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DUCLOS POINT PROPERTY OWNERS ASSOCIATION (DPPO)

MINUTES OF THE ANNUAL GENERAL MEETING

September 5, 2020

Meeting with Mayor Margaret Quirk

Mayor's Remarks re: Short Term Rentals

- Charges have been laid against one property owner on Duclos Point under the Town's new short term rental accommodations (STRAs) by-law. The owner must be served to begin court process; additional charges might be laid if owner is not compliant (up to \$25,000 fine)
- There have been delays in processing cases related to STRAs because of the novel coronavirus; the pandemic has made it difficult and slowed down the legal process
- Gathering of information takes time; cannot lay charges based on hearsay; complainants need to sign an affidavit or go before the court; need community to help in gathering evidence
- By-law officers visit regularly after complaints are filed and also research the platforms on which these STRAs may be advertised
- Often renters tell by-law officers that they are "guests" even though neighbours believe that they are violating the town's by-laws regarding STRAs
- STRAs that are not owner-occupied require a variance and must pay a fee to obtain a licence, applications go before a committee that decides whether or not a licence can be issued
- You cannot operate a STRA within 100 metres of another licensed STR
- Must also have variance for buildings that are fully time STRA,s and you require inspections for fire code, parking, and septic systems
- An owner cannot operate a STRA until successfully going through the application process and obtaining a licence; to date, three applications for an STRA licence have been turned down for operating during the waiting period required for processing applications
- An establishment could also receive demerit points for non-compliance or continued complaints which could lead to revoking the licence and/or fines; if revoked, owner cannot apply again for one full year
- This new by-law does have "teeth", ***but residents are encouraged to help with enforcement efforts/measures by calling*** Mike Hutchison at the by-law office to provide information or lodge complaints; suggested keeping a journal of comings and goings when possible
- witness statements will always help to speed up the process

Question and Answer Session

Q: Does the town only issue a certain number of licences for Short Term Rental Accommodations (STRAs) properties?

A: Yes, I believe there are up to 100 throughout the entire township, but not positive [per by-law = 150]. Not many licences have been issued to date. This is a new by-law for staff and operators. We will be issuing a report at the end of the year based on the review of the implementation of the new by-law. The report may include recommended revisions to the current by-law. Even though it is a new by-law, ignorance of the new requirements is not a valid reason to contravene the provisions in the by-law.

Q: As a neighbour, what type of information do I need to collect?

A: A diary of several days/weeks; pictures, video; observations of number of people, cars, dates etc. Will ask you to swear an affidavit of your evidence and what you observed. A by-law officer can also swear on evidence that s/he witnesses. This is the same process as other complaints about other matters governed by local by-laws (e.g. noise).

Q: Do you have enough by-law staff to handle all the complaints?

A: We could always use more staff; it's a budgetary concern. Based also on the revenue from licensing which helps pay for the enforcement. A recommendation might come forward from year-end report suggesting we hire a seasonal by-law officer to focus only on STRAs. The report might also consider restructuring or simply additional resources.

Q: The Town has always helped pumping out the park at the top of the oval. It's now underwater and all the trees the association has planted have died. Would the town consider dumping fill so it can be domed?

A: Asked the Board to send her an email regarding the fill and she would get staff out to have a look; the Mayor acknowledged the flooding of the north end of the large park is a constant issue.

Q: Are by-law staff in touch with the various platforms that host short term rentals?

A: Yes, the platforms state that properties must comply with local laws. For a fee, there is a service that will monitor all online platforms and make reports instead of doing it manually. The Mayor committed to checking into this and whether platforms are checking for compliance.

Q: This is a big problem on the Point. What else can we do about investment properties that have turned into party palaces? It can negatively affect our property values.

A: It's an issue all around the lake. One thing to note is an owner of a short term rental has to be within a one hour driving distance to be on site if there is a problem. We will need to assess whether revisions to the current by-law are necessary as we monitor its implementation on the ground over time.

Q: Is there someone available to attend to our concerns?

A: Yes, by-law enforcement staff are available including evenings until 9 pm and weekends. There is an after-hours phone line and you can always call York Regional Police.

This gives us a record, the more evidence the better. Because of COVID -19 we have dedicated more staff to our closed beaches/parks and are spread very thin this year. More staff means more money and higher taxes and we are trying to keep to a one per cent budget increase this year, keeping taxes as low as possible.

Q: Dead ash trees are an ongoing issue; what is the Town doing about it?

A: Two were recently taken down and stumps will have to be removed. If a tree is dangerous and becomes a bigger concern contact us right away. A wind storm can split a tree and then it becomes an immediate concern.

Q: Concerned about stagnant water. Realize you are responsible for your own property but what about standing water on town land. What if there's a surge during a big storm?

A: We are responsible for ditches but with the high water table it takes time to drain out to the lake. It's a poor design, with older roads and no curbs/ditches/gutters. To bring it up to urban standards would have huge impact on taxes and we would have to sacrifice trees/hedges etc. MPAC sets their assessments on recent sales and all Georgina properties pay the same rate. The value depends on lakefront; property and house size; number of bathrooms; type of roads etc. That value sets your taxes.

Q: The building across the street from my house has been under construction for four years and is still not finished. I have not seen a building permit displayed. Concerned about height, closeness to the road, and the parked trucks and trailers/tents on site.

A: The Mayor said she would observe the site and report to staff. Asked for an email detailing the complaint.

Annual General Meeting

1. CALL TO ORDER & INTRODUCTION OF BOARD MEMBERS

The meeting was called to order at 11:00 a.m..

Board members were introduced:

- **Present:** Linda Wahrer, President; Linda Parsley, Vice President; Glenn Gibson, Treasurer; David Buck, Director; Steve McKay, Director; Dina Khait, Director.
- **Regrets:** Floreen Shortt, Secretary.

2. APPROVAL OF 2019 AGM MINUTES (VOTE REQUIRED)

MOTION ITEM	MOVED	SECONDED	RESULT
Approval of the 2019 AGM Minutes of DPPO	By Sarah Wunch	By Jason Kaufman	Motion Carried

3. PRESIDENT'S REPORT

President Linda Wahrer presented her annual report, including summarizing activities of the Board:

- The DPPO board had 8 meetings for the 2019-20 year
- 2 Board members will be retiring from the Board: Dina Khait and Floreen Short
- 16 ash trees were inoculated in 2019
- Some of DPPO-owned trees have not survived (at the north end of the large park); the Board is working with the service provider to replace trees under warranty and also looking at additional options to replace trees that did not take
- The Board is continuing to work with the Town to remove dead ash trees on road allowance to beautify small parkette
- All trees in the large DPPO-owned park will be trimmed
- Continue to undertake specialized maintenance of the Right of Ways, including removing debris and securing a dumpster
- Platform was once again installed at the north east Right of Way by Shaman Ayerhart, who has assumed costs associated with the installation and minor repairs; there have been no issues with the platform
- The Board digitized all historic hard-copy records of the Board (dating back several decades) to preserve them and to ensure they are accessible in the future
- Shelter that was brought forward as a conceptual item at the 2019 AGM continues to be researched; an additional vote will be required to move forward on building the shelter
- We had 95 paying members this year, down from 100 last year. Vast majority of members are now paying by Paypal
- This was the first time in 50 years we didn't have Field Day or the Corn Roast. We're hoping to bring these popular events back next year

4. FINANCIAL STATEMENT AND PRESENTATION OF THE BUDGET

Remarks from Glenn Gibson, Treasurer

Overview of year-end 2020

- The 2019-20 financial statement and all of the related bank statements and invoices were reviewed by Ross Bell in June 2020; Ross attested that the statements are all in order.
- For the 2019-20 year:
 - Revenues were higher than expected by about \$2,000.
 - 100 members paid their dues, exceeding the budgeted target of 95 members
 - Unexpected revenue from sales of shirts we did not budget for
 - Expenses were under budget by about \$3,000.
 - Spent an unbudgeted \$700 to digitize all the boxes of corporate records dating back to 1950
 - Planned to allocate \$3,000 to the shelter project, but we used some of the surplus from operations to add to this and allocated \$8,000 instead to get that project savings plan going.
 - Cash held at March 31, 2020 was about \$21,000, or about \$5,700 more than planned. We have allocated that \$21,000 as follows:
 - \$10,000 is set aside as a reserve fund for emergencies
 - \$8,000 was set aside to save for a possible shelter build as discussed;
 - And \$3,080 operating funds are to be carried over and used in 2021
 - All tax returns and information returns have been filed for the year ended March 31, 2020, and all of our insurances are paid up and fully in effect through September 2021.

For 2020-21

- This Budget was prepared, discussed, and approved by the DPPO Board in June of this year.
- Budget:
 - Based on 95 paying members, which has been met
 - Most expenses have been budgeted to have an inflationary increase and so far we are tracking to those budgeted numbers.
 - Next year's budget will reflect higher costs for ash tree inoculations park trees also I expect;
 - expect to run a \$3,500 surplus on the operating side.
 - budgeted to contribute that operating surplus to the shelter project fund, bringing that fund to about \$12,000 by the end of this year, March 31 2021.
 - The shelter project, like the tennis courts and the playground equipment, is expected to be 50% funded with funds allocated from all members dues, and 50% from individual members donations. This split funding

approach works to benefit members by improving/increasing amenities without needing to raise membership dues.

- The Board continues to research the various styles, designs, and materials for a shelter and associated costs. The shelter – which would be approximately 16-20 square feet in size - is expected to cost at least \$30,000, with half being funded through donations. While DPPO funds have been earmarked for this project, no funds have been spent to date.
- Moving forward with the shelter will require a future vote by DPPO membership once we have a design, cost, and funding approved at the Board level first.
- Cash held at March 31, 2021 should be about \$24,600, about \$4,000 more than last year. The \$24,600 has been allocated as follows:
 - Per typical Board practice, \$10,000 is set aside as an emergency reserve fund
 - \$12,000 set aside/earmarked to save for our possible shelter build project
 - \$2,600 operating funds are to be carried over and used in 2022.
- Annual dues for next year will not increase and will remain at \$300 per year per member.

5. APPOINTMENT OF FINANCIAL REVIEWER FOR 2020-21 (VOTE REQUIRED)

MOTION ITEM	MOVED	SECONDED	RESULT
To reappoint Ross Bell to another term as the Financial Reviewer of DPPO for the 2020-21 fiscal year	By Glenn Gibson	By Dave Tomlinson	Motion Carried

6. APPOINTMENT OF DIRECTORS (VOTE REQUIRED)

Two members of the board are retiring this year: Dina Khait and Floreen Shortt. We are a Board of 7 members, alternating 3 up and then 4 up for election every other year. The position is a 2-year term. Glenn Gibson’s term has ended but he has offered to stand for another term.

MOTION ITEM	MOVED	SECONDED	RESULT
To appoint Glenn Gibson to another term to the Board of DPPO as Treasurer	By Linda Wahrer	By Sarah Wunch	Motion Carried

MOTION ITEM	MOVED	SECONDED	RESULT
To nominate David Langille as a member of the Board of DPPO	By Michelle Read-Kulig	By Steve Kahane	Motion Carried

MOTION ITEM	MOVED	SECONDED	RESULT
To nominate Jason Kaufman as a member of the Board of DPPO	By Mark Dufoe	By Lori-Ann Gibson	Motion Carried

7. MAINTENANCE REPORT

The tree program and the maintenance of the Right of Ways was discussed during the President's report.

There is new signage on the tennis court instructing to contact the board to pay dues in order to have access to the courts. There is also a new sign at the East Right of Way.

Ongoing repairs have included fixing picnic tables, broken signs, tree branches, applying vinegar to playground areas etc. This is carried out by board member Steve McKay.

8. NEW PROJECTS

Volleyball net, line markers, and ball have been purchased and will be installed next season. The equipment will be stored inside the tennis courts. We will monitor this new project. Members were encouraged to join residents for a game of pickle ball, Saturday mornings and some weekends. Equipment is also stored inside the courts.

Plans and designs for the proposed shelter have not been prepared as yet. The Board will be working on bringing costs/designs to the membership next year for a vote to move forward.

9. OTHER BUSINESS

A member brought up the purchase of a defibrillator for use on the point. The device is apparently easy to manage. The machine guides you through the process, so no training is necessary. Many were interested and the Board agreed to discuss and investigate.

We were informed that a member observed a large group congregating on the south Right of Way who were likely non-residents. They were approached but did not come up with name. If possible, residents should try and get a cottage number of potential trespassers. Guests using DPPO property are to be accompanied by an owner as per our by-laws.

We were also informed that our West Right of Way was found on Google Maps and referred to as Sunset Branch. A spot perfect for watching sunsets. This is of course DPPO property so we will investigate and try to remedy the situation.

In order to get instant messages to members, it was suggested we have a Facebook or Instagram page. Jason Kaufmann said he would look into this. More information to follow.

Residents recounted incidents where they heard gun shots and observed occupants of one property using air rifles to shoot at wild animals. Board members were encouraged to call the police in this type of activity if observed in the future.

10. ADJOURNMENT

Meeting was adjourned at 11:40 a.m.