



Falaise Community Association
Growing a stronger community together

Minutes of the Directors' Meeting - January 13, 2021

Location: Zoom meeting, hosted by Stuart Macpherson

Time : 7:00 - 8:54 p.m.

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

Opening remarks (Stuart):

Welcome to all Directors (new and returning). Introduced revamped agenda format with the intention to keep meetings within a two hour time frame. Changes include that action items be addressed very quickly with discussions/ new information being included in Committee reports as necessary.

Minutes from December 9, 2020 meeting:

Changes:

- a) Suggestions/comments for Constitutional amendments were to be sent to Bob (not Stuart)
- b) Item 4. Noise Wall: amend to indicate that the mayor had suggested that we prioritize our noise wall issue. To do so, he suggested keeping road improvements to Falaise Drive and the bike lane improvements separate from the noise wall request. This would increase our likelihood of seeing some positive results on the noise wall proposal.

Motion to approve: Stew

Seconded: Bob

Business arising from minutes:

Status of action items:

Bob: done

Holly: done

Cynthia: dropped off welcome letter but unable to connect with residents

Mac: Check with C. Wakefield re noise wall modification cost - done

Attracting young families – ongoing

Stew: complete Director Statement – ongoing; rest of items -done

Carl: Winter newsletter – ongoing ; rest of items - done

Stuart: Clarify rules re correspondence/outreach – ongoing;

Deliver Welcome letter – ongoing (unable to contact); rest of items – done

Alan: done



Correspondence:

- a) Email requesting input re: Resilient Saanich Climate Plan Update received today
-this will be addressed at the Saanich Council meeting on Monday, Jan. 18;
anyone who wishes input would need to contact Saanich and arrange to speak at the meeting. As there is not enough time to prepare comments on behalf of the FCA, people would be speaking as individuals and not on behalf of the FCA.
- b) Email requesting input re: Saanich Strategic Plan Update received today
-this will be addressed at the Saanich Council meeting on Monday, Jan. 18 – see item above if you wish input
- c) Email requesting completion of Community Association Survey – Communication and Engagement from Royal Oak Community Association. This is being conducted by an MBA student at Royal Roads University. Survey completed by Stuart – results will be shared when completed
- d) Contact by Rethinking the 4590 Lochside Development group re proposed subdivision by Lochside School / Lochside trail – no action/support requested at present

Registrar Report: Mac

- a) 2021 Membership Renewal Drive
 - 16 members renewed at present
 - Delayed due to CoVid protocols (adhering to provincial guidelines)
 - Canvassers firmed up for all areas (Alan to do Adeline)
 - As we are unable to “door knock” at present, emails will be sent to 2020 members early February requesting to pay their renewals online (pay by end of March)
 - On line forms to be adapted to include opportunity for community input on priorities / wishes (Carl)
 - Note to renew and suggestion to use e-transfer option will be in the Winter newsletter
 - Revisit “door knocking” in April
 - Mac to provide Directors with receipt books prior to membership drive
- b) Identifying New Residents Procedure
 - Stuart to forward draft comments to Mac for review
 - this will set common procedures to welcome new families and forward information to Mac (registrar)
 - Directors will monitor streets that they are slated to canvas for membership and advise when new residents move in (Gary to monitor Deventer)



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-when completed – Mac will forward to Carl to be posted in Admin section of website

Financial Report – Carl

Last month and YTD – financials submitted and reviewed

Banking changes – signing authorities up-dated (2 required for cheques)

Outstanding expenditures:

- \$84.80 (Bob) annual report and Zoom fees
- \$90.00 (Carl) Web-hosting
- \$37.24 (Holly) Cards and stamps

Discussion:

- Alan raised concerns about continuing annual deficits eroding our reserve. Directors agreed on need to be fiscally responsible by neither allowing reserve to dip too low (\$1500 suggested) or go too high as funds are meant to be spent for community not stockpiled. Agreement to continue to monitor. All expenditures over \$300 need approval by Directors as per the constitution.
- Saanich grant (\$1100) must be applied for by Feb. 1st – Carl to do

Motion to approve: Bob

Seconded: Stew

Committee Reports

a) SCAN report (Mac)

- No report. Next meeting is February

b) Noise Wall (Stew)

- Stew has followed up with the mayor re progress and is working with staff and Lana Popham. He will continue to follow up until final resolution.

c) Crematorium Emissions (Stuart, Gary and Alan with Bob as senior advisor)

- Google search has been done to determine crematorium emission regulations for all provinces. This information will be reviewed, discussed and a plan formulated to present it to Lana Popham when completed.

d) Falaise Park Maintenance update (Stuart)



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- Winter maintenance is underway (orchard grass removal and mulching)
 - Tree planting is also underway
- e) Park Picnic Table (Stuart)
- Stuart advised that Saanich Parks agreed to provide and install a picnic table at no cost in early Spring. Location to be determined.
 - Thanks to Taya and Kira for their valuable input.
- f) Update on L 855 Falaise Crescent development
- waiting to hear date of public hearing
 - Stuart to contact Saanich to see if a date has been set
- g) Newsletter Winter 2021
- Stew has offered to donate the cost of photocopying the Winter newsletter
 - Update information on picnic table – Carl
 - Regular procedure: 3 issues per year of either 2 or 4 pages long; send information to Carl who sends it out for comment/ general interest stories and community input stories
 - Very positive community response to past newsletters
 - Carl to complete newsletter tomorrow; Bob and Mac to review final draft
- h) Website updates
- Usage traffic/visits – Google sends monthly traffic report : 50 – 60 unique visits each month (includes local, national and international). The cost of website hosting is \$90 per year.
- Admin filing – password required as it includes membership lists (which must be kept for 10 yrs)
- Google Search box has been added

New Business

1. Communication protocols: internal between FCA committees and Directors
 - a) Groups work on projects together (internal communication with group) and then inform Directors as needed or at Directors' meeting



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- b) For items such as newsletter: the draft is sent to all Directors for comment (with timeline for response) and communication is then between those parties until a final draft is completed
- 2. Communication protocols - external with outside committees, local governments, etc. on behalf of FCA
 - a) Directors who work on projects will share public communications (anticipated submissions to council / letters / news articles, etc) with whole committee for comments and majority approval prior to publicizing position on behalf of FCA
 - b) Submissions will be sent out with a limited timeline (3 days to 1 week?) for response. A Director who does not respond will be deemed to be in favour.
 - c) The newsletter will be used to move forward the objectives of the FCA as laid out at the AGM. The President's message will cover the goals/ objectives and report on progress.
- 3. Constitution review
 - a) Bob will give us feedback on input received then decide on how to proceed (either committee or full review). Directors are asked to provide final feedback to Bob by Jan. 29th. Use "Track Changes" if you have that capability.
- 4. Encouraging young residents' involvement in FCA
 - a) Ad hoc method appears to work. Encourage conversations to determine needs / wants of younger families.
 - b) This item is tabled for next meeting to allow new ideas to be developed.

Other Business

1 Admin Notes :

- a) Christmas cards – 2020 card list and wording on website (Admin section)
- b) Zoom meetings – monthly charge \$22.40. Approval to carry on for next 3 – 6 months depending on Covid restrictions.
- c) 2021 FCA Activity calendar – Mac to forward to Stuart
- d) Business cards – let Bob know if you need some. Bob requested funds to purchase more card stock. Moved: Mac Seconded: Cynthia

Motion to adjourn: Cynthia

Seconded: Mac

Next Meeting: Wednesday, February 10, 2021 : Zoom



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Summary of Action Items:

Bob

- Review final draft of Winter newsletter with Mac
- Provide feedback to Directors on input received re Constitution review
- Purchase card stock for business cards

Stuart

- Deliver Welcome letter to new resident on Falaise Drive
- Contact Saanich to determine if/when L 855 Falaise is on the agenda
- Forward New Residents Procedure to Mac

Mac

- Provide Directors with receipt books prior to membership drive
- Review final draft of Winter newsletter with Bob
- Continue developing New Residents Procedure – results to Carl for Spring newsletter

Carl

- Changes to December 2020 minutes
- Adapt online membership registration form to include area for input
- Complete application for Saanich \$1100 grant for community associations
- Note to renew membership and suggestion to use e-transfer option to be put into Winter newsletter
- Complete Winter Newsletter

Stew

- Complete Statement of Director form and send to Carl
- Continue to head the Noise wall committee and monitor progress / updates

Gary

- Monitor Deventer for new residents

All

- Continue to brainstorm ways to encourage younger families to become involved in the community
- Provide final feedback on Constitution review to Bob by Jan. 29th. Use “Track Changes” if you have that capability.
- Welcome new residents on your street and advise Mac