



Oaklands Community Association

Mission

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

Board of Directors Meeting – Wednesday, January-10-18

1. **Call to order/attendance – David Driedger, Marielle Tounsi, Nicole Skoreyko, Laurie Morgan, Andrew Lauzon, Gary Pemberton, Harry Kope, Kevin Keates (guest) and Chris Holt (observer)**
2. **Absent: Marianne Alto**

Regrets: David Angus and John O'Brien

a) Introductions: - Acting Exec Dir – Nicole Skoreyko; Announce new Exec Dir – Chris Holt – start date Jan 22, 2018 - guests and observers

2. Adoption of Agenda – Laurie 1st, Andrew 2nd approved by consensus

3. Adoption of Minutes Dec 13, 2017 – approved by consensus

4. Business from the Minutes of Dec 13, 2017

5. Correspondence:

- We have received 1st bequest of a donation from an estate was named but an amount was not named, and the date wasn't named. It included 9 other charities and we need to honour a designation that may be attached to it and if not then we have a decision to make down the road. We need to send acknowledgement and wait until everything has settled.

- Several pieces re: parks committee second draft has been sent to city parks department and reducing scope of project in the first phase. We received correspondence from a community group surrounding Oaklands Park in objection to Oaklands Park garden proposal.

- City engagement which speaks to a tenant focus event on Monday January 22nd 3-hour focus group as part of the city's market rental revitalization project. There is potential for upheaval if many rentals close for renovations. ED to post on website and potentially send in email. There is an application attached

6. City Representatives:

City of Victoria (not in attendance) Councilor Marianne Alto and engagement staff Gary Pemberton

In Your Neighbourhood

Emergency Shelter Program

Oaklands Community Centre
2827 Belmont Ave #1, Victoria BC V8R 4B2

Oaklands Neighbourhood House
2629 Victor Street, Victoria BC V8R 4E3

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Many residents have heard about emergency shelters but are not clear how it works. The shelter system began in response to a weather event in 2004. There is now a total of 435 beds provided. Some are available all year (215), some are available during winter months (110) and the remaining beds (110) are activated when there is significant wind, rain/snow and where temperatures drop below -1 degrees. You can find a [chart](#) showing how this works on the Emergency Weather Protocol [website](#).

2018 Emergency Preparedness Workshops

Make emergency preparedness your family's New Year's Resolution and attend a **free** workshop offered by Emergency Management Victoria. Learn about the hazards that can affect Victoria, what to include in your emergency kits, what you can do to protect your home from an earthquake, and how to reunite with your loved ones after a disaster.

The next Emergency Preparedness Workshop will be held in the Antechamber at Victoria City Hall on:

- Tuesday, January 9 from 1 p.m. – 2:30 p.m.
- Wednesday, January 24 from 7 p.m. – 8:30 p.m.

View the [2018 Workshop Schedule](#). Register at emvic@victoria.ca or call 250.920.3373.

Sign up for Vic-Alert! Vic-Alert is the City of Victoria's emergency notification service. Vic-Alert sends you updates and instructions by text, phone and email on major emergencies that may impact you. [Learn more and sign up for Vic-Alert](#). It's easy and free.

Volunteer Recruitment

Make a difference in your community! We are currently recruiting for two volunteer positions on boards and committees:

- Greater Victoria Public Library

The Greater Victoria Public Library Board has one vacancy and recruitment is underway to fill this position. Applicants must have lived for six months in the City of Victoria. [Click here to learn more](#) about the Greater Victoria Public Library Board and apply for this posting.

- Victoria Family Court and Youth Justice Committee

The Victoria Family Court and Youth Justice Committee has one vacancy and recruitment is underway to fill this position. [Click here to learn more](#) about the Victoria Family Court and Youth Justice Committee and apply for this posting.

For questions about either posting please email legislativeservices@victoria.ca or phone Legislative Services at 250.360.0571.

Vote to Fund a Project

The [participatory budgeting](#) process is at the stage where 29 project ideas have been submitted by the community and now is the time to vote for your choice(s). Residents in the CRD can vote until January 20. The project winners will be selected shortly after that. You can find all the details on the City [website](#).

2018 Budget

At their January 4 Committee of the Whole [meeting](#), Council will receive staff reports regarding: community feedback on the 2018 Financial Plan; responses to Council motions for funding additional expenditures; and recommendations for refinements to the budget that reflect public feedback. Council

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motions include consideration for increasing the City's community garden coordination budget to add \$6,000 for community garden coordination for North Park at Franklin Green.

Johnson St. Bridge Public Realm

On December 14, Council supported a [staff report](#) to approve the revised concept designs for the triangular island and Northern Junk plaza in accordance with the Johnson Street Bridge Public Realm - Revised Design Concept dated December 1, 2017. Council also asked staff to investigate the use of future Development Cost Charges to fund the development of a park (\$3 million) in the "S Curve lands" at the west end of the bridge.

Arts and Culture Master Plan

At their [December 14 meeting](#), Council approved the proposed Arts and Culture Master Plan and Implementation Framework. The term for the Create Victoria Advisory Group was also extended from March 2018 to December 2018, to advise staff and Council on the first year of implementation.

Doing Something about Climate Change

Did you know that residential buildings account for 17% of Victoria's Greenhouse Gas Emissions?! The City of Victoria has just released its draft [Climate Leadership Plan](#). The plan includes a series of targets, goals, strategies and actions for each of us to help create a 100% renewable energy city. Please send any comments you have on the document to engage@victoria.ca. There are many easy upgrades that you can do that will improve energy efficiency and save you money (e.g. insulation). You can visit [BC Home Energy Coach](#), for energy saving ideas and programs offering incentives.

Training for Not-for-Profits

Volunteer Victoria is offering the following [courses](#) that may be of interest to neighbourhood organizations. Costs vary depending on whether you are a member of VV.

- [Building Blocks of Budgets](#)
Learn to use budget templates, manage multiple projects, integrate staff and board roles and explore best practices
January 18, 5-7:30pm (\$69-89)
- [Foundations of Financial Management](#)
A five-week course where you will cover budgets, risk management, tax responsibilities, payroll, board roles and creating a policy and procedures framework for your organization
Starts January 27, 9:30-12-30pm (\$119-139)
- [Developing Your Not-for-Profit Leadership](#)
An intensive course to gain understanding and develop your leadership skills.
February 5 to March 19 (\$299-399)
- [BC Societies Act Compliance](#)
By November 28, 2018, your organization must comply with new provincial regulations. Get an understanding of the requirements and consider your strategy for compliance.
January 30, 1-4pm (\$69-89)

Great Neighbourhoods

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Applications for Great Neighbourhoods grants were approved by Council at their December 7 meeting. Council also approved allocation of balance of 2017 funding for grants not allocated be used for a neighbourhood grant “show and tell” event in the spring.

Council Meetings

Committee of the Whole meets January 11, 18 and 25 at 9am. Council meets January 11 and 25, beginning at 6:30pm. Residents can attend both meetings or watch them [here](#).

Additional Remarks from Gary:

City wants Oaklands to participate in My Neighbourhood Grant showcase for March spring launch with tool shed we did for My Neighbourhood Grant. City hoping that Oaklands will apply again for My Neighbourhood Grant. City wants showcase of where grants have gone.

The definition of a public place and place-making should go through neighbourhood grants e.g.: community gardens and playgrounds etc.

7. Finance report – Treasurer John O’Brien

Financial processes

1.1.

Coincidental with discussions around changes to the Chart of Accounts, the Finance Committee has learned that when accounting errors are made and not corrected in time for updating the reconciled statements, the correction occurs subsequently and may not be transparent to the Board. That is, the records will be corrected via input into Sage such that reports generated thereafter bear the corrected data, but the Treasurer and Board are not aware of these typically minor errors or their correction unless some extraordinary matter makes this visible.

1.2.

Ongoing, I recommend that the Financial Reports to the Board be accompanied by a notation from the Executive Director that a correction is required and underway, with the corrected report submitted (with attention to the correction) to ensure that the Board folder is correct.

1.3.

Separately, as discussed with Acting Executive Director Nicole Skoreyko at the December 27 Finance Committee Meeting, the time and effort spent by the Executive Director to create a summary in the Financial Statements submitted for Board review would be better spent to provide a meaningful decision making context. For example, as and when appropriate, discuss amounts relative to a given project, program or outcome, rather than simply state an aggregated amount that is not tied to a focus for decision making.

1.4.

As reported in November, additions and changes to the Chart of Accounts have been requested and are largely now in effect for use in the 2018 Budget. It had not been my intention that they would be implemented in the 2017 records, but I gather that this has occurred for ease of processing within the Sage accounting system. Some tweaking may be anticipated and, if possible, any revisions completed in time for the AGM and a new Treasurer.

1.4.1.

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An associated task is to create a "scope note" to serve as a guide for the application of each Chart of Account code. These can be refined over time and eventually cross-referenced with scope notes that describe the taxonomy for recorded information yet to be developed.

2.

As reported in November, our current financial status has been achieved by not filling certain vacant positions. Our Acting Executive Director Nicole Skoreyko has been asked to work internally to close the gap between previous projects and our true fiscal position. This is reportedly easily done. Similarly, with an eye toward providing context for the incoming Executive Director, Nicole has been asked to consider existing the structure and assignment of existing processes so that these can be explained.

2018 January 10

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OCA Board of Directors

Treasurer's Report

3.

No comprehensive procedures manual is known to exist. If there is none, I recommend that one be created to ensure transparency, consistency and a basis for improvement of practice within OCA.

4.

Status update: reconciled accounts: Revenue vs expenses to November 2017

January Rev: 93,349.39 Exp: 85,308.94 Var: + 7,968.45

February Rev: 100,581.23 Exp: 109,660.20 Var:

- (9,078.97)

March Rev: 121,020.91 Exp: 125,650.49 Var: -

(4,629.58)

April Rev: 119,874.58 Exp: 109,057.14 Var: + 10,817.44

May Rev: 112,159.59 Exp: 111,775.81 Var: + 403.78

June Rev: 98,380.79 Exp: 108,297.83 Var: - (9,917.04)

July Rev: 83,449.54 Exp: 114,703.25 Var: - (31,253.71)

August Rev: 115,275.00 Exp: 113,416.40 Var: +

1,858.60

Sept. Rev: 122,182.36 Exp: 105,555.54 Var: +

16,626.82

Oct. Rev: 107,932.58 Exp: 92,697.90 Var: + 15,234.58

Nov. Rev: 98,552.29 Exp: 91,781.38 Var: + 6,770.91

Projected YE 4,801.28

4.1.

YTD comparisons for November:

Nov. '17 Rev: 1,188,570.84 Exp: 1,182,245.15 Var: + 6,325.69

Nov. '16 Rev: 1,174,503.88 Exp: 1,135,902.70

Var: + 38,601.18

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Yr-on-Yr R:Var. 14,066.96 Exp: 46,342.45

Var: - (32,275.49)

4.2.

2017 YTD revenue has increased by 14,066.96 over 2016.

4.3.

2017 YTD expenses have increased by 46,342.45 over 2016.

4.4.

Year-end is now projected at + 4,801.28 with several positions unfilled.

4.5.

Incoming Executive Director Chris Holt has asked to review the 2018 budget. Lack of accessible detail and certain anomalies did not invite Board approval in November. I recommend that Chris review the three proposals against reconciled financials to consult with the Acting Executive Director, Coordinators and Treasurer to bring forward a new 2018 Budget proposal to the Finance Committee prior to Board approval.

Finance Committee made decision to lift wage freeze and staff that was owed got back payment and wage increases that were owed.

8. Acting Executive Director Report/Staff Reports:

Five Priorities Nicole is working on:

- Reviewing all files and familiarizing herself with locations of electronic and paper files.
- Reviewing filing system and working at creating comprehensive electronic files.
- Working with Coordinators on defining codes of accounts. Looking at similarities and differences and how we can make it more cohesive.
- Reviewing all finances and discussing with Coordinators possible ways that they could be more streamlined ie) cheque recs.
- Wage freeze was lifted and all staff received raises who were due them since September. All staff very appreciative!
- Extended Programs Coordinator contract until end of April 2018.
- Reviewing all CGI information.

Things to anticipate:

- Transition of information to Chris Holt for his start date of Jan 22, 2018.

Erin has taken on a lot of extra things that Phoenix had previously done. Working on active living guide info and program guide info.

See additional staff reports in dropbox.

9. Committees

a) HR reports: Harry Kope

Executive Director Hiring

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- The process from when Traci resigned October 27, 2017 to an offer made to the successful candidate for the Executive Directors position (Chris Holt) on December 22, 2017 – 2 months (start to finish)
- 29 applications for the Executive Directors position were received and reviewed
- 6 were selected to be interviewed, 5 local candidates, 1 from Ontario
- 1 candidate removed themselves from the competition leaving 4 local and 1 from Ontario.
- Interviews were conducted on December 14 and 15, at Van City on Shelbourne (thank you VanCity!)
- Interviewers were Laurie Morgan, Andrew Lauzon, John O'Brien and Harry Kope
 - Dave Driedger was in attendance as invigilator
- Reference checks were conducted by John O'Brien from Dec 18 to 21, 2017
- The Executive Directors position was offered to Mr. Chris Holt via a telephone conversation with Dave Driedger on December 22, 2017.
- Chris Holt met with Dave Driedger, John O'Brien and Harry Kope on December 28 at Van City to go over the contract and sign the contract.
- Chris Holt's first day as Executive Director is January 22, 2018

Material created during the process

- Interview questions and scoring sheets and results are being collected, compiled and stored (hard copies and Electronic copies).

Outgoing Executive Director - Traci Fontana-Wegelin

- Was hosted at a breakfast on December 19 at Shine café
- An exit interview needs to be arranged

Acting Executive Director - Nicole Skoreyko

- Nicole has been acting and will act in this position until January 22, with a one week overlap with Chris Holt until January 29.

Phoenix Bain

- Exit interview was conducted by Traci and Harry on December 18
- Exit interview is being written up

b) Land Use: expression of concern over impact of LAP process in 2018-19.

Co-Chair note regarding the OCA LUC work:

The Land Use Committee met on Dec.18 to discuss the upcoming year and to plan for some preliminary work that will inform the local area planning process. LUC has recently been joined by Heike Schmidt who is a planner with the Province and who did place making work on behalf of Fernwood NRG several years ago. The committee is at 5 members and are getting organized for a productive year. There is an application to develop the old gas station site at the corner of Cook St. and Hillside Ave. which is drawing interest from neighbours including those from Hillside-Quadra Community Association. We are working with their land use committee and the developer on the community meeting at the end of this month.

The Land Use Committee intends to make a short presentation to the board at the February meeting to outline the general planning process and discuss the board's involvement in the process. One thing,

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among others, we will want to coordinate with the Board is the capital planning program and how this work could affect the local area planning process... both processes will require ample community involvement and there is the potential for volunteer burn out.

If the board is interested in learning more about the upcoming land use planning process (starting in 2019), there are some helpful graphics on pages 6, 15, 25, and then detailed area plans starting on page 47 of the Burnside-Gorge plan

here: http://www.victoria.ca/assets/Departments/Planning~Development/Community~Planning/Local~Area~Planning/Burnside~Gorge/BurnsideGorge_NP_Final_July2017.pdf

FYI, the agenda for the upcoming CALUC meeting - January 30, 2018 is as follows:

1. Preliminary Development Proposal - 1501-1503 Haultain – currently zoned C-1 (Limited Commercial District)

The owner of this property would like to add a third floor to the existing building and an extension toward Belmont Street. This will add three more apartments to the building. The owner will discuss the changes they would like to make to the property.

a) 2. Community Meeting - 1301 Hillside – currently zoned C-SS (service station)

This is a project by Abstract Developments to build a 6 storey, 46-unit rental building on the corner of Cook and Hillside. The developers presented to the land use committee and neighbours at the November 28, 2017 meeting ([find the minutes here](#)), and other open houses they have hosted on the project.

Gary Pemberton says a working group will get together for Neighbourhood Plan. People who work, live and play in Oaklands as well as community led action plan. 9 steps for community to come together and put together priorities for 5-year term outside of land use. The City of Victoria is trying to figure out how they can do this with land use or coincide with land use and is undertaking discussion with a planning team on how this can best align or offset. The City of Victoria is looking for neighbourhood to pilot this. Vic West had lots of things that came up that didn't fit into land use and the City of Victoria collected ideas, projects and priorities from residents that weren't tied to land use but there was nowhere to put it, so a 9-step template was set up to make this a reality.

The Needs Assessment may be able to identify projects that are unable to be done by community that the City of Victoria could potentially help with. A working group of people coming together diversely to take 9 steps can help with creating the vision and making reachable goals.

The process with the City of Victoria has been longer and more drawn out. Vic West paid an expert to come in and pick his brain for ideas before they even got to the neighbourhood plan. Burnside-Gorge was hard to get them together. The Haultain Corners potential is endless. The City of Victoria doesn't have a firm date set for Oaklands, but it's planned for some time in 2018.

To get a better idea of how this has been done, we should connect with Vic West. Getting ahead of this in some way, shape or form is good to try and get a working group together before it's Oaklands' turn. Gary will be here as support, but community is leading the 9 steps.

c) Communications

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- Plan to meet with new ED, President and others who may be of value to identify communications priorities looking at budget guideline and ensure that financials are reflected in budget. Strategize on staff power to implement plan. HR committee ideas for position? Good advertising and communications plan necessary for revenue and service/event successes.

- Reference Communication plan (although maybe outdated), reference budget guideline, reference staff proposals.

- Recruiting and community engagement to try and get committee members.

d) Finance and Capital planning

e) Parks – in camera

f) Knowledge Management – would like to activate knowledge management function.

John wants to work together with everyone to create more cohesive system and that it looks the same on all shared drives and there would be a lot less wasted time if things were easier to find.

9. New Business

a) **Planning AGM** – ideas? how to gain community interest and engagement?

- refer Bylaw amendments to the Ex. Dir. for advice; perhaps require an e-vote to meet posting deadlines.

- Societies Act requirements

- Past pres. position

- % required to amend Bylaws: 2/3 or 3/4?

AGM process do we do similar function to last year? ½ hour of meeting, ½ hour of breakout groups, and then election of board members.

Neighbourhood planning process is community driven and we are a participant in it, but we aren't the whole drivers for the process. Having someone who can come in to pique community interest. We need to spark interest. This could tie in to the needs assessment. Harry would like to put together a summary within community needs assessment.

Marielle suggests asking Marianne about the City's reconciliation process and working group. Should we have the Mayor to come in and talk about it?

Andrew suggests using AGM to find people for the neighbourhood plan working group? Haultain corners? Mayor? Fernwood NRG experience?

Nicole: Last year was most exciting AGM activities keeping people engaged it was positive and previous AGMs things didn't run so smoothly.

Chris: Put forward things that have already been interested by community members. What do we want to have happen at AGM? Community Dinner? Fundraise? Project? What is the main objective of AGM. Activating community. Community Garden initiative lit fire and now has become reality. If we had more volunteers we could reduce costs.

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If we don't have some initiatives for them to be motivated by then we don't have reason for community members to get excited or involved.

Laurie: There was some great stuff in the community with us listening. We need to take summarized delete exec summary and send back out to make sure that what we heard is relevant.

Kevin: Hasn't been to an AGM but likes discussion around neighbourhood plan and as community member would be keen to understand what is happening there.

Dave: Have Minister Fleming speak at the AGM?

Harry: Fundraising opportunity. Bolen Books is family owned book store. There could be something in there that they could bring something.

b) Recruiting new board candidates for AGM elections: posting criteria and responsibilities

c) Next meeting: Wed Feb 14, 2018: any concerns about the date by resident romantics?

10. Adjournment (8:53 p.m.) 1st by Laurie, 2nd by Andrew.

1. 11. In camera (9 p.m. promptly)