

Chautauqua Residents Association

(Originally incorporated on August 5, 1952 as the Mississauga Beach Cottage Owners Association)

Ontario Corporation Number 66807

**Policy**

June 6, 2022

**1. Annual Meeting**

The Board will set a time, date and location for the Annual Meeting, where possible in May, and ideally in the third week of May.

The Agenda for the Meeting is generally to include:

- a. Receipt of the agenda;
- b. Motion to approve the minutes of the previous annual and subsequent special meetings;
- c. Report of the President;
- c. Report of the Secretary-Treasurer and consideration of the financial statements;
- d. Motion to forego appointment of the auditor/person to conduct a review engagement for the coming year, in accordance with s. 76 of the Act;
- f. Election of Directors; and
- g. such other or special business as may be set out in the notice of meeting.

The Secretary-Treasurer will provide notice of the Annual Meeting which will ordinarily include a copy of or link to the Board-approved agenda and documents that will be presented at the meeting. The notice will normally be delivered by email to the email address on file for each Household whose dues are paid in full. For any Households without email, notice will be given by any of the means authorized in the By-Law.

Ideally, the notice will be provided at least 21 days before the meeting, but must be provided not less than 10 and not more than 50 days before the meeting.

**2. Directors' Responsibilities**

In addition to the Responsibilities of Directors outlined in the By-law, Directors are also expected to meet the following standard:

- Attend meetings and be prepared, having reviewed the material in advance.
- Be willing to serve on Committees or take on other tasks between meetings to help the Association be successful.
- Provide considered input into Board decisions – considering the perspectives of the various stakeholders
- Whether or not a Director supports a Board motion, once a Board decision is made every Director must support the decision and must not act contrary to it.

### 3. Diversity, Equity, Inclusion and Other Standards

The Association supports the principles of diversity, equity and inclusion and freedom from abuse, intimidation and harassment.

All Members are expected to treat each other with decency and respect in accordance with these principles, and are expected to create and maintain a positive and safe environment for all.

In addition, Director and Officers and other Members who deal with others on behalf of the Association are expected to do so in accordance with these standards.

The Board is responsible for taking appropriate action to promptly and effectively address any Member behaviour that violates this policy, including disciplinary action under section 6.6 of the By-law if warranted, acting on its own initiative or in response to any complaint in accordance with the procedures set out below.

We consider these principles of diversity, equity and inclusion, and freedom from abuse, intimidation and harassment, to be part of historical nature of the Chautauqua community. As part of our objective of preserving, maintaining and enhancing Chautauqua as a residential community, we will be alert to and will act appropriately should any aspects of the community potentially not be in accord with these principles.

In particular, the Association upholds the principals of respect for human rights and fundamental freedoms enshrined in the Canadian Charter of Rights and Freedoms, the Constitution Act, 1982, and confirmed in the Ontario Human Rights Code, which protects the freedom of every person against discrimination or harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, or disability. The Association also upholds the principals reflected in other legislation that prohibits harassment in its various forms.

### 4. Financial Procedures

The fiscal year is from May 1 to April 30.

The Board has designated a chartered bank in which all funds of the Association are to be held. Funds are to be held in Savings and GIC accounts only.

Under the By-law, the President and Secretary Treasurer have signing authority for all contract and other documents, including cheques.

All expenditures must be approved by the Board. All specific payments must be approved by at least 2 Directors. The Secretary-Treasurer shall be one or those 2 Directors, unless he or she is seeking authorization for payment by or reimbursement for themself.

All expenses must be justified by invoices or receipts, or other appropriate backup documentation.

The Secretary Treasurer will report to the Board on the Association's financial status on a periodic basis as determined by the Board, and shall prepare an annual financial statement for approval of the Board.

The Board should maintain a process to annually review adherence to these requirements as part of its procedure for approving the annual financial statements.

5.

6. Privacy

The Association respects the privacy of information provided by Members and any other individuals. We will act in accordance with recognized privacy principles, including any applicable legislative requirements.

7. Recruitment of Board Members

The Board will ordinarily recruit candidates where necessary and recommend a slate of suitable candidates for any open positions on the incoming Board of Directors, for consideration by Members at the Annual Meeting.

8. Approval and Amendment of Policy

Under the Board's powers to manage the affairs of the Association, the Board has the power to develop for, approval by the Members, policies to address how the Association and its Members and Individual Members should operate to meet their obligations under the Act, other legislation and the Association By-Laws. The Board has developed this Policy on that basis. In the event of any inconsistency between Act and this Policy and the other requirements, the other requirements prevail.

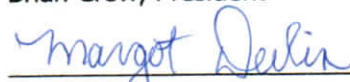
---

This Policy is in effect as of June 6, 2022



---

Brian Crow, President



---

Margot Devlin, Secretary