

**VICTORIA DOWNTOWN RESIDENTS ASSOCIATION**  
**MINUTES OF THE 2019 ANNUAL GENERAL MEETING**

**Victoria City Hall**  
**March 19, 2019**  
**6:00 p.m.**

**Board members present:** Paul Gandall (chair), Wendy Bowkett, Doug Boyd, Dianne Flood, Nick Harrington, Ian Sutherland  
**Regrets:** Ruth Annis, Robert Florida

**DRA members present:** Mathew Yee, Chris Travis, Janet Strauss, Dennis Guevin, Pam Madoff, Kim Cameron

**Guests:** Councillor Charlayne Thornton-Joe City (Council Liaison), Mike Hill (City Staff), David Maxwell (Fernwood LUC), Christine Glead (YMCA), Alan Rycroft (Cool-Aid)

**Guest Speaker: Jeff Bray, Executive Director, Victoria Downtown Business Association**

**Paul Gandall** thanked everyone for attending and gave a brief introduction to the guest speaker.

**Presentation by Jeff Bray: "Downtown Victoria: An Evolving Neighbourhood"**  
Jeff Bray made an interesting presentation, highlighting the resurgence of people who want to live downtown and the various reasons why, including its diversity and energy. He referred to the high number of locally-owned, independent downtown businesses and the impact of the continuing growth and the low unemployment rates on those. He was excited to tell about the number of positive national and international media reports on downtown Victoria and the high number of DBA website hits, both of which showed a strong interest in the Downtown.

Jeff described the DBA's Marketing, Culture and Events, and Clean Team programs and the positive impacts these programs are having on the Downtown. Among the DBA's activities in 2018 highlighted were YYJ Carfree Day, the Capital City Comic Con, Downtown Buskers, and the Pumpkin Pursuit. And Jeff welcomed the DRA's members to participate in the DBA's exciting new social media project: "*Your Place to Be*" Storytelling Project.

Jeff entertained a number of questions from the floor about past DBA projects and its future plans. Paul thanked Jeff for his presentation and willingness to work collaboratively with the DRA.

Meeting called to order at 6:30 p.m.

1. Call to Order and Declaration of Quorum – Paul Gandall
2. Approval of Agenda – Moved: Doug Boyd, Seconded: Dianne Flood to approve the agenda as presented. As there were no objections, the agenda was approved as presented.
3. Minutes of the 2018 AGM – Moved: Wendy Bowkett, Seconded: Dianne Flood to approve the Minutes as circulated. As there were no objections, the Minutes were approved as circulated.
4. Report from the Chair – Paul Gandall gave a brief overview of the DRA’s work in 2018.
5. Report from the Treasurer - Doug Boyd presented the Treasurer’s Report of the 2018 Financial Statements and proposed budget for 2019. Moved by Dianne Flood, seconded by Ian Sutherland, to approve the Treasurer’s Report. Questions were invited from the floor. No questions being asked, was approved as presented.
6. Committee Reports: These were all posted on the DRA website for review by the membership prior to the Meeting. The Committee chairs were presented and questions of the committee chairs were invited from the floor. No questions being asked, moved by Wendy Bowkett, seconded by Dianne Flood, the Committee Reports were approved as presented.
7. Nominations for Board members:

Nominations for new Board members: Mathew Yee indicated he was prepared to stand for election as a Board member.

No other members were prepared to put their names forward.

Nicholas Harrington moved that the membership accept the nomination of Mathew Yee, seconded by Doug Boyd. As there was much support and no objections, the nomination of Mathew Yee was approved.

Election:

Wendy Bowkett moved that Mathew Yee be elected to serve a three year term, expiring in 2022, on the Board of Directors of the Victoria Downtown Residents’ Association. Ian Sutherland seconded. As there was much support and no objections, the election of Mathew Yee to the Board of Directors was approved.

Retiring Board Members: Both Wendy Bowkett and Robert Florida's terms on the Board expired. They both indicated that while they wished to remain active members, they each declined to have their name stand for a further term on the Board. On behalf of the Board, Paul thanked them both for their hard work and dedication.

8. Other business and questions from the Floor: None
9. The meeting was adjourned at 7:15 p.m.

**Victoria Downtown Residents' Association  
Treasurer's Report  
January 1 to December 31, 2018**

**Prepared and Presented by Doug Boyd, Treasurer**

**Presented at AGM on 30 January 2019**

In accordance with the Victoria Downtown Residents' Association (DRA) Constitution, the following Report, Financial Statement and Budget have been prepared for the Annual General Meeting for the review of the Membership. The details are attached following the report.

This is the 14th reporting year for the DRA since the Society became a financial entity on 1<sup>st</sup> Nov 2004. Our fiscal year end is 31<sup>st</sup> December.

Total revenues in 2018 were \$12,557, a substantial increase from the budget amount of \$5215. A major contributor was the receipt of a Great Neighbourhood Grant of \$5000 for a mobile kiosk project, intended to raise awareness and increase membership in the DRA. There were no expenses in 2018 associated with this grant. Our base funding from the City was \$4129, based on a per-capita amount, using 2016 Census data. Revenues for Committees and Events of \$1409 were from the Get Downtown and Christmas social events and a contribution by the DVBA to the election events. These were more than offset by expenses for these events. Revenues were supplemented by Membership Fees and Bank Interest. Revenue from Membership Fees decreased from \$375 in 2017 to \$265 in 2018.

In 2016, the DRA received a Strategic Plan Grant of \$3750 for the purpose of holding public forums with a focus on Truth and Reconciliation. We have yet to organize any of these forums and will make a decision this year as to whether to proceed or return the funds to the City.

In 2018, total expenses of \$8728 were close to the budget amount of \$9000. Major events were the Mayoral forum and all candidates event in October, the Car Free Day event on Douglas Street in June, the Wicked Victoria event on Government Street in October, and Eats and Beats on the Street in Commercial Alley in August. The Christmas social was held in December. Expenses from all of these events totaled \$4196, or a net expense of \$2787, when offset by revenues from these events. New this year, the DRA received reimbursement from the City of \$1750 for 7 CALUC meetings; this was paid to the Committee to offset expenses.

Our second largest category is General & Administration expenses of \$1916. Purchase of t-shirts and stickers, for use at public events, was a major factor in the increase in this expense category. Cost of Liability Insurance, which became a requirement in 2017, was \$768. The remainder of our expenses were associated with Communications; primarily the cost of web hosting.

Also, in 2018, the Yates Street Garden project was a major endeavour. The project has a separate bank account. Revenues and expenses are reported below.

For the 2019 Budget, forecasted revenue of \$7734 consists of Base Funding from the City, Membership Fees, revenues from Events & Activities, and the CALUC reimbursement. Forecasted expenses of \$13,400 include regular General & Admin costs, liability insurance, and Communications (ongoing costs for web hosting). We have increased the Committee expenses budget to \$4500, and shown a separate entry of \$5000 for the kiosk project for which we received the Great Neighbourhood grant in 2018. We also plan to continue to participate in street festivals as we did in 2018.

The balance in our main bank account as of January 1, 2019 was \$20,802. This includes the Great Neighbourhood grant of \$5000, and Strategic Grant of \$3750, as discussed previously.

#### Yates Street Community Garden

In 2018, primary revenues for this project comprised the Community Garden Volunteer Grant from the City (\$6108) and Membership fees (\$3785). Primary expenses were for Contract Services (\$8600) and for materials, furniture, tool rentals, administration and web site (\$5578). The balance in the Yates Street Community Garden bank account was \$6402.

**Victoria Downtown Residents' Association  
Statement of Income  
January 1 to December 31, 2018, compared to 2017**

	<b>2017</b>	<b>2018</b>
	<b>(\$)</b>	<b>(\$)</b>
<b>Revenues</b>		
Annual base funding	3,454.00	4,129.00
Great Neighbourhood Grant	0.00	5,000.00
Membership fees	375.45	265.00
Interest	4.90	4.54
Committees (Activities & Events)	709.00	1,408.95
Insurance Reimbursement	606.00	0.00
CALUC Reimbursement	0.00	1,750.00
<b>Total Revenues</b>	<b><u>5,149.35</u></b>	<b><u>12,557.49</u></b>
 <b>Operating Expenses</b>		
General and Administration	1,004.23	1,915.69
Liability Insurance	1,093.00	768.00
Communications – Website	361.06	99.02
External Events	0.00	0.00
Committees (Activities & Events)		
Election Events	0.00	1,292.70
Get Downtown	202.79	377.79
Street Events	1,040.56	1394.84
Other/Xmas Social	817.95	1,130.30
CALUC Committee	0.00	1,750.00
<b>Total Committees</b>	<b><u>2,061.30</u></b>	<b><u>5,945.63</u></b>
<b>Total Operating Expenses</b>	<b><u>4,519.59</u></b>	<b><u>8,728.34</u></b>
<b>Net Income</b>	<b><u>629.76</u></b>	<b><u>3,829.15</u></b>

**Victoria Downtown Residents' Association  
Budget for Fiscal Year 2019**

	<b>Actual 2018 (\$)</b>	<b>Budget 2019 (\$)</b>
<b>Revenues</b>		
Annual base funding	4,129.00	4,129.00
Membership fees	265.00	350.00
Interest	4.54	5.00
Committees (Activities & Events)	1,408.95	1,500.00
Great Neighbourhood Grant	5,000.00	0.00
CALUC Reimbursement	1,750.00	1,750.00
Total Revenues	<u>12,557.49</u>	<u>7,734.00</u>
 <b>Operating Expenses</b>		
General and Administration	1,915.69	1,100.00
Liability Insurance	768.00	800.00
Communications	99.02	150.00
External Events	0.00	100.00
Committees (Activities & Events)	4,195.63	4,500.00
Kiosk Project	0.00	5,000.00
CALUC Committee	1,750.00	1,750.00
Total Operating Expenses	<u>8,728.34</u>	<u>13,400.00</u>
 <b>Net Income</b>	 <u><u>3,829.15</u></u>	 <u><u>-5,666.00</u></u>

**Victoria Downtown Residents' Association  
Land Use Committee Report  
30 January 2019**

The DRA Land Use Committee (DRALUC) continued to meet throughout 2018 and offered input into various rezoning and variance applications as well as several City based initiatives within the Downtown core.

The pace of new development applications increased in 2018. In all, eleven significant projects were presented to the public at meetings and reviewed by the DRALUC. The development projects we've been asked to participate include:

- **506 Herald:** The Drake Brewery – CALUC meeting: creation of an onsite brewpub/restaurant with no commercial sales.
- **515 Chatham:** Le Fevre – Revisions: 5-storey market condo development new construction.
- **550 Pandora:** Chinese Freemasons – CALUC meeting: 5-storey rental with OCP amendment for density.
- **812 Wharf:** Milestones – CALUC meeting: Increase patio space beyond what's listed in lease to dimensions of existing.
- **910 Government:** CALUC meeting: land use contract.
- **952 Johnson (McCalls Funeral Home):** Cox Developments – CALUC meeting: 15-storey market rental with commercial on ground level and retain existing chapel for future commercial use.
- **983 Pandora:** Townline – CALUC meeting: 16-storey market rental new construction.
- **1010 Fort:** Abstract Developments – CALUC meeting: 9-storey tower, no parking, with 10 affordable units provided as amenity contribution for another project in Rockland. No amenities provided related to this project.
- **1312 Broad (Duck Building):** UVic Properties & Chard Devt – OCP Amendment and Height Variance: 6-storey market condo and rental development new construction and heritage building rehabilitation.
- **1314-1324 Wharf Street:** Reliance Properties – Northern Junk market condo development.
- **Pacific Mazda Site/Firehall** – Jawl Residential – master planned development including contract signed with City prior to public disclosure to include new #1 Fire Hall. Application requires an OCP amendment for significant increases of density over OCP maximums. Application includes unprecedented transfer of “theoretical densities”.

Despite the large increase in development applications, the DRALUC also focused on major City of Victoria initiatives relevant to land use in which the LUC was involved, including:

- **Centennial Square Refurbishment:** Participated in visioning and design process to refurbish the square.
- **Inclusionary Housing and Density Bonus System:** Early 2018, continued discussions to review and amend the City's current Density Bonus System. Subsequently the discussions shifted to include Inclusionary Housing as a qualified “amenity” under the Community Amenity Contribution Policy in connection with the Density Bonus System.

- **OCP Amendments:** The DRALUC continues to support and promote a policy to not support OCP Amendments without a compelling rationale.
- **Old Town Design Guidelines Review:** Continuing to participate in the ongoing review and amendment of the Old Town Design Guidelines to provide additional clarity and enhance Staff and Council's authority to enforce.
- **Ship Point:** Participated in visioning and design process to redevelop Ship Point. Identified serious shortcomings of design process in relation to prioritizing the values and needs of diverse stakeholders.
- **Zoning Bylaw 2018:** Identified multiple serious errors in the Draft Zoning Bylaw and serious shortcomings in the City of Victoria public engagement process.
- **Cannabis Retail Zoning Policy:** Review proximity rules for retailers in light of changes to federal and provincial regulations.

In addition to the items above, members of the CALUCs from various neighbourhoods held several meetings to discuss:

- Community Amenity Contribution Policy
- CALUC Process

The DRALUC also reviews Liquor License applications and is looking forward to working with the City to create a Downtown Liquor and Late Night Policy.

The bimonthly DRALUC meetings continued in 2018 to discuss Land Use Policy, current land use applications, and City-initiated projects. The DRALUC appreciates the involvement of members and residents in the process during the past year, and we encourage all residents to attend the public consultations and relay their concerns or support as the feedback obtained really does find its way into the built form.

Residents with an interest in urban planning are encouraged to learn more about the DRA's Land Use Committee.

**Ian Sutherland**  
**Chair, Land Use Committee**

Victoria Downtown Residents Association  
Community Development Committee  
2019 Committee Report  
Wendy Bowkett, Chair

#### Get Downtown YYJ

In 2018, Get Downtown YYJ continued as one of our longest running series of events. This series focuses on connecting downtown residents and providing an opportunity for people to talk about all things relevant to urban living. These events take place in businesses that are locally owned and operated, so they also support and introduce residents to local businesses in our district. A total of 70 tickets were sold for these events for the year. It is anticipated that this series will continue in 2019; incorporating activities in addition to the standard F&B options.

In 2018 we held events at:

- Restaurante La Tortilla Mexicana #2
- Fishhook Mermaid Wharf
- Veneto Kitchen + Bar
- The Courtney Room Bistro
- The Flying Pig

#### Car Free YYJ

The DRA participated for the fourth year in Car Free YYJ on 17 June. Board members and volunteers ran our booth, offering attendees the chance to provide comments on why they like/don't like coming/living Downtown and other general comments. Hourly prizes of a GC were given away throughout the event. Charlayne Thornton-Joe dropped off "George Clooney" and he was quite a draw for photo ops. It was another great event generally, and for the DRA specifically; several new members signed up, many existing members renewed, and many folks stopped by to talk about all things Victoria.

#### Eats & Beats on the Street

The DRA partnered with Lucky Bar to bring Eats & Beats on the Street into Commercial Alley on 8 Aug 2018. On the morning of 8 Aug, a large pop-up parklet was set up in the parking lot in Commercial Alley, including the south end of the alley. During the day, the parklet was available for the public to use with a taco stand selling lunch items. During the event in the evening, food, beverages were available for purchase while DJs provided the tunes.

#### Wicked Victoria

The DRA participated in this Halloween themed event again in 2018 with a booth on Government St throughout the day. Volunteers played a shell game with kids, handed out candy to kids and provided information about the DRA. It was a busy day and a popular game for the kids.

#### VicMatters: Truth & Reconciliation

In 2018, the CDC pressed pause on this event to reconsider what this event might be and who we might partner with. Plans will continue to evolve in 2019.

#### VicMatters: Municipal Elections: Mayoral Debate

On Wednesday 10 October, the CDC organized a Mayoral Candidates Debate at the Victoria Event Centre with four candidates; Michael Geoghegan, Stephen Hammond, Lisa Helps and Bruce McGuigan, and moderated by Joe Perkins. The turnout for the event was beyond capacity with approximately 200 people in attendance and 70 people remaining in the line up (due to the constraints of the venue). It was a very successful event with both attendees and candidates reporting that they enjoyed the event.

#### VicMatters: Municipal Elections: All-Candidates Meeting

On Saturday 13 October, the CDC organized an All Candidates Event in the Atrium of 1515 Douglas St. Five topic areas were set up at tables throughout the venue; Development, Noise, Parks & Green Space, Street Life, and Transportation. Candidates and the public were invited to rotate between the topic areas, providing the public the opportunity to stay with either a candidate or a topic as they preferred. In total there were 25 candidates in attendance (4 mayoral and 21 council) and a steady stream of approximately 100 members of the public throughout the event.

#### DRA December Cocktail Party

The CDC organized the DRA's third annual cocktail party to celebrate the end of another successful year and acknowledge the time and effort all our volunteers bring to our association. Twenty-one guests enjoyed canapés, cocktails and conversation on the indoor patio at Zambris.

Thanks again to all our dedicated volunteers; those on the DRA board, on the Community Development Committee and from the community who are always willing to jump in and help out when needed. We look forward to more community events in 2019, and hope to see you all there!

**Urban Livability Committee Report  
Downtown Residents' Association  
Annual General Meeting, March 19, 2019**

As has been the case over the past few years, the efforts of the DRA's Urban Liveability Committee (ULC) were devoted almost exclusively to one project—improving upon and growing our downtown community garden—the **Yates Street Community Garden**.

2018 was another busy year for the YSCG Steering Committee, and for members of the garden. The second stage of our two-stage plan was completed. Here are some of our accomplishments and highlights:

- On February 25, 2018, the Yates Street Community Garden held its first Annual Membership Meeting, at which the Garden's Policies & Bylaws were approved by the membership.
- In the spring, our goal of extending gardening opportunities within the Downtown-Harris Green neighbourhood was realized with the addition of 20 new raised bed planters, built for us by students of Camosun College's trades program, and funded substantially through the City of Victoria's My Great Neighbourhood Grant program. The additional 20 planters allowed us to welcome 20 new neighbourhood members into the garden community. We had more than 80 raised bed planters available for cultivation during the 2018 growing season.
- Our second goal, also substantially funded through My Great Neighbourhood Grant program, created a meeting/gathering space for gardeners and the community. This space features a beautifully built cedar seating area (a loveseat, two benches, two planter benches and four planter boxes), complimented by a central planter box with additional seating and a large umbrella to provide shade.
- The Garden's frontage along Yates Street is now completely fenced, increasing security and contributing to neighbourhood beautification and enjoyment. We've received positive feedback from neighbours and passers-by informing us of the pleasure they receive from the improved streetscape provided by the Garden.
- On June 20, 2018, the Garden hosted Trevor Lantz's Environmental Science student tour.
- On June 23, 2018, as part of the Island Pollinator Initiative we partnered with Pollinator Partnership Canada (P2C), to host a Garden Open House/Pollinator Celebration. This event featured workshops and interactive sessions given by Victoria's Parks Department, the Habitat Acquisition Trust, the CRD and their Good Food Network, the Suzuki Foundation, and others. This was also the official unveiling of the Urban Alive Pop-Up Native Bee Apiary, a project of Pollinator Partnership Canada, Border Free Bees and Emily Carr University of Art + Design. Construction of the Native Bee Apiary was funded by the City of Victoria after it was selected as a winning entry in the City's Participatory Budgeting Project. The apiary is still situated in the Garden.

- With our partners the Victoria Immigrant and Refugee Society (VIRCS), the Garden co-hosted 4 workshops on urban gardening topics.
- Garden volunteers kept the garden opened for public use through May, June and July for up to 4 days a week, 10:00 am to 4:00 pm. Many visitors were welcomed during these open periods.
- On August 20, 2018, Filomena Tassi, the Federal Minister for Seniors, visited the garden to announce a sizeable grant for our partners at VIRCS in support of their gardening initiatives for seniors. The community was invited to this press release.
- On September 20, the Garden hosted an “end of season” potluck celebration for gardeners and VIRCS members.
- Also in September we welcomed Laura Fraser as our new Administrative Coordinator. Laura replaced our original coordinator who relocated. The City of Victoria provides funding for the Administrative Coordinator through its Community Garden Volunteer Coordinator Grant program—Thank you City of Victoria!

Project goals for 2019 include increasing food production, site development to improve accessibility, growing a greater community identity, and education/outreach for ourselves and the Downtown-Harris Green neighbourhood. We'd also like to add 6 trug-style raised garden boxes to offer to seniors and persons with mobility issues.

This garden project has brought a diverse group of Downtown-Harris Green residents together with the common goal of creating a garden. We're experiencing a sense of community ownership, identity and spirit as we engage in this work. The importance of community, stewardship and sustainability is ever present and guides our efforts. We are eternally grateful for the opportunity to grow our gardens, skill levels, friendships and partnerships and we thank the City of Victoria for their whole-hearted support.

It has been a lot of hard work getting our Garden to this point, but the end result—the beautiful, blooming community garden in our neighbourhood—is worth every ounce of effort it took to get us here.

On behalf of the Yates Street Community Garden, I would like to extend our gratitude and appreciation for the financial and functional support we receive from the City of Victoria and its Staff—Thank you!

Please visit the Garden's website—[www.yatescommunitygarden.ca](http://www.yatescommunitygarden.ca). We also have a Facebook page—[@yatestgarden](https://www.facebook.com/yatestgarden), and an Instagram page—[yatescommunitygarden](https://www.instagram.com/yatescommunitygarden).

**Nicholas Harrington**  
Chair, Urban Livability Committee

Governance Committee  
Victoria Downtown Residents Association  
2019 Committee Report  
Wendy Bowkett, Chair

Policy

As a matter of housekeeping, board members are crafting and reviewing all policies that guide our association. This will be an ongoing and iterative project, ensuring that all our policies are up-to-date and relevant.

In 2018, the Governance Committee reviewed the policies crafted by board members related to “Self-Governance”. After review and revision, these policies were brought to the board for approval for further discussion and revision and were ultimately approved by the board.

Also, three policies related to the Land Use Committee were brought forward by the committee and subsequently approved by the board.