

## SECTION 1 - CCRA BOARD

### Sub-section 01 - BOARD OF DIRECTORS

**Policy**           The elected Board of Directors shall have full power and authority to manage and control the affairs and business of CCRA.

#### **Guidelines/Responsibilities**

1. The number of Directors shall be nine. Five Directors shall constitute a quorum for the transaction of business.
2. A Director shall be a CCRA Member, the resident spouse of a CCRA Member or, if the CCRA Member is a corporation, partnership or other legal entity, the person designated by that CCRA Member. Each Director shall be at least twenty - one years of age. Notwithstanding the foregoing, no more than one resident of a Home can serve as a Director of the Corporation at any given time.
3. Directors shall be elected at each Annual Meeting to fill the vacancies created by those Directors whose term of office has expired.
4. Directors shall be elected for two-year terms in alternate years - four in one year and five in the next year. Elected Directors shall hold office until the second Annual Meeting after their election. Directors in office at the end of their term shall retire, but, if qualified, shall be eligible for re-election. An individual who is elected or appointed to hold office as a Director is not a Director and is deemed not to have been elected or appointed to hold office as a Director, unless the individual consents in writing to hold office as a Director before or within 10 days after the election or appointment.
5. Immediately following every AGM, the newly ratified Board of Directors shall appoint from amongst the group a President, Vice-President, Treasurer and Secretary of CCRA. The President shall hold only that position while the remaining eight Directors assume assigned liaison responsibilities to CCRA Standing Committees, and for Municipal relations with the Region of Durham and Township of Scugog.
6. Directors shall serve as volunteers without remuneration and no Director shall directly or indirectly receive any profit from the business transactions of CCRA. Directors may be reimbursed reasonable expenses incurred in the performance of their duties.
7. The Board may convene Town Hall Meetings for the purposes of discussing CCRA related issues or to provide forums for discussions and exchanges of information on matters, beyond the scope of CCRA, which have the potential to affect CCRA Members.

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8. Meetings of the Board will normally be held at The Centre but may be convened by electronic means.
9. Meetings of the Board shall be conducted in accordance with Robert's Rules of Order. Decisions of the Board may be made by consensus or by motions that are carried by the majority of directors if the quorum of five directors is present. Decisions of the Board may be also made by email if there is unanimous consent by all nine directors.
10. All reports to the Board shall be submitted to the directors no less than 48 hours prior to the start of a Board meeting unless the majority of the directors agree to waive the notice period.
11. A director may request a recorded vote on matters before the Board. A director may ask for his or her comments to be recorded in the minutes of a Board meeting.
12. The minutes of meetings shall be posted within seven (7) days of approval on the CCRA website and the bulletin board in The Centre. The Board may also publish a bulletin with general information at any time.
13. From time to time the Board may hold in-camera meetings for directors only. The agenda and minutes of in-camera meetings will be approved by those directors in attendance at the in-camera meeting. Decisions made during in-camera meetings will be reported to the regular Board meeting and the decisions will be recorded in those minutes.
14. Further detailed information on the duties of the Board of Directors shall be found in the CCRA By-Law No. 1.

### **Sub-section 02 – CORPORATE RECORDS**

**Policy** All books and records of the Corporation required by applicable law or for the operation of the Corporation shall be maintained and made available to those persons entitled to access them.

### **Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. The Secretary shall cause the following books and records to be maintained by the Corporation at its Head Office:
  - a copy of the Corporation's Articles and By-Laws, and amendments to them
  - all by-laws and Special Resolutions
  - minutes of all meetings of CCRA Members and Directors
  - a register of the names and addresses of CCRA Members, resident spouses of CCRA Members, Tenants and Canterbury Common Residents

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- a register of the names and addresses of all Directors
  - a register of ownerships in land including any deeds, transfers or similar documents that contain municipal address, registration information or assessment roll number.
  - a register of current consent forms signed by each Director
3. The Treasurer shall cause to be maintained proper books of account and accounting records with respect to all financial and other transactions of the Corporation.
  4. The Secretary and the Treasurer shall allow any Director to inspect any of the books and records kept pursuant to paragraph 2 and 3.
  5. The Secretary shall allow any CCRA Member and any creditor of the Corporation or their agents or legal representatives to inspect any of the books and records maintained pursuant to paragraph 2 and to make extracts.

**Sub-section 03 - STANDING COMMITTEES**

**Policy**           CCRA shall function on a daily basis primarily through the services of Standing Committees providing support services to the Board.

**Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. Seven Standing Committees shall report through a Liaison Board Director to the Board of Directors:
  - Administration Committee
  - Communications Committee
  - Finance Committee
  - Municipal Affairs
  - Governance Committee
  - House and Property Committee
  - Social Committee
3. Membership to a Standing Committee shall be open to all Canterbury Common Residents in good standing. Within thirty days after the AGM, volunteers for a Standing Committee shall meet to accept the resignations of former officers, elect officers for the coming year and determine who are members of the Standing Committee. The new Chairperson shall submit a list of the elected officers and members to the Board for approval and

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confirmation. The list will be submitted to the website team for publication on the CCRA website.

The Chairperson and members of a Standing Committee may be changed by decision of the Standing Committee. Notice of any such change shall be given to the Board for approval and confirmation.

4. Members of Standing Committees shall serve as volunteers without remuneration and no member shall directly or indirectly receive any profit from the business transaction of CCRA.
5. A majority of committee members shall constitute a quorum for the transaction of business. Members of the committee shall be notified of the meeting not less than five days prior to said meeting. The five-day notification may be waived by the Committee members if an emergency situation occurs.
6. In the event that there is not a quorum of committee members present for a meeting, then the meeting cannot be duly constituted, and therefore it must be rescheduled. For this reason, the membership list of each Standing Committee shall be reviewed and updated periodically.
7. Standing Committees shall be structured as follows.
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Treasurer or Secretary / Treasurer
  - Liaison Director
8. Only a CCRA Member or the resident spouse of a CCRA Member is eligible to occupy the position of Chairperson or Vice Chairperson on any Board committee.
9. Committee officers may establish one or more Ad Hoc Sub-committees, as appropriate to carry out the committees' mandates.
10. Correspondence required to be typed on CCRA letterhead may be drafted by any Standing Committee but must be submitted to the Secretary of the Board with their committee report at the next Board meeting. All correspondence on CCRA letterhead shall be signed by or approved by a Board Director.

11. Standing Committees dealing with suppliers of goods and/or services for CCRA shall maintain and provide to the Secretary of the Board current lists of suppliers including a description of the type of supplier or trade. Information should include the contact person, address and telephone number.
12. Standing Committees shall provide the Secretary of the Board with lists of companies or individuals with whom CCRA has either supply and/or service contracts, or arrangements, including a description of the type of goods and/or services. Information should include the contact person, address and telephone number.
13. Once the committee members have been selected for the committee, a list of their names is to be sent to the Board within 30 days following the Annual Meeting. The Board will then proceed to approve the appointment of the Chairperson and members.

#### **Sub-section 04 - DUTIES OF OFFICERS OF STANDING COMMITTEES**

**Policy** Standing Committees shall adopt an organization structure of Liaison Director, Chairperson, Vice-Chairperson, Secretary, Treasurer (if required) or Secretary / Treasurer.

#### **Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. Liaison Directors shall be appointed by the Board. Each Liaison Director shall attend Standing Committee meetings and may attend sub-committee meetings, shall act as an information conduit between the committee and the Board, shall give direction from the Board to the committee from time to time and shall ensure all committee minutes and reports are submitted to the Board.
3. The Chairperson shall determine the agenda, shall preside at all meetings and shall follow acceptable principles and rules when business is being conducted. The Chairperson shall provide the Board with the names of committee members and the positions held, after the first Committee meeting following each AGM. The Liaison Director shall provide the Board with a written monthly report of Committee activities, or more frequently if requested. The Chairperson shall provide a verbal overview of committee activities for the previous fiscal year at each Annual Meeting. The same report, in writing, shall be provided to the Secretary of the Board, at the Annual Meeting. The Chairperson has the right to vote on all motions before the committee.

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4. The Vice-Chairperson shall assist the Chairperson as necessary and shall assume the responsibilities of the Chairperson in his or her absence.
5. The Secretary shall ensure committee members receive a minimum of five days, notice of meetings; keep accurate minutes of all meetings; seek approval of minutes at the subsequent meeting and record motions. Note that any committee activity involving money shall be recorded in the minutes in the form of a motion. Committee Secretaries shall provide copies of approved minutes to the Secretary of the Board. The committee Secretary shall prepare drafts of correspondence and reports issued by the committee Chairperson, for submission to the Board.
6. The Treasurer shall maintain an accurate record of all income and expenses for petty cash or community events and shall submit a summary report to the CCRA Treasurer when requested. All Standing Committees shall remit to the CCRA Treasurer at fiscal year end March 31, surplus funds in excess of their petty cash allowance.
7. The Secretary/Treasurer shall fulfill the duties of the positions described above.

**Sub-section 05 - AD HOC COMMITTEES**

**Policy**           The Board of Directors may establish Ad Hoc Committees responsible for short term, special assignments beyond the customary responsibilities of Standing Committees.

**Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. Ad Hoc Committees shall adopt the standard operating structure of Standing Committees and report their activities to the Board through their appointed Liaison Director.
3. Ad Hoc Committees shall have a clearly defined mandate and responsibilities and shall cease operation and be disbanded upon completion of their mandate.
4. Examples of Ad Hoc Committees are as follows.
  - Nominating Committee
  - Policy and Guidelines Committee
5. Ad Hoc Committees shall be staffed with Canterbury Common Resident volunteers and shall not have an operating budget. Claims for expenses shall be submitted directly to the CCRA Treasurer.

### **Sub-section 06 - NOMINATING COMMITTEE**

**Policy** Each year an Ad Hoc Nominating Committee shall be activated to solicit candidates for the Board of Directors.

#### **Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. A Board Director shall serve as Chairperson of the Nominating Committee and shall be assisted by several volunteer Canterbury Common Residents.
3. Potential eligible candidates for the position of Board Director shall be provided with the following:
  - list of current Directors
  - list of retiring Directors
  - outline of duties of a Director
  - anticipated issues in the coming year
  - indication of customary frequency of meetings
  - list of Directors who will be serving the second year of their term
4. Qualified Directors whose term of office will expire may be polled to determine their desire to run again for a second two-year term.
5. Eligible Canterbury Common Residents at large shall be solicited to encourage those persons capable and willing to run for election to the Board of Directors.
6. The names of nominees complete with a brief resume shall be submitted to the Board of Directors and the Administration Committee for inclusion in the Notice of the AGM.
7. In alternate years, four or five Directors shall be elected.

### **Sub-section 07 - USE OF ALCOHOL AT THE CENTRE**

**Policy** Canterbury Common Residents and their guests may consume alcoholic beverages at The Centre, subject to being in full compliance with the Ontario Liquor License Act regulations.

#### **Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.

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2. Consumption of alcoholic beverages at The Centre is permitted by the Alcohol and Gaming Commission of Ontario in the same way alcoholic beverages can be consumed in a private home.
3. The following restrictions on the handling, use and consumption of alcohol at The Centre are a combination of the Ontario Liquor License Act regulations and needed measures aimed at protecting CCRA and individual Canterbury Common Residents from legal actions and resultant liabilities in the event of accidents occurring due to the consumption of alcohol at The Centre.
  - a) Alcoholic beverages shall not be raffled or provided as prizes at The Centre.
  - b) Fees charged for a CCRA event that includes the provision of alcohol within the ticket price are prohibited.
  - c) Alcoholic beverages shall not be sold or stored at The Centre or provided as part of the table settings at any CCRA event. A CCRA event is defined as any activity that involves CCRA and/or any Committee, league or other entity that ultimately falls under the protection, control and jurisdiction of CCRA.
4. Further detailed information on the use of alcoholic beverages and the availability of LCBO gift certificates shall be found in the publications of the Liquor Control Board of Ontario. LCBO gift certificates may be raffled or provided as prizes at The Centre.

**Sub-section 08 - FUND RAISING**

**Policy** All fundraising events shall have a stated purpose and a financial objective.

**Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. Fund raising events to support capital improvements to The Centre shall be organized by Canterbury Common Residents with Board approval. All proceeds less expenses shall be directed to the CCRA Capital Fund and be used for the stated purpose and financial objective.
3. Canterbury Common Residents wishing to use The Centre for events connected to fund raising projects on behalf of external causes shall first submit written plans to the Board of Directors for approval. The written submission shall include the name of the recipient



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charity, method of fund raising, agenda and projected attendee numbers including maximum.

4. All proceeds less expenses, from fund raising events with objectives external to CCRA, shall be paid out in support of the stated objective to avoid surplus funds. The proceeds shall not be deposited into any CCRA bank account.
5. Canterbury Common Residents who are members of external organizations shall be prohibited from booking The Centre for activities related to their organizations.
6. Exclusive functions are prohibited from charging admission or soliciting or accepting donations in lieu of admission charges.

**Sub-section 09 - CONFLICTS OF INTEREST, GIFTS, OFFERINGS, GRATUITIES AND DONATIONS**

**Policy**           The purpose of this policy is to ensure that CCRA Directors and committee members (collectively referred to as **CCRA Representatives**) understand they have a responsibility to maintain at all times, in their own personal conduct and actions, the reputation and integrity of the CCRA in any and all dealings when discharging their duties and responsibilities.

**Guidelines/Responsibilities**

1. No CCRA Representative shall become involved in any contract, transaction or arrangement in which he or she has a conflict of interest without declaring such conflict of interest in writing to the Board of Directors when it involves a Director or a committee Chairperson when involving a committee member.
2. CCRA Representatives shall guard against placing themselves in any contract, transaction or arrangement in which a person(s) or entity might expect special consideration or where someone might reasonably assume, or perceive by the circumstances, that special consideration not normally given, will be granted or might be owed as a future favour or concession by CCRA.
3. CCRA Representatives shall not accept any gifts or any offerings having a dollar value, regardless of amount, which can reasonably be interpreted, or perceived as being capable of influencing their judgement in the discharge of their duties and responsibilities.
4. Should an individual, entity or organization offer to sponsor an event, or make a donation to cover such event, it is inappropriate to accept a cash or cheque payment without supplying receipts. The sponsorship and funding, or donation should be for a specific

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event and only for the actual costs related to the event. Receipts for the costs incurred by CCRA, for that specific event shall be provided to the individual, entity or organization as verification of the expenses actually incurred.

5. This practice is to be followed in each and every case in order to ensure no individual, entity, person or organization can expect special consideration, not normally given, or reasonably assume that a reciprocal benefit will be forthcoming from CCRA.

**Sub-section 10 - CONTRACTS OR AGREEMENTS**

**Policy:** Only the Board of Directors shall approve formal, written contracts or agreements and only designated officers on the Board of Directors shall sign such contracts or agreements on behalf of CCRA.

**Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. Contracts/Agreements shall be reviewed first by the Standing Committee responsible for overseeing the work or securing terms.
3. Contracts/Agreements over \$5000 shall be submitted to the Board of Directors for both final approval and signature. Capital Fund expense items greater than \$20,000 shall require approval by two thirds majority of CCRA Members, present or their proxy agents, at the Annual Meeting or at a Special Meeting called for that purpose.
4. Work performed by trades under contract or agreement is an example of formal, written contracts or agreements.
5. Standing Committees shall provide the Secretary of the Board with lists of companies or individuals with whom CCRA has either supply and/or service contracts, or arrangements, including a description of the type of goods and/or services. Information should include the contact person, address and telephone number.

## **Sub-section 11 - POLICIES AND GUIDELINES MANUAL**

**Policy:** CCRA Policies and Guidelines Manual shall be maintained on the Canterbury Common website with access by Canterbury Common Residents registered on the website and in paper form for Residents not registered on the website to ensure a common understanding of Canterbury Common's established operating practices.

### **Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines assisted by the CCRA Webmaster.
2. The CCRA Policies and Guidelines shall be maintained in an electronic form on the **Residents' Pages** section of the website [www.canterburycommon.ca](http://www.canterburycommon.ca). It is the only section under **Residents' Pages** that can be viewed without entering a password.
3. Two paper versions shall be maintained: one shall be the Master Office Copy that holds the Policies and Guidelines. This manual contains the signatures denoting approval of the Board and Standing Committee Chairperson authorized to approve policy and shall be held in the CCRA Office.
4. The second manual shall be maintained for Canterbury Common Residents who are not registered on the website. This manual shall contain copies of the current Policies and Guidelines and be held in The Centre library. This manual should not be removed from the library.
5. The Chairperson of a Standing Committee may submit requests for changes to the Policies and Guidelines in memo form at any time during the year directly to the CCRA Secretary for pre-screening by the Board. Subject to Board approval, the Standing Committee request and/or a request directly from the Board shall be sent to the Administration Committee to prepare formal drafts, seek concurrence from the appropriate committee and submit the final draft to the Board for approval.
6. Only the Board and the Chairperson of the Standing Committee shall approve draft material. The Administration Committee shall coordinate signing of the documents and update the office and library copy of the manuals. The approved Policies and Guidelines shall be sent to the Webmaster so that the CCRA website may be updated. The Webmaster shall notify the Secretary of the Board when completed, so that changes may be verified. In this manner all Guidelines shall be available to Canterbury Common Residents immediately after Board approval.
7. Standing Committees may prepare, within the parameters of the Policies and Guidelines, detailed procedures for their committee records.

### **Sub-section 12 – LEASING OF HOMES**

**Policy** Any CCRA Member has the privilege of leasing their Home under the following guidelines and responsibilities.

#### **Guidelines/Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. The CCRA Member shall give notice of a proposed lease to the Secretary of the Board and this notice shall include:
  - a) the name or names of the proposed Tenant(s) and contact information,
  - b) a written hand signed lease agreement which shall comply with the following provisions:
    - i. the lease shall be of the entire Home,
    - ii. the term of the lease, which shall be for a minimum of one year,
    - iii. the CCRA Member is responsible for acquainting the Tenant with the By – Laws, rules and regulations of the Corporation and ensuring that the Tenant adheres to such By – Laws, rules and regulations which the Corporation imposes from time to time,
    - iv. If such Tenant is in default in payment of annual fees or any special assessment levied against such Tenant or any other obligations owing to the Corporation, then the CCRA Member leasing to the Tenant shall be jointly and severally liable with the Tenant for such obligation owing and such CCRA Member shall be subject to the provisions of paragraph 23 (D) of the By – Laws on account of the Tenant's default.
3. If requested to do so following receipt by the Board of Directors of the proposed lease, the Board of Directors may accept the Tenant(s) as Canterbury Common Resident(s) for the duration of the lease so long as the Tenant(s) is in compliance with the lease and, if it does, they shall be recorded as such in the registers of the Corporation.

### **Sub-section 13 - TOWNSHIP OF SCUGOG AND THE REGION OF DURHAM**

**Policy:** The Board of Directors shall maintain favourable relations with the Township of Scugog and the Region of Durham.

#### **Guidelines / Responsibilities**

1. The Board of Directors shall be responsible for these guidelines.
2. A Board Director shall be assigned to establish and maintain favourable relations with the Township of Scugog and the Region of Durham.

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3. A Directory of elected officials and senior management of the Township of Scugog and the Region of Durham can be obtained from their respective websites.
4. The Director shall research and prepare, submissions for the Township of Scugog and the Region of Durham concerning matters of direct interest to all CCRA Members with copies to the Board of Directors on major submissions.
5. Submissions shall be sent to the Township Offices or the Regional Headquarters or be presented at Council/Region meetings. All submissions shall require monitoring to ensure issues are resolved.
6. CCRA Members' individual concerns about the Township of Scugog or the Region of Durham shall not be handled by the Board of Directors. Such matters shall be resolved by the Homeowner.

**TOWNSHIP OF SCUGOG AND THE REGION OF DURHAM**

**Municipal Offices**

181 Perry Street  
P. O. Box 780  
Port Perry, Ontario  
L9L 1A7

Office	905-985-7346
Main Office Fax	905-985-9914
Web Site	<a href="http://www.township.scugog.on.ca">www.township.scugog.on.ca</a>

**REGION OF DURHAM**

**Regional Headquarters**

605 Rossland Road East  
Whitby, Ontario  
L1N 6A3

Office	905-668-7711
Web Site	<a href="http://www.region.durham.on.ca">www.region.durham.on.ca</a>

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**MEMBERS OF SCUGOG TOWNSHIP COUNCIL - 2022 to 2026**

Mayor	Wilma Wotten
Regional Councillor	Ian McDougall
Ward 1 Councillor	David Le Roy
Ward 2 Councillor	Janna Guido
Ward 3 Councillor	Robert Rock
Ward 4 Councillor	Harold Wright
Ward 5 Councillor	Terry Coyne

**ADMINISTRATION**

Chief Administration Officer	Ken Nix
Executive Assistant to Mayor and CAO	Lisa Fitton
Director, Community Services	Carol Coleman
Director, Development Services	Kevin Heritage
Director, Fire and Emergency Services	Mark Berney
Director, Corporate Services	J.P. Newman
Acting Director, Finance Department and Treasurer	Terri Barton

**MEMBERS OF DURHAM REGIONAL COUNCIL – 2022 to 2026**

Regional Chair	John Henry
Town of Ajax	Mayor Shaun Collier
Township of Brock	Mayor Walter Schummer
Municipality of Clarington	Mayor Adrian Foster
City of Oshawa	Mayor Dan Carter
City of Pickering	Mayor Kevin Ashe
Township of Scugog	Mayor Wilma Wotten
Township of Uxbridge	Mayor Dave Barton
Town of Whitby	Mayor Elizabeth Roy

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June 23, 2023

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Effective Date

Lou Rocha

President, Board of Directors

Carole Johnson

Secretary, Board of Directors