



**Cordova Lake Cottage Association (CLCA)
2024 Annual General Meeting (AGM) Minutes**

Date: Saturday July 6th, 2024

Time: 10:00 am - 11:50 am

Location: Cordova Mines Community Centre
55 Alfred Street East, Havelock, ON K0L 1Z0

Executives Present: Elaine Epp, President (Chair); Nancy Grozelle, Vice President; Sue Tilley, Secretary; and Kathleen Gemmill, Secretary

Executives Absent: Nina Coutinho, Treasurer

Guest Speakers: Jim Martin, Mayor and Kathy Clement, Councilor - At Large from The Township of Havelock-Belmont-Methuen (HBM)

Minutes: Sue Tilley, Secretary and Kathleen Gemmill, Secretary

Attendees:

Dorid & Murray Axford	Hans Heim	Jan O'Neill
Dan Bander	Angela Hildebrandt	Randy & Judi Pater
Anne & Gord Bertrand	John Hockley	Frank Rutledge
Perry Bowles	Sean Hogue	George Sadikian
Dave & April Carr	Dion Hollett	G. Searles
Paul Carroll	Daphne Kalliomaki	Kim Stephens-Woods
Darrell Epp	H. King	Stan & Toni Trevisan
Dave Earl	Paul LaRosa	Annette Vance
Paolina & Stephen Flicke	Wayne Lunau	Hank Vandermeer
Allyson & Rick Gubb	Melanie MacLeod	
Bill Haris	Clare Matthews	

Call to Order (10:05 am) & Welcome (Elaine, Chair):

- Welcome to 2024 CLCA AGM.
- Guest speakers this year: Jim Martin, Mayor and Kathy Clement, Councilor - At Large from The Township of Havelock-Belmont-Methuen (HBM)
- Please turn off your cell phone or place it on vibrate mode.
- Only 1 person to speak at a time and please state your name before speaking.
- Any voting will be based on a majority vote of members in good standing, attending this meeting.

Introduced Guest Speakers from HBM (Elaine, Chair):

- Jim Martin, Mayor and Kathy Clement, Councilor - At Large from The Township of Havelock-Belmont-Methuen (HBM) are here to give us an update on what's happening in HBM.
- Jim Martin, Mayor gave us the following updates (some comments from Kathy Clement, Councilor - At Large).
 - Programs: Private Road/Environmental/Community grants are available, if conditions met.
 - HBM now has a portable speed sign that can be moved around within Township.
 - The HBM Website was updated in the Spring.
 - Budget Survey (good response) + Town Hall Meetings for Budget.

- Ward System survey + Town Hall Meeting 16-Jul-24 in Council Chambers.
- Waste Management: Updates to blue box program; Asked for Request for Proposal (RFP) for garbage pick-up for the whole HBM Township (last time was 7 years ago).
- Roads: Put some gravel on Devil's Four Mile; Currently working on Old Norwood Rd, 6th Line & George Street (@\$9M); Work on Crowe Bridge (Vansickle) has started and once finished the work on the rest of Vansickle will start in the next couple of years (@\$1M and partnership with HBM & Marmora Lake); HBM is trying to take over ownership/maintenance of Fish Hatchery Road (FR18) up to the bridge (maybe Sep/24).
- Parks & Recreation: Work has started on Cordova Rink (\$150K Trillium Grant for rink/boards/lights/nets); Pickleball at arena.
- Permits: Building without permits is on the rise, but permits should be obtained (now using Cloud Permit System); Septic permits/inspections will be fully within HBM control as of Nov/24; Septic inspections will only be on new installations to start; For existing septic inspections looking at a similar program to North Kawartha (@\$300/household and training students to inspect; currently North Kawartha is only finding problems with 1% of septic systems being inspected).
- The Long-Term Care project is on track.
- HBM now uses the Administrative Monetary Penalty (AMP) process for complaints and monetary tickets/fines.
- Emergency Response/Fire: 463 call outs over 2023 and year-to-date 2024 (many medical); Purchased new pumper truck.

Held Draw for \$50.00 Visa Gift Card bought from Havelock Foodland (Elaine, Chair):

- Elaine thanked Mayor Jim Martin and Councilor at Large Cathy Clements for attending.
- Elaine asked Mayor Jim Martin to pull the winning CLCA Member's Name.
- Mayor Jim Martin pulled the ticket for Bob Gubb & Janet Ritchie-Gubb.
- Note, 145 out of 196 CLCA members paid their \$30.00 2024 CLCA Annual Membership Dues before June 30th, 2024 making them 2024 CLCA members in good standing and eligible for the \$50.00 gift card draw.

Approved CLCA July 8th 2023 AGM Minutes (Elaine on behalf of CLCA Executives):

- No discussion, as they were to be reviewed prior to the meeting (sent out 6-Jun-24 + 3-Jul-24).
- Elaine requested a motion to approve and adopt the 2023 AGM Minutes as presented Moved by: Paul Carroll.
- Elaine requested someone second the motion to approve and adopt the 2023 AGM Minutes as presented Seconded by: John Hockley.
- All in Favour (raise of hands) - Majority - Motion Carried.

Reviewed CLCA 2023 Financial Statement (Elaine on behalf of Nina, Treasurer):

- 2023 CLCA Financial Statement (Treasurer Report) complete (sent out 6-Jun-24 + 3-Jul-24).
- CLCA Bank Balance of \$34,698.88 as of year-end December 31st, 2023.
- 2023 CLCA Regatta raised \$10,826.80 in total revenue and once expenses accounted for \$8,759.16 was E-Transferred from Regatta Sub Committee to CLCA.
- 2023 Expenses totalled \$8,375.68 (including Lake Insurance = \$1,887.84; FOCA Membership/Seminars 2022 & 2023 \$1,855.33; Office equipment/supplies = \$1,394.59; Regatta Float = \$1,411.50; Volunteer Recognition = \$900.00; Website Management \$328.05; Bank Account Fees = \$321.75; Lake Stewardship = \$276.62).
- Office equipment/supplies included purchasing a CLCA Secretary Laptop allowing us to standardize electronic and paper filing; create a CLCA distribution list; and create/standardize operational documents. Making it easier for future CLCA Executives.
- Sandy Rice reviewed 2023 CLCA Financials and found no issues with them.
- Elaine requested a motion to approve and adopt the 2023 Financial Statement as presented. Moved by: Jan O'Neill.
- Elaine requested someone second the motion to approve and adopt the 2023 Financial Statement as presented. Seconded by: Paul Carroll.
- All in Favour (raise of hands) - Majority - Motion Carried.

Few Highlights of 2024 CLCA Accomplishments To-Date (Elaine, Chair):

- CLCA Membership numbers are back to pre-COVID numbers (2019 = 173, 2020 = 172, 2021 = 167, 2022 = 102, 2023 = 179, 2024 To-Date = 148 out of 196).
- Used a combination of methods to get our CLCA Member numbers back up:
 - Incentive - Entered into a \$50.00 gift card draw if annual membership fee was received before June 30th.
 - More email reminders from CLCA Secretary.
 - Clean-up of missing and/or incorrect information from CLCA Members list.
 - Created CLCA Membership Drive Handout.
- Updated CLCA Profile Report with ON Ministry of Public and Business Service Delivery.
- Completed our CLCA T2 Short Form Income Tax submissions, back to July 1st 2021.
- Transferred CLCA banking from TD to RBC.
- Currently, we have \$31,569.64 in CLCA RBC bank account, as we have been spending some money on larger ticket items, such as lake markers and E.Coli testing.
- Started to replace lake markers, as our old ones are starting to become unrepairable. Purchasing the official Transport Canada Hazard Buoys. Purchased 5 in 2024 @ \$5.5K which includes cost of markers, hardware & rope to install (plan to purchase more in 2025).
- Volunteers stepped forward, so we have started E.Coli testing July to September (@\$1.5K - \$2K for 2024). Testing 6 spots (marked-up map to identify locations) and we have added two more in the river, as first results showed the highest level of E.Coli at river mouth but well below the limit $\leq 200 E. coli/100\text{mL}$ water. E.Coli results will be summarized and communicated/posted on CLCA Website (need to create a spreadsheet, that we can just add results, so that we can see the trends over time).

Approved no external audit be required for 2024 (Elaine, Chair):

- Under the Not-for-Profit Act, a review engagement by a member in good standing can replace the requirement for an external audit, providing it is voted on and approved at the Annual General Meeting.
- Elaine requested a motion that no external audit be required for 2024 fiscal year Moved by John Hockley.
- Elaine requested someone to second no external audit be required for 2024 fiscal year Seconded by Paul Carroll.
- All in Favour (raise of hands) - Majority - Motion Carried.

Elected a member in good standing to do a review engagement of 2024 CLCA Financials (Elaine, Chair):

- Need a member in good standing to volunteer to do the review engagement of 2024 CLCA Financials, in lieu of an external audit.
- Clare Matthews volunteered.

Update from South-End Sub Committee (Elaine on behalf of South-End Sub Committee):

- At last year's AGM it was mentioned that several issues were brewing with the South-End Parking Lot and Boat Launch area, for example:
 - Boat Trailers were being left parked indefinitely and/or for the whole summer season.
 - Not enough parking, especially on the long weekends.
 - Some north-end cottagers told their company to park at the South-End Parking Lot.
 - Overall maintenance, dead tree removal, brushing back etc.
- Thus, the South-End Sub Committee was formed including John Hockley, Dave Earl, Paul Carroll, Mike March (if needed) and Elaine Epp.
- The South-End Parking Lot and Boat Launch area is on Crown Land, managed by the MNR.
- The President's Letter in 2024 Spring/Summer CLCA Newsletter was focused on some facts and etiquette about South-End Parking Lot and Boat Launch.
- South-End Sub Committee did a walkabout of South-End Parking Lot & Boat Launch with 2 representatives from MNR on March 8th, 2024 and

1 to 4 were approved/completed:

1. Heavy duty tension wire & chain attached to trees removed by MNR.
2. Gate and Trailer were posted by the MNR for removal within 30 days, or they become property of the MNR.

3. New signage “Vehicle Parking Allowed” + “Short-Term Trailer Parking Only” posted in areas with long parking spots (wouldn’t let us define “Short-Term” but MNR follow camping rules = 21 days, then move 100 meters).
4. Additional signage “Vehicle Parking Only” posted in the main parking lot area.

5 & 6 will require work permit applications, if CLCA decides to proceed with them:

5. Trees/brush removal; movement of rocks or any work on boat launch.
6. Fixing wash-out by culvert, near Algonquin Power Corporation driveway or road barricades/barriers along exit road (MNR has submitted a request internally, in case any secured approval for funding can be obtained).

7 can’t be approved at this time:

7. Requested additional signage be posted at the entrance to the parking lot (i.e., combination MNR and Cordova Lake sign) and at the boat launch (i.e., boat launch etiquette, such as no power loading, which is using your boat motor to load/unload your boat onto/off a trailer, which damages boat launch/lake bed).
- The bottom line, we have 40-45 water access only cottages that need to use the South-End Parking Lot and Boat Launch area to access their cottages, so please be cognizant that space is limited.

Questions/Comments:

- Request made if the CLCA could mark parking spots. Answer = No, as we don’t own the property and the likelihood of MNR allowing this would be very low.
- Clarification asked around which rocks would be moved, if a permit was submitted. Answer = Not the ones by the laneway, but ones in the area where we had trailer parking in the past.

Update from Regatta Sub Committee (Elaine on behalf of Regatta Sub Committee):

- Note, this will be the last year the current Regatta Sub Committee (Elise Francis, Annette Vance & Jennifer Blackburn) runs the regatta, as they have done it for 3 years so it is time for other volunteers to step forward. If no one volunteers then this will be the last year the Regatta is held. There is a mentoring opportunity if the new volunteers step forward before this year’s regatta.
- Elaine asked if anyone was interested in volunteering to run next year’s Regatta, but no-one at the AGM volunteered. Elaine commented that we would also try to canvas volunteers through email.
- The 2024 CLCA Regatta will be held on Saturday August 3rd, 2024 (with rain date being Sunday August 4th, 2024) from noon to 4:00PM at FR57 “Beach Road” (North-End).
- Rich Smit has graciously allowed us to use the beach again for boat parking. We kindly ask that you only park your boats in the designated area to respect those from the trailer park using the beach area during the event.
- The Cottage is the platinum sponsor again this year (\$2.5K).
- Highlights from the Regatta Event Details document include (some require Pre-registration):
 - Free BBQ.
 - Silent Auction & Horseshoe Tournament.
 - Kids Games & Bouncy Castle; Race’s and Relays for every age group.
 - Raffle (1st Prize = Napoleon BBQ + Cover; 2nd Prize = Adirondack Chairs (set of 2 Black); 3rd Prize = Custom Cordova Lake Fire Pit Ring). Tickets are 1 = \$10; 3 = \$25; 10 = \$50). Tickets can be purchased from Elise Francis; CLCA Executives; at Sam’s Place; or on the day of Regatta.
 - Photo Contest; Colouring Contest; Bake-off and new this year a Wing-off and Dip-off.
 - Merchandise (Adult Unisex Hoodie; T-Shirts (Youth and Adult Sizes).
- Elaine asked Annette Vance if anything was missed and she said everything was covered, other than the fact that Elise had put together a document to help future volunteers manage the regatta.

Discussed New Business (Nancy of behalf of Amanda Maloney CMRA Chair):

- The only new business communicated with the CLCA Executive Committee, within 6 weeks prior to this year’s CLCA AGM was a request for CLCA to make a donation towards a roof for outdoor rink in Cordova Mines.
- Nancy Grozelle read a letter from Amanda Maloney, Cordova Mines Recreation Association (CMRA) Chair. Then we opened it to the floor for discussion:
 - This is the first time the CLCA has ever been asked for a possible donation to another not-for-profit. Concern was raised that other organizations would start asking for possible donations from CLCA.
 - CMRA needs to get a firm quote around how much the roof would cost.

- CMRA needs to do some more research with other organizations/programs, such as Hockey Canada, Jump Start, and Coe Hill (who has already put a roof on their arena) etc.
- CMRA needs to reach out to the Belmont Lake Association.
- Elaine, Chair closed down this discussion, with the comment that the CLCA would send out a separate survey around this topic to get opinions from more CLCA Members.

Discussed Round Table / Items of Concern (All):

- Elaine asked if there was any new business that the CLCA needs to table for future consideration.
- Please be advised that we will not work on any of the new business in this AGM meeting, but the CLCA Executive Committee will take it under advisement.

Requests:

- Could the CLCA look into posting some “No Wake” and/or “Speed Limit” signs in narrows at the south-end of the lake and the river mouth. Also confusion around regulations for “Speed Limit” near shore. CLCA Executives will investigate this request, plus provide some education.
- Would the CLCA consider getting involved in doing fireworks again. This is a touchy subject due to permits, certified technicians required, noise level and insurance/liability etc. The CLCA stopped being involved with fireworks, as there were two near misses and the last time @\$4K invested was ruined by rain. Comment was made that the Cordova Mines volunteer firefighters put on an excellent firework show on Canada Day Long Weekend. Maybe the CLCA should advertise this one. Elaine, Chair closed down this discussion, with the comment that the CLCA Executives will check with other lakes that are part of the Havelock-Belmont-Methuen Lake Associations (HBMLA) to see if they are still involved in doing fireworks.

Adjourned the Meeting (Elaine, Chair):

- Elaine thanked everyone for attending.
- Elaine requested a motion to adjourn the meeting. Moved by Gord Bertrand.
- Elaine requested someone to second the motion to adjourn the meeting. Seconded by Perry Bowles.
- All in favour (raise of hands) - Majority - Motion Carried.
- Meeting adjourned at 11:50 am.