



Minutes of the Directors' Meeting

Where: Zoom meeting, hosted by Bob.

When: Wednesday, 9-Dec-20, 7:00 p.m. to 9:00 p.m.

Attendees: Cynthia Hawsworth, Holly Holt, Bob Lucy, Stuart Macpherson, Mac Nanton, Carl Ross, Alan Taylor, Stew Vinnels

Absent: Gary Weeks

Guest: Sandrine Lio

Agenda:

(Basic agenda was circulated by Bob. Items added at beginning: review of the minutes from the meeting of 11-Nov-20; review of the Treasurer's report for December.)

1. Elect President, Vice-president, Secretary, Treasurer, Registrar, SCAN rep, web master, and leads for various roles (Hwy noise, crematoriums, park, newsletter, social, other)
2. Review our constitution (available on our website: <https://www.falaise.ca/wp-content/uploads/2018/09/FCA-June-2018-constitution-and-bylaws.pdf>)
3. paper work
 1. Statement of Directors (attached)
 2. Directors' memberships (we each need to renew membership for 2021 but I suggest not paying until January)
 3. Annual Report
 4. Update contacts for Saanich
 5. Update letter from new president to Mayor, MLA, &?
 6. Update website and Facebook contacts and automatic forwarding
 7. Banking
 8. Proposal to use [OpenOffice](#)
4. Noise Wall – next steps
5. Crematoria emissions – next steps
6. Park picnic table – next steps
7. Getting younger people involved – next steps
8. Other business (suggestions?)

(This was the first meeting of the new Board as elected at the AGM. Carl continued as Secretary for the meeting.)

Minutes from 11-Nov

Bob and Stuart had submitted changes by email. Alan wanted clarification on item 10 as to what "proposal" meant and the authority under which Gary and Mac were going to meet with Saanich staff. Carl agreed to clarify that the proposal referred to the widening of the road to 9.5 m. The role of Gary



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and Mac had not been discussed at the meeting so was best considered as an item arising from the minutes. It was agreed to address this issue later in the meeting. Stew pointed out that we need to be careful going to Saanich in case we damage the relationship that has been established regarding the noise wall. Stew moved, Stuart seconded, that the minutes be accepted. All in favour.

Treasurer report for December

Although no longer on the Board, Sandrine submitted the financial report for December. Carl asked for clarification regarding the number of members and Mac stated that 196 was correct. Stew moved, Cynthia seconded, that the financial report be accepted. All in favour.

1. Assignment of Directors

All the directors present were elected or re-elected to the Board at the AGM on November 19th, 2020. As per the constitution, section 10.8, a discussion was held to assign directors to positions for the 2021 year. Responsibilities for named positions and duties are stipulated in the constitution, sections 12-16.

There was general agreement on the importance of continuity, but also to attract new directors. Bob felt he had served long enough and it was time for a new President to assume the role. Both Gary and Alan declined a role. Cynthia advised that it would be her last year on the Board. Following these discussions, it was agreed that the positions would be assigned as follows:

President:

Stuart Macpherson.

Carl nominated Stuart as President. There was unanimous support. Bob will remain as a Director and will help in any way possible.

Vice-President:

Bob Lucy.

Secretary:

Holly Holt.

Treasurer:

Carl Ross (from Sandrine Lio).

Registrar:

Mac Nanton (continue from 2020).

SCAN rep:

Mac Nanton (continue from 2020). Stew will accompany Mac to SCAN meetings if there are topics of interest.



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Noise wall:

Stew Vinnels will remain the lead on promoting this project.

Crematoriums:

Stuart Macpherson and Gary Weeks.

Falaise Park, Lead Stewart:

Stuart Macpherson will continue as Park Steward. (Note that this assignment is required by Saanich Parks).

Newsletter editor and Web master:

Carl Ross will continue in these roles.

2. Review of Constitution

Bob reviewed the key clauses in our Constitution. There are some areas that may need to be changed; e.g., the conflict of interest section. Bob will circulate a list of proposed changes. Stuart may decide to establish a sub-committee to review the Constitution.

3. Paperwork

The new Board requires that some paperwork be completed.

Statement of Directors:

All Directors need to complete and sign the Statement of Directors that Bob circulated. Submit to Carl for posting on the website.

Directors' membership:

Directors must be members, so we need to pay Mac in January.

Annual Report:

We need to submit an Annual Report. Bob will help Stuart to complete it.

Update contacts for Saanich:

We need to inform Saanich and SCAN of our new President.

Update letter to the Mayor and MLAs:

Bob will draft a letter introducing our new President and pointing out that he is staying on as Vice-President.

Update website and email lists:

Carl will make these changes.



Banking:

We need to get Carl a bank card and Stuart signing authority. Carl will phone to bank to make arrangements.

OpenOffice:

Bob proposed that we use OpenOffice for our document management. It is free and more versatile than Microsoft. We agreed to use the OpenOffice spreadsheet for tracking finances.

4. Noise wall

Stew spoke by phone with the Mayor. He had had a constructive meeting with MLAs Popham, Fleming and Rankin.

Stew said there were two main points: 1) Saanich is formally sponsoring the wall. It is not clear whether or not he already has Council approval. Bike lanes and improvements to Falaise Dr. are of no interest to the province so there is no need to promote this issue at the moment; 2) Minister Fleming would like to know if the noise wall could be done for \$750k. Mac will speak again with Clair Wakefield to get his opinion. Stew will then report to the Mayor.

Stuart pointed out that there may be no need for a wall on top of the bluff. Sandrine said she would like to see a glass wall.

5. Crematorium

Stuart had gotten some background information from Sue Maitland on previous FCA efforts to curtail crematorium emissions. It seems there may be only guidelines for emissions, no formal regulations. Sandrine pointed out that a new roof is being installed on the crematorium and she has seen the workers exposed to the black smoke. Stuart will now be reaching out to the Ministry of Environment.

6. Park picnic table

Stew will talk to one of the young families who use the Park to see if they would be willing to work at getting a picnic table installed. Holly pointed that we should contact Saanich Parks to see what the rules are regarding picnic tables. Stuart said that, from his work getting the Tannis Warburton bench installed, he thought a picnic table would cost about \$5,000. He will provide the name of the Saanich contact person to Stew.

7. Getting younger people involved

Mac pointed out the importance of attracting some younger people. Some new families have moved in and Directors were assigned to deliver Welcome Letters. Mac asked to be kept informed of new families.



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8. Other business

Item arising from the minutes of 11-Nov:

Alan would like clarity as to the rules we use regarding formal FCA correspondence or outreach. Are Gary and Mac representing the FCA when they approach Saanich staff? Stuart will talk to them.

Newsletter:

Carl will send a list of proposed items for the winter Newsletter.

Public hearing re Lot 855:

Cynthia pointed out that there is no date for the public hearing regarding 855 Falaise Cr.

Meeting dates:

Carl cannot attend meetings on Wednesday once the pandemic has subsided but can attend the January meeting.

FCA outreach:

Stuart will talk to Gary and Mac regarding their intentions in reaching out to Saanich. I.e., is their intent to represent the FCA or to provide input as private citizens?

New residents:

Stuart has prepared a draft procedure for tracking new residents and has provided it to Mac and Cynthia for review. He will circulate it to everyone.

Constitution:

Stuart asked that input regarding the review of the Constitution be submitted by 5-Jan.

Christmas cards:

Holly will arrange to purchase Christmas cards for Stuart to send to contacts on our Christmas card list.

Next meeting

January 13th, 2021

Summary of action items:

Bob:

- Circulate proposed changes to the Constitution.
- Send Board update letters to Saanich and the MLAs.
- With Stuart, complete the Annual Report.

Holly:

- Purchase Christmas cards.



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- Send Bio to Carl for use in the Newsletter and website.

Cynthia:

- Deliver Welcome letter to new residents on Southover.

Mac:

- Check with Clair Wakefield re noise wall cost.
- Work towards attracting younger families involved with community activities.

Stew:

- Report back to the Mayor regarding the noise wall cost estimate.
- Ask neighbours to help get a picnic table in the Park.

Carl:

- Plan for the winter newsletter.
- Change website contact information and automatic forwarding of emails sent to Facebook and FCA email addresses.
- Send Stuart and Holly the passwords to the President and Secretary FCA emails.
- Contact the bank re changes to the Board.
- Send new Directors the password to the Admin section of the website.

Stuart:

- Talk to Gary and Mac regarding outreach activities to Saanich staff.
- Clarify the rules regarding correspondence and outreach.
- Complete the Annual Report.
- Deliver Welcome letter to new Falaise Drive residents.
- Give Saanich Park bench contact information to Stew.

Alan:

- Send Bio to Carl for use in the Newsletter and website.

All:

- Review the Constitution and send proposed amendments to Bob by 5-Jan.
- Complete Director Statement form and send to Carl.
- Re-new membership in early January.