

# Muriel Collins Housing Co-operative

79 Richmond St. East, Toronto ON M5C 3A6

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## GENERAL MEMBERS MEETING

Thursday, November 16, 2023 7:00 PM in the Eileen Leishman Party Room

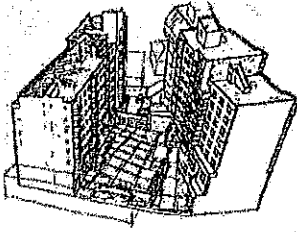
## A G E N D A

- ❖ Roll call of Officers
- ❖ Approval of the Agenda
- ❖ Approval of the Previous Minutes – August 24, 2023
- ❖ Report to Membership
- ❖ Nominations for 2 available positions on the Board of Directors (Article 7 of the Co-op's Organizational By-law regarding qualifications to be a director is included in this package)
- ❖ New Business
- ❖ Motion to adjourn

\*\*City of Toronto Guidelines advise that a Board Member is in a conflict of interest situation if the board member owes more than one month housing charges, and a board member will cease to be a director if there are any arrears at the time of the board meeting where arrears will be discussed. The new Guideline does not want any board members in arrears, and therefore you must be in good standing to run for a position on the Board of Directors.

### **General Member Meetings and Board Meetings**

In our cooperative, general member meetings and board meetings are a space for open and respectful dialogue. We commit to listening attentively to all voices, valuing diverse perspectives, and making decisions that prioritize the best interest of our cooperative and its members. We will refrain from personal attacks, maintain confidentiality when necessary, and follow established meeting protocols to ensure efficient and productive discussions. Our shared goal is to work collaboratively towards the success and sustainability of our cooperative, fostering an environment of trust, cooperation, and accountability.



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**MURIEL COLLINS HOUSING CO-OPERATIVE  
79 RICHMOND STREET EAST  
TORONTO, ONTARIO**

**MINUTES OF THE ANNUAL GENERAL MEETING  
AUGUST 24, 2023, 7:00 P.M.**

## **BOARD MEMBERS:**

Abdi Nur	President
Mark Cheverie	Vice President
Suban Ali	Treasurer
Nadia Pasqua	Secretary
Keon Emijjo	Director
Raul Rodriguez	Director
John Shardalow	Director

## **GUESTS:**

Aidan McGivney	Auditor, Prentice Yates & Clark (until 7:35 p.m.)
Dawn McBride	Property Manager
Helen Lee	Recording Secretary, Minutes Solutions

### **1. CALL TO ORDER**

The meeting was called to order at 7:06 p.m.

### **2. APPROVAL OF THE AGENDA**

On a motion made by Stefania Pasqua, seconded by Roy Lefell, it was resolved to approve the agenda as presented. Motion carried.

### **3. APPROVAL OF THE MINUTES OF THE PREVIOUS GENERAL MEMBERS MEETING**

On a motion made by Guo Luo, seconded by Ross Harrison, it was resolved to approve the minutes of the general members meeting held on November 17, 2022, as presented. Motion carried.

### **4. PRESENTATION OF AUDITED FINANCIAL STATEMENTS**

On a motion made by Sandra Jones, seconded by Roy Lefell, it was resolved to approve the audited financial statements for the year ended March 31, 2023. Motion carried.

The Co-operative's auditor, Aidan McGivney of Prentice Yates & Clark, presented the audited financial statements for the fiscal year ended March 31, 2023, and briefly explained each section.

**Sandra Jones** inquired about the bad debts.

**Aidan McGivney** replied that it is a way of recording uncollectible accounts receivables in a certain year, and they can be written off in a future year.

**Sandra Jones** inquired how the Co-operative incurred the bad debts.

**Aidan McGivney** explained that bad debts can come from members who accrue large amounts of arrears and are an estimate of what the Co-operative can collect.

**Abdi Nur** noted the example of a member who moves out and owes arrears, and the Co-operative can pursue the arrears through a collections agency.

**Sandra Jones** inquired about the security expenses.

**Aidan McGivney** replied that they include fire safety, fire monitoring, and deficiency repairs.

**John Shardalow** inquired if the Co-operative is not allowed to have a large surplus because affects what it receives from the City of Toronto.

**Aidan McGivney** confirmed that was true, and the Co-operative had to pay \$50,000 back to City of Toronto. The Co-operative should aim for a break-even budget as a general practice.

**Dawn McBride** noted that the surplus included the management fees that were previously budgeted for Canlight.

## 5. APPOINTMENT OF AUDITOR

**On a motion made by Roy Lefell, seconded by Ross Harrison, it was resolved to appoint Prentice Yates & Clark as Auditor of the Co-operative for the current fiscal year, to hold office until the close of the next annual general meeting. Motion carried.**

## 6. REPORT TO MEMBERSHIP

Abdi Nur noted that the building is 29 years old and requires various repairs and maintenance. The Co-operative applied for funding for three projects from the Green Municipal Fund: \$500,000 for window replacement, \$1.8 million for air conditioning unit replacement, and \$15,000 for smoke detector replacement. The Co-operative would only receive a grant that covers 30% of the total amount requested, and the remaining 70% will be issued as a loan. There is currently \$678,000 in the reserve fund, and a healthy amount should be maintained in case of major equipment replacement. The Co-operative will ask the City of Toronto for permission use some of the reserve fund for capital projects.

## 7. OTHER BUSINESS

- a. **Carpets:** Nadia Pasqua reported that the Co-operative is buying new carpets for lobbies from a company called Interface, who install and recycle the carpets at the end of life.

**Elizabeth Fresneda** requested carpet cleaning for the units that have carpets.

**Coreen Kemp** noted that the water marks from a previous flooding incident appear on the hallway carpets when the weather is humid.

**Dawn McBride** noted that the hallway carpets were last replaced in 2017. She searched for carpet tiles, but the closest match was slightly darker in colour.

- b. **Re-Painting:** Management confirmed that the Co-operative has the paint colours for common areas, and maintenance staff will conduct touch ups as needed.

**Abdi Nur** noted that it would cost approximately \$80,000 to paint the entire building.

**Dawn McBride** added that painting is considered a cosmetic expense.

- c. **Air Conditioning Unit Replacement:** Management confirmed that the potential funding would be used to replace the fan coil units with heat pump units.

Management reported that she previously requested a lighting audit. It would cost \$230,000 to replace the existing lighting with LED lighting, but the Co-operative would receive a \$115,000 rebate and there would be substantial savings in electricity costs.

- d. **Updated Membership and Parking Lists:** Abdi Nur confirmed that the On Call Committee has the parking list. There are currently two spots for visitor parking, and two spots rented to Minto. Members who request parking must provide a copy of their vehicle registration.

**Valerie Joseph** stated that members should know how parking spots are assigned to members.

**Dawn McBride** confirmed that only one parking spot is assigned per unit.

**Ross Harrison** suggested issuing parking registration cards to members.

**Abdi Nur** noted that the Co-operative used to issue stickers to members.

**Elizabeth Fresneda** inquired whether there is a procedure for the use of open visitor parking spots during the weekend without making a prior reservation.

**Abdi Nur** replied that members can contact On Call Committee, who keep the records of weekend parking reservations.

- e. **Gardening Duties:** John Shardalow noted his discussion with the Gardening Committee about what to plant in the courtyard with reduced sunlight once the Minto development is complete. The Committee delayed their decision and there was no dedicated budget. The Board will consider hiring a landscaper next year.

**Sandra Jones** suggested asking the Pilot Place clients to not sit on the ledge to prevent crushing the plants on Lombard Street.

**John Shardalow** confirmed that there is currently only one plant on Lombard Street, and he is aware of one Pilot Place client who cleans cigarette butts and garbage from the area. The Gardening Committee did not add more plants because they wanted to replace the soil.

- f. **Unit Upgrades:** Abdi Nur noted that before the COVID-19 pandemic, the Co-operative previously replaced old appliances and kitchen cabinets based on a schedule of five to ten units per year. He confirmed that the Co-operative will resume the replacement schedule.

**Sandra Jones** noted that the washrooms next to the laundry room should have fob access because it is inconvenient to ask guests to obtain the key from the Management office.

**John Shardalow** noted that the new website can send newsletters and requested a volunteer to draft content.

**Abdi Nur** acknowledged the passing of members Bob Kemp and Alan Lee.

**Ross Harrison** proposed keeping the exterior and interior building doors locked at all hours.

**Valerie Joseph** noted that there is nothing to indicate to visitors that they have to buzz twice. She added that it is not necessary to indicate members' unit numbers in meeting minutes. She asked members to not take up all the laundry machines during peak hours.

**Maggie Dunlop** proposed Halloween trick or treating in the building, and members interested in participating can hang something on their unit door. She noted the recent safety issues in the neighbourhood, and there are not many other trick or treating options.

8. **ADJOURNMENT**

**On a motion made by Roberto Pasqua, seconded by Elizabeth Fresneda, and carried unanimously, it was agreed that there was no further business of the Co-operative to transact; the meeting was closed at 8:51 p.m.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered to be a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **Article 7: Board of Directors**

### **7.1 Number of Directors**

The board of directors is made up of **seven (7) directors**.

### **7.2 Who Can be a Director**

#### **(a) *Co-op Act***

Directors have to be members of the co-op who are at least 18 years old and have the other qualifications stated in the *Co-op Act*. These qualifications are that a director may not be bankrupt or incapable of managing property under the *Substitute Decisions Act*. They apply at the time directors are elected and while they are directors. If an existing director no longer has the required qualifications, the position on the board is automatically vacant.

#### **(b) Good financial standing**

Members who are in arrears may not be elected or appointed as directors. The rules for existing directors who go into arrears are stated in the Occupancy By-law.

#### **(c) Members of same household**

Two or more members who occupy the same unit may not be directors at the same time.

#### **(d) Management or service company employee**

A member cannot be a director as stated in section 18.7(a) (Management or Service Company Employee – Can't be director or officer) and the Occupancy By-law section on "Co-op Employees".

#### **(e) Former directors who resigned**

A member who resigns as a director may not be on the board until the second annual election after resigning. Until then, the member cannot be elected to the board or appointed to fill a board vacancy. The member cannot run at the first annual election after resigning.

#### **(f) Ethical Conduct and Confidentiality and Conflict of Interest Agreements**

Every director has to sign a Directors' Ethical Conduct Agreement and a Confidentiality and Conflict of Interest Agreement. The Agreements have to be signed before the election meeting or within ten days afterwards. A signed copy of each Agreement must be given to the manager. If a director fails to do this, the position on the board is automatically vacant.

**(g) Issues about qualification**

**A. Before the board elections**

Any question about whether the member meets the requirements to be a director should be resolved before board elections, if possible. If there is a disagreement, the member can run for the board. If elected, the member will not become a director until the board decides on the question.

**B. After the board elections**

If a question about a director's qualifications at the time of election comes up later, the director will continue on the board until the board makes a decision about it.

**C. Effect of board decision**

If the decision under A. or B. is that the member did not meet the requirements, the position on the board is automatically vacant. The decision is not subject to appeal.

**(h) Board procedure for deciding about qualification**

The member must be given written notice of the board meeting to discuss whether the member met the requirements to be a director. The notice has to be given at least ten days before the meeting and must state the date, time and place of the meeting and the reason why the member may not have met the requirements. The member can appear and speak at the meeting. The member can have a representative at the meeting. The board decides and votes without the member present.

**7.3 Term of Office**

**(a) Length of term**

Directors serve for terms of two years. A term of two years means a term starting at the end of an annual members' election meeting and ending at the end of the second annual members' election meeting after that. This means that a term will not be exactly two years.

**(b) First meeting of new board**

The board must meet no more than seven days after an annual general members' election meeting or any meeting where more than forty percent of the director positions are elected. The time for the meeting can be postponed only if all directors sign a consent to postpone it. Until the board meeting, the co-op signing officers prior to the election will keep their responsibilities under this By-law.

(c) **Staggered terms**

Directors' terms will be staggered so that in one year about half the directors will be elected for two-year terms and in the next year the other directors will be elected for two-year terms. If there is a vacancy, the replacement will serve for the remainder of the former director's term.

(d) **Election for partial terms**

Sometimes a single election is for directors with full terms and partial terms. An example would be where a director resigned and the board did not appoint someone. At those elections the candidates with the largest number of votes will be elected to the full terms. If there is a tie for the last full term position, the board will decide. The decision will be recorded in the board minutes.

#### **7.4 Director Term Limits**

(a) **One year gap**

A member who has been a director for two consecutive terms is not eligible to be a director until the next annual election after the second term ended. Until then, the member cannot be elected to the board or appointed to fill a board vacancy. A partial term counts as a term if it is longer than one year.

(b) **Start of these rules**

The existing terms of directors will not be reduced when this By-law comes into force. This section will apply to all elections after that time.