



# Meeting Minutes

## Agenda Item #7

**HARRISON HOLIDAY PARK  
AGM MEETING MINUTES  
SATURDAY September 11th, 2021**

**Harrison Holiday Park Clubhouse  
Time: 10:00am**

Approved by: Cliff, Patti, Kelly, Bob, Sharon, Dana

**In Attendance:**

<b>President/Secretary</b>	<b>Cliff Eagar</b>
<b>Vice President</b>	<b>Bob Walters</b>
<b>Treasurer</b>	<b>Don Pepper</b>
<b>Park Enhancement</b>	<b>Rose Torget</b>
<b>Special Projects</b>	<b>Desmond Delusignan</b>
<b>Park Liaison</b>	<b>Dorothy Darlow</b>
<b>Past President</b>	<b>Carroll Smith</b>

**1) Call the meeting to order**

Meeting called at 10:05am

**2) Board members and scrutineers were introduced**

**Scrutineers**            - Francis Toebaert  
                                 - Bev Silverton

**3) Scrutineers have checked all responses and validated memberships to ascertain a quorum**

Francis declared that the meeting had a quorum:

Voters	114
Proxies	77
Spoiled proxies	5

**It was declared that we have a quorum**

**4) Motion #1 - To accept the agenda as proposed**

Proposed        #85 Don Pepper  
Seconded       #293 Jim Doucette  
Motioned **passed** by show of hands

**5) The meeting be conducted as per “Roberts Rules of Order”**

A sheet giving a simple reminder of the rules and suggestions meant to keep the meeting running smoothly, was given out at registration

**6) A moment of silence was observed for those members who have passed away this past year.**

**7) Motion #2 - To accept the minutes of the May 23, 2021, Spring GM**

Proposed #85 Don Pepper

Seconded #315

Motion **passed** by a show of hands

**8) Business arising from the minutes:**

i) A Voting Committee was struck under the chairmanship of Jim Doucette (Past President) with members Don Pepper, Des DeLusignan, Cindy Dalglish and Stuart Moline.

A progress report was read out by Jim and is attached as an interim record of deliberations at the date of this AGM. (See Page 6 & 7)

ii) As a result of an earlier motion, ballots from the Spring General Meeting, which were held by the Lions Club, have been destroyed by that organisation

**9) Reports:** Board of Directors reports were included in the package sent to members  
The President/Secretary's report as well as the Vice President's, Park Liaison's, Special Project's, and Park Enhancement's reports were presented as read

Proposed #293

Seconded #2

Motion **passed** by a show of hands

The financial year end report was presented by Don Pepper.

The legal fees to end April 2021 were highlighted as \$2,490, these are included under 'Operating Expenses'

Proposed #85 Don Pepper

Seconded #142

Motion **Passed** by show of hands

A member requested the legal fees spent to date – the Treasurer responded that this total is \$6,619 at this date

A member requested to know why the board was spending funds on lawyer fees. The treasurer replied that this board voted on this course of action in view of the challenges faced by this board because of interpretation of the bylaws as well as referencing the Societies Act in the never-ending barrage of letters and emails coming forward from some members, some of which were personal.

The board felt that it was proper to take advice on where our standing is and where we could proceed. The board voted to engage a legal company to represent this board in any further actions and discussions as it relates to bylaw enforcement requirements for actions taken within the park

**10) New business:**

**i) Notice of Resolution #1** – To transfer up to \$30,000.00 from the Contingency Fund to Operating Revenue to fund the Emergency Fire Response Program.

Taking cognizance of the fire hazards that this Province has and still is facing, the Board considered this an emergency and voted to proceed with this project and is now seeking approval from the membership to ratify this expenditure.

Proposed #85 Don Pepper

Secunder #236

Motion **passed** by show of hands

**ii) Notice of Resolution #2** – To approve the new internet/WiFi service provided by Connectivity Alliance to all members of the park.

Proposed #85 Don Pepper

Secunder #77

After much discussion, this motion was tabled for a future meeting when members could better inform themselves and get Connectivity Alliance to present what they are proposing for HHP and possibly obtain further quotes in this regard.

Motion defeated after being called to question.

**iii) Emergency Response Plan**

A committee will be struck to work out the details of this plan and report back to the members

Carrol Smith #96 interjected and proposed that topics under Agenda item 15. 'GOOD AND WELFARE' be brought forward before item 12 on the agenda

Proposed #113 Paul LeBlevec

Secunder #64 Linda Costain

The motion is **carried**, and it will now become Item 13 as follows

**11) i) Notice of Resolution #3** – It is moved that HHP have a full Accounting Audit done by an independent Auditor, on all books.

This motion was put forward by Carrol Smith in an email previously sent to the board

Proposed #96 Carrol Smith

Secunder #113 Paul LeBlevec

In favour of the independent audit 72

Against having an independent audit 103

This motion is **defeated**

**ii) Notice of Resolution #4** – It is moved that By-laws, Section D, #6 be changed as follows: -

**Now-----**Each Director shall be elected at an Annual General Meeting to hold office for two years. Any vacancy on the Board may be filled by appointment by the remaining Directors and

the Directors so appointed shall serve until the expiration of the term of the vacating Director. Former Directors of the Board who remain members in good standing may be appointed by the Board of Directors as ex-official members of the Board of Directors for any period of time deemed necessary.

**Change to-----** At each Annual General Meeting of the Harrison Holiday Park Association, members shall be elected to serve on the Board of Directors for a 2-year term to fill vacancies created by retiring Board members who have completed their 2-year term. Retiring Board of Directors shall be eligible for re-election, but no Board member shall be elected to more than 2 consecutive terms. Retired board members are eligible for re-election after 2 years being off.

Proposed #96 Carrol Smith

Seconded #113 Paul LeBlevec

In favour of the change 76

Against the change 93

This motion is **defeated**

**Alternatively** - The Board of Directors can hold the same BOD position for a maximum of 4 (four) years

Proposed #96 Carrol Smith

Seconded #113 Paul LeBlevec

By a show of hands, this motion was overwhelmingly **defeated**

## **12) Election of new Directors:**

There is currently one vacancy on the Board and three Board members have reached the end of their terms and will be stepping down, namely Don Pepper, Rose Torget and Dorothy Darlow resulting in four openings on the Board.

The nominees were requested to stand before the meeting and present themselves.

The nominees and the ballot results are as follows: -

<b><u>Nominees</u></b>	<b><u>Result</u></b>
Bill Luke	30
Dana Vandecasteyen	97
Sharon Cross	100
Jeff Honeysett	55
Brian Phillips	87
Wayne Darlow	95
Patty Warkentin	92
Zoey Slater	85

176 ballots cast with 9 spoiled ballots

Members elected to the Board: -

Dana Vandecasteyen  
Sharon Cross  
Wayne Darlow  
Patty Warkentin

By a show of hands, the scrutineers were requested to destroy the votes

### **13) Good and Welfare**

Whilst the ballots were being counted, the meeting proceeded with item 14) Good and Welfare

- i) Jim Doucette, Lot 293, proposed the following motion: Be it resolved by the members of HHPA that all information contained in a member's file is to be deemed as private and confidential, only elected board members, the membership owners and the Association Administration Staff shall have access to the information contained in a member's file.

Proposed #293 Jim Doucette

Seconded #2 Dan Heibert

Motion **passed** overwhelmingly by a show of hands

It was further confirmed that HHPA's Privacy Officer is the Vice President

- ii) Larry Sargent, lot 249, requested information regarding the time applicable in a letter received from the Board containing a condition.

**Action:** This request will be forwarded to the Bylaw Committee for review and possible inclusion as a new item in our Bylaws

- iii) Dana Vandecasteyen, lot 123, requested information regarding the upgrade to the website.

**Action:** This matter is outstanding and will be referred to the new board.

- iv) A separate email addressing the board directly is outstanding at this time and should be addressed by the new board

### **14) Announcement – re. Changes to Bylaws and Rules and Regulations:**

A Special General Meeting will be held on Saturday May 28, 2022, (subject to restrictions by the PHO) to discuss and update any changes required to the current Bylaws and Rules and Regulations. To this end, copies of these documents will be made available to members so that they can prepare for this event.

**Meeting Adjourned at 2:56pm**

**Minutes prepared by Cliff Eagar**

## Voting Committee Update Report:

(Presented to the membership at the AGM, dated September 11<sup>th</sup>, 2021)

As the membership indicated in the votes taken at the May 23<sup>rd</sup>, 2021, General Meeting, a committee was struck to develop a secure voting process. I am the Chair of the committee, and the members are Don Pepper, Desmond de Lusignan, Stuart Moline, and Cindy Dalglish. Our committee met on August 28<sup>th</sup>, 2021, and unanimously agree to contents of this report.

Recognizing that the preferred voting method for the members remains to be in-person at the general meeting, However the Board recognizes that in the future there may be a need to host virtual electronic meetings due to extenuating circumstances.

Your feedback on this report is valuable and will be incorporated at our next committee meeting.

A new bylaw would be added to Section E – General Meetings and Votes of Members, the committee is proposing the following By-Law.

***“General meetings may be held in-person or via a virtual/electronic method. The decision of the meeting method is at the discretion of the board.”***

***“An Elections Officer will be voted in by the membership annually at the Spring AGM. The Elections Officer operates independently from the board and is not directed by the board, but reports to the Board of Directors, to enact the voting procedures outlined in a NEW BYLAW (TBD).”***

We also recognize that the Government has the authority to direct and create regulations that may supersede our bylaws and the Board's authority. If a restriction is ordered that precludes in-person congregations regardless of the outcome of the vote on this proposed bylaw, we will be forced to hold the meetings via a virtual electronic platform.

We also recognize that mail-in voting is problematic for the members and the Board, this committee is unanimously in agreement that will not utilize mail in ballots under any circumstance. The process is time consuming labour intensive and expensive, and it requires an outside organization to count the ballots. You can not raise an amendment to the proposed bylaw it is a simple yes or no process not ideal.

In the case of a virtual/electronic meeting, registered members may participate at the meeting through internet access or through telephone participation. Voting will be done through the virtual platform and those that are participating through the phone will be extended the opportunity to vote verbally. The committee feels that it will ensure that all who want to participate will have the opportunity.

The committee also recognizes there is an increased cost associated with running virtual/electronic meetings. We anticipate the cost to host a virtual meeting will be approximately \$15 per membership. This would be collected on the next year's dues after the AGM occurred as a one time increase per virtual/electronic meeting.

All members wishing to attend the virtual/electronic meeting will be required to register through a secure online registration system (TO BE RESEARCHED AND DETERMINED) to secure that only one vote is permitted for each membership, the votes cast will be anonymous, and that all votes counted were by those registered and in attendance virtually or by their proxy. This will allow for an immediate tally of the votes that were cast pertaining to the motion and results will be immediately known by all the members participating in the meeting.

As mentioned previously, we are looking at creating a position of the Elections Officer to support both in-person and virtual/electronic meetings going forward. We see this position as responsible for all voting aspects of any general meeting. The Elections Officer would enact the voting procedure that is agreed upon and voted in, they would oversee scrutineers, the meeting registration, the associated costs and contracts required to host a virtual / electronic meeting. They would also work with the Office Administrator (Lynn) to ensure that all the required materials are in place for an in-person meeting including proxy voting, and at an in-person meeting conduct a count of the votes from the floor as maybe directed by the President.

The committee will continue to develop the process and take your feedback into consideration as we continue our work. We will come back to you and provide information outlining the process as well as the various platforms available to host virtual electronic meetings.

Thank you and we are open to questions and feedback!



# Harrison Holiday Park Association

SPECIAL GENERAL MEETING #1 – Via Zoom

Saturday, March 12, 2022 @ 10:00 am

## Minutes

### Board of Directors:

President	- Patty Warkentin
Vice President	- Bob Walters
Treasurer	- Kelly Stanoffsky
Secretary	- Cliff Eagar
Park Liaison	- Dana Vandecasteyen
Park Enhancement	- Sharon Cross
No portfolio	- Desmond DeLusignan (absent)
Past President	- Cliff Eagar
Facilitator	- Zoey Slater
Asst Facilitator	- Cindy Dalglish
Scrutineers	- Gayla Richardson (Head)
	- Pam Elphick
	- Ken Elphick

### 1) Meeting called to order at 10:17am

The President reminded the members that this meeting is being held to satisfy the requirements of the Civil Resolution Tribunal ruling by revoting on the original 2021 – 2022 budget held in May 2021.

### 2) Housekeeping

Various housekeeping matters were read out by the President

### 3) Introduction of the Board of Directors

### 4) Ascertain a quorum

The Scrutineers confirmed that a quorum was present with **91 eligible voting members present and 18 registered proxies.**

This is greater than the 10% of members stated in our bylaws.

### 5) Motion to accept the agenda as presented

Seconded by lot 323 - Kari-Lynn Bruce

No further discussion

#### Poll/Vote Results:

Yes: 99

No: 0

Eligible, but did not vote: 10

**Motion passed**

### 6) Practice Vote

A practice vote was set up to ensure that members were comfortable with the Zoom voting process

**7) Motion to accept the Meeting Rules/Procedures as presented in Schedule E (in pre-meeting package)**

Seconded by Ben Buhler, lot 178

Frances Toebaert, lot 204, enquired about an item in these rules which required that, in order to vote, the computer camera must be 'on'. Frances contested that this was unfair and proposed an amendment to this particular item as follows: -

**Amendment – Motion to allow those who do not have access to video to vote at this meeting.**

Seconded by Dorothy Darlow, lot 190

**Note** – Cindy Dalglish, a member of the recently established 'Voting Committee,' explained that this was a requirement to establish the integrity of the voting process to replicate as close as possible to an in-person environment. In this way, one could establish that the person in front of the screen/camera was in fact the voting member. Jim Doucette, Chairman of the Voting Committee responded that the committee was trying to replicate what is done with the Strata Corporations to house electronic meetings and the requirements as stated in this rule is standard protocol and requested that, for the purposes of this meeting, that we proceed as we are, vote on the resolution in front of us and should a request be forwarded in the future to change the process, then this be considered at that time.

**Poll/Vote for the Amendment**

**Results to adopt the amended rule:**

Yes: 58

No: 43

Eligible, but did not vote: 8

**Motion passed**

Returning to the original motion which now contains the amended item which allows members without video to vote.

**Poll/Vote Results:**

Yes: 95

No: 9

Eligible, but did not vote: 5

**Motion passed**

**8) Treasurer's Report**

Kelly reintroduced the original 2021-22 budget, as initially presented in April 2021 and as circulated in the meeting package as **Schedule A**.

It was pointed out by Rita Walters, lot 397, that the original budget was voted on and passed by a majority of the members in 2021.

**9) Business arising from the Civil Resolution Tribunal ruling as circulated in the meeting package as Schedule B.**

This meeting is being held to rectify the invalidity of the vote, as per the Civil Resolution Tribunal finding by moving the following motion: -

**Motion:**

**Whereas** the Civil Resolution Tribunal ordered Harrison Holiday Park Association to hold a GM in accordance with the Societies Act and its bylaws for the purpose of allowing the members to vote, in person or electronically, on the 2021-2022 budget.

**Be it therefore resolved** that HHPA members accept the 2021-22 budget as presented.

Seconded by Sharon Hurd, lot 276

**Poll/Vote Results:**

Yes: 97

No: 8

Eligible, but did not vote: 4

**Motion passed**

10) **Adjournment**

The Special General Meeting was adjourned at 11:15am

# Harrison Holiday Park Association

SPECIAL GENERAL MEETING #2 – Via Zoom

Saturday, March 12, 2022, (following SGM #1)

## Minutes

### Board of Directors:

President	- Patty Warkentin
Vice President	- Bob Walters
Treasurer	- Kelly Stanoffsky
Secretary	- Cliff Eagar
Park Liaison	- Dana Vandecasteyen
Park Enhancement	- Sharon Cross
No portfolio	- Desmond DeLusignan (absent)
Past President	- Cliff Eagar
Facilitator	- Zoey Slater
Asst Facilitator	- Cindy DalGLISH
Scrutineers	- Gayla Richardson (Head)
	- Pam Elphick
	- Ken Elphick

### 1) Meeting called to order at 11:22am

### 2) Ascertain a Quorum

The Scrutineers confirmed that a quorum was present with **91 eligible voting members present and 18 registered proxy votes.**

This is greater than the 10% of members to be present as stated in our bylaws.

### 3) Motion to accept the agenda as presented

Seconded by lot 240 – Letti Forsythe

No further discussion

#### **Poll/Vote Results:**

Yes: 100

No: 0

Eligible, but did not vote: 9

**Motion passed**

### 4) Motion to accept the Amended Meeting Rules/Procedures as presented in Schedule E (in pre-meeting package)

(Note: As amended and adopted during SGM #1)

Seconded by lot 145 – Julie Howatt

No further discussion'

#### **Poll/Vote Results:**

Yes: 100

No: 1

Eligible, but did not vote: 8

**Motion passed**

5) **Vote on amendment to Rule 2 C - see Schedule A in meeting package**

**Motion #1:**

**Whereas** access to membership lots is year-round and, for the protection of all members and their investments, liability insurance on membership lots must also be year-round. It is important that HHPA have current and valid documentation of site liability insurance on file, at all times.

**Be it therefore resolved** by a majority vote of the members in attendance that members ratify changes to Rule 2 C as described:

**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 with proof of insurance kept on HHPA's office files. 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.

Seconded by Paul LeBlevec, lot 113.

**Motion to Table Motion 1 to Amend Rule 2C (to seek clarity and do more research).**

Proposed by Kelly Stanoffsky, lot 236

Seconded Frances Toebaert, lot 395

As a 'Motion to Table' is not debatable we will go straight to the poll

**Poll/Vote Results:**

Yes: 72

No: 20

Eligible, but did not vote: 17

**Motion passed**

The current Rule 2C as stated in the Rules and Regulations now stands as it is and is not amended

6) **Treasurer's Report.**

The Treasurer reported that the board is working very hard this year to automate as many processes as possible. A few of these items are the creation of the new HHPA Website, Board of Directors email addresses, Direct Deposit Payroll for staff, 2 step/2 person electronic banking and payments to Vendor's eliminating board members or staff having to drive all over the lower mainland to have cheques signed, and the implementation of ways for members to pay for annual dues electronically.

- a. **Report on current fiscal state** – as shown in Schedule B contained in the meeting package Schedule B is the Income Statement (see attachment), this report has been reformatted, but the numbers are the same as contained in the budget prepared by the previous Treasurer (Don Pepper). All these numbers have been verified and reconciled with bank statements (as of 31<sup>st</sup> January 2022) and then the projected spending from February to end April which was compiled with the assistance of the three staff members.

Revenue is down slightly, primarily as a result of not having any income from interest. Many projects are carried out during the year, some budgeted for and others not.

The **projected surplus** of income over expenditure at the time of this meeting is approximately \$5,863 currently.

A copy of the balance sheet is shown as a part of Schedule B in the meeting package (also attached)

**Discussion was held** regarding the verification of board spending rules.

**Discussion around the contingency fund included:** - Jim Doucette, lot 203, requested confirmation that the contingency amount levied had been accounted for in the Prospera Bank account numbers.

**Action:** Kelly confirmed that she was 99% sure that this was the case but would double check her numbers.

Jim Doucette wanted it noted in the minutes that he was strongly opposed to reducing the contingency amount and pointed out that the Park is 47 years old and that it was time that we started looking at a robust capital plan to replace/upgrade some of the aging infrastructure items and rather than debate how we should reduce our contingency contributions, we should debate how we can effectively spend the contingency funds to benefit all the members in the Park.

**b. Discussion on hiring of new accountant.**

Kelly stated that we do need to hire a new independent accountant and explained that the reconciliation and recording of the accounts can be done in-house by Lynn in the office but that an accountant is required to produce the year end reporting and adjustments and file the 'Not-for-Profit' return at the end of every year.

**Action:** It was also noted that there are different types of audits, and the Treasurer will be seeking quotes from independent accounting firms for the 'Notice to Reader', compilations and 'Review Engagement' yearend reporting. These will be brought back at the April meeting so that we can discuss and appoint an auditor.

**c. Discussion on Contingency Fund investments**

Kelly explained that the contingency funds are sitting in a separate savings account now bearing very little interest.

**Action:** Various options will be investigated to move various amounts of this fund into interest bearing vehicles. These will be brought back to the membership in April to discuss and vote on.

**d. Discussion on 2022/2023 Member Fee payment options**

Kelly stated that one of the financial goals should be as 'cashless' as possible, i.e. have as little as possible cash being handled by the office in future. Various options will be reviewed such as electronic transfers, PAD agreements, cheques, bank drafts, etc.

**Action:** These new payment options will be brought to the April meeting and members will be notified of the different payment options for this coming season. This will include confirmation regarding the acceptance of cash.

**7) Adjournment**

The Special General Meeting was adjourned at 1:41pm