

NES 3578 Strata Council Meetings

Wednesday, Dec 16 and 21, 2020 8:00 pm MST via teleconference

Participants: Chris Hanstock, Chris Lacny, Jim Toller, Frances Long, Dave Aitken. Stephen Branch. Note that Chris Hanstock was absent for the Dec 16 meeting.

1. **Open Meeting (Dec 16):** 8:06 pm MST; All present except for Chris Hanstock
2. **Motion 1** “To approve Agenda as presented with changes as discussed.” Agenda item 6 is to be changed from “Property Rental Rules and Regulations By-Law” to “Website Framework Report” Motion was approved unanimously.
3. **Motion 2:** “To approve previous November 18, 2020 Council Meeting Minutes” Motion was approved unanimously.
4. **Update on Lexington Avenue Fall Maintenance since last meeting:** (Project Leader Jim Toller) Power Paving has been contacted via email and phone at the Cranbrook head office and the Castlegar office, requesting a scheduled time in the spring to complete grading and packing of Lexington Ave. There has been no response to these requests at the time of the meeting. Jim Toller to contact MOT’s, Kevin Lewis for suggestions of other contractors in the area that could provide the same service and approach them for possible estimates.
5. **Statutory Building Scheme (SBS) and Property Development Guidelines (PDG).** Please note that Council has agreed to change the name reference “Design Guidelines” to “Property Development Guidelines” so as to best reflect that the intention of these guidelines is to provide collaborative assistance to the property owner in the development of the entire property including facilities, landscaping, slope, setback, etc.
 - a. Editing SBS and PDGs: Frances Long’s group continued their work on transitioning the SBS and PDG from the original work spreadsheets to a new comprehensible format. First to be reviewed was the Group’s work on the SBS which involved considerable discussion on a line by line item basis. Then the PDGs were reviewed and discussed on the same basis. Notable takeaways from this discussion were specifically identifying and agreeing upon the clauses in the SBS and PDG that required legal review by the Strata’s lawyer, Leon Pigott to determine whether the clauses were still required and, if so, what the correct wording of these clauses should be.

Every article was reviewed and discussed line by line to ensure proper intent, classification (Restricted covenant versus guideline), language, etc. Items requiring further research and development were identified.

Jim Toller contacted Procter Water Utility to have them supply Council with the specifications they require an strata owner who is developing their property to provide prior to hook up of water and septic. Council subsequently agreed that PWU requirements would not be placed in the SBS and PDG documents but instead the documents would state that owners must meet the requirements of PWU with respect to water and sewer services.

- b. Process Mapping and Documentation: Jim Toller led a discussion regarding the progress of the framework and design of the process mapping that included specific process step identification, role identification and toolboxes (forms, etc.) to be used by the multiple players in the processes. Draft process maps of the initial ideas of the process steps, role identification and toolbox were presented to council. There was also a comparison checklist showing RDCK's requirement for a building permit application and NES 3578's requirement for property development presented. Both documents were provided by Belinda Austin with input from Jim Toller, Chris Lacny and Stephen Branch. Council reviewed the documents and suggested revisions. The idea is to work towards a process that is primarily an owner/Strata Development Committee approval process based of the SBS and PDG's. An expert consultant may be needed for specific input as part of this process. Development is ongoing.
- c. Search for Design Consultant: Council has been discussing a more diminished role for this consulting position. Council will review this item again at the next meeting.
- d. John Schlichting Involvement: Jim Toller emailed John Schlichting regarding his involvement in reviewing the draft documents as a Strata owner who is planning to build in the spring of 2021. John responded that he would be happy to be part of the process of review and input.

At this point in time during the second meeting (Dec 21), and after a combined six hours of work by the Council over those two meetings, Council agreed to terminate the meeting. The remainder of the scheduled agenda items will be deferred to the next scheduled Council meeting.

6. Next Council Meeting: January 27, 2021 @ 8pm MST via Zoom.

7. Meeting Closure: The meeting was closed at 10:12 pm.