is for discussion purposes, to be used by the Committee. This is not a list of recommended projects. Further details and considerations will be needed, as well as public input and Council consideration. The 'Project Lead, Support' column is for discussion purposes as well, and collaborations will need to be built over time.*

| <b>Project Idea</b>                            | <b>Considerations Brought Forward by Committee</b>                                                                                                                          | <b>Additional Information (to be added to)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Approx. Timeline</b>                                                           | <b>Project Lead, Support</b>                |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------|
| Incentives for business improvements           | -Grants or tax credits<br>-Group purchasing of bike racks or other public realm improvements                                                                                | In many communities, municipalities purchase street furniture and fixtures. Businesses then buy these from the municipality, for consistency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Policy could be developed in short term, implemented if Council approves          | District, in collaboration with Businesses  |
| Public washrooms with running water            | -A pit latrine currently exists in Huddlestone Park                                                                                                                         | High level cost implications to be brought forward                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Short term                                                                        | District (with Parks & Rec Commission)      |
| Highway signage                                | -Important for attracting visitors<br>-Consider promoting the Lantzville Loop concept again                                                                                 | A permit could be applied for from the Ministry of Transportation and Infrastructure<br>High level cost implications to be brought forward<br>Suggested locations to be identified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Short term project opportunity                                                    | District, permission needed from Province   |
| Upgrades to buildings that have heritage value | -Careful consideration to be given regarding protecting buildings vs allowing revitalization                                                                                | Lantzville does not have a heritage register, but staff will investigate funding opportunities from the province.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Policy can be explored in short term                                              | District, Province, Businesses              |
| Community parking lot                          | Lot could provide shared parking for businesses, and also encourage visitors to park and walk through village core<br>Spaces behind Neighbourhood pub potentially available | This could be part of a parking strategy that includes other considerations, like shifting towards a more formalized on-street parking set-up, and developing policy to allow businesses the option of paying cash in lieu of parking spots, which could support the development of public spaces elsewhere.<br>The graveled parking lot across from the legion is publicly owned park land (tennis courts at the rear). It is currently used informally as an overflow lot for Costin Hall and the Legion.<br>District does not currently have other land assets near the village commercial core. Consideration could be given to ensuring a public parking facility is included in the Ware Road Properties area if development there moves forward, or acquiring strategic parcels in the village core for parking or public space. | Longer term (break into 'what we can do now' and 'what we can do in longer term') | District, through development or public-led |



| <b>Project Idea</b>                                                | <b>Considerations Brought Forward by Committee</b>                                                                                             | <b>Additional Information (to be added to)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Approx. Timeline</b>                                                                                                                               | <b>Project Lead, Support</b>                                                                           |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Landscaping improvements                                           | Consider movable improvements that could be done in the short term<br><br>Consider edible landscaping standards                                | In Cumberland, although utility posts and wires remain on the main street, these have been beautified with hanging baskets. Edible landscaping can be costly in terms of maintenance, and this would have to be considered.<br><br>Potential amendments to Landscaping Regulations and Standards in zoning bylaw and Development Permit Area Guidelines in OCP to be explored.                                                                                                                                                | Shorter term opportunities – perhaps some pilot project opportunities, longer term landscaping to be considered with streetscape upgrades             | District within public ROW, and businesses on private property                                         |
| New home for Farmers' Market, enhance link to the downtown         | Farmers market brings approx. 400 people to the village each week in season, great community asset. Parking challenges, cut-off from downtown. | The District is working with the Farmers' Market Society to explore other location options. This initiative is being pursued separately.                                                                                                                                                                                                                                                                                                                                                                                      | Shorter term                                                                                                                                          | Farmers' Market, in collaboration with District                                                        |
| Co-op storefront to showcase Home Based Businesses, arts community | Find a way to highlight the arts community and the products from Home Based Businesses in the community                                        | Zoning can allow for the commercial use, or an institutional or public use, but zoning has little power to attract or support a storefront.<br><br>Consider working with the Seaside Community Association to explore temporary displays of products from Home Based Businesses?                                                                                                                                                                                                                                              | Shorter term potential for events / showcasing, finding physical space in longer term                                                                 | Private landowner, in collaboration with District, possibly connect with Seaside Community Association |
| Public gathering places                                            | Need a focal point for downtown                                                                                                                | Consider strategic acquisition of parcels in the downtown for the development of public places. Work with property owners to establish 'first right of refusal'.<br><br>Continue to enhance existing assets, like the Rotary Park, Huddleston Park, activating the tennis court park more.<br><br>Consider collaborating with businesses to enhance private spaces that function as public space (e.g. landscaped areas, pavement, and furniture in front of businesses). This can also be integrated into design guidelines. | Long term, though suggested sites could be identified in shorter term<br><br>Policy could be developed in short term, implemented if Council approves | District, in collaboration with private landowners                                                     |