



Annual General Meeting Agenda Package

July 22, 2023

Ronald E Holman Complex (South Elmsley Community Hall)

441 ON-15, Lombardy, ON K0G 1L0

The following documents are included in this meeting package:

A. AGM Agenda	Page 2
B. July 2022 AGM Minutes	Page 3
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There are no written documents included in this package for the following agenda items: Membership Update and Dr. John Smol's Presentation, these will be verbal presentations only.

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

The meeting will be held at the Ronald E Holman Complex (South Elmsley Community Hall) on Hwy 15. (441 ON-15, Lombardy, ON K0G 1L0). All OLLA members will be required to register on their arrival at the hall or with Jeff Neal (ollapresident@otterlake.org) at least three days prior to the meeting, if there is a medical requirement for virtual attendance.



OLLA AGM AGENDA – July 22, 2023

9:00 a.m. Registration / Sign-in
9:30 a.m. Start of Meeting

1. Open Meeting – President’s Remarks
2. Approval of the Agenda
3. Approval of 2022 AGM Minutes
4. Treasurer’s Report
5. Election of Directors
6. New Business
 - a. MOTION to Change to Bylaws – Membership year end
 - b. MOTION to waive audit – 2023 YrEnd Financial Report
7. Membership Update
8. Lake Steward’s Report 2022
9. Dr. Smol Presentation – Impact of Climate Change and Other Stressors on our lake
10. Date of Next AGM – July 27, 2024
11. Adjournment of AGM meeting

NOTE: You are invited to a light lunch / social time in the hall following the meeting.



MINUTES OTTER LANDOWNERS' ASSOCIATION (OLLA)

ANNUAL GENERAL MEETING July 23, 2022

DRAFT

1. OPEN MEETING – PRESIDENT'S REMARKS:

President Jeff Neal welcomed all to the annual general meeting, our first in-person AGM in a while. Attendees were thanked for participating today and invited all to a free lunch after the meeting. He highlighted that all members of OLLA are also members of FOCA members. FOCA has a host of resources we can access on their website. If you do not have access, contact Jeff to obtain the FOCA member login information - email to: OLLAPresident@otterlake.org We are also working to develop liaisons with the road associations around the lake – if we had a representative from every road around the lake we could send out information to Otter Lake residents more readily. We want to make sure people are kept aware. Also, we are continuously updating our OLLA website – if there something that needs to be added or removed, let us know by contacting info@otterlake.org We also have a facebook page that Judy maintains where members can add items for sale, etc. , as members can add things for sale, get updates on OLLA projects, etc.

Jeff introduced the current OLLA board of directors: John McKenney, Judy Hodgins, Susan Thum, Eric Hempell, Diana Ghent, June Finless, Deb McVean 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 Susan Thum, SECONDED Henry Morash. All in Favour. CARRIED

3. APPROVAL OF 2021 AGM MINUTES:

The 2021 AGM minutes were displayed on the screen and distributed to everyone as part of the AGM package. Jeff asked if there were any changes proposed for the 2021 minutes.

None were identified.



MOTION to approve of 2021 AGM Minutes as presented: MOVED by Frank Croft SECONDED by Doug Franks. All in Favour. CARRIED.

4. MEMBERSHIP UPDATE:

John reported that we have quorum for this meeting (23 attendees plus 8 directors) and currently have 67 members. We have 30 members from last year that have not yet renewed for this year. So, our member numbers should increase as the year progresses.

John also reminded the membership that we are continuing our Bring a Friend to OLLA initiative, with each new member referral, being entered in a draw for a free 1-year membership extension. Refer people to website, can get membership forms there, and make sure they put your name on their membership form so that you are entered in the draw.

5. TREASURER'S REPORT:

Deb McVean reported on the OLLA 2021 Year end Financial Report provided in the OLLA AGM package that was distributed to members and posted on the OLLA website. Bank balance as of Dec 31, 2021 was \$5,512.50 and investments as of Dec 31, 2021 were \$4,066.30 with total financial assets of \$9,578.80. Expenses for 2021 totaled \$9,886.12, and revenues for 2021 totaled \$7,228.30 which included, membership \$2,460.00, advertising \$500.00, donations \$190.00, FOCA grant of \$400.00 and Township of Rideau Lake association grant of \$1,612.00.

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

MOTION to approve the Treasurer's Report for Year-end 2021 as presented: MOVED by Nancy McCart, SECONDED by Frank Morash. All in Favour. CARRIED.

Deb also showed the new format for our balance sheet and Statement of Income & Expenditures, for the period of January 1, 2022 to June 30, 2022. Deb asked if there were any questions about our new format. There were no questions.

6. LAKE STEWARD'S UPDATE:

Judy gave an overview of what we do, such as the Sustainable Lake Plan that was updated and the second edition was presented at the last virtual AGM. All our ongoing and new initiatives flow from this document, such as Water Testing, liaising with the Township and relevant committees, such as RLLAC (Rideau Lakes Lake Association Committee that is chaired by the mayor) and attending FOCA, Lake Links meetings and workshops.

OLLA volunteers built two loon nesting platforms this year which a group of OLLA volunteers installed in early May. They were not inhabited this year, which is not usual for new nests and we may move one of



the nests to near the boat launch for next year, as the current location is right below an eagle's nest. We have 5 loon pairs and 4 chicks in total this year.

We are participating in the "Let's Get the Lead Out" Wolfe Lake Association initiative. Lead poisoning is a major contributor to the deaths of loons and other water fowl. We are encouraging fishers to turn in their lead fishing tackle at participating retailers and receive \$10 voucher to purchase lead-free tackle. There is contest until October 31st -- place tackle in bag with name and phone number and/or email and contact dogday@bell.net for pick up or drop off. There is also a collection box for lead tackle at boat launch (that is not part of the contest).. As of July 13th, 78 pounds of tackle has been collected through this initiative.

Lake Trout restocking for Otter Lake is an ongoing dialogue with NDMNRF. We have provided Dissolved Oxygen (DO) levels taken by RVCA and our DO has been improving over the last 15 years. There is a Fish Diaries program under way now until March 2023 that will hopefully confirm remnants of a Lake Trout population in Otter Lake. Any restocking of Lake Trout will not likely happen before 2025 and only if we can get NDMNRF on board.

Watersheds Canada grant application for restoration of spawning area; we had a site visit July 12th. The project would be done in 2023/24. There is no cost to OLLA, only volunteer time.

Other ongoing OLLA projects include:

- European Frogbit which we are continuing to monitor
- Promoting shoreline protection through RVCA Shoreline Naturalization Program
- Watersheds Canada "Lake Protection Workbook" – there are copies available here
- Lake water quality testing by RVCA (2 deep water sites readings plus an additional 3 other shoreline sites. OLLA has restated its water quality testing additional sites this. year (3-4 shoreline sites as well as off the bridge over Barker's Creek for e-coli only. There are no concerning trends; results remain consistent. Major concern is Blue-Green Algae Blooms

New projects include:

- Source Water Protection – Rideau Source Water Protection Committee has secured provincial funding for a 6 month project to explore surface water use, risk factors and planning recommendation. Four lakes in the Township to be surveyed and analysed this summer are: Bass, Wolfe, Upper Rideau and Otter. Link to the survey is available on our website and Facebook and there are hard copies available here at the AGM if you prefer.
- FloatOLLA – new this year, refer to FloatOLLA under New Business for additional information

7. ELECTION OF DIRECTORS:

Jeff announced and thanked the retiring director Diana Ghent for her contributions as an OLLA board member. He explained that our OLLA constitution states that our board of directors shall consider not



less than 5 and not more than 10 directors. Currently we have 8 directors. We have a total of 7 openings for directors:

- 4 current directors whose term has ended, have agreed to stand for re-election, including:
 - Jeff Neal
 - John McKenney
 - Judy Hodgins
 - Susan Thum
- 3 additional openings

June reviewed the general election process and requirements with the membership. She noted that if we get more nominations than the maximum available (7) positions, an election will be held by secret ballot and counted by two scrutineers. If nominations are less than total available positions, nominees are considered acclaimed and no election is required.

She asked if there were any questions and then went on explain that as per our nomination requirements, she would now call for nominations from the floor, three times.

We still have three other vacant board positions to fill. June asked the membership if there were any additional nominations, or members willing to stand for the available board positions. On the first call for nominations, Frank Croft volunteered to join the board and help with the website. On the second and third call, no additional nominations were received.

As the nominations received did not go above the maximum, no election if required and, Jeff Neal, John McKenney, Judy Hodgins and Susan Thum were re-elected by acclamation and Frank Croft was elected by acclamation. Frank Croft introduced himself to the group.

Board members for the 2022-23 year are: Susan Thum, Judy Hodgins, John McKenney, Deb McVean, June Finless, Jeff Neal, Eric Hempell and Frank Croft.

Jeff also thanked Karl for his ongoing support of the board in his non-director role and Government Liasion, etc. and Diana for her contribution on the board this past year.

8. NEW BUSINESS:

a. New Ontario Not-For-Profit (ONCA) Requirements

June explained that the new ONCA rules need to be implemented on or before October 2024 and noted that we have already pro-actively addressed most of the requirements with the Amendments to our Bylaws completed a few years ago. There may be a few bylaw additions



needed to fully address the new requirements than we will present to the membership at the next AGM for approval.

New ONCA rules will now require not-for-profit organizations (with less than \$100,000 in annual revenues) to conduct an annual financial audit, unless we pass an 'extraordinary' resolution to waive an audit or review engagement at each AGM for the next fiscal year. It requires approval by at 80% of members present at the AGM. This means as of next AGM (2023) we will need to pass an extraordinary resolution to waive an audit or review for the following year and every year thereafter – OR – pay for an annual audit or review of our year-end financials every year.

June highlighted that our main concern as a board is that if we have to do an annual audit we will very quickly have no money left to operation the association and we certainly will be unable to continue offering memberships in the association at \$30 per year. Although the extraordinary resolution is not required this year, we wanted to present this information to the membership now to make you aware that we will need to start doing this resolution next year to be in compliance with ONCA requirements or start incurring large costs to have a financial audit each year. June asked if anyone had any questions. There were none. June asked if anyone was opposed or concerned with us doing an extraordinary resolution next year to waive the audit requirement. No concerns were noted.

b. FloatOLLA 2022

Deb introduced our FloatOLLA social event being held this summer. It will be a boat parade and food bank drive. It is being held on August 6th. We have a prize for the best decorated boat, but there is no requirement to decorate, just come on out with your boat and join the parade. If you want to contribute to the food bank drive but not participate in the parade, contact us and we will arrange to drop by your cottage/home to pick up your food bank donations. We also will have two food bank donation boats out on the lake to collect donations. This parade is open to everyone on the lake, so invite your friends and neighbours.

c. Swag

Susan shared that we were contacted by a supplier who lives on Bass Lake that produced swag for Bass Lake last year and he wondered if we were interested in some Otter Lake products for our lake and landowners. If anyone is interested, contact Susan at info@otterlake.org and she will put them in touch with the person who is making up the various shirts, etc.

d. Other

Jeff asked the membership if anyone had any other concerns they wanted to discuss. Two concerns were raised by the membership.



- Fireworks going off on many occasions and all hours for long periods of time. Jeff noted that we had received concerns from others and other lakes and FOCA are also concerned. Suggestions to limit days, hours, types of fireworks, etc. Judy identified that her road association submitted a complaint to the Township and said that the more letters/complaints the Township receives the more attention they will pay to those concerns.
- Wave runners who run their watercraft at loon families, race watercrafts next to shorelines, etc. Jeff identified that you can call the OPP to raise the complaint if you know who it is and they can be charged with unsafe boating. He also recommended that a picture of the boat is provided to OPP with the complaint so that it is easier to follow up. You can also talk to your neighbours.

8. DATE of NEXT AGM: July 22, 2023

9. MOTION TO ADJOURN AGM:

MOTION to adjourn the Annual General Meeting. MOVED by Henry Morash and SECONDED by Frank Croft. CARRIED.

DRAFT



OTTER LAKE LANDOWNERS' ASSOCIATION

Balance Sheet As at December 31, 2022

	Current Year 2022	Prior Year 2021
Assets		
Current Assets		
Accounts Receivable	\$0.00	\$0.00
Cash	\$5,882.08	\$5,512.50
Investments (Note 5)	\$4,069.89	\$4,066.30
Pre-Paid Expenses	\$0.00	\$0.00
Total Current Assets	\$9,951.97	\$9,578.80
Fixed Assets		
Total Fixed Assets	\$0.00	\$0.00
Total Assets	\$9,951.97	\$9,578.80
Liabilities & Equity		
Current Liabilities		
Accounts Payable		
Pre-Paid Membership Fees (Note 1)	\$1,350.00	\$1,230.00
Total Current Liabilities	\$1,350.00	\$1,230.00
Long-Term Liabilities		
Total Long-Term Liabilities	\$0.00	\$0.00
Total Liabilities	\$1,350.00	\$1,230.00
Equity	\$8,601.97	\$8,348.80
Total Equity	\$8,601.97	\$8,348.80
Total Liabilities & Equity	\$9,951.97	\$9,578.80



OTTER LAKE LANDOWNERS' ASSOCIATION

Statement of Income & Expenditures

For the Period

January 1, 2022 to December 31, 2022

	2022 Actual	2022 Budget	Prior Year 2021
Income			
Membership Fees	\$2,070.00	\$2,580.00	\$2,460.00
Advertising	\$800.00	\$800.00	\$500.00
Donations (Note 2)	\$601.22	\$200.00	\$190.00
Grants (Note 3)	\$1,732.00	\$1,600.00	\$2,012.00
Investment Income	\$11.59	\$10.00	\$0.00
Total	\$5,214.81	\$5,190.00	\$5,162.00
Expenditures			
Bank Fees	\$60.60	\$75.00	\$60.60
AGM	\$439.37	\$800.00	\$227.13
Lake Plan	\$0.00	\$280.00	\$650.00
Water Quality	\$504.66	\$600.00	\$0.00
Shorelines	\$0.00	\$100.00	\$20.00
Projects (Note 4)	\$798.51	\$750.00	\$0.00
FOCA Fees	\$486.00	\$555.00	\$553.00
FloatOLLA	\$145.07	\$100.00	\$0.00
Membership Expenses	\$180.80	\$110.00	\$106.77
Newsletter	\$0.00	\$100.00	\$0.00
Insurance	\$1,236.60	\$1,400.00	\$1,254.96
Administration	\$355.88	\$400.00	\$2,947.36
Web Services	\$773.31	\$900.00	\$0.00
Total	\$4,980.80	\$6,170.00	\$5,819.82
Surplus/Deficit	\$234.01	-\$980.00	-\$657.82



OTTER LAKE LANDOWNERS' ASSOCIATION

Notes to the 2022 Financial Statements

1) Pre-Paid Membership Fees		Amount
	2022	\$0.00
	2023	\$1,080.00
	2024	\$210.00
	2025	\$60.00
	2026	\$0.00
	Total	\$1,350.00
 2) Donations		
	Unallocated	\$170.66
	Loon Nests	\$430.56
	Fish Habitat	\$0.00
	Total	\$601.22
 3) Grants		
	Township of Rideau Lakes	
		\$1,732.00
	FOCA	\$0.00
	Total	\$1,732.00
 4) Projects		
	Frog-bit	\$0.00
	Loon Nests	\$583.82
	Fish Habitat	\$14.69
	Get the Lead Out	\$200.00
	Total	\$798.51
 5) Investment		
	0008 Non Redeem 2 Yr GIC Maturing 30-Mar-2024	\$2,000.00
	0009 Cashable 1 Yr GIC Maturing 3-Aug-2023	\$1,028.85
	0007 Non Redeem 2 Yr GIC Maturing 13-Sep-2023	\$1,041.04
	plus \$7.29 interest earned but to be paid out in 2023	



Director Elections

The OLLA By-Laws allow for a minimum of 5 directors and a maximum of 10 directors. The current 2022-2023 Board of Directors consists of nine directors: Jeff Neal (President), June Finless (Secretary), Deb McVean (Treasurer), John McKenney (Membership & Communication), Susan Thum (Newsletter Publications), Frank Croft (Website), Judy Hodgins (Special Projects), John Burke (Director at Large) and Eric Hempell (Director at Large). The roles for the directors for the 2023-2024 board will be decided at the first board of directors meeting following the AGM.

There are five director positions open on the 2023-2024 OLLA Board of Directors:

- One director for confirmation: John Burke
- Two directors up for re-election: Eric Hempell, Deb McVean
- One director stepping down and one vacant director position
- 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 July 22, 2023 annual general meeting (AGM).
- 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.



MOTIONS

Revision to By-Law #1 - Membership

Background

At the 2020 AGM, members agreed to change the membership year of the organization. The purpose of the change was to increase membership by placing the emphasis on the date of the AGM rather than the calendar year. It was successful and membership numbers rose. However, the workload in the areas of Membership and Finance drastically increased. Further to this, the new Not-for-Profit-Corporations Act has come in to play with stricter rules for reporting membership information.

Therefore, after reviewing the pros and cons of each model, the Board of Directors is recommending that we return to the original model where membership is for the calendar year. If approved by the members, this change will take effect January 1, 2024.

The affected portion of the By-Law follows.

1. MEMBERSHIP

- 1.1. Membership is limited to one per property within the designated area.
- 1.2. Membership may be represented by one of the following and must be at least 18 years of age:
 - 1.2.1. The registered property owner (if the ownership is joint, only ONE of the registered owners), **OR**
 - 1.2.2. The spouse or partner of the registered owner, **OR** (Formerly section C.2)
 - 1.2.3. The designate of the registered property owner.
 - 1.2.3.1. The designate shall be identified in writing to OLLA on the membership application form.
 - 1.2.3.2. The designate shall be a regular user of the property of the owner making the designation.
- 1.3. These persons shall be referred to as "Voting Members" at the Annual General Meeting or other members' meetings called by the Board of Directors.
- 1.4. Each membership carries with it the right to one vote at any members' meetings called by the Board of Directors.
- 1.5. Application for membership shall be made to any Director of OLLA.



- 1.6. Application in respect to each property shall be made on one of the appropriate forms as specified by OLLA and shall be accompanied by the current membership dues. Owners of multiple properties each having frontage on Otter Lake may make application(s) for membership and pay membership dues in respect to each of these such registered properties. Each individual membership for which annual membership dues have been paid entitles one vote in accordance with Sections 4.2 and 4.3 above.
- 1.7. The membership year shall be ~~from the time the membership is paid, include the AGM, and end prior to the next AGM, at which time membership renewal fees will be due~~ the calendar year, beginning on January 1 and ending on December 31. Membership renewal fees are due on January 1 of each year.
- 1.8. A member who has not paid his/her membership dues on or before the date of the Annual General Meeting (AGM) shall be deemed to be in default and therefore shall not have the right to vote at the AGM.
- 1.9. Membership Dues increases shall be proposed by the Board of Directors having regard to the state of the OLLA treasury accounts, the current commitments and the projected expenditures, and shall be approved by the voting members at the Annual General Meeting and shall take effect immediately until a new fee is adopted by the members.

Motion to approve proposed change to s. 1.7 - Membership, of OLLA By-Law #1 to read: "The membership year shall be the calendar year beginning on January 1 and ending on December 31. Membership renewal fees are due on January 1 of each year."

Moved:

Seconded:

In Favour:

Against:



Waiving the requirement for a year-end audit

Background

A requirement under the new Not-for-Profit-Corporations Act is that all corporations are to be audited annually. There is an option for smaller corporations, such as ours, to waive this requirement with the approval of the membership.

The Board of Directors review the financial position of the Association at each meeting of the Directors. Although not required by the Act, the OLLA Board of Directors invites any member to review the financial documents of the organization should they wish to do so.

The Board of Directors recommend this waiver.

Motion: to waive the requirement to conduct an annual audit for the 2022 financial year, in keeping with the new Not-for-Profit-Corporations Act.

Seconded:

In Favour:

Against:



Lake Steward's 2022 Report

General Comments

As part of OLLA's Lake Trout Spawning Project, oxygen levels and water temperatures were checked throughout 2022. Unfortunately, the dissolved oxygen dropped below the acceptable level in August. We will continue to monitor these readings and will continue our discussions with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNR) regarding the re-introduction of Lake Trout to Otter Lake.

It was a banner year for our loon population with a total of 5 chicks being raised around the lake. In the fall, the 5 juveniles were seen "rafting" together before heading off to warmer climates. The loon nesting platforms constructed by volunteers did not get used by the loons this year.

Results of Water Quality Testing in 2022

Water quality testing was back to normal this year following the setbacks caused by the Covid pandemic. The lake continues to be very healthy although there was one sample taken offshore from the O4 road (Test Site OLLA 03) that showed an extremely high E. Coli reading of 98. To put this in context, the City of Ottawa closes beaches if the level reaches 100. We will be monitoring this closely this year.



Water Quality Data - 2022																			
RVCA ID	OLLA ID	Total Coliform (cfu/100 ml)			E. Coli (cfu/100 ml)			Total Kjeldahl nitrogen (µg/l)				Total Phosphorous (µg/l)				Secchi Disk (meters)			
		Jun	Jul	Aug	Jun	Jul	Aug	May	Jun	Aug	Oct	May	Jun	Aug	Oct	May	Jun	Aug	Oct
n/a	Barker's Creek				12		8												
RVL-26C	OLLA 03				0		98		400	400			10	14					
RVL-26D	OLLA 04				0		1		500				12						
RVL-26DP1	OLLA 05A							370	500	470		2	7	13		4.0	8.5	4.0	4.5
RVL-26DP3	OLLA 06							370	400	480		2	3	9		3.5	7.0	5.0	5.0
n/a	OLLA 08								400				6						
RVL-26B	OLLA 09				0		9		400	430			2	8					
n/a	OLLA 17						3												
RVL-26F	OLLA 18				0		0		400	410			4	4.1					
RVL-26G	n/a				1		7		400	460			8	10					
Average					10.69			424.38				7.13				5.19			
Std. Error					26.56			43.35				4.03				1.71			
Water Quality Recommendations					<100			<500				<20							
Oligotrophic								310 - 1160				3 - 18				5.4 - 28			
Mesotrophic								360 - 1400				11 - 96				1.5 - 8.1			
Eutrophic								390 - 6100				16 - 390				0.8 - 7.0			

Note: OLLA testing sites highlighted

Total Kjeldahl Nitrogen (TKN) levels were in the acceptable range of between 200 - 500 µg/L, very similar to previous years. As for Total Phosphorous (TP), none of the sites tested had values greater than 14 µg/L, below the Provincial Water Quality Objective (PWQO) – Lakes of less than 20 ug/L.

Secchi depth readings ranged between 3.5 and 8.5 metres indicating that the lake remains very clear.

RVCA performed measurements of water temperature and DO in May, June, August and October at two deep water sites OLLA 5A/RVCA DP1 and OLLA O6/RVCA DP2. The results obtained by RVCA in 2022 are shown in the graphs on the next page.

The concentration of dissolved oxygen in lakes is affected by temperature



and has well-defined seasonal cycles. Cold water can hold more dissolved oxygen than warm water. The red lines indicate water temperature vs depth showing the rise/fall in temperature, particularly at the surface, while the temperature at deep water levels remains more constant regardless of the month. The blue lines indicate the dissolved oxygen levels vs depth. DO concentrations are high in early Spring but begin to decline over the Summer when the water temperature rises.

Note: For more technical information on water quality please go to our website <https://otterlake.org/environment/water-observation/>

Submitted by Judy Hodgins, former Lake Steward

and Jeff Neal, current Lake Steward





