

## SECTION 2 - ADMINISTRATION COMMITTEE

### Sub-section 01 – ADMINISTRATION COMMITTEE

**Policy** The Administration Committee shall be responsible for regulating the operation of The Centre.

#### **Guidelines/Responsibilities**

1. Guidelines for use of The Centre shall be developed by the committee, approved by the Board and communicated to all Canterbury Common Residents.
2. At the request of the Board of Directors the committee shall organize Annual Meetings, Special Meetings and Town Hall Meetings including preparation of formal notices for such meetings.
3. The Administration Committee shall maintain a fob management system.
4. The Administration Committee shall oversee a security system for The Centre.
5. Professional cleaning service companies shall maintain the interior of The Centre.
6. The committee shall maintain an inventory of routine office supplies, basic washroom, utility and kitchen supplies, including supplies to make and serve tea and coffee.
7. The Administration Committee shall oversee the provision of photocopy services in The Centre.
8. The Administration Committee shall provide the Board Secretary with current lists of suppliers including a description of the type of supplier or trade. Information shall include the contact person, address and telephone number and the committee shall provide the Board Secretary with lists of companies or individuals with whom CCRA has either supply and 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.
9. The proposed Administrative Committee annual budget shall be submitted to the CCRA Treasurer no later than the end of February or as requested by the CCRA Treasurer.
10. A monthly calendar of events shall be made available on the website, noticeboard, postal kiosk and the Electronic Message Board (EMB) in the Centre.
11. The Administration Committee shall maintain an inventory of all CCRA furnishings and equipment in The Centre.

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12. The Administration Committee, with the assistance of the Social Committee, is responsible for the selection, and purchase, of all electrical appliances used in The Centre.
13. The Administration Committee shall maintain a CCRA Membership file on each home, and a Canterbury Common Resident Emergency Contact list as per

Sub-section 02-2 (from Section 1 - CCRA Board) which provides that the Secretary shall **cause** to be kept at the head office specified books and records including "a register of the names and addresses of CCRA Members, resident spouses of CCRA Members, Canterbury Common Residents and Tenants."

14. A supplementary listing of CCRA officials' telephone numbers including CCRA Directors, Chairpersons of Standing Committees, the Scheduling Coordinators, the "Who To Call List", Emergency Information for 911 calls to assist overall communications shall be prepared, maintained, posted on the website and distributed.
15. A directory of email addresses will be maintained on the Centre Office computer by a designated committee member.
16. The Administration Committee shall maintain and monitor items they post on the CCRA in-house bulletin board. Examples of these notices are CCRA Emergency Contacts, Canterbury Alert, Bereavement notices, Monthly Calendar and other helpful information for Canterbury Common residents (i.e., internet access).

### **Sub-section 02 – ANNUAL AND SPECIAL MEETINGS OF CCRA MEMBERS**

**Policy:** Annual Meetings shall be held within 180 days of the CCRA fiscal year end which is March 31. Special Meetings may be called at the direction of the Board of Directors.

### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. Only CCRA Members shall be entitled to receive Notices of Annual Meetings and Special Meetings. Only CCRA Members, or their proxy agents, shall be entitled to be present at such meetings. Any other person may be admitted at the invitation of the Chairperson of the meeting or with the consent of the meeting.
3. Notice of the time and place of every such meeting shall be given to each CCRA Member ten days prior to such meeting in the form and manner described in CCRA By-Law No1. Such Notices shall include an agenda and in the case of Annual Meetings include:
  - Proxy forms
  - Minutes of the previous Meeting (Annual or Special)

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- CCRA Treasurer's Financial Report
  - Nomination forms for the Board of Directors
  - Minutes of the previous Meeting (Annual or Special)
  - Information about candidates for election to the Board of Directors
4. Annual and Special Meetings shall have a registration desk where attendance of CCRA Members, or their proxy agents, shall be recorded and voting ballots shall be provided (one vote per Home). A report of CCRA Members, or their proxy agents, registered in attendance shall be given to the Chairperson at the meeting. A quorum for the transaction of business requires the presence of at least one-third of CCRA Homes represented by a CCRA Member or their proxy agent.
  5. Scrutineers shall record voting and shall report results to the Chairperson. Voting may be by a show of registration cards provided at the registration desk, one per Home or by ballot which may be requested by a motion from the floor for voting on specific issues during the meetings. Spoiled ballots do not contribute to the total votes counted.
  6. Further detailed information on Annual and Special Meetings, including Quorum and Voting procedures, is contained in the CCRA By-Law No. 1.
  7. The Administration Committee shall confirm the location with the Board and shall set up the facility for the meetings. All furniture shall be returned to its regular position or storage and the facility left in a clean and orderly fashion.

### **Sub-section 03 - QUORUM AND VOTING**

**Policy**            Quorum and Voting procedures at Annual and Special Meetings are governed by the Corporations Act, CCRA By-Law No. 1 and recorded Motions.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. Except as otherwise expressly provided, a quorum for the transaction of business shall require the presence of at least one- third of the CCRA Homes represented by a CCRA Member or their proxy agent.
3. Questions shall be decided by a majority vote of the CCRA Members, or their proxy agents, present at the meetings, unless otherwise required by the Corporations Act, CCRA By-Law No. 1 or recorded motions.
4. Any Capital Fund expenditure over \$20,000.00 shall be approved by two-thirds of the CCRA Members, or their proxy agents, present at an Annual or Special Meeting.

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5. Approvals involving a major undertaking on behalf of CCRA or any substantial changes in the nature, quality, or objectives of CCRA shall require an affirmative vote by at least two-thirds of the voting CCRA Members, or their proxy agents, present at an Annual or Special Meeting.
6. CCRA Members are present if attending in person or represented by their proxy agents. Proxies shall be surrendered at the registration desk as the proxy holders arrive at the meetings.
7. Ballots may be requested by motions from the floor for voting on any specific issues during the meetings.

**Sub-section 04 - TOWN HALL MEETINGS**

**Policy** Town Hall Meetings may be convened by the Board of Directors for the purposes of discussing CCRA related issues, or to provide forum for discussions and exchanges of information on matters, beyond the scope of CCRA, that have the potential to affect Canterbury Common Residents.

**Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. Generally, the meetings shall be held at The Centre in an informal manner with notice of the meeting circulated to Canterbury Common Residents at least ten days in advance.
3. The CCRA President and the Directors shall provide information of a general nature to Canterbury Common Residents and respond to questions.
4. A formal agenda and minutes shall not be required. A quorum shall not be required. Registration and voting shall not take place at these meetings.
5. The Administration Committee shall confirm the location with the Board and shall set up the facility for the meetings. All furniture shall be returned to its regular position or storage and the facility left in a clean and orderly fashion.

### **Sub-section 05 - SECURITY AT THE CENTRE**

**Policy** A security system shall be provided at The Centre.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. The security system provided at The Centre shall be supplied and monitored by a professional security service company and meet the requirements of CCRA's insurance coverage.
3. Canterbury Common Residents shall be encouraged to keep the inner entrance doors locked at all times to ensure the safety of the people and property within.
4. Several Canterbury Common Resident volunteers shall serve as contacts on a twenty-four-hour basis for the security monitoring service and the 911 emergency services shown below.
  - i. Durham Regional Police
  - ii. Township of Scugog Fire Department
  - iii. Durham Regional E.M.S.
5. It shall be the responsibility of all Canterbury Common Residents who enter The Centre to help ensure the safety and security of The Centre.

### **Sub-section 06 - OPENING AND CLOSING OF THE CENTRE**

**Policy** Access to The Centre by Canterbury Common Residents shall be seven days a week.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. Canterbury Common Residents involved in securing The Centre shall be trained on the computer settings of the security system.
3. Exceptions to the regular hours of operation shall be arranged with the Scheduling Coordinator to accommodate CCRA or private functions
4. The Centre shall be open during regular hours on December 25 and December 26. Private functions shall not be booked for these dates because professional cleaning services are not available during this time period.

5. The Centre may be closed for special maintenance projects.

### **Sub-section 07 - KEY and FOB MANAGEMENT**

**Policy** The issue and control of keys and fobs for The Centre shall be closely monitored.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. Four different keys shall be available for The Centre.
  - keys for the office
  - keys for the exterior doors, inner entrance doors and pool gate lock
  - keys for the fire panel
  - keys for the lower-level secure storage room, issued by Administration.
3. A key issued to a resident shall not be shared with any other resident. If a resident is no longer volunteering and no longer requires use of the key it shall be returned to the Administration Committee. Keys shall not be transferred to another resident by the key holder.
4. Keys/Fobs for the office shall be available only to CCRA Board Members, Chairpersons and Secretaries of Standing Committees, activity convenors, office personnel and other authorized users as required.
5. Keys for fire panel shall be issued only to CCRA Members of emergency call-out personnel.
6. Keys for exterior doors shall be issued to volunteers who must have access to The Centre during off hours.
7. Keys for lower-level secure storage room shall be issued to volunteers authorized by the Board.
8. Canterbury Common Residents are encouraged to keep the inner entrance doors locked at all times to ensure the safety of the people within.
9. Fobs will be issued to residents for the inner entrance door. Each resident shall be issued a personal fob. Fobs shall not be shared by residents or with anyone who is not a resident of Canterbury Common.
10. A master log shall be maintained by the Administration Committee to record recipients of keys and fobs, complete with signature for the issue and/or return of keys listed in section two above.

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11. The Administration Committee shall be responsible for preparing fobs for distribution to new residents. They will also create replacement fobs when an existing fob is damaged or lost as well as maintaining the fob database.
12. The Administration Committee is not responsible for transfer of keys from one Homeowner to another when properties change hands. The transfer of keys from the previous Homeowner to the new Homeowner shall be the responsibility of the Homeowners and/or their Solicitors. Fobs should be returned to the Administration Committee where possible, to be re-programmed for use by another resident.

**Sub-section 08 - SUPPLIES FOR THE CENTRE**

**Policy** CCRA shall reimburse volunteers for supplies related to the centre.

**Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. Following the Annual Meeting, the Administrative Committee Chairperson informs, in writing, the CCRA Treasurer the identity of the committee members who will be authorized to shop at the grocery and general retail company, and the print company. Shopping for office and kitchen supplies for The Centre shall be done by a designated member of the Administration Committee. Shoppers will be reimbursed by the Administration Treasurer. Checking and restocking the refrigerators and cupboards shall be done by designated members of the Administration Committee.
3. Receipts for shopping shall be accumulated during the month and shall be submitted, first to the Administration Committee Treasurer who in turn submits them to the CCRA Treasurer.
4. Any charge for refreshments served to Canterbury Common Residents shall be sufficient to offset costs. All proceeds less expenses shall be directed to the Operating Account.
5. The kitchen is to be maintained in a sanitary manner in accordance with Durham Region Board of Health requirements for an annual inspection report.

**Sub-section 09 - PHOTOCOPY AND PRINTING SERVICES**

**Policy** Photocopy services shall be provided to the Board of Directors and Standing Committees for CCRA business purposes.

**Guidelines/Responsibilities**

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1. The Administration Committee shall be responsible for these guidelines.
2. Copy equipment to provide basic, single or double copy service, shall be maintained at The Centre by the Administration Committee. This equipment shall be suitable for small quantities and shall be available for use by Board Directors, and the Chairperson and authorized members of each Standing Committee. The user records their personal name and committee name, and the quantity of copies in the log book.
3. More advanced copy services shall be available through a CCRA charge account at a private print company. This service shall be available for Board Directors, and the Chairperson and one Secretary of each Standing Committee. CCRA users shall identify the purpose of all copies and provide (print) their name and committee. The print company invoice shall be paid by the CCRA Treasurer each month. Costs incurred by various committees will be covered by the funds of these committees.
4. Printing services for original printed stock such as letterhead, envelopes and/or newsletters shall be available through the charge account established at a private print company. Only Board Directors and the Chairpersons of the Administration and the Communications Committees shall utilize these services for CCRA business.
5. Canterbury Common Residents are prohibited from using CCRA photocopy services for activities independent of CCRA activities.
6. Following the Annual Meeting, the CCRA Treasurer shall update the print company, in writing, as to the authorized users for the print company.

#### **Sub-section 10 - SCHEDULING COORDINATION**

**Policy**            Requests for use of facilities of The Centre shall be processed and coordinated through the Scheduling Coordinator, subject to function approval of the Board when necessary.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. The bookings shall be made through the Scheduling Coordinators in compliance with the CCRA Guidelines for Use of The Centre. Functions open to all Canterbury Common Residents and exclusively Canterbury Common Residents and their guests shall be convened with no usage fee for the premises. A private function shall be defined as one that is not open to all Canterbury Common Residents and/or one that includes non-Canterbury Common Residents.
3. Scheduled Activities shall be maintained by the Scheduling Coordinator, and a monthly calendar shall be published for Canterbury Common Residents.



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4. The Scheduling Coordinator shall make tentative bookings for private events to use The Centre. To ensure confirmation of the booking date the Coordinator shall receive, at least one month prior to the event, a completed *Application and Agreement for Use of The Centre - Resident and CCRA Committee* form.
5. At the family's request The Scheduling Coordinator shall provide the family of a deceased Canterbury Common Resident with an application to book The Centre for a funeral reception. The Centre may also be made available for the funeral reception of a family member of a Canterbury Common Resident. All CCRA fees shall be waived. The application must be signed, and when requested provide information on caterers whose services will be used at The Centre.
6. Insurance documentation, in accordance with CCRA requirements, shall be required for all private bookings including where applicable a Certificate of Insurance from service providers. Details of these requirements can be found under Administration Committee Sub-section 11- Private Use of The Centre and Finance Committee Sub-section 08 - Liability Insurance.
7. It shall be the responsibility of the Administration Committee Insurance/Scheduling Coordinator to contact instructors or service providers directly, on behalf of CCRA, to obtain Certificates of Insurance, to oversee the renewal of Certificates of Insurance in a timely fashion and to maintain a central file of Certificates of Insurance in the office.

**Sub-section 11 - PRIVATE USE OF THE CENTRE**

**Policy** Canterbury Common Residents may reserve The Centre for personal use.

**Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines
2. A Private Function shall be defined as one that is not open to all Canterbury Common Residents and/or one that includes non-Canterbury Common Residents.
3. Usage fees for The Centre shall be nominal to encourage maximum use, while also taking into consideration various operating costs.
4. The Administration Committee Scheduling Coordinator shall obtain the completed *Application and Agreement for Use of The Centre – Resident and CCRA Committee Form* along with the usage fee and security deposit prior to the event.
5. The Administration Committee Scheduling Coordinator shall accept tentative bookings, subject to confirmation by payment of a usage fee if applicable. The fees are published/defined in the *Application and Agreement for Use of The Centre – Resident*

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*and CCRA Committee Form.* The usage fee shall be deposited by the CCRA Treasurer, and shall be refundable if the event is cancelled at least seventy-two hours before start time.

6. Private functions shall be assessed a refundable security deposit as outlined in the Application and Agreement for Use of The Centre – Resident and CCRA Committee Form. The security deposit shall be received prior to the event and held by the Administration Committee Scheduling Coordinator. The Centre shall be inspected for possible damages prior to refund of the security deposit. Damages shall be assessed by the Board of Directors for repair or replacement and the cost levied against the security deposit.
7. Private functions shall be prohibited from charging admission or soliciting or accepting donations in lieu of admission charges.
8. Disclosure of the host Canterbury Common Resident Homeowners Insurance Company, the policy number, the policy expiry date and confirmation of having in force insurance coverage with a minimum personal liability insurance limit of \*\$2 million shall be required. In some situations, like surprise events, this insurance information and confirmation may be met by the host family member providing their own personal insurance information.  
  
\* A minimum personal liability insurance limit of \$1 million is acceptable for funeral receptions.
9. Canterbury Common Residents who are members of external organizations shall be prohibited from booking The Centre for activities related to their external organizations.
10. Canterbury Common Residents may reserve The Centre for private functions on one day per weekend to be held on Saturdays or Sundays only. Private Functions may also be arranged for Statutory Holidays (excluding December 25, December 26 and January 1) provided The Centre is not in use for a CCRA event.
11. Private functions shall be posted on the event calendar and disclosure of the host Canterbury Common Resident's name on the event calendar shall be at his or her option.
12. The CCRA swimming pool and BBQs on the deck are not available to private functions due to potential liability insurance issues.

**Sub-section 12 – CANTERBURY COMMON RESIDENTS' USE OF THE CENTRE FOR ACTIVITIES**

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**Policy** Canterbury Common Residents may reserve The Centre for social activities. Non-Canterbury Common Residents may participate in social activities of CCRA as guests where permitted.

**Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. A Canterbury Common Resident shall serve as an Event Convenor. Kitchen usage is limited to heating foods in warming ovens, the use of microwaves and equipment for making tea/coffee. Event Convenors shall be responsible for securing and leaving The Centre in a clean condition after the event, including the external BBQs and deck furniture if they are utilized.
3. The Centre shall be available exclusively for Canterbury Common Residents with the following exceptions:
  - Guests of Canterbury Common Residents attending a private function or attending a scheduled CCRA function when space is available.
  - Former Canterbury Common Residents in good standing with CCRA may continue to participate in CCRA activities subject only to the fees that such activities entail. For events that have limited participation (Theatre, Bus Trips, New Year's Eve etc.) former Canterbury Common Residents shall only be permitted to participate once the needs of current Canterbury Common Residents are met.
4. Tentative advance bookings for use of The Centre shall be made by the Event Convenor, with the Scheduling Coordinator, in the early stages of event planning. *The Application and Agreement for Use of The Centre –Resident and CCRA Committee Form* shall be submitted at least one month prior to the event to confirm the booking.
5. Event Convenors may engage the services of a Canterbury Common Resident or a non-Canterbury Common Resident instructor for group activities and pay the instructor's fee directly. Charges to participating Canterbury Common Residents shall cover the cost of the instructor fees. Participants in events organized by Canterbury Common Residents such as book club, card games, Chorus, Friday Nighters, instructional classes, etc. shall not have recourse to Canterbury Common Residents' Association in the event of misappropriation of funds.
6. Canterbury Common Residents who are members of external organizations shall be prohibited from booking The Centre for activities related to their organizations.
7. Refer to the Finance Section for information on Liability Insurance.
8. Refer to the Board of Directors Section for information on Fund Raising.

### **Sub-section 13 - INVENTORY**

**Policy** Administration Committee shall maintain an inventory of all furnishings and equipment owned by CCRA and used in The Centre.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for maintaining an inventory of all furnishings and equipment used in The Centre.
2. The inventory shall be updated yearly.
3. The inventory shall include model numbers and serial number of furnishings and equipment where applicable.
4. A copy of the inventory manual shall be kept in the lower-level secure storage room.

### **Sub-section 14 – CANTERBURY COMMON WELCOME GROUP**

**Policy** New Canterbury Common Residents shall be welcomed to Canterbury Common and provided with information about the community and the Canterbury Common Residents' Association.

#### **Guidelines/Responsibilities**

1. The Welcome Group shall be responsible for these guidelines, and for liaison with the Board of Directors through the Administration Committee.
2. One or more volunteers from the Welcome Group will meet with new owners shortly after occupancy of their home. The meeting may take place individually or with a group of owners at The Centre which may include a tour of the facility and information about activities.
3. The Welcome Group will prepare and distribute the following items to new owners:
  - a. CCRA By-Law No. 1 including the Protective Restrictions
  - b. Homeowner Membership Agreement
  - c. Registration Information
    - i. the registered owner or owners of the Home,
    - ii. the name of the spouse who is not a registered owner,
    - iii. the names of other occupants in the Home,

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- iv. the owners' phone numbers and emails
  - v. emergency contacts' phone numbers
  - d. CCRA Telephone Directory
  - e. CCRA Website Information
  - f. Recent issue of the Chronicle
  - g. Calendar of monthly events
  - h. Canterbury Common brochure
  - i. Who Are You're Going to Call list
  - j. Keys and fobs to The Centre if necessary
  - k. CCRA requirements when selling a home
  - l. Procedure for private booking of The Centre
  - m. Bereavement procedures for the death of a resident or resident's family member
4. The Homeowner Membership Agreement and Registration Information must be returned to Records Manager on the Administration Committee as soon as possible in order to update the Corporate Records and to provide access to the CCRA website and electronic communications.

### **Sub-section 15 – MEMORIAM**

**Policy** Provide a respectful, consistent way to notify all Canterbury Common Residents when the death of a Canterbury Common Resident occurs.

### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. When advised of the death of a Canterbury Common Resident, an Administration Committee volunteer shall contact the family:
  - a. to obtain funeral home information,
  - b. to inquire if the family wishes the Canadian flag at The Centre lowered, and informs the Administration Chairperson,
  - c. ask for the charity of choice for a donation
  - d. advise that The Centre is available for a funeral reception, and to provide the name of the contact person if they are interested.
3. The Administration Committee volunteer shall be responsible for preparing a notice of bereavement.
4. Every effort shall be made to add a photo of the deceased on the bereavement notice. If the photo is not on file, a photo from the funeral home shall be used if one is available.

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In cases where minimal information is available, update the bereavement notice with complete information as soon as possible.

5. Bereavement notices shall be posted at the postal kiosk, within The Centre, and on the website, and shall remain posted for a one-week period.
6. At the family's request the Canadian flag at The Centre shall be lowered to half-mast from the day of passing to sunset on the day of the funeral, or for four consecutive days, whichever comes first.
7. The Administration Committee volunteer shall request a \$50.00 cheque from the CCRA Treasurer and shall deliver the cheque with appropriate sympathy and donation cards. The charitable receipt shall be retained by CCRA.
8. The Administration Committee shall inform the Records Manager and Board Secretary and the Canterbury Common Webmaster of the death.

#### **Sub-section 16 - CANTERBURY ALERT**

**Policy** Provide a consistent way to alert all Canterbury Common Residents when a serious situation presents itself in our Community.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. The cabinet at the postal kiosk, the EMB and the bulletin board inside The Centre shall display a copy of the alert. These notices will remain posted until the problem has been rectified.
3. The Administration Committee shall inform the Board Secretary, the Canterbury Communication Committee of the alert.

#### **Sub-section 17 - THE CENTRE**

**Policy** To encourage the casual use of The Centre by Canterbury Common Residents whether as individuals or in small groups.

#### **Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. The promotion of activities at The Centre may be assumed by an individual Canterbury Common Resident who is willing to serve as Convenor of the activity.

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3. Use of The Centre shall be open to all Canterbury Common Residents. — Former Canterbury Common Residents may participate in The Centre activities as a guest of a current Canterbury Common Resident when permitted.
4. When the Convenor leaves The Centre, he/she must make sure that the doors are secure.
5. Activities for the Centre can be scheduled on the upper or lower level based on availability.
6. There is a jigsaw puzzle table near the library, where puzzles may be put together. When there is an event that requires the use of the table, the puzzle board may be lifted into another area. Individuals using The Centre are required to return the area to the same condition and arrangement as it was prior to the event.
7. A small reading/conversation area around the fireplace may be used if the area is available and does not interfere with other planned activities. Alternately, the library area may be used if it is available.
8. Games, puzzles and other items that may be of interest to Canterbury Common Residents will be available in a cupboard in the library area.
9. WiFi Internet access is available in The Centre for Canterbury Common Residents and guests only, to use their personal electronic devices.
10. Kitchen facilities for individuals or small groups of Canterbury Common Residents wishing to use The Centre are restricted to the use of tea or coffee. The stove and/or microwave may be used only for warming previously prepared food.
11. Instructions for making coffee are posted in the kitchen
12. The Centre may not be available to Canterbury Common Residents when The Centre is in use for a Private function, a Golf Scramble event or a scheduled CCRA/Social Committee event.

**Sub-section 18 - REMEMBRANCE DAY**

**Policy** Provide a consistent way for Canterbury Common Residents to show respect for Canadian military personnel who have given their lives for Canada.

**Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.

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2. The Canadian flag at The Centre shall be lowered to half-mast each November 11<sup>th</sup> from dawn to noon.

**Sub-section 19 - FIRE REGULATIONS**

**Policy** Fire prevention and emergency facilities at The Centre shall meet all necessary regulations to ensure the safety of Canterbury Common Residents and their guests.

**Guidelines/Responsibilities**

1. The Administration Committee shall be responsible for these guidelines.
2. A Notice of Occupancy, from the Fire Marshal's Office of the Ministry of Solicitor General of Ontario, for The Centre shall be posted to inform Canterbury Common Residents of the maximum number of occupants permitted within The Centre for specific occasions.
3. Floor plans of all exit doors for The Centre shall be posted.
4. The emergency exit doors must meet the Ontario Building Code.
5. Signs shall be posted to direct occupants to emergency exits.
6. The regulated number of fire extinguishers shall be available and subject to annual inspection and replacement as required.
7. The natural gas supply for the external barbeques shall have an on / off valve to control the flow of gas.
8. The Township of Scugog Fire Department inspects the premises and emergency procedures to ensure compliance with provincial regulations. The Administration Committee shall assist the Fire Department.

**Sub-section 20 – POOL**

**Policy** The day-to-day administrative operation of the Canterbury Common outdoor swimming pool (not including the physical operation) to ensure the safety and enjoyment of Canterbury Common Residents and their guests while using the community pool.

**Guidelines/Responsibilities**

The Administration Committee shall be responsible for these guidelines.



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1. A Pool Committee shall be created as a sub-committee of the Administration Committee. The Pool Committee shall be the Administration Committee's representative responsible for these guidelines.
2. The Canterbury Common outdoor swimming pool was created as a senior use pool, for the residents of our Adult Lifestyle Community.
3. The Pool Committee shall maintain all Durham Region Regulations regarding the operation of a Class B Type pool. Durham Region Regulations regarding health and safety will always supersede any rules created here. Durham Region Regulations for running a Class B Type pool may be viewed in Appendix *ii*.
4. Upon completion of the testing and approval process with Durham Region Health, and weather permitting, the pool shall be opened for the season on the Friday before Victoria Day weekend in May and closed after the 3rd Sunday in September. The actual dates shall be booked by the House & Property Committee and published by the Administration Committee.
5. Water in the pool must be tested using the Durham Region schedule required for a Class B Type Pool. The pool water shall be tested every four (4) hours of use each day. A list of pool water testing guidelines may be found in Appendix *ii*.
6. Furniture for the pool deck will include, but not be limited to: tables, chairs, umbrellas and storage containers.
  - It is the responsibility of the pool committee to inform the Administration Committee when existing items need repair.
  - It is the responsibility of the pool committee to recommend purchase of new furniture to the Administration Committee.
  - The Administration Committee will review recommended purchases for approval. The chairperson for the Administration Committee will present all approved items to the CCRA board for board approval.
7. Scheduling the hours of pool use is the responsibility of the Pool Committee.
  - A schedule of the hours of operation for the pool will be created by the pool committee. The schedule will be presented to the Administration Committee for approval. The current pool schedule may be viewed in Appendix *ii*.
  - The pool schedule shall be posted at each entrance to the pool deck, on the community website and the electronic message board (EMB) for the duration of the swimming season.
  - A copy of the current pool schedule shall be included in the Welcome Package provided to all new residents.
  - Any requests for a change in the pool schedule shall be made to the designated member of the Pool Committee; only written requests will be addressed. Requests

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may be made to [pool@canterburycommon.ca](mailto:pool@canterburycommon.ca) or placed in an envelope addressed to the pool committee and dropped in the mail slot in the office door. All written requests will be reviewed by the Pool Committee within 48 hours of receipt of the request. The committee will examine each request received and any decisions made will be reported to the Administration Committee. The Administration Committee will then review the recommendations made by the pool committee. A decision to accept or reject the recommendation shall be made within 7 days of the receipt of the request from the pool committee. If there is any debate over the recommended schedule, the chairperson of the Administration Committee shall decide how to handle the matter which could include involving the CCRA Board of Directors.

- If the pool schedule is to be adjusted to accept a requested change, notification of these change(s) will be presented to residents in a community wide email blast, in the *Information Bulletin*, *The Chronicle*, on the website and the EMB.
- Once a decision has been made to change the pool schedule residents will be given a 72-hour notice before the new schedule is in place.

8. All bathers in the community pool **MUST** follow the pool schedule and pool rules.

*All guests must be accompanied by an adult Canterbury resident. Guests are not permitted inside the fence, on the pool deck without a Canterbury resident.*

In keeping with insurance and By-Law requirements, if a bather is suspected to have attended any activity inside the fence on the pool deck, without a Canterbury resident, notification shall be made to [pool@canterburycommon.ca](mailto:pool@canterburycommon.ca) to inform the pool committee chair of the suspected infraction. The chair will investigate the incident where possible and if necessary, will send a form letter to the resident who did not accompany their guest. This letter may be viewed in Appendix ii.

- Residents are defined as anyone who is a permanent resident of the Canterbury Common Community. Residents may swim during all open and adult swim times, if they are 18 years of age. Specially scheduled activities such as Lane Swim and Aquafit will have specific rules. Resident children may swim during all open swim times.
- Guests may be defined in two ways. A guest is someone residing with a resident on a temporary basis, possibly long term, but not a permanent resident. Also, a guest may be someone visiting a resident for the day.
- Guests may be adults or children.
- Children, both residents and guests, will be defined as under 18 years of age for swimming pool activities. Children may swim during all open swim times
- Adult guests may swim during all adult indicated and open indicated times on schedule.
- Adult guests may attend specially scheduled activities such as Lane Swim or Aquafit classes as long as they do not prevent a Canterbury resident from participating.

Canterbury Common Residents' Association  
Policies and Guidelines

9. Signage for the Pool Deck and Fence shall be determined by the Pool Committee.

- Signs that will be required on the outside of the fence will include The Schedule, A disclaimer (pool is not supervised by lifeguards) and any regulations required by Durham Region.
- Signs that will be required on the pool deck will include a Shallow Water No Diving Sign, rules created by the pool committee and any regulations required by Durham Region.

10. Pool rules will be created by the Pool Committee. All rules will be presented to the Administration Committee for approval. If there is any debate over the application of the rules, the chairperson of the Administration Committee shall decide how to handle the matter which could include involving the CCRA Board of Directors. Pool rules will be clearly posted on the pool deck for all to see. Pool rules will be posted in the Pool section of the community website. The current pool rules may be reviewed in Appendix *ii*.

A list of current pool rules will be added to the *Information Bulletin* at the start of each pool season and will be included in the Welcome Package provided to all new residents.

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February 19, 2024

Effective Date

Suzanne Brolley  
Administration Committee

Lou Rocha  
President, Board of Directors