



# Oaklands Community Association

## Mission

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

## Board of Directors Meeting – July 4, 2017

**Attendance:** David Driedger, Harry Kope, John O'Brien, David Angus, Marianne Alto, Scott Naysmith, Andrew Lauzon, Gary Pemberton, Traci Fontana-Wegelin and Marielle Tounsi

**Regrets:** Laurie Morgan

## Agenda

1. **Adoption of Agenda** – David Angus 1st, John O'Brien 2nds – all in favour.
2. **Adoption of Minutes** - With amendments – Andrew Lauzon moves, John O'Brien seconds – consensus by all.
3. **Correspondence** - Refer to reports in dropbox.
4. **Community (items from City Council liaison)** - see report from Gary Pemberton in dropbox.

Gary:

- For updates on Crystal Pool see [crystalpool.ca](http://crystalpool.ca)
- Canada 150 celebrations went well with no major incidents.
- Pandora protected bike lanes have launched – the corridor on Fort St will be next. Pedestrians and bikes have had a few incidents. City of Victoria has had officers out ticketing on bike path both bikers and vehicles.
- Bike vending in the City of Victoria will be piloted for 2018.
- Block parties are a great way to get to know your neighbours. Roseberry block party is coming up on July 16. \$1000 My Great Neighbourhood Grants for neighbourhoods are available and a great opportunity to build community. They can be matched with in-kind work. Next opportunity to apply will be in fall 2017 – the date is yet to be determined.
- A neighbourhood walk shop happened at Hillside-Quadra village. They didn't get turn out that was hoped for but the 8 people who did attend were all passionate. It was very effective and there were easy action items that were taken for immediate action. Notes were taken back to Hillside-Quadra Village Association to consider. If Oaklands is interested in a neighbourhood walk shop we should work with Gary to look at timeline. We could work with residents on public forum to set route.

Marianne:

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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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- RE: Oaklands Community Centre: Dave, John, Traci, Marianne and City Manager met to discuss use of classrooms. In the dropbox is a letter. Please accept this letter from SD61 - City of Victoria paid for building, SD61 never paid for construction of centre. Since it's construction, the City of Victoria has been in charge of funding for the Oaklands Community Centre. SD61 needs to get approval from the Oaklands Community Association if they want to use the space.
- SD61 says they are aware that the City of Victoria has been paying for OCC. OCA wants copy of the letter for our records - to receive from Marianne. Sites haven't been finalized on portable locations. The upper east or west part of land, the lower area near the basketball courts, and Hamilton St. have all been considered. SD61 has been handed a difficult task.
- The off-leash Fisherman's Wharf, Gonzales Beach, and Oaklands Park have been considered. The neighbours have been lobbying for off-leash for a number of years. Spencer Field in Oaklands was identified as a potential site, hence it being proposed. Oaklands Elementary says they use Spencer field for sports at 8am. This may cause problems for the current pilot project is 6:30-8:30am. We can request to have the pilot project run 1 year or 6 months. Another possibility is to pick another time at the same location. 6-8am may work but 6:30-8:30am doesn't work. There will not be a fenced off area with control gates. Batters mound and bases are protected. It isn't in the off-leash area. Waste pick up bags etc. will be provided by City of Victoria. There will be an evaluation in spring with OCA to be included in pilot process. We need to look at how our needs will be met with evaluation. The City of Victoria determines the location of park. 6:30-8:30am is the timing preferred because it seems to be popular time for people to walk dogs. The pilot will be a fixed time period. Spencer field was chosen because it's big and open and is the least utilized park in Oaklands. If it wasn't in conflict with Oaklands School then it would be the best used spot.

#### **5. Treasurer's Report - Current status of OCA finances**

- a) Re-cap: Scheduling and currency of financial reports to the board
- b) Current Financial Status - 2017 May
  - May financials. Current status revenues \$112,000 and expenses \$111,000 ahead by \$403.78.
- c) Trends to Watch as we approach the end of Q2
  - The City of Victoria and B.C. Government funding has been consistent but there are areas where we depend on like rentals as well as jobs.
  - Re-cap: Scheduling and currency of financial reports to the board
    - As detailed in June, accounts are reconciled internally after receipt of data in the following month and are provided to the bookkeeper/accountant on the 20th, prepared for discussion at the next Board meeting. That is, financials for May are processed in June and reported in July.
    - January financials need uploading to dropbox
      - (Marielle, I hope Traci will be able to get this done before the meeting and if so, it should not go into the minutes, if not, it should be an action item for her.)
  - Current Financial Status - 2017 May
    - Rev: 112,159.59      Exp: 111,755.81      Var: 403.78
  - Trends to Watch as we approach the end of Q2
    - Year-to-date receipts are up in comparison to 2016 by \$39,323.59

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- City and provincial funding is relatively consistent year over year, but there are areas where OCA efforts make a significant difference. These include:
  - Rentals : up \$3005.75 (10,673.25 vs 7667.50)
  - Program fees: up \$20,726.68 (403,964.89 s 383,238.21)
  - Fundraising & events: up \$9061.55 (30,434.63 vs 21,373.07)
- Expenditures are also up over last year by \$66,162.13
  - Wages: up by 57,381.80
  - 
  - Utilities including heat, electricity and water: up by \$1,516.98.
  - Vehicle expenses: up by \$2,283.07
  - Internet/computers: 2017 expenses exceed 2016 by \$1536.35. The current chart of accounts combines hardware, software, domain registration, hosting and administration, software as a services (SAAS) Office 365, etc. as one line item. The Financial committee will discuss a more meaningful breakdown over the summer.
  - We can have approved expenditures for team work that bear recognition.
  - Program expenses are up by \$4,868.05 (despite an 4,611.49 decrease in subcontractor expenses and program materials and supplies)
  - Additional increases (over \$500) are seen in fundraising (up 4,169.89), out trips (up 1,151.20), food & beverages (up 845.20), equipment rental (up 1579.47) and Entertainment for events (up 2,922.01) among others.
  - I recommend that as we review our financial performance, we keep in mind that the increase in fundraising expense from a too low 47.53 to 4,217.42 has returned just \$1760.23, or 59.3% cost. While there is a great variance in practice, we may want to work to bring our cost down to 25%, a common fundraising figure.
- **We remain in the black at this point: revenues exceed expenditures year-to-date by \$12,265.92**
- However, trends bear watching as, in comparison to 2016, we are down 69% at this point in the year.
- We need to keep an eye on our line.

### **Knowledge Development Cttee**

This committee chaired by John will ground our management of information resources and technology tools from a perspective that recognizes our intellectual capital—that is, the capacity of our people and the multiple capacities we all bring through our networks, personal and professional. We'll build a governance model that can describe and integrate intangibles—like personal capacity and networks—with recorded information resources (files, electronic and otherwise) through appropriate tools and technology.

The purpose is to:

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- enable efficiencies in the organization, use and management of information;
- support compliance with relevant regulations;
- encourage consistent practice;
- expand our awareness of the resources and capacities available to us; and
- reduce the impact of the inevitable turnover in staff and volunteers.

John O'Brien moves, Andrew seconds treasurer's report for May. All in favour

## **6. Executive Director's Report**

- Community Development Officer sent community development brief preliminary report for community garden. She is now working with TD Bank and Victoria Foundation and dealing with Virginie from the City. Executive Director is considering to host another open house in September to mobilize neighbours and supporters. Community Development Officer has resigned effective July 18.
- Market Coordinator was meant to attend meeting today and she was going to talk about Market etc. See report. Apologizes for not attending today.
- Report from Nicole on Neighbourhood House.
- Community Development Officer wants outcome of Community Needs Assessment to be completed by early August.

Dave Dreiger moves, Harry seconds, all in favour.

Harry has to comment that \$1000 local realtor put forward for an assistant position.

## **7. Committee Reports**

### **a) Land Use - update**

- Dave Angus says there was no June meeting for Land Use Committee. There was a proposal for 2780 Avebury, but the developer has now for a second time been a no show at the meeting. The developer has commented and discussed opportunity for neighbours to add input on a subdivision proposal. The developer went door to door to talk to surrounding neighbours and he found mostly opposition from neighbours. The neighbours have said that they think the developer is attempting to wear down and tire out the opposition towards the proposal. If there is a proactive sense on his part, he may want to try to host meetings to have the application go through. If there is a CALUC meeting that he didn't appear at in order to present a plan - it doesn't count. He intends to build two buildings - subdivision and it's zoned for a duplex, thought being that he may be positioning people in a way so that he doesn't have to go through this process in order to proceed with a different plan. The next steps is for us to reach out to developer and say to him that he needs to undertake a CALUC meeting and that he needs to attend and present in order for it to count. Residents are aware that we are attending.
- David Driedger moves, Andrew Lauzon seconds, all in favour.

### **b) Parks - update**

- Scott says that the Oaklands Park Off-Leash Dog Park Pilot project is already underway for a year long timeline, but that if we think it is inappropriate then we can ask for shorter pilot, pushing back the project or changing the location of the project. Marianne will connect with Community Development Officer on this. There was discussion around the need to decide if we want to interrupt process or watch it unfold and modify. Complaints can be brought forward to OCA. Reservations should be brought forward in letter from Dave to the Director of Parks for the City

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of Victoria and OCA should be involved in the process. We are willing to watch it play out over the summer and Scott will bring back notes in September. Scott will let OCA Board know of any feedback that he receives on the dog park pilot program. City to monitor pilot project. It's noted that OCA appreciates Scott's efforts on dog park.

c) Finance - Planned summer activity

- The Finance Committee (John, Traci, Dave) will meet over the summer break. Anticipated topics:
  - Discussion of financial status
  - Facility needs:
    - Drawing upon the outcome of earlier input on space needs.
    - Outlining high level needs and process.
  - Capital project planning & fundraising:
    - Identification of potential approaches; sources.
  - Early consideration of financial management requirements to support fundraising for capital projects.
  - Discussion of the current use and usefulness of the financial reports as a tool for management; improvements to the Chart of Accounts to facilitate breakdown of certain costs.

d) Communications committee - update

Marielle, John, Traci and Dave Driedger met to discuss internal and external communications. Internal communication work has started from John over summer. External communications process will begin after the communications committee analyzes results from the Community Needs Assessment. OCA will host identity facilitation after analysis takes place in September.

- Marielle Tounsi moves, David Angus seconds, all in favour.

e) HR committee - to be discussed in-camera

**8. Other Business**

- Round Table - discussions around items not in members' portfolio:

Marianne: The City of Victoria embarked on a witness reconciliation program working with both Esquimalt and Songhees First Nations. The City of Victoria established processes and asked First Nations to give input on the processes. Together they created a family consisting of two councillors, Mayor Helps, First Nations representatives, and an Indigenous Speaker hired to speak with First Nations. They will give feedback for decisions made. There is no timeline, no deliverable, and the budget is \$50,000 for this year. It is a First Nations process for decision making. This is first time this has been done in Canada and nations have decided they would follow this process by making a documentary about the process as it unfolds. The main message is "it's our work, not there's" - but we are looking at them for guidance. How can OCA help? Marianne will let us know around August.

John: So often we are looking at rules and regulations, so often issues of compliance and outcome versus process oriented can be hard. As a community association we are hoping that we can not be constrained with the potential of process.

Harry: Hopes that the needs assessment will be guidance as to where we as board move forward. 40 people attended the AGM and 104 did the needs assessment out of 7,000 people. Perhaps we can engage community on online discussions?

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Gary: Neighbourhood team met with public works and garden waste and illegal dumping on boulevards. Looking at garden waste yard opened only one day per week. How can we take tension off of the yard? Thinking of solution. Neighbourhoods can put things out one day a month. Trying to come up with solutions around mattresses and couches that end up on streets. There is one day per month where that happens and there are lots of things placed on blocks. We didn't have issues with this after Garage Sale Day. A concern is that bringing in unsupervised bins means that the wrong items may be placed in them.

Scott: There are issues around driving on Fernwood Rd. It's a 30km neighbourhood road, but people often drive at 50-60km per hour. Scott wants to try to request deterrent assets such as portable speed reader signs from Police Department based on availability and needs. A speed bump instillation is another potential.

Dave Driedger: Wants to look at what else we can get done in next year with Oaklands. If Gary has any ideas please send them to us. Getting feedback for specific needs can be set in specific meetings. Gary will send us something to kick-start.

John: Land Use Committee. Opt-in info for people to click.

NEXT MEETING DATE - Sept 13 at 7pm

#### **9. In-Camera**

#### **10. Adjournment**

Scott Naysmith moved, Andrew Lauzon 2<sup>nd</sup> – consensus by all.