



CCBG LANEWAY MASTER PLAN

February 2016

Tapping into the potential of Toronto's laneways.
www.thelanewayproject.ca

ACKNOWLEDGEMENTS

The Laneway Project is a non-profit organization focused on transforming Toronto's laneways into safe, vibrant, people-friendly places. Learn more at www.thelanewayproject.ca

This project would not have been possible without the many individuals and organizations who provided their support throughout.

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1 INTRODUCTION

1.1 Toronto's Laneways

Toronto has more than 2400 publicly-owned laneways, covering more than 250 acres of the downtown and midtown areas of the city. These public spaces are brimming with untapped potential; however, at present they are underused, under-maintained and underappreciated – they are not thought of, nor are they functioning, as complete parts of our public realm.

When planned and designed effectively, laneways can be a key asset and an integral part the public realm of our growing and intensifying city. Laneways can provide extensive cultural, economic, social, health and environmental benefits to their neighbourhoods and to the city at large. They can play a role in creating engaging, lively and richly textured places by providing:

1. Increased walkability and connectivity;
2. A dense network of public and green space;
3. New space for community events;
4. New space for informal physical activity;
5. A canvas for public art and performance;
6. New patio space; and
7. New space for pop-up shops and micro-businesses.

1.2 CCBG Laneway Project

In late 2014, The Laneway Project received funding from the Ontario Trillium Foundation to work in collaboration with local communities to develop Master Plans for two laneways in Toronto, and released a call to invite communities to nominate their laneways. The CCBG laneway – unofficially named for its surrounding streets, Collahie, Cross, Beaconsfield and Gladstone – was nominated by a group of local residents, and selected as one of the two project sites from among 28 applicants. Local residents provided their input throughout the master planning process to develop a vision and a plan for the CCBG laneway that reflects the needs and desires of the local community.

2 CCBG LANEWAY TODAY

The CCBG laneway is a quiet residential laneway in Little Portugal, between Collahie, Cross, Beaconsfield and Gladstone streets. It forms a lower-case “h” shape, providing access to residential backyards, garages and parking pads along the outside and wrapping around the Fairview Nursing Home on the inside. The neighbourhood is close to shops, restaurants and bars along Dundas West, and is home to a mix of young families, middle-aged and older couples and individuals and seniors living at Fairview.

The CCBG laneway is generally quite well-kept, and residents of the neighbourhood currently use it as a place to gather and play, as well as to access their garages. A number of these residents believe that the laneway could be doing much more as a shared community space, and came together at the beginning of 2015 to nominate their laneway to be one of two master planning projects supported by The Laneway Project.

3 PLANNING PROCESS

3.1 Forming a Working Group

The master planning of the CCBG laneway began with the formation of a Working Group of local residents. The role of this Working Group was to spread the word about the master planning project within the local community and provide input at project meetings. The Working Group will be essential in the implementation of the Master Plan in 2016 and the ongoing stewardship of the CCBG laneway.

3.2 Developing a Project Vision

The formation of the working group was followed by the analysis of the CCBG laneway today and the development of a vision for its future. A basic SWOT (Strengths Weaknesses Opportunities Threats) analysis of the laneway was conducted by local residents, to use as a starting point for work in the laneway.

This was followed by a public Visioning Workshop, during which participants were asked to assess the laneway today, indicating what is working and what is not, and describe things that they do and do not want to see in the laneway in the future.

The insights shared during this stage of consultation allowed the drafting of five key project principles, listed in Section 5.1, and a series of project actions to achieve them. These actions were assessed by the Working Group and the local residential community more widely in an Options Workshop, which asked participants to assess the appropriateness of the proposed project actions and indicate the level of priority of each one. The outcome of this consultation process was a robust structure, or set of key project actions, for the master planning of the CCBG laneway.



3.3 Consulting with the City of Toronto

The CCBG laneway sits within the larger context of the City of Toronto; any changes to the laneway are subject to its regulations and procedures, and must be undertaken in coordination with the City divisions that have jurisdiction in its space. Laneways fall primarily under the jurisdiction of Transportation Services. Following the community consultation process, the project actions for the CCBG laneway were sent to the Beautiful Streets sub-division at Transportation Services, and a meeting was held to discuss their interaction with the planning and operations of City of Toronto sub-divisions including:

- Beautiful Streets;
- Traffic Operations;
- Right-of-Way Management;
- Major Capital Infrastructure Coordination; and
- Toronto Hydro.

The information gained during these consultations and further investigation into the present-day regulations and procedures governing Toronto's laneways is contained in the step-by-step procedures, key contacts, required permits and online resources provided for each master plan action in 6.0 Implementation Plan. Some of these regulations and procedures are still evolving.

The implementation of the CCBG laneway master plan actions is subject to the City of Toronto's regulatory oversight, and it is essential to contact the City divisions listed in the Implementation Plan to ensure the feasibility and legality of each action at the time of its proposed implementation.

3.4 Developing the Plan

The final step in the master planning for the CCBG laneway was the synthesis of the key project actions into an overall design for the laneway. The key project actions that emerged from the consultation process informed the creation of a Master Plan design for the space, while the implementation requirements for these actions – steps, key contacts, online resources, required permits, budget level and possible funding sources – formed the Implementation Plan.

4 ABOUT THIS PLAN

4.1 Who is this Plan for?

The plan is a resource for the CCBG laneway Working Group and community, to articulate their vision for the laneway and guide them through the process of bringing that vision to fruition. The plan is also meant to act as point of reference for Torontonians at large by showing what is possible in Toronto's laneways through the collaboration of different neighbourhood stakeholders, from residents and businesses to BIAs and City divisions.

4.2 How to Use this Plan

This plan comprises two main portions: a Master Plan and an Implementation Plan. Taken together the two pieces present a vision and a road map, drawn from lived professional experience and consultation with the City of Toronto, for achieving a beautiful, safe and vibrant CCBG laneway.

The Master Plan presents the overall vision for CCBG laneway, including: a pedestrian-eye view showing the look and feel of the transformed laneway, an annotated plan showing the different spatial changes required for the transformation, a set of project principles, and a synopsis of each of the concrete actions required to implement the Master Plan, including an inspiring precedent example.

These concrete actions (Sections 5.3 – 5.5) are divided into three types:

- **Section 5.3: Foundation Projects:** the studies and organizational actions that lay the groundwork for future actions;
- **Section 5.4: Quick Win Projects:** that are simpler and achievable on a shorter timeline because they require a minimum of coordination with groups and processes beyond the local neighbourhood context; and
- **Section 5.5: Next Step Projects:** that are more complex and require a greater amount of time to plan, coordinate and permit. Taken together, this Master Plan portion focuses on the “what” of the community’s vision for the CCBG laneway.

The Implementation Plan (Section 5.6) focuses on the “how”, and delves more deeply into each of the Master Plan actions. It includes:

- **Steps needed to complete each of the actions;**
- **Key contacts;**
- **Online resources;**
- **Required permits;**
- **Budget level; and**
- **Possible funding sources.**

It's important to note that consultation and collaboration is important for each of the Master Plan actions – it is essential to work with a range of different stakeholders and consider funding from a number of different sources in order to ensure their effective implementation.

5 MASTER PLAN

5.1 Project Principles

1. The CCBG laneway is a **green space**.

The CCBG laneway environment should be enhanced through the addition of vertical greening and community garden space, and maintained by neighbours as a green oasis.

2. The CCBG laneway is a **safe and functional space**.

The laneway is a shared community space; good driving and parking behaviour should be encouraged to ensure that the CCBG laneway is safe and accessible to all neighbours.

3. The CCBG laneway is a **gathering space**.

The CCBG laneway should act as a year-round space for community events, socializing and casual recreation.

4. The CCBG laneway is a **beautiful space**.

The visual appeal of the CCBG laneway should be improved with the addition of murals and the improved maintenance of property edges adjacent to the laneway.

5. The CCBG laneway is a **fun and special place**.

The importance of the CCBG laneway in the neighbourhood's community life should be strengthened by naming the laneway and organizing community games and activities.

5.2 Rendering and Plan





CCBG LANEWAY

1:1750

LEGEND		
 PLANTER BOXES	 POTENTIAL MURAL LOCATIONS	 VISUALIZATION
 BENCHES / PLANTERS	 STREET PAINTING	 COMMUNITY GARDEN



5.3 Foundation Projects

A. Form a Friends of CCBG Laneway group to monitor the ongoing state of good repair in the laneway, champion the laneway improvements and steward the laneway on an ongoing basis.

“Friends of” groups serve to formalize the local stewardship of parks throughout Toronto, helping to make sure that they are safe, clean and inviting. The CCBG laneway is a public space, just like a park, and formalizing a local group to care for the space makes long-term stewardship and improvement easier to manage. A Friends of CCBG Lane group could have an important role in transforming and maintaining the laneway as a positive public space for neighbours and visitors alike.

A key role for the Friends of CCBG Laneway will be to organize community events and activities, such as an annual laneway cleanup, barbeques and potlucks, movie nights, birthday parties, hockey tournaments, dance parties, winter festival, and more. The group can also lead the upkeep and maintenance of laneway greening areas and creating and maintaining a Facebook page or website to keep the community informed about current initiatives and events in the laneway.

Another key role of the group is to engage and liaison with Fairview Seniors Home. Developing a positive relationship with the Fairview management team and the residents is key to the success of this plan. There is also an opportunity to contribute to the well-being of the senior residents by engaging them in various activities and initiatives in the laneway and the community overall.

Procedure

1. Review the Park Friends Group Guidebook from Park People, which provides tips on setting up a “Friends of” group.
2. Send out a call for participants to local residents and the Fairview Nursing Home.
3. Contact your councillor to let her know that you’re starting a Friends of CCBG Laneway group.
4. Hold a kick-off meeting to formalize the group, discuss this Master Plan and set tasks to help with its implementation and stewardship.



The **Friends of McCormick Park** is a small group of area residents who came together to discuss how they can best advocate for McCormick Park, located in Brockton Village in Toronto. Since 2012, they have discussed ways, both small and large, to enhance the park and by extension, the community in which we live. They are currently working on raising funds for a new playground and organizing to an adopt-a-tree program and a cafe in the park. They also work on solving problems related to vandalism, off-leash dogs, and other safety concerns.

Photo credit: <http://mccormickpark.ca>

B. Host a laneway fundraising drive and/or event to raise money to help with the implementation of the Quick Win projects.

While none of them are expensive, the Quick Win Projects for the CCBG laneway transformation will require some funding. Hosting a fundraiser is a great way to raise some money from people and organizations from the neighbourhood and beyond, while also spreading the word locally about the project and its benefits.

Procedure

1. Reach out to your neighbours to form a fundraising working group.
2. Convene a meeting of working group members to review the funding required to implement the Quick Win projects, brainstorm fundraising ideas, and decide on the fundraising method or methods to use.
3. You should also agree on how funds raised are to be managed, to prevent any misunderstandings later on.
4. Agree on responsibilities and work together to prepare your fundraising drive and/or
5. Prepare information to share about your community, the CCBG laneway transformation plans and the process so far.
6. As you approach the launch of your fundraising initiative, reach out beyond the working group to let other residents, local businesses and potential external donors (like the local branches of large retailers, lawyers or banks) know about the CCBG laneway transformation and your fundraising initiative.
7. Launch your fundraising drive and/or host your fundraising event.
8. Add up the funds raised and share this information with the CCBG community.

Precedent



There are many ways to raise funds to run projects and activities for communities, including hosting a neighbourhood garage sale, a pop up talent show, an auction, or a neighbourhood carwash. **Estrella 4-H**, a nonprofit youth organization based in California, partnered with a local carwash business to raise funds in support of their mission for youth development.

Image Credit: El Camino Car Wash
<http://www.elcaminocarwash.com/4h-fundraiser/>

5.4 Quick Win Projects

C. Have the laneway officially named.

Only 10% of Toronto's laneways are named. This means that not only do they lack a formal "identity"; they are also difficult to find for City of Toronto emergency responders like the Fire Department, EMS and the Toronto Police. By working together to name your laneway, your community can claim the space while providing it with an official address and identity.

Procedure

1. Reach out to your neighbours to form a laneway naming working group.
2. Convene a meeting of working group members to brainstorm potential names for your laneway and agree on a shortlist of two or three names.
3. Reach out to your councillor to let her know about the naming initiative and secure her support.
4. Create an online poll for the shortlisted names and a community flyer.
5. Reach out to your neighbours and ask them to fill out the online poll where they can indicate their preferences. You might also organize an in-person discussion where neighbours can share their thoughts.
6. Prepare a map showing the location of your laneway.
7. Prepare a Street Naming Application and include your map, a description of your community consultation process and a letter of support from your councillor in your application.
8. Submit your application to Kerry Ferguson, Senior Ontario Land Surveyor at City of Toronto Engineering & Construction Services.

Precedent



The **Harbord Village Residents Association (HVRA)** began the process of naming their local laneways in 2009 after learning that the lack of local laneway names was making it difficult for Toronto Police and the Fire Department to respond quickly to emergencies. The HVRA conducted a series of laneway walkthroughs and community consultations over the course of 2010 and 2011. The names were approved by the City of Toronto in 2012, and the laneways were officially named in 2013 and 2014.

Image credit: Harbord Village Residents Association <http://harbordvillage.com/lanenames>

D. Host an annual laneway clean-up day.

Getting together with the community once a year to conduct regular maintenance is a great way to keep the laneway looking good, identify and address any issues, such as needed repairs, vandalism and garbage. An area that looks clean and well maintained is more likely to stay that way (the broken window syndrome). It's also a great opportunity to get together and spend time with your neighbours, especially in the spring when you may have been cooped up during the winter.

Procedure

1. Select a day for the laneway clean-up – ideally in the spring time. Consider aligning the event with the Clean Toronto Together event in April.
2. Create an event poster and promote the event online and using flyers in the neighbourhood.
3. Consider combining the event with a laneway potluck, barbeque or party.
4. Ask neighbours to gather and share supplies, such as large garbage bags, rakes, gardening gloves, as well as paint and other tools.
5. Host the event Picking-up garbage, painting over vandalized garages, fixing any minor issues identifying any major issues in the laneway to be addressed, getting rid of over-grown weeds and bushes.

Precedent



Gordon Sinclair Laneway clean-up was organized by the Cabbagetown Residents Association and local residents following a safety walk. Neighbours were invited to attend and encouraged to bring their gardening gloves/tools (and enthusiasm), while the CRA provided refreshments, some gardening tools and supplies. The focus was on removing weeds and garbage from the laneway. Residents and/or homeowners are asked to clean and de-clutter their parking areas, ensure gates are in good working order. They also contacted 51 Division Graffiti Eradication teams to remove graffiti.

Image credit: cabbagetowner.com

E. Work with property owners to install murals on the walls of adjacent houses and garages, including gateway murals on the walls at the laneway entry points at Cross and Collahie, to distinguish the laneway from the street.

Street art murals can connect communities and transform neglected public spaces like laneways into dynamic and vibrant community spaces. Locally relevant, community-inspired public artwork creates a shared sense of ownership and pride among community members and draws eyes to the laneway space, increasing natural surveillance and safety and marking the laneway as an important part of the local public realm.

Procedure

1. Reach out to your neighbours to form a murals working group.
2. Convene a meeting of working group members to discuss ideal mural locations.
3. Meet with the homeowners of the proposed mural locations to indicate your desire to install murals on their properties and hear their concerns and requirements.
4. Secure permission from the homeowners to install murals on their properties.
5. Consider having the working group draw up a project brief for each mural, including subject or theme, style and colour scheme as appropriate.
6. Reach out to local artists through local organizations or the STEPS Initiative to let them know about the project opportunity.
7. View artist portfolios, meet with artists and select artist(s) for the project.
8. Ask the selected artist(s) to create a project concept sketch.
9. Share sketches with property owners, and ask artist(s) to edit artwork per their feedback.
10. Apply for funding, approach home improvement stores for paint donations of mis-tints, and/or ask property owners for artist fees.
11. If scaffolding or ladders are required to install the mural and must be set up in the laneway right-of-way, fix a date range for mural installation and apply for Street Occupation Permit from Transportation Services.
12. Secure paint and other supplies.
13. Once you obtain the permit, install the mural.
14. Organize a community celebration either during the mural painting or to unveil the completed mural.

Precedent



The Alley Project (TAP) is an initiative of Young Nation, a non-profit community organization focused on engaging youth in Detroit. Operating out of a dedicated garage studio space, TAP organizes youth-led graffiti and mural projects in the neighbouring laneways. The area has become a showcase for the creative talents of the local community and the physical expression of positive youth-adult relationships and community investment in Detroit. Read more [here](#) and [here](#).

Image credit: The Alley Project

F. Work with the Fairview Nursing Home to address community concerns around traffic and parking in the laneway – for example, delivery schedules, pedestrian safety and proper parking behaviour.

Laneways are public rights-of-way and shared spaces that should be accessible and safe for all users. By working together, laneway neighbours can agree on accessibility and safety standards like delivery areas and schedules, parking areas and safe speeds that ensure that the laneway is a safe and useful space for all neighbours.

Procedure

1. Reach out to your neighbours to form a laneway traffic working group.
2. Convene a meeting of working group members to discuss any laneway traffic safety or parking concerns that people have and agree on which of these can be addressed by the group and which should be brought up with Fairview Nursing Home.
3. Designate one or two group members as spokespeople to meet with Fairview Nursing Home to discuss community concerns.
4. Reach out to Fairview Nursing Home to arrange a meeting regarding community traffic safety and parking concerns.
5. Meet with Fairview Nursing Home to discuss community traffic safety and parking concerns, and agree on measures and a timeline to address these concerns.
6. Check in with Fairview Nursing Home periodically over the course of the agreed timeline to monitor progress.

Precedent



Fuji Starlight Express Co. Ltd. undertook a three-day laneway usage survey in Banff, from 6 am to 8 pm each day. Data was collected quantifying vehicular and pedestrian traffic, and then analysed for better laneway operations. The main recommendation was to coordinate delivery schedules among business owners to avoid laneway blockage, as 80% of blockages were caused by trucks parked in the laneway. Other recommendations included:

- Post a no-entry sign at one end of the laneway;
- Create permit parking and tow-away zones and enhance parking enforcement in the laneway;
- Designate a loading zone for delivery trucks;
- Install better wayfinding signage.

Image credit: Fuji Starlight Express Co. Ltd.

G. Work with property owners to install planter boxes on the laneway edge of adjacent properties, where space is available.

Planters take advantage of the small amount of horizontal space available in laneways to introduce vegetation, softening the laneway environment and creating an attractive boundary and transition between private space and the public right-of-way.

Procedure

1. Reach out to your neighbours, including homeowners and the Fairview Nursing Home, to form a laneway greening working group.
2. Convene a meeting of working group members to determine available space and the optimal configuration of planters.
3. Contact Traffic Operations and Right-of-Way Management divisions of Transportation Services to inform them of the intent to install planters on private property adjacent to the laneway right-of-way.
4. Research the price and availability of different commercial planters appropriate to the space available.
5. Consult online resources from Evergreen to determine the best vegetation types for the CCBG laneway.
6. Contact landscape suppliers to source and price plants and materials.
7. Apply for greening grants and approach garden supply and home improvement stores about in-kind donations to the project, as appropriate.
8. Once funding is secured, purchase plant and other project materials.
9. Organize a community planting day to kick off the laneway greening.
10. Develop a maintenance plan for the planters and vegetation. Consider engaging Fairview residents to maintain /water the planters.

Precedent



The **John Street Pedestrian Initiative**, led by the Toronto Entertainment District BIA, has provided a larger pedestrian realm by closing down one lane of vehicular traffic along the eponymous street in the city's downtown. Seasonal planter boxes work to beautify and green the street while also delineating pedestrian and vehicular traffic. Planters also offer a low-maintenance option of temporary greening of a public space and can be slowly phased out if more permanent greening measures are put in place.

Image credit: Torontoist
<http://torontoist.com/2014/09/making-pedestrians-a-priority-on-john-street/>

H. Install a Little Library in the laneway.

Little Libraries are small boxes installed on the edge of private properties facing public spaces that are filled with books and operated on a take-a-book / leave-a-book honesty system. The libraries are a great way to blur the boundary between public and private space while encouraging reading and building trust and friendships within the community.

Procedure

1. Reach out to your neighbours to form a Little Library working group.
2. Meet with the working group to decide on the location and design for the Little Library.
3. Prepare construction plans and a list of materials required for the Little Library.
4. Buy construction materials & build the Little Library.
5. Fill the Little Library with a “starter” set of books.
6. Reach out to your neighbours to let them know about the Little Library, invite them to use it and to add their own books.
7. Check the Little Library periodically to make sure that there are no leaks or other damage.

Precedent



The **Little Free Library** movement started in Wisconsin but soon spread. There are now Little Libraries installed by homeowners in neighbourhoods throughout Toronto, including this one in the St. Clair West neighbourhood.

Image credit: Elizabeth Cinello,
Living Toronto Journal
<http://livingtorontojournal.com/little-free-library/>

5.5 Next Step Projects

I. Build a community garden on the Fairview Nursing Home property, and engage Fairview seniors to participate in its planting and maintenance.

Shared gardens can be an important part of a beautiful and vibrant community. Gardens soften the urban environment while providing space to grow food and flowers, absorbing storm water and serving as connectors where community members of all ages can gather and work together.

Procedure

1. Convene a meeting of laneway greening working group members to determine the best location for the garden. Make sure that working group members from Fairview Nursing Home are present at this meeting.
2. Consult online resources from Evergreen to determine the best vegetation types for the garden.
3. Contact landscape suppliers to source and price plants and landscaping materials.
4. Apply for greening grants and approach garden supply and home improvement stores about in-kind donations to the project, as appropriate.
5. Once funding is secured, purchase plant and other project materials.
6. Organize a community planting day and reach out to your neighbours, including Fairview Nursing Home residents, to let them know about the community planting day.
7. Develop a maintenance schedule for the laneway greening working group members to maintain the community garden throughout the growing season.

Precedent



The Mole Hill Community Housing Project consists of 26 heritage buildings containing 170 units of social housing in Vancouver. The community has been recognized as a model of eco-friendly green practices and has allowed for on-site food production in its 76 community garden plots since 1999. The gardens are located in the laneway behind the house and provide fresh fruits, vegetables and herbs for its residents. The communal experience of gardening has worked to engage and empower the local population, improve access to healthy foods and create a shared green space.

Image credit: Elizabeth Cinello, Living Toronto Journal <http://livingtorontojournal.com/little-free-library/>

J. Install street painting at laneway entry points to differentiate the laneway from the street, and at different points throughout the laneway to mark out space for hopscotch, street hockey and other games.

Clear visual cues can help to signal that your laneway is a space that is different from the street. A band of street painting at the intersection with the street can increase your laneway's visual appeal while differentiating it from the conventional vehicular streets of your neighbourhood, while smaller painted areas can "claim" space for street games along the length of the laneway.

Procedure

1. Meet with local parties, including homeowners and the Fairview Nursing Home, to agree on the desired locations and extent of street painting treatment.
2. Reach out to your councillor to let her know about the street painting initiative and secure her support.
3. Develop a site plan indicating the proposed extent of the decorative paving or street painting.
4. Contact Urban Design and the Beautiful Streets division of Transportation Services to indicate your desire to install street painting and obtain an approved list of "standard" street paint types (these standards are currently in development).
5. Consult with Major Capital Infrastructure Coordination and the Traffic Operations division of Transportation Services to discuss the street painting initiative, including scheduling, financing and maintenance responsibility.
6. Select a desired paint type from the City-approved list.
7. Develop a site plan showing the extent and pattern of the proposed street painting.
8. Apply for Landscape Construction Permit from the Right-of-Way Management division of Transportation Services.
9. Obtain quotes and hire a contractor to carry out the street painting.
10. Consult with Road Operations to develop a maintenance plan for the street painting.

Precedent



In an effort to further the revitalization of the Beaufort Street strip in Perth, local business owners formed the **Beaufort Street Network** to promote a diversity of activities in the neighbourhood. Recognizing the need to create a strong visual brand in the neighbourhood, business owners commissioned local artists to create murals and paint the laneways behind their buildings. This initiative has proven very successful, with artists volunteering to contribute to the aesthetic transformation of these spaces.

Image credit: [Emma Wynne](#)

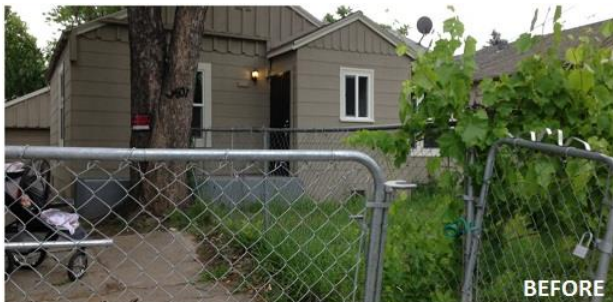
K. Work with Fairview Nursing Home to remove or repair the chain link fence at the edge of their property.

Chain link fences, while useful for dividing space, aren't the most attractive way of doing so. Removing these fences can go a long way towards improving the visual appeal of a space, while also making the area feel more welcoming. If a physical separation is still desired, less visually jarring barriers like rocks, planters and solid benches can be used instead.

Procedure

1. Meet with representatives of Fairview Nursing Home to request that the chain link fence be removed. Be sure to explain your reasons for requesting this, and listen to Fairview's reasons for having the fence there.
2. Work with representatives of Fairview Nursing Home to agree on short-term and long-term solutions to the fence issue – for example, repair the damaged fence, add a doorway to the fence so that children can access the grassy hill on the Fairview property, replace the fence with a less visually jarring boundary – and a timeline for these solutions.
3. Check in with Fairview Nursing Home periodically over the course of the agreed short-term timeline to monitor progress.

Precedent



Neighbors Without Borders is a volunteer organization that was founded to remove chain link fences in the Oak Park neighbourhood of Sacramento, California, in order to beautify the neighbourhood, make it feel safer and increase the sense of community for residents. Founder Amanda Dodd based the organization's work on successful fence removal projects in cities including Toronto and Boston, which resulted in a reduction in crime and an increase in community connection in those communities.

Photo credit: Amanda Dodd

<http://sacramentoappraisalblog.com/2014/10/21/removing-chain-link-fences-to-beautify-a-neighborhood/>

Next step:

I. Work with Fairview Nursing Home to create bench seating along the perimeter of the property.

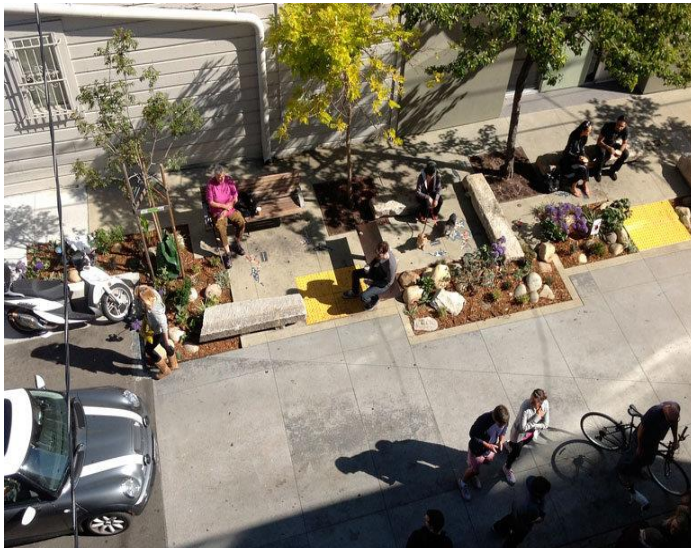
L. Work with Fairview Nursing Home to create bench seating along the perimeter of the property.

Benches, perhaps combined with planters, are a great way to separate the public space of your laneway from adjacent private properties in a way that feels attractive and welcoming. These benches can help to make the laneway appealing as a space to linger for community members, providing much-needed seating space where neighbours can stop to read a book, supervise playing children or catch up with one another.

Procedure

1. Reach out to your neighbours, including representatives of the Fairview Nursing Home, to form a benches working group.
2. Convene a meeting of group members to discuss the possibility of installing benches at the edge of the Fairview Nursing Home property, including requirements, bench locations, budget and funding responsibility.
3. Research bench designs and costs.
4. Convene a meeting of group members to decide on the desired bench design. Remember to consider cost and your budget as well as aesthetics and materials.
5. Source premade benches or prepare construction plans for custom benches.
6. Approach home improvement stores about in-kind donations to the project, as appropriate.
7. Purchase pre-made benches or bench materials, as appropriate.
8. Construct the custom benches, if you are using these.
9. Prepare the ground and install the benches.

Precedent



San Francisco has transformed hundreds of its laneways into “living alleys” over the past few years with the addition of planted areas, pavement transitions and benches of different types. These benches serve a dual purpose, dividing the space while providing places for people to sit and relax, as shown above in **Linden Alley**.

Image credit: San Francisco Planning Department

<http://www.governing.com/topics/urban/gov-urban-living-alleyways.html>

M. Install signage at laneway entrance points to create a welcoming gateway to the laneway.

1. Meet with your neighbours to determine the styles and budget you want for the gateway signage.
2. Hire an artist or signage company to design, create and install the signage.
3. Consider using money from fundraisers.
4. Contact Urban Design and the Beautiful Streets division of Transportation Services to indicate your desire to install street painting



In Perth, Australia, laneway signage is installed to coincide with the existing character of the lane. Laneways have unique names and corresponding signage. Globe Lane is a well-known laneway downtown. The gateway signage helps to distinguish the laneway as well as give it its own identify.

Photo credit: artshub.com.au

6 IMPLEMENTATION PLAN

5.1 Foundation Projects

A. Form a Friends of CCBG Laneway group to monitor the ongoing state of good repair in the laneway, champion the laneway improvements and steward the laneway on an ongoing basis.

Procedure	<ol style="list-style-type: none"> 1. Review the Park Friends Group Guidebook from Park People, which provides tips on setting up a “Friends of” group. 2. Send out a call for participants to local residents and the Fairview Nursing Home. 3. Contact your councillor to let her know that you’re starting a Friends of CCBG Laneway group. 4. Hold a kick-off meeting to formalize the group, discuss this Master Plan and set tasks to help with its implementation and stewardship.
Key contacts	<ul style="list-style-type: none"> • Park People info@parkpeople.ca • Councillor Ana Bailão councillor_bailao@toronto.ca • Fairview Nursing Home contact: Saurabh Bhatnagar General Manager 14 Cross Street, Toronto, Ontario, M6J1S8 Email: saurabh.bhatnagar@schlegelvillages.com Tel: 416-534-8829 Cell: 416.904.9315
Online resources	<ul style="list-style-type: none"> • Park Friends Group Guidebook http://www.parkpeople.ca/sites/default/files/pp_guidebook_web.pdf
Permits required	N/A
Budget range	N/A
Potential funding sources	N/A

B. Host a laneway fundraising drive and/or event to raise money to help with the implementation of the Quick Win projects.

Procedure	<ol style="list-style-type: none"> 1. Reach out to your neighbours to form a fundraising working group. 2. Convene a meeting of working group members to review the funding required to implement the Quick Win projects, brainstorm fundraising ideas, and decide on the fundraising method or methods to use. 3. You should also agree on how funds raised are to be managed, to prevent any misunderstandings later on. 4. Agree on responsibilities and work together to prepare your fundraising drive and/or event. 5. Whether you are doing a fundraising drive or an event, make sure to prepare information to share about your community, the CCBG laneway transformation plans and the process so far. 6. As you approach the launch of your fundraising initiative, reach out beyond the working group to let other residents, local businesses and potential external donors (like the local branches of large retailers, lawyers or banks) know about the CCBG laneway transformation and your fundraising initiative. 7. Launch your fundraising drive and/or host your fundraising event. 8. Add up the funds raised and share this information with the CCBG community.
Key contacts	N/A
Online resources	<ul style="list-style-type: none"> • Community & Events Fundraising http://www.thirdsector.co.uk/community-events-fundraising • The Alphabet of Fundraising Ideas http://www.soschildrensvillages.ca/alphabet-of-fundraising-ideas?gclid=CjwKEAiA18mzBRCo1e-y_KLpXISJACEsANG16TLkzuxUvJabznaO5gyyCWdQtKLi8AfiW6U7RiV3RoC6r3w_wcB
Permits required	N/A
Budget range	\$
Potential funding sources	<ul style="list-style-type: none"> • In-kind by group members and local businesses

6.2 Quick Win Projects

C. Have the laneway officially named.

Procedure	<ol style="list-style-type: none"> 1. Reach out to your neighbours to form a laneway naming working group. 2. Convene a meeting of working group members to brainstorm potential names for your laneway and agree on a shortlist of two or three names. 3. Reach out to your councillor to let her know about the naming initiative and secure her support. 4. Create an online poll for the shortlisted names and a community flyer. 5. Reach out to your neighbours and ask them to fill out the online poll where they can indicate their preferences. You might also organize an in-person discussion where neighbours can share their thoughts. 6. Prepare a map showing the location of your laneway. 7. Prepare a Street Naming Application and include your map, a description of your community consultation process and a letter of support from your councillor in your application. 8. Submit your application to Kerry Ferguson, Senior Ontario Land Surveyor at City of Toronto Engineering & Construction Services.
Key contacts	<ul style="list-style-type: none"> • Councillor Ana Bailão councillor_bailao@toronto.ca • Kerry Ferguson, Senior Ontario Land Surveyor at City of Toronto Engineering & Construction Services kferguso@toronto.ca
Online resources	<ul style="list-style-type: none"> • City of Toronto Street Naming Application http://www1.toronto.ca/City%20of%20Toronto/Engineering%20and%20Construction%20Services/Engineering%20Information/Files/pdf/Street%20Naming%20Related%20Policies/Street_Naming_Form.pdf • City of Toronto Honorific and Street Naming Policy http://www1.toronto.ca/City%20of%20Toronto/Engineering%20and%20Construction%20Services/Engineering%20Information/Files/pdf/Street%20Naming%20Related%20Policies/Street_Naming_Policy_Dec2013.pdf
Permits required	N/A
Budget range	N/A
Potential funding sources	N/A

D. Host an annual laneway clean-up day.

Procedure	<ol style="list-style-type: none"> 1. Select a day for the laneway clean-up – ideally in the spring time. Consider aligning the event with the Clean Toronto Together event in April. 2. Create an event poster and promote the event online and using flyers in the neighbourhood. 3. Consider combining the event with a laneway potluck, barbeque or party. 4. Ask neighbours to gather and share supplies, such as large garbage bags, rakes, gardening gloves, as well as paint and other tools. 5. Host the event Picking-up garbage, painting over vandalized garages, fixing any minor issues identifying any major issues in the laneway to be addressed, getting rid of over-grown weeds and bushes.
Key contacts	N/A
Online resources	<ul style="list-style-type: none"> • Clean Together Toronto: http://www1.toronto.ca/wps/portal/contentonly?vnextoid=d9236056e60c3410VgnVCM10000071d60f89RCRD&vnextchannel=8131fbfa98491410VgnVCM10000071d60f89RCRD • Home Depot Community Grant
Permits required	N/A
Budget range	\$
Potential funding sources	In-kind donations from garden centres and home improvement stores (Approach local stores to secure supplies, tools, etc.)

E. Work with property owners to install murals on the walls of adjacent houses and garages, including gateway murals on the walls at the laneway entry points at Cross and Collahie, to distinguish the laneway from the street.

Procedure	<ol style="list-style-type: none"> 1. Reach out to your neighbours to form a murals working group. 2. Convene a meeting of working group members to discuss ideal mural locations. 3. Meet with the homeowners of the proposed mural locations to indicate your desire to install murals on their properties and hear their concerns and requirements. 4. Secure permission from the homeowners to install murals on their properties. 5. Work with the working group to draw up a project brief for each mural, including subject or theme, style and colour scheme as appropriate. 6. Reach out to local artists through local organizations or the STEPS Initiative to let them know about the project opportunity. 7. View artist portfolios, meet with artists and select artist(s) for the project. 8. Ask the selected artist(s) to create a project concept sketch. 9. Share sketches with property owners for review, and ask artist(s) to edit artwork per their feedback. 10. Apply for funding through StreetARToronto's Partnership Program and/or approach home improvement stores for paint donations of mistints, and property owners for artist fees. 11. If scaffolding or ladders are required to install the mural and must be set up in the laneway right-of-way, fix a date range for mural installation and apply for Street Occupation Permit from Transportation Services. 12. Secure paint and other supplies. 13. Once you obtain the permit, install the mural. 14. Organize a community celebration either during the mural painting or to unveil the completed mural.
Key contacts	<ul style="list-style-type: none"> • STEPS Initiative info@stepsinitiative.com 416-572-4374 • StreetARToronto streetart@toronto.ca • Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Online resources	<ul style="list-style-type: none"> • STEPS Initiative / PATCH Project artists http://thepatchproject.com/artists/ • StreetARToronto Artist Directory http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=086de75c57512410VgnVCM10000071d60f89RCRD • StreetARToronto Partnership Program http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=b33498b613412410VgnVCM10000071d60f89RCRD • Street Occupation Permit, Transportation Services http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=efe5a84c9f6e1410VgnVCM10000071d60f89RCRD&vgnnextchannel=2bdb4074781e1410VgnVCM10000071d60f89RCRD
Permits required	<ul style="list-style-type: none"> • Street Occupation Permit, Transportation Services
Budget range	\$\$
Potential funding sources	<ul style="list-style-type: none"> • Property owners • StreetARToronto • Funds raised through your fundraising drive and/or event

F. Work with the Fairview Nursing Home to address community concerns around traffic and parking in the laneway – for example, delivery schedules, pedestrian safety and proper parking behaviour.

Procedure	<ol style="list-style-type: none"> 1. Reach out to your neighbours to form a laneway traffic working group. 2. Convene a meeting of working group members to discuss any laneway traffic safety or parking concerns that people have and agree on which of these can be addressed by the group and which should be brought up with Fairview Nursing Home. 3. Designate one or two group members as spokespeople to meet with Fairview Nursing Home to discuss community concerns. 4. Reach out to Fairview Nursing Home to arrange a meeting regarding community traffic safety and parking concerns. 5. Meet with Fairview Nursing Home to discuss community traffic safety and parking concerns, and agree on measures and a timeline to address these concerns. 6. Check in with Fairview Nursing Home periodically over the course of the agreed timeline to monitor progress.
Key contacts	<ul style="list-style-type: none"> • Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Online resources	N/A
Permits required	N/A
Budget range	N/A
Potential funding sources	N/A

G. Work with property owners to install planter boxes on the laneway edge of adjacent properties, where space is available.

Procedure	<ol style="list-style-type: none"> 1. Reach out to your neighbours, including homeowners and the Fairview Nursing Home, to form a laneway greening working group. 2. Convene a meeting of working group members to determine available space and the optimal configuration of planters. 3. Research the price and availability of different commercial planters appropriate to the space available. 4. Consult online resources from Evergreen to determine the best vegetation types for the CCBG laneway. 5. Contact landscape suppliers to source and price plants and materials. 6. Apply for greening grants and approach garden supply and home improvement stores about in-kind donations to the project, as appropriate. 7. Once funding is secured, purchase plant and other project materials. 8. Organize a community planting day to kick off the laneway greening. 9. Maintain the planters and vegetation.
Key contacts	<ul style="list-style-type: none"> • Evergreen stewardship@evergreen.ca • Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Online resources	<ul style="list-style-type: none"> • Evergreen’s Native Plant Database http://nativeplants.evergreen.ca/ • Evergreen’s No Plot is Too Small guidebook http://www.evergreen.ca/downloads/pdfs/no-plot-too-small/ • Evergreen’s urban greening resources http://www.evergreen.ca/get-involved/resources/ • Live Green Grant http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=821e99fa45dd5410VgnVCM10000071d60f89RCRD • TD Friends of the Environment Foundation Grant https://fef.td.com/funding/ • Evergreen Grant Program http://www.evergreen.ca/get-involved/funding-opportunities/
Permits required	N/A
Budget range	\$
Potential funding sources	<ul style="list-style-type: none"> • Laneway-side homeowners • Fairview Nursing Home • Funds raised through your fundraising drive and/or event • Live Green Grant • TD Friends of the Environment Foundation Grant • Evergreen Grant

H. Install a Little Library in the laneway.

Procedure	<ol style="list-style-type: none"> 1. Reach out to your neighbours to form a Little Library working group. 2. Meet with the working group to decide on the location and design for the Little Library. 3. Prepare construction plans and a list of materials required for the Little Library. 4. Buy construction materials & build the Little Library. 5. Fill the Little Library with a “starter” set of books. 6. Reach out to your neighbours to let them know about the Little Library, invite them to use it and to add their own books. 7. Check the Little Library periodically to make sure that there are no leaks or other damage.
Key contacts	N/A
Online resources	<ul style="list-style-type: none"> • Little Free Library http://littlefreelibrary.org/ • Simple library design http://littlefreelibrary.org/wp-content/uploads/2012/09/LFL-Building-Design_6.17.13.pdf • Little Free Library ideas https://www.pinterest.com/ltfreelibrary/
Permits required	N/A
Budget range	\$
Potential funding sources	<ul style="list-style-type: none"> • In-kind by group members and local businesses • Funds raised through your fundraising drive and/or event

6.3 Next Step Projects

I. Build a community garden on the Fairview Nursing Home property, and engage Fairview seniors to participate in its planting and maintenance.

Procedure	<ol style="list-style-type: none"> 1. Convene a meeting of laneway greening working group members to determine the best location for the garden. Make sure that working group members from Fairview Nursing Home are present at this meeting. 2. Consult online resources from Evergreen to determine the best vegetation types for the garden. 3. Contact landscape suppliers to source and price plants and landscaping materials. 4. Apply for greening grants and approach garden supply and home improvement stores about in-kind donations to the project, as appropriate. 5. Once funding is secured, purchase plant and other project materials. 6. Organize a community planting day and reach out to your neighbours, including Fairview Nursing Home residents, to let them know about the community planting day. 7. Develop a maintenance schedule for the laneway greening working group members to maintain the community garden throughout the growing season.
Key contacts	<ul style="list-style-type: none"> • Evergreen stewardship@evergreen.ca • Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Online resources	<ul style="list-style-type: none"> • Evergreen's Native Plant Database http://nativeplants.evergreen.ca/ • Evergreen's No Plot is Too Small guidebook http://www.evergreen.ca/downloads/pdfs/no-plot-too-small/ • Evergreen's urban greening resources http://www.evergreen.ca/get-involved/resources/ • Live Green Grant http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=821e99fa45dd5410VgnVCM10000071d60f89RCRD • TD Friends of the Environment Foundation Grant https://fef.td.com/funding/ • Evergreen Grant Program http://www.evergreen.ca/get-involved/funding-opportunities/
Permits required	N/A
Budget range	\$

Potential funding sources	<ul style="list-style-type: none"> ● Laneway-side homeowners ● Fairview Nursing Home ● Funds raised through your fundraising drive and/or event ● In-kind donations from garden centres and home improvement stores ● Live Green Grant ● TD Friends of the Environment Foundation Grant ● Evergreen Grant
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J. Install street painting at laneway entry points to differentiate the laneway from the street, and at different points throughout the laneway to mark out space for hopscotch, street hockey and other games.

Procedure	<ol style="list-style-type: none"> 1. Meet with local parties, including homeowners and the Fairview Nursing Home, to agree on the desired locations and extent of street painting treatment. 2. Reach out to your councillor to let her know about the street painting initiative and secure her support. 3. Develop a site plan indicating the proposed extent of the decorative paving or street painting. 4. Contact Urban Design and the Beautiful Streets division of Transportation Services to indicate your desire to install street painting and obtain an approved list of "standard" street paint types (these standards are currently in development). 5. Consult with Major Capital Infrastructure Coordination and the Traffic Operations division of Transportation Services to discuss the street painting initiative, including scheduling, financing and maintenance responsibility. 6. Select a desired paint type from the City-approved list. 7. Develop a site plan showing the extent and pattern of the proposed street painting. 8. Apply for Landscape Construction Permit from the Right-of-Way Management division of Transportation Services. 9. Obtain quotes and hire a contractor to carry out the street painting. 10. Consult with Road Operations to develop a maintenance plan for the street painting.
Key contacts	<ul style="list-style-type: none"> ● Urban Design Program Manager, Toronto & East York James Parakh 416-392-1139 ● Councillor Ana Bailão councillor_bailao@toronto.ca ● Beautiful Streets 311@toronto.ca ● Traffic Operations 311@toronto.ca ● Major Capital Infrastructure Coordination mcic@toronto.ca 416-338-6590 ● Right-of-Way Management General Enquiry 416-392-7877

Online resources	<ul style="list-style-type: none"> Market Street Toronto, Transportation Services https://www1.toronto.ca/City%20of%20Toronto/Transportation%20Services/Walking/Files/pdf/Market%20Street%20Profile_July27_Final.pdf Landscape Construction Permit http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=c1e5a84c9f6e1410VgnVCM10000071d60f89RCRD&vgnextchannel=2bdb4074781e1410VgnVCM10000071d60f89RCRD Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Permits required	<ul style="list-style-type: none"> Landscape Construction Permit
Budget Range	\$
Potential funding sources	<ul style="list-style-type: none"> Beautiful Streets Large-Scale Projects

K. Work with Fairview Nursing Home to remove or repair the chain link fence at the edge of their property.

Procedure	<ol style="list-style-type: none"> Meet with representatives of Fairview Nursing Home to request that the chain link fence be removed. Be sure to explain your reasons for requesting this, and listen to Fairview’s reasons for having the fence there. Work with representatives of Fairview Nursing Home to agree on short-term and long-term solutions to the fence issue – for example, repair the damaged fence, add a doorway to the fence so that children can access the grassy hill on the Fairview property, replace the fence with a less visually jarring boundary – and a timeline for these solutions. Check in with Fairview Nursing Home periodically over the course of the agreed short-term timeline to monitor progress.
Key contacts	<ul style="list-style-type: none"> Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Online resources	N/A
Permits required	N/A
Budget range	\$
Potential funding sources	<ul style="list-style-type: none"> Fairview Nursing Home

L. Work with Fairview Nursing Home to create bench seating along the perimeter of the property.

Procedure	<ol style="list-style-type: none"> 4. Reach out to your neighbours, including representatives of the Fairview Nursing Home, to form a benches working group. 5. Convene a meeting of group members to discuss the possibility of installing benches at the edge of the Fairview Nursing Home property, including requirements, bench locations, budget and funding responsibility. 6. Research bench designs and costs. 7. Convene a meeting of group members to decide on the desired bench design. Remember to consider cost and your budget as well as aesthetics and materials. 8. Source premade benches or prepare construction plans for custom benches. 9. Approach home improvement stores about in-kind donations to the project, as appropriate. 10. Purchase pre-made benches or bench materials, as appropriate. 11. Construct the custom benches, if you are using these. 12. Prepare the ground and install the benches.
Key contacts	<ul style="list-style-type: none"> • Fairview General Manager: Saurabh Bhatnagar (See Project A for details)
Online resources	N/A
Permits required	N/A
Budget range	\$\$
Potential funding sources	<ul style="list-style-type: none"> • Fairview Nursing Home • Funds raised through your fundraising drive and/or event • In-kind donations from garden centres and home improvement stores

N. Install signage at laneway entrance points to create a welcoming gateway to the laneway.

Procedure	<ol style="list-style-type: none"> 1. Meet with your neighbours to determine the styles and budget you want for the gateway signage. 2. Hire an artist or signage company to design, create and install the signage. 3. Consider using money from fundraisers. 4. Contact Urban Design and the Beautiful Streets division of Transportation Services to indicate your desire to install street painting.
Key contacts	<ul style="list-style-type: none"> •
Online resources	N/A
Permits required	N/A
Budget range	\$\$
Potential funding sources	<ul style="list-style-type: none"> • Funds raised through your fundraising drive and/or event • In-kind donations from artists or community members

Legend

- \$ <\$2000
- \$\$ \$2000 - \$7000
- \$\$\$ >\$7000