

**HARRISON HOLIDAY PARK  
BOARD OF DIRECTORS MEETING  
Sunday, November 21, 2021**

**via Zoom  
Time: 9:30am**

**Agenda - Board of Directors meeting**

**In Attendance:**

<b>President</b>	<b>Patty Warkentin</b>
<b>Vice President</b>	<b>Bob Walters</b>
<b>Secretary</b>	<b>Cliff Eagar</b>
<b>Treasurer</b>	<b>Wayne Darlow</b>
<b>Park Enhancement</b>	<b>Sharon Cross</b>
<b>Park members Liaison</b>	<b>Dana Vandecasteyen</b>
<b>No portfolio</b>	<b>Desmond Delusignan - not in attendance</b>

**Visitors:**

<b>Park Caretaker</b>	<b>Frank Fong</b>
<b>Asst Caretaker</b>	<b>Roland</b>
<b>Rules and Reg's committee (10:00)</b>	<b>Zoey and Larry</b>
<b>Bylaws committee (10:30)</b>	<b>Cindy</b>
<b>Tech team (11:00)</b>	<b>Cindy</b>

**1) Meeting called to order at 9:25**

**2) Approval of Agenda**

Added Dana's request re the Facebook page - approved

**3) Approval of Minutes of meetings**

**A) Board of Directors meeting October 17th, 2021**

Proposed by Patty, seconded by Cliff – approved 6 : 0 Unanimous

**4) Business arising from October Minutes**

1. After discussion, the Board approved a change to the following motion: Rule 2 C. *Recreation Vehicle Standards: All RV's and Park Models are to be CSA approved. All members must maintain year-round liability insurance on their site. Proof of valid insurance must be produced when renewing annual membership*, the highlighted wording to be changed to read, "*Members failing to provide the office with proof of current liability insurance will be denied access to their lot and their gate card will be disabled until such time as the required paperwork is provided.*" Rational: This would allow for annual dues to be collected as per current Bylaws, while still providing the leverage needed to protect members from being held liable for any claims on another member's uninsured lot. As members have access year-round, it would also ensure the coverage is from January 1st through December 31st rather than just from May to whenever their insurance expires.

Motion proposed by Patty, Seconded by Bob. Motion approved 6 : 0 unanimous

According to Bylaw 10 D, the Board can implement a Rule change and have it ratified by the membership at the following General Meeting. In compliance with this Bylaw, the Board will implement this change to the above Rule 2 C with immediate effect.

2. Representatives, Zoey Slater, Larry Sargeant and Cindy Dalglish representing the three new park committees (R&R's, Bylaws and Tech) joined the board at +/- 10h00 to provide the Board with updates, gather information and answer questions.

Zoey and Cindy were selected respectively as the chairpersons of the R&R's, Bylaws and Technical committees (Cindy will represent both the Bylaws and Technical committees). Cindy has drawn up a form which will incorporate requests from, and supplies information to the membership. This form is in review at this time. The R&R committee has copies of meeting minutes for the past 20 years in an attempt to track the history of past changes and the context for those changes. The 3<sup>rd</sup> Sunday in May has been earmarked for a General Meeting to discuss proposed changes to the R&R's and Bylaws. Patty mentioned that there could be Rules of a more urgent nature that will be handled at the April General Meeting and that this should be kept in mind.

Those R&R changes which will only be included for clarification purposes or are semantic in nature, should be grouped together so that they can be ratified in bulk. Harrison Village and the Park's insurer will be consulted to better understand what issues may be impacted by possible changes to the Rules, etc.

Cindy mentioned that the various sections of the Bylaws will be broken out and studied in relation to how other organizations have handled these and with specific reference to the Societies Act.

The following note was submitted by Cindy as a record of their discussions:

*"The bylaws committee is working very well together and have started reviewing bylaws in order that they currently appear. We are meeting approximately bi-weekly and at each meeting we are assigning bylaws for each person to review and come back with their suggestions, if any. Then as a group, we review the language being used. Our goal is to update our bylaws to be in compliance with the Societies Act and have simpler language, so interpretation is clear. We have drafted a form for members to use to provide their input for both the bylaws and rules/regulations committees. This will be sent out to members early in December."*

Regarding the Technical committee (essentially looking at a revised website format), Cindy mentioned that a revised basic website is being worked on and to get this in place sooner rather than later. Cindy was requested to have her committee look into the actual 'name' associated with our website and how automatic payments for the use of the site could be dealt with.

The following note was submitted by Cindy as a record of their discussions:

*"As Dana has mentioned in his note out to members, we are working to get a functional and easy to use website up and running. Once the basics have been done, we will work to enhance the website to include any updates put on the website to automatically send to member emails so people can be apprised of what is happening, provide a member discussion area, and other enhancements to the member section. Once we have the website working, we will also build a manual for staff on how to update the website and provide some troubleshooting suggestions. We can't wait to show you all!"*

## 5) Reports:

### Caretaker's report:

- a) Cleaning up leaves – on going
- b) Regarding the flood that occurred during November: The Park got really 'lucky' we have 9 sewage pump stations, and these have been pumped down constantly to minimize overflow flooding.
- c) The Electrician has started repairing the items that were noted on the inspector list to maintain the Park up to code. All the work listed will be completed by the due date noted on the report. We would like to thank Sharon for all her help in this matter. Regarding compliance to the electrical code on individual lots, it is up to the Park to monitor this. How this is to be done will be addressed by the maintenance staff together with the Board.
- d) Regarding the fire-pit benches, there is a member in the park who can assist with replacing the tops with 'live-edge' boards at \$45 per bench
- e) Replacing the corroded chains supporting the sewer pumps with 'nylon' ropes has started

- f) Staining of the new picnic table will be done during this winter
- g) The bookracks to be installed at the stage-end of the clubhouse was discussed. These are to consist of wooden uprights fixed to the walls and equipped with adjustable shelving brackets with wooden shelves. However, this is not a priority at this time and will be postponed until a later time.

**President's report:**

The Park was notified that HHPA must file a **Landowner Transparency Registry (LOTR)**: This deadline was recently extended to November 2022; however, we had already requested the Parks lawyers, Centra Lawyers to get this completed.

Patty reported that the following committees have been established:

**Committees...**

A launch meeting was held via zoom on October 25<sup>th</sup> for the new Rules and Regulations committee.

Representing the membership are...

Zoey Slater (chair)

Barbara Mazzegga (liaison, contact = [Rulesandregshhp@gmail.com](mailto:Rulesandregshhp@gmail.com))

James Hook (*apologies*)

Larry Sargent

Francis Toebaert

Carlton Toews

Lou Moodie

Darlene Brigidear

A launch meeting was held via zoom November 1<sup>st</sup> for the new Bylaws committee. Representing the membership are...

Cindy Dalglish (chair)

Letti Forsyth (liaison, contact = [HHPABylaws@gmail.com](mailto:HHPABylaws@gmail.com))

Robert Saunders

Gayla Richardson

Paul Leblevec

Linda Costain

A launch meeting was held via zoom November 1<sup>st</sup> for the new Technical committee. Representing the membership are...

Cindy Dalglish (chair)

Jean-Francois Pageau

Keith Thiessen

The launch meetings went well. The teams are excited to get started on the tasks set before them. Over the next 7 months, each committee will work as a team to gather feedback and suggestions from park members, investigate possible issues/concerns with both current and proposed Bylaws / R&R and ultimately put together a list of suggestions for changes, which will then be presented to the membership for voting at the Special meeting scheduled for May 28<sup>th</sup>, 2022.

**Vice President's report:**

Ongoing issues regarding the operation of the Park

**Secretary report:**

We have received notification from the CRT that they have allocated the matter to one of their legal resources and that it would be a while before we heard anything back from them.

**Treasurer's report:**

**October financial snapshot ended October 31, 2021:**

Operating Capital	: \$240,917
Contingency fund	: \$429,431
<b>Distribution of Funds:</b>	
Cash/chequing	: \$13,908
Savings account	: \$57,081

Based on these October Statements the Treasurer estimates that we are running a Net Deficit of about \$15,000. This is mainly due to the purchase of the Office Printer, Generator and Emergency Exit Gates in the month of October.

Wayne has had some discussions with Cathy (Accountant) and they are going to update the "Projected Actuals" to get a clearer picture of where we are in terms of budget. This will mean Wayne will be going to each Board member for a list of any major purchases/expenses that they may have planned. Things like the Web Page upgrades and the email upgrades. Remember our Fiscal Year End is April 30, 2021, so anything to be purchased before that date needs to be accounted for.

As it stands right now, Wayne feels that the Deficit will come in at about \$20,000. As a result, we are going to have to go back to the members to get approval for either a transfer from the contingency or require a special assessment amounting to about \$50 per member. He would like to go to the members once with the correct number and not keep going back for additional money. So, allow for a couple of weeks to work on the numbers. This will take us close to Christmas. So perhaps early January to present a realistic update of the finances.

### **Comments from other board members**

Bob commented that the major work done last year was extra-ordinary and we should have declared a deficit at year end and then charge the contingency fund rather than carry those costs in the operating budget.

#### **Park Liaison:**

Dana is dealing with an appeal that was lodged last year. He will distribute the details for Board member input

#### **Special projects:**

Nothing to report at this time

#### **Park enhancement:**

Sharon raised the subject of providing paver stones for the ramp up to the covered patio to facilitate easier wheelchair access. The cost of paving the ramp would amount to +/- \$4,000. It was decided to replace the loose gravel with crusher dust to save costs at this time

## **6. Correspondence:**

### **From:**

xxx re: Minutes of Board meeting minutes since Sept. 11, 2021

xxxx re: xxx

xxx re xxx

xxx Reply to response from Board

xxx & xxxx re: Withdraw litigation and other points

xxx re Grant for Park

xxx re: wants letter removed from file

xxx re: Attention to Board of Directors – various items

xxx re: xxx

xxx re: wanting confirmation of letters being removed from file.

xxx re Wanting confirmation of letters being removed from file.

### **To:**

xxx Response  
xxx Response  
xxx Response  
xxx Response  
xxx Response  
xxx re xxx  
xxx Response re withdraw litigation  
xxx Response re: withdraw litigation  
xxx re Member in good standing  
xxx re Member in good standing  
xxx re Response Grant application  
xxx re: Response Facebook and xxx  
xxx re: Various items  
xxx re Appeal to remove wooden blinds –they have to be removed  
xxx Response re xxx

## **7. Email Votes:**

Nil to report

## **8. New Business**

Dana announced that the new Facebook announcement page is available and asked how this would be disseminated. This should be sent out via email and mailed to those members known to not have an email. Other Facebook administrators would be requested to carry this announcement as well. Lynn and Dana would be administrators of the FB. The name of the new Facebook would be '**HHPA Announcements**'

## **9. Confidential BoD Business (Staff required to leave the meeting)**

The board has received requests from members to have specific items removed from their files. The Societies Act does not cover this topic and we are then referred to the Private Information Protection Act (PIPA). The VP in the case of HHPA is the 'Privacy Officer' who is responsible for ensuring that the members' personal information is dealt with properly and is secure. A discussion ensued whether this type of information should be removed from personal file in the office. It was requested that clarity be obtained from PIPA regarding this issue.

Moving forward re: Desmond deLusignan.

Next steps in regard to releasing additional information regarding this event:

As per the website notice dated Oct 4th, 2021, "To ensure members can make an informed decision, additional information will be provided regarding the breach prior to the meeting being held." This information will be provided in the meeting minutes dated Oct 2nd, 2021. Patty will be circulating a note suggesting the content to be circulated to members.

In future, after the draft meeting minutes have been circulated and revised with comments received, these should be circulated and voted to be released for publication via email.

**Meeting adjourned at 1h10pm**

**Next meeting to be held via Zoom on January 16<sup>th</sup>, 2022**

**Prepared by Cliff**