



Oaklands Community Association

Mission

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

OCA Board of Directors Meeting, Tuesday June 6, 2017, at ONH

Present: Dave Driedger, Harry Kope, John O'Brien, Scott Naysmith, Andrew Lauzon, Laurie Morgan, David Angus, Marielle Tounsi, Traci Fontana- Wegelin

1. **ADOPTION OF AGENDA:** John O'Brien moves, Harry seconds, carried.
2. **ADOPTION OF MINUTES:** for May 2, 2017 Board meeting. Dave moves adopted

3. CORRESPONDENCE: Staff and volunteers

Sandy to discuss ONH Painting quotes:

- Sandy had 7 quotes and picked best 3 and made sure they are all in line and proposal is to go with Paint Works and Sandy spoke with company and mentioned that they were slightly over budget and original quote was reduced by over \$1000 to accommodate. Sandy followed up with 3 references and suggests that we go with this company. He went above and beyond the scope including WCB and insurance.

Motion to approve and go forth with Paint Works based on quote moved by John, seconded by Andrew.

Hazel to discuss Community Garden in Oaklands Neighbourhood:

- Volunteers in Community Garden committee fulfilling steps from OCA strategic plan. Have submitted to City of Victoria plan for Community Garden. City has come back to OCA with breaking down big vision into two phases. Both will need to be approved by application. Phase 1 which will be approved by an application then Phase 2 which will need to be approved by an application as well (see original plan as well as city approved plans).
- Perimeter neighbours have expressed concern as well as some who have opposed idea of community garden in Oaklands Park. We will continue public outreach events at the Oaklands Night Markets. We'll let the public know that they can attend Land Use Committee meeting where community garden can be presented at and discussed.
- John requests that the board is notified about Land Use Committee meeting where community garden will be discussed.
- John mentions concerns he has heard from neighbours that there is more of a security risk with community garden as there will be increased action around location of garden. John would like to see research opposing that worry.
- Harry asks main opposition. Hazel had included main opposition. Harry mentions that we should ensure that people concerned are heard and that there is an opportunity to address their issues.
- Scott asks for information on Garden Committee.

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- Hazel mentions that some neighbours have asked why they have not been included - yet Hazel has hand delivered letters to perimeter neighbours as well as included invites to neighbours for meetings.
 - Hazel has included City of Victoria Master Plan to support community garden and that we (OCA) have not yet utilized that.
- City will contribute to irrigation installation as well as water. We have asked if they could contribute to pathways as well which they have said "maybe" about.
- John speculates that city will pay for split rail - wonders if we could use that instead for pathway.
 - Community Garden with allotments, commons and food gardens.

OLD BUSINESS:

2. 3. DEFERRED/CARRIED FORWARD FROM MAY 2, 2017:

a) Priorities & Action Items

OCA Bylaws – needed by Sept. 2018; address over the summer of 2017.

OCA policies review & updates for the Societies Act: refer to July meeting

Board recruitment for interim position: must attend two prior board meetings.

Facility & capital planning – short & long term needs: refer to Finance and Ex. Dir.

Community Chest Fund: refer to July meeting

Community Needs Assessment? See Ex. Dir.'s report.

- We are still gathering data. Larger groups have been completed and we are still working with stakeholders. We can likely have all data presented at September meeting.

Organization Evolution Document Consolidation – gaps and solutions

b) Follow-up on ACTIONS from May 2 meeting – See Dropbox for Draft Minutes.

- Completed

c) Board Meeting Schedule for July and the Fall of 2017. Ex. Dir. on availability of space

- ### **2. COMMUNITY LIAISON's REPORT** – Gary Pemberton - Conduit to City Hall and liaises with our board. Sits and advocates for all things Oaklands at City Hall meetings.

Things coming up:

- Committee recruitment for city committees. Can get on 18 month term for a few volunteer committees.
- Pandora protected bike lanes going well. Continuation will be on Fort St and Greater Victoria Cycling Coalition is pushing for Fort St. Pandora is completed now. Had city staff out there helping navigate traffic as well as bikes. New Bike lights included.
- Crystal pool and Fitness Centre referendum is coming up. City will ask community members for permission for funding based on new plan and budget via referendum.
- Parks and open space master plan - council approved changes for plants in Victoria.
- Block parties.
- Started a "Did you know" communication letting people of Victoria know of amenities and opportunities.
- "Great Neighbourhoods Grant" applications have been accepted. Oaklands submitted an application for the grant. There will be second intake likely in September/October.

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- Neighbour Day - through community leadership in Victoria. Project initiated through Community Leadership Victoria. It is something that the City of Victoria would like to see. There was a list of ideas for neighbour day.
- City encourages communities to take advantage of City of Victoria activity grants. OCA can act as flow through for community members.

Dave asks: Is off leash at David Spencer happening? The uses of David Spencer aren't frozen in stone?

Scott asking how City of Victoria can enforce the 30km per hour rule on Fernwood which has not been abided by in a number of areas. Asking for additional signs.

VCAN issues:

Laurie to report on May VCAN meeting: terms of reference discussion/who attends assoc.

- Laurie asks about City of Victoria reps and if there is further update on council rep. Shelved at the moment. Staff and council rep to stay at the moment. They are meant to rotate city staff member and councillor and this was meant to happen - but has not as of yet. It's not mandatory that we request for liaisons to remain. OCA should put in request to keep these representatives if we want to stress importance of this.

Motion for Community Liaison Report: Laurie moves that OCA signs VCAN letter urging mayor and council to keep councillors attending community association meetings and as a liaison. Seconded by Harry.

Harry to join Laurie as representative for VCAN. Some associations are not comfortable with city sending terms of reference for community associations. Next meeting is in September and will address terms of reference.

OCA MEETING DATES - OCA Board members as well as City Representatives have issues with Tuesday night meetings.

Dave suggests that we have July meeting, skip August meeting and reconvene in September.

Treasurer and Executive Director need time to process financials and treasurer suggests 1st Wednesday of each month.

Andrew and John move that we attend first Wednesday at 7pm.

3. TREASURER'S REPORT

- Latest available financial status. Based on the dates we should have May in hand but do not because Sandy was away and didn't get his financials done. Treasurer proposes that we don't remove monthly financials after each month. What do we do in terms of staff or people who aren't able to complete financials? OCA is \$10,900 ahead for month of May. In end of fall 2016 a budget was created and was a guessing game. We have calendared items and budget is ran that way. When reviewing April and March - John would like to collaborate with Traci and Joanne as needed and will like budget to be coinciding with AGM so at the beginning of the year we will have an idea of where we are and what we want to do.
- President has asked each board member to write a mandate letter.

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4. EXECUTIVE DIRECTOR – Paint estimate, for decision. See Dropbox for details.

a) Community Needs Assessment – up-date

b) Community Garden – for discussion – see Dropbox

5. COMMITTEE REPORTS:

Committee Assignments - Board Transition: Committee Structure, etc.

See Table of Draft committee postings, p.2.

- Clarify the specific needs of various committees. The desired numbers on a committee, i.e. HR? Distinction between board only, and staff/volunteer committees.
- Committee appointments to be completed: See Table for Draft List
- Consider expanding the scope of an existing committee? i.e. Broaden the scope of the Communications Committee to include Information Management?
- Consider a new committee: Fund Raising separate from Finance?
- President is Ex Officio on all committees.

Up-dates:

a) Finance

Treasurer and board to continue to work with ED as finance committee.

b) Human Resources: Laurie – Policy Development – status update.

- Laurie thinks it's critical to get HR policies in place as there are gaps existing. Laurie has commissioned for \$5000 if available to have Engaged HR to deal with creating cohesive and thoughtful HR policies.
- As transition for Kim and Laurie - Harry, Dave, John and Andrew will be follow up HR committee until we are at a place where we do not require such a large committee.

c) Land Use – update.

- David Angus has agreed to continue co-Chair. Scott is happy to stay in that roll.
- Ben and David and Scott will work together on committee. Shelbourne between Myrtle and Pearl is now proposed to be 6-8 townhouse development without issues from community.
- Avebury and Kings corner has been proposed to be knocked down and turned into multiple unit development. Developer hasn't been showing up to meetings.
- Ray wanting to memorialize fallen soldiers on Shelbourne. Scott to put together letter of support to City of Victoria from Land Use Committee. Shelbourne will put in plaques as well as additional trees to make it a memorial walk. This was a private initiative looking to City of Victoria for support for Nov 2018.

d) Parks – City proposes to include David Spencer Park as an 'off-leash park. Discussion.

- Scott to Co-Chair Parks Committee with Harry and Dave.

e) Communications:

- Marielle to Chair Communications committee and John to participate in Communications Committee. Meeting with Dave in June to report findings to board in July board meeting.

NEW BUSINESS: N/A

Adjournment before in-camera: 8:50 moved by Dave.