

LAKESHORE ROAD SOUTH ASSOCIATION (LRSA) BYLAWS

MUNICIPALITY OF MEAFORD, ONTARIO, CANADA

BY-LAWS Version As approved at the annual Meeting August 18, 2018

Purpose

The purpose of the Lakeshore Road South Association is limited to:

1. Maintaining, in good condition, the Private Road owned and used by members of the Association, known as Lakeshore Road South Association, including issues that may arise from drainage, culverts etc and how these types of issues impact on road safety and maintenance.
2. Organizing winter snow removal.
3. Addressing yearly Insurance needs regarding the above.
4. Informing members of matters which are relevant to Association affairs.
5. Liaising with the Municipality of Meaford and others on matters concerning the Association.

Membership

There shall be a single class of Membership; called a "Member". A member is defined as a representative (18 years or older) of each individual property owner where the only road access is onto the private road between Centreville Road and 239 Lakeshore Road South. A 'Member' is a person whose Membership is in good standing. To be in good standing, members shall have paid the membership fees for the relevant year.

Fees

Fees will include, but not be bound by, the cost of insurance, FOCA, snow removal and road maintenance. Annual membership fees will be recommended by the Executive, Committee, including recommended contribution amounts towards capital improvements for the road which will assist with long term maintenance. Fees are to be assigned fairly and equitably. Fees will be based on each taxable property having access to the Lakeshore Road South between Centreville and 239 Lakeshore Rd S. These annual fees will be reviewed and approved by the Members at the Annual General Meeting. Annual Fees are payable by November 1st of each year.

Selection of Executive Members

- There shall be an Executive appointed annually made up of (six) 6 Members.
- The Executive Members shall hold office for a term of 2 years and be elected by majority vote of the voting Members at the Annual General Meeting, to be held in July or August of each year. Terms for the Executive members to be staggered in year one and continued.
- The affairs of the organization shall be managed by the Executive. The Executive will consist of a President, Vice President, Treasurer, Secretary and two Members at Large.
- The Executive Members will hold their office until their successors are elected.
- If a vacancy occurs in the Executive for any reason, a Member in good standing of the Association shall be selected by the Executive to fill the vacancy in the interim. The member so selected shall hold office for the remainder of the term of his/her predecessor but no longer than the next Annual meeting.

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Responsibilities of Executive Directors/Officers and Members

Executive

The Executive shall:

- a) Act in accordance with their duties as stated in the Business Corporations Act; namely to act Honestly and in Good Faith with a view to the best interests of the Association, and exercise the Care, Diligence and Skill of a reasonable Prudent person.
- b) Be indemnified against loss due to legal suits as a result of their actions on behalf of the Association. Such indemnification shall be limited to that amount covered by Directors and Officers Insurance.

President

The President shall chair all meetings of the Association and shall call special meeting(s) at the request of the Executive Committee or when he/she deems it necessary to do so. The President may appoint another Executive Member to chair a meeting if it is reasonable and/or desirable to do so.

Vice-President

The Vice-President shall take the place of the President if the President is unable to attend any meeting that the President would normally attend.

Secretary

The Secretary shall:

- a. Keep an accurate record of the proceedings of each executive and Annual General meeting or other meetings of the Association and record the names of the members and guests who attend each meeting.
- b. Be the final recipient and keeper of all correspondence.
- c. Keep a copy of all By-Laws available at all times.
- d. Keep a copy of the Membership Register and Register of Directors.
- e. Forward copies of the minutes to Executive members after each meeting and to the membership as a whole when appropriate.

Treasurer

The Treasurer shall:

- a. Collect and receive all monies due and owing the Association.
- b. Deposit the funds of the Association in a chartered bank approved by the Board of Directors.
- c. Make payment out of Association funds by way of cheques countersigned by two of three designated Executive Members.
- d. Keep a record of accounts showing all receipts and expenditures as required by the By-Laws, invest all funds as directed by the organization and perform the duties that usually pertain to such office.
- e. Present a financial report and budget for the following year, to be reviewed and adopted annually by the majority of Members at the annual meeting.

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Directors at Large of the Executive

Directors at Large shall perform those duties assigned to them with consent, by the other Executive members.

Members:

Members shall:

- Pay the annual allotment/costs as adopted each year at the annual meeting.
- Attend the annual meeting or provide input to items that will require adoption annually.
- Notify the Lakeshore Road Association, if work is being planned or going to commence on any property (i.e. due to heavy machinery for construction purposes or landscape changes, replacing gas or water lines, etc.,) that may impact culverts, drainage or current condition of the road.
- Inform the Association on what remedial work will be done upon completion of their project to bring the road or ditches and drainage back to its current condition and/or how changes made have addressed ongoing Road maintenance concerns. These notifications will also assist the Lakeshore Road Association to make any changes, if necessary, to possible plans regarding road repair and maintenance that is planned and paid for by the Association during that period.
- Inform the Association if they plan to sell their property, to ensure that the Association can ensure up to date information is available for new purchasers of properties.

Annual Meeting

- The Annual General Meeting will be held in July or August of each year.
- Notice of the meeting will be forwarded by email or by letter if email is not available, four (4) weeks prior to the annual meeting.
- Elements of an annual meeting will minimally include the following:
 1. Adoption of the agenda and last year's annual meeting minutes.
 2. An Annual report summarizing the activities of the Lakeshore Road Association including anticipated costs established for longer term capital projects, road and D&O insurance, FOCA membership, recommendations regarding annual fees for the coming fiscal year and any other recommendations that may require review and adoption.
 3. Review and adoption of the annual Financial report, outlining all revenues, expenditures and amounts available at year end. It will also include the recommended budget and projected costs for the coming year.
 4. Review and adoption of Bylaws and/or changes to the Bylaws.
 5. Nomination and Election of Executive members annually.
 6. Minutes will be taken at each annual meeting and forwarded to all members of the Association within two months of the annual meeting.
 7. Confirmation of Acts
 8. Motion to Adjourn.

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- A majority vote of members present at any Annual or Special General Meeting of the members shall constitute the transaction of business. A process for voting by Proxy for those unable to attend will be developed in the first two years of incorporation.

Official Year & Financial Review

- The Official year of the Association shall be from June 1 to May 31 of the following year.
- The Treasurer will ensure that the annual financial reporting and proposed budgets will be completed and ready for the annual meeting. Any Member of the Association may request the Executive to consider the need of a financial review by a third party. Based on an identified need by a member, either during the year or at the annual meeting, the Executive will bring forward at the next annual meeting, a process and recommendation for approval by the membership regarding third party reviews.

Quorum

- Four members of the Executive must be at an Executive Meeting to constitute a quorum.
- Forty percent (40%) of Association members must be at the Annual General Meeting to constitute a quorum. Once a process of voting by Proxy has been adopted, this section will be amended as approved by the Members.

Amendments

This bylaw may be amended by a two thirds (2/3's vote) of the membership at an annual meeting.

These Bylaws were discussed and unanimously approved with noted changes on August 18, 2018 at the annual meeting of the Lakeshore Road South Association.

Signatures on behalf of the Association

Ian Wilcox, President	_____	<u>August 18, 2018</u>
	Signature	Date
Leonard Rhodes-Treasurer	_____	<u>August 18, 2018</u>
	Signature	Date
Valerie Brodrick, Member at Large	_____	<u>August 18, 2018</u>
	Signature	Date