

Lancaster Gate Tenants Committee (LGTC) Minutes

March 24, 2026, 3PM

In attendance: G Christensen, L Fedje (remotely), Vicki J, Mandy H, D McCorquodale. (*D. McCorquodale departed the meeting approximately 25 minutes after commencement.*)

Committee Changes:

- D. McCorquodale stepped down from the role of Secretary and remains a member of the Committee.
- Mandy H was appointed Secretary, supported by G Christensen, Vicki J, D McCorquodale, and L. Fedje.
- J. Miller and S. Reiffersheid resigned from the Committee. (*Future Treasurer role to be determined.*)

Chair: The meeting was called to order and the Chair provided the following report:

- Balcony repairs – Pacific Quorum is working with engineers and contractors on proposals. Scope and cost estimates are under review, including potential repair options and scheduling. Once finalized, proposals will be submitted to ownership for next steps.
- Building security – Discussion regarding front entrance camera functionality and overall system reliability. Michael with Pacific Quorum will follow up with Pacific Quorum regarding system performance, potential upgrades, and access.
- Building accessibility – Ongoing discussion regarding entrance access and mobility considerations. Building limitations noted; potential options continue to be explored, including possible entry system improvements.
- Planters / landscaping – Green Space will proceed with repairs to flower beds, planting in vacant areas, and additional garden maintenance. Boulevard turf options were considered by Pacific Quorum and will not be pursued.
- Passenger loading zone – Discussion regarding a potential loading zone in front of the building. Pacific Quorum advised this would be a City matter and is unlikely to proceed. D. McCorquodale at a previous meeting volunteered to investigate COV policy about a passenger zone. There was no opportunity at this meeting to hear the result of the investigation.
- Pets – The building maintains a no-pet policy. Discussion included Pacific Quorum providing real estate agents with an information package outlining building rules and policies.

Minutes from Previous Meetings:

- February 3, 2026 & February 24, 2026 – The minutes were reviewed and will be posted to the Lancaster Gate website.

Methodology for Committee Activity:

- The Committee discussed its meeting approach. The members present indicated a preference to continue operating using an informal structure rather than adopting formal procedures such as Robert's Rules of Order.
- The Committee discussed the process for preparing and sharing minutes. The members present indicated a preference that the Secretary prepare the minutes and submit them to the Chair for review, after which the minutes will be posted to the Lancaster Gate website.
- The Committee discussed circulation of draft minutes. The members present indicated a preference that minutes not be circulated to the full Committee prior to posting.
- Agenda items may be provided to the Chair at any time. The Chair will compile and circulate the agenda in advance of meetings, as discussed by the members present.
- Communication practices were discussed, with the Lancaster Gate website identified as the primary channel, subject to privacy considerations.
- Clarification of communication expectations: - Routine matters may be addressed by email - More complex or significant matters will be addressed at meetings

- Members noted the importance of maintaining respectful and productive communication.

New / Other Business:

- Garbage bin lock – Ongoing discussion regarding replacement.
- Pool area – L. Fedje volunteered to paint the railings.

New Items:

- 2026 AGM – L. Fedje will inquire regarding room availability at the West End Community Centre and report back.
- Committee composition – Following recent changes in membership, the Committee discussed adding additional members to support continuity of operations. This will be revisited at a future meeting.
- Sound amplification for future AGM– Ongoing discussion for future meetings.

Not Discussed or Tabled:

- Treasurer role – To be addressed following S. Reiffersheid resignation.
- Elevators – Further discussion deferred.
- Committee objectives / mission – Briefly raised; no further discussion at this time.

Meeting Adjourned at 17:03