



Website: durhamsafecycling.ca
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Mail: 1B-701 Rossland Road East
Suite # 629
Whitby ON, L1N 9K3

Advocating for Safe Cycling Throughout Durham Region

Sept. 22, 2021

Notice of 5th Annual General Meeting

Yes, another year has passed and DRCC will be hosting our Fifth Annual General Meeting. Due to the ongoing pandemic - and following COVID 19 protocol - the AGM will once again be a virtual meeting.

Date: Nov. 04, 2021
Time: 7:00 P.M. to 8:30 P.M.
Location: Virtual – Google Meet Format

This year marks the end of the current 2-year term for the Board of Directors. Consequently, a new Board will be elected (minimum 3, maximum 9)

According to the by-laws each club may appoint one member to the Board of Directors. The remaining Board positions are open to any club member in attendance at the meeting.

In addition to the appointed Board Members, each club may nominate two additional members to represent the club at the meeting each of whom would have one vote on matters arising.

As such, please canvass your club membership and determine:

1. Director Nomination (1) to be appointed to the DRCC Board;
2. Possible Candidates who would like to stand for election to the DRCC Board remaining available seats (must be present at AGM) and;
3. Additional representatives if desired (Maximum 2) to attend the AGM.

Please forward the respective names and e-mail addresses to the DRCC Corporate Secretary at ron@durhamsafecycling.ca no later than;

Monday Nov. 01, 2021

Upon finalization, attendees will receive a formal meeting invite with link to join the virtual meeting.



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Furthermore, the meeting will also include the nomination of DRCC Officers including the positions of President, Treasurer and Corporate Secretary.

Volunteers seeking a role as a DRCC Officer should submit their nomination request to the current Board Executive Director via e-mail (bruce@durhamsafecycling.ca) no later than

Monday, Nov. 01, 2021.

Officer selection will be determined and approved by the DRCC Board of Directors

We also extend a welcome to all **DRCC Affiliate and Associate Members** in good standing order to attend the AGM however they do not have voting rights.

Registration is required to attend the meeting.

To attend, simply send an e-mail to: ron@durhamsafecycling.ca with the following information

E-Mail Title: DRCC AGM 2021.

Name: _____

Membership: Affiliate Member with Cycle Club Name or Associate Member

The deadline to register is Nov. 01, 2021.

Once finalized, those registered will be provided with the appropriate link to join the meeting.

We look forward to seeing you virtually at our DRCC AGM



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Agenda

Meeting: Annual General Meeting No. 05

Location: Via Google Meet following COVID protocol
By invitation to membership in good standing order.

Date: Nov 04, 2021

Time: 7:00 P.M. – 8:30 P.M.

1. Meeting Called to Order.
2. Voting Procedures.
3. Approval of Minutes AGM No. 4, Nov. 26, 2020.
 - Attachment #1
4. 2021 Annual Report, Bruce MacDonald – President and Executive Director.
5. Receive Financial Statements, Derek Lee Treasurer.
 - Attachment #2
6. Director Nominations (2-Year Term)
 - Board Chair Nomination
7. Officers Nominations (2 Year Term)
 - President
 - Treasurer
 - Corporate Secretary



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8. Other Business.

9. Adjournment.

DURCC



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2021 AGM - Attachment #1

Agenda Item #3 - DRCC AGM 2020 Meeting Minutes

Meeting: Annual General Meeting No. 04

Location: Via Zoom

Date: Nov 26, 2020

Attendees: B. MacDonald, M. Dever, D. Lee, A. Thompson,
R. Astley

Associate Members: P. Phillips, A. Steinsky

Affiliate Club Members: K. Cheston (VRCC), J. Fisher (DMBA), R. Crooks,
D. Thomas, M. Dixon (CCC)

Regrets: M. Claxton-Oldfield,

Recorder: R. Lalonde
Corporate Secretary

1. Meeting Called to Order

Secretary Ron Lalonde called the meeting to order at 7:05 P.M.

2. Voting Procedures.

Secretary Lalonde reviewed the established DRCC procedures for voting at the AGM with Directors having one vote and each club representative having one vote. Associate Members do not have voting privileges and are represented by the DRCC President.

3. Approval of Minutes AGM No. 3, Nov. 21, 2019.

Motion to accept and approve put forward by Bruce MacDonald and seconded by Robert Astley. Unanimous vote carried and approved.



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4. Annual Report, Bruce MacDonald – President and Executive Director.

Bruce began his annual update with comments regarding COVID-19 and that many normal in person public events DRCC planned to participate in didn't happen this year although more people were on bikes in 2020 and local bike shops have all reported large sales this year. Furthermore, many local public elected officials have noted the "need for more safe AT networks".

Bruce welcomed VRCC to the DRCC family as well as commenting that DRCC now has twelve Associate Members within the non bike club category.

Bruce noted the Region of Durham is currently updating their Active Transportation/Cycling plan with many members of DRCC providing comments, ideas and suggestions as well as advising that the Meadoway Durham Project has now officially been integrated in the Regional AT/Cycling Plan.

Additionally, DRCC has continued to be involved with the Regional Vision Zero planning and has a follow up online meeting scheduled within the next 2 weeks to ensure that the "initiatives" identified within the Vision Zero Plans, will be fully incorporated into the Regional AT/Cycling plan. DRCC is also involved the BRT (Bus Rapid Transit) Metrolinx project. Follow up will continue with additional BRT meetings.

Bruce commented on the importance of DRCC members being included in municipal advisory boards or committees including Whitby, Oshawa, Clarington and Uxbridge as well as representation at the regional level advisory committee.

DRCC planned to attend the 2020 Ontario Bike Summit as a participant in the spring, however it has been moved to a 3 day online virtual meeting next week with Bruce attending. DRCC also joined several teleconferences in 2020 hosted by Share the Road, Waterfront Trust (X2) and Ontario by Bike as a stakeholder and contributors at the provincial level.



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Regarding infrastructure across the Region, Bruce provided updates including:

- DRCC success in having a full Bike Lane upgrade constructed on Lakeridge Road between the Pickering Concession 7 and Columbus, similar to the one at Nash Road in Clarington. DRCC continues to press for similar improvements at Wagg Road /York Durham and Simcoe Street at Purple Woods.
- On going discussions regarding a bike park in Oshawa and supporting new parking lots in Dagmar forest.
- Advocating across the region for improvements to safe cycling with correspondences being submitted to Ontario Shores relating to gate access on the WFT at Gordon as well Smart Centres in Whitby pertaining to poor sight line conditions at the MUP crossing their property location on Victoria.
- DRCC submitting written responses to local municipalities regarding a number of large commercial developments which may affect existing or future cycling routes across Durham Region such as the proposed development at Conlin and Garrard in Whitby.
- DRCC participation with the Town of Ajax late fall 2019 pertaining to the widening of Rossland road through Ajax to Whitby and subsequently met again in 2020 to review designs including a further formal follow-up letter after the last meeting.

Bruce also commented on DRCC being recently nominated for a 2019 MTO “Road Safety Achievement Award” in the category of Road Safety Partnership. **(Attachment A)**

Regarding the DRCC website, Bruce reported the site is being worked on.

Bruce closed his update with comments regarding the “Ride of Silence” for 2020 co-ordinated by member Joe Arruda which was cancelled due to Covid-19. For 2021, DRCC will need to see how the Ride of Silence works out pending Covid-19. Further to this, DRCC has been involved in the placement of two Ghost Bikes, one in late 2019 in Oshawa and one in 2020 in Whitby plus one offer which was respectfully turned down by the family in the Solina area.

Bruce thanked DMBA for the gracious use of their Zoom account to facilitate this meeting.

5. Receive Financial Statements, Derek Lee Treasurer

Treasurer Lee reported the DRCC fiscal year runs May 1 to April 30th. In general, for the latest reporting year, DRCC had expenses greater than revenue with a net loss of (\$429.33)



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Revenue from clubs and non club members totaled \$2,615.00. The DRCC ending bank balance for the year was \$3,620.50 and the present bank balance is approximately \$4,800.00 of which \$1,000.00 is required for insurance deductible in the event of a claim.

Expenses for the year included:

- Insurance \$1,200.00
- Furniture / Banners \$740.00
- Ontario Bike Summit \$432.00
- Donation to Share the Road \$100.00

Treasurer Lee also noted that reoccurring DRCC expenses include:

- Insurance Premium \$1,200.00
- Mail Box \$300.00
- Web site \$160.00
- Insurance Reserve \$1,000.00

Regarding insurance, Treasurer Lee remarked that two requests for a premium reduction due to COVID-19 were made to the DRCC insurance provider with no success.

A question was raised by J. Fisher regarding minimum insurance premiums costs relating to the DRCC policies in effect. In response, Treasurer Lee commented that DRCC has two types of insurance, directors and liability and would follow up with the insurance provider. Treasurer Lee also commented on possibly moving to a local insurance agent within the region versus the present agent located outside of Durham Region.

Treasurer Lee presented a two-page financial summary (**Attachment B**) for board members and attendees to review.

Motion to accept the financial statements was put forward by Bruce MacDonald and seconded by Robert Astley. Unanimous vote carried and approved

6. COVID-19 Future Direction DRCC

A discussion amongst members ensued regarding how DRCC would be operating in year 2021. The situation envisioned will be similar to conditions experienced in 2020 by DRCC. It was agreed that DRCC will continue to work remotely and stay actively engaged as the year unfolds in support of safe cycling.



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7. Other Business

- Ron Lalonde provided a progress report from the Durham Region Active Transportation Committee pertaining to the Regions Cycling Plan. Comments included work completed to date and anticipated improvements across the Region. The next DATC meeting scheduled for early December will include an update from the consultants including an anticipated first pass review of the AT Maps.
- Ann-Marie Thompson asked about conditions on Thornton Road in Oshawa and Kim Cheston followed up with concerns on Conlin Road in Oshawa. Ron Lalonde replied to both questions by providing an update to the recently released Oshawa City Budget noting the city has allocated funds in support of both roadways in their year 2021 budget which would include cycling improvements. Bruce MacDonald expanded by commenting on the limited number of Oshawa and Clarington North / South cycling corridors passing over Highway 407 and their importance to the cycling community.
- Kim Cheston commented on cycling routes north of Port Perry and the lack of safe cycling structure. Bruce MacDonald responded with comments regarding northern municipalities within Durham and the high cost associated with cycling improvements relative to their limited budget.
- Kim Cheston also commented on recent construction upgrades completed on Concession Road 9 from west of Lakeridge Road to Westney Road which now includes a paved shoulder. A brief discussion followed with Bruce regarding safe cycling routes in Pickering north of the city and the need for more improvements.
- John Fisher asked for support from all members when mountain biking within our northern forests specific to dirt bikes causing damage to the forest trails. They are prohibited from the area and if observed, please report to authorities.
- Morgan Dever asked about Conservation Authorities and changes being proposed by the provincial government. John Fisher commented that he was aware of some changes and was working with the local conservation authority. Ron Lalonde also commented on the proposed changes now under way by the government as a part of their budget omnibus bill. Ron sent out a link to a recent webinar to all members in



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attendance which provides extensive detail to the changes being proposed by the government and the negative impact it will have on conservation authorities.

8. Adjournment

A motion to adjourn was put forward by Derek Lee and seconded by Morgan Dever to adjourn the meeting which received unanimous approval. Meeting was adjourned at 8:21 P.M.

B. MacDonald

Chair, Durham Region Cycling Coalition

R. Lalonde

Corporate Secretary, Durham Region Cycling Coalition



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Attachment A (2020 Meeting Minutes)





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Attachment B (2020 Meeting Minutes)

Durham Region Cycling Coalition Inc.

FINANCIAL STATEMENTS MAY 1, 2019 TO APRIL 30, 2020

BANK RECONCILIATION

	2019/20	2018/19	
Bank Opening Balance May 1, 2019	4,049.83	2,495.28	
Deposits			
Membership Fees	2,615.00	2,830.00	
Donations	0.00	0.00	
Bank Interest	0.00	0.00	
Other	0.00	0.00	
Total	2,615.00	2,830.00	
Outgoings			
Cheques 001 to 008 (new book)	3,024.83	1,252.05	<i>(Chqs 007 to 010 from</i>
Bank charges	19.50	23.40	
Total	3,044.33	1,275.45	
Deposits less Outgoings	-429.33	1,554.55	
Opening Balance + Deposits - Outgoings	3,620.50	4,049.83	
Bank Closing Balance April 30, 2019	3,620.50	4,049.83	<i>(April 30, 2018)</i>

BALANCE SHEET

Current Assets		
Cash	3,620.50	4,049.83
Furniture (depreciated at year end)	666.12	0.00
Total Current Assets	4,286.62	4,049.83
Liabilities		
Insurance deductable	1,000.00	1,000.00
Net Assets	3,286.62	3,049.83



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Durham Region Cycling Coalition Inc.

FINANCIAL STATEMENTS MAY 1, 2019 TO APRIL 30, 2020

STATEMENT OF ACTIVITIES

	2019/20	2018/19	
Income			
Account			
8103 Bank Interest	0.00	0.00	
8221 Membership Fees - clubs	2,515.00	2,830.00	
8221 Membership Fees - associates	100.00	--	
8223 Donations	0.00	0.00	
8230 Other	0.00	0.00	
Total Income	2,615.00	2,830.00	
 Expenditures by Account			
8520 Advertising and Promotion	153.62	22.59	
8523 Food and Drink	0.00	0.00	
8690 Insurance Premiums	1,203.12	1,195.56	
8715 Banking fees	19.50	23.40	
9130 Stationary & Supplies	106.54	0.00	
9281 Personal Vehicle Use	0.00	0.00	
9284 General & Administration	322.05	0.00	
9270 Other Expenses	1,239.50	33.90	
Total Expenditures	3,044.33	1,275.45	
Net Income/(Loss)	-429.33	1,554.55	
 Expenditures by Category/Event			
8690 Insurance Premiums	1,203.12	1,195.56	
9130 Supplies (stationary etc.)	89.59	0.00	
9284 Mail Box annual fee	322.05	--	
9270 Postage/courier	0.00	0.00	
8520 Web site fees (Domain name)	153.62	22.59	
9130 Membeship cards	16.95	0.00	
9270 Tables, banner & banner flag	740.13	--	
9270 Donation to Share the Road Coalition	100.00	--	
9270 AGM room rental	56.87	33.90	
8715 Banking fees	19.50	23.40	
9270 Bike Summit 2019	342.50	0.00	(2018)
Total Expenditures	3,044.33	1,275.45	
Net Income/(Loss)	-429.33	1,554.55	

*Clarington Cycling Club, Durham Cycling Club, Durham Mountain Bike Association, Oshawa Cycling Club,
 Uxbridge Cycling Club, Velo Rouge Cycling Club*



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2021 AGM - Attachment #2

Agenda Item #5 - Financial Statement

Durham Region Cycling Coalition Inc.

PAGE 1 OF 2

FINANCIAL STATEMENTS MAY 1, 2020 TO APRIL 30, 2021

STATEMENT OF ACTIVITIES

	Income	2020/21	2019/20
Account			
8103	Bank Interest		0.00
8221	Membership Fees - clubs	2,140.00	2,515.00
8221	Membership Fees - associates	110.00	100.00
8223	Donations	0.00	0.00
8230	Other	0.00	0.00
	Total Income	2,250.00	2,615.00
	Expenditures by Account		
8520	Advertising and Promotion	1,373.65	153.62
8523	Food and Drink	0.00	0.00
8690	Insurance Premiums	1,221.48	1,203.12
8715	Banking fees	23.40	19.50
9130	Stationary & Supplies	44.28	106.54
9281	Personal Vehicle Use	0.00	0.00
9284	General & Administration	587.60	322.05
9270	Other Expenses	462.07	1,239.50
	Total Expenditures	3,712.48	3,044.33
			-429.33
	Net Income/(Loss)	-1,462.48	



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PAGE 2 OF 2

Expenditures by Category/Event			
8690	Insurance Premiums	1,221.48	1,203.12
9130	Supplies (stationary etc.)	33.88	89.59
9284	Mail Box annual fee	587.60	322.05
9270	Postage/courier	10.40	0.00
8520	Web site hosting and domain fees	22.59	153.62
8520	Website redesign and hosting (Webrate)	1,023.65	
8520	Initial website redesign not pursued	350.00	
9130	Membership cards		16.95
9270	Tables, banner & banner flag		740.13
9270	Donation to Share the Road Coalition		100.00
9270	AGM room rental		56.87
9270	Ghost bike donation and materials	85.00	
8715	Banking fees	23.40	19.50
9270	Bike Summit	354.48	342.50
	Total Expenditures	3,712.48	3,044.33
	Net Income/(Loss)	-1,462.48	-429.33