

Schedule E

READ THIS DOCUMENT IN ITS ENTIRETY

Special General Meeting

Important Dates, Times, and Links

Special General Meeting Date & Time: March 12, 2022 at 10:00 am PST

Registration: <https://us02web.zoom.us/meeting/register/tZEvfumvrijosH9IpnRJDFzFRmC812tPCYRm->

Register by: March 10, 2022 at 12:00pm Noon PST

Location of meeting: Zoom (online platform)

Meeting Link will be sent via registered email 12-24 hours prior to the meeting start time. The email will come from Zoom <no-reply@zoom.us>.

(Check your spam or junk folders before contacting bod@harrisonholidaypark.com if you didn't receive the meeting link.

Practice Session: Mar 5, 2022 at 10:00 AM PST

Join Zoom Meeting

<https://us02web.zoom.us/j/82095057943>

or

Dial by your location

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

Meeting ID: 820 9505 7943

Instructions

The Ministerial Order under the Emergency Program Act allow the meetings of a Society to now be conducted electronically. For more information:

https://www.bclaws.gov.bc.ca/civix/document/id/mo/mo/m0116_2020

Electronic/virtual general meetings provide a venue which allows for the important business of HHPA to move forward while protecting the health of members.

Included as part of the regular electronic/virtual General Meeting notice, there are 2 additional documents. Please review these documents as they contain relevant information on how the meeting will be conducted:

1. Electronic General Meeting Rules of Procedure
2. Electronic General Meeting Guide and FAQs

By registering through the registration process below, members acknowledge the following:

- a) On March 12th, there are two meetings being held. Both meetings are under the same registration and rules. Members do not need to register separately.
- b) Only one eligible voting member of a lot can register for the meeting.
- c) Any joint owners from the same lot are to enter the meeting on the same device. This will prevent complications for voting and sign-in.
- d) Only one registered lot can vote per device. A device cannot be shared between eligible voting members. As per Bylaw E3a, *Voting at a General Meeting shall be restricted to one vote per membership. In the case of joint membership in a site only one member per site shall vote. In the case of a member having two sites he shall only have one vote.*
- e) A proxy holder cannot transfer a proxy to another member, unless done so prior to meeting start and through the registration process.
- f) Each attendee is responsible for their audio, video, and internet connections. No action of the meeting will be invalidated on the grounds that the loss of, or poor quality of, an attendee's individual connection preventing participation in the meeting.

Registration

Please register via the link provided -

<https://us02web.zoom.us/meeting/register/tZEvfumvrjosH9IpnRJDFzFRmC812tPCYRm-> You will be asked for your name, lot number, email address, phone number, and if you hold proxies. If you are holding proxies, you will be prompted to answer additional questions.

We encourage you to register as soon as possible and **in advance** of the deadline. The Special General Meeting on March 12th will be held virtually via computer, laptop, tablet, or phone. Should you not have access to a computer, laptop, or tablet, please register with Lynn at the Office that you will be participating by phone. Lynn will need to make sure she has the correct number you will be calling from during the meeting as part of the verification process during the meeting.

Note: ensure the registration information is the same information you have registered with the HHPA Office.

Registrations will be cross-referenced to ensure only eligible members can access the meeting and vote. **To avoid delaying the start of the meeting, we are asking you to please complete your registration, for both attendees and proxy votes, by March 10th at Noon.**

Proxies

Not able to attend the meeting? Find a member that you trust to hold your vote. To invoke this option, you must scan a copy or take a picture of your proxy and email it to the office at hpaoffice@shaw.ca or send by regular mail to:

PO Box 318
Harrison Hot Springs, BC V0M 1K0.

We are asking for you to do your best to have proxies in and received by the office on March 10th at Noon. The proxy form must include your name, lot #, signature, and the name of the person holding your proxy. The office will confirm receipt of all proxies. If it's two days prior to the meeting and you haven't had your proxy confirmed, contact the office at 604.796.2545. All eligible proxies will be forwarded to the person holding your proxy, the facilitator, and the scrutineer.

Reminder: Members cannot hold more than 2 proxies as per our bylaws.

Practice

For those unfamiliar with Zoom or want a refresher to show how to use each of the features needed for this meeting to run smoothly, there will be an optional practice session for members.

Sign in on March 5, 2022 at 10:00am PST at the link provided below. This is a great opportunity to work out any technical challenges you may have. If you go to sign in and can't get in, please contact: Cindy Dalglish at 778-846-2722 or cindydalglish@gmail.com as she will be conducting the practice session.

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or

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+1 587 328 1099 Canada

+1 647 374 4685 Canada

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Meeting ID: 820 9505 7943

Electronic General Meeting Rules of Procedure

Note: These Rules of Procedure must be passed by a majority vote at the beginning of the meeting to proceed.

- a) Late attendees will be admitted no later than 30 minutes from the start of the first meeting convening to avoid disruptions.
- b) You must remain logged in the entire meeting. Eligible voters and proxy holders who leave the meeting are assumed to have surrendered their voting cards and ballots to the Chairperson (Chairperson = President).
 - a. When on breaks as per the agenda, members will leave the meeting on and can turn off their audio and video until the meeting resumes.
- c) On each agenda item requiring a vote, the Chairperson will request a mover and a seconder for the motion to begin discussion on the motion, or amendments to the motion, which will be indicated by an electronic vote.
- d) During discussion and debate, all participants at the meeting must be respectful to their fellow owners, eligible voters, and participants.
- e) All questions or debates must be directed through the Chairperson. Debate between parties online is not permitted without the consent of the Chairperson. "Through the Chairperson..."
- f) Each eligible voter and other persons permitted to attend the meeting, are entitled to speak twice, for no longer than 3 minutes each time, to each motion/agenda item. Speakers wishing to use their second turn, must wait until after everyone who wishes to speak the first time has spoken. Be concise, don't go down a rabbit hole. Keep in mind we are trying to move forward as a park.
- g) All members wishing to speak can speak until someone "calls the question." If you are in favour, we don't expect to hear from you.
- h) Amendments to vote resolutions will be permitted. They must be moved and seconded through the check mark function on Zoom in order to proceed.
- i) Amendments will be voted on one at a time. New amendments will not be considered until the previous amendment has been voted on or withdrawn.
- j) The Chairperson may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting.
- k) All decisions of the Chairperson, and motions and resolutions of the voting quorum must be recorded in the minutes of the meeting.
- l) Each attendee is responsible for their audio, video, and internet connections. No action of the meeting will be invalidated on the grounds that the loss of, or poor quality of, an attendee's individual connection preventing participation in the meeting.
- m) As this is a Special General Meeting, no new business will be accepted.

Frequently Asked Questions (FAQ)

What is the best browser to use?

It is highly recommended that attendees use Google Chrome as the browser. Do not use Internet Explorer.

Do I need to have a webcam on?

Yes. You must be able to show that you are the registered person.

Will this meeting be recorded?

Yes.

What is the best device to use for an optimal meeting experience?

Members are advised to use a desktop or laptop computer to access the meeting for the most seamless meeting experience. When using a iPad/tablet/smartphone, use landscape mode. We strongly recommend not to use your phone, if at all possible.

What if I do not have access to a computer, laptop, tablet, or smartphone?

- Contact your local library to enquire about using one of their free computer terminals with internet.
- Ask someone in your household or in your safe COVID bubble to assist you.
- Ask someone you trust in the park to exercise your proxy.

What happens if I accidentally disconnect?

Members that accidentally lose their connection can click on the meeting link again. Members understand the Facilitator is managing a lot of processes in the background and will accept you into the meeting as time allows.

Can I attend by phone?

While it will be challenging to be able to participate by phone, you can indeed attend by phone. Votes will be completed verbally, and you will speak your lot number and yes or no to the resolution.

If you are not comfortable voting verbally during the meeting, we suggest you consider giving your proxy to another member, listen in to the meeting, and contact the member holding your proxy to vote on your behalf.

How will we handle proxies that we hold?

Proxies will be handled as second and third votes via polling. What this looks like is that the original poll/question will go up for members to vote, then that same poll/question will go up for the first proxy

a member may be holding, and then once more for the second proxy a member may be holding. These will be cross-referenced by the facilitator/scrutineer before putting up the final results of that vote onto the screen.

How will you know who is voting?

When entering the meeting, members must “rename” their Zoom name to LOT NUMBER, FIRST and LAST NAME. For example, “293 Jim Doucette.” Please do not use your street name or # sign.

Instructions on renaming are in the **Zoom Tips and Tricks** addendum below.

How do we communicate during the meeting?

If you are in favour of the resolution, we don’t expect to hear from you. This allows for us to be more efficient through the meeting.


Zoom offers options for communicating based on the needs of our meeting. See the **Zoom Tips and Tricks** Addendum below.

During a motion debate: Members that wish to speak will use the **Raise Hand** in the **Reactions** to indicate they wish to speak. The facilitator will call upon the member in order they raise their hands to unmute and speak. The Chairperson manages the debate (as per Robert’s Rules of Order).

Calling the Question: All members wishing to speak on a motion can speak until someone “calls the question.”

Calling the question is done through the same **Raise Hand** feature as debate. The member must wait until it is their turn to speak, as would happen in an in-person meeting.

If the question is called, the Chair will state “is there a seconder.”

The seconder can be identified with the **Yes**  feature in **Reactions**.


Once a seconder has been identified, the Chair will state “the question is to stop debate and move to the vote. Facilitator, please put up the poll on whether or not we are stopping debate on this motion. Reminder to the membership that to stop debate and move to the vote, it must pass by a two-thirds majority.”

If the vote fails, the Chair will state “The motion to stop debate failed, the debate can continue.”

If two-thirds vote to move to the vote, the Chair will state “The debate has been stopped as per the two-thirds vote, facilitator, please put up the motion and poll.” The facilitator will then put the motion and poll up and speak the wording of the motion to the membership.


How will we handle amendments?

The facilitator will place the original motion on the screen when the debate is on. During debate, should a member move to amend the motion, they will do so as per normal debate process through the **Raise Hand** feature.

The Chair recognizes the amendment and states it again for the membership and facilitator. The facilitator will add the amendment wording on the screen so members can see. The Chair will then ask for a seconder of the amendment. The seconder can be identified with the Yes  feature in Reactions. Debate is then opened up on the proposed amendment.

When ready to vote, the Chair will then state “this vote is on the amendment as you see on the screen, and not the original motion.” The facilitator will place the amended motion in the poll question for members to vote and will speak the amended motion wording. The vote on the amendment does not decide whether the main motion will be adopted, only whether the wording in the main motion will be changed. After an amendment is adopted (or fails), the main motion as amended or original can be further debated and further amended.

Point of Order or Point of Information:

Members can use the  in the “Reactions” to indicate they have a Point of Order or Point of Information. The facilitator will interrupt the speaker to say “Point of Order” and invite the member to state their Point of Order. The Chair will manage the Point of Order if valid (as per Robert’s Rules of Order).

What measures are in place to protect the integrity of the meeting?

The integrity of this meeting is very important to the Board and members alike. These are the measures we are implementing to ensure the integrity of the meeting:


- As the facilitator and scrutineer will see who votes and how they vote, they will sign a confidentiality agreement.
- Zoom provides a spreadsheet of the question, the voters, and the results of each resolution voted on. Only the facilitator and scrutineer will see these, but the results will be made public as soon as the data has been compiled during the meeting.
- Zoom provides an attendance report to ensure we have quorum.
- The meeting will be recorded.

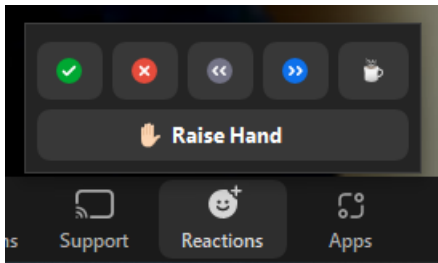
Zoom Tips and Tricks

If you are unfamiliar with Zoom, please join the practice session on March 5, 2022 at 10:00am PST.

Once you have signed into the meeting, complete these tasks:

1. Find the “Reactions”  button.

If you cannot see this button after signing into the meeting, click on the “More”  button. These are both found at the bottom of your screen. As mentioned in the above meeting notice/FAQ, you will be using the Yes, No, and Raise Hand features during the meeting.

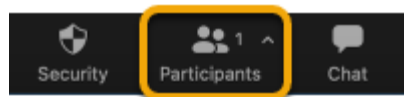


2. Rename yourself.

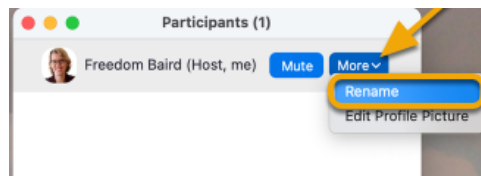
You can rename yourself two different ways, dependent on your device – through the participants list or through the video of yourself on the screen.

Through the Participants List

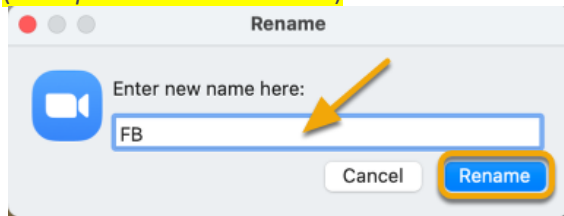
- a. Click on “Participants”



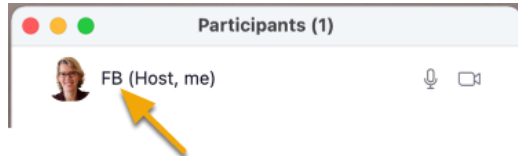
- b. Click the “More” button next to your current name (or if you are on a smartphone, tap on your name):



- c. Enter your new name as “Lot Number First Name Last Name”
(example: 293 Jim Doucette):

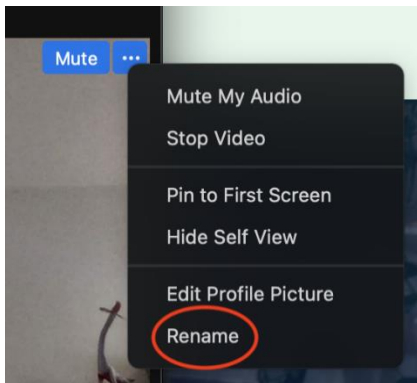


- d. Click Rename. You will see the new name showing in the participant window.



Through your video

- Hover over the video of yourself in the upper right corner.
- Click on the three dots.
- Select "Rename"



3. Ensure your audio and video are working. <https://support.zoom.us/hc/en-us/articles/201362283-Testing-audio-before-Zoom-Meetings>
4. You can also do a Test Meeting to confirm your internet connection: <https://zoom.us/test>