

Policy Statement	Subject: Accounts Receivable
Effective Date: December 19, 1996 Revised Date: October 21, 1999	File Under Section: Administration

Accounts are due when rendered.

Interest, at a rate of 1.5% per month will be charged on accounts that have not been paid 30 days after the statement date.

Accounts that are not paid in full by 45 days of the statement date will receive a letter from the General Manager indicating that if the account is not paid within 60 days of the statement date, signing privileges will be suspended and the member's name shall be posted. (Posting in this case shall mean credit privileges have been suspended.)

The letter shall state that the member may request, in writing or in person, that the Board of Directors consider his/her situation and that the member will receive a written decision of the Board of Directors. If the Member requests consideration by the Board of Directors, the members name will not be posted pending the decision of the Board of Directors.

The Board of Directors may require that any account not paid 30 days after the statement date be required to go on the credit card system or forgo credit privileges.

Unless otherwise directed by the Board of Directors a member whose account is unpaid 60 days after the statement date will have signing privileges suspended and the member's name shall be posted.

If an account is unpaid after 90 days from the statement date and there has been no agreement between the member and the Board of Directors, the General Manager will place the outstanding account in the hands of a third party. The Board of Directors may decide to take further action such as withdrawal of mooring privileges or termination of membership.

For any member that becomes delinquent and is posted the following will apply.

1. First time – signing privileges suspended and returned upon payment of account.
2. Second time – signing privileges suspended for three months.
3. Third time – signing privileges suspended and must appear before the Discipline Committee.

Policy Statement	Subject: Board Meeting Attendance
Effective Date: February 17, 2000 Revised Date:	File Under Section: Administration

The Board's interpretation of By-Law No. 1 Article #6.74 is that the privilege of attending Board of Director Meetings as a guest is extended to Senior members only and does not encompass other membership categories with a proxy or power of attorney from a Senior member.

Policy Statement	Subject: Credit Card Charge
Effective Date: February 19, 1998 Revised Date:	File Under Section: Administration

A \$15.00 charge will be instituted for a declined credit card.

Policy Statement	Subject: Credit Cards
Effective Date: Pre: 1996 Revised Date:	File Under Section: Administration

With the exception of those “grandfathered” members, who may pay their club fees and expenses by personal cheque, all members must provide a valid credit card number and card expiry date on joining the Club and pay their club fees and expenses with the credit card.

At the discretion of the General Manager and after discussion with the Administration Committee, the General Manager may make an exception to this policy for members who do not own or use credit cards as a matter of principle.

Policy Statement	Subject: Debenture Receivables
Effective Date: September 17, 1998 Revised Date:	File Under Section: Administration

The Club will treat Debenture receivables in the same manner as ongoing accounts and subject to By-Law No. 1, Article 5.81.

Policy Statement	Subject: Delinquent Accounts
Effective Date: March 20, 1997 Revised Date:	File Under Section: Administration

The category of membership is to be added behind the name of all individuals posted for delinquent accounts.

Policy Statement	Subject: Discrimination and Harassment
Effective Date: April 15, 1999 Revised Date:	File Under Section: Administration

Members and guests shall have the right to be treated with dignity and respect through equal treatment and opportunity, including the right to participate in activities, or use the Club Facilities, free from discrimination and harassment. Specifically, the Club is committed to providing an environment free of harassment and discrimination on the basis of race, nationality or ethnic origin, colour, religion, sex, sexual orientation, age marital status, family status or disability, in accordance with the Ontario Human Rights code.

Any member or guest, who feels they are being harassed, shall have a duty to inform the other part that the behaviour is unwelcome, offensive and must stop.

If a Member wishes action to be taken, then pursuant to By-Law No. 1, Article 5.33, any comments or observations on which a Member desires action, shall be directed to the Commodore in writing, signed, with a copy to the Club Secretary for direction to the Board of Directors.

Policy Statement	Subject: Fees and Dues
Effective Date: December 18, 1977 Revised Date: August 20, 1998 February 17, 2000	File Under Section: Administration

Initiation fees must be paid in full prior to the Club processing any application for membership, subject to the discretion of the General Manager as stated below.

At the discretion of the General Manager payment of the initiation fee may be split into two payments no more than 6 months apart with a \$100.00 surcharge.

From time to time the Board may approve special promotions concerning the payment of initiation fees.

Annual membership fees may be paid in three ways:

1. Payment in full
2. Two installments (January and June), plus a surcharge
3. Nine installments, plus a surcharge.

Policy Statement	Subject: General Manager – Performance Management – Page 1 of 2
Effective Date: October 19, 1995 Revised Date:	File Under Section: Administration

The Commodore, during his term, is accountable for the performance management and compensation of the General Manager.

Annually, as an integral part of the planning/budget setting process, the Commodore will, after consultation with other members of the Board as he feels is appropriate, or, alternatively, consultation with the Board of Directors, meet with the Manager and mutually establish:

Key Objectives

Four to a maximum of six objectives to be accomplished within the coming Club year by the General Manager. (The General Manager should attend this meeting, having identified his own priorities and objectives in writing.)

These objectives will be as specific in nature as is possible and have target completion dates.

These objectives will reflect the priorities of the plan budget and of the Board and of the Commodore. They will generally represent key tasks, which can only be achieved through the personal intervention and work of the General Manager.

It may be in any given year that these tasks will significantly redirect the focus time and energies of the General Manager. This is entirely appropriate and will ensure the priorities of the Board and the Commodore are reflected in the Club’s ongoing operations.

Personal Goals

One or two personal goals to be achieved by the General Manager relating to his leadership style, personal development of relationships with the Board. Generally, these are areas “to work on” and may point to training or development action.

On the Board and Commodore’s part these objectives and goals represent their expectations of the General Manager for the year ahead. On the part of the General Manager, they represent his commitments to the Board.

Policy Statement	Subject: General Manager – Performance Management – Page 2 of 2
Effective Date: October 19, 1995 Revised Date:	File Under Section: Administration

Performance Assessment

At the end of the Club year, the Commodore will, either through a temporary sub-committee struck for that purpose or individually, consult with other Board members in preparation for a performance meeting with the General Manager.

Concurrently, the General Manager should assess his achievement against the present objectives and goals as well as listing those other things achieved during the year that were not encompassed in the original objectives and goals.

The Commodore and the sub-committee, if struck, should then meet with the General Manager to discuss and assess his performance, following which the results of this meeting should be confirmed to the General Manager in writing by confidential memorandum and also reviewed with the Board.

Compensation – General Manager

The Vice Commodore Administration will annually review the compensation of the General Manager with regard to its competitiveness and, together with the Commodore and the Compensation Committee, determine if any recommendations need to be made to the Board.

In Camera

Meetings of the Board of Directors are open to invited employees of the Club and Club Senior members. Accordingly, it is only appropriate to discuss personal matter affecting Club employees, such as performance and compensation issues, during in camera sessions of the Board from which all Club employees and Club members, other than the Board of Directors, are excluded. Minutes of “in camera” meetings should be kept by the Commodore.

Policy Statement	Subject: Membership Committee
Effective Date: January 22, 1998 Revised Date:	File Under Section: Administration

The Administration Committee is given approval to set up and operate a Membership Committee. The Membership Committee must interview all applicants applying for a Senior Membership and make appropriate recommendations to the Board.

The Membership Committee shall also work to ensure that there are no misunderstandings between the Club and prospective members as to the nature of membership in the Club and the Club's expectations.

Policy Statement	Subject: Minutes
Effective Date: April 4, 1989 Revised Date:	File Under Section: Administration

Any Senior member of the Club may request a copy of the **APPROVED** Minutes of a Board Meeting with the exception of any Minutes of “in-camera” meetings.

APPROVED means minutes of a meeting of the Board which have been written and circulated to the Board and have been discussed and approved by the Board.

Policy Statement	Subject: Mooring Control Policy – Page 1 of 2
Effective Date: 1997 Revised Date:	File Under Section: Administration

1. Objective

The objective of the Mooring Control Policy is to ensure that the Club's administration has accurate records of the boats in moorings. It will ensure that all boats in moorings are charged the appropriate amount. This would include: seniors, seasonals, dry sailboats in wet moorings temporarily, and guests.

2. Responsibilities

2.1 Harbour

Harbour staff will have two main responsibilities. These will be to maintain accurate records of boats being assigned moorings and to inventory the boats in moorings on a regular basis.

2.1.1 Accurate Records

Harbour staff will complete a Boat Assignment Form, provided by Administration, whenever a boat is assigned a mooring. This will include seniors, seasonals, guests, and dry sailors using wet moorings. The form will be passed to Administration, where the information will be recorded in the Club's computer system.

2.1.2 Daily Inventories

Administration will provide weekly, a report of all boats in moorings. The report will be sorted by dock number. Administration will also provide on a daily basis, a list of the boats in temporary moorings (i.e. guest, dry sailboats). On a daily basis, dock staff will check a section of the docks to determine if the boats are in their required spots. From Monday through to Friday, a complete review of all docks will be made. Dock staff will also note on the inventory list provided by Administration any boats that are using multiple power plugs.

Boats that are not in the required spot will be reviewed by the Harbour Master. The review will determine if: mooring charges should apply, the boat is a guest that has not signed in, a boat is not in its required spot. If charges apply, the boat name and dock number will be forwarded to Administration. If no charges apply, the Harbour Master will take appropriate action. By Friday noon, all docks will

Policy Statement	Subject: Mooring Control Policy – Page 2 of 2
Effective Date: Revised Date:	File Under Section: Administration

have been reviewed and the list of boats provided by Administration on the Monday, will be delivered back to Administration.

2.2 Administration

Administration will provide a list of all boats in docks, sorted by dock each Monday mooring. The list will be taken from the Club's computer system. When Boat Assignment Forms are forwarded to Administration by Harbour, they will be entered into the computer system as soon as possible.

Administration will also keep a list of all temporary moorings (guests, dry sailboats) staying at the Club. A copy of this list will be distributed daily to Harbour and to the Communication Desk. The communication desk will be able to handle any calls or requests to contact guests staying at the Club.

3. Ongoing

Harbour and Administration will review the Mooring Control Policy on an ongoing basis to determine the most efficient and accurate way of accomplishing the policy's objectives. Significant changes will be reviewed by the Harbour and Administration committees.

Policy Statement	Subject: Notices of Meetings
Effective Date: February 15, 2001 Revised Date:	File Under Section: Administration

Notices of Club General, Business and/or informational meetings and supporting documentation will be sent to all categories of membership.

Policy Statement	Subject: Organization and Compensation Changes
Effective Date: 1995 Revised Date:	File Under Section: Administration

The General Manager is accountable for recommending to the Board for approval, people, organization and compensation changes affecting the people and positions that report directly to him and for obtaining this required approval prior to communicating or initiating such changes.

People, organization and compensation changes include hiring, promotion or separation, any change in salary, any special payment or any change in club provided benefits such as insured benefits or vacation entitlements or employment agreements.

The General Manager may approve salary changes for administrative support positions of a secretarial or clerical nature reporting directly to him, provided the signature of the Controller is also obtained.

Policy Statement	Subject: Purchase Orders
Effective Date: December 12, 1996 Revised Date: December 21, 2000 February 15, 2001	File Under Section: Administration

Purchase orders are required for all non-recurring purchases to provide appropriate control and to ensure management is aware of commitments being made. It also helps ensure requirements for tenders and quotes are being observed by obtaining approvals before purchases are made.

Management personnel have various levels of authority to approve purchase orders up to \$1000.00 non-recurring. Purchases over \$1,000.00 and all commitments for capital items require Board approval. In emergencies board approval can be on a past issuance basis, but management and the Flag Officers responsible must be in agreement before proceeding with the commitment.

Management must be involved in all purchases and commitments because they are responsible for operating the Club and meeting the budget.

All spending requests by Flag Officers and other members of the Board of Directors must be made through the General Manager in the form of a signed purchase order.

Flag Officers and Directors do not have expense accounts.

The Vice Commodore Fleet is permitted to sign for Wednesday Night Beer Awards during the racing season.

Policy Statement	Subject: Retirement Policy
Effective Date: March 24, 1994 Revised Date:	File Under Section: Administration

The normal retirement date for Port Credit Yacht Club is September 30th following an employee's 65th birthday.

Re-employment on a year to year basis may be approved by the Board of Directors for employees from 65 to 69 years of age inclusive.

Retirement is mandatory at age 70.

Policy Statement	Subject: Soliciting
Effective Date: February 15, 2001 Revised Date:	File Under Section: Administration

Subject to the approval of the General Manager members and their guests shall not solicit, or actively offer for sale, any products or service within the Club, except within those forums specifically available for advertising such as Credit Notes and the Roster.

Policy Statement	Subject: Tendering Checklist – Page 1 of 2
Effective Date: September 17, 1998 Revised Date:	File Under Section: Administration

This policy is to be followed for all construction projects estimated to cost approximately \$5000 or more.

1. Prepare clear scope of work for project including sketches, drawings, and other back up information as required.
2. Select possible bidders and request a written expression of interest in submitting a proposal to PCYC.
3. Request that each bidder provide evidence of qualifications with the returned expression of interest.
4. Prepare bid form for each project to be completed by each qualified contractor.
5. Select a reasonable number (minimum of 3) of qualified contractors and formally request bids; include requirements as follows:
 - (a) All bid forms to be fully completed or bids will be rejected.
 - (b) All bid forms to be executed and sealed by appropriate signing officers of the bidding company.
 - (c) Indicate deadline for bid submissions, and that late bids will not be accepted.
 - (d) All bids to be submitted with an Agreement to Bond by a recognized bonding company acceptable to PCYC.
 - (e) Bidders to submit construction performance dates with bids showing how the contractor intends to proceed with, and complete the project.
6. At tender closing, each bid will be received by a designated employee of PCYC, and stamped for time, and date. As well each bidder will be given a receipt for the bid submitted.
7. All tenders will be opened in the presence of at least two PCYC employees who will record the following information on a bid summary form for the project:
 - (a) Bidding company
 - (b) Bid deficiencies, if any (Bid should be rejected)
 - (c) Total price bid
 - (d) Any conditions and/or exclusions from bid form

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Effective Date: September 17, 1998 Revised Date:	File Under Section: Administration

- (e) Ensure that all other bid requirements are attached to form (i.e. Bonding Agreement)
- 8. Deficient Bidders to be notified in writing and bids returned.
- 9. Qualified Bidders can now be asked for clarification of bids as required.
- 10. Ultimately, the successful bidder will be notified in writing, as will those who are unsuccessful.
- 11. Bids will only be accepted by mail or courier; no fax or E-Mail submissions will be accepted.
- 12. PCYC reserves the right to reject any or all bids at its sole discretion.
- 13. Bids which are incomplete, conditional, or containing additional terms, reservations, erasures, are illegible, or irregular in any way may be disqualified by PCYC at its sole discretion
- 14. Successful Bidder must provide a Clearance Certificate with respect to Workman’s Compensation before work begins.
- 15. Successful Bidder must provide a copy of its Occupational Health and Safety Procedures Policy and a Statutory Declaration.

Policy Statement	Subject: Termination of Membership
Effective Date: March 22, 2001 Revised Date:	File Under Section: Administration

When the Board of Directors terminates a member for failure to pay their accounts the terminated member is automatically banned from club property. Special provisions may be made if the terminated member has a boat in winter storage at the Club.

Policy Statement	Subject: Transfer of Membership Categories
Effective Date: August 16, 2001 Revised Date:	File Under Section: Administration

When a member applies to transfer his membership to another category their annual membership fee will be prorated.