

Commons Coordinating Council (CCC) gabriolacommonscouncil@gmail.com

Notes for Meeting of Nov.5, 2013

Present: John Pierce, Bob Andrew, Judith Roux, Robbie Huston, Shelagh Huston, Patrick Roux, Michelle Benjamin, Maggie Mooney, Deb Ferens, Rebecca Furnell, Muriel Weins, Alison Fitzgerald, Brenda Fowler, Pat Mooney, Raymond Trembley

Facilitator: Stef Marrie

Recorder: None

Next CCC meeting: Dec.3, 2013

Recorder for next meeting: Trustees

Special Meeting Agenda:

1. 20-minute Presentation from the Long Range Planning Team – John Pierce
2. A brief report from PHC
3. Round table discussion regarding Team Representation at Council. How do we breathe new life and more meaning to Council meetings?
4. Setting up 2014 Team participation for Note takers, Facilitators and Co-facilitators.
5. Round table discussion on the position of Communications Liaison. What are the key elements to have in place? Ideas to divide and share responsibilities. *Out of time – add to Dec./13 agenda.*

Presentation from the Long Range Planning Team

Speaking Notes for Presentation of LRP Chart and Plan to Council on Nov. 5th

John Peirce making presentation for LRP

Long Range Planning Team members: Deb Ferens, Judith Roux, Robbie Huston, Mary Wilson, Doug MacKnight, Linda St. Clair, Patrick Roux, John Peirce and George Szanto (currently on sabbatical)

The Long Range Plan should reflect the current thinking of the Commons Community about plans for the built environment and open spaces of the Commons, and their use by people over the next 25-30 years. The Long Range Plan must be consistent with the Purposes of the Commons.

This Long Range Planning (LRP) Chart captures all the project ideas that were raised by the teams during consultation, as well as ideas gleaned from the notes of 2 visioning

workshops (Dream to Design and Vision & Values) in recent years.

This is a DRAFT chart, for review and discussion by all the teams. Our plan is to have it fleshed out further with visual aids and approved at the 2014 AGM.

The LRP Chart has time along the horizontal axis, and 6 broad categories of projects as rows underneath. The teams listed by each project are the source of each proposed project, not necessarily the Team expected to implement the idea.

On the backside of the LRP Chart are notes gathered during the process for reference, as well as translation of all acronyms.

As a visual aid, the LRP Team proposes a Time and Resources diagram, in two parts – one showing financial resources and one showing people resources needed to complete a project. People resources include time for planning and building/doing, as well as ongoing time for managing the operation of a project and maintenance.

The example we have shows two projects – one current and one future: the Community Kitchen and the Equipment Shed requested by the Farm Team. Note the lead-in “nose” of resources needed upfront for planning, and the post-construction “tail”, representing resources needed for maintenance and operational planning.

In the case of the Equipment Shed, after construction there is only maintenance and no significant operational time needed. In the case of the Community Kitchen after construction, there will be some significant effort needed to operate the kitchen, quite separate from maintenance time for the physical facility.

It is our hope is to get most projects onto two master Resources and Time charts (one for \$ and one for people), but to avoid too much complexity there may have to be several sub-charts show only parts of the plan and a summary chart where the detailed information will be too small to decipher but the big picture will be evident.

There are several guidelines of criteria that exist or have been proposed with respect to planning new projects. These include:

- Criteria Chart for new projects (LRP)
- Criteria for Commons Land-Use Sharing (STC)
- Green Building Guidelines (Infrastructure)
- Opening up the Black Box (Planning flow chart developed by Judith Roux)

These need to be collated, perhaps merged, and made available as a Planning Handbook.

The Commons Community needs to agree on a decision-making and prioritizing process.

The LRP Team wishes to organize a Long Range Planning Workshop in January 2014, to discuss this LRP Chart. Is this date close to Christmas acceptable, or should we move it to January (12?). Each team should discuss this Chart amongst themselves before the workshop and send at least one representative to the workshop prepared to speak to the following questions:

1. Does this draft LRP Chart capture all ideas adequately?
2. Are there some things that are largely done and could be removed, and/or other items that do not need to be on an LRP Chart?
3. Once the LRP Chart is ratified, what is the approval process (if any – maybe being on the ratified chart is enough) for starting a project?
4. Is some prioritizing needed?
5. What review cycle should we have for this chart?
6. How does a new project get added to the chart between reviews?
7. What is role of LRP between reviews?
8. Other comments

After the workshop, when people have a better understanding of the process we are following, the each team will given a list of the projects for which the LRP needs some estimates of the people effort (in units of 30 work bee hours) and the \$ needed over time to see the project start up and be maintained. During the winter we will collate all the feedback and put out a revised draft LRP Chart and comprehensive Time & Resources charts for discussion.

Oct. 8, 2013 Planning Chart Draft attached as a separate document due to layout.

2. Report from PHC

The Annual Spirit Feast will be held again this year on Dec.25th at Camp Miriam. All are welcome and volunteers are needed.

PHC extended a heartfelt thank you to the Commons for waiving the rent for 3 months. They are experiencing more need for assistance in the community; especially a marked increase in families needing help with crises, housing and food. The extra funds will go a long way to help out, particularly at this time of year.

3. Round table discussion regarding Team Representation at Council. How do we breathe new life and more meaning to Council meetings?

If there was any doubt that the Commons Coordinating Council is alive and well, that notion was quickly dispelled at this meeting. The discussion focused on a number of themes, including the purpose and decision-making process of Council, community perception and involvement, and Team attendance at Council meetings.

There is some confusion among members and the community as to the purpose of Council, and the decision-making process. The Council helps to give all members, teams and the community a voice without judgment and a vision for the Commons. It was established to gather and disperse information, via Team Reps who report to and respond on behalf of team members. Council does not create situations which require decisions, but rather, provides a forum in which Teams and members of the Community can present new ideas and projects for the Commons. The mandate of each Team is weighed against all proposals before decisions are made. This includes the Board of Trustees, who consider the impact on the Commons finance and bylaws. Discussion is held at subsequent meetings, until a decision is made by consensus. All concerns are addressed, and if there are no insurmountable issues, proposals are accepted. This does make for a lengthy decision-making process; but renders the need for a quorum redundant, since all Teams and Commons members have ample time to respond.

The subject of community involvement in the Commons and at Council has arisen at many meetings over the past. The general consensus is that it is not the job of Council to solicit more community involvement, as the Commons has a very active presence in the Community. We provide garden lots to many Gabriolans, host five events each year, provide the site for outside events, and rent meeting space to numerous community groups. There is no doubt that the Commons is very accessible to the community.

Team Reps attend Council meetings in order to report team activity and changes, ask for help and advice, and to ensure team members are included in decisions affecting the Commons. It is not unusual for Team Reps to be absent from Council meetings if the team is dormant or there is little activity; or in the case of the Farm Team, due to *a lot* of activity in the summer. Meetings with less attendees may have fewer voices, but are often more stimulating and productive. *Surprisingly, we still never seem to end the meeting before 9pm.* It was agreed, however, that this organism functions better when all of the parts are present. This is particularly evident when the need for a decision arises. The rise and fall of attendance is the natural flow for any organization. When put into perspective with Councils start-up meetings, even the smallest attendance of 2013 shows the remarkable success and spirit of this group.

In conclusion, the Commons Coordinating Council is the heart of the Commons, and as long as anyone attends, the spirit of the Commons will thrive. Raymond summed it up nicely, with 'The Council is what it is meant to be.'

4. Setting up 2014 Team participation for Note takers, Facilitators and Co-facilitators.

Note Taker Teams

- Dec./13 – Trustees
- Jan./14 – Share the Commons
- Feb./14 – CPR (Conflict Resolution Team)
- Mar./14 – Trails & Green Spaces
- Apr./14 – Property Management
- May/14 – Farm Management
- June/14 – Events
- July/14 – Long Range Planning
- Aug./14 – Covenant Team
- Sept./14 – Learning Opportunities

Facilitators & Co-Facilitators

- Dec./13 – Feb./14 Facilitator – Stef Marrie; Co-facilitator – Muriel Weins
- Mar./14 – May/14 – Facilitator – Muriel Weins; Co-facilitator - _____
- June/14 – Aug./14 – Facilitator - _____; Co-facilitator - _____
- Sept./14 – Nov./14 – Facilitator-_____; Co-facilitator –Rebecca Furnell
- Dec./14 – Feb./15 – Facilitator – Rebecca Furnell; Co-Facilitator – John Pierce

Additional Notes

- Shelagh Huston is available to sit in during the fall of 2014
- We need a list of those who are willing to Facilitate. Deb Ferens will approach a list of possible candidates, including Nancy H., Fay and Diane.
- Immediate need for a Co-facilitator to join Muriel in Mar.-14

Attachment:

Oct. 8, 2013 Planning Chart Draft attached as a separate document due to layout.