



Mission

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

BOARD OF DIRECTORS MEETING – TUESDAY, NOVEMBER-01-16

Oaklands Neighbourhood House at 6:30 p.m.

Present: Jeff Lougheed, Marianne Alto, Elaina Mack, John O’Brien, Laurie Morgan (acting chair), David Angus, Traci Fontana-Wegelin

Regrets: Marielle Tounsi, Kate Lauzon, Kim Walker

1. Adoption of Agenda

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

2. Adoption of Minutes

October 2016 - A few changes requested: Should read David ‘Loveridge’, extra “Allieren” noted in Code of Conduct, change to Facilities “Coordinator” (not Manager). Include suggested notes from John.

MOTION: Jeff moved to approve minutes as amended. John seconded. Motion carried.

September 2016 – Jeff highlighted the insertions for the August treasurer report. Elaina to include insertions in minutes for approval.

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

ACTIONS: Elaina to include Treasurer insertions for September Board minutes as well as make adjustments for the October minutes.

3. Priorities

- **Interim Board appointment: David Angus**

MOTION: Elaina moved to approve David Angus as Interim Board member of the OCA until the next AGM. Laurie seconded. Motion carried.

ACTION: David to complete relevant forms and send them to Traci, including criminal record check and confidentiality agreement.

MOTION: John moved for David Angus to be approved as Interim Co-Chair of the Land Use Committee until the next AGM. Jeff seconded the motion. Motion carried.

ACTION: David to connect with Ben Clark to learn more about the “interim co-chair” role.

- **Capital project planning**

Laurie noted that it would be useful for OCA staff to draft a work plan including timelines, responsibilities and key tasks. The scope would include refurbishment of current facilities (ONH), which would give OCA a better sense of the possibility of new capital projects/needs, (e.g. major facility projects/new Infant Toddler Centre).

Marianne noted that she is trying to schedule a meeting with Kim, Traci, Marianne and Peter Rantucci, Director of Strategic Real Estate Management, City of Victoria. The purpose would be to explore

potential leasehold options that would fit in the short term as well as possible leasable long-term options with the City.

ACTIONS:

- 1) Traci to follow-up with Sandy about presenting work plan on capital planning to the Board in December.
- 2) Traci to follow-up with Kim about clarification on the scope of report, given discussions at Executive. In particular, to clarify the difference between Sandy's work on maintenance/repair plan and Capital project work plan.
- 3) Marianne to schedule a meeting with Kim, Traci, and Peter Rantucci, Director of Strategic Real Estate Management, City of Victoria.

- **Budgeting needs for 2017**

Laurie noted a few areas to be added/considered, (e.g. community gardens, professional development for Coordinators, community chest, Board-staff events). Laurie noted that we should look at local funders (Victoria Foundation, United Way), but also new businesses (e.g. Canadian Tire). John noted that we should include a contingency fund as part of the budget planning, e.g. facilitators for community garden workshop.

John also noted that we explore how we might activate volunteers, such as research for prospective funders. Elaina suggested that the Community Development Coordinator may support OCA to triangulate the: a) OCA Strategic Plan - 2015-2020, b) Oaklands Community Needs Assessment (to be developed), and c) OCA Assets/Opportunities. The people/volunteers sit in the middle of this triangle. Traci noted that Coordinators are increasingly thinking about how to activate community members, (e.g. Sunset Market, block party)

ACTION: Traci to integrate feedback from the Board as part of budget planning. Traci to check in with Coordinators on budget needs.

- **Preparation of our Bylaw changes by special resolution at the 2016 AGM**

ACTIONS: 1) Elaina to finalize the draft of AGM minutes for Board review and follow-up. 2) Board Director(s) (TBD) to take lead on implementing changes. 3) Report how the changes have been implemented at our next AGM.

- Preparations for the new *Societies Act*. (Laurie shared some notes from Kim)
 - Kim is preparing the changes as per special resolution at the 2016 AGM, plus preparations for the new *Societies Act*
 - Need to follow up with Elaina on special resolution requirements & Traci on our paperwork requirements for the transition to new legislation

- **OCA Board Dropbox**

Laurie mentioned Kim's apologies about re-shuffling the folders. Kim created 'root' folders for community use and for those just on the Board. John noted that he still seems to be missing some folders.

- **Holiday gatherings**

Sunday, December 4th at the Fernwood Inn. Staff/Board can work together with the Inn to get a lower rate. Tuesday, December 6th Board meeting, with small gathering at Kim's place after.

5. Round Table

- **City of Victoria report** (Gary Pemberton, Neighbourhood Coordinator- regrets)

Marianne presented the Oaklands November 2016 Neighbourhood Coordinator report and the Council Highlights notes. The document will continue to be produced by the Community Engagement staff. It will be put up on the website within 48 hours, but it will also be sent directly to Community Associations as well. Marianne flagged that there will be some small budget allocations for infrastructure in Oaklands (parks, greenways, etc.). She will highlight these changes and send them to OCA.

ACTION: Marianne to send notes on potential budget implications for Oaklands. Marianne to send Coordinator Report electronically.

- **Market Committee**

Elaina shared some broad-brush stroke changes to the Vendor Handbook and the Terms of Reference. Directors noted a few initial editorial changes. Jeff enquired about the interest of antiques in the Market and if the Handbook prevents such vendors from applying. Elaina noted that this could be because of our membership with the BC Farmers Market Association, but that she would follow-up with Phoenix and the Market Committee about this perspective.

ACTIONS: 1) Elaina to follow-up with Phoenix about Board changes to the handbook and Terms of Reference. 2) Elaina to send to the Board for review and for e-motion/presentation to Board in December.

- **Land Use Committee** (Notes provided by Kim Walker by email, shared by Laurie Morgan)

- Land Use meeting October: 28 participants
 - 3 topics: 1) 1461 Finlayson Place (convert garage to garden suite), 2) 1539 Pearl St (rezone request to a site-specific R1B to tear down existing home & build 2 homes), 3) 2695 Capital Heights (small lot subdivision & small variance)
 - Discussions directed toward Pearl St & Capital Heights
 - Comments & concerns noted include – Protection of Garry oak trees, street parking, blasting, development timeline & sidewalk requirements from City (Pearl St) and privacy/size of back yard, sidewalk requirements from City, parking along Kings Rd (Capital Heights)
 - Draft report is in & will be finalized this week

- **Parks Committee (John O'Brien)**

- Way finding: Allieren and John attended a meeting on "way finding" (signage, markers to help people navigate). Three other neighbourhood associations participated in the meeting on October 20th, which was hosted by the City of Victoria. A few things to note on how the 'way finding signs' could support Oaklands:

- Promote community centre programming: build sense of identity, highlight opportunities (farmers market and OCC programs) – for example along Bay and Hillside corridors
 - Highlight village centres within and between centres (e.g. Quadra Village to Haultain Commons)
 - Greenways and important cross-walks
 - Neighbourhood-led projects are great, but lifecycle costs and funding are not factored into this
 - Amenities could consider “way-finding” as requirement of development
 - Consider “way-finding” as a layer within the City of Victoria maps
 - Active Living guide could feature activities by neighbourhood, including tabs
- Community Garden Initiative Workshop: Planning meeting will be held on November 6, with broader community garden meeting to be held on November 13. There has been some expansion of the membership. Part of this is due to the success of the ‘My Neighbourhood Grant’ for a mobile shed. John noted that we are changing the name to “Community Caravan”.
 - Membership: John noted that he has stepped down from the Chair of the Parks Committee as well as the Committee.
 - Clawthorpe Park: Several years ago we received a proposal from the City for OCA to take leadership on maintaining the park. Kim flagged that OCA should respond to this request.

ACTION: Marianne to enquire more about Clawthorpe Park as she is not aware of this proposal on the books.

- Interpretative Signs: **ACTION:** Traci to send Marianne information about liability and insurance (Megson Fitzpatrick) as well as agreement with City about upkeep and maintenance of the signs (discovered to be non-binding).
- **Communications Committee:** Traci reported that Alyssa Polinsky has completed data gathering meetings with Allieren, Traci and Kim. She will be building a skeleton communications plan for us. The timing is opportune given that Dan Pollock has approached OCA and suggested that we need to overhaul the site. The next meeting will be to discuss the plan.
- **Financials (Jeff Lougheed):** Jeff noted that OCA’s financials are meeting expectations. Financials are a bit behind as our bookkeeper was on holidays (2 months behind). OCC is down \$170 for September. This is due to some grants from federal government that have not been received while ONH is up \$5,400 for September.

ACTION: Traci to give Jeff comparative financials September 2015/September 2016 so we have a better perspective of seasonal financial fluctuations.

- **Traci Wegelin-Fontana, Executive Director:** Traci flagged that Sandy’s staff report about geo-tech visiting ONH will be on November 2, 2016. In the future, the Board will need to decide how much to invest into ONH infrastructure improvements.

ACTION: Traci to talk to Sandy about attending a Board meeting to explain the geo-tech visit

Traci noted that she is planning on participating in a University of Victoria workshop on strengthening partnerships with community.

- **Human Resources Committee:**

Laurie noted that Traci's performance review has been completed. This year, the review was more comprehensive – all Coordinators, Board, City of Victoria as well as partners were involved (invited 21 people and 16 responded). Laurie noted that it was a pleasure to participate in the process, particularly since respondents were generous with their time and feedback.

Laurie also wanted to recognize Kate and the considerable time she spent to format OCA's ~~human resources~~ [correction: finance policy] documents.

- **Other updates**

As we plan for the upcoming AGM, Marianne mentioned that we may want to consider truth and reconciliation with Indigenous people as a possible theme for the AGM. Marianne noted that the City of Victoria is planning to designate 2017 as the year of Reconciliation. Elaina noted that a prominent artist focused on reconciliation is based in Oaklands – this could be a possible speaker. Directors will continue discussions.

6. Information Items & Updates

Laurie provided an overview of the various Director positions. Laurie enquired if John would be interested in an ad hoc committee. Elaina suggested that the Communications Committee could be adapted to include "Information Management" as part of its scope. New electronic platforms could go hand-in-hand.

ACTIONS: Traci to go back to the Communications Committee (and Marielle) about 1) possibility of including Information Management as part of the scope of the Committee, and 2) speaking to Dan Pollock about meeting with John for coffee to discuss platforms

7. Adjournment

Jeff moved to adjourn the meeting. John seconded. Motion carried.