



Mission

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

BOARD OF DIRECTORS MEETING – TUESDAY, OCTOBER-04-16

Oaklands Neighbourhood House at 6:30 p.m.

Present: Kim Walker, Traci Fontana-Wegelin, Laurie Morgan, Gary Pemberton (City of Victoria Neighbourhood Coordinator), Marielle Tounsi, John O'Brien, Kate Lauzon, Elaina Mack, Dave Angus (Board Candidate), Hazel Lyder (OCA Community Development Coordinator)

Regrets: Marianne Alto, Jeff Lougheed

1. Adoption of Agenda

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

2. Adoption of Minutes

Defer approval of September minutes

ACTION: Elaina to follow-up with Jeff to include treasurer's report as part of September's Board of Directors meeting minutes.

3. Priorities

- **Adjustments to Wage Grid – Little Acorn staff**

Traci provided background information on the status of the wage grid for Little Acorn. She also noted that Little Acorn has encountered challenges in attracting and retaining staff. The proposed new wage grid is within the range of the projected budget.

MOTION: Laurie moved to approve the requested wage increase. Elaina seconded. Motion carried to take effect in the next pay period.

ACTION: Traci to implement motion to approve request to increase wage grid for Little Acorn staff - for the next pay period

- **OSC Space – School District portables**

Traci noted that she met with Dave Loveridge, Head of Facilities for School District 61 who spoke about expected upgrades to the portables. Cindy connected with Dave to get a confirmation about the possibility of using a portable leased to OCA for out-of-school care. No written response has been received. According to Dave, the portable building is ready to go for exclusive OCA use, but we need confirmation about the price (e.g. possibility of amortization over 5 years). Traci noted in her last correspondence that she outlined the licensing requirements needed for the space. Directors discussed the possibility of leasing a portable from the City of Victoria (instead of the School District).

ACTION: Traci to continue to follow-up with School District about price and details related to the potential portable, using our existing costs for the Chapel as our baseline budget (adjusted to proportional kid-space ratios). Also, Traci to follow up with Marianne & City Real Estate Manager on question regarding portable as an extension of the Centre leased to us by the City.

- **Electronic Communications –centrally managed Board file folders, Board & Committee forum discussions and email address management/access**

Traci, John and Elaina still need to meet. John noted that it might be useful to have a one-page “road map” to help understand the questions and information pathways.

4. Follow-up Actions

- **Interim Director Appointments:** follow-up documents

ACTION: Kate to complete bio for posting to the website

- **HR policies:** employee classification and recruitment and selection policies

MOTION: Laurie moved to adopt the staff discount policy as presented. Marielle seconded the motion. Motion carried. *[note: this policy had already been approved in September]*

MOTION: Marielle moved to approve the recruitment and selection policy, subject to amendment: OCA reserves the right to re-post the position should a successful candidate not be identified; remove “take out the maximum of 15 days”. John seconded the motion. Motion carried.

MOTION: Laurie moved to adopt the employee classification policy, subject to deleting the “procedure”. Marielle seconded the motion. Motion carried.

- **Code of Conduct:** Traci noted that a meeting was held with Allieren, Marielle, and Carol (community member) to discuss the broad strokes of the document. Directors discussed initial feedback.
- **ONH quotes:** Traci to talk to Sandy about requirements for interior painting quotes and also the geo-tech engineering quote to review building structure concerns. Jeff noted that it would be useful have something commissioned/underway by the end of October 27, 2016

ACTION: Traci to follow-up with Facilities Coordinator about quotes.

- **Tree Removal:** Fall 2016 - Oaklands – See note from City of Victoria
Tree removal note was featured in the e-news. Directors discussed how we might better feature information from the City.
- **Boulevard Gardening:** Question to City of Victoria about business scale – see September minutes
Gary found out that the regulations will apply to everyone, but by-law officers will not monitor them very strictly.

5. Round Table

- **City of Victoria report (Gary)**
 - 22 My Great Neighbourhood grants approved by the City of Victoria, including a mobile toolshed approved for OCA.
 - New cannabis zoning regulations in effect. Up to CALUCs to provide advice, but community associations do not have to take a stand. CALUCs can offer advice and feedback on the quantity and location. All existing businesses will need to re-apply. John noted that the only medical cannabis business in Oaklands likely falls less than meter limit to Lansdowne School.

ACTION: Invite Farmacy to Board meeting within the next few months (*note: this is in response to an earlier request to the Board from Farmacy*)

- City removed minimum size for living unit size
- Storm and sewer drain system: New bill system starting in October – John questioned Gary about streets where there are no drain systems
- Oaklands leaf pick up: Two options 1) November 7 and December 19. 2) Residents can call for pick up service with clear bags
- Biketoria bike lanes started construction – Pandora Street, protected lane down Pandora (more than 1 km)
- Courtyard – discussion with Parks department about potential improvements.

ACTION: Traci to contact Marianne about potential improvements to the courtyard

- **Land Use Committee (Kim)**

- CALUC Review – Director of Sustainable Planning Department engaged his team on guidelines to work with CALUCs. However, the guidelines did not get into the CALUC role to host other topics (e.g. Biketoria) – this may be added to the Terms of Reference as an addendum. Planners have identified options for the City to provide support to CALUCs, including an honorarium for secretarial support and training for CALUCs (to be presented to Council for November).
- Meeting Sept 27 – No topics covered, but still met (including possibility of new community members to join the Committee).
- Land Use Terms of Reference – Kim discussed the draft including responsibilities, structure & function and terms of service.

ACTION: Defer draft Terms of Reference to next meeting

- **Parks Committee (John)**

- CGI Workshop – Kayla and Kim met to discuss workshop on Sunday, November 13 (1-4 at OCC). Kim has identified 2 possible facilitators in the neighbourhood, request for 2 more. Hope that Hazel would be the host/MC.
 - Purpose of the workshop: a) confirm interest from survey respondents, b) liaise with City Food Systems Coordinator, c) sign-ups to get involved to get start on design, support mobile garden shed, etc., community engagement and outreach, schools

ACTION: Kim to talk to Traci to get funds for refreshments, posters, etc.; parks walk about scheduled for November 6th

- Park Re-Zoning – Cridge Rescue Group (see corresponding documents)

ACTION: Pass along documents to Parks and Land Use Committee to take on this issue

- Refurbishment Mount Stephen Park – Discussion emerged from summer block party about lack of seating for seniors using the park daily, outdated playground equipment used by local day-care groups, general poor maintenance contributing to use of park illicit activities: drug use as evidence by needles found and co-op housing concern of the park as a base for petty theft in the immediate neighbourhood. John noted he would be willing to find out from co-op housing about the general feeling/use of Park.

ACTION: John to tell neighbours to report needles right away (with photos) for the city to deal with them promptly. Traci to raise the overall concerns with Marianne.

- **Communications Committee**

Traci noted that volunteer Alyssa Polinsky has been meeting with staff to identify OCA communications needs and priorities.

- **Other updates**

John:

- Pole painting from Fernwood has been moving into Oaklands. John noted that he has heard some complaints from some residents. Directors noted that the group painting poles does not seem to be connected to Fernwood NRG.

Elaina:

- Elaina noted that she participated in the Oktoberfest event. Very successful, sold out event. She also mentioned that she supported Phoenix on the Winter Market applications process.

ACTION: Traci to ask Phoenix about presenting to Board as part of the market debrief

6. **Information Items & Updates** (*attachments*)

- Cannabis business regulation

7. **In-Camera**

8. **Adjournment**

**Follow-up September 2016 Board Meeting
Email from City of Victoria**

Hi all, I have been asked to share this information with you from Parks, see below for contact info regarding questions/concerns.

thanks.

Gary

Dear Oakland's Community Association,

Re: Fall 2016 Tree Removals

There are 7 trees in your neighbourhood that have been identified for removal. The specific trees, their conditions and their locations are as follows:

OAKLANDS TREE REMOVAL NOTICE / 7 removals

- 3045 Doncaster Dr.-32 cm DBH European White Birch (*Betula pendula*) has extensive dieback from Bronze birch borer and internal decay. *Trametes versicolor* fungus was observed on the scaffold branches.
- 2826 Scott St.-13 cm DBH European Mountain ash (*Sorbus aucuparia*) dead.
- 1720 Kings St.-31 cm DBH Paper Birch (*Betula papyrifera*) The tree was diagnosed with Bronze Birch bore and was observed as having scaffold limb failures and poor wound development.
- 2609 Avebury Ave.-28 cm DBH European White Birch (*Betula pendula*) Dead
- 2766 Asquith St.-40 cm DBH Garry Oak (*Quercus garryana*). The tree is on a heavy lean and basal movement was observed on pull test during the tree assessment.
- 1549 Clawthorpe St.-58 cm DBH Cherry plum (*Prunus cerasifera*) During the tree assessment there was visible internal decay, and poor shell wall thickness was observed.
- 3031 Cedarhill Rd (Oswald Street playground) 8 cm DBH Douglas fir (*Pseudotsuga menziesii*) Dead.

Please Note: DBH stands for Diameter at Breast Height (diameter measured at 1.4 meters above the ground).

These tree removals will take place through the fall of 2016. New trees will be selected and replanted where site conditions and space allows. Stump grinding and tree planting will begin in the spring of 2017.

Caring for Our Urban Forest

Managing a healthy urban forest is a high priority for the City. We manage over 33,000 City-owned trees, most of which are on 300 kilometers of boulevards and in our parks.

In addition to being beautiful, these trees help improve air quality, absorb water during storms and reduce the amount of carbon dioxide in our environment. They also help shade our streets and buildings, helping to cool our city.

Guided by the Urban Forest Master Plan, our arboriculture team develops plans that involve identifying areas for planting new trees to expand the inventory, as well as identifying existing trees that are at the end of their healthy life. Removing unhealthy trees reduces safety risks and opens up space to plant new, young trees which will grow into our future urban forest.

The City of Victoria Urban Tree Inventory completed in 2012 found that 64% of public trees are in good or excellent condition and 30% are in fair condition and 6% are in poor condition.

Each of these trees was identified through our inventory or through a 'Request for Service' from the public, and was inspected by our Certified Arborists, using an internationally recognized assessment process. The trees has been identified as either dead, in significant decline or having structural issues which requires that the entire tree be removed.

Removal of any tree is always a last resort. Pruning and other options to mitigate the risks of the unhealthy tree are always considered first. Our practice with each removal is for a new tree to be planted, with consideration for the species that will have the best chance for success given a particular location.

We thank you for your understanding as we work to improve the health of our urban trees. Residents that live close to a tree on the removal list will receive a letter and tree removal notices will be posted to each tree.

Please don't hesitate to contact the Parks office at [250.361.0600](tel:250.361.0600) or parks@victoria.ca if you have any questions.

Rob Hughes
Supervisor of Operations
Arboriculture and Natural Areas
City of Victoria
Parks Division

Gary Pemberton □ Downtown Programs Liaison □ Citizen Engagement and Strategic Planning
City of Victoria □ 1 Centennial Square, Victoria BC V8W 1P6 □ □ T [250.361.0548](tel:250.361.0548) C
[250.508.7918](tel:250.508.7918)

Forwarded Message -----

Subject: Fwd: Park Zoning in the Master Plan
**Resent-
From:** [REDACTED]
Date: Mon, 26 Sep 2016 18:54:34 -0600 (MDT)
From: LORNE CARNES
[REDACTED]

Hi all

Sorry for the mass mailing... but I wanted to ensure this fell in the hands of the those directly involved with land use for the various community associations of Victoria.

I've been pursuing a Park Zone for Victoria on behalf of the Cridge Rescue Group for almost eight years now. This note to Leigh Campbell and the attached PDF are pretty self evident. She is overseeing the current Parks Master Plan public process. Hopefully your committees are equally concerned for the fate of park space in your local community and will help push this effort over the top.

I've also requested a complete list of Victoria parks with current zoning identified. Will happily forward a copy to all once it arrives. Please feel free to contact me via return mail should you have any questions.

Sincerely,

Lorne Carnes
Acting Secretary - Cridge Park Rescue Group

Sent from my iPad

Begin forwarded message:

[REDACTED]
Date: September 12, 2016 at 9:37:56 AM PDT
[REDACTED]

Subject: Park Zoning in the Master Plan

Good morning Lee

Please find attached a copy of our original submission to Victoria Council regarding Park Zoning in the OCP. The points made in 2012 are still valid today. The City has adopted a Official Plan which is inaccurate. It identifies a network of parks and green spaces which are not actually Parks. They are undeveloped building lots owned by the City with zones ranging from single family to commercial. As such, these properties can be developed to the current zoning with no public input. This fact was borne out in 2008 when Council of the day included Cridge Park in a RFP for the Crystal Garden Block.

Individuals or companies contemplating the purchase or development of property surrounding these sites must have some assurances in the OCP that the local park will remain just that.

Council accepted these recommendations and instructed staff to include Park zoning in the Parks Master Plan. Our Group is still committed to this process and we look forward to participating in the drafting of this Plan.

Thanks,

Lorne Carnes
Acting Secretary, Cridge Park Rescue Group

June 22, 2012

publichearings@victoria.ca

Re: Proposed Official Community Plan Bylaw. 2012 – No. 12-013

To Mayor Fortin and Members of City Council:

The Cridge Park Rescue Group was formed in 2008 to save one of Victoria's most cherished green spaces from development. We remain committed to ensuring that the public is involved in any future proposals to alter Victoria's Park inventory.

At the root of the conflict over Cridge Park was an assertion by some on Council that it was not a Park. They maintained that since this city owned property was zoned CA-4 there was no requirement of Council to consult the public before including it in a RFP issued for the Crystal Garden Block proposal.

The CPR Group undertook responsibility for a community consultation process and demonstrated overwhelming public support to Council for retaining Cridge Park as a Park. Subsequently, documentation was uncovered indicating the Park had in fact been dedicated as such in 1963.

In April of 2011 members of our Group and Council were out in full force to help celebrate the rededication of a refurbished Cridge Park by Mayor Fortin. The improvements have proved very popular and today Cridge sits as a small yet brilliant gem in Victoria's necklace of Parks.

While Cridge Park's fate now seems secure, the same can't be claimed for the majority of other 'Parks' scattered across the City. Less than half of the City's Parks are designated as 'Parks', putting them, like Cridge Park was, at risk for development by future Councils. Zoning for the balance of Victoria's 'parks' range from commercial to residential. Victoria, unlike most other municipalities within the CRD, does not have a Park zone.

The Official Community Plan proposes increased density in a number of Victoria neighbourhoods. These densities have been deemed suitable in part by the ready access to an appropriate supply of local park space... which have been identified on Map 8 in Section 9 of the draft OCP.

We question how the public can be expected to approve such a plan without the accompanying zoning being in place to ensure that park spaces within the City are actually secure.

A representative of our Group attended the June 7th OCP Open House held at Oakland's Community Centre to inquire as to just how the new plan might safeguard city parks.

We were assured by planning staff that the removal of any green space identified on Map 8 would trigger a public consultation process... as such a move would entail Council amending the OCP. This was not the case under the current OCP, where Cridge Park had been identified on a very similar map, yet Council was preparing plans for buildings ranging in height from 8 to 13 stories on the site of the Park, with no public consultation.

There are also no provisions within the Plan for replacing park space should future Councils decide to develop to current zoning. We were informed that Council's policy of no net loss.... replacing existing park space with equal size in the same area as applied to Ellice Park, was only a verbal agreement and as such could not be included in the OCP. An OCP could – and should - include such provisions, should Park space be required to change in the future.

Work on the Parks Master Plan is on hold, awaiting adoption of the OCP. We've been told that the Committee has reviewed the question of park zoning... but there still seems to be some debate over its merit. The City planner could not suggest what specific issues might be of concern. The protection and correct zoning of Parks should be determined now, and then included in the Official Community Plan. It is our belief that by waiting to protect the City's Parks until after the official community plan is adopted, is putting the cart before the horse in something that the entire community believes is already in place, and holds dear.

It's our further contention that all parks identified in the OCP should be zoned as 'Parks' within the Plan to ensure the public has an opportunity to participate in any future decision to change their status. Council would retain the ability to rezone at any time.... but the public will at least be assured that their views would be considered.

Sincerely,

Lorne Carnes
Acting Secretary,
Cridge Park Rescue Group

c/o 3670 Kathleen Street,
Victoria, B.C. V8P 3H4

On 03/10/2016 9:56 AM, Rob Bateman wrote:

Hi Kim,

A community meeting will not be required for a rezoning to permit storefront cannabis retailer unless new construction is proposed. The application will still be referred to the CALUC.

More information can be found here: <http://www.victoria.ca/EN/main/business/permits-licences/medical-cannabis-businesses.html>

Feel free to contact me with more questions.
Rob

From: Kim Walker
Sent: Friday, September 30, 2016 10:25 AM
To: Rob Bateman; Gary Pemberton
Subject: Cannabis business regulation

Hi Rob and Gary,

I didn't get a chance to ask anyone last night at the CALUC review meeting whether it has been decided that the CALUCs will or will not be dealing with the new regulation on medical cannabis businesses. I'd appreciate confirmation before or at our board meeting on Tuesday.

Thanks,

Kim