

PORT ALBERT CITIZENS ASSOCIATION

Annual General Meeting, June 27th, 2026

9:30 am Christ Church Port Albert

Dues: \$30/household (\$10 to ACLA)

Call to Order and Welcome

Introductions

Executive Members

- President: Mary-Lynne Snedden
- Vice-President: Vacant
- Treasurer: Sharon Doherty
- Secretary: Cathy Nix

Moment of Silence for those who have passed.

Agenda

Standing Items

1. Review of Amended Minutes from Last Meeting – June 21, 2025

- Business arising from the minutes
- Acceptance of the minutes

2. Review and Approval of Agenda

3. Statement of Finances

- Payment to ACLA. Total of \$410.00, consisting of \$10 from each member.
- Acceptance of statement of finances

4. Updates and news from stakeholder agencies

- **ACW:** Waste management, property standards, septic inspections

- **MVCA:** Consolidation of conservation authorities, water quality initiatives
- **ACLA:** Coordinator's meeting

5. Update on Board Activities

- **Port-a-Potties**
- **Beach Cameras** – installation at Doherty's Beach. Camera and router budget is under \$200.00
- **Buoy at the end of the Pier** – to be installed when gravel bar recedes.
- **Website** (myportalbert.com) - PACA secured Canadian-based CanSpace web hosting provider for domain registration and web hosting.

6. Update – Port Albert and District Recreation Society (PADRS)

7. Update - Christ Church Port Albert (Cliff Murray)

8. Subcommittees

- **Bylaws and Policies:** Thank you to Ken Nix, and Ryan Reihl for reviewing the Bylaws and Policies. The final draft is available on the [Bylaws and Policies page of the PACA website](#) and the attached Appendix i.

Motion: to Adopt PACA Bylaws and Policies

Moved by: _____

Seconded by: _____

That the membership of the Port Albert Citizens Association accept and adopt the final draft by-laws and policies, as presented.

And that these bylaws and policies come into effect immediately upon approval by the membership.

- **AGM 2026 Minutes:** Request for volunteers to review minutes from this 2026.
- **Website:** Request for volunteers to contribute and review.

9. New Business

- **Strawberry Social and Silent Auction** – Saturday July 4th. Looking for donations and volunteers.
- **AnalogSummer** – Social-media and website initiative celebrating Port Albert and all the fun our citizens have off-screen

10. Nomination of New Executive

PACA is seeking nominations for all positions:

- President
- Vice President
- Treasurer
- Secretary

11. Adjourn

Appendix i

DRAFT Policies and Bylaws

PACA Mandate

To serve as a common voice for property owners and cottagers in the Port Albert community. PACA will act as representative, liaison and information conduit with other community groups, the Ashfield Colborne Lakeshore Association (ACLA), the Township of Ashfield, Colborne Wawanosh (ACW), the Maitland Valley Conservation Authority (MVCA), and the Ministry of Natural Resources and Forestry (MNRF).

To create a community association that is inclusive and represents the diversity of citizens.

To embark on activities that are supported by a broad membership and are of benefit to the community as a whole.

Policies

Values

The Port Albert Citizens' Association (PACA) is a nonprofit community group committed to enhancing the well-being of our members and the broader community. Our core values are:

1. **Community Engagement:** We strive to foster a sense of belonging and active participation among all community members, encouraging involvement and collaboration.
2. **Transparency:** We believe in open communication and clear sharing of information to ensure all community decisions are made with integrity and are accessible to everyone.
3. **Responsible Environmental Stewardship:** We are dedicated to preserving and enhancing the natural beauty of our lakeshore environment, promoting sustainable practices that protect our natural resources for future generations.
4. **Inclusivity:** We aim to create an inclusive atmosphere where all voices are heard and valued, regardless of background or perspective, ensuring fair treatment, respect and equal opportunities for all members.
5. **Accountability:** We hold ourselves responsible for our actions and commitments, striving to deliver on our promises and continuously improve our community impact.
6. **Commitment to the public good:** We are dedicated to serving the best interests of the entire community, actively pursuing solutions that contribute to the common welfare of all our members and the surrounding environment.

These values guide our actions and decisions, helping us work together for the collective benefit and enhancement of the Port Albert community.

Code of Ethics

A *Code of Ethics* is vital for maintaining the trust and confidence of association members and the broader community. It is the responsibility of each Board Member to understand and adhere to these principles, promoting a culture of ethical behavior and mutual respect.

- **Personal and Professional Integrity:** All Board Members and volunteers of PACA will act with personal and professional integrity. The PACA Board will strive to uphold honesty in all interactions and decisions, ensuring that truth and integrity are the foundations of their relationships within the community.
- **Commitment to the Public Good:** Board Members shall prioritize the interests of the community, working to advance public good over personal or individual interests.
- **Legal Compliance:** PACA Board Members will make themselves knowledgeable in order to comply with all laws, regulations and applicable conventions required for the activities of the association.
- **Transparency and Accountability:** PACA will provide complete and timely information to its members and the community at large. It will respond in a timely manner to reasonable requests for information. All actions and information from and about PACA will fully and honestly reflect these member ratified policies. All financial and association reports will be complete and accurate in all material respects.
- **Inclusiveness and Diversity:** PACA has a policy of promoting inclusiveness and diversity and to respond to the changing needs of the community.
- **Respect:** Listen and respectfully respond to others after considering their point of view.

Code of Conduct

PACA will welcome and support people of all backgrounds and identities.

It also pledges to treat residents and property owners equally, whether they own, live or cottage on lakeshore, riverside, or inland properties.

We all rely on each other to achieve the best outcomes for our membership. Board decisions impact everyone and should consider these consequences carefully. Disagreements do not justify disrespectful behavior. An environment where individuals feel uncomfortable or threatened by personal attacks is neither productive nor creative. Choose your words thoughtfully and always maintain a professional demeanor. This includes, but is not limited to:

- Bullying.
- Ostracizing, or alienating others.
- Condescending, patronizing or paternalistic behaviour.
- Disregarding the opinions and requests of others.

- Aggressive or exaggerated expression of differences.
- Discriminatory jokes and language.
- Insulting, intimidating or humiliating comments or conduct.
- Putting down a person based on a perceived lack of ability.
- Threats of violence.
- Unwelcome sexual attention.
- Advocating for or encouraging, any of the above behavior.

Consequences for Breach of this Code

A person who acts contrary to this policy may be subject to consequences. A breach is to be managed in accordance with the Conflict Resolution Policy.

Where appropriate, PACA may first address concerns through a reminder, warning, request for an apology, or request to stop the behaviour. Serious or repeated breaches may result in removal from a meeting or event, loss of volunteer or committee responsibilities, suspension of participation in PACA activities, refusal of attendance at future PACA events, or a request that the person leave PACA membership.

Conflict of Interest

The conflict of interest policy is in place to ensure the integrity, independence and accountability in decisions being made by the Board.

Defining a Conflict of Interest

An **actual conflict of interest** is defined as a situation in which an individual decision-maker has an impediment to being impartial and loyal, such as:

- A personal, professional, financial, business or volunteer position, responsibility, or interest.
- A conflicting duty to another entity where the individual's allegiance may be split between PACA and other individuals.

An **apparent conflict is defined** as a situation or relationship that may cause a reasonable person to *believe* that there is a real conflict or to question whether there is an impediment to impartiality that could cause the judgment to be compromised.

PACA Board Members must act in the best interests of PACA and avoid personal or third-party gain, promotion of commercial interests, or financial enrichment. It is a conflict of interest for PACA Board members to:

- Use their position and status to endorse or promote any commercial enterprise.

- Allow external interests to affect their decisions.
- Take actions in which the Board member, or the direct family and friends of the Board Member have a financial interest or stand to benefit in a way not shared by the community as a whole.
- Engage in decisions and activities that give unwarranted benefits or endorsements by PACA.

Whether or not a specific situation is considered a conflict of interest or an apparent conflict of interest is determined by how that situation *appears to others*. This might not be how the Board Member with the actual or apparent conflict of interest views the situation. Conflicts of interest – whether actual or apparent – must be resolved. In some cases, conflicts of interest can be resolved by disclosure and explanation.

Each Board member must use their objective judgment to determine if a conflict of interest, particularly a financial one, exists in any given situation. Assess for and manage potential conflicts of interest.

- Board members should review the meeting agenda in advance to identify any issues that might involve a direct or indirect financial interest.
- If a Board member realizes during the meeting that a conflict exists, they should declare it immediately.
- Once a conflict of interest is declared, the Board member must not participate in discussions or vote on the matter in question.

Conflict Resolution Policy

This policy aims to provide a clear and consistent framework for resolving conflicts within the Port Albert Citizens' Association members and the Board. The goal is to address issues promptly, fairly, and effectively to maintain a harmonious and productive environment.

While the Executive cannot intervene in or mediate conflict between individual members on issues outside of PACA business, if conflict arises during the AGM or Special Meetings, or as a result of actions and decisions by the Board or membership vote, it is the responsibility of the President of the Board to maintain, model and encourage the following principles:

- **Respect:** All parties involved in a conflict will be treated with respect and dignity.
- **Impartiality:** The resolution process will be fair and unbiased.
- **Timeliness:** Conflicts will be addressed promptly to prevent escalation.
- **Transparency:** The process and decisions will be transparent to all parties involved.
- **Communication:** Open dialogue will be encouraged to ensure all have an opportunity to express their concerns and listen to others' perspectives.
- **Documentation:** All conflicts and resolutions will be documented and archived.

Bylaws

Membership

Membership is open to all property owners and residents in the Point Albert area, which is located within the Township of ACW.

If you own property or reside in Port Albert you can be on the **PACA email list** and have access to information and resources shared via email, Facebook or the website. Property owners and residents are invited and encouraged to participate in PACA organized community events and activities.

Voting members pay annual membership dues and are entitled to one vote per member of the household when matters of voting arise at an Annual General or Special Meeting.

Dues

Dues shall for the following year shall be suggested by the Board of Directors and approved by the general membership at the AGM. Dues shall be paid in-person by cash or cheque or via e-transfer to portalbertcitizensassociation@gmail.com.

The Board is expected to give members several reminders before the AGM that dues must be paid.

Election of the Board of Directors

The board is to consist of four directors. 'Members at large' are optional. The named Executive Officers consist of the President, Vice President, Secretary and Treasurer.

The **Vice President, Secretary and Treasurer** are to be nominated or volunteer and are elected by membership vote at the AGM. If no nominations are put forward, existing Executive Officers may volunteer to hold their positions until a replacement can be appointed or someone is elected at the following AGM.

The Vice-President, at the end of their term, becomes the **President**. If the Vice-President prefers to vacate their position, then a President is to be nominated or volunteer and be elected by the membership.

In order to be an eligible candidate for **President** of the Board of Directors, it is recommended the member has been a Director on the PACA board previously.

In the event of a vacancy, death, incapability or resignation, replacement Executive Officers must be approved by a majority vote at a Board of Directors' meeting and ratified by the membership at the next AGM. If the President's position becomes vacant, the Vice-President shall fill the vacancy.

Each position is typically held by one person for two years.

Board Roles and Responsibilities

Powers of the Board: The Board is subservient to the membership of the association. Members must have the opportunity to voice their opinions, ask questions, and vote on important issues. This feedback guides the Board's actions and priorities.

It is the expectation of the Board, to engage and listen to members to understand member needs and priorities and ensure decisions reflect the majority's interests.

It is the responsibility of the Board to provide regular updates on PACA activities, financial status, and upcoming plans through email, social media, the website, newsletters, or reports. These updates help keep the membership informed and reassure members that the Board is acting within, and complying with, its authority and powers.

General Role of the Board:

- Encourage members to provide feedback, thoughts and suggestions.
- Oversee the implementation of the association bylaws and policies to ensure decisions and activities align with the association's goals and objectives.
- Manage the association's budget, ensuring funds are allocated appropriately and as per membership directive as determined by general vote.
- Oversee financial reporting to ensure transparency and accountability in all financial matters.
- Maintain accurate records of members.
- Foster a sense of community through activities that encourage member participation and engagement.
- Ensure that the association complies with all local, provincial, and federal laws and regulations.
- Set goals and objectives that reflect the interests and needs of the community as determined by discussion and vote at AGMs, Special Meetings, or survey of the general membership.
- Make recommendations for members consideration as appropriate.

By fulfilling these responsibilities, the Board ensures the association serves the best interests of all members.

President: The president plays a central role in leading the association, representing it to the outside world, and guiding the group to achieve its mission in accordance with the Code of Conduct and Code of Ethics Policies.

- Guide the executive to ensure everyone works together toward common goals.
- Help the association make important decisions and set its direction.
- Keep order in meetings by leading discussion, ensuring everyone has a chance to speak and sticking to the agenda.
- Participate in goal setting, future planning and strategies to achieve goals.

- Problem-solve when conflicts arise and help find solutions that work for everyone which may include tough decisions in the best interest of the association.
- Work closely with the secretary, treasurer, and other board members to make sure everyone is on the same page, encouraging teamwork.
- Set an example and motivate others to get involved and work toward the association's goals.
- Liaise with outside agencies as appropriate (ACW, MVCA etc.)
- Plan for President transition and succession.

Vice-President: The role of the vice-president is to support the president and assist in the leadership and management of the organization.

- Be the president's helper and assist with their duties and responsibilities as delegated by president.
- Be the president's backup and lead meetings when the president is absent.
- Help make decisions, future plan and formulate goals and how to achieve them.
- Assist with updates and keep members informed about what's happening in the association and community.
- Problem-solve when issues or conflicts arise.
- Support and coordinate with other board members and encourage teamwork.
- Learn from the president and other experienced members, preparing to take on the president's role in the future.

Treasurer: The treasurer is responsible for overseeing the banking and financial affairs of the association.

- Maintain accurate records of all incoming and outgoing funds.
- Ensure transparency in financial transactions.
- Pay bills in a timely manner.
- Collect or arrange for someone to collect fees at the AGM.
- Report regularly to the executive and annually the membership how much money there is and where it's going.
- Create and follow rules and processes to keep association funds safe.
- Apply to other organizations for funds and work with others to fundraise, as required.
- Plan for the future financial needs of the association.
- Plan for treasurer transition and succession.

Secretary: The secretary is important for maintaining clear communication, record-keeping, and organization within the association.

- Record detailed minutes of discussions and decisions during executive and annual meetings.
- Organize documents and records for easy reference and continuity.
- Keep and maintain a copy of the association's rules and bylaws.
- Communicate important information or announcements with other relevant organizations and membership via email, social media, and community boards.
- Maintain the membership list.
- Create meeting agendas.
- Schedule and share meeting times and dates.
- Help organize board elections and the AGM.
- Procure location for AGM and Special Meetings in advance.
- Be a support to the president in running meetings and keeping things organized.
- Plan for secretary transition and succession.

Subcommittees

Subcommittees may be established by the membership or executive for the purpose of creating a proposal to the Members for Bylaw amendments, special projects, funding research, or other actions to be supported by the membership of PACA.

All Members will be eligible and invited to participate and provide input to sub-committees. The sub-committee will formulate proposals and/or recommendations to be shared with the PACA Board, and the Membership in advance of the meeting via email, PACA website, Facebook and community bulletin board.

Members will be given an opportunity to discuss and share opinions on all proposals at an annual general or special meeting. When the Board is satisfied that Members have had sufficient opportunity to become familiar with the proposal and understand its impact, the Board will submit a Motion at a regular or special meeting and pursue a vote on the proposal.

Meetings and Quorum

All Annual General Meetings (AGM), Board of Directors, and Sub-Committees meetings will follow Robert's Rules of Order, with issues open to fair and equal debate so as to encourage full participation.

To facilitate and encourage participation, members are expected to act within the code of conduct and be respectful, open to the considering the opinion of others, and ensure every voice is heard. Vulgar, or bullying language and tone is not to be tolerated.

An Agenda is to be prepared, circulated and approved for each meeting. If an in-person meeting is not possible, remote meetings using a broadly accessible platform is to be used.

Board of Directors Meetings: Board of Directors meetings shall be called by the President, agenda items to be proposed by all and agendas to be distributed by the secretary. It is recommended that a Board of Directors' Meeting be held bi-monthly (every other month) and at a minimum held quarterly. Quorum for any meeting of the Board of Directors is 50%+1.

Attendance at Board of Directors meetings must be recorded, and regrets given within a respectful timeframe. Directors who consistently miss meetings or fail to provide regrets, may be asked to leave the board.

Annual General Meeting (AGM): The AGM shall be held between mid-June and the first week in July each year, with the exact date determined by the Board of Directors. The purpose of the AGM shall be to present reports of the past year's activities including financials, policies or procedures, and the election of Executive. Bylaw amendments may also come forward for approval at the AGM. At an AGM or Special Meeting, a majority of the members present who are members in good standing, shall constitute a quorum. *(this is what other small community orgs do, some also put it at 10%+1 as it's nearly impossible to get more than that to attend)*

Notice of the AGM should be distributed within four weeks prior to the set date with notification distributed via email, Facebook, community bulletin board, and any additional method at the Board's disposal. An appropriate lead time will allow for members to contribute agenda items.

Sub-Committee Meetings: The agenda, date and location of Sub-Committee meetings must be shared with the Board of Directors before the meeting occurs. Directors are free to attend or be designated members of sub-committees. Minutes must be taken and forwarded to the Board, along with next steps, questions and directives.

Special Meetings: Special Meetings may be called by the Board of Directors for the general membership if an issue is identified as urgent. A minimum notice of one week is required for any Special Meeting.

Minutes

Meeting minutes for the Annual General Meeting (AGM), Board of Directors, and Sub-Committees shall be recorded and ratified by vote, by those who attend the meetings. To maintain transparency, accountability, and continuity, minutes or recordings of meetings should be made publicly accessible. Additionally, they should be archived in an organized manner so that future boards can use these documents to assist future decision making and planning.

Since the AGM is the only full membership meeting, a volunteer minutes sub-committee will be ratified at the end of each AGM. This sub-committee is responsible for reviewing and temporarily approving the AGM minutes on behalf of all members to ensure they accurately reflect the mandate that guides the Board's actions for the year. Final ratification would take place at the following AGM.

Finance

Management: PACA operates on a not-for-profit basis. Funding for activities comes from membership dues, donations, grants and fundraising efforts. Financial transparency and accountability are a core principle.

Two signatories are required for access to banking and disbursements: the Treasurer and the President of the Board.

PACA shall not subsidize in any way activities that contravene any bylaws or regulations as set out by ACW, MVCA, MNR, DFO and the Public Lands Act.

Statements, Books and Records: PACA shall keep correct and complete books and records of account and shall keep detailed Minutes of the proceedings of its AGM, Board Meetings, and Sub- Committee Meetings especially as it relates to financials.

All books and records may be inspected by any member of PACA for any proper purpose at any reasonable time. The books shall be audited annually by the Board of Directors.

Requests for Financial Assistance: Requests for financial assistance must be made BEFORE the work is contracted and supported by submission of quotes that ensure due diligence and are free from conflict of interest.

All expenditures and new line items over \$200 must be approved by vote at an AGM or Special Meeting.

Approved expenses must be supported by invoices and statements that include:

- The contracted entity's full business name and complete contact information.
- Date work will be/has been completed, invoiced, and paid.
- How the payment is to be/was made and by whom.

Payments may not be reimbursed to a member unless they have submitted:

- A request for financial assistance BEFORE work commences.
- Their full name and contact information.
- The invoice that was paid by them with all of the invoice requirements as stated above.
- The date payment was made.

Communication

The preferred method of official communication between the Association and Members is through meetings and emails. Wherever feasible, in-person meetings with members will give the opportunity for face-to-face deliberation on issues and supervision of voting.

All communications, whether in writing or in-person will be respectful, courteous and consistent with the code of conduct.

- **Communications between Board members:** All communications between Board members shall be copied to the entire Board as well as the PACA Google Workspace account so that future boards can refer to past discussions to understand rationale for decision making, and inform the Board's direction and discussion.

Shared and archived communication promotes inclusion, transparency and accountability.

- **Communications from the Board to the General Membership:** All communication from the Board including responses to members regarding PACA business, shall be sent out from (or copied to) the official PACA email at portalbertcitizensassociation@gmail.com. All outgoing emails should be signed by the author on behalf of PACA. Emails of any substance must be approved by the Board before being sent.
- **Email:** Email will be used as the primary mode of communication for official notices and other official information sharing. Privacy of member email addresses will be protected by PACA with all notices being sent out using blind-carbon copy (bbc).
- **Social Media:** Social media is to be used as a supplemental mode of communication. Notifying membership using social media alone is not sufficient.
- **Mail or Flyer:** Notice may be distributed by hand or via regular mail, but only as a supplement to email.
- **Community Bulletin Board:** All notices shall be posted to the community bulletin board.
- **Audio/video conferencing:** Where feasible and appropriate, audio or audio-visual methods of communications for meetings can be used in lieu of physical meetings. Where appropriate requirements for notices and quorums, etc. will apply the same as physical meetings.

PORT ALBERT CITIZENS ASSOCIATION

Annual General Meeting Minutes - June 21, 2025, 9:30am

([Link to video stream](#))

Call to Order (timestamp 2:49)

This meeting was called to order at 9:35 am.

Members paid annual dues of \$30.00 and updated contact information, upon arrival.

Executive members (timestamp 3:30)

The following executive members were present and introduced:

- President: Mary-Lynne Snedden
- Vice-President: vacant
- Treasurer: Sharon Doherty
- Secretary: Cathy Nix

Introduction of all members in attendance and their location in Port Albert.

Moment of Silence (timestamp 7:08)

A moment of silence was observed to remember all those who have passed on.

Meeting Agenda

1. Approval of Minutes of Last meeting – June 2024 (timestamp 8:09)

Jeff Orr and Brenda Wakeman were on the subcommittee to review the first draft of last year's minutes. The subcommittee approved the minutes prior to presentation to the membership.

Motion: to accept the minutes from last meeting (2024)

- **Motion by Mark Ryan**
- **Seconded by Brenda Wakeman**
- **Passed**

2. Review and Approval of Agenda

Item 4 will be an update on Christ Church from Cliff Murray

3. Statement of Finances – Treasurer Sharon Doherty (timestamp 10:00)

Financial statements provided for review (attached).

Banking changes

- Closed the RBC account, opened an account with LIBRA which allows us to perform and accept e-transfers. It improves the tracking of funds and reduces the handling of cash.
- A credit card account was opened with a \$500 limit to be used for incidentals. Payments for the balance on the card are automatically made each month from the checking account, which also has a limit of \$500.

Revenue and Expenses

- The grant from the ACW has not yet been completed. This process will be reviewed this year.
- Last year's membership was good, and we received interest on our account of \$3.60.
- Insurance, church rental and bank charges have been taken out of the account.
- 100% of the cost for beach port-a-potties is now covered by ACW. If port-a-potties are needed for special events it is to be covered by that organizing committee and is not the responsibility of PACA or ACW.
- Summary: As of May 31st 2025 account held \$3,901.55 plus petty cash making it \$3987.00.

Erosion Fund

\$413.84 of donated money and we're going to top it up to \$1000.

If a dredge is requested, the permit and receipt must be provided to PACA to receive a reimbursement of funds. The board thought a dredge was completed in 2024, but we have currently not received a permit or receipt for this work thus PACA has not paid for this event.

Questions concerning how long PACA holds onto these funds include the following options:

- a) Hold the money indefinitely until someone makes the request for the money with the permit and the receipt.
- b) Return money to original donors.
- c) Set a time limit on it, so the money doesn't just sit in the account, thus losing opportunities to do other things with the top-up portion.

Members' feedback on these options suggested that giving the money back to be split among the original donors from 15+ years ago is not doable.

There was consensus that the motion from last year be maintained and that PACA would hold the \$1000 (donations + top up) marked for dredging. The executive would review a request to dredge and inspect the permit and receipt prior to releasing funds.

Motion: to accept the financial statement to May 31,2025

- **Motion by John Wilken**
- **Seconded by Ken Nix**
- **Passed**

4. Port Albert Christ Church (timestamp 19:04)

Cliff Murray presented on behalf of Christ Church.

- Cliff thanked cottagers who have been helping support the Church from cottagers and other locals.
- Reminded members about how the church has been a community hub for generations.
- Responsibility for the financial support of the church is falling to an ever-smaller, and aging congregation, raising fears about their ability to keep the church open.
- Congregants and cottagers can support the church with e-transfers or in person donations.
- The church basement is rented for various functions at \$120 per function.
- New members and attendees at church services would be welcome. Services start at 9:30. The new priest has a young family who looks after Goderich as well.
- The cemetery service is scheduled for July 13 at 2 pm, complete with pipers. Stew and Dork volunteer their time for cemetery work.

Member questions and feedback:

- Are there any future church fundraisers planned?
The church is willing to work with anyone. They do have an accessibility issue with the stairs to the sanctuary.
- Are finances dire?
They receive donations from individuals at the end of the year, and they do not make their budget. The church needs approximately \$36,000/year to operate. In the past three years the church has closed from January to March due to the cost of heating.
- Reminder that Church service is at 9:30 on Sundays (as of July 13 at 2:00 pm)
- It was suggested that donation/etransfer information be added to the PACA website.

5. Port Albert and District Recreation Association (PADRAS) - update provided by Sharon for Jordan (timestamp 27:43)

Events

- Billy's Baseball is back up and running again this year. He takes young baseball players and works with them. He has had a good response.
- The beach and the baseball diamond cleanup happened earlier in the spring.
- Grass cutting schedules have been posted on their website so people can volunteer for that.
- PADRAS summer kick off with family fun starts today at 3 pm .
- Community yard sale in early June.
- Beef Barbeque happens on Sunday August 3, 2025. The theme is Sports Superstars. The Port Albert pipers and drummers will be piping us down to the beach weather permitting.
- Quincy Ball Tournament September 5th to the 7th.

It was suggested to join the PADRAS Facebook page for updates on events and where to purchase tickets.

BBQ ticket sales will be announced since the store is still empty.

Discussed community disappointment in the closing of the PA Store.

Petrie Park

There is a concern regarding the slide at Petrie Park being loose. The Township technically owns the park but is informed by the Petrie Park Committee. Mark R will communicate the issue to the township.

6. Update on Board Activities

Port-a-potties

It was our hope to continue the port-a-potties at the beach, all year or at least during the fishing season. Providing this for the fisherman would prevent them using private property for relief. This needs to be coupled with recycling and garbage bins since trash in the port-a-potties is a concern.

- PACA recommends port-a-potties stay at the beach past Thanksgiving till the end of fishing season and also keep garbage bins with the port-a-potties till the end of fishing season.
- Start garbage pick-up and port-a-pottie rentals in mid-April for sure.

Waste Management

To summarize waste collection: ACW will be implementing the use of wheelie bins and garbage dumpsters near the end of 2026.

The following concerns were noted:

- How do residents, on unassumed roads, wheel the large containers to the pickup location?
- How do residents store the large wheelie bins?
- Is there a cost for the wheelie bins and who pays for that?
- Where will dumpsters be located (for cottage communities that currently use drop off locations for bags)

Tom McCarthy from the township will work with PACA to choose appropriate locations for dumpsters. PACA members will be informed of the date and time.

- To prevent unauthorized use of the bins the township suggested locked bins. It was noted that locked bins force people to deposit the garbage outside of the bins, and this attracts unwanted wildlife.
- All residents will have either wheelie bins or the large dumpsters for the unassumed roads.

It was noted that the shift to bins is coming from Waste Management – the company that is contracted to collect garbage – to address staffing shortages (anyone can manage the bins) ACW did put out a tender for other companies to do our garbage, and Waste Management was one of two bidders and the only financially viable one. ACW has no choice but to switch to the wheelie carts and bins. Updates will be communicated via the website and facebook.

It was noted that we could:

- Improve signage regarding taking your garbage home.
- Hold discussions with Central Huron and Bluewater as to how they handle the garbage situation for cottagers.

Work in progress

- **Creating a Board Handbook** will ensure consistency from one board to another. All information will be documented and made available on the PACA website.
- **Templates for agendas**, board meetings and financial statements will be available on the website. All minutes and additional notes, regarding PACA events, can also be found on the website.
- **Purchased a new domain MyPortAlbert.com** (not PortAlbertBeach.com) All domains and websites will be moved to a Canadian web host and be owned by PACA.
 - Quotes from Hurontel, 500mb at \$239/year
 - Host Papa 50 GB 131/year
 - Can Space 5 GB \$143/3 years

Noted in last year's minutes, we approved \$300 annually towards this.

Motion: that PACA secure Canadian-based CanSpace webhosting provider for domain registration and webhosting.

- **Motion by Ryan Rheil.**
- **Seconded by Bob Mann.**
- **Passed.**

7. ACLA Coordinators Meeting and Donation (timestamp 58:25)

Question: Should we donate \$10 of our membership fee to the ACLA?

ACLA, the Ashville Colborne Lakeshore Association is responsible for lobbying on behalf of smaller communities to larger government and conservation authorities. Their projects include healthy water programs. ACLA Donated \$5000 to Maitland Valley and Huron Healthy Water to address agricultural runoff, wetland restoration, and completed water sampling. \$10 of PACA membership has typically been forwarded to ACLA for membership in that association (although not last year).

Mary-Lynne Snedden is the ACLA coordinator for Port Albert, but they would like to have two people from each Beach Association. Every year they have a coordinator's meeting. PACA is requesting a second volunteer coordinator to attend meetings. Last year they had several speakers:

- Glenn McNeil (Mayor ACW)
- a representative from Huron Healthy Waters
- Huron Perth Health Unit
- Tom McCarthy (from ACW)

Anyone from our community can be a coordinator. You don't have to be a member of PACA. If there is interest, PACA can forward your information to Roger Watt. He is the ACLA chair and a resident member of the Huron Sands Beach Association.

Motion: That PACA transfer \$10 of each member's dues to ACLA.

- **Motion by Kieth Doherty**
- **Seconded Alison Mclhone**
- **Passed**

8. Sub-committees (timestamp 1:05:20)

Review of AGM minutes.

Previous AGM created a sub-committee to review AGM minutes within a quick turnaround and that worked well.

Website Review

Looking for a website subcommittee. It would be good to have a review of the new board handbook and other website content. In particular a review of Bylaws and Policies would be good so that they could be ratified at the next AGM.

Provided an outline of some key items in policies and bylaws and the importance of membership review as they will govern our association.

Ryan R, Sherri M, and Ken N. were nominated for the sub-committee and agreed to review bylaws.

Motion: that the volunteers meet, review and post to the website, and report back for the next AGM.

- **Motion by Keith Doherty**

- **Seconded by Mark Ryan**
- **Passed**

9. Nomination of New Executive (timestamp 1:11:35)

President -Mary-Lynne Snedden,
Vice President – vacant,
Treasurer – Sharon Doherty,
Secretary – Cathy Nix.

There were no volunteers or nominations. Keith suggested we keep existing board members for another year. The current board volunteered to carry on in their positions

Motion: to maintain Mary-Lynne as President, Sharon as Finance Treasurer, and Cathy as Secretary.

- **Motion by Keith Doherty**
- **Seconded by Paul Taylor**
- **Passed**

10. New Business (timestamp 1:15:00)

**Policies and Bylaws - Discussed in 8. Sub-Committee agenda item.*

**Septic Inspections (not on agenda)*

The inspection includes the holding tank, every outhouse, every grey water management system and every septic tank and tiles bed. Mary-Lynne has had an inspection completed on their septic system.

Septic inspections starting Spring of 2025 for the Port Albert area. North of Port Albert 250 inspections were completed in 2024 with 27% being deficient. The term deficient can include:

- Your septic access lid is cracked. You need to replace that.
- A baffle is missing in your septic tank, which is also a minor repair.
- It needs to be pumped probably.
- Holding tank needs to have a high-water alarm.

- If you have a holding tank, you need to have a haulage agreement with the guy who pumps it.

Many residents are unsure of their septic layout and location due to the age of their dwelling. The ACW website includes a presentation on the septic inspections. It is also recommended that the property owner expose the tank lids prior to the inspection. The ACW inspector will lift the lid. Letters have been sent to all residents concerning the septic inspection. The property owner is required to call ACW to be put on the list for an inspection.

It was noted that those with newer septic systems can ask to be exempted from the inspection and reimbursed for the charge on their taxes. Those who have contracted privately for inspections will not be exempted.

Survey results

The survey received 48 responses from the community. Top issues and suggestions:

- **Membership:** Increasing representation outside of cottagers.
- **Beach Camera:** Mary-Lynne spoke with the individuals who run the beach cameras at the Kincardine lighthouse. They suggested we ask for volunteers who have a beach and river view and see if they will house a camera and tie it into the PACA website.
- **Speed Bumps/Speeding:** The community is very concerned about speed on our streets. Many ideas and their pros and cons were floated in the discussion.
 - Portable speed bumps: Con: for those who live near them, they produce a loud noise and annoyance for having to navigate them daily. Pro: would help control speeding vehicles (70 khr +), kids on motorcycles on key roads and encourage people to stop at stop signs.
 - Posting lower speed limits.
 - Driver feedback signs: People were supportive of the idea of driver feedback signs. Port Albert has had driver feedback signs in the past; however they were not placed in the correct location and did not provide accurate information.
 - Speed cameras or speed monitoring devices installed by the township.
 - We could petition the township to investigate alternatives to encourage safe driving speeds in Port Albert.
 - Suggested that there be a sub-committee to look at all our options, however that was not doable.
- **ATVs on the beach:** Allison noted the ATV speed is tearing up the beach and creating problems with Beach goers. The MNR was contacted and asked about

ATV's on the beach. The MNR stated motorized vehicles are not permitted on the beach from the river mouth going north to Murphys property and the same distance on the south side. Unfortunately, MNR do not have extra staff to patrol the beach. New signage may help and is needed, both at the river mouth and down the beach to say ATV's (and other motorized vehicles) are not allowed on the beach. We can also add notification to the PACA website.

Motion: to invite ACW representatives to discuss the issue of speed in our small community and speed solutions.

- **Motion by Ken Nix**
- **Seconded by Sean**
- **Passed**

Mary-Lynne to send out an email to ACW and inform the community by email.

- **Fundraising:** Community members want to do:
 1. Breakfast. This was the most important fundraising event in the survey
 2. A silent auction, done in person and online.
 3. Cookbook
 4. Dinner and dance.

Another fundraising suggestion is a calendar using Keiths sunset pictures taken throughout the year.

It was also noted that a fundraising event could be done on behalf of the church. Possibly an online auction.

Mary-Lynne has a list of people who have volunteered for different activities based on feedback in the survey. She will reach out to these volunteers once the events have been finalized.

11. Beach Signage (timestamp 1:43:20)

Keith noted, we could have one sign including warnings of undertow, prohibiting the use of motorized vehicles (ATVs), a QR code detailing water quality (e-coli) levels. Huron County Health unit oversees water quality results. Mary-Lynne will call them to replace this.

Bob and Keith will investigate a new sign which includes all beach warnings and water quality levels.

Motion: to adjourn meeting.

- Motion by Keith Dohery
- Seconded by community members.
- Passed

Thank you everyone.