



# Pike Lake Community Association

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

## **Pike Lake Community Association (PLCA) Policy Manual**

**October 26, 2022**

### **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 are expected to adhere to the 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 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 at all times 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 and public trusteeship
- 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 reserves the right to ask a member to leave a PLCA meeting or sponsored event if they are in clear violation of the Code of Conduct.

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

The PLCA Board reserves the right to remove a member from the Association if they repeatedly are 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, Facebook and the Pike Lake Post newsletter.

Communications to the membership will include notices of the Annual General Meeting and Special Meetings and may include other items of general interest such as: notifications of lost and found items on the lake, information received from the Rideau Valley Conservation Authority, Township(s) or other Government agencies, and 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 the Townships to suggest an opinion to a By-law, official plan or zoning change the process as outlined by the Tay Valley Township below must be followed:

The Association would have to demonstrate to Township Council that the lake community has been consulted and that action is supported by a majority of the property owners. Township Council in the case of a By-Law would hold a Public Meeting as it does in all proposed By-Laws, before passing it.

The following information must be included in the correspondence:

- 1) the number of properties on the lake
- 2) the number of property owners who are members of the association
- 3) how property owners were informed about the proposed request for a By-Law
- 4) the process by which property owners could express their support for or have disagreement with the proposed request
- 5) how many property owners support the request

### **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 Facebook Group, receipt of the Pike Lake Post and membership in the Federation of Ontario Cottagers' Associations (FOCA). The right to vote at a Members Meeting ends with the beginning of the AGM for anyone failing to renew their membership for the current Membership Year. All other benefits end the last day of the month in which the AGM was held for anyone failing to renew their membership for the current Membership Year.

### **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 provided a single expense that is not included in the AGM budget does not exceed \$2500 and provided that the cash balance is never less than \$1000.

All expenditures shall be approved by a majority vote of the Board.

Three members of the Executive Committee shall be identified as signatories at the first meeting of the Board following the AGM. These signatories must be registered with the bank used by the PLCA.

All payments by cheque require the signature of two of the three registered signatories.

All e-transfer payments require prior email approval by two of the three 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**

All virtual Annual General and Special Meetings 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**

Agenda must:

- establish quorum
- approve agenda
- vote to accept minutes from previous AGM
- vote to accept reviewed financial statements from previous year
- approve budget for the current fiscal year
- elect directors as required
- 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.
- 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 types of knowledge, skills and experiences needed – examples are:
  - o proven leadership
  - o previous Board experience
  - o experience with the PLCA
- diversity should be considered – examples are:
  - o age
  - o gender
  - o seasonal and permanent residents
  - o representation from different parts of the lake
- it is the responsibility solely of the PLCA Members to determine any applicant's suitability for any Board position at the elections which occur at the Annual General Meeting.

### **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 they wish to vote for.
- the Nominations Committee Chair shall call for 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

### **Facebook**

- the PLCA Facebook Group is a private group
- access is limited to two people per current Member of PLCA, the Member or their Designate and one other person who is approved by the member to be given access as a friend of a member
- everyone joining the PLCA Facebook Group must agree to follow the rules of conduct
- everyone joining the PLCA Facebook Group must agree to the group rules from the Facebook Administrator

### **General Duties of Each Director**

- attends Board Meetings
- attends AGM and any Special Meetings
- at the request of the Board attends meetings and events as a representative of the Association
- chairs or is a member of a Committee of the Association
- performs such other duties as may be assigned by the Board
- abides by the Code of Conduct

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

#### **President**

- presides at all meetings of the Board and the members or designates the Vice President or another member of the executive committee to do so
- ensures commitments and resolutions of the Board are carried into effect
- oversees the administrative operation of the Association in compliance with the Association's Constitution and Policy Manual
- attends meetings where representation of the Association would be in its interest as approved by the Board
- represents the Association's vision and values
- shall hold position for a maximum of two (2) consecutive terms

- upon completion of term of office is encouraged to serve as Past President
- upon completion of positions of President and Past President may stand for election for another term

#### **Vice-President**

- assists the President
- performs the duties and exercises the powers of the President in the absence of the President
- is the Chair of the Financial Review Committee
- is encouraged to take on a leadership role on a committee
- upon completion of term of office encouraged to stand as President

#### **Past President**

- provides guidance and serves as a resource to Board of Directors and members
- serves for a one-year term unless asked by the Board to stay on for the second year

#### **Secretary**

- gives notice of all meetings of Members and of the Board of Directors
- records all votes and minutes of the meetings of the Association
- maintains a log of all Association details for recording of meeting minutes to include:
  - o type of meeting – Board, AGM and Special Meetings
  - o date and people present
  - o recording quorum
  - o correction and approval of minutes of the current meeting
  - o 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
- if absent from a meeting, will arrange for another individual to record the minutes of the meeting

#### **Treasurer**

- accounts for all funds collected on behalf of the Association
- processes and pays all invoices as approved by the Board
- tracks all expenditures to the budget and issues warnings to Board if the expenditures are going to exceed the budget as well as cash reserves
- maintains full and accurate records of all assets, liabilities, receipts and disbursements
- retains all e-transfer email approvals for future review purposes
- ensures bank signatories remain current
- if absent from a meeting, is responsible to arrange for another Director to present the statement of financial position and transactions
- provides a regular accounting of all transactions and a statement of financial position
- generates a financial report for review at Board Meetings and submits same to the Secretary to be included in minutes of meetings
- verifies that all motions and votes for expenditures are included in the minutes
- generates a year end financial statement (actual and cash) for review by the Financial Review Committee
- generates a budget for the next fiscal year
- prepares successor for office and ensures banking requirements such as signatures provided
- deposits all revenue in the association bank account

- presents year end reviewed financial report and current budget to Board for approval prior to presentation to membership at the AGM
- presents year end reviewed financial report and current budget at AGM

Makes the following items available for the Financial Review Committee:

- paid bills
- copy of monthly financial statements
- chequebook register/stubs
- bank statement and cancelled cheques (or as provided by bank)
- receipts for expenses
- emails with approvals for e-transfers
- other appropriate material as requested by the Committee

#### **Lake Steward**

- is first point of contact for the Rideau Valley Conservation Authority with respect to the water quality sampling
- co-ordinates volunteers to assist RVCA sampling program
- reports water quality sampling results to the Board and members (ie. Pike Lake Post and at AGM)
- maintains a log of reports
- makes reports available via website
- deals with any other matters related to the use of Pike Lake and its surrounding environment
- deals with any other projects (i.e., loon survey) where required

#### **Membership Director**

- maintains current membership list, mailing addresses, email addresses (up to a maximum of 2 email addresses per membership) and cottage addresses
- coordinates with the Treasurer the method of payment by members
- provides membership numbers at the AGM prior to voting
- reminds anyone who has not renewed their membership by the AGM that their benefits of membership will expire
- if a member's eligibility to vote is called into question during an AGM or a Special Meeting, the Membership Director shall be called upon to verify their type of membership and that it is in good standing. The finding of the Membership Director is final.

#### **Communications Director**

Oversees Communications Committee including E-newsletter Editor, Facebook Administrator, Pike Lake Post Editor and Webmaster.

Ensures that all Members have equal access to PLCA circulated information.

#### **Website:**

- responsible for the management of the website including the Members only section of the website
- requests 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)

#### Facebook:

- monitors postings on Facebook to help ensure that all are appropriate
- is an administrator on the Facebook Group
- requests items be placed on Facebook

#### Pike Lake Post:

- provides liaison between the editor and Board
- solicits input from membership at least twice during the winter
- submits 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:

- coordinates email communication from Board to members
- forwards emails received via the PLCA email to the appropriate Board member

#### AGM Preparation:

- formats reports from Board members to be emailed to members and posted on the website
- prepares presentations for use at the AGM

#### **Events and Project Director**

- oversees the planning of events
- prepares questionnaire to be sent to members to gauge level of interest when deemed necessary
- researches events that might be popular with the membership
- engages volunteers to assist with taking the lead on various events

#### **Director At Large**

- promotes the Association to those with interest in Pike Lake
- accepts opportunities to participate on committees
- imparts advice and wisdom at Board meetings for the betterment of the Association
- is encouraged to take on lead role with a committee
- accepts other duties as assigned by Executive Committee

#### **Appointments**

Appointments can be made by the Board from time to time and may include but is not limited to the following.

#### **Webmaster:**

- responsible for posting items to the website and updating the website to keep it current
- is not a Board position and therefore does not carry a vote
- reports to Board through the Communications Coordinator

#### **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 Coordinator. Approved content will be added to the PLCA website in a location to be determined by the Communications Coordinator and Webmaster.

Content that was previously posted on the PLCA website will be posted on the new site, upon request.

Disallowed content guidelines:

- 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 visually tasteful, positive and suitable for family consumption;
- Is respectful, uplifting, ethical and moral;
- 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 Coordinator believes could be questionable, the Communication Coordinator 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:

- Reserves the right to request modification of images, content, color, style, animation, or other artistic properties to maintain an established look and feel.
- Reserves the right to cancel posting prior to publication even if it has previously accepted it.
- Reserves the right to 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.

**Facebook Administrator:**

- is responsible for the administration of the Facebook Group
- is not a Board position and therefore does not carry a vote
- reports to Board through the Communications Coordinator

**Pike Lake Post Editor:**

- is responsible for producing the Pike Lake Post as per guidelines established by the Board
- is not a Board position and therefore does not carry a vote
- reports to Board through the Communications Coordinator

**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.

Disallowed content guidelines:

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

Disallowed products and services:

- 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 Content requires its advertisers to present content that, in the view of the PLCA board:

- Is visually tasteful, positive and suitable for family consumption.
- Is respectful, uplifting, ethical and moral.
- Truthfully represents the value, quality and substance of the product or service advertised.
- Is not intentionally vague or misleading in imagery or content.
- Is 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.

Board of The Pike Lake Community Association:

- Reserves the right to request modification of advertising images, content, color, style, animation, or other artistic properties to maintain an established look and feel.
- Reserves the right to cancel advertising prior to publication even if it has previously accepted it.
- If the complaints are proved to be valid, further, advertising from the individual, company or agency may be rejected.

**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 that assist with the work of the Association. One Board member must be part of each Committee to act as a liaison between the two groups. Committees shall report to the Board prior to Board meetings and prior to the AGM as appropriate.

**Financial Review Committee – standing committee**

- chaired by VP, members include Treasurer and a person to review financial statements
- ensures that a reviewed financial report is prepared for presentation to the members at the AGM
- reconciles all income and expenses

**Buoy Crew Committee – standing committee**

- chair will be appointed by the Board and will report directly to the PLCA Board
- members include volunteers from the PLCA membership
- ensures that buoys are kept in good repair and replaced as required
- brings recommendations to the Board for new locations for additional buoys when deemed necessary
- Installs, removes and repositions buoys as required

A stipend will be paid to the boat owner of each of the two teams involved in either putting in or taking out the buoys to cover wear and tear on their boat used during this activity. The amount of the stipend is determined by the Board at the beginning of each year.

Ratification: This Policy Manual was ratified by a simple majority vote of the Members of the Association at a meeting of the Members duly called and held \_\_\_\_\_, effective \_\_\_\_\_.

Dated at \_\_\_\_\_, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Signing Officer

Print Name

\_\_\_\_\_

Signature of Witness

Print Name