



Annual General Meeting Agenda Package

Virtual Meeting – September 18, 2021 – 9:30 am

The following documents are included in this meeting package:

A. AGM Agenda	Page 2
B. July 2020 AGM Minutes	Page 3
C. Treasurer's Report	Page 7
D. Director Elections	Page 8
E. Updated Sustainable Lake Plan	Page 9

There are no written documents included in this package for the following agenda items: Membership Update, Lake Steward's Update, and Website – these will be verbal reports only.

This meeting package is provided to members to facilitate OLLA's virtual meeting and will be emailed to all members as well as posted on OLLA's website.

The virtual meeting will be hosted by ZOOM in a webinar format. All OLLA members will be required to pre-register at least three days prior to the September 18th virtual meeting. Information on how to register for the meeting will be emailed to all members as well as posted on the OLLA website.

OLLA AGM AGENDA

Virtual Meeting – September 18, 2021

9:15 a.m. Zoom Webinar Sign In
9:30 a.m. Start of Meeting

1. Open Meeting – President’s Remarks
2. Approval of the Agenda
3. Approval of 2020 AGM Minutes
4. Membership Update
5. Treasurer’s Report
6. Lake Steward’s Update
7. Election of Directors
8. New Business
 - a. Updated Sustainable Lake Plan
 - b. New Website
9. Date of Next AGM – July 23, 2022
10. Adjournment of AGM meeting

MINUTES OTTER LANDOWNERS' ASSOCIATION (OLLA)
VIRTUAL ANNUAL GENERAL MEETING September 19,2020

DRAFT

Prior to starting the meeting, Jeff went over the processes and zoom features available for participants and who to contact if they experienced any technical difficulty.

1. OPEN MEETING – PRESIDENT’S REMARKS:

President Jeff Neal welcomed all to the annual general meeting. Attendees were thanked for participating today. He gave an overview of some of the year’s achievements, including: a number of meetings with the Township on a number of issues of interest to Otter Lake landowners, including the culvert and water levels. A number of OLLA members had indicated that nothing should be done to the culvert or to changing water levels and that message has been shared with the Township and RVCA. Jeff has been and will continue to work with the Township to resolve issues important to Otter Lake. The Township is considering a number of studies on climate change and we have asked that OLLA be at the table with them on these initiatives and they have agreed. Karl has been in discussions with MNRF about the possibility of restocking Otter Lake with lake trout. MNRF indicated that if we can verify through sightings, angler reports, etc. that we currently have lake trout in the lake it would help our case. Jeff also encouraged attendees to talk to their friends and neighbours on Otter Lake and encourage them to join OLLA, and hopefully join us at next year’s AGM, hopefully in-person.

Jeff introduced the current directors: Judy Hodgins, Dianne Taylor, Doug Franks, Susan Thum, June Finless, Karl Fiander, John McKenney, and himself, Jeff Neal.

2. APPROVAL OF AGENDA:

The agenda was displayed on the screen for review – no changes to the agenda were proposed by membership.

MOTION to approve the AGM Agenda as presented: MOVED by Doug Franks, SECONDED by John McKenney . CARRIED

3. APPROVAL OF 2019 AGM MINUTES:

The 2019 AGM minutes were displayed on the screen and distributed to everyone as part of the AGM package. Jeff asked if there were any changes/errors or omissions proposed for the 2019 minutes. Linda identified that her name is spelt wrong in the minutes – it should be changed to Secord.

MOTION to approve of 2019 AGM Minutes as amended: MOVED by Karl Fiander, SECONDED by Dianne Taylor. CARRIED.

4. TREASURER’S REPORT:

The OLLA Financial Report was displayed on the screen and Karl highlighted that the data shown in black are this year’s figures and the data in blue are last year’s figures, for comparison. Membership is down

for this year, Advertising is static, Donations are down although it was noted that the donation amount for 2018 includes a one-time donation from FOCA. Total revenue is down for this year, but that is offset by the grant from the Township of \$1,562.00. Total Revenue for this year is \$4,192.00. Karl reviewed the expenditures for 2019 highlighting that there was a significant Lake Plan expenditure of \$1,635.78 that wouldn't be as significant in 2020 and an RVCA Frogbit expenditure from 2018 that was not included in the 2018 Financial report because the invoice was received and paid in 2019. Remaining expenses of FOCA Membership, insurance and Newsletter are fairly consistent year over year. Total expenses for 2019 is \$6,049.63. Investments total \$6,192.11. Total OLLA assets as of Dec 31, 2019 are \$7,671.65.

Karl asked the membership if they had any questions. None were put forward.

MOTION to approve the Treasurer's Report for Year-end 2019 as presented: MOVED by Susan Thum, SECONDED by Judy Hodgins. CARRIED.

A copy of the year end Treasurer's Report is included in the official package of these minutes.

5. MEMBERSHIP REPORT: John reported that in 2019 we had 64 members. We have increased membership this year to 74. John also recommended that any members who want to view or change the information we have on file for them to please contact him. His contact information is provided on the OLLA website.

John asked the membership if they had any questions. None were put forward.

6. ELECTION OF DIRECTORS:

Currently, we have two vacant director positions and Karl's current 3-year term as a director is up. Karl Fiander agreed to stand for re-election and we have two OLLA members (Eric Hempell and Deb McVean) who have put their name forward to stand for election to the board. Deb McVean and Eric Hempell introduced themselves to the membership.

Jeff also pointed out that at the beginning of the year there were 10 of us, but when we reviewed the constitution, we realized that we had two directors that had spouses who were also on the board and that it contravened the bylaws. As a result, Shelley Dunlop and Tom Gifford resigned from the board. He thanked them and all the current directors for all their hard work on the board.

Jeff stated that as there were no other nominations received for the three available board positions, and there are currently 3 members nominated, there is no need for an election, Deb, Eric are elected and Karl is re-elected by acclamation. Jeff and members welcomed the new directors, Eric and Deb to the board.

7. New Business:

7.1 Revised By-Laws – The Revised By-Laws were displayed on the screen and distributed to everyone as part of the AGM package.

The review of the constitution that began last year with two spouses being on the board, triggered the creation of a more comprehensive by-laws document. Judy noted that it is not just

a few amendments. It is a completed new revised document. Judy presented the highlights of the new by-laws. John provided further information regarding the changes to the membership term for calendar year. Membership term will now be from current AGM to just before the start of the next AGM. So, membership dues for next AGM must be paid before the start of the next AGM.

Judy asked if anyone had any questions pertaining to the new by-laws. John Graham questioned item 5.6.1 which refers to the Ontario Not-for-Profit Corporations Act, as it has not yet received Royal Assent. John suggested that the text is modified to include both the current Act (Ontario Corporations Act), and the Ontario Not-for-Profit Corporation Act, once proclaimed. Judy made the recommended change.

MOTION to approve that the proposed revised OLLA By-Law #1 – Constitution as amended to replace the previous Constitution and to take effect immediately following the adjournment of this AGM. MOVED by Doug Franks and SECONDED by June Finless. CARRIED.

8. DATE of NEXT AGM: July 24, 2021

9. MOTION TO ADJOURN AGM BUSINESS MEETING:

MOTION to adjourn. MOVED by Dianne Taylor and SECONDED by Susan Thum. CARRIED.

ADDITIONAL PRESENTATIONS

LAKE STEWARD'S REPORT

Lake Steward's Report was provided as part of the Agenda Package.

Doug Franks referred to the Lake Steward's Report that was included in the package. He shared additional information, including: we had excellent results in 2019 for water quality which will certainly help with the lake trout restocking initiative. Also, there were a couple of concerns at two water testing sites with higher e-coli results than previously. The e-coli results were not significantly higher and still safe for swimming, but we planned to retest at those sites to verify the results. Due to COVID-19 restrictions, our testing was limited but we were able to do some retests and both of those sites have returned to just above zero for e-coli. For water quality, we are still in very good shape and our lake has one of the best water quality in the eastern section of the Rideau Lakes watershed. Doug also thanked Laura Cashen? On behalf of the board for all the work she did keeping track of our loons on Otter Lake. We had four loon pairs on the lake this year. Unfortunately, of those four loon pairs, only two pairs were successful in producing chicks. The north end pair had two successful chicks.

SUSTAINABLE LAKE PLAN UPDATE

Judy highlighted that we are doing a redo of the Lake Plan as it is a living document but that has been postponed until next year. Karl is currently finalizing changes to the State of the Lake Report that includes adding a climate change section and an update to water levels. When completed, it will be posted on the website and highlighted in a future newsletter. We did some frogbit removal this year

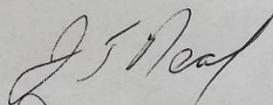
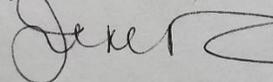
entirely by volunteers. In previous years, we also had some support from RVCA but due to COVID-19 restrictions, they were unable to help this year. We had a total of 8 different volunteers help this year over six different occasions. We removed quite a bit of frogbit and the major area of issue is Barker's Creek but don't know if we will ever be able to completely remove it unless Mother Nature somehow lends a hand. The Cormorant situation was mentioned in the update, in case you had an interest. OLLA has not taken a position on this issue. Also, mandatory septic inspections by the Township may start taking place next year around Otter Lake. Karl is taking the lead on this and when further information is available from the Township, we will let you know via a Newsletter or Newsbyte.

Otter Lake Landowners' Association Financial Report – Year End Dec 31, 2020

OTTER LAKE LANDOWNERS' ASSOCIATION				
Fiscal 2020 Year End Financial Report				
Bank Balance January 1, 2020	FY opening balance			\$1,479.54
			Balance	
Bank Balance December 31, 2020	FY closing balance			\$8,170.32
Investment as of December 31, 2020				\$2,058.52
Total Financial Assets				\$10,228.84
Expenses		<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>
Bank Fees		\$145.68	\$80.00	\$55.94
AGM		\$1,090.37	\$750.00	\$414.11
Lake Plan		\$3,135.78	\$700.00	\$15.00
Water Quality		\$0.00	\$500.00	\$0.00
Shoreline (inc Lake Links)		\$0.00	\$100.00	\$316.97
FOCA Fees		\$370.00	\$370.00	\$356.00
Picnic		\$0.00	\$0.00	\$0.00
Membership Expenses		\$0.00	\$100.00	\$0.00
Newsletter (Printing & Post)		\$0.00	\$100.00	\$0.00
Insurance		\$1,172.88	\$1,200.00	\$1,254.96
Admin & Web services		<u>\$134.92</u>	<u>\$250.00</u>	\$708.79
	Total	\$6,049.63	\$4,150.00	\$3,121.77
Revenue 2020				
Membership		\$2,000.00	\$2,220.00	\$3,020.00
Advertising		\$400.00	\$400.00	\$400.00
Donations		\$230.00	\$200.00	\$512.72
Rideau Lakes Assoc. Grant		\$1,562.00	\$1,400.00	\$1,647.00
RBC Cashed in GIC		\$0.00	\$0.00	4,232.83
	Total	4,192.00	4,220.00	9,812.55
Membership payments for 2020 made prior to 2020 (13)				\$390.00
Membership payments made in 2020 for 2021 (19)				\$570.00
Membership payments made in 2020 for 2022 (4)				\$120.00
Investment account:				
	(0001 - 1 YR Cashable GIC) Maturity Date Aug 3, 2021			\$1,038.36
	(0004 - NON RED GIC) 1 Year Maturity Date Aug 3, 2021			\$1,020.16

Notes:

- Covid 19 restrictions resulted in lower AGM costs but higher Admin and Web Services
- Lake Plan actions did not result in costs as budgeted
- Water Quality testing did not materialize
- Revenue from membership higher due to an increase in membership and forward payments
- GIC (\$4232.83) cashed in at term and not reinvested by year end inflating bank balance
- Membership fees paid in 2019 for 2020 are included in opening bank balance
- Membership fees paid in 2020 for 2021 and 2022 are in closing bank balance

 President
 Secretary

Director Elections

The OLLA By-Laws allow for a minimum of 5 directors and a maximum of 10 directors. The current 2020-2021 Board of Directors consists of ten directors: Jeff Neal (President), June Finless (Secretary), Deb McVean (Treasurer), Karl Fiander (Past Treasurer), John McKenney (Membership & Communication), Doug Franks (Lake Steward), Susan Thum (Newsletter Publications), Judy Hodgins (Lake Plan), Dianne Taylor (Website Lead) and Eric Hempell. The roles for the directors for the 2021-2022 board will be decided at the first board of directors meeting following the AGM.

There are four director positions open on the 2021-2022 OLLA Board of Directors:

- One Director up for re-election: June Finless
- Three vacant director positions:
 - Doug Franks was elected in 2006 and resigned in 2021
 - Karl Fiander was elected in 2017 and resigned in 2021
 - Dianne Taylor was elected in 2019 and resigned in 2021
- CALL FOR DIRECTORS: If any member wishes to stand for election to become a Director please submit your name to the President ollapresident@otterlake.org at least three days prior to the September 18th meeting.
- Members standing for election will be given an opportunity to speak for two minutes on why they wish to be a Director.
- The election process will be explained during the meeting.

Otter Lake Sustainable Lake Plan – 2nd Edition

OLLA Annual General Meeting - September 18, 2021

Purpose: To replace the existing Otter Lake Sustainable Lake Plan with an updated plan to more accurately reflect the goals, objectives and actions for effective stewardship of Otter Lake.

Background: The first Sustainable Lake Plan was presented to OLLA members at the July 25, 2015 Annual General Meeting (AGM). An amendment to the Water Levels section of this document was issued on April 23, 2017 and formally presented to the members at the July 29, 2017 AGM.

The Sustainable Lake Plan is a living document with a recommended review process and updating every 3-5 years. The Plan is based on the State-of-the-Lake Report which was also updated on March 1, 2021 following a one year review process (this report is available on the OLLA website.) The Covid-19 pandemic presented some challenges resulting in delays in the OLLA Board's plans to complete an update in 2020.

In January 2021 four directors, who were involved in the drafting of the original Lake Plan, began the review process and worked through four drafts of the updated Lake Plan. Draft #4 was then circulated to all 10 directors for their input which in turn resulting in Draft #5 and ultimately the Final Draft of the Sustainable Lake Plan – 2nd Edition which is being presented to the membership at the September 18, 2021 AGM. The Final Draft was also provided to the Township of Rideau Lakes and the Rideau Valley Conservation Authority in late July 2021.

Overview: Changes were made throughout the Lake Plan, some minor and some more comprehensive, most notably changes to the Water Levels section and the addition of a Climate Change and Environmental Issues section.

Many of the action items contained in the original Lake Plan are included in the 2nd Edition because they are either ongoing actions, actions that are still in progress, or actions that are still relevant but have not yet been undertaken. New or amended action items are also incorporated in the Lake Plan – 2nd Edition.

Action items that were removed and are not included in the 2nd Edition were done so because they were either one-time actions and have been completed or the actions were determined to be no longer relevant to the goals and objectives for effective lake stewardship. A document entitled *Summary of Action Items July 25, 2021* provides details on the outcomes of all action items that were included in the original version of the Lake Plan and is posted on the OLLA website under the *Environment* section, *Lake Plan* sub-section.

Next Steps: Work will continue regarding all ongoing and in-progress action items. Prioritization of new and amended items will be established. Volunteers will be needed to move forward on some of the action items. The success of lake stewardship rests with all Otter Lake landowners.

NOTE: The Sustainable Lake Plan – 2nd Edition is available on our website otterlake.org