



CATEGORY		Operations	
SECTION			
SUBJECT		Seasonal Decorations	DATE APPROVED: 30/04/2015
			DATE REVIEWED: Click here to enter a date.
POLICY	<p>CityHousing Hamilton Corporation encourages displays of seasonal decorations both in units and common areas to enhance tenant’s quality of life as long as this is done safely and in a manner that is respectful of other tenants’ comfort and enjoyment.</p> <p>Tenants are required to follow established procedures [see below] as they apply to the display of seasonal decorations both within units and in common areas.</p> <p>CHH will have the final say in cases of all decorations.</p>		
	STATEMENT OF PURPOSE		
	<p>To provide direction to tenants and staff on the appropriate use of seasonal decorations which include:</p> <ul style="list-style-type: none"> • Respectfulness of other tenants • Safety considerations • Duration of display 		
	LEGAL/COMPLIANCE REQUIREMENTS		
	<p>Fire Code</p> <p>OHSA</p> <p>Human Rights Code</p>		
	SCOPE		
	Applies to tenants living in all CHH residential properties.		
	RESPONSIBILITY		

	<p>It is the responsibility of the Property Manager to ensure that all tenants are aware of the Seasonal Decorations Policy and to monitor and ensure compliance.</p>
	<p>DEFINITIONS</p>
	<p>Seasonal decorations refers to items produced/designed/manufactured for use at specific times of the year that are related to a seasonal event/holiday/municipal, federal or provincial elections and by-elections.</p>
	<p>REFERENCES & RELATED POLICIES</p>
	<p>City of Hamilton Diversity Policy CHH Environmental/Sustainability Policy [may be added later when policy is complete] Residential Tenancies Act</p>
<p>PROCEDURES</p>	<p>For the display of seasonal decorations these procedures are to be followed and will be communicated to tenants:</p> <ul style="list-style-type: none"> • Use only CSA/ULC approved electrical equipment and fixtures e.g. power bars, lights, etc., • For safety and environmental reasons, CHH does not recommend the use of real Christmas trees; however, should tenants decide to use real trees, please adhere to the following: Real Christmas trees should have their base immersed in water at all time and checked daily for adequate water level. Trees should be discarded off site or as per the garbage schedule in your area after the holidays or before they start to become dry

- All decorations must be removed within two (2) weeks after the celebration is over
- CHH does not recommend the use of candles, however, if used they should not be left unattended
- Tenants are asked to be energy conscious at all times. Do not leave decorative lights turned on when you are not at home.
- All Christmas lights and decorations must be removed by January 31st.
- All election posters, lawn signs and campaign material must be removed within 7 days (1 week) of a federal, municipal, provincial, election or by-election.

Apartment Buildings

- Decorations are not permitted on apartment doors, hallways or balconies.
- Common areas of the building (e.g. common room, entrances, lobbies, etc.) may be decorated with prior approval from the Property Manager.
- Decorations must not cause physical damage to the property.
- Residents are not permitted to place mats of any kind outside of their unit entrance door as this may pose a tripping hazard.

Non Apartment Buildings

- Residents may decorate the exterior of their units. Decorations must not cause any physical damage to the property.
- Decorations must not cause any safety implications to staff, tenants, contractors or visitors to the property.

	ATTACHMENTS	
	Tenant Brochure City of Hamilton Diversity Policy	
MONITORING	METHODS	FREQUENCY
	RATIONALE FOR CHANGE	