

Conayt Friendship Society Orientation Manual

March 2006, revised December 19, 2014

CONAYT FRIENDSHIP SOCIETY ORIENTATION MANUAL

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Approved/Reaffirmed by the Board of Directors, January 20, 2015

President

Secretary

Mission Statement



“To improve holistically the quality of life, cultural distinctiveness and the strengthening of friendship and cooperation between the First Nations Aboriginal and Non-Aboriginal people in the Nicola Valley.”

CONAYT FRIENDSHIP

Society's 13 Goals

Goal One:

"To Promote the Friendship Centre as a Major Gathering Place"

Objectives:

- To establish a central facility
- To bring all ages together, especially elders and youth

Goal Two:

"To Bridge Reserve/Urban Living"

Objectives:

- To provide a safe hostel
- To provide more affordable housing
- To promote training/education
- To build and promote human and financial resources capacity
- To recruit volunteers
- To develop and maintain library and languages and culture

Goal Three:

"To Improve Quality of Life"

Objectives:

- To act as a catalyst role for improving community conditions
- To communicate with community on available programs
- To provide role models (hire people with training as part of centre and involve elders)
- To provision community based employment opportunities by interacting with other boards/agencies
- To promote community development through communication on the needs, assessment of needs and reacting to the needs

Goal Four:

“To Act As a Catalyst (initiate action) For Improving Community Conditions By Seeking Community Involvement In The Near Future of the Friendship Centre”

Objectives:

- To have a proactive Board
- To bring the community together through forums, social gathering, and feasts
- To put Elders first and involving Elders in community development
- To have Board work with Elders more regularly
- To fully train staff (program training and elder/cultural training)

Goal Five:

“To Involve the Elders in All Respects of the Friendship Centre”

Objectives:

- To develop an active Elders list
- To involve Elders in specific programs such as justice and cultural
- To develop broad based programs
- To seek Elders advice on family matters, to train young men in traditional ways
- To promote the development of trust in and respect of Elders in youth
- To assist Elders as role models and teachers
- To increase Elders public presence/activity in affairs
- To share cultural traditions
- To make Elders part of training and basic element of programs

Goal Six:

“To Be Self Sufficient”

Objectives:

- To generate revenue
- To make the Centre meaningful to residents/communities so more will contribute
- To work with people
- To promote human development (training and employment)
- To development as an educational institution
- To recruit volunteers

Goal Seven:

"To Offer Lots of Activities for All Ages"

Objectives:

- To provide a full range of programming (activities, events, sponsorships) for health, education, culture
- To increase Elder activity in all areas
- To provide Bingo
- To promote family activities (i.e. fun days, hunting/fishing camps)

Goal Eight:

"To Encourage the Participation of Large Numbers of Families"

Objectives:

- To sponsor Pow wows, family dances, teen dances, fall feasts, trips, family gatherings, and food

Goal Nine:

"To Promote the Sharing Of Culture"

Objectives:

- To meet and discuss the future
- To share the beliefs with other First Nations
- To promote traditional dancing, storytelling, crafts, songs
- To promote language training
- To teach making of dance regalia
- To promote concept of spirituality and who we are
- To share Medicine Wheel
- To identify local resource people

Goal Ten:

"To Help Each Other"

Objectives:

- To support the Justice System and sentencing circles
- To increase staff responsibilities/delivery
- To encourage the Board becoming active in Community and new initiatives
- To share knowledge and experience with each other
- To identify each other's special skills, knowledge and experience
- Build on those skills

Goal Eleven:

“To Promote the Role of Elders”

Objectives:

- To identify the specific individual skills of all Elders
- To promote a network among Elders
- To help Elders by clearly defining needs
- To ask Elders to identify traditional names of plants

Goal Twelve:

“To Encourage Natives Teaching Natives”

Objectives:

- To recognize experience as an important knowledge base
- To promote experience and skills over ‘degreed’

Goal Thirteen:

“To Encourage Young People to Share and Learn”

Objectives:

- To listen to youth
- To encourage non-judgmental view of youth
- To make it easy for youth to share problems
- To separate drug and alcohol program from larger centre
- To provide peer counselling
- To promote a rediscovery of traditional life through camps
- To promote informality and develop trust

CERTIFICATES

- Society Act Certificate

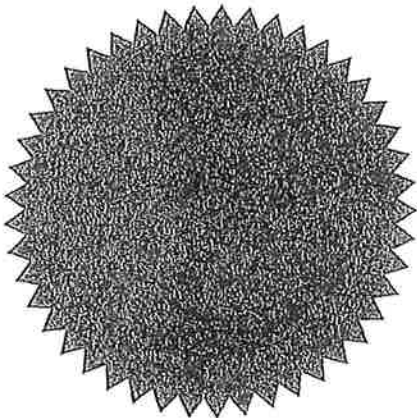


NUMBER: S-0011688

CERTIFICATE OF GOOD STANDING

SOCIETY ACT

I Hereby Certify that CONAYT FRIENDSHIP SOCIETY, a society duly incorporated under the laws of the Province of British Columbia is, according to the records of this office, an existing society and is, with respect to filing of returns, in good standing.



*Issued under my hand at Victoria, British Columbia,
on August 13, 2014*

CAROL PREST
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

CANADA
PROVINCE OF BRITISH COLUMBIA

NUMBER
S-11688



Province of British Columbia
Ministry of Consumer and Corporate Affairs
REGISTRAR OF COMPANIES

SOCIETY ACT

Certificate

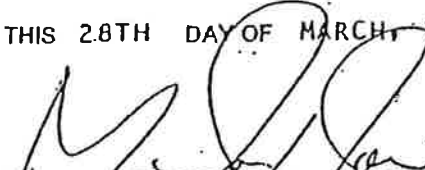
I HEREBY CERTIFY THAT
THE NICOLA VALLEY FRIENDSHIP AND COUNSELLING SOCIETY

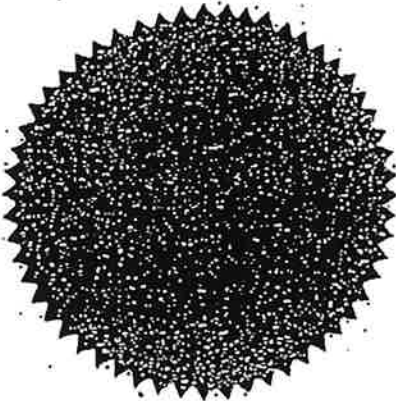
HAS THIS DAY CHANGED ITS NAME TO THE NAME
NICOLA VALLEY FRIENDSHIP SOCIETY

GIVEN UNDER MY HAND AND SEAL OF OFFICE

AT VICTORIA, BRITISH COLUMBIA,

THIS 28TH DAY OF MARCH, 1983


M. A. JORRE DE ST. JORRE
REGISTRAR OF COMPANIES



➤ Certificate of Incorporation

" SOCIETIES ACT "

CANADA }
Province of British Columbia. }



No. 11,688

Certificate of Incorporation

I hereby certify that

The Nicola Valley Friendship
and Counselling Society

has this day been incorporated as a Society under the " Societies Act."

The locality in which the operations of the Society will be chiefly carried on is in the
vicinity of the City of Merritt, Province of British Columbia.

GIVEN under my hand and Seal of Office at Victoria, Province of
British Columbia, this -twenty-fifth- day
of June, one thousand nine hundred
and seventy-five

Deputy Registrar of Companies.

CONSTITUTION

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CONAYT FRIENDSHIP SOCIETY

CONSTITUTION

1. The name of the Society is **Conayt Friendship Society**
2. **The purposes of the Society are:**
 - (A) To maintain a Friendship Centre in the Nicola Valley, its' purpose being to act as a charitable, non-profit, non-sectarian organization, accessible to all and in particular, people of First Nations/Aboriginal ancestry regardless of sex, origin, religion, age or marital status, and to provide services directed to the comfort and betterment of First Nations/Aboriginal and Non-First Nation/Aboriginal people in the Community. Such services will include as time and funds permit:
 - I. Counselling, information, guidance and referral services,
 - II. Provide a communal cultural meeting ground where meetings, educational and recreational activities may be held, but not conduct or operate a Social Club.
 - (B) To encourage First Nations/Aboriginal Citizens and others of the community to seek together ways of effecting better communication and inter-action with the community concerned and to work together to establish an understanding of First Nations/Aboriginal cultures and problems.
 - (C) To communicate and exchange information with other First Nations/Aboriginal groups and Non-First Nations/Aboriginal organizations in the area, including other Friendship Centres.
 - (D) To purchase, own acquire, rent, lease by purchase, donation, bequest or otherwise, lands, buildings and personal property or any one or more of them, and to sell, rent, lease, exchange, mortgage, improve such personal property, and/or erect or develop lands, buildings and/or personal property that shall best further the Goals and Objects of the Society.
 - (E) In furtherance of its stated purposes, to carry out programs consistent with those of a charitable organization for relief of poverty among the peoples of Merritt and the surrounding area of the Nicola Valley.
 - (F) To acquire funds and other assistance.
 - (G) To promote cultural activities of all ethnic groups.
 - (H) To carry out such other functions as may from time to time be deemed appropriate.
 - (I) To encourage fuller participation of people of First Nation/Aboriginal origin in community affairs and activities with a goal of strengthening moral understanding.
 - (J) To carry out programs consistent with those of charitable organizations for the advancement of the level of education, training, and opportunity among the people of the Nicola Valley.

- (K) To acquire, construct, hold, own, lease, rent, supply, operate, manage and maintain housing accommodation and incidentals facilities and appliances for persons of First Nations/Aboriginal origin having low income.
 - (L) To improve the quality of life for the First Nations/Aboriginal people in an urban environment.
 - (M) Foster the development of programs and services aimed at strengthening First Nations/Aboriginal culture and respect as a distinct Society.
3. The funds of the Society not required for immediate use may be kept on deposit in a Bank or may be invested in such a manner as the Directors from time to time determine. This provision is unalterable
 4. If, upon the winding up or dissolution of the Society, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be given or transferred to such other charitable organization(s) in Canada registered as such under the "Income Tax Act" as may be determined by the full members of the Society at the time of dissolution or, in so far as effect cannot be given to the foregoing provision, in some other charitable organization registered as such under the "Income Tax Act" and having similar objectives of the Society. This provision is unalterable
 5. The Directors shall serve as Directors and Officers without remuneration, and the Directors shall not receive directly or indirectly, and profit from their positions as Directors or Officers but may be paid reasonable expenses incurred by them in the performance of their duties. This provision is unalterable
 6. No part of the income of the Society may be payable to or otherwise available for the personal benefit of any member thereof. This provision is unalterable
 7. The Society shall be carried on without the purpose of gain for its members and any profits or other accretions to the Society shall be used in promoting its objects. This provision is unalterable
 8. Clauses 3, 4, 5 and 6 are unalterable in accordance with Section 22 of the Society Act.

BY-LAWS

CONAYT FRIENDSHIP SOCIETY

BY-LAWS

1. INTERPRETATION

- A) For the purpose of the Constitution and Bylaws, the following definitions apply:
- (i) **“Society”** shall mean – Conayt Friendship Society.
 - (ii) **“First Nations/Aboriginal”** shall mean – Persons are of First Nations/North American Aboriginal ancestry if they are Indians as defined in the Indian Act (Canada), persons commonly referred to as Native and Non-Status Indians and Métis, or persons of the Inuit race. The only differentiation will be anyone with proven First Nations/North American Aboriginal heritage, and the onus of proof will be the responsibility of each individual.
 - (iii) **“Non-First Nations/Aboriginal”** shall mean - All other persons not represented in A (ii).
 - (iv) **“Elder”** shall mean – A person beyond the age of fifty-five (55).
 - (v) **“Director”** shall mean– The Board of Directors of the Conayt Friendship Society.

2. MEMBERSHIP

- B) Membership in the Society shall be comprised of Active, Associate and Honorary Membership.
- (i) Membership shall be open to all persons working or residing in the Nicola Valley of British Columbia who are nineteen (19) years of age or older and who agree to support the objectives of the Society.
 - (ii) The term of renewing membership shall be two (2) years membership from date of purchase.
 - (iii) Members have no voting rights until thirty (30) days after becoming a member.
 - (iv) Honorary Membership shall be open to any person who, in the opinion of the Board of Directors of the Society, or that of the membership at an Annual General Meeting of the Society, but such honorary member shall not vote or hold office in the Society.
 - (v) Associate Membership shall be open to all persons between the age of sixteen (16) years to nineteen (19) years of age shall enjoy all the privileges of Active membership but who shall not be eligible to vote or hold office in the Society.
 - (vi) All employees of the Society shall enjoy all the privileges of Active membership but who shall not be eligible to hold office in the Society.
- C) A person may apply to the Directors for membership in the Society and on

acceptance by the majority of the Directors shall be a member.

- D) Every member shall uphold the Constitution and comply with these By-Laws.
- E) A person shall cease to be a member of the Society:
 - i. By delivering his/her resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society;
 - ii. On his/her death;
 - iii. On being expelled;
 - iv. On having been a member not in good standing, of two (2) consecutive months.
- F) All members are in good standing except a member who has failed to pay his current membership fee or any other subscription or debt due and owing by him/her to the Society and he/she is not in good standing as long as this debt remains unpaid.
- G) Only active members in good standing shall be entitled to hold office in the Society, and to vote at the General Meetings of the Society.
- H) Members of the Society shall pay membership fees as determined by the Board of Directors of the Society.
- I) Senior Citizens will pay one-half the membership fee. Membership fees may be waived by the Board of Directors in those cases where payment would be a hardship on the member.

3. **VOTING**

- A. Each active member in good standing shall be entitled to cast one vote at any meeting of the Society except Board of Director meetings unless he/she is a Director of the Society.
- B. Proxy voting will not be permitted.

4. **MEETINGS**

- A. The Annual General Meeting of the Society shall be held within 15 months of the last Annual Meeting or at least once in each calendar year.
- B. General Meetings of the Society may be called at any time by the Directors. In addition, 25% or more members may at any time, in writing specifying the purpose of the meeting (such notice to be signed by them and delivered to the Secretary), require the Directors to call a General Meeting of the Society, and the Directors shall thereupon immediately call a General Meeting of the Society.
- C. General Meetings of the Society shall be called by written notice, mailed prepaid to all members not less than fourteen (14) days before the date of the Meeting.
- D. The accidental omission to give notice to, or non-receipt of the notice of a meeting by any Active member shall not invalidate proceedings at the Meeting.

- E. The quorum at all General Meetings shall be at least twelve (12) Active Members of the Society.

5. DIRECTORS

- A. The Board of Directors of the Society shall consist of eight (8) full members of the Society, duly elected at the Annual General Meeting of the members of the Society.
 - (i) Not less than five (5) members of the eight (8) Directors shall be individuals of First Nations/Aboriginal descent, one of whom will be an Elder
 - (ii) Four (4) Directors shall be elected for a term of two (2) years, and four (4) Directors shall be elected for a term of one (1) year
 - (iii) At any given year, there shall be four new or re-elected Directors who shall hold office for two consecutive (2) years, four shall remain one (1) year. That is to say at least four new or re-elected Directors at the Annual General Meeting of the Society for a two (2) year term of office
 - (iv) Directors shall be designated Group "A" Directors and the other four Directors shall be designated Group "B" Directors.
- B. Retiring Directors shall be eligible for re - election
- C. A Directorship shall terminate upon any of the following events:
 - (i) The Director dies or is permanently incapacitated;
 - (ii) The Director resigns in writing from his position;
 - (iii) The Director holds any salaried position with the Society;
 - (iv) The Director fails to remain a member in good standing;
 - (v) The Director is absent from two consecutive meetings without valid reason acceptable to the Board.
- D. Should a Directorship be terminated or a casual vacancy occur on the Board, the remaining Directors shall fill the vacancy or vacancies by appointment of a full member of the Society to fill the vacancy or vacancies, if any, of the unexpired term. Where the vacancy occurring is that of one of the officers of the Board, the Directors shall elect from their number a Director to fill such vacated office until the next annual general meeting.
- E. The Management and Administration of the affairs of the Society shall be vested in the Directors. In addition to powers and authorities given by these By-Laws . Directors may exercise all such powers of the Society and do all such acts and things on its behalf as are not by the Societies Act or by the By-Laws required to be exercised or done by the Society at a General Meeting. Directors shall have full power to make such policies as they deem fit, provided that such rules and regulations are not inconsistent with the Constitution and By-Laws of the Society.
- F. The Directors shall meet at least eight times per year at such place as they may determine and may adjourn any meeting at their pleasure. The quorum at all meetings of the Board of Directors shall be four (4).

- G. Directors shall serve as Directors or Officers without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors but may be paid expenses incurred by them in the performance of their duties. Such reasonable expenses must be submitted for Board approval. No Director shall serve as a member of the paid staff of the Society whether on a temporary or permanent basis.
- H. The Executive shall be elected from the eight (8) members of the Board of Directors. They shall be elected by Conayt Friendship Society Board of Directors at the first Board Meeting. The Executive Members shall be:
 - (i) President who is responsible for presiding at all meetings, and is an ex-officio of all committees and is one of the signing officers.
 - (ii) Vice-President who performs all duties of the President in his/her absence.
 - (iii) Treasurer shall be chief signing officer and head of finance and will be responsible for ensuring proper financial control and reporting.
 - (iv) Secretary shall be responsible for recording Minutes of Meetings, sending notice of meetings, keeping a membership registry, and custody of minutes of meetings of the Society and Directors.
 - (v) A quorum of the Executive shall be three (3).

6. **STAFF**

- A) There shall be an Executive Director of the Society.
- B) The Board of Directors of the Society shall hire the Executive Director and determine his/her tenure and remuneration.
- C) The Executive Director shall, with the Board, be responsible for hiring and firing staff.
- D) The Executive Director shall have the authority of hiring and firing casual or temporary employees.

7. **ACCOUNTS**

- A) The Directors shall cause true accounts to be kept of:
 - (i) All sums of money received and expended and the matters in respect of which the receipts and expenditures took place.
 - (ii) Assets and liabilities.
 - (iii) All other transactions affecting the financial position of the Society.
- B) All accounts payable by the Society shall be examined and payment authorized by the Board of Directors before being paid, save and except that the authorized salaries, rentals and such other accounts payable as may be authorized by the Board of Directors, may be paid at any time from time to time by the Executive Director without submission to the Board of Directors.
- C) Before any Contracts or Agreements are entered into by the Society, such Contracts or Agreements must first be examined and approved by the Board of Directors.

- (i) Contracts, documents or any instruments in writing requiring the signature of the Society shall be signed by any two Executive members of the Society. In addition the Executive Director shall have full signing authority. All contracts, documents and instruments in writing so signed shall be binding on the Society without any further authorization or formality.
- D) The signing Officers of the Society shall be the President, Vice-President, Treasurer or Secretary and Executive Director. Any financial transaction shall require two signatures of the five signing Officers.
- E) The Directors shall lay before the members of the Society, at each Annual General Meeting, an Audited Financial Statement covering the past fiscal year.
- F) The Fiscal year of the Society shall be April 1st to March 31st.
- G) The Auditor shall be a Chartered Accountant or a Certified General Accountant. The Auditor shall be appointed annually at the Annual General Meeting.
- (H) The books and records of the Society shall be open to inspection by members at the Centre upon forty-eight (48) hours notice to the Treasurer or Executive Director.

8. **BORROWING**

The Directors may exercise all the powers of the Society to borrow or raise or secure payment of money, in such manner and form, at such time or times, in such amounts and upon such terms as they think fit, subject to the Society Act.

9. **SEAL**

The Seal of the Society shall be under the custody of the Directors and shall not be affixed to any instrument except by authority of the Board of Directors.

10. **BRANCH SOCIETIES**

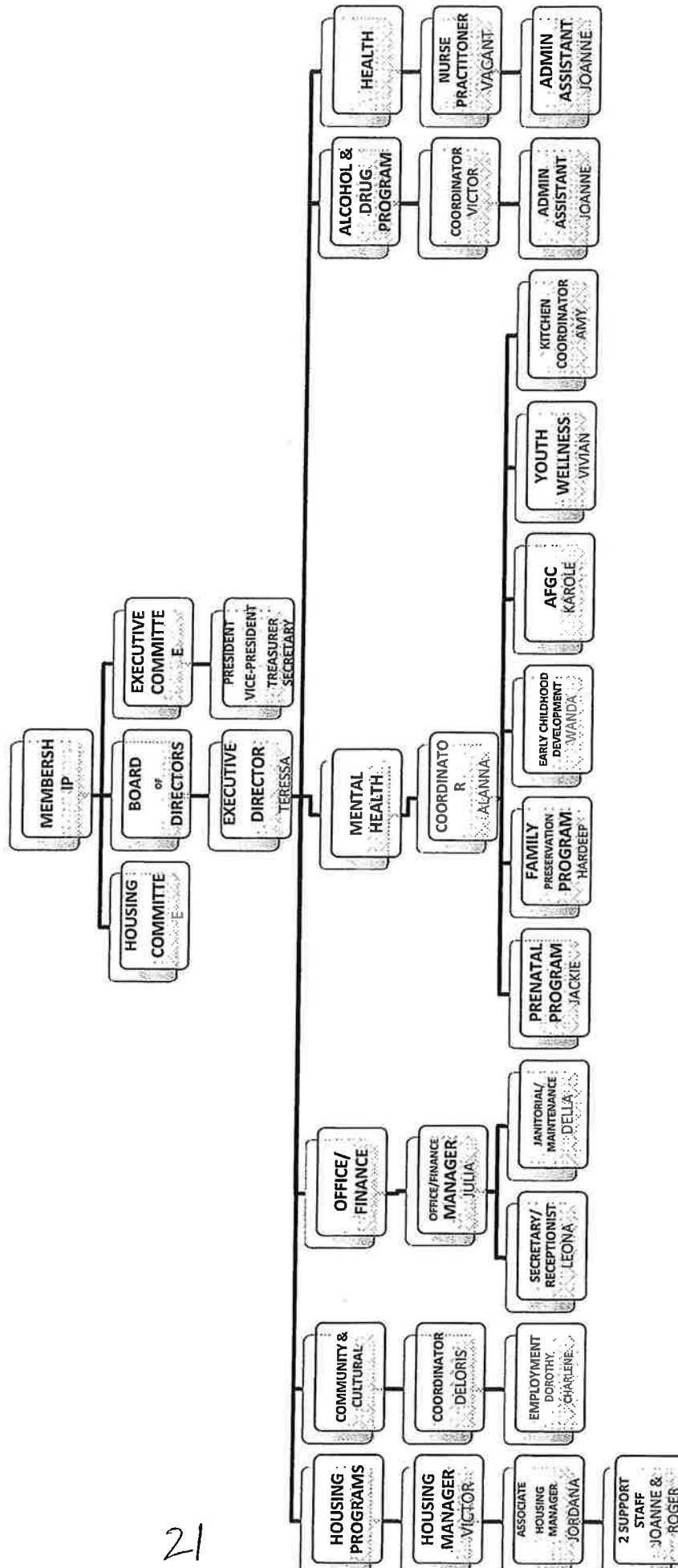
The Society may establish and maintain one or more Branch Societies with the powers, not exceeding the powers of the Society that the Society confers.

11. **SPECIAL RESOLUTIONS AND ALTERATION OF BY-LAWS**

- A) The majority necessary for the passing of a Special Resolution shall be three-quarters (3/4) majority its active members in good standing, and present in person at a duly constituted meeting, called for the purpose of considering such resolution.
- B) The Constitution and By-Laws of the Society may be added to or altered by a Special Resolution of the Society.
- C) Written notice specifying the intention to propose a Resolution as a Special Resolution must be sent to the membership by prepaid mail at least fourteen (14) days previous to the General Meeting at which such Resolution is to be considered a Special Resolution.

DATED the 6th day of August, A.D. 1993.

ORGANIZATIONAL FLOWCHART



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CONAYT FRIENDSHIP SOCIETY - ORGANIZATIONAL CHART

12/2/2014

2 SUPPORT STAFF JOANNE & ROGER

AGENCY PROFILE

AGENCY PROFILE

NAME: Conayt Friendship Society
ADDRESS: 1999 Garcia Street
PO Box 1989
Merritt, BC
V1K 1B8
TELEPHONE: (250) 378-5107
FAX: (250) 378-6676
CONTACT PERSON: George Girouard,
Executive Director

DESCRIPTION:

The Conayt Friendship Society has been registered as a non-profit Society since June 25, 1975. Being a community-based organization, its longstanding commitment is to improve the quality of life and adjustment to urban life for First Nations and Aboriginal people.

The Conayt Friendship Society is governed by eight (8) Board Members, elected from the community at large. The membership of the Society is open to all individuals, Aboriginal and non-Aboriginal, concerned about the community well-being.

The mandate of the Conayt Friendship Society is to build community bridges, increase awareness and support the retention of Aboriginal culture. Through programming and services the Society address individual and family problems, build a positive community image and initiates activities that foster community support and participation. The Society also promotes the sharing of responsibility for community improvement and cooperative action between the Aboriginal and non-Aboriginal community in the Nicola Valley.

The pattern of adjustments to an urban lifestyle among Aboriginal people is characterized by significant difficulties and high risks. The Conayt Friendship Society's track record to date, with the delivery of culturally supportive programs and services, is a successful example of community growth and development. It is important to recognize and support those organizations and agencies that are successfully creating opportunities to service the development and growth of its community members.

PROGRAMS:

The role of the Conayt Friendship Society has seen a transition from a referral and advocate Centre to that of a deliverer of comprehensive programs and services, this includes areas of First Nations/Aboriginal cultural awareness, social services, housing, education, group development, community employment, economic development and Natural resources. Particular highlights include:

- The development and maintenance of 42 low-income housing units for Aboriginal clients;

- An Addictions and Drug Counselling program servicing 75 new clients per annum;
- The delivery of Certified Addiction Worker training in cooperation with the Nechi Institute to address the recognized need for more certified Aboriginal counsellors;
- The delivery of a Tobacco Reduction and Cessation program targeted at youth, particularly young woman at risk;
- The delivery of a Solvent Abuse Program aimed at increasing awareness and the establishment of on-going support systems;
- Youth programming developed to promote and demonstrate a healthier lifestyle for youth;
- A Christmas food hamper that supports and subsidizes families in need;
- Cultural programming developed to promote and demonstrate a healthier lifestyle for youth;
- A tree planting program that provides training reflective of a traditional Aboriginal approach to respect and care in the management of forests, grasslands, fish and wildlife.

CAPACITY:

In addition to the range of successful on-going programs and services delivered by the Society, it has historically been very instrumental in spearheading various other services to the community. Many of those services including legal aid, and an emergency shelter, are now provided to the community through independent organizations who were initially developed and nurtured by the Conayt Friendship Society. They now stand independently carrying on the traditions of sharing and community participation that represent the Conayt Friendship Society.

The Society's stable history and experience in both service development and service delivery demonstrates its ability to:

- identify and understand community needs;
- respond with appropriate programs and/or services;
- initiate and maintain community interaction and participation;
- ensure efficient management and on-going development and evaluation

FUNDING SOURCES:

The Society receives major funding from both Federal and Provincial sources; specifically:

FEDERAL:

- Canadian Heritage (The Aboriginal Friendship Centre Program)
- Canada Mortgage and Housing Corporation (Urban Native Housing Program)
- Health Canada (Tobacco Reduction Strategies/Solvent Abuse Program/Prenatal Outreach Program)

PROVINCIAL:

- First Citizen's Fund (Programs)
- Ministry of Health (Addictions and Drug Program)

PROFILE OF FRIENDSHIP CENTRES

- are located in 115 towns and cities across Canada;
- are, in the majority of cases, members of the NAFC;
- participate in the Annual General Meeting of the NAFC;
- are inclusive and open to all Aboriginal people, regardless of designation, status or nationhood;
- are governed by a volunteer Board of Directors, elected by the community on an annual basis;
- are staffed by a dedicated base of paid employees and volunteers, many of whom have been clients of the Centre in which they now work;
- provide programs and services, based on need(s) identified by the community;
- play a special role in developing and delivering programs and services for children, youth, and young families that are cultural-based and reflect the diversity and uniqueness of Aboriginal people;
- can provide a cup of coffee, a warm meal, a place to stay, host a community meeting and provide programs and services that range from most basic referral to the complex community and economic development initiative; and,
- Play a unique role in supporting and developing urban Aboriginal communities.

FUNDING HISTORY OF FRIENDSHIP IN CANADA

- In 1972, the government of Canada formally recognized the viability of Friendship Centres and implemented the Migrating Native Peoples Programme (MNPP). This Program provided operational funding for Friendship Centres.
- In 1983, the NAFC and the Department of the Secretary of State (DSOS) successfully negotiated the evolution of the MNPP to an enriched Native Friendship Centre Program (NFCP).
- In 1988, the NFCP became the Aboriginal Friendship Centre Program (AFCP), which secured the status of permanent funding from DSOS.
- On March 29, 1996 administrative responsibility for the AFCP was transferred from the Department of Canadian Heritage (DCH) to the NAFC.
- The AFCP provided "core" or operational funding to 99 of the 116 existing Friendship Centres. This means that 17 Friendship Centres must rely on municipal and provincial operating grants, fundraising activities and miscellaneous grants and contributions in order to continue to provide programs and services.

- Despite the limited funding available through the AFCP, it is anticipated that the administrative transfer will provide for further development of human resource capacity within the Friendship Centre Movement and to explore and expand self-sufficiency goals.

PROVINCIAL AND TERRITORIAL ASSOCIATIONS...

- Conayt is a member of BCAAFC;
- are located in six (6) provinces and one (1) territory that include: British Columbia; Alberta; Saskatchewan; Manitoba; Ontario; and The Northwest Territories;
- have a majority membership of the Friendship Centres in, and are duly incorporated under the laws of, the province or territory in which they operate;
- determine the composition of the NAFC Board of Directors by each appointing one representative;
- participate in the Annual General Meeting of the NAFC;
- provide organizational and advocacy focus and support for Friendship Centres in the provinces and territories; and,
- are guided by objectives outlined in the Constitution of the NAFC

NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES

- Conayt is a member of NAFC
- Friendship Centres began in the 1950's, as a noticeable number of Aboriginal people began moving to the larger urban areas of Canada.
- Early Centres primarily provided referrals, offered counseling on matters of employment, housing, education, health and liaison with other community organizations and acted as drop-in centres for Aboriginal people to meet and share fellowship.
- The first Friendship Centres were: the North American Indian Club, Toronto, 1951; the Coqualeetza Fellowship Club, Vancouver, 1952; and, the Indian and Metis Friendship Centre, Winnipeg, 1959.
- By 1968, there were 26 Friendship Centres across Canada.
- In the late sixties, Friendship Centres began to organize into Provincial and Territorial Associations (PTA's).
- In 1972, the National Association of Friendship Centres (NAFC) was formed to provide a national, representative voice for the growing number of Centres.

NAFC STRUCTURE

- The NAFC is a non-profit organization governed by a voluntary Board of Directors comprised of eleven regional representatives and a youth representative.
- There is also a four-member Executive Committee, comprised of the President, Vice-President, Secretary and Treasurer. Executive Committee members are elected for a two year term, at staggered intervals.
- The composition of the NAFC Board of Directors is determined by PTA's, which appoint one representative. Where no PTA exists, the Friendship Centre can appoint one representative.
- The Annual General Meeting of the Association is attended by delegates from each member Centre and each PTA.
- The NAFC Board of Directors meets quarterly during each year. The Executive Committee normally meets once between each quarterly Board meeting, or when special circumstances arise.

AIMS AND OBJECTIVES OF THE NAFC

- To unite Friendship Centres and their PTA's into a unified whole;
- To provide a central body to facilitate communications by the exchange of ideas among members;
- To provide support, on a national level, to its members involved in local issues having national implications;
- To promote self-recognition and recognition by the community at large of the identity, culture and heritage of Aboriginal Peoples;
- To promote and encourage the involvement of Aboriginal People and all other organizations involved with Aboriginal People; and,
- To encourage the assistance of service agencies, voluntary organizations, private industry and all levels of government in advancing and maintaining the well-being of the constituent members and the Aboriginal People of Canada.

PERSONNEL POLICY

CONAYT FRIENDSHIP SOCIETY

**PERSONNEL POLICY
&
OPERATIONAL MANUAL**

Conayt Friendship Society

**PERSONNEL POLICY
&
OPERATIONAL MANUAL**

The personnel policy set out herein shall be followed by the Management of the CONAYT FRIENDSHIP SOCIETY.

A. MANAGEMENT

1. The Executive Director will be in charge of day to day supervision of the Staff who operate the Centre. All staff will report to the Executive Director.
2. The Executive Director shall prepare reports for the Board of Directors on a monthly basis. He/she shall evaluate the performance of the staff members.

B. HIRING AND PERSONNEL SELECTION

3. The hiring, discipline and firing of employees shall be the responsibility of the Executive Director.
4. The policy for hiring staff, whether permanent or casual, shall be on the basis of merit and competitions for permanent staff vacancies shall be advertised.

C. EMPLOYMENT

5. Candidates for employment will be considered with preference to persons with aboriginal ancestry. An exemption from Human Rights for this preferred hiring practice is on file.
6. All staff positions of six months or more shall be advertised.
7. The Executive Director and the person managing the staff to be hired shall form the Interview Committee.

D. EMPLOYEE STATUS AND BENEFITS ELIGIBILITY

8. Overtime will not be paid unless prior written notice has been given by the employee to the Executive Director, and approval was received one week in advance of working overtime hours. All work is to be performed within the time allowed.
9. Probationary - Employees who have not yet completed three months of employment; upon demonstrating satisfactory job performance, will automatically become regular employee at the end of their probationary period unless given prior written notice to the contrary. Employees who have not demonstrated satisfactory job performance will be terminated at the end of their probation period.
10. Regular, full-time employees, who work a schedule of at least 37.5 hours per week, are considered to be eligible for full employee benefits.
11. Regular, part-time employees, who work a schedule of less than 35 hours per week, are considered to be eligible for pro-rated sick leave and vacation benefits and full insured benefits if they work a regular schedule of 20 hours or more per week.

- a. All Centre positions will have written job descriptions which will be used for position evaluation. Job descriptions will be used as the basis of agreement between the Centre and employees on work done.
- b. They will be reviewed annually at budget time for updating.
- c. If an individual is promoted to a Centre job with a higher salary range, pay will be adjusted upward at the beginning of the next pay period.

22. OUTSIDE ACTIVITIES AND COMPENSATION

- a. To avoid actual or appearance of conflict of interest, any employee who engages in any remunerative activity in any field directly related to Centre work must have prior approval from the Executive Director.
- b. This includes consultation, speeches, conference participation and related work by Centre staff members on their own time.
- c. If done during normal working hours, any fee for such an activity will be paid to the Centre.
- d. No employee may represent himself or herself as a spokesperson for the Centre without prior approval of the Executive Director.
- e. All patents and copyrights resulting from Centre work by employees will be in the name of the Conayt Friendship Society and shall remain the property of the Centre.

G. EMPLOYEE BENEFITS

23. VACATION

- a. Each employee may take vacation with full salary at such time as is mutually agreed upon with his or her supervisor. In the case of the Executive Director, s/he shall notify the Board.
- b. Vacations may be taken in one-day increments or longer, based on the following accrual rate: *After two (2) year of service - Three (3) weeks annual vacation; After five (5) years of service - Four (4) weeks annual vacation; After ten (10) years of service - Five (5) weeks annual vacation.*
- c. An employee accrues vacation from the first day of employment but is not eligible to take accrued vacation until six months of service is completed.
- d. Terminated employees who have borrowed vacation will have such days deducted from their final paycheck.
- e. Employees are required to take annual vacations.
- f. At the beginning of any anniversary year, the employee can carry-over from the preceding year(s) no more than 5 days of vacation and this only with prior approval of the Executive Director.
- g. If an authorized Centre holiday occurs within an employee's vacation period, equivalent time off will be provided. An employee will be reimbursed for unused

vacation at the salary rate he or she is earning at the time of termination of employment.

- i. If a medically documented illness occurs during a vacation period, sick leave may be substituted for those days during the vacation when the employee was ill.

24. HOLIDAYS

The Centre observes the following holidays with pay annually:

New Year's Day	Family Day
Good Friday	Easter Monday
Victoria Day	Canada Day
Thanksgiving	Remembrance Day
Christmas Day	Boxing Day
B.C Day	Labour Day
Plus 2 weeks over Christmas to New Years	

25. SICK LEAVE

- a) Paid sick leave is accrued at the rate of one and a quarter (1 1/4) working days per month and may accrue to maximum of 15 days to cover each anniversary date of employment.
- b) While sick leave can be accrued from year to year the employee is on staff at termination of employment, there is no cash reimbursement for unused sick leave.
- c) After three (3) consecutive days of illness, an employee must produce a doctor's certificate.

26. PERSONAL AND EMERGENCY LEAVE

- a) No personal or emergency leave with pay will be granted during the first three months of employment.
- b) Leaves with pay, not exceeding three days per year, will be granted for personal emergencies or business which cannot be taken care of outside of normal working hours, subject to supervisory approval.
- c) Leaves with pay for critical illness or death in the immediate family may be determined by the Executive Director on the basis of individual circumstances.

27) TEMPORARY MEDICAL DISABILITY

- a) Accrued sick leave may be used during medically verified disability and leave without pay may be granted subsequently.
- b) A request for temporary medical disability should be in writing and be approved by the Executive Director.
- c) It should state intent to return to work within a reasonable period of time after recovery, but leave time should not exceed six months.
- d) On return, every effort will be made to place the employee in the same position or one of like status and pay. If such is not available, the employee will be eligible for normal termination benefits.
- e) Maternity leave will be treated as any other temporary medical disability.

28) COMPENSATORY TIME OFF

- a) Full-time employees who work in excess of 37 1/2 hours per week may record hours so worked on their time sheets for later use as paid time off in addition to regular vacation, under the following conditions:

- b) Prior supervisory approval is necessary for any time off;
- c) All such leave must be approved by the Executive Director based on a written submission one week in advance.
- d) Usually, excess time worked would be taken off during the month in which it is worked;
- e) Total accumulation under any circumstances may not exceed 4 hours per week;
- f) Compensatory time accumulated may not be cashed out except in the event of termination and will be at the regular hourly rate.

29. COURT LEAVE

- a) Leave of absence with pay shall be given to every employee who is required to serve on a jury; or is summoned to attend as a witness in any proceedings held before a court, judge, justice, magistrate, or coroner.
- b) In the event the court is paying for court duties, no pay will be given to the employee.
- c) Court leave shall be authorized by the Executive Director upon presentation of summons or other evidence.

30. TIME-OFF RECORDS

- a) Employees will receive written reports on their usage and remaining accumulation of sick leave, vacation, and compensatory time on their time sheets at the end of each month.

31. EMPLOYMENT DEVELOPMENT

32. EMPLOYEE INITIATED TRAINING

- a) Each Core-funded employee can apply to the Centre to pay tuition and expenses for job related education beyond that specifically recommended or required by the Centre, budget permitting.
- b) This includes any training programs, conferences, workshops or classes that are job-related by agreement between employee and supervisor and approved by the Executive Director, if the Program contract allows for such training.
- c) This training will normally occur during non-working hours.
- d) Eligibility for employee initiated education assistance will not be carried over from fiscal year to fiscal year.

33. ALL APPROVALS FOR FUNDING WILL BE PROVIDED IF BUDGETS PERMIT

34. PERFORMANCE REVIEW

- a) All new employees will serve a three month probationary period beginning on their first working day, to determine whether or not they fully satisfy requirements of the job.
- b) Supervisors will carefully monitor performance during this time and will provide regular performance feedback verbally to the new person.
- c) If requirements are not met satisfactorily, the new employee will be forewarned in writing and given a reasonable time to correct explicitly defined deficiencies.

- i. If satisfactory improvement does not result, the employee will be terminated.
- d) The Executive Director will conduct at least one written performance review annually of each supervised staff member using documented forms for this purpose.
 - i. The objective of these reviews is to assist employees in their career development and to improve overall effectiveness of Centre operations.
 - ii. Reviews will be shown to employees in draft form and discussed with them. Subsequent changes may be agreed upon before final record is made.
 - iii. If agreement cannot be reached, the employee may prepare a separate statement for record as appropriate.
 - iv. All performance reviews will be signed by both parties, indicating that they have communicated on the subject matter even though they may not have agreed.
 - v. The Executive Director will approve each written review before it is placed in the employee's permanent personnel file. Employees will also be given a copy of the final document.
- e) Performance reviews will be required of any employee promoted from within, prior to the completion of three months in that new position. It will be the responsibility of the Chairperson of the Board of Directors to assign the Personnel Committee the responsibility for holding an annual review of the performance of the Executive Director.
- f) This performance review will be used as the basis for any adjustment in salary.
- g) The Board may grant discretionary salary increases based on this review, commensurate with increased responsibility and performance, budget permitting.

35. PROFESSIONAL SOCIETY OR CLUB DUES

- a) Where membership is for the purpose of officially representing the Centre, payment of dues and fees will be made by the Centre.
- b) Other club or professional memberships may be paid by the Centre if approved in advance by the Executive Director.
- c) For the Executive Director, such fees shall be paid where they form part of the material contract.

36. TRAVEL PER DIEM

37. STATEMENT OF PRINCIPLES

- a) The following principles are the cornerstones of managing the reimbursement of expenses, and in achieving fair and reasonable practices with the Conayt Friendship Society.
- b) Each member of the staff or Board of Director may request, on forms provided, a Travel Per Diem to help defray costs while on travel status for the Society.
- c) In addition, hotel room expense and city-to-city transportation is paid by the Society.

38. EXPENSES MUST:

- a) Be work and business related,
- b) Be modest and appropriate, and

- c) Strike a balance among economy, health & safety, and efficiency of operations.
39. The Conayt Friendship Society assumes no obligation to reimburse expenses that are not in compliance with this directive.

40. APPLICATION AND SCOPE - EXPENSES

- a) This directive applies to:
- b) Employees of the Conayt Friendship Society;
- c) Other persons under contract to the Conayt Friendship Society.
- d) All such arrangements must be approved in writing by the Executive Director. Per Diem is expected to cover home to airport travel, local transportation, meals and other miscellaneous expenses.
- e) Use of automobiles - When it is necessary for staff to use their own automobiles for Society business, they will be reimbursed at the current Federal Government rates.
- f) On extended trips, automobile mileage reimbursement may not total more than round trip economy air fare.
- g) Employees who use privately owned vehicles for Centre business are responsible for complying with Provincial laws and for personal insurance protection related to operation of the vehicle.
- h) Any accidents occurring on Society business must be reported promptly to the Executive Director.

41. ADMINISTRATION

42. NON-REIMBURSABLE EXPENSES

43. Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for:

44. MEALS shall be paid as follows:

- a) Breakfast ~~\$10.05~~ 15
- b) Lunch ~~\$10.35~~ 20
- c) Dinner ~~\$27.80~~ 30 65
- d) Total Daily Maximum is ~~\$48.20~~ for travelers away from headquarters of the Conayt Friendship Society.
- e) Breakfast may be claimed if departure is before 7:00 AM. Dinner may be claimed if you arrive home after 5:00 PM.

45. INCIDENTALS EXPENSES

- a) Incidentals allowance for one day is ~~\$10.00~~¹⁵, paid if an overnight stay is required.

a. MILEAGE

- a) Mileage allowance is calculated using the current federal government rates

46. RECEIPTS

- a) Original receipts (not photocopies) must be submitted with all claims unless otherwise indicated in this directive.
- b) Credit card slips by themselves are insufficient to support a claim for reimbursement.
Executive Director must ensure that appropriate records retention arrangements are in place for claims documentation.

47. OVERPAYMENTS

- a) Overpayments, namely amounts reimbursed or paid that are not in accordance with the terms of this directive shall be recovered from the claimant as a debt owing to the Conayt Friendship Society.

48. TIME LIMIT FOR CLAIMS

- a) All claims must be submitted on a timely bases, and no later than 30 days in which the expenses were made.
- b) The Executive Director may extend this time limit using the principles to guide exceptions set out in this directive.

49. ENFORCEMENT

- a) Persons approving claims for reimbursements are responsible for monitoring compliance with this directive.
- b) The obligation to enforce compliance stems from common law.
- c) Where an employee or Board of Director leaves their position with/from Conayt Friendship Society, they have a continuing obligation to ensure that claims submitted to the Conayt Friendship Society are in compliance with this directive.

50. TERMINATION OF EMPLOYMENT

- a) The end of an employment relationship with the Conayt Friendship Society will fall within one of the following categories, with indicated policies applicable to each.
- b) RESIGNATION
A voluntary termination freely made by the employee for any reason he or she chooses. Unless stated otherwise in his/her employment contract, notice of two weeks is required.
- c) MUTUAL AGREEMENT
- d) Whereby both the individual and Centre management think that it would be mutually beneficial to end the employment relationship.
- e) Under these circumstances, no termination notice period is set by the Centre, and a departure date is informally agreed upon within a reasonable time period.
- f) REDUCTION IN FORCE. Resulting from job elimination due to reorganization or financial considerations determined by Board of Directors.

- g) Any employee so affected will be given one month notice with reasonable time off during the notice period for interviews to other jobs if s/he has held the position for at least one year.

51. UNSATISFACTORY PERFORMANCE

- a) Failure of an employee to meet performance standards; complete tasks in a timely, competent way; or maintain an adequate attendance record.
- b) Prior to termination for unsatisfactory performance, the immediate must make a reasonable effort to resolve the problem with the employee.
- c) He or she must be given written notification that continued employment is in jeopardy, and be told what must be done to improve the situation.
- d) With this notice, the person will be placed on a one-month probationary status. If performance is not satisfactory at the end of this period, termination notice will be given.
- e) Unco-operative behavior or negative attitude which affect the work or morale of others at the Centre may result in this two-month probationary period being shortened.

52. MISCONDUCT

Probable causes for dismissal are:

- a) Drinking intoxicating beverages on the job;
- b) Use of drugs or solvents on the job;
- c) Sleeping on the job;
- d) Insubordination;
- e) Defrauding the Society;
- f) Failure to abide by the office policy;
- g) Failure to fulfill obligations;
- h) Releasing the Society's confidential information without proper authorization from the Executive Director or the Board of Directors.

Termination for such misconduct requires no notice and are grounds for justified dismissal.

53. RETIREMENT

- a) There is no mandatory retirement age, although accrued vacation and compensatory time not to exceed 14 days, will be paid to the individual.
- b) This payment will be made at the time of termination in lieu of extending the termination date and running out accumulated time in absenteeism.

54. RULES FOR THE CONDUCT OF EMPLOYEES

- a) Employees must at all times uphold the aims and objectives of the Society according to the Constitution.
- b) Employees must be able to communicate and relate to all Aboriginal people and accept each Aboriginal as an individual.
- c) Employees must have a good understanding of the problems encountered by people of Aboriginal ancestry who live within the Merritt area.

- d) Employees shall not purchase material or charge purchased material to the Centre. No purchase is to be made without a purchase order signed by the Bookkeeper and/or Executive Director.
- e) Employees shall not make commitments on behalf of the Board members or the Executive Director.
- f) Employees shall not issue reports to the news media or publication without the approval of the Executive Director.
- g) Employees shall not use the property of the Society for personal use.
- h) No equipment or material belonging to the Centre shall be removed from the building without the permission of the Executive Director.
- i) A breach of any of these rules will result in disciplinary action being taken including immediate dismissal.

55. BEHAVIOR AND CONDUCT

- a) All the Society's business, including correspondence, conversations, information concerning policies, orders placed, prices, operational statistics, etc., is to be treated as confidential, and is not to be divulged.
- b) Designated employees shall be the only ones that shall have access to all keys for the Society's equipment (i.e. phones and photocopier) shall be restricted to staff members and to the Board of Directors.
- c) The staff of the Society shall attempt to promote good will toward the Society. An image of good conduct and behavior shall also be a request for the staff.

56. CONFIDENTIALITY

a) INCOMING MAIL

- i. Incoming mail will be opened by the Secretary/receptionist of the Society and in the event of urgent matters of a confidential nature, the Executive Director will notify the President first and will treat the matter only as directed and instructed.
- ii. A memorandum to file will be written by the Executive Director confirming the instruction.

b) OUTGOING MAIL

- i. Outgoing mail will be treated with discretion and all confidential matters will be kept within the confines of the Society.
- ii. Letters relating to policy matters, complaints, negotiations of all forms, press releases, top level inquiries, inquiries and approvals for projects, correspondence with executive management levels, especially the Secretary of State and the Canada Employment and Immigration Commission etc., will be under signature block of the Executive Director.
- iii. Letters related to routine inquires, accounts receivable, accounts payable, personnel matters pertaining to the Society, follow-up matters, research and any matters pertaining to the day-to-day office routines will be under the signature block of a program director or the Executive Director.

57. TELEPHONE CONVERSATIONS

Telephone conversations, incoming and outgoing, of a confidential nature will be treated as such.

58. A BREACH IN CONFIDENTIALITY WARRANTS GROUNDS FOR IMMEDIATE DISMISSAL.

59. STAFF MEMBERS

- a) Upon becoming involved in a possible conflict of interest situation, Staff Members of the Society must advise the Executive Director in writing, and review the situation with the Executive Director.
- b) A written decision will be made as to whether or not a conflict of interest exists to the possible detriment to the Society. Failure to bring forward a potential conflict of interest situation is grounds for the resignation of Staff Members.
- c) Staff Members must not sit in on matters relating to decisions regarding immediate family or those persons who the Staff Member is in a personal conflict with. Other unrelated persons may replace those who are in conflict of interest.
- d) Staff Members must take all reasonable steps to resolve the conflict of interest. If it cannot be resolved, further action may be taken at the discretion of the Executive Director and Personnel Committee.

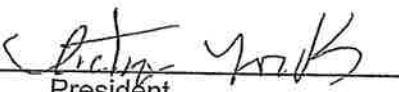
60. PROCEDURES

- a) Upon commencement with the Society, Staff of the Society will be required to sign a Confidentiality Agreement.

61. OFFICE PURCHASES AND PURCHASE ORDERS

- a) The Executive Director may approve payments of accounts, wages, and cheques, and will prepare forms, contracts and letters for signature of those Board members authorized to sign.
- b) The Executive Director may approve all purchases up to a limit of \$3000.00 (three thousand dollars). All capital purchases to be paid over that limit, must have Board approval
- c) A system of numbered purchase orders must be used to purchase all items used in the administration of the Centre.

Signed on: June 11, 2014


President


Secretary

CONAYT FRIENDSHIP SOCIETY

**EMPLOYEE CONFIDENTIALITY
AGREEMENT**



Conayt Friendship Society
2164 Quilchena Avenue
P.O. Box 1989 Merritt, BC V1K 1B8
Phone: 250.378.5107 Fax: 250.378.6676

Employee Confidentiality Agreement

I, _____, agree with the following statements:

I understand that I may come in contact with confidential information during my time at Conayt Friendship Society. As part of the condition of my work with Conayt Friendship Society I hereby undertake to keep in strict confidence any information regarding any client, employee or business of Conayt Friendship Society or any other organization that comes to my attention while at Conayt Friendship Society. I will do this in accordance with the Conayt Friendship Society's privacy policy and applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of Conayt Friendship Society unless authorized as part of my duties, or with the express permission or direction to do so from Conayt Friendship Society.

By signing this document, the employee understands and agrees to abide to the terms and conditions of this document and his/her employment responsibilities as well as loyalty to Conayt Friendship Society.

Dated this _____ day of _____, 201~~4~~.⁵

Signature of Staff Member

Signature of Witness

FINANCE AND ADMINISTRATION POLICY

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FINANCIAL ADMINISTRATION POLICY

Original: 2006
Revised and updated: November 2014

FINANCIAL ADMINISTRATION POLICY

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1.0 DEFINITIONS

1. "Executive Director" means the senior administrative manager.
2. "Finance Manager" is the employee designated to be the senior supervisor in the finance department.
3. "Department Manager" is the employee designated to be the senior supervisor in a specific Department of the organization.
4. "Department" means an administrative division of the Conayt Friendship Society as established from time to time by the Executive Director or Board of Directors.
5. "Finance Committee" means the Board of Directors' Standing Committee for Finance.
6. "Resolution" means a decision made at a meeting of a quorum of Board of Directors.
7. "Society" shall mean the Conayt Friendship Society.(CFS)
8. "Board of Directors", means those individuals duly elected at an election of Board described in the Conayt Friendship Society Constitution and Bylaws.
9. "Minutes" shall mean the recording of the discussions and decisions of Board of Directors at a duly convened meetings of Board.
10. "Agreement" means any written contract between Conayt Friendship Society and another party or parties, including the federal government, the provincial government or a third party.
11. "Annual Budget" means the forecast of planned expenditure for the forthcoming year by the Conayt Friendship Society.
12. "Cash Flow" shall mean funds that are available for working capital or expansion.
13. "Conayt Friendship Society Funds" means all moneys belonging to Conayt Friendship Society and includes;
 - a. All revenues of Conayt Friendship Society;
 - b. Money borrowed by the Conayt Friendship Society;
 - c. Money received or collected on behalf of Conayt Friendship Society; and
 - d. All moneys that are received or collected by Conayt Friendship Society pursuant to any agreement or funding arrangement and is to be disbursed for a purpose specified by Board of Directors or pursuant to that agreement or funding arrangement;

2.0 INTRODUCTION

The Financial Administration Policy outlines the financial control and financial management policies and processes to be followed by the Conayt Friendship Society. The Board of Directors is responsible for setting policies and ensuring that the financial administration policies used by administration are effective to ensure accountability of The Society.

The financial administration policy was developed by Conayt Friendship Society to ensure accountability to its membership and transparency in its business decisions.

3.0 COMPLIANCE WITH POLICY

1. The Board of Directors, Employees and Committee members shall act in accordance with this policy.
2. The Board of Directors, Employees and Committee members shall not disclose confidential financial information unless authorized by this Policy.
3. The Board of Directors, Employees and Committee members shall not disclose confidential financial information unless authorized by this Policy.
4. The Executive Director is responsible for administering and complying with Policy in all areas.
5. The Finance Manager is responsible for adhering to this Policy in the functions of financial management and the accounting processes.

4.0 CHANGES TO FINANCIAL ADMINISTRATION POLICY

The Board of Directors shall establish policy and shall approve changes to the Financial Administration Policy.

The Finance Committee is responsible for:

- a) Ensuring Compliance with Conayt Friendship Society's financial administration policy.
- b) Submitting recommended changes in financial policy to the Board of Directors for approval.

5.0 APPLICATION

1. The Conayt Friendship Society Financial Administration Policy governs the receipt, management, and expenditure of funds, and the administrative organization to manage the funds.
2. This Financial Administration Policy applies to all Conayt Friendship Society departments and affiliates, including any other operating entity under its control.
3. The Executive Director shall delegate responsibility for components of the master budget to specific Department and they shall be accountable for financial performance within their area of control.

6.0 AUTHORIZATION

1. Funding proposals/contracts.
 - a. The Executive Director shall maintain the right to sign all funding applications excluding Contribution Agreements or agreements requiring signatures of Board of Directors.
 - b. All funding proposals shall identify Conayt Friendship Society as sponsor and use the Conayt Friendship Society mailing address.
 - c. The Executive Director will sign all agreements between Conayt Friendship Society and another party or parties including the federal government, provincial government or a third part (excluding those mention in 1).
2. Cheque Signing
 - a. The Executive Committee of the Board of Directors members shall be the signing officers. Any two of four signing officers shall sign for all banking transactions required by Conayt Friendship Society and its solely owned entities under its control.
 - b. The Executive Director shall be one of the signing officers for cheques.
 - c. The Board of Directors shall designate signing authorities and execute any necessary banking documents.
 - d. Any two of five signatures are required on all cheques.

7.0 ANNUAL BUDGET

1. The Conayt Friendship Society's annual financial plan shall consist of a budget. Board of Directors must approve the Annual Budget for each fiscal year by Board of Directors Resolution.
2. Prior to each April 1 of each subsequent fiscal year, the Department managers shall replace the project budget for that fiscal year using the most recent actual figures and the last year's budget for comparison, The Society shall replace the projected budget for that fiscal year with a new annual budget and accordingly adjust the fiscal plan. The Executive Director and Finance Manager will review the annual budgets prior to presentation to Board of Directors. The Departments will set aside several work days in February/March each year for the purposes of review of annual

program budgets, including projected cash flows.

3. The Executive Director will present all department budgets and projected cash flow schedules to Board of Directors in March of each year, for formal approval through Board of Directors Resolution.
4. Board of Directors may amend the Annual Budget upon the request of the Executive Director at a duly convened Board meeting.
5. A copy of the Annual Budget will be:
 - a. Available during business hours to Members of Conayt Friendship Society upon request or;
 - b. Obtained by written request made to the Executive Director.
6. The Annual Budget may be presented by Board of Directors to Membership at a General Meeting.
7. Each Department Manager will be provided with a copy of an approved budget for their program to ensure monitoring of each program. Control shall involve comparing and reconciling monthly program revenue and expenditure statements with each program's original projected budget. Two working days after receiving the monthly reports any variances must be reported to the Executive Director explaining the cause(s) contributing to shortages/overages and recommendations to bring the budgets back in line. Budget adjustments such as supplies moved to travel etc. will allow Department Managers to resolve their budget variances in advance. These would need approval by the Executive Director as it does not affect the consolidated budget amount but speed resolution of budget issues.
8. The Executive Director will review the monthly financial statements to ensure compliance of budgets. Managers acting outside the limits of budgets that require strict adherence may be removed or any other measure may be taken to ensure budgets are maintained.
9. Funds provided to the Conayt Friendship Society are to be expended for the purposes identified and approved in signed contractual agreements. Only in situations where flexibility is allowed between functions or programs, may program or Department Managers recommend transfers.
10. All program transfer or inter-fund transfer must be reviewed by and approved by the Executive Director provided such transfer is allowed under the Contribution Agreement or Third Party Agreement that is applicable.
11. The Executive Director shall be responsible for the hiring of the Finance Manager and dismissal of the Finance /Manager will be in accordance with the Conayt Friendship Society personnel policy.

8.0 THE FINANCE COMMITTEE

1. The Finance Committee is a Standing Committee of the Board of Directors appointed from time to time by the Board at a duly convened Board of Directors meeting.
2. A Finance Committee shall consist of three (3) members with one (1) of its members being the Executive Director and two (2) members of Board of Directors.
 - a. A Board member of the Finance Committee may be removed from the Committee by a

majority vote of Board of Directors

3. Meetings of the Finance Committee shall proceed without the benefit of the entire Committee with at least two (2) members being present
4. The Chairman shall be the Executive Director.
5. The Finance Committee shall be responsible for;
 - a. The **review of** management and control of the revenues and expenditures of the Conayt Friendship Society;
 - b. The **ensure the** maintenance of records of the financial activities of the Conayt Friendship Society;
 - c. The **review and** preparation of the annual budget in accordance with the priorities approved by Board of Directors;
 - d. Review draft annual audit of the Conayt Friendship Society;
 - e. Reporting and making recommendations to Board of Directors on financial matters **at the regular Board of Directors meetings**; and
 - f. All other matters relating to the financial affairs of the Conayt Friendship Society.

9.0 FINANCIAL STATEMENTS

1. The monthly financial statements are to be prepared and completed by the Finance Department within 25 working days in the following month and are to be made available to the Executive Director for presentation to Board of Directors and for the Finance Committee for presentation at General Society meetings.
2. The Finance Department will ensure that all month end procedures are followed to ensure accurate financial statements. Bank Reconciliations, etc.

10.0 CONFLICT OF INTEREST

1. Any person who holds an office; including that of Board Member, or employment with the Conayt Friendship Society, its departments or entities under its control, shall not use the office or employment for personal gain to the detriment of the interests of Conayt Friendship Society.
2. "Personal gain" shall mean financial benefit for the individual or for the members of his or her immediate family.
3. "Immediate family" shall mean a spouse, including a spouse, children, parent, brother, sister, father-in-law, mother-in-law, uncle, aunt, grandparent, son-in-law, or daughter-in-law.
4. Financial Benefit includes, but is not limited to:
 - a. employment benefits;

- b. contract benefits;
 - c. educational, medical or other social benefits;
 - d. honoraria;
 - e. the payment of any money; or the allotment, leasing or other grant of an interest in Society lands;
 - f. Gifts in excess of \$50.00.
5. A "Conflict of Interest" shall arise when:
- a. A Board Member, Employee, or Committee member exercises an official power or performs an official duty or function in the execution of his or her office, job or committee work and at the same time knows or ought to know that in the performance of the duty or function or in the exercise of power there is opportunity to receive a Financial Benefit for themselves or to a related person; or
 - b. A Board Member's, Employee's, or Committee members personal interests supersede or compete with their dedication to the best interests of the Society.
 - c.
6. A "Conflict of Interest" shall not arise if a Financial Benefit is intended or extended at the same time;
- a. to Membership
 - b. to a group of Members who are identifiable by reference to age, gender, financial circumstances or medical needs; or
 - c. to the Board of Directors as a whole; or
 - d. If the person discloses his/her interest prior to the making of a decision and by not participating in the decision.
7. Where Board Members, Employees or Committee members are unsure of whether they have a Conflict of Interest, the Board Member, Employee or Committee member shall raise the perceived Conflict of Interest with the Board of Directors, and the Board of Directors shall decide whether a Conflict of Interest does exist with the Society.
8. A Board Member, employee or Committee Member with a Conflict of interest shall not exercise their powers as a Board Member, Employee, or Committee Member, and shall:
- a. Not take part in the discussion of a vote on any question in respect of the matter;
 - b. Immediately leave the meeting or the part of the meeting during which the matter is under consideration;
 - c. Not sign a Board of Directors Resolution or letter in respect of the matter;
 - d. Not attempt in any way, whether before, during or after the meeting to influence the opinion or vote of the Board of Directors on any question in respect of the matter; and
 - e. Not attempt in any way to influence Employees or Committee members in carrying out their duties.
9. Where a Conflict of Interest is discovered after consideration of the matter, the Conflict of Interest must be declared in writing to Board of Directors. Upon receipt of the declaration Board of Directors may reverse the original decision based on new information.
10. Prior to approving a Financial Benefit to a Board Member, the Board of Directors shall determine whether the Financial Benefit is consistent with this Policy and is consistent with other similar governing bodies, and in consistent with the Society's Constitution and Bylaws.
11. Board Members, Employees and Committee members shall arrange their private affairs and conduct themselves in a manner to avoid a Conflict of Interest.

12. Board Members, Employees and Committee members with a Conflict of Interest shall without delay, declare the Conflict of Interest to the Board of Directors.
13. Any Board Member, Employee, or committee member who fails to make or makes an incomplete disclosure of a Conflict of Interest shall pay to the Society a sum of money equal to the value of any and all Financial Benefits the Board Member, or Related Person received and benefited from the undisclosed Conflict of Interest notwithstanding any other disciplinary action the Board of Directors may take.
14. If a person violates the Conflict of interest provision, Board Members, Employees, and Committee members will be subject to the provisions set out in the Personnel Policy and applicable Board of Directors guidelines. Depending upon the severity of the offense the violation may lead to termination of employment or office.

11.0 INTERNAL CONTROLS

Conayt Friendship Society will have internal control policies and procedures in place throughout the organization that will assist Conayt Friendship Society in achieving the most effective use of its resources.

- a) Management is responsible for ensuring that the conduct of business includes:
 - I. Compliance with management policies and by-laws
 - II. Accuracy and completeness of accounting records
 - III. Safeguarding of assets
 - IV. Detection of fraud
 - V. Personnel policies and practices
- b) Maintaining reliable control systems necessary to produce timely and reliable Financial information
- c) The Executive Director is responsible for establishing and maintaining control processes that ensure that financial transactions are in accordance with the Financial Administration Policy and Generally Accepted Accounting Principles (GAAP).

The control processes includes:

- I. Employees will be adequately trained and supervised in preparing and processing Financial transactions
- II. Department managers are responsible for ensuring that adequate financial Administration policies and procedures are followed and that Transactions are recorded accurately.
 1. Diagramed data control system outlining checks and balances to ensure proper Handling of Conayt Friendship Society financial data
 2. Documents will be placed in a secure environment for at least 7 years of term Specified by funding agencies
 3. Employees must ensure that back up documentation is sufficient to support the audit or review by the Executive Director and signing officers facilitate the role and responsibilities of the Executive Director the Finance Manager is responsible to the Executive Director for the following
 - I. The administrative supervision of the compilation and preparation of the overall annual budget;
 - II. The preparation of the annual financial statements and long-term financial projections as required from time to time by the Board of Directors
 - III. Ensuring adherence to any agreements and funding arrangements entered into by the Conayt Friendship Society or any department or corporate entity

- IV. Administration and supervision of the financial records and reporting system
- V. Maintenance of records of all receipts and expenditures to facilitate the annual audit
- VI. Any other task assigned by the Finance Committee
- VII. Designing and reviewing finance department systems and processes to ensure accurate financial statements are prepared in a timely manner
- VIII. Obtain three quotes for mortgage renewals at least 6 weeks in advance of renewal dates
- IX. Invest cash balances over \$100,000 in money market funds in sums that allow for flexibility in managing Conayt Friendship Society cash flows including funds set aside for housing.

12. RECEIPT & DEPOSIT OF FUNDS

This section outlines policies and procedures for the receipt, safekeeping and deposit of funds. The Executive Director shall designate staff members responsible for making deposits and handling any cash. The Board of Directors shall review periodically and designate the financial institution to be used by the Society.

Society staff appointed to handle cash and cheques shall be bonded, insurance coverage obtained and internal security controls followed.

All policies and procedures contained in this section are in accordance with generally accepted accounting principles.

- 1 All cheques received for deposit shall immediately be endorsed on the reverse side with an endorsement stamp For Deposit Only. Cheque endorsements are to be made by the Finance Manager, the Receptionist who receives the cheque(s), or the Housing Administrative Assistant who receives rent cheques for housing units.
- 2 All cheques and cash received shall be recorded by the Secretary/Receptionist on pre-numbered receipts in a Receipts Book. The Receipts Book shall be kept under lock and key in the control of the Secretary/Receptionist.
- 3 Receipts are issued by the Receptionist except for payment of rent by cash or cheque which is the responsibility of the Housing Administrative Assistant. Each receipt shall have the following entries made:
 - the date the cheque or cash was received;
 - the name of the payer;
 - the amount of the cheque or cash received; and
 - the signature of the Secretary/Receptionist to verify the entries.
 - For rent cheques, the Unit number will be included on the receipt
- 4 The original receipt shall be given to the payer, either hand delivered or mailed. The duplicate, contained in the receipts book, shall be forwarded with the cheque or cash to the Finance Manager. The Finance Manager will enter the account number on the back of the cheque to which it will be deposited and will also make an account number entry on the duplicate receipt. The Housing Administrative Assistant is responsible for rent cheques or cash received from tenants or from Third Parties paying rent on a tenant's behalf, in Society housing Units, where one receipt from the triplicate receipt book will be included in the payment envelope.

- 5 The Finance Manager will ensure all cheques and cash received by the Society are stored safely in a locked drawer or safe until they deposited in the Society bank account or safety deposit box except for payments by tenants which are kept under lock by the Housing Administrative Assistant.
- 6 The Finance Manager shall deposit all funds received, on the day received, intact in the appropriate bank account at a financial institution designated by Board of Directors except that for Housing tenants, such deposits are the responsibility of the Housing Administrative Assistant.
- 7 Deposit slips shall be prepared in triplicate, and cross-referenced to receipt numbers by the Finance Manager except for payments made by tenants which is the responsibility of the Housing Administrative Assistant. Each deposit slip shall contain the following information:
- the current date;
 - account number;
 - name of account;
 - a listing of cheques and amounts to be deposited; and
 - a listing of cash and amounts to be deposited, including the total cheques, total cash and the total amount to be deposited to the account.
- 8 The Finance Manager shall review all items listed and totals shown, and initial each deposit slip to verify them. It is the Finance Manager's responsibility to ensure deposits are made on the date shown on the deposit slips, and that the triplicate deposit slip is date-stamped by the financial institution. For tenant payments on rent, this function takes effect once deposits are made by the Housing Administrative Assistant.
- 9 Using triplicate date-stamped bank deposit slips, the Finance Manager shall post all deposits to each bank account as debits in the appropriate batch to general ledger accounts. For Housing, the tenant ledgers shall be updated within the first week of each month by the Housing Administrative Assistant.
- 10 All deposits contained in month end bank statements received from the bank shall be reconciled by the Finance Manager. Deposits listed on a bank statement shall be reconciled with the Receipts Book in the control of the Secretary/Receptionist. Under no circumstance are adjustments to be made to entries in the Receipts Book.

13.0 COMMITMENT OF FUNDS

The purchase of services, equipment and/or supplies requires two separate stages for expending funds. Stage one is the commitment of funds (using Purchase Orders) for the ordering of services or items. Stage two is the expenditure of funds (cheque writing) for the payment of services or items.

The Board of Directors through Board of Directors Resolutions shall designate staff (usually Executive Director) with purchasing authority.

The policies and procedures contained in this section address proper procedures for controlling expenditures in the initial commitment of funds stage.

1. The Society shall use numerically controlled purchase orders to commit funds for the purchase of goods not covered by a contract.
2. The authority and limits for signing of purchase orders shall be signable by the Executive Director up to \$5,000.00 or as set by the Board by resolution.
3. The Society shall use personal service contracts for the purchase of services for up to \$10,000.00.

4. The Executive Director shall not designate the program staff to have purchasing authority.
5. Program staff designated with purchasing authority shall seek authorization for a commitment of funds from the appropriate program budget.
6. While the Board of Directors have no direct authority to initiate expenditures, they may, by specific motion and resolution authorize the Executive Director to proceed with expenditures on their behalf for activity not previously authorized in the Society's annual budget.
7. Under no circumstances are the purchasing limits of each authority to be circumvented through the use of two or more purchase orders to commit funds in the purchase any one item or service.
8. Purchase order Books may be used and kept under the control of the Finance Manager
9. Any changes made to purchase authority positions, authority limits, or authorized accounts shall be approved by the Executive Director.
10. Any Society employee, who wishes to purchase an item or service, shall obtain the best possible financial arrangement. This means obtaining the best possible price quotes, bulk purchases and shipping costs available.
11. The limit of Expenditures over the amounts set herein shall be authorized by the Board of Directors or the Executive Committee of the Board upon recommendation of the Executive Director.
12. Under no circumstance are employees authorized to purchase from expense accounts outside of their designated program area (s).
13. A Purchase Order will be submitted to the Finance Manager, who will review the forms and verify the following:
 - That the Program Manager/Department Head has identified an approved and designated budget;
 - Purchases are made in accordance with the established regulations and procedures of the Society;
 - The authorization to purchase has been approved by the designated staff member responsible for fulfilling the Terms of the signed Agreement, and is not authorized where the amount is in excess of total spending in the approved budget; and
 - That the Program Manager/Department Head has verified that services or goods to be purchased are required for a Society service and are in compliance with existing funding/contractual agreements signed with Society funding agencies.
14. Upon such verification, the Program Manager/Department Head shall fill out a purchase order and shall forward the original purchase order to the supplier, and the second copy to the Finance Manager.
 - All purchase orders are to be filled out in triplicate and are to contain the following information:
 - the name and address of item or service supplier;
 - the unit price and quantity;
 - the description of item or service; and
 - the total cost of the purchase.
 - expense code
15. In assuring necessary funds are identified in an approved and designated budget, an expense account ledger code number will be placed on all purchase orders before the designated purchase authority signs the purchase order.
16. All purchase orders require the signature of the Executive Director or person designated to temporarily act in place of the Executive Director.

14.0 ACCOUNTS PAYABLE

Policy Objective

To provide direction and ensure timely, efficient, cost effective and transparent processing and reporting of all accounts payable.

Policy Statement

Conayt Friendship Society will promptly pay, within 30 days, all legitimate invoices received by the Society. Through its Accounts Payable and Reporting Process, Conayt Friendship Society will present a fair picture of the Society's operations and financial position while ensuring accountability to both its members and funding agencies.

Accounts Payable Procedures

The general procedure for source documents from and to Suppliers and Creditors is as follows:

1. Vendor accounts are opened for any person, company, or government department that provides material, goods or services to Conayt Friendship Society or its Housing Units.
2. Purchase Orders (PO) are issued for any supplies or materials and must be prepared and verified by the Program Manager responsible for staff reporting to them and shall include the item or list of materials, the source of materials, the best cost available, and the name of the seller and such purchases must conform to the administrative mandate or contract authority that is the source of funds being expended.
3. All Purchase Orders shall be endorsed by the Executive Director once Article (2) above has been verified by the Finance Manager.
4. PO's are not issued for services such as utilities, office rent payments and/or contracted payments.
5. PO's should come in two parts and are to be pre-numbered.
6. The office copy of the PO is filed in an "Outstanding PO" file until the order has been received. The, when the order has been received and checked, the PO is filed in the Accounts payable file.
7. When the items are received from the supplier, appropriate back-up [i.e. the Packing Slip (PS) is checked by the person receiving the order. Any missing items must be clearly marked on the packing slip. Also, be sure to advise the supplier right away if any items were missing. The PS is then also placed in the Accounts Payable file in alphabetical order by supplier name. Payable slips (if available). Cheque requisitions will then be prepared for the President to approve payment. Each Cheque Requisition shall have the expense codes and amounts for each expense code on every cheque requisition.
8. When the invoice is received from the Supplier/Creditor, verified against the work performed or the goods delivered and authorized by the Executive Director. The date of the invoice, the invoice number, the amount of the invoice, the invoice is coded to the appropriate accounts, are recorded in Accounts Payable for that Vendor. The appropriate account(s) are recorded in Accounts Payable file in alphabetical order by supplier name.
9. After the end of the month, a statement will be received from the Supplier/Creditor. This statement is also placed in the Accounts Payable file in alphabetical order by supplier name. By the end of

the month, the Accounts Payable folder will contain packing slips, purchase orders, invoices and statements, all filed in alphabetical order by supplier name.

10. When it is time to pay the Suppliers and Creditors, sort all the Accounts Payable documents for each Supplier/Creditor. All invoices should be matched with all POs and Packing Slips (if available). Cheque requisitions will then be prepared for the Executive Director to approve payment. Each Cheque Requisition shall have the expense codes and amounts for each expense code on every cheque requisition.
11. When a Creditor's Statement is to be paid, tick off (check mark) all of the Creditor's invoices from the Accounts file against the statement. Check any un-ticked amounts on the statement very carefully—they have either already been paid or they have not yet been received or they are someone else's invoices.
12. A two-part cheque is produced for the total amount of invoices owing to each Supplier/Creditor. On the information portion of the cheque, the details of the invoice number(s) and amount of payment should appear.
13. Once the cheques have been signed and approved, ensuring that the details of the cheque numbers and dates approved are well documented and attached to the respective invoices. The three-part cheques are then separated and distributed as follows:
Copy 1 (original) – mailed/delivered to Supplier/Creditor
Copy 2 – photocopied/duplicate cheque to remain in the file attached to invoice
Copy 3 – cheque stub to remain intact in numerical order in cheque book

Tips for saving Society money:

- Take full advantage of any payment terms or discounts offered by the supplier. For example, do not pay suppliers before the due date stated on their invoices. If they offer instalment payments without additional service charges, take advantage of the additional time to pay in order to preserve your cash flow.
- Pay the invoice, not the total amount on a statement. (A statement may show invoices already paid by post-dated cheque if the statement is mailed before the supplier received the cheque payment.
- Ensure credit notes issued by a supplier are properly recorded and deducted from the payment.
- Carefully check and reconcile supplier's monthly statements to ensure that all charges are valid and that all payments have been recorded by the supplier.

15.0 INTERDEPARTMENT AGREEMENTS

1. Agreements or contracts made for the provision of goods or services between departments require a simple contract specifying the following:
 - a. Services or goods to be provided
 - b. Timing of services or goods to be delivered
 - c. Responsibilities of each department
 - d. Term of the agreement start date, end date, and method of payment
2. An invoice outlining the goods or services purchased in accordance with the agreement/contract must be sent to the Finance Department for payment.
3. The program manager/department head responsible for providing the goods and service will be responsible for drafting the invoice in accordance with the agreement/contract
4. The program manager/department head procuring the goods or services will be responsible for verifying that the goods or services were provided in accordance with the agreement/contract

16.0 DISBURSEMENTS / EXPENDITURES

Policy Statement

All payments and financial commitments of the Society will be accordance with the Annual Budget or in accordance with a Board of Directors Resolution.

Disbursements

Disbursement of cheques are authorized by two signing officers, as approved by the Conayt Friendship Society Board of Directors.

- All cheques require the signature of two Board Members
- Where only one Board Members is available, the Executive Director may sign cheques

Cheque Issuance Procedures

1. All cheques are number sequentially so as to be accounted for;
2. Cheques are never to be issued blank or post-dated
3. Lost or stolen cheques are to be reported immediately and a stop payment order issued to the bank.
4. All cheques that have not been presented in the six-month period after issuance are to be cancelled, and a new cheque issued only on the request of the payee.

Record of cheques

Detailed from each cheque are recorded on a cheque requisition form outside A/P as follows:

- Record the name of the payee, date of cheque and cheque number under the proper headings
- Record the amount of the cheque along the same lime under the Net Cheque column
- Record the number or date of the invoice or statement being paid in the invoice Number column
- Record each amount that is beside the expense code detailed on the cheque along the same line and under the same expense code. All the amounts on that line under each expense column add up to the total amount of the cheques as shown in the Net Cheque column.
- After the details are recorded in the accounting system, stamp (or write) "posted" on the cheque requisition with the current day it was posted i.e. today's date.
- All cheques must be recorded in proper number order. If a cheque has been cancelled, record it as "cancelled" and write the cheque number under the Cheque No. column.

At the end of each month, all columns are added and cross-balanced. The column totals and the individual amounts in the "miscellaneous" columns are posted to the General Ledger with the same account numbers. The second stage for the purchase of services, equipment and/or supplies is the payment for purchases. Normally, a vendor will submit an invoice for any services, equipment or supplies sold to the Society.

The Board of Directors shall designate, by motion in a meeting minute, the signatories for the bank account. Usually any two of five designees shall sign all cheques for payment.

Since all purchases must first have funds committed through the use of purchase orders, this section outlines the second stage to making a purchase; the cash disbursement stage.

1. Upon opening the mail, the Secretary/Receptionist shall log into the daily incoming mail log, apply a date stamp and a function stamp to any invoices received and forward to the Finance Department. The Secretary/Receptionist shall forward all other opened mail to the Executive Director for review, and shall pass on to program managers/department heads. Any packing slips received with deliveries are logged and forwarded to the finance department to be reconciled.
2. In the Finance Department, the Finance Manager shall ensure that :
 - all invoices received are reconciled with the purchase orders;
 - the quality and quantity of all items on order are certified received; and
 - the price and total charge on the invoice are verified against the duplicate copy of the purchase order.
3. Any variances between the invoice and the purchase order shall be referred to the purchaser for clarification or remediation.
4. Only after the Finance Manager has reconciled the invoice will the invoice, together with the matching duplicate purchase order, be recorded by the Finance Manager for payment.
5. The Finance Manager will make a debit entry to the appropriate accounts payable ledger account and make a credit entry to the designated cash account.
7. Upon the issuance of a cheque for an invoice, the invoice should be stamped "PAID" with the cheque number and issuance date shown. This will clearly indicate the invoice payment and prevent accidental duplicate payments.
7. Each cheque shall have the signatures of two (2) authorized signing authorities. These signing authorities shall always receive and review the supporting documentation prior to signing the cheque. Such documentation should be provided with the cheque at the time of signing.
8. No cheque shall be signed until the amount and the name of the payee is entered on the cheque. A blank cheque should never be signed. The exception relates to the Conayt Friendship Society weekly Bingo where the Finance Manager shall have on hand two blank signed cheques to pay the winners of the pooled bingo prize.
9. Any changes to signing authority names or limits, must be approved by a quorum of Board of Directors and shall be noted in the minutes of a Board of Directors meeting. The bank shall be notified of any changes in signing authority.
10. For audit purposes and as proof of payment, the Finance Manager shall ensure cheque stubs record:
 - the date of payment;
 - the amount of payment;
 - invoice no;

- the cheque number; and
 - to whom the payment was made.
- 11 All documentation supporting a purchase transaction shall be filed alphabetically by supplier name by the Finance Manager.
 - 12 Should a cheque be reported lost, destroyed, or stolen, it shall be cancelled and a stop payment order executed for the bank. A second cheque may be issued only after the bank has received a stop payment order and confirms payment has not cleared the bank. The Society reserves the right to deduct the stop payment order fees for a re-issued cheque.
 - 13 Society cheques not presented to the bank for payment (outstanding cheques) within six (6) months of the date of issue are considered "stale dated". These payments shall be voided and payment stopped. Such cheque is to be voided in Accounts Payable. Another cheque may be issued upon request of the payee.
 - 14 All blank cheques shall be securely stored under lock and key by the Finance Manager.
 - 15 Whenever possible, authorized signing officers will not sign or prepare cheques made payable to themselves or to members of their immediate family. Immediate family is considered to include parents, spouses, siblings and children.
 - 16 The GST rebate will be calculated at 50% of the stated GST amount on the invoice and recorded to the GST receivable account. For invoices where GST has been included in the total invoice, but not clearly stated, the calculation will be the invoice amount multiplied by 7/107 for the GST receivable. The remaining invoice amount will be a debit to the appropriate expense account.

17.0 PETTY CASH

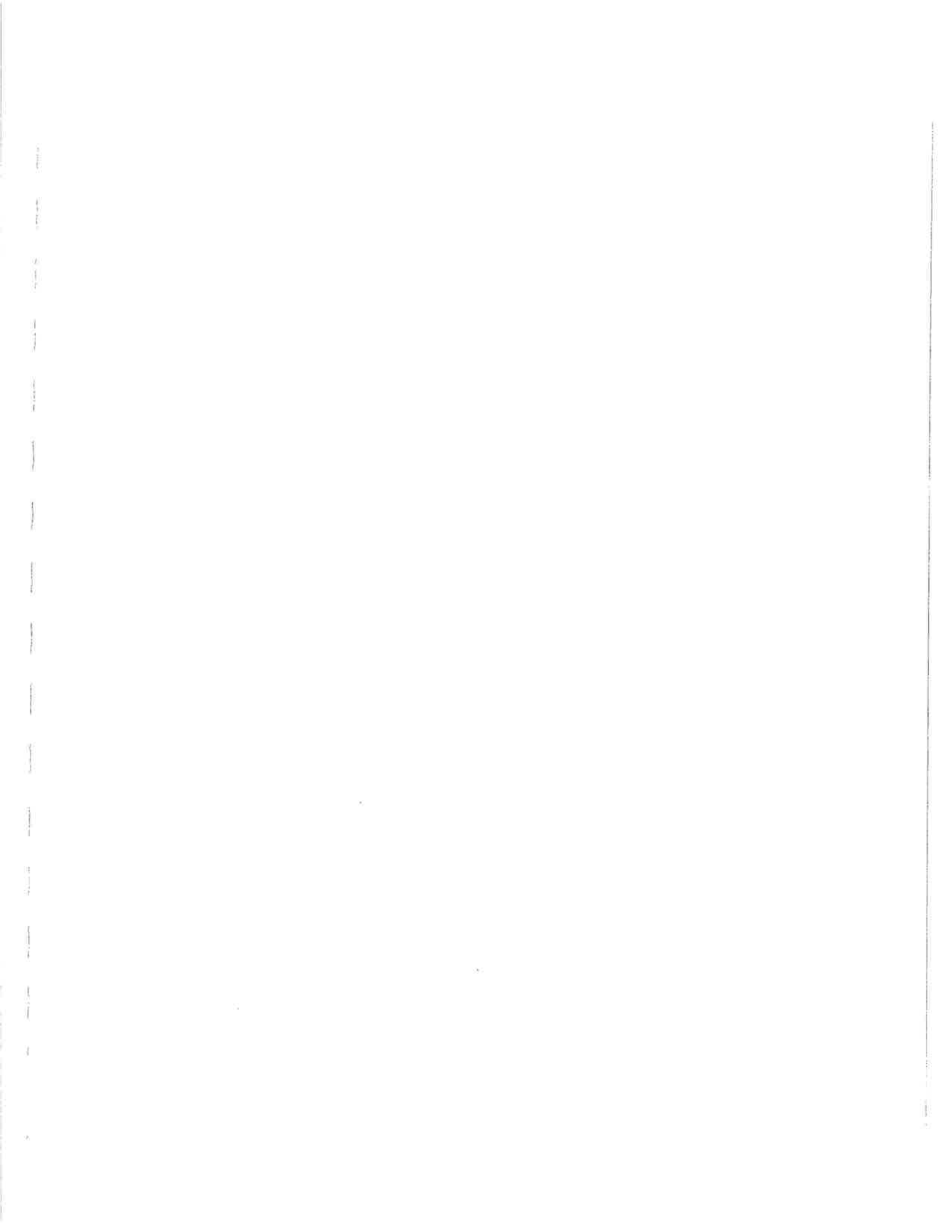
Occasionally, the use of immediate cash on hand is required. The use of petty cash is intended for incidental, yet essential, purchases. It is during these circumstances that the cheque disbursement process may not be practical.

- 1 A petty cash fund shall be established in the amount of \$100.00. To establish the fund a cheque shall be drawn, made payable to Petty Cash (or to an authorized payee) and debited to the Petty Cash account.
- 2 The Finance Manager shall store the petty cash fund in a locked box in a secure place.
- 3 A receipt shall be completed for each disbursement made out of the petty cash fund. The receipt shall state the name of the payee, the date, the amount paid, and purpose of the cash. The payee shall sign the receipt.
- 4 As each disbursement reduces the fund and increases the sum of receipts in the cash-box, the Finance Manager shall replenish petty cash as needed, or on a monthly basis, accompanied by all receipts for petty cash payments.
- 5 The petty cash box should always contain petty cash receipts and monies equal to the amount of the fund.

18. CONTRACTS & TENDERING

Occasionally, the Society may require the services of external contractors. Entering into a contract for the provision of any type of service with an outside contractor is considered a commitment to spend Society funds. This contracts and tenders section is related to purchasing policies and procedures stated in Sections 1.04 and 1.05 of this manual.

- 1 For contracts of less than \$5,000.00, the Board of Directors reserve the right to authorize the Executive Director or delegate to negotiate and recommend a specific contract on a sole source basis. The Board of Directors shall approve all such contracts.
 - 2 Where a contract for services rendered to the Society is expected to exceed \$5,000.00, tenders or quotes should be invited from at least three (03) firms, or be publicly advertised in local and regional media.
 - 3 Unless expressly or otherwise stated in the Conayt Friendship Society Housing Policy, construction projects exceeding \$5,000.00, invitations to tender shall be issued and should contain the following documents :
 - Tender instructions;
 - Tender and Contract form;
 - General Conditions;
 - Bid deposit requirement
 - Performance deposit requirement
 - Insurance Schedule;
 - Contractor Statement of Qualifications;
 - Proof of Workers Compensation Board (WCB) coverage
 - Statement of Work Plan and Specifications.
- Bid deposits are expected to accompany bids.
- 4 Unless expressly or otherwise stated in the Conayt Friendship Society Housing Policy, construction projects exceeding \$10,000, the successful bidder is to submit proper performance security bonding within 14 days of being awarded the contract unless otherwise stipulated in the tender call documents.
 - 5 For non-construction (professional) contract services exceeding \$5,000.00, proposals for services shall be invited from at least three (3) individuals or firms, or a Request for Proposals publicly advertised in local and regional media.
 - 6 A Request for Proposals (RFP), once distributed, shall have the following documentation available for interested contractors:
 - A letter of invitation
 - A statement of work required;
 - Proposal evaluation criteria;
 - Contract Agreement (includes general conditions and terms of payment).



services/products, markets, facilities, equipment, type and number of staff, training, employment development, and financial information (financing, budgets, pro-forma statements).

- d select investment opportunity based on appropriate financial analysis such as return on investment, sensitivity analysis, and other methods of evaluation risk

20.0 SHORT TERM INVESTMENTS

1. Investments in excess of \$400,000 or any investment more than 6 months requires the approval of the Executive Director
2. Investments of \$400,000 or less that mature within 30-60 days may be made by the Finance Manager
3. Replacement reserve funds are to be invested in money market funds in accordance with the Aboriginal Housing Management Association contribution agreement.

21.0 BUSINESS INVESTMENTS

1. Continued investment in existing corporations will be made if the purpose of the investment is for expansion provided that the business plan supports the required rate of return if the Society invested funds in money market or mortgage funds.
2. Investments or contributions to fund Society owned entities that have incurred deficits will be prohibited.
3. Acquisitions in other businesses will be made only after a feasibility study predicts a rate of return applicable to that business/industry under normal conditions

22.0 BANK RECONCILIATION

The receipt and deposit of funds and the disbursement of funds in Sections 1.03 and 1.05 have a direct impact on the balance of the Society's bank accounts. Having proper procedures to execute these types of transactions, it is necessary to reconcile bank account statements with the recording of those transactions in the Society's account records.

- 1 In order to verify and prove the accuracy of the banks month end statement and the Society's account records, the Financial Officer shall review all and signify in writing this review by initialing the bank statement. The review should include any erasures, or other irregularities, signatories, endorsements.
- 2 The Finance Manager shall perform a reconciliation of the bank statement of the Society's accounts with the Society's accounting records. The reconciliation shall be performed as soon as the month end bank statements are received from the bank.
- 3 During reconciliation, the Finance Manager shall compare the deposits listed on the bank statement with deposits shown in the Society's accounting records and receipts book. Any discrepancies will be noted and corrected and a list of errors or unrecorded items compiled.
- 4 All cleared cheques, included with the bank statement, shall be compared with each bank statement listing in the order of their listing. Any discrepancies or errors are to be noted.

- 5 The previous months' reconciliation shall be used to determine if any cheques outstanding at the end of that month are still outstanding. The previous months' reconciliation shall also be used to determine if any deposits that were unrecorded by the bank at the end of the previous month have been recorded. Any discrepancies or errors are to be noted.
- 6 Any bank memorandum entries on the bank statement are to be verified and compared to entries in the accounting records. Any memorandums that do not appear in the accounting records are to be noted and recorded.
- 7 Once the reconciliation has been finalized, it should be presented to the Executive Director for review and approval. This person should check the additions, ensuring all appears reasonable and then sign the reconciliation.
- 8 A reconciliation statement that adjusts the bank statement with the accounting record of cash balance is to be prepared. All previously noted discrepancies are to be taken into account and justified with the correct balance. Adjusting entries shall be made to the accounting records should debits or credits appear on the bank statement which do not appear in the Society's accounting records.
9. Any discrepancies requiring the bank's attention shall be addressed with the bank immediately.

23 PAYROLL

The Society is subject to federal jurisdiction. Therefore, all employee payroll policies must adhere to the Labour Codes of Canada. In addition, adherence to the Conayt Friendship Society Personnel Policy is necessary.

The Conayt Friendship Society's Personnel Policy addresses policy for all employment positions within the Society, and Travel policies. Any policy or procedure addressed in this manual shall comply and be subject to the Personnel Policy. Job descriptions are in a stand-alone document called "Job Descriptions".

- 1 Annual salary schedules are established for each employment position in contribution agreements signed by Conayt Friendship Society and the Third Party funding agency. These salary schedules contained in funding Agreements from Third Parties that require Conayt Friendship Society to hire specific staff with specific qualifications for specified hours usually cannot be altered. Employment Terms shall include:
 - employee name;
 - job title;
 - wage rate or annual salary
 - benefits such as annual vacation, sick leave and personal leave
- 2 The Society may pay salaries to its employees on a:
 - bi-weekly (26 pay periods per year) to part time and full time staff;
 - or semi-monthly (24 pay periods per year to contractors on long term contracts);
 - or a monthly (12 pay periods per year) basis to long term contractors

Pay periods shall be established as :

 - every second Friday if paid bi-weekly or the first day of the month ; or
 - the fifteenth and thirtieth day of the month.

The pay period shall include hours worked up to the previous Friday.

- 3 Each employee shall make daily work attendance entries on timesheet forms. Entries made shall cover the period ending on a Friday prior to the next Friday paydays.
- 4 Each employee shall total their time sheet form, sign and submit them to their Supervisor who will after review, sign and deliver them to the Finance Manager on the last Friday of each designated pay period. The Finance Manager shall verify all entries made for regular hours worked, overtime worked, time banked totals and any leave credits owing or taken.
- 5 No payroll cheque shall be issued to an employee, or direct deposited into an employee's bank account until an accompanying approved time sheet record is received by the Finance Manager to verify that employee's pay cheque amount.
- 6 Upon verification of time sheet record entries, and employee's immediate supervisor signature approving the record entries, the records shall be forwarded to the Finance Manager for payroll processing.
- 7 Upon completion of payroll processing, the Finance Manager shall proceed with data entry and filing. The payroll batches shall be submitted to the Executive Director who will review, approve and signify this approval in writing prior to processing.
- 8 A statement of earnings, which lists all deductions or additions made, shall be drawn up to calculate and record the payroll amounts to be paid by cheque or direct deposited into each employee's bank account. This information is to be contained in a payroll report, which is reviewed and approved by the Finance Manager to authorize the direct deposit of payroll amounts. Authorized payroll deductions may include:
 - Income Tax
 - Employment Insurance Premiums
 - CPP
 - Benefits Package Premiums (life insurance, extended health benefits, etc.)
 - Other deductions authorized by the employee
 - Leave credits and credit usage
 - Any garnishee of wages requires approval of affected staff or contractors [status Indians]
- 9 A statement of earnings shall be delivered to each employee receiving payroll payments in a timely and convenient fashion.
- 10 Should the Society choose to direct deposit payroll into employee bank accounts, direct deposit forms shall be completed for each bank that has direct deposit arrangements with the Society.
- 11 Salary adjustments (increases or decreases) are to be incorporated into the annual budget planning process. A salary review shall occur prior to the annual budget formulation, with any Executive Director approved salary adjustments taking effect April 1st of each year, subject to the Personnel Policy.
- 12 Any salary adjustments will be determined on the basis of funding availability, capacity/workload, increases/decreases to a position's workload, performance evaluations and annual inflation rates.
- 13 The Society may not issue salary advances or loans to employees or to Directors. Only in cases of extreme financial hardship, can employees' petition the Executive Director for a salary advance or loan. This petition is submitted to the Executive Director in writing.

- 14 In cases where an employee's extreme financial hardship justifies a salary advance, the maximum amount advanced shall not exceed the amount earned by the employee at the time the advance is requested.
- 15 Repayment of payroll advances or loans will be made in accordance with a Deduction Authorization form to be completed and signed by the employee prior to payroll advances/loans being issued.

24.0 TRAVEL

The Conayt Friendship Society Human Resource Policy contains Travel Policy which affects employees on travel status. Any process and procedure addressed in this manual shall be subject to the Personnel Policy.

It may be necessary from time to time for employees or others to travel. A person authorized to travel on behalf of the Society might be:

- an employee whose normal duties require travel and/or;
- an employee or other person who does not normally travel on Society business.

This section establishes the rules and procedures for travel; authorization, arrangements, and financial accountability unless otherwise stipulated in the Conayt Friendship Society Personnel Policy.

- 1 Travel budgets shall be established for all Society departments. The budgets shall be established in accordance with 1.01 Budgets policy section of this financial manual.
- 2 Each Department/Program shall have a coded expense account established and designated for travel purposes. Such accounts will contain approved budgeted funding limits.
- 3 All purchase authority positions may authorize travel for Society staff. Such authorization shall be contingent upon:
 - Travel costs being within the purchase authority limits and being within travel budget limits;
 - Sufficient funds being available in the designated expense account.
- 4 Upon receiving travel authorization, it shall be the responsibility of each staff member to ensure coordination of their own travel arrangements. Each staff member shall collect all travel information necessary, make travel arrangements, book accommodations, prepare travel itineraries, and travel advance and travel expense claim forms. Co-ordination of all travel arrangements is to be completed in a timely manner.
- 5 Travel advances may be issued based on the submission of travel advance forms outlining eligible travel costs. Upon approval, travel advance claims shall be submitted to the Finance Manager for cheque issuance.
- 6 The Finance Manager shall post travel advances to accounts receivable in the name of the staff member/person on travel status and maintain the same on a separate list.
- 7 Upon return from travel, employees shall reconcile their travel advance payment. Travel expense claims will reflect the actual costs of travel minus any travel advances issued. Receipts must be provided to support any additional out-of-pocket travel expenses the staff member wishes to claim. Additional costs may include:
 - taxi fares

- bus fares
- airport improvement fees
- parking fees
- tolls

- 8 The travel expense claim shall be approved by the immediate supervisor and forwarded to the Finance Department.
- 9 The Finance Manager shall post to Accounts Receivable and pay out any amount outstanding to the employee. In the event the employee has been overpaid, arrangements for collection shall be instituted by providing a written notice of moneys due to the Society for travel giving details such as dates travelled, date cheque was issued, the amount of the cheque, and the amount due to the Society. Such payment should be made within 30 days and may be extended by mutual consent.
- 10 From time-to-time host agencies of conferences and meetings may subsidize, or partially subsidize, transportation and accommodation expenses. In these cases, the staff member will provide a copy of his/her travel expense claim, in accordance with host agency rates, with any supporting receipts to the Finance Manager who will then submit for expense reimbursement.
- 11 A staff member who fails to attend meeting/conference sessions will be required to notify his/her immediate supervisor outlining the reasons. Should staff or anyone travelling on the Society's behalf, receive a travel advance for a trip not taken, that person will be required to repay the travel advance within 30 days or on a date agreed upon by the staff members and the Executive Director.
- 12 Any staff member who cannot attend the out of town meeting or conference for which travel arrangements have already been made, must personally cancel those travel arrangements and notify the Executive Director.
- 13 All employees and representatives using private vehicles for authorized travel must have a valid BC class five (5) driver's license and a minimum \$2,000,000 third party liability vehicle insurance.
- 14 Any person travelling on the Society's behalf has a choice in selecting a preferred mode of transportation should the business location be accessible by both methods of air or ground transportation. However, the Society reserves the right to reimburse the traveler the lesser costs of ground mileage or airfare. Reimbursement will not cover business or first class airfare.

25.0 TRAVEL ALLOWANCES

The Conayt Friendship Society Personnel Policy contains a section detailing eligibility requirements and specifics of payment for any person on travel status on behalf of the Society. This section is to be referred to the Conayt Friendship Society Personnel Policy.

26.0 CREDIT CARDS

The Board of Directors will approve one (1) credit card which will remain in the control of the Finance Department and the Executive Director.

- a) The credit card will be limited to two thousand five hundred \$5,000.00 maximum
- b) Only authorized business expenses (mainly used for holding bookings for accommodation) for the Conayt Friendship Society are allowed on the credit card
- c) Receipts and credit card slips are required upon return to reconcile the monthly credit card statement

- d) The mailing address of the credit card will be the Conayt Friendship Society mailing address

27.0 INVENTORY OF CAPITAL ASSETS

Section 1.03 and 1.05 addressed policies and procedures for the purchase of assets for the Society. Once these assets are purchased, a permanent record of their existence is required. Maintaining a record of assets and their value, on-hand and up-to-date, provides auditors, creditors and the funding agency with an accurate representation of the Society's financial worth.

- 1 A complete inventory list of all the Society's assets shall be established and updated annually to include :
 - description of the asset
 - the cost and date of original purchase;
 - the date of sale; and
 - the write-off or surplus price.

This inventory shall be updated annually with a copy provided to the auditor by the Finance Manager.
- 2 The asset shall be recorded if it is purchased at a minimum price of \$1,000.00 or deemed to have "lasting value". Where lasting value is defined as having long term worth and may be amortized.
- 3 As assets are purchased, a copy of invoices for the assets shall be maintained in a separate file that contains a master inventory list. At the end of each fiscal year these invoices should be used to update the master inventory list.
- 4 The master inventory list will contain the following asset information:
 - brief description of each item purchased;
 - the serial number allocated to the item; and
 - the item's cost and
 - date of purchase.
- 5 Periodically, the Executive Director shall assign an employee to verify the existence of the items contained on the master inventory list. This employee shall prepare a list of missing, unserviceable or obsolete items for Board of Directors to write-off, sell or surplus.
- 6 In the event there are assets missing, a staff member shall be assigned to track down and locate the missing item(s). Should any of these items be of significant value, a report should be filed and the asset's value recovered under the Society's insurance policy.
- 7 Only Board of Directors is authorized to write-off, sell or surplus an asset item through a formal motion. Such a motion is to be recorded in the meeting minutes.
- 8 Should an asset item be approved by Board of Directors for write-off, sale or surplus, the asset is to be deleted from the master inventory list and the motion number written beside the deleted item.

28.0 SECURITY OF ASSETS

- 1 The Executive Director shall ensure adequate insurance coverage is obtained to protect the full value of all of the Society's assets and interests. Insurance coverage should include coverage for property and general liability in an appropriate amount relevant to any specific program being operated.
- 2 The Society financial data is to be backed-up on a daily basis. The back-up may be in the media form of CD or jump drive and should be stored:
 - under lock and key;
 - at a location away from the Society office; and
 - in a fire proof container.
- 3 A system administrator for the Society computers shall be assigned to ensure;
 - Anti-virus software will be installed onto each computer and regularly updated;
 - Passwords assigned to Society employees only to access computer use;
 - The use of external (non-Society) diskettes is not permitted.
 - The use of Society diskettes with other computers is not permitted
 - Those Society computers are not utilized for any illegal or immoral purposes.
- 4 Office keys, and the alarm system code, shall be provided to a limited number of Society employees. Keys issued to employees shall be signed for, and under no condition shall any key(s) be transferred to, or duplicated for, another employee or person.
- 5 Staff assigned key(s) and the alarm code, have the responsibility for locking and securing the office before leaving and are also responsible for using their assigned keys to secure assets located within the office.
- 6 Any employee who is required to handle the Society's cheques and any staff handling cash and funds should be bonded.
- 7 Unauthorized, personal use of Society assets will not be permitted.
- 8 It shall be a shared responsibility of office staff to maintain health, sanitation and fire safety standards in the Society's office.

29.0 ANNUAL YEAR END FINANCIAL AUDITS

The Society is required to have a financial audit conducted at fiscal yearend, which will examine on an audit basis the financial records and compliance requirements throughout the year (April 1st to March 31st).

The annual audit provides assurances to Society membership and to the Society's funding agencies that all revenues received by the Society are properly accounted for, and that expenditures were made appropriately.

Annual audits also provide Society membership at an annual general meeting with the opportunity to review information on how their elected government utilized Society funds.

- 1 Financial statements covering all financial activities of the Society shall be prepared annually, or as requested by the Board of Directors and in compliance with the requirements of a funding agents.
- 2 Board of Directors shall appoint an Auditor to audit financial statements, records and supporting documentation of the Society at least once per fiscal year. The audit shall be completed and submitted to Board of Directors on, or before, June 30th for fiscal years ending March 31st.
- 3 The Auditor selected by Board of Directors must be one of the following:
 - a Chartered Accountant; or
 - a Certified General Accountant; or
 - a Certified Management Accountant,and be licensed to practice audits and be in good standing under Provincial Guidelines.
4. In order to evaluate the market, and ensure the Society continues to receive good auditing services at a fair market price, auditing services shall be tendered every three (3) to four (4) years. Terms of Reference for the Audit services are attached and can be used as a guideline.
5. Upon the selection of a qualified auditor an engagement letter shall be drawn up and signed by both the Auditor and the duly authorized signatory of the Society.
6. The Finance Officer and Auditor shall meet five (5) to six (6) months prior to fiscal year-end to discuss what information, other than bookkeeping records, the Auditor will require. This process determines pre-audit specifications and should help reduce the Society's auditing costs.
7. The final audit report prepared by the Auditor shall be approved by a quorum of Board of Directors, signed by their duly authorized signatories and shall be recorded in Board of Directors meeting minutes as being reviewed and approved.
8. The Finance Manager will review all financial statements with the Executive Director prior to submission to Board of Directors for approval in order to make recommendations to Board of Directors concerning surplus deficits etc.
9. Following Board of Directors approval, the final audit report is to be presented to the membership at an annual general meeting where Society financial issues, questions and concerns may be addressed.
10. As part of the annual audit of financial statements, the Auditor shall prepare a Management Letter that comments on and lists recommendations relating to the Society's financial management practices and its system of internal controls. The Executive Director on behalf of Board of Directors shall ensure that, where appropriate, the recommendations of the auditor are implemented.
- 11 The Executive Director shall ensure that the audit report and any other relevant financial records are made available to funding agencies, should they require them.

30.0 AMENDMENTS

The financial policies and procedures contained in this Financial Procedures Manual should be reviewed regularly and can be amended periodically.

The following policies and procedure are to be followed when amending financial policies.

- 1 Amendments to these financial policies and procedures require the quorum approval of the Board of Directors. Any such amendments shall be stated in a formal motion and shall appear in the meeting minutes of the Board of Directors.
- 2 No motion or vote to amend financial policies may be made by a member or majority of Board of Directors until that member(s) has served a minimum of three (3) months in office. This policy section shall remain unalterable.
- 3 The Board of Directors shall assign the Executive Director to review these financial policies on an annual basis, who will report back to Board of Directors on any financial policies that require modification or change.
- 4 Recommendations to amend any part of these financial policies and procedures must be submitted in writing to the Board of Directors by the Executive Director. Board of Directors reserve the right to consult outside experts to review the impact, or financial implications, of any proposed amendment to these policies and procedures.
- 4 The Executive Director and Finance Manager, will ensure the financial policies and procedures are updated in accordance with Board of Directors motions to amend. They shall also ensure all appropriate staff is informed, in writing, of any changes to these financial policies and procedures.

31.0 FINANCIAL INFORMATION DISCLOSURE

PURPOSE

The purpose of this policy is to make the Society accountable to Membership by giving membership a general right of access to financial records of the Society in the custody or under control of the Society. This policy also sets out specific limited exceptions to the Membership's right of access to certain financial records.

HOW TO MAKE A REQUEST FOR DISCLOSURE

- a. To obtain access to a financial record, a Member must make a written request to the Society for a copy of the financial record or make a verbal request to examine a financial record.
- b. The Executive Director must assist members who make a request for disclosure of financial records by ensuring that individual privacy rights, and confidential matters pertaining to the financial or economic interest of the Society are protected.

SOCIETY RESPONSE

1. The Executive Director must respond openly, accurately, and completely to the Member within 30 days from the date a request is received.
2. In response under (Exceptions to Disclosure) The Executive Director must advise the member in writing:
 - a) Whether or not the member is entitled to have the financial record or part of the record disclosed to him or her
 - b) The Member may request a review of the Executive Director's decision by Board of Directors
 - c) if the Member is entitled to have the financial record disclosed to him or her and it can be reasonable reproduced, a copy of the financial record must be provided with the Executive Director's response. The Society may charge a reasonable photocopy charge.
 - d) if the Member is entitled to have the financial record disclosed to him or her and it cannot be reasonable reproduced, the Member must be permitted to examine the financial record at the Society office during regular business hours of any business day.

EXCEPTIONS TO DISCLOSURE

The Executive Director must refuse to disclose to an applicant financial information that:

1. Would reveal the deliberations of Board of Directors or any of its committees, including any advice, recommendations, or policy considerations submitted or prepared for submission to the Board of Directors or any of its committees unless those deliberations concerned the applicant;
2. Legal opinions that are subject to solicitor client privilege;
3. Other privileged documents which could reasonably expect to reveal confidential information from a government, Society, Corporation or harm the negotiations relating to treaty making or self-government initiatives;
4. Could reasonably be expected to harm the financial or economic interests of the Society;
5. Would be an unreasonable invasion of a third party's personal privacy, including personal financial information relating to eligibility for the receipt of employment benefits, income assistance, education benefits, or social services benefits; unless the financial information pertains to the payment of money, honorariums, contract fees, and employment benefits of a Board Member received from the Society for which the Executive Director must disclose upon request by a Member.

THIRD PARTY DISCLOSURE

The Society may disclose a Member's financial information to another government body only if that financial information is required to ensure that the Member is complying with all eligibility requirements for Financial Benefits or programs administered by the Society.

DISPUTE RESOLUTION

1. Board of Directors Decisions
Prior to a Board of Directors meeting to make a decision that may adversely affect the financial interest of a Member, Board of Directors will;
 - a. Provide notice of the meeting to the Member disclosing the nature of the meeting; and

- b. Provide the Member with an opportunity to be heard either orally or in writing.
2. Board of Directors will advise the Member of the decisions and will disclose facts used in making its decision that may adversely affect the financial interests of a member.

MEMBER APPEALS

1. A Member may appeal a decision of the Board of Directors that adversely affects them financially within 30 days by providing Board of Directors a written notice to appeal and stating reasons for the appeal.
2. Upon receipt of written notice to appeal from a Member, the Executive of the Board of Directors will hear the Member's appeal within 30 days at a Board of Directors meeting.
3. Appeals of decisions of the Executive Director that relate to Housing or Programs are not reviewable by the Board of Directors but follow their ordinary course of appeals. For Housing, such appeals are to the Tenancy Branch of Government; other appeals that merit such review may be brought to Court by the complainant if warranted.

MEDIATION AND ARBITRATION

In the event of a dispute between Board of Directors and Membership in respect of this policy, the dispute may be resolved by either mediation or arbitration.

CONAYT FRIENDSHIP SOCIETY

Variance Report

Program Name: _____	Account Name: _____
Program Code: _____	Account Code: _____

Having reviewed the program budget areas and expenditures for which I am responsible, I have determined there are no variances to report.

THERE ARE NO VARIANCES TO REPORT

Signature

Date

Having reviewed the program budget areas and expenditures for which I am responsible, I have determined there are the following variances to report:

OVER EXPENDITURE
\$ _____
Amount

UNDER EXPENDITURE
\$ _____
Amount

The contributing cause(s) of the overage/shortage : _____

Recommended steps to bring budget back in-line: _____

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

CONAYT FRIENDSHIP SOCIETY

Deduction Authorization Form

I, _____, request the following salary advance amount:

\$ _____

Upon receiving the above stated salary advance amount, I agree and authorize the Society to make the following repayment deduction(s) from my pay cheque:

Date: _____ Deduction Amount: \$ _____

Total Deductions equaling amount advanced: \$ _____

Should any balance be owed upon termination of my employment, I authorize the Conayt Friendship Society to deduct the remaining balance from my final pay cheque.

Signature

Approved By:

Date

32. CONAYT FRIENDSHIP SOCIETY Financial Auditor Terms of Reference

The Auditor Shall:

1. Perform, in accordance with accepted auditing standards, a general review of the Society's accounting procedures, and such tests of accounting records, as the Auditor deems necessary under the circumstances.
2. Have access, at reasonable hours, to the Society's accounting records, supporting documentation, including minutes of Board of Directors meetings.
3. Meet with the Executive Director and the Finance Officer, and other staff as appropriate, three to four months prior to fiscal year end to review all pre-audit requirements.
4. Prepare financial statements in accordance with generally accepted accounting principles as defined by the Canadian Institute of Chartered Accountants Handbook. Additional reporting requirements may be necessary pursuant to any Accounting Guide for Society's in Canada or British Columbia with respect to financial contribution agreements that require submission of audits for use of contribution agreement funds..
5. Prepare and submit a draft copy of the audited financial statements to the Society together with a copy of any adjustments made to the Society financial records. Review the draft audited financial statements with the Board of Directors, or its delegate (s).
6. Prepare and submit a final draft of the audited financial statements to Board of Directors on or before June 30th.
7. Prepare and submit a Management Letter listing recommendations on improvements to the Society's accounting system, internal controls and audit preparation procedures.

GLOSSARY

This glossary is appended for reference only.

ACCOUNTS PAYABLE- The accounts that a business owes its creditors (suppliers) as shown by its books.

ACCOUNTS RECEIVABLE- The accounts that are payable to a business by its customers or other debtors as shown by its books.

AMORTIZATION- The gradual reduction of a debt by equal periodic payments sufficient to pay current interest and to extinguish the principal at maturity (rates vary subject to the nature of the asset).

ASSET-An item of value owned by a business or an individual.

BALANCE SHEET- A financial statement depicting at a specified time and in a systematic manner the assets, liabilities, and capital of a business. The term "statement of assets and liabilities" is sometimes used in lieu of "balance sheet".

BOOK VALUE- (1) The price at which assets are carried on a financial statement (2) The value of each share of common or capital stock based on the values at which the assets of a corporation are carried on its balance sheet. It is obtained by deducting from total assets all liabilities of the corporation and dividing the remainder by the number of shares outstanding.

BUDGET- (1) A realistic estimate of anticipated receipts and expenditures for a future period. (2) The statement of probable revenues and expenditures in conjunction with an operation involving receipts and expenses.

CAPITAL EXPENDITURES-Expenditures that result in obtaining benefits of a permanent nature, such as for land, buildings, and machinery.

CASH FLOW-A Company's funds that are available for working capital or for expansion.

CASH FORECASTING-The projection of the cash needs during an upcoming accounting period.

CORPORATION-An organization formed pursuant to statute and distinct and separate from its members. A Company incorporated under federal or provincial Companies Act is a corporation. The governing body of a municipality or other local government body established by or under and acting pursuant to a provincial statute, or an organization incorporated under a dominion or provincial act, is also a corporation.

CURRENT ASSETS-Assets such as cash, accounts receivable, notes receivable, raw material, and finished products, which are constantly changing and in the ordinary course of business will be converted into cash, as opposed to fixed assets such as premises, plant, machinery, furnishings and fixtures.

CURRENT LIABILITIES-Current or floating liabilities are those which must be paid within a short time, usually one year, as distinguished from fixed or deferred liabilities such as bonds, mortgages, and long-term notes.

EQUITY-The value of the owner's interest in property in excess of all claims and liens against it.

FINANCIAL STATEMENT-A list of what a person owns and what he/she owes. An itemized statement showing the nature and amount of the assets, liabilities, and net worth of a business as of a given date.

FISCAL YEAR-Any annual period, which a business may select as a basis for closing, its books in order to determine the results of its operations and financial condition. It may or may not coincide with the calendar year.

FIXED ASSETS-Assets of a permanent nature such as land, buildings, plant, and machinery; there are to be distinguished from current assets since they will not, in the ordinary course of business, be converted into cash.

INTEREST-Interest is the money that is paid for the loan or use of money. The Financial Institution pays interest to customers on certain types of deposits and receives it for money loaned.

LEASE-A contract, usually in the form of a written agreement, giving the right, subject to the payment of rent or other consideration, to the use of property for a specified or unspecified length of time.

LIABILITIES-In accounting, liabilities are any obligations by which an individual proprietor, partnership, corporation, or other form of business organization is bound to pay a sum expressed in money.

MATURITY-The date upon a negotiable instrument (mortgage/investment) becomes due and payable.

NET WORTH- Assets minus liabilities. This is the owner's equity.

POST-DATED CHEQUES - A post-dated cheque is an instrument that is not yet due and the Financial Institution that it is drawn on may not debit it to the drawer's account earlier than the date it bears.

WORKING CAPITAL-The difference between a firm's current assets and current liabilities. This is also the amount of money available for use in operations. The ability to meet obligations, expand its volume, and take advantage of favourable opportunities, depends partially on its volume or working capital.

THE CONAYT BOARD OF DIRECTORS APPROVES THIS POLICY AT A DULY CONVENEED MEETING
HELD ON _____ DAY OF _____ 2014

President

Treasurer

CONAYT FRIENDSHIP SOCIETY

CONFLICT OF INTEREST POLICY

CONFLICT OF INTEREST POLICY

POLICY STATEMENT

The Conayt Friendship Society believes that it is fundamentally important that the public perceives that all policies and decisions of the Board of Directors are fairly and impartially determined. High standards of ethical conduct shall be maintained by elected and appointed officials serving on the Board to promote and maintain public trust and confidence. The effectiveness of Conayt Friendship Society depends on public trust. There can be no appearance of or actual conflict of interest involving the Board Members of the Society.

Board Members of the Society must be able to withstand close public scrutiny. It is in this spirit that the conflict of interest policy has been developed. The Society's Constitution and Bylaws are to be considered as part of this policy, those purposes and interpretations are;

- **Constitution Item 5**; The Society shall be carried on without the purposes of gain for its members or Directors and any profits or other accretions to the Society shall be used in promoting its objects.
- **Constitution Item 6**; The Directors shall serve as Directors and Officers without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their positions as Directors and Officers but may be paid reasonable expenses incurred by them in the performance of their duties.
- **By-law Direction H**; Subject to paragraph 6 of the Constitution, Directors shall serve as Directors without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their positions as Directors or Officers but may be paid reasonable expenses incurred by them in the performance of their duties. Such reasonable expenses must be submitted for Board approval. No Director shall serve as a member of the paid staff of the Society whether on a temporary or permanent basis.

PURPOSES

The purpose of this policy is to:

- maintain and enhance public confidence and trust in the integrity of Board Members as well as the respect and confidence that the membership places in the Society's governance and management;
- demonstrate to the public that Board Members of the Society are held to standards that place the public and membership's interest ahead of their private interests and to provide a transparent system by which the membership and public may judge this to be the case;
- provide for greater certainty and guidance for Board Members of the Society in how to reconcile their private interests with their duties and functions; and foster consensus among Board Members of the Society by establishing common standards and by providing the means by which questions relating to

proper conduct may be answered.

PRINCIPLES

Given that service in the Society is a public trust, the Conayt Friendship Society recognizes and declares that Board Members:

- to serve the membership and public interest and represent them to the best of their abilities;
- to fulfill their service may it be as Board Members (governance), Committee Members (advisory) with honesty and uphold the highest standards so as to avoid real or apparent conflicts of interest, and maintain and enhance membership and public confidence and trust in the integrity of each of the Board Members and Committee Members of the Society;
- to perform their official duties and functions and arrange their private affairs in a manner that bears the closest public scrutiny, an obligation that may not be fully discharged by simply acting within the law;
- to arrange their private affairs so that foreseeable real or apparent conflicts of interest may be prevented from arising, but if such a conflict does arise, to resolve it in a way that protects the Society's interest; and
- not to accept any gift or benefit connected with their position that might reasonably be seen to compromise their personal judgment or integrity except in accordance with the provisions of this policy.

DEFINITION

A conflict of interest occurs when an individual's actions may further, or have the appearance of furthering, their own self-interest or the interest of a related person or business, either directly or indirectly. A conflict of interest is any situation in which the duty of the Board of Directors of the Conayt Friendship Society comes in conflict or could come in conflict (actual or perceived) with his or her own private or personal interest or that of some other person(s) or organization to whom the Director is related or in which the Director is interested. Both actual and potential situations of conflict must be avoided at all costs and are harmful because they result or appear to result in one or more of the following: Examples of conflict of interest may include, but are not limited to;

- Holding outside office or employment that may place competing demands on the person's duties and commitments to the Society or cause them not to be objective in their duties;
- Holding business, financial, or commercial interests that may, directly or indirectly benefit from the normal operations of the Society;
- A Director who is, directly or indirectly, interested in a proposed contract or transaction with the Society; *Note* this is from section 27 of the Society Act;

- Any situation in which someone's personal interest may prevent them from acting in the best interests of the organization;
- Accepting gifts, monies, or gratuities from persons receiving benefits or services, or from persons and organizations otherwise in a position to benefit from a person's actions.
- Using Society property for non-Society business without authorization;
- Using information gained in his/her Society role for private gain; and

EXCEPTION TO THE CONFLICT OF INTEREST RULES

When a tenant is asked to become a Director or Officer, or when a Director or Officer applies to become a tenant, the Society can benefit from having tenant input on the Board. The Society must treat a Director's application for housing the same as other applications. The Director or Officer should not receive any preferential treatment. Requirements under the Society Act for Directors in conflict of interest must be followed and must be disclosed to the Directors.

Conayt Board Members, Committee Members, or their close relatives or associates should not be precluded from seeking services from Conayt.

Requests for service by Board Members, Committee Members, or their close relatives or associates are subject to an intake procedure and guidelines for qualification for services from the Society.

In determining whether or not to provide service to a Board Member, Committee Members considerations should be given to the appropriateness or feasibility of referring the applicant to another similar service.

Conayt Board Members, Committee Members, and those immediate family and relatives who can develop program and services for the Society, that are directed to the comfort and betterment of First Nations/ Aboriginal and Non-Aboriginal people in the community. Such services and fees shall require Board approval prior to their development.

GUIDELINES

- **Interference** with the Board, Committee Member or Employees ability to objectively and adequately carry out his or her duties to the Conayt Friendship Society.
- **Gain or Advantage** by virtue of his or her position of influence in the Conayt Friendship Society is afforded to the Board, Committee Member or Employee, his or her family, friends or an organization in which the Director, Committee Member or Employee is interested.
- **Unfair or Unequal Treatment** interference with the Conayt Friendship Society duty of fairness and equal treatment to all members of sectors of the public that is its clientele.
- It is not necessary that conflict situations actually have these results, it is sufficient only that they could have such results that distinguishes these situations as conflict of interest.

OTHER SPECIFIC GUIDELINES

- **Inside information** – Directors, Committee Member and Employees may not use information acquired during their association with the Conayt Friendship Society, if this information is not available to the public, in such a way as to benefit themselves or their relatives, friends or business associates.
- **Alternate Employment** – Directors, Committee Member and Employees of the Conayt Friendship Society should not be influenced in any way in performing their duties by the prospect of future employment or an appointment promised elsewhere.
- **Confidentiality** – Directors, Committee Member and Employees are not permitted to disclose important or sensitive information about the Conayt Friendship Society, its property or its activities, or discuss it outside of the workplace or boardroom, prior to its release to the public.

DIRECTORS

When a Board Member perceives that he or she may have a conflict of interest, he or she shall declare the conflict in writing PRIOR to discussion of the issue before a full Board. The Chair shall rule as to whether the declaration constitutes a conflict. If the Chair rules that a conflict exists, the member shall not engage in discussion, or vote, and shall be required to withdraw from the meeting for the duration of the debate.

When a Board Member perceives that another member has a conflict of interest which has not been declared, the Board Member may request the Chair to rule. While the Chair determines whether or not a conflict exists, all debate on the issue before the Board will cease. If the Chair rules that a conflict exists, the Member shall not engage in discussion, or vote, and shall be required to withdraw from the meeting for the duration of the debate.

In the event that the Chair has a conflict or perceived conflict the Executive Committee will fulfill the role of investigating and ruling on the conflict.

The Executive Director shall be responsible for implementing and investigating conflicts of interest at the Employees level.

A. DIRECTORS

Upon becoming involved in a possible conflict of interest situation, Directors of the Society must advise the Board of Directors in writing, and review the situation with the full Board.

A written decision will be made as to whether or not a conflict of interest exists to the possible detriment to the Society. Failure to bring forward a potential conflict of interest situation is grounds for the resignation of Board Members.

Board Members must not vote on matters relating to decisions regarding immediate family or those persons who the Board Member is in a personal conflict with. Other unrelated persons may replace those who are in conflict of interest.

Board Members must take all reasonable steps to resolve the conflict of interest. If it cannot be resolved to the Board's satisfaction, the Board Member will offer

his/her resignation from the Board.

B. COMMITTEE MEMBERS

Upon becoming involved in a possible conflict of interest situation, Committee Members of the Society must advise the Board of Directors in writing, and review the situation with the full Board.

A written decision will be made as to whether or not a conflict of interest exists to the possible detriment to the Society. Failure to bring forward a potential conflict of interest situation is grounds for the resignation of Committee Members.

Committee Members must not sit in or vote on matters relating to decisions regarding immediate family or those persons who the Committee member is in a personal conflict with. Other unrelated persons may replace those who are in conflict of interest.

Committee Members must take all reasonable steps to resolve the conflict of interest. If it cannot be resolved to the Board's satisfaction, the Committee Member will offer his/her resignation from the Committee.

C. STAFF MEMBERS

Upon becoming involved in a possible conflict of interest situation, Staff Members of the Society must advise the Executive Director in writing, and review the situation with the Executive Director.

A written decision will be made as to whether or not a conflict of interest exists to the possible detriment to the Society. Failure to bring forward a potential conflict of interest situation is grounds for the resignation of Staff Members.

Staff Members must not sit in on matters relating to decisions regarding immediate family or those persons who the Staff Member is in a personal conflict with. Other unrelated persons may replace those who are in conflict of interest.

Staff Members must take all reasonable steps to resolve the conflict of interest. If it cannot be resolved, further action may be taken at the discretion of the Executive Director and Personnel Committee.

CONAYT FRIENDSHIP SOCIETY

STATUTORY DECLARATION

Statutory Declaration

In the matter of (the "Society") **Conayt Friendship Society** located at Merritt, British Columbia and its programs.

TO WIT:

I, _____, of _____, British Columbia, do solemnly declare that:

{CHOOSE ONE FOR ITEM 1}

1. I will be performing duties or providing services for or on behalf of the Society. OR

1. I am a senior member / officer / director of

_____ which will be performing duties or providing services for or on behalf of the Society.

2. The nature of the duties or services are

3. I have read, and understand, the Society Conflict of Interest Policy.

{CHOOSE ONE FOR ITEM 4}

4. To the best of my knowledge, information and belief, after having made due enquiry, I do not have any conflict of interest as contemplated by the policy in connection with the Society, except*

4. To the best of my knowledge, information and belief, after having made due enquiry, my firm or company does not have any conflict of interest as contemplated by the Policy in connection with the Society, except*

I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared at _____,
In the Province of British Columbia,
This _____ day of _____, 201__.

Print Name: _____

Signature: _____

CONAYT FRIENDSHIP SOCIETY

**SECURITY OF PROPERTY, ANTI-THEFT AND LOSS MEASURES,
PREVENTION AND USE OF CFS PROPERTY**

Conayt Friendship Society

B) SECURITY OF PROPERTY, ANTI-THEFT AND LOSS MEASURES, PREVENTION AND USE OF CONAYT FRIENDSHIP SOCIETY PROPERTY

STATEMENT OF PRINCIPLE

Preserving and safeguarding the Conayt Friendship Society property is the responsibility of the Board of Directors of the Society. Equipment, materials and supplies that are purchased with Conayt Friendship Society's funds are the property of Conayt Friendship Society and must be used only in the interest of Conayt Friendship Society and must be protected from theft, confiscation, misuse, or damage.

SUBJECT:

Conayt Friendship Society

PURPOSE:

To establish the Policy and define the conditions concerning the community and personal use of the Conayt Friendship Society property.

POLICY:

- All Conayt Friendship Society property, including supplies, materials, equipment (cultural or otherwise), vehicles, buildings, have been purchased because they have been deemed to be necessary to meet the goals and objectives of the Conayt Friendship Society. If the property is deemed surplus to the needs of the Society by authorized personnel and/or the Officers of the Society, then it may be disposed of by sale or auction of which proceeds of the sale will be returned to the appropriate budget at the discretion of the Executive Director and/or Directors of the Society.
- Everyone is encouraged to make arrangements for their own equipment needs; however, there may be exceptions where we may wish to allow the use of equipment or materials on a one time basis, subject to borrower being responsible for any loss or damage.
- Public and Private use of the Conayt Friendship Society property may impede operational Goals and Objectives of the organization.
- Not all employees have equal access to Conayt Friendship Society property and as a consequence any private and public use is seen as an unfair benefit.
- As a consequence, public and private use of the Conayt Friendship Society property is only permitted by authorized personnel and/or Officers of the Society and that such use is seen to contribute to or not impede the operational objectives of the Society.
- Public and private use of the Conayt Friendship Society property will be at the discretion of authorized personnel and/or Officers of the Society.

- No materials or supplies are to be loaned for public and private use.
- The Conayt Friendship Society assumes no liability in any way from accidents, fire, theft, and vandalism that may occur from public and private use.
- The Conayt Friendship Society reserves the right to refuse or request immediate return of equipment by authorized personnel and/or Officers of the Society.
- No Board Member and/or personnel of the Conayt Friendship Society shall act independently or outside of these policies.
- Accidental damage, late returns, excessive use, or over-use of the privilege, or other abuse will result in suspension of the borrowing privilege.

USE OF THE CONAYT FRIENDSHIP SOCIETY NAME, LOGO, AND LETTERHEAD

The Conayt Friendship Society name, logo or official letterhead may not be used for any purpose other than the official Conayt Friendship Society business conducted for the Society and only by authorized personnel.

PERSONAL AND PUBLIC USE OF CONAYT FRIENDSHIP SOCIETY EQUIPMENT

Personal and public use of the Conayt Friendship Society equipment by personnel, membership, public and/or Officers of the Society not engaged in Friendship Centre business is permitted as per membership and drop-in use, provided they reimburse the Society for the cost of such use for which it is accounted for and receipted by the Accounting and/or Clerical personnel:

Photocopies	\$0.15 per copy (personnel/officers and membership) \$0.25 per copy (non membership)
Postage Meter	pay amount of postage used
Fax	In BC - \$2.00 first page - \$1.00 each additional page Outside BC - \$3.00 first page - \$1.00 each additional page US/Overseas - \$6.00 first page - \$1.50 each additional page

All other equipment and computer software is not to leave the premises without the approval of the Executive Director. Individuals will be held responsible for such equipment and computer software until it is returned to the Society. VCR's, television, video equipment, cameras, overhead projectors, flip charts and computers (except as noted below and approved by the Board of Directors) are not to leave the premises, but may be used on site for personal business after work hours as available.

USE OF THE CONAYT FRIENDSHIP SOCIETY LAP TOP COMPUTER

When the Lap Top computer is available, the policy and sign out procedure must be followed before the equipment leaves the premise.

USE OF THE CONAYT FRIENDSHIP SOCIETY ATV

The ATV is for Conayt Friendship Society use during business hours. A request outside of normal business hours may be granted provided use can benefit the Society's goals and objectives of program and service delivery and is authorized by the Executive Director upon a formal written request prior to use and sign out procedures.

PROCEDURES FOR USE OF THE CONAYT FRIENDSHIP SOCIETY PROPERTY

Anyone wishing to use, or remove from the premise any property of Conayt Friendship Society must complete, in advance, the material, equipment usage authorization form, which can be obtained from authorized personnel. Authorized personnel and/or Executive Director must give written approval and must check on the condition of the equipment upon signing out and immediately after its return and before signing in. A copy of the authorization is to be filed at the time of the loan with the authorized personnel.

The borrower is responsible to return each item on time, in good condition. Upon return of the item, the authorized personnel and/or Executive Director **MUST** complete the original authorization, and return it to file.

THEFT

Employees are not permitted to take anything from the Conayt Friendship Society's premises without following the personal and public use procedure policies.

Items that are loaned to any employee must be guaranteed by the employee to be returned in the same condition as when loaned or borrowed. All items loaned or borrowed must be signed out and follow the procedure of the materials Equipment Usage Authorization Form, which can be obtained from authorized personnel and/or Executive Director.

Anyone caught in the act of theft from the Conayt Friendship Society will be subject to discipline or dismissal or both and may face possible legal ramifications.

Board of Director's Motion September 20, 1997

CONAYT FRIENDSHIP SOCIETY

VAN POLICY

CONAYT FRIENDSHIP SOCIETY

c) VAN POLICY

AUTHORITY:

Conayt Friendship Society

PURPOSE:

This policy describes the requirements for van usage, on-going maintenance, repairs, and disposal procedures. Staff responsibilities and reporting requirements as described.

The objective is to supply the appropriate vehicle, at the right time and in safe condition, for the fulfillment of Conayt's program requirements, to minimize vehicle and operating costs, to ensure effective management of the van and promote its safe operation, and to optimize returns on van disposal.

POINT OF CONTACT: The Program Director for Merritt Moms

USING CONAYT'S VAN

When road transportation is the most practical and economical means to conduct authorized business, Program and Activities travel, employees should use the Van. Van shall only be driven by Conayt employees with a valid Drivers' License for business purposes only. Employees are responsible for payment of all traffic and parking violations incurred while driving the van;

- Van to be refueled prior to returning;
- Van keys to be returned immediately after every use;
- No eating in the van (unless preauthorized by Program Director for each trip);
- Ensuring that the van is always left with all doors and windows locked and the anti-theft device is installed on the drivers Steering wheel;
- Observing all traffic regulations and practicing normal safe driving habits;
- Maintaining and carrying a valid driver's license at all times.

REVISION DATE: Policy Approved by Board of Directors Motion, December 2014

MANDATORY REQUIREMENTS

- Must have a valid driver's License
- Seatbelts are mandatory in British Columbia (no exceptions)
- Must have a class (4) license to operate van when transporting over 10 persons including the driver (the van is built to carry 15 passengers)
- Absolutely no Alcohol beverages or smoking in the van
- No personal use (i.e.; moving)

END-USER/VEHICLE COORDINATOR

The end user with the assistance of the vehicle coordinator submits a written request to the Program Director for approval. The request addresses the following areas:

- a need to deliver a Program Activity or attend a Special Event
- a cost analysis and review of alternate transportation options such as rental, airfare and or compensation for personal mileage, public transportation
- Selecting the most economical and practical alternative.

EXECUTIVE DIRECTOR

The Executive Director reviews the vehicle request for compliance and provides approval by signing the request. The completed request is forwarded to the Vehicle Coordinator. The Vehicle Coordinator shall be the Program Director for Merritt Moms.

PROGRAM DIRECTOR

The Program Director reviews the request for compliance and undertakes an assessment to determine if the van is available and can be deployed. Approved requests are forwarded to Finance Manager.

FINANCE MANAGER

The Finance Manager reviews and registers the Request to the Van Account and charges the appropriate department and expense account for the use of the van along with the transportation costs and fuel purchasing authority.

VEHICLE PURCHASE

After the vehicle is purchased, the Program Director will ensure the following:

- forwards the invoice to the Finance Manager
- forwards the Service Manual to the vehicle coordinator
- sends the license plates, certificate of insurance, and a copy of Ownership to the Finance Manager.

USAGE AND MAINTENANCE RESPONSIBILITIES

Payment of van expenses are to be made using the Van Account.

The van is to be serviced according to User's Manual and Ford's New Vehicle warranty, after the new warranty (60,000) has been met, the van will be serviced after 4,800 kilometers or three months whichever comes first.

END USER

Conayt's van is to be used for Conayt business, programs and activities only and requires that staff and or designated drivers meet the following requirements:

- Conduct visual inspection prior to use (refer to Conayt sign in –out form and vehicle inspection list)
- Record trip, van mechanical problems on the Vehicle Trips log book
- Maintain the vehicle in accordance with manufacturer's maintenance schedule – this requirement is to be met should the user be travelling away from the local

community

- Immediately, report any vehicle problems to the vehicle coordinator
- Have problems repaired, as soon as possible – this requirement is to be met should the user be travelling away from the local community
- Use Gas Credit Card wherever possible
- When the card is not accepted, make payment in another manner , record the transaction and keep Receipts as a Record and submit to the Finance Manager by the 25th of each month
- For charges over \$1000 travel and repair, Conayt requires approval from the Conayt Friendship Society Executive Director.
- Report any accident, theft, damage or destruction to Executive Director, Program Director and Finance Manager
- Personally pay for any traffic or parking violations
- Exact mileage must be recorded on the mileage form provided in the vehicle. The mileage must be recorded for short trips for example; going to fill the vehicle with gas
- The user is responsible for cleaning the van after their use. It may not be necessary to vacuum or wash it after use (this is a judgment decision by each user) but, please ensure that all litter/garbage and personal items are removed after use.
- It is the user's responsibility to verify van availability
- Make bookings/reservations (14) fourteen days in advance when possible
- Re-confirms booking (7) seven days prior to date of use
- Conayt Friendship Society retains the right to cancel bookings, a (7) seven day notice will be given when required
- Fills the van with gas and oil prior to its return
- Use's Safety/Security devices provided
- Travels within posted speed limits and other applicable B.C. and other Motor Vehicle Laws

VEHICLE COORDINATOR

- Ensures that van is maintained in accordance with the manufacturer's suggested maintenance schedule
- Maintains a van reservation book, and monitors usage
- Periodically, provides the director with a van operating report, highlighting underutilization or excessive use and costs
- Reports underutilization of van to the Executive Director.

EXECUTIVE DIRECTOR

- Reviews the operation and usage of the van

- Ensures cost effective operation of van.

DISPOSAL OF VAN

Van may be disposed after 5 years or 150,000 kilometers (earlier disposal requires the approval of the Board of Directors)

CONAYT FRIENDSHIP SOCIETY

D) REQUEST FOR VAN USAGE

DATE OF REQUEST: _____

PROGRAM REQUESTING VAN USAGE: _____

PROGRAM ACTIVITY OR SPECIAL EVENT: _____

LENGTH OF TIME VAN WILL BE NEEDED: _____

DATES REQUIRED _____ **FROM** _____ **TO** _____

NUMBER OF PERSONS TO BE TRANSPORTED INCLUDING DRIVER: _____

DRIVERS NAME: _____ CLASS OF LICENSE: _____

ALTERNATE COSTING: _____

VAN RENTAL

PERSONAL VEHICLES

VAN RENTAL (INCLUSIVE OF INSURANCE) \$ _____

MILEAGE TO AND FROM EVENT: _____

ESTIMATED GAS COSTS: \$ _____ MILEAGE RATE: _____

TOTAL VAN RENTAL COSTS: \$ _____

TOTAL COST PER VEHICLE = _____

NUMBER OF VEHICLES REQUIRED: _____

TOTAL PERSONAL VEHICLES COST: \$ _____

SIGNATURE OF PROGRAM DIRECTOR MMF

DATE

APPROVAL OF EXECUTIVE DIRECTOR

DATE

Conayt Friendship Society

E) VAN SIGN – OUT FORM

You have read the Policy for Employees with Driving Duties (Class 4 Driving License required unless otherwise authorized) and are responsible for reporting kilometres and gas usage. Please sign below that you have read and understand the policy.

_____ Signature _____ Date

DATES REQUESTED: _____ DATE _____ ESTIMATED RETURN DATE

PROGRAM REQUESTING VAN USAGE: _____

PROGRAM ACTIVITY OR SPECIAL EVENT: _____

LENGTH OF TIME VAN UTILIZED: _____

DATES USED _____ FROM _____ TO _____

PERSON RESPONSIBLE FOR VAN (PLEASE PRINT) _____

AUTHORIZED BY: _____ DATE OF AUTHORIZATION: _____

PROGRAM MUST ENSURE VEHICLE IS:

PICK UP **DROP OFF**

km at pick up: _____

km at drop off: _____

	FULL OF DEISEL	
	FULL SPARE TIRE	
	FULL FIRST- AID	
	FIRE EXTINGISHER	
	CLEAN INSIDE	
	CLEAN OUTSIDE	
	DENT FREE	
	ALL LIGHTS WORK	
	TIRES PRESSURE	
	LOG BOOK ENTRY	
	CLUB LOCKED	
	DOORS LOCKED	

COMMENTS: _____

CONAYT FRIENDSHIP SOCIETY

CHILD CARE POLICY

CHILD CARE SUBSIDY TO PARTICIPANTS IN

MERRITT MOMS PROGRAM

Conayt Friendship Society Policy and Procedures Manual	Addendum to Conayt's existing Child Care Policy
Section Child Care Policy	Subject Child Care subsidy to participants in Merritt Moms Program

Effective May 16, 2000

Conayt Friendship Society

F) CHILD CARE POLICY

PURPOSE

The purpose of this policy is to ensure that a Child Care Policy is identified that extends the privilege of a child care subsidy to the participants in the Merritt Moms program.

OBJECTIVE

The objective of this policy is to remove any barrier which may prevent participants in the Merritt Moms program from participating fully in the Society or the Merritt Moms program activities.

INTERPRETATIONS

In this policy

- "Society" means: the Conayt Friendship Society.
- "Child Care" means: licensed or unlicensed supervised care of a child or children under the age of 16 and residing permanently with a Merritt Moms participant.
- "Participants" means: any person who is participating at the Merritt Moms program who: is pregnant or have children who are 6 months of age or younger and their partners, and/or community coordinators, and/or parent council members, and/or volunteers with the program who are conducting activities authorized by the Merritt Moms program staff.

POLICY GUIDELINES

- Provisions for a child care subsidy shall be made available to all members or Merritt Moms participants upon request.
- A subsidy will be paid to Merritt Moms participants on submission of the necessary documentation for approved child care expenses due to absence for approved activities of the Merritt Moms program.
- All claims for a subsidy shall adhere up to a maximum of the rates outlined below.
- Cost of meals and/or other expenses related to the child's care are not eligible for subsidy under this policy.

REQUIRED DOCUMENTATION

For Merritt Moms participants: who qualify for a child care subsidy in accordance to the guidelines outlined above must complete a "Child Care Subsidy Request Form".

Upon receipt of the completed "Child Care Subsidy Request Form" the Program Coordinator will review the request to ensure compliance with the policy guidelines.

If the request complies with the policy guidelines the child care subsidy will be provided.

TYPES OF SERVICE

"Licensed Child Care" refers to care provided by an individual or agency licensed to deliver child care services. Proof of licensing is required.

"Unlicensed Child Care" refers to care provided by someone other than

- a licensed individual or agency;
- spouse / companion;
- any other sibling residing in the same house as the child or children receiving care.

Change of Policy Tuesday May 30 th , 2003 Board of Director's Motion

BREACH OF POLICY

Any Merritt Moms participant that does not adhere in full to the policy stated above will have committed a "Breach of Policy"

Any alleged "Breach of Policy" shall be referred to a committee consisting of the Executive Director or Conayt Board Member, the MMF Program Director, and an advisory council and/or Parent Council member for review.

In the course of the review the committee may:

- a) Interview the Merritt Mom participant requesting a child care subsidy, and/or
- b) Interview the care-giver identified in the claim, and/or
- c) Review all the available documentation, and/or
- d) Take whatever steps deemed necessary to insure a thorough review

If, following a review this committee concludes "beyond a reasonable doubt" that a breach has been committed they may:

- a) Allow the Merritt Moms participant to re-submit their request for a child care subsidy;
- b) Disqualify the Merritt Moms participant's request for a child care subsidy

Any participant found guilty of a "Breach of Policy" may be denied the privilege of applying for any future child care subsidies.

APPEAL PROCESS

A member or participant has the right to appeal the decision. The Appeal Process will proceed as follows:

- 1) Within 30 days of notification, the participant charged with "Breach of Policy" must contact the Executive Director in writing requesting an appeal of the decision.
- 2) Within 30 days of the receipt of the member's or participant's request for appeal, the member will be notified of the time and place of the next available time and date of a meeting at which time the member or participant will be able to make a full verbal appeal to reverse the decision.
- 3) Upon hearing the appeal, the Executive Director will deliberate privately to review both the appeal and any documentation relevant to the initial decision.
- 4) Within 10 days the member or participant will be notified in writing of the final decision of the Executive Director to either uphold the original decision or over rule their decision and authorize the member or participant's claim for a subsidy.

Rates

Licensed Child Care:

Age	4 hours or Less daily	More than 4 hours daily
Infant 0-18 months	\$15.00	\$ 30.00
Toddler 19-36 months	\$14.00	\$ 27.00
Child 37 months-School Age	\$12.00	\$ 25.00
Kindergarten	\$ 10.00	\$12.50
Grade 1 & up	\$ 7.25	\$ 8.50

Unlicensed Child Care Outside Own Home:

Age	4 hours or Less daily	More than 4 hours daily
0-18 months	\$ 10.95	\$ 21.90
19-36 months	\$ 9.35	\$ 18.70
37 months	\$ 7.25	\$14.50

Unlicensed Child Care in Home:

Age	4 hours or Less daily	More than 4 hours daily
1 st Child, 0-18 months	\$9.65	\$19.30
1 st Child, over 18 months	\$7.80	\$19.30
2 nd Child, over 0-18 months	\$4.85	\$9.75
2 nd Child, over 18 months	\$4.00	\$8.00
Each additional Child	\$3.60	\$7.20

Change of Policy, Tuesday, May 20th, 2005 Board of Director's Motion

CHILDCARE SUBSIDY REQUEST FORM

Name of Member: _____

Member Qualification: (Check one only)

_____ Board of Director's

_____ Staff

_____ Management

_____ Other (specify) _____

Reason for Request: (Check one only)

_____ Society Business Training _____

_____ Other (specify) _____

Date(s) of Child Care Service:

_____ To _____

Number of Children Cared for: _____

Duration of Child Care: (complete as applicable)

Number of Days less than 4 Hours: _____

Number of Days more than 4 Hours: _____

Total Request of Subsidy: \$ _____

Name of the Care-giver: _____

Signature of the Care-giver: _____

Type of Child Care: (Check one only)

Licensed _____ Unlicensed _____

If unlicensed, identify your relationship to the care giver:

Spouse/Companion _____ Son/Daughter _____

Friend _____ Other (specify) _____

If licensed, registered Name and Number:

I declare that the information provided in this request form is true and Accurate to the best of knowledge.

Application Signature Applicants Name (please print)

Date: _____

Authorized Subsidy: \$ _____

CONAYT FRIENDSHIP SOCIETY
ANTI-BULLYING POLICY

Policy Statement

1. Workplace Conduct
 - a. Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.
2. CONAYT FRIENDSHIP SOCIETY is committed to providing all employees a healthy and safe work environment. CONAYT FRIENDSHIP SOCIETY will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within CONAYT FRIENDSHIP SOCIETY, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. CONAYT FRIENDSHIP SOCIETY is committed to the elimination of all forms of bullying.
3. This policy applies to:
 - (a) All workers, including permanent, temporary, casual, contract, and student workers.
 - (b) It applies to interpersonal and electronic communications, such as email.
4. DEFINITIONS

What is bullying and harassment?
Worksafe BC provides that not every unpleasant interaction or disrespectful behavior in the workplace is bullying or harassment. WorkSafeBC defines bullying and harassment as:

 - (a) Including any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excluding any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.
 - (b) Bullying is unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group.

5. RESPONSIBILITIES

(A) Employers:

All workers must be provided with the information, instruction, training and supervision necessary to ensure their health and safety while working. If a worker is carrying out work for you at your workplace then you must ensure that worker is familiar with your policy and procedures around workplace bullying and

harassment.

(B) Managers and supervisors

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that the employer, Managers, supervisors and workers are provided with training
- Respond promptly, sensitively and confidentially to all situations where bullying behavior is reported
- Ensure that procedures are followed for reporting incidents
- Must take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's act or omissions at work.

(C) Employees

Preamble

A worker has a duty to take reasonable care to protect the health and safety of themselves and other persons, and as a result a worker must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying and harassment. Workplace bullying and harassment can lead to injury, illness or death.

- (a) Workers must take reasonable care to protect the health and safety of themselves or others including:
- (b) Not engaging in bullying and harassment of other workers, supervisors, the employer or persons acting on behalf of the employer.
- (c) Apply and comply with the employer's policies and procedures on bullying and harassment.
- (d) Reporting if bullying and harassment is observed or experienced in the workplace, and
- (e) Applying and complying with the employer's policies and procedures on bullying and harassment.

(D) Practice

The definition of bullying and harassment includes any inappropriate conduct or comment by a 'person' towards a worker that the 'person' knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

A 'person' includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non-workplace party such as a member of the public, a client, or anyone a worker comes into contact with at the workplace.

The standard is that of a 'reasonable person'. The 'reasonable person' is defined in Black's Law Dictionary, Ninth Edition, as "...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions."

(E) Background

1. Explanatory Notes

Section 115(1)(a) of the *Workers Compensation Act* ("Act") requires an employer to take all reasonable steps in the circumstances to ensure the health and safety of its workers.

Section 115(2) (e) of the *Act* requires an employer to inform, instruct, train and supervise workers to ensure their safety and that of other workers.

This policy (03-115-2), which flows from the above sections in the *Act*, discusses employer duties regarding bullying and harassment. It identifies what WorkSafeBC considers to be reasonable steps for an employer to take to address the hazards of workplace bullying and harassment.

There are two other related policies that address workplace bullying and harassment: Policy 03-116-1, Worker duties, and Policy 03-117-2, Supervisor duties.

2. The Act

Section 115(1) (a) & Section 115(2) (e):

(1) Every employer must

(a) ensure the health and safety of

(i) all workers working for that employer, and

(ii) Any other workers present at a workplace at which that employer's work is being carried out. ...

(2) Without limiting subsection (1), an employer must

(e) Provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work....

(F) Reasonable Steps to Address the Bullying and Harassment:

WorkSafeBC considers that reasonable steps by an

employer to prevent where possible, or otherwise minimize, workplace bullying and harassment include the following:

- (a) developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
- (b) taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;
- (c) Developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser:
 - i. The Executive Director shall file a complaint to the Board of Directors before filing with Workplace BC if the complaint is being made against a Member of the Board of Directors;
 - ii. Managers and employees who report directly to the Executive Director may file a complaint with the Board of Directors whose mandate is to accept, investigate the complaint and report their findings to the entire Board of Directors; other legal channels to file complaints may be initiated if appropriate;
 - iii. Clients of publically-funded programs operated by the CFS staff or contractors may file a complaint with the Executive Director.
 - iv. The Executive Director will include in her or his monthly report to the Board of Directors a summary of all complaints and actions taken.

Workplace Harassment and Procedures

Conayt Friendship Society is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace *including customers, clients, other employers, supervisors, workers and members of the public*. All incidents of workplace harassment are to be documented in writing.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Workplace sexual harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person. The workplace complaint form is to be sent to the Executive Director within five days of the alleged harassment including those signed by workers, clients, contractors, the general public and others. The complaint form is to be submitted simultaneously to the Board of Directors.

Within 60 days of receiving a complaint form, the Board will send the complainant a written report detailing steps taken on their behalf to ensure a healthy and safe work environment or steps taken to improve the services provided by workers.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

For complaint below the level of Executive Director, incident reports are to be filed with the Executive Director using the WORKPLACE COMPLAINT FORM

For incidents of harassment by a Member of the Board of Directors, incident reports are to be sent to the Executive Committee of the CFS Board of Directors for investigation, resolution, and recommendations.

For incidents involving sexual harassment the person subject to sexual harassment make taken any avenue available under the *Criminal Code of Canada*.

Investigation of Workplace Harassment

1. Conayt Friendship Society will ensure that an investigation appropriate to the circumstances is conducted when the employer, a manager or supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.
2. Who will investigate? Except where the complainant is the Executive Director, reported incident reports will be responsible for determining the investigation that is appropriate to the circumstances. If the allegations of workplace harassment involve a Member of the Board of Directors, single or as a group, the employer will refer the investigating to an external investigator to conduct an impartial investigation.
3. Timing of the Investigation. The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances i.e. illness, complex investigation, warranting a longer investigation.
4. No employment action is to be taken against complainants for making a complaint.
5. No employment action is to be taken against a Director or senior manager or supervisor complained of without due process.
6. Investigation process:
 - a. Investigator is to keep investigation confidential and must not provide identifying information unless necessary to the investigation. The investigator is to remind all Parties interviewed that all information is confidential.
 - b. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s) if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
 - c. The alleged harasser must be given the opportunity to respond to the specific allegations raised by a worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
 - d. The Investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
 - e. The investigator must collect and review any relevant document.
 - f. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser, and any witnesses.
 - g. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced workplace harassment, the response from the alleged harasser, the evidence of any witness, and the evidenced gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

6. Results of Investigations

- a. Within 10 days of the investigation being completed, the worker alleged to have been harassment and the alleged harasser will be informed in writing of the results of the investigation and of action that will be taken to address workplace harassment.

7. Confidentiality

Information about complaints shall be kept confidential by all Parties. Information obtained about the incident or complaint or workplace harassment, including identifying information about the individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced workplace harassment, the alleged harasser(s) and any witness should not discuss the incident or complaint or investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

8. Handling Complaints

The employer must set out any interim measures that may be taken after the complaint is received and during the investigation. Any interim measures involving workers shall follow due process and be reasonable.

9. Record keeping

- a. The senior staff designated by the Executive Director will keep records of the investigation including:
 - i. A copy of the complaint about the incident;
 - ii. A record of the investigation including notes
 - iii. A copy of the Investigation report
 - iv. The summary of the investigation provided to the worker who allegedly experience workplace harassment and the alleged harasser, if a worker or employer.
 - v. A copy of corrective action taken to address the complaint or incident of workplace harassment.

10. All records of the investigation will be kept confidential. Any breach of this confidentiality will be subject to the CFS Personnel Policy. All records will be kept on file for one year from the date of the incident and then will be destroyed.

11. Date this Policy was created: October 21, 2016

12. Annual Review Date by the Board of Directors: October 20, 2017

13. record keeping requirements : The Society will keep a complete record of complaints made in written form, including evidence, investigation report and recommended action

14. Training supervisors and workers on:

- a. recognizing the potential for bullying and harassment;
 - ii. responding to bullying and harassment; and
 - iii. procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment in (c) and (d) respectively;

15. Annually reviewing the Policies and Procedures


16. Applying and complying with the employer's policies and procedures on bullying and harassment. *Black's Law Dictionary, Ninth Edition*, defines a reasonable person as follows:

"...a person who exercises the degree of attention, knowledge, intelligence, and judgment that society requires of its members for the protection of their own and of others' interests. The reasonable person acts sensibly, does things without serious delay, and takes proper but not excessive precautions..."

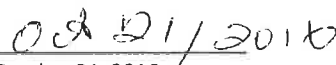
17. Corrective Actions

- a. Corrective actions are actions taken to try to prevent a reoccurrence of workplace harassment.
- b. Where the harassment arises from customers, clients, patients, or the public towards a worker, the employer could deal with it by modifying the service including a refusal of service.
- c. Where the investigation finds that harassment arises from a worker, supervisor, or other person associated with the workplace including incidents involving the Board of Directors or Executive Director, there could be individual corrective action taken by the employer including an apology, education, training, counselling, reprimands or progressive disciplinary action based on the CFS Personnel Policy. Where discipline is warranted due process is mandatory.

Accepted by the Board of Directors, CFS



Vice-President for the BOD


October 21, 2016

WORKPLACE COMPLAINT FORM

This form cannot be used for unfair dismissal. Complaints under the Employment Standards legislation or the Canada Labour Code are to be made to the proper authorities. This complaint form is to report on bullying and harassment.

Section 1 – Complaint Details

Title: () Mr. () Mrs. () Ms. () Miss () Dr. (Other)

Surname/Family Name: _____

Given names: _____

Postal Address or Street Address where mail is delivered: _____

Town: _____ Province _____ Postal Code _____

Daytime contact Tel. # _____ Cell Phone: _____

Email address: (w) _____ (personal) _____

Date of birth: _____

Do you need an interpreter () yes () no (language) _____

Has someone else completed this form on your behalf? If so provide name, address and Telephone number.

Employer details

Business name: _____

Company number if registered _____

Organization: CONAYT FRIENDSHIP SOCIETY

Full Name of President _____

Vice President _____

Treasurer _____

Secretary _____

Employer's Address: 2164 Quilchena Avenue, Merritt, B.C., PO Box 1989. V1K 1B8

Employer's Tel. No. 250-378-5120

Address where you work? _____

DETAILS OF COMPLAINT

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1. Have you called WorkSafeBC? () yes () No
2. If so, what is your reference no from WorkSafeBC? _____
3. What date did you start working for your employer? _____
4. Are you still working for your employer? _____
5. If not, what did you stop working for the employer? _____
6. Were you employed as () full time () part time () casual () don't know
7. Were you employed under () apprenticeship () a trainee () neither
8. What was your job title? _____

DETAILS OF YOUR COMPLAINT

Provide a typed report providing details of your complaint so that it is clear what all the allegations are. Your complaint will be sent to the Party against whom you are making the complaint. The other Party will be given 30 days to reply to your complaint. For staff and workers your complaint is to be filed with the Executive Director who will solicit a response from the Party complained of. The investigation will be conducted at that level and a report will be sent to both Parties. For complaints involving the Executive Director, the complaint form will be sent to the Executive Committee of the Board of Directors for investigation and a final report. All complaining Parties may send their workplace complaints to WorkSafeBC.

DETAILS

[Include the incident(s) complained of in writing and sign and date the document. Provide names, telephone numbers, email address of any first-hand witness, date and time of incident, witnesses present when incident occurred.

CONFIDENTIALITY

During the course of an investigation into your complaint, the complaint form and any written evidence will be reported to your supervisor or Employer for response and not to any Party not involved in the complaint. Confidentiality is to be maintained by Parties directly involved in resolving the complaint.
