

MINUTES (APPROVED):
VICTORIA WEST COMMUNITY ASSOCIATION
DIRECTORS' MEETING
DATE: APRIL 29, 2014
TIME: 7:00 PM
PLACE: VWCC – GYM

PRESENT:

Diane Carr, President
 Nan Judd, Vice-president & Governance Committee
 Mike Medland, Treasurer
 Bernie Gaudet, Land Use Committee (LUC)
 Robin Rombs, Liaison for Food Security Collective
 Simeon Goa, Communications Committee
 Dar Purewall, Special Events Committee
 Kate Longpre, VWCC Manager
 Jack Meredith, Secretary

REGRETS:

Audrey Whittall, Harbour Committee
 Mark Fournier, VWCC Committee

AGENDA ITEM – INFORMATION - ACTIONS:	WHO	WHEN	ST.
1. Meeting called to order by DC at 7:07 pm			
2. Approval of agenda a. Motion by NJ to approve agenda; Approved.			
3. Approval of previous minutes a. Motion by NJ to approve minutes, of the March 25, 2014 meeting. Carried			
4. Business arising from minutes a. None.			
5. President's report – Diane Carr provided updates on: a. Dockside Green – DC met with Norm Shearing re: Sustainability Centre. b. Esquimalt Rezoning c. Community Association Network d. Motion by DC to accept the President's report. Carried.			
6. Treasurer's Report – Mike Medland a. March 2014 financial reports were presented by MM (see attached). b. Motion by JM to accept the March 2014 financials as circulated to the Board and distributed at the meeting (see attached): Carried.			

<p>7. Secretary's Report – Jack Meredith</p> <p>a. New VWCA member applications from residents of Vic West: Motion by JM: "to accept into VWCA membership applications from the following Vic West residents:</p> <ul style="list-style-type: none"> • Jason Ross of Langford Street • Mark Crocker of Skinner Street • John Pereira of Connaught Street • Dawn Heiden of Wilson Street <p>Carried.</p> <p>b. VWCA "Membership Welcome" letter to be sent to all.</p>	JM	140415	
<p>8. Community Centre Committee Report – Mark Fournier</p> <p>a. See attached report.</p>			
<p>9. Land Use Committee Report – Bernie Gaudet</p> <p>a. Dockside Green engagement process was discussed.</p>			
<p>10. Community Events Report – Dar Purewall (see attached report)</p> <p>a. Vic West Fest is being planned for May 10th</p> <p>b. Motion by NJ to spend up to \$150 on a display for VWCA Vic West Fest. Carried.</p>			
<p>11. Food Security Report – Robin Rombs (see attached)</p> <p>a. Masson Bees</p> <p>b. April 6th Potluck</p>			
<p>12. Harbour Committee Report – Audrey Whittall (sends regrets)</p> <p>a. Harbour Committee report is attached.</p>			
<p>13. Communications Report – Simeon Goa</p> <p>a. Working hard on Vic West Fest communications</p> <p>b. Website survey coming soon</p>			
<p>14. Governance Committee – Nan Judd</p> <p>a. Governance committee has been established</p> <p>b. Policies are being updated in a more user friendly format.</p>			
<p>15. Safety & Transportation – Vacant</p> <p>a. BG to write the City regarding the final plans for:</p> <ul style="list-style-type: none"> i. Skinner Street ii. Catherine Bay intersection 			
<p>16. Motion by RR to approve all Committee reports. Carried.</p>			
<p>17. Report from City Hall – Lisa Helps (sends her regrets)</p> <p>a. Report from Lisa Helps attached</p>			
<p>18. New Business: None</p>			
<p>19. Announcements:</p> <p>a. Open Victoria invitation to forum on April 17th</p>			
<p>20. Presentation & Announcements from public - none</p>			
<p>21. Meeting Termination:</p> <p>a. Motion by NJ to adjourn at 8:55 pm. Carried.</p>			

Victoria West Community Association
- Financial Report for March 2014

	General Fund	Centre	Other Funds	Total
Assets				
Cash	14,059.63	85,126.09	8,767.59	107,953.31
Accounts Receivable		1,946.76	-	1,946.76
Undeposited Funds		5,465.89	-	5,465.89
Furniture and Equipment		19,083.39	-	19,083.39
Program Equipment	728.18	9,420.58	-	10,148.76
Accumulated Depreciation		(4,500.00)		(4,500.00)
			-	
Total Assets	<u>14,787.81</u>	<u>116,542.71</u>	<u>8,767.59</u>	<u>140,098.11</u>
Liabilities				
Accounts Payable	-	3,612.68	-	3,612.68
GST/HST Payable		1,561.13	-	1,561.13
Payroll Deductions Payable		1,382.31	-	1,382.31
Program Instructor Payable		13,121.62	-	13,121.62
Key Deposits		270.00	-	270.00
Unearned Grants		-	-	-
Unearned Revenue		84.00	-	84.00
Garden memberships			550.00	550.00
Total Liabilities	<u>-</u>	<u>20,031.74</u>	<u>550.00</u>	<u>20,581.74</u>
Restricted Assets	728.18	25,514.61	8,217.59	34,460.38
Unrestricted Assets	14,059.63	70,996.36		85,055.99
Net Assets	<u>14,787.81</u>	<u>96,510.97</u>	<u>8,217.59</u>	<u>119,516.37</u>

Victoria West Community Association
- Financial Report for March 2014

	Budget		General Fund	Other Funds	Total
	General	Other	YTD	YTD	YTD
Revenue					
Grant	4,240.00		4,240.00	-	4,240.00
Centre Grants and Operations			-	-	123,105.67
Shape Your Future Grant			-		-
Interest	100.00		8.01	32.29	40.30
Corn Roast	500.00		-	-	-
Donations		200.00	-	67.30	67.30
Garden Revenue			-	245.00	245.00
Swim Fest Revenue & Donations				-	-
Vic West Fest Revenue	1,000.00		-	-	-
Total Revenue	5,840.00	200.00	4,248.01	344.59	127,698.27
Expense					
AGM/Land Use Cttee	300.00		257.99	-	257.99
Annual Report/Bylaws	50.00		25.00	-	25.00
Website hosting	100.00		-	-	-
Board insurance	1,100.00		-	-	-
Postage/member notices	300.00		-	-	-
Garden Expenses			-	61.86	61.86
Misc Exp	100.00		149.26	-	149.26
Newsletter	720.00		-	-	-
Approved Projects:					
Vic West Fest	600.00		-	-	-
Swim Fest				-	-
McCaskill Mural			-		-
Corn Roast	400.00		-	-	-
Co-host events with centre	1,000.00		-	-	-
Project insurance	600.00		-		-
Community centre			-		92,864.64
Orchard event			216.78	-	216.78
Community Dinners		200.00	-	-	-
Unallocated Funds	570.00		-	-	-
Total Expense	5,840.00	200.00	649.03	61.86	93,575.53
Excess	-	-	3,598.98	282.73	34,122.74

Victoria West Community Association
- Financial Report for March 2014

Centre

	<u>2013 YTD</u>	<u>Budget</u>	<u>YTD</u>	<u>% budget YTD</u>	<u>Current Month</u>
Revenue					
Centre Grant	12,974.50	77,849.00	38,923.50	50.0%	25,949.00
Matching Grant	-		-		-
Other Revenue	-		9,275.00		-
Capital Budget	-	2,500.00	-	0.0%	-
VWCA General Fund Transfer	-	1,720.00	-	0.0%	-
Program Revenue	37,544.80	93,000.00	41,986.50	45.1%	11,401.97
Centre Room Rental Revenue	17,812.83	55,000.00	31,512.70	57.3%	7,749.69
Interest	110.49		327.97		54.07
Donations	992.42		1,080.00		-
Total Revenue	<u>69,435.04</u>	<u>230,069.00</u>	<u>123,105.67</u>	53.5%	<u>45,154.73</u>
Expense					
Community centre					
Payroll	32,806.93	90,737.00	40,097.22	44.2%	6,555.42
Program costs	26,792.82	67,800.00	29,460.91	43.5%	8,233.38
Promotions	1,419.64	4,500.00	1,666.24	37.0%	-
Telecommunications	1,018.95	2,800.00	1,127.25	40.3%	225.45
Office	1,261.37	4,000.00	1,744.01	43.6%	48.80
Program supplies	541.26		889.91		77.83
Credit Card fees	936.77	2,800.00	1,031.38	36.8%	255.36
Janitorial	15,332.00	38,400.00	16,000.00	41.7%	3,200.00
Maintenance	-		-		-
Insurance	-	1,800.00	-	0.0%	-
Waste disposal	732.18	2,300.00	847.72	36.9%	175.31
Depreciation	-		-		-
Misc Exp	76.00	1,000.00	-		-
Co-host events with centre	-	1,000.00	-	0.0%	-
Capital		2,500.00	-	0.0%	-
Total Expense	<u>80,917.92</u>	<u>219,637.00</u>	<u>92,864.64</u>	42.3%	<u>18,771.55</u>
Excess	<u>(11,482.88)</u>	<u>10,432.00</u>	<u>30,241.03</u>		<u>26,383.18</u>
		100%	42%		

Notes

- City grants are recognized when received or at the beginning of the fiscal period they are for, which ever is later.
- The City grant for January to April was received in March 2014.
- The grant for April was received in March 2014 equal to \$6,487.25.

- General expense for the month were \$21.76 of meeting expenses.

Fund Balances	
## Poster Sales	1.22
## Community Events	423.46
## Banners	173.00
## Rayn or Shine	1,169.99
## Greenways	107.39
## Community Dinners	147.63
## Banfield Commons	665.87
## Utility Box Map Wrapping Project	2,821.71
## Swim Fest	465.79
## VW Food Security	374.23
## VWUF	947.98
## Orchard	919.32
	<hr/>
	8,217.59
	<hr/>

General Fund Special Balances

Corn Roast Total Surplus	766.91
McCaskill Mural	561.06

Special Events Report

Topic: Vic West Fest

Prepared for: Vic West Community Association Board of Directors

Prepared by: Dar Purewall, Committee Chair for Community Events

Date: April 29, 2014

A. Event Progress and Highlights:

- 1) Progress is well underway
- 2) Team leads – identified, contacted, and committed
- 3) Exhibitors – identified and most are committed
- 4) Food vendor - High Point (Salvation Army)
- 5) Communications Plan- underway
 - a. Newsletter updates
 - b. Media campaign
 - c. Pamphlet delivery
- 6) Call for volunteers is still active:
 - a. Concession (ice-cream and food sales)
 - b. Decoration crew
 - c. Zero-waste monitoring/education crew
 - d. Kids activities (bubble-making)
 - e. other

B. Issues:

- 1) Fund raising - no silent auction
- 2) Budget implications- possible break-even status (no surplus)
- 3) Event sponsorship - no corporate sponsors

APRIL, 2014 VW FOOD SECURITY COLLECTIVE REPORT

On Saturday, April 5, the Mason Bee barn was installed in the Orchard by bee expert Gord Hutching of Hutching Bee Service. This was a component in the approved Orchard project proposal. Mason bees are a native species that do not sting or make honey.

The barn serves to attract pollinators and as an educational element in the Orchard. It contains a large main house with multiple fixed trays and a secondary smaller house with removable trays so the public can observe the bee cocoons or see the bees building mud plugs and laying eggs.

A local resident has offered a donation to cover the cost of the installation: an invoice will be submitted soon and the Food Security Collective coordinator will be contacting the donor to acquire the funds.

There has been discussion with the local Girl Guides for their members to act as the bee stewards. (Hives require cleaning each year to prevent mite infestation.)

On Sunday, April 6, the Food Security Collective hosted a well-attended Community Potluck. Folks came from around the neighbourhood as well as some from Esquimalt. We opened the new folding wall and enjoyed the space created when the Fireplace Room and foyer are joined. Keith Banfield, grandson of the man for whom Banfield Park and Alderman Road are named, joined us: Keith is 79 years old and lives on Lampson Street. (His grandfather was the first city alderman representing Victoria West and was also acting mayor for a time.)

Thanks to Community Potluck coordinator Muriel Southern and all who helped out!

For more info on the Vic West Food Security Collective activities, please visit vicwestfoodsecurity.org

Victoria West Community Association
Harbour Committee Report
April 28, 2014

The following is an up-date on the Harbour Committee activities:

1. Proposed Mega Yacht Marina:
Rumors continue – a possible new owner from China, or a partner buying out the other partners.
2. Derelict Vessels in Gorge Waterway:
The number of vessels has grown. Pressure continues on the agencies concerned.
3. Oil Spill:
A recent oil spill is being investigated. There is concern at present as to how the spills are handled, and who is responsible for dealing with them.
4. Community Input on Ideas for Inner Harbour:
The Harbour Committee will be attending meetings arranged by the City on the Inner Harbour: Belleville Terminal; Ship Point and Lower Wharf Street in May. The Harbour Committee will be meeting shortly to review the three sites.

Respectfully submitted.

Audrey Whittall,
Harbour Committee Chair

April 29, 2014 Report from Lisa Helps to VWCA

There are lots of opportunities for public participation:

Budget Input Due April 30th Online Survey and Info here:

<http://www.victoria.ca/EN/meta/news/news-archives/2014-archive/feedback-invited-on-2014-2018-draft-financial-plan.html>

Parking Feedback Due May 2nd (info and survey here:)

<http://www.victoria.ca/EN/meta/news/news-archives/2014-archive/online-survey-how-can-we-improve-parking-downtown.html>

Cycling Masterplan Input and Information Here: www.Victoria.ca/cycling

Harbour Site Planning Gets Underway

Friday May 9 3-7 At Ship's Point

Saturday May 10 10-3 at the Conference Centre - Crappy that this is same day as Vic West Fest. (Press release below FYI)

1. oil in Gorge Waterway. Council, city manager, legislative services and bylaw are all aware of the problem and are figuring out best response, including CRD and other levels of govt.
2. Plan for boats is coming to Governance and Priorities on May 8th. I'll send you the report to circulate to the board.
3. Please ask Jack to email me the minutes and the ones from last month as well; I feel like there were a couple of things to follow up on that I did not.

Media Release

City Seeks Community Input on Ideas for Inner Harbour

Date: Monday, April 28, 2014

For Immediate Release

VICTORIA, BC – Three strategic sites are the focus of the City's upcoming engagement on the Inner Harbour: Belleville Terminal; Ship Point and Lower Wharf Street.

Public feedback will be used to help develop guiding principles and development concepts for each site which will help guide and evaluate future development. These principles and concepts will also help to better position the City of Victoria and other Inner Harbour land owners for potential capital funding, grants and development opportunities. The overall process will be framed and informed by existing City plans, policies, regulations and related technical studies.

“We are looking forward to hearing the community’s ideas on how we can enhance these key sites in our Inner Harbour,” says Mayor Dean Fortin.

The City of Victoria is undertaking this public engagement process to identify opportunities for improving the vitality of the Inner Harbour, which is a key objective of several Council-approved policies and plans. These policies and plans share the following common objectives that will guide dialogue with the public and the overall planning process:

- Supporting Waterfront and Harbour revitalization
- Enhancing tourism
- Ensuring sensitivity to the surrounding historic and waterfront context
- Maintaining a working harbour
- Completing the Harbour Pathway (David Foster Way)
- Maintaining and enhancing the Harbour’s important role for marine transportation and as a gateway to the city, region and Vancouver Island
- Providing well-designed and appropriate public realm improvements

There are a number of opportunities for public participation. The Harbour Dialogue Open House on Friday, May 9, 3:00 p.m. – 7:00 p.m. at Ship Point is an initial opportunity to drop-in to view project information, talk to City staff and provide ideas for the three sites. Representatives from Tourism Victoria, Greater Victoria Harbour Authority, Downtown Victoria Business Association and the Royal BC Museum will also be in attendance.

The Ideas Forum on Saturday, May 10, 10:00 a.m. - 3:00 p.m. at the Victoria Conference Centre is an opportunity to participate in interactive discussions that explore questions related to the three sites. Two separate two hour sessions will be held during the Ideas Forum at 10:00 a.m. and at 1:00 p.m. Preregistration is required: harbourdialogue@victoria.ca

For more information: www.victoria.ca/harbourdialogue

— 30 —

For More Information:

Katie Hamilton, Director, Communications and Civic Engagement
Office: 250.361.0210 Cellular: 250.217.8343