

# THE ANNUAL GENERAL MEETING OF ANTRIM GLEN HOMEOWNERS ASSOCIATION JUNE 4, 2022

---

It is once again time for the residents of Antrim Glen to participate in the Annual General Meeting of the Antrim Glen Homeowners Association. Unlike the previous two years we are once again holding this meeting within the 90- day period following our fiscal year end (March 31, 2022). This year's meeting will be held on Saturday, June 4, 2022 at 10:00 am outside at the Pavilion, weather permitting). If the weather is not cooperative, the meeting will be moved into the Glen.

The following is your information package for the 2022 Annual General Meeting of your association. This packet has been distributing electronically by email to all residents with an email address listed in the Antrim Glen directory. **Please (very important) if you have neighbours and friends who do not routinely access electronic communications, let those people know the information that is being communicated.** It is not our desire to see anyone disenfranchised so your help in spreading the word is very important.

This packet you are receiving at this time contains the details of what shall be discussed. However, residents are encouraged to bring up additional items for discussion. As such please think about subjects you may want discussed or information you want provided. Submit your requests to the AGHA in writing, ensuring your request is signed & placed in the Silver coloured mailbox, marked AGHA. Alternatively, you may submit your request by email to [garycline@cogeco.ca](mailto:garycline@cogeco.ca). The deadline for submissions is Saturday, May 28, 2022.

Please note this packet contains proposed changes to the constitution and by-laws as they pertain to membership. If you wish to compare with the terminology as it presently exists, please reference the AGHA Constitution and By-laws by accessing the Glen Net website, under important documents. These changes are for discussion and are subject to approval by the membership.

Your input and your votes at this meeting are important and appreciated.

Thank you.  
The Board  
Antrim Glen Homeowners Association

**Antrim Glen Homeowners Association  
Annual General Meeting (2022)  
Package Contents**

1. **Cover Page with Notice of Meeting (page 1)**
2. **List of Contents (page 2)**
3. **Introductory Notes (page 3)**
4. **Current Listing of AGHA Board of Directors (page 4)**
5. **Responsibilities of Your Board and Committees (pages 4-6)**
6. **Agenda re 2022 Annual General Meeting (page 7)**
7. **Session Notes from the 2021 AGM (Sept. 18, 2021) (pages 8-9)**
8. **AGHA Chair Report for Year Ending March 31, 2022 (pages 10-11)**
9. **AGHA Treasurers Report - Yr. Ending March 31, 2022 (pages 12-13)**
10. **AGHA Asset Committee Report – March 31, 2021 (page 14)**
11. **AGHA Glen Echo Committee Report – Mar. 31,2022 (page 15)**
12. **Election Overview (page 16)**
13. **Role of the Election Committee (page 17)**
14. **Proxy Forms (page 18)**
15. **Proposal for Amendments to Constitution & By-Laws (page 19)**

**TO FOLLOW:      Voting Ballots re 2022 AGM will be distributed at the AGM**

## **ANTRIM GLEN HOMEOWNERS' ASSOCIATION** **ANNUAL GENERAL MEETING – JUNE 4, 2022**

The AGM is your opportunity to help determine how your community functions. It is also your opportunity to get more involved by stepping forward to offer your time and your abilities to the various Board and committees here in Antrim Glen. Your AGHA, through it's Board and its committees, is responsible for hosting community events, for managing the assets held by the association and for informing the community of what's going on. Through the various committees a multitude of volunteers make things happen at Antrim Glen but more volunteers are always needed to keep things moving forward. Consider joining the Board. Consider joining one of the committees. Our community will only be as good as the volunteers that work so hard to make Antrim Glen a thriving community.

Please make a point of participating in the AGM. Make your concerns known. Take the time to refer to the various items in this package including the election notice. Take the time to consider signing up for the various committees. And most importantly take the time to know what you need to do to exercise your vote at this meeting. As you will see when you review the enclosed meeting agenda, there are proposals to amend certain items in our AGHA constitution and/or by-laws that impact on our community and it is important that residents have an opportunity to be involved in the process.

Lastly, I'd like to take this opportunity to once again thank everyone in this community who gives of their time and knowledge to make this a better place to live. Your Board works hard on your behalf. Your committee Chairs and their respective committee members work hard on your behalf. And everyone that volunteers work hard to make events and activities fulfilling and enjoyable. To all of them my thanks on behalf of the Board and the whole Antrim Glen community. We look forward to a return to normalcy, to being able to share the joy and companionship of attending community functions in the Glen. To do that we need the continuing support of those that can and do share their time to help their neighbours.

Looking forward to seeing you at the AGM.

## **The 2021-22 AGHA Board & It's Responsibilities**

### **Executives:**

Gary Cline	Chair Board Rep re Glen Net Committee
Murray Proud	Vice-Chair Board Rep re Special Events/Glen Pub
Dave Cooper	Governance Secretary Parkbridge Liaison Committee
Henry Melo	Treasurer Board Rep Bingo Committee

### **Directors:**

Pat Mossman	Board Rep re Glen Echo Committee Board Rep re Tour Group Committee
Gary Young	Parkbridge Liaison Committee Board Rep re Asset Committee
Frank Pal	Parkbridge Liaison Committee Board Rep re Budget Committee
Nancy Clodge	Membership (New Resident Welcoming)
Ross Hayward	Board Rep re Emergency Planning Board Rep re Pickleball Proposal

### **Responsibilities of AGHA Board**

- Manage all business of the Association
- Maintain open lines of communication with members & property management
- Liaise with all appointed committees
- Prudent management of AGHA Financial resources and expenditures
- Conduct a minimum ten (10) Board meetings per year & an Annual General Meeting
- Purchase, maintain and replace assets
- Maintain Insurance requirements for the Association and Directors
- Review & establish Rules, Procedures and Guidelines re operation of the Glen
- Accept and approve proposals for events held in the Glen
- Provide Board Reports to Members

## **Responsibilities of Board Appointed Committees**

### **1. Assets Management Committee:**

- Manage inventory of all AGHA assets, including repair and/or replacement
- Purchase assets for AGHA as required
- Organize storage and storage areas, including pool furniture
- Manage the cleaning of the Glen Kitchen
- Conduct pre and post inspections of the Glen after a private rental
- Submit committee minutes & information to board, including Annual Report for AGM

### **2. Bingo Committee:**

- Plan and run bingo sessions in accordance with City of Hamilton rules & regulations
- Provide canteen services at all sessions with profits contributed to AGHA
- Submit committee minutes & information to board, including Annual Report for AGM

### **3. Emergency Planning Committee:**

- Ensure Antrim Glen residents are ready for an emergency
- Communicate current emergency information to residents
- Research and develop training programs to assist residents in being emergency ready
- Provide access to local emergency information
- Submit committee minutes & information to board, including Annual Report for AGM

### **4. Glen Echo Committee:**

- Design, edit, print, publish and distribute the Glen Echo newsmagazine quarterly
- Identify, select, and write articles of community interest
- Promote and sell advertising
- Submit committee minutes & information to board, including Annual Report for AGM

### **5. Glen Pub Committee:**

- Plan and oversee Glen Pub activities for AGHA members
- Plan and oversee other social events which are not run by Special Events
- Submit event budgets and financial reconciliation as required for board approval
- Submit committee minutes & information to board, including Annual Report for AGM

### **6. Glen Net Committee:**

- Co-ordinate, maintain and update the GlenNet website, including monthly calendars, activity information and AGHA communications to residents
- Keep member directory current via communication with Parkbridge for information relating to new and departing residents; obtain consent forms from residents
- Submit committee minutes & information to board, including Annual Report for AGM

### **7. Membership Committee:**

- Prepare welcome packages to facilitate greeting new residents to Antrim Glen
- Collect Association fees, if applicable
- Submit minutes & information to board, including Annual Report for AGM

### **8. Parkbridge Liaison Committee:**

- Discuss and resolve issues common to Parkbridge and Antrim Glen
- Provide written updates and timeline on current developments
- Submit committee minutes and information to the board

**9. Special Events Committee:**

- Plan and manage special social activities for Antrim Glen residents
- Submit planned revenue and expense budgets for board approval
- Submit financial reconciliation to the board after each event
- Submit committee minutes to board, including Annual Report for AGM

**10. Tour Group Committee:**

- Plan and oversee special offsite social activities for AGHA members and others
- Submit planned revenue and expenses of each activity for board approval
- Submit financial report after each event to the board
- Submit committee meeting minutes and information to the board
- Submit an Annual Report for the AGM

**11. Special Committee to Develop 5-Year Budget:**

- To determine anticipated expenditures, including projected capital costs for the AGHA over the next five years
- To determine required revenue to meet expenditures
- To determine the need to maintain membership fees and/or potential increase or decrease thereof.

**12. Pickleball Feasibility Committee:**

- To assess potential for installation of pickleball courts at Antrim Glen
- To propose potential avenues to finance the cost of courts

**Antrim Glen Homeowners' Association**  
**Annual General Meeting**  
**June 4, 2022**

**Agenda**

1. Call meeting to order
2. Introduction of 2021-22 Board of Directors
3. Opening Remarks
4. Honoring Residents who have left us over the last term
5. Review of Session Notes from 2021 AGM; motion to approve
6. Financial Reports – Financial Report for 2021-2022; motion to approve
7. Discussion of questions and concerns received from members
8. Election of Directors for 2022-2023 Year, including:
  - Introduction of Election Committee
  - Explanation of the Election Process
  - Board Nominations of Existing Directors
  - Nominations from the floor
  - Vote to elect Directors, if necessary
9. Proposed Amendments to Constitution and By-Laws, including:
  - Reason for Proposal for Board Submissions
  - Process for Approval for Amendments
  - Discussion and Vote of Proposed Board-Submitted Amendments
  - Discussion and Vote of Proposed Amendments Received from the Floor
10. Q&A re Members and/or New Business Arising During Meeting
11. Adjournment

**SESSION NOTES RE  
THE 2021 ANNUAL GENERAL MEETING  
FOR THE ANTRIM GLEN HOMEOWNER'S ASSOCIATION  
Saturday September 18, 2021**

- The 2021 AGM, originally scheduled for June 2021, was held on Sept. 18, 2021. Due to COVID-19 restrictions the meeting was conducted at the Pavilion as 3 separate sessions (2 in person & one by Zoom) to allow for maximum resident attendance. Meetings were well attended with 107 people in person and a further 86 vicariously through proxies held by attending residents.
- Board chair Gary Cline introduced the Board: Gary Cline, Dave Cooper, Bill Kitchen, Nancy Clodge, Ross Hayward, Gary Young, Henry Melo, Jo-Anne Lucas. Absent: Murray Proud. Gary Cline announced that Bill Kitchen was resigning from the board now that his term is up. He also indicated the AGHA will seek nominations to replace Bill. As well, pursuant to the AGHA constitution, the Board has nominated Board members Murray Proud and Dave Cooper, whose current terms have terminated, and Board members Nancy Clodge, Henry Melo, Ross Hayward and Jo-Anne Lucas, who were appointed to the Board during the past year and now need to be approved. Depending on the ultimate number of nominees, voting meeting attendees will be asked to select a maximum of 7 directors to bring the total number of directors to 9. Voting will not happen today. After the three meetings, voters will be advised of any issues that need voting as well as the details of the upcoming vote of directors.
- Gary Cline offered condolences to all residents and friends that lost a loved one or friend during these very hard times. We continue to have “trying” times what with the restrictions due to COVID!
- The session notes previously provided to residents in the AGM Package were brought up for discussion; however, there was no discussion and no questions were raised. Residents will be asked to approve of these session notes later in this month.
- The AGHA financial report as of March 31, 2021 previously provided to residents in the AGM Package were brought up for discussion; however, there was no discussion and no questions were raised. Residents will be asked to approve of these financials later this month.
- Items for discussion raised by residents prior to the AGM were addressed, including as follows:
  - Regarding concerns about protecting evening hours for activities in the Glen, it was mentioned that, due to the Glen closing at 8 pm due to COVID restrictions, activities couldn't restart exactly as they were previously. Restarting an activity required approval of a time slot by the AGHA scheduler, Ted Clark, who was tasked with trying to keep times available for all activities including one previously scheduled in the evenings. Once the Glen is more fully open evening activities will be able to once again move to their regular time slots.
  - Regarding the 25-person limit currently applicable in the Glen, a resident voiced a concern that the rule was being too conservatively interpreted and that each room in the Glen should have a separate limit. It was agreed that Parkbridge would be asked to look at this again to see if the limits can be adjusted.
  - The board advised residents that Parkbridge has requested the Board to reverse the AGHA's decision to restrict activities to only people who are double



vaccinated. Residents were advised that Parkbridge was concerned about potential litigation from people who are not fully vaccinated. However, the Board has at this point not withdrawn the requirement, pending further discussion with Parkbridge, especially as it appears that on September 22, 2021 proof of full vaccination will be required for a broad range of non-essential activities, such as casinos and sporting venues.

- Regarding the upcoming Above Grade Increase that Parkbridge is requesting from the Ontario Tribunal, Dave Cooper showed residents the size of the 63-page document. Gary Cline advised residents that Parkbridge is seeking to recoup approximately \$36,000.00 for Capital Expenses they say they incurred during the allowable period. Parkbridge wants to recoup this money by collecting increased rent above the allowable 2.1% over a three-year period. Dave Cooper then addressed certain items that he believes should not be included and will need to be challenged, such as the flooring that was not installed, items that clearly are not related to our community, etc. As well as discussing the current AGI, residents were advised that AGI's are likely to become a recurring annual event.
- The discussion about the pending AGI gave rise to the long simmering issue of road maintenance. The anticipation is that when the roads are upgraded it will be passed back on to residents as part of a future AGI. Residents brought up the issue that the roads were never finished as promised and that we as a community should not have to pay that cost now. Residents suggested that the money to redo the roads was collected through maintenance fees collected years ago and that money set aside for this purpose should mean we don't pay again. Dave Cooper explained that the funds set aside for capital expenditures were used up for other purposes and that Parkbridge ceased collecting the 7% several years ago. Long term residents have been asked to look through their files to see whereby Parkbridge promised these road repairs.
- Doug Bannon, on behalf of the Glen Pub committee, asked a question! Would we like to bring in a food truck and/or a Veggie Market truck to be enjoyed by the residents. Residents will be polled to determine if there is sufficient interest to look further into this.

## **AGHA Chairperson's Report For June 4, 2022 AGM**

Surprisingly this report can start with the same sentence as last year, that being that the 2021-2022 year was another year dominated by the pandemic. Expectations of resuming the busy social lives we've always enjoyed were once again delayed and ultimately shut down as the doors to Glen remained shuttered. And again, as was said a year ago, we are only now re-awakening with almost all of the activities in the Glen resuming. During that time the Board continued to have monthly meetings; however, many of the committees remained dormant and are only now beginning to emerge and become active again. Both the Asset Committee and the Glen Echo Committee were active and reports of their efforts are detailed following this report.

With life starting to return to normal the Board hopes that the many new residents who have moved into our community during the pandemic will take the opportunity to get involved in the plethora of activities and committees available. New blood is new ideas and that perpetuates growth and discourages stagnation.

Beyond the day-to-day workings of the Board, there are several "projects" that are on going. As a Board we have begun participating in the Ontario Land-Lease Homeowners' Association Group (OLLHAG), which is a group of Parkbridge land lease communities throughout Ontario. As a group we share common issues and can work together to discuss possible solutions to problems. A primary focus is to develop methods to ensure land-lease residents throughout Ontario are fairly and adequately treated through the various government processes for rent increases. The government processes for adjudicating the relationship between landlord and tenant assume our properties are strictly rentals and often fail to recognize the extremely significant equity investment residents have in their homes. This makes it incumbent on homeowner associations throughout the province to work hard to develop positive working relationships with their residents, their property owners and with government bodies that manage and administer things such as the Residential Tenancy Act and Landlord & Tenant Tribunals.

As a Board we recognize that our property owners have to follow certain processes to be able to pass the cost of capital expenditures onto the residents of Antrim Glen. While we have as yet not experienced an Above Grade Increase in our rents here at Antrim Glen, many other Parkbridge communities have had multiple AGI's. We are actively exploring ways of interacting with Parkbridge to manage how future capital expenditures impact our residents and what we can do to minimize the impact on future rents.

Another long-term project is the need to overhaul our constitution and by-laws. I know, here we go again, but it's true. In October 2021 the Ontario government passed into law new legislation called the Ontario Non-Profit Corporation Act (ONCA, for short), requiring non-profit incorporated entities such as ours to structure their Letters Patent (previously referred to as the constitution) and bylaws by a strictly mandated set of criteria and to file by no later than October, 2024 new documentation consistent with the new criteria. Subsequently, once this is done, changes to the Letters Patent will need to be filed with the government along with the applicable fees. Between now and that date in October, 2024 we will be undertaking a re-write of the Letters Patent, essentially moving to have the Letters Patent say only that which is absolutely necessary and the balance moved from the Letters Patent to the by-laws, which will be easier to manage once completed and result in fewer fee-based changes. A make work project for sure, but unfortunately one that is required by law.

This process begins with this years' AGM. Proposals will be forthcoming affecting the definition of membership in the AGHA and the corresponding fees that residents pay. When we deferred membership fees for the 2021-2022 year, we promised a discussion at this time into fees and the purpose thereof. If we do make changes pursuant to approval by the residents, those changes will be made so as to be compliant with the new ONCA rules.

Once again, we will have changes in the make up of our Board as we lost a Board member and two other directors have decided to step aside. The death of Jo-Anne Lucas was so sad and she is sorely missed by everyone that knew her. Her position on the Board has been filled by our newest Board member, Frank Pal. Frank narrowly missed being elected to the Board last year and we were very fortunate that he was willing and able to accept the appointment to fulfil Jo-Anne's term. His appointment will still need to be approved by the residents during this AGM.

Unfortunately, more recently, Murray Proud, a Board member since 2017 and a previous Board chairperson, is stepping down. His contribution to the Board and to the community are long and deep and we thank him for his years of service. In particular we thank him for the steadying guidance he provided when the Board went through a tumultuous time on 2018-2019.

As well Nancy Clodge has decided for personal reasons to not stand for election. While she was not on the Board for a long time, she was a supportive contributor to anything the Board did and she too will be missed.

Murray and Nancy's resignations means that the community needs to elect 4 directors at this time, as both my term and that of Henry Melo are up. As existing Board members we are both accepting nominations to continue on the Board, subject to being elected by the residents. Simply put, Henry and I need to be voted in. Additionally, at least two new residents need to be nominated and voted upon. If you are interested in stepping forward please let us know so that your name can go on the ballot. As well as electing a maximum 4 directors, as mentioned earlier, the residents will be asked as well to confirm the Board's appointment of Frank Pal to complete the term of Jo-Anne Lucas. Note that any resident is welcome to put their name forth to join the Board. If you want your name added to the ballot then please email me or give me a call at 905-220-2276. The AGM is everyone's opportunity to make change happen.

Lastly the Board continues to be grateful to the residents of Antrim Glen for their co-operation in keeping our community safe and healthy. As well as extending my thanks to all of my fellow Board members, I would also like to extend our thanks to our management team from Parkbridge. Working with Christina continues to be a positive and pleasant experience. There will always be challenges but a positive working relationship does minimize any difficulties.

We are fortunate to have a great community. Let's all do our share to ensure it continues to thrive and prosper.

Regards  
Gary Cline, Chair

## AGHA Treasurer's Report re 2022 AGM

On the bottom of this page and on the following page you will find the details of financials for the Association for the fiscal year ending March 31, 2022. In summary, revenue this fiscal year came from Glen Echo advertising as once again our loyal advertisers stepped up to the plate and delivered enough revenue to almost offset expenses resulting in a shortfall of roughly \$515. Our bank balance of \$28,726 includes unearned revenue of \$6,996 for advanced Glen Echo advertising payments for next fiscal year.

The pandemic once again shut down most of the activities run by hard working volunteers on numerous committees. Besides the above mentioned, the Glen Pub raffle for food bank was once again a huge success as it donated \$1,545 to the Flamborough Food Bank.

In closing, as I write this report, I feel a renewed optimism in the air with activities resuming to almost pre-pandemic levels. In fact, as I write this I am looking forward, later this week, to the first Friday night Bingo at the Glen in over two years.

Sincerely,  
Treasurer  
Henry Melo

<b>Antrim Glen Homeowners' Association</b>	
<b><u>Statement of Revenue &amp; Expenses for Fiscal Year Ending Mar. 31, 2022</u></b>	
-	
Current AGHA Bank Balance	\$ 28,728.25
Community Petty Cash	\$ 1,806.45
Glen Echo Unearned Revenue	\$ (6,966.00)
<b>TOTAL AGHA BALANCE</b>	<b>\$ 23,568.70</b>
NET ASSETS BEGINNING OF PERIOD	\$ 24,083.47
CURRENT AGHA BALANCE	\$ 23,568.70
<b>CHANGE IN NET ASSETS END OF PERIOD</b>	<b>\$ (514.77)</b>

*Note: For details of Revenues and Expenses, please see next page.*

## Antrim Glen Homeowners' Association

### Statement of Revenue & Expenses for Fiscal Year Ending Mar. 31, 2022

#### **REVENUE:**

Memberships	\$	-
Glen Echo Revenue	\$	9,222.50
AGHA Special Events	\$	-
Glen Pub Events	\$	1,555.00
Resident Run Events	\$	-
AGHA Admin Expenses/Cash returned	\$	-
AGHA Tour Group Revenue	\$	-
Rental & Security Deposit on Hall	\$	-
Glen Cookbook Sales	\$	-
Bingo Committee Revenue	\$	-
Donations/ Parkbridge	\$	-
Glen Echo Unearned Revenue E-Transfers 2022	\$	-
Gov't Relief Program	\$	-
Bank Charges Credit	\$	59.40
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>10,836.90</b>

#### **EXPENSES:**

Merit Insurance	\$	2,075.76
Glen Echo Printing / Printing Korner & Delivery	\$	4,240.37
AGHA Special Events Expenses	\$	-
AGHA Resident Run Events	\$	-
Glen Pub Expenses	\$	-
AGHA Travel Group Expenses	\$	-
AGHA Administrative Expenses	\$	528.18
AGHA Board Approved Raffle Expenses	\$	423.83
AGHA Petty Cash Expenses	\$	243.55
Asset Committee Purchases/Expenses	\$	857.93
Glen Net Expenses	\$	386.96
Cogeco / WIFI for the Glen	\$	812.88
Reimburse Security Deposit	\$	-
Glen Pub Donations Flamborough Food Bank	\$	1,545.00
Glen Echo Home Award	\$	-
Bank Charges/Cheques	\$	237.21
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>11,351.67</b>
<b><u>PROFIT/LOSS</u></b>	<b>\$</b>	<b>(514.77)</b>

## **AGHA Asset Committee Annual Report re 2022 AGM**

### **Duties and Functions of the Asset Committee:**

- Maintain an accurate inventory of the assets held by the AGHA
- Upon approval of the Board, purchase and/or repair all Assets as required
- Organize storage and storage areas
- Manage the annual cleaning of the Glen Kitchen
- Ensure Private parties renting the hall meet our standards
- Outdoor furniture stored in the winter and setup for summer

### **Committee Membership:**

- Charmaine Irwin (Chairperson)
- Ron Wilson (Treasurer)
- Bill Sumner
- Jim Reynders
- Gary Young (Board Liaison)
- Bill McCartney (Vice Chairperson)
- Brigitte Brown
- Bill Kitchen
- Rob Younger

**Actions, Changes & Challenges:** The Asset Committee welcomed new members, Bill Kitchen, Jim Reynders and Rob Younger, along with our Board liaison, Gary Young, all having joined since our first meeting in November. Unfortunately, committee members Peter Hebert and Ron Binks stepped down. We thank them sincerely for their work with the committee, especially Peter, who was there for a number of years and did a great job of secretary.

We last reported in 2021, after we completed an inventory of the AGHA's assets. We also prepared a budget plan for presentation to the board. It was a first run, and as you know, prices and values have changed drastically since then, plus we often did not have the information on purchases in the past. Also, with the closure of The Glen and all subsequent activities, there was no further action taken with the budget. However, since reconvening again last November, we have had a more in depth look at the budget figures and have re-evaluated the numbers to better match today's environment. This is an ongoing project.

Due to the long closure, we decided not to do another inventory until January 2023, at which time the kitchen will be cleaned again. The tables in the pavilion were unwrapped, and put back together on April 25<sup>th</sup>, and the pool furniture was taken out and placed on May 14<sup>th</sup>. The shed was stabilized, and the doors adjusted to close better, so hopefully it will withstand the wind better in future. We also added two new dart boards to that group, and a new shuffleboard scoreboard for the 3<sup>rd</sup> lane.

A new vacuum has been stored in the kitchen, where it is to stay. This is to be used for the hall, specifically after shuffleboard, to pick up the dust, and also for kitchen use. The other vacuums stay in the storage unit, and all groups are encouraged to use them after any functions, such as carpets for darts etc.

We could not manage the responsibilities of this committee without many volunteers. We have a Volunteer List and would love to add your name to it by contacting anyone on the committee.

## **AGHA Glen Echo Committee Annual Report re 2022 AGM**

Since the first issue of the “The Antrim Monitor” was delivered in the Spring of 2002, the Glen Echo has continued to thrive. Our Spring 2022 issue celebrated the 20<sup>th</sup> anniversary.

We would like to thank Carol Maund for her contribution to The Glen Echo as Advertising Manager/Treasurer; she resigned effective October 2021. Carol always enjoyed visiting our local advertisers to drop off a copy of the latest issue. We were pleased to welcome back Jo-Anne Burns in November 2021; she is very familiar with our advertisers and the responsibilities of the role.

The Glen Echo would not be able to continue without our amazing and dedicated advertisers, who once again renewed their annual subscription with us, and we were ‘off and running’. We are very pleased to advise that new advertisers are seeking to be published in The Glen Echo.

Our fiscal year-end of March 31 2022 saw a total of \$9,222.50 revenue from our advertisers, with an expenditure of \$4,240.37, enabling the committee to contribute \$4,982.13 to the AGHA.

The background contributions of the committee members and volunteers continue to enable us to produce our quarterly newsletter. We meet each quarter to develop, plan, and design the newsletter. Thank you to these very dedicated and hard-working people. We also appreciate the participation of our residents who contribute articles, photographs, and anecdotes.

Although the past few years have been challenging in many ways, The Glen Echo was able to provide our community with our quarterly issues full of stories, photographs, and memories.

We once again look forward to another year of commitment and will strive to provide a quality publication for the residents of Antrim Glen and community prestige.

Respectfully submitted, ***The Glen Echo Committee***

Beryl Cooper	Chair, Design & Layout Manager
Charmaine Irwin	Managing Editor
Jo-Anne Burns	Treasurer & Advertising Manager
Faye Heffernan	Reporter & Milestones contact
Kathy Horak	Secretary & Proofreader

### ***Volunteers***

Ken Bangerter	Photographer
Fred Bieler	Photographer
Jack Irwin	Photographer
Milt Paczay	Home Delivery

## **ELECTION OVERVIEW**

### **All Members of the Antrim Glen Homeowners Association**

The Annual General Meeting (“AGM”) of the Antrim Glen Homeowners Association (Association”) is being held in June 2022.

As per the AGHA constitution the Board shall consist of not less than 5 or more than 9 directors. At the current time the Board has 7 directors, 2 directors (Murray Proud, Nancy Clodge) having indicated that they are stepping down from the Board. For the purpose of the 2022 AGM elections, the following information on existing director positions is applicable:

**Four (4) Directors are currently serving terms not yet completed; no action required:**

- Gary Young, Pat Mossman, Dave Cooper, Ross Hayward

**Two (2) Directors, having completed 3-year terms for which they were previously elected or appointed, are hereby nominated by the Board for 3-year terms and now need to be approved by election (unless the nomination is withdrawn at the director’s request):**

- Gary Cline, Henry Melo

**One (1) director, having been appointed in 2022 to complete the term previously held by Jo-Anne Lucas is hereby nominated by the Board and now needs to be approved by election to complete the term expiring in 2023:**

- Frank Pal

In addition, the election committee shall call for nominations from the floor. If you are interested in running for a Director’s position, you only need to be nominated by someone from the floor and you may nominate yourself. Please note no seconder is required. If the number of nominations exceed the maximum number of Director positions open (currently 4), elections will be held at the AGM. Please remember **ONLY THE BOARD IS ELECTED**.

If you have any questions, please call on one of the existing Board members and they will assist you in any way they can or reach out to Murray Proud, who will serve this year as chair of the election committee.

At the AGM please think about volunteering for the Board, or one of the committees or for where ever you have the time and can help out.

Most important of all, please attend the AGM on June 4, 2022.

AGHA Board



## **AGHA AGM Election Committee - Duties and Responsibilities**

The Board shall appoint an election committee to oversee the nomination and election process. Upon appointment the designated members of the election committee shall meet with the Board to receive any information required. Subsequently the committee shall:

1. Prior to the AGM the election committee shall undertake to confirm any Directors who have been appointed to the Board during the year, replacing Directors who were previously voted in. The election committee shall confirm that the new director(s) shall be added to the ballot for the membership to approve or not.
2. Prior to the AGM the election committee, if available (otherwise the Board chair), shall undertake to confirm the Board's nominations of present Board members whose terms are terminating and wish to run again.
3. At the AGM the election committee shall ask for nominations from the floor, confirming with the person nominated that they are willing to be nominated and providing an opportunity for members to ask questions of the nominee to determine the suitability of the nominee, after which the nominee shall be added to the ballot for the membership to approve or not.
4. At the AGM the election committee shall in conjunction with the Board confirm the accuracy of the ballots distributed to members upon arrival at the AGM. If necessary, the election committee shall ask members to make any necessary adjustments to the ballots prior to the vote by the members.
5. Following the voting the election committee shall collect and count all ballots and report to the members and the Board the results of the election.

## **IMPORTANT NOTES REGARDING THE ELECTION PROCESS**

1. For the meeting to be determined as valid there must be a quorum. As no membership fees were collected during the previous fiscal year, the AGHA shall rely on the numbers from the previous year to determine a quote. As per the membership committee in 2021 there were an estimated 400 members in the AGHA as of March 31, 2021. A quorum of 20% or 80 members is therefore required.
2. For purposes of this AGM it shall be deemed to be a quorum if 20% of the membership (80 persons) attend the meeting submit ballots during the voting.
3. If someone is exercising a proxy on behalf of another member the member exercising the proxy shall surrender the proxy during registration for the AGM and shall be given one additional ballot for each proxy surrendered. Each ballot will need to be marked during the voting process.

**ANTRIM GLEN HOMEOWNERS ASSOCIATION  
PROXY FOR THE 2022 AGM**

I, \_\_\_\_\_ hereby authorize

\_\_\_\_\_

to cast a ballot on my behalf at the Annual General Meeting of  
the Antrim Glen Homeowners Association on June 4, 2022.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANTRIM GLEN HOMEOWNERS ASSOCIATION  
PROXY FOR THE 2022 AGM**

I, \_\_\_\_\_ hereby authorize

\_\_\_\_\_

to cast a ballot on my behalf at the Annual General Meeting of  
the Antrim Glen Homeowners Association in June 4, 2022.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Proposals for Amendments Re the Constitution & By-laws

The Board proposes to make certain changes to the present constitution and by-laws with respect to the articles affecting membership. As previously advised the Board suspended membership fees for the fiscal period ending March 31, 2022 and promised a review of this subject at the 2022 AGM. As most residents are aware the community has moved towards a more inclusive environment, now making activities, events and meetings within Antrim Glen open to all residents and not just to those who have paid for membership. Our terminology within the constitution and by-laws has not been changed to reflect this new approach. Unfortunately, the pandemic made it difficult to provide an opportunity to discuss the necessary changes in an open all-inclusive meeting.

What the Board is proposing is as follows:

1. Under Article 1 of the constitution the definition of a member shall now read as follows: **"A homeowner or resident of Antrim Glen".**
2. **Under Article 1 of the constitution now add a definition for the term "Voting Member" The definition of a voting member shall read as follows: "A homeowner or resident of Antrim Glen who has paid their association fee".**
3. Under Article 1 of the constitution the definition of proxy shall now read as follows: **"Members eligible to vote but unable to attend the voting day may assign their voting right to another member who is also eligible to vote by signing a proxy form provided by the Board."**
4. Under Article 4 of the constitution the wording will now read as follows: **" All homeowners or residents to a maximum of 2 persons per household will be considered a member of the association. Any member, having paid their association fee, will have the right to vote, in person, or by proxy, and hold office. The association fee paid by members will be determined from time to time by the voting members at the AGM or Special Meeting called for that purpose and will be part of the By-Laws"** Paying a membership fee will no longer determine whether someone can be a member; however, a fee will be required to permit the right to vote or be a member of the Board.
5. Under Article 2 of the AGHA by-laws items b) through e) shall now read as follows: **"B) The membership year shall run from April 1 to March 31. Association fees as determined at the most recent AGM must be paid prior to April 30. C) Association fees not paid by April 30 voids all voting rights. D) However subsequent full payment of all outstanding Association fees automatically restores all voting rights. E) Dues for new members joining between April 1 and March 31 are complimentary for the current year."**
6. For the current year 01Apr22 to 31Mar23 the Board has recommended the \$10 Association fee be reinstated and that this Association Fee also be applicable for the following fiscal period commencing 01Apr23 to 31Mar24. Regarding the association fee for the **current year of 01Apr22 to 31Mar23**, we will arrange for an invoice be sent out by eBlast shortly after this AGM. We would ask that those choosing to be voting members for the current year make their payment by June 30, 2022. Regarding the association fee for next year and thereafter invoicing will be done on or about March 31<sup>st</sup> of each year.