

DRAFT MINUTES
LITTLE QUALICUM RIVER VILLAGE ~ REGULAR COUNCIL MEETING
HELD ON NOVEMBER 30, 2020 AT 6:30 P.M.
CONDUCTED BY TELEPHONE CONFERENCE, QUALICUM BEACH, BC

Present:

President: Trish Curtin
Vice President: Evelyn Mitchel
Councillors: Doedy, Reisler
Emmanuelle Nixon

Absent: Oliver Board (without notice) and Lorraine Webb (with notice)

Hearing with SL079 was held at 6:25 p.m.

Item #1 **CALL TO ORDER**

Trish called the Regular Council Meeting to order at 7:00 p.m.

Item #2 **ADOPTION TO THE AGENDA**

2.1 Additions to the Agenda

- a) 6.8 - Telus Correspondence
- b) 6.9 - Emergency Access and Evacuation Committee

Moved by Emmanuelle, seconded by Trish

MOTION: 1/11/2020 “THAT the VIS4673 Strata Council hereby adopts the agenda, with the additions of 6.8 – Telus Correspondence and 6.9 – Emergency Access and Evacuation Committee, as amended.”

Motion **CARRIED**.

Item #3 **DELEGATIONS, PRESENTATIONS OR PETITIONS**

There were no Delegations, Presentations or Petitions.

Item #4 **ADOPTION OF THE MINUTES**

Minutes of the October 26, 2020 Strata Council Meeting.

Moved by Emmanuelle, seconded by Trish

MOTION: 2/11/2020 **“THAT the VIS4673 Strata Council hereby adopts the minutes of the October 26, 2020 Council meeting, as presented.”**

Motion **CARRIED**.

Item #5 **OLD BUSINESS**

5.1 Annual General Meeting (AGM) Directives to Council

- c) Plan for Back Flow Valves
DEFERRED. Item is still on hold until Dr. Bonnie Henry gives the go ahead to do non-essential work on water systems.

- e) Depreciation Report
The DRAFT Depreciation Report has been reviewed and some updates are being made.

- g) Legal
 - i. Opinion on Recouping Costs from Developer
We are waiting for the opinion from the Strata Lawyer. We have followed up and expect to have that in the near future.

 - ii. General Review Assistance
Ongoing.

 - v. Drainage Assessment for Abbey Road
Evelyn has contacted two construction companies to get quotes but so far, she has not received any responses.

5.2 Action Items

a) Revise Design Review Committee (DRC) Application

Doedy is continuing to work on the revisions as time permits.

b) Title Search Inventory

This project is on-going. It is important for all owners who have not already done so, to submit a copy of their Land Title to the Strata by e-mail (vis4673@gmail.com), regular mail or by dropping it in the mail slot of the gatehouse door. **NB: Strata bylaw 4(2) requires owners provide the Strata Corporation with a copy of a Certificate of Title, within 45 days of becoming an owner.** It is our hope that owners will submit copies of their Land Titles voluntarily and that bylaw enforcement will not be required for the Strata to meet its legal obligations to have these documents on record for every Strata lot. Thank you!

Item #6

NEW BUSINESS

6.1 Storage Units

The final stages of the clean out is on-going. Completion assessment will be carried out during the month of December.

6.2 Annual General Meeting (AGM)

As COVID-19 prevents us from holding our AGM in person and our existing telephone system is not capable of supporting a large Zoom-type meeting, our AGM is delayed until the new Telus system has been launched. As the target date is the end of March, we anticipate the AGM being held at the end of that month or early April 2021.

6.3 Strata Fees 2021

The 2021 total annual Strata Fees will be determined by owners at the Annual General Meeting (AGM) in late March or early April. The 1st fee instalment of \$930.28 will be due January 15, 2021. All owners will receive a Strata Fee Invoice very soon. The second (and last) fee instalment for the 2021 fiscal year will be due on April 30, 2021, with the amount to be determined by owners at the AGM.

6.4 [Community Newsletter](#)

Since requesting feedback, the author of the newsletter received many positive comments and suggestions. Council wants to remind residents this is a Community Newsletter created by a resident for our residents. It is not a formal Council/Strata publication. The role of Council is limited to reviewing the newsletter information for accuracy on Strata matters, distributing it to residents and facilitating communication between residents and the author.

6.5 [Telus Staging Area](#)

Telus will require a secure and easily accessible staging area for storing, handling and loading of the fibre cable. Many thanks to Mike of SL045 for supporting Telus by making his lot available for staging. Thanks also to Mark of Mara Industries and Dwayne of SL071 for proactively addressing the need for staging and identifying suitable sites.

6.6 [Strata Property Management Software](#)

We are investigating the feasibility of using computer software similar to that used by strata management companies. The goal is to centralize and organize information, track and schedule management tasks, and allow the easy retrieval of documents as required. Having a computer-guided system will promote management consistency and provide a foundation for future councils. Doedy will continue to research software programs to see if there is one that is suitable for the needs of our Strata.

6.7 [Security System](#)

Thank you to Brian of SL085 for procuring and installing the new security cameras that will capture the 'in' and 'out' areas of the gates. Additional cameras are available for the inside of the Gatehouse and the Gatehouse door area, should owners pass the Surveillance Bylaw amendment Council has on the agenda for the upcoming AGM. Adding surveillance inside the Gatehouse and outside the door, serves to enhance the safety of Strata personnel and the security of Strata assets and documents. Surveillance cannot be used for any bylaw enforcement purposes.

6.8 [Telus Correspondence](#)

The October 26, 2020 Council Meeting Minutes relayed concerns about some owners inappropriately contacting our services providers making false accusations. In November, the Executive Vice President of Telus, copied us on their response to an owner who had emailed Telus complaining about the costs of the system and claiming it was causing considerable hardship for owners, accusing Telus of failing to secure government funding (that does not exist) and falsely accusing Telus of failing to commence any part of the project. The owner emailed copies of their inaccurate and very inappropriate letter to the Hon. Maryam Monsef (Minister of Rural Economic Dev. and Minister for Women and Gender Equality), the Hon. Navdeep Bains (Minister of Innovation, Science and Industry), Mr. Howard Randell (Executive Director of Network BC), Director Leanne Salter (Electoral Area F, RDN) and Ms. Phyliss Carlyle (CEO, RDN). Council responded to the Executive Vice President of Telus, with a copy to the owner and all those listed above, expressing our support for Telus, the build and the dedicated Telus team members who have contributed to this project becoming a reality for our community.

Although Council can publish the correspondence it receives without removing names or other details, we decided not to attach this letter to the Minutes or post it on the website. However, we remind owners they can contact Council to request an unredacted copy the letter issued by Telus and/or our response.

6.9 [Emergency Access and Evacuation Committee](#)

The Ozero bridge emergency access/evacuation route is now complete. The bridge and access roadways allow for the safe passage of all types of emergency and passenger vehicles. Accordingly, the goal of the Committee has been achieved. Many thanks to Evelyn Michor and Alex Godbeer for serving on the Committee and seeing the project through to completion.

Item #7 **COMMON PROPERTY**

7.1 [Maintenance Tasks](#)

- a) [Gatehouse Maintenance and Upgrades](#)
The inside repairs/upgrades are still on our 'to do' list.

7.2 [Inspections and Maintenance Reports](#)

There was nothing new to report.

7.3 Special Projects Updates

a) Telus

Completion of the system installation is still targeted for the end of March 2021. Telus has provided an update regarding upcoming steps and other information of interest to owners.

This Telus update has been attached to the Minutes and will be posted on the website.

7.4 Water System

a) Well #24 Update

Council has just received a Draft of the report from the geotechnical project consultant and is reviewing the document. The final document shall be published for owners. It will also be forwarded to VIHA for review and if they are satisfied with the quality and features of the well, Council will request they conduct a site visit so we can move forward with securing source approval.

7.5 Miscellaneous

a) Revamp of the LQRV Website

Doedy and Candice are currently uploading documents to the newly revamped website as time permits.

Item #8

POLICY, PROCEDURES AND LEGAL

8.1. a) Noel Stephen and Judith Munkholm Civil Claim – BCSC Action No. VLS-S-S-1611350

No update.

b) SL288 – CRT Filing Notice

The case is in the adjudication phase of the process where evidence and arguments are submitted by both parties.

c) Office of the Information and Privacy Commission (OIPC) Complaint against the Strata Corporation.

The OICP issued a letter dated October 28, 2020 stating the Investigator was unable to substantiate the complaint and the file has been closed. Any owner interested in seeing the letter can request a copy.

Item #9 **DESIGN REVIEW COMMITTEE (DRC)**

9.1 [Design Review Committee \(DRC\) Applications and Construction](#)

Owners were reminded that the scope of a DRC Application includes setbacks, permits and lot lines.

- a) [SL164](#)
The DRC approved application for a fence.
- b) [SL208](#)
The DRC approved application for a fence.
- c) [SL059](#)
The DRC approved application for a fence.

Item #10 **FINANCIAL REPORT AND EXPENDITURES FOR APPROVAL**

10.1 [Year-to-Date Revenue and Review of Receivables](#)

The Treasurer's Report will be attached to the Minutes along with the reconciled CRF Fund Report held with Edward Jones.

10.2 [Report on Collection Decisions and/or Directives](#)

Doedy is currently researching liens, identifying lot numbers and deciding what action needs to be taken. She is preparing letters for all Strata Lots in arrears. Statements of Accounts will also be mailed to those that have small balances still outstanding.

Owners are reminded that if they have an outstanding balance on their account, they must clear the amounts up ASAP.

10.3 [Report on Special Projects](#)

There was nothing outstanding to report.

Item #11 **EVENTS**

There are no current events.

Item #12

CORRESPONDENCE

12.1

Correspondence Summary

SL002 – Email: Information request regarding home insurance.

SL007 – Email: Information request for registration and Welcome Package.

SL029 – Letter: Document request for Hub/Aviva Insurance Policy. Letter: Document request for current Owner’s List. Letter: Request for various bank and accounting documents, information and explanations. Letter: Providing a copy of the letter they sent to Hub and requesting all correspondence between Hub and the Strata. Letter: Document request for all legal and/or CRT case related correspondence, opinions and invoices. Letter: Requesting all documents from SL128, the Office of the Information and Privacy Commission (OIPC) and all correspondence regarding insurance claims related to OIPC complaint by SL128. Letter: Specifying Canada Post communication only from Council and accusing “cronies” of infecting their computer with spy ware. Letter: Directing the Strata credit their invoice for copying fees for searches they conducted without Council request or direction and reiterating prior document requests.

SL032 – Email: Inquiry for AGM date and Strata Fees for 2021. Email: Second inquiry for Strata Fees for 2021.

SL040 – Email: Emergency Access communications with SL082. Email: Forwarded communications between governing bodies for Secondary Emergency Access route.

SL042 – Email: Feedback to Council’s decision to not allow realtors place lock boxes on the gate.

SL053 – Email: Informed Council of licensed Category 3 burn to take place.

SL079 – Email: Informed Council of Newsletter being posted on the LQRV Facebook Page. Email: Request for explanation about Bylaw issues. Email: Request for explanation regarding authority of Newsletter author to publish Strata information or hearing on the matter. Email: Request for Owners List. Email: Providing hearing exhibits. Email: Inquiring about snow removal around Storage Units.

SL081 – Email: Information request for Council Meeting attendance.

SL082 – Email: Request for Council to forward owner drafted letter to raise signatures and support on a Secondary Emergency Access route.

SL098 – Email: Tenants missing Canada Post key, requesting new one.

SL111 – Email: Information request about lawsuit for slide event and inquiring if the Storage Units are limited Common Property.

SL168 – Email: Information request on rumoured levy for Storage Units.

SL180 – Email: Information request for gate deliveries when not home.

SL198 – Email: Report of garbage along roadsides, people not picking up after dogs and offer by someone to pick up after dogs on contract basis. Email: Regarding debris in ditch being removed.

12.1 Correspondence Summary (Cont'd)

SL208 – Email: Report of trespassing public viewing properties without attendance of a realtor.
SL209 – Email: Information request if there are departure packages for owners.
SL221/222 – Email: Thank you to Administration and Council for hard work.
SL242 – Email: Information request for service provider for land line and internet.
SL244/245 – Email: information request on location of SL288 and if any lots are subdivided. Email: Information request regarding BC Hydro services. Email: Second request on location of SL288, further BC Hydro service inquiry and request for copy of Madrone Report.
SL256 – Email: Information request on rumoured levy for Storage Units.
SL258 – Email: Requesting Council distribute invitation to owners to join their chat room.
SL259 – Email: Discovered water leak.
SL263 – Email: Information request for a shared gate code for friends.
SL266 – Email: Request access to secret Council meetings as COVID 19 is no excuse to not hold them in person. Email: Third request on status of correspondence request of SL079. Email: Third complaint of Council releasing of personal information in complaint against fellow owner.
SL271 – Email: Forward from RDN Planning recommending Strata Lot boundaries be amended.
SL272 – Email: Notified Council that she would remove her contents from neighbouring Storage Units. Email: Informed Council of date of purchase and requesting mailbox key. Email: Providing Land Title. Email: Requesting mailbox key. Email: Confirming they had a mailbox key. Email: Informing Council of prior knowledge of mailbox damage that they did not report. Email: Arranging to pick up new mailbox keys. Email: Promising to cleanup Storage Unit area and requesting Welcome Package be emailed.
SL279 – Email: Request for contact information for SL280 and SL272.
SL280 – Email: Information request for Council Meeting attendance.
SL283 – Email: Forwarding land survey illustrating Strata roadway on private property.
Email - OIPC Investigator letter confirming OIPC complaint case closed.
Email - Hub Insurance providing Insurance binder.
Email - Realtor commenting on lock boxes.
Email - Copy from Telus of their email to SL029 responding to SL029 complaints about Telus.

Correspondence was also received regarding Service Provider work orders and updates, E-Notice Forms, Forms B and F, gate clickers, mailbox keys, personal account information, Strata Fee inquiries, invoices, payments, updated contact information, gate directory, Telus Drop permissions, website inquiries, lawyer and realtor general questions of potential lot sales.

Item #13 **NEXT MEETING DATE**

Council will next meet January 11, 2021 @ 6:30 p.m.

Should anything of importance arise in the meantime, Council will issue a Notice to all Owners.

Meeting will take place via teleconference.

Item #14 **BY-LAW ENFORCEMENT (IN CAMERA)**

- a) SL269
 A warning letter was issued under Bylaws 3(a)(a), (b) and (c).

Item #15 **ADJOURNMENT**

Trish adjourned the meeting at 8:25 p.m.

DRAFT



An Important Update about TELUS PureFibre.

We're installing **TELUS PureFibre™** network throughout Little Qualicum River Village with the goal of connecting all homes to the fastest and most reliable internet technology available. We know the storm season is upon us but crews will continue to work as long as it is safe to do so.

What's happening?

The full network design, pole infrastructure upgrade designs and upgrades to our central office serving your area have all been completed in anticipation of the installation of TELUS PureFibre. You may have seen TELUS team members (Partners) and BC Hydro within the Village working diligently to ensure a safe installation of the network. We expect the required pole work to be completed early in the New Year which will be closely followed by the placement of the PureFibre network.

Residents will start to receive additional information regarding the TELUS PureFibre installation via Canada Post in mid-December.

How can I be sure my home is connected to the TELUS PureFibre™ network?

You have the option to connect your home to the PureFibre network via a 'drop'. A drop provides a direct fibre connection to your home. A drop can be completed at no cost to you and without any obligation to purchase TELUS services. Your permission will be needed before TELUS can provide a drop to your home. Once connected, you will be under no obligation to sign up for TELUS services; however, you will have the option to sign up for any TELUS products offered including Optik TV™ and Internet.

Ready to provide your permission to connect your home to the TELUS PureFibre™ network?

We have two options available to you:

1. Online:

- a. Complete the form by clicking [this link](#) or visit www.telus.com/getconnected
- b. If you have any difficulties with your address, please contact the Strata Council with your name, address, email address and authorization to connect your home to the TELUS PureFibre™ network.

2. TELUS Representative:

- a. At a later date, TELUS representatives will visit homeowners (using appropriate social distancing measures) to request your permission to connect your home to the TELUS PureFibre™ network. Residents will be notified through the Strata prior to TELUS representatives' presence within the Village with what to expect through the process.

1Traditional copper wire or copper wire hybrid networks are subject to capacity constraints and environmental stresses that do not affect TELUS fibre optic technology, which is based on light signals. Not available in all areas.

Can I get a drop, but not sign up for TELUS services?

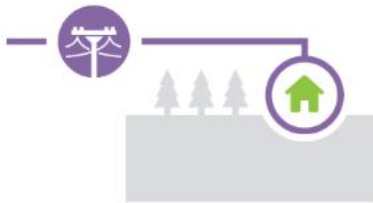
Absolutely. A fibre drop to your home is free and does not obligate you to sign up for any TELUS services.

How will the drop be placed?

We'll connect your home to the TELUS PureFibre network in one of three ways. It depends on your property. We'll always ask for your approval before proceeding and take the utmost care to restore any disturbed areas after the work is completed. This includes seeding and/or re-sodding but may require you to do some subsequent watering to ensure regrowth is successful.

Aerial access

We extend the fibre from your nearest utility pole to a small feeder box we install on the side of your home or business. From there, it goes into a media panel inside your home.



Buried access

If an underground pathway already exists, we'll use it. Otherwise, after obtaining your permission, we'll dig a pathway, and then fully restore the land to its original condition once the work is complete.



Combined access

This method is a combination of Aerial and Buried access. You'll have the fibre connecting partly overhead and partly underground.



Utility right of way

This is municipal/strata property usually located on or near private property lines, including sidewalks, driveways and lawns. Utility companies have the legal right to access the utilities or services within that specified area. At TELUS, we make it a priority to be as respectful and non-invasive as possible. If any property is affected by work in the utility right of way, our teams are committed to restoring effected landscaping and property as soon as work is complete and weather permits.

What is PureFibre?

The TELUS PureFibre network is a revolutionary new internet technology powered by flexible strands of transparent glass no thicker than human hair. These fibre optic strands transmit information as pulses of light, and carry huge amounts of information in the space of seconds.

¹Traditional copper wire or copper wire hybrid networks are subject to capacity constraints and environmental stresses that do not affect TELUS fibre optic technology, which is based on light signals. Not available in all areas.

Why would I want to purchase services over the PureFibre network?



Stream without buffering

Watch your favourite shows without interruption.



Power-through peak times

Enjoy a consistent connection, any time of day.



Enjoy full speed with multiple devices

Never slow down, even when everyone's connecting.



Immerse yourself in a billion colours with 4K HDR, only on Optik

See the brightest whites and darkest blacks that enhances the clarity of 4K

Questions about PureFibre?

For more information visit us at: telus.com/lqrv

-Or-

Contact

LQRV Strata Council: vis4673@gmail.com | 250-752-5819

CRF Reconciliation Edward Jones Account

September 2019 - October 2020

<u>Date</u>	<u>Description</u>	<u>Acct# 23685</u>	<u>Acct#23698</u>	<u>Comments</u>
Aug-19	Ending Balance Aug 2019	\$ 635,812.87	\$ 103,311.28	
	Market Change	\$ (1,143.05)	\$ (381.66)	
Sep-19	Ending Balance Sept 2019	\$ 634,669.82	\$ 102,929.62	
	Market Change	\$ (2,217.42)	\$ (344.41)	
Oct-19	Ending Balance Oct 2019	\$ 632,452.40	\$ 102,585.21	
	Market Change	\$ 6,934.91	\$ 783.39	
Nov-19	Ending Balance Nov 2019	\$ 639,387.31	\$ 103,368.60	
	Market Change	\$ (1,321.56)	\$ (526.43)	
Dec-19	Ending Balance Dec 2019	\$ 638,065.75	\$ 102,842.17	
	Withdraw - Telus	\$ (367,500.00)		Telus Payment
	Market Change	\$ 17,768.15	\$ 3,108.69	
Jan-20	Ending Balance Jan 2020	\$ 288,333.90	\$ 105,950.86	
	Market Change	\$ (3,000.74)	\$ 39.95	
Feb-20	Ending Balance Feb 2020	\$ 285,333.16	\$ 105,990.81	
	Market Change	\$ (44,138.15)	\$ (7,009.50)	Market Upset
Mar-20	Ending Balance Mar 2020	\$ 241,195.01	\$ 98,981.31	
	Market Change	\$ 14,267.68	\$ 2,333.71	Recover on Upset
Apr-20	Ending Balance Apr 2020	\$ 255,462.69	\$ 101,315.02	
	Market Change	\$ 10,758.10	\$ 361.28	Recover on Upset
May-20	Ending Balance May 2020	\$ 266,220.79	\$ 101,676.30	
	Market Change	\$ 19,120.91	\$ 3,249.45	Recover on Upset
Jun-20	Ending Balance Jun 2020	\$ 285,341.70	\$ 104,925.75	
	Market Change	\$ 6,610.69	\$ 1,273.21	
Jul-20	Ending Balance Jul 2020	\$ 291,952.39	\$ 106,198.96	
	Market Change	\$ 2,176.52	\$ 400.89	
Aug-20	Ending Balance Aug 2020	\$ 294,128.91	\$ 106,599.85	
	Market Change	\$ (2,933.95)	\$ 453.73	

Sep-20	Ending Balance Sep 2020	\$	291,194.96	\$	107,053.58
		\$	(3,096.60)	\$	575.56

Oct-20	Ending Balance Oct 2020	\$	288,098.36	\$	107,629.14
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TOTAL CRF BALANCE	\$	288,098.36	\$	107,629.14	\$	395,727.50
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Budgeted Payment - 2020	\$	28,400.04
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Less - Gate Top Up	\$	(10,000.00)
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CRF Adjustments	\$	18,400.04	\$	-	\$	18,400.04
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TOTAL Adjusted CRF BALANCE	\$	306,498.40	\$	107,629.14	\$	414,127.54
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**Strata Corporation VIS4673
Comparative Income Statement**

October 2020	Actual 11/01/2019 to 10/31/2020	Budget 11/01/2019 to 10/31/2020	Annual Budget 11/01/2019 to 10/31/2020
REVENUE			
Strata Fees	528,399.04	528,399.54	528,399.54
Interest Revenue	323.40	0.00	0.00
Fines	3,500.00	0.00	0.00
Other/Extraordinary Income	2,655.00	0.00	0.00
TOTAL REVENUE	534,877.44	528,399.54	528,399.54
EXPENSE			
Non Maintenance Expenses			
Accountant Fees	3,150.00	3,000.00	3,000.00
Administration & Meetings	2,351.89	0.00	0.00
Bookkeeping	13,860.00	12,000.00	12,000.00
Computer Hardware/Software	1,376.36	3,050.00	3,050.00
Garbage Collection	33,180.47	33,600.00	33,600.00
Gate Monitoring	693.00	2,400.00	2,400.00
Hydro - Utilities	9,562.24	10,200.00	10,200.00
Insurance	17,833.80	18,500.00	18,500.00
Interest & Bank Charges	315.43	600.00	600.00
Legal & Consulting	91,576.77	120,000.00	120,000.00
Property Taxes - Lot 13 & 14	1,451.34	1,350.00	1,350.00
Strata Administration	18,832.00	25,265.00	25,265.00
Telephone	1,542.13	2,400.00	2,400.00
CRF - 2019-2020 Contributions	28,400.04	28,400.04	28,400.04
Non Maintenance Expenses Total	224,125.47	260,765.04	260,765.04
Maintenance Expenses Total	199,686.88	267,634.50	267,634.50
TOTAL EXPENSE	423,812.35	528,399.54	528,399.54
NET INCOME	111,065.09	0.00	0.00
Extraordinary Expenses			
New Gates	21,327.60	0.00	0.00
NET INCOME	89,737.49	0.00	0.00