



# Pike Lake Community Association

[www.pikelake.ca](http://www.pikelake.ca)

## Pike Lake Community Association (PLCA) Policy Manual

**2026-06-13**

### **Parliamentary Procedures**

The most current version of *Robert's Rules of Order* shall be the final authority as to parliamentary procedures.

### **Conflict of Interest**

For the purpose of this document a conflict of interest is defined as:

Any situation in which a Member's decision-making is influenced or could be influenced or could be perceived by others to be influenced by personal, family, financial, business, or other private interests and not in the best interests of the PLCA.

In the event of a conflict of interest of any Member with regard to Association business, the Member who has the conflict of interest shall recuse themselves and shall not participate in the related discussion or subsequent decisions.

It is the responsibility of any Member to self-declare any conflict of interest.

### **Non-discrimination**

The PLCA shall not discriminate in the conduct of its programs and activities, against any person on the basis of age (except those persons under eighteen (18) years of age), race, colour, creed, gender, national or ethnic origin, sexual orientation, or physical disability.

### **Code of Conduct for Members**

As the PLCA values integrity and respect, all Members must adhere to the following Code of Conduct.

This Code of Conduct applies to any form of interaction related to PLCA business including but not limited to in person, written communication or via social media.

1. The PLCA acknowledges that disagreements can and will occur. The proper focus of any conflict should be on the issue at hand and not on the individual. Debate and differing opinions are appropriate but courteous behaviour is required.
2. PLCA will not allow Members to engage in behaviour that is harassing, threatening, abusive, bullying or harmful to another person, including but not limited to: ignoring or interrupting a person at meetings, personal insults, shouting or raising one's voice at a person in public or private and sending unwelcome communications to other Members.
3. Social media enables opportunities for immediate and easy transmission of information. Users shall always obtain prior written permission before posting the comments, photos, video or work of another.

The PLCA has the right, but not the obligation, to modify or remove any content that appears on any official PLCA forum, and to restrict, suspend or terminate the access to such forum of any user in violation of this Code of Conduct, and to take appropriate disciplinary action as set out in the Policy Manual.

In addition to the Code of Conduct for Members, a Director will, always, conduct themselves in a manner that:

- a) supports the objectives of the Association
- b) serves the overall best interests of the Association
- c) subordinates their personal interests and those of any particular constituency, to the best interests of the Association
- d) brings credibility and goodwill to the Association
- e) respects principles of fair play and due process
- f) demonstrates respect for individuals
- g) respects and gives fair consideration to diverse and opposing viewpoints
- h) demonstrates due diligence and dedication in preparation for, and attendance at meetings, special events and in all of their activities on behalf of the Association
- i) demonstrates good faith, prudent judgement, honesty, transparency and openness in their activities on behalf of the Association
- j) ensures that the financial affairs of the Association are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities
- k) avoids real or perceived conflicts of interest
- l) respects that personal information is confidential and acts accordingly
- m) conforms to the Constitution and Policy Manual approved by the Board

#### **Expulsion of a Member from an Event**

The PLCA Board has the right to ask a Member to leave a PLCA meeting or PLCA sponsored event if the Member is in clear violation of the Code of Conduct.

#### **Expulsion of a Member from the Association**

The PLCA Board has the right to remove a Member from the Association if the Member repeatedly is in violation of the Code of Conduct.

#### **Communication Policy**

The Board will communicate with the membership using a variety of mechanisms including email, the Association website, PLCA Social Media and the Pike Lake Post newsletter and e-newsletter.

Communications to the membership will include notices of the Annual General Meeting and Special Meetings and may include other items of general interest including:

- a) information received from Conservation Authorities, Township(s) or other Government agencies,
- b) Information from other lake-related entities and
- c) updates on various activities around the community.

It is the Members' responsibility to notify the Association of any changes in mailing or electronic address.

Members wishing to communicate with the Board will contact them through the PLCA email and the questions/comments will be forwarded to the correct Board Member to action.

If the Association contacts a Township with comments on a By-law, official plan or zoning change, the then current process as outlined by the Tay Valley Township or Rideau Lakes Township as appropriate must be followed.

## **Membership**

The Membership Year is the calendar year.

Owners who purchase property within the last three months of the Membership Year, and join the Association in that period, shall have their membership continue for the next Membership Year.

## **Benefits of Membership**

Benefits of Membership shall include but not be limited to voting at Membership Meetings, access to Association messages, the Members section of the Website, PLCA Social Media, receipt of the Pike Lake Post and membership in the Federation of Ontario Cottagers' Associations (FOCA).

## **Process for Spending Money**

The budget for the current fiscal year will be approved at the AGM.

The Board has the authority to approve any expenditure for the Association that is not included in the AGM budget or which exceeds the amount specified in the budget, provided a single expense does not exceed \$2500 and provided that the cash balance is never less than \$1000.

All Members of the Executive Committee shall be registered as signatories with the bank used by the PLCA.

All payments by cheque require the signature of any two Executive Committee Members.

All e-transfer payments require prior email approval by two Executive Committee Members registered on the bank account as signatories. Email approvals are to be retained for future audit purposes

Members conducting business on behalf of the Association who incur expenses approved by the Board shall be reimbursed upon presentation of receipts showing the expense has been paid. All receipts should be retained for future audit purposes.

## **Process for Virtual Meetings**

At the discretion of the Board, Annual General and Special Meetings may be held virtually, and at the discretion of the Board may require a third-party moderator.

All Members wishing to attend a virtual meeting must respond to the announcement of the meeting indicating that they wish to attend a minimum of 48 hours prior to the beginning of the meeting. Those responding that they wish to attend will be sent a link to join the meeting a minimum of 24 hours prior to the beginning of the meeting.

The PLCA Board must ensure that there is a process in place to allow for voting by secret ballot if required. The method for voting and scrutiny will be provided to the Membership seven days prior to the beginning of the meeting.

## **Annual General Meeting**

The Agenda of the Annual General Meeting shall include motions to:

- a) establish quorum;
- b) approve agenda;
- c) approve minutes from previous AGM and any Special Meeting of Members;
- d) accept reviewed financial statements from previous year;
- e) approve budget for the current fiscal year;
- f) elect directors as required;
- g) entertain other business.

### **Nomination Process for Advance Nominations**

The role of the Nominations Committee is to have as many qualified candidates as possible to run for Board positions, recognizing that the final determination of Directors is made by a vote of Members at the AGM

The Nominations Committee shall ensure the membership is aware of the upcoming elections; encourage Members who are Owners to run; and ensure that all Members are aware of the responsibilities of each Board role

In looking for people to serve on the Board, the Nominating Committee considers the job descriptions of the Board positions and the knowledge, skills and experiences needed including:

- a) proven leadership
- b) previous Board experience
- c) experience with the PLC

The Nominating Committee should also consider diversity including;

- a) age
- b) gender
- c) seasonal and permanent residents
- d) representation from different parts of the lake

### **Election Process in Person**

All Members who are Owners will register prior to the commencement of the Annual General Meeting and will receive a ballot for voting. The ballot will contain the names of candidates known prior to the Annual General Meeting and Members who are Owners will write in the names of candidates nominated from the floor.

Members who are Owners will check off the names for whom they wish to vote.

The Nominations Committee Chair shall call for four (4) Members who are Owners from the floor to assist the Committee Chair count votes.

The Nominations Committee Chair will announce the names of the elected Directors.

### **Election Process Virtually**

In years when an election is to be held, an outside moderator will be hired to run the meeting.

All Members who are Owners will vote secretly in a process outlined by the moderator who has been approved by the PLCA Board.

The names of the elected Directors will be announced within 24 hours following the AGM in order to provide an opportunity for the Nominations Committee Chair and 4 Members who are Owners to confirm the vote with the moderator.

### **Social Media**

The PLCA Facebook Group is a private group.

Access is limited to two people per current Member of PLCA being the Member or their Designate and one other person who is approved by the Member.

Everyone joining the PLCA Facebook Group must agree to follow the PLCA Code of Conduct.

Everyone joining the PLCA Facebook Group must agree to the group rules from the Facebook Administrator.

**Each PLCA Board Director has the following general duties:**

- a) attending Board Meetings;
- b) attending AGM and any Special Meetings;
- c) at the request of the Board, attending meetings and events as a representative of the Association;
- d) chairing or sitting as a Member of a Committee of the Association;
- e) performing such other duties as may be assigned by the Board;
- f) abiding by the Code of Conduct.

**Roles and Responsibilities of the Individual Positions on the Board of Directors**

**President:**

- a) presiding at all meetings of the Board and the Members or designating the Vice President or another Member of the executive committee to do so.
- b) ensuring commitments and resolutions of the Board are carried into effect.
- c) overseeing the administrative operation of the Association in compliance with the Association's Constitution and Policy Manual.
- d) attending meetings on behalf of the Association with prior approval of the Board.
- e) representing the Association's vision and value.
- f) ensuring preparation and circulation of reports from Board Members for the Annual General Meeting.
- g) holding position for a maximum of two (2) consecutive terms.

**Vice-President:**

- a) assisting the President.
- b) performing the duties and exercising the powers of the President in the absence of the President.
- c) taking a leadership role on a committee.

**Past President:**

- a) providing guidance and serving as a resource to Board of Directors and Members.

**Secretary:**

- a) giving notice of all meetings of Members and of the Board of Directors.
- b) recording all votes and minutes of the meetings of the Association.
- c) arranging for another individual to record the minutes of the meeting if absent from a meeting.
- d) maintaining meeting minutes to include:
  - i. type of meeting – Board, AGM and Special Meeting
  - ii. date and people present
  - iii. quorum
  - iv. correction and approval of minutes of the current meeting
  - v. exact wording of motions, name of the mover, name of the seconder and whether the motion was passed or defeated and a record of the number of votes in favour, against and abstentions and key points made during the debate.

**Treasurer:**

- a) accounting for all funds collected on behalf of the Association.
- b) processing and paying all invoices as approved by the Board.
- c) tracking all expenditures to the budget and issuing warnings to Board if the expenditures are going to exceed the budget as well as cash reserves.
- d) maintaining full and accurate records of all assets, liabilities, receipts and disbursements.
- e) retaining all e-transfer email approvals for future review purposes.
- f) ensuring bank signatories remain current.

- g) arranging for another Director to present the statement of financial position and transactions if absent from a meeting.
- h) providing a regular accounting of all transactions and a statement of financial position.
- i) generating a financial report for review at Board Meetings and submitting same to the Secretary to be included in minutes of meetings.
- j) verifying that all motions and votes for expenditures are included in the minutes.
- k) generating a year-end financial statement for review by the Financial Review Committee and the Board.
- l) generating a budget for the next fiscal year.
- m) depositing all revenue in the association bank account.
- n) presenting year end reviewed financial report and current budget to Board for approval prior to presentation to membership at the AGM.
- o) presenting year end reviewed financial report and current budget at AGM.
- p) making the following items available for the Financial Review Committee:
  - i. paid bills
  - ii. copy of monthly financial statements
  - iii. chequebook register/stubs
  - iv. bank statement and cancelled cheques (or as provided by bank)
  - v. receipts for expenses
  - vi. emails with approvals for e-transfers
  - vii. other appropriate material as requested by the committee
- q) assisting with transition requirements at the bank at the end of their term.

**Lake Steward:**

- a) understanding the lake's condition, protecting its long-term health, and supporting responsible enjoyment of the water for current and future generations.
- b) liaising, as the first point of contact, with the conservation authorities, provincial organizations and township regarding lake water management and water quality.
- c) collaborating with local conservation authorities, township and provincial agencies and organizations to monitor and report lake health indicators (e.g., water quality, invasive species, wildlife observations).
- d) preparing and presenting annual summaries at the AGM.
- e) maintaining and providing lake health information and sharing via the PLCA website, newsletter, and social media.
- f) reporting activities and findings related to the health of the lake to the Board and relevant environmental authorities as needed.
- g) educating and sharing information with Members on best practices for lake stewardship and pollution prevention.
- h) promoting awareness of legislation and regulations that impact the health of the lake such as septic maintenance, natural shorelines and invasive species prevention and compliance.
- i) assisting in coordinating lake stewardship projects and community initiatives.
- j) acting as an early respondent to emerging environmental concerns and advising the Board and association accordingly.
- k) overseeing the Hazard Buoy Committee.

**Membership Director:**

- a) maintaining current membership list, email addresses (up to a maximum of 2 email addresses per member) and cottage addresses.
- b) coordinating the method of payment by Members with the Treasurer.

- c) providing membership numbers at the AGM prior to voting.
- d) reminding anyone who has not renewed their membership by the AGM that their benefits of membership will expire.
- e) verifying a Member's status if a Member's eligibility to vote is called into question during an AGM or a Special Meeting, and providing a final decision.
- f) providing to the Communications Director the list of those Members who have not renewed their membership by the end of the month during which the AGM is held. Those Members will lose access to PLCA emails, access to PLCA social media and the Member-only pages of the PLCA website.

**Communications Director:**

- a) overseeing the Communications Committee including E-newsletter Editor, Social Media Administrators, Pike Lake Post Editor and Webmaster.
- b) ensuring that all Members have equal access to PLCA circulated information.

**Website:**

- a) overseeing the website including the Members only section.
- b) requesting items be posted on the website (including but not limited to agendas, reports and minutes for Annual General Meetings and Special Meetings, messages from the President, updates to the Policy Manual and the Constitution, current water sampling results).

**Social Media:**

- a) monitoring postings on social media to help ensure that all are appropriate.
- b) acting as an administrator on the social media accounts.
- c) requesting items be placed on social media.

**Pike Lake Post:**

- a) liaising between the editor and Board.
- b) Soliciting input from Membership at least twice during the winter.
- c) Submitting annual Pike Lake Post draft to the Board for approval and takes comments back to the editor until final version is approved by Board.

**Emails:**

- a) coordinating email communication from Board to Members.
- b) forwarding emails received via the PLCA email to the appropriate Board Member.

**Events and Project Director:**

- a) Overseeing the planning of events.
- b) Preparing questionnaire to be sent to Members to gauge level of interest when deemed necessary.
- c) Researching events that might be popular with the membership.
- d) Engaging volunteers to assist with taking the lead on various events.

**Director At Large:**

- a) promoting the Association to those with interest in Pike Lake
- b) accepting opportunities to participate on committees
- c) imparting advice and wisdom at Board meetings for the betterment of the Association
- d) taking on lead role with a committee
- e) accepting other duties as assigned by the Board

## **Appointments**

Appointments can be made by the Board from time to time and may include, but are not limited to, the appointments listed below along with their roles, responsibilities and guidelines:

### **Webmaster:**

- a) posting items to the website and updating the website to keep it current
- b) removing access to the Member-only pages of the website from those Members whose membership has expired at the direction of the Communications Director
- c) reporting to Board through the Communications Director

### **Guidelines for Adding Content to the PLCA Website**

We strive to provide the highest quality website experience for both Members and the public. Accordingly, all content will be reviewed for its suitability prior to posting to the website. The following guidelines address the process for approval and specific details of content generally considered suitable.

Any request for content being added to the website should be forwarded to the Communications Director. Approved content will be added to the PLCA website in a location to be determined by the Communications Director and Webmaster.

Content shall not include:

- Areas of questionable legality
- Defamatory, or threatening content
- Hate speech
- Political and religious content
- Suffering and violence

Suitable Content is content that in the view of the PLCA Board:

- Is respectful, visually tasteful, positive and suitable for family consumption;
- Is not intentionally vague or misleading in imagery or content;
- Is intended for the interest and use of Pike Lake property owners.

Questionable content:

- If the item is anything that the Communication Director believes could be questionable, the Communication Director will refer the matter to the Board for a decision by email vote or at the next meeting of the Board.

The Pike Lake Community Association has the right to:

- Request modification of images, content, color, style, animation, or other artistic properties to maintain an established look and feel.
- Cancel posting prior to publication even if it has previously accepted it.
- Investigate any complaints from readers regarding content on our website. If the complaints are deemed valid by the Board, the item may be removed from the website.

### **PLCA Social Media Administrators are responsible for:**

- a) administering the PLCA Social Media accounts.
- b) removing access to the PLCA Social Media from people whose membership has expired at the direction of the Communications Director.
- c) reporting to Board through the Communications Director.

**Pike Lake Post Editor is responsible for:**

- a) producing the Pike Lake Post as per guidelines established by the Board.
- b) Reporting to the Board through the Communications Director.

**Advertising Policies and Guidelines for Pike Lake Post**

We strive to provide the highest quality experience for both advertisers and consumers. Accordingly, all content will be reviewed for its suitability. The following guidelines address the process for approval and specific details of content generally considered suitable.

Advertising content shall not include:

- Areas of questionable legality
- Defamatory or threatening content
- Hate speech
- Political and religious content
- Items of a sexual nature
- Suffering and violence

Advertising for the following products and services is not allowed :

- Alcohol
- Deceptive products and services
- Drugs and related paraphernalia
- Endangered and threatened species products or services
- Fireworks and explosives
- Tobacco and electronic cigarettes
- Weapons, knives, firearms and ammunition

Suitable advertising content shall, in the view of the PLCA board be:

- Respectful, visually tasteful, positive and suitable for family consumption.
- Truthfully represent the value, quality and substance of the product or service advertised.
- Not intentionally vague or misleading in imagery or content.
- Intended for the interest and use of Pike Lake property owners,

Responsible Advertising Practices

- Advertisers are responsible for the validity of their claims and the legality of their practices.
- Advertisers are responsible for securing all trademarks, patents and copyrights related to content and images submitted for publication.
- Advertisements must clearly include the name of the advertiser's business or organization.

The Board of The Pike Lake Community Association has the right to:

- Request modification of advertising images, content, color, style, animation, or other artistic properties to maintain an established look and feel.
- Cancel advertising prior to publication even if it has previously accepted it.
- Reject further advertising from the individual, company or agency if a complaint received is proved to be valid.

**Committees:**

Committees can be established by the Board as required on a permanent or temporary basis. Members of the Association are encouraged to join Committees to assist with the work of the Association. The President is an ex-officio Member of each Committee. Committees shall report to the Board prior to Board meetings and prior to the AGM, as appropriate. Each Committee shall report to the Board through a designated Board Member.

