



Protect your home; Protect your community; FireSmart Now!

CHCA Directors Meeting

2019-Oct-23

I. Call to order

Tara Godwin called to order the regular meeting of the CHCA Executive at 7:03 PM on October 23, 2019 at Fred Schubel's house.

II. Roll call

Tara Godwin conducted a roll call. The following persons were present:

- Fred Schubel
- Granger Evans
- Jessica Samuels
- Jim Burkell
- Patti Fulton
- Tara Godwin

The following Directors were absent

- Barry Oland
- Ralph Smith

III. Agenda

The agenda was approved as issued.

IV. New business

- **Previous Meeting Minutes:** The minutes of the previous meeting were approved subject to clarifying that the CHCA will only review the results RCMP's Clifton Road speed monitoring if the report is made public.
- **Treasurers Report:** As of September 30, 2019 the CHCA's bank balance was \$2,111.04; this includes \$25.00 of equity shares. The decrease from the previous period is substantially due to the \$178.08 cost to rent a road sign to advertise the upcoming FireSmart work and to recognize Melcor

and RJP Holdings for their FireSmart support (this item was erroneously reported as an expense for the previous period).

- **FireSmart:** FireSmart at 386 Clifton Road is winding down and the focus is now on the western section of 370 Clifton Road and the adjacent property to the north. The removal of collected material is being targeted for early November after which FireSmart activities will cease until 2020.

The son of the homeowner at the 370 Clifton has generously offered to make available twice per year a hoe c/w operator and haul trailer to assist with the disposal of the collected material. This contribution will make the disposal process significantly easier and much less costly.

Rutland Senior Secondary Forestry Program students are willing and capable at assisting with the community's FireSmart effort but are not available until next February. The students will implement FireSmart practices by identifying trees to be thinned, falling the selected trees, removing lower limbs from standing trees, collecting material for disposal and segregating and preparing larger diameter trees for use as firewood. The cost is \$700 per day for 15 students. The CHCA agreed that this is an excellent option for supporting our efforts and will identify suitable locations for applying these resources.

- **Traffic Update:** A contact with the British Police Service has provided information and a link for a software package that can be use to automatically send out letters to the registered owners of vehicles observed to be speeding excessively. The information received will be shared the Kelowna RCMP for their consideration.
- **Block Watch:** The Kelowna RCMP are in getting ready to kick off a Community Block Watch campaign. The CHCA appreciates the benefits of this program and will support the program by including information about the program on our fantastic, new website (cliftonhighlands.ca) and by inviting Block Watch representatives to present at our next AGM and to participate at future CHCA BBQ's.
- **Website:** Jessica Samuels with significant support from an invaluable volunteer who choses to remain anonymous has created the

cliftonhighlands.ca website; the go to place for many of your questions regarding the CHCA and the community we live in.

- **Updated Logo:** The logo is finalized. Document templates and business cards with the new logo are being prepared using the new logo. The logo is only to be used by CHCA Directors for CHCA related business. Any items utilizing the logo, such as letters or posters, need to be reviewed and approved by a majority of the CHCA Directors prior to use.
- **Facebook Page:** To grow the CHCA Facebook page membership, people joining the page between now and December 15 will be entered into a contest; with one new member being randomly selected and awarded a small token of the CHCA's appreciation.
- **“Duties of Directors & Officers” Bylaw Review:** The proposed changes were approved.
- **“Borrowing” Bylaw Review:** It was agreed that this Bylaw was not applicable to the CHCA and as such, the Bylaw in its entirety will be removed from the CHCA's Constitution and Bylaws.

Tara Godwin adjourned the meeting at 8:41 PM. The next meeting is scheduled for 7:00 PM on Wednesday November 27, 2019 at Fred Schubel's home. The agenda for the meeting will be issued on Wednesday, November 20, 2019

Minutes submitted by: Jim Burkell

Next Meeting Agenda Items

1. Traffic update.
2. FireSmart update.
3. “Auditor” CHCA Bylaw review.
4. “Notice to Members” CHCA Bylaw review.
5. “Bylaws” CHCA Bylaw review.

Follow-up Tasks:

	Follow-Up Task	Date Identified	Task Owner	Date Completed
3)	Inform to the homeowners with the right to access the Beach Access near the Lochview pumping station of their legal rights.	2018-Jun-05	J. Burkell	
5)	Integrate the Melcor / Wilden / Clifton trail plans into an overall trail connectivity plan.	2018-Jun-05	P. Fulton	
16)	Draft an updated CHCA Constitution and Bylaws	2018-Dec-11	J. Burkell	
17)	Develop and progress a plan for addressing the Clifton Traffic concerns.	2018-Dec-11	G. Evans	
23)	Obtain high visibility sandwich board signs for the CHCA's FireSmart work	2019-May-01	T. Godwin	2019-Oct-23
33)	Create a Mission Statement for the CHCA	2019-Aug-24	J. Samuels / T. Godwin	2019-Oct-23
34)	Verify what RSS's scope of work will be if we contract them to assist with fire fuel removal	2019-Sep-25	G. Evans	2019-Oct-23
35)	Send out an e-mail soliciting support from the community for the CHCA's FireSmart efforts	2019-Sep-25	T. Godwin	2019-Oct-23
36)	Contact Dustin, of Wilden, regarding his interest in helping with FireSmart tree falling.	2019-Oct-23	T. Godwin	
37)	Contact M. Holzy to determine his interest in having the RSS students FireSmart his property and his willingness to cover the cost	2019-Oct-23	T. Godwin	

38) Contact Oliver Butterfield to determine his available to assist with tree falling prior to Nov. 4 2019-Oct-23 J. Burkell

39) Add Block Watch information to the CHCA website 2019-Oct-23 J. Samuels
