



Mission

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

BOARD OF DIRECTORS MEETING – TUESDAY, JANUARY-26-16

Present: Kim Walker, Laurie Morgan, Elaina Mack, Eric Hallman, Marianne Alto, John O’Brien, David Campbell, and Eric Blumenschein

1. Adoption of Agenda

Eric moved to adopt the agenda and Laurie seconded. Motion carried.

2. Adoption of Minutes

Laurie moved to approve the amended minutes for December 2015. Eric seconded. Motion carried.

3. Old Business

a) AGM Draft Agenda

Marianne agreed to provide an opening welcome statement at the AGM, including a First Peoples welcome (approx. 5 minutes). We discussed Haultain Commons and Ivy Place as features for the theme: “Community Building through Gardening”.

We discussed a few changes to the agenda:

- Change the order of the ED and Treasurer Reports for better transition to discuss the impact of thefts
- Conduct the elections process before the break/speakers
- Changes to the bylaws as a separate item (after President’s Report)

A few logistical items were also discussed:

- Dave commits to getting a garden-related door prize on behalf of Island Savings
- Important to be prepared for ballots/ voting is done by show of hands
- Kim also mentioned that it would be useful to have a sign-up sheet and a map

ACTION: Kim to contact Rainey (Boulevard Gardening) and Ludo (Ivy Place)

b) ONH Yard Drainage Quotes: Item

Deferred until we get another quote

c) Skyline Engineering Report on ONH Structural Assessment

Kim discussed the Skyline Engineering report on the structural assessment of ONH. The firm conducted two visits and acquired information from the City on the building and property. See report for details. Kim noted that the report was forwarded to Ryzuk Engineering for their review and quote for geotechnical services and received an estimate of approx. \$1,800 to conduct a visual assessment. The Board discussed that we will need more details for what the ‘visual’ entails. Dave questioned if it would be timely to conduct some more structural renovations. Kim noted that we are holding off on painting and drainage until the structural issues are sorted.

ACTIONS:

- a) Dave to approach his contact at Ryzuk on the quote, and will emphasize that we are a non - profit organization.
- b) Kim to send Dave earlier correspondence

d) Infant/Toddler Service Centre Options & Survey Results

Kim noted that there was a huge response to the survey. Traci and Nicole have started working on the business plan, a requirement of the application. We are unlikely to submit by February given the requirements, but we are going to keep plugging along. Four options were noted:

- Lease a separate building, (e.g. Cabin 12)
- Add onto the community centre (e.g. portables)
- Add onto ONH
- Partner and locate with a senior's centre like Kiwanis

The most likely option is to partner with the school district. We are exploring some options to see what this might look like. We are trying to get some clarity on the service needs.

4. Community Liaison's Report

Councillor Marianne Alto provided information on a number of topics:

- a) **Biketoria:** The City is working on restructuring and adding bike lanes. All community associations are invited to participate. There will be a 'neighbourhoods' biketoria briefing meeting on Feb 3 at city hall 4:30-6 pm. OCA may want to attend this session and see if it would be of interest to come to the Board meeting. Haultain is seen as a major corridor, resulting in different traffic pattern to enhance the flow of bicycles – from Richmond to Cook. This won't be in the first phase, likely in 3 years. A City staffer could to present the plans for Haultain Street.
- b) **City staff liaison:** To reorganize and improve relationship between the City and community associations, a city staff liaison has been assigned to Oaklands (Gary Pemberton). Discussions focused on the role, parameters and involvement of the staff liaison. Marianne shared examples from other neighbourhoods, including Fernwood and Vic West.

Important questions emerged: Are we towing the line of the City or representing the neighbourhood? What is the difference between City liaison and Councillor liaison? How will information shared at Board meetings be shared across the City? How might the City liaison help to streamline lines of communication (and address identified challenges, e.g. feedback loops following the fall meeting)? How can OCA better 'educate' the City what is happening on the ground in the neighbourhood?

ACTION: Invite the city staff liaison to participate in the first full meeting in April, including the change over of Board responsibilities. We could invite the liaison to bi-monthly meetings – June, September, November, and January. It will be important to review and discuss learning from the new relationship – what is working/could work better

c) **Budget deliberations:** There have been lots of on-line and public meetings– Feb. 9 & 11 special meetings to consider public feedback, start at 9:00. Ratification is expected for March.

d) **Jewish Cemetery:** We are in the process of reviving a proposal from a year and half. The Cemetery would like to obtain the isolated triangle of land on Cedar Hill at Fernwood to expand, as estimates

suggest that the cemetery will run out of space in 20-30 years. There are some concerns about hydro, but not from infrastructure perspective. Key discussion questions included: Is this surplus land to City use? Do they expect the City to give it to them or will it be purchased? OCA support would be valuable to them.

ACTION: Kim to share the information to CALUC. This is an unusual situation since we do not endorse land use, but it would go to CALUC for discussion.

- e) **Doncaster Greenway Consultation:** Gary Pemberton wanted to know how we would like the City to proceed with additional consultations. We generally agreed that this should go through the Land Use Committee for a community meeting.
- f) **Pedestrian activated lights at Hillside x Higgins:** There is already a painted crosswalk, but it is not a pedestrian light (about \$150,000). It is not on the City's priority list for 2016 or 2017 budgets. There is a lot of pedestrian traffic, but does this rise to the top for the City? Kim noted that she has been approached by a group spearheading the proposal for the lights to request OCA support.

ACTION: Kim to forward the email and online petition for individuals to support if they wish.

- g) **Public Hearing Thursday, 2972 Doncaster Drive:** Council is considering an application to subdivide one existing lot into two small lots and construct a new single-family dwelling. Approved at planning and is now at public consultation.
- h) **CALUC review:** Marianne discussed that the City is working with community associations to look at ways to improve and streamline the land use application process. In particular, City Council would like to see more consistency between associations. For example, some groups give positions while others do not. Therefore, the City relies on inconsistent advice, as it is integrated into approval process. Marianne noted that the City can still choose not to take a community association's advice, but more definitive recommendations makes the process more useful from the City's perspective. However, there is a huge level of responsibility for community associations.

Discussion questions: What are we willing to put into a CALUC process? Do we have the capacity? What do we expect? Do we want to take a stand? Is it worth adding a vote to the CALUC meeting? Are CALUC meetings representative of community perspectives (or just vocal opinions)? Should the City go through a CALUC process too for its own planning processes (there are contradictions)?

ACTIONS:

- 1) Kim to follow-up with Jeff on ensuring someone can go to next CALUC meeting with the City about the review process
- 2) At the Oaklands' next CALUC meeting talk about role/comments on the CALUC process, including the possibility of developing some parameters of what is typically approved
- 3) Invite City staff to speak about the land use process with the new Board after the AGM

5. Treasurer's Report

Eric talked about our December report. In particular, OCA's closure of OCC and ONH in December for two weeks (wages with less revenue). Overall, it was a reasonable month and we are ahead \$3,000.

A few other points were noted:

- The revenue from the November was about \$2,000ish from Market

- Daycare and Out of school care: \$16,000 ahead for this year
- Seniors and youth programs are down and we are little up on recreation – \$1,600
- OCC - Down \$2,000
- ONH – \$5,700 ahead

Overall, as for year-end, we are about \$63,000 ahead – allowing for savings towards larger expenses (e.g. possibly for ONH painting, drainage, etc.)

6. Executive Director's Report

Stepping in for Traci, Kim highlighted a few points from the ED report:

- Upcoming events: Community dinner on Jan 31, Local Love – Feb 20th; Spring Festival with annual Garage Sale (May 15th)
- A grant application to the City for the Spring Festival was turned down. Dave suggested that we might look at partnership opportunities with Ocean Radio-thon (May 12-13), in support of BC Children's Hospital.
- Volunteers: New Better Impact database to keep track of volunteers is now up and running. Anna will be sending a note out to the Board to sign up. Phoenix is looking for a few more volunteers for Local Love.
- Hillside-Higgins crosswalk: Resident approached Anna if OCA should take a stand to support a petition for a lighted crosswalk. Elaina suggested that each Director could sign, but it could be more challenging to put OCA Board to represent.

ACTIONS: 1) Kim to talk to Anna about Board position descriptions and Land Use Committee Chair (to be posted in the database); 2) Kim to send us information about the petition; 3) Kim to send information to the Land Use Committee to add the Hillside/Higgins crosswalk to agenda for Feb. including a discussion if should OCA support this? What is the community's interest?

7. Committee Reports

a) Executive Committee

Kim mentioned that the OCA Executive held a meeting in January and there will be a number of policies developed for Board approval in the future. She circulated an updated Policy List & Priorities for reference.

b) Land Use

The next meeting will be held on February 8.

c) Parks

Oaklands Interpretive Sign Agreement Follow-Up Actions: It appears from the agreements that we are currently liable for the six interpretive signs even though they are situated on City land. Traci is going ask the insurance company if we are covered for any injuries resulting from the signs. The Board also discussed the need for more information to determine if the agreement is binding. Dave mentioned that from his knowledge OCA's Board of Directors did not sanction the agreement on the interpretive signs. He suggested that the signs should be taken down and OCA should re-negotiate with the City.

ACTIONS: 1) Traci - Refer back to the lawyer to see if the agreement is binding. 2) Board to discuss further with more information on possible next steps. 3) Traci to talk to staff about situation as learning example (vis-à-vis relationship between staff and Board)

d) Finance

Eric noted that we have signed our engagement with a new accountant. He highlighted a few items related to the projected budget (to be sent later by Traci):

- Due to a vacant staff person, we budgeted for \$15,000 surplus and now we are at \$62,000
- There will be an increase for ONH childcare of about \$1 dollar per child per day to cover increases in food costs
- Traci has combined additional expenditures into maintenance line items. This means we end up with about \$12,000 ahead which is a good place to be.
- Surplus: To ensure our good standing for applying for gaming grants, we are going to put about \$30,000 into GIC, \$20,000 into deferred revenue and \$10,000 into cash
- Eric will send an e-motion with updates to the budget that will be presented at the AGM.
- Recommendation from the Finance Committee: Look at setting up a line of credit for up to \$50,000 so that we can do repairs as needed without needing to have cash. This will give us more flexibility.

MOTION: Eric moved that a motion with the following text should be put forward to the AGM, “Be it resolved that the Oaklands Community Association will seek approval for a line of credit up to \$50,000 to ensure the continuity of programs and services to its community members.” Laurie seconded. Motion carried.

e) Human Resources

Draft HR Policies – Sick Leave, Vacation, Substitution Pay: Kim discussed the changes to the policies.

- In regards to sick leave, Eric B. asked if we needed to define “person of significance”. The Board discussed that this will be left for ED discretion.
- *Substitution pay* – Kim discussed the change to 5% instead of dollar amount for substitution pay.

MOTION: Laurie moved to approve the Sick Leave Policy. Eric seconded. Motion carried.

MOTION: Eric moved to adopt the Vacation Policy. Laurie seconded. Motion carried.

MOTION: Laurie moved to adopt the Substitution Policy. Elaina seconded. Motion carried.

f) Market

Revised Market Committee Terms of Reference: The Terms of Reference came to the Board in November. Key changes include: more direct/succinct; adjusted the purpose to provide support to the Market Coordinator; MC role will still be to identify vendors as well as promotion and other things; changed structure somewhat; still want the MC to link back to Board given the policy implications

MOTION: Laurie moved to approve the Market Committee Terms of Reference. Dave seconded. Motion carried.

Revised Vendor Handbook: Eric had some concerns with the financial section. For example, it would be useful to include a table to highlight the fees. John suggested that we could create a vendor worksheet with prices, which could be an annex to the handbook.

MOTION: Eric moved to approve the Vendor Handbook with suggested formatting changes. Laurie seconded. Motion carried.

ACTION: Eric to draft worksheet grid with key vendor numbers, in collaboration with staff.

8. New Business

Mid-term Board Appointments – John O’Brien, Kathy Ajas

MOTION: Kim moved to appoint John James O’Brien to the Oaklands Community Association as a Board of Directors as a mid-term appointment. Elaina seconded. Motion carried.

ACTIONS: 1) Kim to follow-up with Traci on criminal record check letters; 2) John and Dave need to send bios to Traci for posting on the website; 3) Eric to give drop-box access to new Directors; 4) Kim to explore new Director interest in committees (follow-up later)

OCA Bylaw Changes

Eric discussed that the bylaws had a number of problems: Typos; min. amount of experience/work for Directors in policy; shifting the timing of the AGM from 60 days of calendar year to 4 months; changes in notifications; new clause on how a Director could be expelled; remuneration; conflict of interest; mid-term appointments; nominating committee; and clarification on borrowing money

ACTIONS: Eric will organize a special meeting to review the specifics of the bylaw changes on Feb 4 (6:00-7:00) at ONH; Kim to check specific points from the Society Act

9. In-Camera

No in-camera items

10. Adjournment

Meeting adjourned.