

Gabriola Commons Co-ordinating Council (CCC)

Notes for Meeting of November 4th, 2014 – 7:00pm

Present: Robbie Huston, Linda St. Clair, Kit Szanto, Jinny Hayes, Sheila Brook, Barnucka Smith, Sharon Arnell, Alison Fitzgerald, Veronica Hartman, Patrick Roux, Rebecca Furnell, John Peirce, Muriel Wiens, George Szanto, Stef Marrie, Brenda Fowler, Gorla Filax, Nancy Hetherington Peirce

Facilitators: Gloria Filax & Nancy Hetherington Peirce

Recorder: Rebecca Furnell (for Events Team)

Next CCC Meeting:

- **December 2nd, 2014, 7:00 pm, The Gabriola Commons**
- **Recorder:** Learning Opportunities Team
- **20-Minute Discussion:** *How to recognize participation from all contributors* (Trustees lead)

(See Attachment III for list of 20-Minute Discussion topics and Recorders for the next several meetings.)

Meeting AGENDA

1. Welcome and Introductions
2. Agenda Additions
3. 20 minute Discussion – Long Range Planning Team presentation
4. Reports from Teams, Projects, Groups
5. New Business
6. Action Reminders

1. Welcome & Introductions

2. Agenda Additions

The following items were added to the agenda under new business

- a. Police using the Commons as a place to park while ticketing drivers
- b. Individuals using the Commons house ``after hours`` and camping on the Commons property

3. 20 Minute Discussion

The Long Range Planning Team gave a presentation outlining their efforts to date, including a LRP Chart detailing project ideas to date with time and resources needed. It was noted that the Chart is intended to be dynamic and will be updated and changed as ideas are generated, interest/resources are available, etc. See Attachment I for details. The LRP Chart is distributed as a separate attachment in the email with these minutes.

The team also provided a draft document – Projects on the Commons – outlining the process for starting a project and its accompanying project task-force. See Attachment II.

Discussion:

- George applauded Robbie for his innovative way of assessing the person-power needed to complete a project and also cautioned against underestimating the scale of some of the projects on the LRP Chart.
- Kit noted that some projects don't always make it to the LRP Chart, but are still important - every project or event, big or small, needs to have organization and planning behind it.
- Several meeting participants emphasized the need for the Projects on the Commons draft document to be a guideline rather than a strict process. Some projects don't fit the process and it is important to remain flexible so that all types of projects can be accommodated and approached with common sense.
- The importance of this draft document was also stressed as a safe-guard against project ideas being generated and dumped on the general Commons without energy or direction for completion.
- There was some confusion as the document refers to a “Stewardship Team” which does not currently exist. Jinny clarified that the Stewardship Team is a mandatory part of implementing the covenant when it is in place. Muriel expressed concern that this team would have an inappropriate amount of power but Linda explained that the Team's purpose is connected specifically with the terms of the covenant rather than broadly with the activities on the property.
- Muriel warned the LRP team against planning overriding the need to accommodate what people are already doing – with reference to the parking changes that have occurred.

Next Steps: See Appendix I – LRP Team Presentation, #3.

4. Team/Group/Project Reports

PHC (Brenda Fowler)

- Recently held their AGM and have 3 new board members
- Upcoming 20 year anniversary – exciting time!
- Looking forward to working on house maintenance with the Commons
 - Note: there was confusion about what is actually happening on this topic on the part of both the PHC Board and the Commons Board. The trustees will follow up on this topic at upcoming meetings with the PHC board and Brenda and report back to council and PMT. There are currently no expectations on PMT.

Events Team (Stef)

- Amendment to October minutes: The money allocated to the Commons Operating Budget and to the Communications Team was not from the 2014 Fall Fair, but rather from the Events Team

profits made at events up to the 2014 Fall Fair. Money not allocated from this accumulated profit, or from the 2014 Fall Fair, was kept for Events Team to cover event expenses and tee shirt costs.

- Christmas craft fair November 15th. There will be a call out soon for help at the Commons table and for items to sell at the table.

Friday Boules (George)

- Now starting at 3:30 due to change from daylight savings time

Grant Writing Team (George)

- Nanaimo Foundation grant application submitted (for septic upgrade); won't hear until January. Can't apply for matching grant until January.

Conflict Prevention & Resolution Team (Alison)

- The team has been discussing how people have different ways of feeling like they belong at the Commons. This discussion will continue.

Farm Management Team (Sharon)

- The team is regenerating with new members and new energy
- Some changes were made to the LRP Chart and are included in the version presented at this meeting
- Discussed idea of having more allotment plots but decided against as water infrastructure and maintenance energy are maxed out. The team will look at other ways of accommodating people if there is demand beyond existing plots.
- Are looking at new options for water capacity and infrastructure
- Are focusing on improving existing gardens/projects rather than starting new things.

Solar Energy Project (Judith)

- Noted that this project is a good opportunity to work through the Projects on the Commons draft document.
- Looking for people interested in working on planning and setting up the solar array at the Commons (feasibility plan already done with Gabenergy). Contact Judith Roux if you're interested! Judith is confident that there is enough interest in this project to make it happen.

Covenant (Jinny)

- The team will be starting work on the baseline report that is required for the covenant and will be looking for people to participate in documenting various aspects of the Commons (ex: birds, plants).

Communications (Jinny)

- Com Team is regenerating and ~10 people are interested in participating in some way.
- Jinny invites any input on intra- and extra-Commons communication.
- Brochure draft in progress.

- Small website task force will be meeting separately to discuss ideas for improving the site.

Sharing the Commons (Kit)

- New meeting time – 3rd Wednesday of the month, 1pm, at the Commons.
- Security code for front door has changed.

Trails and Green Spaces (Kit)

- Started work on circle trail and have notified the person camping in this area that people will be working in the area over the next few months

Property Management Team (Linda)

- New UV system will be installed as it is critical to keep the tap water potable
- Planning to do an assessment of existing buildings for needs, safety, etc. Dec. 16 will be a planning meeting and work will begin Jan. 10.
- Reminder that Commons users are responsible for cleaning the building and that everyone needs to be conscientious of this fact and help keep the space clean for all users.
- Housecleaning work bee on Nov 8th 10am in preparation for the Christmas craft fair. Sharon Arnell will inform the work bee soup maker that there will likely be extra people to feed that day.
- Thefts have occurred from the existing unsecured farm shed – expressed need to prioritize the farm equipment shed as an upcoming project.
- Have noted the problem with people sleeping at the Commons (in the house in particular, but also camping outside). This is not legal and needs to be addressed. (See agenda #5.b)
- BC Hydro tree trimming will be happening soon and it has been arranged that the branches will be left for mulching on the Commons.

Trustees (Robbie)

- New board – still working out roles and getting new trustees up to speed on topics
- The Commons has received another anonymous donation, this one for \$500! Hooray!
- Are talking about fundraising and a donor/volunteer appreciation party in the new year
 - Note - Rebecca (wearing special events hat) offered to help with this event

5. New Business

a. Police using Commons parking lot for ticketing

Veronica Hartman brought it to the Council's attention that the police (not our local officers) have been using the Commons (as well as the school and Rollo Centre) parking areas to set up for ticketing drivers who speed in the school zone. Veronica noted that this may make PHC clients and others feel uncomfortable coming to the Commons property. Brenda offered to speak to our local officers to see if they would encourage the off island police to park elsewhere on PHC food bank/soup days. Council attendees supported this plan.

b. Individuals using the Commons house ``after hours`` and camping on the property

It has been noted that there are an increasing number of individuals using the Commons house after meeting/event participants have left, as well as people camping outside on the property. Some of these people may be sneaking in through doors they have intentionally unlocked during the day/evening or are just loitering around until others have left after meetings or events.

Several council attendees recounted incidents where they have encountered people using the house for shelter or camping on the property. It was also noted that some thefts have occurred, including soup from the freezer.

- Council participants agreed that although camping on the property is illegal, the use of the house “after hours” is a greater concern as there is a greater opportunity for theft, property damage and discomfort for other Commons users. These individuals also may not take care to lock up the building, turn off lights, stove, etc.
- There is a desire to keep the open and welcome feel of the Commons without it being taken advantage of. It was also felt that rules and regulations about when/how the building is accessed would be difficult both to create and regulate.
- Robbie told the group that so far he has had good success when speaking to individuals one on one about locking up or leaving. It was agreed that while this may work often, there are likely to be times when interactions are not so easy and may cause Commons participants to feel unsafe.
- Brenda noted that the Village and Huxley Park are having similar problems with people using the property/buildings for shelter and suggested that the Commons contact the Gabriola Safety Committee (organized by the RCMP) for advice on how to handle this problem. Brenda also offered to check the upstairs doors when she leaves.
- Council agreed that this is a very difficult problem to address as there is a feeling of compassion for those who are homeless or in need otherwise, but there is also great concern about the legal issue and the fact that people feel unsafe using the buildings and trails when individuals are using the space illegally or inappropriately.

This discussion will be ongoing as required and will probably not find a quick and simple solution.

c. Bookings Coordinator – Help needed

From Gloria Filax:

“The Commons Booking is not really a committee or rather is a committee of 1.

I have agreed to assume responsibility for the Commons bookings starting in January 2015.

But I will need someone to spell me off OR share this work because I will be away for chunks of time.

The first 6 months of 2015 the following dates will need covering: Jan 12-28; April 1-30;

June 25 - July 5. I do not know beyond July 5th. I would really like someone to share this with but if no one steps forward I will need someone to assume responsibility when I am away. Please contact Gloria if you can help.” (gfilax@shaw.ca)

6. ACTION ITEMS:

Many thanks to Gloria Filax! – for her contributions as a CCC facilitator for the past six months.

Trustees:

- Follow up with PHC on cooperative efforts for house maintenance. Report to PMT & Council
 - Lead 20 minute discussion at Dec 2/14 CCC meeting, on recognizing contributions from participants.
- Sharon A:** Let soup maker for Nov 8th know there may be extra people at work bee due to housecleaning.
- Brenda F:** Speak to police about parking elsewhere on food bank/soup days

ATTACHMENTS:

Attachment I: Long Range Planning Team – 20-Minute Presentation

Long Range Planning Team (Linda St Clair, Judith Roux, Doug McKnight, George Szanto, Robbie Huston, Mary Wilson, John Peirce, Deb Ferens)

Nov 4, 2014 - Presentation to Commons Coordinating Council

1. LRP Team Update

a. Brief Background

- Commons Planning Framework – Dream to Design (2005) & Vision & Voices (2010)
- Phase 1: (Long Range Planning Task Force created after Vision & Voices)
 - o Review & assess planning process (why plan and what are good planning practices)
 - o Preliminary consultation with various Commons Teams.
 - o Gathering information & organizing information
 - o Present preliminary report to Council & Present Report to Sept 2012 AGM
- Phase 2: (Long Range Planning Team created & Draft Mandate)
 - o Creation of planning chart based on feedback from Teams
 - o Creation of Long Range Planning Handbook – copy available from Deb Ferens
- Phase 2 highlights:
 - o Jan 2014 workshop – prioritization of items on plan chart – see chart on the wall
 - o July 2014 Workbee – focused on estimating time and people resources for five projects - Farm Equipment Shed, Farm Stand Info Kiosk, Finish Sustainability Building, Maintain Existing Buildings, and the Goat Barn Phase I

b. Explanation of the Long Range Planning Chart

2. Examples of dynamic planning

- Recently, the Farm Management Team reviewed the agricultural items on the LRP Chart and refined/defined some critical pieces (an example of how teams play a critical role in reviewing projects and getting projects funded and completed)
- Discussion at both Long Range Planning & Covenant Teams on role of the Stewardship Plan (an example of how the long range plan is assessed, implemented & monitored over time)
- Share the Commons Team continues to assess projects and submissions largely from the community; LRPT assesses how well ideas referred from STC fit into the 30 year vision. Council concurrence needed for projects to proceed.

- The LRP Chart is not static; it will evolve as needed

3. LRP Team Mandate & Next Steps for LRP Team

- LRP Team will assess progress re LRP Team mandate (did we do what we said we were going to do?)
- LRP Team will discuss what role it may/should continue to play (or not) in the next phase of planning (implementation, review, evaluation, monitoring)

4. Council Feedback – questions? Comments?

Attachment II

Projects on the Commons (Draft document by LRP Team Oct. 24, 2014)

<p>A. Approval of project</p>	<p>1. Is the project on the LRP Chart?</p> <p>Has community expressed a need/wish for this?</p> <p>2. Stewardship Team: Is the project (or a stage of the project) on the 3-year plan?</p> <p>3. Sharing the Commons Team:</p> <ul style="list-style-type: none"> • Does the project “fit” the Commons? • Is need clearly defined? • Prelim. meeting with teams may be needed. <p>4. Council: Check support for project.</p> <ul style="list-style-type: none"> • Issues to be resolved? (May involve CRP Team) • Has this been vetted by Team Reps? (Not all projects require further discussion at team level) <p>This group is committed to see the project through to completion and reports to Council.</p> <p>Note: When a Commons Team (e.g. FMT) initiates the project, the Task Force reports first to the Team.</p>
<p>B. Formation of a Project</p>	<p>1. Who is on Task Force?</p> <ul style="list-style-type: none"> • reps from appropriate Commons teams: e.g. Sharing the

<p>Task Force</p>	<p>Commons as a liaison, Infrastructure, Property Management, Project Stewards (future users)</p> <ul style="list-style-type: none"> • It could/should also include community members interested in the project. • Some teams may be involved only at specific points (e.g. Grant Writing.) <p>2. Key roles:</p> <ul style="list-style-type: none"> • Project Manager (oversees whole project) <ul style="list-style-type: none"> - prepares preliminary critical path - estimates timing and costs • Bookkeeper to keep track of financial aspect and connect with Grant Writing Team • Contact person - liaison person with community, Commons Communication Team and Council
<p>C. Stages of a project</p> <ul style="list-style-type: none"> • PRELIMINARY 	<ul style="list-style-type: none"> • Planning and design <ol style="list-style-type: none"> 1. Sketches drawn up (involving Infrastructure Team and Project Stewards) 2. Costs estimated (details for funding search given to Grant Writing Team) 3. Report to Council (and community open house for major project) • Application for permits <ol style="list-style-type: none"> 1. Working drawings completed, with engineering as required 2. Application made for appropriate permits (RDN Building Department, VIHA) • Communication <ol style="list-style-type: none"> 1. Recruit volunteers for project execution 2. Publicity! celebrate stages as work progresses • Launch project along critical path to completion

<ul style="list-style-type: none"> • ACTION! • CELEBRATION • ACTIVE USE 	<p>(Define completion!)</p> <p>Constant monitoring of expenses against budget projection</p> <p>Major publicity!</p> <ul style="list-style-type: none"> • Recognize volunteers • Recognize donors • Specific team of "project stewards" applies maintenance schedules and schedules usage, etc. (working with Property Management Team) • For complex facility management. protocol for use should be cleared at Council
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Attachment III

List of 20-Minute Discussions for next several months

- December: Recognizing contributions from donors - Trustees
- January 2015: Website update – Communications Team
- February 2015: Personal benefits of participating at the Commons – Farm Management Team
- March 2015: Team Decision Making and the Greater Good at the Commons – Patrick

List of note-takers for CCC meetings for next several months

- Dec/14: Learning Opportunities
- Jan/15: Communications
- Feb/15: Property Management
- Mar/15: Farm Management