

Town Hall Meeting Notes

Meeting Type: Information Town Hall

Purpose: To improve communication, transparency, and member engagement. This was not a formal business meeting.

Welcome and Opening

The meeting opened with an acknowledgement that the gathering was being held on traditional territory.

Members were reminded that Town Hall meetings are intended for information sharing and feedback. The 4:00 p.m. meeting time was discussed, and members were invited to give feedback on whether this time works well.

New members were welcomed, including Linda Nightingale, Paul and Joyce Meers and Renate Sims

Board Introduction

The current Board was introduced:

- President: Gerry Kozol
- Vice-President: Terry Macklin
- Treasurer: Murdo Marple
- Secretary: Nona Robinson
- Directors: Norma McLennan, Erna Ansell, and Alexis Elliot

Members were encouraged to consider volunteering for the Board in the future.

Important Meetings

Members were reminded of three important annual meetings:

1. June Town Hall – information sharing and updates
2. October Budget Meeting – discussion of maintenance fees and budget planning
3. February AGM – annual general meeting and elections

Financial Highlights

The Board reported that the Village is in a good financial position.

Key points:

- The contingency fund contribution from maintenance fees was increased from 27% to 30%.
- Current funds total approximately \$246,516.
- This includes approximately \$156,000 in term deposits and just over \$90,000 in savings/operating accounts.
- Budgeted items are generally on target.
- The Village is approximately \$62,000 under budget, providing a financial cushion.

Members were reminded that maintenance fees help cover necessary costs such as insurance, snow removal, repairs, and long-term maintenance.

Office Hours and Questions

Members may bring questions throughout the year.

Brenda is generally available in the office on Wednesdays from 4:00 to 6:00 p.m. Members may also contact her by phone or email.

Governance and Board Responsibilities

The Board has been reviewing and updating governance documents, including detailed terms of reference for Board positions and committees.

Members were reminded that Board members must follow rules around:

- Conduct
- Conflict of interest
- Confidentiality
- Accountability
- Acting in the best interest of the membership

The Board emphasized that members will be given as much information as possible, while respecting confidentiality where required.

Committee Updates

Community Building / Membership Committee

Purpose:

- Interview prospective members
- Help new members understand the co-op
- Follow up with new members after move-in
- Encourage participation and volunteering

Committee members include Natalie Macklin, Kathy, Howard Darrah, Faye Steinke, and Nona Robinson

Recent work:

- Updated the membership application
- Added current committee information
- Discussed follow-up with new members after they settle in

Members were reminded that this is a good committee for people who enjoy welcoming others and helping new residents become involved.

Maintenance Committee

Purpose:

- Help maintain Village buildings and common areas
- Identify needed repairs
- Obtain quotes and recommend work to the Board
- Support long-term maintenance planning

Committee members include Howard, Hugh Bryce, Barry Ansell, Trudy Haliday, Pat, June and Mike Byres

Recent work:

- Power washing buildings
- Repairing the hall sliding door
- Replacing stop signs
- Maintaining outside lights and carports
- Replacing weather stripping on electrical room doors

Current or upcoming work:

- Mailbox replacement
- Possible duct cleaning
- Storm drain review
- Fire safety checks
- Fence repair or replacement

More volunteers are needed, especially anyone with experience in electrical work, plumbing, painting, or general maintenance.

Finance Committee

This is a new committee and is still being formed.

Purpose:

- Work with the treasurer and Board on budget preparation
- Review investments and term deposits
- Help plan for the contingency fund
- Support future planning with maintenance and garden committees

Members interested in finance or budgeting are encouraged to volunteer. Professional finance experience is not required.

Safety and Security Committee

This committee is transitioning from the former Block Watch Committee.

Purpose:

- Continue Block Watch work
- Develop emergency preparedness plans

- Establish committee roles, including chair, note-taker, captain, and co-captains
- Connect with RCMP Block Watch contacts

Emergency preparedness funding may be requested once the committee is fully organized.

Garden Committee

The Garden Committee continues to maintain the grounds and landscaping.

Work includes:

- Ongoing weeding
- Watering and irrigation
- Supporting contractors
- Keeping common areas attractive

Members were encouraged to help with small tasks when they are out walking, such as pulling weeds.

Social Committee

The Social Committee meets once a month.

Roles include:

- Organizing social activities
- Sending cards through the Sunshine contact
- Supporting community events

Recent fundraising and income sources include:

- Wine raffle
- Bottle drives
- Coffee donations
- Community events

Recent purchases and support:

- New grill for pancake breakfast and barbecues
- Donation toward the garden watering system

New members are welcome.

Coffee and Bottle Collection

Members were reminded that coffee gatherings are a good way to stay connected.

Members were also reminded not to put garbage in bottle return bags, as volunteers have to sort through them.

Technology, Newsletter, Website, and Facebook

The Technology Committee is a new committee focused on communication and education.

Current work includes:

- Self-guided technology lessons in the library
- Wednesday help sessions
- Newsletter support
- Facebook group support
- Village website development

The Village Facebook group is private and only for Village members.

The newsletter continues to share important information about committees, events, and Village updates. Members are welcome to contribute ideas or help with the newsletter.

The Village website is being developed as another way to improve communication. Public pages include information for people interested in the Village. Private pages include newsletters, contacts, committee information, policies, rules, and eventually minutes.

Members were told the password for the protected Village section.

Fire Alarms, Smoke Detectors, and Insurance

Members were asked whether they had checked the expiry dates on their smoke detectors.

Important reminders:

- Smoke detectors have expiry dates, not just batteries.
- Some recent alarms were found to be defective.
- Insurance may require proof that smoke detectors and other systems are

checked.

- A process will be developed to track whether smoke detectors, furnaces, air conditioners, fireplaces, and related systems have been inspected. Members who do not use the recommended vendor will likely be asked to provide inspection documentation so the Village can keep records.

Water Shut-Off Reminder

Members were reminded that if they are away for more than 24 hours, water must be shut off according to Village rules.

If someone is watering flowers while a member is away, the member should either:

- Arrange for the helper to use their own water, or
- Provide a key so water can be turned off properly

Unit Sales and Transfers

Unit 9 sold during the year.

Unit 39 remains for sale.

Two other units are currently being considered for sale, but details cannot be shared at this time.

Upcoming Maintenance Projects

Upcoming or ongoing projects include:

- Carport post replacement
- Mailbox replacement
- Storm drain review
- Crawlspace assessment and remediation follow-up during the week of July 13–

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- Possible duct cleaning
- Wooden fence repair or replacement
- Review of garbage and recycling areas

Members may be offered the opportunity to have crawlspaces checked while the contractor is on site.

Board Training

The Board will participate in CHF BC training in September.

Training may include topics such as:

- Governance
- Legal responsibilities
- Finance
- Communication
- Best practices

Members interested in future Board service may be invited to attend training opportunities.

Volunteer Encouragement

Members were encouraged to volunteer in any way they are able.

Opportunities include:

- Board service
- Committees
- Gardening
- Maintenance
- Social activities
- Finance
- Safety and emergency preparedness
- Technology and newsletter support

Members were reminded that they may volunteer for more than one committee.

Closing

The meeting closed at 5:30 pm with thanks to all members who attended, participated, and volunteered.