BOARD MANUAL

Fanny Bay Community Association

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GENERAL INFORMATION

FANNY BAY COMMUNITY ASSOCIATION (FBCA)

- FBCA is a not-for-profit 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 – Hall

Email: as found on website

Website: fannybaycommunity.com

Facebook page: Fanny Bay Hall

ORGANIZATION REGISTRATION INFORMATION
(Not-for-Profit 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

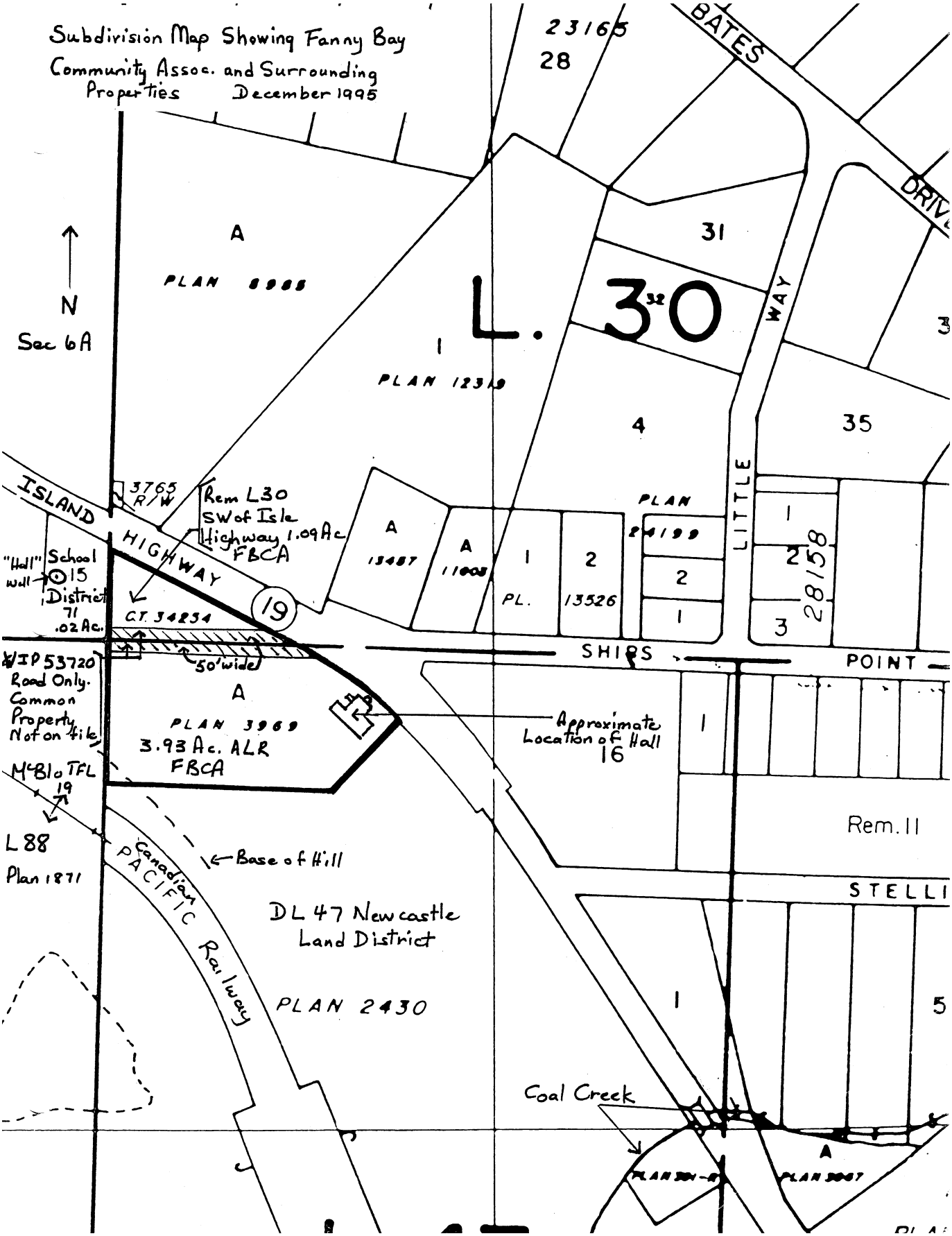
Canada Revenue Agency *(CRA Business Number)*: 14077 3359 RR0001

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
23165
28
BATES
DRIVE
A
PLAN 8985
N
Sec 6A
L. 30
31
32
WAY
1
PLAN 12319
4
35
LITTLE
ISLAND
HIGHWAY
3765
R/W
Rem L30
SW of Isle
Highway 1.09 Ac
FBCA
A
13487
A
11003
1
PL.
2
13526
PLAN
24199
2
1
1
2
28158
3
"Hall"
well
School
15
District
71
.02 Ac.
19
CT. 34234
SHIPS
POINT
VIP 53720
Road Only.
Common
Property
Not on file
50' wide
A
PLAN 3969
3.93 Ac. ALR
FBCA
Approximate
Location of Hall
16
1
McBlo TFL
19
L 88
Plan 1871
Rem. 11
Canadian
PACIFIC
Railway
Base of Hill
STELLI
DL 47 Newcastle
Land District
PLAN 2430
1
5
Coal Creek
A
PLAN 3067

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 Hall, 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.

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, events, activities, and communications to benefit the community as a whole.

FANNY BAY COMMUNITY ASSOCIATION

BYLAWS

Approved by FBCA membership September 9, 2021

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, appoint auditors, 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, or leasing of assets.

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 bee 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 and auditor reports,
d) Election or appointment of Directors,
e) Appointment of an auditor, and
f) 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, 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 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 - Auditor

9.1 A qualified and independent auditor must be appointed at each AGM, to hold office until the close of the next AGM.

9.2 The auditor has the right to attend and be heard at a general meeting on any business dealing with the financial statements of the Association.

9.3 A member of the Association may, by written notice received at least 7 days before the meeting, require the attendance of the auditor at a general meeting at which:

a) the financial statements of the Association are to be considered, or

b) the auditor is to be appointed or removed.

9.4 If there is a vacancy in the office of auditor created by resignation, death, or otherwise other than by removal during term, the Directors may appoint an auditor to hold office until the close of the next AGM.

9.5 Removal of an auditor during a term must be done in accordance with the Societies Act. The Association must then appoint an auditor for the remainder of the term.

Part 10 - Bylaws

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

10.2 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 14 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

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

Election Procedures:

- 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

Procedures for Welcoming New Directors:

- 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 Hall.
- 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

Procedures for Appointments to Fill Vacant Mid-Term Board Positions:

- 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

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 Appendices 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 Appendices 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

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

Hall Security

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

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

Adopted April 25, 2019

Procedure: The Hall 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 Hall 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 Hall 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 Hall 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 Hall furnace room and appropriate information entered when issuing or accepting return of keys. *See Appendices 29 & 30*

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 Hall 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 Appendix 3.

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 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

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 Hall 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 Hall 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: Tax receipts will be issued for all FBCA annual membership fees.

Adopted 20 April 2022

> Procedure: The FBCA Membership Director will maintain an annual list of paid members in the Donation software, and issue tax receipts for all membership fees received.
>
> *Adopted 20 April 2022*

Policy: Gifts-in-kind (non-cash gifts) and monetary donations to the FBCA of $20 or more are eligible to receive a tax receipt.

Adopted 20 April 2022

> 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

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 Hall and Grounds.

Setting Rental Rates & Policies

Policy: Rental rates and policies will be set by the Board of Directors and posted in the FBCA Hall 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 hall after the event and returning the deposit or not after inspection.

Adopted June 16, 2005

Waiving Fees

Policy: Fees for rental of the Hall 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 Hall 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 hall 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 (Appendix 7). Completed forms will be retained for 2 years.

Adopted September 25, 2014
Amended April 20, 2022

FANNY BAY FLYER POLICIES & PROCEDURES

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

Editorial Disclaimer

Policy: 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

Realtor Listings

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

Adopted May 15, 2008
Amended September 25, 2014

Political Advertising

Policy: Political advertisements shall contain a disclaimer that this is a paid political advertisement.

Adopted February 26, 2009
Amended September 25, 2014

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

FBCA & FBCA-SPONSORED PROGRAMS, ACTIVITIES, AND EVENTS

POLICIES AND PROCEDURES

Reason for Policies: To ensure safe and enjoyable FBCA Programs and FBCA-sponsored activities and events, and to ensure FBCA insurance covers all participants and guests.

Definitions:

FBCA Programs: Regular ongoing activities approved by the FBCA Board, presented by FBCA-approved facilitators, which have a valid "Current Program Information Form" (*Appendix 24)* in FBCA files, and which are covered by FBCA insurance.

FBCA-sponsored Activity or Event: Occasional activity or event approved by the FBCA Board and for which the FBCA has waived all or partial fees. These may be facilitated and/or staffed by FBCA member volunteers, or by volunteers recruited by the facilitator(s) of the activity/event. These are also covered by FBCA insurance.

Private Activity or Event: Any activity or event which has no direct connection to the FBCA and for which a rental agreement has been completed and signed by the renter and FBCA. These are covered by FBCA insurance only to the extent of the signed rental agreement.

Adopted February 27, 2020

Respectful Participation

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

Adopted February 27, 2020

Procedure: Signs clearly stating the FBCA's expectations of volunteers, staff, and participants *(Appendix 33)* will be posted permanently at appropriate spots within the Hall.

Adopted February 27, 2020

Waivers

Policy: All Fanny Bay Community Association sponsored programs require participants to sign a waiver prior to participation.

Adopted January 15, 2009
Amended September 25, 2014

Communications Between FBCA Board and Facilitators

Policy: The FBCA Board will maintain open communications with all facilitators of FBCA Programs and FBCA-sponsored activities and events.

Adopted February 27, 2020

Procedure: Upon their approval of a FBCA Program or FBCA-sponsored activity or event, the Board will designate a Board member to meet with the facilitator to complete and file all appropriate paperwork (*see below*) and to provide a name and contact information as a conduit to the FBCA Board if/when any issues arise.

- All FBCA or FBCA-sponsored Programs: The Board designate will provide the facilitator with a "Current Program Information Form" (*Appendix 24*) at the outset of each new activity year, and file the completed form in the administrative file cabinet,

- FBCA-sponsored child- or family-focused Activity or Event: The Board designate will provide the facilitator with a copy of the "Guidelines for Facilitators of FBCA and FBCA-sponsored Family and Children's Events" (*Appendix 31*), review and complete it with them, and file the completed form in the administrative file cabinet. The Board designate will also meet with the facilitator at the conclusion of the season or one-time event, as appropriate, to complete an "Event Report" (*Appendix 32*) and present it to the Board at the next regular Board meeting, and file it in the administrative file cabinet.
- FBCA-sponsored adult-focused Activity or Event: The Board designate will provide the facilitator with an "Event Report" (*Appendix 32*) to be completed by the facilitator at the conclusion of the season or one-time event and submitted to the FBCA Board for review and filing.

Adopted February 27, 2020

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 activities and events should have a guardian present at all times.

Adopted February 27, 2020

Policy: All FBCA Programs and FBCA-sponsored activities or 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

Policy: Notwithstanding the BC Government recommendations, **ALL** FBCA Programs and FBCA-sponsored activities or 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

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 FBCA and FBCA-sponsored Family and Children's Events" (*Appendix 31*).

Adopted February 27, 2020

OPERATIONAL CALENDAR page 1

	January	February	March	April	May	June
Board	• AGM meeting date to Flyer editor • reserve hall • Appoint FB day convener • reserve hall/put date in Flyer	• AGM material for Flyer • AGM formal notice • Nominations Board & committees • AGM agenda, proposed budget, cmttee reports	• AGM in Flyer • AGM • Submit new directors to Ministry of Finance	• Annual report to BC Nonprofit Registry • Appoint Christmas Craft Fair Coordinator	• Review insurance for renewal in June	•
Treasurer	• Prepare year-end adjusting entries and forward to bookkeeper • Prepare preliminary year-end financial statement and forward to auditor for review • ENTANDEM – forward estimate invoice to bookkeeper for payment	• Submit July-Dec GST tax rebate claim to CRA • ENTANDEM – file actual reporting for prior year (Concert Series plus other performances) • Approve bookkeeper's hours for the Worksafe BC contract labour (report done by bookkeeper)	• Prepare report for AGM • Attend AGM and present audited financial statements and forecasted operating budget to membership; motion to appoint auditor • Prepare and Submit BC Gaming Account Summary Report (requires 2nd signature from Exec. officer)	• Motion at Board mtg to update signing authorities (all signors will need copy of minutes for Credit Union) • ENTANDEM – pay updated invoice based on actuals submitted	• Have bookkeeper invoice FB OAP their share of annual dumpster rental expenses	• Submit Annual Registered Charity Information Return (need prior year financial statements and list of prior year Board of Directors) • Assist concert director with BCTC Community Presenters Assistance Application for July to June Concert Series (need prior year financial statements, report of actuals for prior season)
Building & Grounds	•	• Confirm hall maintenance plans for year • Renew kitchen operating permit	• Confirm grounds maintenance plan for year • Reprogram thermostats for summer	•	•	•
Flyer	• No Flyer	• Date/time/place of AGM	•	•	•	•
Fund raising	• Develop annual plan for general, match and program fund raising	•	• Apply to Baynes Sound Lions and Bowser Legion for annual grant	•	• Apply for raffle license for FB Day	•
Programs	•	• Plan children's Easter party	•	• Children's Easter Party	•	•

OPERATIONAL CALENDAR page 2

	July	August	September	October	November	December
Board	•	•	• Plan Hall Christmas Celebration	•	• Approve preliminary budget for next year • Appoint nominating committee	• Review gaming account and make transfers before year end
Treasurer	•	• Submit Jan-June GST rebate claim to CRA	• Submit updated FBCA 5-year financial plan to CVRD for inclusion in Baynes Sound Community Facilities Support Service	•	• BC community Gaming Grant Application – jointly prepared with President & Vice-President (need to provide prior year financial statements, program actual results, and forecast for next year's programs)	•
Hall	•	•	• Book snow removal contractor	• Reprogram thermostats for winter	•	•
Flyer	•	•	•	• Review Ad rates and printing contract for next year	• Include Jan in Dec Flyer	•
Fund raising	•	• Final report—gaming Cap grant, other funders (CCCU)	• Letter of inquiry to Comox Valley Community Foundation for next year's grant	• Apply Gaming for next year's Capital Grant • Pre-application Vancouver Foundation—programs • Gaming M&O grant in 2007 for 08-10	•	•
Programs	• Begin planning Christmas Craft Fain	• Begin planning Children's Hallowe'en party	• Continue planning Hallowe'en & Christmas	• Continue planning Hallowe'en & Christmas	• Continue planning for community and children's Christmas party	• Children's/community Christmas party

Page 2 of Appendix 1

FANNY BAY COMMUNITY ASSOCIATION
RENTAL AGREEMENT

WHEREAS the said person, persons, group or organization ("the Licensee") seeks to rent all or part of the certain lands and buildings located at 7793 Island Highway South, Fanny Bay, British Columbia, ("the Premises") from the FANNY BAY COMMUNITY ASSOCIATION ("the Association") for a particular event or series of events:

NOW THEREFORE in consideration of the payment of the said deposit, damage deposit and fees by the Licensee to the Association and in consideration of the mutual covenants, agreements, terms and conditions, the parties agree:

THAT the Association grants to the Licensee a license to hold the event described at the premises described in the terms and conditions contained herein.

DEFINITIONS:

1. (a) "premises" shall constitute all or part of those lands and buildings located at 7793 Island Highway South, Fanny Bay, BC;
   (b) "event" shall constitute the use of the subject premises as declared by the Licensee;
   (c) "attendee" shall constitute the Licensee, its group or organization, its guests, and any other person who attends the said event, whether or not admission is charged and whether or not admission is paid.

EVENT FEE:

2. The Licensee shall pay the EVENT FEE indicated in the RENTAL APPLICATION.

DEPOSIT:

3. The Licensee shall pay Twenty-Five (25%) Percent of the total cost of the Event Fee as a deposit at the time of signing; such deposit is non-refundable.

DAMAGE DEPOSIT:

4. The Licensee shall also pay an amount not less than One Hundred ($100.00) of the total cost of the Event fee as damage deposit at the time of signing (this amount will be established by the Rental Agent); such deposit shall be returned to the Licensee within Thirty (30) Days following the event, less cost for the cleaning or repair of the premises, or the replacement of furniture, furnishings, fixtures or appliances which, in the absolute discretion of the Association, are reasonable and necessary.

ADDITIONAL CHARGES:

5. Additional charges may be levied against the Licensee in the event the cost of cleaning or repairs of the premises or the replacement of furniture, furnishings, fixtures or appliances exceeds the total amount of the original damage deposit.

PAYMENT:

6. The Licensee shall pay the balance of the Event Fee Thirty (30) Days Prior to the event date; failure to pay the balance when due will result in the Association being permitted to retain all monies paid to date in satisfaction of liquidated damages resulting from a breach of this Agreement.

CANCELLATION:

7. Cancellation of this Agreement by the Licensee more than Thirty (30) Days prior to the event will result in a refund equal to Fifty (50%) Percent of all monies paid to date, over and above the original deposit; cancellation of this Agreement after Thirty (30) Days prior to the event will result in no monies being refunded. In either case, the amount retained shall be the measure of liquidated damages due to the Association for the breach of the Agreement.

KEYS:

8. Keys will be provided to the Licensee:
   (a) upon payment in full of the Deposit, Damage Deposit and Event Fee, or
   (b) on the day prior to or on the first day of the event;
   (c) all keys are to be returned immediately following the end of the event.

COMPLIANCE:

9. The Licensee shall comply with all laws, bylaws and regulations in effect.

10. The Licensee shall comply with all fire laws, bylaws and regulations, including:
    (a) Limitation on the number of attendees;
    (b) Limitation of the total seating capacity;
    (c) Keeping exits clear and open;
    (d) Ensure that smoking is not permitted in the building.

PERMITTED USES:

11. The Licensee shall use the premises for the use declared only.

12. The Licensee shall not use the premises for any other purpose.

PROHIBITED USES:

13. The Licensee shall not use the premises for any of the following uses:
    (a) Any activity which is or may be, illegal;
    (b) Any activity which is , or may cause damage to person or property;
    (c) Any activity which does, or may, bring the Association into disrepute;
    (d) The Licensee shall not sell, serve or permit the consumption of alcohol without a BC Liquor and Cannabis Regulation Branch (LCRB) "Special Event Permit";
    (e) The Licensee shall not sell or serve alcohol to minors;
    (f) The Licensee shall not permit minors to consume alcohol on the premises.

ADVICE:

14. The Licensee shall advise anyone to whom alcohol is sold, or served, or who consumes alcohol on the premises of their personal and legal responsibilities.

15. The Licensee shall take all reasonable steps to ensure that anyone who is sold, or served, or who is allowed to consume alcohol on the premises, gets home safely.

SUPERVISION:

16. The Licensee shall take all reasonable steps to supervise the subject event.

INSURANCE:

17. The Licensee shall be responsible for securing a policy of insurance sufficient to cover any possible claims for injury, loss or damage to persons or property incurred during, before or following the event.

LIABILITY:

18. The Association, its directors and members, shall not be liable for any injury, loss or damages to persons or property incurred by the Licensee, its group or organization, its guests or attendees, or those with whom the Licensee contracts for goods and services during before or following the event.

INDEMNITY

19. The Licensee shall indemnify and save harmless the Association, its directors and members, from any damages resulting from injury, loss or damages to persons or property incurred by the Licensee, its group or organization, its guests or attendees, or those with whom the Licensee contracts for goods and services during, before or following the event.

IMPOSSIBILITY OF PERFORMANCE:

20. It is agreed between the Association and the Licensee that each party shall be relieved of its obligations under this Agreement in the event and to the extent of the performance of the Agreement if delayed or prevented by any cause reasonable beyond its control, including, but not limited to, the following: fire, flood, earthquake, or other Acts of God.

- END OF DOCUMENT –

Page 2 of 2
Initialled as read _____

FANNY BAY COMMUNITY ASSOCIATION
RENTAL RATE SHEET

DAILY RENTAL RATES	Calculations & Comments
Main Hall $25 per hour Minimum 2 hrs; maximum $250	
Dining Room $12 per hour Minimum 2 hrs; maximum $120	
Kitchen $15 per hour Minimum 2 hrs; maximum $150	
Main Hall & Dining Room $37/hr. Minimum 2 hrs; maximum $370	
Dining Room & Kitchen $27/hr. Minimum 2 hrs; maximum $250	
Main Hall & Dining Room & Kitchen $50/hr. Min. 2 hrs; max. $400	
Studio $7.50 per hour Minimum 2 hrs; maximum $75	
Hall Access for Clean-up next day 9-noon $35	
Memorial Services & Pre-approved Charity Fund-raisers: by Donation	
Standard Sound System included in daily fee	
Small Multimedia package $50 per day *(see details on page 2)*	
Full Multimedia package $175 per day *(see details on page 2)*	
TOTAL EVENT / PROGRAM FEE	

PAYMENT RECORD		
	Deposit to hold contracted date (25% of event fee)	
	Balance Owing	
	Date final payment due (30 days prior to event)	
	Date final payment received	

DAMAGE DEPOSIT (separate cheque) Minor events - $100; Larger events, e.g. wedding - $250	
Date damage deposit returned	

Please refer to reverse for rental reminders.

----------For Association Use Only *(if applicable)*----------

POST-EVENT CLEAN-UP

No issues ☐ Security deposit returned in full

Cleaning inadequate ☐ Extra fee charged _____

Damage ☐ Extra fee charged _____

All Keys Returned _____

Key(s) missing; charge levied _____

Description of damage _____

_____

A/V EQUIPMENT RENTALS *(See Daily Rental Rates listing on page 1 for rates)*

Much of our FBCA A/V equipment is expensive and so covered by insurance. As such, if any A/V equipment is damaged or goes missing during your event, the FBCA may have to provide your contact information to the police and/or FBCA's insurance company, as appropriate.

Standard Sound System: PA system with 2 speakers mounted by the stage; 14' x 7' drop-down screen, Samson wireless microphone, CD player, and cable to connect iPod-style devices

Small Multimedia package: This package must be set-up and taken down by a qualified FBCA A/V technician or sound mixer, and an adult must oversee it at all times during an event. It includes the standard sound system plus a wired Shure SM58 microphone and stand, a Mackie 8 channel mixer, 2 Turbo sound speakers on stands, and a high-quality projector with audio outputs to mixer.

Full Multimedia package: This package must be set-up, taken down, and attended by a qualified FBCA A/V technician or sound mixer at all times during an event, from load-in to load-out. It includes all items listed in other media packages, plus professional audio and lighting systems.

FBCA RENTAL REMINDERS

DECORATIONS

Use only painters' tape to adhere items to walls or floors. Do not use other tapes, tacks, or staples.

SECURITY

Security of the building is your responsibility during your event. Appropriate keys will be provided to you as arranged with the FBCA Rental Agent. You will be charged a $10 replacement fee for any lost key.

POST-EVENT CLEAN-UP

As agreed, the FBCA hall, equipment, and grounds must be left clean, tidy, and in good repair.

Cleaning supplies and the trash dumpster key are located in the janitorial room in the northeast corner of the Main Hall, with appropriate cleaners also in the Kitchen.

Cleaning checklist (check off as applicable):

- ☐ **CLEANING/DISINFECTING PER CURRENT FBCA PRACTICES**
- ☐ **All Thermostats returned to posted temperature**
- ☐ All floors of all areas used swept and washed of any spillage
- ☐ All garbage placed in outside trash dumpster
- ☐ All recycling removed by renter for disposal off-site
- ☐ Refrigerator(s) cleaned of any spillage
- ☐ Oven/range turned off and cleaned of any spillage
- ☐ All toilets flushed
- ☐ All lights off
- ☐ All doors locked

FANNY BAY COMMUNITY ASSOCIATION
RENTAL APPLICATION

CONTACT NAME: _____

Licensee/Organization: _____

Name or Nature of Event/Program: _____

Mailing Address: _____

E-mail address: _____ Phone #: _____

Date(s) and Times of Event/Program:

DAY 1: _____ Set-up: _____ Event starts: _____ Event ends: _____ Clean-up ends:_____

DAY 2: _____ Set-up: _____ Event starts: _____ Event ends: _____ Clean-up ends:_____

DAY 3: _____ Set-up: _____ Event starts: _____ Event ends: _____ Clean-up ends:_____

(for additional days please use back of form)

FOR EVENTS WHERE ALCOHOL WILL BE SERVED, SOLD, OR CONSUMED:
BC Government Liquor and Cannabis Regulation Branch
SPECIAL EVENT PERMIT # _____ *(refer to Rental Agreement clause #13)*
A copy of which is to be attached to the application.
EXTRA INSURANCE POLICY # _____ *(refer to Rental Agreement clause #17)*

Total Event Fee _____ Hold Deposit (25% cheque due at signing) _____

Damage Deposit (separate cheque due at signing) _____ Final payment (due 30 days prior to event) _____

THIS RENTAL APPLICATION, together with the accompanying RENTAL RATE SHEET and the RENTAL AGREEMENT, when signed, constitutes the whole of the rental contract between the FANNY BAY COMMUNITY ASSOCIATION ("the Association") and the above named person, persons, group or organization ("the Licensee").

The Licensee specifically acknowledges receipt of the subject RENTAL APPLICATION, RENTAL RATE SHEET and RENTAL AGREEMENT.

The undersigned warrants that he/she is a duly authorized representative of the Licensee.

DATED at Fanny Bay, BC this _____ day of _____ , 20_____

_____ AUTHORIZED REPRESENTATIVE of LICENSEE

_____ AUTHORIZED REPRESENTATIVE of ASSOCIATION

Office Notes:

FANNY BAY COMMUNITY ASSOCIATION
FINANCIAL ADVANCE REQUEST FORM

Requested By: _____ Position: _____ Date: _____

CHEQUE PAYABLE TO: _____

REASON FOR REQUEST *(e.g. supplies to be used for FBCA event--include name and date)*

AMOUNT REQUIRED: _____

Account/Budget Line suggested for Expense: _____

By signing below, I agree to account for this advance **within THIRTY (30) working days** of the date received either with adequate receipts, cash or a cheque for the balance made payable to Fanny Bay Community Association. I understand that my failure to account for the advanced funds in full within sixty (60) days will result in FBCA taking appropriate legal action against me.

_____

APPROVAL
EXPENSE APPROVED TO ACCOUNT/BUDGET LINE: _____

FBCA POSITION	NAME	SIGNATURE	DATE APPROVED

PAYMENT DETAILS
Cheque Number: _____ Date: _____ Signature of person disbursing cheque: _____

REIMBURSEMENT DETAILS
Reimbursed via: _____ Date: _____

Signature of person receiving reimbursement: _____

Appendix 5

FANNY BAY COMMUNITY ASSOCIATION

REIMBURSEMENT REQUEST FORM

Requested By: _____ Position: _____ Date: _____

CHEQUE PAYABLE TO: _____

EXPENSE DETAILS – *Please attach original receipts*

RECEIPT DATE	ITEM DESCRIPTION	SUPPLIER	TOTAL COST	TAXES
LESS ADVANCE ISSUED *(Indicate Cheque Number)*			-	
TOTAL TO BE REIMBURSED				

Justification/Reason for reimbursement *(e.g. event name and date, office supplies purchased on sale, personal supplies used for FBCA)*

Account/Budget Line suggested for Expense: _____

APPROVAL

EXPENSE APPROVED TO ACCOUNT/BUDGET LINE: _____

FBCA POSITION	NAME	SIGNATURE	DATE APPROVED

PAYMENT DETAILS

Cheque Number: _____ Date: _____ Signature of person disbursing cheque: _____

Appendix 6

FANNY BAY COMMUNITY ASSOCIATION

EQUIPMENT LOAN AGREEMENT

I, the undersigned, understand the _____

(Description & Number of Item(s))

loaned to me by the Fanny Bay Community Association (FBCA) is/are owned by the FBCA and is/are for my/our temporary short term use only. I further understand that in recognition of this loan, a donation would be gratefully accepted by the FBCA, to be used for the continued upkeep of the equipment.

I, the undersigned, indemnify (relieve of legal responsibility) and hold harmless the Fanny Bay Community Association from and against any and all damages, claims, actions, losses, causes of action, costs and expenses that may be incurred while the above mentioned loaned equipment is/are in my possession. I understand the safe and proper use of the above indicated equipment and take full responsibility for its/their safe and proper use while in my possession. Although I am not responsible for normal wear and tear or routine maintenance such as bulbs or batteries, I understand that I may be charged for damages resulting from accident, neglect, abuse or loss.

I agree to return the equipment in the same condition as when borrowed.

Name of Authorized Representative borrowing the equipment:
Address:
Phone:
Name of Group or Organization, if applicable:

Date of Loan:	**Date of Expected Return:**	**Date of Actual Return:**

Condition Report At Time of Loan:	**Condition Report At Time of Return:**
Damage Deposit Provided: $	Damage Deposit Returned: $
Signature of FBCA Representative:	Signature of FBCA Representative:
Signature of Above Authorized Representative:	Signature of Above Authorized Representative:

Appendix 7

Fanny Bay Community Association
7793 Island Highway South
Fanny Bay, BC V0R 1W0
Phone: 250- 335- 2832

WAIVER – ADULTS

I _____ will be participating in exercise classes
(Print Name)
and/or other programs requiring physical activity at the Fanny Bay Community Hall. My health status is appropriate for the activities in which I will be participating. I am solely responsible for determining if I am physically fit and/or skilled for activities contemplated by this agreement. Any restrictions or limitations I have are described below.

I understand that the Fanny Bay Community Association, its Board of Directors, and its activity leaders and community volunteers cannot be held responsible for any injury that occurs during these activities. First Responders will be called if necessary. By signing below, I agree to pay any associated costs should an ambulance trip be deemed necessary.

The Fanny Bay Community Association, its Board of Directors, and its activity leaders are committed to reducing risks and conducting activities in a safe manner and will make every effort to ensure the safety of all participants. However, I understand that accidents and any resulting injury are the responsibility of the individual.

Restrictions/Limitations

Note: this will be shared only with the activity leader. You may relate any limitations in person to the leader prior to participating.

_____ _____
Signature *Date Signed*

Phone number: _____

Fanny Bay Community Association
7793 Island Highway South
Fanny Bay, BC V0R 1W0
Phone: 250- 335- 2832

WAIVER – MINORS

I _____desire that my minor child (children)/ward(s)
(Print Name)
named below participate in activities at the Fanny Bay Community Hall. Any restrictions or limitations to activities by my child(children)/ward(s) are described below.

I am solely responsible for determining that my child(children)/ward(s) is/are physically fit and/or skilled for activities contemplated by this agreement.

These activities may include but are not limited to:

- Indoor and outdoor sports such as soccer, floor hockey, basketball, pickleball, badminton, yoga, aerobic exercise, etc.
- Drama
- Arts and crafts
- Social activities

I understand that the Fanny Bay Community Association, its Board of Directors, and its activity leaders and community volunteers cannot be held responsible for any injury that occurs during these activities. First Responders will be called if necessary. By signing below, I agree to pay any associated costs should an ambulance trip be deemed necessary.

The Fanny Bay Community Association, its Board of Directors, and its activity leaders are committed to reducing risks and conducting activities in a safe manner and will make every effort to ensure the safety of all participants. However, I understand that accidents and any resulting injury are the responsibility of the parent(s)/legal guardian(s).

Name of Child	age	gender	Restrictions/Limitations

_____ _____
Signature of Parent/Legal Guardian *Date Signed*

Contact phone number: _____

Alternate contact: _____ _____
Name *Phone number*

Page 2 of Appendix 8

POSITION DESCRIPTION
Position Title: **President**

Definition of Position: Carry out the duties of President; and monitor the board's adherence to the Fanny Bay Community Association's Constitution, Bylaws and Mission Statement.

Essential duties/functions

Approx. hours/month	**Description of Duties**
4	General preparation for meetings – review minutes of previous meeting, review monthly budget, consult Bylaws as needed, read and respond to emails and phone calls from board members and the community at large.
2	Chair monthly Board Meetings in a timely and organized manner.
0-4 (Quarterly)	Attend and participate in special Board meetings such as Board Development, Strategic planning, etc.
0-3 (Quarterly)	Represent the Community Association at other functions or to accept donated funds at such events as the Union Bay Credit Union AGM.
2	Write articles for the FB Flyer to report on special events, to inform the community regarding resources needed and to insure that the Board's progress on issues is transparent to all.
3	Be visible at Community & Board sponsored events, liaise with other boards, agencies, and service clubs within FB & neighbouring areas.
12	Act as an ex officio member of all FBCA Board Committees
5	Other duties:
0-4	Volunteer at fund raising and other community events
28-39	**Total hours per month**

Appendix 9

POSITION DESCRIPTION
Position Title: **Vice-President**

Definition of Position: Assist the President and carry out the duties of President during her/his absence.

Essential duties/functions

Approx. hours/month	**Description of Duties**
1.5	Attend Board Meetings
1-4	General preparation for meetings – review minutes of previous meeting, review monthly budget, consult Bylaws as needed, read e-mails
0-4	Attend and participate in special Board meetings such as Board Development, Strategic planning, etc.
0-4	Attend Finance Committee Meetings – (2-3 times per year) Work with the treasurer and president to develop financial policies and annual budget, and reports
1.5	Attend Fund Raising Committee Meetings
1-2	Coordinate with Fund Raising Committee members to write letters, grants as assigned
	Ensure that thank you letters and acknowledgement articles are written for the Flyer. Ensure that grant reports are completed and submitted.
	Other duties:
	Volunteer at fund raising and other community events

Appendix 10

POSITION DESCRIPTION:
Position Title: **Treasurer**

Qualifications/Skills

- Ability to read/understand/interpret financial statements for Board members
- Familiarity with MS Office Suite, including Excel, Word, Outlook
- Ability to create and maintain Excel spreadsheets
- Previous experience in a financial position
- Attention to detail
- Ability to prioritize work and meet deadlines
- Willingness to learn provincial & federal reporting regulations and processes related to not-for-profit societies

Approx. hours per month	**Target Date**	**Description of Duties**
12 hrs		**MONTHLY DUTIES**
	5th work day	Send following to bookkeeper: • Bank statements • TELUS invoice • BC Hydro invoice • Waste Connections Canada invoice • Summary of e-transfers sent to Treasurer email address
	3rd Monday	Print off and review monthly financial reports received from bookkeeper
	3rd Thursday	Prepare monthly financial statements for presentation at monthly Board meeting: Balance Sheet, Income Statement, Financial Forecast, and any applicable Capital Project budgets
	3rd Thursday	Send any error corrections or adjusting journal entries to bookkeeper
	4th Thursday	Attend monthly Board meeting
	As required	Provide income tax receipts for charitable donations via e-transfer to Treasurer email address
	2x month	Review and sign cheques
	Quarterly	Update inventory and calculate cost of goods sold & book profit share for payment to OAP
1-15 hrs		Other tasks as per the Annual Operational Calendar
		Act as a resource to other committees

Appendix 11

POSITION DESCRIPTION
Position Title: **Secretary**

Essential Duties/Functions

Approx. hours per month	Description of Duties
5 hours total	Produce the agenda and correspondence of the Association as requested
	Issue notice of Board meetings of the Association and Directors at the request of the President
	Keep and circulate minutes of all meetings of the Association and directors
	Have custody of all records and documents of the Association except those required to be kept by the Treasurer
	Inform the Editor of the Association newsletter of the proceedings of directors' meetings prior to the deadline for submitting information for the next issue of the newsletter, unless the editor is present at the meeting
	Maintain the register of the members present at the Annual General Meeting

Appendix 12

POSITION DESCRIPTION

Position Title: **Director at Large**

Position Responsibility: To work for the betterment of the Fanny Bay Community Association (FBCA) in keeping with the Constitution and Bylaws.

Essential Duties:

- Undertake such scope of work for the Board that will benefit the Board and/or the membership of the FBCA, either by volunteering for specific projects or at the request of the Board Executive or another Director.

General Duties:

- Attend Board and/or committee meetings regularly, and inform the president or secretary in advance if unable to attend a meeting.
- Understand the rules of procedure and proper conduct at meetings so that Board decisions can be made in an efficient and expeditious manner.
- Prepare for meetings and public presentations prior to any appearance at same.
- Serve on committees and offer to take on special assignments as life allows.
- Maintain clear and timely communications with all members of the Board, as appropriate.
- Volunteer at FBCA events whenever possible and life allows.
- Keep a record of the hours spent on FBCA work, including responses to emails or other correspondence; regularly submit your hours to the Board member responsible for collating this information.
- When retiring as a Director, provide notice in writing to the Board as per the Societies Act of BC.

Approx. hours per month	**Description of Duties**
2.5	Preparing for and attending board meetings
5	Communications with Board members
2.5	General work

Appendix 13

POSITION DESCRIPTION
Position Title: **Editor, Fanny Bay Flyer**

Definition: Oversee publication of Fanny Bay Flyer

The editor of the Fanny Bay Flyer will receive a complete copy of the Board Policy Manual when elected and prior to the first meeting of the board.

The editor of the Flyer should be a member of the board and should seek at least five other persons to form a "Flyer team".

- One team member should be familiar with the publishing program used to produce the Flyer and be a back-up in case the editor is not available.
- One team member should be appointed to invoice and collect advertising monies. Details should be related to the editor;
- One team member (the distributor) should be appointed to pick up the Flyer from the printer, leave the appropriate number of copies at the Union Bay Post Office for mail delivery and distribute the remaining copies at locations previously designated. The distributor should pay both the printer and the post Office at this time;
- The distributor should also have a back-up person;
- The distributor should retain a copy of each flyer to be added to the permanent collection kept at the Fanny Bay Community Hall.

Description of Duties of the Team:

- To create and distribute a community Flyer to the residents of Fanny Bay. Information for this Flyer to come from the various organizations and residents in the community.
- To create advertisements, invoice and collect monies for advertising.
- The editor to upload the Flyer to the printer approximately two days before the end of each month (omitting January) and to notify the distributor of the date it will be ready.
- The distributor to deliver the Flyer to the Union Bay Post Office for mail distribution and leave some Flyers at other popular locations between Union Bay and Bowser.
- To ensure the Flyer is produced in an economical way and suggest any changes during the year to this end.
- To project revenues and expenses as accurately as possible and forward these figures to the Treasurer for the annual budget;
- To ensure there is a permanent collection of the Flyer kept at the Fanny Bay Community Hall.

Essential Duties/Functions

Approx. hours per month	**Description of Duties**
2	Attend Board Meetings
15-20	Gather information forwarded to editor and input into Flyer
2	Deliver Flyer to various locations between Union Bay and Bowser
5	Accounting – invoicing for ads, collections
	Other activities may include:
	Participate in Board Development and strategic planning meetings

Appendix 14

POSITION DESCRIPTION
Position Title: **Fanny Bay Hall Rental Agent**

Definition: To oversee rental of Fanny Bay Community Hall for regular programs and special events

- Rental agent is a member of the Board and is to receive a copy of the Fanny Bay Community Association Manual and Constitution
- Attend monthly Board meetings
- Check hall phone every few days for messages
- Accept calls from people interested in renting hall
- Produce calendar every month for cleaning personnel and grounds/building manager
- Special events: Show interested parties around hall and explain procedures, etc. Take deposit and go through Agreement for them to sign. Contact them at least 30 days prior to take damage deposit and remainder of rental fee. Meet them at the hall before event to give them key or open hall for them. Meet with them after event to inspect hall for damage and return deposit if applicable. Contact security person if there is a large event that should be monitored
- Regular programs: Meet with leaders and have them sign agreements and take money and damage deposits at beginning of every session
- Keep financial spreadsheet of income.
- Pass funds to bookkeeper monthly for deposit
- Provide invoices to leaders when required
- Community sponsored programs: Meet with parents and/or participants at beginning of program for registration and to have waivers signed and hold waivers on file
- Liaise with Program Committee Chairperson and Fundraising Committee re: availability of hall
- Keep financial spreadsheet of income from events and programs.
- Pass funds to bookkeeper monthly for deposit
- Produce invoices as required
- Keys: Hand out and retrieve keys to renters. Log key number in log book if renters are program leaders.

Total number of hours per month: 40

Appendix 15

POSITION DESCRIPTION

Position Title: **Membership Agent**

Definition: To manage and promote the sale of memberships in the Fanny Bay Community Association in adherence to the Constitution and Bylaws.

Essential Duties:

- Sell memberships and hand over money to Treasurer
- Report to the Board the number of members
- Record names of members attending AGM. Determine if quorum has been met. Give record of attendance to Secretary
- Keep a list of current members
- File copy of membership list in Archives annually
- Attend Board meetings

Approx. hours per month	**Description of Duties**
4	Selling memberships
2.5	Attending board meetings
0.5	Writing articles for the Fanny Bay Flyer
3	Be visible at community events
2	Volunteering at fundraising events

Appendix 16

POSITION DESCRIPTION
Position Title: **Program Committee Chairperson**

- The Program Committee Chairperson will receive a complete copy of the Fanny Bay Community Association Policy Manual and Constitution when elected and prior to the first meeting of the board.
- The Program Committee Chairperson is to be a member of the board.
- The Program Committee Chairperson will seek at least five persons for the committee.
- Meetings should occur regularly at the call of the chair.
- At the commencement of each meeting a committee member will be asked to record and circulate the minutes to the committee and the Board of Directors via e-mail.
- Within the committee structure, responsibility may be divided for organizing events: Fanny Bay Day, Halloween Party, Christmas celebration, activity related events
- Supporting walking and biking groups, casual bocce or loopa tournaments, and badminton or pickle ball games, etc.
- Duties in providing support for Course Organizers and Activity Classes
- Use the Flyer to advise the community of activity and course offerings
- Seek written proposals for new activities with deadlines described.
- Be involved in recruiting and supporting instructors in the delivery of the program offered at the Hall.
- Seek partnering and funding opportunities including grant applications.
- Attend the meetings of the Comox Valley Active Community Steering Committee.
- Participate in board meetings and policy and budget decision making

Approx. hours per month	**Description of Duties**
2	Board meeting
2-3	Committee meeting
3-5	Writing reports and advertising
3-5	Support to program leaders
2	Recruitment
2	Telephone
5	Miscellaneous

Appendix 17

POSITION DESCRIPTION
Position Title: **Capital Projects Committee Chairperson**

- Chair meetings of the committee
- In concert with the secretary, establish meeting agenda for Capital Projects Committee
-
- In partnership with committee members, develop an annual list of potential Capital projects for the betterment of the Fanny Bay Community Hall and the community,. Present this for approval by the Board of Directors for recommendation to the Annual General Meeting
- Arrange implementation of capital projects approved by the Annual General Meeting
- Ensure projects are carried out in accordance with Board policies and procedures
- Ensure all necessary project reporting is completed in accordance with Board and funder/donor requirements
- Represent the Capital Project Committee on the Board Of Directors

Approximate hours per month: 8

Appendix 18

POSITION DESCRIPTION
Position Title: **Secretary, Capital Projects Committee**

- Establish meeting agendas with Committee Chair and circulate agendas to Committee and Board members;
- Take minutes at all committee meetings;
- Distribute minutes as approved by the Committee Chair to Committee and Board members;
- Assist Committee Chair with provision of information needed for project cost estimates for FBCA annual budget, grant applications and donation requests;
- Assist with preparation of reports about capital projects for Fanny Bay Flyer;
- Assist with preparation of Capital Projects Committee Report and Recommendations to the Annual General Meeting

Approximate hours per month: 10

Appendix 19

Position Description: BUILDING & GROUNDS CONTRACTOR MANAGER:

Overall Objectives:

- to ensure that buildings and grounds are in good working condition
- to co-ordinate with Bookings and Rental Agent so that the facility is ready for all activities

1. Supervise the following contractors:
    a. cleaner
    b. handyman
    c. mowing and string trimming contractor
    d. parking lot maintenance contractors
    e. electrical contractor
    f. plumbing contractor – gas & water systems
    g. propane supplier
2. Check handyman's book once a week
    a. Sign off on tasks as completed and follow up on items hall users put in the book that are not the handyman's responsibility - e.g. need to call for pest control.
3. Arrange for and supervise other building repairs and grounds maintenance as needed.
    a. Pest control contractor
        i. Call public pest control to refill feeding stations as necessary. Usually spring and fall but is less frequent since major renovations
    b. Seasonal painting
        i. Carla hope does small painting jobs as requested. She purchases supplies and then claims for them
    c. Outdoor toilet contractor
        i. Increase pump out from monthly in winter to as needed for summer season - usually every two weeks unless there is a large event like FB Day or a wedding in which case the porta potty may need to be pumped before and after the event
    d. Book annual (Feb.) Inspection of fire extinguisher and gas stove fire suppression system
        i. Hub Island Fire Extinguisher Equipment Ltd -1 250 756 1832
    e. Septic Tank contractor
    f. September: book snow removal contractor for season - Ken Land
4. Hand out and retrieve keys for maintenance contractors as needed

Notes:

a) Cleaning contractor looks after cleaning and paper supplies and plastic bags purchases as needed, charging them to the FBCA account.
b) Cleaning contractor also coordinates dumpster emptying.
c) Handyman contractor needs to be reviewed Sept 2010 to see if he is able to continue
d) The handyman has signing authority for building supplies on the FBCA Central Builders account
e) power washing contractor
    - power wash picnic tables, porte potty and slide at playground. Norm Deen does in spring as **volunteer.**
    - handyman power washes concrete surround on request
f) Spring: Contact Parksville Emcon to have lot graded when EMCON is working in the area.
g) After the lot is graded, Ken Land or Darren Hutton are booked to finish it. Sometimes need material as well as machine time.

Appendix 20

BUILDING MONITOR & EVENTS SIGN CONTACT:

1. Keep Event Sign up to date as requested
2. Monitor sign spaces on reverse of Event Sign
3. Inspect Building every two to three days:
    a. exterior doors (especially studio) locked
    b. studio ceiling hatch closed
    c. dishwasher off & door ajar
    d. fridge temperature in normal range
    e. bathroom lights off or on automatic
    f. toilets all flushed
    g. no water left running indoors or outside
    h. window drapes closed (winter)
    i. hot water heater
4. Check freezer temperature monthly and record in log
5. Program irrigation system for flower bed in front of main entrance
    - turn on in spring
    - change program as necessary during the season
    - turn off in fall
6. Note to appropriate Board contact if repeat safety/operational issues arise

Appendix 21

GROUNDS MONITOR

1. Inspect Grounds every two to three days:
    a. check to ensure outdoor toilet clean
    b. check trash cans
    c. pick up trash and glass on grounds
    d. gates locked
    e. check bus shelter for vandalism
    f. salt ice on walks if needed (sidewalk salt is under the table in the furnace room)
    g. check picnic tables
    h. put necessary tasks in handyman's log book
2. Parking lot maintenance tasks:
    i. Check on main and north end parking lots

Appendix 22

WATER SYSTEM MONITOR:

1. Maintain Water System Log and Manual
2. Supervise Water System Maintenance
    a. Contractor replaces the filter and the UV bulb as needed for UV treatment system and turns system on and off in spring/fall for landscaping and fountain.
    b. Monitor water softener treatment system, enter in handyman log if necessary
3. Deliver water samples to VIHA every three months:
    a. June, September, December, and March
4. Advise Committee Chair of results of water testing and record in water system manual.
5. Coordinate annual VIHA inspection of drinking water system and kitchen
    a. VIHA will phone for an appointment

Water System Monitor Notes:

1. Salt for water treatment is under the stairs in the furnace room; the handyman, knows how to do this
2. Purchase salt at Central Builders and charge to account
3. Containers and bags for water sample are on shelf in furnace room
4. VIHA sends requisition to accompany the sample in the mail at the beginning of the month and Nina leaves it on the bulletin board in the furnace room
5. Nina leaves report on bulletin board in furnace room
6. Need to take C McPherson off VIHA list as contact and provide new contact info.

FANNY BAY COMMUNITY ASSOCIATION

CURRENT FBCA PROGRAM INFORMATION FORM **YEAR:** _____

	Details
Program Title	
FBCA Board Liaison	
Facilitator Contact info	
Program Purpose (incl. age, gender or other participant requirements)	
Fee per participant	
Instructor/Leader fee and payment schedule	
Minimum/Maximum number of participants	
Day(s), times, months of offering	
Publicity—Flyer and/or brochures	
Any other pertinent information	

FBCA Board Liaison

- Serves as main contact for Facilitator and for FBCA Rental Agent
- Ensures the FBCA Rental Agent and Flyer Editor are aware of the Program dates/times
- Ensures a *Current FBCA Program Information Form* is on file each activity year
- Reports to Board about the Program at start and end of each activity year

Facilitator

- Keeps program roster (name & contact information) and notifies people if session to be cancelled
- Collects and securely files waivers at the Fanny Bay Hall as necessary
- Collects fees and submits to FBCA Treasurer
- Signs for & retains FB Hall Main Entrance key and room key(s) as necessary, for duration of program
- Adjusts heat (if necessary) before and after each session
- Works diligently to follow Guidelines for Facilitators of FBCA and FBCA-Sponsored Events

Appendix 24

FANNY BAY COMMUNITY HALL
CLEANING PROGRAM – August 2014

The contractor providing cleaning service for the Fanny Bay Community Hall will report to, and receive direction from, the Board member responsible for Buildings & Grounds. Board members and/or the person(s) responsible for monitoring the building may communicate directly with the cleaning contractor through the Cleaning Communications Book in the Janitor Room.

The Board Member responsible for Rentals will provide the Cleaning Contractor each month with a schedule of the rentals and regular activities for the month. When additional uses are booked during the month, the Rentals person will notify the Contractor as necessary.

Basically the Cleaning Contractor is responsible for:

- keeping the floors and mats swept, vacuumed and washed as necessary,
- keeping shelves, mouldings, and other similar items dusted as necessary,
- keeping the kitchen and bathrooms clean and stocked with soap, paper towels, and toilet paper
- emptying the inside trash containers into the dumpster, cleaning them, and lining with new plastic bags. (Volunteers will empty the outside trash cans on a regular basis.)

Since the use of the Hall varies from season to season, and from one week to the next, a fixed cleaning schedule is not feasible. However, the cleaning contractor is responsible for checking the Hall at regular (weekly) intervals, and cleaning as necessary:

- The main hall and associated storage rooms.
- The stage and associated storage rooms.
- The entry hall, porches, concrete surround, and outside trash containers.
- The furnace room.
- The dining room tables and chairs, and the counters and bar.
- The kitchen sinks, counters, cupboards, gas stove, ovens, and grease collection system, and fridge (inside and out).
    - Check trash cans, coffee urns, trolleys, and drawers.
    - Do kitchen laundry as needed.
    - Defrost freezer as necessary.
    - Take recyclables from kitchen to recycle as needed.
- Rubber-backed, nylon-faced mats (brand Nyloclean) at four entrances, and in dining room, kitchen and stairwell
    - Regular vacuuming and overall cleaning as needed
    - Advise Board member responsible for Buildings & Grounds when mats need service from carpet cleaning contractor.

Additional Responsibilities:

- Order supplies as needed - cleaning materials, paper goods, plastic bags (not including paper supplies for serving food and drink).
- Advise Board member when the dining room floor needs refinishing
- When the dumpster is full, phone the contracted company to have it emptied. The trash company has a key to the bin.
- Vacuum outside concrete as needed
- Change clock batteries as needed.
- Change calendar pages every month.
- For repairs, and high light bulb replacing, record need in the Handyman Communications Book.

- *Appendix 25*

OPERATIONAL CONTACT LIST

	FANNY BAY COMMUNITY ASSOCIATION Phone: 250-335-2832 Address : 7793 Island Highway South, Fanny Bay, BC V0R 1W0				
EXECUTIVE				**DIRECTORS**	
President	Tammy Mercer-Gervais	250-218-4672		Buildings & Grounds	Keir Gervais
Vice President	Angela Hicke			Memberships	Sherry Harrill
Secretary	Susannah Howat			Volunteer Coordinator	Debby McRae
Treasurer				Hall Rentals	Judy Starr
Bookkeeper	Nina LeBlanc			Concert Coordinator	Alaine French
				P&Ps	Erna Smith
				At Large	Suzanne Murray
				At Large	Neville Hope
				At Large	Marcia Cronk-Teha

OPERATIONS CONTACTS 2022			
	Primary Contact		**Back-up Contact**
Rentals & Bookings	Judy Starr	250-335-0241	www.fannybaycommunity.com/rentals
Grounds Monitoring	Vacant		
Building Monitoring	Erna Smith	250-335-3407	
Marquee Sign	Erna Smith	250-335-3407	Suzanne Murray & Marcia Cronk-Teha
FLYER Editor	Wendy Keating		
Webmaster	Kathryn Hardy		
Family Liaison	Chrystal Andersson		
Concerts Coordinator	Bill French		
Archives	Ann Clayson		

NOTES FOR REGULAR RENTERS:
Day to Day communications with the Building Cleaning contractor should be done via the Communications Book in the Janitorial Room off the Main Hall.
Day to Day communications with the FBCA contracted handyman should be done via the Communications Book in the Mechanical/Furnace Room.

Contractors and Volunteers who may ONLY be contacted with prior approval of the Building & Grounds Director, or FBCA President or Vice-President		
	Primary Contact	**Phone**
Director, Buildings & Grounds	**Vacant**	
Handyman	**Vacant**	
Cleaning	Janet O'Reilly	250-335-1061
Dumpster	BFI Canada	250-336-2172
Port-a-Potty	Coast Waste	250-337-5200
Propane	SuperSave	1-800-665-2800
Pest Control	Island Pest Control (Dave Dumesnil)	250-702-2234
Gas (stove, hot water tank, furnace)	Mallard Plumbing & Heating (Dave Fleming)	250-335-0238
Plumbing	Dave Fleming (Mallard Plumbing & Heating)	250-941-7005
	Justin Barkley (small jobs)	250-703-1225
Electric (incl. thermostats, fans, fridge)	Dieter Broemer (Novatec)	250-335-1491
AudioVisual Systems	Ron Vermeulen	778-427-6025
Grass Mowing & String Trimming	Vacant	
Snow Removal	Rob Sawyer	250-897-2828
Parking Lot care	Rob Sawyer	250-897-2828
Water Testing & Fire System	Mike Mesford	250-702-5900
Spirit Grove Garden Irrigation	MRM Irrigation (Mike)	250-941-7777 or 250-218-3806

FBCA
RECORD KEEPING SYSTEM

NOTES: Records containing confidential information must be shredded prior to destruction.

A year is a full calendar year following last activity of record series (e.g. 2018 minutes will be retained 10 years beginning in 2019—therefore they can be destroyed in January 2029)

For ease of record keeping, the date after which the contents of a file may be destroyed should be noted on the front cover of the file.

SUBJECT	FILE BY	RETENTION PERIOD
Constitution & Bylaws		Permanent
AGM minutes & handouts	year	Permanent
Register of Directors, including contact information	With AGM info	Permanent
Register of Members, including contact information they provide	year	10 years
Board of Directors Meetings minutes & handouts	month/year	10 years
Financial Statements	month/year	10 years
Bank Statements	month/year	10 years
Other financial documentation (e.g. donation receipts)	month/year	10 years
Hall Rental Agreements which involve any monetary fee	year	10 years
Hall Rental Agreements which do not involve monetary fees	year	2 years
Revenue Canada, GST, and other government financial data such as Worksafe BC	year	10 years
Reports to government departments or agencies	year	10 years
Board Committee minutes and notes	year	10 years
Grants—with reports and thank you letters	alphabetical/year	10 years
Donations—requests and thank you letters	year	10 years
Programs—includes waivers for physical activity programs	alphabetical/year	3 years
Events of no historic interest	alphabetical/year	3 years
Events of historic interest	alphabetical/year	permanent
Hall Administration—licenses, water sample reports, insurance, property title, maintenance records, WHMIS, equipment manuals and warranties, historical information	alphabetical/year	Varies with type of record—need to specify on file
Board Manual -- complete	year	permanent
Superseded or rescinded policies and procedures	year	2 years after superseded or rescinded
Flyer archives	year/month	permanent

Appendix 27

Fanny Bay Community Association

BOARD MANUAL REVIEW RECORDS

	MOST RECENT REVIEW
CONTACT INFORMATION	2022
MISSION STATEMENT	2021
CONSTITUTION	2021
BY-LAWS	2021

POLICIES & PROCEDURES

POLICY/PROCEDURE	MOST RECENT REVIEW
BOARD POLICIES & PROCEDURES	2022
GENERAL POLICIES & PROCEDURES	2022
FISCAL POLICIES & PROCEDURES	2022
RENTAL POLICIES & PROCEDURES	2022
FB FLYER POLICIES & PROCEDURES	2014
COMMITTEE POLICIES & PROCEDURES	2014
FBCA PROGRAM, ACTIVITY & EVENT POLICIES & PROCEDURES	2020

APPENDICES

	MOST RECENT REVIEW
1. Annual Operational Calendar	2022
2. Rental Agreement	2020
3. Rental Rate Sheet	2022
4. Rental Application	2020
5. Financial Advance Request Form	2014
6. Reimbursement Request Form	2014
7. Equipment Loan Agreement Form	2022
8. Waiver Form(s)	2013
9. Position Description - President	2015
10. Position Description – Vice-President	2015
11. Position Description - Treasurer	2022
12. Position Description - Secretary	2019
13. Position Description - Director	2022
14. Position Description – Editor, Fanny Bay Flyer	2014
15. Position Description – FB Hall Rental Agent	2015
16. Position Description – Membership Agent	2915
17. Position Description – Program Committee Chairperson	2014
18. Position Description – Capital Projects Committee Chair Person	2014
19. Position Description – Capital Projects Committee, Secretary	2014
20. Position Description – Building & Grounds Contractor Manager	2014
21. Position Description – Building Monitor & Event Sign Coordinator	2020
22. Position Description – Grounds Monitor	2014
23. Position Description – Water System Monitor	2014
24. Current FBCA Program Information Form	2020
25. FB Community Hall Cleaning Program	2014
26. FBCA Operational Contact List	2020
27. Record Keeping System	2019
28. Board Manual Review Records	2022
29. Permanent Key Holder Record Sheet	2019
30. Temporary Key Holder Record Sheet	2019

31. Guidelines for Facilitators of FBCA & FBCA-sponsored Family and Children's Events	
32. Event Report	2021
33. Hall Code of Conduct	2022
34. FBCA Membership Form	2020
35. FBCA Bookkeeper Job Description	2022
36. Board of Directors Code of Conduct	2022
37. Expression of Interest: Board of Directors	2022
38. Position Description – Family Liaison	2022
39. Committee Volunteer Code of Conduct	2022
40. FBCA Communicable Disease Plan	2022

Fanny Bay Community Association Community Hall

PERMANENT KEY HOLDER RECORD SHEET

MAIN DOOR KEY #	OTHER KEY TAG NUMBERS	DESCRIPTION (See Legend below)	DATE ISSUED	ISSUED TO (Print & Sign)	HOLDER'S PHONE NUMBER	ISSUED BY (Print & Sign)	DATE RETURNED	RECEIVED BY (Print & Sign)

KEY TAG NUMBER LEGEND

1. Main Door
2. Propane/Well
3. Studio
4. Event Cupboard
5. Admin Cupboard
6. Sound Cage
7. AV Storage
8.
9. Freezer – M
10. Display Cabinet
11. Table Tennis – M
12. EXIT Door by Washrooms – M
13. Dumpster
14 Pet Waste Bags
15. Paper Towel Dispenser
16. Mailbox
17. M—Master Key Box upstairs

Appendix 29

Fanny Bay Community Association Community Hall

RECORD SHEET for TEMPORARY KEY HOLDERS & RENTERS

MAIN DOOR KEY #	OTHER KEY TAG NUMBERS	DESCRIPTION (See Legend below)	DATE ISSUED	ISSUED TO (Print & Sign)	HOLDER'S PHONE NUMBER	ISSUED BY (Print & Sign)	DATE RETURNED	RECEIVED BY (Print & Sign)

KEY TAG NUMBER LEGEND

1. Main Door
2. Propane/Well
3. Studio
4. Event Cupboard
5. Admin Cupboard
6. Sound Cage
7. AV Storage
8.
9. Freezer – M
10. Display Cabinet
11. Table Tennis – M
12. EXIT Door by Washrooms – M
13. Dumpster
14 Pet Waste Bags
15. Paper Towel Dispenser
16. Mailbox
17. M—Master Key Box upstairs

Appendix 30

Fanny Bay Community Association (FBCA)

GUIDELINES FOR FACILITATORS OF FBCA & FBCA-SPONSORED FAMILY & CHILDREN'S EVENTS

These guidelines apply to facilitators of all FBCA & FBCA-sponsored events involving children under 18 years old.

The facilitator(s) are responsible for:

- organizing and overseeing the event, including set up before and clean up after the event,
- the safety of all participants and volunteers during the event, and thus must be in attendance at all times during the event,
- arranging appropriate adult supervision for the event,
    - ❖ Consideration should be made regarding the ages of attendees, the nature of the event, and if caregivers are in attendance or not. When caregivers are not present, the BC Government guidelines for supervisor to children ratios should be followed:
        - 1 responsible adult for each 12 children from Kindergarten and Grade 1
        - 1 responsible adult for each 15 children from Grade 2 and older
    - ❖ Pre-kindergarten age children should have a guardian present
    - ❖ Notwithstanding the BC Government guidelines, the FBCA Board of Directors strongly recommends at least two (2) supervising adults should always be present.
- meeting with adult supervisor(s) prior to the event to discuss possible issues (e.g. medical, behavioural, procedural) that may arise, and how to address them,
- ensuring all adult supervisor(s) are clearly identifiable by all participants, volunteers, and caregivers (if present),
- welcoming participants at the start of a one-time event or at the start of a new session, as appropriate. The welcome should include:
    - ❖ location of washrooms,
    - ❖ location of emergency exits and out-of-bounds areas,
    - ❖ the fact that young children in the Community Hall should have a caregiver present at all times.
- tracking event costs for reimbursement, and all volunteers' hours for FBCA records, and submitting them to the FBCA Board of Directors in appropriate format
- communicating concerns they may have to the FBCA Board of Directors, and submitting an incident report if appropriate.

"The Fanny Bay Community Association aims to provide enjoyable activities in a safe and positive environment. The role of the FBCA Board is not to run programs and events at the FBCA Hall, but to support the facilitators who do so. All volunteers, staff, and participants are expected to be courteous and respectful, use non-offensive language at all times, be inclusive in activities, and play without bullying or teasing."

For ongoing programs, resigning facilitators are asked to inform the Board in a timely manner and pass on the contact information of the new facilitator if appropriate.

A copy of these "Guidelines for Facilitators of FBCA & FBCA-sponsored Family and Children's Events" has been received and acknowledged as being understood:

_____ _____

Signature of Facilitator | Printed Name of Facilitator

_____

Contact Information for Facilitator

_____ _____

Signature of Board Member | Date

Appendix 31

FANNY BAY COMMUNITY ASSOCIATION

EVENT REPORT FOR:

Submitted by:

SUMMARY:
(how many attended, how many volunteers, things that went well, things that did not work, hints for future organizers)

BUDGET FOR EVENT: from FBCA: other funding:

ACTUAL COST OF EVENT:

Revenue	Expenses
In Kind Donation Items:	Food & Beverages:
Monetary Donations	Entertainment:
Table/Space Rental:	Decorations:
Sale of Items:	Guest Speakers:
	Door prizes:
	Game prizes:
	Participant incentives:
	Administrative Supplies:
	Specialty items:
	Other:
TOTAL	

Note: provide detailed lists of donations if thank you notes are required.

RECOMMENDATIONS:

Appendix 32

Fanny Bay Community Hall Code of Conduct

BE RESPECTFUL – Of the FBCA Hall, its Patrons, Volunteers, and Visitors

BE RESPONSIBLE – For Your Actions and Words towards Others

BE SAFE – Always Support a Safe and Positive Environment

BE KIND – Consider Those Around You and Be Inclusive

BE EMPOWERED – Participate and Encourage Others

BE PRESENT – The Fanny Bay Hall is a Place to Gather, Share, Foster, and Enrich the Sense of Community!

Appendix 33

FANNY BAY COMMUNITY ASSOCIATION

Receipt # 20___-____

ANNUAL MEMBERSHIP FORM YEAR 20___

Name of each family member with voting privileges (16 years of age or older as of January 1st of membership year). Use reverse of form to list any additional members with voting privileges.

Last name _____ First name _____ Initial ___

Last name _____ First name _____ Initial ___

Last name _____ First name _____ Initial ___

Street Address _____

Telephone _____ Email _____

(PRIVACY REMINDER: Providing your email address allows us to contact you periodically and keep you up to date with community events. By providing your email address to Fanny Bay Community Association (FBCA), you are consenting to be contacted. FBCA will not share your email address with any other organization. You can ask to have your email address removed from the distribution list at any time.)

Would you be interested in volunteering for upcoming events? Yes ____ No ____

If yes, please ✓ your interests: outdoor/grounds _____ special events _____ children's events _____

concerts _____ kitchen _____ baking _____ other _____

Amount Received: _____ via Cash ___ Cheque ___ Electronic transfer ___

Date: _____ Received by: _____

/es FBCA/Board/Board Manual appendix 34 – Membership Form July 2020

OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Receipt # 20___-____

FANNY BAY COMMUNITY ASSOCIATION
7793 Island Highway South, Fanny Bay, BC V0R 1W0
Charitable registration #: 140773359 RR 0001

Date receipt issued: _____

Location receipt issued: Fanny Bay, BC

Donor Name: _____
(first name & initial & last name)

Donor Address: _____

Year donation received: 20____ Amount of Donation: _____ Eligible amount of donation: 100%

Authorized signature: _____

Canada Revenue Agency - canada.ca/charities-giving

Appendix 34

FBCA Bookkeeper Job Description

In development

Appendix 35

FBCA BOARD OF DIRECTORS – CODE OF CONDUCT

As elected representatives of the Fanny Bay Community Association (FBCA), all contributions and opinions of Directors are important. All Directors are therefore expected to engage in candid and honest dialogue with respect for each other's differences. Everyone is encouraged to speak openly at meetings without fear of censure. In doing so, the Board commits itself to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum. Our donors and volunteers support the FBCA because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct.

As a Director, I therefore commit to the following:

1. I will uphold the mission, constitution, and bylaws of the FBCA.
2. I will maintain my FBCA membership in good standing.
3. I will attend Board meetings regularly and will inform the President or Secretary if unable to do so, recognizing that failure to do so for three consecutive Board meetings without a valid reason may mean being requested to resign.
4. I will be balanced in my effort to understand other Board members' points of view and to make my own views understood.
5. When the Board as a whole has made a decision, I will accept and support the decision regardless of my personal views on the decision.
6. I will not disclose or discuss differences of opinion on the Board with those who are not on the Board.
7. I will represent or interpret the decisions of the Board and the reasons for its decisions accurately and fully.
8. When I am authorized to represent the FBCA in or on any media, I will act in a professional manner, and not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone.
9. I will respect and protect the confidentiality appropriate to issues of a sensitive nature which are being discussed by the Board.
10. I will not use confidential information for personal gain.
11. I will disclose to the Board fully and promptly any material conflict of interest or perceived material conflict of interest I may have on any issue or item under discussion by the Board, and abstain from voting on any resolution pertaining to such.
12. I will report to the Board in a timely manner any accidents, incidents, and hazards I see, or am made aware of, in the Hall or on the grounds, so that appropriate action is taken as soon as possible.

Approved 25 February 2021

_____	_____	_____
Printed Name of Director	Signature	Date

Appendix 36

FANNYBAY
COMMUNITY ASSOCIATION

EXPRESSION OF INTEREST
TO SERVE ON THE FBCA BOARD OF DIRECTORS

Submit this form to secretary@fannybaycommunity.com no later than 21 days prior to the Annual General Meeting

NOTE: Submission of this form does not guarantee a position on the FBCA Board of Directors. All expressions of interest are subject to review by our current Board of Directors. Acceptance of your expression of interest by the Board is considered your nomination, but you must be elected by the membership at the AGM for a one-year term. Current Directors are also required to stand for election each year at the AGM.

As a Director of the FBCA, you will be required to:

- meet all the criteria outlined in Part 5 of the BC Societies Act,
- meet all the criteria outlined in Part 5 of the FBCA Bylaws,
- sign our Director's Code of Conduct, and
- submit a recent Criminal Record Check.

The FBCA Board is a working board. As such, all Directors are required to assist with the day-to-day operations of the Association by:

- Supporting the constitution, bylaws, and mission of the FBCA,
- Attending Board and relevant committee meetings,
- Participating in informed discussion on FBCA operations and governance,
- Accommodating different points of view to promote community collaboration, and
- Volunteering relevant services as time permits.

PERSONAL INFORMATION

Name:_____

Address:_____

Phone:_____ E-Mail:_____

EXPERIENCE

1. What strengths would you bring to the FBCA Board of Directors? What interests you about serving on the Board?

2. Outline any volunteer experience, personal skills, or community projects you have worked on that you feel are relevant to the FBCA.

3. Please provide the contact information of a person (not a relative) who supports your expression of interest.

4. If you are not chosen as a Board nominee this year, would you consider volunteering with one of our Directors on ongoing projects or day-to-day operations?

   ☐ No, thanks

   ☐ Yes, specifically with tasks regarding _____

NOTE: All applicants will receive confirmation of the decision of the Board of Directors prior to the Annual General Meeting.

Appendix 37

POSITION DESCRIPTION

Position Title: **Family Liaison**

Position Responsibility: To work for the betterment of the Fanny Bay Community Association (FBCA) in keeping with the Constitution and Bylaws. This volunteer position is appointed by the Board but reports to the Chair of the Community Committee. As an essential communications link with the community, the incumbent must sign a Code of Conduct.

Essential Duties:

- Act as liaison between families with children/teenagers in the Fanny Bay area and the FBCA in order to recommend family-centered programs, services, and events which the FBCA could support or offer.

General Duties:

- Represent the ongoing, evolving needs and views of families with children/teenagers in the Fanny Bay area, clearly and honestly, as a part of the Community Committee.
- Attend the Community Committee meetings regularly and inform the Committee Chair in advance if unable to attend a meeting.
- Understand the rules of procedure and proper conduct at meetings so that decisions can be made in an efficient and expeditious manner.
- Prepare for meetings in advance, including reporting in writing when requested by the chair.
- Participate in special assignments for the committee as life allows.
- Maintain clear and timely communications with all members of the committee, as appropriate.
- Volunteer at FBCA events as life allows.
- Keep a record of the time spent on FBCA work, including responses to emails or other correspondence; submit your hours monthly to the Chair or committee member responsible for collating this information.
- When retiring from the position, provide to the Chair as much notice in writing as possible to allow time to find a replacement.

Approx. hours per month	**Description of Duties**
2	Attending meetings
2.5	Communications with committee members & young local families
2.0	General committee work

Appendix 38

FBCA COMMITTEE VOLUNTEER – CODE OF CONDUCT

The Fanny Bay Community Association (FBCA) Board values the contributions and opinions of all its volunteers. Committee volunteers are expected to engage in candid and honest dialogue with respect for each other's differences. Everyone is encouraged to speak openly at meetings without fear of censure. In doing so, the committee you volunteer on commits to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum. The community supports the FBCA because they trust Board and committee members to be good stewards of FBCA resources, and to uphold rigorous standards of conduct.

Therefore, as an FBCA committee volunteer, I commit to the following:

1. I will uphold the mission, constitution, and bylaws of the FBCA.
2. I will maintain my FBCA membership in good standing.
3. I will make every effort to attend committee meetings, and will inform the committee chair if unable to do so, recognizing that failure to do so for three consecutive committee meetings without a valid reason may mean being requested to leave the committee.
4. I will be balanced in my effort to understand other committee members' points of view and to make my own views understood.
5. When the committee as a whole has made a decision, I will accept and support the decision regardless of my personal views on the decision.
6. I will not disclose or discuss differences of opinion on the committee with those who are not on the committee.
7. I will represent or interpret the decisions of the committee and the reasons for its decisions accurately and fully.
8. When I am authorized to represent the FBCA in or on any media, I will act in a professional manner, and not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone.
9. I will respect and protect the confidentiality appropriate to issues of a sensitive nature which are discussed by the committee.
10. I will not use confidential information for personal gain.
11. I will disclose to the committee fully and promptly any material conflict of interest or perceived material conflict of interest I may have on any issue or item under discussion by the committee, and abstain from voting on any recommendation pertaining to such.
12. I will report to the committee in a timely manner any accidents, incidents, and hazards I see, or am made aware of, in the Hall or on the grounds, so that appropriate action is taken as soon as possible.

Approved May 2022

_____ _____ _____

Printed Name of Committee Volunteer Signature Date

Appendix 39

FBCA COMMUNICABLE DISEASE PREVENTION PLAN April 8, 2022

A communicable disease is an illness that can be transmitted from one person to another. Preventing communicable disease requires ongoing measures to reduce the risk of transmission. During periods of elevated risk, additional measures may need to be implemented when advised by Public Health.

Ongoing measures:
Post sign at door: Stay home if sick.
Post signs in hall: Clean hands frequently & Sneeze/cough into sleeve or tissue.
Guideline for wearing masks is at the discretion of the user/rental group.
FBCA Communicable Disease Prevention Guideline has been developed for the information of user and rental groups, community members.

Provide hand-hygiene facilities and appropriate supplies:
Maintain hand sanitizer station with sign at main entrance to hall.
Hand sanitizer or handwashing facilities to be available in all areas in the hall.
Hand sanitizer station to be at all entrances for FBCA-sponsored events.
Hand sanitizer stations to be available at FBCA-sponsored outdoor events.

Maintain a clean environment through routine cleaning processes:
Washrooms: use the all-gender single washroom only, for regular use. With prior permission from rental agent, the other washrooms may be opened for events. Guideline: groups 20+or event longer than 2 hours.
Hall cleaning contractor to be kept updated on cleaning guidelines. Stair handrail to be added to cleaning routine.

Ventilation & Fresh air circulation:

When main hall is in use:

- The main entrance door and the double fire doors are to be left ajar.
- Ventilation fans in the main hall to be used as posted on door to storage room in main hall. The switch is in the storage room on the left.
- Ceiling fans to be OFF.

When the dining room is in use:

- The main entrance door and dining room doors are to be left ajar.
- IF the main hall is being used by a separate user at the same time, inner doors may be closed for privacy, but the outside kitchen door is to be left ajar.

When the studio is in use:

- The ventilation fan is to be on and the door to the fire escape left ajar.

Leaving outside doors ajar will increase fresh air circulation. The width of door openings is dependent upon weather and group preference.

Communicate plan and guidelines:
Distribute plan to Board of Directors
Distribute guidelines to all user and renter groups, contract workers (cleaner and bookkeeper)
Post guidelines on website for community awareness

Monitor plan and update as necessary:
Recommendation: One board member to be named a Health and Safety liaison. The role would be:

- to monitor Public Health Orders at times of increased risk of a communicable disease and inform the President of the need for increased actions.
- to communicate cleaning expectations to cleaning contractor
- to facilitate updating the cleaner's schedule of tasks.