

The Board is recommending a change to By-Law 1 to reinstate the position of Past President. Changes are highlighted in yellow on pages 2,3,8 and 25.

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## **By-Law 1**

### **Little Silver and Rainbow Lakes Property Owners' Association Inc. (the "Corporation")**

#### **Section 1 - General**

##### **1.01 Definitions**

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- a. "Act" means the *Not-for-Profit Corporations Act, 2010* (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. "Board" means the board of directors of the Corporation;
- c. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- d. "Chair" means the Chair of the Board;
- e. "Corporation" means the corporation that has passed these by-laws under the *Act* or that is deemed to have passed these by-laws under the *Act*;
- f. "Director" means an individual occupying the position of Director of the Corporation by whatever name he or she is called;
- g. "Member" means a member of the Corporation;
- h. "Members" means the collective membership of the Corporation; and
- i. "Officer" means an officer of the Corporation.

##### **1.02 Interpretation**

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the *Act* shall have the meanings given to such terms in the *Act*. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

### **1.03 Severability and Precedence**

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the By-laws are inconsistent with those contained in the articles or the *Act*, the provisions contained in the articles or the *Act*, as the case may be, shall prevail.

### **1.04 Seal**

The Corporation does not have a seal.

### **1.05 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any Director or Officer may certify a copy of any instrument, resolution, By-law or other document of the Corporation to be a true copy thereof.

## **Section 2 - Directors**

### **2.01 Election and Term**

The Directors shall be elected among Members in good standing by the Members at the annual meeting. The term of office of the Directors shall be for two years, or until their successors are elected or appointed.

Each Director will hold one of the following positions:

- President, who holds the office of Chair
- Vice-President
- Past President
- Secretary
- Treasurer
- Lake Steward
- Area Representative (six positions)

The President, Vice-President, Past President, Secretary, Treasurer and Lake Steward shall be designated Officers of the Corporation.

One Director may hold the combined position of Secretary-Treasurer. There shall be two Area Representatives from each of the three access roads. An Area Representative may also hold the position of Vice-President, Past President, Secretary, Treasurer, Secretary-Treasurer or Lake Steward. The number of Directors when all positions are filled is between seven to twelve.

## **2.02 Vacancies**

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable by a court or incapable of managing property under Ontario law; or
4. if, at a meeting of the Members, the Members by ordinary resolution removes the Director before the expiration of the Director's term of office.

## **2.03 Filling Vacancies**

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

1. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution;
2. if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and
3. a quorum of Directors may fill a vacancy among the Directors.

## **2.04 Appointment of Additional Directors**

The directors may appoint one or more additional directors who shall hold office for a term expiring not later than the close of the next annual meeting of the

Members, but the total number of directors so appointed may not exceed one-third of the number of directors elected at the previous annual meeting of the Members.

## **2.05 Committees**

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors except those powers set out in the *Act* that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the *Act*, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.

## **2.06 Remuneration of Directors**

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; subject to the following:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:
  - i. considered reasonable by the Board;
  - ii. approved by the Board for payment by resolution passed before such payment is made; and
  - iii. in compliance with the conflict-of-interest provisions of the *Act*; and
3. Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the Corporation is a charitable corporation, unless the provisions of the *Act* and the law applicable to charitable corporations are complied with, including Ontario [Regulation 4/01](#) made under the [Charities Accounting Act](#).

## **Section 3 - Board Meetings**

### **3.01 Calling of Meetings**

Meetings of the Directors may be called by the Chair, President or any two Directors at any time and any place on notice as required by this By-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and, if applicable, the place of the meeting.

Quorum for Board meetings shall be a majority of current Directors.

### **3.02 Regular Meetings**

The Board may fix the place, if applicable, and time of regular Board meetings and send a copy of the resolution fixing the place, if applicable, and time of such meetings to each Director, and no other notice shall be required for any such meetings.

### **3.03 Notice**

Notice of the time and place, if applicable, for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this By-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

A notice of a meeting of Directors need not specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If the Directors may attend a meeting by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

### **3.04 Chair**

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

### **3.05 Voting**

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. The Chair votes only to break a tie.

### **3.06 Participation by Telephonic or Electronic Means**

Subject to the provisions of the articles, if any, a meeting of Directors may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, provided that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A person who, through telephonic or electronic means, attends a meeting of Directors is deemed for the purposes of the Act to be present at the meeting.

## **Section 4 - Financial**

### **4.01 Banking**

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

The signing officers are the President and Treasurer. All payments should be agreed by both, even if executed by just one or other.

### **4.02 Financial Year**

The financial year of the Corporation shall commence January 1 and end December 31 in each year or on such other date as the Board may from time to time by resolution determine.

## **Section 5 - Officers**

### **5.01 Officers**

Directors are elected by the Members into one or more of the Officer positions, as per Section 2.01 above. The Board, at its discretion, may re-assign Officer positions among Board members.

### **5.02 Duties**

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

### **5.03 Duties of the Chair**

The Chair shall perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

### **5.06 Duties of the President**

The President shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

### **5.07 Duties of the Treasurer**

The Treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

### **5.08 Duties of the Secretary**

The Secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

### **5.09 Duties of the Lake Steward**

The Lake Steward shall perform the duties described in Schedule D and such other duties as may be required by law or as the Board may determine from time to time.

### **5.10 Duties of the Vice-President**

The Vice-President shall perform the duties described in Schedule E and such other duties as may be required by law or as the Board may determine from time to time.

### **5.11 Duties of the Past President**

The Past President shall perform the duties described in Schedule F and such other duties as may be required by law or as the Board may determine from time to time.

## **Section 6 - Protection of Directors and Others**

### **6.01 Protection of Directors and Officers**

No Director, Officer or committee Member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the *Act* and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the *Act*

## **Section 7 - Conflict of Interest**

### **7.01 Conflict of Interest**

A Director who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation or is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

## **Section 8 - Members**

### **8.01 Members**

Any person owning lands bordering on Little Silver Lake, Rainbow Lake, Little Silver Lake Road, Silvery Lane and Rainbow Lane in Lanark County may become a Member upon making application and paying fees approved by the Corporation.

Memberships must be renewed annually. The annual membership fee shall be established at the annual meeting for the upcoming year. The membership shall run from September 1 until August 31, with fees payable between the time of the annual meeting and May 31. Only Members who have paid by May 31 are in good standing and shall be entitled to vote at the annual meeting following. Only one vote may be cast per property.

Notwithstanding the foregoing provision, any new owner who purchases property before the end of June shall be entitled to pay the annual fee before June 30 and be a Member in good standing until August 31 following.

### **8.02 Membership**

A membership in the Corporation is not transferable and automatically terminates if the Member resigns, ceases to meet the qualifications specified in section 8.01 or such membership is otherwise terminated in accordance with the Act.

Any person or persons owning multiple properties within the Corporation's boundaries shall pay one and only one annual membership fee. For the purposes of voting at the annual meeting they shall be deemed to have only one property and therefore only one vote.

### **8.03 Disciplinary Act or Termination of Membership for Cause**

1. Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
2. The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

## **Section 9 - Members' Meetings**

### **9.01 Annual Meeting**

The annual meeting shall be held on or before the 21<sup>st</sup> day of July each year, at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than five business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report (if applicable) and other financial information required by the By-laws or articles.

The business transacted at the annual meeting shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. report of the auditor or person who has been appointed to conduct a review engagement (if applicable);
- e. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year (if applicable);
- f. election of Directors; and
- g. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the Corporation of any matter that the Member proposes to raise at the meeting in accordance with the *Act*, so that such item of new business can be included in the notice of annual meeting.

Subject to the provisions of the articles, if any, a meeting of the Members may be held entirely by one or more telephonic or electronic means or by any combination of in-person attendance and by one or more telephonic or electronic means, and it must enable all persons entitled to attend the meeting to reasonably participate. A person who, through telephonic or electronic means, votes at or attends a meeting of the Members is deemed for the purposes of this Act to be present at the meeting.

### **9.02 Special Meetings**

The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members who hold at least 10 per

cent of votes that may be cast at the meeting sought to be held within 21 days after receiving the requisition unless the *Act* provides otherwise.

### **9.03 Notice**

Subject to the *Act*, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the *Act* to each Member, each Director and (if applicable) to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken, and state the text of any special resolution to be submitted to the meeting.

A notice of a meeting of the Members is not required to specify a place of the meeting if the meeting is to be held entirely by one or more telephonic or electronic means. If a person may attend a meeting of the Members by telephonic or electronic means, the notice of the meeting must include instructions for attending and participating in the meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

### **9.04 Quorum**

A quorum for the transaction of business at a Members' meeting is 15% of paid memberships. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

### **9.05 Chair of the Meeting**

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

### **9.06 Voting of Members**

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the By-law provided that:

- a. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- b. only one vote may be cast per property;
- c. an abstention shall not be considered a vote cast;
- d. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- e. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

### **9.07 Adjournments**

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and if a meeting of the Members is adjourned by one or more adjournments for an aggregate of less than 30 days, it is not necessary, that any person be notified of the meeting that continues the adjourned meeting, other than by announcement of all of the following at the time of an adjournment:

1. The time of the continued meeting.
2. If applicable, the place of the continued meeting.
3. If applicable, instructions for attending and participating in the continued meeting by the telephonic or electronic means that will be made available for the meeting, including, if applicable, instructions for voting by such means at the meeting.

Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

### **9.08 Persons Entitled to be Present**

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditor or the person who has been appointed to conduct a review

engagement of the Corporation, if any, and others who are entitled or required under any provision of the *Act* or the articles or the By-laws of the Corporation to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

## **Section 10 - Notices**

### **10.01 Service**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement of the Corporation shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Corporation; and to such Director at his or her latest address as shown in the records of the Corporation or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current; and to the auditor or the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

### **10.02 Error or Omission in Giving Notice**

The accidental omission to give any notice to any Member, Director, Officer, member of a committee of the Board or auditor or person conducting a review engagement, if any, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

## **Section 11 - Adoption and Amendment of By-laws**

### **11.01 Amendments to By-laws**

By-laws may be amended, repealed or replaced in accordance with the *Act* at any meeting of the Association by vote of two-thirds of all Members present and in good standing. Only one vote may be cast per property.

By-Law 1 - LSRLPOA Inc.

Approved by the LSRLPOA Inc. Board of Directors on June 12, 2024.

Enacted and effective on July 20, 2024, in Lanark County, Ontario.

Amended on July 5, 2025, in Lanark County, Ontario.

Amended on July 4, 2026, in Lanark County, Ontario.

The Board is recommending a change to By-Law 1 to reinstate the position of Past President. Changes are highlighted in yellow on pages 2,3,8 and 25.

Frank Johnson, President

Lynn Tarzwell, Secretary

## **Schedule A**

### **Position Description of the President**

#### **Role Statement**

If appointed, the President shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, have general supervision of the affairs of the Corporation. The President also holds the office of Chair.

#### **Responsibilities**

##### **Agendas**

Establish agendas aligned with annual Board goals and preside over Board meetings. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

##### **Representation**

Serve as the Board's primary contact with the public.

##### **Reporting**

Report regularly to the Board on issues relevant to its governance responsibilities.

##### **Board Conduct**

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

##### **Mentorship**

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

##### **Succession Planning**

Ensure succession planning occurs for senior management, if any, and Board.

##### **Committee Membership**

Serve as member on all Board committees.

**Specific Responsibilities**

The incumbent is expected to:

- ensure that Board meetings are called at regular intervals throughout the year and that they are conducted according to accepted procedures, maintaining confidentiality and voting only to break a tie.
- preside over debates and transactions.
- represent or ensure there is representation of the Association with the Township and community organizations, attending meetings and making presentations as required.
- inform the Directors on a regular basis of pertinent matters related to the mandate of the Association.
- maintain liaison with the Area Representatives, providing support and assisting with concerns if necessary.
- monitor the website development, liaising frequently with the volunteer webmaster.
- ensure that informational material is disseminated to Members via the website and newsletters in a timely fashion, drafting copy as necessary.
- set the date and Agenda for the Annual General Meeting ensuring that the requisite practical arrangements are made and providing a report to the Members.
- transfer all electronic and print files pertinent to the Office to the next incumbent in an expeditious manner upon completion of the term.
- ensure that the Lake Stewardship Plan is reviewed on a regular basis and updated as appropriate.

## **Schedule B**

### **Position Description of the Treasurer**

#### **Role Statement**

If appointed, the Treasurer works collaboratively with the President and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

#### **Responsibilities**

##### **Custody of Funds**

The Treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time.

The Treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The Treasurer shall also perform such other duties as may from time to time be directed by the Board.

##### **Specific Responsibilities**

The incumbent is expected to:

- attend Board and General Meetings, maintaining confidentiality and presenting financial reports on request and as required.
- present a proposed budget to the directors in preparation for the Annual General Meeting.
- assume responsibility for the safe-keeping of Association monies, recording transactions and issuing receipts as appropriate.

- ensure that arrangements are made with the bank for appointment of signing officers in accordance with the By-laws.
- co-ordinate with the Secretary to maintain a current listing of the membership and with the Area Representatives to ensure that the contact information is up-to-date.
- transfer all print and electronic records to the next incumbent in a timely fashion upon completion of the term.
- submit tax forms as required.

**Board Conduct**

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

**Mentorship**

Serve as a mentor to other Directors.

**Financial Statement**

Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with (if applicable) the report of the auditor or of the person who has conducted the review engagement, as the case may be.

## **Schedule C**

### **Position Description of the Secretary**

#### **Role Statement**

If appointed, the Secretary works collaboratively with the President to support the Board in fulfilling its fiduciary responsibilities.

#### **Responsibilities**

##### **Board Conduct**

Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

##### **Document Management**

Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, and registers of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

##### **Specific Responsibilities**

The incumbent is expected to:

- attend all Board meetings, maintaining confidentiality, recording attendance and preparing the minutes of the proceedings.
- co-ordinate with the Treasurer to maintain a current listing of the membership and with the Area Representatives to ensure that the contact information is up-to-date.
- prepare Minutes of General Meetings and the Directory of property owners in a timely fashion and arrange for their distribution.
- inform relevant community organizations of changes in the Officers and contact information

- co-ordinate with the President regarding publication of regular newsletters and ensure that they are distributed to all.
- ensure that all requisite information for the Annual General Meeting is disseminated according to the Constitution, making practical arrangements as necessary.
- prepare a list of Members in good standing for reference at the Annual General Meeting.
- maintain in order historical files and ensure they are kept safe.
- transfer any files and pertinent information to the next incumbent in an expeditious manner upon completion of the term. (proposed change for consistency).

**Meetings**

Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.

## **Schedule D**

### **Position Description of the Lake Steward**

#### **Role Statement**

If appointed, the Lake Steward works collaboratively with the President to support the Board in fulfilling its fiduciary responsibilities.

#### **Responsibilities**

##### **Board Conduct**

Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

##### **Specific Responsibilities**

The incumbent is expected to:

- attend Board meetings and respect the confidentiality of the proceedings.
- ensure that there is adequate monitoring of water quality in both lakes by arranging for the Association to participate in community programs and by purchasing additional testing as appropriate.
- convey information on the status of the lakes regularly to the Board and to the property owners via newsletters and the website.
- keep all pertinent records.
- submit informational/educational items for the newsletter and the website on a regular basis and ensure that there is material available for take-away at the AGM.
- prepare and present a detailed report to Members at the AGM answering questions as required.
- transfer all files pertinent to the Office to the next incumbent in an expeditious manner upon completion of the term.
- monitor and report on lake levels.

- liaise with the Rideau Valley Conservation Authority (RVCA).
- ensure that relevant informational material is disseminated to Members via the website and newsletters in a timely fashion, drafting copy as necessary.
- ensure that the Lake Stewardship Plan is reviewed on a regular basis and updated as appropriate.

## **Schedule E**

### **Position Description of Vice-President**

#### **Role Statement**

If appointed, the Vice-President works collaboratively with the President to support the Board in fulfilling its fiduciary responsibilities.

#### **Responsibilities**

##### **Board Conduct**

Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

##### **Specific Responsibilities**

The incumbent is expected to:

- assist the President to fulfill their duties.
- fulfill duties of the President as necessary when the President is not available.
- complete special duties as required.

## **Schedule F**

### **Position Description of Past President**

#### **Role Statement**

If appointed, the Past President works collaboratively with the President to support the Board in fulfilling its fiduciary responsibilities.

#### **Responsibilities**

##### **Board Conduct**

Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

##### **Specific Responsibilities**

The incumbent is expected to:

- offer guidance and historical perspective to the President and Board on matters of policy, precedent and association governance.
- assist the incoming President with onboarding, including briefing on ongoing initiatives, key contacts and lessons learned.
- complete special duties as required.