

Commons Council Notes August 1, 2017

PLEASE NOTE: PLEASE TAKE THE FOLLOWING TOPICS TO YOUR TEAMS FOR DISCUSSION BEFORE THE NEXT COUNCIL MEETING ON SEPTEMBER 5:

1. Storage units on the Commons
2. "Volunteer" and Paid Work Policy (see attached current Commons Policy)
3. Smoking on the Commons (fire issue)

Decisions are needing to be made ASP

Notes:

Present: Linda St. Clair and David Lightly (Co facilitators), Bob Andrew (note taker), Rebecca Furnell, Deb Ferens, Alison Fitzgerald, Sharon Pattison, Patsy Ludwig, Judith Roux.

Twenty Minutes Discussion: Smoking on the Commons

Concerns: 1) short term urgency with current Fire Hazard declared by Fire Department
2) long term: how do we or do we provide space for smokers such as the PHC users/clients

PHC has fulfilled our request to put us signage for specific non-smoking but currently the provided area is next to the back of the house. They have provided better containers for cigarette butts. However, being close to a building is not within the 3 meter requirement of being away from buildings (not just entrances and windows).

Council agreed that a long-term solution is needed which may include a policy banning smoking during (Fire Department) Fire Hazard season or throughout the year. Secondly, do we consider providing a "safe" place for smokers on the Commons.

Since we have the current Fire Hazard conditions it was agree that there would be NO "No Smoking" signs for the up-coming FALL Fair (Rebecc) and the Farm to Table Fest (Sharon) and Rebecca and Sharon will assist in informing groups, etc. However, it may become necessary to ban smoking immediately upon advice from Fire Department* as a suggestion.

Team Reports

PMT: See attached report

Kitchen Team: A new door is in place to separate the bathroom area from the kitchen to allow access to the bathroom from the outside without accessing the kitchen.

- Pickling workshop on August 9/10 for donation of \$10 see Sharon Pattison
- Canning workshop coming this fall.
- A sanitation plan is being worked
- Farm to Table Feast will have organizers renting kitchen from Sept 4-10

LRP: next meeting August 11 at 1:30

Finance Team

- have aligned bookings and rent
- rental agreement in progress
- discussing possible rental charge for outside events
- Deb will send out reconciled #'s to Teams so they know their status
- reviewing hydro costs
- PLEASE USE CO OP GAS # 637512 TO HELP COMMONS

Allison: need to have an easy tap for main turn on/off at upper garden-Bob to pass on to PMT

Rebecca: Fall Fair: Organization going on super: Fair is Sept 10-10-3ish...do help set up and take down one and all!

Communication Team: Logo topics will bring to Council soon

Tool Library: will have a report in September

Process Team: will walk upper part of property with landscaping designers (Cameron and Laura Jean) to create a design for hedge

Farm Team : need waterers for kitchen garden, little field and orchard.
mid week market doing well

Trustees Team: Supports long term solution for smoking on Commons, AGM will probably be in October, will address policy on Paid work
at meeting on August 8 at 2 pm.

Other business: Water: pond holding but going down steadily; hedge project will cost and team will need to bring to Council to get final design approved and will need to create a budget and consider fund raising.

Funds from Ages for cleaning Commons is ongoing discussion through paid or non paid work. Ongoing contact with donor and with Commons is still in process and will be revisited by Trustees with all previous agreements and understandings.

Next meeting will have 20 minutes discussion on volunteer concept with Heather Menzies and Jinny Hayes (see attached Policy for review)

Reflections: We need to open up further to allow the voice that questions unexamined assumptions ... also need to set limits on discussion to allow closure.

NEXT MEETING; SEPTEMBER 5 AT 7 PM HERE ON THE COMMONS.

Attachments (see below): PMT notes, Volunteer Policy

POLICY: VOLUNTEER VERSUS PAID WORK Date: Oct 20, 2010 Revisions (date): June 2, 2011

The Foundation believes that the use of volunteers for the operation and development of the Commons is of paramount importance. The Foundation further believes that, wherever possible, any work done on the Commons is performed by volunteers except in the case of exceptional circumstances.

The decision to use paid work is made jointly by the affected team and the Finance Committee. The decision must be based on one or more of the following guidelines:

- (a) the work requires the use of professionally certified individuals, businesses, or specialists for legal or other purposes and for which we have no volunteer alternative;
- (b) a grant application includes labour costs;
- (c) the work is an emergency or is necessary to meet an important deadline and there are no volunteer resources immediately available. A project that can be reasonably delayed does not qualify;
- (d) there must be a firm quote for any consideration of paid work that is not part of a grant application;
- (e) the consideration of paid work, that is not part of a grant, may not have negative financial consequences for the Foundation;
- (f) any paid work is completed as a self-employed contractor and not as an employee of the Foundation. All such contractors must have the applicable WorkSafe BC insurance or the Foundation must be prepared to provide such insurance.

Procedure:

- an effort should be made to have people identified in (a) who can donate all or a portion of their services;
- individuals or businesses identified in (a) should be asked if they can agree to use volunteer workers to do some of the routine aspects of the job which could then be inspected and approved by the professional;
- wherever possible, paid work should be done by Gabriola businesses or residents.

**Property Management Team
Meeting of July 31, 2017**

Present: Bob Andrew, Patrick Roux

1. Letter of appreciation to Susan Brockley, Kit Szanto, David Szanto and Katherine Robertson for the care they have given in cleaning the bathrooms (of the house and Community Kitchen). Bob will write this.
2. Creating a full booking team with Gloria. Discussion about rental payment for use of the outside spaces (parking, bathroom access, electricity etc.) Decision to create a form for this, making people aware of their responsibilities.
3. Discussion of the gift of monthly mortgage of \$299 to cover PMT house maintenance expenses (toilet cleaning, towels, brooms etc.)
4. Cleaning. There is a need for deep cleaning from time to time, as well as regular cleaning. This raised the subject of paying someone to do this on a regular basis. We decided this would be a very good "4 Hats" discussion at Council, knowing that our policy does not support paying people.
5. Dishwasher in upstairs kitchen: Decision to take it to GIRO and install shelving in the space.
6. Decision to close off the back bathroom until needed for a big event (easy to open up.) This reduces work required to keep both bathrooms clean all the time.
7. PHC: It was suggested that the 2 cisterns on the east side of the house could be removed to leave room for the triage of recycling, garbage and compostables. We propose that Linda discuss this idea with PHC.
8. At the Fall Fair: set up a board for people to select PMT tasks they would like to take part in and sign on for. (eg. grass cutting, cleaning bathroom, taking out garbage and recycling, bookkeeping etc.)
9. Next meeting Thursday August 17 at 5 pm. We propose to prepare a mid-September big workbee, detailing the different jobs to be done.