



Oaklands Community Association

Board of Directors Meeting – Monday, January-26-15

Present: Ben Clark, Kim Walker, Bridget Minishka, Eric Hallman, Elaina Mack, Marianne Alto, Traci Fontana-Wegelin

1. Adoption of Agenda

Ben called the meeting to order.

Motion to adopt the agenda by Eric. Seconded by Bridget. Carried.

2. Adoption of Minutes

Motion to adopt the Minutes for November by Bridget. Seconded by Eric. Carried.

Motion to adopt the Minutes for December by Bridget. Seconded by Elaina. Carried.

3. Correspondence

Shane Ford submitted an email to notify us of the CRD Sustainability Strategy consultation survey.

- The CRD is holding a consultation on their draft strategy and have asked for organizations and individuals to submit a survey by February 15. We discussed a number of options to encourage citizens to participate.
- As an organization we also have an interest in submitting a response because sustainability is an interest we've identified.
- Marianne added that this is an important exercise.

Action: Ben will submit a brief announcement on the survey and send it with the survey link to Traci. Traci will include this in the Oaklands e-newsletter to encourage individual participation.

Action: Ben will print the survey, circulate it to the Board for our input and coordinate our response as the OCA Board of Directors.

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4. Community (Councillor Marianne Alto)

City Update

- Marianne has been reassigned as the Oaklands City Liaison for at least the next two years. Currently, the council is focusing its efforts on priority setting. Its' next step will be budgeting in February. These will focus the work of council over the next 6 weeks.

Traffic & Parking

- Lang St. Parking Issues - There have been ongoing conversations with a half dozen residents on the street. The problem was eradicated over the last 6 months but parking problems are occasionally happening again. In March, there will be a public conversation at Cabin 12 with the residents to talk about how to interact with the commercial parkers and options for future actions (e.g. resident only parking, traffic calming).
- Cross walk at Cedar Hill Rd. near Kiwanis Pavilion & Oswald Park – The crosswalk was approved and will be built in 2015. City Staff is determining what level of intervention to make. As a result of this issue, there will be a review in March on how new crosswalks in general will be decided.

Noise Complaint against ONH

- Marianne informed us that there will be a formal complaint submitted to the City and the City will then undergo a formal review. The review process will involve three random checks and measurements to determine whether ONH is contravening the noise bylaw and any other potential concerns (e.g. parking, number of children etc). Marianne advised us that this issue is not likely to be resolved between Ms. Carol Stringer and OCA alone, and we might want to consider our options, including independent mediation. Marianne could also ask City staff if there are any other potential solutions to mitigate the noise from the children playing outside. If we develop any other plans to address the issue, Marianne suggests that we inform Ms. Stringer.
- Bridget suggested we have an open house and invite the neighbours to ask them for feedback on how were doing and whether there are others concerned about the noise. Elaina added that since ONH has been operating for 5 years, we could tie the open house in with our strategic plan and solicit ideas to make ONH more of a neighbourhood house.

Action: We will organize an open house at ONH for Sunday February 22, 1-4pm. We will talk about our programming, put out a call for new board members, and invite people to our AGM. Traci will arrange advertising through our e-newsletter and flyers (via Sharlet). Kim and Traci will distribute flyers to homes on Victor, Shakespeare and Forbes between Haultain & Ryan Streets. Traci will talk to Nicole to get ONH staff attendance. Traci will organize food (ie. baked goods, hot dogs, veggie dogs).

Action: Traci will also try to arrange a meeting with Ms. Stringer and let her know of our plans.

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Other

- The Target store is closing at Hillside Centre and there is a strong interest in filling that commercial space. Ikea is a possibility as is London Drugs. Marianne asked if we had any interests or concerns.
- Marianne will be out of town and unable to attend the Land Use Committee of Council meeting on Feb 29. One of the items on the agenda is the application for small lot division and a second house on Ivy Place (at the top of Ryan St). There have been some complaints and Marianne has asked for any community meeting minutes on this application that she can share with the Committee in her absence.
- Two rezoning applications are also going forward on the east and west sides of Shelbourne Street (a proposed 8-unit townhouse complex & 12 units in 3 buildings).

Actions: Ben will forward the Land Use meeting minutes to Marianne and add her to the OCA Land Use distribution list for routine notification of Oaklands land use meetings.

- Marianne will begin her open houses and alternate between the Hillside and Koffi coffee shops. She is also interested in writing a regular paragraph for the OCA website & e-newsletter.

Action: Traci will inform Sharlet to let Marianne know when she needs to submit her paragraph.

5. Treasurer's Report (Bridget Minishka)

- OCC and ONH had losses in December which is unusual. There are no individual items that stand out as exceptional. Traci informed us that the winter camps were not highly subscribed this year. Also, a few families have left the centre because the children are now too old to be in the programs.
- The income statement for 2014 shows a net income. Our gross revenue from 2011 – 2014 also shows that we have seen steady and substantial growth each year. However, our balance sheet which reports our assets and liabilities shows that our total assets are lower than our liabilities.

Action: Bridget recommends that we implement restraint measures on spending for now. Traci will review the balance sheet in detail with our bookkeeper.

6. Executive Director's Report (Traci Fontana-Wegelin)

- Traci and the managers have been busy preparing our annual reports for the City of Victoria, as well as preparing our financial statements and other files for the annual general meeting.
- An HRSDC application will be submitted this week for 1 summer camp coordinator, 3 youth activity leaders and 1 market assistant.
- Traci and Sandy are getting the gaming account summary report ready early.
- All of the overhead lights at ONH have to be replaced for safety reasons. One estimate so far has come in at \$5,000. Traci is getting a couple more quotes.

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- Nicole, Traci and others have begun working on the Major Capital Funding Grant proposal (Ministry of Children and Family Development) for a new childcare centre. They are looking into the undeveloped field located across the street from the Centre as a potential site. However, there was some confusion on whether the property is owned by the City or the School District. Traci has asked Kim Stratford at the City of Victoria to check into this and advise. Some other concerns and considerations that were discussed included: how expanded daycare fits in with the bigger picture of OCA programs & services, as well as the tight timeline and amount of work required to complete the application (e.g. building design, confirmation of location, & other funding sources). The Board suggested that Traci and the management team consider alternative proposals such as renovations to our existing buildings which may be easier to accomplish.

Action: Marianne will check in with Kim Stratford on the question of ownership of the Hamilton Street field across the street from OCC. Traci and Nicole will take a look at previously successful applications to the Major Capital Funding Grant to determine the level of detail in required the applications.

7. Committee Reports

a) Land Use

There was a Community Associations Land Use Committees (CALUC) Chairs meeting on January 12. Jeff attended this meeting.

Action: Jeff will be asked to report at our next Board meeting.

b) Strategic Planning

The Committee met a couple of times since the last Board meeting to finalize the strategic plan. Significant changes include tightening up the goals, strategies and actions; and incorporating some results from the Board-Staff workshop in November. Draft 6 is available in Dropbox for the Board to view.

Action: The Board will review Draft 6 with particular attention to the Strategies & Actions. Kim will send draft 6 to Marianne and Traci for their review.

Action: Following up on action items recommended during the Board-Staff workshop (November 18), Traci will organize a visioning session with the managers with the goal of presenting a new vision & mission by February 16 and incorporating it into the strategic plan.

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8. Other Business

Annual General Meeting

- Murray Rankin, MLA has confirmed he will come and open our meeting with a welcoming note.
- Mayor Lisa Helps has confirmed her attendance and will give an overview of the City's priorities for the coming year.
- Eric will act as MC and Ben will run the election.
- We discussed the idea of a social enterprise theme for this year's meeting.
 - Elaina suggested that we should tell our story and give a presentation on our own programs (e.g. daycare, market) and talk about what we have learned, what have been challenges etc.
 - Marianne suggested that perhaps we can pair a veteran with a new board member. She echoed Elaina's view that people would be interested to learn more about OCA (e.g. the history and development of the Sunset Market)
 - We could use photos, quotes & evaluation results. We also have video footage.
 - Alex will be on leave in March but we could involve other staff to give a group report. Traci suggested that Sarah Rose would be a good candidate in Alex's absence.

Action: Ben and Sarah Rose will develop a presentation, with Elaina's help.

Membership Bylaw

- There has been some concern over the past couple of years that our current bylaws on membership are too restrictive.
- Given that we are trying to attract people to become interested and get involved in OCA, Eric has edited the bylaws to include two categories of members: 1) non-paying member (same as our existing bylaws), and 2) paying member.
- This second category would include people who use programs and services of the Society or are interested in the operations of the Society but don't live, work or own real property in Oaklands.
- Other proposed changes include a Board of Director conflict of interest clause, a limitation on the number of paying members allowed on the Board, and means by which we give notification of our AGM.

Action: The Executive Committee will finalize the bylaw amendment and distribute it to the Board for a vote by Wednesday, February 4. If it is passed, a special resolution for the bylaw change will be included in the AGM announcement.

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- Bridget commented that it appears we do not have a copy of our bylaws and constitution. We have an amendment to the constitution, only.

Action: Kim will apply to the BC Registry Services for copies of our bylaw and constitution.

Development of the Sunset Market Guide & Committee

- Kim, Elaina and Bridget met with Alex Harned and Aaren Topley (our new intern) on January 13 to talk about organizing the Market Committee and provide some feedback on the draft material prepared by Alex and Aaren.
- Alex is taking a leave of absence over February and March and there is a lot of work required to get the market guide in shape and organize the committee to help Alex with various decisions and tasks in advance of market season. The guide needs to be edited and reduced. The Market Committee needs to get organized.

Action: Elaina agreed to be interim-chair of the Market Committee until the AGM. Traci will instruct Alex to pass on any recommendations for committee membership to Elaina.

Action: Ben will go over the guide, hopefully with Alex before she leaves, and make a first attempt to edit the document.

Action: Kim will upload the draft Market materials onto Dropbox.

9. Adjournment

Meeting was adjourned: 9:53 pm
Minutes submitted by: Kim Walker, Secretary

Subject: RE: The Big Push - Strategic Plan To Do List

From: "Ford, Shane "

Date: 19/01/2015 9:16 AM

To: "Kim Walker" , Eric Hallman

CC: Ben Clark

Good morning,

I'm not sure if the Board wants to use its email list for this purpose but the Capital Regional District is seeking public input on its plans to go green and manage growth.

Residents are invited to complete an online survey about goals identified in the draft regional sustainability strategy. The strategy describes what the region might look like in 2038, if targets are reached in areas such as population growth and **climate change**.

The CRD is hoping for input from individuals, community groups, businesses, First Nations, major institutions, municipalities and other parties.

The survey is open at crd.bc.ca/sustainability until Feb. 15.

Note: The text above came from the TC weekend article so best not to use verbatim or else confirm text and reference TC.

thanks

Shane
