

# LAKESHORE ROAD SOUTH ASSOCIATION (LRSA) BY-LAWS MUNICIPALITY OF MEAFORD, ONTARIO, CANADA

## Purpose

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

- a. Maintaining, in good condition, the Private Road owned and used by members of the Association, known as Lakeshore Road South, including issues that may arise from drainage, culverts, signage etc. and how these types of issues impact on road safety and maintenance.
- b. Organizing winter snow removal and sanding as required.
- c. Addressing yearly risk and liability concerns as they relate to insurance needs regarding the above
- d. Informing members of matters which are relevant to Association affairs.
- e. Liaising with the Municipality of Meaford and others on matters concerning the LRSA.

## 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 where road access is onto the private road between 184 and 239 Lakeshore Road South inclusive. A 'Member' in good standing is a member who has paid membership fees for the current year and therefore has voting privileges. There is a limit of one voting member per property.

All Members are invited to attend meetings of the Executive of the LRSA. In some instances (e.g. confidentiality), the president can call for an in-camera meeting of the executive. Minutes of an in camera meeting need not be published.

## Members shall:

a. Pay the annual fees as adopted each year at the Annual General Meeting (AGM).

i. Fees will be assigned equally to each taxable property regardless of frontage, the number of days a property is occupied, size of home, outbuildings, location along road, etc.

ii. Fees will include, but not be bound by, the cost of insurance, FOCA ( Federation of Ontario Cottagers' Associations membership), road snow/ice removal, signage, drainage and road maintenance.

iii. Annual membership fees will be recommended by the Executive Committee, including recommended amounts towards capital improvements for the road which will assist with long term maintenance.

iv. Fees will be reviewed and approved by the Members at each AGM.

v. Fees are payable no later than Oct. 31.

b. have observer and non-voting status at Executive meetings. Members who want to speak to an issue shall inform the President 24 hours prior to the meeting.

c. attend the Annual General Meeting (AGM) and/or provide input to items that will require adoption annually. (Refer to section below discussing details of the AGM)

d. make a formal written submission to the Executive of the LRSA, if work is being planned or going to commence on any property that may impact culverts, drainage, the actual road or shoreline protection.

The submission form is available on the website or from any member of the Executive and is attached to this document as *Appendix 1*

e. inform the Executive in writing 3 weeks in advance regarding the start of any work which may impact traffic or safe passage of pedestrians or motor vehicles .

f. be responsible for the cost of any remedial work to be done upon completion of new construction /development to bring the road, the shoreline protection, ditches and drainage back to its current condition or changes as agreed upon by the Executive and Road Committee" ( Reference: Submission Form Appendix #1).

g. inform the Executive re proposed social activities/meetings that may impact traffic and parking.

h. comply with the intent and recommendations of the LRSA Drainage Plan (see [Lakeshoreroadsouth.com](http://Lakeshoreroadsouth.com)) when developing or improving site conditions on private property to ensure that our road's drainage system continues to 1.) provide an outlet for water from individual properties and 2.) protect the road itself from water-based damage.

j. inform their realtor when selling that this is a private road with annual fees and ask that this information be communicated to prospective purchasers.

**Executive:**

The Executive shall conduct the business of the LRSA on behalf of the membership as per the purpose statement.

**Selection of Executive Members**

- a. There shall be an Executive elected annually at the AGM made up of up to (six) 6 members.
- b. Membership on the Executive is limited to one member per property if possible. If more than one member per property is necessary on the Executive there is a restriction of one vote per property.
- c. The Executive Members shall commit to a term of two years if possible and be elected by majority vote of the voting Members at the AGM. Best efforts will be made to stagger membership terms.
- d. 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 roles of the Executive will be determined by the Executive members at the first meeting of the Executive following the AGM.
- e. The Executive Members shall hold office until their successors are elected.
- f. 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 until the next AGM.

## Responsibilities of 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.

c. coordinate an annual By-Law Review.

d. appoint a Nominating Committee

e. appoint ad hoc committees as necessary.

f. schedule and host an AGM.

g. ensure three Executive Members are authorized to sign cheques and access the Association's financial accounts.

h. inform members of any activity that may impact safety and traffic.

I, inform members of Executive meetings

## President

The President shall:

a. chair all meetings of the LRSA and call meeting(s) at the request of the Executive Committee, when he/she deems it necessary to do so or at the request of a member.

b. set and forward the agenda to the secretary for distribution to the Executive and members for meetings of the Executive 48 hours prior to a meeting.

c. appoint another Executive Member to chair a meeting if it is reasonable and/or desirable to do so.

d. identify the date, time and location of the Executive meetings and AGM and forward this information to the secretary for distribution.

## Vice-President

The Vice-President shall:

- a. 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 meeting and AGM or other meetings of the Association and record the names of the members and guests who attend each meeting. Committees of the LRSA will keep minutes as deemed reasonable.
- b. keep a copy of the By-Laws available at all times.
- c. keep a copy of the Membership Register and Register of Directors.
- d. maintain master copies of all documents including Insurance, FOCA membership road maintenance contracts and pertinent communications etc.
- e. forward copies of the minutes to Executive members after each meeting
- f. maintain the LRSA website ([Lakeshoreroadsouth.com](http://Lakeshoreroadsouth.com)) and post all minutes, meeting schedules, agendas and appropriate reports except where privacy is an issue
- g. forward via email notification of all meetings and agenda to all members.

Treasurer

The Treasurer shall:

- a. collect and receive all monies due and owing to the Association.
- b. deposit the funds of the Association in a chartered bank approved by the Executive.

- c. make payment out of Association funds by way of cheques and signed by one of three designated Executive members up to a value of \$5,000. For amounts in excess of \$5,000 two signatures of designated individuals are required.
- 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 status report at each executive meeting and at the Annual General Meeting.
- f. prepare and present a budget for the AGM. This budget shall include anticipated costs established for longer term capital projects, road and D&O ( Directors and Officers) insurance, FOCA membership, recommendations regarding annual fees for the coming fiscal year and any other recommendations that may require review and adoption.

### Executive Members at Large

The Executive Members at Large shall:

- a. perform those duties assigned to them, with consent, by the other Executive members.

### Annual General Meeting (AGM)

- a. The Annual General Meeting will be held in July or August of each year or at a date determined by the Executive depending on extenuating circumstances.
- b. 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. Two

weeks prior to the AGM members will be forwarded the agenda, details of motions and proposed budget for the coming year that will be presented for voting.

c. Under exceptional circumstances, e.g., a pandemic, changes in the date of the AGM and the timing of fees paid may be made at the discretion of the Executive. The Executive has the right and responsibility to adapt the format of the AGM to reflect the exceptional circumstances i.e., Electronic meeting, zoom meetings, email voting, etc.

The Agenda of an AGM will minimally include the following:

- a. Adoption of the agenda and last year's annual meeting minutes.
- b. An Annual report summarizing the activities of the LRSA in the previous year.
- c. 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 as well as amounts for future projects.
- d. Review and adoption of Bylaws and/or changes to the Bylaws.
- e. Nomination and Election of Executive members.
- f. Confirmation of Acts
- g. Motion to Adjourn.

## Decision Making

Every effort will be made to come to consensus when making a decision.



Any Member of the Association may request the Executive to consider the need of a financial review by a third party.

Minutes will be taken at each annual meeting and forwarded to all members of the Association within two months of the annual meeting and posted on the website([Lakeshoreroadsouth.com](http://Lakeshoreroadsouth.com))

### Quorum

- a. Four members of the Executive must be at an Executive Meeting to constitute a quorum.
- b. Fifty one percent (51%) of LRSA members in good standing constitutes a quorum for the AGM or any special full association meeting. Attendance can be in person, by virtual attendance or by proxy.

### Voting

- a. A motion is passed when 51% of members in good standing vote in person, by virtual attendance, by proxy or by email
- b. Proxy,( Appendix #2), can be submitted by hard copy or in an email to the Secretary of the LRSA 24 hours prior to the AGM or any special meeting of the Association.

### Official Year & Financial Review

The Official year of the Association shall be from June 1 to May 31 of the following year.

### Amendments

This bylaw may be amended through 51% support of the membership at an Annual General Meeting.

# Approval of the Bylaws

## Approval of the Bylaws

The By-Laws were approved at the Annual General Meeting  
on September 16 2023

Signatures on behalf of the Association

President:  \_\_\_\_\_

Executive  
Member  \_\_\_\_\_

Appendix #1  
Project Submission Form

LAKESHORE ROAD SOUTH ASSOCIATION A principal purpose of the Association is to maintain, in good condition, our Private Road, including issues that may arise from drainage, culverts, signage, etc. and how these issues impact on the road safety and maintenance. To fulfill that purpose we ask homeowners to complete and submit the following form to inform the Executive if work is being planned on your property that may impact culverts, drainage, the actual road or shoreline protection, traffic flow or if the work may impact the current condition of the road.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF WORK  
COMMENCEMENT \_\_\_\_\_

APPROXIMATE DATE OF  
COMPLETION \_\_\_\_\_

WHAT HEAVY MACHINERY WILL BE USED?  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL IT ARRIVE AT YOUR PROPERTY?  
\_\_\_\_\_  
\_\_\_\_\_

WILL YOUR PROJECT INTERFERE WITH SAFE PASSAGE OF MOTOR VEHICLES  
ON THE ROAD?  
\_\_\_\_\_

WILL YOUR PROJECT HAVE AN IMPACT ON THE CONDITION OF THE  
ROAD? \_\_\_\_\_ OF CULVERTS OR  
DRAINAGE? \_\_\_\_\_ OF SHORELINE PROTECTION? OF EXISTING

DITCHES? IF YOUR PROJECT WILL HAVE AN IMPACT ON ANY OF THE ABOVE,  
HOW AND WHEN DO YOU PLAN TO REMEDIATE THE IMPACT? HOW?

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WHEN?

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SIGNATURE \_\_\_\_\_

Appendix #2

Proxy Form:

Lakeshore Road South Association Members Voting Proxy Form

Member Name:

\_\_\_\_\_

\_ Lakeshore Road Property address:

\_\_\_\_\_ Home

Address:

\_\_\_\_\_

I give \_\_\_\_\_, a member in good standing of the LRSA, authorization to vote on my behalf on all issues put to vote during the Lakeshore Road South Association Annual General Meeting.

Date \_\_\_\_\_

Signature: \_\_\_\_\_