

June 12, 2020

## NOTICE OF ANNUAL GENERAL MEETING

### July 18, 2020

Fellow property owners,

We hope this time finds you well and that you and your family are safe and beginning to use your cottage in as safe a manner as possible. There is no doubt that the COVID-19 pandemic has imposed dramatic societal change on all of us and this continues in terms of the affairs of the Tea Lake Property Owners Association.

As you may know, our constitution requires an annual meeting to be held on the 3<sup>rd</sup> Saturday in July. The bylaws also provide for notice of the meeting to be delivered to you via email which is the purpose of this document.

#### **Annual General Meeting**

As of the date of this notice and under the Emergency Management and Civil Protection Act (Ontario) dated March 30, 2020 and amended April 24, 2020, no gathering of more than 10 people is currently permitted. Additionally, our normal meeting place, the Severn Falls Chapel has been closed since March and they have not determined a date to re-open. Considering these restrictions and the concerns with COVID-19 transmission, we feel it is not appropriate for our association to conduct an in-person AGM this year.

Fortunately, the emergency act described above does allow for any Ontario corporation to hold an electronic meeting, so long as it provides two way communication in a simultaneous and instantaneous manner, despite any contrary provisions in the corporation's by laws or constitution. Since we are an Ontario not for profit corporation, we are governed by the Corporations Act (Ontario) and by extension, changes to that act that can be made under the Ontario government's emergency act.

**Given this is an election year, your executive has determined that the best course of action is to hold the AGM via conference call on Saturday July 18, 2020 commencing at 9:30am. Details and an agenda are provided on the last page of this document.**

To ensure we have a quorum for this meeting, we are asking all members who are in good standing to pre-register with our secretary, Robin Priestly at least one week prior to the meeting. **You will receive the dial in and password information for the meeting when you pre-register.** One of the practical limitations of a meeting by telephone is that we need to record the attendance of every voting member on the call and this will have to be completed by a roll call, so registering ahead will speed this process along. You can have as many family members on the call as you want, but only one may vote (one property, one vote). Robin's contact information is provided on the meeting notice on the last page of this document.



We will distribute a few reports and the financials prior to the AGM via email. Should you wish to add a topic to the meeting, according to our constitution, members can submit a request, but it must be received 3 weeks prior to the meeting, to allow us to prepare. That deadline is Saturday June 27<sup>th</sup>

### Elections

I am pleased to report that all members of your executive have agreed to stand for re-election as follows:

PRESIDENT	Michael Collins	VICE PRESIDENT:	Mark McGee
SECRETARY:	Robin Priestly	TREASURER:	Doug Roberts

We encourage any member who wants to run for election to do so. Should anyone else choose to stand for election, we will need to change the meeting media from a conference call to a webinar format, so that we can conduct secret voting as required by our constitution. This will require some time to set this up.

As a result, should anyone else wish to stand for election this year, the association will require a written statement (email) from you confirming your desire to stand for election including the position you are running for, as well a written nomination, provided by a member of the association in good standing and seconded by another member (both via email). **The deadline for nominations is June 30, 2020 and must be sent to our secretary, Robin Priestly by email at [robin@priestly.ca](mailto:robin@priestly.ca)** Should no one else stand for election, a vote by acclamation for the current executive will be completed at the AGM.

### Vote by Proxy

While our constitution is silent on voting by proxy, the Corporations Act (Ontario) does allow it. As a result, your executive has determined that it is in the associations best interest to allow a proxy vote for those who are unable to attend the AGM this year. A proxy form is attached to this email. To ensure that only one proxy per property is issued, ***only signed proxy forms sent from the email address the association has recorded against your property will be valid.*** It is crucial that we have current email addresses for you. If you are not sure that we do have your proper email address, please update us right away. Forms sent from any email address other than the one we have on file will be ignored and destroyed.

I hope you will take the time to help us all, by attending the AGM this year. These are unusual times for sure and your participation will certainly help us manage lake affairs on your behalf. If you have any questions or concerns, please contact me at 416-817-1885 or email to [michael.a.collins@outlook.com](mailto:michael.a.collins@outlook.com) .

Sincerely,

**Tea Lake Property Owners Association Inc.**

Michael A. Collins

President

June 12, 2020

## 2020 Tea Lake Property Owners Association, Inc. Annual Meeting

**Saturday July 18, 2019, 9:30 – 11:00 am, via CONFERENCE CALL**

Pre-Register for meeting by contacting Robin Priestly, Secretary at [robin@priestly.ca](mailto:robin@priestly.ca) or at (905) 716-1057

**Roll call** (by property address) **commences at 9:30am.**

### Agenda

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|---|---|
| 1. <b>Introductions and Meeting Objectives</b>  | Michael Collins                                       |
| 2. <b>2019 meeting minutes review and adoption</b>  | Michael Collins                                       |
| <ul style="list-style-type: none"> <li>• Memorials – Tea Lake Residents/Cottagers</li> </ul>  |   |
| 3. <b>Annual Update</b>   | Michael Collins                                       |
| 4. <b>Financial Statements &amp; adoption</b>   | Doug Roberts  |
| 5. <b>Committee Updates</b>   |   |
| <ul style="list-style-type: none"> <li>• Road Committees</li> <li>• Regatta Committee</li> <li>• Lake Stewardship Committees</li> </ul>                 | Robin Priestly<br>Robin Priestly<br>Mark McGee        |
| 6. <b>Q&amp;A with executive</b>  |   |
| 7. <b>Election of Officers</b> (the following individuals are standing for re-election. Others properly registered and nominated will also be included) |   |
| <ul style="list-style-type: none"> <li>• President: Michael Collins</li> <li>• Secretary: Robin Priestly</li> </ul>                                     | Vice President: Mark McGee<br>Treasurer: Doug Roberts |
| 8. <b>Other</b> (Topics must be sent to Robin Priestly via email on or before June 27, 2020)  |   |
| 9. <b>Adjourn</b>   |   |

**NOTE:** We appreciate that there may be other business that property owners wish to discuss and that may not be adequately covered by the updates above or in the Q&A. Should an issue arise that is of critical importance, our constitution allows for us to hold additional meeting(s) and conduct votes on resolutions or other decisions that may be made at such meeting.