

DRA Board Meeting Minutes

19 July 2016

Location: Songhees Meeting Room, Victoria City Hall

Present: Board Members: Kaela Schramm, Doug Boyd, Erika Luebbe, Eric Ney, Nicholas Harrington, Ruth Annis, Ian Sutherland. Victoria Downtown Community Development Coordinator: Michael Hill.

Regrets: Board Members: Wendy Bowkett, Don Elliott, Cathy Brankston, Robert Florida, Karen Gallagher. City Councillor: Charlayne Thornton-Joe

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

1. **Approval of Agenda:** Approved by consensus
2. **Approval of Minutes of June 21, 2016 board meeting:**
 - Approved by consensus, as amended to include the Board's decision to not meet in August (meeting scheduled for August 16, 2016 to be cancelled)
4. **Councillor's Report: Charlayne Thornton-Joe**
 - Tabled until next meeting as Charlayne was unavailable due to participating in the 'Central Care Home' community meeting.
5. **City Liaison Report: Mike Hill**
 - See Mike's complete report attached
 - Mike will follow up with us on the following details from this report:
 - o Communication on the Parks Master Plan focus group meeting was not clear.
 - o When will the cheque (\$2,000 start-up funding grant for the Yates Street Community Garden) be available to the Downtown Residents Association?
 - o Provide contact for the Victoria Tool Library
 - o What types of designations are there for Parks and what are the implications?
 - o What are the next steps for the casino initiative?
 - o Circulate the link to the Late Night Report?
 - o What is the status of the staff report requested by Council on June 9 regarding vacation rentals?

- o What was the outcome and next steps from the neighbourhood association funding equity meeting?

6. Community Development Committee: Kaela

- **Vic Matters** - The committee had another meeting with Marianne Alto regarding the proposed series of Victoria Matters events on the topic of First Nations' Truth and Reconciliation. Marianne had raised the topic at a meeting with leaders of the Esquimalt Nation, and mentioned that the Esquimalt Chief had wondered aloud about whether it was appropriate for the DRA to work on this topic. Marianne knows of an expert on this topic, [Robina Thomas](#), who has previously run workshops for the Capital Regional District (CRD), and might run a workshop for us if approached. This would likely be in October 2016 at the earliest.
- **Fiesta on Fort** - On track. Insurance, permits, equipment, communications, budget, etc. are all in place. One outstanding item is the specifics of the DJ for the event (will follow up with Atomique Productions)

Action Items:

- o DRA Members: Distribution of posters to condos and local businesses Wendy has sent out a list. More members needed to sign up and take posters. More posters are available if needed.
- o Wendy: Will send out press release and poster in small format for board/ members to circulate among residents.
- o Volunteers: For day of the event. A schedule will be circulated.
- **Roving Refinery** - On hold. Rebranding over summer: Don
- **Next Meeting:** T.B.A.

7. Urban Livability Committee: Nicholas

- Due to a lack of 'general' interest in this committee, the meetings of the Urban Livability Committee will switch from regularly scheduled to 'ad hoc'.
- **Next Meeting:** T.B.A.

9. Land Use Committee: Ian

- **Update on Downtown Zoning Bylaw - Proposed Change in Approach:** At the June 16th Committee of the Whole meeting, Jonathan Tinney, Director, Sustainable Planning and Community Development, presented a report to Council with recommendations from staff on the Downtown Zoning Bylaw. According to the report, when the Downtown Core Area Plan (DCAP) was approved in 2011, "it was anticipated that the City would update zoning throughout the Downtown Core Area to reflect the DCAP policies, including

integrating the density bonus system into zoning.” The report recommends leaving the bonus density system out of the Downtown Zoning Bylaw. Several DRA LUC members agreed with the recommendation, while one saw merit to including it.

- **Downtown Casino:** Discussion of this topic was deferred to be considered along with agenda item # 9 (see minutes item # 11, below).
- **Reeson Park/David Foster Walkway:** Ian attended a Reeson Park ‘pop-up’ design charrette where the City presented three design proposals.
- **Liquor License Permanent Change:** The Victoria Independent Film and Video Festival - 808 Douglas (d.b.a ‘The Vic Theatre’) has made application for a permanent change to their liquor service hours. The hours are currently 6 pm - 11 pm daily and are proposed to become 12 pm (noon) - 12 am daily. The DRA LUC has no issues with this proposed change.

10. Governance Notes: Wendy

- **Policy Binder** - Participation of board members on an ongoing basis.
 - o See attached document “Roles & Responsibilities: President”. The document titled, “Roles & Responsibilities: President” was discussed as presented. After some discussion, Nicholas moved that the document be approved as written. The motion was seconded by Ian. Motion carried. The text of this document therefore becomes the official text of DRA Board Self-Governance Policy #9, “Role of executive member of Board: Chair” (Note: Determination of whether the term “Chair” should be replaced with the term “President” was not concluded, and is therefore open for further discussion).
 - o See attached document, “Roles, Responsibilities & Functions of Board members”. This document was briefly considered with some Board members noting that they hadn’t reviewed it completely. This document will be reintroduced for approval at our September board meeting.
 - o Self-Governance Policies: September and October policy items (item #s 4, 6, 7 & 10 in chart below) were selected by draw and volunteer. Next two topics will be selected in September, for presentation and consideration in November, either by volunteer, or draw of numbers.

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	Sept 2016
5	Roles, responsibilities & functions of Board members	Wendy	July 2016
6	Roles, responsibilities & functions of Committees	Kaela	Sept 2016

7	Board member code of conduct	Doug	Oct 2016
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	Oct 2016
11	Governing style	Robert	
12	Board development & succession planning	Don	

11. Downtown Casino: Ruth

- See attached four-page letter, “HVC: Victoria Proposed Casino Site: Crystal Garden and Apex (Car Rentals) Lot”.
- Ruth spoke about how she and the Humbolt Valley Committee (HVC) felt about the proposal of the BC Lottery Corporation (BCLC) to open a Casino and Hotel in downtown Victoria. The Board appeared to share the general conclusion that it would not be a welcome addition to downtown, for any number of the various reasons discussed.
- It was agreed that Kaela would work on a letter with Ruth, to be sent to Mayor and Council, stating the DRA’s position on the proposal to build a casino in the downtown.

12. New Business:

- **Late Night Committee:** Eric has volunteered to be the lead attendee at any meetings provided that he is available. Nicholas offered to attend any meeting that Eric was not available for. Ian expressed interest in attending at least the first meeting.
- **City Hall Facility Rental Agreement:** See attached document, “Victoria City Hall Facility Rental Agreement”. A copy of the agreement was circulated amongst DRA Board members present. Kaela and Nicholas signed the agreement on behalf of the DRA, and presented it to Michael Hill for filing.
- **Meeting request:** A request to meet was received from Barbara Ann (no surname provided) and John Tylee of the Fairfield-Gonzales Neighbourhood Planning Association. According to Barbara Ann, they are collecting information on their neighbourhood’s land use guidelines, along with CALUC procedures that each neighbourhood follows, and are interested in creating ‘transitional areas’ along our shared borders. Nicholas will follow up.

Meeting adjourned at: 7:10 pm

Date of next Meeting: Tuesday, September 20, 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. They will begin with moving 70 tent city residents into the complex Monday, July 25th and will have everyone moved in by August 8th. 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. BC Housing is hosting an info session on Tuesday July 19 from 6-8 p.m. at the Victoria Convention Centre where the Mayor as well as representatives from BC Housing, and Island Health, Vic PD will speak on the facility.

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:

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

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. 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 licence applications were discussed. A report and request for further direction on this initiative will now be prepared for Council.

Medical Marijuana and CALUCS

There has been discussion amongst neighbourhood associations and their CALUCs regarding the rezoning of properties and marijuana outlets. A report outlining the next steps on this issue will be coming forward to Council's meeting on July 28 at 6:30 p.m.

My Great Neighbourhood Grants

Applications continue to be accepted for the My Great Neighbourhood grants program. 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

The City is seeking feedback from the community to help create a vision for parks and open spaces. This includes suggestions for upgrades to existing parks, new or improved amenities in existing parks, new parks and new policies. All of the feedback collected will guide improvements over the next 25 years.

There have been many opportunities scheduled for public engagement. Throughout the month of June, the City participated in several community events such as Car Free YYJ, the Island Summer Games and Vic West Street Fest. There is an [online survey](#), available until July 31, for those who prefer to share their ideas from the convenience of their home. There is also a representative phone survey underway, through which the City hopes to reach a few hundred residents.

Focus groups are being conducted with the neighbourhood associations. The meeting for Downtown - Harris Green was Monday, July 18, 2016.

A community workshop will also be held on Wednesday, July 27 from 4 – 7 p.m. at the Fernwood Community Centre to focus on the amenities and features the community would like to see in parks. In the fall, the draft Parks and Open Spaces Master Plan will be shared for feedback through an online survey, open house and pop-up events.

The draft plan will be presented to City Council in January 2017. More information can be found [here](#).

Planning for the Future of Crystal Pool

The Crystal Pool and Fitness Centre facility feasibility study is now underway and is expected to be completed by the end of the year. The community provided input on their recreational and aquatic needs throughout the month of June. This feedback is now being used to develop options for the future of Crystal Pool. These options will be shared with the community for input this coming fall. More information is available on City website [here](#).

Rain Garden Design Workshops

Fernwood NRG is offering rain garden design workshops. A series of workshops will held Saturdays, September 3 - 24th 9:30-11:30 a.m. (\$90) and Tuesdays, October 4 - 25, 6:30 p.m. - 8:30 p.m. (\$90)

Industry professionals will help you plan, design, install and maintain a rain garden. You will also learn how to integrate a rain garden with other rainwater management methods such as bioswales, green roofs and rainwater harvesting systems to create a truly sustainable urban landscape. Topics to be covered include:

- Sustainable Rainwater Management - Why does it matter?
- Rain Gardens - What are they, how do they work?
- Integrating Rain Gardens with Other Rainwater Management Systems
- City of Victoria Rainwater Rewards Program
- Codes, Regulations and Requirements
- Site Assessment
- Design and Planning
- Construction Materials and Methods
- Plants and Planting, Creating habitat
- Maintenance
- Further Resources

Call the Fernwood Community Centre to register: 250-381-1552 ext 100 or foodsecurity@fernwoodnrg.ca

Water Charges for Community Gardens

On July 7, 2016 Council approved a resolution that water charges would be waived for community gardens. There are currently 15 community gardens within the City of Victoria. The majority of gardens are connected to the main park water connection and do not pay for water. Only four gardens have separate meters and pay for water (Earthbound/Garden Street, James Bay Allotment Garden, Spring Ridge Commons, Fernwood Allotment Garden.) The estimated annual amounts range from \$200 to \$900 for a total of approximately \$2,100.

Centennial Square Washrooms

The refurbishing the washrooms in Centennial Square was found to require extensively more work than planned and staff have been investigating more cost effective options. On July 7, 2016 Council approved a resolution to direct staff to develop a project plan, including a cost estimate for a new stand-alone public washroom in Centennial Square, and report back with any other options to provide bathrooms in an existing facility in the square.

LED Light Conversions

On July 14th Council approved the [introduction of LED street lights](#) throughout the City of Victoria. The rationale for the program is to increase public safety and significantly reduce energy costs. Downtown lighting will be combination of pure white (4000k) light at intersections and warmer white light (3000k) along other parts of the streetscape.

Council Meetings

Council will hold regularly scheduled meetings of Committee of the Whole on July [21](#) and 28 and August 18 and 25 at 9 a.m. and of Council on July 28 and August 25 at 6:30 p.m. Links to meeting agendas are forwarded to neighbourhood associations as they become available.

Capital Projects

- Water Main upgrading on Pandora Avenue from Douglas Street to Government Street in progress.
- Douglas Street bus stops from Humboldt Street to Superior Street. Construction is in progress and is scheduled to be complete by the middle of August.
- Storm drain replacement on Douglas Street from Cormorant Street to Pandora Avenue has now been scheduled for 2017.
- Water Main replacement on Herald Street from Douglas Street to Government Street. To be tendered in August with construction in the fall.
- Water Main replacement on Chatham Street from Blanshard Street to Government Street is yet to be scheduled. To be tendered in August with construction in the fall.
- Repairs to Broad Street Mall paving and bricks surfaces have been made and will continue in 2016 and 2017.
- Spirit Square Totem Poles refurbishment (as specified in the public art maintenance plan) is currently planned for the month of September.

Pandora Avenue Bike Lane

On July 11, Council approved the extension of the tender closing date for construction of the Pandora Avenue separated bike lane. There was considered to be an insufficient number of interested suppliers to receive a competitive bid. The competition will now close on July 26. The impacts of the three week extension are expected to be a lower cost for the project and a slightly longer timeframe. Work will cease over the Christmas shopping period to reduce impacts on downtown business.

Harbour Pathway

Community feedback was solicited on the design of two pedestrian bridges and an improved public space at Heron Cove and Raymur Point as well as improvements to Reeson Park through an online survey and

onsite open house. Three design options for the pathway and future park improvements were shared with the community for feedback during the above engagement period.

A mix of residents from neighbourhoods adjacent to the pathway, as well as visitors and businesses around Fisherman’s Wharf and downtown provided valuable input.

In August, the City will share the results of the feedback collected on the bridges, public space and Reeson Park. In September, final designs will be shared with the public.

Events

- Victoria International Buskers Festival: July 15-24
- Eventide Music Series 2016 Centennial Square on Thursdays between July 7th and September 1, 2016.
- Northwest Deuce Days: Sunday, July 24 at the Inner Harbour
- International Accordion Festival: July 26-28 at noon in Centennial Square; July 29-30 First Met United Church; Sunday July 31 1 p.m. in Beacon Hill Park
- Symphony Splash: Sunday July 31 on Inner Harbour
- Victoria Dragon Boat Festival: August 12-14 at Ship Point

Centennial Square Event Calendar						
July 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Jazz Fest 12 pm – 6 pm	2 Jazz Fest 12 pm – 6 pm
3 Jazz Fest 12 pm – 6 pm Board Games 1pm – 5pm	4 Jazz Fest clean-up *Stage Extension Installation*	5 Lunchtime Concert 12pm – 1pm	6 Lunchtime Concert 12pm – 1pm	7 Lunchtime Concert 12pm – 1pm Eventide Music Series 6pm – 9pm	8 Biketopia 6pm – 10 pm	9 Festival Mexicano Noon – 5pm
10 Festival Mexicano Noon – 5pm Board Games 1pm – 5pm	11 Ballroom Dancing 7pm – 9:30pm	12 Lunchtime Concert 12pm – 1pm	13 Lunchtime Concert 12pm – 1pm	14 Lunchtime Concert 12pm – 1pm Eventide Music Series 6pm – 9pm	15 World Student Day 12 pm – 3 pm	16
17 Etsy Market 10am – 3pm Board Games 1pm – 5pm Salsa Dancing 4pm – 7 pm	18 Be Victorious: Fitness Series Noon – 1pm Ballroom Dancing 7pm – 9:30pm	19 Symphony in the Summer 12pm – 1pm Country Line Dancing 6:30pm – 8:30pm	20 Symphony in the Summer 12pm – 1pm Hip Hop in the Square 6pm – 9pm	21 Symphony in the Summer 12pm – 1pm Eventide Music Series 6pm – 9pm	22	23
24 Etsy Market 10am – 3pm Board Games 1pm – 5pm Salsa Dancing 4pm – 7 pm	25 Ballroom Dancing 7pm – 9:30pm	26 Victoria Accordion Festival 12pm – 1pm	27 Victoria Accordion Festival 12pm – 1pm	28 Victoria Accordion Festival 12pm – 1pm Eventide Music Series 6pm – 9pm	29	30
31 Etsy Market 10am – 3pm Board Games 1pm – 5pm Salsa Dancing 4pm – 7 pm						

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