

DRA Board Meeting Minutes

May 12, 2020

Location: ZOOM

Time: 5:30 p.m.

Present: Paul Gandall (chair), Doug Boyd, Dale Dearing, Dianne Flood, Nicholas Harrington, Ruth Annis, Mathew Yee, Ian Sutherland, Sandra Severs

City Council Liaison: Councillor Charlayne Thornton-Joe

City Staff: Mike Hill

Call to Order/Approval of Agenda

The meeting was called to order by the President.

Councillor's Report- Charlayne Thornton-Joe

Covid-19 – Council of the Whole continues to meet on Thursday with social distancing measures in place for those who choose to be in City Hall in person for the meeting.

There has been a marked slowdown in land use applications. City staff and Council are working with the Province to determine how public consultation will occur moving forward given the long-term requirements of social distancing.

Homelessness – A large portion of Council's time has been spent on the issue of homelessness. This issue has been the theme of many of the letters received by Mayor and Council. Pressure continues to be applied on the Province to provide resources to safely shelter those who are at risk because of their inability to socially distance. The arena will be opened May 13th to provide 45 spaces for individuals sheltering and will be run by BC Housing in partnership with a shelter provider. BC Housing has committed itself to providing housing to all people who are currently sheltering in hotels/arenas.

Businesses- Meetings are being held weekly to talk about the needs of businesses in this time. There has been an increase in graffiti including hate-focused tags, businesses have been forced to remove merchandise from their store windows because of "smash and grabs." Motions are coming to Council this week about parking options and the expansion of patios this summer to support restaurants while remaining safe. Conversations are underway with the Liquor and Cannabis Regulation Branch to decrease the barriers to quick implementation.

Land Use- Applications to the City have either slowed down or stopped with the exception of the Townline project on Pandora and the Gin Joint and Eatery which is going to public hearing. Charlayne has expressed concern that changes in the application move the Gin Joint and Eatery to a liquor primary rather than food primary establishment. An amendment to the motion to Council has asked that the Liquor Control Board make sure that the purpose of establishment is food primary. Charlayne is trying to move the process forward for projects containing affordable housing. Questions were raised about the motion before Council to close roads in Beacon Hill Park. Charlayne favours a balanced approach which recognizes and supports accessibility for those who have mobility challenges.

Budget – Council will be re-examining its budget in August and making decisions regarding which pieces of work can be postponed given the challenges of decreased revenues.

Land Purchase- The decision by the City to purchase land on Pandora had been made *in camera* and was somehow leaked to the media. Preliminary discussions about the makeup of the housing component for this property are leaning towards the following mix: 20% shelter rate, 40% below market rate, 40% market rate rental.

Dale expressed gratitude to the Mayor and Council for all the work that has been accomplished to respond effectively in these challenging times.

Questions on Downtown Update – Mike Hill

Mike was away last week and therefore no Downtown Update was produced.

Action: Mike will forward to Sandra when it is ready for distribution.

Grant Process – Money is being allocated to support grant proposals focused on recovery from COVID-19 including money for arts and culture.

Bastian Square Market – Conversations are underway with merchants to determine how/if the market is going to run this summer. It is unclear at this point whether merchants should be crafting social distancing guidelines or wait for Dr. Henry to issue those guidelines and issue permission.

Late Night Advisory Committee – Staff have been working on drafting guidelines. Money from the Late Night Support Programme has been redeployed to support victims of domestic violence and police staffing needs at the homeless encampments at Topaz Park and Pandora.

Liquor License – There is an opportunity to shorten the hours at Bartholomew’s Pub, moving closing time from 2 a.m. back to 1 a.m.

CALUC changes – The process has been deferred to a later time.

Business Arising from the Minutes

CALUC process -We are in a holding pattern for now.

By-Election- The by-election is also on pause for now. Given the rules around social distancing it is unclear when it will happen. Doug did send out a list of questions to candidates and had a limited response before the development of COVID-19.

Telephone Booth – In order to finish this project, additional funds are needed. Given the challenges of fundraising at the moment this project is on pause as well.

Questions on Standing Committee Reports

1) Land Use Committee (LUC)

Report attached. Ian is seeking information about the spending of Community Amenity monies. It is unclear how much has been collected and where those amenities are located in the Downtown. Concerns have also been expressed about the downtown community plan. Ian is comparing the City of Victoria to the City of Vancouver noting differences.

2) Urban Livability Committee (ULC)

Report attached. Concerns have been expressed by a resident of the Downtown about the noise generated by construction. There are no guidelines for construction companies about how to be good neighbours when undertaking development projects. Mike suggested that this could be a possible piece of work moving forward.

Action: The neighbourhood liaison was requested to summarize construction requirements relating to mitigation of neighbourhood impacts for discussion at the next DRA meeting.

Another resident has provided information about an app to help track crime as it occurs downtown. The Board expressed interest in further information.

Action: Sandra will send the link to Board members.

3) Urban Ecology and Agriculture Committee (UEC)

Report attached. Nicholas reported that the garden is open and the water is on. Guidelines on social distancing have been received from the City. The Board discussed the current garden waiver signed by participants and agreed that it should be re-examined in light of COVID-19.

Action: Nicholas will send the waiver back to Paul for review.

The Coordinator grant terms have been changed so that monies received no longer have to be used solely to pay for the Garden Coordinator. Nicholas expressed a desire to remain within the current practice of using the grant to pay the coordinator and suggested the terms of the employment contract could be looked at when/if the current coordinator leaves.

4) Communications/Membership Committee (CMC)

Report attached. Doug is looking for items for the newsletter.

Action: Board members will forward items to Doug asap.

5) Community Engagement Committee (CEC)

Dale has received feedback on the circulated documents from a number of Board members. The trike project is currently on hold at the moment both because of difficulty purchasing it and also because of the social distancing practices now in place. What Community Engagement looks like going forward is uncertain.

External Meeting Reports

1) Victoria Community Association Network (VCAN) Paul

Nothing additional to report.

2) Late Night Advisory Committee (LNAC)

Nothing additional to report.

Election/Terms of Office

There was some confusion about the terms of office arising out of the AGM. Paul proposed that this item be deferred to the next Board meeting.

Action: Dianne will draft a proposal for discussion.

Operations during COVID-19

The Board agreed to meet by ZOOM on the second Tuesday of June with the goal of having a face-to-face meeting in July.

New Business

Construction notices- The value of providing the neighbourhood association with construction notices was raised, given that adjacent property owners are notified directly. It was determined that the new DRA website could accommodate a "community notice board" where these could be posted.

Adjournment-The meeting was adjourned at 7:20 p.m.

Next meeting- Tuesday, June 9, 2020, 5:30 p.m. via ZOOM

2020 MAY DRA Notes
Land Use Committee
Updated 08 MAY 2020

LUC: Current

1. 777 Douglas St, Executive House Hotel – New Liquor Primary Application to separate and reconfigure space that is currently associated with another Liquor Primary under different operations. No added capacity, no change in hours, no outdoor seating involved. Letter will be sent 12 May 2020.
2. 1700 Blanshard (Hudson Place Two) – Townline – Development Permit w Variance for a 23-storey 245-unit rental building w 6-storey podium w ground floor commercial. Variance for building massing setback at the upper storeys. Proposed FSR 7.47. Letter sent. Went to CotW on 07 May 2020 with applicant asking to waive opportunity for public comment.
3. 1150 Cook St (Pluto's) – Dan Robbins & Fraser McColl – Development Permit with Variance. It's over the 10-storey height limit that defines the density for the R-48 zone and the proposed density (8.98 FSR) is significantly above the OCP maximums. Letter to be sent. Status: Revised plans submitted and under review by City as of 06 May 2020.
4. 1244 Wharf St – Robert Fung & Cascadia Architects. Rezoning to allow transient accommodation use above and below the Wharf Street frontage. No additional storeys being requested. Applicant copied LUC on Letter Of Intent sent to City 05 MAY 2020.
5. 504 Herald, Herald St Brew Works – Mike and Lee Spence – Development Permit with Variance: Applicant seeking a permit to construct a rooftop patio with an occupancy of 99 additional liquor primary seats; bringing total occupancy to 277 from the previously approved 178. Letter to be sent if application proceeds. Status: New plans submitted 17 Apr 2020. Staff Review of Revised Plans completed 27 Apr 2020. COTW to be scheduled.
6. 975 Pandora (Seventh Adventist Church) – Townline – Rezoning and BP for 121 residential rental units ranging from studio to 5-bdrm (including pods) in 16-storey tower at 5.497 FSR with ground floor commercial. Vehicle parking at 123 with bike parking at 221; both above required. There are 119 storage lockers. No retention of church building. CALUC letter submitted Mar 2019 based on previous submission. Status: Staff Review of Revised Plans completed. With Applicant since 24 Apr 2020.
7. 1010 Fort St – Abstract Developments – Rezoning for the development of a 13-storey building with ground floor commercial and 55 residential above with 7 vehicle parking (2 visitor) and 97 bike parking spots. Proposed FSR 5.37. The CALUC letter submitted 1 Oct 2019. Status: Staff Review of Revised Plans since 23 Mar 2020.
8. 900-block Yates (Market On Yates & Harris Green Village) between Quadra to Vancouver and Yates to View, as well as the eastern half of the 1000-block Yates (mid-block to Cook) - Starlight Investments. Status: With Applicant since 21 Feb 2020. CALUC letter submitted to City 08 Mar 2020.
9. 937 View St – Nelson Investments w de Hoog & Kierulf – Development Permit with Variance to build a 15-storey 253 rental units with parking for 15 vehicles and 172 bikes on R48 land and located in Fort St Heritage Corridor using pre-fabricated components. Proposed FSR 7.27. Several setback variances are sought which negatively effect livability.

Applicant is not proposing to rezone away from R-48 zone. Letter sent 2 Feb 2020. Status: With Applicant since 06 Mar 2020.

10. 1124 Vancouver – J. Gordon Enterprises – Second CALUC held 06 Nov 2019 but information presented was not complete. DRA LUC will postpone any additional CALUC meetings for this project until after the applicant gets approval by the Advisory Design Panel. CALUC letters submitted for both meetings. Status: Project reviewed and declined by ADP on 26 Feb 2020.
11. 777 Herald – Townline – Hudson Place One - Development Variance Permit for a height variance from the previously approved plans. Status: Application Received and Review by City 20 Feb 2020. Note: This project was granted a 3m height variance in 2018. Construction of this building is nearing completion.
12. Blanshard Block/Montrose Winter Garden Hotel – David Fullbrook with D'Ambrosio – Site Specific Zone and OCP Amendment for Core Business area density. Project proposes unique tower design for modern low-staff hotel catering to tech industry/millennials. Density requested 6.16: 1 from 3.0:1 and requested height of 65.5 m from 43.0m. The remainder of the block, The Montrose Building, will be designated heritage and maintained with residential and small CRUs. CALUC letter to be sent.
13. Duck Block – UVic Properties/Chard – Rezoning, Development Permit and Heritage Alteration for 6-storey 139-unit hotel with ground floor commercial with FSR 4.0 (from 4.39). Includes an OCP amendment for a very significant increase in density offside of the Official Community Plan maximum densities for Old Town and best practices of Heritage Conservation. Status: On Thurs 06 Feb 2020, CotW voted to send this project to Public Hearing.
14. Conflict between OCP project to expand Government St Pedestrian Mall to Chatham vs bike lane project planned for Government St. Letter to be sent.

LUC: Ongoing and Active

1. Audit of CoV Community Amenity Fund: itemized list of monies collected and spent since the start of the fund, identifying the dates and related projects, in addition to proposed future expenses with amounts and identifying the project by name.
2. 1620 Blanshard (Gateway Green) – Tri-Eagle & Jawl Residential – Temporary Use Permit to demolish the two-storey commercial building and provide 62 surface parking spaces. Staff recommendation to decline the TUP. Council approved the TUP but requested that the applicant work with Staff to explore the temporary use of the site for modular housing as opposed to parking. There will be another public notice circulated (for any TUP use) before it goes to Public Hearing. Status: Report Preparation by Planner since 14 Nov 2019.
3. Northern Junk – Reliance Properties – Rezoning for the redevelopment of existing heritage buildings and a residential with ground floor commercial, mixed use addition, concurrent Heritage Alteration with FSR 3.39. CALUC Letter submitted 10 Sept 2019. Status: Staff Review of Revised Plans since 22 Oct 2019.
4. On 04 Jul 2019 at Committee of the Whole, Council unanimously passed the recommendation “That Council consider as part of the 2020 budget discussions the

allocation of some new assessed revenue for parks and green space acquisition and amenities in neighbourhoods where development is occurring.”

5. 550 Pandora – Housing Society with Alan Lowe - Rezoning for a 5-storey, 36-unit affordable-housing rental apartment building with ground-floor commercial use. Proposed FSR 3.62. Status: With Applicant since 4 Dec 2018.
6. 700 Douglas (Bus Depot) – Bosa with James KM Cheng – Rezoning to construct long-term rental with ground floor commercial. Status: With Applicant since 4 Oct 2019.
7. Community walking tour with Director of Planning, Karen Hoese in the spring with LUC to discuss built examples, etc.

Urban Livability Committee
May 2020

The Committee has not met since the start of social distancing so the comments are my own and not reflective of the committee's discussion.

Sandra

900 Pandora Street Good Neighbour meeting

Meetings of the committee have been suspended until further notice.

Downtown Service Providers Committee

The committee has been meeting via Zoom.

Comment – Homelessness needs to be understood in the context of a forty-year failure on the part of governments to ensure the continuing existence of housing for low-income people. The inability to find housing, coupled with inadequate mental health and addictions care and below poverty level social assistance rates, has resulted in an increasing number of people who live their lives on the street. The population includes a disproportionate number of Indigenous people with histories of trauma as well as a sizable number of people with mental health and addictions issues, brain injury, physical disability and, increasingly, poor seniors. **It is a systemic issue not an individual issue.** The disruption of routine in response to the closing of support spaces for people as well as the loss of income streams like panhandling and an increase cost of drugs has resulted in a spike in anxiety among folk who are homeless. There have been overdose deaths at both the Pandora and Topaz Park encampments.

Social disorder and criminal behaviour need to be understood in this context. We have created a system in which people are set up for failure and when they fail, they are blamed.

Meeting notes - Service providers have stepped up their work coordinating with the City and BC Housing to provide services to people displaced due to the closing of the early winter shelters and the immediate shut down of all spaces previously providing support to homeless individuals.

The main encampments at Topaz Park and outside Our Place/The Harbour are being disbanded as people are moved into hotels and into the Save-On-Foods arena. The deadline for the closure of the camps has been extended to May 20th.

The focus of the response has been toward visible homelessness which impacts housed residents. Those currently living in other shelter situations or sleeping in Beacon Hill Park are not being moved. The City is continuing to apply pressure on the Province to provide housing for residents of the encampments once the immediate crisis is over and hotels/the arena are returned to their regular functions.

There were 229 tents at Topaz Park and 125 tents on Pandora at the time of the last DSP

meeting. Names have been taken of those currently camping to ensure that additional people don't join the encampments in the hopes of eventually acquiring housing. For those currently living in shelters and who are on the BC Housing list (a wait that is often years in length), the prioritizing of people in the encampments is unfair.

As expected, there have been challenges in moving people into the hotels. Concern has been expressed that mental health and addictions supports were not put in place in time before the arrival of people. There is concern that overdose deaths will increase as a result of the social isolation. There have been reports of long-term low-income hotel guests being evicted to make space for encampment guests.

Hopefully some good news?

<https://victoria.citifed.ca/news/926-932-pandora-avenue-city-of-victoria-acquires-pandora-avenue-land-holdings-across-from-our-place-shelter/?fbclid=IwAR28Tb07BR8oqm2qktUnzTwMaXOSiazKAwZ1aTCMYoa-eV8TQ2Nnwul8Z8o>

Urban Ecology & Agriculture Committee Update 05-2020

Urban Ecology & Agriculture Committee:

- At the DRA AGM held on March 11, 2020, it was agreed that the name of this committee would be shortened from Urban Ecology/Urban Agriculture Committee to Urban Ecology & Agriculture Committee.

Yates Street Community Garden:

- On February 23, 2019, the Yates Street Community Garden held its second Annual Membership Meeting (AMM), to which all members of the Garden were invited to review the prior year's successes, discuss any challenges, socialize and renew their memberships in the Garden.
- We applied for a 2020 Community Garden Coordinator Grant from the City of Victoria, and have received a grant cheque in the amount of \$10,000.00. It is from these grant monies that we pay the Yates Street Community Garden's contract coordinator (Laura Fraser). In each of the YSCG's prior years of operation, we have divided the grant amount equally and paid it to the coordinator over a 12 month contract period.
- The City's Parks department has made some recent changes to their Community Garden Coordinator Grant Terms of Reference document. The most recent changes directly affect what those grant funds can be used for (**see details in "Changes to the Community Garden Volunteer Coordinator Grant Terms of Reference", below**)
- To the best of my knowledge we have not yet seen a copy (electronic or paper) of the City's new Community Garden Licence of Occupation for the land that the Yates Street Community Garden (YSCG) is located on. When I spoke with the City's interim Food Systems Coordinator in early March, she verbally confirmed that the YSCG's new licence had been renewed for a period of 5 years beyond the expiration of the old one, which expired in August of 2019. This would mean that the new licence would be in effect until August 20, 2024.

Urban Gardening:

- We are still looking into the DRA's compatibility of the proposed ***Street to Sky Project***, a concept proposed by **Jill Doucette**, Founder and CEO of **Synergy Enterprises**, along with **Holly Dumbarton**, Project Manager for the **Food Eco-District (FED)**. **Again, the original request was a letter of support from the Downtown Residents Association, and 1 or 2 representatives of the DRA to act as advisers throughout the project, meeting 2-3 times throughout the project.**

Urban Ecology:

- Nothing to report

Changes to the Community Garden Volunteer Coordinator Grant Terms of Reference:

The City's Parks department has made some recent changes to their Community Garden Coordinator Grant Terms of Reference document.

In grant years 2019 and earlier, the terms of reference were very simple, and stated that the only eligible expenses for the granted funding was, "Funding for an individual to coordinate volunteers". Accordingly, in each of the YSCG's prior years of operation, we have divided the grant amount equally and paid it to the contractor over a 12 month contract period. For example, during this past year, we have been paying \$833.33 per month for the contract.

During the application period for the 2020 grant year, a revised terms of reference document, "Community Garden Volunteer Coordinator Grant Terms of Reference (2019)" was posted to the City's website. This document included expanded definitions, specified expectations, and much more specific and expanded reporting requirements, but still indicated that the only eligible expenses for the granted funding was, "Funding for an individual to coordinate volunteers".

On April 30, 2020, Alex Harned, Food Systems Coordinator for the City introduced a revised terms of reference document, titled, "Community Garden Volunteer Coordinator Grant Terms of Reference (2020)". This document is very similar to the 2019 dated document, except for the Eligible expenses section, which now reads as:

- Funding for an individual to coordinate community gardening volunteers
- 20 per cent of the grant can be used for gardening materials, equipment and supplies
- Five per cent of the grant can cover the cost of hiring external workshop instructors (if the community garden volunteer coordinator does not have the expertise), as it is required that each grant recipient offer one free workshop to the public annually

This is awkward as it now allows us to spend up to 20% of the monies on gardening materials, equipment and supplies, however I'm not in favour of reducing the amount of money paid to our current contractor. We currently do not have an contract in place with our contractor, and we have been operating month to month based on the previous contract.

See the following pages for reference:

- Page 3: Community Garden Volunteer Coordinator Grant Terms of Reference, grant years 2019 and earlier.
- Pages 4-5: Community Garden Volunteer Coordinator Grant Terms of Reference, at grant year 2020 application.
- Pages 6-8: Community Garden Volunteer Coordinator Grant Terms of Reference, as of late April, 2020.

Community Garden Volunteer Coordinator Grant Terms of Reference

Purpose:

The purpose of this grant is to hire a programmer that will be responsible for coordinating volunteer activities in community gardens with food production as a primary focus.

Funding:

The total funding available is for neighbourhoods that have community gardens with food production.

Eligibility:

The neighbourhoods that have existing gardens with food production and therefore are eligible to apply include:

- Vic West
- Fairfield-Gonzales
- Fernwood
- Burnside-Gorge
- James Bay
- Hillside-Quadra
- Downtown
- North Park

Other neighbourhoods that would like to establish a community garden with food production under the Community Garden Policy, are eligible to apply once the garden has been established.

To be eligible for the funding the following criteria must be met:

- Applicant must be a community or neighbourhood association
- Applicant must be responsible for managing a community garden, which includes commons gardens, allotment gardens and community orchards
- An agreement with the City for the management of the garden must be in place or the garden must be on City lands
- One application per eligible neighbourhood is preferred

Eligible expenses:

- Funding for an individual to coordinate volunteers

Ineligible expenses:

- Materials and supplies
- Equipment
- On-going operating costs (eg. water)

Award:

Payment of the grant will be issued in March to align with the growing season.

Reporting:

A final report will be required and at a minimum will outline:

- The number of volunteer activities/events
- Total number of volunteers
- A description of the projects and outcomes achieved

Community Garden Volunteer Coordinator Grant

Terms of Reference (2019)

Purpose:

The purpose of this grant is to hire a programmer that will be responsible for coordinating volunteer activities in community gardens and eligible community growing projects.

Funding:

Community Garden Volunteer Coordinator Grants are available to any neighbourhoods that manage and maintain community gardens as defined in the City of Victoria's Community Garden Policy. This includes new and existing community gardens. Eligibility also extends to non-profits operating community growing projects made accessible by the City of Victoria such as the Urban Food Tree Stewardship Program and community boulevard gardening.

The grants are intended to provide funding for a person to conduct outreach, coordinate volunteers and to promote educational growing opportunities for the community.

Gardening activities include:

Community gardening includes, but is not limited to, the following types of activities:

- Growing annual and perennial food plants, medicinal plants, and flowers
- Growing Indigenous, cultural and native plants
- Pollinator gardens and hobby beekeeping
- Permaculture projects
- Fruit and nut trees
- Demonstration farming
- Edible landscaping

Eligibility: To be eligible for the funding the following criteria must be met:

- Applicant must be a community or neighbourhood association
- Applicant must be responsible for managing a community garden, which includes commons gardens, allotment gardens and community orchards (see Community Garden Policy for full definitions) or eligible projects made accessible by the City of Victoria, such as the Urban Food Tree Stewardship Project and/or community boulevard gardening
- An agreement with the City for the management of the garden must be in place or the garden must be on City lands
- One application per eligible neighbourhood is preferred

Eligible expenses:

- Funding for an individual to coordinate volunteers

Ineligible expenses:

- Materials and supplies
- Equipment
- On-going operating costs (e.g. water)

Award: Payment of the grant will be issued in the spring to align with the growing season.

Expectations: By accepting this grant, the Community Garden Volunteer Coordinators are expected to:

- Attend a free Community Garden Gathering in March 2020
- Organize a minimum of two volunteer work parties annually (can include volunteer appreciation gathering)
- Offer a minimum of two garden public garden tours and one private garden tour annually
- Offer a minimum of one workshop free to the public annually
- Report out on volunteer data-tracking, work parties, workshops and events offered (see below).

Reporting: A final report will be required and at a minimum will outline:

- A Volunteer Coordinator role description, with projects and deliverables associated
- Approximate number of coordination hours worked each month
- A budget
- Delineate if this position is:
 - An Employee (hourly or salary)
 - A Contractor (hourly or deliverables based)
 - Receiving an Honorarium
- Submit a Volunteer Outreach Plan: description of marketing, outreach plan and steps taken to obtain and retain and appreciate volunteers.
- Report out on volunteer data-tracking including:
 - The number of volunteers and levels of commitment (e.g. weekly, monthly, once);
 - Descriptions of activities at garden work parties;
 - Evaluation and outcomes achieved
- Report out on Workshops, Tours and Educational Events offered to the public, including:
 - Marketing strategies
 - Activities undertaken, or themes associated
 - Number of attendees and demographics
 - Evaluation and outcomes achieved
 - Collaboration opportunities undertaken or partner organizations
- Collect stories of impact – who benefits from the gardens? Share 3 stories of how the community garden has positively impacted a community member, volunteer or neighbour.
- Photos with City of Victoria Media Release Forms Signed (see attached to Final Report Template)

Community Garden Volunteer Coordinator Grant: Terms of Reference (2020)

Purpose:

The purpose of this grant is to hire a programmer that will be responsible for coordinating volunteer activities in community gardens and eligible community growing projects.

Funding:

Community Garden Volunteer Coordinator Grants are available to neighbourhoods that manage and maintain community gardens as defined in the [City of Victoria's Community Garden Policy](#). This includes new and existing community gardens. Eligibility also extends to registered non-profits operating community growing projects made accessible by the City of Victoria such as the Urban Food Tree Stewardship Program and community boulevard gardening.

The grant's primary intent is to provide funding for a person to conduct outreach, coordinate volunteers and to promote educational growing opportunities for the community.

Gardening activities include:

Community gardening includes, but is not limited to, the following types of activities:

- Growing annual and perennial food plants, medicinal plants, and flowers
- Growing Indigenous, cultural and native plants
- Pollinator gardens and hobby beekeeping
- Permaculture projects
- Fruit and nut trees
- Demonstration farming
- Edible landscaping

Eligibility:

To be eligible for the funding, the following criteria must be met:

- Applicant must be a registered non-profit society, preferably a community or neighbourhood association; however, if the applicant is a non-profit society coordinating community gardening activities (and is not a community or neighbourhood association), the applicant must provide a

letter of support from the community or neighbourhood association where the garden activities are located

- Applicant must be responsible for managing a community garden, which includes commons gardens, allotment gardens and community orchards (see Community Garden Policy for full definitions) or eligible projects made accessible by the City of Victoria, such as the Urban Food Tree Stewardship Project and/or community boulevard gardening
- An agreement with the City for the management of the garden must be in place or the garden must be on City lands
- One application per neighbourhood is preferred

Eligible expenses:

- Funding for an individual to coordinate community gardening volunteers
- 20 per cent of the grant can be used for gardening materials, equipment and supplies
- Five per cent of the grant can cover the cost of hiring external workshop instructors (if the community garden volunteer coordinator does not have the expertise), as it is required that each grant recipient offer one free workshop to the public annually

Ineligible expenses:

- Ongoing operating costs (e.g. water)

Award:

Payment of the grant will be issued in the spring to align with the growing season.

If the grant recipient does not report out on the total amount awarded within the year, the remaining amount must be returned to the City of Victoria Finance department.

Expectations:

By accepting this grant, the Community Garden Volunteer Coordinators are expected to:

- Attend a free Community Garden Gathering - **postponed to fall 2020 due to COVID-19**
- Organize a minimum of two volunteer work parties annually (can include volunteer appreciation gathering)

- Offer a minimum of two public garden tours and one private garden tour (i.e. classrooms, etc.) annually - **postponed due to COVID-19**
- Offer a minimum of one workshop free to the public annually - **transition to online options**
- Report out on volunteer data-tracking, work parties, workshops and events offered

Reporting:

A final report will be required and at a minimum will outline:

- A Volunteer Coordinator role description, with projects and deliverables associated and the approximate number of coordination hours worked each month
- A budget
- Submit a Volunteer Outreach Plan: description of marketing, outreach plan and steps taken to obtain and retain and appreciate volunteers.
- Report out on volunteer information, such as the number of volunteers and levels of commitment (e.g. weekly, monthly, once), descriptions of garden activities, and evaluation and outcomes achieved
- Report out on workshops, tours and educational events offered to the public, including outcomes achieved and collaboration or partnerships with other organizations
- Collect stories of impact – who benefits from the gardens? Share three stories of how the community garden has positively impacted a community member, volunteer or neighbour
- Photos with City of Victoria Media Release Forms signed (see attached to Final Report Template)

Communications and Membership Committee Report – May 2020

Update on Committee activities:

- **Newsletter:**
 - The March newsletter was issued on March 16. Statistics from Mail Chimp indicate that it was opened by 53.8% of subscribers, above our average of 42.5%. there was no April newsletter due to lack of content as a result of Covid. I hope to put together a newsletter in May if there is sufficient content.

- **Social Media/Website:**
 - We added a page to our website with Covid support and resources. This was shared on social media.
 - We continue to share items that we deem relevant to our members on a limited basis.
 - The CEC is in process of a website redesign. The CMC is participating in this.

- **Other**
 - We sent an information bulletin to the members list requesting that residents support local businesses who are experiencing increased break-ins and robberies, by being the eyes and ears on the street, and reporting any criminal or suspicious activity to police. This was opened by 53.8% of subscribers.