



November 6, 2020

To the City of Victoria Mayor and Council,

The Bastion Square Revitalization Association (BSRA) would like to request the following, each of which will be explained further in more detail hereafter:

1. **A one-year extension of the City of Victoria (City) and Bastion Square Revitalization Association (BSRA), LICENCE AGREEMENT** for the BASTION SQUARE PUBLIC MARKET, which comes due as of December 21, 2020.
2. **The BSRA would like to confirm its previous request to the City to waive the parking and storage costs and asks that the City forgive the annual \$3000 annual fee** laid out in the LICENCE AGREEMENT.
3. **The transfer of the BSRA's funds being held by the City to an account held by the BSRA**, in order for the BSRA to begin and pursue various projects within Bastion Square.

Point #1 - Extension of the LICENCE AGREEMENT

The BSRA Board feels that at the present time renegotiating the **LICENCE AGREEMENT** is not practical due to the present Covid-19 Pandemic and the resulting situation we all find ourselves in.

- This past year has not been typical and the future too seems uncertain. It is thought a sense of normality needs to return, in order to make concrete and meaningful changes to the agreement.
- An extension of the agreement would allow the City to better use its time for other more pressing issues.
- Physically meeting to discuss the agreement and changes to it may prove challenging or involve safety risks.

Point #2 – Annual Fees

The Market was not able to cover operational costs this season but continued to operate through the summer in order to provide a revenue source for our vendors.

This year due to the Covid-19 Pandemic the Market saw a huge drop in revenues like so many other businesses in the downtown area. The loss of the cruise ship market and other international tourists meant income was severely affected.

- Local restaurants (and our neighbours) occupied space usually used by the market in order for them to operate safely and recover lost business due to the Covid-19 Pandemic. The BSRA was unable to relocate vendors to Government Street or any other suitable locations.
- The Covid-19 shutdown and restrictions meant the Market season was reduced. Instead of opening in April as usual the Market was unable to open until June 20th. The number of vendors operating and generating income for the Market was reduced from a potential 87 registered artisans/vendors down to about 22 artisans/vendors.
- Space within the Square for vendor use was reduced from approximately 45 spaces to 16.
- The City's decision to levee street parking charges on Sundays made the use of Langley St. financially impractical for the Market to use the space as per normal.

Point #3 – Transferal of BSRA's Funds

At present the City manages the BSRA's Fund as per the FUND AGREEMENT of 2012. The Fund is approximately \$240K at present. The BSRA would like to use the fund to initiate a series of short and long term improvements for Bastion Square. In order, to do this the BSRA would like to ask the City to transfer the FUND to the BSRA for its administration. This will also relieve the City of its administrative responsibilities for the fund.

- The use of the fund would remain subject to the BSRA's and City's mutual agreement, as per the BASTION SQUARE PUBLIC MARKET FUND AGREEMENT signed in 2012. The only exception would be an emergency contingency fund for the Market. This contingency fund is necessary due to the present Covid-19 pandemic and resulting economic crisis.
- In the past, the BSRA did not have an on-going project manager to help with proposed projects. The BSRA's Operations Manager will perform this function and will work with City staff to carry out the improvements. Over the last couple of years, the Board of the BSRA, the Operations Manager and City liaison have been discussing various improvements, which would be beneficial to the area.
- The BSRA and its partners plan to do with the City's review and approval between the end of 2020 and over the next couple of years a series of short-term and long-term improvements. Some projects like Christmas lighting and baskets (estimated at: \$9,500-12,000) are self-explanatory and are easily implemented by mutual agreement between the BSRA's Operations Manager and the City staff. Other projects like a proposed Commercial Alley Archway and resurfacing (to draw traffic into Bastion Square from Yates Street, estimated at: \$100,000-110,000) involve various City departments assisting in the completion of the work, out-sourced contractors and will require more time and consideration before being approved by both parties.
- An evaluation framework for reviewing projects will be developed to clarify the process and steps necessary to bring projects to completion more effectively with the City. It is via this formula based on the FUND AGREEMENT, that projects will be vetted and evaluated before completion.

Thank you for considering our requests. The Bastion Square Revitalization Association hopes to continue to work with the City of Victoria, as it has for many years now, towards our common goal of creating a safe and vibrant space in Bastion Square.

On behalf of the Bastion Square Revitalization Association,

Randall H. Stewart
Operations Manager, BSRA