



Mission

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

BOARD OF DIRECTORS MEETING – TUESDAY, DECEMBER-15-15

Present: Elaina Mack, Eric Hallman, Laurie Morgan, Kim Walker, Jeff Lougheed, Ben Clark, Jennifer Warren, John O'Brien, Dave Campbell, Traci Fontana-Wegelin (via Skype)

1. Adoption of Agenda

MOTION: Laurie moved to adopt the agenda with minor changes. Elaina seconded. Motion carried.

2. Adoption of Minutes

MOTION: Kim moved to adopt the minutes of November's meeting with minor changes (e.g. spelling corrections). Eric seconded. Motion carried.

3. Old Business

- Kim shared information about Jim Diers' presentation on Friday, October 30th. A number of staff members and Ben Clark attended. The presentation highlighted innovative examples of community development as well as some core principles for community engagement (See attached summary).

4. Community Liaison's Report

Item was deferred to January 2016, as the Community Liaison was not available.

5. Treasurer's Report

Eric noted that OCA is in a good position from November 2015. For Oaklands Neighbourhood House, we have a profit of about \$9,000 and the Oaklands Community Centre numbers are slightly down by \$1,000 due to the purchasing of two computer software programs. Overall, we are about \$8,000 ahead for November.

For the year, we are ahead about \$40,000 this year. OCA will need to decide how this surplus will be invested - including possible infrastructure costs for ONH including fixing any structural issues, drains, as well as painting the interior.

6. Executive Director's Report

- ONH Upkeep: Traci highlighted that we are seeking quotes (3 each) for painting and drain repairs. The quotes received to date, including a painting quote from a Little Acorn parent can be found on Board Dropbox. We are still awaiting a quote from the structural engineer on the structural assessment. Traci noted that, given potential costs for any structural issues, we are going to hold off on painting until later into 2016.

ACTION: Traci will follow-up with structural engineer and other contractors.

- ONH Backyard: Traci noted that we are looking into replacing peat gravel with approved wood chips. Nicole checked in with daycare licensing authorities to determine whether we would qualify for a grant, but we do not given that the standing water in the back yard was not identified as a problem during the inspection.

ACTION: Traci will collect and review quotes for the January Board meeting.

- ONH water bills: Traci noted that Sandi has been checking the meter weekly. We were issued our normal quarterly rate in November. We were charged \$1,800, but then we were credited \$1,700. Traci has talked to Marianne Alto who is going to connect with the City to investigate the situation.
- Infant and Toddler Centre: The Board discussed ways to support the staff to develop a business plan and a grant application with the Ministry of Children and Family Development to create an Infant and Toddler Centre in the Oaklands area. Traci noted that we would like to apply for the maximum amount of \$500,000, but that the staff could use some Board expertise to provide a business lens to the application. Eric noted that the Ministry is hoping to open up 2,200 more childcare spaces.

ACTION: Traci will send a note to the Board when a meeting is scheduled with Nicole to see if there is any interest in helping.

7. Committee Reports

a) Parks

- Community Garden: Kim noted that on November 22, OCA hosted a community garden walkabout. Anna wrote up the notes (see attached). There was a good turn out and interesting discussions emerged.
- Clawthorpe Park: Kim and Traci met with Kimberly Stratford and Diane Murray from the City's Parks Department on November 13. The purpose of the meeting was to discuss opportunities for OCA to take on additional special projects in Clawthorpe Park, including: a statue, interpretive sign and paved areas for kids to learn to bike/skateboard (see attached). The project would involve OCA covering the costs for the features as well as responsibility for ongoing maintenance. The City noted that there would be potential grants available. The Board discussed the following questions - Is the park too small for these features, when was the playground was updated, how were the needs of older elementary students considered, and what kind of inputs from the community would make us consider these projects. Kim mentioned to the City that OCA would need to consult with the community to see if these projects are of interest.

- Interpretive signs: Kim noted that during our meeting with the City we learned that OCA signed an agreement in January 2010 to assume responsibility and liability for 6 signs in the neighbourhood. The Board raised several issues with this agreement, including the role of signing authority, its legitimacy as a standing agreement, possible liability, as well as the fact that the signs are due to be repaired as they are not in good shape.

ACTIONS: 1) Traci to let the Board know about OCA being potentially liable, as per discussion with our lawyer; 2) Traci to look into archived Board minutes to see how this agreement evolved; 3) Traci to connect with Marianne Alto to help us look into the matter

- Volunteers in Parks: In the past, OCA was informed that volunteers are not to work in city parks as it infringes on union rights. Kim noted that Marianne Alto has advised us that if there is a discrete project where volunteers might be involved on Parks property (e.g. community garden), then we should approach the City Manager directly for permission. The City Manager will liaise with the union.
- Committee Mandate & Organization: The Board discussed the draft Terms of Reference for the Parks Committee. Laurie noted that, in the purpose statement, the ToR need to more clearly articulate that Oaklands parks are the City of Victoria's property and responsibility. Elaina questioned if we need to include more information about the time commitment. Kim noted that a working group will link to the Parks Committee.
- Ben offered to be an interim chair of the Parks Committee. Ben shared his experience with OCA, interests and work. He would fill in until the AGM.
- The priority for the Parks Committee will be organizing the committee (forwarding a list of members to the Board) and establishing a community garden project. There is a follow-up meeting of the parks walkabout participants at 4:00, Thursday, December 17th at Oaklands Green.

MOTION: Kim moved to approve Terms of Reference, with amended purpose statement, "The purpose of the Parks Committee is to be the liaison between OCA and City of Victoria Parks Department". Laurie seconded. Motion carried.

MOTION: Kim moved to appoint Ben Clark as Interim Parks Committee Chair until the AGM – March 2016. Eric seconded. Motion carried.

b) Finance

- Eric noted that the Committee has not had a chance to meet and also that he needs to reaffirm membership. Eric met with Traci to review the draft budget, including the gaming grant. This would put us at about surplus for \$10,000 for next fiscal.
- The Board also discussed how deferred revenue is managed vis-à-vis, expectations with funders like BC Gaming. Part of the excess is due to maternity leave that was not backfilled.

ACTIONS: 1) Eric - Set meeting in early January to discuss what to do with the surplus revenue and to review the new budget in advance of January's Board meeting. 2) Traci - Follow-up with new accountants about knowledge transfer from previous firm.

c) Human Resources

- Draft Sick leave Policy: The Board decided to table the sick leave policy until we approve a policy to define the difference between full time and part time. We also discussed that the entire second paragraph under purpose should be removed.
- Draft Vacation Policy: The Board decided to table the vacation policy. Several small adjustments were recommended: italicizing the Act's, referencing stat holidays under the Act, including an example of pro-rated vacation from date of employment. Elaina mentioned that we might want to consider increasing the amount of vacation days as a way of encouraging retention.
- Draft Substitution Pay Policy: Suggested changes: Remove first sentence. Remove "in order" in the second sentence. In Procedure, add the sentence. "Employees will receive written notification for the time frame, rate of remuneration and the position they will be covering."

MOTION: Laurie moved to approve the Substitution Pay policy as amended. Jeff seconded. Motion carried.

ACTION: Traci to send out letter to staff outlining responsibilities, pay/procedures.

d) Market

Revisions to Market Committee Terms of Reference and the Vendor Handbook were deferred to January.

a) Communications

A meeting was recently held on December 2. Discussion items included the following:

- Updating and making the front reception area more attractive and welcoming
- Reviewing proposals for a new identity (our brand – website, etc.) The Committee will meet again before making recommendations for the Board.
- Traci noted that our website domain name will change to "oaklandsca.com". We will also be upgrading to Outlook 365. We have qualified as a non-profit, rates decrease and number of emails is increasing.

Do we need a Terms of Reference for the Committee? This is mainly a staff committee and Kim sits on it as an ex officio and advisor.

8. New Business

a) AGM 2016 – theme, guest speakers, resolutions

- Eric mentioned that Oaklands Community Association needs to post details about the upcoming AGM, including any motions for posting, in the paper. Decisions need to happen at the next Board meeting, including corrections to our bylaws and a motion for a line of credit.

- Elaina suggested the topic: “Community Building through Gardening” as a theme. Two speakers could be highlighted – potentially learning from another community (Vic West, View Royal, Fernwood NRG, Burnside Gorge) as well as highlighting the Haultain Common. We may also want to invite an elected representative to open the meeting (tbd).

ACTIONS: For the January meeting, Kim will draft an agenda for review and Eric will draft bylaw revisions.

b) Mid-term Board Appointments

Dave Campbell is eligible to be appointed after attending three Board meetings.

MOTION: Kim moved to appoint Dave Campbell as Interim Board member to March 2016. Laurie seconded. Motion carried.

9. In-Camera

10. Adjournment

Meeting was adjourned at 8:15pm.



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

October 30, 2015

“Building Community in the 21st Century”

Presented by Jim Diers

Sponsored by the City of Victoria

Jim teaches courses in community organizing and development at the University of Washington and serves on the faculty of the Asset-Based Community Development Institute. He travels internationally to deliver speeches, present workshops, and provide technical assistance to community associations, non-profit organizations, and government.

Attendees from OCA – Kim Walker, Anna Glenny, Allieren Ward, Sandy Robertson, Ben Clark

Summary from Kim Walker’s notes

Jim’s two-part talk began with numerous examples of community building initiatives from around the world. He showed us a wide range of inspiring projects, many ideas of which are transferable to other places.

Food

- A vibrant and diverse community garden in Australia carved from a former bowling club
- Beacon Hill, Seattle – an 11 acre food forest <http://www.beaconfoodforest.org/>
- Epuni School, Lower Hutt, NZ - Unity Garden, vegetable and food forest from an old football field <http://www.commonunityproject.org.nz/unity-garden>

The Sharing (informal) Economy

- Epuni School, Lower Hutt, NZ - A bike library & “bike fix” clinic <http://www.commonunityproject.org.nz/recycled-rides/>
- Time Bank – 1hour=1hour service exchange

Environment

- Waitakere, NZ – a mural on the side of a shopping centre depicting a nearby creek that’s been cleaned up
- Boulevard gardens in Seattle that have created a mile long pollinator corridor

Art

- A Chalk-off, every Friday at a concrete park in Tacoma WA (not unlike Centennial Square)
- The Troll in Seattle’s Fremont neighbourhood – an artistic answer to an unsavory area under a bridge <http://fremont.com/about/fremonttroll-html/>

Placemaking

- Sustainable Living in Singapore Kampung

- Community activities that's bringing public safety and community ownership back to a grove of cedar trees in the Newton Neighbourhood, Surrey BC - <http://www.friendsofthegrove.ca/>

Participatory Democracy & Community-based Initiatives

- Neighbourhood Matching Fund in Seattle – municipal support through matching dollars for neighborhood improvements, organizing & projects
<http://www.seattle.gov/neighborhoods/neighborhood-matching-fund>
- Block Party toolkit (a couple of examples)
Kitsilano neighbourhood, Vancouver- <http://www.carfreevancouver.org/wp-content/uploads/2015/04/Kitsilano-Block-Party-Festival-Planning-and-Ideas-Toolkit-2015.pdf>
Colwood - <http://www.colwood.ca/news-events/community-calendar/month/planning-event-colwood/block-party-kit>
Esquimalt - http://www.esquimalt.ca/files/Block_Party_Kit.pdf
Leduc, AB - <http://www.leduc.ca/Assets/Departments/Parks+Rec+and+Culture/Block+Party+Kit.pdf>

The second half of Jim's talk outline some basic principles for community building which he also highlighted with community examples. I've added a few ideas that were spawned during the talk, as well.

#1 Have Fun

- Blue Tulip party – A local resident loved to collect junk, and one day he found a wooden painted blue tulip and he stuck it in his front yard and hosted a neighbourhood party. The tulip disappeared and mysteriously appeared another week on someone else's lawn and they had a party... and so began a spontaneous, informal community tradition

#2 Start Where People Are

- Leadership & ideas discussions, instead of a speakers talk
- The Big Lunch, London - <http://www.thebiglunch.com/about/index.php>
- Tea Truck – a mobile truck that serves tea along street blocks
- Show movies at the side of someone's house
- Bumping Places – informal social gathering spots like a wooden deck at a park, or pop-up furniture on a street corner
- Be mindful of different languages and cultures
- Create a network map in Oaklands
- Create a men's shed
- Identify peoples' passions
- Use a mobile living room to invite people to come and sit – as a way of consulting & engaging with neighbours

#3 Strive for Results

- Self explanatory – community initiatives need to be tangible, realistic, obtainable

#4 Don't Sit on your Assets

- We often label people in a way that identifies them as liabilities but need to see the gifts they have and recognized them as real assets in our community

- What are your gifts, talents, passions?

#5 Lead by Stepping Back

- Sandy reminds me that often the best community initiatives are those that emerge 'organically', not from OCA staff but from those around us
- We can lead by empowering, serving, facilitating our members

Other references: Jim Dier's website - <http://www.neighborpower.org/index.html>

Google Maps Google Maps



- boulevard gardens.
(see Haultain Commons).
- all new street trees fruit 3 nut
- 50-60 mins walking time



Mission

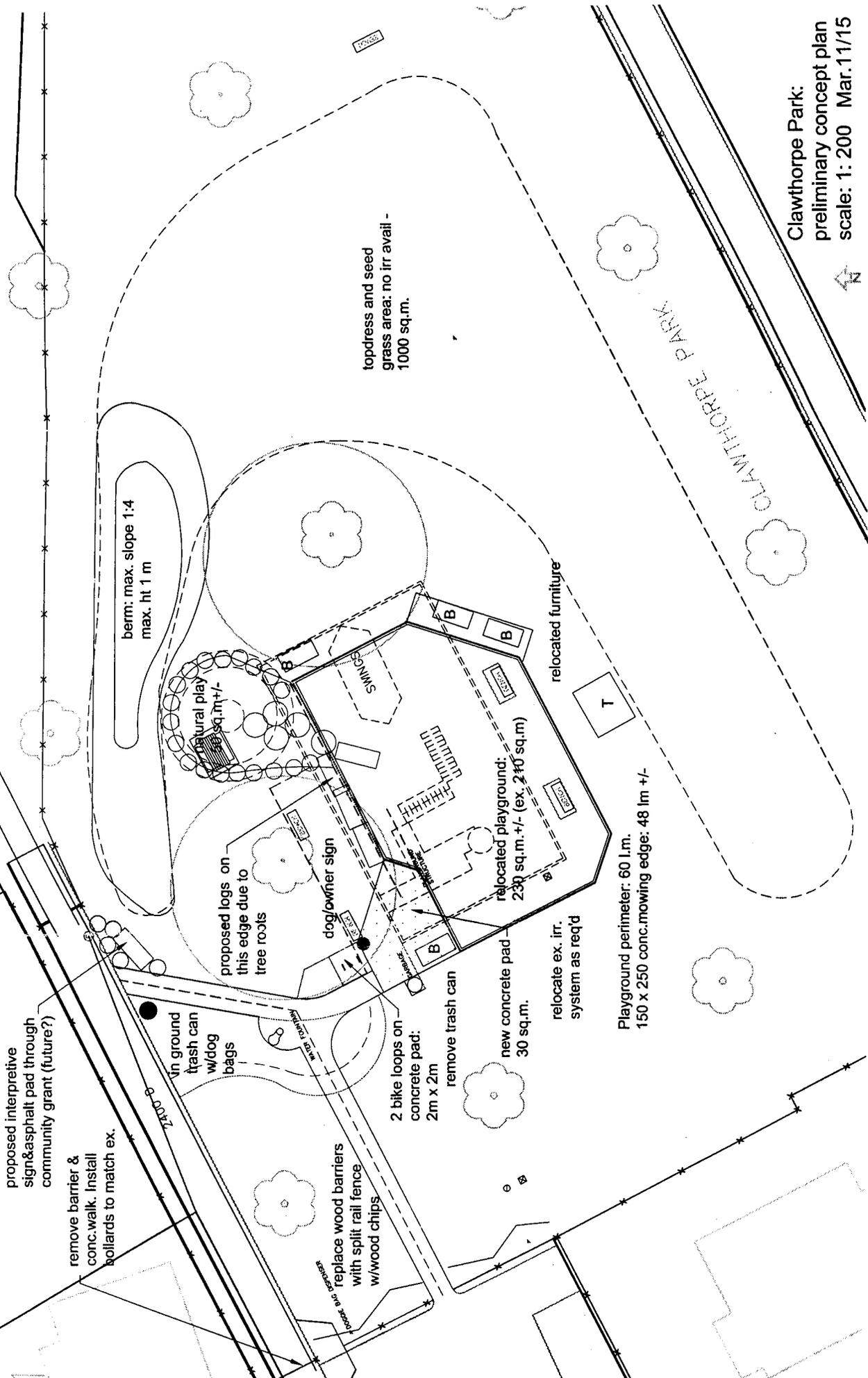
Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors.

MINUTES

Meeting	COMMUNITY GARDEN WALKABOUT
Date	Sunday, November 22 nd
Attendees	John O’Brien, Emily, Eric Blumenshein, Holly Reynolds, Anthony Culver, Ben Clark, Kim Walker, Ben Isitt, Anna Glenny
Discussion	<ul style="list-style-type: none"> • A suggestion was made to visit Fernwood Orchard; Vic West Orchard; and Fairfield Orchard and talk to those who maintain it if we are thinking about developing an Oaklands Orchard • It was noted that we can apply to the City of Victoria grant opportunity for a community garden volunteer coordinator • There is a long boulevard on Lionel St. behind the elementary school that could work well for allotment gardens • A note that mushrooms might be a good crop for a shady area • Ben and Ben mentioned that there has been discussion of a pilot materials depot for community gardens across town. Oaklands Green might be a good spot for this • It was mentioned that the new Canadian Tire might be a good prospect for donations of materials for community garden and/or materials depot • Empty, privately owned, lot at Gosworth and Edgeware. This would not be a good long term spot for a garden as not owned by the city but could be a potential location for a ‘mobile garden’. • Ben C. shared information about the Eco District with the group. They take on one or two projects a year. They had suggested community gardens supplying all of one item for their stores (for instance, Rosemary) so that they have a local source they can depend on for that item • Ben I. let the group know that the Interim Boulevard Garden guidelines (based on Vancouver guidelines) that were put in place will be made official in the New Year. • Ben I. suggested that Oaklands start from Oaklands Green and do a modest expansion with a small food and medicinal garden to enhance it. Then as a longer term plan look into developing a larger allotment or commons garden

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	<ul style="list-style-type: none"> • Benefits of an allotment garden are that it is easier and self-sustainable as people have investment in their individual plots. OCA could manage and collect fees/give licenses, have insurance. FCA manages allotment garden and Springridge • Recognition that our neighbourhood has a lot of apartment dwellers that would benefit from allotment gardens • OCA can look into a Strategic Initiatives Grant that could include replacing the signs as 'wayfinding'. Develop a project including Oaklands Green, allotment/commons garden and place-making initiatives.
Next Steps	Organize a December Meeting



Clawthorpe Park:
 preliminary concept plan
 scale: 1: 200 Mar.11/15

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Parks Committee Terms of Reference

Purpose

The purpose of the Parks Committee is to be the liaison with the City of Victoria's Parks Department and provide strategic direction and leadership toward special projects that improve the use of parks and maintain natural areas within Oaklands.

Committee Responsibilities

Specific responsibilities of the Parks Committee include:

- Monitoring and reporting on OCA strategic directions for environmental and parks enhancement
- Engaging the community to identify priorities and interests
- Establishing special projects (e.g. community gardens, interpretive signs, park improvements)
- Reporting and making recommendations to the Board of Directors

Committee Structure & Function

The Parks Committee will be chaired by a Board member or designate; and may include additional Board Directors, staff and volunteers as necessary.

Terms of Service

OCA members and volunteers can express their interest directly to the Committee Chair or through OCA staff. Committee members are expected to participate for a term of 1 year.