

DRA Board Meeting Minutes

21 June 2016

Location: Songhees Meeting Room, Victoria City Hall

Present: Board Members: Kaela Schramm, Erika Luebbe, Wendy Bowkett, Eric Ney, Ruth Annis, Ian Sutherland, Doug Boyd, City Councillor Charlayne, Thornton-Joe, City Downtown Community Development Coordinator Michael Hill.

Regrets: Nicholas Harrington, Robert Florida, Cathy Brankston, Karen Gallagher, Don Elliott

Meeting called to order: At 5:35 by Kaela.

1. **Approval of Agenda:** Motion by Wendy to approve. Seconded by Ruth. Approved.
2. **Approval of Minutes of February 16 2016 board meeting:** Not available.
3. **Approval of Minutes of May 17, 2016 board meeting:**
 - Wendy moved that we approve the draft minutes of our 17 May 2016 meeting. Seconded by Ruth. Approved.
4. **City Liaison Report: Mike Hill**
 - See attached for Mike's complete report
 - Mike asked for one volunteer from the DRA to participate in the "Late Night Discussion". No volunteer's forthcoming, however, Kaela to send out reminder note asking for candidates.
 - Mike was to follow up with Katie Hamilton regarding the grants/funds for the start up for the new community gardens on Yates Street.
 - Mike to send 'Neighbourhood' notes to Ericka for posting on DRA website.
5. **Councillor's Report: Charlayne**
 - Charlayne discussed the recent purchase of the Central Care Home (Johnson Street) to the Province. A Good Neighbour Meeting was held that attracted both local residents and local business. An additional Community Meeting will be held (with a wider audience) prior to the opening of the facility.
 - Charlayne discussed the response to Expression of Interest by BC Lottery's for the establishment of a new casino in the City. Council is divided about the prospect of having a casino in the downtown area.

- Council Meeting to be held on Thursday June 23rd will consider a motion to provide a \$2,000 grant for the new community garden on Yates Street.
- Short Term Vacation Rental report was presented to Council on June 9th.
- Late Night Task Force will be re-established and will be asked to revisit and update the 2009 report.
- Downtown Boundary's: The Fairfield Neighbourhood Association (FNA) has concerns that the DRA may be looking to change boundary lines; effectively to move FNA area into the Downtown. The DRA is willing to take on any additional areas that the FNA is no longer willing to manage.

6. Update on Ship Point Pop Up Design Competition: Robert

- Robert not in attendance to provide his report.

7. Community Development Committee: Wendy

- **Vic Matters**

- Upcoming meeting on Thursday, June 23rd.

- **Car Free YYJ**

- Good day, with all booth schedule spots filled. We garnered 7 new members, and were able to raffle off all gift certificates that were on hand. Total expenses: \$190.

- **Fiesta on Fort**

- Meeting with Teri on Thursday, June 23rd to discuss.

- **Roving Refinery** - On hold. Rebranding over summer: Don

- **Next Meeting:** T.B.A.

8. Urban Livability Committee: Eric

- Nothing to report

9. Land Use Committee: Ian

- **727 Johnson Street-Alston Properties:**

- Rezoning & Development Permit

- The appropriateness of the addition was not recommended by the City's Land use Heritage Committee.

- **Famous Originals:**

- Extension of liquor license from 9am - 1am on Fri & Sat only.
- Not supported by City staff, or council.
- **Update on Downtown Zoning Bylaw:**
 - Proposed Change in Approach
 - DRA Land Use Committee has suggested that FSR not be granted as part of the review, rather it should be left as is, and go back to the developer to decide if they want to attempt re-zoning.
- **Downtown Casino**
 - Not a lot of support for a Casino being built inside the Crystal Gardens. Not an appropriate use for such an iconic Rattenbury heritage building.
- **CALUC Process Review:**
 - Last meeting was held June 13th.
 - Discussed Sidewalk Café Bylaw: Did not think it was appropriate that sidewalk cafes operate later than 11:00 pm.
- **537 Johnson:**
 - Willies Bakery is proposing the use of a trailer. The City's Heritage Committee has supported the application, noting that there are concerns from neighbours about food cooking/preparation odours.

10. Governance Notes: Wendy

- Reviewed Ruth's policy for "Role of executive member of Board: Chair"
 - Board members suggested that "Chair" should be "President" and "Co-Chair" to "Vice President".
 - Wendy to update bylaws to reflect the change to "President" and "Vice President".

Board Self-Governance Policies		Owner	Date
1	Process of policy making	Erika	
2	Process of AGM	Nicholas	
3	Recruiting, selecting, orienting & training board members	Eric	
4	Roles, responsibilities & functions of the Board	Karen	
5	Roles, responsibilities & functions of Board members	Wendy	July 2016

6	Roles, responsibilities & functions of Committees	Kaela	
7	Board member code of conduct	Doug	
8	Role of executive member of Board: Secretary	Cathy	
9	Role of executive member of Board: Chair	Ruth	July 2016
10	Lines of communication & authority	Ian	
11	Governing style	Robert	
12	Board development & succession planning	Don	

1. DSP Meeting Update:

- Nothing to report

12. Victoria Community Association Network (VCAN): Doug

- Development Summit: Some comments suggested that City staff is not taking into consideration (ignoring) the comments/concerns raised in neighbourhood land use committee's post-CALUC letters.
- Parks Master Plan: The City intends to survey/consult each of the neighbourhood associations.

13. Business arising from Minutes

- None

14. New Business:

- Wendy asked about the current occupancy permit of the Rocket (Dominion Hotel) Apartments. Mike said that an occupancy permit had been issued. Additionally, bike racks have been requested by the Rocket to be installed.
- Late Night Committee: Michael Hill asked Board Members to select/volunteer a DRA representative to be part of the Mayor's Task Force on the Late Night Economy. back in 2010. Mike has asked us to select a DRA representative to be part of the rebooted committee.
- The Board decided to take a summer break, and to not meet on August 16, 2016 as previously scheduled. After meeting on July 19, 2016, the Board will meet next on the previously scheduled date of September 13, 2016.

Meeting adjourned at: 7:18 pm

Date of next Meeting: Tuesday July 19, 2016

What is Happening in Your Neighbourhood?

Transitional Housing

BC Housing recently purchased the former Central Care Home site at 844 Johnson Street. The 140 unit facility is in the process of being renovated to accommodate those in need of transitional housing, primarily from the Tent City site on the court house property. The Portland Hotel Society will operate the building. An opening date has not yet been determined, but may be as early as late July. A neighbourhood group, similar in format to the one set up for the My Place site on upper Yates Street, will be established in the near future.

Housing Strategy

At their June 16 Committee of the Whole meeting, Council received a report recommending approval of a Municipal Housing Strategy for Victoria. Council approved the Municipal Housing Strategy, and directed staff to:

1. Introduce without delay the fast-tracking of applications for purpose-built rental housing.
2. Expedite actions relating to the creation of secondary suites and other new units of housing through the renovation of residential properties.
3. Report back to Council with a progress update on implementation of the Municipal Housing Strategy by November 30, 2016.

Downtown Late Night Update

On June 2, Council received an update on the Late Night Program. Council received the report for information and directed staff to reconvene a meeting of the members of the 2010 task force to receive their input on current conditions. A representative of the Downtown Residents Association will be included in this process.

Capital Projects

- Douglas Street bus stops from Humboldt Street to Superior Street. Construction is in progress.
- A condition assessment of the retaining wall at 1112 Wharf Street (Enterprise Wharf) currently underway.

The contract for the Pandora bike corridor will be awarded in July and work will start at Cook Street in August and continue through until close to the end of the year. Preliminary work will be done on traffic control systems and underground pipes in July, prior to the street reconfiguration.

The following projects are planned, but have not yet been scheduled:

- Water Main replacements:
 - Herald Street from Douglas Street to Government Street
 - Chatham Street from Blanshard Street to Government Street
- Storm drain replacement on Douglas Street from Cormorant Street to Pandora Avenue
- Repairs to Broad Street Mall paving and bricks surfaces
- Spirit Square Totem Poles refurbishment as specified in the public art maintenance plan

Third Annual Development Summit

On June 13, the City hosted the third annual Development Summit. The event was an opportunity for individuals involved with planning and development to connect with each other and with City staff and to explore ways to improve the processes around land development. The presentation has been posted on

the City's website and the feedback received from event participants will be presented to Council for consideration.

Community and Land Use Committee (CALUC) Process Meetings

Four meetings have been held to review the CALUC Processes and Terms of Reference. The last meeting was held on June 15 from 5 p.m. to 8 p.m. Draft documents for terms of reference, procedures and roles of various parties were reviewed and topics such as annual training, resources information updates and liquor license applications were discussed. A report and request for further direction on this initiative will now be prepared for Council.

My Great Neighbourhood Grants

Applications are now being accepted for the My Great Neighbourhood grants. The grants provide up to \$5,000 towards small community projects that leave a physical legacy in public spaces. The City will provide funds to match the equivalent contribution the neighbourhood makes. The matching contribution can be a combination of volunteer labour, donated services, donated materials and supplies and other funds raised.

The application period is open until midnight, July 24, 2016. For grant applications, guidelines, and more information on the My Great Neighbourhood Grant Program visit victoria.ca

Plan.Grow.Play: Investing in Parks and Open Spaces

We are asking the community to help create a vision for parks and open spaces. All of the feedback collected will guide improvements over the next 25 years. This could include upgrades to existing parks, new or improved amenities in existing parks, new parks and new policies.

Residents can take our online survey by July 3, or stop by our pop-up events.

- Saturday, June 25: Island Summer Games, Topaz Park from 12 p.m. to 4 p.m.
- Tuesday, June 28: Crystal Pool and Fitness Centre from 9 a.m. to 8 p.m.

A public workshop will be held in July and a draft Parks and Open Spaces Master Plan will be prepared for public discussion throughout the autumn. A draft plan will be presented to Council in January, 2017. More information can be found [here](#).

Reeson Park

This summer, we will be seeking feedback on a park improvement plan. This will include:

- Three designs for the construction of a new section of the David Foster Harbour Pathway. The pathway will be constructed in the spring of 2017.
- Three options for future improvements to the park space, to be completed in a future year.

A survey will launch next week. An open house will be held on Wednesday, July 6, from 4 p.m. to 8 p.m. Signs are going up at Reeson Park this week, and an e-vite will be sent to the DRA next week with the open house and survey information.

Planning for the Future of Crystal Pool

The Crystal Pool and Fitness Centre is a valued community gathering place that residents and families have enjoyed for almost 45 years. The facility is near its' end of life and a comprehensive feasibility study of the facility is now underway and is expected to be completed by the end of the year.

The focus of the study is how the facility can meet the needs of current and future recreation centre users and the intent is to inform decision-making for the renovation or replacement of the Crystal Pool and Fitness Centre.

The community will be asked about their recreational and aquatic needs throughout the month of June. This feedback will be used to develop options for the future of Crystal Pool. These options will be shared with the community for input this coming fall.

The community is encouraged to stop by one of the remaining pop-up kiosks.

- Saturday, June 25, 2016 at Island Summer Games in Topaz Park from 12 p.m. to 4 p.m.
- Tuesday, June 28, 2016 at Crystal Pool and Fitness Centre from 9 a.m. to 8 p.m.

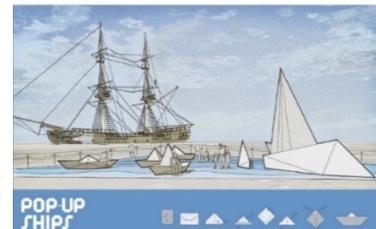
More information and on online survey is available at victoria.ca/crystalpool

Ship Point Pop-up Design Competition

'Pop-Up Ships' has been selected as the winning submission in the Ship Point Pop-Up Design Competition. The proposal comes from a team of two architects, Peter Carter and Marie-Claude Fares. Peter was born and raised in Victoria; both Peter and Marie-Claude are currently based out of Vancouver and recently worked on the new Camosun College Centre for Trades Education and Innovation in Victoria. Their past work also includes public space installations and activations in Vancouver.

The temporary installation will be removed in October. The winning team will receive a \$5,000 award and up to \$35,000 to design, build and install an irresistible place that pops!

More information can be found [here](#).



Johnson Street Bridge

The report on the public realm engagement process will be going to Council in late July or August. More information on the Johnson Street bridge public realm can be found on the [City website](#).

Biketoria Cycling Path

At the Thursday May 12 Council meeting, City Council approved an All Ages and Abilities (AAA) cycling route which when completed will provide over 24 kilometers of enhanced bicycle infrastructure. The cycling network will be implemented over four phases with each one including further consultation with the businesses and residents along each route to help refine the detailed design of the bicycle facilities.

Within the existing budget of \$7.75 million, the implementation strategy contemplates building a minimum grid of 5.4 km of protected bike lanes in the downtown core in Phase 1 by the end of 2018.

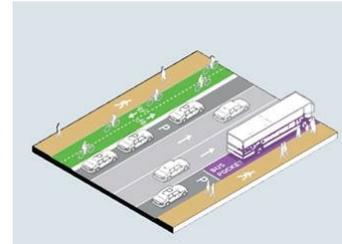
The proposed Phase 1 implementation includes the following corridors:

- Pandora Avenue (Cook Street to Store street)
- Fort Street (Wharf Street to Cook Street)
- Government (Pandora Avenue to Government Street or Wharf Street (Pandora Avenue to Government Street) based on targeted engagement with local stakeholders
- Humboldt / Pakington (Government Street to Cook Street)



- Cook Street (Pandora Avenue to Pakington Street)

The next steps for all future corridors includes advancing conceptual plans to help refine the treatments that will ultimately be constructed along the corridors. Shown here is a concept of the treatment proposed for the Fort Street two-way protected bike lane on the north side of the street, which coupled with a plan view of the corridor will help inform further design details. Through continued stakeholder engagement for all corridors, the details around elements such as driveway crossings, trees, parking, bus stops, mid-block crosswalks and intersections will be refined to ensure the design accommodates not only cyclists, but people who walk and drive.



Phase 2 will complete the network hub and provide connections to the neighbourhoods of Burnside Gorge and Hillside/Quadra. It proposes the construction of:

- Kings Road (Government Street to Fifth Street)
- Government Street (Pandora Avenue to Bay Street)
- Vancouver Street (Pandora Avenue to Kings Road)

Phase 3 of the implementation plan intends to provide cost-effective neighbourhood bikeways to enhance the network with regional and more neighbourhood connections. Phase 4 will complete the rest of the proposed network.

The City is looking at how latter phased routes can be advanced by the end of 2018 through pilot design treatments or with additional resources. Construction timelines to complete the full 24 km network will be dependent on future resourcing and funding strategies. Detailed information on staff resourcing and funding will be presented during the 2017 budget process in October 2016. If the information is available sooner, it will be brought to Council then.

Council Meetings

Council will hold regularly scheduled meetings of Committee of the Whole on June 23 and 30, and July 7, 14 and 21 at 9 a.m. Council meets on June 23 and July 14 and 28 at 6:30 p.m. There was also a special Council meeting to discuss the location of a possible casino in the City on June 16. Links to meeting agendas are forwarded to neighbourhood associations as they become available.

Events

- Victoria Ska and Reggae Festival: June 22-26
- Victoria International Jazz Festival: June 24 - July 3
- Canada Day Celebration: July 1
- Victoria International Buskers Festival: July 15-24

For more information, check [CityVibe](#), the City's guide to events in Victoria.