



**LITTLE QUALICUM VILLAGE VIS 4673
Regular Council Meeting
November 11, 2021, at 6:30 PM
Lighthouse Community Centre, 240 Lions Way, Qualicum Beach**

**Minutes of Meeting
Approved as amended**

Present – Strata Council

President: SL210 Dana Mellway
Vice President: SL004 Denise Monjo
Treasurer: SL187 Jim Turner
Councillors: SL082 David Spinks
SL147 Shawn James

Absent: SL158 Rick Santa (with notice)

Guests: Travis Bryson, Auditor from MNP

Observers: SL147 Gynger James
SL056 Doedy Reisler
SL080 Trish Curtin
SL163 Ava Greetham
SL163 Glenn Tombs
SL040 Evelyn Michor
SL006 Heidi Quint
SL122 Brenda Piche
SL122 G. Klassen

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 6 members elected, 3 Council Members constitute a quorum. There being 5 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 SL146 Shawn James: Seconded by SL082 David Spinks. Carried.
5. Guest Speaker: Travis Bryson of MNP presented the audit report. He distributed copies of the Financial Statements as of October 31, 2020, and Audit Findings to Council members as well as Past President and Past Treasurer, who had been invited to attend. The Auditor spoke about the responsibilities of both the Auditor and of Management. He highlighted areas of the Financial Statement Audit Findings package. Council approved sending a copy of same reports to the past administrative assistant.

The Auditor was thanked for his presentation and left the meeting

6. A motion was made by the Vice President to approve the minutes of October 28, 2021. Seconded by SL147 Shawn James. Carried.
7. A motion was made by SL147 Shawn James to approve the minutes of November 1, 2021. Seconded by Vice President. Carried.
8. Report from the President:
 - i. The garbage bins recently had been broken into, with garbage strewn around the site. The President tracked down the person responsible and will charge him back for the cost of the cleanup.
 - ii. The RDN has issued stop work orders on the following properties:
 - Canuck Cres. SL257
 - End of Abbey Rd. SL244 and SL245
 - iii. President and SL147 Shawn James to investigate if there are issues on SL 244 Abbey Rd.
9. Report from the Treasurer: provided a written report. See Appendix A.
10. Report from the Secretary. No report.
11. Report from the DRC Committee: SL082 David Spinks reported that the common septic fields were pumped out and electrical work needed to be done. He is waiting for maintenance quotes.
12. AGM Finalized Budget: Vice President reported that the proposed budget covering necessary expenses was such that strata fees would be \$1860 per lot, same as two years ago. The proposed budget included the transfer of a portion of the surplus from Operating to Contingency Reserve Fund (CRF). Once in the CRF, using a portion of the surplus, three motions will be presented at the AGM to allow Council to further pursue three important projects without affecting Strata fees. Any money not used for their individual purpose will remain in the CRF.
13. Observers were invited to ask questions – one was about Zoom meetings. Council answered that option has been explored. At last June's AGM done only on Zoom, owners were very vocal that they wanted to have an AGM in person. Council explored the option of having a dual meeting; in person, combined with Zoom.

This solution created additional challenges in doubling up each task for one Chairperson:

- Registration would be done on Zoom and in person and accurately counted for the majority votes and $\frac{3}{4}$ votes.

- Zoom proxies would have to be received the day before the AGM and compared with the in-person registration; any duplications would have to be carefully scrutinized.
- Voting would be a combination of Zoom and in-person, carefully counted.
- Secret ballots via Zoom are done by email; in-person actual ballots are counted. This is an open room, leaving the Zoom monitor vulnerable.
- The other considerations are the hardware i.e., laptop, etc., and that the internet in the room reserved for the AGM has a weak signal.

Council explained that the decision was made to have an in-person AGM covering essentials only, planning for an SGM in the late spring, early summer, possibly outdoor. The Zoom option can be discussed at that time.

14. New Business: Vice President reported that the gate should be installed next week.

15. Correspondence:

- A letter was received from a Dunwurkin resident asking for a proper street sign for Dunwurkin Way. It was noted that Klein Ridge also needed a sign. The President to pursue.
- Email: some council members have received on 29 October, 2021 effective immediately the resignation as Councillor SL 040 Evelyn Michor.

16. Any Other Business: Observers were asked to leave for an In Camera session. In Camera Session conducted.

17. Next Council Meeting:

- The next Council meeting will be scheduled after the AGM with the input of the new Council members.
- A meeting for AGM volunteers is planned at the Lighthouse Community Centre. At this time, the room is reserved for November 25, 2021. More information to follow.

18. Adjournment: There being no further business, SL147 Shawn James made a motion to adjourn the meeting at 9:20 PM. Seconded by SL082 David Spinks. Carried.

APPENDIX A

STRATA CORP VIS 4673
November 11, 2021, Council Meeting
Treasurer Report

1 Financial



TD Disbursements for November 2021

	CQ NO	Amount
Lighthouse Community	169	108.00
Jim Turner	170	19.32
Bruce Webb	171	160.00
Dana Mellway (expense refund)	172	457.88
Parksville Business	173	30.69
A. Crawford	174	787.50
MNP LLP	175	4,410.00
Clark Wilson LLP	176	2,804.24
Don's Home Repair	177	4,511.76
Roto Rooter	178	2,105.25
Absolute Septic	179	751.47
Absolute Septic	180	1,464.12
BC Hydro	181	917.56
BFL Canada Insurance	182	20,472.00
Dana Mellway	183	15.00
MNP LLP	184	2,205.00
November Disbursements		<u>\$ 41,219.79</u>
TD Balance at Nov 11, 2021		<u>\$ 285,832.83</u>
Credit Union		
Current (Oct 31)	15,329.02	
Savings (Oct 31)	<u>75,782.64</u>	91,111.66
Edward Jones Investments (Sep 30)		490,190.12
Cash	\$ 918.76	
GIC'S	90,487.00	
Corporate Bonds	340,389.46	
Mutual Funds	<u>58,394.90</u>	
	\$ 490,190.12	
		<u>\$ 867,134.61</u>

Jim Turner,



Treasurer

November 11, 2021