



Board of Directors Meeting – Wednesday, Nov-8-17

1. Call to Order: 7:11 p.m.

1. In attendance:

1. Board Directors Dave Driedger (President), Andrew Lauzon, David Angus, John O'Brien (Treasurer and Acting Secretary)
2. Guests: Gary Pemberton, City of Victoria; Amy Thede, Prospective Board Director; Katherine Muncaster and Lauren Fairweather, Members, Community Garden Committee; Cam Pringle, Cadillac Homes and Travis Lee, Tri-Eagle Development Corporation

2. Regrets:

1. Board Directors Harry Kope (Vice-President); Marielle Tounsi (Secretary); Laurie Morgan; Councillor Marianne Alto

2. President Dave Driedger invited prospective Board Director Amy Thede to confirm interest in serving on the Board of Directors, observing that if in attendance at the December meeting of the Board [assuming other criteria established in the Bylaws is Met this would constitute the third qualifying meeting. Amy confirmed her Continuing interest in serving.

3. Acceptance of the Minutes of the October 11 Board meeting and Agenda for November 8

1. Moved by Andrew Lauzon; seconded by John O'Brien. Accepted by consensus.
2. As a courtesy to guests, acceptance followed the guest presentation.

4. Guest Presentation, Cadillac Homes and Tri-Eagle Development Corporation

1. Developers Cam Pringle and Travis Lee introduced their proposed project for a Purpose-built 11 unit rental property on Doncaster Drive opposite Hillside Centre and Thrifty Foods. The current building code effectively ensures a degree of

environmentally responsible, lower cost of operation suitable for attainable housing to be made available at a lower, rather than higher, rental price point.

2. Building design incorporates amenities such as bike storage and in-suite laundry facilities into studio style housing of 306 - 360 sq.ft. appealing to a (likely) younger market starting out and needing affordable rental housing.
3. Application for a variance in relation to the number of parking stalls will be made to the City. 11 spaces are foreseen at a 1:1 ratio instead of the 1:3 ratio currently required.
4. Guests invited comments and questions from the assembled members. There was brief discussion to clarify points noted above. David Angus, Lands Use Committee Chair explained the process for presenting to the community and John O'Brien urged consultation with neighbours in the area in advance of presentation to the CALUC.

5. Guest Presentation: Community Gardens Initiative

1. Gary Pemberton reported that a petition in opposition to the Community Gardens at Oaklands Park had been received by the City. The matter had been discussed internally with Virginie Lavelle-Picard, Food System Coordinator and L. Campbell, Parks Construction.
2. Gary asked if OCA was content with the amount of consultation that had been achieved. He noted that the Community Garden concept has already be scaled back nearly 50% from its initial configuration.
3. Discussion involving guests Katherine Muncaster and Lauren Fairweather confirmed that the process of community engagement in 2016-2017 has been extensive. Opportunity for input was provided through a localized email survey; a broader online survey; a booth at the Oaklands Sunset Market throughout the summer; several workshop and Open House events in both Oaklands Park and the Oaklands Community Centre; door-to-door canvassing and distribution of flyers, including a 3rd mailbox drop in September of 2017. Approximately 120 people responded to surveys providing the foundation upon which the Community Garden Initiative has been shaped.
4. Gary asked if there had been foreknowledge of the petitioning group. Katherine clarified that there was awareness of approximately 3-4 people not keen, with one raising objection at a Land Use Committee meeting. She confirmed that the Community Garden group learned of the petition when it was received. John O'Brien, former Parks Chair, supported the view that opposition had not seemed beyond appeasement given the points raised. It was observed that shifting to

another location would be an appropriate last course of action if Council did not support the implementation of the garden within Oaklands Park.

5. Gary noted that initiatives in public parks, particularly allotment gardens, commonly invite controversy. The Letter of Petition would be presented to Council by Parks for a yes/no decision or further direction. Referring to certain points in the petition, he observed that on balance, the availability of shared public space for a variety of uses suggests that the garden may be supported by Council. He recommended that the Community Garden Group be prepared to explain the consultation process and to conduct additional consultation if so requested by Council.
6. Katherine Muncaster invited Board Directors to speak with Councillors to urge support. John asked for clarification that Councillor Alto would receive the minutes, and on receiving confirmation, advised that she is very effective in supporting Oaklands initiatives with her Council colleagues. Katherine confirmed that the submission for the required License for Occupation would be ready for submission in the next few weeks.
7. Board President Dave Driedger acknowledged the work of the Community Garden Committee and thanked Katherine and Lauren for their participation.

6. Guest presentation: City of Victoria Budget Presentation, Gary Pemberton

- *Action arising from discussion: Gary will confirm the distinction between “corporate” and “General Government” budget categories.*
 - *Gary to provide Traci with details on the Nov. 30 City Town Hall event to receive feedback on 2018 budget; Traci to upload to Dropbox for Board member review.*
1. Council has directed a budget presentation to community associations for input and impact on City budget as referenced in the 2015-2018 Strategic plan. Input can be provided through the Town Hall scheduled for November 30 and online through the City website.
 2. Realignment to coincide with the calendar year (i.e. approval in December rather than April) offers opportunity for earlier feedback from the public than previously possible, and a better operational result for City departments.
 3. Gary’s promotion of community walkabouts are intended to bring together staff, associations and the public to bring together mutual interests. Community service levels are set by Council and budget follows that to suit.
 4. Annually, focused service reviews are scheduled such as on residential parking.

5. Elements specific to Oaklands can be identified online now if OCA chooses, but will be forthcoming near the start of the year through Gary when data is available internally.
 1. Executive Director Traci Fontana-Wegelin advised that some typos in the City site make it difficult to retrieve information
 2. The City encourages residents to get together for a neighbourhood action plan to be aligned with the Local Area Plan (LAP), City land use, etc. The City will not look to OCA to be the working group, rather will look to residents for a broad swath of engagement.
 3. John O'Brien acknowledged Gary's observation that this outreach is a responsibility of the City's Head of Engagement, not OCA, noting that OCA has repeatedly asked for assistance with outreach. He reminded of the ongoing interest in addressing the Haultain Street vs Bay Street southern border of Oaklands. Gary advised that should be raised as part of the 2019 Local Area Plan.
6. Dave Driedger asked for guidance on what is most effective in relation to specific requests and concerns: to activate the community or to communicate from OCA Gary clarified that OCA will count as one stakeholder, and the greater number of views expressed the more powerful the communication and that the City would look to public engagement.
7. Please refer to presentation materials provided by Gary for detail on the process of building the City budget.
8. The Board thanked Gary for his presentation.

7. Treasurer's Report

- *Action arising from the discussion: John to set a November Budget Planning Meeting. Per later discussion, this cannot wait for late November. See 10.2.1)*
1. John O'Brien reported that revenues are up significantly over Year-to-date 2016, acknowledging staff effort in this achievement. He observed that unfortunately, expenses had increased even more. OCA remains in a deficit position.
 1. Discussion of the online cash amount noted by Traci in discussion at an October 5 Finance Committee meeting and difference in the reconciled accounts requires clarification.
 2. John advised of need for a Finance Committee Budget Planning meeting to follow and Traci requested a meeting near month end.
 2. Treasurer's Report: received by Consensus

8.

Executive Director's Report

Action arising from the discussion of item 8.2, Staff/Board Party: Board members to RSVP; Traci to provide the time and address.

1. Following upon the Treasurer's Report, Traci Fontana-Wegelin summarised three unanticipated costs in 2017 as relevant to the deficit, i.e. approximately:
 1. \$10,000 paint job approved in the June Budget
 2. \$13,000 for HR and legal initiative (\$1600 legal; 5,000 Engaged HR; 6,000 Gordon White)
 3. \$3,000 to top-up funds raised for the Little Acorn to replace playscape gravel.
 4. John noted the wage increase for child care workers approved in the previous year took effect in this year as a critical (approximately \$50,000) impact.
2. The Staff/Board Holiday Party will be held on December 10 at 2% Jazz
 1. There is to be light refreshments and if the Board wishes to contribute sweet or savory finger foods that is welcome.
 2. Phoenix will lead games/activities.
3. Staff update:
 1. Erin Hennebury is back from her vacation; Nicole Skoreyko begins her's on Sunday: coverage is arranged.
 2. Traci and Sandy Robertson will be administrative contacts.
 3. Sandy is investigating an improved Credit card Point of Sale machine. 3 service providers are being considered: Square, KTS Vancity, Meridien
 1. John O'Brien asked about the flooding noted in Sandy's report. Traci clarified that this is not related to expenditures for work to rectify past flooding issues.
4. Executive Director's Report received by consensus.

9. Hiring Process Update

- *Action arising from discussion: Andrew to complete agreed edits to the Job Description and posting notice.*
- *Traci to ensure documentation is adapted to the OCA formats and that staff are informed and able to post on Friday, December 10.*
 - John to provide Traci with 2014 list of posting recipients (done, via email at the meeting)
 - John to provide Andrew with the consolidated 2014 Hire process (“)
- 1. Andrew Lauzon reported for Harry Kope, HR Chair, who was unable to attend due to travel. He explained that the process toward the competition and hiring of a new Executive Director had been work-shopped by HR Committee for presentation to the Board and Executive Director at the meeting.

2. Andrew presented Harry's update including:

1. Resignations of Traci Fontana-Wegelin and Phoenix Bain

2. Extension of Programs Coordinator with intent to permit the new Executive Director to align the staffing component in accord with a renewed structure.

3. Details on the recruitment and competition process followed in light of tight time constraints and decision to post the ad on December 10.

4. Traci is taking that day off, so will arrange with staff to handle posting and distribution. Discussion of where to advertise led to reference to the 2014 distribution. John O'Brien forwarded the 2014 list to Traci during the meeting.

5. Andrew explained that the email address hr@oaklandsca.com was created to receive applications. While the posting is active, the hiring committee will be finalized for work to confirm the interview and hiring process. Offer and start dates to be finalized.

6. General intent to create a link from the posting to an online copy of the job description was agreed with Traci's caveat that some advertising sites and services may not provide that facility. She advised that no fee-based sites would be used for posting.

- Traci departed 9:10 due to a family matter

7. Andrew explained that the Dropbox folder arrangement is inadequate and will be making necessary changes, a heads up to Directors who will get notifications through Dropbox. John explained that in trying to get a handle on the multiple pieces of the 2014 hire process, he had assembled a single document to be forwarded to the HR Committee shortly, and provided to Andrew during the meeting for his reference in the interim.

8. Option to include competencies within the job description or as an addendum revealed a difference of opinion between the HR Committee Chair (absent) and members present. David Angus expressed concern over the length of the job description. He and guest Amy Thede objected to phrasing within the final draft of the advertisement which was further edited to strike "physical plant" and conclude with "exceeds capacities."

9. With concern for time as the driving factor, members present voted in line with the written submission from absent Laurie Morgan to proceed as follows.

1. Motion: Andrew moves to remove the competency section from Job Description for posting so that HR Committee can continue to refine for inclusion in package available to those candidates who will be offered an interview.

1. David Angus: Seconded.
2. Approved by consensus

10. Committee Reports

1. Land Use Committee

1. Sidewalks are being installed on Higgins Street.

2. Notice is received that previously required sidewalks are removed from the development at 2965 Capital Heights.

2. Finance Committee

1. Dave Driedger reminded that the budget must be approved at the December meeting. Therefore, the Executive Director's request to schedule a Finance Committee Budget meeting in late November is a risk. John O'Brien confirmed the need to examine the budget in light of need to remove funds from GICs and other considerations.

- Action: John to convene the Finance Committee at the earliest date possible.

3. HR Committee

1. The role of Past President was discussed. Members present concurred with Laurie Morgan's written input. In summary: a non-voting advisory role limited to one year is agreed.

2. A motion for the AGM will be brought forward at the December 13 Board meeting.

3. Other matters are shown under Hiring Process above.

- Action: Dave to draft and bring forward on December 13 a proposed motion to establish a Past President role for the AGM.

11. New business

1. Invitation

- Action arising from the discussion: Dave to clarify whether this is a general invitation to Directors or specific to Board Presidents and Executive Directors.

1. On behalf of the Victoria and Esquimalt Police Board, and VICPD, Chief Cst. Del Manak is pleased to invite the Presidents/Directors of Neighbourhood Community Associations to a meeting of the Police Board...". on Thursday, Dec. 7 from 5:00 - 7:00 p.m. at VICPD Headquarters, 850 Caledonia Ave.

2. Shelbourne Memorial Trees

- Action arising from the discussion: Dave to send a letter of support to the Shelbourne Memorial Avenue Committee per the sample provided.

1. Ray Travers has written to seek support from Neighbourhood Associations in relation to the protection and demarcation of heritage trees along Shelbourne St. The Saanich Council Memorial Avenue Committee Draft Plan is to request special consideration from North Dairy to Mt. Douglas. Asking for OCA letter of Support to be presented to Saanich Council. A number of other agencies and associations have indicated support.

2. Dave Driedger asked for Director views. John O'Brien commented that all likely supported the idea, noting that historically OCA has deliberately not taken positions. David Angus advised that the Oaklands Land Use Committee has indicated support in a letter already provided to Mr. Travers.

3. In this light, the consensus is to authorize a letter of support.

12. Round Table

1. The Oaklands Rise group will be having a street-side gathering on November 26 (corner of Kings Road & Mt. Stephen Avenue) to celebrate the success of recent citizen action. Board members are welcome to learn more about the developing concept, munch on popcorn and share mulled non-alcoholic cider with neighbours.

13. Meeting adjourned at 9:54 p.m.