

Date: March 10, 2015 **Time:** 7:00pm

Location: Vic West Community Centre (521 Craigflower Road)

Members Present: J. Meredith, Acting President, M. Medland, Treasurer, J. Casler, Secretary, Past President, D. Carr, Communications, D. Purewall, Food Security, R. Rombs, Governance, N. Judd, Harbour, A. Whittall

1. Call to Order

- J. Meredith called the meeting to order at 7:06pm.

2. **APPROVAL OF AGENDA**

- Agenda for the COTW meeting of March 10, 2015.

Motion

That the agenda for the COTW meeting of March 10, 2015 be approved.

Moved and seconded

Carried Unanimously

2. **ADOPTION OF MINUTES**

- Minutes from the COTW meeting of February 10, 2015.

Motion

That the minutes for the COTW meeting of February 10, 2015 be approved as amended to show:

- *Correction of BG where written as BC;*
- *Inclusion of Carried/ Carried Unanimously on motions*

Moved and seconded

Carried Unanimously

3. **BUSINESS ARISING**

- Risk Control Management Framework

Reminder that everyone submit their completed committee management frameworks to Bernie ASAP.

JM spoke briefly how the previous deadline was February and that the new extended and absolute deadline for submitted management frameworks is March 15th for submission to BG.

Responsible Parties

Those who have not yet submitted

- Summer Board Retreat Motion from Feb 10 COTW

JM indicated that he has issued this poll and suggested we all check our email inboxes so that we can respond to it.

- VWCA Volunteer Liability Management
Need for Liability management for volunteers - need for one time sign in sheet for long term volunteers

A brief discussion ensued on need to check with insurer re: requirement for event specific or one time sign in. RR indicated that he will add a Volunteer liability item to the Food Security Collective Management Framework, and will also prepare a sign in sheet that we will send to the insurer.

Responsible Parties

Robin Rombs for Food Security Collective

- VWCA Community Centre Liability Management
Need for review of VWCA liability for Community Centre operations.

This issue was tabled until the Community Centre agenda item.

4. REPORTS

A. Acting President - Jack Meredith

- No report

B. Treasurer - Mike Medland

- City of Victoria Grant Application

A brief discussion ensued on how the Neighbourhood base grant application has historically not approved by board, but rather just completed by a member of the executive. A question was raised on value of grant and importance of all board members knowing where operational funds come from.

Motion

That the board designate the treasurer or member of the executive to ensure that base grant application is submitted annually to the city of Victoria in perpetuity.

**Moved and seconded
Carried unanimously**

C. Secretary - Jaclyn Casler

- No report

5. COMMITTEE REPORTS

D. Communications - Dar Purwell

- Communications Committee Presentation - Communication Vehicles

A brief discussion ensued on the draft guide that was sent out by DP and how it builds from his presentation a few months ago. It was emphasized that this guide includes no policy changes and that a formal report will be made at the March month end meeting.

Motion

That the Board receive the VWCA Communication Guide - 2015 for information.

**Moved and seconded
Carried unanimously**

E. Community Centre - Kim O'Leary

- Community Centre Committee Update
 - Resignation of Centre Chair and Board member

Motion

That the resignation of current Community Centre Chair be accepted and that Diane Carr be appointed as the transitional chair of the VWCA Community Centre committee through to the 2015 AGM

**Moved and seconded
Carried unanimously**

A brief discussion ensued on how DC as the transitional chair of Community Centre Committee will take on responsibility of reviewing liability of centre operations (with insurer) with the Centre Manager.

Responsible Parties

Diane Carr for Community Centre Committee

Motion

That the Centre Manager be authorized to manage the procurement of the janitorial services.

**Moved and seconded
Motion Failed**

Motion

That community Centre Manager Thompson present to the Board (via the Centre Committee Chair) a recommendation for a preferred vendor in April COTW for janitorial services once the procurement process has been completed.

**Moved and seconded
Carried unanimously**

F. Events - Jack Meredith

- Vic West Fest Event Application

Motion

That the Vic West Fest event application be approved

**Moved and seconded
Carried unanimously**

G. Governance - Nan Judd

- No report

H. Food Security Collective - Robin Rombs

- No report.

I. Harbour - Audrey Whittall

- AW provided an update on recent developments and indicated that some changes may be coming forward.

J. Land Use - Doran Musgrove

- March 17 Community Land Use Committee (CALUC) Meeting

DM indicated additional notification will be distributed for an upcoming Community Land Use Committee meeting (CALUC) for proposed developments. DM also indicated that time has been left at the end of the meeting to discuss issues related to speed limits and traffic. Regarding the Roundhouse development, a brief discussion ensued and the following motion was passed:

Motion

That a letter from the Board be sent to the city of Victoria with regard to the request for input on the upcoming public hearing on aspects of the Roundhouse.

**Moved and seconded
Carried unanimously**

K. Victoria Community Association Network

- Update on March 10 VCAN Meeting

RR provided an update of the most recent VCAN meeting that had been held to provide community association representatives with an opportunity to learn more about the City of Victoria's draft strategic plan and financial plan. Related to this, RR indicated that he will be preparing a Special Bulletin for distribution.

Responsible Parties
Robin Rombs as VCAN rep

Motion

That the VWCA Board write a letter to Mayor and Council of the City of Victoria expressing Vic West specific priorities for safe streets and active transportation.

And further

That the VWCA Board write a similar letter to the Victoria Chief of Police

Tabled until the March Board Meeting

L. Resilient Neighbourhoods Resource Group - Update from Feb 10 COTW

- Future of Resilient Neighbourhood Resource Group Moved by RR/JM

A brief discussion ensued and JM indicated that he has reached out to original endorsers to see if they want to be part of this task force. RR also spoke briefly of opportunities for utilizing the City of Victoria's Open Data to conduct an asset mapping exercise for Victoria West, and that as an extension of these efforts, RR indicated he will be contacting Victoria West businesses to see if they may be interested in membership.

- VWCA & RNRT 2015 Street Party

The Board was informed that there is a meeting on Thursday regarding party planning and an intention to close Harbour road on Father's Day.

6. New Business

- Committee membership (for information)

Reminder that Committee Chairs invite their committee members to the March 30th Board meeting where a motion will be heard to confirm them as members of committees and recognize them as committee members.

- Risk management - Change of registry

NJ brought up a concern and JC committed to updating the VWCA society listing with the Corporate Registry as a result of the departure of KO.

Responsible Parties
Secretary Jaclyn Casler

7. Adjournment

Motion

That the meeting be adjourned at 9:16pm

Moved and seconded
Carried unanimously