

Canterbury Common Residents' Association Policies and Guidelines

INTRODUCTION

Canterbury Common Residents' Association (CCRA) is a non-profit entity which was incorporated to represent the interests of Canterbury Common Homeowners, all of whom are CCRA Members. Canterbury Common is an adult lifestyle resident community located on the shores of Lake Scugog at the north end of Port Perry, Ontario. It consists of detached, freehold, single family houses, integrated parklands and a community centre.

CCRA owns and operates a community centre (The Centre) including a parking lot, and an adjoining swimming pool located in Canterbury Common. The Centre is, for the most part, used for CCRA community activities and social events. CCRA also owns the parklands within Canterbury Common known as the Integrated Parklands (including The Commons areas and former golf course lands).

An elected Board of nine Directors and seven Standing Committees guide CCRA's daily operations. Under the direction of the Board, the committees record minutes, motions, policies and operating practices relative to their respective responsibilities in the following areas: such as administration, communications, finance, governance, house and property, municipal affairs and social activities.

During 2002, documentation was assembled to commence the first phase of a master set of significant documents submitted by the Standing Committees. In 2003, these documents were converted to a standard format and are presented in this statement of policy and supporting guidelines for subsequent development of more detailed procedures by various committees, within the parameters of these guidelines.

Members of the Board of Directors and the Standing Committees contributed to the content and the Board of Directors passed a resolution to formally approve the content of the Policies and Guidelines for ongoing interaction between the Board and the Standing Committees, effective April 1st, 2004.

The Administration Committee was empowered to maintain the Policies and Guidelines in a current state; develop amendments and / or additions to the content as requested by the Board and seek Board approval of any changes.

Formerly, eighteen binders were held by the nine Directors of the Board and the Chairpersons of the seven Standing Committees together with a master copy located in the CCRA office and a reference copy, for the Canterbury Common Residents, in The Centre library. Each fiscal year, the manuals were reviewed and updated with changes approved during the previous year and then were presented to the new Directors of the Board and Chairpersons of the Standing Committees to ensure a common understanding of CCRA policies and operating practices.

In December, 2010 the Board of Directors implemented an electronic version of the Policies and Guidelines held on the **Residents' Pages** Section of the CCRA website. It is the only section under Residents' Pages that can be viewed without entering a password. Directors, Chairpersons and Canterbury Common Residents now have immediate access to updates and a greater awareness of the Policies and Guidelines that serve as the administrative oversight to activities within the association. Two copies of the Policies and Guidelines will be maintained in paper format; the master copy held in the CCRA office and the reference copy held in The Centre library for those Canterbury Common Residents who are not registered on the website. A copy of the Policies & Guidelines will also be prepared for each of the nine Directors on the Board.

In July 2017, the Board of Directors initiated a comprehensive review and rewrite of the Policies and Guidelines with the assistance of several knowledgeable Canterbury Common Residents, including former Committee and Board members. The goal of the review was to ensure that these policies and guidelines were current and appropriate for the present circumstances and for the increased number of Canterbury Common Residents resulting from the housing development on the former golf course lands.

A significant update was carried out and completed in February 2021 in order to reflect changes to procedures, especially those resulting from the completion of the new Centre.

In May 2023 the seven Standing Committees updated all sections of the Policies and Guidelines.

New content may be added from time to time as deemed necessary by the Board. Requests for additions or changes to the Policies and Guidelines may be sent to the Administration Committee for review and submission to the Secretary of the Board of Directors. Subject to Board approval, the documentation shall be added to the master copy, reference copy, Directors' copies and the website through the services of the Webmaster.

The content herein is not intended to replace formally documented Bylaws or Resolutions of CCRA, minutes and motions of the Board of Directors or significant documents such as mission statements or mandates of the Standing Committees.

DEFINED TERMS IN BY-LAW NO. 1

For greater clarity defined words and phrases used in the Policies and Guidelines have the meanings provided for them in CCRA By - Law No. 1.

CCRA Member means those individuals, corporations, partnerships or other legal entities admitted to membership in accordance with CCRA By - Law No 1.

Canterbury Common Resident includes Homeowners, resident spouses of Homeowners, Tenants and any other person who resides in a Home and who is accepted by the Board as a Canterbury Common Resident at the request of the Homeowner of that Home.

Corporate Member means any Homeowner which is a corporation.

Home means any single-family living accommodation located on a Lot and used or intended for use as residential premises.

Homeowner means any owner or owners of a Home located on the Plan;

Plan" means collectively registered plans of subdivision No. 40M-1848, 40M-1890, 40M-1991 40 M - 2655, 40M – 1849, 40M - 2701 and any other development phases of Canterbury Common in the Town of Port Perry, Township of Scugog as registered in the Land Registry Office (No. 40) at Whitby.

Property Owner means any registered owner or owners of any Home on the Plan, and

Tenant means any tenant, tenants, subtenant or subtenants of a Homeowner.

NOTE:

Only CCRA Members or their proxy agents are eligible to vote on CCRA motions.

Only a CCRA Member, or the resident spouse of a CCRA Member, is eligible to be the Chairperson or Vice Chairperson of any Board committee or serve on the Board of Directors.

A Canterbury Common Resident is entitled to use the facilities and properties owned by CCRA, to participate in CCRA activities, to serve as members of CCRA committees and to be included in lists of Canterbury Common Residents as and to the extent permitted by the Policies and Guidelines and rules and regulations generally applicable to such actions.

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