



VWCA BOARD MEETING MINUTES

May 10, 2016 7:00 P.M.

Victoria West Community Centre

In Attendance: Nan Judd (Chair), Mike Medland, Audrey Whittall, Dar Purewall, Derek Pinto, Justine Semmens, Jeremy Loveday- City Councillor, Recorder: Cherie Miltimore

Regrets: Doran Musgrove, Rihanna Johns, Bernie Gaudet, Kimberley Stratford – Neighbourhood Coordinator.

1. Adoption of agenda

Motion: Moved by Mike Medland that the agenda be adopted. Carried.

2. Approval of minutes from April 12, 2016 board meeting

Motion: Moved by Audrey Whittall that the minutes from April 12, 2016 be adopted as written. Carried. Patti Parkhouse asked letter from Jane Baigent on proposed centre signage be included as it was missing in Community Centre report. Letter included.

3. Presentation: Brian Green, Sr. Planner for the City announced that the city with the collaboration of residents of Victoria West will develop a new neighbourhood plan. The kick off meeting will be on Saturday, May 28 from 9:30am-11:00am.

4. Report from the Councillor Liaison Jeremy Loveday – report included.

5. Executive Reports:

President – report included with agenda package.

Vice –President – Justine spoke to the need of an HR Review. Staff has increased from one full time and two part time employees to 15 people now on the pay roll.

Motion: *that Chemistry Consulting be contracted to conduct an HR Review at a cost of \$4320 with a 25% contingency.* Justine Semmens moved. Carried.

Secretary – No report.

Treasurer - Mike reviewed financial report for March 2016. Financial report included.

Motion: *that the March 2016 financial statements be approved.* Mike Medland moved. Carried.

Motion: *that the VWCA spend up to \$1000 per year for bookkeeping and payroll direct deposit software.* Nan Judd moved. Carried.

Motion: *that executive reports be received.* Mike Medland moved. Carried.

6. Committee reports:

Centre committee: minutes from April 4 & May 3, 2016 centre committee meeting included in agenda package.

Justine is soliciting feedback on three options for new signage at the VWCC. Nearby residents have been contacted. Options will be displayed at Vic West Fest for feedback and at the Centre for a month. VWCA members will be surveyed.

Communications: minutes from April 4, 2016 communications committee meeting included in agenda package.

The communications committee has received two proposals for websites. Next step is to determine which one to pursue. Dar invited members to volunteer at the Vic West Fest on Sat, May 14th. Set up time is 9am.

Executive: minutes from May 3, 2016 meeting included in agenda package

Finance: April meeting cancelled. No report.

Food Security Collective: May 2016 Report to the Board included in agenda package.

Governance: minutes from March 22 & April 26, 2016 meetings included in agenda package

Motion: *that the draft revised Director Meeting Policy be approved.* Included in agenda package. All meetings of directors follow Robert's Rules of Order 10th Edition. Tabled.

Motion: *that draft revised Governance Committee terms of reference be approved.* (Included in agenda package) Non-members of VWCA who are interested in the purposes of the Society may sit on the committee at the discretion of the Committee Chair. Not to exceed 40% of the committee membership. Tabled.

Motion: *that the Employer practices—Bullying & Harassment Policy be approved.* (Included in agenda package). The new policy incorporates the current Respectful Conduct policy and the WorkSafeBC Bullying and Harassment Policy template. Tabled.

For discussion: Bylaw 35 proposed language change. Included in agenda package. Directors can be on the board up to six years. If there is no suitable incumbent, a director can be invited to run again. Bylaw must go to the AGM to be passed.

For discussion: Draft revised board job descriptions. Governance committee will bring to board in June. Board members to review. Justine noted that each director and chair sign the code of ethics. Members who join committees sign as well.

Harbours: No report included.

Land use: No report included. Doran is away at Heritage Residence Meeting. The next Land Use meeting is on Wed, May 18th 7pm in Garden Room. Dockside Green updates.

Motion: *that committee and project reports be received.* Derek Pinto moved. Carried.

7. New business – none.

8. Questions/comments from the floor

Jane Baigent noted that monthly meetings for members have been replaced by director board meetings and this is not good for community spirit. Patti Parkhouse felt that members are being shut out. Michael Major is concerned that community association members are not having a say. Nan Judd thanked these members for their input and noted that engagement of community association members is a concern.

9. Announcements – None.

10. Adjournment

Motion: *that the meeting be adjourned.* Audrey Whittall moved. Carried.

Approved

Capital and Maintenance Projects

No projects scheduled for May

Park and Recreation

Nothing for this month

Arts, Culture and Special Events

Vic West Fest, Saturday, May 14. This event is put on by the neighbourhood. No further details are available at this time.

Engagement

Neighbourhood Planning Process

This year, Vic West will be completing a new neighbourhood plan using a collaborative planning and engagement process. The Vic West neighbourhood plan will be one of the first to use the new, accelerated co-planning approach. The plan will help guide the community and Council on the appropriate use of land as well as priorities and values for the neighbourhood residents and businesses.

Community priorities and policies developed for the plan will help guide new commercial and residential development and capital projects such as cycling and walking paths, new parks, public art, and placemaking opportunities. The City and Neighbourhood Association are working to set a date for the public start of the process. The tentative date is May 28 in the morning. More information will be provided as the event details get confirmed.

Heritage Register Update

The City of Victoria is updating its heritage register and has identified 50 candidate properties across six neighbourhoods for addition to the register. The City's Sustainable Planning and Community Development Department has requested a representative from each neighbourhood attend an information session on Thursday May 26, 2016 from 6:30 to 8:30pm at James Bay Community School. There will be a short presentation about the City's heritage program and registry, followed by a roundtable discussion. For more information contact Adrian Brett, Heritage Planner at abrett@victoria.ca.

Announcements

1. Great Neighbourhood Grants

The Great Neighbourhood grant program details will be presented to Council at their Committee of the Whole meeting May 5. Opening of the application process will follow approval of the program terms by Council. Information will be provided as soon as it is available.



May Updates

Victoria West

2. Johnson Street Bridge Public Realm Discussion

With the new Johnson Street Bridge set to open next year, work continues with the community around what the revitalized areas adjacent to the bridge will look like, and how they can be better utilized. The conversation will continue with the community in May around preferences for the public realm areas near the new bridge.

3. Downtown Public Realm and Wayfinding Strategy

The City is currently initiating a comprehensive downtown public realm plan and wayfinding strategy. The public realm plan will establish a strategic framework for public realm design in the downtown core area.

The wayfinding strategy will provide specific guidance on design, siting and an overall approach to wayfinding system elements to assist visitors and residents navigate to key attractions, destinations, corridors, public parking as well as other services and amenities in the city. The strategy will focus on signage and other directional, mapping, branding, and interpretive products and information on city streets, including consideration for integrating print and digital media.

The project is scheduled for completion by the end of 2016.

4. Council Meetings

Council will be meeting as Committee of the Whole on May 5, 12, 19 and 26 at 9:00 a.m. and Council meetings will be held on May 12 and 26 at 6:30 p.m. Links to meeting agendas will be forwarded to neighbourhood associations as they become available. Neighbourhoods will be indicated for topics where they are specific to a neighbourhood(s).

5. Community Association Land Use Committee Process Meetings

The next meeting will take place on May 17 in City Hall from 5 p.m. - 8 p.m. in the Songhees Room. Dinner will be provided. The purpose of this series of meetings is to review the CALUC Processes and Terms of Reference.

6. BC Transit Priority Bus Lane Workshop

The City of Victoria, BC Transit and the Burnside Gorge Community Association hosted a workshop in late April to help ensure the public spaces along the Douglas Street corridor achieve the best possible balance of transportation effectiveness, safety, public realm improvements and minimal impacts to business, residents, and users.

The input from this workshop will be combined with the feedback BC Transit has already received through their engagement to this point and will inform the design of the public realm spaces.

7. Wastewater Treatment

The City of Victoria hosted a meeting April 25 to discuss a treatment facility in our municipality. The public was invited to learn more about the City of Victoria's role in this regional process and how the Victoria community can help design a policy to guide Council decision-making if a rezoning application for a wastewater treatment facility is made in the future. Feedback from the meeting will be presented to Council in May.

1. Biketoria Update

Council received a staff report on Biketoria at the Committee of the Whole meeting April 28. No decisions were made at the meeting, but were delayed to the May 5 Council meeting. For an update on the discussion, the video link can be found here <http://www.victoria.ca/EN/main/city/council-webcasting.html>



May Updates **Victoria West**

2. A City for Youth, Designed by Youth

A Youth Engagement Team of ten young people ranging in ages from 12-24 have been appointed by the City of Victoria to engage their peers in the community as well as identify innovative, meaningful approaches for youth to become more involved in shaping the place they live.

Starting in May, this team will be busy facilitating creative approaches to engage their peers in significant dialogue and will work towards completing a first draft of the strategy this summer. Each member of the team will receive a \$1,000 honorarium for their efforts.

3. Strategic Plan Grants – Update

The 2016 Strategic Plan Grants were presented to Council on April 27. Council will make their decision on the applications May 5. Successful applicants will be contacted shortly after.

Neighbourhood Projects - update

Nothing at this time

Victoria West Community Association
 - Financial Report for March 2016

	General Fund	Centre	Other Funds	Total
Assets				
Cash	23,406.40	191,106.86	9,537.91	224,051.17
Accounts Receivable		1,675.51	-	1,675.51
Grants Receivable		-	-	-
Undeposited Funds		5,017.76	-	5,017.76
Furniture and Equipment	1,885.64	21,390.39	-	23,276.03
Program Equipment		10,258.22	-	10,258.22
Accumulated Depreciation		(9,500.00)		(9,500.00)
			-	
Total Assets	<u>25,292.04</u>	<u>219,948.74</u>	<u>9,537.91</u>	<u>254,778.69</u>
Liabilities				
Accounts Payable	-	711.33	-	711.33
GST/HST Payable		1,582.79	-	1,582.79
Payroll Deductions Payable		3,612.55	-	3,612.55
Program Instructor Payable		25,271.29	-	25,271.29
Key Deposits		180.00	-	180.00
Unearned Grants	-	7,963.77	-	7,963.77
Unearned Revenue		916.00	-	916.00
Garden memberships			550.00	550.00
Total Liabilities	<u>-</u>	<u>40,237.73</u>	<u>550.00</u>	<u>40,787.73</u>
Restricted Assets	1,885.64	26,168.75	8,987.91	37,042.30
Unrestricted Assets	23,406.40	153,542.26		176,948.66
Net Assets	<u>25,292.04</u>	<u>179,711.01</u>	<u>8,987.91</u>	<u>213,990.96</u>



Victoria West Community Association
- Financial Report for March 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			-	-	159,687.18
Garden Grants	16,250.00		16,250.00		16,250.00
Interest	50.00		5.09	15.89	20.98
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	24,104.00	1,365.00	21,359.09	405.34	181,451.61
Expense					
Meeting cost	300.00		219.25	-	219.25
Annual Report/Bylaws	50.00		40.00	-	40.00
Website hosting	4,000.00	-	195.72	-	195.72
Project and board insurance	1,800.00		945.00	-	945.00
Garden Expenses		875.00	352.03	483.99	836.02
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		50.00	-	50.00
Corn Roast	600.00		-	-	-
Volunteer coordination	2,000.00		-		-
Garden volunteer coordination	6,000.00		1,161.95	-	1,161.95
Visioning (Strategic Planning)	2,000.00		(158.08)	-	158.08
2015 grant projects reserve	9,750.00		8,236.02		8,236.02
Community centre			-	-	131,477.95
Community Dinners		50.00	-	-	-
Total Expense	28,845.00	975.00	11,075.48	483.99	143,037.42
Excess	(4,741.00)	390.00	10,283.61	(78.65)	38,414.19

Victoria West Community Association
 - Financial Report for March 2016

	Centre				
	2014-15 YTD Actual	Budget	YTD Actual	% budget YTD	Current Month Actual
Revenue					
Centre Grant	34,239.47	91,182.00	37,992.07	41.7%	7,598.41
Other Revenue	11,760.30	5,500.00	6,045.61		545.61
Capital Budget	-	2,500.00	450.00	18.0%	-
VWCA General Fund Transfer	-	-	-		-
Program Revenue	45,787.61	103,000.00	37,785.21	36.7%	12,067.90
Preschool		95,000.00	43,898.24	46.2%	9,071.19
Centre Room Rental Revenue	26,433.70	65,000.00	32,354.83	49.8%	5,078.77
Interest	297.50		459.27		88.41
Donations	575.95		701.95		-
In-Kind			-		-
Total Revenue	119,094.53	362,182.00	159,687.18	44.1%	34,450.29
Expense					
Community centre					
Payroll	42,102.05	237,774.00	92,586.42	38.9%	19,097.46
New Youth Project Reserve	6,870.65	-			
Guy's Only Program Reserve		5,500.00	3,618.12		(445.12)
Program costs	31,451.15	72,000.00	25,074.27	34.8%	8,031.59
Promotions	805.37	4,500.00	919.63	20.4%	-
Telecommunications	1,140.09	3,200.00	1,148.65	35.9%	229.73
Office	1,587.66	4,000.00	2,498.02	62.5%	4.10
Program supplies	501.24	3,000.00	643.82	21.5%	-
Credit Card fees	1,155.31	3,200.00	1,178.89	36.8%	311.52
Janitorial	16,000.00	10,000.00	2,014.45	20.1%	185.70
Maintenance	321.00		-		-
Insurance	-	2,750.00	250.00	9.1%	-
Waste disposal	849.47	2,415.00	985.29	40.8%	191.95
Depreciation	-		-		-
Misc Exp	49.22	2,000.00	110.39	5.5%	-
Community events	672.35	1,000.00	-	0.0%	-
Capital	-	2,500.00	450.00	18.0%	-
Total Expense	103,505.56	353,839.00	131,477.95	37.2%	27,606.93
Excess	15,588.97	8,343.00	28,209.23		6,843.36
		100%	42%		

Notes

- The Centre grant for March 2016 was accrued at \$7,598 with the grant to be received in March 2016.
- General fund expenditures during Match include \$340.18 for garden coordination, \$352.03 from the Centre garden grant, and \$945 Directors insurance.

Centre Payroll breakdown

Admin	40,667.30
Daycare	31,220.39
Guys Only	1,881.88
Instructor	2,454.40
Janitorial	8,219.12
MERCS	8,143.33
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	92,586.42

Fund Balances

## Poster Sales	1.22
## Community Events	428.74
## Banners	175.13
## Rayn or Shine	847.96
## Greenways	108.86
## Community Dinners	149.42
## Banfield Commons	673.96
## Utility Box Map Wrapping Project	2,855.97
## Swim Fest	471.47
## VW Food Security	2,030.51
## VWUF	757.65
## Orchard	487.02

General Fund Special Balances

Corn Roast Total Surplus	697.49
McCaskill Mural	561.06
Garden Coordinator Grant 2015	4,838.05
Garden Enhancement	2,750.00
Garden Micro Grant	500.00
Centre Garden Micro Grant	147.97