



VWCA BOARD MEETING MINUTES of MARCH 8, 2016 7:00 P.M. at the Victoria West Community Centre

In attendance: Directors: Nan Judd, Justine Semmens, Mike Medland, Doran Musgrove, Audrey Whittall, Dar Purewall, Bernie Gaudet, Rhianna Johns, Derek Pinto.

Kimberley Stratford – City of Victoria Neighbourhood Coordinator and recorder: Cherie Miltimore

Regrets: Jaclyn Casler, Jeremy Loveday – City Councillor

Adoption of agenda

Motion: *Moved by RJ that the agenda be adopted as amended. Carried.*

Approval of minutes from February 9, 2016

Motion: *Moved by JS that the minutes from February 9, 2016 be adopted as written. Carried.*

Announcement that Robin Rombs has resigned from the board as a director and as the liaison to the Vic West food Security Collective. Introduction of Derek Pinto as a candidate for Director and Board Secretary.

Motion: *Moved by MM that Derek Pinto be appointed as Director until the next AGM on November 29, 2016. Carried.*

Motion: *Moved by MM that Derek Pinto be appointed as Board Secretary until the next AGM on November 29, 2016. Carried.*

Report from the City of Victoria given by Kimberley Stratford, Neighbourhood Coordinator

- CALUC (Community Association Land Use Committee) process underway. One meeting held already on March 2nd and two more on April 6 and April 20. Meetings take place in City Hall from 5-7pm. Nan and Doran attended first meeting.
- No neighbourhood projects or special events to report at this time.
- Strategic Plan Grant Intakes open until March 31.
- Sign up for City E-news at www.victoria.ca/subscribe for all the latest news from the city.
- Neighbourhood Concerns – LAP (Local Area Planning) process – more citizen driven. Some ideas from Jim Diers include entry signage to Victoria West.
- For Land Developments, citizens can check Development Tracker: <http://www.victoria.ca/EN/main/departments/planning-development/development-tracker.html> for the latest updates on rezoning and development permits in the neighbourhood.

Executive Reports – Executive committee meeting minutes from February 2, 2016 included.

President: report included.

Past President: Review of intent of a risk management framework to ensure the organization provides a safe, secure and healthy environment in which to work, meet and recreate. BG will send a Doodle Poll to directors to determine availability to meet for a potluck dinner and to review the risk management framework.

Vice president – no report.

Secretary – no report.

Treasurer – presented financial report for January 2016. Financial report included. New VWCA bookkeeper, Michaelle Skwara has been hired.

Motion: *moved by MM that the Budget be amended to approve the expenditure of \$500 from the City of Victoria micro grant for garden plant identification. Carried*

Motion: *moved by MM that the January 2016 financial statements be approved. Carried.*

Motion: *moved by NJ that executive reports be received. Carried.*

Committee Reports

Centre committee: minutes from February 2, 2016 centre committee meeting included. Discussion about posting approved minutes and agendas on the VWCA website. Process required.

Communications: minutes from February 15, 2016 communications committee meeting included.

Finance: minutes from the January 18, 2016 finance committee meeting included.

Food security Collective:

Discussion on Community Gardens. A revised Community Garden Policy allows all Victoria residents to be members in allotment gardens in all neighbourhoods. Vic West Food Security member, Patti Parkhouse is concerned this policy takes away from local community building.

Banfield Commons Cob Bench Roof Proposal and Banfield Commons Cob Bench Roof design drawings presented.

Motion: *moved by DP that the Board approve the community construction of the Banfield Commons cob bench roof design roof recommended by the Food Security Collective. Carried.*

Motion: *moved by RJ that a letter of support for the cob roof design, accompanied by the design drawings, be submitted to the City of Victoria Parks & Recreation department for their review and approval. Carried. RJ offered to write this letter for the President's signature.*

Motion: moved by NJ that the Food Security Collective comprised of the following members be ratified for 2016: Patti Parkhouse, Ava Christl, Stewart Boutilier, and Nan Judd, President and ex-officio member. Carried.

Governance: minutes from February 18, 2016 governance committee meeting and proposed policies included.

Discussion: about exit interview policy as part of a board evaluation strategy and benefit to the board as a working group. Rhianna encouraged board members to send their thoughts about board evaluation best practices to her.

Motion: moved by NJ that the proposed Exit Interview policy discussed and tabled at the November 15, 2015 board meeting be lifted from the table. Carried

Motion: moved by NJ that the Nov 2015 Draft Exit Interview Policy be approved. Defeated

Motion: moved by NJ that the March 2016 Final Board Evaluation Policy be approved. Carried

Discussion: about committee member make-up. Committee terms of reference require committee members to be Association members. Should people who do not live in Victoria West and are not VWCA members be allowed to sit on committees? Should committee membership be at the discretion of the committee chair?

Motion: Moved that citizens who do not live in the community be allowed to sit on VWCA committees for the benefit of the Association. Defeated.

Rhianna will take this motion to the Governance Committee for rewriting to reflect the needs of the VWCA.

Harbours: report included.

Discussion: in response to concerns expressed by a VWCA member to both the harbour committee chair and the land use committee chair about Rock Bay as a potential sewage treatment site. Sewage treatment can be a harbours and land use issue. The goal of the VWCA is not to take sides but to keep their members informed on the sewage developments that may affect our community.

Motion: Moved by AW that the Harbour Committee comprised of the following members be ratified for 2016: Don Grovestine, Lynn MacDonald, Gordon Greeniaus, Rick Couch, Jim McNeill, Diane Carr, Robert Drew, Audrey Whittall as chair and Nan Judd as ex-officio member Carried.

Land use: minutes from the February 16th VWCA Land Use Meeting regarding the progress of the Bayview Roundhouse Place project included.

Motion: Moved by DM that the Land Use Committee comprised of the following members be ratified for 2016: Jack Meredith, Grant Keddie, Michael Hawkins, Sean Dance, Patti Parkhouse, Alessandra Weis, Sandy Kostashuk, Doug Kostashuk, Doran Musgrove as chair and Nan Judd as ex-officio member. Carried.

Motion: Moved by NJ that committee reports be received. Carried.

New business – no new business.

Questions/comments from the floor – no questions.

Announcements:

Vic West Street Fest calls for volunteers for the June 12th event. VWCA would like to have a table this year like they did last year.

City of Victoria Biketoria presentation at 7:00 pm on March 15th in the Fireplace Room.

Adjournment

Motion: *Moved by BG that the meeting be adjourned. Carried.*

Approved

**Victoria West Community Association
Executive Committee Meeting Minutes**

February 2, 2016 7:30 pm

1. Call to order at 7:10 pm
2. Agenda adopted as amended.
3. **Motion:** by MM to approve minutes of December 8, 1015 & January 5, 2016 executive meetings. **Carried**
4. Board goals for 2016: 1) strategic planning; 2) succession for board & committees; 3) development of a VWCA record keeping system; 4) Completion of Risk Management Framework; and 5) continuation of visioning exercise will be recommended to the board at its Feb 9, 2016 meeting.
5. **Motion:** by MM to have Centre staff support VWCA activities by:
 - 1) sending to members meeting notices and special bulletins prepared by the communications committee;
 - 2) maintaining membership register; receiving new member applications and notifying the Secretary or President of new member applications to be approved at the board's monthly meeting; and
 - 3) as required, recording minutes at the board's monthly meeting**Carried**
6. Strategies for replacing the Secretary. The position has been advertised in the VWCA newsletter and a notice has gone out to members. As above, Johanne will supply Centre staff to take board meeting minutes until a replacement secretary has been found. Recommendation to the board that Mike Medland be appointed Secretary Treasurer until such time as a new Secretary is installed.
7. Discussion regarding Feb 8th forum re Rock Bay site for sewage treatment plant and other options being presented in the Eastside Public Consultation process.
8. Items for February 9th CoW agenda reviewed.
9. Other new business:
 - 1) Change in Directors and Officer Insurance broker from AON to Allied Insurance. The new insurance rep has offered to meet with the board.
 - 2) Discussion about LUC processes for reviewing variance applications.

Meeting adjourned at 8:10.

President's Report to the board

March 8, 2016

Follow-up from February report:

1. Ryan Shotton from the Community Engagement department of the City of Victoria will let us know when the design team is in Victoria and available for a presentation of the three JSB Public Realm designs to Vic West residents.
2. Leigh Campbell, Manager of Parks, Planning, Design and Development will reach out to the Coast Capital Building developer (as required by the MDA agreement) regarding the VWCA proposal that the \$50K being held in trust for MDA amenities be used to install lamp posts in Craigflower "Village" as was recommended in the 2012 place making design process. Assuming there is no issue with the developer, final approval will rest with City Council – this would likely be through the 2017 financial planning process.

New items:

1. On February 19th City Council received the Growing the City report and on February 26th approved it. Part of the report included a revised Community Garden Policy that would allow *all* Victoria residents to be members in allotment gardens in *all* neighbourhoods. Currently, only Victoria West residents are allowed to be members in the Rayn or Shine allotment garden that is managed by the Food Security Collective on private land. New allotment gardens will be built in Vic West Park as part of the park upgrade. They will not be ready for another year. Management of the new garden will be awarded by the City to a community group through a proposal process. Should the VWCA, in partnership with the Food Security Collective, apply to manage the new allotment gardens it is recommended that the application include compensation for administrative costs attached to managing an allotment garden.
2. On February 18th I attended a workshop: *Crafting an Effective Strategic Plan* put on by Victoria Boards Together. Dr Vic Murray provided presented an outline of the elements of a strategic plan and the key questions that need to be answered for each element. Victoria Boards Together is affiliated with BoardVoice, a network of BC non-profits, mainly in the social services sector, supporting each other in improving board governance practices. Once the Neighbourhood Planning process is underway and the board has a better idea of the time commitment required by the process, I recommend that the board re-visit the idea of the VWCA undertaking a strategic planning process.
3. On March 3rd Doran and I attended part 1 of 3 of collaborative discussions with Community Association land use chairs being facilitated by the City over the next month to review and recommend improvements to the Community Association Land Use Committee process. This review was requested by Council in an effort to improve how the City involves the community in land use decisions.
4. We have not been successful in attracting members to the Human Resource committee. As human resource management is an important piece in our risk management framework, the executive has discussed hiring a human resources consultant to review the VWCA HR

practices and policies. Terms of reference for the review will be drafted by the executive and brought to the board for approval.

Nan Judd, President

Approved

Victoria West Community Association
- Financial Report for January 2016

	General Fund	Centre	Other Funds	Total
Assets				
Cash	25,883.31	166,431.80	9,902.91	202,218.02
Accounts Receivable		1,427.81	-	1,427.81
Grants Receivable		7,598.41		7,598.41
Undeposited Funds		749.01	-	749.01
Furniture and Equipment	909.49	20,940.39	-	21,849.88
Program Equipment	976.15	10,258.22	-	11,234.37
Accumulated Depreciation		(9,500.00)		(9,500.00)
			-	
Total Assets	<u>27,768.95</u>	<u>197,905.64</u>	<u>9,902.91</u>	<u>235,577.50</u>
Liabilities				
Accounts Payable	-	1,934.89	-	1,934.89
GST/HST Payable		1,055.99	-	1,055.99
Payroll Deductions Payable		2,996.20	-	2,996.20
Program Instructor Payable		22,653.27	-	22,653.27
Key Deposits		180.00	-	180.00
Unearned Grants	-	-	-	-
Unearned Revenue		916.00	-	916.00
Garden memberships			550.00	550.00
Total Liabilities	<u>-</u>	<u>29,736.35</u>	<u>550.00</u>	<u>30,286.35</u>
Restricted Assets	976.15	26,603.79	9,352.91	36,932.85
Unrestricted Assets	26,792.80	141,565.50		168,358.30
Net Assets	<u>27,768.95</u>	<u>168,169.29</u>	<u>9,352.91</u>	<u>205,291.15</u>

AK

VWCA Mar 8, 2016 board meeting minutes page 7

Victoria West Community Association
- Financial Report for January 2016

	General Fund Budget	Other Funds Budget	General Fund Actual YTD	Other Funds Actual YTD	Total Actual YTD
Revenue					
Grant	5,104.00		5,104.00	-	5,104.00
Centre Grants and Operations			-	-	99,414.16
Garden Grants	15,750.00		9,750.00		9,750.00
Interest	50.00		3.39	10.50	13.89
Corn Roast	600.00		-	-	-
Donations		150.00		109.45	109.45
Garden Revenue		315.00	-	280.00	280.00
Other Revenue	600.00		-	-	-
Vic West Fest Revenue	1,500.00	900.00	-	-	-
Total Revenue	23,604.00	1,365.00	14,857.39	399.95	114,671.50
Expense					
Meeting cost	300.00		219.25	-	219.25
Annual Report/Bylaws	50.00		25.00	-	25.00
Website hosting	4,000.00	-	195.72	-	195.72
Project and board insurance	1,800.00		-	-	-
Garden Expenses		875.00	-	113.60	113.60
LUC	245.00		-	-	-
Communications	200.00		-	-	-
Governance	200.00		-	-	-
Harbour	100.00	50.00	-	-	-
Misc exp	100.00		33.59	-	33.59
Approved Projects:			-	-	-
Vic West Fest	1,500.00		-	-	-
Corn Roast	600.00		-	-	-
Volunteer coordination	2,000.00		-	-	-
Garden volunteer coordination	6,000.00		-	-	-
Visioning (Strategic Planning)	2,000.00		(158.08)	-	158.08
2015 grant projects	9,750.00		9,750.00	-	9,750.00
Community centre			-	-	77,177.06
Community Dinners		50.00	-	-	-
Total Expense	28,845.00	975.00	10,065.48	113.60	87,356.14
Excess	(5,241.00)	390.00	4,791.91	286.35	27,315.36

Approved

Victoria West Community Association
- Financial Report for January 2016

	Centre				
	2014-15 YTD Actual	Budget	YTD Actual	% budget YTD	Current Month Actual
Revenue					
Centre Grant	23,676.17	91,182.00	22,795.25	25.0%	7,598.41
Other Revenue	11,760.30	5,500.00	5,500.00		-
Capital Budget	-	2,500.00	-	0.0%	-
VWCA General Fund Transfer	-	-	-		-
Program Revenue	21,513.93	103,000.00	19,928.77	19.3%	9,422.61
Preschool		95,000.00	26,065.00	27.4%	9,761.00
Centre Room Rental Revenue	15,619.39	65,000.00	24,139.67	37.1%	5,273.23
Interest	193.52		283.52		99.95
Donations	562.20		701.95		17.95
In-Kind			-		-
Total Revenue	<u>73,325.51</u>	<u>362,182.00</u>	<u>99,414.16</u>	27.4%	<u>32,173.15</u>
Expense					
Community centre					
Payroll	24,003.18	237,774.00	53,584.30	22.5%	16,274.78
New Youth Project Reserve	8,687.17	-			
Guy's Only Program Reserve		5,500.00	4,503.16		(253.76)
Program costs	14,857.16	72,000.00	13,313.82	18.5%	5,818.22
Promotions	-	4,500.00	-	0.0%	-
Telecommunications	680.63	3,200.00	689.19	21.5%	229.73
Office	726.19	4,000.00	1,450.92	36.3%	225.85
Program supplies	426.36	3,000.00	621.98	20.7%	363.89
Credit Card fees	608.06	3,200.00	660.89	20.7%	283.84
Janitorial	9,600.00	10,000.00	1,505.03	15.1%	865.71
Maintenance	-		-		-
Insurance	-	2,750.00	250.00	9.1%	-
Waste disposal	496.11	2,415.00	597.77	24.8%	193.66
Depreciation	-		-		-
Misc Exp	-	2,000.00	-	0.0%	-
Community events	599.96	1,000.00	-	0.0%	-
Capital	-	2,500.00	-	0.0%	-
Total Expense	<u>60,684.82</u>	<u>353,839.00</u>	<u>77,177.06</u>	21.8%	<u>24,001.92</u>
Excess	<u>12,640.69</u>	<u>8,343.00</u>	<u>22,237.10</u>		<u>8,171.23</u>
		100%	25%		



Notes

- The Centre grant for January 2016 was received accrued at \$7,598 with the grant to be received in March or April 2016.
- General fund expenditures during January include \$195.72 for web hosting, \$25.00 for government reporting, \$33.59 for the vision award and \$909.49 for a filing cabinet.
- Raynor Shine garden fees of \$280.00 were received in January.
- Orchard Wassial event donations of \$109.45 were received and expenses of \$94.00 were incurred.

Payroll breakdown

Admin	22,638.04
Daycare	17,874.90
Guys Only	996.84
Instructor	1,466.40
Janitorial	5,248.88
MERCS	5,359.24
	<hr/>
	53,584.30

Fund Balances

## Poster Sales	1.22
## Community Events	428.49
## Banners	175.03
## Rayn or Shine	1,217.44
## Greenways	108.79
## Community Dinners	149.33
## Banfield Commons	673.57
## Utility Box Map Wrapping Project	2,854.30
## Swim Fest	471.20
## VW Food Security	2,029.32
## VWUF	757.20
## Orchard	487.02

General Fund Special Balances

Corn Roast Total Surplus	766.91
McCaskill Mural	561.06
Garden Coordinator Grant	6,000.00
Garden Enhancement	2,750.00
Garden Micro Grant	500.00
Centre Garden Micro Grant	500.00

Community Centre Committee Minutes

DATE: Tuesday, February 2, 2016

CALL TO ORDER: 6:15pm

PRESENT: Jo-Ann Youmans, Samuel Godfrey, Nan Judd, Mike Medland, Johanne Thompson, Justine Semmens

REGRETS: none

- 1) **APPROVAL OF AGENDA:** Agenda and January 5 minutes approved
- 2) **NEW BUSINESS**
 - A. New board meeting and reporting structure for committees and chairs: **Information:** Justine, Nan, and Mike explained draft plan for new reporting structure and meeting schedule.
 - B. Bookkeeping Position: (for information and decision) – J. Thompson: **Information:** 53 applications have been received. ***Decision:** Johanne will choose 6 and set up interviews for the following week. Jo-Ann and Justine will help to form interview panel. See centre manager's report for more detail.
 - C. Windows: **Information:** replacement will begin Friday, February 5.*
 - D. Washer and Dryer: **Information:** Second assessment required. In necessary, the community centre will ask the city to upgrade plumbing.*
 - E. Registration System: (for information) – J. Thompson: **Information:** CLASS will be retired January 1, 2017. The South Island will migrate to new registration software that can be incorporated into the newly launched VWCA website. *
 - F. Johanne's Goals: (for review and approval) – J. Thompson. **Approved.** **
 - G. Electronic sign: Need for community impact and input: **Decision:** Johanne will seek two or three quotes. Quotes and marquee proposal will be presented to the community for approval.*

*See Centre Manager's report for February 2, 2016

**See Centre Manager's goals for 2016, submitted February 2, 2016

Signed: Justine Semmens, Chair, Community Centre Committee

Approved

VWCA Communications Committee Meeting Minutes

MEETING DATE: Monday February, 15th

MEETING TIME: 5:30 pm

MEETING LOCATION: Vic West Community Centre

Members in attendance: Dar Purewall (Chair), Simeon Goa, Louise Wood, Johanne Thompson, **regrets** (Brad Densmore, Justine Semmens).

1. CALL TO ORDER

Meeting called to order at 5:35 pm

2. OLD BUSINESS:

a) Website development (status update)

Discussion: Simeon Goa provided a web site development status update, noting that no additional comments were received from VWCA Board following the submission of design brief on January 26th. Next steps include evaluating option, documenting technical requirements, and issuing call for expressions of interest within a six-week timeline.

Action: That Simeon Goa continue to work the website development team on documenting technical/ user requirements for VWCA website, as per design brief submission, and initiate a process for soliciting a call for expression(s) of interest with prospective proponents.

b) VWCA Communications Processes (membership notices)

Discussion: Dar Purewall reported membership mail-outs (email notices to members) in the absence of VWCA Secretary. Members discussed options, agreeing that the interim solution (initiated by VWCA President) remain in place until such time as an alternate solution is needed. Members also agreed that communications to members will continue to be vetted by the committee (or delegate) before being issued/released to members. Members discussed regulatory compliance (CASL), information privacy and security protocols, and concerns around "issue sensitivity" (alignment with VWCA core values and principles on matters relating to notices to membership sent on behalf of third-parties).

Action: that, subject to preliminary vetting by the committee, Johanne Thompson arrange to issue notices to membership, via a mail-out list hosted on VWCA "Drop Box" account, until such time the process is revisited. Johanne Thompson will also arrange for mail-outs to be sent via a computer dedicated

VWCA Mar 8, 2016 board meeting minutes page 12

solely for VWCA information archiving purposes. Dar Purewall will consult with the board around implications of sending messaging to members that relate specifically to third-party interests – with efforts directed to updating the VWCA communications guide. Simeon Goa will provide the Board with a report (for information) outlining potential issues with third-party messaging. Simeon Goa to research the use of "Boomerang" for sending out VWCA Newsletter content reminders.

3. NEW BUSINESS:

a) Centre Signage (electronic signage) - see attachment

Discussion: members received background information from Johanne Thompson regarding proposed upgrades to Community Centre signage, with possible linkages to Vic West Visioning exercise (community events).

Action: no action(s) were suggested, as the information was provided for background only and signage budget has yet to be approved.

b) VWCA Board Bios and webpage update

Discussion: Louise Wood provided members with an update on the "annual" process for updating Board biographies and photos for hosting on the VWCA web page, noting the importance of having this information updated as early as possible. Information for the majority of members has been received and posted (with a three photos and one bio outstanding)

Action: that Centre Staff provide Louise Wood with recent photos of VWCA Board members and that biographies updated where required using information provided by Board members.

c) Vic West Visioning – proposed bulletin board project

Discussion: Dar Purewall provided members with an update on actions emerging out the Vic West Visioning exercising, whereby one action includes the

establishment of a community bulletin board(s). Dar Purewall reported that siting options include the Songhees walkway and Westside Village locations, with the objectives of the project to include "community branding".

VWCA Mar 8, 2016 board meeting minutes page 13

Action: that Dar Purewall continue to work with the community billboard team and prepare documentation (letter) to solicit information from the City of Victoria and potential corporate/business supporters/sponsors.

d) Operational Plan (goals and objectives for 2016)

Discussion: Chair initiated a discussion around committee goals and objectives for 2016, suggestion that members identify three core activities for completion in the current fiscal.

Action: that communications committee objectives include 1) continued focus on delivering web site upgrade; 2) implementing an action plan for establishment of a community bulletin board (as per Visioning exercise commitments); and 3) pursuing a third objective, yet to be agreed upon.

4. MEMBER ANNOUNCEMENTS/UPDATES:

a) Report from the Chair

Discussion: members of the committee discussed the meeting cycle for the current year.

Action: that Communications Committee meetings be held on the first Monday of each month (excepting holiday Mondays).

5. LATE ITEMS

No late items were received.

6. ADJOURNMENT

Meeting adjourned at 6:45 pm

Approved

Finance Committee Minutes

Date: January 18, 2016

Time: 5:30pm

Location: Vic West Community Centre (521 Craigflower Road)

Members Present: M. Medland Treasurer, J Youmans, D Wolowicz, N Judd

New Member: R Nicholson

Call the meeting to order: 5:30 pm

1 Approved minutes of November 9, 2015 meeting

2 New Business

- General review of governance of financial controls. Current policies to be circulated.
- Reviewed VWCA year-end financials,
- Reviewed draft November and December financials
- Review the special accounts of the VWCA. The committee agreed that a number of accounts should be collapsed to the General Fund as they have not been in active use in several years:
 - o Poster Sales
 - o Community Events
 - o Banners
 - o Utility Box Map Wrapping Project
 - o Swim Fest
- Reviewed options for level of VWCA reserves and investment of same.

The committee agreed that a reserve balance of between \$50 - 75 thousand would be reasonable. This level of reserve would provide for the conduct its affairs in relation to its employees in an orderly manner should the centre shut down for any reason.

After a review of interest rates it was determine that given the current interest rate environment term deposits will not produce any material increase in interest.

3 Meeting schedule and next meeting

Meetings have been set as the 3rd Monday of month at 7:00 pm.

Next meeting Monday February 15, 2016 at 7:00pm at the VWCC.

4 Adjournment

The committee adjourned at 7:10pm

Minutes

Committee: Governance

Date: February 18, 2016

Time: 7pm

Location: The Office, VWCA

Members: Nan Judd, Rhianna Begley, Leanna Hill, Robin Dunbar

Regrets: Robin Dunbar, Nan Judd

1. Approved Agenda

2. Adopted January 18, 2016 Minutes

3. Board Orientation & Development Proposal

- Board passed Proposal on Feb 9th.
- Rhianna emailed Mike (Jan 21): He will do an annual primer on VWCA financial statement and budget at a future meeting.

4. Exit interview policy for departing directors

- Reviewed draft changes to the proposed "Exit Interview Policy"/"Final Board Interview Policy"
- For March Board meeting, Rhianna will make motion to lift Exit Interview policy from table; Re-vote (expecting defeat); Motion to approve revised Exit Interview Policy.

5. Broad Evaluation Policy

- Rhianna: Goal to get support of Board; Rhianna bring topic to March Board meeting to get a feel for Board's thoughts of evaluation on topics (historical experience, preferences for formal/informal, how to learn from/apply learning).
- Nan: Update re: past Evaluation strategy
- Leanna provided research on Board Evaluation tools.
- March Committee meeting: Committee will select tool based on Leanna's research, Nan's feedback on past tool and Board's discussion.

6. 2015-16 Action Plan

- Rhianna: Action Plan should be living document.
- Rhianna will circulate edited Action Plan for Committee review.
- Committee Members to review Action Plan prior to March meeting (be prepared to indicate where your interests are).
- BF: Revise Action Plan per current pressing goals and/or Committee interest (note: Leanna has expressed interest in Evaluation Policy).

7. Review and Update Health and Safety Policies (BF from January)

- Nan: Review Operational policies with Joanne. Joanne and Nan will flag specific policies for immediate review and provide to Rhianna (this may also include HR policy).
- Rhianna will begin review and edit of flagged Operational policies.

- Bring Forward: Comparison against existing BC Employment Standards.

8. Build VWCA Board and Committee capacity by enlisting new members with required skills

VWCA Mar 8, 2016 board meeting minutes page 16

Governance Committee Feb 18, 2016 page 2

- Rhianna will email Joanne and Board to determine immediate recruitment needs.
- Rhianna will advise Leanna of Board's priority areas.
- Leanna will draft and post advertisement via Volunteer Victoria database and Better Impact FB page.
- Leanna will send Rhianna posting language.
- Rhianna will liaise with Communications team to get posting language in Newsletter/FB.

9. Lead review of Director and Committee job descriptions

- Rhianna has distributed JDs to Board for review and comment. Board responses are due March 8th.
- Rhianna will bring edits to Committee for review and discussion on March 17th.

10. Societies Act

- Leanna will have taken the VV course. Leanna will report to Committee in March/circulate course materials. Nan will arrange for reimbursement of costs.
- Rhianna will take Societies Act workshop through Volunteer Victoria. Nan will arrange for reimbursement of costs.
- Leanna will send Rhianna course information. Rhianna will flip to Board as there is a need to build capacity on the 'bigger picture' questions that will likely arise (constitutional questions).
- Discussion of possibility to/need to weave in big constitutional questions into strategic plan dialogue.

11. Standing Meeting

- Meetings will be in the Office unless otherwise noted from February – May. From September – December meetings will be held in the Reading Room.
- Discussion that the room is small. Perhaps I could book a table at Spinnakers (more fun AND more spacious?). Nan and Robin: provide input?

12. Working with the President Policy

- Discussion of need for Nan's input.
- BF when Nan is in attendance and/or once she has provided direction.

13. Director's Meeting Policy

- Discussion re: need for Nan's input.
- BF based on Nan's attendance and/or once she has provided input.

14. Meeting Adjourned

Approved

Victoria West Community Association

Report of Harbour Committee

March 8, 2016 Meeting

The following is the report for the Harbour Committee for the period January 20, 2016 to February 23, 2016:

1. The Harbour Committee Chair attended and reported at the VWCA Board Meeting on February 9, 2016.
2. Several members of the Harbour Committee attended the City of Victoria Information Meeting regarding the Gorge Waterway, held at VWCA on Friday 12, 2016 @ 11:00 am. It was interesting to see the large turnout, and the active participation with respect to the proposed changes to management of the Gorge Waterway. Many paddlers attending the meeting use the Waterway regularly.
3. Nan Judd, VWCA President, and the Harbour Committee Chair, attended the City Council Meeting on Thursday, February 18, 2016, where the proposed changes in connection with the Gorge Waterway were presented in a report to City Council. Further public consultation including a community meeting is planned in March.
4. On February 18, 2016 it was announced that owners of the proposed Victoria International Marina had decided to revert back to their plan that has civic approval, scrapping their request for an amendment.
6. Members of the Harbour Committee met briefly on Wednesday, February 23, 2016, to review and discuss the City of Victoria's proposed changes regarding the Gorge Waterway, as well as the decision by the developer to revert back to a marina plan that has civic approval.

Respectfully submitted,

Audrey Whittall,

Harbour Committee Chair

cc. VWCA President

Harbour Committee: Don Grovestine , Lynn MacDonald, Gordon Greeniaus, Rick Couch, Jim McNeill, Diane Carr

Approved

Land Use Meeting of Tuesday, February 16, 2016

The meeting was held to review the progress of the BayView (Roundhouse) Place project

The BayView Place team in attendance were:

- Jennifer Kay, Planner (TownSquare)
- Chris Reiter, Development Manager
- Vance Harris, Architect (with DIALOG Architecture)

They shared a general update on BayView Place as a whole, and then focused on discussing the Roundhouse lands. Following approval of the Development Permit and Heritage Alteration Permit for the heritage phase at Roundhouse last June, they reviewed the site plan as it relates to the balance of the Roundhouse lands. They considered some refinements to the original zoning plan, which would require application to the City for amendments to the zoning bylaw. Accordingly, they want to introduce these discussions at an early meeting with the Land Use Committee to seek input and feedback before shaping an application, and presenting it to a formal Community Meeting.

The architect reviewed the original planning principles (inclusive, sustainable, heritage conservation, public space, community linkages, reconnecting Lime Bay, integrating the train right of way, maximizing views and respecting natural feature and their impact on the original design.)

Due to the length of time this project has been ongoing, the principles are being reviewed to reflect current attitudes:

- Redesign central space, relocate retail buildings;
- Open up turntable area and views to Lime Bay;
- Improve internal linkages and develop additional route through the site;
- Improve views to inner harbour;
- Revisit point tower design to develop a smaller footprint without increasing the building height.

There were a number of concerns expressed by those attending the meeting:

- Site coverage, what % of ground is for public use, has it increased?
- Density, has the allowable amount of square foot area increased, will the number of units increase?
- Where do the new pedestrian linkages join the city's streets, are there new roads?
- Has the landscaping increased if the building footprints are smaller?
- Will the increase number of buildings create "wind tunnels" and create too much shaded areas.

At the close of the meeting, the BayView Place team indicated that the concerns expressed would be considered and that additional presentations (open houses) will occur before going to the City to amend the current development permit.

Land Use Committee Feb 16, 2016 page 2

VWCA Mar 8, 2016 board meeting minutes page 19

The general consensus from the audience was positive and indicated:

- Generally a 'better' plan with more open space,
- The site more accessible;
- A more 'walkable' site;
- Would like to see the project developed at a more rapid pace.

Approved

Banfield Commons Cob Bench Roof Project Proposal to Victoria West Community Association

Submitted by the Vic West Food Security Collective 2016-03-04

The Banfield Commons cob bench is a Vic West community treasure. Created in 2006 by many hands young and old, the bench was the first element to engage community participation in our community garden permaculture food forest in Banfield Park.



'Sustenance for All' is inscribed in clay tiles made by a Vic West artist, a theme that is fed by the surrounding garden. Other trinkets decorate the bench, many which were gifted during construction. A bicycle chainring from a neighbourhood shop forms the face of a flower in the center of the sculptured food tree with roots that transform into hugging arms. A jewelled heart, a bee, china fruit and vegetables including a sad carrot which has become the favourite of visiting children. Clay people represent the community who created, maintain and harvest from the garden. The sculptured otter with his prize starfish, the driftwood seat and shells represent the sea down the hill. All these individual treasures provide a prized place to sit.



Built from natural materials (clay, sand, straw), the bench has begun to return to its place of origin. Each year its surface is rubbed with a mixture of linseed oil and beeswax as an attempt to slow its natural decay. For ten years that has proven successful but now the melting rains are taking effect.



Cob builders say that cob needs good shoes and hat. A roof is needed to protect and preserve this treasure; a roof that complements and does not shadow the bench to continue welcoming visitors and the sun's warming rays.

VWCA Mar 8, 2016 board meeting minutes page 22

Three general roof styles (4 post basic roof, 2 post cantilever roof, and 1 post cantilever roof) were presented to community at the November 2015 Victoria West Community Association AGM and were on display December 2015 to mid-February 2016 at the community centre. A survey was provided for public feedback on the preferred design style. The proposed roof design was based on that feedback and further developed by a team of community volunteers. The team includes a professional construction engineer, a concrete builder, an artist, original bench cob master, and community project coordinator. This experienced and knowledgeable team bring strength, safety, beauty, practically, and community spirit to the design.

The design elements include:

- adequate height and depth to cover the bench from rain and allow safe access to the bench and garden but still be in scale with the bench
- strong construction for stability
- transparent roof panels to permit sunlight penetration
- natural materials to compliment the bench and garden
- artistic components (angular and curved roof outline, splayed rafters, colour-stained cedar shake fascia) for aesthetics and interest

The Vic West Food Security Collective is requesting that the Victoria West Community Association Board:

1. approve the community construction of the roof as outlined in the attached design drawing and
2. send the design drawings with a letter of support to the City of Victoria Parks and Recreation for their review and approval.

Approved