

Canadian Parents For French
BC & Yukon
Policy Manual

Approved by the CPF BC & Yukon Board of Directors

Revised document adopted on June 9, 2019

Revised document adopted February 12, 2022

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GOVERNANCE

G1: Policies of the Society

1. The rules and regulations of the Society shall be outlined in a series of policies listed in this manual. Policies articulate the administrative and operational structures and principles that guide and provide consistency to the work of the Board.
2. A resolution to establish or amend a policy shall follow these procedures:
 - a. The Bylaw and Policy Committee will review and propose recommended changes to the Board, with consideration of the impacts and compatibility to the bylaws, policies, and applicable laws and/or contracts.
 - b. The Bylaw and Policy Committee will provide staff and Board one (1) week notice of proposed changes as an opportunity for review and feedback.
3. A resolution adopting or amending a policy shall require the support of $\frac{2}{3}$ of directors present at a Board meeting or 3 directors, whichever is greater.
4. The Policy Manual will be divided into the following sections:
 - a. Governance
 - b. Committees of the Board
 - c. Finance and Operations
 - d. Human Resources

G2: Ethical Standards of Conduct for Directors

- a. Proper operation of a healthy organization requires that members elected or appointed by the Board of Directors be duly responsible to the membership and the Society. To this end:
 - i. all directors must uphold their fiduciary responsibilities and must adhere to the Society's bylaws, policies and the applicable legislation.
 - ii. the elected and appointed Directors shall not use their positions for personal or financial gain, and shall be free of conflicts of interest.
- b. Members of the Board of Directors and CPF BC & Yukon Committees shall:
 - i. maintain the highest standards of integrity while serving on the Board of Directors or a committee;

- ii. avoid situations that could cause any reasonable person to believe that they may have brought a personal bias to a matter being considered by the Board of Directors or a committee;
 - iii. declare to the Board of Directors any conflict of interest in accordance with the Societies Act, and take such action as the Act may mandate.
- c. Directors may not attempt to exercise individual authority over the organization except as explicitly set forth in the bylaws or in policy, or as directed by the Board. Moreover:
 - I. directors' shall refrain from any interactions with the public, press, or other entities in which they speak on behalf of the board or the organization without that authority being delegated by either the President, Executive Director or the Board; and
 - II. the only exception shall be where those interactions include anything other than repeating the stated position statements and/or Board decisions

G3: Board of Directors Meetings

I. BOARD MEETING PROCEDURES

1. Board meetings will be conducted according to Robert's Rules of Order.
2. The Board of Directors may move in-camera to discuss confidential matters related to staff and labour issues, contract negotiations, legal issues and proceedings, and other such matters where there is a *bona fide* reason to maintain confidentiality. In-camera sessions are open to all directors and staff unless a matter being discussed creates a conflict of interest.
3. In-camera sessions may be open to third parties such as advisors, external meeting chairs and guest(s) provided the Board pass an ordinary resolution approving their participation. No resolutions may be passed in-camera.
4. The Board of Directors may, by simple majority vote, appoint a person to chair Board of Director meetings from amongst its members, or it may appoint an external chairperson.
5. If requested by a simple majority of the Board of Directors, the external chairperson shall continue to chair Board of Directors meetings during in-camera sessions and shall be bound by all rules governing in-camera sessions.

II. BOARD MEETING PARTICIPATION

1. The Executive Director is an ex-officio, non-voting member of the Board of Directors.
2. When arranged in advance with the Board President, outside guests (members and non-members) may attend and present at Board Meetings.

III. BOARD MEETING NOTICE AND AGENDA

1. PRESENTATION OF AGENDA ITEMS

Agenda items for regularly scheduled Board of Directors' meetings, and supporting documents, must be submitted to the Board Chair, or designated, no later than seven (7) days before a regularly scheduled Board of Directors' meeting. For non-regular meetings of the Board, supporting documents and agenda items shall be presented to the Board Chair, or designated, not less than 48 hours prior to the scheduled meeting.

2. CIRCULATION OF THE DRAFT AGENDA AND SUPPORTING MATERIALS

For regular meetings, the Board Chair, or designated, shall prepare and distribute a draft agenda and supporting documents for comment, amendment, or adjustment at least five (5) days in advance of the scheduled date of the meeting. For non-regular meetings, the Board Chair, or designated, shall present the draft agenda and supporting documents not less than 24 hours prior to the scheduled meeting.

3. AGENDA ITEMS

The following items of business shall be on the agenda of each regular Board of Directors' meeting:

- a. Acknowledgement of the Indigenous Lands and Territory
- b. Appointment of the Chair (if necessary)
- c. Adoption of the Agenda
- d. Adoption of the Minutes
- e. Unfinished Business and Matters Arising from the Minutes
- f. Report of the President
- g. Report of the Executive Director
- h. Reports of Committees

- i. New Business
- j. Review of Action Items
- k. Adjournment

IV. BOARD MEETING MINUTES

1. Minutes of meetings of the Board of Directors shall include a list of attendees, the time of the meeting, the location of the meeting, the text of resolutions voted on at the meeting, and a short summary of discussion to provide context for decisions made.
2. Minutes of meetings shall not be considered a record of the society and shall not be published until they have been adopted by the Board of Directors.
3. The Board Chair shall be responsible for sharing draft minutes to the Board prior to their approval. The Board Secretary, or appointee, shall ensure minutes are available on the shared drive following a Board meeting within 14 days.

G4: Board Member Election, Orientation and Onboarding

1. The Board Nominations Committee will oversee the nomination process for the election of Directors to the CPF BC & Yukon Board of Directors.
2. All new Board members shall receive, at their first Board meeting or before, the most recent versions of the following organizational documents:
 - a. CPF BC & Yukon Policy Manual
 - b. Board Handbook
 - c. CPF National Bylaws
 - d. CPF BC & Yukon Bylaws
 - e. CPF BC & Yukon most recent Audited Financial Statements
3. Every new Board member may be paired with an existing Board member who shall act as a mentor by providing guidance and support.

G5: Board Exit Interviews

1. Each retiring Director will be invited to participate in an exit interview conducted by a Director, or Directors, designated by the Board of Directors and acceptable to the retiring Director.
2. The purpose of the exit interview is to provide information that will permit the Board to improve its functioning and enhance the experience of future Directors.
3. The interview will consist of questions approved by the Board. The interview questions will be reviewed by the Nominations Committee to ensure their appropriateness to the Board's current situation.
4. The retiring Director's responses to the interview questions will be held in confidence, and shared with the Board and the Executive Director for the purpose of continuous improvement.

G6: Branch Annual General Meeting and Conferences

1. The Branch Annual General Meeting must be held at a time and place determined by the Board of Directors that is consistent with the *CPF BC & Yukon Bylaws* and the *BC Societies Act*.
2. Board-ratified candidates for election to the Board of Directors shall be invited to participate in the annual general meeting at which their candidacy is presented, and the Society shall cover the costs of their associated travel and accommodation.

G7: Chapter Reporting, Payments, Inactivity, Dormancy & Start-Up

1. In order to be an active Chapter in good standing, the Chapter must be up-to-date with the following Annual Chapter Reporting documents:
 - a. AGM Meeting Minutes
 - b. Financial Statement
 - c. Activity Report
 - d. Board Contact List
2. The Chapter must be operating in accordance with the Branch Bylaws.

3. Chapter reporting deadlines are as follows:
 - a. Governance & Financials, 30 days after the Chapter's AGM
 - b. Activity Summary, August 1st
4. Annually on August 1st, the Branch office will conduct a review of Chapter status. If a Chapter is not complying with reporting and bylaw requirements at the time of this review, that Chapter status will become "inactive".
5. When a Chapter becomes inactive, the Branch office will begin to "hold" its membership rebate and/or sociocultural grant payments. The Chapter will be informed in writing of its inactive status.
6. During this inactive period, the Branch Office will retain the Chapter's membership rebate and/or sociocultural monies.
 - a. If the Chapter re-enters active and in-good standing status within a three (3) year period, the balance will be reallocated to the Chapter.
 - b. If the Chapter remains inactive for a three (3) year period, the Branch will absorb the balance into its operating budget.
7. If a Chapter remains inactive for three (3) years the Chapter will become "dormant." The Chapter will be informed in writing of this status.
8. Dormancy Procedure:
 - a. The Chapter bank account must be closed and a cheque for the remaining balance must be written to and deposited by the Branch office.
 - b. All bank statements listing balances and transactions are to be forwarded to the Branch office.
9. If a Chapter fails to assist and or participate in the dormancy procedure, the Branch will take the necessary steps to dissolve the Chapter and its bank account.
10. New Chapters will receive a start up grant upon the Branch office's receipt of meeting minutes, signed bylaws, and bank account information.

COMMITTEES OF THE BOARD

C1: General Terms of Committees

I) Establishment of Committees

1. The Society will provide for both standing committees and ad hoc committees to which issues and functions shall be assigned by this policy, the bylaws and/or by resolution of the Board.
2. Standing Committees are established and empowered by policy to carry out regular, cyclical, and/or ongoing work, and have terms of reference and a membership adopted into policy by the Board.
3. Ad hoc Committees are established and empowered by the Board of Directors to accomplish short-term goals, with a mission and membership established by Board resolution.

II) Universal Terms for Standing and Ad hoc Committees

1. Except as listed herein, committee membership, duties, meeting details and other particulars shall be described in the committee terms of reference. Terms of reference for standing committees shall be adopted as a policy and listed in the policy manual. Terms of reference for an ad hoc committee shall be passed by the board as an ordinary resolution.
2. Unless otherwise specified in the committee terms of reference, committees are chaired by a designated member of the Board of Directors.
3. Duties of the Chair include:
 - a. convening regular meetings;
 - b. informing committee members of meeting times, locations or connection information;
 - c. preparing agendas, distributing any documents or materials to committee members;
 - d. reporting on committee activities to the Board of Directors and the Executive Director.
4. The Board President is an ex-officio member of all Board committees with voting privileges, unless stated otherwise.

5. Committees meetings will be governed by Roberts' Rules of Order.
6. Committee members required to travel to execute their duties shall have their travel reimbursed per policy.
7. Quorum for Committees is a simple majority of the committee's membership.

III) APPOINTMENTS TO AND RESIGNATIONS FROM COMMITTEES

1. At its first meeting following the annual general meeting, the Board of Directors shall conduct an internal election to appoint Directors to committees.
2. If a general member in good standing wishes to participate in a standing or ad hoc committee, they must submit a letter of interest to the Board of Directors. The Board of Directors is the sole body empowered to appoint general members to committees.
3. Unless otherwise specified by the committee's terms of reference, members are appointed for a term of office expiring at the conclusion of the subsequent annual general meeting, or for ad hoc committees, when the committee is discharged following the completion of their assigned task.
4. Resignations from committees are to be delivered in writing to the Chair of the committee or the Board President who shall report them to the subsequent Board meeting.
5. Resignations from committees take effect upon their receipt by the Board of Directors

C2: Terms of Reference - Nominations Committee

I. Purpose of the Committee

The Committee shall coordinate recruitment and vetting of potential Directors.

II. Membership

In addition to the President, the Committee shall include the following voting members:

- a board director who serves as the Committee Chairperson;
- a board director who serves as the Committee Vice-Chairperson; and
- up to three (3) general members who are in good standing.

Notwithstanding the above, no member of the Nomination Committee may be under consideration for addition or renewal to the Board of Directors, or be seeking to change their position on the Board. The Committee shall aim for an odd number of voting members.

III. Duties

The Committee shall:

1. review bylaws, policies and procedures on recruitment, selection, assessment and training of directors, and make recommendations for appropriate professional development on an annual basis;
2. identify the strengths and weaknesses represented around the board table, and assess the Board's current and future needs in relation to nominee recruitment;
3. identify selection criteria for the recruitment of new directors;
4. gather and generate names of prospective directors;
5. research and interview prospective directors;
6. submit a recommended slate of nominees and positions to the Board of Directors at least forty-five (45) days prior to the annual general meeting for information;
7. present the Committee's slate of candidates along with their qualifications and recommended positions at the annual general meeting;

IV. Powers of the Committee

The Committee shall have the authority to:

1. Recruit, select and recommend candidates for election and present those candidates to the annual general meeting;
2. Make recommendations to the board of directors related to the duties of the committee.

V. Committee Internal Procedures

The Committee has no unique internal procedures beyond those which are described in the nomination process.

C3: Terms of Reference - Audit Committee

I. Purpose of the Committee

The Committee shall be responsible for the preparation and presentation of the annual audited financial statements.

II. Membership

In addition to the President, the committee shall include the following voting members:

- the Board Treasurer, who shall act as Committee Chairperson;
- a board director who serves as the Committee Vice-Chairperson; and
- both the Branch Executive Director and Office Financial Administrator who shall be non-voting members of the committee.

III. Duties

The Committee shall:

1. recommend a Public Accountant for appointment by members to conduct the annual audit for the subsequent year, prior to each annual general meeting;
2. regularly review the work of the auditor, and not less than every five (5) years obtain quotes from competing firms for audit services;
3. present the results of the annual audit, including the audited financial statements, recommendations, and report of the auditor to the Board (in coordination with the auditor);
4. present the results of the annual audit as adopted by the Board, including the audited financial statements, recommendations, and report of the auditor, to the annual general meeting (in coordination with the auditor)

IV. Powers of the Committee

The Committee has no independent authority and may only make recommendations to the board of directors related to the duties of the committee.

V. Committee Internal Procedures

The Committee has no unique internal procedures.

C4: Terms of Reference Bylaw & Policy Committee

I. Purpose of the Committee

The Committee shall review proposals and make recommendations to the Board of Directors for revision of the Society's Bylaws, Policy Manual, Human Resources Manual, and Board Handbook. The Committee shall review questions regarding the interpretation and application of the aforementioned documents.

II. Membership

In addition to the President, the Committee shall include the following voting members:

- a Board Director who serves as the Committee Chairperson;
- a Board Director who serves as Vice-Chair of the Committee;

- the Executive Director who serves as a non-voting member; and
- such other individuals as the Committee deems advisable as non-voting members of the committee

III. Duties

The Committee shall:

1. to the best of it's abilities, ensure that Directors understand their fiduciary responsibilities to read, understand, apply and uphold the Societies Act, bylaws, policies and other governing documents of the organization;
2. ensure congruence and alignment of the bylaws and policies with that of National's where possible;
3. ensure that the Chapter bylaws align with those of the Branch and the National organization's;
4. review bylaws, policies, and all other applicable governing document to make recommendations to the Board of Directors.

IV. Powers of the Committee

The Committee has no independent authority and may only make recommendations to the board of directors related to the duties of the committee.

IV. Committee Internal Procedures

The Committee has no unique internal procedures.

C5: Terms of Reference Executive Committee

I. Purpose of the Committee

The Committee shall:

1. be the liaison between the Executive Director and the Board of Directors; and
2. contribute to drafting and reviewing media releases, official letters, and reports
3. review the performance of the Executive Director on an annual basis:

II. Membership

The Committee shall include the following voting members:

- President, who serves as Chair
- Vice-President, who serves as the Vice-Chair

- one (1) Board Director
- the Executive Director who serves as a non-voting member

III. Duties

The Committee shall:

1. participate in the editing and approval of advocacy letters and media releases on behalf of the Branch while ensuring it aligns with the CPF strategic priorities, the organization's mission statements, and values;
2. be expected to respond to media releases and letters within 24 hours to ensure effectiveness, relevance and impact of advocacy efforts;
3. plan and conduct an annual performance review of the Executive Director, and provide a written report with their conclusions and constructive feedback in collaboration with the Executive Director, including the self evaluation.

IV. Powers of the Committee

The Committee shall only have the independent authority to approve media releases. The Committee shall not have any independent authority on all other duties related to this Committee and may only make recommendations to the Board of Directors.

V. Committee Internal Procedures

The Committee shall apply the following procedures to its work:

1. The Executive Director will draft media releases and official letters and circulate it to the committee members for review and feedback. The decision to release public statements will rest with the Executive Director.
2. Annual Performance Review of the Executive Director:
 - a. the Executive Director shall perform and provide the committee with a self evaluation;
 - b. the committee shall assess and identify areas of growth and/or development for the Executive Director.

C6: Terms of Reference: Executive Director Hiring Ad-Hoc Committee

I. Purpose of the Ad-Hoc Committee

The Ad-Hoc Committee shall be struck by the board in the event of a vacancy of the Executive Director position.

II. Membership

In addition to the President, the committee shall include the following voting members:

- a board member who serves as the committee chairperson;
- a board member who serves as the committee vice-chairperson;
- [non-voting] one regular CPF BC & YK office employee (selected by themselves)
- [non-voting] one external partner organizational representative (selected by the committee)
- [non-voting] one external chapter representative (selected by the committee)

III. Duties

The Committee shall:

1. Publicize, collect, review, shortlist Executive Director applicants, interview, and make a recommendation to the Board of Directors;
2. The Executive Director hiring decision rests with the Board of Directors; and
3. in the event that the Board of Directors are unable to reach a resolution, the recommendation of the hiring committee shall prevail.

IV. Powers of the Committee

The Committee has no independent authority and may only make recommendations to the board of directors related to the duties of the committee.

V. Committee Internal Procedures

For an Executive Director vacancy, the job posting and hiring procedure shall be as follows:

- a. The Board of Directors will identify the criteria for the Hiring of an ED, as well addressing any composition considerations (I.e invitation of general members or other current staff) to participate.
- b. the committee develops a job description and job posting.
- c. The job posting shall be made publicly available via the Branch website, social media, partners networks, and online job forums.
- d. Where practical the job application period shall be at least 8 weeks.
- e. The chair of the committee will collect and share all applications with committee members. The committee will then shortlist the applicants based on a standard

evaluation rubric.

- f. The hiring committee will interview the shortlisted applicants. This may be done in person or via teleconference.
- g. The hiring committee deliberates and makes a recommendation to the Board of Directors in the form of a formal report. This report shall include the following supporting documents of the shortlisted candidates:
 - i. curriculum vitae
 - ii. cover letters
 - iii. letters of support
 - iv. partner feedback / related correspondence
 - v. and the hiring rubric.
- h. Once a decision is adopted by the Board, the Board President contacts the successful applicant.
- i. The Board President, or designate, sends the successful applicant their employment agreement, the HR Policy Manual, and the latest edition of the Policy Manual.
- j. The Board President, or designate, defines job terms with the successful applicant based on the employment agreement. The Board President must consult with the Board of Directors over any requested changes to the employment agreement.
- k. Once the employment agreement is finalized, the new Executive Director signs three copies of the employment agreement and the HR Policy Manual. The Board President signs the three copies as well. The Board President keeps one signed copy, the Executive Director places one signed copy in the locked personnel cabinet, and the Executive Director keeps one copy for her/his personal files.
- l. The Board President, or designate, prepares an announcement to be circulated to partners, members, funders, and other key stakeholders.
- m. The decision to or terminate the Executive Director rests with the Branch Board of Directors.

FINANCE AND OPERATIONS

FO1: Financial Administration

1. The fiscal year (FY) for the Society shall be from April 1st to March 31st.
2. The Executive Director, in consultation with the staff, shall prepare and present a draft operating budget to the Board of Directors at least two months preceding the commencement of each new fiscal year.
3. The Board of Directors must approve the next operating budget before the completion of the current fiscal year.
4. The Branch office staff shall prepare and present quarterly statements of revenues and expenditures for each internal department/project.
5. The Board shall review the Branch's operating budget on a quarterly basis, taking into account actual revenues and expenditures to date, and make recommendations as necessary.
6. The Board of Directors shall ensure that the annual budget of the Branch aligns with the priorities of the CPF BC & Yukon Strategic Action Plan.
7. Changes to amounts allocated between categories/projects in the operational budget over 3% of the total budget require the approval of the Board. Changes under this amount fall within the purview of the Executive Director.
8. The Executive Director must receive Board approval for changes to regular staff wages that exceed 5% in total compensation.
9. The Branch will capitalize all tangible capital assets with a value exceeding \$500 consistent with standard not-for-profit accounting practices.
10. The following shall apply to the role of signing officers:
 - The Signing Officers of the CPF BC & Yukon Branch shall consist of the Executive Director and one or more of the Board of Directors.
 - Signing Officers shall be added to the Branch Bank Account following their appointment and/or election.
 - Signing Officers will be removed from the Branch Bank Account immediately following their resignation / termination / removal of Directors or death.

FO2: Unrestricted & Restricted Funds

1. CPF BC & Yukon will retain in a restricted account the following:
 - a. at least three (3) months worth of operating costs;
 - b. adequate severance for regular staff;
 - c. new chapter startup grants.
2. The use of unrestricted and restricted funds requires a specific resolution by the Board of Directors. This resolution must be included in the meeting minutes. The resolution must include:
 - a. the purpose of the expenditure
 - b. the amount
 - c. the fiscal year
 - d. a mover and seconder, and a record of resolution.
3. The use of unrestricted and restricted funds must be approved by Board resolution to be used in operational funds consistent with standard accounting practices.

FO3: Travel and Other Allowances

1. While traveling for CPF-related activities, Board Members and Regular staff are eligible for the following per diem allowances. Receipts are not required if claiming a per-diem.

The per-diem amounts will reflect the current Government of Canada's rates.
2. If a meal is covered by CPF (at a conference, group lunch, etc.), Board Members and staff are not eligible for the per diem allowance for said meal.
3. Board and staff Members may request an advance for anticipated per diem and/or travel expenses. This request must be submitted to the Office Financial Administrator in writing at least two (2) weeks in advance.
4. Board Members, staff, and Chapter Delegates will be reimbursed at the current Government of Canada rate for use of their personal vehicle on Branch approved activities. When renting a vehicle, receipts for gas and rental fees shall be submitted for reimbursement based on prior approval.
5. Board and staff Members should make every effort to book hotel accommodations at reasonable rates. Rooms with a base room cost of more than \$200 per night per room

will require pre-approval from the Executive Director.

6. Board and staff Members will be allowed to expense \$50 per night for staying with a friend or relative overnight, or finding alternate accommodations, while traveling for CPF-related activities.
7. Board and staff travel expenses are to be submitted, including original receipts, to the Office Financial Administrator within four (4) weeks of the cost being incurred. The Office Financial Administrator will review and present expense sheets to the Executive Director for final approval.
8. Executive Director expenses are to be submitted, including original receipts, to the Office Financial Administrator within four (4) weeks of the cost being incurred. The Office Financial Administrator will review and present expense sheets to the Treasurer for final approval.
9. Cell Phone Allowance: While employed by CPF BC & Yukon staff shall be paid up to \$50 per month to subsidize cell phone and data related costs.
10. Child Care Allowance
Additional child care costs incurred as a result of a Staff or Board Director attending an event or meeting where expenses are qualified for a refund, the Director will be eligible for a refund up to \$60 per day upon production of a receipt. The receipt must be a form of a signed statement indicating the date(s) being charged, the amount of hours charged, and the total amount charged by the caregiver.
11. [DRAFT TERM TO ENABLE BOARD PARTICIPATION FOR CPF-EVENTS, WITH PARAMETERS].

FO4: Credit Card Purchases

1. CPF BC & Yukon Board and Regular staff may use the Society's credit card for approved and budgeted expenses.
2. Authorized uses of the credit card include: travel, accommodation, meals, special project items, equipment purchases, printing, and other CPF approved and budgeted expenses.
3. Original receipts must be compiled and submitted with an expense report to the Office Financial Administrator.
4. Failure to submit a receipt may result in the loss of use of the Branch credit card.

FO5: Assistive Technology

1. Regular staff shall receive a CPF laptop to assist them to carry out their roles and responsibilities with the Society. The equipment and digital documents are the property of CPF BC & Yukon. Staff must use due diligence and caution in storing and transporting their laptops. Staff must return their laptop in good condition upon the completion of their employment with the Branch.
2. All new Board of Directors shall receive the necessary assistive technology. The assistive technology is the property of CPF BC & Yukon. Board Members must use due diligence and caution in storing and transporting their assistive technology.
3. If a Director leaves the Board before the end of their first term, they are to return their assistive technology to the Branch Office.
4. If a Director completes their first term, upon leaving the Board, the Director may choose to purchase their assistive technology from the Branch for the assessed depreciated value.
5. The CPF BC & Yukon office will keep an inventory of all laptops, tablets and other electronic devices (i.e. camera).
6. CPF BC & Yukon office shall ensure that all office equipment, including the staff laptops and Board assistive devices, are appropriately insured.

FO:6 Sponsorship

1. When CPF BC & Yukon lends its name or accepts a donation from any individual, organization, association, business or corporation, there must be a clear connection between the donation, gift or other form of support/sponsorship and CPF's mandate.
2. CPF is committed to the *Ethical Fundraising and Financial Accountability Code*, which states, "All donations will be used to support the charity's objects, as registered with Canada Customs and Revenue Agency (CCRA)."

HUMAN RESOURCES

HR1: Personal Information & Privacy

CPF BC & Yukon Branch shall comply with the Personal Information Protection Act (hereinafter

referred to as PIPA). This includes the Board of Directors, staff, committees, and working groups of the Branch.

1. Personal information as defined by PIPA is “information about an identifiable individual and includes employee personal information but does not include (a) work contact information, or (b) work product information.”
2. Personal information shall not be disclosed to outside persons or organizations, except as required by law, without the consent of the individual. Personal information shall not be sold to other persons or organizations.
3. Personal information shall not be included on the agenda or supporting documentation of meetings of the Branch Board of Directors, committees or working groups without the consent of the individual.
4. All completed forms, documents, and/or agreements used to collect personal information shall be kept in a locked filing cabinet or box. Any electronic files containing information gathered shall be stored on a password protected computer.
5. Any decision of the Executive Director may be appealed to the Board of Directors. The Branch will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under PIPA.

HR2: Staff - Hiring and Employment Agreements

CPF BC & Yukon has two distinct types of employment agreements: *Regular Employee* (full or part-time, indefinite, or fixed-term) and *Independent Contractor*.

Distinguishing whether an individual is an employee or independent contractor is important. An employer’s obligations to a regular employee are substantially different from those owed to an independent contractor.

Before the Branch enters into an employment relationship, it should first carefully consult CRA, current Employment Standards for the jurisdiction in which the employee or contractor regularly operates, and/or legal advice to determine if the relationship is best categorized as *regular or independent*.

For a *regular employee* vacancy, the job posting and hiring procedure shall be as follows:

1. The Executive Director requests the Board of Directors to appoint one Director to a Staff Hiring Working Committee.
 - a. The composition of the Staff Hiring Working Committee shall be:

- i. Chair Executive Director
 - ii. [Non-Voting] One Board Director
 - iii. [Non-Voting] One Regular Employee
 - b. The Staff Hiring Working Committee's purpose is to assist the Executive Director with the evaluation and selection of the successful applicant.
 - c. The individual can not be related or financially connected to CPF BC & Yukon staff or Directors of the Board. The individual cannot be a current Director.
 - d. The final hiring decision rests with the Executive Director.
2. The Executive Director develops a job description and job posting. These two documents are shared with the hiring committee members for comment and/or feedback.
 3. The job posting shall be made publicly available via the following communication channels: the Branch website, social media, partners networks, and online job forums.
 4. Where practical, the job application period shall be at least four (4) weeks.
 5. The Executive Director will collect and review all applications. The Executive Director will then shortlist the applicants based on a standard evaluation rubric.
 6. The hiring committee will interview the shortlisted applicants. This may be done in person or via teleconference.
 7. The hiring committee deliberates and provides input to the Executive Director who then makes the final decision.
 8. Once a decision is made, the Executive Director contacts the successful applicant.
 9. The Executive Director develops the employment agreement using the CPF employee agreement template.
 10. The Executive Director sends the successful applicant their employment agreement, the HR Policy Manual, and the latest edition of the Policy Manual.
 11. The Executive Director determines the terms of the employment agreement with the successful applicant. The successful applicant signs two copies of the employment agreement and the HR Policy Manual on the first official day of employment. The Executive Director signs the two copies as well. The Executive Directors keeps one signed copy in the locked personnel cabinet and gives the other copy to the new employee.

12. The Executive Director prepares for the new employee's full orientation to the worksite including: technical setup, payroll, safety orientation, work plan, strategic plan, work report template, etc.
13. The decision to terminate a regular employee rests with the Executive Director, in prior consultation with the Board.

For an *independent contractor* position, valued over \$5,000 CAD in remuneration, or for over 6 months in duration, the job posting and hiring procedure shall be as follows:

1. The Executive Director develops a job description and job posting. This may be done with the support of an employee who will work with the contractor.
2. The job posting shall be made publicly available via the following communication channels: the Branch website, social media, partners networks, and online job forums.
3. The individual can not be related or financially connected to CPF BC & Yukon staff or Directors of the Board.
4. When practical, the job application period shall be at least 4 weeks.
5. The Executive Director will collect and review all applications. The Executive Director will then shortlist the applicants based on a standard evaluation rubric.
6. The Executive Director, possibly with the participation of an employee, will interview a shortlist of applicants.
7. Once a decision is made, the Executive Director contacts the successful applicant.
8. The Executive Director sends the successful applicant their employment agreement and the HR Policy Manual.
9. The Executive Director determines the terms of the employment agreement with the successful applicant. The successful applicant signs two copies of the employment agreement and the HR Policy Manual. The Executive Director signs the two copies as well. The Executive Directors keeps one signed copy in the locked personnel cabinet and gives the other copy to the independent contractor.
10. As may be required, the Executive Director and/or Employee prepares for the contractor's transition including technical setup, payroll, work plan, strategic plan, work report template, and etc.
11. The decision to terminate an independent contractor rests with the Executive Director.

For an *independent contractor* position, valued under \$5,000 CAD for under 6 months in duration, the job posting and hiring procedure shall be as follows:

1. The Executive Director develops a job description. This may be done with the support of an employee who will work with the contractor.
2. The Executive Director and/or staff seek qualified individuals who are available, capable, and interested in the contract.
3. The individual can not be related or financially connected to CPF BC & Yukon staff or Directors of the Board.
4. Once a suitable candidate is identified, the Executive Director sends the individual their employment agreement and a copy of the HR Policy Manual.
5. The Executive Director defines the terms of the employment agreement with the successful applicant. The successful applicant signs two copies of the employment agreement and the HR Policy Manual. The Executive Director signs the two copies as well. The Executive Director keeps one signed copy in the locked personnel cabinet and gives the other copy to the independent contractor.
6. The decision to terminate an independent contractor rests with the Executive Director.

HR3: Board of Directors & Terms of Employment

1. Members of the Board of Directors cannot be employed by the Society as regular employees, or contractors, during their tenure on the Board, or for a one (1) year period following their term in office.
2. No person employed by the Society shall be appointed or elected to the Board of Directors for a period of two (2) years following the end of their employment.

HR4: Board Professional Development

Any Board member may apply for professional development to assist them in their duties with CPF BC & Yukon.

1. Requests for individual professional development for Board members must be submitted and approved by the Board President.
2. Requests for group professional development for the Board of Directors must be submitted and approved by the Board.
3. Requests by the Executive Director for professional development must be submitted and approved by the Executive Committee.

HR5: Staff Work Reports

1. To assist the Board in fulfilling its mandate of providing strategic direction and high level oversight of the Society, the Branch Office regular staff shall prepare work reports for the Executive Director which will be shared with the Board of Directors one (1) week before a regularly scheduled Board meeting.
2. The Branch Office work reports are to closely align with the Strategic Action Plan of the Society and reporting to major funders.
3. Work Reports shall be prepared and submitted quarterly.