

Appendix A

Recommended Guidance to Authors

The following is provided as a guide to help take the Ad Hoc Committee's recommendations and incorporate changes in the LMOA Policy Manual:

Whenever possible, use the same words and phrases as contained in the POAA. This helps to avoid inadvertent variation from statutory requirements.

As the CICB issues rules, regulations and procedures, where feasible, LMOA implementing guidance should use language used by the CICB.

In developing recommended policy for the LMOA Board of Directors, provide the rationale, pros and cons, and any background information in the resolution proposal, to 1) inform the Board at first reading of the issues and 2) provide an audit and research trail that supports the proposed policy change.

When developing policy for the LMOA Policy Manual, review the hierarchy of documents that govern the community and ensure that proposed policies conform to the requirements established by those documents. Remember, you can be more, but not less, restrictive than any higher-level document. A policy cannot modify a by-law and a by-law cannot reduce or eliminate restrictions imposed by the statement of subdivision. Such changes require modification of the higher-level governing document.

Policy changes must be consistent with other policies in the Policy Manual. If desired changes will create inconsistency with one or more other sections of the Policy Manual, then coordination is required and the other policies affected must be identified as part of a motion proposal. Coordination among all committees with interests in a policy change helps to clarify the changes needed.

Remember that staff and members use the Policy Manual to figure out their responsibilities. Changes should be simple, thoughtful, and brief. Ask others how they would interpret what you are proposing. If you get multiple answers, it suggests that the proposed policy change needs more work. You want to avoid having the Board of Directors make last minute changes in the language.

LMOA policies are there to govern the direction and operation of the community and the corporation. Your role in developing recommended changes in policy is very important and requires broad support of the Board of Directors to get adopted. Thorough research, clear writing, and integration with other segments of the Policy Manual are critical.

Create a set of definitions that relate to our areas of policy. Use definitions from statutes and regulations first, then other reference material – do not make up definitions. Reference your sources in the resolution proposal.