

**Draft Minutes**  
**Annual General Meeting**  
**Downtown Residents' Association**  
**January 7<sup>th</sup>, 2012**

**At:** Downtown Community Centre at 755 Pandora St.

**Present:** Wendy Bowkett (Co-Chair and Treasurer), Hugh Kruzel (Co-Chair and Secretary), Ian Sutherland (Board Member and Chair of Land Use Committee), Cathy Brankston (Board Member), Lisa Helps (Guest speaker and Councillor for Downtown and Harris Green), Kathy Stinson (Guest speaker), Darb Malan (City of Victoria), Chris Coleman (Councillor Liaison for James Bay). Members attending: Robert and Janice Florida, Wayne Sheeran, Bryan Alonzo, Toni Graeme, Erika Luebbe, Jared Giesbrecht, and guest Sarah Malan.

The meeting was **called to order** at 1:05 pm.

Wendy welcomed all and introduced the first guest speaker. Guest Speaker **Kathy Stinson, Executive Director, Victoria Cool Aid Society** gave a talk on the roll of the Society which has approximately 230 employees and over 200 volunteers. Cool Aid provides differing types of housing for many groups in areas of greater Victoria; senior's, women's shelter, traditional and transitional housing and emergency shelters. The newest place is Rock Bay Landing on Ellice St. A main focus of Cool Aid is to End Homelessness by 2018.

The society also provides over 200,000 meals per year, a downtown health center with a dental clinic, lifestyle guidance with the REES program, causal labour pool, Downtown Activity Centre, laundry, shower facilities, etc and referrals to other agencies for differing needs. Kathy then answered questions from the floor. This part of the programme ended at 1:45 pm. During the final portion of this presentation, Hugh Kruzel left for the remainder of the meeting but the **Board still had quorum**.

Second Guest speaker **Lisa Helps, City Council Liaison**, spoke after a brief introduction by Wendy.

Lisa introduced herself as a newly elected councillor from the November 2011 election. She serves as City Liaison to both the Downtown Residents' Association and the Victoria West Association. Lisa is also on the Downtown Youth Board, Victoria Family Court, Youth Justice, and additional CRD boards. Lisa is the founder of Community Micro Lending.

Lisa wishes to connect directly with downtown residents to hear their concerns and views on issues. She will be holding meetings at coffee shops in the downtown core. Check her web site [www.lisahelpsvictoria.ca](http://www.lisahelpsvictoria.ca) for further details on locations and days. This portion of the programme ended at 2:00 pm.

Wendy thanked both speakers and a refreshment break was enjoyed until the meeting reconvened at **2:10 pm**.

1. **Agenda** was approved by acclamation.
2. **Minutes of the AGM of Feb 26 2011** were approved by acclamation.
3. **Chair's Report** (appended) was presented by Wendy Bowkett. Accepted by acclamation.
4. **Treasurer's Report** (appended) was presented by Wendy Bowkett. Accepted by acclamation.
5. **Land Use Committee Report** (appended) was presented by Ian Sutherland, Chair of the LUC. Accepted by acclamation.
6. **Election of Directors:** Current board members; Hugh Kruzel, Cathy Brankston, and Wendy Bowkett came to the end of their first 3-year terms but all three stood again and were re-elected by acclamation. Board Member Ian Sutherland's first 3-year term does not expire until 2014.
7. **Election of Directors:** There was one nomination from the floor for position of director. Bryan Alonzo was elected by acclamation.
8. **Election of Officers:** The following officers were elected by acclamation for a one-year term.
  - Wendy Bowkett - Chair and Treasurer
  - Hugh Kruzel - Secretary

Adjournment at 2:50 pm.

Thanks to the Cool Aid Society for the use of their meeting room and kitchen facilities.

Next board meeting will be held January 23<sup>rd</sup> 7:00 pm at Silver Threads.

## **Chair's Report**

### **Downtown Residents' Association Annual General Meeting**

**7<sup>th</sup> January 2012**

#### **Downtown Community Centre**

The DRA continued its work of representing the interests of the people that call Downtown home. Our membership remains at just over 100 members, allowing for some members who left, while new members joined.

This year members of the DRA continued consultations with the City with regards to the draft Downtown Core Area Plan. Throughout this two-year process, members and residents have offered direct input to City planners and staff in the creation of the Plan. In the last year, the exchange of ideas and open dialogue provided further refinements. Council passed the Plan in September.

In 2011, the Community Development Committee ('CDC') restarted the ever-popular Roving Refinery. These events are a great opportunity for downtown residents to meet and socialize, while exploring other businesses that are available in the community. Additionally, it's an opportunity for business owners to promote their business, educate others about their business and build their client base. The Roving Refinery will continue in 2012.

The CDC also planned a social event for DRA members in partnership with the Canadian Pacific Lawn Bowling Club for September. Unfortunately, the event had to be cancelled but we hope that we'll be able to reorganize the event for 2012. It would be another great opportunity for DRA members to meet while participating in a fun activity that's available right in the core of our community.

The Urban Ecology Committee organized a new series of events in 2011: Container Gardening Workshops. These were created in response to interest about learning how to make use of the typically small spaces downtown residents have access to for gardening. Master Gardener, Amy Crook, led participants through the workshops; teaching fundamentals, sharing creative ideas for layout and design, answering specific questions. There were two workshops in 2011: Container Gardening 101 and Winter Container Gardening. By the end of each workshop, each participant left with a bit of dirt under their nails and a container planted and ready to grow. New workshops are being planned starting early 2012.

Throughout the year, members of the board attended the Sunday markets organized by the Victoria Downtown Market Society in Market Square to inform, engage and recruit new members to the DRA.

Work on the new DRA website gained momentum by the end of 2011. The board thanks new DRA member, Bryan Alonzo for his time and efforts. With his contribution and tech know-how, the Board hopes that the new website will be up and operational in short

order. The new website will open the lines of communication between residents, members, and the community at large. It will also serve as a tool for recruiting so that the Association may continue to grow our membership base so that we can develop and build new and existing projects.

The DRA continued representing members with various partners in the community, including the Our Place, Late Night Great Night Committee, The Pandora Green Good Neighbour Association and the Downtown Service Providers committee.

The DRA welcomes Councillor Lisa Helps as our official Council Liaison. Lisa replaces our former Council Liaison John Luton. We would like to thank John for all his time, effort and input in representing the DRA and serving as our Council Liaison for the past year. We wish him the best with all his new endeavors. We look forward to working with Lisa on the issues that concern us all.

We look forward to serving you in 2012 and we thank you for your support.

Wendy Bowkett  
Co-Chair  
Downtown Residents' Association

**Victoria Downtown Residents' Association  
Treasurer's Report  
1<sup>st</sup> January 2011 to 31<sup>st</sup> December 2011**

**Prepared and Presented by  
Wendy Bowkett, Treasurer**

**Presented at AGM  
7<sup>th</sup> January 2011**

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 DRA Board and Membership. The charts are attached following the report. Note that the DRA is not required to have an audit completed.

This is the seventh reporting year for the DRA since the Society became a financial entity on 1<sup>st</sup> Nov 2004 and the Constitutional Year End is 31<sup>st</sup> Dec.

By and large, each year, the primary source of revenue for the DRA is the base funding provided by the City of Victoria. The funding amount is derived through a calculation based on an amount (\$0.623) per capita. The current calculation is based 2006 census numbers. While there was a census completed in 2011, it is not anticipated that the new census numbers will be used in calculating the funding amount for the DRA in 2012. In 2011, revenues were supplemented by contributions to membership fees, committee activities and bank interest. Membership fees increased by 700% (from \$30 to \$210) over 2010. Revenues from committees represent a new revenue category for the DRA and added \$100 to the coffers.

In 2011, expenses increased primarily as a result of the increased number of events planned and hosted by the DRA compared to 2010. These Committee expenses were the largest expense at about \$304. Website related items made the next largest contribution to expenses, followed by General & Administration and then external events. G&A expenses were down by 62% from approximately \$126 in 2010 to \$48 in 2011. A large part of this reduction was due to decreased expenses related to the AGM thanks to the efforts of Cathy Brankston. The category of Marketing & Promotional Events has been renamed Committees to reflect the appropriate allocation of expenses. If there are other marketing expenses not related to committee activities, the category will be reinstated.

A review of the budget for 2011 shows that we exceeded our anticipated revenues from membership fees by \$160. Thanks to our membership for paying the voluntary dues in 2011. At the same time, total revenues were reduced by \$3000 as we did not apply for a third party matching grant for building the new DRA website. As for expenses, all categories of expenses are lower than anticipated, due in large part to the delay in building the website and holding fewer activities and events through the committees than

was hoped.

When budgeting for 2012, the DRA can afford to build a budget that incorporates expenses beyond projected revenue. The balance of monies carried over from previous years can cover the shortfall. Under the proposed budget, the DRA would maintain a positive net balance of approximately \$4000 to apply to expenses in following years. An overview of the proposed budget is described below.

The 2012 Budget includes similar revenues from the Base Funding from the City of Victoria, a modest increase in the amount for Membership Fees, and a doubling of funds from Committee events. Informal estimates of \$6,000 - \$8,000 have been suggested as the cost of developing a comprehensive and interactive website. The Budget allows for a total expense of \$6,000 for building the site plus another \$200 for webhosting costs. It is proposed that with better communication through our new website, there will be an increase in spending on community events and activities for members and residents, from approximately \$300 in 2011 to \$1000 in 2012. Expenses for External Events have been set at \$200 and cover the costs associated with DRA Board Member attendance at relevant community events held by other associations and societies.

**Victoria Downtown Residents' Association  
Statement of Income  
January 1, 2011 to December 31, 2011**

<b>Revenues</b>	<b>2011 (\$)</b>	Notes	<b>2010 (\$)</b>	Notes
Annual base funding	2,310.00		2,310.00	
Project Grants			4,490.00	2
Membership fees	210.00		30.00	
Donations				
Interest	7.33		8.47	
Committees	100.00			
Total Revenues	<u>2,627.33</u>		<u>6,838.47</u>	
Revenues Less Granted Funds	<u>2,627.33</u>		<u>2,348.47</u>	
 <b>Operating Expenses</b>				
General and Administration	48.29	1	125.86	
Communications				
Website	87.46			
External Events	40.00		25.00	
Committees (Marketing & Promo Events)	304.46			
Total Operating Expenses	<u>480.21</u>		<u>150.86</u>	
 <b>Net Income</b>	 <u><b>2,147.12</b></u>		 <u><b>6,687.61</b></u>	
Less Events Grants			4,490.00	
 <b>Net Income less Granted Funds</b>	 <u><b>2,147.12</b></u>		 <u><b>2,197.61</b></u>	

1. 2011 AGM expenses covered by donation vis-à-vis Cathy Brankston

2. 2006 Daring Design Grant returned to City of Victoria 21 Jan 2011 due to non-use.

**Victoria Downtown Residents' Association  
Budget for Fiscal Year 2011  
January 1, 2011 to December 31, 2011**

<b>Revenues</b>	<b>Actual 2011 (\$)</b>	Notes	<b>Budget 2012 (\$)</b>	Notes
Annual base funding	2,310.00		2,310.00	
Project Grants	0.00		0.00	
Membership fees	210.00		250.00	
Interest	7.33		6.00	
Committees	100.00		200.00	1
Total Revenues	2,627.33		2,766.00	
 <b>Operating Expenses</b>				
General and Administration	48.29		150.00	
Communications				
Website	87.46		6,200.00	2
External Events	40.00		200.00	3
Committees (Marketing & Promo Events)	304.46		1,000.00	
Total Operating Expenses	480.21		7,550.00	
 <b>Net Income</b>	 <b>2,147.12</b>		 <b>-4,784.00</b>	4

**Notes**

1. Increase participation at committee events.
2. Develop comprehensive DRA website - placemaking.
3. Increase participation of DRA in relevant community events and meetings.
4. Budget shortfall will be covered by monies in DRA account.

**Downtown Residents' Association  
Land Use Committee Report  
January 3, 2012, Ian Sutherland, Chair LUC**

The DRA Land Use Committee continued to meet throughout 2011 and offer input into various rezoning and variance applications in the Downtown core. In all, 11 major projects were reviewed by the committee and feedback from residents and members forwarded to council for consideration.

Even though the pace of development has subsided somewhat in 2011, there were several public meetings hosted by the DRA where neighbours could meet with the applicants and architects who introduced plans for building projects requiring public input in advance of City Hall approval.

Following these meetings, The DRA incorporated the comments and concerns of residents in our reports to City Hall. In some cases, the proponents took immediate steps to incorporate neighbours' concerns into their development plans.

Some of the projects we've been asked to participate in include:

- The Union condo project at 517 Fisgard
- 615 Fort apartment project
- The Consolidated Seaplane Terminal
- The Northern Junk project
- The Hudson Walk project (former Radius condo)
- The Plaza Hotel Condo project at 603 Pandora

The Land Use Committee appreciates the involvement of member 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.