



**AVALON COMMUNITY ASSOCIATION CORPORATION**

**ARTICLES OF INCORPORATION, BYLAWS, POLICIES & PROCEDURES**



## **ARTICLES OF INCORPORATION**

### **ARTICLE ONE – NAME**

- 1.1 The name of this association shall be the Avalon Community Association Corporation (hereinafter referred to as the “Association”).

### **ARTICLE TWO – MUNICIPALITY OF REGISTERED OFFICE**

- 2.1 Saskatoon, Saskatchewan
- 2.2 c/o 2606 Broadway Avenue, Saskatoon, Saskatchewan, S7J 0Z6.

### **ARTICLE THREE – MEMBERSHIP**

- 3.1 There shall be one class of membership. Membership shall be open, upon payment of the required fee, and for a period as determined by the Directors to:
- Any individual or family that resides within the Association boundaries;
  - Families with children who attend schools location within the Association boundaries;
  - Any individual or family who shall be deemed eligible for membership at the discretion of the Directors.
- 3.2 The Directors shall set membership fees. Membership fees shall be paid annually for the term commencing September 1 and ending August 31. The Directors may waive the membership fee at its discretion.
- 3.3 Every member, in good standing, eighteen (18) years of age or older, shall be entitled to vote. There shall be no proxy vote.
- 3.4 Any individual or family, which has pad the required fees, shall be considered a member in good standing.
- 3.5 Members and non-members may participate in the activities of the Association, but priority shall be given to members. The fees schedule for such activities, for members and non-members, shall be deemed by the Directors.

- 3.6 The Association shall, for the purpose of admission to its programs and activities, honour memberships in similar organizations applicable to other neighbourhoods in the city of Saskatoon.
- 3.7 Membership cards may be issued.
- 3.8 Membership fees shall be set annually by the Directors.

**ARTICLE FOUR – RIGHT TO TRANSFER MEMBERSHIP INTERESTS**

- 4.1 N/A

**ARTICLE FIVE – NUMBER OF DIRECTORS**

- 5.1 The Association shall be governed by a Board of Directors (hereinafter referred to as the “Directors”) consisting of a minimum of five (5) and a maximum of 25 members, who are duly elected by the membership of the Association.

**ARTICLE SIX – TYPE OF CORPORATION**

- 6.1 The corporation is a Not-for-Profit Corporation.


**ARTICLE SEVEN – RESTRICTIONS**

- 7.1 N/A

**ARTICLE EIGHT – DISSOLUTION**

- 8.1 If the members resolve that the Association can no longer function as a viable organization, then the dissolution may be considered. This action shall be implemented only after it has been concluded that no future purpose for the Association’s existence can be identified and the Directors may instead resolve to suspend activities until enough interest is shown to make it viable again.
- 8.2 Upon dissolution, all remaining assets shall be donated to a charitable or non-profit organization identified and approved by the members at the same meeting as dissolution was approved, and no resolution to approve dissolution of the Association shall be effective unless it specifies such a charitable or non-profit organization.

*Approved at the Annual General Meeting of the Association on October 20, 2021.*

  
\_\_\_\_\_  
*Angela Strand, President*

DocuSigned by:  
  
\_\_\_\_\_  
C9CC119492194E5  
*Derek Blum, Treasurer*



## **BYLAWS**

### **BYLAW ONE – BOUNDARIES**

- 1.1 The Avalon Community Association shall include all the areas in the city of Saskatoon, Saskatchewan, Canada bounded on the North by Ruth Street, on the East by Clarence Avenue (East side of the street), on the South by Circle Drive, and on the West by Lorne Avenue. The Association recognizes areas outside the stated boundaries are affected by its activities and welcomes participation from residents of such areas.

### **BYLAW TWO – PURPOSE AND OBJECTIVES**

- 2.1 The purpose of the Association is to make it a better place in which to live; to encourage a sense of community, to promote, develop, and organize recreational, educational and social programs for the residents of the community, and to work to enhance the quality of life of all people in the neighbourhood.
- 2.2 The above stated purpose will be fulfilled through the following objectives:
- To promote and assist in the recreational, educational, and social programs of the residents in the neighbourhood;
  - To work in cooperation with the City of Saskatoon Community Services Department;
  - To work in conjunction with other organizations and agencies
  - To promote and carry out activities (for which funds may be raised) that further the objectives of the Association.
- 2.3 The Association shall be non-sectarian, non-partisan, and non-commercial in all its relationships. The name of any members in his or her official capacity shall not be used in connection with any political interests or with any commercial group or its products or for any other purpose than the regular work of the Association.

### **BYLAW THREE – GOVERNANCE**

- 3.1 All affairs concerning the operation of this organization shall be bound by the Articles of the Incorporation, Bylaws, Policies and Procedures.
- 3.2 The Board of Directors shall consist of the following positions:
- President
  - Past-President (non-elected)
  - Vice President
  - Secretary
  - Treasurer
  - Director of Programs
  - Rink Director (s)
  - Director of Communications
  - Director of Events
  - School Liaisons (one from each school in the Community)
  - Directors-At-Large (up to 20)
- 3.3 The Community Consultant of the Community Services Department with the City of Saskatoon, the Principals or designate of, all schools within the boundaries of the community shall be ex-officio, non-voting members of the Board of Directors.
- 3.4 In the event of any disputes as to the meaning of any resolution or Bylaw passed, the interpretation of the Board shall be final and binding.

### **BYLAW FOUR – POWERS OF THE BOARD**

- 4.1 The Board shall be responsible to the membership and have power on behalf of the membership to do all things necessary for the achievement of the objectives of the Association, and without restricting the generality of the foregoing, be empowered to:
- a) administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well-being and advancement of the objectives of the Association;
  - b) decide to commence or discontinue any form of program or activity being conducted under the auspices of the Association;
  - c) appoint committees and assign their responsibilities, authorities, and duration;
  - d) accept any resignation and appoint any member to fill any vacancy occurring for the balance of the term;
  - e) ensure that the objectives of the Association are carried out without pecuniary gain to its members and that any projects are used in promoting its objectives;

- f) ensure that the Association operates on a non-political, non-sectarian basis
- g) where deemed necessary, subsidize the fees for activities;
- h) make rules and regulations regarding the use of the Association's facilities and equipment;
- i) suspend any member from the Association for infraction of rules and regulations of the Association;
- j) **expel** any member for unbecoming conduct, or failure to carry out his/her duties as an elected officer, or infraction of any rules and regulations of the Association;
- k) any Director who is absent for three (3) consecutive meetings or fifty (50) percent without having given satisfactory explanation to the President will be asked to resign or, at the discretion of the board of directors, a special meeting will be called to remove the member;
- l) appoint (a) member(s) to represent the Association on a community board/committee when a formal request is made by that committee/board.

4.2 All questions before the Board shall be determined by majority vote, subject to the following:

- In the event of a dead-lock, the President shall have a deciding vote;
- In the event of a suspension of members or the removal of a Director, any vote must include seventy-five (75) percent of the Directors, who are present at that meeting.

4.3 Any Director who, for any reason shall cease to hold office shall turn over to the Directors all documents, records, books, funds and other property of the Association within seventy-two (72) hours of vacating the position.

## **BYLAW FIVE – MEETINGS**

### ANNUAL GENERAL MEETING

5.1 The Annual General Meeting (AGM) shall be held in April or May of every year and shall be open to all residents within the boundaries of the Community.

5.2 The reviewed financial statement shall be presented at the AGM.

5.3 No less than six (6) members shall constitute a quorum at the AGM.

5.4 The order of business for the AGM shall be as follows:

- Call to Order
- Approval of Agenda
- Minutes of the previous AGM to be distributed and adopted

- Business arising from minutes of previous AGM
- Correspondence
- Reports of the Board and Committees
- Presentation of Annual Financial Statement
- Presentation of Annual Budget
- New Business
- Review and Adoption of Changes to Bylaws and Policies & Procedures of the Association
- Election of Directors
- Adjournment

#### SPECIAL GENERAL MEETINGS

- 5.5 Special General Meetings may be called by the Directors at any time they deem it necessary, for any purpose.
- 5.6 Special General Meetings shall be called whenever requested in writing and signed by not less than twenty (20) members.
- 5.7 Requests must state clearly the nature of the business to be transacted. No other business may be carried out.
- 5.8 Special General Meetings must be held within fifty (50) days of receipts of the request.
- 5.9 Quorum at Special General Meetings shall not be less than eight (8) members.

#### BOARD MEETINGS

- 5.10 May be held monthly at the discretion of the Directors.
- 5.11 Shall be open to all residents within the boundaries of the community, but presentation of motions and voting rights shall be restricted to elected or appointed Directors.
- 5.12 One-third (1/3) of the filled Director positions shall constitute a quorum.
- 5.13 If a Director required child care in order to attend a meeting, this shall be paid for by the Association at no more than \$20/hour.

#### NOTICE OF MEETINGS

- 5.14 Public notice of Annual and Special General Meetings must be made in writing and delivered by mail or personal delivery to all members not less than fifteen (15) days and not more than ninety (90) days before the meeting.

- 5.15 Notification shall be provided, as well, to all residents of the Community in a manner deemed reasonable by the Directors (i.e. Social media, website, newsletter, etc.)
- 5.16 Notice of AGM shall include the proposed agenda, the list of nominations for Director positions and information about proposed amendments to the Articles of Incorporation and/or Bylaws.

#### **BYLAW SIX – VOTING**

- 6.1 The general business of the Association shall be decided by a majority vote of the Directors present at the meeting, by a show of hands with the following exceptions:
- Amendments to the Articles of the Incorporations must be passed by at least a two-thirds (2/3) majority of those members present; and
  - Election of the Directors shall be by secret ballot upon the request of any one member.
- 6.2 In the event of a deadlock, the President shall have the deciding vote.
- 6.3 Every member, as defined in Article 3.1, in good standing, 18 years of age or older, is entitled to one vote. There shall be no proxy vote.
- 6.4 In the event that an issue presents that a vote is required of the Board prior to a scheduled meeting, an email/group chat vote is permitted. An email/group chat vote will follow the same process as in a Board meeting. A motion is to be sent via email or group chat to all the members of the Board, followed by a “yay”, “nay” or abstention reply vote from Board members. Once a majority vote has been reached, the Chair will call the vote in a reply message. All correspondence must be copied (cc’d) to all board members. A vote in this manner shall be noted as “New Business” at the subsequent meeting.

#### **BYLAW SEVEN – ELECTION OF BOARD OF DIRECTORS**

- 7.1 Election of Directors shall be held during the AGM of the Association.
- 7.2 All members, in good standing, who are eighteen (18) years of age or older at the time of the AGM, shall be eligible to take office or be a candidate for office.
- 7.3 There may be a Nominating Committee or Chairperson appointed by the Directors. The Nominating Committee or Chairperson shall prepare a list of those who have consented to let their names stand for election at the AGM. Nominations will also be accepted from the floor at the AGM.



- 7.4 The Directors shall be elected to office for a two (2) year term. The terms of Vice President and Treasurer shall expire in even years. The terms of President and Secretary shall expire in odd years.
- 7.5 School Liaisons, Directors of Programs, Events, Communications & Rink Directors shall expire after a term of two (2) years in office.
- 7.6 Directors - at – Large shall be a one – year term whereby which these individuals can renew their term or move into a vacant position.
- 7.7 The position of Past-President shall be for up to a two (2) year term.

#### **BYLAW EIGHT – FISCAL YEAR AND FINANCIAL AFFAIRS**

- 8.1 The fiscal year of the Association shall be January 1 to December 31.
- 8.2 All fees, revenue and grants payable to the Association shall be kept in an account in the name of the Association at such a bank as the Directors may determine, and all financial obligations incurred by the Directors in the name of the Association shall be paid.
- 8.3 An auditor or accountant who is not a Director shall be appointed by the Directors each year to examine all books and records of the Association and prepare a financial statement for the AGM.
- 8.4 An annual reviewed financial statement shall be signed by the Treasurer and one other Board member and approved by the Board before being presented at the AGM.
- 8.5 A written financial statement shall be presented at each meeting of the Directors.
- 8.6 All applicable positions must submit a budget to the Board at the General Meeting for approval. Notwithstanding Bylaw 8.7, expenditures above the budgeted amount shall be submitted to the Board for approval.
- 8.7 All expenditures over \$250.00 shall be submitted to the Board for prior approval.
- 8.8 All property of the Association shall be the responsibility of the Directors, who shall ensure that a correct inventory of property is kept.
- 8.9 Activity fees shall be determined by the Director(s) of Programs and shall be paid prior to participating in each activity.
- 8.10 Members of the board shall receive free membership while holding office.

## **BYLAW NINE – PLEDGING OF CREDIT**

- 9.1 No Director, nor member of the Association, shall have the power to pledge the credit of the Association or to enter in to a contract or an agreement on behalf of the Association, wherein the Association is or will be obligation, until such commitment has been approved by the Directors.

## **BYLAW TEN – SIGNING AUTHORITY**

- 10.1 All cheques drawn upon the Association bank account, all legal papers and contracts must be signed by two (2) of the following: the Treasurer, Secretary, President, Vice President, or another member of the Board as approved by the Board.
- 10.2 No Board member with signing authority shall be authorized to sign their own cheque(s), unless there are only two (2) Directors with signing authority, unless prior approval from the Board.
- 10.3 No two (2) Directors, who reside in the same household or are related, shall be authorized to both have signing authority, unless prior approval from the Board.
- 10.4 No two (2) Directors, who reside in the same household, or are related shall be authorized to sign a cheque for one another, unless there are only two (2) Directors with signing authority, unless prior approval from the Board.

## **BYLAW ELEVEN – COMMUNICATIONS**

- 11.1 In the event of any disputes as to the meaning of any Article, resolution, Bylaw or Policy passes, the interpretation of the Directors shall be final and binding.

## **BYLAW TWELVE – DISPUTES, LIABILITIES, AND INSURANCE**

- 12.1 In the event of any disputes as to the meaning of any Article, resolution, Bylaw or Policy passes, the interpretation of the Directors shall be final and binding.
- 12.2 Neither the Directors nor any member of this Association shall be held personally liable for any debts, liabilities or legal actions brought against the Association.
- 12.3 A member shall not be liable in his/her individual capacity for any debt or liability of the Association.
- 12.4 The Association shall carry adequate insurance, as required by the City of Saskatoon, as well as any other insurance deemed necessary by the Directors.

### **BYLAW THIRTEEN – AMENDMENTS**

- 13.1 Proposed amendments to the Articles of Incorporation must be made in writing and presented to the Directors sixty (60) days before the Annual or Special General Meeting.
- 13.2 Full details of the proposed amendments to the Articles of Incorporation must be sent out in the notice of the meeting.
- 13.3 Any amendments must receive at least two-thirds (2/3) of the votes cast before it shall be passed.
- 13.4 In the event of any disputes as to the meaning of any resolution or Bylaw passed, the interpretation of the Directors shall be final and binding.
- 13.5 The Board may amend any Bylaw by majority vote at any time, but the amendments must be ratified at the AGM.

### **BYLAW FOURTEEN – ASSOCIATION CODE OF CONDUCT**

- 14.1 The Association is committed to providing an environment free of abuse, discrimination and harassment because of any characteristics covered by Saskatchewan Human Rights legislation. This Code will apply to all Directors, volunteers, instructors, coaches, participants, and parents.
- 14.2 The Association believes that those involved in the Association activities shall reach for the ideals of a strong community that include:
  - Respect for the rules of the sport or activity involved
  - Respect for the officials, coaches, and volunteers and acceptance of their decisions
  - Respect for other participants
  - Concern for equal opportunity and participation
  - Dignity under all circumstances
  - Zero tolerance for abusive or threatening language/behaviour.
- 14.3 Any individual who believes that a breach of this Code has occurred may file a complaint with the Directors. Such complaint may be verbal (if informal) or in writing (formal). Any formal complaints will be dealt with by a quorum of the Directors within thirty (30) days of receipt.

## BYLAW FIFTEEN – SUBCOMMITTEES

- 15.1 A subcommittee shall be formed whenever the Board deems necessary for the purpose of matters coinciding to the Board, but requiring a separate committee to address, review, evaluate, etc.
- 15.2 A chair will be appointed by the subcommittee.
- 15.3 Minutes will be recorded at all meetings of the subcommittee and a report presented to the Board at each subsequent Board meeting.
- 15.4 If a budget is required by the subcommittee, one must be presented to the Board for approval prior to any expenses being incurred.
- 15.5 The president will be an ex-officio member of all subcommittees.

*These Bylaws were reviewed and adopted by the Avalon Community Association Corporation on the 20<sup>th</sup> day of October, 2021.*



Angela Strand, President

DocuSigned by:



Derek Blum, Treasurer



## POLICIES AND PROCEDURES

### DUTIES OF DIRECTORS

- 1.1 All Board members must attend and participate in regular, special and general meetings of the Association. All Board members must participate in email/group chat voting.
- 1.2 All Board members, with the exception of Directors – At – Large and School Liaisons, must produce a budget, as applicable, to be presented at the AGM of the Association.
- 1.3 President
  - a) presides as chairperson at all meetings of the Board of the Association;
  - b) is responsible for preparation of the agenda for meetings, at least one (1) week prior to meetings;
  - c) has signing authority for documents and cheques drawn on the Association's funds, in accordance with Bylaw 10.01
  - d) represents the Association to the various levels of government and other agencies;
  - e) ensures that all Directors are adequately trained in their duties and functions;
  - f) is ex-officio member of all Committees and designates jobs to Committees.
- 1.4 Vice-President (VP)
  - a) in the absence of the President, assumes all authority and responsibility generally designated to the President;
  - b) has signing authority on documents and cheques drawn on the Association's funds, in accordance with Bylaw 10.01
  - c) assists the President with the leadership and direction of the Association;
  - d) is responsible for coordinating all standing committees;
  - e) is in line to assume the President's position upon the expiration of the current President's term if they so wish.
- 1.5 Past President
  - a) is a Director for a minimum of two (2) years following the expiration of his/her President's term;
  - b) provides guidance and support for the Vice President and Directors;
  - c) may assume responsibilities as determined and designated by the Directors;
  - d) chairs meetings in absence of both the President and the Vice-President.

1.6 Secretary

- a) records, preserves, distributes (via email within seven (7) days of meeting, four (4) days of emergency or special meetings) the minutes of all meetings of the Directors and General Meetings of the Association;
- b) has signing authority on documents and cheques drawn on the Association's funds, in accordance with Bylaw 10.01;
- c) keeps a record of all committees and committee members and maintains attendance records of the Directors;
- d) is responsible for notification and distribution of agenda to all Directors one (1) week preceding the next meeting (via email);
- e) works with the Director of Communications to ensure adequate information is available online;
- f) handles all correspondence as directed by the Directors;
- g) stores, then destroys after one year, Policy #8 following signing by all Board members annually at the November meeting.

1.7 Treasurer

- a) maintains regular books and records of the Association's finances;
- b) has signing authority on documents and cheques drawn on the Association's funds, in accordance with Bylaw No. 10.01;
- c) prepares and presents financial statements for regular Association meetings;
- d) presents the annual financial statement at the AGM;
- e) prepares a budget projection for the approval of the Directors at the beginning of each fiscal year;
- f) provide prior month bank reconciliation for review to President &/or Vice President on a monthly basis. In the absence of either the President or Vice President, another signing authority may review the reconciliation.

1.8 Director of Programs (DOP)

This position may be a shared position; in the event that there is more than one DOP, they are each entitled to a vote on the Board.

- a) determines which programs to run ensuring that the programs appeal to a wide range of ages and interests;
- b) books/reserves the required facilities, via the online booking program, with the Public School Board, Catholic School Board or other community facility;
- c) prepares a program budget, as well as determines what each class will cost per student and how much each instructor will be paid per class to ensure that each class does not run a deficit, especially adult classes;
- d) hires qualified instructors (background checks, certifications, references, etc. as applicable). Once registration is complete and the class is financially feasible to run, have each instructor sign a contract (provided by the City of Saskatoon). Provide them with information about the location of the class, Director of Program contact information, their participant contact list and class schedules. They must contact their participants and/or parent/guardian

prior to the start of the program(s), and cc the Director of Programs, informing of the schedule, and cancellations and any supplies/materials required for the program;

- e) advertises programs in the City of Saskatoon's Leisure Guide and any Association's advertisement materials (i.e. social media, newsletter, website, etc.)
- f) coordinates and advertises [see 1.8 g] registration for programs;
- g) ensures all equipment is in good working order for classes and purchases equipment and/or has instructors submit a budget for new equipment;
- h) monitors programs and solves any problems that may arise. This may include, but is not limited to: low attendance due to drop outs, inappropriate facility, and inappropriate instruction;
- i) requests feedback on the program from participants and/or parents/guardians; this feedback may be provided to instructors;
- j) provides financial reports to the Board stating the financial results of the programs;
- k) evaluates and wraps up programs through paying instructors promptly upon receiving their completed timesheets and evaluation forms;
- l) determines effectiveness of programs;
- m) provides a session-end financial report to the Board with all income and costs for that session (i.e. registrations, memberships, instructor fess, equipment, etc.);
- n) works with the Director of Communications to ensure adequate information is available online;
- o) ensures all equipment is returned at the end of each session by instructors and replaces any equipment that has been damaged through the session.

#### 1.10 Rink Director (s) (x positions, x votes)

- a) maintains the rink and repairs, including, but not limited to:
  - i. grass surface;
  - ii. boards;
  - iii. chain-link fencing;
  - iv. nets;
  - v. shed;
  - vi. snow blower;
  - vii. John Lake School boot room;
  - viii. miscellaneous equipment;
- b) supervision, either directly or through finding and training of volunteers, for public skate times;
- c) builds up the ice surface and floods the ice throughout the winter season;
- d) maintains the ice surface and keeps it free and clear of snow;
- e) maintains storage for all equipment at the end of the season;
- f) applies for applicable grants;

- g) works with the Director of Communications to ensure adequate information is available online.

1.11 Director of Communications (DOC)

- a) plans, organizes, edits, and writes portions of the content of each newsletter;
- b) maintains an accurate record of past and present newsletters;
- c) coordinates printing and delivering of electronic and paper copy newsletters;
- d) maintains the Association's electronic and social media platforms;
- e) manages content of the Association's website;
- f) assists the Director of Programs (when applicable) with all matters relating to the online program registration system, software and proceedings;
- g) works closely with the Webmaster to ensure quality of the Association's website.

1.12 School Liaisons (Two Positions: One Public and One Catholic)

- a) attends School Community Council/Home and School meetings, as well as the regular meetings of the Directors, relaying pertinent information between the two groups;
- b) acts a liaison between school, parents and community;
- c) notifies Director of Programs of school events/closures which will affect programming;
- d) as necessary, forwards information regarding ACA meetings, registration nights, calls for Directors, advertising community events, etc. to the school(s) office(s) and requests information be posted in school(s) newsletters/announcements and on school message boards (electronic and outdoor, if applicable);
- e) on occasion, may forward information on school events/announcements, pertinent to the community, to the Director of Communications, for posting on ACA social media;
- f) maintains, if applicable, school(s)-assigned ACA bulletin board(s); posting ACA announcements and information when required.

1.13 Directors-at-Large (DAL)

- a) in the absence of a member(s) of the Board at a regular business meeting, or AGM, a DAL will present the report(s) on behalf of that member(s);
- b) shall sit on at least one committee per fiscal year;
- c) will be available for events, fundraisers and other ACA sanctioned events as necessary where Board members are required to volunteer;
- d) this will be a one-year term whereby a DAL may choose to move into a vacant Board position or return to a DAL role following the one-year term.

- 1.14 All board members must reside within the boundaries of the Avalon community or have children who attend one of the two (2) schools in the community. A board



member who moves from Avalon while still in office may finish out the fiscal year; however, they must then resign their position.

- 1.15 All board members shall provide their personal contact information (name, address, phone number, email address) to the President, Treasurer, Secretary and Community Consultant. This list may also be distributed among board members and is to be used for the sole purpose of ACA business. Any other use must have prior approval by a vote of the Board.
- 1.16 Any persons serving the Association as members of the Board at the same time that have a current or prior relationship (spouse, sibling, employer/employee, etc.) must disclose this to the board and sign Policy #3 (ACA Conflict of Interest Policy). Should any conflict of interest arise, the matter will be addressed by the President.
- 1.17 Other than for the purposes of raffles or fundraising events; any Board or card-carrying ACA member must receive Board approval prior to distribution of business or charitable advertising of any kind at an ACA sanctioned event.



<b>Policy Title:</b> Criminal Record Check/Vulnerable Secure Check	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	<b>Policy Number:</b> 1

## PURPOSE

- 1.1 The Avalon Community Association (ACA) strives to hire instructors and recruit volunteers to serve the community. In doing so, the ACA must ensure that volunteers and instructors in positions of trust do not put the Association and community in jeopardy.

## DEFINITIONS

- 2.1 Positions of Trust: for the purpose of this policy, shall be positions that fall into the following categories:
- Working with or around vulnerable groups (i.e. children, elderly, or persons with disabilities)
  - Physical handling of cash (including cheques, credit and debit cards)
- 2.2 New volunteers/instructors: for the purpose of this policy shall be anyone recruited to be an executive member or instructor who is new to the ACA.
- 2.3 Current Criminal Record Check (CRC): A check provided by the Saskatoon Police Service that is dated no more than six months prior to the date of commencement.
- 2.4 Vulnerable Sector Search: Identifies whether or not an individual has had a sexual offence recorded in their name in Canada for which a pardon has been granted or issued.
- 2.5 Current Vulnerable Sector Search: A search that is dated no more than five (5) years prior to the date of issuance.

## GENERAL POLICY

- 3.1 This policy applies to all current and new ACA volunteers and instructors who are awarded a position of trust.



<b>Policy Title:</b> Criminal Record Check/Vulnerable Secure Check	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	<b>Policy Number:</b> 1

- 3.2 All people in positions of trust are qualified to serve once an acceptable current criminal record check has been received or while the CRC is being processed.
- 3.3 Vulnerable sector searches will be required for positions working with or around vulnerable groups and for positions on the ACA Board of Directors. This includes the qualification “acceptable current criminal record check and vulnerable sector search”.
- 3.4 The CRC delegate as determined by the Board of Directors will inform incoming volunteers and instructors that a current criminal record check is required for their position.
- 3.5 The Association CRC delegate will review the criminal record check once it is received. If a record does exist, the Association delegate may call the applicant to discuss the criminal record check prior to discussing it with the executive.
- 3.6 In such cases where a record does exist, the Association’s CRC delegate, in conjunction with the Board, will review the record while considering the following:
- the nature of the offence;
  - the relevance of the offence to the position applied for.
- 3.7 The CRC will not be stored or collected by the Board, but returned to the applicant (volunteer or instructor) after approval.



<b>Policy Title:</b> Cost as a Barrier (CAAB) Funding Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	<b>Policy Number:</b> 2

## **PURPOSE**

- 1.1 The ACA strives to have accessible programming for all to serve the community. In doing so, the ACA must ensure that no person is excluded from participating in events and programs due to cost being a barrier.
- 1.2 The ACA may subsidize programs offered within the community and will provide individual support for families who are unable to participate in programs due to financial burden.

## **GENERAL POLICY**

- 2.1 The ACA may review all requests for assistance brought forward by families wishing to participate in activities sponsored by the Association.

## **PROCEDURES**

- 3.1 Information on the CAAB Policy is included in newsletters and other publications, such as the Association website. This information is distributed in a timely manner, in conjunction with Association program registration dates. Persons wishing to access CAAB may do so by requesting through any Board member.
- 3.2 Financial support may be considered for families who identify as being low income.
- 3.3 Association financial support may include the waiving of program fees.
- 3.4 Families receiving assistance are required to purchase an ACA membership.
- 3.5 Through this initiative, the Association may fund one program per family per session, this being the most expensive class if there is more than one class registered, or as decided on a case by case basis. All CAAB inquiries are up to the discretion of the Director of Programs.



<b>Policy Title:</b> Cost as a Barrier (CAAB) Funding Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	<b>Policy Number:</b> 2

3.6 This policy may be reviewed annually as City of Saskatoon funding to the Association fluctuates.



<b>Policy Title:</b> Conflict of Interest	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	<b>Policy Number:</b> 3

**PURPOSE**

1.1 To ensure that all decisions are made in a manner that is beneficial to the advancement of the Association and not in sectarian or political ways benefitting individual members or their personal business.

**DECLARATION REGARDING CONFLICT OF INTEREST**

2.1 All appointments to Board, Committees and Sub-Committees:  
A member shall be required to declare a conflict of interest whenever the applicable Board, Commission, Authority or Committee is discussion a matter/topic that has financial implications on the member or the group/organization that the member represents.

I, the undersigned, declare that as a member of the ACA, I have:

A conflict of interest regarding the following construction, programs, applications, or projects:

---



---



---



---



---

No conflicts of interest in the present competition.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

Date: \_\_\_\_\_



<b>Policy Title:</b> Social Networking Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	<b>Policy Number:</b> 4

## **PURPOSE**

- 1.1 To ensure mediums of electronic communications are used in a way that is respectful and builds community by allowing members and the public to access Association information electronically.

## **DEFINITION**

- 2.1 Social networking is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social networks focus on building communities online with others of similar interests.

## **GENERAL POLICY**

- 3.1 Failure to follow these guidelines may result in disciplinary action from the ACA Discipline Committee.
- 3.2 The ACA understands and appreciates the importance of social networking as it relates to the personal lives of its members.
- 3.3 Members will not make statements that demean ACA volunteers, its programs, members, sponsors or any other persons associated with the ACA. Constructive, in-person discussions will occur at monthly meetings.
- 3.4 Members will not electronically communicate confidential information, such as medical history (injuries or other), family situations, and any other information that is deemed confidential.
- 3.5 Members will not share photos, videos, or comments that promote negative influences or criminal behaviour, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc.
- 3.6 Members will not post inappropriate, derogatory, racist, or sexist comments of any kind that contradict the policies outlined by the ACA.
- 3.7 Members are advised that ACA owns and maintains all legal rights to its email and network, and any email passing through these systems is owned



<b>Policy Title:</b> Social Networking Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	<b>Policy Number:</b> 4

by the ACA. Keep in mind emails may be backed up, otherwise copied, retained, or used for legal, disciplinary, or other reasons and it may be subject to use for purposes not anticipated by the sender. Any email sent to or from certain public or governmental entities may be considered public record. Do not expect privacy when using a public network.





<b>Policy Title:</b> Rink Rental Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 3	<b>Policy Number:</b> 5

## PURPOSE

- 1.1 To ensure that the Rink at John Lake Park remains accessible for public use while permitting user groups to access ice time within the community.
- 1.2 Outdoor rinks are operated by local community volunteers. Operators devote numerous hours and effort to maintain the local outdoor rinks on behalf of the community. The use of these rink surfaces are offered free of charge to residents. In order to ensure that a good relationship is maintained between the community operator and your group, we ask that you adhere to the following guidelines.

## GENERAL POLICY

- 2.1 All requests must be submitted to the Rink Director(s) five (5) business days prior to the date requested to confirm and accommodate your group.
- 2.2 The ACA requests a minimum of twelve (12) skaters be present throughout your allotted time of use.
- 2.3 A contract is issued for the dates, days, and times indicated and may not be transferred to another user group.
- 2.4 The fees associated with the rental of the rink to outside user groups may be determined at the discretion of the Rink Director(s).
- 2.5 Inclement weather, such as snowfalls or mild temperatures may cause rinks to be unavailable for use during the time specified on your contract. To find out if the rink is open, the contract holder will contact the Rink Director(s).



<b>Policy Title:</b> Rink Rental Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 3	<b>Policy Number:</b> 5

- 2.6 Please refrain from skating during excessively mild weather as it can damage the ice for the remainder of the season and pose a safety hazard.
- 2.7 The contract will be cancelled if participants are more than twenty (20) minutes late for the allotted time period and any money will not be refunded.
- 2.8 Contract holders must follow the directions of the rink attendant, if present.
- 2.9 Children must be under adult supervision at all times and wear proper safety gear.
- 2.10 For general safety, it is encouraged that all users wear safety gear, including helmets.
- 2.11 This is a volunteer operated rink and it may be necessary for you to scrape/clear the ice before your rental use. **Scraping and cleaning the ice at the end of your rental is a requirement.** Please ensure the scrapers/shovels are left at the facility.
- 2.12 To assist community operators with ice maintenance, please ensure that the snow is completely shovelled over the boards.
- 2.13 Given the provisions of the City of Saskatoon "Noise Bylaw" rinks may not be used after 11:00 pm. Lights will be shut down at this time (either through a timer or manually).
- 2.14 When leaving the site, please ensure that the facility is clean and garbage is either placed in the supplied bins or removed.
- 2.15 The ACA is not responsible for injury, lost, damaged or stolen articles while utilizing the Rink at John Lake Park.



<b>Policy Title:</b> Rink Rental Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 3 of 3	<b>Policy Number:</b> 5

Public skating times will be offered annually. Please contact [avalonrink@shaw.ca](mailto:avalonrink@shaw.ca)

If you require assistance in the absence of a rink operator on site or for any other related outdoor ice rinks, email to [avalonrink@shaw.ca](mailto:avalonrink@shaw.ca)



<b>Policy Title:</b> Complaints, Dispute Resolution and Disciplinary Action	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 3	<b>Policy Number:</b> 6

## **PURPOSE**

- 1.1 To guide the ACA to exhibit appropriate and respectful qualities of decorum consistent with levels of politeness towards executive members and the public.

## **LEVELS OF REPRIMAND**

- 2.1 When the standards outlined below cannot be met they may be dealt with by:
- Level 1: A verbal reprimand
  - Level 2: A written reprimand
  - Level 3: A suspension from a participation in or attendance at all Association activities
  - Level 4: Expulsion or a combination of any or all by special vote of the membership
  - Level 5: Depending on the severity of the incident, the Executive may choose to bypass any or all levels.

## **DISCIPLINE COMMITTEE, POLICY, AND PROCESS**

- 3.1 The Discipline Committee will consist of Vice-President (or the President in the absence of the Vice-President) as Chair and two (2) other members of the Executive. These two (2) members are decided upon by a vote of the Executive at the November meeting each year. An Executive member must declare a conflict of interest if they are directly or indirectly involved in the incident. The President will preside over determination of conflict of interest and appoint a replacement for that particular case.
- 3.2 The Discipline Committee shall have the power to suspend summarily any Executive, Association member or individual for any breach of bylaws, policies or procedures of the Association or for conduct determined to be improper or unbecoming by a majority of the Committee for such a period



<b>Policy Title:</b> Complaints, Dispute Resolution and Disciplinary Action	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 3	<b>Policy Number:</b> 6

of time as the Committee deems appropriate.

- 3.3 Disciplinary action will commence by the Committee only after a written report is prepared and the written report must be received within ten (10) days of the incident by the Vice-President. Any suspension imposed by the Committee shall, upon the Committee giving notice thereof, take effect immediately and result in the suspended person's suspension from participation in all activities to which the suspension applies during the term of suspension including voting rights.
- 3.4 Any suspension or action that exceeds thirty-one (31) days must go to the entire Executive for deliberation and subsequently a vote which will require a 2/3 approval to go forward.
- 3.5 A suspended person may appeal any suspension imposed by the Committee by giving written notice to the Executive within seven (7) days of the date of the suspension. Such appeal shall be heard by the Committee at a scheduled meeting following the date of the receipt of the appeal or within seven (7) days, whichever occurs first.

## APPEALS

- 4.1 The appeal must be in writing and made by registered mail or email. It must outline all particulars pertaining to the case and shall be delivered to the Secretary of the Association within seven (7) days of being notified of the decision of the Committee. An appeal will be put on the agenda for the next Executive meeting to be discussed and decided on by majority. All appeals must be requested in writing.
- 4.2 The Committee must convene a hearing to hear the evidence from both the Respondent and the Complainant and any other party it feels should be required to appear. The decision will be final and binding. The appeal letter must be sent within five (5) days following the decision. Appeals that are granted will be communicated by phone or email within 48 hours of



<b>Policy Title:</b> Complaints, Dispute Resolution and Disciplinary Action	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 3 of 3	<b>Policy Number:</b> 6

the decision and in writing.

## **DISPUTE RESOLUTION PROTOCOL**

- 5.1 There is a Problem Solving Protocol that will be followed for most incidents before proceeding to the Committee. Documentation is kept to lend credibility to the complaint and in case future problems arise. This documentation includes the time, date and place of the events, names of the parties involved and any names of any witnesses. Also, a specific outline of the exact problem/issue, the desired outcome or resolution you are looking for and any attempts to reach that outcome/resolution.

Step 1: 24 Hour Rule – You must wait for 24 hours before bringing forth your concern. This allows for a more level head and ensures your perception of events is accurate. Document the concerns even if you choose to ignore the issue at this time as a record of the incident may be useful at a future time should the action repeat itself.

Step 2: Contact the President – to present the concerns a minimum of 24 hours after the incident. Individuals will be asked to document their concern. Following this procedure allows for all interested individuals to present their concerns in a structured format. The President will then set up a meeting where all parties involved should be present, as well as an Executive member. The President should take notes to keep record. Should the President be involved in the incident, no more than three (3) other Executive members of the Association should facilitate the meeting. The goal of the meeting is to problem solve, not win an argument.

Step 3: Outcome – The Committee determines what disciplinary action is necessary. All documentation is provided to determine what solutions were attempted. Any incident that the Executive deems as harassment will be dealt with under the guidelines of the Anti-Harassment Policy.



<b>Policy Title:</b> Anti-Harassment Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	<b>Policy Number:</b> 7

## PURPOSE

- 1.1 To ensure all members are aware of the definition of harassment and to assist in the effective management of those affected by harassment within the Association.
- 1.2 Harassment is prohibited by human rights legislation. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada.

## DEFINITION

- 2.1 Harassment is a form of discrimination. Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive, or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:
  - unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
  - condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
  - practical jokes that cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
  - unwanted or unnecessary physical contact including touching, patting or pinching
  - any form of physical assault or abuse
  - any sexual offence
  - behaviour such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative, hostile or uncomfortable environment.



<b>Policy Title:</b> Anti-Harassment Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	<b>Policy Number:</b> 7

**GENERAL POLICY**

3.1 Any breach in the above mentioned policy may result in disciplinary action that ranges from a verbal warning to removal from the Association (refer to ACA Policy on Complaints, Dispute Resolution and Disciplinary Action).





<b>Policy Title:</b> Respectful Discussion Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 4	<b>Policy Number:</b> 8

## **PURPOSE**

- 1.1 This policy promotes positive behaviour and respect for all participants within the ACA.

## **GENERAL POLICY**

- 2.1 All board members must sign an agreement stating that they will observe the Respectful Discussion document before being allowed to volunteer in an Executive role.
- 2.2 Any breach in the above mentioned Code and Association Bylaws and Policy may result in disciplinary action that ranges from a verbal warning to removal from the Association (Refer to ACA Policy Complaints, Dispute Resolution and Disciplinary Action).
- 2.3 The Respectful Discussions document signing occurs at the first Executive meeting agenda following fall elections. The Executive will review and discuss each item and sign the contract. The Secretary will collect and maintain original signed documents.
- 2.4 Upon fiscal year end, the Secretary will destroy all signed Respectful Discussion Agreements.

## **RESPECTFUL DISCUSSION AGREEMENT**

The ACA agrees that decision making and planning can result in challenging discussions, and also, fruitful decisions. Recognizing this, below are guidelines for encouraging respectful discussions at Executive meetings. All Executive members, visiting members, and guests will adhere to the guidelines during discussions to enhance processes and protect the dignity of all members.



<b>Policy Title:</b> Respectful Discussion Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 4	<b>Policy Number:</b> 8

**Meeting Principles:**

- Our community is a fun place to live
  - Volunteers are our greatest resource
  - Everyone’s opinion is welcomed and respected
1. Listen to what is being said.
    - a. Ask for clarification when something is not clear. Don’t worry about filling in blanks or assuming; if what is being said is not clear to you, ask for clarification.
    - b. Keep an open mind and appreciate other points of view and where people are coming from based on their experience.
    - c. Respect differences and do not discount others’ ideas; Try using “yes and...” statements rather than, “yes but...” or simply “that won’t work”.
    - d. The goal is not necessarily to agree – it is about hearing and exploring differing perspectives.
  2. Know that everything people say is brought forward in good faith and with good intentions to move the group forward.
    - a. Do not assume there is a hidden motive or a hidden agenda.
    - b. Encourage the idea and opinions of others by asking questions and ensuring all people have a chance to speak.
    - c. Do not withhold pertinent information.
    - d. When you disagree with an idea or statement address the process or the idea and do not criticize the person. Don’t make things personal or hurt people’s feelings.
    - e. Be courteous and polite to others by considering their ideas and feelings.
    - f. Be supportive rather than judgemental (critical, negative, disapproving).
  3. Speak one at a time.
    - a. Multiple participants speaking at the same time is never effective.
    - b. Be conscious of intimidation: when all speakers are directing their comments and questions towards one participant with no opportunity for that participant to address these comments or questions in an orderly manner or with sufficient time to gather their thoughts, it can be very intimidating.



<b>Policy Title:</b> Respectful Discussion Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 3 of 4	<b>Policy Number:</b> 8

- c. All participants respect and support the right to be heard.
  - d. Share air time, be willing to learn from others, be open to new concepts and accept concepts presented in new ways.
4. Focus on the facts relevant to the suggestion or proposal under discussion.
- a. Anything other than the facts and supporting rationale will detract from a meaningful discussion and will cause frustration leading to personal attacks.
  - b. Consider the ideas of all and move forward with the best solution and vote.
  - c. Expect to change your own mind, but don't expect to change another's mind.
5. Protect the dignity of all participants.
- a. No derogatory or negative phrases will be used or tolerated.
  - b. Each person is worthy of honour and respect.
6. Discussion through disagreement.
- a. Discussions can result in agreement, compromise or agreement to disagree. Regardless of the result, all participants should feel valued at the end of the day. Everyone should feel that they contributed to the discussion no matter what the outcome.
  - b. When someone does not agree with you it does not mean they dislike you or disprove of you personally. Focus on the facts at hand and discuss point's specific to the topic, not peoples' personalities.
  - c. Be willing to make mistakes or have a different opinion.
  - d. Be willing to forgive.
  - e. Any comments that would belittle someone or ridicule someone or intimidate someone simply because their opinion or proposal does not sit well with your way of seeing things is unacceptable and would be considered bullying.
  - f. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks – focus on ideas.
  - g. Be conscious of body language and nonverbal responses – they can be as disrespectful as words.



<b>Policy Title:</b> Respectful Discussion Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 3 of 4	<b>Policy Number:</b> 8

**EXECUTIVE MEMBERS’ CONTRACT**

I have read and understand these meeting principles and guides for communication above and as an Executive member of the Board of Directors for the Avalon Community Association; I will abide by the Respectful Discussions Guidelines. Failure to discuss items in a respectful way can lead to a member being asked to leave the meeting and other repercussions.

\_\_\_\_\_

NAME

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

EXECUTIVE ROLE

\_\_\_\_\_

DATE



<b>Policy Title:</b> Board of Directors Limitations Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 3	<b>Policy Number:</b> 9

**PURPOSE**

- 1.1 To detail the power of the Board to ensure successful governance and community representation.

**EXECUTIVE LIMITATIONS**

- 2.1 General Constraint
  - a) The Board must not cause or allow any practice, activity, decision, or organizational circumstance which is imprudent, illegal or in violation of commonly accepted business and professional ethics.
  - b) The Board must provide signature and adhere to Association Respectful Discussion Agreement.
  
- 2.2 Financial planning
  - a) The Board will base budgeting on adequate information, utilization of history, and realistic projections.
  - b) The Board will account for long term spending and capital requirements.
  - c) The Board will maintain a contingency fund as outlined in the constitution.
  - d) The Board will create a deficit budge only under the guidelines of the constitution.
  
- 2.3 Treatment of Members and the Public
  - a) The Board will provide open and transparent communications with the members of the Association, and any other parties deemed critical to the operation of the Association.
  - b) The Board will not allow conditions which are disrespectful.
  - c) The Board will ensure that member confidentiality is respected and maintained.
  - d) The Board will use methods of collecting, reviewing, storing, or transmitting of member’s information which protects against improper access and ensures privacy of information.



<b>Policy Title:</b> Board of Directors Limitations Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 3	<b>Policy Number:</b> 9

- e) The Board will provide an environment that supports and promotes health, physical comfort, and personal dignity.
- f) The Board will ensure that all members are aware of the Association's requirements in terms of respect.

#### 2.4 Communication

- a) The Board shall not intentionally mislead the general membership in terms of financial or operations decisions.
- b) All policies shall be deemed dynamic in nature and the Board shall continually monitor the relevancy of these policies, modifying as required.

#### 2.5 Public Image

- a) The Board shall not endanger the Association's public image or credibility, particularly in ways that would hinder its accomplishments of its goals.

#### 2.6 Information Management

- a) The Board shall not fail to maintain accurate records of the operation of the organization including archival data critical to the operation of the Association.
- b) The Board shall include accurate bookkeeping, and recording of minutes of all general and Board meetings.
- c) The Board shall submit all relevant information upon request to satisfy any and all legal audit requirements dictated by the non-profit Association act.

#### 2.7 Meetings

- a) The Board shall ensure that an Annual General Meeting will be scheduled and held.
- b) The Board shall notify the general membership of this meeting through website and social media platform.
- c) Meeting dates are subject to change at the discretion of the Directors.



<b>Policy Title:</b> Board of Directors Limitations Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 3 of 3	<b>Policy Number:</b> 9

**VACANCIES**

3.1 Where a vacancy occurs in the Board and a quorum of Directors remains, the remaining Directors may appoint a qualified person to fill the vacancy for the completion of that position’s term of office and the vacancy shall then be filled by election at the AGM. The individual filling the vacancy will have all privileges of a Director in the interim.



<b>Policy Title:</b> Equipment Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	<b>Policy Number:</b> 10

## PURPOSE

- 1.1 To ensure all assets of the Association are documented and cared for in a precise manner.

## GENERAL POLICY

- 2.1 Equipment Guidelines:
- a) The Director of Programs as well as any sport coordinators will purchase, maintain, distribute and control any equipment, which is provided by the Association.
  - b) The Director of Programs as well as any sport coordinators will maintain an accurate inventory of all equipment and report this information to the Association.
  - c) The Director of Programs as well as any sport coordinators will deliver reports and take part in discussions related to equipment in their designated sport.
  - d) The Director of Programs as well as any sport coordinators shall submit a budget request for Association approval prior to the start of each season. The Association must approve all expenditures.
  - e) All equipment, when not in use, shall be stored in a place approved by the Association.
- 2.2 Each sport coordinator shall keep the Treasurer informed of all expenditures, subject to spending limits identified in Bylaw N. 8.06.
- 2.3 The ACA, from time to time, may sell and/or donate old and used equipment and all monies earned shall be returned to the ACA general fund.





<b>Policy Title:</b> Photo Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 1	<b>Policy Number:</b> 11

## **PURPOSE**

- 1.1 To ensure all photos used solely for the purpose of ACA functions are adhered to in a precise manner.

## **GENERAL POLICY**

- 2.1 When we publish photos on our website, Facebook page, newsletter or any other social media outlet, we use candid or anonymous shots of residents. Individuals in photos will not be identified, except Association Directors and City officials, or if we have expressed consent from the individual(s).
- 2.2 If you attend a public Association event, please note that photos are being taken by the Association and they may be used on our website, Facebook page, or newsletter. There will be automatic consent to photography and its applicable use upon entry to the Association event.
- 2.3 At Association events where a photographer is being used, the photographer will be identified so people know they are with the Association.
- 2.4 If you have any questions about this policy or wish to have a digital photo of you or your family removed, please email [president@avalonca.ca](mailto:president@avalonca.ca)



<b>Policy Title:</b> Class/Program Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 3	<b>Policy Number:</b> 12

## PURPOSE

- 1.1 The Association volunteer programming group spends many hours planning classes. Please respect the guidelines for a pleasant and productive environment and to ensure participants maximize their recreational experiences.

## GENERAL POLICY

- 2.1 Be patient as the online registration system (when applicable) may be slow during registration.
- 2.2 Classes fill up fast. Please have an alternate plan in case the class you want is full. When applicable, we will do our best to accommodate you in another similar program.
- 2.3 For safety reasons, adult fitness classes are for adults only as stated 16+ or 18+.
- 2.4 Review the online schedule (i.e. website, Facebook, etc.) prior to registering. Classes are subject to change. If there is a discrepancy between the City of Saskatoon's Leisure Guide &/or the posted schedule, the registration information provided by the Director of Programs will be taken as most current.
- 2.5 The Community Association strives to operate respectfully in all matters. People acting disrespectful or threatening ways to others or to property will be asked to leave the class or venue.
- 2.6 Registrations in one class are not transferable to other classes or to other people. We want to make sure that classes are suitable for you so, after attending the first class only, if you find that the class doesn't work for



<b>Policy Title:</b> Class/Program Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 3	<b>Policy Number:</b> 12

you due to an injury or medical need, please contact the Director of Programs. We will try our best to find a suitable solution.

- 2.7 Participants must meet the minimum age requirements of the class prior to the start date of the class in order to participate.
- 2.8 For liability reasons, only registered participants are allowed to participate in programming. Parent participation may be required.
- 2.9 Membership fees are valid from September 1 to August 31. If you have a membership renewal issue, please email [president@avalonca.ca](mailto:president@avalonca.ca) with the information.
- 2.10 **NO REFUNDS are issued unless the entire duration of the program is cancelled.** A refund may be issued only at the discretion of the Director of Programs. In the event of epidemic, pandemic, natural disaster or the facility becomes unavailable during the duration of a program, fees will be refunded on a pro-rated basis and instructors will be paid only for the classes that have been taught. In all refund/payment cases, cheques will be issued in a timely manner.
- 2.11 Community Associations are fortunate enough to be able to use the school(s) facilities for no charge during the weekdays. This allows our community residents to enjoy low-cost programming. Programs cannot be held on statutory holidays or on dates that the facility is not available and school functions have priority over community programming rentals; therefore, not all missed program classes can be made up.
- 2.12 Participation in ACA fitness programming is at your own risk.
- 2.13 Members of the ACA Board, or a family members living in the same household, are entitled to one free class or \$50 towards a class, whichever is lesser, per programming session.



<b>Policy Title:</b> Class/Program Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 3 of 3	<b>Policy Number:</b> 12

- 2.14 Fees and registrations are required prior to the start of classes. No post-dated cheques are permitted.
- 2.15 A late registration fee of \$10, at the discretion of the Director of Programs, will be implemented immediately following the close of registration.
- 2.16 A \$15 fee will be applied to all NSF cheques. Payment must be made in cash to cover the NSF fee and any fees for which the original cheque was intended. Payment must be received prior to the individual participating in programming.

#### **TERMS AND CONDITIONS**

- 3.1 I, the registered participant, parent or guardian, do hereby agree to allow the individual named herein to participate in the aforementioned activity. I further agree to indemnify and hold the Avalon Community Association (its instructors, volunteers, and employees) harmless from any and all liability for any injury which may be suffered by the aforementioned individual arising out of, or in any way connected with, participating in this activity. The Avalon Community Association is not responsible for any lost or stolen articles.



<b>Policy Title:</b> Privacy Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 1 of 2	<b>Policy Number:</b> 13

## PURPOSE

- 1.1 To ensure the Association maintains confidentiality of personal information.

## GENERAL POLICY

### 2.1 Content

The ACA reserves the right not to be responsible for the topicality, correctness, completeness or quality of the information provided. Liability claims regarding damage caused by the use of any information provided, including any kind of information which is incomplete or incorrect, will therefore be rejected. All offers are not binding and without obligation. Parts of the pages or the complete publication including all offers and information might be extended, changes or partly or completely deleted by the ACA without separate announcement.

### 2.2 Referrals and Links

The ACA is not responsible for any contents linked or referred to from this publication. If any damage occurs by the use of information presented there, only the author of the respective pages might be liable, not the one who has linked these pages. Furthermore we are not liable for any postings or messages published by users of discussion boards, guest books or mailing lists provided on this page.

### 2.3 Legal validity of this disclaimer

This disclaimer is to be regarded as part of the internet publication which you were referred from. If sections or individual terms of this statement are not legal or correct, the content or validity of the other parts remain uninfluenced by this fact.

### 2.4 Limitation of liability

Neither the ACA, nor any of its partners, employees, volunteers, agents or representatives will be liable to you, or to any other party for any damages of any kind including, without limitation, special, consequential,



<b>Policy Title:</b> Privacy Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 25, 2017
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2017	<b>Page Number:</b> 2 of 2	<b>Policy Number:</b> 13

indirect or incidental damages, lost profits, business interruption or other damages which in any way arise, either directly or indirectly, from your use of this website or the content.

### **PRIVACY STATEMENT**

- 3.1 The ACA respects the privacy of every individual who visits our website. We take great measures to ensure the privacy and confidentiality of personal information supplied will remain within our organization and will not be shared with any external entity unless prior permission is given. Your personal information will not be sold, distributed or published in any manner whatsoever.



<b>Policy Title:</b> Advertising Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 30, 2019
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2019	<b>Page Number:</b> 1 of 3	<b>Policy Number:</b> 14

## PURPOSE

- 1.1 To provide advertising guidelines for the ACA newsletter.

## GENERAL POLICY

- 2.1 The Board will charge the following rates to advertise:

	One Newsletter	Two Newsletters
Business Card	\$55	\$100
Quarter Page	\$90	\$160
Half Page	\$160	\$300
Full Back Page	\$300	\$575

- 2.2 Any pricing structures negotiation outside of those stipulated here must first be approved by the Board.
- 2.3 Advertising costs in any publication outside of the newsletter must first be discussed and approved by the Board.
- 2.4 The Association's publications may include both paid and unpaid advertising.
- 2.5 Ad space will be sold on a first come, first served basis.
- 2.6 Placement and position of any ads (with the exception of the full back page) cannot be predetermined, and is solely at the discretion of the printer.
- 2.7 Payment for advertising must be received prior to ad publication.
- 2.8 Ad material must be approved by the Director of Communications. If the Director of Communications is unsure of any submissions, they may take the item to the Board for review to determine a final decision regarding inclusion within the newsletter. In the absence of availability of the Board, the Association President will make the final decision.



<b>Policy Title:</b> Advertising Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 30, 2019
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2019	<b>Page Number:</b> 2 of 3	<b>Policy Number:</b> 14

- 2.9 Ad material must be provided ready for publication. Ad materials must be in JPEG, TIFF or PDF format.
- 2.10 In some instances, with prior Board approval, an individual or business may provide a service to the ACA in exchange for a reduction in the price of advertising. All other items within this policy must be met in order for the publication of the ad.
- 2.11 The Association will publish at least 2 (two) newsletters per year, in early January and late August/early September. The newsletters are distributed to approximately 1300 homes and business in the Avalon neighbourhood prior to the Fall and Winter registration nights. The newsletter will also be available on the ACA website.
- 2.12 Advertising opportunities will be open to all parties with the exception of those outlined below.

### **POLITICAL AND ETHICAL ADVERTISING**

- 3.1 The Board will not support the inclusion of political advertising for the purpose of civil, provincial or federal electoral campaigns.
- 3.2 Following an election, the Board may publish information which identifies the recently elected City Councillor &/or current local provincial/federal government representative(s) and their contact information if requested.
- 3.3 The Board will not support the inclusion of advertising which may be considered prejudicial or overly controversial.
- 3.4 The Board reserves the right to refuse any material submitted for advertising.





<b>Policy Title:</b> Advertising Policy	<b>Adopted By:</b> Avalon Community Association	<b>Effective Date:</b> October 30, 2019
<b>Origin/Authority:</b> Avalon Community Association Board of Directors 2019	<b>Page Number:</b> 3 of 3	<b>Policy Number:</b> 14

- 3.5 Publication of any advertisement, notice or announcement in the newsletter does not constitute endorsement or knowledge of the product or service by the ACA or Board of Directors.