



## **Mission**

*Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.*

## **BOARD OF DIRECTORS MEETING – TUESDAY, MARCH-07-17**

Oaklands Neighbourhood House at 7:30 p.m.

**Present:** Kim Walker (chair), Laurie Morgan, John O'Brien, Marielle Tounsi, Kate Lauzon, David Angus, Councillor Marianne Alto, Dave Dreidger (community member)

**Regrets:** Elaina Mack

### **1. In-Camera**

### **2. Adoption of Agenda**

**MOTION:** John moved to adopt the agenda; seconded by Marielle. Carried.

### **3. Adoption of Minutes**

**MOTION:** Laurie moved to adopt the February minutes as amended; seconded by David. Carried.

### **4. Priorities**

#### **a) 11 finance policies with minor revisions**

We have 11 policies with additional revisions from John [since they were put into our meeting agenda folder]. Changes are highlighted in pink [Kim distributed hard copies at the meeting for final review].

- Re Investment. Comments were submitted on the investment policy recommending short-term investments may be made up to two years in advance due to fiscal cycle. Directors are comfortable with two years. The downside is that you are locked in for two years. We need to plan and know what we are doing; and not put them into a GIC for two years unless we are for sure. We could invest for one year then decide if we want to put in for an additional year. All agree that we change wording to allow 'up to two years' to create flexibility.
- Re Time Sheets. Minor edits and under procedure bullet 2 "OCA is responsible for retaining time sheets for six years." The revision was made because there was no time commitment stated before. This aligns with Revenue Canada record keeping requirements.
- Re wording, time sheet verses time record. Some places record time worked – for duration of employment. Traci said that this is strictly for an accounting record. She should like the policy to reflect words that are already used in the office (ie timesheet). She has looked into two different companies for electronic time records and it is cost prohibitive.

**MOTION:** John moved to approve the revised finance policies: Assets Management, Bank Reconciliations, Budget Monitoring & Maintenance, Contract Administrative Charge, Grants and Contracts, Insurance, Investment, Record of Original Entry, Signing Authority, Time Sheets, and Year-End Reporting. David seconded. Carried.

- Re Contract Administrative Charge. A follow-up suggestion is to strive for 15% overhead verses 10% overhead. Take out "minimum 10% rate". Instead say "15% unless negotiated otherwise".

**MOTION:** Amendment to previous motion. Elaina moved that OCA approve the Contract Administrative Charge Policy with an edit to change overhead to 15% unless negotiated otherwise. Laurie seconded. Carried.

## **b) 2017 AGM planning**

The meeting time for the AGM will be 7-9pm. This has already been announced in our e-newsletter. Childcare has been arranged for people who wish to bring children and register in advance.

- A title change to “re-imagining community space” was suggested.
- Looking at our timetable we have 50 minutes for conversation. Not enough for a roundtable approach. We could have an interactive vision map that people can draw on. We could either use a map or a tree and for those not into drawing we could have posters that are lists for people to fill in. We can also include feedback or themes emerging from the community needs assessment sessions prior to the AGM.
- One suggestion is to get away from OCC and ONH but rather look at OCA with its array of things.
- Another suggested we can situate conversation at AGM as an opportunity for community needs assessment. Likes the term of open space mapping. Can have a map and a board, the note lists and paper and lists. This idea is broader; make it part of our process and part of neighbourhood planning. Open space visioning from Oaklands.
- Qs for open space mapping:
  - 1) What makes Oaklands special?
  - 2) What does Oaklands need to make our neighbourhood better?

Ad for AGM is ready to put in place. Last year we advertised with Victoria News and Times Colonist. Not everyone gets TC and Vic News. Also will send out to membership, website, sign on front and E-newsletter. Last year we ended up with a 13 day post not a 14 day post; it was an honest mistake due to newspaper publishing dates. This year we will have 3 weeks’ notice.

**ACTION:** Allieren to send information to Marielle for Shaw community calendar.

- Could we use language to make more flexibility? Society Act and bylaws require public notice in a newspaper and notification to the members directly as well as letters to the people who attended last year.

**ACTION:** Traci to send info to Allieren for ads.

Other items discussed for the AGM:

- Room set up: have a display for annual report components.
- No special resolutions this year.
- Coordinators have been told that they are required to attend.
- Other opportunities for advertising through local MLA office, Block Watch, etc

- We are going to be inundating people with notifications and we don't have to go overboard. We only have to do what we need to get bodies there.
- Revisit title –re-imagining community space

### c) Playscape Quotes for Decision

- There was a question whether the work had been already approved at Board level. It was explained that we were awaiting quotes and now have current quotes. Green Roots wasn't the lowest quote but was best for the scope of work. OCA obtained a Tire Stewardship Grant for \$5000 and there is more money coming in through the ONH fundraiser. Board members were encouraged to buy tickets to the fundraising event on March 19<sup>th</sup> or give an online donation.

**MOTION:** Marielle moved to approve of the Green Roots quote recommended by Traci. Dave seconded. Carried.

## 5. Follow-up Actions

- BC Council for International Cooperation submitted a request for all candidates meetings on sustainability (see Victoria BC 2030, The Invisible Mosaic as background material). Are we able to host an all candidates meeting?

**ACTION:** Marielle will follow up with finding out candidates and calendar info.

- Code of Conduct statement – One typo needs to be corrected in the last paragraph, “submitted” not “submitting”. Practice will be taken outside (e.g. markets & other OCA events).

**MOTION:** Dave moved to approve the Code of Conduct, John seconded. Carried.

- Requests for Board Assistance (i.e. see staff reports – community needs assessment, garage sale street party, ONH fundraiser). Allieren could use help with City of Victoria and how can we share our views for usage of the new Perfect Mind software which the City has chosen for online program registrations. That said, community associations have been told that we jump on with Perfect Mind. We currently use ‘Class’. We will know what costs if any are needed.
- There were questions around website quotes and we are waiting to talk to our IT service, Dial-a-Geek.

## 6. Round Table

### Marianne Alto

- A land use application was withdrawn from the marijuana dispensary in the neighbourhood. It was set for a public hearing last week. Having spoken with community, the applicants thought there would be significant opposition. The application is still pending but hasn't been rescheduled.
- Short-term vacation rentals is a big issue. City staff were directed to do more work on the report. The original direction was to apply this bylaw to the downtown core but it is being revisited to consider whether there should be some limitations, no limitations, or broad application across the city. Vancouver has introduced some regulations. Some cities have banned short-term stays entirely and some have brought in provisions.

- The sewage treatment plan is starting construction in two weeks. Pumping station at Clover Point will be visible for 18 months but will not be visible once construction is completed.
- The Crystal Pool renovation – The pool is well past the end of its lifespan and three options were under consideration ranging from retrofitting the existing facility to constructing a new aquatic centre. Results from the consultations show people asking for all the existing services plus expansion for additional services. Borrowing funds for the new facility requires a referendum when above \$50 million. Request is for \$54 million. Opinions as individuals or an association is important to express now. Forward any opinions to Marianne.

#### **John O'Brien**

- John provided a summary of the monthly finance reports. Since we are up a certain amount for year end with a surplus, John asked if we had any recommendations. Traci added that we have identified a need to replace the shed at OCC.

**Motion:** John moved to recommend McAvoy Rule & Company as our accountant for 2017/2018 at the AGM. Laurie seconded. Carried.

**Motion:** John moved to approve the OCA financial statement for the 2016/2017 fiscal year for the AGM. Marielle seconded. Carried.

#### **Marielle Tounsi**

- Marielle discussed the draft communications plan, issues, potential solutions and potential timeline for next steps.

#### **Laurie Morgan**

- Laurie acknowledged the great work from staff on the community needs assessment; and having Gary Pemberton as part of the working group has been ideal. Hazel keeps pulling things together for year end.
- Laurie also encouraged current Board members to identify interested new board members for AGM.

## **7. Adjournment**



toward it. In order to realize this opportunity, groups also highlighted the need to approach and educate politicians at all tiers of government. Based on this recommendation BCCIC is launching a non-partisan public engagement initiative called BC2030 that will ask candidates during the provincial elections how they will show leadership on achieving the SDGs and support the groups working on them.

During the Victoria BC2030 meeting we identified key local SDG issues that we could ask Victoria's political leaders to address, namely:

- Poverty (SDG1) - the need to deal with this at all levels, the need for a liveable income, the need to address the links between poverty, homelessness and mental health.
- Transportation (SDG11) - The "crawl", the need for affordable and accessible transport options and its effect on renewable energy.
- Sustainable consumption and production (SDG12) - that people are willing to reduce consumption but need help, examples and incentives.
- Homelessness and the opioid crisis (SDG1 & SDG3)
- Gender equality and equal access to employment and positions of political leadership (SDG5)
- Affordability, rising living costs and economic justice (SDG1, SDG8 & SDG11)

It was also emphasized that we cannot ignore the integration of First Nations in this discussion and the unique challenges and barriers faced by people with disabilities was also highlighted. This led to a discussion of how to reach those who cannot or do not usually attend these kinds of meetings.

I'll provide a more detailed summary of the discussion topics in the following weeks but for now if any of you would like to move ahead with the idea of a candidates meeting where we ask Victoria's local political leaders how they will show leadership on these sustainable development issues, then please let me know. Our current thinking is that if there's a big enough group who want to lead this activity on the ground then we would be happy to get behind it and can set up a conference call/Skype to discuss next steps. We are also very happy to partner with other groups who are already working on their own candidate meetings. If you are interested then please reply directly to this email.

Once again, we really enjoyed the meeting and look forward to continuing the discussion.

Hope to hear from you soon!

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**Dan Harris · Program Officer**

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