



Mission

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

BOARD OF DIRECTORS MEETING – TUESDAY, MAY-03-16

Oaklands Neighbourhood House, 2629 Victor Street

Present: Kim Walker, John O'Brien, Jeff Lougheed, Traci Wegelin-Fontana, Gary Pemberton, Elaina Mack, Kate Lauzon (board candidate), Anna Glenny (staff)

Regrets: Marianne Alto, Laurie Morgan

1. Adoption of Agenda

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

2. Adoption of Minutes

Motion: Jeff moved to adopt the minutes. John seconded. Motion carried.

3. Information Items & Updates

- Updated Board/Staff Contact List
- Biketoria Final report update notice (attached)
- Parks Committee Update (attached)
- Market Committee minutes (attached)
- Land Use Committee minutes (view on OCA webpage)

4. Staff Presentation (Anna Glenny, Community Development Coordinator)

Anna talked about volunteer engagement.

Key points:

- Context: Anna is building on OCA efforts to strengthen volunteer engagement - including database, application form development
- Vision: OCA to work towards a gold standard for engaging volunteers. OCA uses a lot of volunteers (approx. 60 regular) but we could do more by having a more professionally run program. We can work towards this standard by adopting the Canadian Code of Volunteer Involvement – developed by Volunteer Canada
- Key activities: Implemented Better Impact – supports recruitment; on-line application; volunteers can log in hours; helps us to report on how volunteers are supporting organizational efforts (e.g. say 1,500 hrs of volunteers)
- Coordinator is meeting with staff on how to better use volunteers
- Board Support/Advice: Developing a volunteer manual and orientation, trying to develop some policies as well (e.g. information management/records management, screening policy). Directors

discussed different examples of when a criminal record check is needed/more appropriate depending on tasks involved/interaction with vulnerable populations/casual vs. regular volunteer. Anna noted that is important to be consistent (e.g. everyone goes through the screening process).

ACTIONS: 1) Anna to send resources she suggested for discussion/minutes. 2) Add criminal record checks to a policy discussion, including 2 levels of checks – vulnerable persons and those working with financials (target middle fall 2016).

Links:

- [Canadian Code for Volunteer Involvement](#)
- [Administrators of Volunteer Resources British Columbia Standards of Practice](#)
- [Volunteer Canada's Screening Handbook: Tools and Resources for the Voluntary Sector](#) (Prepared for Public Safety Canada Community Safety and Partnerships Branch)

5. Follow-up Actions

- Update the Committee List for 2016-17

MOTION: Elaina moved to dissolve the Strategic Planning Ad Hoc Committee. Jeff seconded. Motion carried.

ACTION: Elaina to mention the inconsistencies of membership in the next Market Committee Meeting.

MOTION: Kim moved to formally adopt a Communications Committee, subject to developing a Terms of Reference. Jeff seconded. Motion carried.

6. Round Table

City of Victoria Neighbourhood Coordinator (Gary Pemberton) discussed the May Update document, including the delay for the Biketoria decision on the report (see attached). Directors engaged in specific conversations on:

Water main replacement on Victor Street

- Directors flagged a concern on the planned water main replacement on Victor Street and possible implications for Oaklands Neighbourhood House. Kim provided an overview of the issues related to structural changes happening as well as actions taken, including a report from a structural engineer. It was mentioned that the water main has had work done several times since 2014 on the street, as well as the high water bills for ONH (which have been corrected/adjusted). It will be important to consider the service implications as well for ONH (e.g. child drop offs).

ACTION: Gary to get some more specifics/find additional information, including city work undertaken over the last 2 years.

Soil testing

- John asked about questions to make the best use of the City Neighbourhood Coordinator, (e.g. soil testing). A non-profit organization (Healing City Soils) is offering a free service to assesses if soil in a

certain area is good for food production. However, OCA needs to go through an application process given that we want to do testing on public land (to support criteria for community garden sites).

- Kim noted that we need to get permission to do work on City parks, and specifically make this request to the City Manager if volunteers plan to work in the parks because city staff are unionized

ACTIONS: 1) Gary to find out more about in-house soil testing. 2) John to send email to Virginie to confirm that we will be withdrawing from the soil testing through Healing City Soils given that it is more complicated than initially thought

Backyard drainage at ONH

- Directors discussed the drainage quotes, including separating the playscape quote so that the quotes could be compared easier.

ACTIONS: 1) Jeff to meet with Steve to look at specs to look at solution/accountability (incl. for comparability purposes). 2) Traci to talk to Sandy about coordinating meetings. 3) Traci to talk to Sandy to enquire about the connection to City's drainage

Traci Fontana-Wegelin, Executive Director

- Traci talked about setting up the new GIC: See monthly report

ACTION: Traci to talk to VanCity to confirm if we need Board approval for our GIC, as part of our financial policy

Kate Lauzon (Community member interested in joining the Board)

- Kate introduced herself – she has been living in Victoria for about three years, active user of OCA programming, conducted lots of research on intergenerational therapy through involving retirement homes, etc.
- Elaina noted that it might be interesting to start an action project on intergenerational connections across programs

ACTION: Kate to get back to us about interest in Board

John O'Brien, Parks Committee

- Low interest from community in participating in Parks Committee meetings; need to build interest with people willing to take up the work; important to look at different capacities and interests
- Still awaiting neighbourhood grant decision
- Directors discussed the importance of reiterating that the Parks is more than just the Community Garden Initiative (e.g. Clawthorpe Park and Interpretative Signs)

ACTIONS: 1) John needs to meet with Anna/Traci to discuss the volunteer approach. 2) Would like to potentially host an event to discuss the role of the community garden. 3) Put tree inventory on next Parks Committee agenda.

Elaina Mack, Secretary/Market Committee

- The Market Committee put the Vendor Handbook to good to use - supported Phoenix to deal with applicant complaints. Committee supported the selection process for vendors, nearly have full slate for season
- Elaina met with Traci to get an update on recent OCA changes/activities

Jeff Lougheed, Treasurer

- Last month we experienced some additional staffing costs, grant monies coming in. Jeff noted that he saw no red flags from the budget review and noted that we are starting to see fees coming in from Market. Out of School Care is doing well, recreation is down slightly and we are still awaiting feedback on OCA's appeal on the gaming grant application.

ACTION: Traci to meet with Jeff/Joanne to talk about reconfiguring categories

Kim Walker, President

- April follow-ups: Kim provided a few follow-ups from our April Board of Director meeting, including a reminder about updating Director bios/photos and that we still need some Directors to complete criminal record checks
- Executive Committee meeting – April 12: Key points include:
 - HR Committee & Traci – understanding the big picture on jobs & functions
 - Developing management skills in OCA (e.g. communications, time management, project management & tracking progress)
 - Importance of being strategic as a Board, rather than being reactive and not necessarily ready (e.g. applying for grants)
 - Developing a Terms of Reference for Board Committees
- Kim attended the OCA Coordinators meeting – April 14. Discussion focused on requests for clarification, information, participation
- Kim attended the CALUC Review Process meeting – April 20. Re: CALUC Terms of Reference - Item 7b City-wide Policies, Kim noted that she heard feedback from other participants that the CALUC consultation process should include both public and private land use developments/topics. This issue is bubbling up across the City
- Kim attended the OCA Land Use Committee meeting – April 26. Concerns were raised about Myrtle street parking and understanding the role of land use and OCA

ACTIONS: 1) Traci to talk to Anna to clarify the purpose/intent of Day of Action (on pole painting). 2) Traci to start a table to identify & monitor grants (what has been submitted, awaiting decision, coming up).

7. Priorities

- Kim shared her list of tasks and priorities

ACTION: Kim to add a “notes” column to the Tasks

8. In-Camera

9. Adjournment

MOTION: Jeff motioned to adjourn. Elaina seconded. Meeting adjourned.

Capital and Maintenance Projects

1. Biketoria Cycling Path

Council received a staff report on Biketoria at the Committee of the Whole meeting April 28, and has subsequently decided to delay a decision on this report until the next Committee of the Whole meeting on May 5. For an update on the discussion, the video link can be found here <http://www.victoria.ca/EN/main/city/council-webcasting.html>

2. Capital Projects for 2016

- 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 starting late May to late July
- 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

Parks and Recreation

The Doncaster Pathway Project

Proposed plans for the Doncaster pathway are being shared with the community through a sounding board currently installed alongside the pathway. The width/extend of the new path has been marked out with spray paint to help people get a better sense of the proposed design. A site meeting to gather additional input from the community is being considered by the Neighbourhood Association board of directors. The sounding board will come down mid-May.

Arts, Culture and Special Events

None at this time

Engagement

Community and Land Use Committee (CALUC) Process Meetings

The next meeting will take place on May 17 in City Hall from 5-8p.m. in the Songhees Room. Dinner will be provided. The purpose of this series of meetings is to review the CALUC Processes and Terms of Reference.

Development Planner Rob Bateman has been assigned to be the City liaison for land use agreements for the Oakland's neighbourhood and attended their committee meeting on April 26 to introduce himself as Oaklands committee members had been unable to attend the City CALUC Process meetings.

Announcements

1. BC Transit Priority Bus Lane Workshop

The City of Victoria, BC Transit and the Burnside Gorge Community Association hosted a workshop on April 20 to help ensure the public spaces along the Douglas Street corridor achieve the best possible balance of transportation effectiveness, safety, public realm improvements and minimal impacts to business, residents, and users.

The input from this workshop will be combined with the feedback BC Transit has already received through their engagement to this point and will be used as an opportunity to further inform and improve the plan for public realm spaces.

2. Johnson Street Bridge Public Realm Discussion

With the new Johnson Street Bridge set to open late 2017, work will continue with the community this May around what the revitalized areas adjacent to the bridge will look like, and how they can be better utilized.

3. Strategic Plan Grants

The 2016 Strategic Plan Grants were presented to Council on April 27. Council will make their decision on the applications May 5. Successful applicants will be contacted shortly after.

4. Great Neighbourhood Grants

The Great Neighbourhood grant program details will be presented to Council at their Committee of the Whole meeting later this month. Opening of the application process will follow approval of the program terms by Council. Information will be provided to you as soon as it is available.

Other

1. A City for Youth, Designed by Youth

A Youth Engagement Team of 10 young people ranging in ages from 12-24 has been appointed by the City of Victoria to engage their peers in the community as well as identify innovative, meaningful approaches for youth to become more involved in shaping the place they live.

Starting in May, this team will be busy facilitating creative approaches to engage their peers in significant dialogue and will work towards completing a first draft of the strategy this summer. Each member of the team will receive a \$1,000 honorarium for their efforts.

2. Council Meetings

Council will be meeting as Committee of the Whole on May 5, 12, 19 and 26 at 9:00 a.m. and Council meetings will be held on May 12 and 26 at 6:30 p.m. Links to meeting agendas will be forwarded to neighbourhood associations as they become available. Neighbourhoods will be indicated for topics where they are specific to a neighbourhood(s).

3. Wastewater Treatment

The City of Victoria hosted a meeting in late April to discuss a treatment facility in our municipality. The public was invited to learn more about the City of Victoria's role in this regional process and how the Victoria community can help design a policy to guide Council decision-making if a rezoning application for a wastewater treatment facility is made in the future. Feedback from the meeting will be presented to Council in May.

Subject:Update (long!) Parks Committee and the related Community Gardens Initiative

Date:Thu, 14 Apr 2016 20:45:36 -0700

From:John James O'Brien <parks@oaklandsca.com>

To:Ben Clark <>, Cindy Dunphy <>, Katherine Muncaster <>, Rainey Hopewell <>, Stephanie Korolyk <>, Tamara Batory <>, Nash Lajeunesse <>, Sammy Kent <>, Shannon Charlebois <>, Emily Bellinger >, David Stott <>, Melissa Root <>, Gayle <>, Holly Reynolds <>, Alex Nichini <>, Kim Walker <>, Anna Glennly <>

Greetings, all!

What a whirlwind of background activities comes with joining a board and taking on a chairperson role. I appreciate your patience and look forward to meeting on a date that works best to bring us together. Meanwhile, here is an information update.

Parks Committee

- The work of the committee is guided by the Strategic Plan for Oaklands.
- In general, terms of reference for the Parks Committee include the following:
 - 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.

Specific responsibilities 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
- OCA members and volunteers interested in joining the Parks Committee are more than welcome to email me at parks@oaklandsca.com or Anna at community@oaklandsca.com. For continuity, this is a one year term role.
- Please give some thought to how you might be able to help. If you or someone you know is skilled at capturing the essence of discussions, decision points and action items, we need that support to ensure that balls are not dropped
- In addition, we'll need volunteers who will take up a coordinating role for the working groups that will help us realise the vision of community gardens in Oaklands.

Activities

- **Urban Forest Exhibit: UVIC**

- Kim and I were able to attend the launch of this exhibit—thanks to Cindy for letting us know about it.
- We spoke with Narda Nelson whose facilitation and interpretive displays focused on education programs that engage with nature. It was a low key, yet very interesting and thought provoking experience.
- The exhibit consisted of photographs of nature as encountered by preschoolers and juxtaposed some of the more romantic elements of nature (beauty, colours, naturalness of the environment) with some of the realities of modern, urban living (trash, abandoned bike frames, probative signage).

• **Community Gardens Initiative (CGI)**

- This is one of the activities falling under the Parks Committee mandate and with that in mind, all those on the distribution list were invited to attend the meeting. It was great to have Tamara and Katherine's participation.
- Please know that if personal demands prevent attending the entire meeting, that is not a problem—come to the part you are interested in—we'll understand!
- As part of completing their UVIC project, our team of Environmental Studies students attended the meeting to discuss their approach and project outcomes.
- Their work included many of the considerations we will have to bear in mind as we move forward with the Community Gardens Initiative including consultations with residents, zone analysis highlighting environmental conditions such as wind, sunshine, drainage; opportunities for complementary use of space, etc. For example a Gary Oak zone is bordered by a footpath boundary segregating a play and sports area with a common patio (with potential spot for a circular podiatric walkway (e.g. <http://www.seattlepi.com/lifestyle/health/article/Bastyr-s-foot-massaging-walkway-is-a-literal-path-1154828.php>) and a great use of plantings and such to provide unifying elements across the site with ample small place-making and a zone for a commons garden.
- I'm not doing it justice here, but perhaps other attendees may want to add more. Our colleagues studying permaculture, etc. have expressed a desire to keep in touch and that is more than welcome—feel free to chime in. We do know, of course, that you also have a lot to do—there's no pressure, and every welcome.
- The presentation also offered a chance to get a sense of how the City of Victoria and other municipalities differ in approach. That is something to keep in mind as there may be constraints that apply to us that differ from the experience some of us have gained in other projects. One very clear example is that the wheelchair accessible pathways in the Gorge-Tillicum Community Gardens in Saanich are packed with screenings—a very small, high density material that packs down hard and reportedly works well. However, City staff in Victoria have established a requirement for pavement. For approval, we will need to be clear on City of Victoria requirements.

- A site plan for Oswald Park was also presented. I hope that the OCA website may develop in a way that includes space for the Community Gardens Initiative so that some of this material can be viewed by all—we're not there yet!
- Katherine, Kim, Anna and I were able to attend the fuller presentations hosted by Studio Robazzo, gaining additional insight into approaches taken by six teams of Environmental Studies program students.
- All of the teams did stellar work—yet ours was among the most comprehensive, in my view. Their work can serve as a model regardless of the site we eventually choose for our first initiative.

- **Also at the Parks Committee meeting:**

- Our Council Liaison, Marianne Alto, brought clarification and encouragement with details about potential grants.
- Two rounds of applications are foreseen at the moment. The initial approach will focus on the planning phase and a second approach will focus on implementation of the plan.
- We remained open to going forward with the soil testing, seeing this as a low risk activity despite that we have not yet engaged the community at large. In case of any question or concern, it is good to remember that this is background work in support of a broad community consultation process. Communication is key!
- Unfortunately, my own schedule delayed acting on this right away, nonetheless, Healing City Soils has welcomed our applications for all the sites we would like to test.
- Both Anna and I have followed up with regard to logistics and we look forward to a response.

- **Other activity**

- Gabe Epstein of the Gorge-Tillicum Community Gardens and I met for a few hours to “dig deep” into the complexities of that initiative. “Practically inspirational” is how I would describe Gabe’s input—and I look forward to summarising it in an upcoming meeting.
- Key take-aways include:
 - strong emphasis on outreach for a diverse population to take up a broad variety of very different kinds of tasks;
 - planning to ensure a sustainable pace;
 - note implications of the balance between Oaklands-only versus expectations of city-wide usage of public spaces
 - a strategy for collecting and retaining ideas that can become a resource for action at different stages of the initiative;
 - recognise that the variety of tasks means that different people will be interested in participating in different ways—there were three-four groups coming together and disbanding at different phases of the Gorge-Tillicum

- gardens and only a small core took part in several aspects;
- communication is a critical component and the how, why and what of that needs to focus on very different audiences: e.g. funders, approval bodies, gardeners, the uninvolved majority of community members, the working groups for specific tasks.
- **Upcoming** (incomplete: with suggested team members)
 - planning an “open space” event (John / and others)
 - The May 15 event at Haultain Corners (Anna and others)
 - Pop-up place-making as an aspect of our outreach to the community (Anna/ Katherine and others)
 - discussion with Market Coordinator about setting up space at the markets (Kim / John)
 - Preliminary activity tracking (John / Anna pending a volunteer collaborator!)
 - Outreach (shared responsibility...Laurie has indicated willingness to do some house to house outreach in June; explore opportunities for City support in outreach, map production, etc.

Kind regards,
John

John James O’Brien
Oaklands Community Association
Board of Directors
Chair, OCA Parks Committee

** Communications are subject to relevant information, privacy and records management legislation. If the purpose of this email message is not within your purview, kindly delete it as a non-record. This message is intended for addressees only and may contain views of the author that are not representative of affiliations shown. If mis-directed, please advise the author immediately.*

Market Meeting Minutes: April 13th, 2016 | 7 PM at Oaklands Community Centre

Agenda:	Discussion:	Action Items:
<p>1. Checking in/Update: How is everyone?</p>	<p>Everyone doing well!</p>	<p>To follow up:</p> <ul style="list-style-type: none"> • Review Market membership: <ul style="list-style-type: none"> - Aaren Topley no longer sitting on Market Committee - Kathy Ajas has not attended for three consecutive dates - Vancity has expressed interest to sit on Committee for 2017 - Action: Market Coordinator in 2017 to approach Vancity
<p>2. Review actions from previous minutes</p>	<p>Follow-up from actions:</p> <ul style="list-style-type: none"> - Phoenix has approach Mobile ATMs and is organizing the 2016 season - The first four Farmers' Markets have been cancelled due to low attendance - Phoenix has developed Market Buck program with Traci for 2016 that includes Market bucks as gift certificates for purchase and a media plan with DO250 to promote the Markets and farmers - Market Committee and sub-committee descriptions have been written and are available on Better Impact and the OCA website - Market Committee ToR updated to reflect change from last meeting 	<p>To follow up:</p> <ul style="list-style-type: none"> - Action: reconsider early or late Sunset Markets for Farmers' Markets for the 2017 season - Action: follow-up about action plan for Market Bucks
<p>3. Update from Market Coordinator</p>	<p>Updates:</p> <ul style="list-style-type: none"> - SOCAN does not allow us to have membership under the BCAFM – 	<p>To follow up:</p> <ul style="list-style-type: none"> - Action: Phoenix to create an application for the FMNCP program and target communities such as

	<p>Oaklands Sunset Market has own license that has been purchased for the season</p> <ul style="list-style-type: none"> - Successfully applied for a CRD Ideas Grant for \$2000 for the musicians at the Market - Accepted into the 2016 Farmers' Market Nutrition Program that will support 27 families through the Cridge Centre for the Family and 10 seniors through Oaklands – Hoyne to support the program through their growler station throughout the month of May - Oaklands Community Tent confirmed for the season - MCs for the Market season have been approached 	<p>Aberdeen and Kiwanis</p> <ul style="list-style-type: none"> - Action: recruit more volunteers to support kids' activities and follow up with Heather Parker about possible workshops for kids at Sunset Market
<p>4. Selection Committees Update and Review</p>	<p>Updates:</p> <ul style="list-style-type: none"> - Thank you everyone for helping out with selection this season! - Market is quite full – would like to see more farmers, meat and egg vendors - Reconsideration of Donut Delights application - Review of complaint from Matcha Lemonade - Discussion surrounding real estate vendor at Sunset Market - Discussion surrounding Batiqua as a vendor 	<p>Discussion:</p> <ul style="list-style-type: none"> - Action: Market Committee to assist Phoenix in reaching out to farmers, meat and egg vendors – willing to offer first Market free of charge - Donuts Delights application denied – does not fit with Market guidelines surrounding “make, bake, or grow” or the use of local products, does not follow Handbook regarding Vendor Conduct, does not offer an item that is unique to the Market - Matcha Lemonade has been accepted into the Market, but has agreed to review their practises for 2017 - Real Estate vendor looking for promotion – not a not-for-profit vendor; option of them joining the Market as a sponsor - Although representative for Batiqua does not make the products themselves, the company has a sustainable business model that supports a

		community and will be accepted for 2016
5. Support from Market Committee	<p>Discussion:</p> <ul style="list-style-type: none"> - Market Committee to assist Phoenix in communication with farm vendors inviting them to Oaklands for 2016 - Market Committee to spread the word about the FMNCP at the Sunset Market this year - Market Committee will assist handing out posters and postcards and generally promoting the Sunset Market 	<p>To follow up:</p> <ul style="list-style-type: none"> - Action: Phoenix to provide posters and postcards at next Market Committee meeting
6. Next steps for Market Committee	<p>Discussion:</p> <ul style="list-style-type: none"> - Set next date for Market Committee in early May 	<p>To follow up:</p> <ul style="list-style-type: none"> - Action: Phoenix to set up Doodle Poll and email minutes out to the Committee