



Mission

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

BOARD OF DIRECTORS MEETING – TUESDAY, SEPTEMBER-06-16

Present: Kim Walker, Laurie Morgan, Marielle Tounsi (Board candidate), Gary Pemberton, Jeff Lougheed, Traci Fontana-Wegelin, Elaina Mack, David Angus (Board candidate)

Regrets: Kate Lauzon, Marianne Alto

Minutes

1. Adoption of Agenda

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

2. Adoption of Minutes

Laurie moved to adopt the minutes. Jeff seconded. Motion carried.

3. Priorities

- Interim appointment of Marielle Tounsi

Motion: Elaina moved to accept Marielle Tounsi as interim Board Director for the remainder of the 2016-2017 term. Jeff seconded. Motion carried.

Action: Marielle will submit a criminal record check, confidentiality agreement, bio and photo for the website. Traci email criminal record request letter to Marielle. All materials returned to Traci.

- New & revised HR policies: staff discounts, employee classification, recruitment & selection
- Staff discounts - suggested change add: “once employee has completed their probationary period” after first paragraph.

Motion: Laurie moved to accept the proposed staff-discount policy with minor corrections. John seconded. Motion carried.

- Employee classification - Take out “maximum of 12 months a year”(fourth paragraph); assigned a continuous work schedule that is less than 30 hours per week. Revisit and bring it back to Board
- Recruitment and Selection: Delete first sentence. Re-phrase beginning of the policy. Remove list of sites for advertisement in “Procedures” – (“postings may be advertised via... ”

Action: Laurie and Traci to work on employee classification and recruitment and selection policies to bring back to the Board for approval (Oct 4). Kim will incorporate minor amendment to Staff discount policy and distribute the approved policy to be added to the 4 Board manual binders

- OCA code of conduct: Discussion about the need to have a values statement/“citizen charter” about respectful behaviour and options available to address complaints and conflicts.

Action: Traci to set up working group to bring it forward – including Board, staff, community members. Marielle offered to contribute on behalf of the Board. Traci suggested Allieren for the staff. Another

volunteer to be determined. Develop code of conduct for handout to volunteers/staff & posting at facilities - with appropriate title, content, and accessible language & visual presentation. Traci will review the code and align with her ethics code of conduct that she's creating for licensed child care facilities.

- **OCA facility space planning, next steps:** Need to discuss how to address this priority – given that OCA needs to find a new space for Out of School care programs as the Oaklands Chapel site is no longer available for the 2017-2018 school year. We need to advise parents by December. We are also chronically short of adequate space for staff facilities and community functions.

Traci noted that we are on a waitlist for Richmond School (portables) as a backup. We would need to bus students, which will reduce numbers to 22. We have received a new proposal from the school district where they will provide 1 refurbished portable (incl. plumbing, electrical) and will offer a 5-year lease. There could be a possibility of programming after OSC hours. Traci noted that she will be meeting with a City of Victoria Real Estate manager.

Jeff noted that we need 1200 sq. feet for additional growth space for OSC. He noted that we should seriously consider any additional opportunities from the school district or City. Another option is to look at unused space at Hillside Mall. We should we look at signing authority to “bind the Board to a decision” in case we need to make timely decisions.

Actions:

- 1) Traci to let the school district know about our licensing and capacity needs; get written confirmation on their offer to supply a portable for out of school care, inform Jeff of the square foot size of portable
- 2) Schedule Executive Meeting for further discussions this fall
- 3) Jeff to look at financial policies.

4. Follow-up Actions

(From previous meetings)

- E-motion adopted in August for ONH backyard & drainage improvements – appended to minutes, learning discussion on project management to be held with Board and staff members
- E-motion – letter to Council (July 29th) – appended to minutes
- Set-up & management of Board folders, Board & committee discussion forums & email addresses

Action: Traci to contact Dial a geek to enquire about costs and infrastructure (incl. compatibility with Macs). Traci to set up meeting with John and Elaina to discuss options for centrally managed Board file folders, Board & Committee forum discussions and email address management/access (i.e. board@, landuse@, parks@). Kim will update & organize Dropbox files in preparation for moving to new system

- Lange Street request for OCA support with pole painting: Painting was done over the summer
Gary noted that pole painting is discouraged because it is not City property (belongs to BC Hydro). Artistic poles can cause disagreements among neighbours. Hillside-Quadra has received micro-grants with Victoria Foundation (up to \$500, administered by the Neighbourhood Action Committee). All the poles are purple – yellow lines are moving through. High visible poles with stencilling. Creates some uniformity. Easier to paint/more cohesion. Some maintenance needs to be considered.

Possibility of extending to Oaklands to coincide with electrical boxes. Fernwood NRG has guidelines about poles (agreement with neighbours, style, etc)

Action: Further explore with new Community Development Coordinator

5. **Round Table** (*issues, decision items, highlights*)

- City of Victoria report (Gary)
 - Consultation for Higgins street/Hillside crosswalk in 2016 – construction planned for 2017. OCA may be asked to a host consultation for proposed options
 - Permit – September 10, Asquith, Ryans and Kings – special block party. Also same day as Acton street/Mount Stephens
 - Improve public space – help people to find their way around the City. City to consult with specific neighbourhoods – check website in September
 - Crystal pool closure in September – Gary highlighted feedback from survey about improvements
 - CALUC – approve interim recommendations with additional consultations scheduled for September
 - My Neighbourhood grants – Staff will be recommending projects to Council – 24 unique projects proposed representing many different community associations
 - Public hearing on urban gardening – Rescheduled for new date

Action: Gary to get clarification on new urban agriculture re: regular/recurring operation with commercial loading, etc. vs. stand to sell extra produce to sell. What is the scale? If a community member has a concern, where do they go?

Traci Fontana-Wegelin, Executive Director

- New Community Development Coordinator– Interviewed 5 candidates – offered a position to start October 3
- Sticky Wicket Board & Staff social – September 8, 6:00-9:00 – Spouses are welcome
- Met the new principal with Oaklands – Very collaborative and approachable
- OCA/community garden initiative representation at Acton/Mt. Stephen street block party, September 10 (John, Traci) – OCA table to represent us – program guides, business cards, etc.

Action: Traci to talk to Sandy about interior painting quotes and also the geo-tech engineering. Jeff noted that it would be useful have something commissioned/underway by the end of October

- Exit interview with Community Development Coordinator: The Coordinator noted a number of strengths including OCA's positive approach, team spirit, and ED mentorship. She noted that she experienced only low-level politics (a positive statement as compared to her experience with office politics in other organizations).

Potential opportunities for improvements include: Engagement plan for role; need for more structure in position, necessity of a community needs plan; and better define the role within community vis-à-vis leadership/support from the Board. She also reminded us that we need to listen to the positive voices in the community, not just to respond to the negative/critical perspectives (too much nay-sayers get too much air time).

Take away from Traci: Community needs to drive what the Coordinator does – community needs assessment has been on the to do list from our Strategic Plan but needs to be a priority

John O'Brien, Chair of Parks Committee

- Attended City of Victoria Open Space meeting (July) – Criteria for improvements (See notes)
- Parks Committee – Community gardens initiative – 2 walkabouts and a survey (2015), UVic permaculture students did a design on Oswald Park (May 2016), currently 5 members, did a lot of outreach about 100 survey responses
 - Location of garden – Choices: 1- Oaklands Park, 2 - David Spence park (but this is managed by the School District). 3 – Oswald Park. Location within the park will determine the nature and size of community garden. John contacted the City of Victoria who noted that there could be a garden between the playground and the sports field at Oaklands Park. Many other factors need to be considered – proximity to roads, etc.
 - Type of garden – ranked choices from the survey: 1-orchard planting, 2- allotment gardens, 3- fruit forest with herbs and berries underneath trees, 4-pollinator garden.
 - Functional engagement groups were identified –designing, building, growing, harvest
 - Event could be hosted to explain what the garden initiative is all about
 - There is a need general OCA training for volunteers
 - We need to think about long term garden management – who should be responsible for ongoing upkeep? Are we willing to take that on? 5 years on? Consistency for OCA

Action: Host a community gardens workshop in the Fall to explore implementation options & engage with potential volunteers. Parks Committee to discuss more about purpose and content of workshop

Jeff Lougheed, Treasurer

Overall the reports are reflective of what we typically see on a month to month trend for OCC. Most losses are associated with wages. OCC Summer camps show revenue of \$19,650.46 and Adult Rec is also showing revenue of \$4,389.40. Overall, however OCC showed a loss of \$4,206.22 for August.

OCA showed total revenue \$107,227.80 for August with expense at \$112,136.67. Overall however OCA is showing positive revenue over the year currently with Net Income of \$14,033.46 for the year.

Elaina Mack, Secretary

- Market Highlights:
 - 600-700 people per market, including Mayor and 5 Councillors
 - Broke even, Coordinator was able to drop expenses of the market through additional grants and sponsorships
 - Almost no waste produced (small garbage can per market) – Small environmental footprint
 - Market bucks very successful – Needed to print more, provided savings to vendors and customers from ATM/credit card fees. Small amount of bucks used to acknowledge volunteers per market.

- Community tent was successful including chef demos, Larsen music instrument petting zoo, clothing swap
- Made good use of OCA info tent – great turnout on the community garden initiative
- Board perspective for Market next year: 1) Need for more outreach to keep farmers year to year, more collaboration with other markets; 2) Vendor handbook put to good use – Needed to ask a vendor to leave (RE: using styro-foam packaging), and we need more defined fee structure at the beginning of handbook; 3) Staffing – apply for more grants to off-set wages (e.g. gaming)

6. Information Items & Updates (*attachments*)

- New VCAN meeting dates
- CALUC Review Report to City Council & additional CALUC review meetings, Sept 15 & 29
- Invitation to Fairfield Fall Harvest Fête
- OCA Letter to City of Victoria (July 29) & responses
- City of Victoria Open Spaces Masterplan – Neighborhood Association Focus Group #3, July 20

7. In-Camera

8. Adjournment

OCA E-VOTE: To Approve On Demand Plumbing to repair ONH Back Yard Drainage Issue

From: Jeffrey Lougheed
To: Kim Walker
Cc: Traci Fontana-Wegelin
Date: Thu, 14 Jul 2016 11:48:04 -0700
Subject: Re: FW: plumbing quote
Kim, Traci,

Below and attached is the info we have been pulling together of the past month or so regarding the drainage issue in the back yard.

At this time Sandy is prepared to move forward with On Demand plumbing given their quote is the most accurate as far as scope of work is concerned and their pricing looks to be the best. The quote is outlined in the below email from On Demand.

I would also support this direction.

We need to come to a concussion on the direction we are taking asap so Nicole can start working with licensing on the closer.

Do we need to so a special meeting so we can conclude with the board or could be do an E-Motion?

thanks
JL

On Mon, Jul 25, 2016 at 8:17 AM, Oaklands Community Association Board
<Board@oaklandsca.com> wrote:

Good morning everyone.

Jeff and Sandy have obtained 3 quotes for the ONH back drainage work (see attached files & email quote)

Jeff, please submit your motion for the preferred contractor to complete this work. I will need a seconder and your votes please no later than this Thursday July 28.

Thank you.
Kim

On Tue, Jul 26, 2016 at 11:04 AM, Jeffrey Lougheed wrote:

Board,

The attached quotes range from a full remodel/revamp of the play area to just the drainage required to get the water off the backyard.

At this point i feel it is more important to focus on the required immediate need and leave the other work for another day.

Therefore, I motion that the board accept and award the project for installing new drainage tiles within the rear of yard of ONH to On-Demand Plumbing as per the provide quote.

Thanks

JL

On 26/07/2016 11:10 AM, Elaina Mack wrote:

Thanks, Jeff. I second this motion to use On Demand plumbing to address the immediate drainage needs, provided that the work can be completed in the window when ONH is closed at the end of August to prevent service disruption to families (or at another time that is deemed appropriate by managers).

Best,

Elaina

P.S. I hope that we can use SharePoint for e-motions in the future for easier record keeping.

On 26/07/2016 4:06 PM, Kate Beveridge wrote:

I would vote that the On Demand plumbing quote makes the most sense as well. Best to focus on the urgent needs first and go from there.

Kate

Subject: Re: OCA Board Plse respond before July 28 OCA E-VOTE

Date: Wed, 27 Jul 2016 15:56:41 -0700

From: John James O'Brien

To: Oaklands Community Association Board <Board@oaklandsca.com>

CC: Jeff Lougheed, Laurie Morgan, Elaina Mack, Kate Lauzon, Traci Fontana-Wegelin <ED@oaklandsca.com>

Greetings, all.

After review of the quotes, noting that they seem to be oriented toward very different briefs, I vote for On Demand. This quote is focused on the problem we are trying to address and proposes an approach that delivers more drainage piping (as I see it) than other quotes. In my experience, [REDACTED] for the work described is good value.

A caution is that I do not know this firm or any of the others, so a reference check to previous customers could be important. In contracting the firm, it would be wise to include language that requires an effective fix. That is, if the ponding returns, the firm would come back to fix the problem at no (or a negotiated supplies not labour) cost to OCA.

Kind regards,
John

Subject: Re: OCA Board Plse respond before July 28 OCA E-VOTE
Date: Thu, 28 Jul 2016 17:56:53 -0700
From: Oaklands Community Association Board <Board@oaklandsca.com>
To: Kate Beveridge
CC: Elaina Mack, Jeffrey Lougheed, John James O'Brien, Laurie Morgan, Traci Fontana-Wegelin <ED@oaklandsca.com>

With John's vote in the affirmative, the motion is passed. I will forward the results to Sandy, cc to Traci. Thanks everyone.

Kim

Additional E-VOTE on ONH Back Yard Works

Subject: ONH backyard update
Date: Fri, 19 Aug 2016 22:56:01 +0000
From: Traci Fontana-Wegelin <ED@Oaklandsca.com>
To: Elaina, James O'Brien, Jeffrey Lougheed, Kate Beveridge, Kim Walker , Laurie Morgan
CC: Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson
<Facilities@Oaklandsca.com>

Hello all. I trust you've enjoyed your break this summer – our weather has certainly been wonderful.

As you may recall, we are set to see the ONH backyard drainage issue resolved in the latter part of this month – it fit well into the end-of-summer closure for the Little Acorn program. I am writing to you now to get your approval to move forward with other work that is required for the drainage issue to be resolved.

As the e-vote for the repair to the backyard took place whilst I was away, there were elements of the work that were not part of the vote. Part of the progression of the repair in the yard is to see the removal of the existing gravel and dilapidated wood structures in order for the plumber to be able to do their work. While we did discuss a work party to remove the gravel, our timeline did not afford us enough time to rally the neighbours, equipment, etc. It is my understanding that Sandy and Jeff discussed hiring an excavator to remove the gravel and the structures so On Demand could perform their work.

At this time, neither the structures nor the gravel will be returned to the playscape . The current wood structures are becoming a hazard to the children and the gravel is wreaking havoc on the rubber playscape and the floors of ONH. You may recall I discussed the need to see the gravel replaced with Licensing-approved engineered wood chips as it will be less wearing on the rubber surface and our floors at ONH. Between the wood chips and the rubber surface, a border is necessary to keep the chips off the rubber surface. I do not understand why they were not part of the initial vote as it leaves the yard unfinished and unusable for the children.

While I realize there was consensus that the focus needed to be on the immediate need (drainage issue), the decision to replace the gravel needed to happen at the same time as the plumbing quote. To be honest, there are actually three big jobs required – the plumbing, the excavation of the gravel and removal of the wooden structures so the plumbers can work on the drainage issue and the replacement of the gravel with another surface. These three things all have separate quotes; as they're above \$5K, they would have required quotes which needed to go the Board. In my absence, I do not know why this was not done.

Ladies and gentlemen of the Board, in the interest of transparency, I need you to know I am signing the quotes for both the gravel excavation and the woodchip/border replacement (attached). I will also be signing the quote for the gravel excavation which we have yet to

receive. I will forward that to you as soon I receive it from Sandy. All told, the project will be approximately around our GIC amount of \$20K.

Please know, in the interest of moving forward to create a useable space for the children, I have signed these under a timeline duress - we will need to move on this quickly to see deposit cheques prepared, signed and sent to the respective contractors, who then have to order supplies, etc. We need the playground accessible for the children on September 7, 2016.

My apologies for the last-minute nature of this email. I had incorrectly assumed this work had already been discussed and approved.

Regards,

Traci

Traci Fontana-Wegelin
Executive Director
Oaklands Community Association
Phone: 250.370.9103
Fax: 250.370.9102

Subject: RE: ONH backyard update
Date: Fri, 19 Aug 2016 16:22:20 -0700
From: Laurie Morgan
To: Traci Fontana-Wegelin <ed@oaklandsca.com>, Elaina Mack, James O'Brien, Jeffrey Loughheed, Kate Beveridge, Kim Walker
CC: Nicole Skoreyko <littleacorn@oaklandsca.com>, Sandy Robertson <facilities@oaklandsca.com>

Good afternoon all;

In the interests of providing Traci with Board authorization to make all of these arrangements for the additional elements of the back playground replacement and commit the funds I would like to move forward a motion for approval. This motion will of course require a seconder and votes from the necessary number of Board members.

I make the following motion: That the Executive Director be given approval to receive the additional quotes needed and in turn take the additional financial expenditures up to a value of \$20,000 with respect to the remediation of the drainage of the playground at Oaklands Neighbourhood House: excavation and removal of the gravel; removal of the dilapidated

wooden structures; addition of regulation approved wood chips; and, replacement / installation of the necessary separation / border between the wood chips in order to have the playground area remediated during the Little Acorn closure. And that these additional steps be taken without having to bring the quotes to a full Board meeting.

If there is someone agreeable to providing a seconder to this motion (and I am open to any word smithing needed) and if in turn everyone can provide a vote that would be most helpful to allow Traci to move forward at the start of next week.

Many thanks,

Laurie (as VP)

Subject: Re: ONH backyard update
Date: Fri, 19 Aug 2016 19:23:30 -0700
From: Elaina Mack
To: Laurie Morgan
CC: Traci Fontana-Wegelin <ed@oaklandsca.com>, James O'Brien, Jeffrey Lougheed, Kate Beveridge, Kim Walker, Nicole Skoreyko <littleacorn@oaklandsca.com>, Sandy Robertson <facilities@oaklandsca.com>

Thank you, Laurie. I second the motion you mentioned below.

Elaina

Subject: Re: ONH backyard update
Date: Fri, 19 Aug 2016 21:21:14 -0700
From: John James O'Brien
To: Laurie Morgan
CC: Traci Fontana-Wegelin <ed@oaklandsca.com>, Elaina Mack, Jeff Lougheed, Kate Beveridge, Kim Walker, Nicole Skoreyko <littleacorn@oaklandsca.com>, Sandy Robertson <facilities@oaklandsca.com>

Given that we're at an emergency point, noting Laurie's motion and Elaina's second, I cast my e-vote in favour.

Also, what structures for learning and play will replace those deteriorated structures that will be removed? Are these not requiring a Board motion (sorry, I think I may be forgetting details).

That said, as a modus operandi, I encourage that we adopt a project management model in which mapping out all foreseeable (and those new and any other impactful) elements so that

the whole picture can be understood, it's component parts logically structured and funds, as well as other considerations, identified in a way that permits the Board to effectively guide.

The financial policy to require Board oversight of expenditures over a certain dollar amount is sound. But that is only a tool, a mechanism for financial control. When a quote comes forward, Board consideration is focused on the value for dollar aspect and discussion of how the expenditure relates to the bigger picture tends to get in the way – not because the topic is a digression, but because a quote may focus attention on only a part of our larger responsibility. Interrelationships are easily missed or not grasped at the right time [REDACTED] I imagine that may be as frustrating for staff as for Directors.

Projects like this one lend themselves very nicely to a Work Breakdown Structure organised in component parts of the project with milestones that include internal and board approval deadlines as well as tangible deliverables. If this seems sensible to all, can we explore the pros and cons of adopting such a model?

Kind regards,
John

P.S. Please know I do not mean to lecture...I will shortly bring something forward for e-consideration and the same points apply.

Note from Kim Walker, President: The OCA Board of Directors does not meet during the month of August. As such, Kim Walker and Kate Lauzon (Beveridge) were away during this voting period.

The motion as presented by Laurie Morgan and seconded by Elaina was passed by a vote of 3 in favour and 1 no vote out of the 4 available Directors.

Subject: continued ONH backyard work
Date: Mon, 22 Aug 2016 17:04:17 +0000
From: Traci Fontana-Wegelin <ED@Oaklandsca.com>
To: Laurie Morgan, Elaina, James O'Brien, Jeffrey Lougheed, Kate Beveridge, Kim Walker
CC: Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson
<Facilities@Oaklandsca.com>

Good morning, all. Thank you for your support and quick reply to my email. I have more financial information for you.

John, I heartily agree and have spoken with Sandy to see our Facilities quotes present all work required, including any future work we might be anticipating.

Just so we're clear, here are the costs so far given the quotes we've received:

Green Roots Play Equipment [REDACTED] (wood chips and border plus supplies and labour)

On Demand Plumbing [REDACTED] (work on the curtain drains)

Verasco Contracting (quote encl.) [REDACTED] (excavation and removal of structures; drain rock)

[REDACTED] ** these are quotes, ladies and gentlemen; they may go over or under their bid

In light of providing information with regard to future considerations, might I request, as this time, that we approve the following, per the second enclosed quote:

- o Replacement of removed structures with a sandbox with a fabric cover (to be placed in the back corner of the yard where the little house now sits)
- o Preparation of the perimeter of the yard to eventually see a rubber surface installed; we will be pursuing another Tire Stewardship Grant in 2017 to see a perimeter of rubber from the stairs at the rubber surface around to connect with the east side of the existing rubber surface; also surrounding the sandbox as per Licensing regulations (sandbox must be surrounded by soft, even surface).

Total cost of this work was quoted at \$ [REDACTED]. This will (should the quotes remain within dollars of their stated amounts) bring us to over the \$20K GIC; my intent would be cover off any extra costs via ONH operational revenue.

Ladies and gents, may I prevail upon you one more time to approve the second quote to move us forward and complete work on the backyard?

Regards,

Traci

Traci Fontana-Wegelin
Executive Director
Oaklands Community Association
Phone: 250.370.9103
Fax: 250.370.9102

Subject: Re: continued ONH backyard work
Date: Mon, 22 Aug 2016 13:01:49 -0700
From: Jeff Lougheed
To: Traci Fontana-Wegelin <ED@Oaklandsca.com>
CC: Laurie Morgan, Elaina, James O'Brien, Kate Beveridge, Kim Walker, Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson <Facilities@Oaklandsca.com>

I motion that the board approve the cost of work to the OHN backward as presented below.
[above]

Jeff

Subject: Re: continued ONH backyard work
Date: Mon, 22 Aug 2016 14:19:55 -0700
From: Elaina Mack
To: Jeff Lougheed
CC: Traci Fontana-Wegelin <ED@oaklandsca.com>, Laurie Morgan, James O'Brien, Kate Beveridge, Kim Walker, Nicole Skoreyko <Littleacorn@oaklandsca.com>, Sandy Robertson <Facilities@oaklandsca.com>

I second the motion below as presented.

Thanks,

Elaina

Subject: Re: continued ONH backyard work
Date: Mon, 22 Aug 2016 14:47:31 -0700
From: John James O'Brien
To: Traci Fontana-Wegelin <ED@Oaklandsca.com>
CC: Laurie Morgan, Elaina Mack, Jeff Lougheed, Kate Beveridge, Kim Walker, Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson <Facilities@Oaklandsca.com>

Voting in the affirmative.

Kind regards,
John

Subject: Re: continued ONH backyard work
Date: Mon, 22 Aug 2016 18:13:46 -0400
From: Kate Beveridge
To: John James O'Brien <johnobrien@irmstrategies.com>
CC: Traci Fontana-Wegelin <ED@Oaklandsca.com>, Laurie Morgan, Elaina Mack, Jeff Lougheed, Kim Walker, Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson <Facilities@Oaklandsca.com>

I vote in favour of the motion.
-Kate

----- Forwarded Message -----

Subject: RE: continued ONH backyard work
Date: Wed, 24 Aug 2016 13:53:36 -0700
From: Laurie Morgan
To: Kate Beveridge, John James O'Brien
CC: Traci Fontana-Wegelin <ED@Oaklandsca.com>, Elaina Mack, Jeff Lougheed, Kim Walker, Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson <Facilities@Oaklandsca.com>

Good afternoon all;

I too support the motion that Jeff has put forward so that the work can proceed.

At our September meeting we really do need to have a reflective conversation about how this whole ONH project unfolded. When signing cheques yesterday Sandy and I had a very useful conversation about project management (as per John's earlier email around funding approval) and expenditures so that we do not find ourselves in this kind of circumstance in the future.

I believe it would be helpful to have Sandy and Nicole attend the earlier part of the September Board meeting to join us in a look back with a view to accumulating the learnings and building a better approach for the future for surely we will have future projects of significant scope.

Elaina if you could capture this for the agenda that would be most helpful as I am sure we will all want to have the conversations needed to ensure we do not go down this road again.

Cheers,

Laurie

Subject: Re: continued ONH backyard work
Date: Wed, 24 Aug 2016 14:13:27 -0700
From: Kim Walker
To: Laurie Morgan, Kate Beveridge, John James O'Brien
CC: Traci Fontana-Wegelin <ED@Oaklandsca.com>, Elaina Mack, Jeff Lougheed , Nicole Skoreyko <Littleacorn@Oaklandsca.com>, Sandy Robertson <Facilities@Oaklandsca.com>

It looks like this motion is passed. However, I have not had the time to review all OCA correspondence so am not up to speed and find the conversation confusing. Did we not approve some of these expenditures already?

I have a meeting with Traci tomorrow, and perhaps we can sort this out then. In the meantime, I will flag this for our September meeting.

Note from Kim Walker, President: The OCA Board of Directors does not meet during the month of August. As such, Kim Walker and Kate Lauzon (Beveridge) were away during this voting period although Kate monitored emails during her absence.

The motion as presented by Jeff Lougheed and seconded by Elaina was passed by a vote of 5 in favour and 5 available Directors.

OCA E-VOTE: To Approve Letter to Council re: Civic Engagement

Subject: OCA e-vote request - Letter to Council
Date: Thu, 28 Jul 2016 08:56:39 -0700
From: Oaklands Community Association Board Board@oaklandsca.com

Many apologies for the lateness of this draft. Ideally would be good to have all members voting, though this may not be possible with vacation schedules. I have not seen a Council agenda on a revised CALUC terms of reference but it is imminent.

DEADLINE: Friday July 29.

Motion: Kim moves to adopt the attached Letter to Mayor and Council on community engagement, subject to minor edits.

Also attached is the city engagement strategy referenced in the letter.

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Mail Attachment.png

OCA Letter to Mayor and Council re engagement process.docxCivic_Engagment.pdf

Subject: Re: OCA e-vote request - Letter to Council
Date: Thu, 28 Jul 2016 19:58:53 -0700
From: Jeff Lougheed
To: Oaklands Community Association Board Board@oaklandsca.com
CC: John James O'Brien, Laurie Morgan, Elaina Mack, Kate Lauzon

I second the below [*above*]

Jeff

Subject: Re: OCA e-vote request - Letter to Council
Date: Fri, 29 Jul 2016 15:33:25 -0700
From: Kate Beveridge
Reply-To: Kate Beveridge
To: Oaklands Community Association Board Board@oaklandsca.com
CC: John James, Jeff Lougheed, Laurie Morgan, Elaina Mack

I also vote to approve the letter to council.
Kate

Subject: Re: OCA e-vote request - Letter to Council
Date: Fri, 29 Jul 2016 08:49:53 -0700
From: John James O'Brien
To: Oaklands Community Association Board Board@oaklandsca.com
CC: Jeff Lougheed, Laurie Morgan, Elaina Mack, Kate Lauzon

Kim,

While I overall support the letter and cast an affirmative e-vote with this note, I think that the communication would benefit from an explicit recognition that the time lines the City operates within reflect a full, paid staff and that when these timelines go out into the community, they affect unpaid volunteers whose time to properly address matters requires a longer lead, a period for action and subsequent response time out of necessity for community engagement.

Without such recognition, the consultation process cannot truly be seen as consultation.

I would favour a City working group collaborating with community associations specifically to address process, outreach, etc. As mentioned before (and raised at the Parks Focus Group meeting) the City has capacities for outreach that we do not. If the desire for public engagement is sincere, and I've no doubt that it is, then it is past time to identify City capacities that community associations can draw upon to achieve shared goals in consultation and outcomes.

Kind regards,
John

Subject: Re: OCA e-vote request - Letter to Council
Date: Thu, 28 Jul 2016 21:14:36 -0700
From: Elaina Mack
To: Jeff Lougheed CC: Oaklands Community Association Board Board@oaklandsca.com, John James, Laurie Morgan, Kate Lauzon

I also vote to approve and send the letter to Mayor and Council.

Nicely crafted letter, Kim!

Elaina

Subject: Re: OCA e-vote request - Letter to Council
Date: Fri, 29 Jul 2016 16:18:04 -0700
From: Oaklands Community Association Board Board@oaklandsca.com
To: Kate Beveridge
CC: John James O'Brien, Jeff Lougheed, Laurie Morgan, Elaina Mack

Thanks everyone. Motion is passed. We have affirmative votes from Kate, John, Jeff and Elaina. Laurie is away until Aug 1. I just talked with John about his comments and we can follow up with that in the September Board meeting.

Kim

**Mission**

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

July 29, 2016

Mayor and Council
City of Victoria
1 Centennial Square, Victoria BC

Dear Mayor and Council:

Re: Structure and accountability for community engagement

The City of Victoria has established a very ambitious agenda over the last couple of years, from small-scale improvements for pedestrian safety to city-wide projects such as the Biketoria bicycle path network and much more. Concurrent with these initiatives, City Council has made a serious commitment to engage citizens in planning and decision making processes. Oaklands Community Association (OCA) wishes to extend our sincere appreciation of the City's efforts but we also recognize the challenges for all involved with such enormous undertakings.

Victoria conducted 25 consultation processes in 2014 and 86 in 2015, as stated by a City planner. The effort required to keep track of and respond to such a high increase in city announcements, invitations and requests for engagement is just not sustainable for community-based organizations with as broad a mandate as ours. However, OCA recognizes the importance of our continued involvement in civic engagement with the City of Victoria and its citizens. Thus, in addition to the letter of June 5, 2016 sent to you from several neighbourhood associations, OCA would like to contribute our perspectives and comments on the above-noted topic.

Oaklands Community Association echoes other neighbourhood associations' concerns with recent community engagement processes for public policy, land use and infrastructure projects in Victoria. In reference to the City's Civic Engagement Strategy (2012), as well as OCA's recent experiences with both city-wide and specific public initiatives in Oaklands, we would greatly appreciate the City Council's consideration of the following in your deliberations on future engagements:

- Recognize and support the recommended role of neighbourhood associations in civic engagement as outlined in your Civic Engagement Strategy (p.20). We have a broad community mandate with membership comprised of all who live, work, volunteer or own property in the Oaklands neighbourhood.
- Assist neighbourhood associations to shift from reactive mode to proactive mode. Over the past year, OCA and its members have experienced multiple frustrations with municipal consultations and communications mishaps associated with: Biketoria, Doncaster pathway development, Ryan Street repaving and sidewalk construction, establishing the Department of Civic Engagement and Strategic Planning, Doncaster Street upgrades and proposed Higgins Street upgrades.
- Consult specific neighbourhood associations on civic engagement planning when a public initiative directly affects our respective neighbourhoods. In addition to incorporating local insights and networks, this directive will engage neighbourhood associations early in the process and avoid the last minute scramble that occurred under the Biketoria initiative earlier this spring.

- Allocate adequate staff/consultant time and associated resources to ensure successful engagement outcomes. Neighbourhood associations can help mobilize networks, communicate with members of the community, and support city efforts. Two weeks' notice may be enough time for a Board, CALUC or staff member to attend a public meeting but it is not enough time to represent the interests, concerns and suggestions of our members. To ensure that OCA involvement and participation is representative of our neighbourhood, and to fit within our meeting and communication schedules, the Board and Land Use Committee need 4-6 weeks' notice at a minimum, depending on the scale of our involvement.
- Ensure City staff members and consultants have the tools, time and resources needed to successfully complete all components of a consultation process, including timely reporting to stakeholders and citizens on how their contributions are being considered or incorporated into recommendations and decisions. For example, this year OCA Land Use Committee invited City staff to report back to the community on the Doncaster Path consultations and final plan. Although this happened very late in the process (only a couple of days before construction began), the staff explained how each community concern and suggestion was accounted for in the pathway design and why some suggestions couldn't be adopted. Despite the overall frustration with gaps in communication and consultation for this local project, this final step was appreciated immensely and the staffs' responsiveness has contributed toward building better relations between the City, its citizens and OCA.

In the letter of June 5, seven neighbourhood associations invited the City to take advantage of Victoria's existing system of neighbourhood organizations and CALUCs as an avenue for civic engagement. Concerned residents of our neighbourhood have also expressed their interest in OCA as a consultation conduit for public development proposals. Although we have limited capacity, with anticipated improvements resulting from the CALUC Review and the Public Engagement Road Map, OCA will do its best to participate in and support City engagement efforts. However, we cannot do this without thoughtful consideration from Council and City staff on issues related to proper assignment of timelines, and your respective roles and decisions that affect our ability to engage.

It is clear that everyone is working hard to build collective capacity for community engagement. The City of Victoria's Civic Engagement Strategy is a good baseline, with an accurate assessment of the challenges of engagement and recommendations to address these challenges. The document reminds us of the need to be patient as the City implements the Strategy. Ongoing reflection and learning from front-line experiences is also a necessary part of this process.

This letter is respectfully submitted by the Oaklands Community Association in the hope that our comments and suggestions will help improve the City's efforts in engaging neighbourhood associations and members of our community.

Sincerely,



Kim Walker
President, Oaklands Community Association
board@oaklandsca.com

/cc Jason Johnson, Community Associations/CALUCS, Traci Fontana-Wegelin

RECORD OF MEETING

Project: City of Victoria Open Spaces Masterplan – Neighborhood Association Focus Group #3

Date: 20 July 2016

Project No.: 1616

Time: 6:00-7:30pm

Present:

Rachel O’Neill, Burnside Gorge CA
John James O’Brien, Oaklands CA
Elza Yulianty, Oaklands CA
Jenny Farkas, North Park
Pam Hartling, North Park
Christopher Windjack, LADR (recorder)
Bev Windjack, LADR (facilitator)

Distribution:

Leigh Campbell
Julie Potter
Mandi Sandhu
Shannon Jamison
Megan Turnock

ITEM
<p>General Notes</p> <p>Neighbourhood associations have narrow permissions with which they can communicate with local residents</p> <ul style="list-style-type: none">➤ They have no mechanism to reach the public in neighbourhoods to find out broadly what they want➤ The City can continue to improve its relationship with the neighbourhood associations <p>The City lacks the budget to properly maintain what parks it already has</p> <ul style="list-style-type: none">➤ The City should always try to acquire new green space when it can➤ Resources are drained from some communities in favor of others➤ Neighbourhood Associations are asked to volunteer more than they used to be, but there is no increased budget or support for them➤ Volunteers in parks are a contentious issue➤ There should be more juristic coherence and partnering within City departments <p>The City should be drawing on parks and open spaces masterplans from other cities</p> <ul style="list-style-type: none">➤ Build off of them and draw examples



- Use successful masterplans such as Hong Kong's as precedents
- The City should have a coordinator of volunteers position
- The City should ensure it is coordinating with, and incorporating as able, regional initiatives related to healthy living, resilience, building community, etc.

1. What do you value most in the parks and open spaces system?

Tranquil nature spaces

- Spaces for respite
- Auditory and olfactory experiences in nature

Spaces that allow people to connect with one another

- Seating is key, with places to stop and meet
- Not just park benches
- Movable, variable spaces that can be customized by their user groups (ex: movable chairs in a plaza)

A sense of community unity

- Spaces that facilitate connections between people
- Create stronger community bonds
- Create communication opportunities
- Parks are gathering spaces in emergency situations

Large park trees

- An important asset in Victoria's parks

Victoria has a good quantity of parks overall

- Some communities have more than others
- There is great value in the potential of these parks, but not necessarily in the current amenities they provide

2. What could be improved in the City of Victoria's parks system? Are there any park amenities missing?

Parks need to be inventoried and classified

- An inventory of existing parks needs to be conducted so that assets can be mapped and an inventory made available to the public
- Currently all parks are considered the same regardless of whether they provide mostly ecological benefit, recreational benefit, or other amenities
- There should be differentiation between types of parks: naturalized, organized sport-oriented, informal sport-oriented, and open public recreational space
- Many spaces are being considered as parks but are not usable public spaces, such as McDonald Park
- Schoolyard land that counts for 50% park space is not actually usable 50% of the time

Multi-ethnic spaces to allow people to use parks in ways they're used to



- Places to for large groups to eat outdoors
- Places to cook outdoors

Multi-generational spaces

- Oaklands has a currently recognized need for spaces where seniors and younger people can engage with each other
- Both passive and active recreation
- Both shared and side-by-side activity options
- Exercise areas should have multi-generational equipment that can be used by users groups of all ages
- Chessboards etc. for passive activities, not just organized sports

Properly maintain existing sports and play amenities in parks

- Tennis courts at Central Park are in poor shape and have been neglected for years
- Create a long-term maintenance plan for the entire city, focusing on the neighbourhoods most in need of renovation first
- There is concern regarding the general upkeep and maintenance of playground equipment
- Poor maintenance causes people to abandon parks in their communities in favor of better maintained ones that are further away

Use green spaces as a vehicle for citizen engagement

- 'Friends Of' groups
- School and daycare groups

Washrooms facilities are needed

- Maintenance and upkeep is a recognized issue
- Despite the issues they bring, they benefit the public and support park users

Limit off-leash dog areas

- Many people avoid parks with off-leash dogs
- Some parents express concerns about children playing near off-leash dogs
- There is concern about dog waste being left on the ground providing a health risk to children
- Fenced open play areas should be considered for people as well as dogs
- Provide a larger number of dog waste bag stations to help with cleanliness

Provide more launches for non-motorized water vehicles

- Launches for kayaks, paddleboards, etc.

Provide more non-programmed playing spaces

- Not just playing fields
- Not just hard surfaces like basketball courts

3. Are there other important green spaces in your community that people enjoy?

Community gardens

- Seen as an important asset, and that there are never too many of them

Garry Oak meadows



- Are important ecological spaces that need to be protected
- Some neighbourhoods like Oaklands have these spaces but lack usable green space
- Should they have play opportunities incorporated as well?
- Nature and play could be separated, and play spaces could be naturalized
- Humboldt / Belleville as an example

4. Is there anything that could help improve the ability of everyone in the community to enjoy the parks and open spaces?

Embrace neighbourhood parks as true community assets

- Allow limited dog runs in every neighbourhood park, either in location or during certain times
- Ensure that parks are assets for all user groups and not catered to one

The transient population in parks needs to be addressed

- It causes increased police presence, not only dealing with issues but also rousing people in the mornings etc.
- It causes waste and garbage issues
- More sharps bins should be placed in parks to help alleviate the need for needle pickups – they are a reality and an important tool that can't be ignored

Parks should have power/water hookups

- Designed for festivals. Mason St. Park (Franklin Park) is a good example that is underused
- Allow the public to hold events more easily
- Allow small-scale popup events
- Make it explicit what amenities are provided – the public can't use what they don't know they have

Support boulevard planting and beautification by local residents

- An easy way to start to create linkages between parks
- Give incentives for residents to beautify and green their boulevards and maintain them, such as cuts on private water fees
- This could provide summer job opportunities for City interns as well

Consider adult play

- Concrete ping-pong tables are highly successful in many cities
- Adult-sized swings
- Parkour opportunities
- Children need play spaces, but adult play is often neglected

5. Thinking ahead 20 years, what should be the focus of Victoria's parks and open spaces system? Key words and concepts?

Stewardship of ecological spaces is imperative



- Strategies can be adapted for the unique needs of each neighbourhood

Consider changing demographics

- Populations of neighbourhoods are aging, so they need easier access to parks
- Easier access will also help bring in families and young children
- Ease of access must take into account distance, topography, and street crossings

Incorporate sense play

- Water features create auditory interest
- Water parks provide a tactile experience, and can be for both children and adults
- Technology can be utilized to create new experiences, such as water jets that play sound when the streams are interacted with

Incorporate modern technology into parks

- The future is heading in a direction that demands technology be embraced in outdoor spaces
- Provide solar charging stations and wifi hotspots
- Knowledge Cities is a good reference

Food production in parks

- Community gardens are a successful and important amenity for neighbourhoods – there are never enough of them
- Not just community gardens, but fruit-bearing shrubs and trees used in general park landscaping as well
- Support edible trees on boulevards alongside edible harvesting initiatives, as long as it is supported by each individual neighbourhood
- Palette gardens can give mobility and customizability to community plots

Health benefitting amenities integrated into the landscape

- Not just exercise stations, fields, etc
- River stone walkways in Asian parks are an example – pressure points on feet are hit as the stones are walked on
- Opportunities to get seniors active and involved in a more passive manner, while providing them with additional health benefits

There should be a focus on the addition of greenways and inter-neighbourhood connectivity

- It's very important to make a network instead of having disparate parts
- Wayfinding is greatly improved when park spaces are connected by greenways
- Pedestrian paths should be identified on 'No Exit' signs when they exist at the end of a street
- Consider color-coding street signs based on the user types they support

Allow certain commercial enterprises on public park land, at certain times

- Consider selling food grown on public land
- Allow local commercial enterprises to sell wares during community events

6. What criteria should the City use to make decisions around improvements to the parks and open spaces system?



End the current advocacy-based system (squeaky wheel)

- Look at creating outcome-focused plans
- Maintain minimum standards across all neighbourhoods, not focusing on the loudest advocates
- Affluent neighbourhoods have had better advocacy in the past

Don't let process get in the way

- Focus on the spirit of the laws rather than the letter of them
- Plans should be outcome-oriented or have performance specifications rather than prescribed steps that might not create the desired end result

Objectives should be integrated between City departments

- Greenways and safe school routes go hand in hand
- Goals are often shared and can be accomplished in conjunction with initiatives from other departments

Unforeseen consequences of public design must be taken into account

- Assessment of the ancillary effects of designs before they are acted upon
- Impact assessments are key
- Tree selection for boulevards is an example to learn from
- London plane trees are beautiful but are too large for boulevards with overhead wires, and create maintenance work for adjacent private homeowners by clogging their drain systems
- Hawthorne trees are used as boulevard trees on many streets but are inappropriate because they add little aesthetic value

There needs to be criteria developed for what constitutes a 'significant tree'

- Currently there is only criteria for what is protected
- Some protected trees are not considered significant by the public
- Privately owned significant trees need a permit to prune, which is a hardship on private homeowners

Additional comments received after the Focus Group met:

1. from Pam Hartling

Further to our discussion, I came across this:

<http://ngm.nationalgeographic.com/2016/01/call-to-wild-text>

There are lots of gems in there but a few stand out that are notable for this process:

1. The proximity to green space and streets with those with more trees and lower incidents of mental distress



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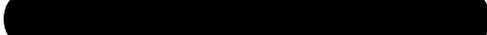
2. The troubling statistic of people spending less and less time outdoors

3. Government and school programs designed at getting people into nature, off devices and in tactile contact with natural surroundings

I would be in support of a bold statement by the City riffing off the "City of Gardens" theme, not unlike Singapore ("city in a garden") that addresses some of the themes in this article.

Subject: Re: VCAN Meeting Day

Date: Tue, 16 Aug 2016 09:17:01 -0700

From: 

Ok, after hearing from quite a few of you... The most popular day is Wednesday by a narrow margin. Therefore, our first VCAN meeting will be on September 21 and we've moved the time of the meeting back a half hour to allow people to get there from work. The new time is 5:30-7:30.

See everyone next month!

Chris Fleming

Subject: September CALUC Review Meetings
Date: Mon, 29 Aug 2016 23:28:24 +0000
From: Rob Bateman <rbateman@victoria.ca>

Hello Everyone,

We look forward to meeting with you all again in September for what will likely prompt some spirited discussion followed by creative brainstorming! We have also invited representatives from UDI to attend to make for a more productive conversation.

Thank you to those of you who RSVP'd. Please remember the meetings are on:

September 15, 2016. 5pm-8pm. Songhees Nation Room. City Hall.
September 29, 2016. 5pm-8pm. Songhees Nation Room. City Hall.

Council's August 25th motion regarding this next phase was:

That Council:

1. Approve the following documents as interim guidance for the Community Association Land Use Committee process:
 - a. Community Association Land Use Committee (CALUC) Terms of Reference
 - b. Role of Developer, Council and Staff in Community Association Land Use Committee (CALUC) Processes
 - c. Community Association Land Use Committee (CALUC) Procedures for Processing Official Community Plan Amendments, Rezoning, Variance, Liquor License and Temporary Use Permit Applications.
2. Direct staff to prepare the necessary Land Use Procedure Bylaw Amendments to increase fees associated with mailed notices for community meetings from \$400 to \$500 for rezoning applications, and from \$800 to \$1,000 for Official Community Plan Amendment Applications and bring them forward for consideration at Council.
3. Direct staff to continue to work with the Community Associations, Community Association Land Use Committees (CALUCs) and the Urban Development Institute (UDI) to:
 - a. explore models and options to address resourcing and equity issues amongst the Community Associations and CALUCs to enable the City to provide more formalized support to the CALUC process

b. assess an appropriate role for CALUCs in areas beyond the review of development applications

c. report back to Council in October 2016 with further recommendations based on the outcome of this additional review.

4. As part of the next phase of consultation, direct staff to get the current written policies of each CALUC with regard to how a person becomes a member, how diversity and representation of the neighbourhood is sought, length of membership term, and maximum committee size.

In terms of “explor(ing) models and options to address resourcing and equity issues amongst the Community Associations and CALUCs to enable the City to provide more formalized support to the CALUC process,” we have prepared some options to “kick at!” Please review the attached Options document. These are meant to demonstrate a spectrum of approaches; however, we expect that some options will be blended, new options will emerge and some options will be discounted as impractical.

In accordance of Council’s request, in advance of our first meeting please email me written polices or other documentation outlining your CALUC’s current membership practices particularly related to :

- how a person becomes a member
- how diversity and representation is sought
- length of membership terms
- maximum/ minimum committee size

Also attached above is the proposed agenda. If you have any suggested changes or additions, please let us know.

Thanks,

Rob Bateman, MCIP, RPP

Senior Process Planner
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