



# Board

## Meeting Minutes: Monday, June 11, 2018

**Date/time:** Monday, June 11, 2018 Started: 7:00 PM Ended: 9:30 PM  
**Location:** ONH  
**Purpose/notes:** June 2018 Monthly OCA Board Meeting  
**Chaired by:** Mr Andrew Lauzon  
**Minuted rec. by:** Ms Marielle Tounsi  
**Status:** Minutes drafted

### Attendance

**Present:** Mr David Angus, Mr Dave Driedger, MR Chris Holt, Mr Kevin Keates, Mr Andrew Lauzon, Ms Melissa Lim, Mr Laurie Morgan, Ms Marielle Tounsi, Ms Brenda Turner

**Regrets:** Mr Harry Kope

**Invited guests:** Aleeta Galichon (present), Marianne Alto (present), Kevin Galichon (present), Rob Miller (present), Gary Pemberton (present)

### Meeting documents

- HUMAN RESOURCES COMMITTEE Report.docx
- May 2018 Board Report - Sarah Murray (Community and Fund Development Coo...\_.docx
- ONH Board report - May 2018.docx
- OSC Board Report May 2018.pdf

4 documents attached to agenda items below

### Agenda

#### 1. Call to Order

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##### 1.1. Roll Call

Completed

**Status:** Completed

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##### 1.2. Approval of Agenda

**Status:** Completed

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##### 1.3. Approval of Last Meeting's Minutes

Moved by Dave Driedger, seconded by Laurie Morgan, consensus

**Status:** Completed

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##### 1.4. DELETE

**Status:** Completed

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##### 1.5. Community input



Kevin Galichon - In the community garden saga we are working closely and happily with the board. When Kevin spoke with Traci last winter she said Kevin would be added to an email list. Kevin would like to request that since there is an in-camera portion and public portion of each meeting that we should be sending out minutes asap after our meetings. At the last meeting the police constable spoke about the potential of migrants in Oaklands park and that the neighbours should know about the CGI. Kevin would like to work with the board. A month has passed since the last board meeting and what Kevin is looking for is a timely manner of sending the board minutes. With the AGM and monthly meetings Kevin asks that OCA opens their arms if we want the neighbourhood to be more involved.

Andrew Lauzon responds: Notes that previous minutes have not been posted on the website over the past year and that this will be rectified.

Rob Miller: Are all of the documents that the board reviews like financial statements and agenda beforehand privileged or are members of the community able to see them beforehand?

Laura: once a document has been reviewed and approved by a board then they will become official documents from the society to make available to members.

Rob Miller: Noticed that there is a membership director position and they have been deleted by the current bylaws.

Andrew Lauzon: Andrew will give Rob power-point presentation to see where it was brought up.

Rob Miller: Have there been any conflict of interest by the board as in society act?

Andrew Lauzon: No.

Aleeta Galichon: She is disappointed that OCA is closing the meeting to the public and wants to know what is happening in community not after it's happened as it is too late.

Andrew Lauzon: It is a mistake to cut off communications with the community. Andrew would like to formalize and strengthen communications with the community. Andrew doesn't think it's fair for someone in the community to have to sit through an entire meeting only to make a single point at the end of the meeting.

Aleeta Galichon: She learned many things at the last meeting from Lisa and police and doesn't think it's good to shut people out of that.

Andrew Lauzon: Andrew wanted the community resource officer at OCA meeting so that the board could see what she could bring to the table. It wasn't supposed to be that there was a presentation to the meeting.

Kevin Galichon: From past experiences is very familiar how non-profit works and if membership was shifting away they did a dues increase.

Dave Driedger: Says Kevin didn't know about the community garden initiative for 3 years but when Catherine Muncaster said that she made communication that it was recognized diligent. RE: in-camera not the whole meeting is in-camera, we have a majority of our meeting available for the public.

Kevin Galichon: The issue of whether the in-camera or not is still in-camera is parsing things too closely because it doesn't address that the neighbourhood doesn't want to be pushed out of the meeting. SOS has stated from the beginning that there is no suspicion of bad faith by CGI they just think that they failed.

**Status:** Completed

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## 2. Governance Training PART 2 Lisa Mort-Putland

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### 2.1. Lisa Part 2

**Lisa Mort-Putland:** Thanks for having me back. When things come to the board table we usually label them as 3 things: 1) Information 2) Discussion 3) Learning

Lisa is happy with how we are working on community driven engagement and problem solving.



The choice to have information is all written in the society's act - however the board chooses what is part of the official record - in-camera has three things 1) anything related to personnel and HR 2) anything dealing with business proposals such as bids 3) anything that isn't your business for example something 3rd party.

One of the questions asked a lot at Volunteer Victoria is where is the difference between staff and volunteers.

Board also works establishing the functions of the society eg: Oaklands will do a, b, c, d. Also there is tasks where we should question handing off tasks to others. The board's function is taking on big tasks.

The board's job is to decide what functions are and to then give permission. It's not the board's job to decide execution decisions.

Some boards like to be involved in task decision making and others do not.

We get pulled in on the value side. It's always people who destroy a good plan. If you want to be considered at the end of your life span a good manager only work with staff. The values of the organization are lived through the principle and today Andrew laid down a principle for setting a boundary - if everything is acceptable then everything is okay. Some organizations live and die by the sword but as governance folks we'd say that the board creates and approves policies that the organization can run by with procedures and protocols that the board should not be involved in.

All staff and board members and members of the society are accountable for their own behavior.

The more wishy washy your society is about its mission the more messy it is on the ground.

Thoughts?

Andrew Lauzon: Got too into engagement and looking at values and constitution and found himself lost not knowing why some of the things in OCA are the way that they are.

Lisa: Things change and we can reframe things and every couple of years we should look at what we are doing and experiment safely looking forward.

If numbers or data is rising positively then we know things are going well.

Homework from Lisa: What tools do we need and what do we need to do differently?

What practice could we put into play to make things more automatic and creating safe space and dialogue.

What we're seeing in volunteer trends is board members barely getting through one term.

breaking off into twos or threes to pick one of 7 things and think about what we do as a board and what we do as individuals.

What's efficient, what's effective and what's engaging?

Information, discussion then decision making. Perhaps we make the information online, discuss in person and decide online?

Think about values of board - they are about building a collective and conversation.

Dave comments: We could change bylaws again if we want to. If we come across good policies could we change them?

Lisa: Your constitution and bylaws are a roof for a good home. You want to inspect but not change often. You could change the flavor of policies not all the time. Organizational culture and staff procedures can change regularly. The board can change policies, the staff can change procedures, and it takes the majority of members to change the bylaws. Staff cannot approve policy.

Laurie Morgan question: Thoughts on community access to board?

Lisa: What we should think about is how many opportunities are there and where are they for community members to engage with board. The board work is hard and there is a minimal use of time. How do we create more time and spaces to listen to community views? How do we seek feedback from community and are there opportunities for community members to give opinion to the board. Telling people to write down the issues and send formally is ideal.



**Status:** Completed

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### 3. Old Business

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#### 4. President's Report

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##### 4.1. Motion: Approve President's Report

President Andrew Lauzon met with the Finance and HR ctte over the past month, as well as the Oaklands PAC. Regrettably, Andrew was unable to attend the VCAN meeting.

There is a clear developing need to complete a policy review for the OCA, and complete the work that was begun in past years. The HR ctte is completing a review of relevant policy under their jurisdiction, but the remaining policies will also need to be reviewed. Andrew would like to see the HR ctte complete its work first, and then look to stand up an additional review ctte to tackle the remainder.

Andrew would also like to remind everyone of the identified need to begin a strategic planning process. Andrew believes that this process complements the internal policy review, and should begin with a review of our stated goals in the current SP so that we can begin the process knowing where we stand in relation to our stated plan.

\*\*\*\*Laurie will chair Strategic Planning committee.

It would be good to canvass ideas at Summer Market.

Andrew is looking for input from the board as to how best to accomplish these tasks with the limited resources we have, while understanding the importance of the work.

**Status:** Completed

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#### 5. Treasurer's Report

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##### 5.1. Motion: Approve Treasurer's Report

Report accepted

**Status:** Completed

- Treasurer's Report, June 4, 2018[1].pdf
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##### 5.2. CRA - Briefing Note on Lobbying

The following briefing note is provided to members to review, to understand the nature of lobbying as a charity and our abilities to do so.

defer to next meeting

**Status:** Deferred: 6/12/2018

- Briefing Note CRA - Lobbying.docx
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#### 6. Executive Director's Report

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## 6.1. Motion: Approve ED report.

Motion to approve ED report at next meeting

Moved by David Angus, seconded by Kevin Keates

Consensus by all.

**Resolution #:**

**Moved:**

**Seconded:**

**Status:** Carried

**Vote:**

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## 7. City Liaison Representatives

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### 7.1. City Council Update

Marianne Alto:

3 Oaklands Neighbourhood grants have been approved.

\$5000 community garden

\$300 Oaklands Park safety project

\$5000 totem pole school project

Higgins St. construction project happening in fall

Oaklands off-leash pilot project ending in July. There are no plans to extend that unless there is any major lobbying for it.

- Andrew notes that the results don't reflect the proposal.

Marianne suggests writing a letter to the city asking for parameters that we may have around off-leash dog park. The signs will be taken down and precautions would be complaint driven.

At Thursday's council meeting there were two land use pieces.

1) 1418 Lang St. proposed to be sub-divided into two smaller lots development land permit project. A new house added to the lot.

2) 2732 Doncaster Drive. There were some people opposed to the rezoning moving from traditional residential to multiple unit dwelling 11 units all studios and intended to be workforce housing each with parking. There are neighbours who are opposed to this and it will likely go forward to a public hearing.

Open Data Portal is now much more user friendly with information accessible on City of Victoria website.

Car Free Day on Father's Day.

Heritage Advisory Council has two vacancies and applications will be taken until June 20th.

**Status:** Completed

- Council items of interest to Oaklands June 11.docx
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### 7.2. City Update

Report attached.

**Status:** Completed

- Oaklands June 2018 update.docx
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## 8. Land Use Committee Report

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### 8.1. Meeting: Monday, June 11, 2018

Following update by the CALUC Co-Chair (David Angus), there is discussion on the possibility of CALUC utilizing Board Table at the Wednesday Night Markets for engagement with members on the Neighbourhood Planning Process.

LUC came up with the idea of piggy-backing the pre-planning for community planning process and CGI is looking to partner with the board table and membership drive and strategic planning all wanting to come out of OCA table at Sunset Market.

Also thinking about using CALUC budget item \$250 per month per meeting. It has to be a community meeting. The stipend is intended to being spent for a dedicated project or a screen or other usage for CALUC meeting.

LUC wants a way to notify membership about what's coming up with CALUC at the market. Having a presence is agreeable but we need to plan the table timing for the market.

**Status:** Completed

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## 9. Parks

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### 9.1. Parks Comittee Meeting

Melissa Lim would like to propose a meeting of the Parks Committee, and set a date and location for that meeting.

Chris Holt will run through Melissa and she can get in touch with people who have expressed interest in the parks committee.

Melissa will need to know what spaces are available for parks committee verses spaces that are not.

David Angus asks about us supporting the health of the Gary Oaks in Oaklands.

**Status:** Parked

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## 10. Communications

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### 10.1. Communications Update

Marielle intends to meet with staff this month to get the ball rolling on OCA's overall communications strategies, priorities and plans for summer/going forward.

**Status:** Completed

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## 11. HR

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### 11.1. Motion: Approve HR Report

An update will be included about the latest HR cte meeting. Items will include an update on the policy review strategy, and how this will work to incorporate old HR policies with Policy Pro, and then discuss the way forward for policies outside the scope of HR. Approx timeline to be given.

**Status:** Deferred: 6/12/2018

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## 12. New Business

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### 12.1. Library branch for Oaklands



Background:

- The Greater Victoria Public Library (GVPL) long-term plan already proposes a 5000 sq. ft. neighbourhood library near Hillside and Shelbourne, but not until 2026.

- The GVPL has recently completed the James Bay Library ahead of timetable because of community support in James Bay.

- **Given that the third element of our OCA mandate is to: “assist residents of the Oaklands neighbourhood in improving their quality of life both as individuals and as a community”**, we are at liberty to advocate for improvements in community and relevant policy changes and this would not be seen as lobbying.

Motion is for staff to investigate and expedite a plan for the GVPL by Dave Driedger

Seconded by Laurie Morgan

Consensus by all

**Status:** Completed

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## 12.2. Library branch for Oaklands

**Motion: ... That the OCA authorize staff to investigate, develop and implement a plan to promote the early establishment of a ‘neighbourhood library’ as per the Greater Victoria Public Library (GVPL) long-term plan for a Hillside library branch.**

**Resolution #:**

**Moved:**

**Seconded:**

**Status:** Moved

**Vote:**

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## 13. Adjournment

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### 13.1. Next meeting

Adjourned at 9:33 p.m.

**Status:** Completed

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## 14. In-camera

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### 14.1.

**Status:** Parked

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