

Lake Kasshabog Residents Association Annual General Meeting of Members

Tuesday, June 28, 2022
beginning at 7:00pm



2022 AGM
with Zoom Support by
F C A
Federation of Ontario Cottagers' Associations

Agenda

1. Technical Introduction to Zoom Meeting by Michelle Lewin from FOCA
2. Call the Meeting to Order and Introduce Executive and Invited Guests by Mike Delsey
3. FOCA Insights by Terry Rees
4. Report from Havelock Belmont Methuen Township by Mayor Jim Martin
5. Ontario Not-for-Profit Corporations Act (ONCA)
6. Proposal to Amend LKRA Constitution regarding: Meetings, Voting and Executive Positions
7. Nomination & Election of Executive Member Positions
8. Proposed Budget for 2022, 2023 - Highlights and Financial Review by Hazel Higley
9. Committee Reports by reps – Communications, Environment, Membership, Regatta, Library, Covia
10. New Business
11. Motion to Adjourn

Land Acknowledgement



Terry Rees

LKRA member &
FOCA Executive Director

Zoom Tech Overview



Michelle Lewin

FOCA Manager of Communications
& Development

Agenda Item 1: Technical Introduction to the Zoom Meeting by Michelle Lewin from FOCA

- The event is being recorded for your executive
- You are muted
- Technical difficulties? Exit and re-enter using the link sent to you
- Find and use the Zoom “chat” to ask questions
- Voting will be by Zoom poll – all votes are anonymous

Agenda Item 2: Meeting Called to Order and Introductions

- Good evening! This year we chose to once again welcome you to our web-based AGM.
- Michelle Lewin, our meeting host has introduced the Zoom technical details.
- Terry Rees will provide highlights on FOCA news.
- Mayor Martin will update us on Township affairs.
- Our Newsletter was posted on our website on June 12 and printed copies have been hand delivered by lake volunteers. Please review for all your Lake news.
- We will now assess whether the required numbers of Executive and Association Members are in attendance to make this meeting official.
- Please note that only paid-up members with current email addresses in our database will be allowed to vote. Only one vote per property.

Agenda Item 2: Continued

LKRA Executive

- **President** – Mike Delsey
- **Past President** – Vacant
- **Vice President** – Jami Sampson
- **Communications Director** – Anne Rawson
- **Environment Director** – Cynthia Cole
- **Membership Director** – Jennifer Cummings
- **Secretary** – Maggie Brickell
- **Treasurer** – Hazel Higley
- **Members At Large** –Hector Barber, Chris Bradley, Jennifer Conron, Stacy Dedlow

Agenda Item 2 - Continued

LKRA Support, Committees and Liaison

- **Advertising** – Maggie Brickell
- **Covia PLC** – John Davison, Mike Delsey, Janet Humber, Dawn Mitchell, Rick Rye
- **Graphic Communications** – Jen Conron
- **HBMLA Liaison Committee** – Jennifer Conron, Mike Delsey and Rick Rye
- **Lake Marker/Buoy Coordinator** – Ted Ward-Griffin
- **LKRA Community Hall / Library** – Cathy Cameron, Lorraine Day, Karen Hubert
- **Newsletter Editor** – Anne Rawson
- **Regatta** – Thomas Brickell, Stacy Dedlow

Agenda Item 2 - Continued

- A special thanks to Hector Barber who, due to his involvement in an extensive home renovation felt it best to step down from his role on the Executive. This is his last official day!
- Good luck with the project Hector and we look forward to your return in future!

Agenda Item 3 - FOCA Insights by Terry Rees

- Background on FOCA
- Important programs and files we are currently working on
- The key to successful lake associations and why the LKRA is so important

About FOCA for Member Associations

2022

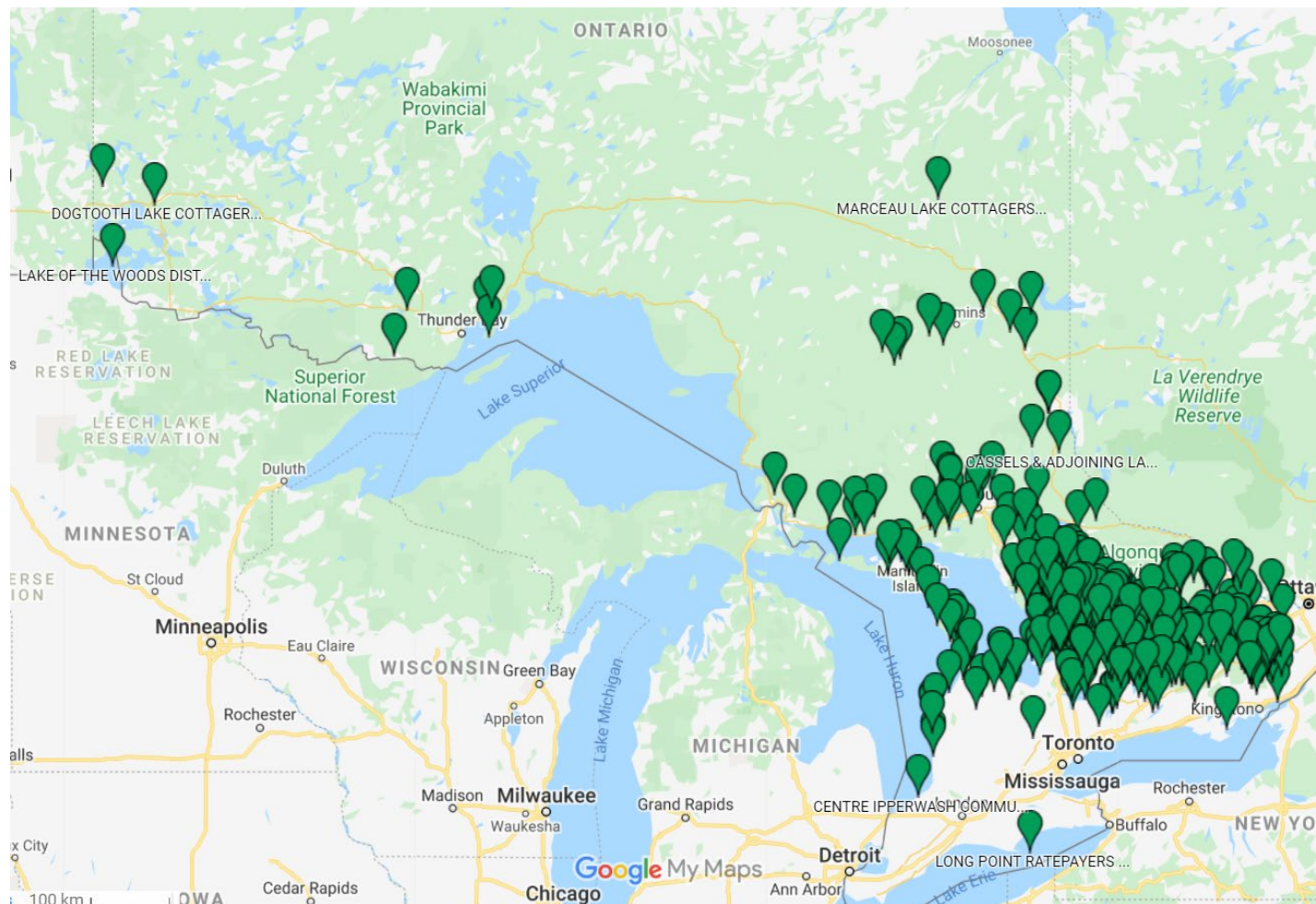
FOCA is: the Federation of Ontario Cottagers' Associations

60 years

525 associations

50,000 families

**As a Member
of LKRA,
YOU are
a FOCA member!**



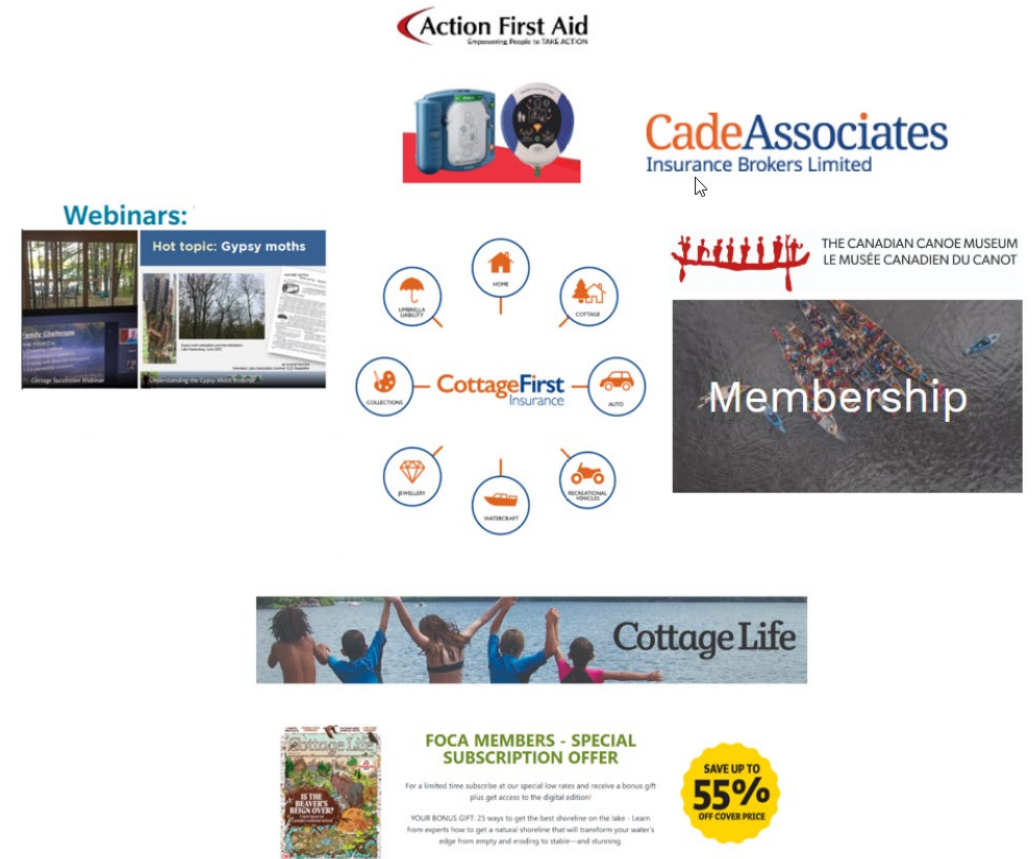
<https://foca.on.ca/list-of-associations/>

FOCA Member Benefits include:

Key service offerings for the Association:

- Member discount on liability insurance through the FOCA Insurance Program administered by Cade Associates
- “Legal Helpline” for the Association
- Free attendance or Member price on FOCA webinars and in-person seminars
- Policy updates & government advocacy on province-wide rural issues
- Articles, fact sheets, videos and brochures on hot topics (septic systems, invasives, short term rental...)
- Members-only web login for access to governance support, rural road information & more resources!

Plus, offers & discounts for all Member families:



<https://foca.on.ca/benefits/>

FOCA's Strategic Priorities:



Promoting Healthy Lands,
Lakes and Rivers



Championing Affordable
and Safe Rural Living



Serving Lake and
Road Associations



Building Organizational Capacity
& Strategic Partnerships



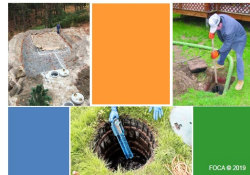
Advocating for
Responsive Government



Fostering Community
in Rural Ontario



Septic Re-inspection
Programs in Ontario
A Guide for Community Groups

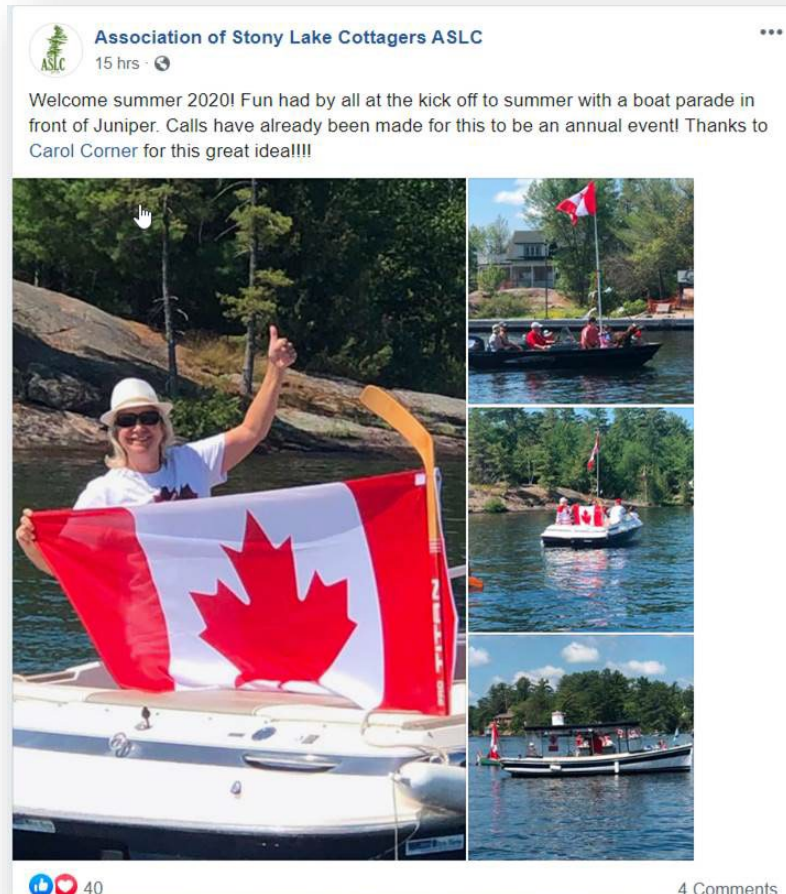


The Role of Waterfront
Property Owners
in Rural Economic Development
in Eastern Ontario



<https://foca.on.ca/about/our-work/>

Borrow these Engagement Ideas!



(left) Stony Lake boat parade

(top right) Soyers Lake 'music on the dock' community event

(bottom right) Kahshe Lake boat & road "Quest" = scavenger hunt to visit local points of interest



The Quest

Kahshe Lake Ratepayers' Association

The Boat Section of the QUEST

A traditional Treasure Hunt adapted to enable Covid social-distancing.

Non-competitive

No set time to compete

No final rendez-vous

Selfies to show presence at the 46 locations

Finding & Engaging Volunteers

In FOCA's 2020 Association Survey:

among Associations whose membership was **UP**,
Membership recruiting, retention or engagement was their TOP concern

(it even beat out WATER QUALITY!... by a smidge)

MENU of Engagement Activities for Lake Associations

"What to try next?!?"



Other Advocacy & Outreach Efforts

- learn how to "Raise your political voice"
- attend municipal Council Meetings
- make Municipal contacts
- host all-candidates meetings before municipal, provincial, federal elections
- organize group purchase days with local businesses
- marina or public boat launch volunteers: boat washing demonstrations; handing



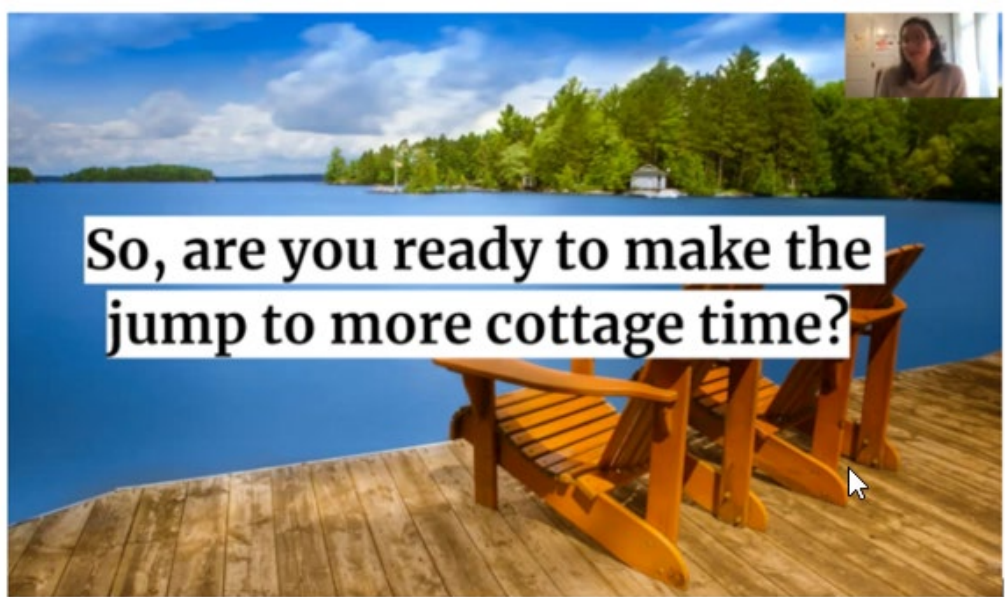
Communications Staples & New Ideas

- email Association updates
- mail Association updates
- Newsletter (print/online posting)
TIP: copy FOCA website resources
- post a sign at marina or boat launch
- deliver print materials door-to-door
- put an ad in the local newspaper
- put an ad on the local radio station

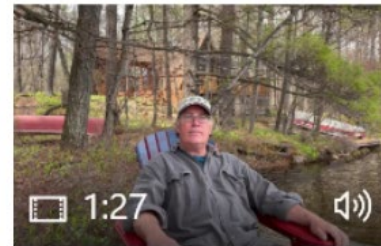
FOCA members can download this document, and many other engagement resources:

<https://foca.on.ca/toolkit-overview>

FOCA has resources for those who are new to the waterfront (or just spending more time there)



Video resources:



New to cottage country, or thinking about buying a cottage? **Start here!** Watch [this video](#) (online; 7 mins) for tips from FOCA about choosing an area, finding the perfect cottage or building your own, learning about your property, and connecting with the local lake association.

<https://foca.on.ca/cottage/>

Aquatic Invasive Species – Boater Pathways



[https://foca.on.ca/
invasive-species/](https://foca.on.ca/invasive-species/)

HOT TOPIC: Rural Roads

FOCA Road Survey 2019 Survey Statistics

40

detailed
questions
asked

54

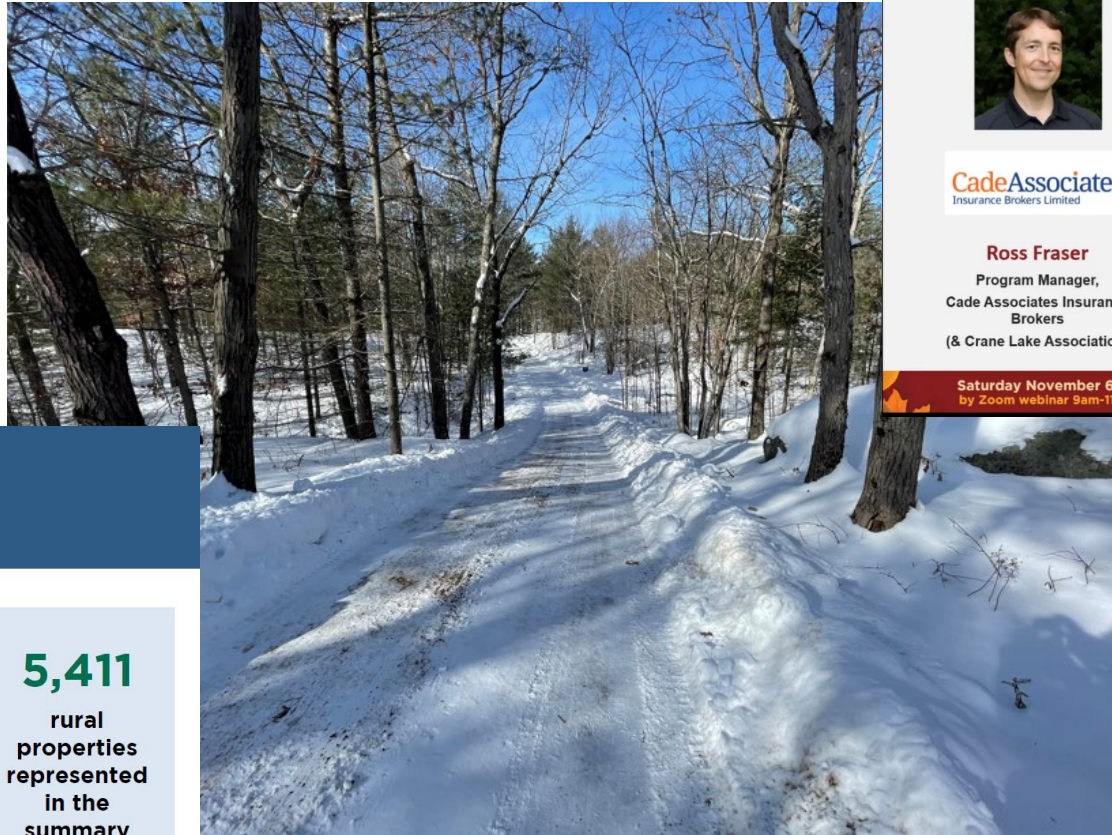
Ontario
municipalities
represented in
the responses

151

distinct road
groups
included in
the summary
statistics

5,411

rural
properties
represented
in the
summary
statistics



Rural Roads: "Ask us anything"



CadeAssociates
Insurance Brokers Limited

Ross Fraser

Program Manager,
Cade Associates Insurance
Brokers
(& Crane Lake Association)



BLG | CANADA'S
LAW FIRM

Edona Vila

Partner,
Borden Ladner Gervais



James Smith

OGRA Manager of Technical
Products and Research

Saturday November 6, 2021
by Zoom webinar 9am-11:30am



Fall Seminar for Lake Associations

Fall 2021 Seminar session

<https://foca.on.ca/cottage-roads/>

HOT TOPIC:

Short-term Rentals



Discover cottages in Canada | Vrbo Canada

GENERAL DESCRIPTION



Sleeps 13



6 Bedrooms



4 Bathrooms



Pets allowed



[https://foca.on.ca/
responsible-cottage-rental/](https://foca.on.ca/responsible-cottage-rental/)

HOT TOPIC:

Cottage Succession

**Cottage
Succession
A to Z**
with estate lawyer
Peter Lillico



Free webinars for FOCA Members! *(Held for LKRA on June 8th)*

NEXT Webinar: August 17, 2022

Get details and the registration link here:

<https://foca.on.ca/cottage-succession/>





FOCA Programs:

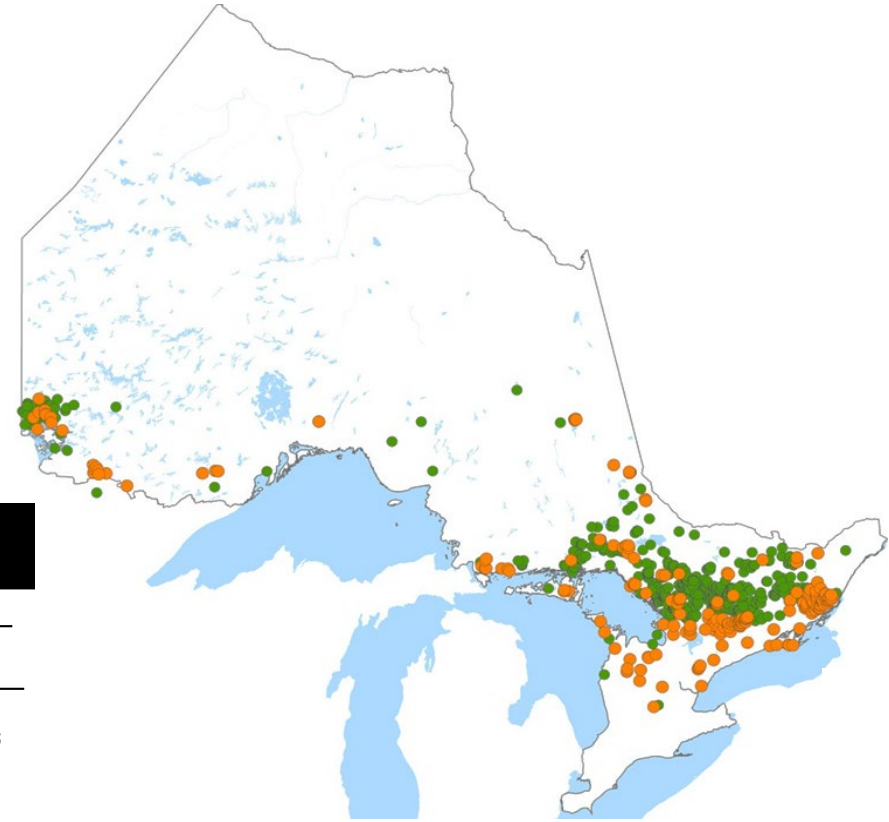
Lake Partner Program

- Largest volunteer-based water quality monitoring program of its kind in Canada
- Tracking long term trends; 2021 results NOT yet released by the Ministry of Environment Conservation and Parks



WHAT THE LAKE PARTNER PROGRAM MEASURES

Total Phosphorus (TP)	Water clarity	Calcium (since 2008)	Chloride (since 2015)
<ul style="list-style-type: none">• Important nutrient controlling the growth of algae in Ontario Lakes 	<ul style="list-style-type: none">• Estimated using a Secchi Disk 	<ul style="list-style-type: none">• Essential element that is required by all living organisms 	<ul style="list-style-type: none">• There have been increases in chloride levels across the province due to road salt 



[https://foca.on.ca/
lake-partner-program/](https://foca.on.ca/lake-partner-program/)

Campaign: Be #WakeAware



Visit the campaign website & share the video on social media this boating season:
<https://www.bewakeaware.com/>

2022 Municipal Elections

Next Election: **Monday, October 24, 2022**

Who can vote?

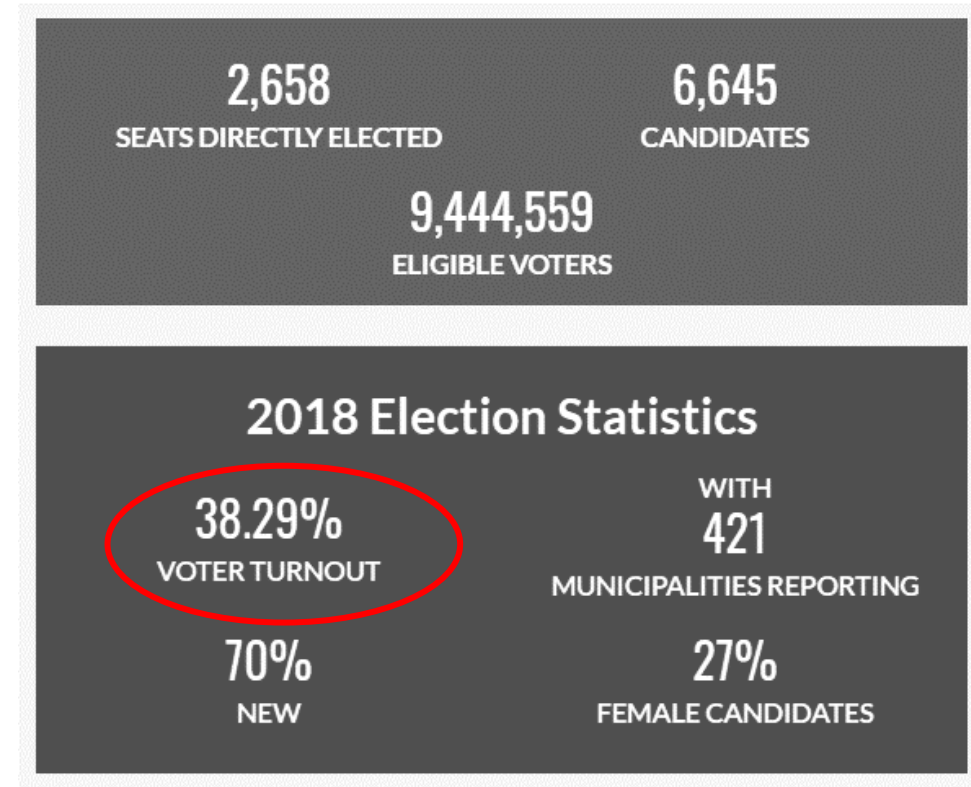
- Canadian citizens, 18 years of age or older, who are a resident of the municipality, or a property owner or tenant, or spouse/same sex partner of an owner or tenant in the municipality
- You can vote in each municipality where you own property, but only vote once per municipality

Who determines “residency”? You do.

- How do you know you are on the voters list? Visit VoterLookUp.ca closer to the election.
- If you're not on the voters list, you will need to show both proof of identity and proof of residence in order to vote.

Who can run for office?


- You must be eligible to vote in a municipality in order to run for a position on council.



Visit FOCA's webpage:


[https://foca.on.ca/
vote-for-your-future-
municipal-elections/](https://foca.on.ca/vote-for-your-future-municipal-elections/)

Got a question? Search: **foca.on.ca**




Federation of Ontario Cottagers' Associations

ABOUT ▾ NEWS & EVENTS ▾ MEMBER SERVICES ▾ RESOURCES CONTACT




Federation of Ontario Cottagers' Associations




Association Tools

FOCA's Toolkit for Associations



Looking for something? click to SEARCH here



Climate Concerns

Climate Change Concerns

News and Updates

virus disease
19)

COVID-19 Updates from FOCA

Individual
Supporter
Join / Renew

Sign up for
Everts

Association

ment Relations
stive Policy Work

2019 YEAR IN
REVIEW

Advancing Science
into Action

LIP Facts at a Glance



While you're there, join over 15,000 FOCA Evert subscribers!

Thank you

Member support makes FOCA'S
work for waterfront Ontario possible,
now, and on behalf of
future generations.



Agenda Item 4 – HBM Report, by Mayor Jim Martin

- Township/County Plan update for 2022
- Update on Township's response Derecho Storm
- Report on Township's lobbying efforts toward EORN
- Update on issues relating to Lake residents in the Township (private roads etc.)

Agenda Item 5 –Ontario Not-for-Profit Corporations Act (ONCA)

- This act sets out regulations that a non-profit corporation like the Lake Kasshabog Residents Association must follow.
- One regulation would require the LKRA to annually retain the services of a certified public accountant to conduct a financial audit or a somewhat simpler “review engagement” of our financial records.
- A third option - to conduct a simple review of the books by a volunteer (an effective and zero cost approach) is also allowed but to do so the membership must pass what’s called an extraordinary resolution (80% vote in favour).
- The simple review option has been our normal method of review.

Agenda Item 5 –Ontario Not-for-Profit Corporations Act (ONCA) – cont'd

- **I make a motion to pass a resolution to waive the audit/review engagement requirement in favour of our traditional approach.**
 - Seconded by Hazel Higley.
 - Please vote on your screen by Zoom poll, and we will tally the results.
 - Note – Zoom poll is effectively a show of hands as per the Constitution.

Agenda Item 5 –Ontario Not-for-Profit Corporations Act (ONCA) – cont'd

- Another new regulation requires non-profit corporations to hold the AGM within 6 months of the Fiscal Year End (Dec. 31).
- In the past the LKRA held AGMs in July. Our year end is Dec. 31.
- **To address this new requirement, we propose to hold future AGMs electronically in late March or early April.** Our recent experience with online meetings is a better turn-out and a broader representation of the lake's cottagers. The added benefit of an earlier meeting is not having already spent much of our current year's budget prior to presenting it to members.
- A side note – ONCA does not require non-profit organizations (like LKRA) to obtain membership approval of financial reports.

Agenda Item 6: Proposal to Amend LKRA Constitution (Seven Amendments)

1. **Articles VI, XIX and XX – Membership Privileges, Quorum and Voting**

Amend the Constitution – To clarify voting rights as referenced in the noted Articles to allow for one vote per cottage/property whose membership is paid for the current **or previous year**. This change is in response to our intent to hold AGMs in late March or early April.

2. **Article VII – Notice of Meetings**

Amend the Constitution – Propose to change title of Article VII from “Notice of Meetings” to “Meetings”; amend item 1 and add a 3rd item to recognize the importance of electronic communications:

1. Notice of an annual meeting or a special meeting shall be sent electronically to members whose email addresses are available to the Corporation, at least fifteen days before the scheduled meeting date. Such notices shall also be posted on the Corporation’s communications and social media platforms.

3. Meetings, including the Annual General Meeting may be held in person or electronically at the discretion of the Executive.

Agenda Item 6: Proposal to Amend LKRA Constitution cont'd

3. Articles III – Directors/Officers of the Corporation

Amend the Constitution to increase the number of volunteer positions.
Propose to revise first sentence of item 2, to read:

2. The number of officers shall be between four and sixteen individuals, whose term of office shall be for a period of two years from the date of the annual general meeting at which they were elected.

4. Article VIII - Directors/Officers of the Corporation

Amend the Constitution to identify proposed new executive positions. To the sentence beginning: “The officers of the Corporation shall consist of:”

We propose to add the positions “Volunteer Development Director” and “Safety Director”

Agenda Item 6: Proposal to Amend LKRA Constitution cont'd

5. **Article XV – Duties of the Volunteer Development Director**

Add this new position description: The **Volunteer Development Director**, in coordination with, and with the support from the Executive, shall be responsible for:

1. Developing a recruitment and volunteer engagement plan for the LKRA and review volunteer job descriptions to ensure they are current and accurate.
2. Working with Executive Committee to maintain an up-to-date list of volunteers required and coordinate with Communications to promote opportunities using available platforms.
3. Assisting with evaluating, interviewing and training volunteers where appropriate and develop a volunteer recognition program.
4. Reporting on the volunteer program for the Annual General Meeting and as requested by the Executive.

Agenda Item 6: Proposal to Amend LKRA Constitution cont'd

6. Article XV – Duties of the Safety Director

Add this new position description: The Safety Director, in coordination with, and with the support from the Executive, shall be responsible for:

1. Coordinating short term and long-term safety issues/projects as identified by the Executive and Membership.
2. Overseeing the safety programs (e.g. markers; fire pumps; AEDs) that are in place.
3. Reporting on the safety program for the Annual General Meeting and as requested from time to time by the Executive.

Agenda Item 6: Proposal to Amend LKRA Constitution cont'd

7. Article XVI – Duties of the Members at Large

Propose to amend the constitution to include the duties of Members at Large as follows.

In coordination with, and with the support from the Executive, Members at Large shall be responsible for:

1. Attending Executive Meetings including the AGM when possible;
2. Providing input on specific issues when required; and
3. Assisting other Executive members with committees, special events and other activities when required.

- **I move to accept the Amendments.**

- Seconded by Anne Rawson.
- Please vote on your screen by Zoom poll, and we will tally the results.
- Note – Zoom poll is effectively a show of hands as per the Constitution.

Agenda Item 7 - Nomination & Election of Executive Member Positions

- Descriptions of the positions up for election were sent out in an E-News as well as posted on our website. Interested parties were asked to contact the President with their nomination information.
- Incumbents in some positions as noted on the next slide have agreed to stay in office if no additional nominations are received.
- Paid-up members are welcome to submit a nomination **now** for these positions. Click on the Chat function to make the nomination.
- If we have more than one nominee for a given position, we will hold a vote to determine the successful candidate. Otherwise, we will identify the slate of candidates for all positions and hold a single vote for the entire executive.

Agenda Item 7 - Nomination & Election – Cont'd

- Based on the current two-year term of office, or resignations by members, the following executive positions are due for re-election at the 2022 AGM.
 - President – none received
 - Vice President – none received (2 positions vacant)
 - Communications Director – One nomination received - Anne Rawson (Incumbent)
 - Secretary – One nomination received - Maggie Brickell (Incumbent)
 - Member at Large – One nomination received - Lorraine Day (1 position vacant)
 - Volunteer Development Director – (subject to approval of amendment)
 - Safety Director – (subject to approval of amendment)
- Are there any new nominees?

Agenda Item 7 - Nomination & Election – Cont'd

Position

1. President
2. Vice President(s)
3. Communications
4. Secretary
5. Member at Large
6. Volunteer Development
7. Safety

Nominees

1. -
2. -
3. Anne Rawson (Incumbent)
4. Maggie Brickell (Incumbent)
5. Lorraine Day
6. -
7. -

Agenda Item 7 - Nomination & Election – Cont'd

- We will now vote for the nominees for each position where the number of nominees exceeds the number of positions available.
- If no vote is necessary (e.g. single nominee for an available position) we will vote for the slate of positions as one ballot.
- If no nominations are received for the President Position, then the LKRA Constitution requires that a member of the Executive be appointed to the position. The Executive will make this appointment, if necessary, at special meeting in July.

Agenda Item 7 - Nomination & Election – Cont'd

- **I make a motion to accept the slate of candidates as referenced.**
 - Seconded by Chris Bradley.
 - Please vote on your screen by Zoom poll, and we will tally the results.

Agenda Item 8: Proposed Budget for 2022 by Hazel Higley

Income

Membership Income (Note 1)	\$9,300
Advertising	\$6,700
Calendar Sales	\$3,000
Map Sales	\$750
Donation	\$100
Bank Interest	<u>\$100</u>
Total	\$19,950

Note 1: 372 members assumed (60% of 621 properties)

Funds on Hand (as of Dec. 31, 2021)

LKRA funds on hand \$31,115.83
(excluding the Dam Fund and Environment Fund)

Dam Fund \$20,104.50

Environment Fund

Funds on hand Dec. 31, 2021 \$722.64
Covia - 2022 funding \$1,000.00
Balance as of May 1, 2022 \$1,722.64

Agenda Item 8: Proposed Budget for 2022 - cont'd

Expenses

FOCA (Note 1)	\$1,813
Membership	\$500
Newsletter	\$3,200
Advertising	\$200
Norkla Membership	\$200
Trent Aquatic Research	\$250
Calendar Expense	\$1,900
Marker Program	\$2,500
Website Expense	\$3,500
Kasshabog Signage	\$100
Lake Sponsored Events	\$500

Expenses cont'd

Insurance	\$3,000
Environment (Note 2)	\$3,000
Fire Pump	\$1,600
Regatta	\$2,000
IT Support	\$1,000
Map Expenses	\$1,500
Miscellaneous	\$500
75th Expenses (Note 3)	<u>\$2,500</u>
Total	\$29,763
Expected Deficit	\$9,813

Agenda Item 8: Proposed Budget for 2022 - cont'd

Notes on Expenses:

Note 1: FOCA = \$125 base + \$4 per member + 2 meetings @ \$100 each (Town Hall + AGM).

Note 2: Covia has contributed \$1,000 to the Environment budget.

Note 3: 75th Anniversary expenses in 2022 - cost for Logo design, videos and printing work being done this year.

Agenda Item 8: Proposed Budget for 2022 – cont'd

Other Items

1. Dam Fund – We propose to leave the dam funds in a GLC until results are known from the Dam Inspection scheduled for 2023
2. 2023 Budget Highlight – 75 Anniversary plans require a funding commitment for 2022/23. Best estimate after expenses and income is a debit of \$1,750.

Agenda Item 9 – Committee Reports

Communications – Anne Rawson

- In addition to educating, motivating, and encouraging good stewardship on Kosh, our goal this year is to build a stronger lake community. We started by re-evaluating and reshaping all our media platforms.
 - E-News was revamped and redesigned. Eight informative issues have been published since January.
 - Our recent 2022 Annual Newsletter has a fresh, community feel with more resident stories and bios.
 - A new LKRA website will be launched in a couple of weeks – more informative, easier to navigate and simpler for us to update.
 - Posts are ongoing on social media, such as the LKRA Facebook page and the Kasshabog'er.
- And our committee is helping spearhead plans for the exciting 75th Anniversary of the LKRA in 2023.

Agenda Item 9 – Committee Reports – cont'd

Environment – Cynthia Cole

- ***The Environment is ours to protect and ours to enjoy! This year's projects and events include:***
- Turtles event and new signs
- Loon signs
- Water Quality Secchi Disk testing; LKRA partners with Trent Aquatic Research Program (TARP)
- Invasive Species
- Clean, Drain, Dry (OFAH)
- Starry Stonewort (SSW)
- Pollinators
- Library/Community Hall garden
- Environment Stewardship for Kids
- Communication on Environment activities noted above, and concerns raised for shorelines/wakes; algae; septic; fueling safety, etc. has been through our E-News; Newsletter; Facebook page and website.

Agenda Item 9 – Committee Reports – cont'd

Membership Jennifer Cummings

- We have 621 properties listed as eligible for membership in the LKRA.
- In the past eight years membership has ranged from a low of 227 in 2017 to a high of 369 in 2019. Last year we had 319 paid members.
- We have included membership information on our website and in the Newsletters plus there was an LKRA table at the Turtle/Market Place event and there will be one at the Regatta.
- There are also boxes where you can make payment at the marina and library.
- Please help us reach this year's target of 370 paid members!

Agenda Item 9 – Committee Reports – cont'd

Membership Jennifer Cummings

Kosh Lake Survey results regarding LKRA Election Issues:

- 50 people completed the survey.
- Top issues were private roads, Internet/Cell coverage and Environment
- Summary to be shared mid-July
- Fact sheet for members to use for the election to be shared mid-August
- Lake representation on HBM Council

Agenda Item 9 – Committee Reports – cont'd

Regatta – Stacy Dedlow

- The LKRA Regatta is going forward this year after taking two years off!
- Saturday July 30 at 10:00 am, Public Beach, Half Moon Bay
- Sunday July 31 at 11:00 am, Puffers Bay near Rebels Island (Sailing)
- Sunday July 31 1:00 pm #20 FR 80 B (Church on the Beach property)
- If it rains, events will be held the next day (ex. Sunday to Monday)
- All events are open to paid-up LKRA Cottage Association members, their families and off-lake guests. Cottage membership fees can be paid at the Beach (\$25/cottage)
- Programs will be posted online and are available at the marina and library

Agenda Item 9 – Committee Reports – cont'd

Community Hall / Library

- Teams of volunteers have been busy this spring:
 - Cleaning, organizing and purging of dated/ruined books, etc.
 - Major improvements to the garden
- A committee of lake volunteers has also been formed to explore ideas for social/recreational activities as well as identifying needs for future building improvements
- The committee is working with HBM Township (the building owner) to consider whether our lake members would benefit from moving the facility from the library's jurisdiction to the township's recreation facilities jurisdiction (may be financial advantages)

Agenda Item 9 – Committee Reports – cont'd Covia

- The original completion date for mine upgrades was June 2021 but that date has now been shifted towards end of 2022.
- The annual Covia Open House will resume this year, with dates in August. Notice boards will be placed on the major cottage roads closer to the event. TBD
- Covia has continued their program of collecting and incubating turtle eggs for later release of hatchlings.
- Covia has generously donated \$1,000 to LKRA which was used for Wildlife Protection Initiatives for Loons, Turtles and Pollinators.

Agenda Item 9 - Committee Reports – cont'd – Safety

- Markers – Ted Ward-Griffin has been looking after the markers program over the last year.
 - buoys are available to replace existing white plastic bottles as well as older buoys that have lost their effectiveness due to sun and age.
 - ten large buoys (20”) have been installed on the big lake and the feedback to date has been positive
 - solar lights have been installed on the larger buoys on an experimental basis
- Remember to boat safely and follow our fire safety rules.
- Have a safe and fun summer!

Agenda Item 10 – New Business and Q&A

- Do any members have any other New Business to report or questions?

Agenda Item 11 - Motion to Adjourn

- I move to adjourn this meeting.
- Seconded by Jami Sampson
 - Please vote on your screen by Zoom poll, and we will tally the results.
- Thanks for participating!

