

**Bayview Village Association
Executive Meeting
Minutes of Wed October 21 2015**

Present: Courtney Doldron, Sharon Johnson (standing in for Monty McDonald), Jane Robertson, Jan Siegel, Eric Bristow, Tim Storus, Debbie Bristow, Judi Codd.

Regrets: Sue Wires, Monty McDonald, Doug Stephens and David Magil.

Approval of the Agenda

A motion was made by Eric Bristow to amend the agenda to include Item 7f Acting Secretary Plan. The motion was seconded by Jan Siegel and carried. Tim Storus made a motion to approve the amended agenda. The motion was seconded by Eric Bristow and carried.

Approval of the Sept 16 2015 Minutes

Debbie Bristow made a motion to approve the Minutes of Sept 16 2015. The motion was seconded by Jan Siegel and carried.

Business arising from the minutes

BVA Strategic Planning Committee report- In reference to the draft letter on a 'Request for Proposals' attached to the minutes, *Eric Bristow moved to approve that the improved Request for Proposals be issued to the six parties set out in the draft letter. The motion was seconded by Jan Siegel and carried.*

The Strategic Planning Committee will evaluate any responses against their criteria and provide a short list of the two best qualified proponents to be brought back to the Nov. 17, 2015 BVA Executive Meeting for a decision on a selection or not.

This action was moved by Eric Bristow and seconded by Jan Siegel. The motion was carried.

Halloween Party - The Alamosa/Appian community has booked their Halloween Party on the same night as BVA's at Forest Grove United so we will blend our two parties.

Protocol for BVA executive meeting visitors -

BVA Executive Meetings - Guest Protocol

Moved by Eric Bristow seconded by Jan Siegel that the BVA Executive adopts the following protocol for guests to BVA Executive Meetings: The motion was carried.

- BVA Committee members as guests to BVA Executive meetings:

- BVA Committee members are entitled to attend an Executive meeting as a non-voting guest. As a matter of courtesy, it is asked that a Committee member who plans to attend a meeting, let the BVA President know in advance.
- A BVA Committee member may be asked to attend a BVA Executive meeting (or a part of a meeting), by a BVA Committee Chair to offer expertise input on a specific topic. As a courtesy, the BVA Committee Chair will let the BVA President know in advance.
- On an exception, and most likely related to a specific topic, a BVA member at large, or another external guest, may attend or be asked to attend a part of a BVA Executive meeting for a specific topic(s).
 - Such topic specific attendance would be with the prior support and approval of the President and the impacted Committee Chair.
 - The President will inform the other Executive members in advance that a guest (other than a BVA Committee member) is attending, for which topic, and why.
- Guests do not attend or participate in the 'in camera' portion of a BVA Executive Committee meeting, whether or not the a guest has be asked to provide input to a topic.
- The attendance of any guest to a BVA Executive meeting, needs to be recorded in the BVA Executive meeting minutes. This recording is to include, for which topics the guest attended.
 - Note, this does not include a BVA Committee member who is standing in for their BVA Committee Chair. Their name will be recorded as 'standing in' for the Committee Chair.
- BVA members at large who have topic specific issues, and ask to attend an Executive Committee meeting, will be directed to contact and work the issue through the appropriate BVA Committee Chair.

Protocol for emails - See attached to these Oct 21 2015 minutes. It was decided that the protocol would be sent to all BVA executive and committee members via email.

Protocol for distribution of Executive meeting minutes-

Moved by Eric Bristow, seconded by Sharon Johnson that the final version of BVA Executive Committee meeting minutes are:

- Provided in pdf electronic format to BVA Executive Committee members, and BVA Committee members. BVA Executive Committee meeting minutes are not to be shared further by recipients.
- BVA Executive Meeting Minutes are not provided to other guests who may have attended an Executive meeting, or a portion of the meeting.
- A paper copy of a BVA Executive Meeting Minutes can be shared by the BVA President to a specific BVA member at large, upon request.

The motion was carried.

Treasurer's report:

Treasurer's Report as at October 20 2015

Community Plan Plus Account	\$3770.54
Pay Pal Account	482.50
Business Investor Account	13,037.24
TD Special Offer GIC	30,160.02
Consolidated Balance	\$47,450.30

The Shredding Event's cost and proceeds are not reflected in these balances.

Shredding Event brought in proceeds of \$445.00 down from last year's \$675.00 \$165.00 was received in memberships and donations and the shredding proceeds were discounted by \$120.00 due to our advertised incentive geared to generate memberships and renewals.

GIC is due Nov. 1 2015. Current instructions are to reinvest Principal and Interest. Shortest period of time is 100 days. Next 100 day period will take us to Feb 8 2016.

Debbie Bristow moved that the treasurer's report be accepted, seconded by Courtney Doldron and carried.

Committee Reports

Membership and Directory: A verbal report was given by Jane Robertson.

Communications: A verbal report was given by Judi Codd.

Neighbourhood Watch: No report was received

Environment: A verbal report was given by Sharon Johnson

Events: A verbal report was given by Courtney Doldron

MAGA: A verbal report was given by Eric Bristow followed by this written submission.

MAGA

1 Burleigh Heights

- Proposal to remove existing houses facing Bayview, south of Blithfield, and replace with 22 townhouses.
- The BVA is opposed to converting these lands from single family to multi (townhouses).
- We are waiting for the Councillor and city planning staff to organize and schedule a community consultation meeting.

3237 Bayview (site of former vacant fuel station site, near Swiss Chalet)

- New Development Application requesting approval for a 14 story commercial / condo development with a 6.59 FSI density.

- Development is slated as multiuse, retail on the ground floor. Latch Developments is the developer. Currently zoned commercial but had been zoned as mixed use.
- BVA is opposed to both the proposed height and extreme density.
- BVA has registered as a participant to the OMB Hearing. The Hearing will not be until 2016.
- Community meeting is being planned by Councillor Shiner, date TBC.

2932-2942 Bayview

- This application proposes to amend the Official Plan and Zoning By-laws to permit a 4-storey apartment building in two blocks containing 48 residential units.
- Sixty-five (65) parking spaces would be provided on 2 underground levels with vehicular access from Hollywood Avenue. The proposed gross floor area is 5,420 square metres, resulting in an FSI of 1.95.
- The subject site is a land assembly of six residential lots. All six detached dwellings would be demolished to accommodate this development.
- BVA opposes the proposed amendments, to allow the conversion of this land to allow a 4 storey structure.

14 – 20 Greenbriar - Proposal for 16 townhouses

15 – 21 Greenbriar - Proposal for 14 townhouses

- According to Councillor Shiner's office, the proposal conforms with the Sheppard East Corridor Plan.
- Awaiting planning documents to review.

60th Anniversary Celebration Committee: A verbal report was given by Jan Siegel. *Jan Siegel made a motion to pay The Grand Luxe the \$5000.00 deposit to hold the November 19 2016 date if and when required and to negotiate the refund policy. This motion was seconded by Jane Robertson and carried.*

New Business

Roberts Rules of Order: *A motion was made by Eric Bristow and seconded by Courtney Doldron that the BVA Executive and Annual General Meetings follow, and are documented consistent with 'Robert's Rules of Order'.*

Also any specific exceptions to following Robert's Rules of Order need to be documented and approved by the BVA Executive, with such decisions to be entered into the BVA By-laws.

A discussion ensued and the motion was tabled to the November 17, 2015 BVA meeting where we would set aside ½ hour and the discussion would be lead by Courtney Doldron.

Adjournment: *Debbie Bristow moved for adjournment. The meeting adjourned at 10:15pm*

Next Meeting: November 17, 2015

Nov 23/15

Tim Storos President

Deb Bristow Acting Secretary

[BVA LETTERHEAD]

21 October 2015

Charlotte Young (Envision Synergy)

Monica Foley and Jennifer Knight (Knightsbridge)

Arthur Haberman (York University)

Susan Wright (Wright Strategic Management)

Beate Boron and Gary Davidson
Nicole Swerhun

Dear [•]

Re: Request for proposal for facilitation services Bayview Village Association Strategic Plan

We would like to invite you to submit a proposal to act as a facilitator for the Bayview Village Association.

We are enclosing materials setting out the background, changing dynamics, declining enrollment, mission statement and other trends affecting Bayview Village Association.

We are asking proponents to submit a written response setting out their process, timelines, role in facilitating a discussion regarding the short, medium and long-term strategic plan for the Bayview Village Association.

It is expected that the successful proponent would provide a written report to the Executive Committee of the Bayview Village Association. Our goals are to reinstate the vitality, relevance and value added of the Bayview Village Association to our membership. The expectation is that the Bayview Village Executive Committee owns the Strategic Plan and that the successful proponent would propose a process and timeline and act as a facilitator. The timeline for the successful proponents would roughly follow these dates set out below:

- the contract would be awarded in the first week of December
- the proponent would start in the second week of January 2016.
- the final report would be due approximately March 31, 2016.

Each proponent will have three weeks from the date of this letter to provide their written proposal to the undersigned. The criteria which we will use to evaluate the scoring of the successful proponents submission are as follows:

- previous experience in strategic plans for not-for-profit community groups;
- setting out the process by which the proponent would facilitate the strategic review of the BVA mission;

- the individual elements of your proposal;
- the scoping of the tasks and action plans that the proponent will propose clear deliverables;
- the fees that you would charge balanced by a discussion of how you would efficiently delegates the various tasks among your staff, if any, and members of the BVA executive.

Please provide the CVs of those on your team who will be providing the services. We of course would be happy to discuss this process with you and answer any questions that you may have prior to your submitting your proposal.

The BVA reserves the right to reject or amend any proposal.

Yours truly,
Bayview Village Association (BVA)

Per: Timothy Storus
President, Bayview Village Association.

BVA Email Protocol Guidelines:

Background:

- Various concerns have been expressed regarding the use of emails, including responsibility for communicating via emails, whether or not to copy others on certain emails, etc. etc.
- Emails can be effective for communicating information; however they are not a particularly effective way of working an issue. It has been observed that one email can beget a sea or trail of emails, as one person after another adds a couple of further comments and copies others, sometimes addressing the original topic, or sometime twisting or morphing it into something else. The net result for receivers of the sea or trail of emails is confusion as to what is going on, who is managing all this input, and what is the net outcome / direction, etc.
- In thinking about this topic, I don't view that a motion is needed, rather I offer a few guidelines for members to bear in mind and reference regarding emails. We can build on / adjust these guidelines.

Proposed Email Guidelines:

- Emails that are sent out to BVA members at large should come from the President, or the appropriate person on the BVA Executive that is designated for communication.
- Emails related to BVA Committee or Executive Meetings, such as agendas, meeting topic support information, should be limited to those on the Committee.
- Avoid trying to 'work items' via email. If a person has requested feedback on a topic, send the feedback to the requester, without copying in everyone else. This is a fairly common practice used in business. The requester gets the feedback, does some consolidation, perhaps speaking to individuals on the side, and then may put out a revised proposal to the whole committee that can then be discussed and resolved either via a conference call or via an in person meeting.
- To reinforce, mass back and forth email communication is not effective in working or resolving issues...it actually can add to confusion as to what the issue or direction is, and lose recipients in the process.
- Always default to 'Reply only to the Sender', before considering if anyone else needs to see the same email. If so, ask yourself why does someone else need to see the response? This is not about limiting email communication, it is about managing emails, so that people can cope and stay focussed on the critical few items, and not get lost in a sea of emails.

Eric Bristow