



# Board

## Meeting Minutes: Monday, July 8, 2019

**Date/time:** Monday, July 8, 2019 Started: 7:00 PM Ended: 9:30 PM  
**Location:** ONH  
**Purpose/notes:** Regular scheduled meeting  
**Chaired by:** Mr Harry Kope  
**Minuted rec. by:** Mr Harry Kope  
**Status:** Minutes drafted

### Attendance

**Present:** Mr David Angus, Mr Dave Driedger, MR Chris Holt, Ben Isitt, Mr Harry Kope, Ms Melissa Lim, Brenda Turner  
**Regrets:** Mr Kevin Keates, Alex McCumber, Mr Laurie Morgan, Melissa Root

### Meeting documents

8 documents attached to agenda items below

### Agenda

#### 1. Call to Order

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##### 1.1. Roll Call

**Status:** Completed

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##### 1.2. Documentation Package

**Status:** Completed

- JulyBoardDocs2019.pdf
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##### 1.3. Motion for approval of last meeting's minutes

change minutes approvals to Kevin Keates from Harry. Ben did show.

**Resolution #:**

**Moved:** Mr David Angus

**Seconded:** Ms Melissa Lim

**Status:** Carried

**Vote:**

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##### 1.4. Motion for approval of agenda

**Resolution #:**

**Moved:** Mr Dave Driedger

**Seconded:** Brenda Turner

**Status:** Carried

**Vote:**

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## 2. Public Consultations

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### 2.1. CGI Question

Kevin Galichon asked about the possibility of the community garden returning to Oaklands Park. The ED and Board indicated NO.

**Status:** Parked

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## 3. Old Business

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### 3.1. ONP REPORT - Rob Tornack

- ONP-SC team building
- Good discussion with Kiwanis Pavilion Board and Marc Cittance, senior City Planner
- Met with James Bay people
- Community Visioning survey crafted with its first use at the July 3 Sunset Market
- Dates set for 2 community visioning workshops
- Data collection underway.
- Emerging themes from pop-ups and information gathered to da

Board members to review ONP survey draft and draft communications plan by July 17.

Will be needing review of results when documents are produced.

Look to Melbourne Australia neighbourhood planning and Hamilton Canada

**Status:** Completed

- ONP-SC Work Assignment Jul 4 2019 v1.pdf
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## 4. Correspondence

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## 5. City Liaison Representatives

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### 5.1. Gary's City Report

Gary, supporting ONP as a resource.

OCA managing 5 of 7 Paklands Great. neighborhood grants.

Oct to Nov for more great neighborhood grant applications.

Ryan street mural (Otters)concerning parking...Elaina.

**Status:** Completed

- Oaklands July 2019 Update.docx
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## 6. President's Report



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## 6.1. Motion: Accept President's Report

**Resolution #:**

**Moved:**

**Seconded:**

**Status:** Moved

**Vote:**

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## 7. Treasurer's Report

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### 7.1. Budget Review

**Status:** Completed

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### 7.2. Motion: Accept Treasurer's Report

Dave reports on the volatility of cash flow.

We are maintaining 2 months of cash and acknowledges staff work,

Dave presents policy for bequests.

Capital planning maintains the financial role while the Facilities Development Committee does the data gathering and report prep for the Facility Functional Needs document.

Two Learning Centres.

Mid year review will happen July 25th.

**Resolution #:**

**Moved:** Mr Dave Driedger

**Seconded:** Ms Melissa Lim

**Status:** Carried

**Vote:**

- Treasurer's Report to the OCA Board, July 8, 2019.pdf
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### 7.3. Authorize additional cost for OSC at Chapel

Motion: Support OCC paying for the Oaklands Chapel rental increase.

**Resolution #:**

**Moved:** Mr Dave Driedger

**Seconded:** Mr Harry Kope

**Status:** Carried

**Vote:**

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### 7.4. Motion: Accept Bequests Policy

**Motion:** Approve Bequests policy.



**Resolution #:**

**Moved:** Mr Dave Driedger

**Seconded:** Ms Melissa Lim

**Status:** Carried

**Vote:**

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### 7.5. Facilities development committee

**Motion:** The Facilities Development committee will report directly to the Board.

**Resolution #:**

**Moved:** Ms Melissa Lim

**Seconded:** Mr Dave Driedger

**Status:** Carried

**Vote:**

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## 8. Executive Director's Report

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### 8.1. Motion: Accept Executive Director's Report

**Resolution #:**

**Moved:** Mr David Angus

**Seconded:** Ms Melissa Lim

**Status:** Carried

**Vote:**

- ED Report June 2019.pdf
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### 8.2. Mailout from SD61 about Learning Centres

Exclusive use with no custodian, minor maintenance, alarm, garbage or recycling is \$2.70 per day per child on a 22 month av.

For example if VIHA licenses the area for 16 3-5 year olds your monthly rent would be

$$16 \times 2.70 \times 22 = \mathbf{\$950.40}$$

The costs for the same unit but with garbage, recycling, custodian, minor maintenance and alarm monitoring is as follows;

$$16 \times 3.41 \times 22 = \mathbf{\$1094.72}$$

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### Learning Centres at Oaklands Elementary

**Studio #1** – will become an Infant/Toddler Centre. This will have 10 full time infant and toddler spaces with 2 dedicated nap rooms (approx. 160 sq ft each) with 3 full time staff. Will need to create an outdoor play space approx. 650 sq ft. Would need an area for secure outdoor stroller storage.

**Studio #2** – Will have OSC and pre-school shared space. Preschool will run from 9:30am – 1:30pm and will not run on Pro-D day, or any breaks that OSC needs the space. The preschool will have a 2 day or a 3 day option for families and will be reserved for Oaklands school district families only. Will have 2 staff at 30 hours per week and they will also cover breaks for



Studio #1 staff. OSC would have 16 spaces. Will need approx. 1100 sq ft of outdoor play space, might be able to get creative with licensing

Total children in Learning Centres

- Infant/Toddler – 10 spaces
- Preschool – 32 spaces (3 & 4 year olds) – 16 spaces per day with 2 or 3 day options
- Out of school Care – 16 spaces

**Oakland's would be increasing its spaces for children under 5 years old by 42 spaces and an additional 16 spaces for school age.**

If all spaces were full, expected revenue from parent fees would be:

Infant -  $\$1300 \times 5 = \$6500$

Toddler -  $\$1200 \times 5 = \$6000$

Preschool -  $\$550 \times 16 = \$8,800$

TOTAL -  $\$21,300$  per month

CCOF revenue (based on 20 day per month average)

Infant/Toddler -  $\$12$  per day  $\times$  10 children -  $\$2400$

Preschool -  $\$1.37$  per day  $\times$  16 children -  $\$438.40$

TOTAL -  $\$2838.40$  per month

**Total monthly revenue – Parent fees and CCOF - \$ 24,138.40**

#### **Staff wages**

I/T staff -  $\$22$  per hour  $\times$  3 staff  $\times$  40 hours per week =  $\$10,560$  per month

Preschool staff – 1 Manager/ECE -  $\$25$  per hour  $\times$  40 hours =  $\$4,000$

- 1 Assistant  $\$18$  per hour  $\times$  30 hours =  $\$2,160$

**Total staff wages per month - \$16,720**

Would need to add in MERC's as well as program supply costs.

Revenue:  **$\$24,138.40$**

Expenses:  **$\$16,720 + \$1094.72$**

**Monthly ROI Total: \$6323.68**

**Status:** Completed

- Community Consultation Oaklands.pdf



- Community Consultation Oaklands-Belmont Location.pdf
  - Exclusive Use Draft License Agreement - 22 June 2018[17389].pdf
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## 9. Land Use Committee Report

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### 9.1. Verbal Report

No LUC meeting held since last board meeting. David Angus is the only member of the committee.

New plans for 1301 Hillside are being presented to the city this week.

A focus of land use should be Haultain Corners.

**Board will draft a letter about development opportunities for Haultain Corners.**

**Due date:** 9/9/2019

**Status:** Deferred: 9/9/2019

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## 10. Parks

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### 10.1. Verbal Report

Met with ONP's John and Rob concerning a possible garden tour in association with the neighbourhood planning process.

A watershed talk is being scheduled for September. Making connections to the Bowker Creek Group. 75% of Bowker Creek runs through Oaklands.

Planning a Native Plant sale and education event.

Melissa Root noted a lack of toddler play equipment in Oaklands Park.

Possible demonstration community garden on the front of ONH.

Woonerf committee received a great neighbourhood grant to start a pollinator garden on Kings up in the Oaklands Rise.

**Status:** Completed

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## 11. Communications

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## 12. HR

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## 13. VCAN

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### 13.1. VCAN

12 CAs

VCAN struck a committee to look at boundary issues

VCAN was introduced to a Binner's business by Our Place representatives

Fernwood will to share work they have done already completed on neighbourhood development and planning.

Letters of continual support for developing a community asset are desired for the 950 Kings Road space in Hillside/Quadra



**Status:** Completed

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## 14. New Business

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### 14.1. Strategic Plan

Melissa Lim wants all Board members to read the strategic plan.

Harry passed out flyers about Death Cap mushrooms which have invaded the lower Island and have caused some deaths by being mistaken

**Status:** Parked

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### 14.2. Emergency Preparedness

Dave would like inform the Board about the emergency preparedness status of Oaklands and of the Centre.

ED to gather info

**Status:** Not Started

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## 15. Adjournment

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### 15.1. Next meeting

**Status:** Completed

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