

Annual General Meeting of the Victoria Downtown Residents' Association

11 January 2017

Downtown Community Centre

755 Pandora Ave

Present: (Co-Chairs) Nicholas Harrington, Kaela Schramm (Board members) Wendy Bowkett, Ian Sutherland, Eric Ney, Doug Boyd; (Guests) Virginie Lavallee-Picard (Guest Speaker and City of Victoria Food Systems Coordinator), Charlayne Thornton-Joe (City Councillor), Michael Hill (City of Victoria Community Development Coordinator – Downtown); (Current members) Erika Luebbe, Janet Strauss, Mario Strauss, Peter Bonyun, Sally Reid, Ellen Henry, David Rittenhouse, Mathew Yee, Loni Dutton, Diane Huska, John C. Horton, Pascal d'Aout, Anna King, Megan Clarke, Robert Randall.

Meeting called to order at: 5:35 pm

Guest Speaker: Virginie Lavallee-Picard

Nicholas thanked all for attending and gave a brief introduction to our guest speaker Virginie Lavallee-Picard, City of Victoria Food Systems Coordinator.

Growing in the City

- Virginie spoke to the audience about the City of Victoria's Growing in the City initiative, and its website, www.victoria.ca/growinginthecity. This is the main page for community gardening and growing food to sell.

Community Gardens

- See the "Building a Community Garden on City Land" fact sheet to learn about the process and requirements for new projects.
- Use the "Community Gardens Feature Map" on Vic Map to see where existing community gardens are located, or identify City-owned land with community gardening potential.

Rooftop Greenhouses

- Rooftop greenhouses are permitted on multi-unit developments, and can be used for community gardening projects, or urban (commercial) farming. The "Building a Rooftop Greenhouse Fact Sheet" is available for applicable regulations and tips.

Food Trees on City Land

- Residents can apply to plant and maintain up to five food trees on City greenspaces. See “Urban Food Tree Stewardship Pilot Program” on the City of Victoria website.

Boulevard Gardening

- The boulevard gardening guidelines and fact sheet provide information on safety, accessibility, maintenance, aesthetics, and legal responsibilities.

Selling the Food That You’ve Grown

- In Victoria, small-scale commercial urban food production produces edible and non-edible products for sale, including raw, unprocessed fruits and vegetables, flowers, herbs, fibre, seeds, nuts, seedlings, mushrooms, plant cuttings, eggs and honey. It involves many different activities, including cultivation, harvesting, sorting, keeping, cleaning and packaging.
- Licence applications are available at the City’s “Food Production Businesses” page www.victoria.ca/foodproduction/. Resources available on that webpage include the, “Small-Scale Commercial Urban Food Production Handbook”, the “Urban Food Production Fact Sheet”, “Building and Operating a Food Stand”, and “Building a Rooftop Greenhouse”.

Virginie then responded to questions from the audience.

A brief refreshment break was held, before the formal meeting commenced.

1. **Approval of Agenda:** Moved by Mathew Yee. Seconded by Janet Strauss. Approved by acclamation.
2. **Approval of Minutes of the AGM of 7 January 2016.** Moved by Wendy. Seconded by Kaela Schramm. Approved by acclamation.
3. **Chair’s Report:** Presented by Kaela Schramm. Approval of report moved by Ellen Henry. Seconded by Ian Sutherland. Approved by acclamation. Appended.
4. **Governance Report:** Presented by Wendy Bowkett. Approval of report moved by Nicholas Harrington. Seconded by Janet Strauss. Approved by acclamation. Appended.
5. **Treasurer’s Report:** Presented by Doug Boyd. Approval of report moved by Diane Huska. Seconded by Mathew Yee. Approved by acclamation. Appended.

6. **Land Use Committee Report:** Presented by Ian Sutherland. Approval of report moved by David Rittenhouse. Seconded by Kaela Schramm. Approved by acclamation. Appended.
7. **Community Development Committee Report:** Presented by Wendy Bowkett. Approval of report moved by Ellen Henry. Seconded by Janet Strauss. Approved by acclamation. Appended.
8. **Urban Livability Committee Report:** Presented by Nicholas Harrington. Approval of report moved by Wendy Bowkett. Seconded by Ellen Henry. Approved by acclamation. Appended.
9. **Election of Directors:** Kaela Schramm

Status of board members prior to election:

Ruth Annis: First term expires in 2018

Wendy Bowkett: First term expires in 2018

Doug Boyd: First term expires in 2017

Don Elliott: First term expires in 2018

Robert Florida: First term expires in 2019

Nicholas Harrington: First term expires in 2017

Eric Ney: Second term expires 2018

Kaela Schramm: First term expires in 2017

Ian Sutherland: Second term expires in 2017

Kaela informed the membership that the Victoria Downtown Residents' Association (DRA) can have up to 13 directors on its board, and that currently we have 9. Kaela announced that Erika Luebbe had stepped down from the board, and thanked her for her service to the DRA. Kaela announced that Cathy Brankston had also stepped down from the board, and thanked her for her many years of service to the DRA, especially for her role as secretary, when no one else wanted to take the meeting minutes.

Kaela then explained that the DRA board had three members who had now completed their first term, Doug, Nicholas, and Kaela. All three have agreed to stand for re-election, so we currently have 5 vacant positions on the board of directors. Kaela announced that we had received a self-nomination request from Paul Gandall, who wasn't able to make the AGM, but otherwise would like to stand for election to the Board. After reading Paul Gandall's bio (appended), Kaela nominated Paul in absentia. Nicholas then nominated Sally Reid, who had previously expressed her interest in joining the Board, and was able to attend the AGM in person. Sally stood and gave a brief bio. After calling for nominations from the floor, Megan Clarke stood up, identified herself as a DRA member, nominated herself, and gave a brief bio. Nicholas then thanked Loni Dutton who had offered to stand for election, but was

ineligible due to living just outside of the border of downtown. Kaela nominated Ian Sutherland, who had now completed his second term on the board, to stand for reelection.

Nicholas moved that Megan, Sally, Paul, and Ian be elected as directors in an omnibus motion. Wendy seconded the motion. The motion was approved by acclamation.

Nicholas moved that the meeting be adjourned. All were in favour.

Meeting adjourned at: 7:00 pm (approximately)

Requests for Nomination to DRA Board

From Those Unable to Attend

From: Paul Gandall <pjgandall@gmail.com>
Subject: Election to the DRA Board
Date: January 11, 2017 at 9:05:30 AM PST
To: chair@victoriadra.ca

Dear Victoria Downtown Residents' Association,

I hereby offer to stand for election to the Board of Directors of the Victoria Downtown Residents' Association at the 2017 AGM.

Signed,
Paul Gandall

Paul Gandall

Born in Ottawa, Ontario and a lawyer by training, I received my Juris Doctor from Queen's University in Kingston and was a member of the Law Society of Upper Canada before relocating to Vancouver Island in the summer of 2016. Since moving to the west coast I have established a law practice as a solo practitioner with a focus on litigation and entrepreneurial law.

When I'm not engaged in the practice of law or growing my business, I can be found enjoying all of the tremendous opportunities for outdoor adventure that my new home provides, enjoying social and cultural events, travelling or participating in athletic activities. I have a strong desire to promote positive social change and to build community and the remainder of my time is spent with that overarching goal in mind.

Chair's Report

Downtown Residents' Association Annual General Meeting 11 January 2016 Downtown Community Centre

The DRA continues its work representing the interests of the people that call Downtown and Harris Green home. As our residential community grows, our membership continues to build and we had several successful community events this year where we signed up many new members to the DRA.

We have also embarked upon a governance review process as part of the changes to the BC Societies Act. This has really pushed the board to think about our structure and how we want to operate as a volunteer-based organization (and board). An update on this process will follow immediately after this report.

We continue to use a committee structure to accomplish much of our work, which includes the Land Use Committee, chaired by Ian Sutherland, the Community Development Committee co-chaired by myself and Wendy Bowkett, and the Urban Livability Committee, which is co-chaired by Nicholas Harrington and Eric Ney. They will capture the progress of the past year in their reports, following this one.

The DRA continues to represent members in a variety of civic matters and collaborates with a variety of partners in the community, including Our Place, the Downtown Victoria Business Association, The Greater Victoria Public Library, the Victoria Downtown Public Market Society, the Downtown Service Providers committee and the Victoria Police Board. This year that list has expanded to include the Cool Aid Society (who has always been supportive of the DRA), CityStudio Victoria and Camosun as part of the Yates Street Community Garden Project, which will be covered in more detail by Nicholas as part of the Urban Livability report.

As Co-Chair (along with Nicholas Harrington) we have had the pleasure of working with a dedicated and passionate membership. The Board looks forward to serving you in 2017 and we thank you, our members, for bringing your energy, ideas and time to the community. I would also like to thank my fellow board members, Charlayne Thornton-Joe, our Council Liaison this past year, and Mike Hill, our City of Victoria Liaison, for all the time, effort and enthusiasm they dedicate to the community throughout the year.

Nicholas Harrington and Kaela Schramm
Co-Chairs
Victoria Downtown Residents' Association

Governance Committee
Victoria Downtown Residents Association
2017 Committee Report
Wendy Bowkett, Chair

The Governance Committee was formed early 2016 in response to changes in the BC Society Act. That Act was repealed by the Societies Act, which came into effect 28 November 2016. The provincial government has provided a 2-year transition period for all societies to be compliant with the new Societies Act by 28 November 2018. The DRA has been proactive regarding these changes, by attending workshops and starting this board work since April 2016.

Constitution & Bylaws

A draft version of our constitution has been crafted to reflect the changes required under the new Act. The work continues to update and revise all bylaws so that the DRA will be fully compliant with the new Act. The Governance Committee has set the end of 2017 as the goal for completion of this update, bringing all changes to the next AGM for approval.

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.

**Victoria Downtown Residents' Association
Treasurer's Report
1st January to 31st December 2016**

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

**Presented at AGM
11 January 2017**

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 details are attached following the report. Note that the DRA is not required to have an audit completed.

This is the 12th reporting year for the DRA since the Society became a financial entity on 1st Nov 2004. Our fiscal year end is 31st December.

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 per-capita amounts, using 2011 Census data, which show a downtown population of 4,605. This resulted in a base grant of \$3454. Revenues were supplemented by contributions to Membership Fees and Bank Interest. Revenue from voluntary Membership Fees increased from \$365 in 2015 to \$535 in 2016. The DRA applied for and received a Strategic Plan Grant for the purpose of holding public forums with a focus on Truth and Reconciliation. The grant of \$3750 was received in 2016, and the events will be held this year.

In 2016, expenses were significantly less than budget, largely due to the fact that we did not have any major community forums such as the Victoria Matters events and the Livability Forum that we have held in previous years. As we did last year, we again participated with a DRA booth in the DVBA Car Free Day event on Douglas Street in June. New this year, was Fiesta on Fort, which we co-organized with the Fabulous Fort organization. Expenses from these events totaled \$568. We also provided a \$500 grant to the Yates Street community garden.

Committee events and activities accounted for the largest portion of expenses (64%). Our second largest expense (24%) is associated with General & Administration expenses. The remainder of our expenses were associated with Communications; primarily the cost of web hosting, and attending external meetings.

A review of the budget for 2016 shows that our revenues were higher than budgeted largely due to the Strategic Plan grant. Our expenses were substantially lower than budget as we had budgeted for a substantial increase in Committee expenses, which were not realized, as discussed above.

For the 2017 Budget, revenue consists of Base Funding from the City of Victoria, and voluntary Membership Fees, with no income anticipated from Committee Events & Activities. We expect an increase in membership fees as we continue to do more to encourage memberships in the DRA. As a note, if the Base Funding in 2017 is calculated using 2016 census data (instead of the 2011 census data), then our grant may increase, but we cannot forecast the impact at this time.

Budgeted expenses include regular General and Admin costs and Communications (ongoing costs for web hosting). We have increased the Committee expenses budget to \$5500 (from a budget of \$2800 in 2015), since we plan on hosting the public forums on Truth and Reconciliation, in accordance with our Strategic Plan grant. We also plan to continue to participate in street festivals as we did in 2016.

The balance in our bank account as of January 1, 2017 was \$21,267. This includes monies we are holding in trust for the Yates Street Community Garden, which total \$5352. The DRA does the banking for this project. It also includes the Strategic Grant funds of \$3750, as discussed previously, which are dedicated to the Truth and Reconciliation events.

**Victoria Downtown Residents' Association
Statement of Income
January 1 to December 31, 2016**

	2015	2016
	(\$)	(\$)
Revenues		
Annual base funding	3,464.00	3,454.00
Membership fees	365.00	535.00
Interest	3.31	4.55
Committees (Activities & Events)	0.00	3,750.00
Total Revenues	<u>3,832.31</u>	<u>7,743.55</u>
 Operating Expenses		
General and Administration	554.90	511.71
Communications – Website	174.12	236.47
External Events	0.00	37.71
Committees (Activities & Events)		
Victoria Matters	0.00	0.00
Roving Refinery	285.00	150.00
Street Events	713.72	567.68
Yates Garden		500.00
Other	20.00	165.25
Total Committees	<u>1,018.72</u>	<u>1,382.93</u>
Total Operating Expenses	<u>1,747.74</u>	<u>2,168.82</u>
Net Income	<u>2,084.57</u>	<u>5,574.73</u>

**Victoria Downtown Residents' Association
Budget for Fiscal Year 2017**

	Actual 2016 (\$)	Budget 2017 (\$)
Revenues		
Annual base funding	3,454.00	3,454.00
Membership fees	535.00	600.00
Interest	4.55	4.00
Committees (Activities & Events)	<u>3,750.00</u>	<u>0.00</u>
Total Revenues	<u>7,743.55</u>	<u>4,058.00</u>
 Operating Expenses		
General and Administration	511.71	600.00
Communications	236.47	250.00
External Events	37.71	100.00
Committees (Activities & Events)	<u>1,382.93</u>	<u>5,500.00</u>
Total Operating Expenses	<u>2,168.82</u>	<u>6,450.00</u>
 Net Income	 <u><u>5,574.73</u></u>	 <u><u>-2,392.00</u></u>

**Downtown Residents' Association
Land Use Committee Report
January 11th, 2017**

The DRA Land Use Committee continued to meet throughout 2016 and offered input into various rezoning and variance applications as well as several City based initiatives within the Downtown core.

While construction of many approved development projects continues throughout the Downtown, the pace of new applications took a pause in 2016. In all, only 1 significant new project was presented to the public at meetings and reviewed by the DRA Land Use Committee. The DRA Land Use Committee provided feedback on several ongoing projects approved in prior years as well as amendments to several Liquor Licences for establishments within the downtown core.

The pause in development applications allowed the Land Use Committee to focus on several major City of Victoria initiatives such as Biketoria, the Cannabis Retail Rezoning Bylaw, the Johnson Street Bridge Approaches Public Realm, the proposed new Parks master plan and the Five Year CALUC Process Review.

The development projects we've been asked to participate in 2016 include:

Continued from previous years:

- **951/989 Johnson:** McCall parking lot site: 989 Johnson Properties/CEI Architecture. Two tower 15 and 17 storey 205-unit residential with ground floor commercial.
- **Northern Junk:** Reliance Holdings – Residential with retail including preservation and rehabilitation of two heritage buildings onsite.
- **755 Caledonia:** Townline – Phase 2: 15 storey residential tower with ground floor commercial.
- **727 Johnson:** Michael Alston – Conversion to Retail/Residential adding two storeys.

New projects in 2016:

- **848 Yates:** Chard Development – 15 storey 228 unit Residential rental and strata 2 tower development on existing surface parking lot.

The DRA Land Use Committee and members participated in the review of eight Liquor Licensing changes and changes to hours of service in 2016 as follows:

- **721 Government St:** Empress Hotel
- **808 Douglas St:** Vic Theatre
- **1320 Broad St:** St Frank's
- **751 View St:** Yuk Yuk's

- **538 Yates St:** Famous Originals
- **1250 Wharf St:** The Guild
- **1245 Wharf St:** New Asian Village
- **808 Douglas St:** Victoria Independent Film Festival

In addition to the review of proposed development projects, there were additional issues relevant to land use in which the LUC was involved, including:

- **Biketoria:** Discussions and attendance at public meetings regarding the proposed routing and impacts of the Biketoria bikeway in the Downtown area.
- **Citywide CALUC Review:** Participated in the review of the citywide Community Association Land Use Committee Policy Review.
- **Sidewalk Cafes Bylaw:** Advised Council that there should be default closing hours to enhance residents' livability.
- **Johnson Street Bridge Public Realm:** Advocated for usable greenspace for Downtown residents be established in these areas as opposed to the hard surface versions proposed by staff.
- **Parks Master Plan:** Advocated for acquisition of additional Park within Downtown
- **Cannabis Retail Zoning Policy:** Provided feedback from members regarding concerns over the new Retail Bylaw policies.
- **Reeson Park:** Participated in planning process for proposed Park improvements.
- **Removal of Trees:** Inventoried trees removed but not replaced in district and requested action on replacement.
- **City of Victoria Development Summit:** Participated in the annual development summit, which focuses on improving the city development process.
- **Additional Storeys on Heritage Buildings:** Provided feedback from members regarding possible improvements to the current City policy regarding construction of additional storeys on heritage buildings.

The Land Use Committee 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

Community Development Committee
Victoria Downtown Residents Association
2017 Committee Report
Wendy Bowkett, Co-Chair
Kaela Schramm, Co-Chair

This year the Community Development Committee had another busy year. We have a small but committed membership consisting of Doug Boyd, Graham Briggs, Don Elliot, Nicholas Harrington, and Kaela Schramm and myself (Co-Chairs). We look forward to recruiting more members to our fun and diverse committee in 2017.

Roving Refinery

In 2016, we continued on with the great tradition of the Roving Refinery series albeit with fewer events as we shifted focus to plan other larger community events during the year.

The Roving Refinery is the DRA's longest running Community Development Committee initiative. It is a recurring series of fun social events. Each Roving Refinery event is an opportunity for all of us to get to know each other better, and partake in the hospitality of the local business hosting the event. Roving Refinery events are free for DRA members, and for non-members who register for DRA membership at the event.

In 2016 we held events at:

- SüLT Pierogi Bar
- The Local
- Table 21 & Hilton Doubletree

The entry "fee" for each event is a donation (cash or items) for Our Place. In 2016, more than 30 people attended the events, and we collectively raised a total of \$115 and 17 pounds of non-perishable food items. We are currently working on a redesign and rebrand of the Roving Refinery events, so stay tuned for more updates in 2017.

Car Free YYJ

The DRA participated for the second year in Car Free YYJ on 19 June. Board members ran our booth, offering residents the opportunity to enter an hourly draw to win a gift certificate by correctly answering a question on downtown trivia. Additionally, residents participated in our social media photo booth, telling us why they love downtown Victoria. It was a beautiful day, another successful event and many folks stopped by to talk about all things Victoria.

Fiesta On Fort

The DRA partnered with Fabulous Fort to host a Fiesta On Fort with eats and beats on the street on the evening of 10 Aug. A large pop-up park was set up on the north

side of Fort St, taking over three parking spaces in front of La Taqueria, who offered deals for attendees and a special deal for DRA members. Several businesses in the 700 block of Fort St also offered special deals for DRA members during the event. DJs Mike Gano and Daniele Mereu were there for the event, providing some progressive and deep tech house beats that were enjoyed by attendees of all ages.

Overall, the event was a huge success.

1. **Event** – It's projected that between 300 and 400 people attended the event over the course of the evening.
2. **DRA** – Our biggest recruiting event to date with over 40 new members who signed up either before, at, or immediately after the event, with a total of \$110 paid in membership dues.
3. **FB Event Page** – Generated about 1000 direct points of contact, and the event page reached 22k people, 2.1k viewed the page and 642 people commented.
4. **La Taqueria** – Saw double the number of customers during the event.
5. **Retailers** - Were pleased with the event as it drives the brand/awareness of Fabulous Fort.

VicMatters

In 2016, we laid the groundwork for what we anticipate to be a series of events based on the topic of Truth and Reconciliation. We have been planning and creating a foundation for these events with the City of Victoria and local First Nations. We are hopeful that with the participation of all partners, the first event will take place in early 2017. We look forward to sharing more about these plans as the events take shape.

DRA December Cocktail Party

The DRA hosted its first cocktail party to celebrate the end of another successful year and acknowledge the time and effort all our volunteers bring to our association. Twenty guests enjoyed canapés, cocktails and conversation on the indoor patio at Zambri's.

We look forward to more community events in 2017, and hope to see you all there!
Cheers!

**Urban Livability Committee Report
Downtown Residents' Association
Annual General Meeting, January 11, 2017**

This past year, the DRA's Urban Liveability Committee (ULC) worked almost exclusively on one project—establishing a community garden in downtown Victoria.

The idea of having a garden in our neighbourhood likely predates the DRA by decades, but our current interest in the idea began in June of 2015. At that time, the Urban Liveability Committee met with Janet Strauss, a DRA member and avid gardener with no place to plant her vegetables. Janet had personally visited community gardens in Montreal, Vancouver, and Seattle, and had joined the Urban Food Table, a group of local individuals and organizations that had assembled to offer their expertise in urban food production to the City of Victoria during its consultation process on food security.

As a result of that meeting, the ULC recommended to the DRA Board of Directors that we take on the promotion and development of community gardening in downtown Victoria, in line with the City's Strategic Objective to "Enhance and Steward Public Spaces, Green Spaces and Food Systems". The DRA Board unanimously supported the committee's recommendation, and in July 2015 a letter was sent to Mayor and Council in support of the City's "Growing in the City" initiative and the previously mentioned strategic objective. Among other suggestions and requests, the letter concluded by asking the City to work with the DRA to identify lands in the Downtown and Harris Green neighbourhoods suitable to community gardening.

In early 2016, our council liaison, Councillor Thornton-Joe, recognized an unused City-owned lot at 1012-1014 Yates Street as a potential location for a community garden. Councillor Thornton-Joe then worked 'behind the scenes' on our behalf, with Council and City staff, to make it available to us. In late February, we were informed that the DRA would be offered use of the site for a period of three years, to set up and run a community garden. On March 22, 2016 the City issued a media release announcing the offer.

Since that time, much work has ensued on the part of the ULC and the steering committee of the fledgling garden. Some of the highlights of those efforts include:

- Partnering with Victoria Cool Aid Society's Downtown Community Centre as an active, engaged stakeholder in the garden.
- Collaborating with the CityStudio Victoria class, *Growing Community "From the Ground up"* to envision potential layouts and future elements for the garden.
- Connecting with Camosun College's trades department, which built 50 planter box frames for the garden and donated their labour (we paid for the materials).
- Giving the new garden a name—Yates Street Community Garden.

- Assembling and setting up the planter boxes on site, and later filling them with top quality growing medium.

More recently, the Garden's member guidelines and agreement, as well as its constitution and bylaws have been finalized, and we will begin signing up members and assigning allotment boxes at the end of this month. Planting is expected to begin in February.

Projects for this coming year include installing a gated fence for security, obtaining a tool shed for storage, and hosting a garden opening party. It has been a lot of hard work getting our Garden to this point, but the end result—a beautiful, blooming community garden in our neighbourhood—will be worth every ounce of effort it took to get us there.

Please visit the Garden's new website—www.yatescommunitygarden.ca. We also have a Facebook page—@yatestgarden, and a Twitter feed—@YatesStGarden.

And now, I would like to 'turn-it-over' to our indefatigable project leader, Janet Strauss, who has a few words of her own that she'd like to add.

Nicholas Harrington
Co-Chair
Victoria Downtown Residents' Association