Commons Coordinating Council
Notes of Meeting, February 5, 2019

Co-convening: Judith Roux and Lynda Toews
Notes: Jinny Hayes
Present: Bob Andrew, Michelle Benjamin (GAC), Sheila Brooke, Kenda Chang-Swanson (PHC Food Coordinator), Deborah Ferens, Brenda Fowler (ED, PHC), Kim Kasasian, Laura-Jean Kelly, David Lightly, Cameron Murray, Judith Plant, Maya Ruggles, Don Smardon, Diane Streeter (Tool Library), Kit Szanto, George Szanto, K.Louise Vincent

20 Minute Discussion: The Hedge (David, Cameron, Bob for PMT)
Goal for tonight's session is to recap planning and decisions taken to date, and present cost estimates as requested by PMT. Dave recapped progress in plans to alter the hedge: project initially started as a decision-making demonstration at Council but took on its own life as participants became engaged; charettes took place, suggestions came back to Council, went to Teams, and consensus was reached on a general plan. Cameron and Laura-Jean did drawings (circulated again at the meeting & attached), and those have now been costed, with thanks to Laura-Jean (circulated & attached).

Bottom line: It's too much work to keep at 15 feet, too costly to maintain and too much labour, dangerous and at risk for opening at the top and sagging outward in a heavy snow. Previously decided to reduce the height to 8 ft, possibly in steps in keeping with slope of the land; East Entrance driveway to be opened; open a 24 x 24 ft corner at the crosswalk and to "invite" people inside; consideration of removing the orphaned section south of the arch entrance near the Tool Library and cobwall.

Thx to Hedge group, and reminder that this proposal has been to Council for approvals before.

Q & A = critters in Hedge: some birds, but work will done in their off season.

Q & A = can work be done in phases? Yes. With observation of consequences.

Q & A = maintenance costs and who? Professional not available now; and many of our volunteers are over age 70, ie, too risky to maintain at current height. It's totally unmanageable as is and unsafe.
Co-Convener Note**:** 24 feet on west side of hedge would take up 3 parking spaces which will be sorely needed. Diagram shows improvements in the "room on the other side" , which can be multi-use.

As work progresses, there will be cedar chips for pathways.

Tool library to be added to map, also 2 big signs.

Costing - Some $$ was designated by AGES, to come out of the $30,000 gift; terms were reviewed by Don. The amount for the Hedge project needs to be specified before other allocations can be made from these monies. Deb pointed out that there are some funds that can be allocated at fiscal year-end to various teams and projects and also some operating funds, with some small discretionary $$ from that. In addition, this would be a good fundraiser; in fact, there are ~ $500 in a "Hedge Fund" already.

Q & A = go ahead without a big mess, ie, be organized

Consensus agreement with the general plan:
1. Lower to 8 ft first
2. Open the corner by crosswalk (G on the map)

Set aside $9,000 from the AGES funds

Note: This is a milestone passed; thanks to Cameron, Laura-Jean, David and AGES!

Team Reports

Property Management (Bob)
Met Jan 17. Hedge was the big focus.
People for a Healthy Community (PHC) want to extend the roof to the north and east of the Zero-Waste area to create space for a scale and more refrigeration**,** see PHC report below.
House Stewards' decorating project, cost estimate for professional finishing of the two-story entrance; 8 comfortable chairs for the "office" room (can be sponsored @ $50 each). Sincere thanks to Kim for all her work on this huge project.
Water filtering system has been upgraded by Aquality Service. (Commons does have wonderful water even prior to treatment.)
Tool Library has requested storage for large items; will go under the Commons Equipment Shed**.**
Power outage demonstrated minimal generator capacity, so needs improvement - for outages and the Goat Barn Performing Centre.
Some locks have been replaced, Don Smardon is now the key-contact.
Next mtg TBA

Process Team (Dave)
No report

Grant Writing (George)
2 issues to raise:
1. Three funding opportunities have arisen at the same time, and all are pertinent to funding the water reservoir:
• Village Foods (VF) Community Card application was successful, to a maximum of $5000. Please load your card and use it for 5% donations to this Commons project.
• Regional District of Nanaimo called for indications of interest and Commons has requested about $15,000; no news yet about whether we will be invited to submit.
• Nanaimo Foundation also invited an application of interest; will know in about a month.
Suggestion: Could purchase a bunch of VF cards and sell to others, announcing on website, Facebook, Communiqué.

2. Second topic for future consideration, perhaps at a future 20 Minute Discussion, is the position the Commons wants to take on possible grants or donations arising from the cannabis sector.

Bookings (Lynda)
The call for teams to make bookings for meetings is working!
Outdoor uses: how to set costs, examine capacity of Commons to deal with these; Sharing the Commons Team is working on a guide document.
New booking methods with new rental info-form coming; will improve payments.

Farm Team (Judith)
Meeting on Friday, Feb 8
Preparing for the Food Forum on February 16
South Gardens stewardship has a couple of issues as they work through unusual summer theft problems. Working on non-hierarchical/Commons-type language in new agreements, assessing need for a surveillance camera.

Communications (Jinny)
No meetings, as work is done using e.mail.
• Team needs new members as the hours to extend communicaton within and outside the Commons are significant; Nancy HP and Rebecca F are great.
• Good progress is being made with Jennie Shillingford (from Calgary) on the website, but lots of issues are arising, some with significance for how the Commons "works", ie, very complex and challenging to make understandable.
• Teams are reminded to submit their mandates so that potential participants can know what each team does. 8/20 mandates have been received - with thanks.
• Logo progress: as suggested at December Council, children's art has been solicited from a teacher at the Elementary School and a brainstorming session will be called once the artwork

has been received. If a new concept can be clarified, that will be sent to Tim Gambrill for a reworking of what he has done to date.

Website questions for future considerations:
• How to show teams in an integrated fashion, when 20 of them is too many for a drop-down menu. As we have a statement (in Field Guide) about when a team is a team, what should we call and how should we treat projects, ad hoc groups, inactive teams, etc.? Does it matter? Are some groups or projects "resources"? This is a very basic question for the make-up of the Commons.
• How should we handle the notion of "governance" on the Commons (and website)?

Covenant Team (K.Louise)
Currently waiting for a response from Gabriola Lands & Trails Trust (GaLTT) re: whether or not it wishes to become the Covenant Holder.
Team is also drafting a first Stewardship Plan.
Next mtg: Feb 13 @ 2 pm

Long Range Planning (Deb) meeting TBA

Community Kitchen Stewards (Maya)
Maya will be resigning as a Kitchen Steward as of Friday, Feb 8th. Her role - checking emails, responding to inquiries, updating the kitchen calendar, sending invoices (when necessary), and instructing the other stewards on weekly on-the-ground activities - will be filled by Allie for the rest of February. Hence, the team is proposing to integrate the Kitchen bookings (also a Google calendar) with Commons Bookings. There are advantages and challenges: more community visibility for when the Kitchen is booked, money implications, coordinating with the kitchen stewards for cleaning checks, orientations, fee collections, replenishing supplies, etc. and potentially more work for Lynda at Bookings. Maya and Lynda will meet to discuss the potential of a new bookings system.
Suggest: Booking to trigger the billing and a receipt system.
Nancy Laird will start being an "opening presence" in the Kitchen, possibly on Wed afternoons.
Is there need for an article in Sounder to recruit new stewards?

Trails & Green Spaces (Kit)
Mandate done.

Trustees (Judith P)
Trustees are busy, often not finishing an agenda.
Board-to-Board mtg with PHC was very positive, with both gaining knowledge and respect

for each other's work
Trying to be proactive about the Commons
Tracking all receipts, etc.; tax receipts to go out soon.
Reviewed all Memoranda of Understanding (MoUs); PHC lease is coming due.

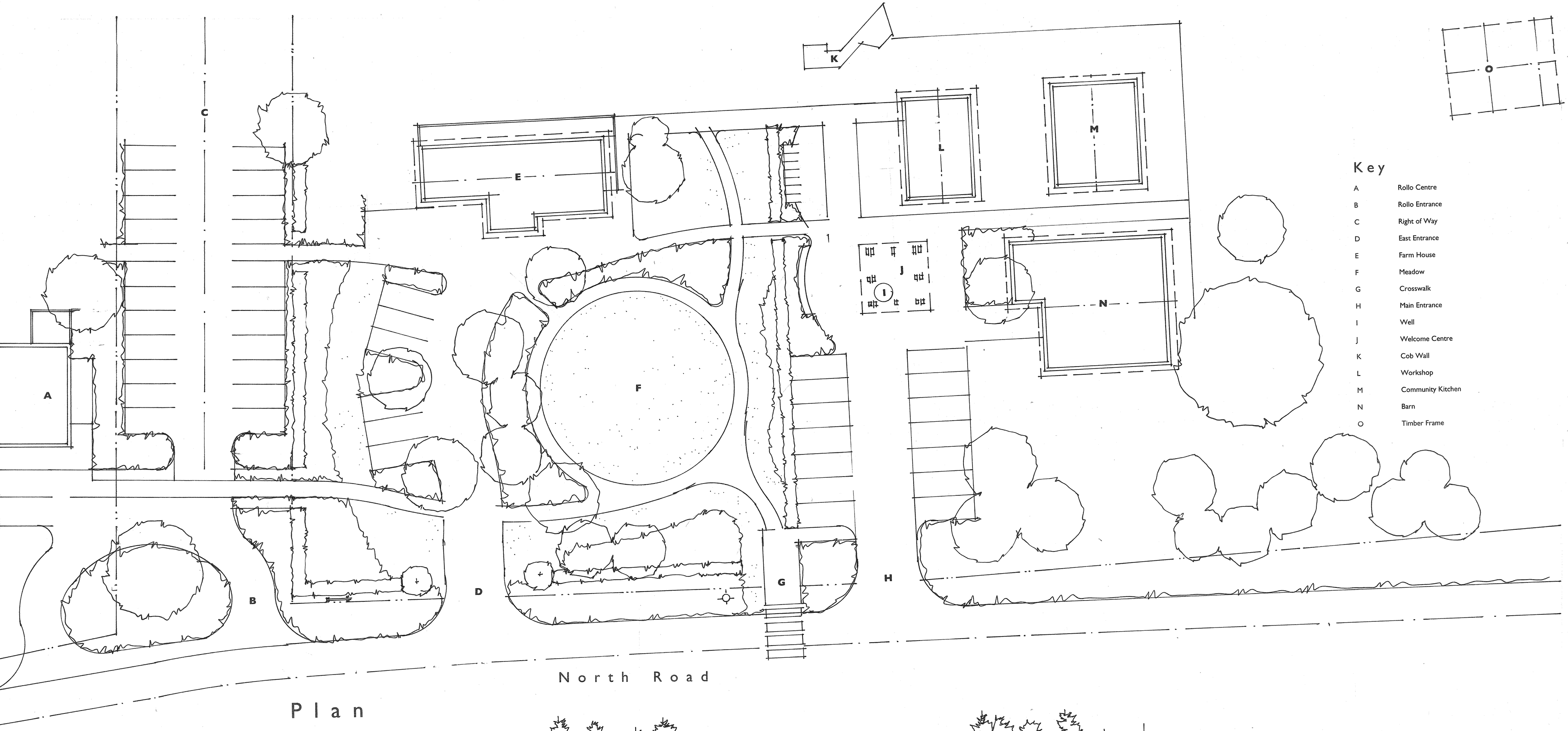
Finance (Deb)
This is a group under the Trustees and meets on the 1st and 3rd Thursdays; all invited. They are currently updating this team's responsibilities and the treasurer role.
Fiscal year-end is March 31; Deb will do a quarterly report at next Council.
Team budgets requested.
New forms for request for Deposits and expenses; will be posted to current and website.

Groups and Other Items

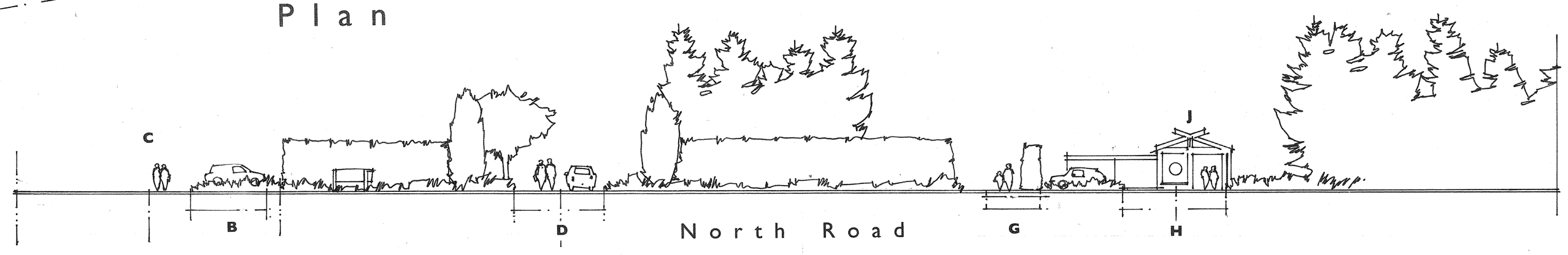
Cultivate Festival (Michelle)
Festival will be fabulous; planning and bookings are progressing well for Labour Day weekend.
The performance tent will be on the Commons site this year, with programming set so that there are no conflicts.
Liaisons will be perused by Mitch, and a new MoU is needed.
Q & A: Hotspot internet will be set up for vendors.

PHC (Brenda)
Development monies paid for new shed, and now PHC would like to add an extension towards the street to add refrigeration. There will be a concrete slab and rat-proof **construction**: ok for hydro panel but there will be increased hydro costs. Please discuss with teams (lease issue), although PMT is generally in favour.

Next Meeting: March 6 at 7.00 pm
Note-taking: Covenant Team



Plan



Section

Key

A	Rollo Centre
B	Rollo Entrance
C	Right of Way
D	East Entrance
E	Farm House
F	Meadow
G	Crosswalk
H	Main Entrance
I	Well
J	Welcome Centre
K	Cob Wall
L	Workshop
M	Community Kitchen
N	Barn
O	Timber Frame

April 6, 2018

Gabriola Commons
Hedge Committee
Conceptual Plan
1/16" =1'-0"

Preliminary Commons Hedge Costing

Based on Conceptual Drawings presented April 2018
prepared by the Commons Hedge Committee, February 1 2019

Element	Unit	Quantity	Unit Cost	Price
Hedge Trim to 8'-lineal feet	lineal feet	360		$ 3,500.00
Chipping	per hour	16	$ 40.00	$ 640.00
Total Hedge Trimming				**$ 4,140.00**
Area G* (at school crosswalk)				
Hedge Removal	lineal feet	50		$ 250.00
*Stump removal	each	16	$ 25.00	$ 400.00
chipping	per hour	4	$ 40.00	$ 160.00
Soil	cu/yd	26	$ 60.00	$ 1,560.00
Shrubs	square yard	52	$ 25.00	$ 1,300.00
gravel landing	cu/yd	12	$ 65.00	$ 780.00
Planted Tree (1 beech)		1	$ 500.00	$ 500.00
Planted Tree (1Cedar)		1	$ 100.00	$ 100.00
Total Area G				**$ 4,950.00**
Farmhouse Entrance*				
Hedge removal	lineal feet	40		$ 250.00
Tree Removal	grove	5	$ 150.00	$ 750.00
*Stump removal	each	13	$ 25.00	$ 325.00
Chipping	per hour	8	$ 40.00	$ 320.00
Gate Foundation+Rock removal		1		$ 300.00
Gravel	cu yds	6	$ 65.00	$ 390.00
Lawn restored	square yard	25	$ 20.00	$ 500.00
Planted Tree (1 beech)		1	$ 500.00	$ 500.00
Planted Tree (1Cedar)		1	$ 100.00	$ 100.00
Total Farmhouse entrance				**$ 1,490.00**
Hedge Removal near cob structure				
tree removal	lineal feet	35		$ 400.00
*Stump removal	each	11	$ 25.00	$ 275.00
chipping	hour	4	$ 40.00	$ 160.00
Lawn restored	square yard	20	$ 20.00	$ 400.00
Total Cob Hedge Removal				**$ 1,235.00**
Trucking chipped material for storage				$ 300.00
Total Estimate				$ 12,115.00
contingency	15%			$ 1,817.25
Total estimate				$ 13,932.25
GST	5%			$ 696.61
Grand Total				$ 14,628.86

Notes:
*Does not include culvert
**Stump removal based on 3' spacing of hedge trees

Deposit Form for Money Received

Gabriola Commons Foundation—Nov. 2018

Date: _____

Received from: _____

(Person/Organization)

Amount received: $ _____ ☐ CASH ☐ CHEQUE

For:

- ☐ Rent—Farmhouse
- ☐ Rent—Community Kitchen
- ☐ Special Events
- ☐ Other Income—Specify: _____

Apply to:

- ☐ General Revenue
- ☐ Team—Specify: _____
- ☐ Project—Specify: _____

Received by: _____ (For Finance Team Use)

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Expense & Cheque Requisition Form

Gabriola Commons Foundation—Nov. 2018

Date: _____ ☐ Cheque Requested

Payable to: _____

If cheque is requested, provide mailing address:

_____

Amount Spent: $ _____

For Finance Team Use
Date: _____
Cheque No.: _____
Amount: $ _____

Description of Expense: _____

(Please attach all receipts)

Charge Expense to:

- ☐ Team/Project—Specify: _____
- ☐ Specific donation/grant: _____
- ☐ Other—Specify: _____

Expense Authorized by:

Team/Project Lead _____ _____

Finance Team _____ _____

(Print name) (Signature)

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