POLICY & PROCEDURE MANUAL

Fanny Bay Community Association

FEBRUARY 2026

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GENERAL INFORMATION

FANNY BAY COMMUNITY ASSOCIATION (FBCA)

- FBCA is a community association and registered charity
- It is governed by a volunteer Board of Directors
- Members pay an annual fee
- Membership is necessary to vote at the annual general meeting

CONTACT INFORMATION

Address: Fanny Bay Community Association
7793 Island Highway South
Fanny Bay, BC V0R 1W0

Telephone: 250 335 2832 – Centre

Email: as found on website

Website: fannybaycommunity.com

Facebook page: Fanny Bay Hall

ORGANIZATION REGISTRATION INFORMATION
(Society and Registered Charity)

Certificate of Incorporation B.C. Societies Act Number S-0001971
Date of Incorporation: December 10, 1931
Organization No. 109494 *(for Gaming Branch Application)*

Charitable Registration Number: 0960880-56 (1993 0960 880-56)

Worksafe BC account number: 742902-AA (026)
Worksafe BC business number: 14077 3359 BC0001
Worksafe BC class number: 761015

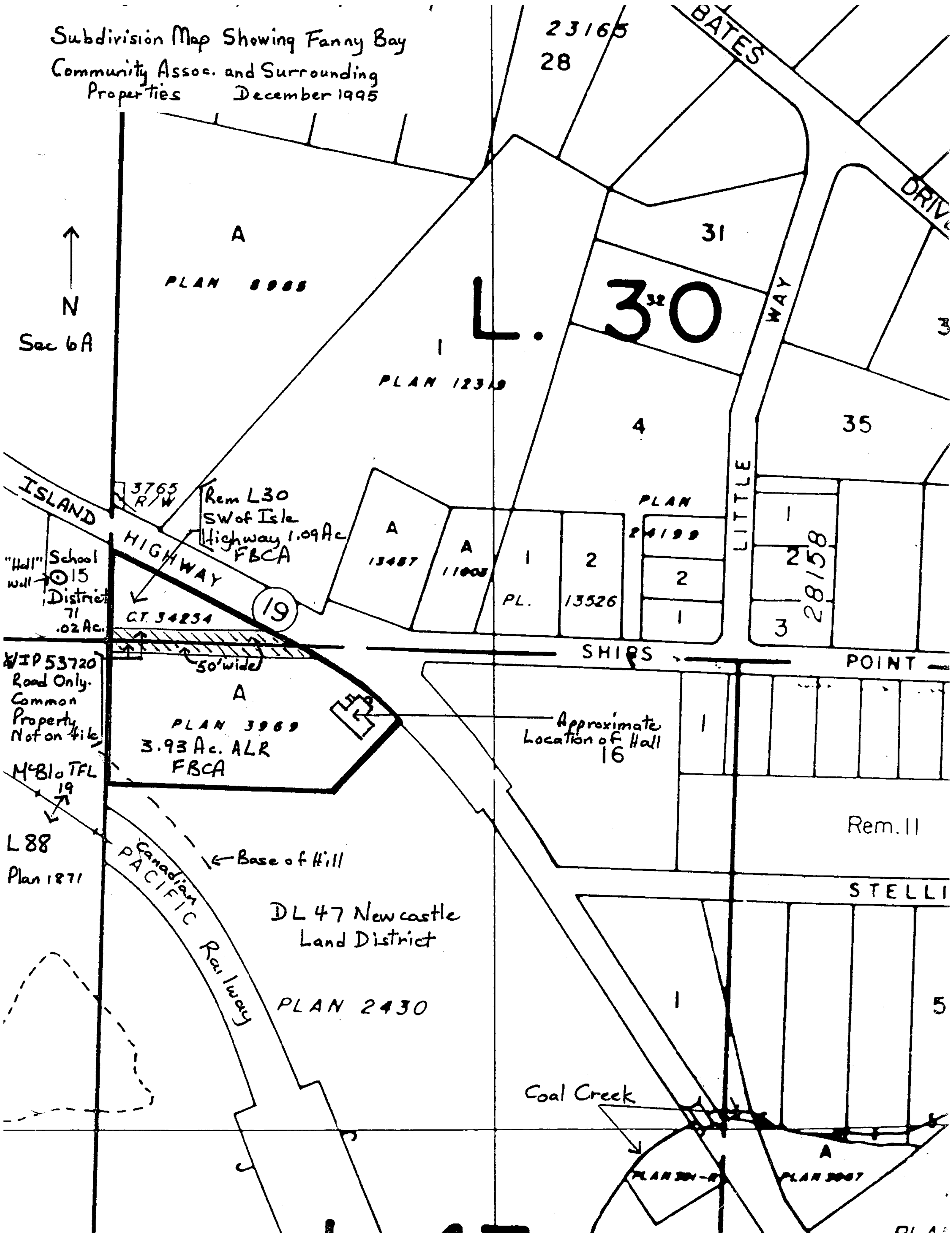
Canada Revenue Agency *(CRA Business Number)*: 14077 3359 RR0001

LAND DESCRIPTION

The FBCA property consists of 2 adjoining lots:

Lot A, Plan 3969, District Lot 47, Newcastle Land District Except Plan VIP53720,
Community Hall Tax Act Sec 13Q
PID#006-116-213

District Lot 30, Newcastle Land District Except Plan VIP53720,
Lying to SW of Island Hwy
Recreational Area Tax Act Sec 24(W)
PID#009-668-667


Subdivision Map Showing Fanny Bay
Community Assoc. and Surrounding
Properties December 1995
N
Sec 6A
A
PLAN 8985
L. 30
1
PLAN 12319
28
31
4
35
BATES
DRIVE
LITTLE WAY
ISLAND HIGHWAY
19
3765 R/W
Rem L30
SW of Isle
Highway 1.09 Ac
FBCA
"Hall" well
School 15
District 71
.02 Ac.
C.T. 34254
50' wide
VIP 53720
Road Only.
Common
Property
Not on file
A
PLAN 3969
3.93 Ac. ALR
FBCA
Approximate
Location of Hall
16
A
13487
A
11003
1
PL.
2
13526
PLAN
24199
2
1
1
2
3
28158
SHIPS
POINT
1
Rem. II
STELLI
McBlo TFL 19
L 88
Plan 1871
Canadian PACIFIC Railway
Base of Hill
DL 47 Newcastle
Land District
PLAN 2430
1
5
Coal Creek
A

MISSION STATEMENT

To promote a safe, respectful place for the community to gather.

CORE VALUES

Respect, Inclusiveness, & Integrity

We treat all people with dignity, respect, and integrity. We are committed to helping create a strong community in which individuals from all cultures, backgrounds, beliefs, and genders are able to develop mutual understanding and respect.

Leadership

We rise above challenges and work through adversity to reach our mission.

Teamwork

We consistently demonstrate our commitment to working with others to create the best outcomes. We believe that collaboration with other community groups, public sector groups, and private businesses improves our ability to enhance our resources and deliver better services.

Quality & Excellence

We strive for quality and excellence in all we do.

Innovation

We foster creativity to challenge constraints and embrace improvements which move us forward.

Environmental Responsibility

We will meet the challenges of climate change by adopting good environmental practices and promoting environmental sustainability in our operations.

Financial Responsibility

We recognize that it is the best interests of our members and the community to plan for a financially sustainable future based on sound management, cost effectiveness, and increasing our income generation.

Transparency & Open Communications

We value the opinions of all people, and strive for openness and honesty in all our interactions and communications. We encourage feedback from our members and the public to ensure the programs and activities we support continue to reflect locally identified priorities.

HISTORY

The FBCA was incorporated and registered as a society on December 10, 1931, under the title *Fanny Bay Athletic and Social Society.* Through the past 9 decades it has morphed into the current energetic registered charity, with over 200 members.

Our Community Centre, completed in December 1931, was built on land donated by pioneer, Abe McLauchlin, and constructed primarily with volunteer labour and a whole lot of donated materials. Thanks to the ongoing generosity of Fanny Bay residents, local service organizations and businesses, and grants from various charitable foundations and local and provincial governments, the Hall continues to act as *the* place in our community to congregate and fraternize with neighbours.

BOARD OF DIRECTORS

GOVERNING PRINCIPLES

1. The Board acts on behalf of, and in the best interests of, Fanny Bay Community Association members, to whom it is morally and legally responsible.
2. The power and authority of the Board only exists when it acts as a whole. As individuals, directors exercise no power or authority and cannot act or speak for the Board unless specifically delegated to do so by the Board.
3. The only decisions or positions of the Board are those made by the Board in a legally convened session, through its accepted decision-making processes.
4. The Board's job is to guide, direct, and oversee the affairs of the organization and maintain an effective relationship with Fanny Bay Community Association members.
5. The Board is responsible for identifying and researching information it requires to enable creation of policies or making informed decisions.
6. The Board is responsible for setting and managing its own agenda, and for developing a measurable work plan.
7. As a working Board, it is essential that the Board set out for each of its committees and task groups clear mandates, timelines, any authority delegated to it, reporting requirements, and measurable operational outcomes.
8. Annual assessment and evaluation of Board performance in both governing and operational roles is a requirement, not an option.

FANNY BAY COMMUNITY ASSOCIATION

CONSTITUTION

Approved by FBCA membership September 9, 2021

Incorporation Number	*S0001971*
Business Number	*14077 3359 BC0001*
Filed Date and Time	*November 1, 2021 10:01 AM Pacific Time*

The name of the Society is FANNY BAY COMMUNITY ASSOCIATION

The purposes of the Society are:

To maintain and manage a community hall, grounds, and outdoor amenities, for use by the residents of Fanny Bay and surrounding areas.

To provide and support programs, activities, and events to benefit all age groups in the community, with focus on the arts, culture, education, health, and recreation.

FANNY BAY COMMUNITY ASSOCIATION

BYLAWS

Approved by FBCA membership May 16 2024

Part 1 – Definitions & Interpretation

1.1 In these bylaws:

"Societies Act" means the Societies Act of Province of British Columbia as amended from time to time;

"Association" means the Fanny Bay Community Association (FBCA);

"Board" means the Directors of the FBCA;

"child" means a person under 16 years of age;

"Directors" means the Directors of the Association for the "term" described below;

"term" means the time between the annual general meeting (AGM) and the immediate next AGM;

"executive officers" mean Directors of the Association who are elected to the positions of President, Vice-President, Secretary, and Treasurer;

"policies and procedures" means the policies and procedures which are congruent with these bylaws and adopted by the Directors to regulate the day-to-day operations of the Association;

"financial year" begins January 1st and ends the following December 31st ;

"annual general meeting" (AGM) means a meeting of the general membership held once every calendar year to inform the membership of the past year's activities, review the financial records, elect Directors for the coming year, and put forward any special resolutions for consideration;

"general meeting" is a meeting of the general membership to deal with a particular issue;

"ordinary resolution" means a resolution passed in general and annual general meetings by a simple majority (50% +1) of the votes of those members of the Association who, being entitled to vote, do so in person.

"special resolution" means a resolution passed in general and annual general meetings by a majority of not less than 2/3 of the votes of those members of the Association who, being entitled to vote, do so in person. A special resolution is required when a resolution will have particular significance to the structure or ethics of the Association, e.g.:

- The constitution or bylaws of the Association are altered,
- A member is expelled from the Association,
- The Association wants to enter into a contract that may result in a conflict of interest for a Director,
- Other significant financial alterations to the Association, such as liquidation, sale of major assets, leasing of assets, or appointing auditors.

1.2 Additional definitions in the Societies Act apply to these Bylaws

1.3 If there is a conflict between these Bylaws and the Societies Act, the Act overrules the Bylaws.

Part 2 – Membership

2.1 Classes of Members

2.1.1 Voting Members

a) Any person 16 years of age and over who has paid the required annual membership dues, and
b) Any person who has been granted a lifetime membership.

2.1.2 Non-voting members

a) Any child of voting members

2.2 Every voting and non-voting member must uphold the constitution and comply with the bylaws, policies, and procedures enacted by the Directors.

2.2.1 Any member has the right to request the Board to review any policy or procedure seen to be inappropriate and to receive a reply in a timely manner.

2.3 The amount of the annual membership dues, as recommended by the Board from time to time, must be presented to the members as an ordinary resolution at an AGM of the Association. Once confirmed, the dues must be posted in current Association communication formats.

2.4 A person ceases to be a member of the Association:

a) By failure to pay membership dues by March 31st of the current year, or
b) By delivering a written resignation to the Secretary of the Association, or
c) On being expelled.

2.5 A member may be expelled by a special resolution passed at a general meeting.

2.5.1 The notice of special resolution for expulsion must include a brief statement of the reason or reasons for the proposed expulsion and shall accompany the agenda of the general meeting.

2.5.2 The person or "a friend" chosen by the person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Part 3 – Types of Meetings of Members

3.1 Annual General Meeting

3.1.1 An AGM must be held at least once a calendar year on a date decided by the Board.

3.1.2 Election procedures for the AGM must be determined at the preceding Directors' meeting and be recorded in the minutes of that meeting.

3.1.3 Ordinary business at an AGM is:

a) Adoption of rules of order,
b) Consideration of the financial statements,
c) Consideration of the Director reports,
d) Election or appointment of Directors, and
e) Business arising out of a report of the Directors not requiring the passing of a special resolution.

3.1.4 Special business at an AGM is any other business arising out of a report of the Directors which, according to the bylaws, requires passing of a special resolution.

3.2 General Meeting

3.2.1 A general meeting may be called either by the Directors or as a result of a written request signed by 10% of the members of the Association to deal with a specific issue.

3.2.2 The notice of a general meeting must state the place, the day and hour of the meeting, and the nature of any special business to be dealt with at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business. This information must include the text of any special resolution to be considered by the membership.

3.2.3 Ordinary business at a general meeting is:

a) Adoption of rules of order, and
b) Consideration of any submitted reports relating to the specific issue under discussion.

3.3 AGMs and general meetings must be held at such time and place, in accordance with the Societies Act and these bylaws, as the Directors decide and must be posted in the current Association communication formats 14 days prior to the date of the meeting.

3.3.1 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

3.4 Standing or Ad Hoc Committee Meetings

3.4.1 The Directors may delegate any, but not all, of their powers to committees and may name the committee.

3.4.1.1 An Ad Hoc Committee is established for a specific task and ceases to exist when the job is done.

3.4.1.2 A Standing Committee is established for a specific purpose and has an indefinite term of existence.

3.4.2 All such committees must report to the Board through a Director liaison. The President must be updated on the decisions of all committees.

3.4.3 Subject to directions of the Directors, the bylaws, and policies and procedures, each committee determines its own procedures.

3.4.4 The members of a committee may meet and adjourn as they think appropriate.

Part 4 – Proceedings at AGMs and General Meetings

4.1 Robert’s Rules of Order govern proceedings.

4.1.1 Voting

4.1.1.1 A voting member is entitled to one vote.

4.1.1.2 Voting is by show of hands, unless the members present otherwise decide.

4.1.1.3 Voting by proxy is not permitted.

4.1.1.4 A tied proposed resolution does not pass.

4.1.1.5 The Chair must announce the outcome of each vote, and that outcome must be recorded in the minutes of the meeting.

4.2 Chair

4.2.1 The President of the Association, the Vice-President, or in the absence of both, another Director present, presides as Chair. In the absence of any Directors, the members present choose a Chair.

4.2.2 The Chair of a meeting may, or, if so directed by the voting members present, must, adjourn the meeting. No business may be transacted at the continuation of the adjourned meeting other than the business left unfinished at the adjourned meeting.

4.3 Quorum

4.3.1 A quorum is ten voting members.

4.3.2 No business, other than the election of a Chair and adjournment of the meeting, can be conducted at a meeting at a time when a quorum is not present.

4.3.3 If at any time during a meeting there ceases to be a quorum, business then in progress is suspended until there is a quorum present or until the meeting is adjourned and reconvened.

4.3.4 If within 30 minutes from the time set for holding a meeting, a quorum of voting members is not present,

a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and

b) in any other case, the meeting stands adjourned until a date and time agreed by the members present, and if, at the reconvened meeting, a quorum is not present within 30 minutes from the time set for the meeting, the voting members present constitute a quorum.

4.4 Reconvening Adjourned Meetings.

4.4.1 It is not necessary to give notice of a reconvened meeting or of the business to be transacted at such a meeting, except that when a meeting is adjourned for 30 days or more, notice must be given as in Bylaw 3.3.

4.4.2 No new items can be added to the agenda of the rescheduled meeting.

Part 5 – Executive Officers and Directors

5.1 The Association must have no fewer than 3 and no more than 15 Directors, including the executive officers.

5.1.2 Nominations for new Directors must be received in writing by the Secretary not less than 21days prior to the Annual General Meeting. Nominations will NOT be accepted from the floor.

5.2 The executive officers and other Directors are elected at the AGM for one term.

5.2.1 All Directors must:

a) Be 18 years of age or older,
b) Be a member of the Association,
c) Be a resident of the Fanny Bay Postal Area, with the exception of the Treasurer who must be a resident of British Columbia, and
d) Consent to the nomination or appointment in writing prior to the AGM.

5.2.2 A person is NOT qualified to be a Director if:

a) Found by the court to be incapable of managing their own affairs,
b) Convicted of an offense in connection with the promotion, formation, or management of a corporation or unincorporated entity, or convicted of an offense involving fraud; or
c) Is an undischarged bankrupt.

5.2.3 In the event that an executive officer position is not filled by election at an AGM, the Directors must appoint one of their members to fill each vacant executive position.

5.3 In the event of an executive officer position becoming vacant during the term, the Directors at a duly called Directors' meeting must appoint a Director to fill the vacancy for the remainder of the term.

5.4 In the event of a vacancy arising on the Board as a result of the resignation, death, or incapacity of a Director during the Director's term of office, the Board may appoint a member as a Director to fill the vacancy for the remainder of the term.

5.5 By resolution at a Directors' meeting, a Director may be removed before term expiration.

5.5.1 Valid reasons for the removal of a Director include, but are not limited to:

a) Failure to act in the best interest of the Association and thereby failing to meet the fiduciary duties of a Director as outlined in the Societies Act, or
b) Failure to uphold the FBCA Directors' Code of Conduct, *or*
c) The behaviour of the Director is so obstructive or disruptive that it prevents the Board from functioning effectively.

5.5.2 Removal of a Director from the Board does not remove their membership in the Association.

5.6 No Director or officer is remunerated for being or acting as a Director or officer, but a Director or officer is reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.

Part 6 – Directors' Meetings

6.1 The Directors meet together in any manner to conduct business and regulate their meetings and proceedings as they see fit.

6.1.1 The President, or designate, chairs all meetings of the Directors.

6.1.2 The quorum is a majority of the Directors then in office.

6.1.3 A Director may at any time request a meeting of the Directors, and providing a quorum is possible, the President or designate schedules the required meeting.

6.1.4 The time and place of the regular monthly meetings of the Directors are posted in the current Association communication formats.

6.1.5 The accidental omission to give notice of a Directors' meeting to a Director, or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

6.1.6 A resolution in writing, signed by a majority of Directors, including at least two of the executive officers, and placed with the minutes of a Directors' meeting is valid as if passed at a meeting of the Directors.

6.1.7 In the absence of the Secretary from a meeting, the Directors must appoint another person to act as Secretary at the meeting

6.2 Any member of the Association is welcome to attend a Directors' meeting, however, members other than Directors cannot participate in the meeting.

6.3 Any member who is not a Director and who wishes to speak at a Directors' meeting must put their request in writing to the President to be included on the agenda of a future meeting.

6.4 A non-member wishing to bring a community proposal to the Board must provide a written submission to the President for consideration by the Board.

Part 7 - Duties of the Executive Officers and Directors

7.1 President

7.1.1 The President schedules and presides at all AGMs, general, and Directors' meetings, unless a majority of members or Directors otherwise decide.

7.1.2 With the assistance of the Secretary, the President creates the agenda for all general meetings and all Directors' meetings.

7.1.3 The President is the chief executive officer and spokesperson of the Association.

7.1.4 The President is responsible to the Directors and membership for the administration of the affairs of the Association.

7.1.5 The President is an ex-officio member of all committees of the Association.

7.2 Vice-President

7.2.1 The Vice-President assists the President and carries out the duties of the President if the President is unable to act.

7.3 Secretary

7.3.1 The Secretary is responsible for doing, or making the necessary arrangements for, the following:

a) Issuing notices of AGMs, general, and Directors' meetings;

b) Taking and circulating minutes of AGMs, general, and Directors' meetings;

c) Keeping the records of the Association in accordance with the Societies Act;

d) Conducting the correspondence of the Association;

e) Holding an up-to-date register of members;

f) Filing the BC Societies Annual Report; and

g) Undertaking any other task outlined in the Secretary job description.

7.4 Treasurer

7.4.1 The Treasurer is responsible for doing, or making the necessary arrangements for, the following:

a) Receiving and banking monies collected from the members or other sources, and paying invoices;

b) Keeping accounting records regarding the Association's financial transactions;

c) Preparing financial statements showing current assets, liabilities, equity, revenue, and expenses for presentation at regular Board meetings;

d) Preparing financial statements required for presentation at the AGM;

e) Making the Association's tax filings; and

f) Providing financial information to Directors in support of Association business.

7.5 Secretary-Treasurer

7.5.1 The offices of Secretary and Treasurer may be held by one person.

7.6 The Directors may add additional officers, or add additional duties to any Director or officer, or transfer duties among Directors or officers.

Part 8 – Finances and Signing Authority

8.1 The Association must be operated without the intent of gain for its members, and any profits must be used for fulfilling its purposes.

8.2 All Executive Officers, and any additional Director approved by the Board, have signing authority for Association funds.

8.2.1 A minimum of two Directors with signing authority is required to transfer, disburse, or commit Association funds. Approving online banking transactions and signing service contracts are included in these responsibilities.

8.3 The Treasurer must present to the members at each AGM:

a) Financial statements for the preceding financial year, prepared in accordance with the requirements of the Societies Act,

b) The auditor's report, if any, on those financial statements, and

c) The projected operating revenue and expenses for the upcoming financial year.

8.4 The Board must present to the members at each AGM a list of any proposed major capital projects, and the estimated cost of each.

8.4.1 Fund raising for a major capital project cannot be initiated prior to approval of that capital project at an AGM.

8.5 Any borrowing of funds or issuance of securities must be pre-approved by a majority of members by special resolution.

8.6 At the discretion of a simple majority of Directors, the Board may be requested to engage an accountant to complete either a Compilation, Review, or Audit of the Association's financial records. The results of such an engagement must be reported to the full Board and to the membership at the next AGM.

8.6.1 Per Bylaw 3.2.1, if the Board receives a written request signed by 10% of the members of the Association requesting the Board engage an accountant to complete either a Compilation, Review, or Audit of the Association's financial records, the Board must comply by holding a general meeting to address the issue, and take all relevant steps set out by the members at that meeting.

8.7 In the event of the dissolution of the Association, funds and assets remaining after the satisfaction of its debts and liabilities must be given or transferred to one or more registered charity organizations in British Columbia with similar purpose, as determined by the members of the Association by special resolution.

Part 9 - Bylaws

9.1 The Constitution and Bylaws of the Association are available on the FBCA website.

9.2 These bylaws must not be altered or added to except by special resolution.

POLICIES AND PROCEDURES

Overview

WHAT IS A POLICY?

- Policy statements address what is the rule rather than how to implement the rule.
- Policies are written in clear, concise, simple language.
- Policy statements are readily available to the community, and their authority is clear.
- As a body, they represent a consistent, logical framework for action which can be used in decision making.
- Policies usually remain in effect for years, as they relate to the core beliefs of the organization.

WHAT IS A PROCEDURE?

- Procedures are how the policy is to be carried out. They are directly tied to policies.
- Procedures are developed with the users in mind. As personnel, programs, equipment, and technology change so procedures must be changed to meet new requirements.
- The procedures must be understandable by the end user. Procedures should be written so that what needs to be done can be easily followed by all users.

BOARD POLICIES & PROCEDURES

Annual General Meeting Date

Reason for Policy: To allow sufficient time for effective planning of the Annual General Meeting and recruitment of director candidates,

Policy: The date of the Annual General Meeting (AGM) will be set a minimum of 60 days prior to the AGM and posted in all current communications formats as early as possible.

Adopted December 16, 2021

Board Management

Reason for Policy: To create and retain a team able to work collaboratively towards fulfilling the mission statement and constitution of the Fanny Bay Community Association.

Policy: Procedures shall be developed and revised as needed, outlining methods to recruit directors and maintain an effective working board.

Adopted December 16, 2021

Recruitment Procedures:

- Ongoing verbal recruitment will be encouraged by current directors, focusing on the present needs of the board.
- Advertising will be done through all current communications formats.
- Advertising will promote the positive aspects of working on the team, and identify the means by which the team celebrates its achievements
- When a specific role needs to be filled on the board, advertising will outline the skills required.
- A director's information package will be available to interested persons. The package will include an Expression of Interest (EOI) form, a list of the criteria required to be a director, and copies of the FBCA Director's Code of Conduct, Constitution, and Bylaws.
- At least 21 days prior to the AGM, persons interested in sitting on the board as a new director will submit an EOI form to the Secretary.

Adopted December 16, 2021
Amended 2022 AGM

Nomination Procedures:

- Upon receipt of an EOI form, the Secretary will
  - send a Request for Criminal Record Check to the applicant, to be returned in a timely manner to the Secretary
  - Hold the EOI forms and returned Criminal Record Checks for the Nominations Committee
- At least 60 days prior to the AGM:
  - The board will establish the criteria for evaluating the submitted EOI forms, in accordance with the present needs of the Board.
  - a Nominations Committee of at least 2 directors will be formed.
  - the President will ask all current directors who will be standing for re-election for the coming year, and relay that information to the Nominations Committee.
- At least 14 days prior to the AGM:
  - the Secretary will deliver the submitted forms to the Nominations Committee.
  - the Nominations Committee will:
    - ✓ review all EOI forms to determine which applicants might best fit the established criteria
      - ❖ there can only be one final board nominee for each of the officer positions
        - ➢ unsuccessful officer applicants may be given the chance to revise their EOI forms to stand for election as directors, if they meet all criteria

        - Note: other than the officers, specific director roles are determined by the board as a whole, at a board meeting following the AGM.
    - ✓ upon receipt of the applicants' CRC forms:
      - ❖ if an applicant is to be recommended as a nominee:
        - contact the person indicated as being in support of the expression of interest, to gather additional information on the acceptability of the applicant,
      - ❖ if an applicant is unacceptable as a nominee because all criteria have not been met:
        - relay the decision to the applicant, indicating the reasons for the decision
- Upon completion of their review, the Nominations Committee will:
  - Call a board meeting or submit a motion via email to the board to present their recommendations for nominees for final review and acceptance.
  - Following which they will
    - ✓ relay the decisions of the board to the applicants by phone or in person,
    - ✓ ensure successful applicants are aware of the election process at the AGM,
    - ✓ ensure unsuccessful applicants are aware they may re-apply in subsequent years .
- At the AGM, the Nominations Committee will:
  - present and post the names of all nominees for election,
  - oversee the election process.

Adopted December 16, 2021

<u>Election Procedures</u>:

- In sequence beginning with the election of officers, a member of the Nominations Committee will:
  - Request, in turn, that the nominees provide the members present with a brief summary of their backgrounds and skills,
  - call the vote for each of the 4 officer positions,
  - announce the successful officers,
  - call the vote for a slate of up to 12 additional directors,
    - ✓ if 12 or fewer nominees, and the majority of members present agree, voting may be done as a slate,
    - ✓ if more than 12 nominees, voting must be done in order of listing of the nominees
  - announce the full slate of successful directors.

Adopted December 16, 2021

<u>Procedures for Welcoming New Directors:</u>

- Immediately, or as soon as possible after the AGM, all new directors will be:
  - required to read and sign the Directors' Code of Conduct,
  - provided with access to the Board Manual, and
  - given a tour of the Community Centre.
- Prior to the first monthly board meeting after an AGM, a special but informal introductory board meeting will be called at which the business will be limited to:
  - the President will outline current projects and priorities,
  - re-elected directors will explain their roles and summarize any current issues,
  - new directors will be introduced, given a chance to ask questions, and discuss issues prior to choosing what role they would like to have within the board,
  - if necessary, new directors will be invited to mentor with a re-elected director for a specific role,
  - after assignment of director roles, new directors will be provided with the keys and security details relevant to their roles,
  - assignment of official email addresses (no FBCA work emails should be sent to personal email addresses).

Adopted December 16, 2021

<u>Procedures for Appointments to Fill Vacant Mid-Term Board Positions</u>:

- Board members will seek out interested candidates following established Recruitment Procedures.

- Interested candidates will be:
  - encouraged to talk with a current director re the work that would be involved in the role,
  - provided with a director's information package,
  - asked to complete and submit an Expression of Interest form
  - invited by the President or Secretary to be an observer at a board meeting,
  - invited to speak to the board at some point during a board meeting, as to why they would like to be a director, and what skills and interests they would bring to the board.
- A 24-hour "cooling off" period for both sides will be provided for reflection, and to allow the board to contact the person listed as being in support of the Expression of Interest.
- The board will have opportunity to discuss, in camera, the suitability of the candidate.
- A board member will be designated to contact the interested candidate re the board decision.
- If accepted, the candidate must submit a recent criminal record check and sign the Director's Code of Conduct prior to accepting the appointment in writing.

Adopted December 16, 2021

Procedures for Maintaining Directors

- Team building exercises and board outings will be encouraged and planned intermittently.
- The board will celebrate its accomplishments in a variety of ways annually.
- The President will act proactively when any director fails to uphold the Directors' Code of Conduct, by reviewing the code with the director and determining if the issues can be resolved.
- Long-serving directors will renew their Criminal Record Checks every 5 years.
  - The Secretary will maintain a record of CRC submission dates for all directors.

Adopted December 16, 2021

Procedures for Removal of a Director from the Board

- A director may be removed from the board by resolution at a Directors' meeting.
- Prior to this decision, under direction from a majority of directors, 1 Executive Officer and 1 director will meet for an informal discussion with the director whose behaviour is in question, who will have the right to have a friend present.
- A plan for improvement should be developed, with expectations and timelines.
- The President, or designate, will monitor the director's improvement, and, if insufficient improvement at the end of the timeline, meet with the other directors to discuss any further options for conflict resolution.
- If there is no satisfactory outcome, the director will be encouraged to resign. If that will not happen, a board member may, at a board meeting, introduce an ordinary resolution to remove the director in question from the board.
- Any keys previously issued to the director being removed must immediately be returned.

Adopted December 16, 2021

Board of Directors Disclosure & Accountability

Reason for Policy: To ensure fiscal accountability of Directors.

Policy: Fiscal accountability of Directors is as set out in the British Columbia Societies Act.

Adopted date unknown
Amended January 17, 2022

Policymaking:

Reason for Policy: To guide the Board in the governance of the FBCA.

Policy: Policies and procedures must correspond to and align with the General Description and Mission Statement of the FBCA.

Procedure: Any member in good standing may bring to the notice of the Board perceived gaps in FBCA policy and/or procedure for consideration. Upon Board agreement for the need, the Board will designate members to research and develop proposed policies and/or procedures to be brought to the Board for discussion and final approval.

Adopted November 28, 2019

Reason for Policy: To ensure the upkeep of the Board Manual for all future users.

Policy: New and/or revised or rescinded policies and procedures approved by the Board will be communicated in a timely manner to the person responsible for the upkeep of the FBCA Board Manual.

Procedure: The Board will annually designate a Director to take on this responsibility.

Adopted October 24, 2024

Policy: Policies and procedures which affect FBCA user groups will be communicated in a timely manner to the leaders of those groups.

Procedure: Upon Board approval of a policy or procedure which affects FBCA user groups, the Board will designate a Board member to communicate the information to appropriate leaders and stress to them the importance of passing such information along to new leaders.

Adopted November 28, 2019

Communications:

Reason for Policy: To ensure Board members are informed of FBCA constitution, bylaws, policies, procedures, and financial standings. To facilitate robust discussion and timely dissemination of details for decision making by the Board.

Policy: Electronic copies of the FBCA Board Manual and related forms and documents will be made available to all Directors and kept updated at all times, with one Master hard copy retained for use at in-person Board meetings.

Adopted October 21, 2021

Procedure: The Director responsible for Policies and Procedures will forward updated electronic copies of the Board Manual and all related forms and documents as necessary to all Directors in a timely manner.

Adopted October 21, 2021

Policy: Communications between Board members shall be carried out at all times in a timely manner appropriate to the subject.

Adopted February 19, 2013

Procedure: Board members shall utilize electronic communication between meetings for the purpose of sharing general and background information and/or asking questions.

Adopted February 19, 2013
Amended October 21, 2021

Incoming Mail

Reason for Policy: To ensure timely action on all issues and concerns.

Policy: All incoming mail will be checked and recorded on a regular basis, and appropriate responses issued in a timely manner.

Amended February 19, 2013

Procedure: The bookkeeper and/or secretary will keep a record of all mail, excluding invoices, who sent it, when it was received, and to whom it was forwarded. A report will be made to the President prior to each board meeting.

Adopted Nov 12 2009
Amended September 25, 2014

Urgent Decision Making

FBCA Bylaw 6.1.6 : "A resolution in writing signed by a majority of directors, including at least two of the officers, and placed with the minutes of the director's meeting is as valid and effective as if regularly passed at a meeting of the directors."

By-laws Adopted April 3, 2000
Bylaw number amendment adopted September 9, 2021

Procedure: If the FBCA Board Executive determines that the nature of a matter warrants voting on a motion prior to the next scheduled directors' meeting, the President or delegated Executive member shall have the option of :

1. emailing the wording of the motion in full to all directors then in office, with a request to respond in favour or against the motion by a specified time and date. Such a motion shall clearly state whether it is for authorization or recommendation of an action, and who has made the motion and who has seconded it. Information as to why there is a need for a decision prior to the next scheduled directors' meeting may be appended to the motion but is not a part of the motion. The responses of directors shall be sent to and tallied by the Executive member who originated the email. Approval shall be by simple majority of directors. If a majority of directors have not responded by the specified time and date, the motion shall have failed.

   After a resolution has been reached, the President or delegated Executive member shall inform all Board members of the outcome, print off the motion and voting results in a document to be signed by a majority of directors at the next formal meeting of the Board, and appended to and addressed in the minutes of that meeting per FBCA Bylaws.

OR

2. calling an extraordinary meeting of the Board of Directors to discuss and resolve the issue in person if the Executive determines that the issue in question is controversial or overly complicated and so warrants face-to-face discussion. Per FBCA Bylaws, the quorum for such a meeting shall be a majority of the directors then in office. The minutes of such a meeting will be entered into FBCA files per regular procedures.

Adopted 25 March 2020

Consent Agenda

Reason for Policy: To improve the efficiency and effectiveness of board meetings, by providing a process to acknowledge receipt of reports or approve regular, non-controversial, routine issues with one single motion and vote.

Policy: The FBCA board will use consent agendas to allow the board to approve or acknowledge receipt of all items listed under the consent agenda with one unanimous vote.

Procedures Prior to the meeting:

- All materials and items proposed for a consent agenda will be clearly identified as such in the meeting package forwarded to board members, ideally one week before the board meeting.
- All board members are expected to read all items listed under the consent agenda, and, if they have questions or concerns, to discuss these with the author of the item.

Procedures at the meeting:

- The President will ask if any board member wishes to remove any item from the consent agenda
- If no items are removed, the President makes a motion to accept the consent agenda, and a vote is taken and recorded.
- When an item is removed from the consent agenda, the President:
  - decides where to place it on the meeting agenda,
  - reads the remaining list of items on the consent agenda, and

- makes a motion to accept the revised consent agenda and a vote is taken and recorded.

Adopted 17 January 2022

GENERAL POLICIES & PROCEDURES

Use of FBCA Facilities

Reason for Policy: To ensure compliance with FBCA Constitution.

Policy: The FBCA will provide access to any of its facilities to any person or persons who wish to use it in accordance with the purpose and mission of the FBCA. Rental rates for use of the facilities will not be restrictive or discriminatory to non-members.

Approved June 24, 2021

Signage

Reason for Policy: To ensure all visual communications on FBCA property aligns with the FBCA mission, core values, and the care and protection of land, people, and infrastructure.

Definition: Signage refers to any visual communication on FBCA property.

Policy: All signage on FBCA property shall be vetted to align with the FBCA mission, core values, existing policies, procedures and programs, and the care and protection of land, people and infrastructure.

Approved September 23, 2025

Procedures:

New Signage:

- Any person wishing to post signage on FBCA property, other than the external bulletin board, will contact the President or Rental Agent and provide the rationale and specific wording for the communication and the approximate size, location and duration.
- Temporary signage for persons hosting events on FBCA property will be approved by the Rental Agent,
- External bulletin board signage requires no approval but must align with the FBCA mission and core values.
- Depending on urgency, the President will review all other signage with the Board to determine compliance via email, regular Board meeting, or Special Board meeting.
- Upon approval, the signage may be posted by the requester and removed by the requester at the agreed upon interval.

Removal of unapproved signage:

- A Director may remove unapproved and/or inappropriate signage in consultation with the President or at least one other Board member.

Incident Reporting

Policy: The FBCA Board will review and investigate any and all reported accidents which cause minor or severe injury, incidents of inappropriate behaviour causing harm or distress, illness or allergic reaction, near misses, or property damage (*the event*), to ensure appropriate follow-up.

Procedure:

- Accident/Incident Report forms will be available in the Centre entryway for ready use by all persons using the Centre.
- Any person using the Centre may complete an Accident/Incident Report, following the instructions on the form, and forward it to a Board member within 24 hours of the event.
- Within 24 hours of receiving the report, the Board member will complete the appropriate section(s) and forward it to the Executive Committee.
- The Executive Committee will review the information in the report, determine appropriate Board action,
- The Board will keep the report open until a satisfactory resolution is obtained and results communicated to all involved.
- ALL Board actions will be recorded in the report, and once the report is concluded, it will be filed in the archives for 5 years.

Approved April 27, 2023

Lifetime Membership

Reason for Policy: To acknowledge and respect the elders in our community.

Policy: Fanny Bay Community Association (FBCA) Members 85 years of age or older will receive life membership free of charge.

Amended February 19, 2013

Procedure: Upon receipt of information of any member reaching 85 years of age or older, the membership agent will inform the new life member that annual fees are no longer required. The information will also be conveyed to the Board.

Adopted February 19, 2013
Amended April 22, 2021

Recognition Of Service

Reason for Policy: To recognize the commitment and work done by board members for the FBCA and to recognize the contributions of non-board members filling a distinctive role for the FBCA.

Policy: Retiring board members, outgoing Presidents, and non-board members who fill a distinctive role over a significant period of time will be recognized for their service. Monetary amounts of gift certificates will be reviewed every 3 years by the FBCA Executive.

Adopted January 28, 2021

Procedure:

1.Retiring Board Member:

One and two years of service – a card of appreciation or paper certificate,

Three and four years of service- a card of appreciation and a gift certificate of $30

Five or more years of service- a card of appreciation and a gift certificate of $50,

Gift certificate to be either from a business related to an interest of the board member or to a restaurant, and

Thank you to be placed in Flyer and included at next AGM.

2. Outgoing President:

Name added to Presidents' Plaque,

Card of appreciation and gift certificate $100, and

Thank you to be placed in Flyer and included at next AGM.

3. Non-Board Member who has volunteered for a distinctive role over a long period of time and leaves that role, including but not limited to webmaster, audio/visual technician, Flyer editor, grounds maintenance:

Card of appreciation or paper certificate, and at the Board's discretion, a gift certificate based on role and length of time served, and

Thank you to be placed in Flyer and included at next AGM.

Adopted January 28, 2021

Centre Security

Reason for Policy: To ensure the optimum security of the Fanny Bay Community Centre (the Centre), including its assets, while acknowledging the Fanny Bay Community Association (FBCA) is a 100% volunteer organization.

Policy: The number of keys issued for the Centre and the rooms within the Centre must be limited and all keys tracked.

Adopted April 25, 2019

Procedure: The Centre rental agent is the main person responsible for issuing and tracking keys.

There are 2 key lockboxes:

- The Furnace Room Lockbox
  - Secured with a digital code, which is changed after each AGM
  - Keys in this lockbox may be loaned to renters temporarily or permanently
  - The code to this lockbox is issued to any person approved by the Board
  - In the absence of the rental agent, any director who has the code for this lockbox may issue and accept return of keys

- The Master Key Lockbox
  - Located in the Administration Storage Room
  - Secured with a key issued ONLY to the President, Vice President, and Centre Rental Agent
  - Holds all the FBCA master keys, extra key tags, old keys which have no currently known locks, and a list of everyone who has been issued the code to the Furnace Room Lockbox.

- There are two classifications of Centre keys:
  - *Permanent:* keys used regularly for more than one month. These may only be issued to FBCA members and contractors.
  - *Temporary*: keys to be used for less than one month

- All Centre Entry keys are individually numbered on yellow key tabs so that a lost key can be matched to the person it was issued to.
  - Permanently issued keys have only a number
  - Temporarily issued keys have an R beside the number
  - These keys are kept in the bottom of the lockbox in separate labelled bags.

- Permanent and Temporary key log sheets are retained in the Centre furnace room and appropriate information entered when issuing or accepting return of keys.

Adopted April 25, 2019
Amended April 20, 2022

Reason for Policy: To cover the cost of cutting additional keys and to ensure persons issued the keys are aware of the need for due diligence and security.

Policy: A fee of $10 for a lost key will be charged to the person who was issued the key.

Adopted April 25, 2019

Procedure: The Centre Rental Agent, in consultation with members of the Executive, will determine the need for a charge to be levied and make appropriate arrangements.

Adopted April 25, 2019

Audiovisual Equipment

Reason for Policy: Audiovisual (AV) equipment is very expensive and much of it requires specific technical knowledge to operate properly.

Policy: Audiovisual equipment must be kept in secure cupboards and the number of people who have access to the cupboards must be limited. Fees will be charged for use of the more expensive audiovisual equipment.

Adopted April 25, 2019

Procedure: Less expensive audiovisual equipment is kept in a cupboard clearly identified as the Sound Cage. The key for this equipment may be loaned to all renters with no charge.

More expensive audiovisual equipment, as determined by the Master Sound Technician and approved by the Executive, is kept in cupboards clearly identified as AV Storage. Rental rates for temporary use of this equipment are detailed in the Rental Rate Sheet.

Keys to the AV Storage cupboards are issued ONLY to the Master Sound Technician and any other qualified sound technicians identified and approved by the Executive.

- A list of the names and phone numbers of these individuals is retained in the lockbox and updated as necessary

Adopted April 25, 2019

Reason for Policy: To ensure all AV key holders are aware of the serious nature of the security of AV equipment.

Policy: Security of the equipment must be stressed to all who are issued those keys, including the fact that if equipment is damaged or goes missing, the FBCA may have to provide the key holder's name and contact information to the police and/or the FBCA's insurance company.

Adopted April 25, 2019

Reason for Policy: To keep expensive audiovisual (AV) equipment as safe from misuse/damage as possible.

Policy: An honourarium will be paid to qualified FBCA A/V technicians or sound mixers when required to provide their specialized services at a private rental event, as set out in the Rental Rate Sheet. Honourarium rates will be set annually by the Board following the AGM and will be recorded in the minutes.

Procedure: The Rental Agent will inform the Board when A/V technicians or sound mixers have completed such an event and make arrangements for such honourariums to be paid.

Adopted October 24, 2024

Reason for Policy: To ensure the police are informed, and our insurance company notified.

Policy: The FBCA President must be informed immediately if an Audiovisual key goes missing. In the absence of the President, the Vice President and/or another member of the Executive shall be informed.

Adopted April 25, 2019

Volunteers

Reason for Policies: Every reasonable effort should be made to encourage and retain volunteers, who are essential to keeping the FBCA viable. FBCA Core Values should be known and encouraged.

Policy: A volunteer guide will be developed, maintained, and issued to new or prospective volunteers as needed.

Adopted June 23, 2022

Policy: All volunteers who sit on Board Committees must agree to and sign a Committee Volunteer Code of Conduct.

Adopted June 23, 2022

Policy: Volunteers at FBCA & FBCA-sponsored programs, activities, and events are not required to pay an entry fee, nor are they required to be FBCA members.

Adopted June 23, 2022
Amended February 23, 2023

Criminal Record Checks

Reason for Policy: To ensure sensitive personal information is handled and stored securely.

Policy: All Criminal Record Checks (CRCs) required by the FBCA will be requested by the President. Completed forms will be received by any member of the Governance Committee and stored securely in the Archives. The Secretary will be informed and keep a record of the dates of CRCs for each person to track when renewals might be needed, and to ensure outdated CRCs are destroyed.

Adopted 23 June 2022

FISCAL POLICIES & PROCEDURES

Travel Reimbursement

Reason for Policy: To ensure fair reimbursement of volunteers using private vehicles while undertaking FBCA business.

Policy: Reimbursement of travel expenses will be made to volunteers in the completion of specific services delegated by the Board of Directors or Chair of a Committee. Pre-approval by the Chair of the appropriate Committee or the Board of Directors is required. Reimbursement will be at a rate of $0.30 per kilometer.

Adopted February 26, 2009
Amended February 19, 2013

> Procedure: Reimbursement will be requested through a FBCA expense claim form and must include odometer reading, date and purpose of trip.

Adopted February 26, 2009
Amended February 19, 2013

FBCA Expenditures Reimbursement

Reason for Policy: To ensure fair reimbursement of volunteers using personal funds while undertaking FBCA business.

Policy: Individuals who use personal funds to purchase materials and supplies for the Community Centre or other FBCA business (i.e. Publication of the Flyer, supplies for events such as Fanny Bay Day) will be reimbursed upon submission of appropriate receipts and an FBCA expense claim form. Reimbursements shall be approved by the chair of the appropriate committee and Treasurer or other signing authority.

Adopted November 17, 2005
Amended February 19, 2013

> Procedure: Reimbursement will be requested through a FBCA expense claim form.

Adopted February 19, 2013

Credit Accounts

Policy: The FBCA will establish credit accounts with local businesses only with prior approval of the Board of Directors. Prior to requesting a credit account with a specific business, comparative pricing and product survey shall be performed by a member designated by the Board of Directors.

Adopted November 17, 2005
Amended September 25, 2014

> Procedure: The Board of Directors shall set a monthly cap on expenditures and shall identify a specific person(s) to conduct business with the selected vendor. The treasurer shall have a list of all approved accounts and the names of those who have been approved to charge items. The charges shall be monitored and approved by the Chair of the Building & Grounds and Capital Projects Committee.

Adopted November 17, 2005
Amended September 25, 2014

Quotes and Tenders

Policy: Projects on the Centre and grounds that will cost more than $1000 require multiple quotes or tenders.

Adopted May 18, 2008
Amended September 25, 2014

Emergency Expenditures

Policy: In the case of an emergency and with approval of a Board member, a contract may be let without seeking tenders.

Adopted February 26, 2009
Amended September 25, 2014

Seeking Donations

Reason for Policy: To prevent duplication of effort and facilitate coordination of fund-raising efforts for different needs.

Policy: All FBCA requests for donations from institutions, foundations, service organizations, etc. must be approved by the Board.

Adopted February 26, 2009
Amended September 25, 2014

Sale of FBCA Property

Policy: The sale of any FBCA property must be pre-approved by the Board.

Adopted July 23, 2002
Amended January 28, 2021

Tax Receipts

Reason for Policy: In keeping with the charitable purpose of the FBCA, to recognize the value of membership in the FBCA, and of gift-in-kind and monetary donations, while minimizing the administrative burden.

Policy: The Treasurer and the Membership Director are authorized to issue tax receipts on behalf of the FBCA. For convenience and with the Board's concurrence, the Treasurer may designate others authorized to issue receipts, up to a maximum of five persons in total. The Treasurer is responsible to ensure that all tax receipts are properly issued, and auditable records kept.

Adopted 20 April 2022

> Procedure: The Treasurer will assign user rights within the Donation software to all those authorized to issue tax receipts on behalf of the FBCA, up to maximum of five users in total.
>
> *Adopted 20 April 2022*

Policy: Gifts-in-kind (non-cash gifts) and monetary donations to the FBCA of $25 or more are eligible to receive a tax receipt.

Adopted 20 April 2022
Amended 27 February 2025

> Procedure: Upon receipt of a monetary donation, the Treasurer or authorized designate will issue a tax receipt in a timely manner. Upon Board acceptance of a gift-in-kind donation, the Treasurer or authorized designate will determine the Fair Market Value of the non-cash gift in accordance with Canada Revenue Agency guidelines, and then issue a special gift-in-kind tax receipt via the Donation software. Note that gifts of services are not eligible for a tax receipt. However, if the donor is paid for their services and then returns the money to the FBCA as a donation (also known as a cheque exchange), then the donor may be issued a tax receipt for the donation.
>
> *Adopted 20 April 2022*

Policy: In addition to a tax receipt, donations of $300 or more are eligible to be individually recognized, publicly or privately, as agreed to by the donor. This applies to both a single donation, and two or more donations reaching a cumulative total of $300 within the current fiscal year.

Adopted 20 April 2022

> Procedure: Upon receipt of such a donation, the Treasurer will consult with the Executive to determine and arrange appropriate recognition, as agreed to by the donor.

Adopted 20 April 2022

Sponsorships

Procedure**:**

1. Upon receipt of a request for sponsorship, the Board will review the request and determine what level of sponsorship will be provided, if any.
2. If sponsorship is approved, the Board will designate a Director(s) to negotiate and complete a Sponsorship Agreement, and to ensure both parties adhere to their rights and responsibilities per the signed Agreement.
3. Signed Agreements will be filed and stored in the FBCA Archives for a minimum of 10 years. If of historical interest, they may be retained permanently.

Adopted 27 October 2022

RENTAL POLICIES & PROCEDURES

Reasons for Policies: To ensure consistently fair decision-making regarding rental of FBCA property and materials. To ensure FBCA insurance covers all approved use of the FBCA Centre and Grounds.

Setting Rental Rates & Policies

Policy: Rental rates and policies will be set by the Board of Directors and posted in the FBCA Centre and on the FBCA website. Rates and policies will be reviewed by the Board annually.

Adopted (unknown date)
Reviewed September 25, 2014

Establishing Precedent

Policy: The Rental Agent shall consult with, and obtain approval from, the Board in situations where clarification of rental policy is required or where there is no approved precedent.

Adopted (unknown date)
Reviewed September 25, 2014

Damage Deposits

Policy: A damage deposit shall be obtained from the rental licensee when the Rental Agreement is signed.

Adopted (unknown date)
Amended September 25, 2014

> Procedure: Rental Agent is to be responsible for holding the damage deposit cheque, checking the Centre after the event and returning the deposit or not after inspection.

Adopted June 16, 2005

Waiving Fees

Policy: Fees for rental of the Centre for Memorial Services and Charity Fund-raisers pre-approved by the Board will be waived and a donation accepted in lieu.

Adopted January 15, 2009
Amended June 25, 2020

Teen Dances

Policy: FBCA Centre will only be rented for teen dances at the discretion of the Board, and only if they are a local community-sponsored and supervised event.

Adopted February 26, 2009
Amended September 25, 2014

Camping & Overnight Stays

Policy: Camping or overnight stays on grounds permitted only when associated with Centre and/or grounds event rental and pre-approved by the Rental Agent.

Adopted February 26, 2009

Equipment Loans

Policy: The FBCA may loan equipment for short periods of time to members of the FBCA. The following conditions apply to the loan:

- They are not already reserved for an existing program or renter.
- The borrowing person/group agrees to pick-up and return in a timely manner.
- Any damage will be repaired or compensated appropriately.

Adopted February 26, 2009

Amended September 25, 2014
Amended April 20, 2022

Procedure: The Rental Agent will arrange, record, and track each loan using the Equipment Loan Agreement. Completed forms will be retained for 2 years.

Adopted September 25, 2014
Amended April 20, 2022

SOCIAL MEDIA POLICIES & PROCEDURES

GENERAL

Reason for Policy: To facilitate communications between the Webmaster, Flyer Editor, and Board of Directors.

Policy: The Webmaster and Flyer Editor are ex officio members of the Board of Directors, able to attend and participate in discussions at Board meetings as requested.

Adopted June 23, 2022
Amended October 27, 2022

FANNY BAY FLYER

Reason for Policies: The Fanny Bay Flyer is published by the Fanny Bay Community Association to support and promote the purposes of the Association as stated in the Constitution, Section 2. As such, all matters concerning its publication and its editorial policies shall be at the direction of or with the approval of the Board of the Association.

Primary Purpose

Policy: In keeping with this, the news, editorial matter and notices in the Flyer shall be primarily concerned with promoting the activities of the Association and its projects, events, activities and governance.

Adopted October 15, 2002

Secondary Purpose

Policy: The Association shall also, at its discretion, offer Flyer space to other non-profit community service organizations in the area. News and notices of community events not connected with the Association may also be included.

Adopted October 15, 2002

Flyer Staff

Policy: The Editor of the Flyer and any advertising sales or other representatives shall be appointed by the Board of the Association and shall serve at its pleasure.

Adopted October 15, 2002

Financial Records

Policy: The Editor of the Fanny Bay Flyer will ensure the Treasurer of the Board has an auditable record of revenues and expenditures specific to the Flyer.

Adopted February 16, 2006

Funding

Policy: The Association shall attempt to cover the Flyer's editorial and publication costs with paid advertising and, if necessary, search for additional sources of funds.

Adopted October 15, 2002

Editor Honourarium

Policy: At the end of every fiscal year, the Board of Directors will determine if funds are available to provide an honourarium for the Editor. The honourarium will be paid at the discretion of the Board & only from Flyer profits.

Adopted February 16, 2006

<u>Editorial Disclaimer</u>

<u>Policy:</u> In addition to other information usually included in a publication masthead, the masthead of the Fanny Bay Flyer shall contain the following disclaimer: "Opinions expressed in the Flyer are not necessarily those of the Fanny Bay Community Association or the editor. Neither the Fanny Bay Community Association nor the editor assume responsibility for any misprints or errors which may appear in the information contained herein."

Adopted October 15, 2002

<u>Realtor Listings</u>

<u>Policy:</u> No realtor property listings will be printed, but realtor business cards will be accepted as advertisements.

Adopted May 15, 2008
Amended September 25, 2014

<u>Political Advertising</u>

<u>Policy:</u> Political advertisements shall contain a disclaimer that this is a paid political advertisement.

Adopted February 26, 2009
Amended September 25, 2014

<u>FBCA WEBSITE</u>

<u>Reason for Policies:</u> To keep the information on the FBCA website as current as possible, and of value to FBCA members, residents of Fanny Bay, and other interested individuals and organizations.

<u>Policy</u>: Responsibility for regularly reviewing individual pages of the FBCA website, and submitting updates to the Webmaster, will be assigned annually to specific FBCA directors, as determined by the sitting Board.

Adopted June 23, 2022

<u>FBCA MARQUEE SIGN</u>

Reason for Policy: To encourage continuity and consistency in messaging on the sign, while allowing some leeway to volunteers responsible.

<u>Policy</u>: Messages posted on the marquee sign will follow guidelines established by the Board. (*refer to Marquee Sign Guidelines)*

Adopted February 23, 2023

COMMITTEE POLICIES & PROCEDURES

Ad Hoc Committee Reports and Minutes

Reason for Policy: To facilitate efficient utilization of meeting time.

Policy: Committee Chairs shall report to the Board on their activities at each Board meeting. Wherever possible, Committee Reports shall be circulated prior to each Board meeting.

Adopted February 26, 2009
Amended September 25, 2014

PROGRAMS, ACTIVITIES, AND EVENTS POLICIES AND PROCEDURES

Reason for Policies: To ensure programs, series, activities, and events hosted or sponsored by the FBCA are safe and enjoyable, and to ensure FBCA insurance covers all their participants and guests.

Definitions & Requirements:

FBCA Program or Series	**Examples**	**Paperwork**
• Regular ongoing • Board approval • Board-approved facilitator • Rental fees waived • Covered by FBCA Insurance • Full use of FBCA equipment & supplies	• Concerts • Pickleball • Aerobics • Movie Nights • Speaker Series • Armchair Travel • Youth Nights	• Current Program Information form • Annual waivers for all sports & fitness participants • Guidelines for Facilitators & Sign In sheets for all children's programs • Year-end report to Board
FBCA Activity or Event	**Examples**	**Paperwork**
• Occasional/Annual • Board approval • Board-approved facilitator • Rental fees waived • Covered by FBCA Insurance • Full use of FBCA equipment & supplies	• Christmas • Easter • Halloween • Flu Clinic • Markets • Celebrate your Community	• Event Report to Board
FBCA-sponsored Activity or Event	**Examples**	**Paperwork**
• Occasional or regular • Board approval • Facilitator does not have to be approved by Board • Rental fee may be waived partially or in full by Board • Sponsorship Agreement negotiated by Board representatives & approved by Board • Covered by FBCA Insurance • Use of FBCA equipment as negotiated	• Fat Oyster • Soccer	• Sponsorship Agreement • Annual waivers for all sports & fitness participants • Guidelines for Facilitators & Sign In sheets for all children's programs • Year-end report to Board
Private Activity or Event	**Examples**	**Paperwork**
• Occasional or regular • No connection to Board • Rental Agreement establishes fees and equipment usage • Events serving alcohol require a Special Event License from the BC Gov't.	• Weddings • Dances • Family events • Election stations • Commercial enterprises	• Rental Application • Rental Agreement

Adopted February 27, 2020
Amended February 23, 2023

Respectful Participation

Policy: The FBCA will encourage safe and respectful participation in activities and events for all users of the Centre.

Adopted February 27, 2020

Procedure: Signs clearly stating the FBCA's expectations of volunteers, staff, and participants will be posted permanently at appropriate spots within the Centre.

Adopted February 27, 2020

Waivers

Policy: All FBCA& FBCA-sponsored sports, fitness, and children's programs and activities require participants to sign **an annual** waiver prior to participation.

Adopted January 15, 2009
Amended September 25, 2014
Amended February 23, 2023

Procedure: Facilitators will ensure all participants have signed a waiver prior to joining the program, activity, or event. Signed waiver forms will be stored in the file cabinet in the FBCA Centre furnace room for 2 years, after which they will be destroyed.

Amended February 23, 2023

Communications Between FBCA Board and Facilitators

Policy: The FBCA Board will maintain open communications with all facilitators of programs, series, activities, and events hosted or sponsored by the FBCA

Adopted February 27, 2020
Amended February 23, 2023

Procedure: Upon their approval of a program, series, activity, or event hosted or sponsored by the FBCA, the Board will designate a Board member to

- meet with the facilitator to complete and file all appropriate paperwork
- record the name and contact information of the group representative or facilitator
- act as the liaison between the group and the Board

Adopted February 27, 2020
Amended February 23, 2023

Requirement for Criminal Record Checks of Facilitators

Policy: Prior to the start of child- and youth-focused FBCA and FBCA-sponsored programs, activities and events **where caregivers are not present**, all facilitators working directly with children and youth are required to obtain and have on file with FBCA a valid Criminal Record Check (CRC) with vulnerable sector screening. For long-term facilitators, renewal of their CRC is required every 5 years.

Adopted October 8, 2009
Amended February 27, 2020

Procedure: A Criminal Record Check for each facilitator working directly with children and youth **where caregivers are not present**, will be collected by a Board designate and filed in FBCA files.

Adopted (unknown date)
Amended February 27, 2020

Supervision of FBCA & FBCA-sponsored Children's Activities and Events

Policy: Pre-kindergarten age children attending FBCA and FBCA-sponsored programs, activities and events should have a guardian present at all times.

Adopted February 27, 2020
Amended February 23, 2023

Policy: All FBCA and FBCA-sponsored programs, activities and events involving children under 18 and **where caregivers are not in attendance** will follow the guidelines for supervisor to children ratio recommended by the Government of British Columbia:

- 1 responsible adult for each 12 children from Kindergarten to Grade 1
- 1 responsible adult for each 15 children from Grade 2 and older

Adopted February 27, 2020
Amended February 23, 2023

Policy: Notwithstanding the BC Government recommendations, **ALL** FBCA and FBCA-sponsored programs, activities and events involving children under 18 must have a clearly identifiable facilitator and should always ensure that whenever possible, there is more than one adult present during activities with children and young people, or if this isn't possible, that there are other adults within sight or hearing during the Program, activity, or event.

Adopted February 27, 2020
Amended February 23, 2023

Procedure: At the time of approval of the activity or event by the FBCA Board, a facilitator will be identified, and all appropriate paperwork completed. Responsibilities of the facilitator are set out in the "Guidelines for Facilitators of Family & Children's Programs, Activities and Events".

Adopted February 27, 2020
Amended February 23, 2023