



## **Mission**

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

## **BOARD OF DIRECTORS MEETING – TUESDAY, JULY-05-16**

Oaklands Neighbourhood House (2629 Victor St, 7:00 P.M.)

**Present:** John O'Brien, Kate Lauzon, Traci Fontana-Wegelin, Jeff Lougheed, Laurie Morgan, Elaina Mack, Kim Walker, Marianne Alto (Neighbourhood Liaison), Marielle Tounsi (Board candidate)

### **1. Adoption of Agenda**

**Motion:** Jeff moved to adopt the agenda. Laurie seconded the motion. Motion carried.

### **2. Adoption of Minutes**

Correction - Laurie was not present at the June meeting.

**Motion:** John moved to adopt the agenda as corrected. Jeff seconded. Motion carried.

### **3. Information Items & Updates**

- Fairfield Gonzales Community Association & CALUC update: There was discussion about making FGCA into 2 distinct associations (1 - Land Use and 2- Community Association). This decision was cancelled and we do not know at this point whether or when they will separate. Directors discussed the implications, including coordination with the City, programming, etc. More information to follow.
- VCAN meeting - June 21: Laurie and Kim went to the meeting. They talked about best practices related to land use. For example, Rocklands has a volunteer from the Land Use Committee to meet with immediate neighbours. This person acts as a guide to help community members prepare for the meeting (e.g. talk about the application, neighbourhood plan, etc.). New season of VCAN meetings starts in September where regular meetings will be held on 3rd Thursday of the month. Meetings to be chaired by a North Park representative.
- CALUC Review meeting - June 15: Kim will submit a copy of the notes for our files. Some of the discussions at the table included whether CALUC's role should include empowering and informing the neighbourhood through education and discussion of developments. This is quite different than the role of being a facilitator for land use community meetings. Other points discussed included: various roles of different parties (e.g. developers, CALUCs), resources, training, and better communications. Also, most CALUCs would like to opt out of hosting rezoning applications for marijuana dispensaries. The planning staffs' recommended CALUC Terms of Reference will go to Council for approval this summer.
- Media attention on Oaklands, RE: retiring Oaklands Elementary teacher (CBC, Times Colonist, Chek-News, Victoria News) – Elaina noted that more than 600 children and families came together to honor the teacher who also raised money for Rene DeSoto (an Oaklands child who passed away from cancer).
- Traci noted that she recently met with the new principal of Oaklands (David Hovis)

## 4. Follow-up Actions

- Appointment of Kate Lauzon to the Board

**Motion:** Elaina moved to appoint Kate Lauzon to OCA Board of Directors for the remainder of the 2016-17 year, (until the AGM for election). Laurie seconded the motion. Motion carried.

**Actions:** Kate to submit criminal record check and confidentiality agreement as a requirement of Board directors

Marielle Tounsi: Candidate Board of Director introduced herself

- Grew up in Oaklands – knew that she eventually wanted to move back into the neighbourhood. Recently bought a house in the neighbourhood and she immediately wanted to join the community association board
- Currently works for NDP provincial caucus as a media and communications contact
- Graduated from applied communications and is in the process of applying for Master of Arts in Leadership at Royal Roads University
- Already volunteering with OCA, including reviewing the website

## 5. Round Table

**Laurie Morgan, Vice-President:**

- Meeting with Kim and Traci on HR Committee.
- Will be undertaking Traci's performance review this summer/fall

**Marianne Alto, Neighbourhood Liaison:** (See Neighbourhood Coordinator report, attached)

- 2582 Cook Street (currently an idle lot owned by the City and informally used by neighbours to park cars) – Affordable Housing Alternatives (formerly called Microhousing Victoria Society) – exploring the site with the City to obtain a Temporary Use Permit for possible micro-housing. The City has asked them to have a CALUC-like process and the group may invite OCA to host a meeting as a neighbouring association. Expect this request in September. There is no requirement for a CALUC process for city-owned property. However, there is a high level of public interest in affordable housing issues. AHA will be looking at other micro-housing sites throughout the city as well. The Cook Street site is located between Haultain and Hillside; Council has given direction for traffic calming along that stretch of road.
- Higgins/Hillside Street: Marianne acknowledged the pedestrian tragedy over the weekend. Lighted crosswalk will go in later this year, which was already designated as a priority.
- Marianne noted a community member she has been in touch with is likely to contact OCA about applying for an interim Board position.
- Fairfield Gonzales Community Association – Marianne noted that the City has been notified about the intent for a distinct land use community association. City will need to decide how it will address this group.

Discussion: What is the role of community association land use committees in general and how do they represent community members? Victoria is unique to involve the CALUCs in land use developments. City recognizes that there are inconsistencies across CALUCs in terms of resources and capacity. There will be a frank debate about the utility of the CALUCs in Council. The CALUCs provide decision makers a sense of comfort that some public conversation has happened, but there is a lack of fairness and consistency across CALUCs. How do planners use the CALUC reports? What is the role of CALUCs – Advocates/provide recommendations, neutral host of conversations?

***Kim Walker, President:***

- Ryan St. Water main, paving & sidewalk improvements notifications – Kim discovered that May 12 there was a notice of construction, but it was sent to the Fernwood Community Association rather than OCA. Concerned neighbours raised flags about a sidewalk at the May Land Use Committee meeting. Subsequently a letter was sent from the City June 28<sup>th</sup> to residents re: work starting first week of July. Notifications often come late and may not get to CAs or boards in time to re-distribute but they do get sent to the immediate neighbours.
- Land Use meeting - June 28: See notes on website – short discussion on Haultain speed traffic with the Greater Victoria Cycling Coalition – currently 50 km, and 30 for buses/trucks. There is a possibility of a broader consultation about reducing the speed. Discussion: Do we offer our views or facilitate this? Laurie did not feel like this would impede on our charitable status. Goes back to defining our role.

***Jeff Lougheed, Treasurer:***

- Normal month for June. Jeff noted that:
  - ONH: up \$12,877. Traci noted that financials have been adjusted to include Child Care Operating Fund (CCOF).
  - OCC: Slightly down in the Sunset Market, due to upfront costs for the liquor license. Traci noted that there are some fluctuations month to month on programming due to contractor payments. Children, youth and senior programming are slightly down. Local Love made about \$468.
- Following up on an earlier inquiry, we have two unused funds/accounting lines, VanCity Building Fund and another fund. We need to establish a reserve fund for maintenance and another fund for capital assets. To prepare for these, we need to establish a contingency formula
- Re: ONH back yard works – Sandy now has more company names to get quotes. Our target to address the back yard drainage problem is the end of August.

**Action:** Traci to check on last 2 years of any capital improvement and general maintenance and repair costs of ONH

***Traci Fontana-Wegelin, Executive Director:***

- Tuesday, July 12 board/staff workshop on space (facilities) planning – Confirm time for 5:30 at ONH. Kim to distribute agenda by end of the week. Kim invited Marielle and made sure Kate was aware of the meeting.
- Staff-Board summer social – Proposed date July 28 – possibility of Vancouver Island Model Engineers

**Action:** Traci to set up doodle poll (3 dates) and will check on availability

- Possibility of using Sharepoint through Office 365 for Board files, now that Microsoft recognizes our NGO status. Kim noted that in-camera and confidential files are printed and stored in our locked Board cabinet so they wouldn't need to be on our Sharepoint folder. Traci and Sandy are our IT administrators.

**Action:** Traci to send YouTube video on Sharepoint by end of the week, so we can determine if this will be useful.

- Communications Committee updates – The next meeting will likely be in September, potentially involve Marielle.
- Market: Alex Harned has officially resigned as the Market Coordinator (Alex was on educational leave). Traci made the decision to move the position back to an Events Coordinator position (full time, permanent). Phoenix has accepted the position.

**Action:** Traci to set up orientation tour of facilities to new Board members including John, Kate and Marielle

***Kate Lauzon, Director:***

- Conducted a bit of research on intergenerational projects. There are lots of examples out there (e.g. Drop in, preschools in retirement homes, music programs). Studies look at health benefits. Kim inquired about any studies where seniors are living in their own residents (as opposed to facilities). John noted the example of foot care as a needed service that brings people out (e.g. James Bay Horizons). Traci noted that there might be some linkages to our seniors nutrition coupon program at the Sunset Market and Allieren has an interest in seniors programs.

**Action:** Following on Traci's suggestion, Kate will get in touch with Allieren to explore opportunities.

- Kate is also looking at OCA's financial policy documents and transcribing them into our new policy template as preparation for review and update.

***John O'Brien, Parks Committee Chair:***

- Discussion about tree inventory – as identified in our OCA strategic plan. John brought up questions such as - What is a significant tree? What are the criteria for selection? What should be excluded? What is the relationship between the tree inventory and the tree preservation bylaw? How does the community identify which trees are "significant"? (e.g. observed as the largest tree of its kind in the area) What about trees on private property?

**Actions:** 1) John to send questions to Marianne who will try to get him in touch with the right person (including if there are any trees already identified by the City in Oaklands). 2) John to submit names of Parks Committee members for our committee records

- City Parks Master Plan - focus group meeting July 20 - John confirmed that he can go to the Parks focus group meeting (and will take Elza from the Parks Committee)

- Good Neighbourhood Grant (due July 24): The Parks Committee and Anna are exploring the applicability of the City's grant to purchase tools for community gardens, and possibly a mobile unit (tool shed)

## **6. Priorities**

- Oaklands neighbourhood plan – The City's update to the plan is currently scheduled for 2018. Kim raised the following questions: How do we reach out to engage the community for the upcoming neighbourhood plan? What tools might we use? How can we get a step ahead before the City planners come to us? Marianne noted that this could be a potential AGM topic.

## **7. Adjournment**

## What is Happening in Your Neighbourhood?

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### Transitional Housing

BC Housing recently purchased the former Central Care Home site at 844 Johnson Street. The 140 unit facility is in the process of being renovated to accommodate those in need of transitional housing, primarily from the Tent City site on the court house property. The Portland Hotel Society will operate the building. An opening date has not yet been determined, but may be as soon as late July. A neighbourhood group, similar in format to the one set up for the My Place site on upper Yates Street, will be established in the near future.

### Housing Strategy

At their June 16, 2016 Committee of the Whole meeting, Council received a [report](#) recommending approval of a [Municipal Housing Strategy](#) for Victoria. Council approved the Municipal Housing Strategy, and directed staff to:

- Introduce without delay the fast-tracking of applications for purpose-built rental housing.
- Expedite actions relating to the creation of secondary suites and other new units of housing through the renovation of residential properties.
- Report back to Council with a progress update on implementation of the Municipal Housing Strategy by November 30, 2016.

### Third Annual Development Summit

On June 13, 2016 the City hosted the third annual Development Summit. The event was an opportunity for individuals involved with planning and development to connect with each other and with City staff, to explore ways to improve the processes around land development. The [presentation](#) has been posted on the City's website and the feedback received from event participants will be presented to Council for consideration.

### Community and Land Use Committee (CALUC) Process Meetings

Four meetings have been held to review the CALUC Processes and Terms of Reference. The last meeting was held on June 15, 2016. Draft documents for terms of reference, procedures and roles of various parties were reviewed and topics such as annual training, resources information updates and liquor license applications were discussed. A report and request for further direction on this initiative will now be prepared for Council.

### Capital Projects

- Surface rehabilitation on Ryan Street from Roseberry Avenue to Asquith Road starting early July to mid-August
- Water Main Replacement on Ryan Street from Asquith Street to Avebury Street is underway
- Water Main replacement on Victor Street from Haultain Street to Kings Street starting in October to late November
- Storm drains replacement on Basil Street mid-block to Cook Street starting in late June to late July

### My Great Neighbourhood Grants

Applications are now being accepted for the My Great Neighbourhood grants. The grants provide up to \$5,000 towards small community projects that leave a physical legacy in public spaces. The City will provide funds to match the equivalent contribution the neighbourhood makes. The matching contribution can be a combination of volunteer labour, donated services, donated materials and supplies and other funds raised.

The application period is open until midnight, July 24, 2016. For grant applications, guidelines, and more information on the My Great Neighbourhood Grant Program visit [victoria.ca](http://victoria.ca)

### **Plan. Grow. Play: Investing in Parks and Open Spaces**

The City is seeking feedback from the community to help create a vision for parks and open spaces. All of the feedback collected will guide improvements over the next 25 years. This could include upgrades to existing parks, new or improved amenities in existing parks, new parks and new policies.

There have been many opportunities scheduled for public engagement. Throughout the month of June, the City participated in several community events such as Car Free YYJ, the Island Summer Games and Vic West Street Fest. There is an [online survey](#), available until July 31, for those who prefer to share their ideas from the convenience of their home. There is also a representative phone survey underway, through which the City hopes to reach a few hundred residents.

Focus groups will be conducted with the neighbourhood associations. The date and time for the group of neighbours that includes Oaklands is Wednesday, July 20, 2016 from 6 to 7:30 p.m. at City Hall.

A community workshop will also be held on July 27 from 4 – 7 p.m at the Fernwood Community Centre to focus on the amenities and features the community would like to see in parks. In the fall, the draft Parks and Open Spaces Master Plan will be shared for feedback through an online survey, open house and pop-up events.

The draft plan will be presented to City Council in January 2017. More information can be found [here](#).

### **Planning for the Future of Crystal Pool**

The Crystal Pool and Fitness Centre is a valued community gathering place that residents and families have enjoyed for almost 45 years. The facility is near its' end of life and a comprehensive feasibility study of the facility is now underway and is expected to be completed by the end of the year.

The focus of the study is how the facility can meet the needs of current and future recreation centre users and the intent is to inform decision-making for the renovation or replacement of the Crystal Pool and Fitness Centre.

The community was asked about their recreational and aquatic needs throughout the month of June. This feedback will be used to develop options for the future of Crystal Pool. These options will be shared with the community for input this coming fall.

### **Rain Garden Design Workshops**

Fernwood NRG is offering rain garden design workshops. An introductory workshop is being held on Saturday, July 9, 9 a.m.-11:30 a.m. (\$30) and a series of workshops will held Saturdays, September 3-24 9:30 a.m.-11:30 a.m. (\$90) and Tuesdays, October 4-25, 6:30 p.m.-8:30 p.m. (\$90).

Industry professionals will help participants plan, design, install and maintain a rain garden. Participants will also learn how to integrate a rain garden with other rainwater management methods such as bioswales, green roofs and rainwater harvesting systems to create a truly sustainable urban landscape.

Topics to be covered include:

- Sustainable Rainwater Management - Why does it matter?
- Rain Gardens - What are they, how do they work?
- Integrating Rain Gardens with Other Rainwater Management Systems
- City of Victoria Rainwater Rewards Program
- Codes, Regulations and Requirements
- Site Assessment
- Design and Planning

- Construction Materials and Methods
- Plants and Planting, Creating habitat
- Maintenance
- Further Resources

Call the Fernwood Community Centre to register: [250.381.1552 ext 100](tel:250.381.1552) or [foodsecurity@fernwoodnrg.ca](mailto:foodsecurity@fernwoodnrg.ca)

### Public Engagement

The City acknowledges the letter sent by Victoria Community Association Network members on May 24 2016 requesting an opportunity to discuss improvements to community engagement for City-led initiatives. The preparation of a “Public Engagement Road Map” to accompany the 2015 – 2018 Strategic Plan was identified in the City’s Strategic Plan as an action item for 2016. An event is being planned for this fall to receive community input on how engagement should be structured for projects scheduled over the next two years. The CALUC review process currently underway will also inform the discussion. We will provide you with more information on the event in coming weeks.

### Council Meetings

Council will hold regularly scheduled meetings of Committee of the Whole on July 7, 14, 21 and 28 at 9 a.m. and of Council on July 14 and 28 at 6:30 p.m. Links to meeting agendas are forwarded to neighbourhood associations as they become available.

### Neighbourhood Inquiries

The following topics were raised by the Hillside Quadra Neighbourhood Action Committee at their meeting.

#### 1. City Contact Sheet

The Oaklands board has requested a list of City contacts per department that could be posted to their website in order to assist residents when they have queries for City Hall.

The Neighbourhood Coordinator has prepared a list for review at the next board meeting.

#### 2. Watermain Repair on Victor Street

The Oaklands board has inquired about the possibility of scoping their watermain connection for potential problems when the watermain work is being performed on the 2600 block of Victor Street later this year.

The Neighbourhood Coordinator has inquired with the Underground Manager about this possibility when the work takes place in October and is awaiting a response.



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# CITY OF VICTORIA – PLAN.GROW.PLAY

## FOCUS GROUP: NEIGHBOURHOOD ASSOCIATIONS

### AGENDA

#### INTRODUCTION

- Welcome and Introduction to the Parks and Open Spaces Master Plan and the purpose of the focus group. Introductions around the table.
- Consultant will present work completed to date and “what we’ve heard” from the community so far.

#### DISCUSSION

- What do you value the most in the parks and open spaces system?
- What could be improved in the City of Victoria’s parks system? Are there any park amenities missing? (facilities/amenities like signage, benches, washrooms, sports fields, natural areas, picnic areas, boat launches, water access, playgrounds, etc.).
- Are there other important green spaces in your community that people enjoy? What benefits do those have for your community? What activities do you enjoy doing or would like to do in these spaces? (i.e. school grounds, provincial land, etc.)
- Take a moment to think about all different types of people in the community (i.e. seniors, youth, families, those with mobility issues, new immigrants, etc)? Is there anything that could help improve the ability of everyone in the community to enjoy the parks and open spaces?
- Vision Key Words Brainstorm: Thinking ahead 20 years, what should be the focus of Victoria’s parks and open spaces system? Can you give us some key words or concepts?
- What criteria should the City use to make decisions around improvements to the parks and open spaces system?

#### WRAP-UP AND NEXT STEPS

- What is the most important issue that this plan needs to address?
- Discuss next steps and future opportunities for engagement.

LEES+Associates Contact Information:

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51 Wolseley St, **Toronto** ON Canada, M5T 1A4 | p: 416 645 7033 | f: 415 645 7046  
66 Klondike Rd **Whitehorse** YT Canada Y1A 3M1 | p: 867.332.3806 | f: 604.899.3805  
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