

## POLICIES

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### Policies Preamble

The Sanctuary is committed to conduct its affairs and relationships at all times in a manner which is frank, ethical and honorable. The policies that follow have been adopted to provide a framework to so guide the Sanctuary's conduct. In circumstances where a question or issue arises that is not covered within these policies the Sanctuary will be guided by the following:

- Federal and Provincial Canadian law
- The Sanctuary's governing documents then in effect
- The Sanctuary's Statement of Principles

## SECTION A - GOVERNANCE

### A-1 Rules of Procedure

For the Board and Committees:

- 1) Electing/appoint the chair & secretary
  - a. Chairs and secretaries will be elected from the membership of the respective committee
  - b. Any committee member may be chair or secretary
  - c. Any committee member may nominate any other member for the chair or secretary positions. Once nominated, if the nominee(s) agree to stand, a secret vote will take place and the nominee with the most votes will succeed to the position of chair and secretary.
  - d. The term shall be as noted in the Articles, and there is no limitation on how often the member may stand for the positions.
  
- 2) Special powers of the Chair
  - i. The Chair has 1 regular vote and in a circumstance where a votes for and against are otherwise equal may cast an additional vote (which means Chair votes x2)
  - ii. The Chair may make and second motions.
  - iii. The Chair may request the reframing of any motion which is, in the Chair's opinion, framed in a manner which is inconsistent with the Sanctuary's Principles or policies. The Chair has the discretion and authority to request a reframing of the motion and to decline to call for a vote until the motion is so reframed. In general, motions should be positive and neither offensive nor argumentative and ideally measurable in nature. Should the Chair decline to call for a vote, & the motioning member disagrees with the decision, he/she may take the issue up the Steering Committee Chair who may either put the matter before the Steering Committee as a whole or directly address the issue to the Board.
  
- 3) Meeting Quorum: Board Meetings & Committees
  - a. Voting members will qualify for quorum which is determined to be 50% of the committee member role plus one. Proxies duly signed by a member and presented to the meeting's secretary may be voted by another member but do NOT qualify for quorum.
  - b. Quorum is a continuous test and if members must leave a meeting prior to its conclusion, and the remaining number of voting members falls below quorum, the meeting must be adjourned.
  - c. The Sanctuary has approved Proxies which must be signed and dated by the absent member. Proxies must be provided to the Secretary of the meeting at the beginning of

the meeting, must be on the accepted form and fully and correctly completed to be valid.

#### 4) Motions

- a. Any voting member may make a motion however it is the member's responsibility to ensure that the motion is framed in acceptable language and is pertinent and consistent with the Sanctuary's Statement of Values.
- b. Any voting member in good standing has one vote per motion (with the exception of the chair who may have one additional vote – see above)
- c. Members who object or abstain from a vote shall be counted as cast votes and noted in the minutes. So for example if there are 7 voting members and 3 abstain the remaining 4 must all vote "Aye" in order for the motion to carry and 4 votes represents a majority of the 7 voting members.

#### 5) Annual General Meetings

- a. The Annual General Meeting shall occur once per year within four months of the fiscal year end. The full membership role is to receive notice of the AGM at least 20 calendar days prior to the date of the meeting.
- b. The Notice of Meeting must be in writing but may be delivered via surface or electronic mail.
- c. The Notice of Meeting will include an agenda as well as details of the meeting and a copy of an authorized proxy.
- d. Members may attend in person, or complete the authorized proxy form. Proxies must be registered with the Secretary prior to the Call to Order in order to be counted and/or eligible to be voted.
- e. Quorum is to be determined as a minimum of 25 registered and fully paid up members.
- f. Voting at the Annual General Meeting will require a majority of 60% or a like number to succeed.

## A-2 Communication

The Sanctuary recognizes that good communication is fundamental to achieving its aims. In the fast pace of the modern world and popular use of electronic media to communicate with one another, it is understood that a lack of clarity or even miscommunication can be the price of ease and speed.

Sanctuary representatives will make every reasonable attempt to be clear and unambiguous in all their communications with one another, or members, attendees, volunteers, staff and the general public.

All formal letters issued on Sanctuary letterhead, official documents and marketing material must be routinely proofread by at least one person other than the author.

All Sanctuary representatives as well as members and volunteers will be held accountable for upholding the values of the Sanctuary in their communications with others (regardless of the format of that communication). In circumstances where those communications do not meet those standards, the Board will determine the appropriate response which may include the termination of employment, membership or business relations.

In addition, this policy defines who may speak as a representative of the Sanctuary. No public statement in regards to the Sanctuary or its affairs may be made except as it is consistent with the Sanctuary's Statement of Principles. Only members of the Steering Committee or the Board may authorize the release of marketing or program activities. Only the Board may authorize the release of any other information pertaining to the Sanctuary.

In all such disclosures the policies regarding privacy and confidentiality are to be considered and maintained.

### A-3 Amendments to Bylaws, Articles and Policies

Bylaw and Article amendments may be proposed by any Member of the Sanctuary. The proposed amendment is to be drafted and once approved by the Board must be submitted at the Annual General Meeting, or if necessary, a Special Meeting of the Members. Draft proposed amendments will be provided to the membership along with a notice of the meeting at least 20 calendar days prior to the meeting. Each attending member has one vote and amendments require a minimum vote of 60%, or like amount, of quorum as defined in the Rules of Procedure section in order to succeed.

Policy amendments may be proposed by a staff person or member of the Sanctuary. The proposed amendment is to be drafted and approved by the Steering Committee before being submitted to the Board for approval. Policy amendments require a minimum 60%, or like amount, of quorum as defined in the Rules of Procedure section in order to succeed.

Bylaws, Articles and Policies will be reviewed by the Board on a biannual basis.

## A-4 Records Management

Records are considered to fall within three broad categories:

- Legal and historical documents that pertain to the Sanctuary's creation and ongoing governance, such as:
  - Incorporation documents
  - Corporate governance such as Articles, Bylaws and Policies
  - Meeting minutes
  - Annual reports
  - Legal documents pertaining to the legal affairs of the Sanctuary
  - And other like documents
- Financial records, such as:
  - Bookkeeping records and supporting documentation
  - Bank and credit card statements including cheques and deposit details
  - Regular reporting
  - Annual budgets
  - Year-end Financial Statements
  - Revenue Canada reporting
  - And other like documents
- Operational records pertaining to the delivery of services and administration of the affairs of the Sanctuary, such as:
  - Members roster & related materials such as waivers and correspondence
  - Insurance documents
  - Contracts, leases and agreements
  - Marketing material
  - Presentation materials
  - And other like documents

Documents that fall within the first category are to be permanently retained.

The second category of documents shall be retained as required by law.

The third shall be retained for a minimum of three years and destroyed only where no continuing or historical value or benefit can be construed, except for those documents which fall under the Personal Information Protection and Electronics Act PIPEDA, the retention and destruction of which will be determined under our related policy and ultimately that Act.

Documents that are considered to have no administrative, legal, financial, or historic value that would require their retention may be disposed of after they have served their purpose.

In general and where appropriate and possible, documents should be generated, distributed and retained electronically, in the spirit of conservation. Discretion, privacy and confidentiality are to be respected in all documentation retention and eventual destruction.

Retained documents shall be kept in a logical manner that facilitates both retention and retrieval with the understanding that records management will fall to successive volunteers and/or staff and must be understandable and usable to all.

Electronic backups will be maintained at all times, at an interval of no less than one week and using more than one backup medium. Offsite backups are to be maintained at an interval of no less than one month.

Documents eligible for destruction will be permanently destroyed in a secure manner i.e. shredding or burning.

## A-5 Safety

The Sanctuary shall maintain appropriate insurance at all times and may request proof of insurance from all vendors providing facilities for events sponsored or organized by the Sanctuary.

The Sanctuary shall have a First Aid Kit available at all of its establishments and at all events sponsored or organized by the Sanctuary. The First Aid Kit(s) shall be inspected once a month and an inspection log is to be kept with the Kit(s). The monthly inspection log will ensure that the Kit(s) contains a minimum of the following items and will restock it if necessary. The log will also show the inspector's name as well as their signature and the date of the inspection. All expenses pertaining to the stocking of the First Aid Kits are fully reimbursable.

### Minimum First Aid Kit Requirements

- A current First Aid manual
- 1 card of safety pins
- 12 adhesive dressings individually wrapped
- 4 sterile 3" square gauze pads
- 2 rolls of 2" gauze bandage
- 2 field dressings, 4" square or 2x4"
- 1 triangular bandage

In the event of an injury, the details of the incident shall be logged including the name of the injured party, the date, time and description of the injury, how it was incurred & its treatment, as well as the names of any witnesses and the name of the first aider.

The Sanctuary's representative will ask the injured party if they wish emergency services to be called or may exercise their own judgment in that regard if the injured party is unwilling or unable to do so. The Sanctuary's representative should enquire and make every reasonable effort to ensure that the injured party is able to go home safely.

The incident report will be forwarded immediately to the appropriate Steering Committee Chair, who may, if appropriate follow up with the injured party to ensure their wellbeing.

## A-6 Conflict of Interest

Each Board or Steering committee member or other volunteer is obligated to avoid conflicts of interest as they arise. They should take care to avoid the potential for a conflict of interest or appearance of a conflict of interest at all times.

A conflict of interest occurs when a person has a private or personal interest sufficient to appear to influence the objective exercise of his/her official duties.

Conflicts of interest include, but are not limited to, situations involving:

- Any interest, either real or perceived, that benefits the individual or the individual's family or relations;
- Involvement with organizations with which an individual has an official governing responsibility or which employ the individual or a member of his/her family or relations;
- Real or perceived potential to compromise the best interests of the Sanctuary;
- Receipt of gifts, fees or special treatment that advance or could be seen to advance the individual's interests or those of a member of his/her family or relations. Gifts of nominal value or which are of a promotional nature and are widely available may be received. The Board shall annually review the definition of "nominal value". It is currently defined as gifts under \$50.00

Where a conflict, real or perceived, arises, the individual must inform the appropriate Sanctuary representative. In the case of employees, the immediate supervisor should be informed. Volunteers and committee members should inform the Chair of the committee with whom they are working. Chairs and Board members shall inform the Chair of the Board. The individual will recuse themselves from being present for or contributing to any debate that may occur in regards to the conflict of interest and will not be eligible to cast any vote that they may otherwise be entitled to in that regard.

## A-7 Privacy and Personal Information

Private and personal information is as defined under the Personal Information Protection & Electronic Documents Act (PIPEDA).

“... includes any factual or subjective information, recorded or not, about an identifiable individual.

This includes information in any form, such as:

- Age, name, ID numbers, income, ethnic origin, or blood type;
- Opinions, evaluations, comments, social status or disciplinary actions; and
- Employee files, credit records, loan records, medical records, existence of a dispute between a customer and a merchant, intentions (for example, to acquire goods & services or change jobs).

Personal information does NOT include the name, title or business address or telephone number of an employee of an organization.”

The PIPEDA identifies the following Fair Information Principles:

- 1) Accountability
- 2) Identify the purpose of data collection
- 3) Obtain consent
- 4) Limit collection
- 5) Limit use, disclosure and retention
- 6) Be accurate
- 7) Use appropriate safeguards
- 8) Be open
- 9) Give individuals access
- 10) Provide recourse

The Sanctuary will be governed ultimately by the PIPEDA, but the following statements respond to these principles:

The Secretary of the Sanctuary is the Compliance Officer for purposes of the PIPEDA, and will ensure that all records are collected, retained and destroyed in accordance with the policies and the ACT. All enquiries and complaints will be directed to the Secretary. All records which fall under this policy will be kept securely and access will be limited or denied as is defined in the following sections.

The following chart documents what information is generally collected, for what purpose and defines both the consent and accessibility protocols.

From time to time, the Sanctuary may collect private information other than that which is specifically listed. In those circumstances the collection request will include:

- A list of the information
- A clear outline of its purpose/use
- A request for a signature to confirm consent for that use

MEMBERS/VOLUNTEERS/VENDORS

Information	Purpose of info collected	Consent	Access (*)
Name, contact information including surface and electronic mail and telephone number	Dissemination of information pertaining to the activities and governance of the Sanctuary	Included on Membership form	Membership Committee, Sanctuary staff
Emergency contact information, allergies or health conditions if appropriate	To ensure safety of individuals at events held/sponsored by the Sanctuary	Included on Membership/ Registration forms	Program committee, Membership Committee, Sanctuary Staff
Payment information i.e. credit card or banking information	For single use payment	Implicit in the payment instruction	Accounting personnel
Biography	Introduction of the member at a members meeting	Optional section of Membership form – implicit in completion	Membership Committee, Program Committee
Opinions/comments as posted by members on public access electronic or physical sites administered by the Sanctuary	Such unsolicited opinion/comments are posted optionally at the members volition but will not be used for any other purpose without gaining specific consent	Implicit consent for the initial posting BUT specific written consent to be obtained if comment used anywhere else or for any other purpose	Staff/ Sanctuary volunteers or vendors responsible for the administration of the posting forum
Solicited opinion/comment	Marketing purposes	Specific written consent to be obtained prior to use	Staff/ Sanctuary volunteers responsible for Marketing initiative or its administration
Photos	Marketing purposes	Written consent	Staff/ Sanctuary volunteers or vendors responsible for the administration of the posting forum/ marketing initiative

SPECIAL

Information	Purpose	Consent	Access (*)
VENDORS: Name, contact information including surface and electronic mail and telephone number	Contact and payment arrangements	As provided by vendor	Staff/ Sanctuary volunteers and accounting personnel
SPEAKERS: Speaking engagement contract	Defining the terms of the engagement	Signature on engagement contract	Program Committee, Staff/ Sanctuary volunteers and accounting personnel
SPEAKERS: Biography, photo, professional credentials	Marketing purposes	Signature on engagement contract	Program Committee, Staff/ Sanctuary volunteers and accounting personnel
EMPLOYEES	Personnel files: used for payroll and human resource purposes	CONFIDENTIAL – information released only as required under law	Appropriate Supervisors and accounting personnel
RECORDS RE: CONFLICTS	Used to document conflicts and their resolutions	CONFIDENTIAL – information released only as required under law	See Conflict Resolution policy.

(\*) Access: The Board has full access to all information gathered by the Sanctuary. The Officers and Steering Committee members have access to all information necessary for them to fulfill their responsibilities and obligations. From time to time, the information may also be accessed by volunteers or staff under the direction of the authorized users listed in this chart for the listed purposes.

In general,

- Private and personal information collected will be held securely: paper files to be under lock and electronic files to be password protected.
- Access to all such information is to be limited to the authorized users or their delegates.
- Information which is not pertinent to any specific transaction is to be either removed or blocked out when providing copies to others.

- No information will be supplied to a third party unless required under law or with specific written consent
- Any person may request to view their own data as it is retained by the Sanctuary. Such requests are to be managed by the Secretary or their delegate and will be responded to within 30 days of the request.
- Complaints regarding the Sanctuary's collection, use or destruction of private and personal information are to be directed to the Secretary in writing who will respond within 30 days to the complaint and provide a resolution in a reasonable and timely manner.
- Updating changes in contact information is the responsibility of the member, attendee, speaker, vendor or volunteer. The Sanctuary will undertake all reasonable measures to keep correct and up to date records but the ultimate responsibility lay with the individual to keep contact data up to date.
- The Sanctuary governing documents, including this policy, are available both electronically on the organization's website and in printed form at all Sanctuary events.
- If a member or event attendee elects not to sign the photography waiver, it is his/her responsibility to advise the photographer appropriately and to make reasonable efforts to avoid being included in posed and candid photos taken.

## A-8 Non-Discrimination & Harassment

The Ontario Human Rights Code prohibits discrimination and harassment on the basis of: age, race, and ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, same sex partnership status, family status, disability or record of offences.

This policy applies to all Board and Steering Committee members, volunteers, members, employees, consultants, independent contractors and vendors.

For purposes of this policy, “workplace” shall mean any offices or other premises where Sanctuary business and activities are conducted as well as any social, business or other function where the conduct or comments may have an effect on the Sanctuary’s workplace or workplace relations.

The Sanctuary is committed to providing and maintaining a workplace which ensures that all individuals are treated with dignity and respect and are able to work in an environment that is free from discrimination and harassment. All employees, volunteers, members, speakers, independent contractors and vendors are expected to uphold this policy and will be held accountable to do so. The Sanctuary will investigate and respond to any complaint of discrimination or harassment and will take remedial action as necessary and appropriate, including and up to dismissal or termination of employment, contract or membership.

Discrimination shall be defined as any action, behavior or attitude which negatively affects or could negatively affect the employment or volunteer activities of an individual, where such action behavior or attitude is based on prohibited grounds for discrimination under the Ontario’s Human Rights Code.

Harassment means any unwelcome, vexatious comment or conduct, or words or actions that disparage or cause humiliation, offence or embarrassment to another person, and includes sexual harassment.

Sexual harassment means one or more incidents involving unsolicited and unwelcome conduct of a sexual nature and includes:

- Unwelcome sexual advances: written, verbal or physical
- Requests or demands for sexual favors
- Comments of a sexual nature

Incidents of discrimination or harassment are to be dealt with as outlined in the Conflict Resolution policy.

## A-9 Conflict Resolution

The Sanctuary is committed to providing a positive environment for its members, volunteers, employees and attendees. Our Statement of Principles and policies describe that environment as one of tolerance, respect, reason and inclusion. It is understood however, that conflicts may, from time to time arise. It is expected that the persons involved in any conflict will themselves attempt to resolve the matter amicably and reasonably. Where such a resolution cannot be achieved, the persons involved in the conflict may invoke the policy outlined below. Any person utilizing this policy does so with the acknowledgement of the following:

- The Sanctuary and its designates are not trained mediators and attempt mediation only on request
- The Sanctuary has no legal or binding authority on the parties involved and its only recourse is to terminate the relations with one or more parties involved in the conflict (employment, membership, business relations)
- The Sanctuary does not accept or incur legal responsibility through its mediation efforts
- The Sanctuary may elect to refuse mediation attempts if it is determined that the matter is not properly the concern of the Sanctuary. If it is determined that the matter is of a frivolous or malicious nature, the Sanctuary will immediately terminate the relations with the involved party.
- The Sanctuary shall not tolerate illegal activities and will refer such matters to the appropriate authorities.
- The Sanctuary will not attempt mediation if one or more of the parties involved refuse such mediation attempts.
- If the conflict is one that is in contravention of any policy or governing document of the Sanctuary, the Sanctuary will investigate the conflict and respond appropriately up to and including the termination of the relations with the party or parties involved (employment, membership, business relations)

### Mediation/Investigation procedure

Conflicts and complaints shall be reported to the appropriate Sanctuary representative (direct supervisor, chair of relevant committee or other Steering Committee member) within one week of the incident.

- 1) The representative shall satisfy his or herself that the matter is properly the concern of the Sanctuary and shall document the complaint noting the date, names of parties & witnesses if applicable as well as the details, taking care to interview all involved and witnessing parties and noting details from as many perspectives as possible. The representative shall facilitate an immediate resolution of the matter where possible.
- 2) If the conflict is unresolved, the representative shall ensure that all parties are agreeable to the mediation process.

- 3) If such agreement is not forthcoming the matter is to be factually reported in writing at the next Steering Committee meeting for their information and response recommendation and then to be referred to the Board for their resolution. Copies of the Incident report should be forwarded as soon as possible to all parties who shall be advised that if they wish to comment any further on the event, they may submit those comments in writing to the Steering Committee prior to the meeting date so they may assist the Steering Committee in developing a resolution recommendation to the Board.
- 4) If all of the involved parties are willing to participate in mediation, the representative will attempt such mediation within the spirit of the Sanctuary's Statement of Values. Mediation will be a scheduled meeting, which will occur on a different day from the incident, preferably on neutral ground. Prior to the mediation meeting, the representative shall provide all parties with copies of the Incident report. The representative will also arrange for a second Sanctuary representative to be present at this meeting to take minutes of the meeting and to assist in the mediation attempt.
- 5) If the mediation succeeds, all concerned parties, as well as the Steering Committee will be provided with a copy of the updated Incident report and the minutes of the Mediation meeting.
- 6) If the mediation fails, all concerned parties, as well as the Steering Committee will be provided with a copy of the updated Incident report and the minutes of the Mediation meeting. The Steering committee will review the material and develop a resolution recommendation for the Board. As before, involved parties may, prior to the Board Meeting, submit any additional comments to the Board. The Board, upon review of the submitted materials and the Steering Committee's recommendation will make a decision on the appropriate response which may include the termination of employment, membership or business relations.

The entire file regarding the incident shall be retained in the permanent records of the Sanctuary.

## **SECTION B - FINANCE**

### B-1 Financial Policy

This policy is intended to cover financial matters not otherwise addressed in these policies. Please see policies related to Investments, Expense Reimbursement, Records Management and Event Service/Speaker Payment Policy.

As in all other matters, the Sanctuary is to fulfill its fiduciary duties frankly, ethically and honourably.

#### *Cheques*

Cheques submitted for signature will be accompanied by their supporting documents, including any relevant approvals. Signing officers will be responsible for ensuring the following prior to signing any cheque. All cheques require two signatures.

- The invoice includes a full name and contact information of the vendor
- The invoice indicates a description of the goods/services purchased
- The invoice is mathematically correct
- The invoice is authorized appropriately
- The goods/services purchased seem reasonable both in their description and pricing
- The cost is budgeted for or otherwise approved.
- That the cheque is made out in order of the exact name of the vendor that appears on the supporting document.
- That sufficient funds are available to cover the cheque at the time of its issuance

Cheques that do not meet these criteria or are in any way suspect will not be signed until the signing officer is satisfied that his/her question or concern has been resolved. If one signing officer questions or refuses to sign a cheque, simply asking another signing officer to sign it instead, without resolving the concerns of the first signing officer, will result in immediate termination of employment, membership or business relations of the involved party.

#### *Deposits*

Deposits are to be processed at least weekly and are to be fully documented using either a deposit book or a deposit log. No cash is to be kept on hand for more than three (3) days, with the exception of petty cash funds which may be maintained at the discretion of the Treasurer. Committees are to be notified of any receipts pertinent to their activities. Gifts or donations are to be acknowledged by a formal letter of gratitude.

#### *Budgeting*

Each individual committee will be responsible for submitting their annual budget proposals to the Treasurer for inclusion in the master budget. These proposals will be delivered three (3) months prior to the commencement of the new fiscal period and will include:

- An explanation of the short term and long term goals of the committee for the year
- An explanation of any assumptions or calculations made in determining the amounts included in the budget
- A summary budget proposal listing all incomes and expenses in a logical and orderly manner.

The Treasurer is responsible for preparing the Master Budget for presentation to the Steering Committee. The presentation will include the material noted above along with:

- An explanation of any short term and long term goals of the organization for the year
- An explanation of any assumptions or calculations made in determining the amounts included in the organization's budget
- An explanation of any adjustments, along with the rationale for the changes made to the Committee proposals
- An explanation of any extraordinary or significant items included in the budget especially if the amounts are not similar to the previous year's budgets or actual amounts.

The Master Budget will be approved by the Steering Committee, with the individual committee chairs notified of any changes and the reason for those changes to their individual portfolios. Having met with the Steering Committee's approval the Budget will be presented to the Board for final approval. The presentation to the Board will include the material above along with:

- An explanation of any adjustments, along with the rationale for the changes made to the Master Budget as presented to the Steering Committee.

Once approved, the budget and/or its pertinent components will be distributed to all members of the Board and Steering Committee.

#### *Regular Reporting*

The Treasurer will ensure the preparation of regular reports to the Steering Committee and Board that will include a comparison of the actual results compared to Budget. The timing and frequency of these reports may vary from time to time but will be issued at least quarterly.

The Treasurer will also ensure the preparation of the Annual Financial Statements for issuance to regulating bodies, including but not limited to the Canada Revenue Agency and the members of the Sanctuary.

## B-2 Investments

The Sanctuary may, from time to time, invest funds not necessary for operations. Funds available for investment shall be calculated using the following formula:

Funds Available for Investment	=	Uncommitted funds on hand	less	Accounts Payable	less	Three (3) months of budgeted operating expenses
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All investment opportunities undertaken by the Sanctuary must be consistent with the Sanctuary's Credo/Statement of Principles.

In the selection of both financial and physical property investment vehicles, the Board must keep in mind that the funds available for investment are being managed for the benefit of the Sanctuary and its members. Investment selection will be risk adverse and consistent with capital protection.

In the selection of physical assets, the Board must consider, as a primary investment criterion, the benefit of the asset under consideration, to the organization and its members.

No investment decision may be undertaken without a majority vote of the Board.

### B-3 Expense Reimbursement

Sanctuary expenses which are paid personally by staff, volunteers or members may be reimbursed. Eligible expenses are those that are pre-approved and within program budgetary allowances. Committee chairpersons or Board members are responsible for approving expenses.

Eligible expenses will be supported by full receipts showing the date, vendor, details of expense, breakdown of costs and sales tax. No expenses will be reimbursed in the absence of receipts.

Expenses which are NOT considered eligible for reimbursement include:

- Gratuities in excess of 20% of the pretax amount
- Alcoholic beverages (except those used for ritual purposes)
- Payments which are or could be perceived to represent a conflict of interest
- Payments for services/items which are inconsistent with the Sanctuary's values and principles

Eligible expenses will be submitted for approval to the appropriate person using the form provided by the Treasurer. The form must be completed in full and all items supported by receipts. Once approved, it shall be forwarded to the Treasurer or his/her delegate, for reimbursement.

The Board may, from time to time, and at their sole discretion, approve expenses outside of the limitations of this policy but that approval shall require a motion recorded in the minutes.

## **SECTION C - OPERATIONS**

### C-1 Intellectual Property Policy

The Sanctuary, as part of its mandate, will deliver courses, speaking engagements, moderated panel discussions, articles and other like materials. In circumstances where the Sanctuary engages a speaker to present their own, extant material, the Sanctuary acknowledges no privileges regarding that material. However, where material is developed by a volunteer or member of the Sanctuary at the Sanctuary's request and/or under the Sanctuary's direction, that material shall wholly be the sole property of the Sanctuary, who retains all intellectual property rights.

Staff/Volunteers/Members engaged in the development of such material shall sign an agreement that establishes their understanding and agreement that:

- Any work that they have created, or assisted in the creation of, at the behest of the Sanctuary including but not limited to: instructional materials, manuals, training materials, presentations, and any other such written or visual work is the sole property of the Sanctuary who holds all current and future rights to that material and that,
- There may be no reproduction in any form of that material for personal use at any time now, or in the future

## C-2 Volunteer Training and Orientation

All volunteers will be provided the current orientation package approved by the Members Services Committee.

In general, it is the Members Services Committee responsibility to ensure that all volunteers are provided access to or a copy of the Sanctuary's Bylaws and Policies as well as a contact list for Sanctuary staff, Steering Committee and Board members. Volunteers will also be trained, as necessary in terms of the specific function for which they are volunteering.

In addition to the above provisions, Committee members will be provided with the current operating budget for the committee and at least three months of meeting minutes so that they may more fully understand the committee's purview as well as the issues currently before the committee.

Board members shall be provided with meeting minutes for the preceding year, a copy of the most recent annual financial statements, the most recent operating financial statements, the current operating budget and any other documents which will assist the board member in becoming familiarized with the issues currently before the Board. Board members will also receive proof of Officer's Partner and Director's insurance coverage.

### C-3 Event Presentation

At all events, the Sanctuary's representative shall have on hand the following:

- A First Aid Kit
- A list of contacts for Sanctuary personnel
- A list of Emergency contact numbers
- A telephone (or have access to one)
- A copy of the Bylaws, Articles and Policies of the Organization
- Marketing materials for the Sanctuary & upcoming events
- A Sign in Sheet, listing pre-registered/prepaid attendees
- Name tags for event volunteers
- Name tags for attendees/members
- Paper and pens for the use of the speaker, volunteers or attendees if needed
- Blank Forms
  - Membership applications & related forms
  - Incident reports
  - Donation receipts
  - A copy of the relevant Speakers Engagement Contract
  - Expense reimbursement forms
  - Waivers, if any, relevant to that event

The Sanctuary's representative will open the proceedings with the following:

- A welcome to the attendees
- A welcome and thank you to any volunteers working at the event
- "Housekeeping"/Safety Issues
  - Confirm the provision of a first aid kit & accessibility of a telephone for emergency purposes
  - Provide a description of the safe evacuation route(s)
  - Provide the locations of washrooms, exits and refreshments
  - Remind the group to turn off or mute cellphones & that recording equipment may not be used without the pre-approval of the Speaker and the Sanctuary's representative
- A welcome to the Speaker along with a brief introduction
- Any announcements regarding upcoming events
- A reminder that those who elect to not sign the photograph waiver should identify themselves to the photographer so that they are not inadvertently included in any photos taken during the event

#### C-4 Event Service/Speaker Payment Policy

A fee schedule for speakers will be developed annually and voted on along with the Sanctuary's operating budget. The schedule will serve as a guideline for the Program Committee in negotiations with individual speakers. Speakers who request compensation in excess of the fee schedule may still be engaged but the Board must pre-approve the contract.

Fee arrangements shall be negotiated and confirmed in writing prior to any commitment, scheduling or advertising.

In sourcing speakers, the Program Committee shall ensure that the speaker understands the Sanctuary's policies and principles. The Committee or its representative is also responsible for vetting the content or outline of the material to be presented to ensure that it is consistent with those policies and principles. A Committee member or designate will attend all speaking engagements and will, if necessary moderate the event to ensure that any deviations from those policies and principles are addressed promptly and appropriately, up to and including terminating the event. Should such a circumstance occur, the Board is to be notified immediately and the Speakers fees will not be paid as outlined in the Engagement Contract.

The Program Committee shall provide each speaker with the following:

- An Engagement Contract which confirms the details of the event, the negotiated fee and a copy of the Sanctuary's Credo /Statement of Principles as well as any Sanctuary policies relevant to the engagement. The speaker shall sign his/her agreement that he/she has received the material, understood and agreed to respect the responsibilities and obligations outlined within. The agreement shall clearly state that failure to respect those responsibilities and obligations will result in the forfeit of the speaker's fee.
- Contact information for any Sanctuary volunteers that will be party to the event planning and staging, most particularly for the Program Committee member who will act as the Speaker's liaison throughout the planning and delivery of the event.
- Draft copies, for the speaker's approval, of marketing materials for the event.