



# Oaklands Community Association

## Mission

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

## Feb. 14, 2018 Board Agenda

7:05 p.m. Call to order

Regular Board Meeting of the Oaklands Community Association (OCA)

### 1. Attendance

- Chris Holt, Dave Driedger, Harry Kope, David Angus, Laurie Morgan, Andrew Lauzon, John O'Brien, Marielle Tounsi, Gary Pemberton

Guests: Kevin Keates, Robert Miller and CALUC member Ben Clark

Regrets: Marianne Alto

Welcome Mr. Chris Holt to his first official role at our OCA board meeting

### 2. Adopt Agenda

John O'Brien moves, consensus by all

### 3. Adoption of Minutes of Jan. 10, 2018

### 4. Appointment of Mr. Kevin Keates as a Director of OCA until the April 11 AGM.

- John O'Brien moves, David Angus seconds, consensus by all

### 5. Business from the minutes of Jan. 10th

a) report on Exit Interviews (Jan. 10; 8.a)

b) AGM plans (Jan. 10; 9.a): Soc. Act and Past Pres. ... refer to New Business...

### 6. Correspondence – Chris Holt

a) Letter from V. Lavalle

Picard, City Parks Probable date of notification/ possible start date

b) Gaming funding – we received \$50,000 for community development.

Community Development position spent time on community garden initiative, community needs survey and additional needs. Will broaden reach and work on community communications in redesigned position.

### 7. City Liaison Representatives – Gary Pemberton, Engagement Officer

Neighbourhood Cleaning Carts: The neighbourhood team wants to pilot three neighbourhood cleaning carts. The City of Victoria would supply the cart outfitted and the neighbourhood would staff/operate it. It would be a way to sustain cleaning up our neighbourhoods specifically sharps, graffiti and litter.

Oaklands has done this work with youth groups and faith based groups annually but not on a regular basis. Needless to say there is opportunity if Oaklands is interested in this. There would be a grant that Oaklands could apply for as an honourarium. This could be targeted to community associations or groups within communities. With a sustained level of staying on top of this we could set out someone every two weeks or monthly which is better than the annual major sweep.

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Display boards available: If neighbourhood community associations want them then you can apply through City of Victoria for a community board. The City of Victoria would love to redeploy these to associations that are interested. There are three available to apply for, and is the obligation of the community associations to maintain it. Gary would bring in a transportation representative to Oaklands to identify the best locations to place the display board.

Great Neighbourhood block party: DaVinci Centre March 14<sup>th</sup> 1-5pm

To help kick off the next Great Neighbourhood Grant program there will be a speaker, a showcase of past uses, a show of community asset mapping and a mingling and socializing opportunity. People will be able to see great projects from other communities and get ideas for future projects. Open to public. Games and socializing as well. EVite, poster campaign. OCA may want to include link on our website and on social media.

#### **8. Finance Report: Treasurer – John O’Brien**

\*\*\*\*Reports have not been presented as motions and OCA board needs to identify what needs to be made as motions versus what is just cleaning up.

1.1. Among a number of settling in activities, Executive Director Chris Holt has been reviewing financial practices including reporting, bank accounts and arrangements for management of directed funds.

1.2. Chris and I spent some four hours exploring the depth and breadth of financial management and interrelationship with various programs, desired outcomes and governing processes. I have offered a draft—as yet unfinished and unapproved—compilation of policies and procedures in one searchable document to assist in acclimatization with OCA as an organization.

1.3. Certain observations made in Treasurer Reports during my tenure have not been presented as motions pending a focused review. I am asking Chris to undertake such a review, preferably prior to the next Board meeting so that any necessary motions can be made prior to the AGM.

1.4. To facilitate a timely year-end review at the January Board meeting, I reported a projection with the assistance of Acting Executive Director Nicole Skoreyko and Bookkeeper Joanne Fehr. This was a greatly appreciated example of responsiveness and I would like to take this opportunity to thank Nicole for stepping up when needed. I found her informed support to be significant and helpful at a critical time.

1.5. Subsequent receipt of reconciled data for December 2017 corrects the interim report.

1.5.1. Revenue: down \$4000 over the interim report made in January Program fees are very slightly down (\$140) over the anticipated receipts; Special Event revenue is increased by \$1200 and Non-charitable donations by \$1387. Notably, the Market income was down \$2103, not the \$250 previously projected.

1.5.2. Expenses: A number of minor adjustments are made. Non-deductible GST is now reported to be an expense of 5,016.26; program materials are up \$400; food is up by \$960; staff recognition up \$550; volunteer donor recognition is up \$400; entertainment at events is up \$1000. Rent is up over \$3000; travel up 400; etc. I find some potential errors in rollups within the spreadsheet so do not have confidence in the expense figure reported below, but estimated that it is close at +/- \$1500.

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

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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: 94,948.82 Exp: 91,781.38 Var: + 6,770.91  
Dec. (est) Rev: 94,066.37 Exp: 90,000.00 Var: + 4,066.37

1.6. The adjustments reduce the projected year-end variance by \$14000.

1.7. Pending receipt of the January reconciled reports, I can report that our up to date cash flow position is good.

Summary details are:

- 1.7.1. Jan Expenses: 111,746
- 1.7.2. Jan Income: 127,212
- 1.7.3. Jan Balance: 32,707
- 1.7.4. Feb Expenses: 50944
- 1.7.5. Feb Income: 89605
- 1.7.6. Feb Balance: 71,368

1.8. Executive Director Chris Holt comments: It's an interesting process to go through accounts and see where expenditures are. He thinks John prepared a template for OCA to have for budget meetings with budget vs actuals and he thinks this is good to have. Cash flow is important.

### 9. Executive Director Report/Staff Reports – Chris Holt

Highlights: Coming into the organization Chris has noted that notwithstanding the financial issues the organization seems in good shape. He sees no systemic issues but rather normal day to day issues that are bound to arise to deal with. Considering the last year that Oaklands Community Association had we have come out in good shape. The staff seem stable, happy, engaged, and are looking forward to the future. Chris notes the staff's dedication to the organization.

Chris will have a budget ready for the next board meeting (March 2018) and will work on the community development job description. He has increased the hours closer to full time and added a fundraising component to the position, communications component, and has tasked this position to assist with city and community grants. Additionally this role will be working with LUC planning process, interactively on the OCA website and on the OCA's four main events.

The Oaklands Summer Night Market lost \$39,000+ last year. This is a signature event for the association so we don't want to cancel it. Chris thinks that this doesn't need to be a full time position but could also see if we could contract it out and have someone do vendor management and entertainment and see how much revenue we could get out of it. When looking for someone who does markets Chris found Heather Leary. Heather organizes the Oak Bay Market, Jazz Fest, Scotch Fest and other events on a contract basis. Chris has asked for her to do a proposal.

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The other option for the market is hiring a staff person again to do the market with solid marching orders on fiscal responsibility. Chris noted that the different weekly themes created more costs to run the market and that streamlining it could make it fiscally easier. Most of the revenue from past markets came from vendors and secondly from beer.

The Oaklands Night Market made \$25,000 last year and the cost was \$84,000. It would be good to know how many people attend the markets. We need to think of a way to gauge attendees.

Dave suggests we aim to get profit in 3 years.

We can use the Market for direct community outreach.

Heather brought up these questions: Why do we have the market? What's the point? Is it clear? She doesn't just do events for events sake. She can help to clarify this vision with us.

Ben Clark: The summer market started in the first place because OCA had a once a year celebration in partnership with Oaklands school. This grew to 4 events and staff saw opportunity to grow it into something bigger. It then grew to 6 per year, followed by 12-16 the following year and now down to 8.

Latest from CHEK: We will approach CHEK once we have moved forward with the beginnings of phase one of the community garden.

Come out and support our chili for gas: OCC evening around supper time at OCC Feb 23<sup>rd</sup>.

Staff reports ask us to attend things but don't ask us when to show up and where. It would be helpful for that information in the ask and what capacity they want us attending in.

## 10. Committees

### a) Land Use C'tee presentation on LAP

David Angus: There have been discussions at VCAN meetings and engagement with FGLUC and getting the ball rolling how we need to prepare for this. LUC came up with ideas to get Oaklands to take use of the upcoming Neighbourhood Planning Process. LUC Brainstormed ideas and activities, looked at demographics of neighbourhood and how that can determine planning process. LUC is sincere in working towards this goal and we want to participate in a meaningful way. We should plan a meeting with LUC and OCA board to make process fruitful.

OCA's role in neighbourhood plans are as guidance but not official in process. The City of Victoria is hoping for resident input verses OCA input. They are looking at different types of zoning. At VCAN chats Burnside-Gorge and Vic West have had good process. FGCA said process worked in one part of Fairfield but not second area. We should gently expose community to ideas and planning process.

Generally LUC sees themselves as facilitators verses major contributors. Residents of Oaklands should suggest and present ideas without conflict of interest to community members as disclaimer of citizen of Oaklands verses as member from board.

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John: Wants clarity on whether or not there is a role in CALUC for issues: Making sure owners of buildings that aren't residents are included in process as they have not been in other associations in the past. The City of Victoria is focused on compliance in current governance models and has only included immediately close neighbours affected and reached out to other LUCs within proximity. OCA needs to do due diligence to get input for LUC.

Ben Clark: A vision of a LUC that represents full community is great. City sets policies for LUCs and technical part is 100-200 meter buffer. There is real opp with 5 people in committee to help with neighbourhood plan. When Burnside Gorge went through this there were many lessons learned and Vic West community members still don't feel heard even when in city planning meeting.

We'll set up a date for a meeting with LUC and OCA after our AGM. Oaklands Community Association can explain process and what it's going to be like and LUC can lead on education wise.

Gary: City of Victoria planning process created working groups of people who live, work and play in the area as the working group. They try to get representative cross section. We need to galvanize people in the community to plan for the future. Need to empower CALUC.

b) HR C'tee

- The process of hiring the new ED involved a number of people envisioning description and process and are available. Following onto that was doing exit interviews. Traci had done Phoenix's. Working on the one for Traci there were ideas of what the exit interview should capture and what we want to do with the information for the future and put together questions. On Jan 26<sup>th</sup> they met with Traci for 3 hours going through the questions. It was drawn back and put into dropbox. It was yet another process where there is value in having not just the notes from the interview but there is a doc with where we are coming from and what we try to do. There is an objective guideline. We should create an exit interview process for board members.

c) Parks; CGI update

- Community Garden initiative created with data OCA had and identified the location for community garden. The City of Victoria Parks department was approached and initiatives done within guidelines of staff and residents were notified of selection and initiative. Since then the community garden committee submitted the first draft to city parks department of proposal and parks suggested to implement it in 3 phases. Parks department suggests phase 1 for 2017-2018 and phase 2 and 3 in subsequent years. CGI redesigned proposal and has done supplementary proposal and the response from parks won't be available until late March. In the meantime some of the neighbourhood around the park have opposition. 23 neighbours have signed a petition.

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Robert Miller comments: Miller is here on behalf to inform neighbours around the park. He is adjacent. The informal group of nearly 2 dozen people are encouraging the opposition group to carry on. The group is vetting everything between one another because they don't want to overstep in any way.

David Driedger: The opposition group has issues around the philosophy of what a park is and if Oaklands is becoming overdeveloped. Issues around rodents and deer and smell and compost for animals. Appearance at the park out of gardening season is another concern if it would look like a messy backyard. There are overdevelopment concerns regarding greenspace and that it may attract transients.

These are a compilation of issues that the opposing neighbours have. There is an offer to the chair of the opposition Mr. Galishan through Mr. Miller in working group setting where opposition group brings who they want and OCA has representatives of board, staff and CGI group. Dave has asked if Marianne Alto from the City of Victoria would facilitate the meeting and she agreed to facilitate if the opposition group is happy with setting. She would look at this as a council member and not as liaison to board. There has been about a year and a half of prep work under city guideline of process but it appears this was not adequate for the opposition neighbours. OCA can give CGI chance to give good faith and opposition group to voice opinions. Chris has offered dates for initial meeting and have not yet gotten response from group.

Robert Miller: We have received it and will respond shortly. First meeting to be discussion and not formalized to see views and commonalities. Practical and philosophical aspects need to be dealt with. The city guidelines have different priorities for parks and cgi etc.

Gary says we should extend an invitation to parks staff to attend the meeting.

d) Finance and Capital Planning C'tee: update

John has had opportunity to explore and entertain ways to go forward with facilities.

e) Communications C'tee: priorities

Marielle and Chris to meet before end of month. Go over past comms plan and future priorities.

## 11. New Business

### AGM plans

a) April 11, 2018: procedure: Keynote speaker?

-Election: each candidate provide bio; given 1 min max to speak. Structure idea 1 min only for all nominations.

b) Ideas for discussion:

2018 Process: Suggestions for either 5 topic tables, or 5 speakers, each giving some Q&A time. Make less formal side Q and A after set where individuals can ask for their specifics instead of everyone there sitting and listening to specifics.

Power point presentation and could send e-copy and post on website.

Budget report available before on website? Post annual report after meeting when voted by government.

Reference 2017 small groups: We need to take summarized exec summary and send back out to make sure that what we heard is relevant.

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DEADLINE FOR REPORTS: most should be complete by end of Feb.

2018: 5 Topic/Theme ideas:

Marianne suggests 5 is too many topics. She suggests 4 topics 5-10 minutes. We'll have final proposals for the March meeting to proceed.

- OCA's strategic plan and communications needs assessment combined from Laurie Morgan? Or split Strategic Plan: update Dave Driedger and Chris Holt and Community Needs Assessment: Laurie Morgan?
- Great Neighbourhood plan make call to action to community to come to LUC?
- Gary Pemberton to provide community grants and push comms groups to take initiatives and find that? Dave and Gary to include community action plan and talk about 9 step template for active citizens. Use that along with grant opps and LUC neighbourhood plan?
- Reconciliation: Marianne Alto
- Great Neighbourhood Plan introduction and process: presented or convened by the land Use C'tee.
- David suggests that we make focus on core programming would be wise and looking toward capitol planning. What can we do as the board do to meet the needs of the community?

### **VCAN update – Harry Kope**

VCAN wants the City of Victoria to give money for shipping containers where people can bring equipment for lending libraries. Would Oaklands want to look into this? Spot developments in the neighbourhood want every community association to write one and present to council. Find on dropbox.

12. **Next meeting:** Wed. March 14, 2018

13. **Adjourn:** 9:43 p.m.

Andrew Lauzon firsts, Laurie Morgan seconds, consensus by all