

Canonto Lake Property Owners' Association

Governance and Decision-making Framework

Background

Since its founding in 2006, CLPOA has grown into an Association with a broad based membership through which property owners are increasingly willing to take leadership roles.

Governance

While the constitution of the CLPOA provides the essential framework for operations, it is also necessary, and requested by the membership, that the governance of the CLPOA be further defined. This is the purpose of this document. On occasions, the CLPOA receives invitations to participate in discussions or events that may be beneficial to the Association. This document provides a basis for determining when and under what conditions the CLPOA representative will speak on behalf of the Association.

CLPOA is an association of members. There will be two categories of members. Voting members will be those owners of property who subscribe to the goals of CLPOA, whose property(ies) have lake access and who are in good standing, including fees are paid in full. Associate members (non-voting) are those who wish to belong to the association and are accepted by the Executive on the basis of that they are thought to bring benefit to CLPOA.

Voting rights are set such that: (i) there is one vote per property; and (ii) owners of multiple properties have only one vote. As a voluntary association, neither having nor aspiring to have regulatory authority, the goal is to consider all views in a manner that does not have the views of multiple owners potentially discount the views of a number of owners of single properties.

First, it must define the boundaries within which the CLPOA works. Without setting limits, there will be expectations that the Association is the vehicle for all and any issue considered to impact the lake as seen through the eyes of one or more members. It is important to distinguish between CLPOA sanctioned actions and representations and actions by individuals. The Lake Stewardship Plan sets out an agenda for action, to which other subjects may be added providing due process is established and followed.

Second, there is the need to respond to emerging issues and opportunities in a timely manner, meaning year round. The CLPOA requires an Executive with the following year round features:

- Have a full complement of 5 voting members; namely, a President, Vice President, Secretary, Treasurer and one member at large. The Lake Steward and Chair of the Lake Stewardship Plan Committee should be members without vote. In addition, the outgoing President will serve as Past Chair for one year, to provide further continuity.
- Meet not less than six times per year, in person or by telecommunication, and provide a record of meetings to the members to be distributed by the Secretary. Clearly establish the conditions necessary for the President or Executive to speak or take a public position in the name of the Association.

- Have fixed terms of office with regular rotation¹ in order to build the Association on the basis of shared responsibilities. The principle to promote is “you get as you give”. Terms of office will be for three years, with a maximum of two terms. However, flexibility will be provided where circumstances appropriately require extensions.
- Establish the role and responsibilities of each member of the Executive (See section on Roles and Responsibilities). Beyond the obvious need for Executive members to be accountable to fulfill their expected roles, it is also recognized that not everyone who serves on the Executive may be able to do what others who have gone before may have done, where that has been above and beyond what is expected.
- The communication function of the CLPOA should be the role of the Secretary with defined limits as to what are CLPOA communications. Unless the role has limits, it can grow beyond what is reasonable. There are currently two misunderstandings. Firstly, currently the Lake Steward is thought to be the communication mechanism, and secondly, members and others (township, etc.) can ask that information they consider important be conveyed.

Alliances and Representation

The Executive should identify the bodies with which the CLPOA should maintain active relationships and the work involved. These, include, but are not limited to, North Frontenac Township, including participation in the regular 5 year reviews of the Official Plan and By-laws; the County of Frontenac, the Mississippi Valley Conservation Authority, the North Frontenac Lake Association Alliance; others may be added.

Decision Making²

Framing and presenting issues for action

1. Explicit provision is provided in the Lake Stewardship Plan, along with any explicit or implicit limits, on the way issues are to be framed and contained.
2. Other issues, whether originated by an Association member or the Executive, can only be presented to the membership for consideration by the President.

¹ Upon approval of the Governance and Decision Making document the Executive will activate the rotational system by having some members serve a one year term, others two years and some three years.

² The CLPOA Constitution, amended July 16, 2011 states:

“4.2. The Directors have the authority to act on behalf of the Association without having to consult with the membership, or call a Special General Meeting, if the need arises. The Directors shall inform the membership of any such action within two (2) weeks of such action being taken.”

This provides for action in the case of emergencies, and will only be exercised in the absence of sufficient time to consult the membership by the procedure outlined above.

3. An issues paper must be presented to the members which outlines the issue and why it is considered relevant, important and appropriate for the Association to take / advocate a public position with the Township or other body or at a public venue.
4. The specific position being proposed must be described, including the wording that would appear in any written communication of the position of the CLPOA. This must be supported by evidence that the position satisfies any environmental, technical or other objective concerns, demonstrating how the position is defined on a basis of fact.
5. To the extent possible, the position should be linked to the Township's Official Plan, its By-laws, or any other relevant policies or norms of public bodies, including the Association's partner organizations, and regulatory bodies at the provincial level.

Obtaining a mandate to take a public position

1. The basis for taking a decision will be a vote by a simple majority (50% + 1) of the membership of the CLPOA, and, to be accepted, the proposed position must be supported by two thirds (66.67%) of the members who voted.
2. Voting will normally be by electronic or telephonic means, unless the issue can be considered at a regularly scheduled meeting of the CLPOA through direct participation by members in the vote or having provided a proxy to a member acting on their behalf.

Roles and Responsibilities of Officers

President

1. To chair (Annual) General Meetings of the Association, and present an Annual Report to the members on the affairs of the Association, including its relationships with the Township, County, MVCA, and any other regulatory bodies or partners, at the Annual General Meeting;
2. To chair meeting of the Association's Executive Committee;
3. To represent the Association to other organizations, or appoint a member to be the Association's representative;
4. To provide reports on meetings attended, and ensure that reports are presented by those attending meetings on behalf of the Association, to the Executive;
5. To ensure that at least one Newsletter is prepared annually for distribution to the membership, and if a single Newsletter it should be distributed in the spring prior to the 'cottage season'; and
6. Ensure the Officers of the Association undertake their assigned duties.

Vice-President

1. To carry out the duties of the President when he/she is unable to do so through absence or incapacity.

Secretary

1. To maintain the Association's membership and mailing lists;
2. With the President, prepare agendas for (Annual) General Meetings and meetings of the Executive Committee and distribute them to the members and the Executive, respectively, within the time frames stated in the Constitution;
3. To make and keep written records, the minutes, of (Annual) General Meetings and Executive Committee meetings, and distribute them to members and the Executive, respectively, within one month of the meetings;
4. On the request of a member, provide such copies of Executive Committee agendas and minutes as requested;
5. To present an Annual Report of membership in the Association, and any other pertinent matters, at the Annual General Meeting;
6. To send out notices of annual dues, and follow-up reminders if required;
7. To forward to the members any communications, including any Association Newsletters, the President and Executive consider relevant to the Association's business and objectives; and,
8. On the occasion of the Annual General meeting, inform all lake community residents of the meeting and provide them with an agenda, or post notices of the meeting and agenda in the community.

Treasurer

1. To receive annual dues from members, and new members, and deposit them in the Association's bank account;
2. To disburse funds as instructed by the President and Executive, or by instruction resulting from duly approved motions at (Annual) General Meetings;
3. To maintain records of all financial transactions, deposits and withdrawals, with the Association's bank;
4. To maintain a list of paid-up members and forward this information to the Secretary; and
5. To present an Annual Report on the financial status of the Association at the Annual General Meeting, including a balance sheet recording details of banking transactions since the previous Annual General Meeting.

Lake Steward

1. To monitor the lake environment through partnerships with provincial ministries, the Mississippi Valley Conservation Authority, and any other appropriate agency or partner;
2. To inform the lake community of opportunities for conservation actions to maintain and/or improve the biophysical environment of the lake and its shoreline; and
3. To submit a report to the Annual General Meeting summarizing the 'State of the Lake' and of activities undertaken in the previous year.

Approved at the Annual General Meeting June 27, 2015