

2024 Annual General Meeting

Wildfires: Assess, Prepare, Act

May 8, 2024



Clifton Highland
Community Association



AGENDA

WELCOME *Tracy Rullkotter*

ADOPTION OF THE AGENDA *Jim Burkell*

MINUTES OF THE 2023 AGM

ANNUAL FINANCIAL REPORT

PRESIDENT'S REPORT *Tracy Rullkotter*

ELECTION OF DIRECTORS *Barrie McCullough*

Wildfires: Assess, Prepare, Act

GUEST PRESENTERS

FireSmart *Kelowna Fire Department*

Emergency Preparedness *ALERT*

Xeriscape *Okanagan Xeriscape Ass.*

CLOSING REMARKS *Tracy Rullkotter*

ADOPTION OF THE AGENDA
MINUTES OF THE 2023 AGM
ANNUAL FINANCIAL REPORT

Jim Burkell



Previous CHCA AGM Minutes Review



Details of AGM Minutes

I. Call to order

Tara Godwin called the 2023 AGM meeting of the CHCA to order at 7:01 PM on April 17, 2023. The meeting was held in The Grace Baptist Church located at 1150 Glenmore Drive, Kelowna.

II. Approval of Agenda

The agenda was approved by A. Fryer and seconded by D. Campbell.

III. Minutes of Previous AGMs

- R. Smith summarized key points from the last formal AGM held on April 9, 2019 and read the minutes from the abbreviated AGM held November 30, 2022 to ensure CHCA remained as a viable association.
- A. Kimbal approved the minutes seconded by K. Pollack.

IV. Treasurer's Report

- Fred Schubel the CHCA Treasurer presented his report. At the start of 2022 the bank balance was \$1,594.75. At the end of 2022 the balance was \$1,670.81. There were some dormancy fees charged by Prospera but those were later recovered. There will be some charges for the rental of the church, the bulk mailing and the sign for the AGM. However as there has been no activity, the current balance remains at \$1,670.81, plus \$20 for the equity shares.
- The Treasurer's report was approved by ? and seconded by ?.



V. President's Report

- Tara thanked everyone for attending the meeting.
- In 2022 there were six directors' meetings and one abridged AGM held on November 30th to ensure the Clifton Highlands Community Association (CHCA) remained as an active association.
- The food drive was held on November 27th and raised over \$800 for the Kelowna Food Bank. The suggestion was made that it would be helpful to coordinate next year's drive with other community associations to increase the impact of donations to the Food Bank.
- Tara reminded everyone that bears are now coming out of their winter hibernation and that garbage should be kept safe as bears are euthanized if they become a problem.
- The statistics show that property crime is on the increase and Tara recommended that residents keep their vehicles locked at all times. The RCMP was asked to attend the meeting and present updated stats, but no one was prepared to attend.
- Melcor helped by providing equipment and manpower in last year's FireSmart program. Because it was always the same volunteers coming out to work and they were getting tired, CHCA is recommending we move in a different direction. The Rutland Senior Secondary has a forestry program training the students in FireSmarting procedures. For \$700, 14-15 students will come out in a bus for the day and conduct activities to reduce the fire risk. CHCA is hoping that the community will donate to this worthwhile program. Tara also noted that FireSmart has moved from being coordinated by the Kelowna Fire Department to being handled by the City. Unfortunately, no one from the City was available to be a speaker at this AGM. The City is offering a chipping program from May 1 – 31. You will need to go online to reserve a spot, but this maybe useful for anyone removing trees/bushes, especially cedars.



V. **President's Report Continued**

- The City has approved the application to increase the number of rooms in the upscale B&B on the Holzey property down by the lake. The CHCA was assured that the property would not be used to host meetings. The plan is to accommodate one group of high-end guests.
- Tara mentioned that Barrie McCullough will be presenting a quick talk on the Friends of Knox Mountain Park later in the meeting.
- This is Wilden's 20th anniversary of their first development. Currently there are about 780 single family homes and 200 duplex/townhomes. It is expected that over the 30 year development that 2,600-3,000 residences will be built, with more focus on multi-family housing going forward. Now development is taking place at Hidden Hills, which will include 105 single family lots and 60 townhouses. Market Square will consist of 200 apartments and 35,000 square feet of retail space and will kickoff in 2024 taking three years to finish. Wilden elementary is scheduled to start construction in 2028.
- Melcor's development between Clifton Road North and McKinley was planned to have six phases. Phase one is now complete but the subsequent phases are being redesigned (higher density?) but they couldn't tell us anything about the redesign and no one was available to speak at our AGM. There was no timetable for when the roads interconnecting the two areas would be completed.



V. **President's Report Continued**

- Tara listed several issues she was most proud of in her time with the CHCA:
 1. The Shearwater development was reduced from 200 homes to 22 lots.
 2. Friends of Knox has a resident located at the top of Knox Mountain Park.
 3. Implementation of the FireSmart program in the Community and the amount of combustible debris that has been removed over the years.
 4. Tara asked that people attending the AGM review the list of issues that Granger Evans had summarized on a board at the back of the hall as being the most significant and give their feedback so as to provide the new Directors with key issues to focus on.
- Tara announced that three directors were stepping down this year and encouraged other community members to become new Directors. Jessica Samuels who handled the webpage and social media, is retiring. Fred Schubel, CHCA's Treasurer and the person who hosted the Director's meetings, is also retiring. And lastly, Tara Godwin the President of CHCA, is stepping away after serving the Association for eleven years.



VI. Election of Directors

- Barrie McCullough thanked all Directors for their service and especially Tara Godwin for the many years she has given to CHCA.
- R. Smith proposed a motion to give Tara Godwin a permanent lifetime honorary membership. The motion was seconded by K. Pollack and was approved by voting members present.
- Patti Fulton, Granger Evans and Ralph Smith agreed to stand for re-election. Tracey Rullkotter, Peter Finamore and Michael Latimer volunteered to become Directors. The six Directors were elected by acclamation as proposed by V. Viduch and seconded by W. Vesplan.
- A meeting will be held April 26th to elect the new Officers of the CHCA.



VI. Proposed Amendments to CHCA's Constitution and Bylaws

- Ralph Smith summarized the material changes that were listed on a sheet of paper available to people as they entered the meeting:
- A big thank you to Jim Burkell who lead the revisions in 2018 & 2019 before stepping down as a Director.
- Original document dates from 1999 (24 years ago) when the CHCA was formed. Since that time the BC Societies Act, which establishes the requirements our Association must meet, has been revised. Our update was to ensure we complied with the current revision of the Act and to update current practices where they differed from the existing bylaws.
- There were no material differences between the BC Societies Act & the 1999 CHCA Constitution & Bylaws, but there were numerous differences in CHCA's practices.
- A major change was making membership open to individuals of legal age living within the boundaries of the Association. Previously membership was restricted to property owners, their spouse and any children of legal age living at that property.
- Membership now is based on an annual application form & payment of dues. Previously the Directors had to approve members and membership was not terminated unless the member died, moved out of the area or was not in good standing for a period of 12 consecutive months.
- Clarified that only those members in good standing are entitled to vote.
- Added a clause stating that the Chairperson is not eligible to cast a second vote in the event of a tie. Matters are approved in a meeting by a vote of 50% plus one, except for changes in the bylaws which requires two-thirds of voting members present.



VI. **Proposed Amendments to CHCA's Constitution and Bylaws Continued**

- Officers are now appointed at a meeting held by the Directors within 30 days after the AGM instead of 7 days.
- Officers and Directors no longer have to be a member in good standing for four months prior to the AGM. The provision was added that Directors (except for the President) could hold up to two offices where there were insufficient Directors to individually fill those offices.
- Both the President and the Treasurer are now required to sign off on CHCA's annual financial statements.
- Sections in the original bylaws dealing with a registered office of the Association, an Association seal and the ability of the Association to borrow money were deleted.
- Notices to members were originally only by flyer. The ability to contact members electronically via Facebook and email was added. In a similar fashion, any member that wants a copy of the CHCA Constitution & Bylaws they can now be provided in electronic form rather than a paper copy.
- The bylaw changes were approved by all voting members present at the AGM.
- Now that the Bylaws have been approved by the two-thirds majority required, an updated version of the CHCA's Constitution & Bylaws will be submitted to the BC government for their review & approval.



VII. Friends of Knox Mountain Park

- Barrie McCullough, who is President of the Friends of Knox Mountain Park Society provided a quick summary of what the organization stands for and gave a list of upcoming events the Society will be hosting.
- On Sunday April 30, 2023, there will be guided tour of the flora and fauna of Knox Mountain West. Participants are asked to assemble at the tennis court at 10:00 AM
- On Sunday May 7, 2023, there will be a guided tour of the trails in Knox Mountain Park East. Participants are asked to assemble at Blair Pond at 10:00 AM.
- The AGM for the Friends of Knox Mountain Park Society will be held on May 10, 2023, in the Rotary Centre (second floor). Councillor Gordon Lovegrove will be the featured speaker as he talks about the ten-year plan for the Park.

VIII. Kelowna United Neighbourhoods

- Paul Clark has formed this organization due to a perception that the various community associations are less engaged due to diffuse information. The plan is to advise the City of any concerns and bring a report to City Council from all the individual community associations.
- Paul clarified that his group is separate from Strong Neighbourhoods, a City run program that assists with community events.
- Paul outlined several areas where it would be helpful if the City of Kelowna provided assistance to the Community Associations:
 1. Dumping fees for materials removed by the FireSmart programs are quite expensive and should be recoverable by the non-profit organizations.
 2. The food drive done by CHCA this past winter would have a more significant impact on the Food Bank if the community associations could coordinate their appeals on the same day.
 3. Having the groups working together would provide greater symmetry.
 4. The City could identify the community associations with contact information on the tax roll list.
 5. The City could help the various organizations with communications and could reduce the fees charged by City venues when the organizations hold their meetings.



VIII. Kelowna United Neighbourhoods Continued

6. Letters were sent by various community organizations on March 1, 2023 asking for the City to forgive fees for meeting venues and to make more available to those organizations and to provide money to cover operating expenses for the non-profit community associations.
7. Suggestions were made to have the City provide assistance to navigate their website, as it is very useful but is not easy to use.
8. There are currently 12 community associations in the city and Dilworth is setting up a new association.
9. Paul suggested developing relationships with City Councillors and their staff. He recommended not providing criticisms but to come forward with suggestions on how to improve things

IX. Pest Issues and Control Measures

- Kurt Wallman summarized issues that he has seen in the CHCA area.
- Two years ago there changes made in the types of poisons that could be used in an effort to reduce harm to birds and other animals feasting on the dead pests, The rollback to the Type 1 poisons is less effective as the animal has to keep ingesting the poison for it to be effective.
- Pack rats/roof rats have come to Kelowna in the last ten years. The rat only lives for 1.5 years but can it can generate up to 50 offspring. The best defense is to clean up your yard and trim shrubs back and underneath so the rats would have to come out in the open.
- Sugar/Odiferous Ants are a prolific issue in the Okanagan. The little black ants can be seen following a common path (scent trail). While they can be found in homes, they most often nest in fir trees. They have multiple queens, so if disturbed they will form another nest. The eradication of the nest is the key for effective control. A product called Terro is likely to have the most success.



IX. Pest Issues and Control Measures Continued

- Carpenter Ants can be identified by the presence of frass (sawdust) and ant wings, especially in Spring. They need damp rotting wood, so removal of this wood will reduce their presence. They only have one queen so if found inside a house the only way to eradicate the nest is by killing the queen.
- Silverfish are only found where there is a moisture problem so solving this issue is necessary.
- Clifton Highlands is a Termite zone with an estimated 10% of the homes in the area expected to be affected at some point in the future. The presence of termite wings in the furnace filter and/or vertical hollow tubes projecting from the basement floor is an indication of termites. Treatment is costly and requires the injection of chemicals around the entire perimeter of the home and under the slab as well.
- Stink bugs or box elder beetles are an invasive species from Europe. They like elm trees. Home Defense is the go-to product to get rid of them and is very safe.
- Moles can be identified by the mounds of dirt they make. You need to identify and treat all holes at the same time with a product called Giant Destroyer which is economical (about \$12 for 4 sticks). Once ignited, toss the stick down the hole and cover up the entrance. You should be aware that you will not be successful with the first application.
- Bats and migratory birds are protected species so they cannot be poisoned. Should a bat be a problem always returning to the same site, a helium balloon allowed to sit near that site will cause the bat to move on.
- Wasps will always be around, especially if you have a pool. Rescue-me will work, but the WHY (wasps, Hornets, Yellowjackets) with the hormone is even better. Just make sure to hang the bags as far away as possible from where you will have food.

As there were no additional issues from the floor, A. Fryer proposed adjourning the meeting which was seconded by H. ?. Tara Godwin adjourned the meeting at 8:39 PM. Minutes compiled by: Ralph Smith



CHCA Financial Statement

as of December 31, 2023		
2022 Closing Balance (Incl. \$5 equity shares)		\$ 1,665.81
Income	Membership Fees	803.15
	<u>Fire Smart Donation</u>	<u>700.00</u>
	Total Income	1,503.15
Expenses	Annual report filing (2 years)	80.00
	Bank expenses	5.00
	<u>AGM</u>	<u>560.66</u>
	Total Expenses	645.66
2023 Closing Balance (Incl. \$5 equity shares)		\$ 2,523.30

PRESIDENT'S REPORT



Tracy Rullkotter

Clifton Highland Community Association

2024/2025 Plan

Our objective: We are considerate neighbours who are committed to strengthening our community through FireSmart® activities, residents' safety, civic engagement, and active living within a natural environment.

This year's goals:

- 1.** Increase awareness of **traffic and speeding impacts** with our community and council using data
- 2.** **Empower the community** with increased access to information
- 3.** Drive neighbourhood connection to **foster a sense of belonging and community**
- 4.** Focus on building the **long-term viability of the community association**

Explore options to gather data on speeding and driving awareness

- Explore companies and parameters to track speeding using technology
- Communication campaign to encourage reporting of speeding

Host marquee community events and activities

- FireSmart chipping day
- Community bbq with WCA
- Winter food drive
- Annual General Meeting



Increase communication through updated website and newsletter

- Update website with more information on key city programs (eg. FireSmart, etc)
- Send quarterly newsletter that includes member spotlights

Increase membership through outreach programs

- Member benefits (eg. coupon codes for services)
- Create 'new to neighbourhood' welcome package

Develop robust **policies, streamlined processes, and stronger community bonds** to establish a sustainable model

“Let's make a difference together”



What the Clifton Highlands Community needs is you!

*We are looking for more passionate
individuals to join us on the board!*

Key areas we are looking for folks interested in supporting the community through:

Risk Management: Identifying and helping us mitigate potential risks for the community association and its members.

Communications: Supporting efforts to effectively conveying information and fostering dialogue to keep residents informed and engaged.

Event/Activity Planning: Organizing and coordinating events and activities to promote community connectedness

Administrative Skills: Efficiently managing tasks and operations to support the smooth functioning of the community association

Strategic Partnerships: Establishing collaborative relationships with external organizations and people to leverage resources and achieve common goals.

Volunteer Management: Recruiting, organizing, and supporting volunteers to contribute to community initiatives and projects effectively.