

Commons Coordinating Council Notes (Draft)

July 05, 2019

Facilitated by: Heather Menzies & Louise Amuir

Present: Maya Ruggles, Judith Roux, Deb Ferens, Kim Kasasian, Tom Keane, Ken ?, Linda St. Clair, David Lightly, Laura-Jean Kelly, Don Smardon, Sheila Brooke, Muriel Wiens, Stef Marrie, Stuart Wulff.

Notes: Dave Lightly (The Process Team)

Our presence on the traditional territory of the SFN was acknowledged. Discussion followed on how to translate this acknowledgment to some real action. The consensus seemed to be that acknowledgment is an important first step, but we need to continue to expand our awareness of what it means.

1. 20 Minute Discussion Long Range Planning

Linda gave a recap of the goals and purposes of the Long Range Planning Team. There are short, medium and long range goals. Four priority goals have been flagged:

- Water
- Platform at pond
- Timberframe
- Goat barn

LRP will continue to discuss the current status of each of these priorities – others will carry them out.

This information is presented in the attached (#1 & 2) draft LRP charts.

The status of the goat barn project was queried. Meetings have occurred. No champion for the project has emerged. Moving forward needs an energetic team forming. Many people need to be involved. The project needs to fit the way the Commons operates.

2. Team Reports

Hedge (Dave L)

The first phase of the project is almost complete. In-planting of the dead portion of the hedge will be done in the fall when the rains come. Kim is watering the new trees and shrubs.

Property Management Team (Don)

Need 1 or 2 more House Stewards. No deep cleaning funding left. Could be done as Sat workbee. Maya suggests putting out a call for new cleaners. This work needs to be done.

Don reported on pond gauge levels

Mon Jun 24 69 in

Tue 68 in

Wed 63 in

Thurs 58 in

Fri 53 in

Sat 55 in

Rain had an immediate effect. Monitoring continues. The pond has been monitored for the past 8 yrs. The trend is that we are running out of water sooner each year. Usage of the land needs to be watched during the summer. Events with less than 50 people are probably ok, more attendees are not.

Events Team (Stef)

Garage Sale July 13th. Lots of work needs to be done to make it happen. Getting harder to find volunteers. It is fun.

Need help

- Friday 1 to 3 PM
- Sat set-up 8AM to 1PM
- Sat shut-down 1 to 2 PM

Food from the kitchen adds to the event but may not be possible due to short notice.

Last year made \$400-500.

Deb F gave kudos to Special Events Team. The 4 annual events make \$4000-5000 for the Commons.

Tool Library (Tom)

Tom reported that the tool library is attracting new members. The pergola is 80% complete. It will be used for workshops and presentations. The TL will participate in the Garage Sale. Made \$400-500 combined at the Spring Fair, an Open House, Fix-it Fair, and a tent of sale tools.

Heather M asked about their relationship with the Woodworking Shop. They are hoping this will develop in the future.

South Garden (Stuart)

Water issue is very important to the South Gardeners; water rationing is in effect with restrictions to every other day, 6 to 10 AM and evenings.

Gave \$500 to the Commons, ie, regular water fees + \$300 for the reservoir project.

There have been more breakages in their water delivery system due to age; currently researching the cost of upgrades, which will be paid for over a couple of years.

Not everyone is happy with the new rules. Some rebellion, but the situation is resolving itself. Discussion continues.

Security remains an issue. Not everyone supports the camera. It is not yet installed. It will be installed as a trial installation, then re-assessed.

Theft and vandalism is still an issue. Last Sat there was heavy theft and vandalism. Not all food up-rooted was removed.

In the process of talking about the situation, it was learned that the school children who use the commons as a route to school now feel threatened.

The police were contacted last year, but here was little they could do.

Stef Marrie: There are other instances of vandalism on the Commons. Could cameras be of use on the rest of the Commons?

Deb: How have other community gardens handled this problem? How does this tie in with other issues of security and safety on the Commons?

Heather: There is the possibility of running across people sleeping rough on the Commons.

Linda: The Commons can only exist if it is a safe place.

Farm Team (Judith)

Meets 4th Monday of the month at 10 AM

South garden at last meeting. Gave \$500 to cistern project.

Wed "Night" Market is about to start. Farm team will sell produce. Need people to harvest and label.

Camp Miriam will come to assist with Daphne removal. Need volunteers to help organize. See attached (#3) schedule.

Financial Team (Deb)

Year-end accounting is done and on its way to the accountant.

Need to examine how the Commons uses propane.

Everyone needs to use the correct form to get re-reimbursed; not doing so adds to the Team's work load.

Arbutus is the only business where the Commons charges materials. Team doing this must be identified at the time the charges are made.

Come to the team meeting every 2nd Monday 12.30 to 2.30 PM. It is fun.

Trustees

Covenant: Looking for a Covenant Holder. The Land Conservancy (TLC) is a possibility.

Nominating Committee is head hunting.

MOU's:

- Gabriola Agricultural Co-op signed this week
- Gertie in progress

- Lions done
- GAC/Cultivate ready to go. The aim of this is to foster a collaborative relationship.
- Farm to Table will be a rental agreement not an MOU.

Agi Co-op wants to put up a sign near the west entrance for the duration of the market season. Another on the timber frame on market day (covered in MOU).

Bookings and Rentals Task Force

Members are Deb, Lynda, Judith and Maya, representing Bookings/PMT, Finance, Sharing the Commons, Trustees. See attached (#4) report.

Other business

Special workbees. Kim proposes developing a list and putting it out to the community asking for assistance.

Library was discussed. No clear plan developed.

Next Meeting: Tuesday, August 6, 2019. 20 min discussion will be **Safety on the Commons**

Notes: Trails & Green Spaces OR Trustees

ATTACHMENTS:

1. Draft LRP Chart 1
2. Draft LRP Chart 2
3. Camp Miriam Schedule
4. Bookings & Rentals – Ad Hoc Task Force
Report to Council July 2, 2019

Commons is growing and becoming more visible as a gathering place in the community, there is increasing interest in the land and the amenities resulting in ever increasing bookings and inquiries. We need to be prepared and grow into this role with refreshing, vibrant, robust and very clear processes and systems that reflect stewardship and is gentle with the land and the human resource capacity to meet the community interest & needs.

Bookings as gateway to the Commons –
Acknowledge all work done to date over the years.

Existing documents in circulation:

Community Kitchen rental agreement; inventory list & check list
Farmhouse rental agreement
Contract (indoor space)
Commons policy on use of outdoor space
Commons woodwork shop – community engagement & shared stewardship
Land use sharing form one-time use – Sharing the Commons
Poetry Yurt space rental receipt
Bookings reconciliation procedures - Finance
Finance rental receipts/deposit forms/expenditure requisition forms

Identifying Gaps

- Are the spaces multi-purpose and is there clarity on how the spaces are being used now and in the future.
- Outdoor space: Right now, the rental use of outdoor space is somewhat ad hoc and might need a different kind of agreement from other space rentals; what constitutes a “large” group? When would port-a-potties supplied by the renter come into play – is it the size of the group? When are the washrooms available to outdoor rentals and to whom?
- Information gaps: about the rental spaces; between teams; knowledge of OCP and LUB bylaws.
- Parking: How can parking be prevented in front of the cob wall and how to protect the well.
- Clarity on MOUs, rentals and leases.
- Insurance; safety & security when using equipment in rental spaces.
- There are a lot of duplicated forms and policies from various teams that may be causing confusion for bookings and the information that is being imparted to potential renters.
- Need more info about the Commons and what can be done and what can’t be done.
- Renters often don’t inform bookings when they cancel their booking which leads to a loss in

revenue and also the space is not available to others to rent. Should there be a cancellation fee and more emphasis on responsibility of renter to inform bookings when cancelling and perhaps consider a cancellation fee?

Identifying Scope of the Work to Do

- Consider & recommend if all facility bookings should go through Commons Bookings including Woodworking Shop, Pottery Shop, Outdoor Space and eventually the Goat Barn & Timberframe.
- All rental agreements are aligned and consistent (create template which can be adapted to specific requirements of each space).
- Develop criteria questions similar to Community Kitchen.
- Explore commons indicators re: exclusivity; impact on resources; limiting # of events in a season; etc).
- Help Determine rental fees for spaces.
- Help Determine fees and criteria for Large Scale Events
- Clarify the difference between rentals, leases and MOUs.
- Woodworking, pottery spaces – what is the best way to include these spaces in the overall rental & fees processes within the stewardship model.
- Poetry Yurt – clarifying its rental use in the MOU
- Long range planning vision (30 years plus) for stewarding commons spaces for maximum community benefits.

Other Considerations:

- Calendar & bookings system on the new website ACTION: work with Communications Team.
- Meeting with other Teams (STC; PMT; Trustees) re: scope of bookings and rental spaces and clarity on forms being used
- Field Guide – how the bookings and rentals fit the stewardship ethic/model as evolving and reflected in the Field Guide.

Next Meeting: Mon July 8 at 2:30

DRAFT LRP PLAN CHART – GABRIOLA COMMONS 2019 July 2

<p>The Long Range Plan will ensure that:</p> <ul style="list-style-type: none"> - The primary land uses (ecological, agricultural, institutional) are central to the design - The built environment is mindfully and carefully planned using best building practices and principles - Design elements and pattern achieve a visually pleasing, beautifully integrated public space - There are opportunities for energetic, creative, and substantial community involvement and engagement - The stewardship of the shared resources and assets is open, equitable and transparent. 		<p>TOP 4 PRIORITIES:</p> <p>P1 Water P2 Pond Viewing Platform P3 Timberframe P4 Goat Barn</p>		<p>REMAINING PRIORITIES:</p> <p>P5 Farm Equipment Storage Shed - DONE P6 Identify and Map Plant & Trees - DONE P7 Covered Dining/Meeting Space P8 Signage (site specific maps)/Information Kiosk P9 Complete Trail Connector East-West P10 Build Cob Oven - REASSESS P11 Multi-use gazebo/band shell REASSESS P12 Develop Alternative Energy Strategy</p>	
	Goals	IN PROGRESS	SHORT TERM OUTCOME 1 – 5 years	MID TERM OUTCOME 5 – 10 years	LONG TERM OUTCOME 10 – 20 years
Natural Environment	<i>Maintain the integrity of the landscape; promote deep knowledge of the land; manage invasive species; preserve vistas, create a reliable baseline report and protection plans; model stewardship principles</i>	P2-Pond Viewing Platform - REFER TO COV TEAM P9 Complete East-West Trail Connector			
Agricultural	<i>Enhance community agriculture as defined in the zoning; identify all potential agricultural areas (primary, secondary, tertiary); promote agricultural education and food security; remain compliant with ALC approval of “non-farm” uses and protection of agricultural land and promotion of farming.</i>			P10 Build Cob Oven - REASSESS	
Community Spaces	<i>Ensure the community benefits of the buildings, the gathering places (indoors and outdoors) by balancing the widest possible range of permitted community use with quiet peaceful sanctuary.</i>	P1 \$ Water P8 Signage – in progress Information Kiosk P12 Develop Alternative Energy Strategy Community Bus - 3 year agreement	P3 \$ Timberframe P4 Goat Barn – Phase 1 Circulation Plan Beautify the Commons Hedge	P7 Covered Dining/meeting space P11 Multi-use gazebo/band shell - REASSESS Goat Barn –Phase 2	

DONE/COMPLETE: Community Kitchen
 Septic system #2
 Farmhouse roof
 Timberframe roof
 Energy audit
 10 kW solar panel installation
 Wednesday Market (Farm Gate sales)

Farm Equipment Storage Shed
Parking area #2
Identify & Map Plants & Trees

PLAN ENABLERS	GOALS	IN PROGRESS	SHORT TERM OUTCOME 1 – 5 years	MID TERM OUTCOME 5 – 10 years	LONG TERM OUTCOME 10 – 30 years
FINANCIAL-LEGAL	<i>Long tern financial security and permanence of the commons;</i> <i>Compliance with zoning, legal issues and property title.</i>	<i>* Mortgage Elimination Program</i>	<i>* Commons Legacy Fund</i> <i>* Register Covenant on the land (COV).</i>	<i>Mortgage discharged!</i>	
INFRASTRUCTURE	<i>Infrastructure needs are properly in place for projects to continue; systems are integrated as required; green building practices are promoted and used; appropriate alternative energy sources are modeled & promoted.</i>	South septic field investigation. Enlarge roof for protection of cob wall. <i>Green building guidelines</i>	Water – New pond? new plumbing system Electrical – another 400 amp panel, generator		
PROJECT PLANNING TOOLS & PROCEDURES	<i>Projects “fit the Commons”; planning procedures are consistent and useful; evaluation and periodic reviews are conducted. flexibility to response to emerging issues/needs on the Commons is in place and a process to assess and implement significant changes as deemed necessary is included.</i>	<i>Planning Handbook in development</i> <i>Sharing the Commons – meets regularly & receives applications from community members and groups.</i>	<i>Project Teams & Champions</i>		
GRANT WRITING	<i>Funding for building projects, major repairs, infrastructure needs is secured and properly administered.</i>	<i>Grants (Grant Writing Team):</i> <i>Trustees: Financial Oversight of funds</i>			
MAINTENANCE & REPAIRS	<i>Consistent and effective maintenance & operating practices and procedures are in place.</i>	<i>PMT - Ongoing property management responsibilities.</i>	<i>Develop operating systems manual</i>		
*STEWARDSHIP PLAN	<i>The property is stewarded with adequate human & financial resources, consistent & effective oversight of projects and land use and a process of participation and plan agreement.</i>	<i>Covenant Team working on a stewardship plan template</i>	<i>Register Stewardship Plan with Covenant</i>		
COMMUNITY INVOLVEMENT & ENGAGEMENT	<i>Community engagement on the commons is reflected in a rich diversity of opportunities.</i>	Special Events: Spring/Fall Fairs Trade Fair, Christmas Craft Fair. Garage Sale <i>Weekly Workbees</i> <i>Casual Rentals</i> <i>Community gardens</i>	<i>Plan & develop Two or Three Signature Events.</i>		

CAMP MIRIAM and DAPHNE LAUREOLA

This is an opportunity to take part in a memorable exercise!

Six times this summer a bus full of kids from Camp Miriam will arrive at the Commons to undertake their "community service" by helping us deal with the invasive plant Daphne laureola.

They've been coming for years to do this and their visits have made a major impact on the presence of the daphne. Getting to know the campers has also been an enriching experience for those of us who guide them through the wild trails on the Commons. The bus arrives each time at 10:45 and departs an hour later with kids happy to have come.

If you'd like to volunteer to take part in the guiding please let me know. Two volunteers are enough; three is great.

Here are the dates:

Thursday July 4

Monday July 8th

Sunday July 21st

Tuesday July 30th

Monday August 5th

Sunday August 11th

Thursday, August 15th

Thank you, Judith (247-9948 or rouxmackay@gmail.com)

Note that as of August 1, three Camp Miriam visits remain to be guided. Thanks to Don Smardon and Linda St.Clair for their participation.