



Oaklands Community Association

Board of Directors Meeting – Monday, February-23-15

Present: Ben Clark, Eric Hallman, Elaina Mack, Jeff Lougheed, Marianne Alto, Traci Fontana-Wegelin, Cameron Derdak

1. Adoption of Agenda

Eric Moved, Ben Seconded. Carried Unanimously

2. Adoption of Minutes

Ben moved, Elaina seconded. Carried unanimously.

3. Correspondence

a) CRD Sustainability Strategy Survey

Next strategic planning session is March 27th. If we have specific comments we can still send them in prior to that.

Action: Ben will provide draft comments and circulate to the board in advance of the AGM.

4. Community (items from City Council liaison)

- Budget and Strategic Planning documents will be put out to the public for feedback. E-town hall meeting on March 23rd at 7pm at City Hall and also online.
- Marianne met with the residents on Lang Street about the ongoing parking issue. The residents will be requesting that the North side of the street be changed to residential-only parking.
- There has recently been some discussion at City Council about daylighting Bowker Creek on the Doncaster block between Myrtle and Hillside. This question was asked during community consultation and there was no strong preference either way.
- The small lot infill rezoning on Ivy Place is going ahead to public hearing in about 6 weeks.
- Rezoning proposal for 2636 Shelbourne went to public hearing and was adjourned due to the need for a shadow study.
- Rezoning proposal for 2810 Shelbourne went to public hearing and was approved.

5. Treasurer's Report

- Treasurer sent her regrets for tonight's meeting.
- Traci: Both OCC and ONH saw profits this month.
- The accountant and her staff were both on vacation so she could not confirm that the financial review would be ready before the AGM. If the review is not ready, the treasurer will present the financials from the bookkeeper.

6. Executive Director's Report

Systems Audit

- Traci presented her systems audit using a Prezi presentation structured by department, outlining challenges, recommendations, and actions.

Community Development position

- As of August the com dev position will be 1 FTE and re-posted.

Meeting with ONH Neighbours

- Traci and Marianne Alto met with Carol and Joyce and had a positive, productive discussion about the sound from the daycare at ONH.

ONH Open House

- Sunday Feb 22 about 10 residents came to the open house at ONH in the afternoon. The residents discussed their concerns and the history of the facility. The meeting was productive and moving forward the staff at ONH and residents want to have a more transparent and open arrangement about the programs at ONH.

Major Capital Funding Grant proposal / Hamilton Street property status

- This was a good opportunity but the amount of effort and staff time required to complete this application properly is beyond our capacity at this point.

Staff Visioning Session

- Traci and Sarah Rose worked with staff to develop new vision and mission statements. These have been incorporated into the strategic plan.

7. Committee Reports

a) Land Use

- Community Associations Land Use Committee meeting January 12
- Jeff attended the public hearing for 2636 Shelbourne and communicated the history of the community consultation on that property.
- The meeting on January 12th resulted in drafting of a letter to the city manager about increasing funding and resources for CALUCs. There will be a follow up meeting with the city manager.

b) Strategic Planning

- Presentation of Final Draft for approval

Motion: to adopt the new vision “A welcoming, engaging, sustainable community where all members can live, learn and thrive” and mission “Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors” statements. Ben moved, Eric seconded, carried unanimously.

Motion: to adopt the OCA strategic plan including the new vision and mission statements with a special acknowledgement to Kim Walker for all her leadership, hard work and dedication. Eric moved, Ben seconded, carried unanimously.

c) Market Committee

- Guide & committee development
- Market pricing – number of markets, vendor costs

Motion: to set the number of Sunset Markets in 2015 to 10 starting June 24 and ending September 2 to accommodate the school schedule. Elaina moves, Ben seconds, carried unanimously.

Action: for staff to look at the pricing structure for 10 markets.

8. Other Business

- Membership Bylaw changes have been prepared and are ready to present to the membership at the next opportunity (see attached).
- AGM 2015 proposed agenda was finalized.
- Review of 2014 AGM minutes in advance of adopting them at the 2015 AGM (see attached)

9. Adjournment

PROPOSED NEW OCA MISSION & VISION STATEMENTS

February 23, 2015

The following new mission & vision statements were developed by the OCA Management Team as part of the strategic planning process.

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| <p>Old Mission Statement:</p> <p>To support, promote and provide quality programs and projects and to facilitate community interaction which will contribute to the safety, health, and physical improvement of the Oaklands neighbourhood</p> <p>Source: 2002 Strategic Plan & 2003 OCA policy</p> | <p>New Mission Statement:</p> <p>Strengthening the Oaklands community by providing programs, services and resources for its residents, businesses and visitors</p> <p>Source: 2015 Management Team workshop</p> |
| <p>Old Vision:</p> <p>Together, as a dedicated group of community residents and staff, we will foster a vibrant, healthy and interactive community</p> <p>Source: 2002 Strategic Plan</p> | <p>New Vision:</p> <p>A welcoming, engaging, sustainable community where all members can live, learn and thrive</p> <p>Source: 2015 Management Team workshop</p> |

The following document highlights proposed changes to the Oaklands Community Association Bylaws. The original, the change, and the rationalization appear for each altered section.

By-laws

Part 1 - Membership

1.2

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| <p>Those persons who have reached the age of majority and live or work or own real property within the area of operation of the society (as defined in article 3.1 of the Constitution, hereinafter called the "Oaklands area"), or are interested in the operation of the Society are eligible for membership in the Society.</p> | <p>Those persons who have reached the age of majority and live or work or own real property within the area of operation of the society (as defined in article 3.1 of the Constitution, hereinafter called the "Oaklands area"), use the programs or services, or both, of the Society, or are interested in the operations of the Society are eligible for membership in the Society.</p> |
| <p>Explanation: It has become apparent that persons who regularly contribute and participate as members of the community of Oaklands can often not be members of the Oaklands Community Association (OCA). To encourage more participation and to reflect the true nature of the Oaklands community, the definition of who can be a member has changed.</p> | |

1.3-1.8

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| <p>1.3. There shall be two classes of membership in the Society, namely, voting members and associate members:</p> <p>(a) Voting members must</p> <p style="padding-left: 40px;">(i) either work or reside within the Oaklands area, or</p> <p style="padding-left: 40px;">(ii) own real property within the Oaklands area or</p> <p style="padding-left: 40px;">(iii) be accepted as a voting member by a 3/4 vote of the members present at a general meeting in recognition of their contributions to the Society or the Oaklands area.</p> <p>Each voting member shall be entitled to one vote at all meetings of the Society.</p> <p>(b) Associate members are those persons who do not meet the requirements for voting membership, shall be entitled to participate at meetings, but shall not be entitled to vote.</p> <p>(c) For the purposes of this section, the term "work" shall include both gainful employment and volunteer work.</p> <p>1.4. A person who is eligible for membership in the</p> | <p>1.3 There shall be two classes of membership in the Society, namely, Non-paying members and Paying members:</p> <p>(a) Non-paying members must live or work or own real property within the Oaklands area.</p> <p>(b) Paying members must:</p> <p style="padding-left: 40px;">(i) use the programs or services, or both, of the Society or be interested in the operations of the Society, and</p> <p style="padding-left: 40px;">(ii) pay the applicable annual membership fee as determined by the Directors of the Society for the calendar year.</p> <p>For the purposes of sections 1.2 and 1.3, the term "work" shall include both gainful employment and volunteer work.</p> <p>1.4 For the purposes of sections 1.2 and 1.3, the term "work" shall include both gainful employment and volunteer work.</p> <p>1.5. A Non-paying member shall become a voting member of the Society by registering, in the manner set out by the Directors of the Society, as a voting member on or before the date of the Annual General Meeting.</p> <p>1.6. A Paying member shall become a voting member of</p> |
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| <p>Society shall become a member:</p> <p>(a) by applying to the Membership Director and being recognized as a voting member or associate member, and</p> <p>(b) by paying such fees as shall be payable by members in such amounts and in such manner and at such times as may be provided from time to time by the Board of Directors of the Society.</p> | <p>the Society by:</p> <p>(a) registering as a voting member on or before the date of the Annual General Meeting, and</p> <p>(b) providing proof that the Paying member has paid the annual membership fee under section 1.3 (b)(ii) on or before the date of the Annual General Meeting.</p> <p>1.7 For the purposes of registration in sections 1.5 and 1.6, the member shall provide his or her name, address, phone number and e-mail, if s applicable, to the Society and indicate the basis for membership as outlined in section 1.3.</p> <p>1.8 A person who is a non-paying member, who becomes a paying member, shall only be entitled to one vote at all meetings of the Society.</p> |
| <p>Explanation: Two new classes of membership have been created. Non-paying members are those that have always been considered to be members. Paying members are those that for all intents and purposes contribute and participate as members of the community of Oaklands but have not previously been allowed to be OCA members. Paying members can now become members by meeting the criteria in section 1.3(b). Both Non-Paying and Paying members will have to register to be Voting members.</p> | |

Part 2 - Withdrawal or Expulsion of Members

2.1

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| <p>REMOVED d) on being a member not in good standing for twelve (12) consecutive months.</p> |
| <p>Explanation: Good standing effectively covered through a combination of section 2.1(d) and (e) and section 2.3</p> |

2.1

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| <p>e) in the case of a voting member, under 1.3(a)(i) and 1.3(a)(ii) upon ceasing to reside or work or own property in the Oaklands area.</p> | <p>d) in the case of a Non-paying member, under section 1.3(a), upon ceasing to live or work or own real property in the Oaklands area.</p> <p>e) in the case of a Paying member, under section 1.3(b), if the annual membership fee for the calendar year is unpaid.</p> |
| <p>Explanation: Updated to reflect how membership would end in terms of the new Non-paying and Paying members.</p> | |

2.3

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| <p>All members are in good standing except a member who has failed to pay his/her current annual membership fee or any other subscription or debt due and owing by him/her to the society and he/she is not in good standing so long as the debt remains unpaid.</p> | <p>All voting members are in good standing except a member who has failed to pay his or her required fees or any other subscription or debt due and owing by him or her to the Society and he or she is not in good standing so long as the debt remains unpaid.</p> |
| <p>Explanation: Changed to voting members because good standing of members who are not voting members is</p> | |

irrelevant.

Part 3 - Meetings of Members

3.1

The Annual General Meeting shall be held within sixty (60) days of the calendar year end. There shall be a minimum of one membership meeting per year in addition to the Annual General Meeting. Other meetings of the members, whether general or special, may be convened by order of the Board of Directors, at such a place and time as may be determined by the Board of Directors. A Special General Meeting may also be called upon written request by any seven (7) voting members or ten (10%) percent of the voting members, whichever is less, submitted to the Board of Director's. .

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Explanation: The membership meeting has been removed. A membership meeting is not necessary. All OCA meetings are open to all members of the public.

3.3

Notice of a general meeting of the members shall be given as follows:

(a) by mailing written notice by regular prepaid mail to the last known address of each member of the Society, as recorded in the books of the Society, who has attended at least one general meeting within the 12 month period immediately prior to the meeting for which notice is being given, no later than fourteen (14) days prior to the meeting. Notice shall be deemed given as of midnight of the date the letter is deposited into a public letter box, and,

Notice of a general meeting of the members shall be given as follows:

(a) to the last known address of each member of the Society by preferred method of notification as recorded by the Society, who has attended at least one general meeting within the 12 month period immediately prior to the meeting for which notice is being given no later than fourteen (14) days prior to the meeting. Notice shall be deemed given as of midnight of the date the letter is deposited into a public letter box, or deemed given as of the date the Society's email server records the email as having been sent and,

Explanation: Updated to effectively allow for e-mail communication instead of relying exclusively on letter mail.

Part 4 - Board of Directors

4.4

No more than two Directors at any time may be a voting member of the Society by virtue of section 1.3(a)(iii) herein.

No more than three Directors at any time may be a Paying member of the Society.

Explanation: Updated to reflect new membership classes. A limit of three Paying members has been introduced to ensure it is not possible for Non-paying members will continue hold a majority on the board of directors.

4.12

NEW - No member of the Board of Directors shall vote on any resolution that may reasonably be determined to result in the financial gain of the Director.

Explanation: Conflict of interest clause added. Existing 4.12 becomes 4.13

Part 5 - Officers and Committees

5.1

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| with the four (4) remaining Directors serving as a Nominating Committee. The Director's shall carry out the business of the Society between the meetings of the Board in accordance with the policies and directives established by the Board. | The Directors shall carry out the business of the Society between the meetings of the Board in accordance with the policies and directives established by the Board. |
| Explanation: Existence of nominating committee removed. A Nominating committee is not necessary. | |



OAKLANDS COMMUNITY ASSOCIATION

Mission

To support, promote and provide quality programs and projects to facilitate community interaction which contributes to the safety, health, and physical improvement of the Oaklands neighbourhood.

ANNUAL GENERAL MEETING

Monday, March 3rd, 2014

1. Call to Order and Welcome

Mark Fassina called the meeting to order, welcomed everyone and introduced our current Board of Directors.

2. Adoption of Agenda

Motion: Eric Hallman moved to adopt the agenda. Bridget Minishka seconded. Carried.

3. Adoption of 2013 Minutes

Motion: Eric Hallman moved to adopt the 2013 AGM Minutes. Bridget Minishka seconded. Carried.

4. President's Report - Ben Clark

"Thanks Mark - 2013 was a great year for Oaklands Community Association.

The addition of several new board members provided a renewed energy for our organization, and many of our activities this past year were focused around strategic planning. A committee was formed to guide the organization through the process of updating our strategic plan, and seek input from the community about our direction and priorities over the next five years.

We have had several opportunities to gain input including: the community tables, the places project, the summer markets, as well as a special workshop we hosted in October. Thanks to all of the great ideas that we have received from you, we have a draft strategic plan that will be used to guide where we dedicate our resources and focus our efforts.

This strategic plan incorporates the concept of a triple bottom line, which seeks to support and develop social, economic and environmental goals within the Oaklands community. The plan recognizes the role of the Oaklands Community Association as a local employer, a service provider, and an organization that can advocate for the interests of the community within its mandate. I'd like to take the time to give a special thanks to committee co-chairs Kim Walker and Eric Hallman, and the rest of the strategic planning committee for putting in all the hard work that has brought us to where we are now.

If you'd like to know more about the strategic plan, Kim and Eric will be over by the display board on the break to answer your questions.

So in closing I would just like to say that this is a very exciting time for the organization and for the neighbourhood in general. 2014 will see us begin to implement some of the great ideas that you have given us,

and there will be many opportunities to get involved - whether that is helping out at one-time events, serving on the board of directors or on one of our committees. It is also very important that I acknowledge Kristi and the awesome team of staff here at the community centre and the neighbourhood house as they have been very helpful in supporting and working cooperatively with a relatively new board. Let's hear it for all the great staff!"

5. Treasurer's Report – Bridget Minishka

Statement of Financial Position (slide 1)

The Statement of Financial Position looks at our assets and liabilities.

- **Current Assets:** There has been a change in assets from 2012 to 2013, primarily due to a change in cash on hand. The cash position has gone down a bit but our capital assets have increased. This change reflects investments into the playscape at Oaklands Neighbourhood House.
- **Capital Assets:** We have an increase in capital assets value due to investments in the playscape (reducing current cash); this also reflects the accumulated depreciation on Oakland Neighbourhood House property based on book value, not fair market value.
- **Long-Term Debt:** There is a decrease in our long term debt which reflects the pay down of the mortgage on the Oaklands Neighbourhood House.
- **Net Assets:** Our overall increase in net assets from 2012 to 2013 is \$6,944. Note: this was an increase of \$11,781 from 2011 to 2012.

Question: Bridget was asked to talk about our cash position a bit more. She explained that close to \$100,000 was put into the Oaklands Neighbourhood House. We made the decision that this was the right time to do this. This is a long term cost.

Statement of Operations and Changes in Net Assets (slide 2)

- **Revenue:** We continue to operate with over \$1M in revenue. We've had a little decrease in government funding from 2012 (down \$3,361) but there has been an increase in self-generated revenue. We are making a lot more money from our own activities. For example, our program fees have seen an increase of \$39,905 from 2012. Our overall increase in revenue last year was \$31,653.
- **Expenses:** The vast majority of expenses relate to "Wages and Benefits" for staff. We're actually quite a significant employer. We had 14 full time and 56 part time or temporary staff. Quite a number of these people also live in the neighbourhood. It's also worth noting that our utilities costs began dropping in 2013 because work done at Oaklands Neighbourhood House due to an energy audit and installation of new heating system.

Overall, there has been an increase in net assets over the last two years. OCA made \$18,725 in past 2 years (2012 and 2013).

Question: Someone in the audience asked that if they wanted to see where staff are employed, is this information available? Bridget and Kristi responded saying that OCA is a charity so this kind of information is public. All of our programs and services involve the use of staff. In reference to the 56 part time staff, we've actually had to prepare a T4 statement for them (i.e. they are not contractors).

Motion: Bridget Minishka resolved to approve the 2013 year end financials and accept the Treasurer's Report as presented. Ben Clark seconded. Carried.

Nancy Collins of Collins and Company prepares our financial statements for us.

Motion: Bridget Minishka resolved that Collins and Company be appointed to conduct the financial review for the Oaklands Community Association for the fiscal year ending December 31, 2014. Eric Hallman seconded. Carried.

6. Executive Director's Report – Kristi Rivait (see attached for full report)

Kristi thanked the City of Victoria for its continued support of the Centre. The City recently contributed funds to paint the Centre. She also thanked the Board of Directors for their efforts in listening to the community and putting those thoughts into a strategic plan. Kristi acknowledged the staff for putting the Centre at the core of the neighbourhood and to the community who make Oaklands special.

Kristi provided a summary of news and events for 2013 and provided some highlights of new courses, projects and events for 2014.

7. Break & Refreshments

Mark invited everyone to look at the programs and strategic planning display boards during the break.

8. Guest Speaker –Marianne Alto, City of Victoria Councillor & Oaklands Councillor Liaison

Marianne thanked us for the opportunity to participate and acknowledged Councillor Charlene Thornton-Joe sitting in the audience. Marianne provided the following highlights on cycling, greenways and transit in the city:

- The City now owns four properties on the inner harbour in VicWest. This will allow the City to address accessibility of the harbour and pathway through the inner harbour plan.
- Construction of a dedicated bus and bike lane has begun along Douglas Street from Figard to Hillside, and Hillside to Tolmie. This is the first step toward speeding up traffic along that corridor.
- Two new double decker buses will be coming on line in the fall with a budget to increase hours of use.
- The Transit Commission is looking into a downtown circulator bus from Figard to the Legislature for this fall. This will be a free service available to workers, tourists, residents.
- The City is currently conducting a parking review. There will be public consultation in the next few months.
- New bike lanes and pedestrian access are developing in Vic West, Burnside, and Oaklands. Victoria will also get 3km of separated bike lanes along Dallas Rd.
- Marianne is on the Bicycle Master Plan Task Force. The plan is being updated but the task force is also looking to enhance cycling for those who are not "die hard" cyclists, in ways that will get more people to ride their bikes more often. Several years ago, there was a decision to not have dedicated bike lanes downtown. They are now looking at connections to complete routes & networks. The master plan will integrate with other plans and determine priorities. Public consultation will begin in two weeks with public meetings, kiosks in malls, online surveys, canvassing over the next 2.5 months. Recommendations from the process will be looked at in June.
- In Oaklands, with the completion of Hillside Centre, there will be bike lanes around all four sides of the Centre.
- Recently Council approved a fund matching program with Victoria High School to upgrade their sports facilities. Over the next year, the high school will be coming to the neighbourhoods to talk about their vision. There will be changes to the traffic patterns and the school will eventually become an interesting resource for the community

Marianne thanked everyone and encouraged continued support to the Association. Anyone is welcome to come and talk to her during her open houses on Tuesday evening and Saturday mornings.

9. Guest Speaker – Leigh Sifton – City of Victoria’s Parks Department

Leigh gave some updates on the City’s plans for parks and greenway, including plans for Oaklands.

- Background: The Greenways Plan was adopted in 2003. It was intended as a long term framework focused on human scaled environment for pedestrians and cyclists - linking special destinations, and planning safe pleasant greenways. In 2012 the Official Community plan enforced the importance of greenways to provide Victorians with a safe, integrated network.
- Last year the Oaklands the Parks Department worked with Engineering Department along Doncaster. There was also some planting along the Ryan St Greenway to promote native species.
- This year the Department will address drainage improvements at Hillside Park and improvements on Higgins St. The Parks Department will come to the community this spring for feedback.
- The greenways network transverses Oaklands Park. On March 31 there will be a consultation at ONH to look to adding fitness equipment near the tennis court and also near the playground.

Question: An audience member asked how can the fitness equipment be installed and still have the soccer field. Leigh said will be located towards the playground, north of the field.

Question: An audience member asked about the path material. The Department is looking at a crush material which is wheelchair friendly.

Question: An audience member asked if there are any plans to do any more drainage at Oswald Park. Leigh said there are no plans at this time. Marianne said this issue has been flagged and the next phase in the plan will be looking at Oswald.

10. Election of Officers - Mark Fassina

Ben Clark, Bridget Minishka, Eric Hallman and Kim Walker are continuing their terms as Board of Director members this year.

There are four 2-year terms and one 1-year term available on the Board. Mark encouraged participation in the Board and committees and asked for nominations to the Board.

Ben nominated Cait Irwin, Pat Irwin and Jeff Lougheed for two year terms.

Action: Jeff, Pat and Cait were acclaimed to the Board.

11. Meeting adjourned – Mark Fassina

Mark took the opportunity to thank everyone taking the time to come out for this evening. Mark also thanked OCA staff for their hard work and dedication.

Bridget thanked Mark Fassina for coming out tonight to be our MC.

Meeting was adjourned at 8:33.