

**MISSISSAGUA-GOLD LAKE COTTAGERS' ROAD GROUP**  
**ANNUAL GENERAL MEETING**  
**AUGUST 4, 2019**  
**MINUTES**

WELCOME: Katie Tingley

Katie called the meeting to order and welcomed everyone to the 2019 MGLCRG Annual General Meeting. Members representing 43 properties were in attendance.

CHAIRPERSON'S REMARKS: Katie Tingley

Katie advised that the Notice of Meeting, as required by the By-Law, was served to the membership on July 14, 2019. Katie reminded everyone that everything is posted on the website and asked for all members to provide or update their email address to receive updates. Members had the opportunity to submit items for discussions and those received have been added to the agenda.

Katie introduced the current members of the Board:

Nell Geddes, Norma Houle, Michael Jansen, Murray Kline, Warren Markwart, Ken Marshall, Steve Sage, and Katie Tingley, and Treasurer, Ruth Marshall

Notes: Nine directors were elected at the 2018 AGM. Kevin Blaney resigned from the Board in September 2018 (filled by Nell Geddes) and Ted resigned from the Board in June 2019.

For the purpose of determining the outcome of all votes conducted at the meeting by show of voting cards or hands, Anne White and Rekha Khote were appointed as official scrutineers.

MINUTES OF THE 2018 ANNUAL GENERAL MEETING:

Moved/Seconded by Ruth Marshall and Paul Jansen that the Minutes of the 2018 Annual General Meeting be accepted as printed.

Discussion:

Ken Gough (Spur 3) inquired whether it would be reasonable to have the AGM minutes sent out in advance with the Notice of Meeting. Ruth clarified that the Board follows the guidelines as set out in the By-Law.

Vote on Motion: In Favour (28), Opposed (1), Abstained (2); **Carried**.

RATIFICATION OF ACTS AND PROCEEDING: Katie Tingley

Moved/Seconded by Nell Geddes and Jan Ferguson that all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the Board of Directors to this date are hereby approved and confirmed.

Vote on Motion: In Favour (28), Opposed (0), Abstained (3); **Carried**.

TREASURER'S REPORT: Ruth Marshall

Moved/Seconded by Katie Tingley and Jan Ferguson that the Financial Statements for the fiscal year ended May 31, 2019, as prepared by Daniel Whatman, be accepted as printed.

#### Discussion:

Ruth advised that Dan Whatman has been acting as the group's accountant for the past 15 years. This year's statements represent only 10 months given the change in year end and it should be noted that significant expenses that would have been incurred by July 31<sup>st</sup> have not been reflected. To help members better understand the expenses incurred versus revenues received, Ruth compiled a 5 year review of fees vs expenses as well as a summary of Summer and Winter expenses. A summary of the information would be posted and the members were asked to review the information holistically and not focus on individual entries.

Lou MacLellan (Spur 1A) asked why the road and the bridge were not shown as assets.

Steve Quinlan expressed concern that the reserve has not been building. Ruth indicated that the road group has been running a deficit for 12 of the past 20 years. The plan is to move monies (\$10,000 to \$15,000) into the capital/reserve fund as some of the GICs become due. The long term goal is to increase it to \$100,000.

Lynn Daly asked if there is a formal audit. Dan Whatman had confirmed with Ruth that the detail of the Excel spreadsheet provided comprehensive and accurate information for year end review, and that a formal audit would be very expensive.

Crystal Groves (Spur 8) asked what the \$1,500 for legal fees was used for. Ruth said that the \$1,500 was a retainer for legal fees and was not accessed during the past year.

Ian Colquhoun (Spur 7) asked if any of the accounts receivable of \$3,805 would need to be written off. Ruth advised that there was only one member who had an outstanding balance prior to 2019, another maintenance fee had been received since the statement date and that it was expected that most of the balance would be submitted. Ruth reminded the group that two years ago the accounts receivable balance stood at over \$20,000.

Crystal Groves (Spur 8) asked why office expense was so high. Ruth stated that office expenses were for the actual cost of printing, postage and supplies.

Joel Kruzich (Spur 7) asked when the calcium would be spread. Ruth advised that it was not necessary every year and needs to be applied in June which was not possible this year. It was suggested that calcium would be a binder for the road. Don Bartley stated that calcium is in fact not a binding agent.

Vote on Motion: In Favour (39), Opposed (0); Abstained (1); **Carried**.

#### 2020 MAINTENANCE FEE: Ruth Marshall

Moved/Seconded by Ruth Marshall and Joel Kruzich that the 2020 road maintenance fee be \$530.00, a 2.8% increase as approved at the 2018 AGM (3% recommended).

Vote on Motion: In Favour (28), Opposed (5), Abstained (1); **Carried**.

#### APPOINTMENT OF ACCOUNTANT: Ruth Marshall

Moved/Seconded by Ruth Marshall and Jan Ferguson that Daniel Whatman, or another firm of accountants approved by the Board of Directors, be appointed as the accountant for the fiscal year ending May 31, 2020.

Lou McLellan asked if the capital fund could be identified as such.

Vote on Motion: In Favour (33), Opposed (0), Abstained (1); **Carried**.

#### REPORT OF THE ROAD COMMITTEE: Katie Tingley

The role of the Road Superintendent was shared by several individuals over the past year. Katie summarized the activities conducted during the past year:

Fall Work: installation of amour stone on Tower Hill

Winter Maintenance: increased costs due to the severity of the winter

Blind Corner Trimming: during the winter to reduce costs

Spring Maintenance: expensive due to severity of winter and excessive use while the frost was coming out of the ground

Katie requested that all members, guests and contractors use common sense, check weather conditions and drive according to the road conditions.

ELECTION/APPOINTMENT OF DIRECTORS for 2019-2020: Katie Tingley

Moved/Seconded by Katie Tingley and Joel Kruzich that, as no further nominations were received by the required date (June 20, 2019), nominations be declared closed and that the slate of Nominees, Don Bartley, Paul Jansen, Cheryl Ream, and Derek Woodward, be accepted as presented

Due to the number of vacancies this year, there were four rather than three new directors. As stated in the By-Law, "The Board may make exceptions to this article in order to maintain the three (3) person, three (3) cycle Director rotation." The position of Chair will be determined at the next Board meeting.

Vote on Motion: In Favour (40), Opposed (0), Abstained (1); **Carried**.

Katie Tingley declared the Board of Directors for 2019-2020 elected.

TASK FORCE REPORT: Katie Tingley

Moved/Seconded by Katie Tingley and Paul Jansen that the Task Force Report be accepted as presented.

The Task Force Report on the road system, including a road map, as approved by the Board, was reviewed at the meeting. There was significant discussion regarding the report with two members from Spur 3 making comments regarding the stated length of their Spur. The Board agreed to investigate the concerns outlined by the members and will report back to the members following their review.

(By-Law 9.07 "Business arising at any Members' meeting shall be decided by a majority of votes of Members present").

Vote on Motion: In Favour (16), Opposed (10), Abstained (7); **Carried**.

BY-LAW REVISIONS: Katie Tingley

Moved/Seconded by Katie Tingley and Sarah Martin that the proposed By-Law revisions be approved as presented. Proposed revisions were made to the By-Law to simplify the Director election process outlined in the By-Law based on the effective procedures initiated for the 2018 election, and to endeavour to maintain a simpler process, creating less work for the volunteer Board and eliminating the expenses associated with printing and mailing ballots to members. The recommended changes would affect 2.06, 2.07, 2.08 and 9.07. The references to a mail-in voting system were removed.

(By-law 12.07 "The members may from time to time amend this By-law by a sixty-six (66) percent majority of the votes cast.")

Vote on Motion: In Favour (23), Opposed (6), Abstained (6); **Carried**.

MEMBER SUBMISSION REGARDING ROAD MAINTENANCE

As outlined in the By-law, a group of members submitted a list of items for discussion. As a result of the submission and discussion, the Board has agreed to post the Summer and Winter maintenance policies on the website. The Board also reminded members of the half-load restriction from March 1<sup>st</sup> – mid-April and explained that they had posted the restriction on the website and had individually reached out to members they were aware were building to ask them to remind their contractors. However, not all spring damage is done by contractors and the Board reminded members that the road is theirs and that any damage to the road will ultimately be paid for by them. Therefore, members should remind their contractors, suppliers, and be mindful themselves of their loads as the frost comes out of the ground in the spring. Finally, the Board explained that the bridge is inspected every two years as required by the Ministry of Natural Resources with

the last inspection taking place in 2018. Ruth Ann McNaught thanked the Board for responding to the submission.

FINAL REMARKS: Katie Tingley

Murray Kline and Ted Vandevs were thanked for their service on the Board. Mike Jansen and Norma Houle were both given Certificates of Appreciation for their decades of service to our road.

The Board members are all volunteers who give their time and expertise to help manage the road we all enjoy. Members were encouraged to keep in mind that managing the road takes a lot of time and effort and that given the voluntary nature of the Board there may be delays in responding to individual concerns.

Finally, the members were reminded to drive at a reasonable speed, use caution when using the road in the winter months, and be respectful of the other members.

Termination: By Consensus

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(Chair)

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(Date)