



## NES3578 Strata Council Meeting Minutes

Thursday October 18, 2023 7:00 pm PT via Zoom

In attendance      Council Members:

Jim Toller  
Thomas Claypool  
David Aitken  
Chris Hanstock  
Frances Long

Guests:

Kerstin Renner

Called to Order at 7:02pm

### 1. Adoption of Agenda

Motion: *THAT the agenda be adopted as presented with the addition of 1 late item dealing with finance matters.*

Aitken/Claypool CARRIED

### 2. Adoption of Minutes

Motion: *THAT the minutes of the meeting held August 21, 2023 be adopted.*

Hanstock/Aitken CARRIED

### 3. Confirmation of Strata Council Officer Positions

The Strata Council Officer positions were assigned as follows:

President – Jim Toller

Vice President – Thomas Claypool

Treasurer-Chris Hanstock

Secretary-Frances Long

### 4. Procter Water Utility (PWU)

No significant changes since the AGM update. Jim spoke about a meeting held by local owners in late September following the AGM (Lot 13, Lot 5 and 1 Waterfront Strata lot). The Waterfront lot owners stated that the waterfront strata has not yet approved strata representation and funds regarding this matter but was planning on calling a Special Meeting to address this.

The following action items resulted from the customer meeting:

- setup a meeting with the RDCK to discuss small water systems (meeting setup for October



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- Contact Interior Health Authority (IHA) to follow-up on the Conditions of Permit:
- Initiate a Freedom of Information request for copies of the PWU Certificate of Public Convenience and Notification from the Water Regulation Branch of the Ministry of Forests (the documents that give PWU their authority to operate) and copies of the documentation transferring PWU to the current owner. The FOI process has been initiated.
- Identifying matters that may require a legal opinion
- possible submission to the Ombudspersons Office regarding the lack of information provided by the Water Regulation Branch to queries submitted by the customer group.

There was further discussion regarding the potential option to disengage from PWU, the requirements to use PWU given the size of lots within the stratas and the responsibility of PWU with respect to the fire hydrants.

### 5. Bylaw 19 (meeting minutes)

Discussion regarding slightly changing the wording of Bylaw 19 adopted at the 2023 AGM.

Bylaw language adopted at the 2023 AGM:

*"The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting at which they are adopted."*

be amended as follows at the 2024 AGM:

*"The council must inform owners of the minutes of all council meetings within 2 weeks from the time they are adopted."*

The purpose of the change is to ensure the expedient distribution of minutes whether they are adopted through electronic means immediately following a Council Meeting or if they are adopted at the subsequent Council Meeting.

*Motion: That filing of the change to Bylaw 19 with the Land Title Office be delayed until after the 2024 AGM where the bylaw will be amended as indicated above.*

Long/Claypool CARRIED

### 6. Lexington Avenue

Review of Lexington Avenue maintenance in 2023 and the work to be completed in 2024.

The Welcome to the Uplands at Procter Point sign has been installed by Jim and Dave, Lexington Avenue private road signage has not been reinstalled after it was removed by PWU to complete septic field work. Jim is requesting a quote to hire an excavator to move the cement blocks placed on Lexington Avenue by PWU to the bottom of Lexington Avenue



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to create a clear entrance to the private road. Jim and Dave have been in contact with PWU regarding concerns of a stand pipe that is visible in the middle of Lexington Avenue (their concerns are about potential damage to the pipe during winter snow removal) PWU indicated they will review and address if necessary Jim has kept a record of their contact with PWU.

### 7. Late Items

#### **Finance matters:**

Chris has created a new email address for strata business. That email will be attached to the strata bank account to allow for e-transfer payments of strata fees. Chris will be sending out the 2023/2024 strata fee invoice to owners in the next few days. Chris signed off on a document from the strata insurers regarding recent legislative changes.

### 8. Next Council Meeting:

November 15, 2023 at 7:00pm PT

The meeting adjourned at 7:48pm.