

# **McKay Lake Community Association BY-LAWS**

*Town of Bracebridge, Ontario, Canada*

Created: May 5, 2022

Approved by Executive Committee: May 26, 2022

## **Definitions**

### **Membership**

There shall be a single class of Association Membership called Member, who shall be one representative of each property whose membership is in good standing. To be in good standing, Members will have completed an application for membership, and have paid the membership fees for the relevant year.

### **Directors and Officers**

There shall be a Board of Directors made up of a minimum of 3 Directors. Three of the Directors will be voted into the roles of the following Officers; these being Chair, Treasurer and Secretary. Additional Officer positions may be created as needed, upon agreement by the current Directors/Officers. Directors/Officers must be members in good standing. All Officers are Directors. All Directors are Officers.

### **Committee**

There shall be a Committee made up of Members, who are committed to specific roles on the Committee. Committee members must be Members in good standing.

### **Executive Committee**

There shall be an Executive Committee made up of the Directors/Officers and the Committee.

## **Mission Statement**

The McKay Lake Community Association was established and is operated for the purpose of:

- A) Advancing the cultural and social interests of the seasonal and permanent owners and residents of properties on McKay Lake, Bracebridge, Ontario.
- B) Promoting research and communicating findings and best practices to support the health of McKay Lake and adjacent waterways.
- C) Fostering awareness of and concern for the environmental health of our lake.
- D) Communicating relevant information and items of interest to the lake community using a variety of communication tools.

## **Selection of Directors/Officers**

The Directors and Officers of the Association shall be elected by majority vote of the voting Members at the Annual General Meeting held ideally in August each year, and shall hold office until the next Annual General Meeting.

If a vacancy occurs in any office for any reason, a Member in good standing of the Association shall be elected by the Executive Committee to fill the vacancy, and the Member so elected shall hold office until the next Annual General Meeting. In the case of a tie vote of the Executive Committee, the decision will be made by simple majority vote of the Membership.

There shall be 3 Signing Authorities, these being Chair, Treasurer, and Secretary. Any changes in Signing Authorities must be reported to the bank.

If any information related to Directors and/or Officers changes, a Notice of Change under the Corporations Information Act in the Ontario Business Registry must be filed using the “Filing an Initial Return and Notice of Change” form.

[Ontario Central Forms Repository - Form Identification \(gov.on.ca\)](http://gov.on.ca)

## **Responsibilities of Directors/Officers**

### **Directors**

The Directors shall:

- a. Chair permanent committees and report the activity of such committees at business meetings.
- b. 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 corporation, and exercise the care, diligence and skill of a reasonably prudent person.
- c. 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.

**Chair:** The Chair’s primary role is to lead the Committee and facilitate meetings.

Key Responsibilities:

- Work alongside the other Directors to set goals and follow through.
- Encouraged to attend all lake functions.
- Plan and run meetings.
- Take responsibility for facilitating the Committee to work well together towards the Committee’s goals, and providing help and support where needed.
- Keep Association documents up to date and submitted to proper authorities.
- Act as spokesperson and represent the Committee to outside bodies, networks, etc. alongside other Committee members.

**Secretary:** The Secretary's main role is to facilitate communication and maintain effective records.

Key Responsibilities:

- Work alongside the other Directors to set goals and follow through.
- Encouraged to attend all lake functions.
- Keep a list of the current members on the Executive Committee, correspond with and maintain records of correspondence with Executive Committee members.
- Maintain files of official Association documents and correspondence.
- Draft letters and receive correspondence on behalf of the group, and keep the group up to date on correspondence as needed.
- Help organize meetings, draft meeting agendas with Chair, write up and circulate minutes.
- Maintain basic road lists with names and property numbers to coordinate delivery of printed copy of newsletter.
- Ensure all communications are agreed upon by fellow Directors before distribution.

**Treasurer:** The Treasurer's main role is to oversee the Association's finances and keep accurate records of all transactions.

Key Responsibilities:

- Work alongside other Directors to set goals and follow through.
- Encouraged to attend all lake functions.
- Monitor the bank account.
- Monitor income and expenditure of the group.
- Ensure that there are invoices and receipts for all payments made.
- Keep the Committee informed of the financial situation of the group.
- Present a financial report at each meeting and AGM.
- Collect annual membership fees and maintain an up to date list of members including their contact information.
- File, complete and keep copies of appropriate documents with CRA, insurance company and FOCA.
- Correspond with Community members on behalf of the Committee.

### **Selection of the Committee**

There shall be a Committee composed of Members in good standing who take on specific roles on the Committee. These roles are, but not limited to, Road Representatives, Environmental Representative, Communication Coordinators, Branded Merchandise Coordinator, and Special Event Coordinators. New roles may be created as needed by the Directors. Committee Members need not be voted in.

## **Responsibilities of the Committee**

### **Road Representatives:**

- Deliver annual newsletter.
- Encourage membership.
- Obtain new owner information and inform Treasurer.

### **Environmental Representative:**

- Discover, coordinate and support activities and projects to promote the health of the lake.

### **Communication Coordinators:**

#### **Newsletter:**

- Write, collect and edit articles for newsletter.
- Reach out to the Committee and Community members with requests for articles on specific topics.
- Design newsletter layout.
- Provide print ready version to the individual responsible for printing the newsletter.
- Produce a digital copy of newsletter to post to the website and the fb group.

#### **Website:**

- Update and maintain Website as needed.
- Coordinate storage of historical documents such as past newsletters and environmental reports.

#### **Facebook Group:**

- Maintain group and respond to posts as necessary.
- Post relevant articles, updates and announcements.
- Monitor requests to join.

#### **Welcome Package:**

- Put together Welcome Packages and deliver to new property owners or distribute to road reps to deliver.

### **Branded Merchandise Coordinator:**

- Explore and set up ways to use our digital logo on merchandise for purchase – mugs, apparel, water bottles etc.
- Provide vendor links to the lake community via our website, fb group, newsletter and other places as they become identified.

### **Special Events Coordinators:**

Special event coordinators are responsible for planning and executing their event, engaging others to assist, and keeping notes on the steps they take to do so. The following are events that we have offered in the past.

- Boat Parade
- Concert on the Lake
- Kids' Fishing Derby
- Golf Day
- Lawn Bowling Day
- Silent Auction
- Photo Contest

### **Notes:**

- The Committee is open to new events and volunteers as ideas come forward and roles and events evolve.
- The Committee is not in place to police any situation on the lake. If property owners have concerns, the Executive Committee can provide them with information to contact the proper authorities. No one on this Committee should ever feel they are to approach a property owner in response to a complaint brought forward. Nor should they contact any authority on anyone's behalf as a representative of the McKay Lake Community Association.

## **Official Year and Fees**

The official year of the Association shall be June 20 – June 19.

Annual membership fees are currently set at \$25 per year, upon approval of the Executive Committee each spring.

## **Meetings**

### **Member Meetings:**

The Annual General Meeting (AGM) will be held each year, ideally in person, in August, and elections for Directors will be held at this time. If in person meetings are not possible, the AGM will be held virtually or by email. All members will be notified of the meeting by at least 15 days before the meeting. A petition of 20% of the Members will require a Special Meeting be held.

Between Meetings, the general management and control of the affairs, funds and property of the Association shall be vested in the Executive Committee.

**Director and Executive Committee Meetings:**

The Spring Directors' Meeting will be held ideally in April each year in person or virtually.

The Spring Executive Committee Meeting will be held ideally in April or May each year in person or virtually.

The Fall Executive Committee Meeting will be held in October each year virtually to recap the past year and discuss anything that needs to be addressed over the winter.

## **Quorum and Voting**

**QUORUM:**

Quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business.

A Membership quorum consists of the members in good standing who are present at a meeting. An Executive Committee meeting needs 75% of the Executive Committee to be present at a meeting to achieve quorum.

A Director quorum consists of 100% of the Directors unless one is not in a position to participate then 2 of 3 Directors is a quorum.

**VOTING:**

Majority rules in all votes. Members in good standing shall have the power to vote at Member Meetings. Majority is defined as more than half. There is one vote per Member household.

Except as otherwise provided, at meetings of the Association, the votes of the Members shall in the first instance be by a show of hands or verbally, but any Member of the Association may demand a vote by secret ballot. If in person meetings are not available, voting may also be carried out virtually by a show of hands/verbally, or by mail or email.

In the case of any Membership or Executive Committee vote by mail or email, the motion shall be sent to all members in good standing. As such, a motion is passed when a majority of these Members vote in favour of the motion. The absence of a vote is not counted as a Yes or a No.

It is understood that for the vast majority of times the Membership votes on something, an informal show of hands of all persons present is acceptable. However, should a controversial issue arise, one vote per property will be enforced.

## **Order of Business**

The following Order of Business shall govern all business meetings of the Association unless it is inconsistent with the By-Laws. Robert's Rules of Order shall govern the proceedings of each regular business meeting.

- Call to order and recording of those members in attendance
- Consideration, revision and approval of agenda
- Approval of the minutes of the previous meeting
- Reading of correspondence
- Introduction of visitors and their presentation
- Chair's remarks
- Treasurer's report and its approval
- Committee reports
- Unfinished business
- New business
- Determination of place and time of next meeting
- Announcements
- Adjournment

## **Amendments to By-Laws**

These By-Laws shall be reviewed from time to time and may be amended by the Directors/Officers and such amendments shall be voted upon by the Executive Committee.