

**LITTLE QUALICUM VILLAGE VIS 4673
Council Meeting
Date: 2021 September 02, at 6:30 PM
Location: Lighthouse Community Centre**

Minutes of Meeting

Present – Strata Council

President: SL210 Dana Mellway
Vice President: SL004 Denise Monjo
Secretary: SL158 Rick Santa
Treasurer: SL187 Jim Turner
Councillors: SL147 Shawn James
SL070 Heather Brickner
SL040 Evelyn Michor
SL082 David Spinks

Absent: SL163 Ava Greetham (with notice).

Observers: Brian Gallagher and Ozzie Jimmo

1. Call to Order: This Council Meeting was called to order at 6:35 PM.
2. Determine if there is a quorum: Based on the Strata By-laws, with 9 members elected, 5 Council Members constitute a quorum. There being 8 Members present in person, a quorum was established.
3. The President to chair the meeting.
4. Approve the Agenda:
A motion was made to approve the agenda as presented.
Moved by SL147: Seconded by SL 070. The agenda was approved as presented.
5. Guest Speakers:
 - a) Brian Gallagher, our IT Consultant, gave a very informative presentation about security and IT issues.
 - b) Ozzie Jimmo discussed Strata septic fields and shortfalls. He has been handling maintenance but is seeking to train another to take over his involvement.
6. Approval of the last Council meeting minutes:
 - i. 2021 July 14: Unapproved. There were items in the minutes that the current Council is not privy to, therefore they are unable to confirm.
 - ii. 2021 August 21: SL147 advised that under section 9.iii C(c), SL082, not SL 147, was handling the Website with Brian Gallagher. A motion was made to approve as amended. Moved by SL210, Seconded by SL147. Carried.

7. President's Report: The President noted that the past few weeks have required a lot of his time and efforts. He thanked those who generously assisted him.
8. Treasurer's Report: With new signing authorities completed, the Treasurer is now able to pay accounts and receive deposits.
9. Secretary's Report: One correspondence arrived. Forwarded to Treasurer for handling.
10. Business arising from the previous minutes:
 - i. Meeting with the TD Bank to changes signing authorities completed Friday, 2021 August 27 at 10:00 AM. Further signatures to be changed with CCU and Strata investments.
 - ii. SL082 has narrowed down the auditing companies to three. One needs further information to provide the quote.
 - iii. Priorities:
 - (a) Bridge Permit: The RDN has been contacted. A Motion was made to appoint the Chairperson of the Design Review Committee, Heather Brickner, to act as authorized agent of VIS 4673, Strata Council, for any and all dealings with the Regional District of Nanaimo. Moved by SL 210. Seconded by SL147. Carried.
 - (b) Signing authorities: SL210, SL187 and SL 082 authorized to sign for mail and the banks.
 - (c) Council Roles:
 - Design Review Committee: SL070 will chair the DRC. SL040 will also join the committee. We received interest from Stata owners to volunteer. They will be contacted to try to include a few more committee members.
 - By-Law Enforcement: SL147 to head.
 - Website: SL082 and Owner, Brian Gallagher to handle.
 - Email: SL147 to be approached to handle emails, who will ensure the list of emails is sent to the Secretary to add to the following Council Meeting
 - iv. AGM. Per the Strata Property Act, Division 4, 40(2), an Annual General Meeting must be held no later than 2 months after the strata corporation's year end. Our fiscal year end is 2021 October 31. As the AGM must be held no later than 2021 December 31, the Council has a target date of 2021 December 04. Three (3) Council positions will up for election. Because there is so much to be done in a short time, it is intended to keep the AGM focused on the elections, the budget, housekeeping and any rules of order. To resolve major items, a mid year 2022 SGM is being considered. Lighthouse Community Club is considered for the venues, dependent on any Covid restrictions at those times.

- v. Bids for Tender: Contracts to be reviewed by DRC through SL070. SL004 to provide assistance.
 - vi. a) Water: We are under discussions with the new owner of the property having the well we need access to.
b) Contracts being considered under request for proposals through DRC:
 - i) Waste Management
 - ii) Water: Don Buchner
 - iii) Road and/or snow maintenance
 - iv) Exception – Bookkeeper through Treasurer, who has one possibility depending on extent of service and rates.
 - vii. DRC to review septic fields and any shortfalls.
 - viii. A review of Strata Bylaws cannot be accomplished before January, 2022. SL210 to contact our lawyer for an estimate. It is hoped that any bylaw changes can be recommended for a mid year SGM.
 - ix. SL004 to try to get 3 quotations from strata management companies about the extent of their involvement and costs. She needs prices for handling bookkeeping, fines, liens, possibly taking minutes, etc.
 - x. Gate Repairs: SL004 has obtained a favorable quotation to enable Strata to proceed. A motion to have Smart FX repair the gate for \$4998.00 was made by SL210. Seconded by SL147. Carried. The target date for completion is 2021 October 31.
 - xi. Abbey Road repairs: SL070 and SL210 to investigate engineering report and estimate. This would be considered a budgetary item.
 - xii. Non-Disclosure Agreement: More Councillors, as well as consultants or non-council committee members signed NDAs to ensure protection of privacy.
 - xiii. SGM costs refunded by Treasurer. SL004 provided a new expense requisition form to aid in tracking and covering expenses.
 - xiv. Insurance Update. In progress.
11. New Business:
- a) Council email addresses. We will need generic addresses for council members per recommendations at 5(a). SL210 to handle.
 - b) Flow of Information per the Strata property Act:
 - i. Between Council members

- ii. Mandatory records to keep
- iii. File naming protocol
- iv. File storage
- v. Time limit to produce certain documents

12. Correspondence: Strata received an invoice from BC Hydro. SL187 to handle.

13. Other Business: Receive a letter from our lawyer enquiring about collections of arrears. We must check our books before being able to clarify. SL210 to handle.

14. The next meeting is scheduled for Thursday, 2021 September 09, at 6:30 PM at the Lighthouse Community Centre. SL040 confirmed room rental. An additional meeting is scheduled for 2021 September 16 at 6:30 PM at the Lighthouse Community Centre.

15. Adjournment: There being no further business, the chair called for adjournment at 10:05 PM. Moved by SL147. Seconded by SL040. Carried.

DRAFT