

**JASPER COMMUNITY TEAM SOCIETY
POLICY**

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**JASPER COMMUNITY TEAM SOCIETY
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HEADING: General Administration

#1.00.01

**TOPIC Program Philosophy
Mission and Goals**

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Vision Statement

“Collaborating to Create a Civic Community”

Mission Statement

Our Mission is to develop and sustain a team composed of organizations and community representatives dedicated to the provision of human services for the benefit of Jasper residents.

We are committed to mutually supporting each other in reducing traditional barriers, combining resources and integrating services.

Our Team will identify and address wellness issues with the intent of promoting local accessibility to services and enhancing the quality of life of the entire Jasper community.

Definition of a Civic Community – *Civic communities provide support to the people who live within them. Major groups in these communities:
embrace a common set of values for the community; join together through meaningful communication networks; and work together towards common community goals. Marginalization and isolation are decreased in these communities. Civic communities are a protective factor for children and families; they celebrate diversity, foster ‘grassroots’ community development and provide a variety of supervised recreational activities.*

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1.00.02

TOPIC: Legal Description and Requirements

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The JCTS became a Society on August 24, 2004 and is governed by the bylaws (**Appendix A**)

Charitable Status was received on April 1, 2006 and the JCTS abides by all requirements of CCRA, making all mandatory government filings and payments on time.

By-laws of the Society are the main governing document and will be revised or amended as required. The by-laws will be reviewed at least every four years.

The organization carries Directors' and Officers' liability insurance through AAMDAC.

Fund raising activities and procedures follow the ethical guidelines set out by the Canadian Centre for Philanthropy.

Access to information and protection of privacy will be governed by provincial FOIP standards.

**JASPER COMMUNITY TEAM SOCIETY
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HEADING: General Administration

#1.00.03

TOPIC: Ethical Conduct & Conflict of Interest

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Ethical behavior is always a matter of spirit and intent characterized by the qualities of truthfulness and freedom from deception and fraud. Conduct exhibiting these qualities is expected of the team members, contractors, staff and executive. If there is a situation which poses difficulties the situation will be brought to the attention of the Executive to resolve, through consultation with the team member or organization in question

All board members, staff, volunteers and other personnel associated with the Jasper Community Team will subscribe to the principles and ethical standards as set out by the Canadian Accreditation Council of Human Services (CACOHS). It is further recognized and expected that all staff and consultants will abide by their respective associations' code of ethics. This is an expectation even when the staff or individual is not a member of his/her association.

In keeping with this, the Jasper Community Team Society prohibits:

- 1) The favouring of its governing board, advisory body, staff, family members and consultants in applying for and/or receiving the services of the COS;
- 2) The receipt of payment or other consideration from another provider of service for the referral of any applicant or clients to such provider of services;
- 3) The payment or other considerations to any service provider or other organization for the referral of any applicant for the Center's services.
- 4) Direct referral (or steering) of the COS applicants, clients and their families to any private practices in which the staff or board member may be engaged in or affiliated with.
- 5) Governing board members and COS staff members may not accept honoraria for their work within the Collaborative Action Team and/or within the context of the Jasper Community Team Model. In certain circumstances, should a team member bring their area of expertise to a workshop or travel on behalf of the team, a daily per diem may be applicable, as per vote by the Executive.
- 6) In the event a team member wishes to apply for a position as staff or contractor that member would step down from the Team or board position to apply and be allowed to participate in a process as set out in contract (001.06)

The authority of the Team Executive to oversee the affairs of Community Outreach Services comes from collective decision of the entire Executive and therefore:

- Members must work together for the common good of COS
- The Board speaks through motion

- The CFS Director should inform COS staff of decisions made by the Board and the reasons for these decisions; however, the CFS Director must not discuss internal board debates or differences of opinions
- Board discussions and/or debates of a delicate nature must be kept strictly confidential.

In order to promote and implement role clarity, the Board will adhere to the following:

- Individual members of the Board do not have the authority to direct the activities of the staff
- The Board has only one employee who receives directions from the Board, the CFS Director.

Conflict of Interest

Any Executive, Team or staff member who is involved in the business transactions or professional services provided by COS, and who is simultaneously engaged (as in individual or as part of a business or professional firm) with providers that supply or support such services, shall disclose this relationship and shall not participate in any vote taken with respect to such transactions or services.

It is the responsibility of all Team Executive members to declare when there is a conflict of interest (personal interest, nepotism) and refrain from participation in any decision on such matter.

Prior Involvement

Any prior involvement with COS must be stated prior to submitting an application to joining the Team Executive. This is applicable whether the potential member is or ever has been:

- Staff member
- Family member of staff.

**JASPER COMMUNITY TEAM SOCIETY
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HEADING: General Administration

TOPIC: Communication & Public Relations

1.00.04

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Members and Executive will follow the guidelines as outlined in the communications strategy.

Correspondence is signed by the Chair (Co-Chair), Secretary, or designated executive member.

Public acknowledgement will be given to donors and sponsor.

Charitable receipts will be distributed by Treasurer or administrative contractors, along with thank you notes, as required.

**JASPER COMMUNITY TEAM SOCIETY
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TOPIC: Meetings

1.00.05

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The Jasper Community Team Society meets minimum four times yearly.

Agendas will be available 5 working days ahead of time prior to any meetings. Minutes will be sent out within two weeks of the meeting.

If an organization/member has not attended or sent representation for one year, a letter will be written by the Chair outlining this policy and reminding members of partnership agreements and obligations.

The Executive meet approximately six times per year, or as required

In the event of an executive requesting a leave of absence, such leave may be granted and a Team member may be nominated and accepted to temporarily fill vacant director's position

The Executive will meet with Outreach Workers at least once per year.

**JASPER COMMUNITY TEAM SOCIETY
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TOPIC: Expenses

1.00.06

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Expenses

Expenses and Training to be approved by the Executive Committee prior to any expenses or training being incurred. Expense claims to be submitted to the Treasurer for payment. Eligible expenses are same as those of the Municipality of Jasper.

(Appendix B)

**JASPER COMMUNITY TEAM SOCIETY
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HEADING: General Administration

TOPIC: Contractors

**# 1.00.07
Page 1 of 1**

1. A process for awarding of contracts will be followed and reviewed as required.
2. Bid process to be advertised in the local newspapers. Bids to outline requirements of the contract, and will be judged and awarded by a committee of the Executive.
3. Bids not necessarily awarded at the lowest, but as per specifics of qualifications and personal suitability and ability to adhere to policies and ethics of the Jasper Community Team.
4. The executive will be responsible for all awarding and administration of the contract.

**JASPER COMMUNITY TEAM SOCIETY
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TOPIC: Training

1.00.08

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1. It is recognized that volunteers and board members may request training sessions or attendance at conferences. They will submit their request to the executive in person or in writing, and the executive will address the request, or it may be raised as an agenda item at any meeting.
2. It is recognized and encouraged that member organizations will be approached first to train and pay expenses for their own staff member. Team members are to seek funds in this manner, and if that is not available, they may request funding from the general team funding.
3. Outreach workers training will be approved by the Director of Community and Family Services, which will then be recommended to the Executive Committee

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TOPIC: Volunteers

1.00.09

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Volunteers

1. Job descriptions are set for the community representatives with Collaborative Action Teams (Appendix C)
2. Appropriate volunteer recognition to take place:
 - Executive Committee members and community representatives – once a term completed, an appropriate gift \$60 and under to be given at a team meeting in order to recognize the volunteer among peers . A small plaque may be presented.
 - other recognition to be provided in the form of smaller gifts, such as flowers or gift certificates in the range of \$15-\$50 for extra-ordinary services or special work done (ie, audit,)
 - appropriate cards to be written on behalf of the team to fellow members in the event of congratulatory or condolences

**JASPER COMMUNITY TEAM SOCIETY
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**#1.00.10
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TOPIC: Community Caring Fund

The Caring Community Fund is a fund that is available as a tool to Outreach Workers employed by Community Outreach Services to assist clients and their families in overcoming significant barriers to achieving optimal health and wellness.

The fund is intended to be flexible enough to meet a variety of needs many of which could not be anticipated. It is not intended to duplicate any existing resources – and it is only to be used to benefit residents of Jasper. It is not intended to be used on an ongoing basis for any one individual. However, there may be circumstances where exceptions are made.

Outreach Workers are expected to vigorously pursue other funding opportunities prior to accessing this fund. A form has been developed that must be filled in and signed prior to funds being released.

Signing authority will be Director of Community & Family Services, and/or an executive member.

**JASPER COMMUNITY TEAM SOCIETY
POLICY**

HEADING: Governance of COS

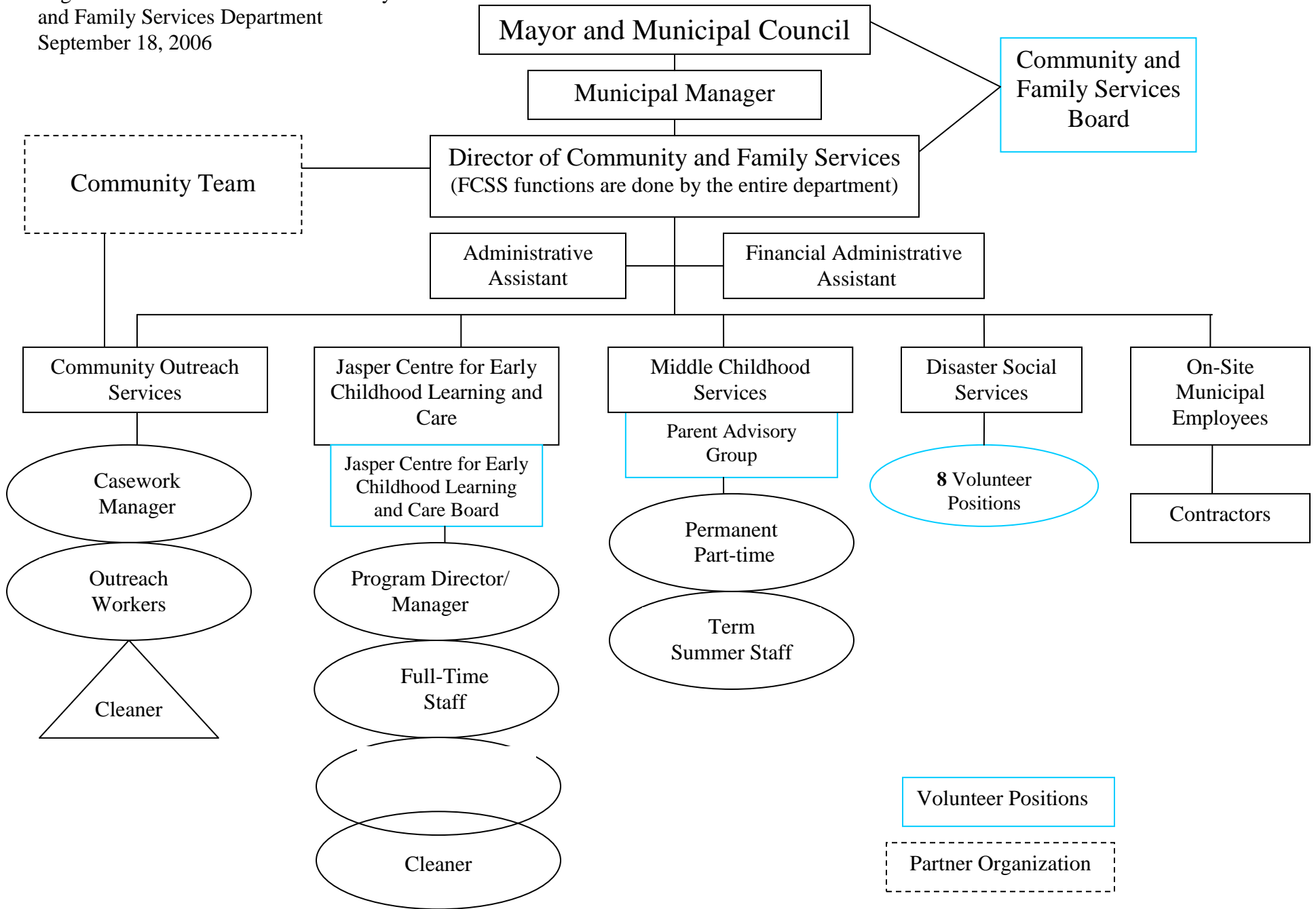
**TOPIC: Function of the Team with
Relation to COS**

#2.00.01

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See Organizational Chart below.

Organizational Chart for the Community and Family Services Department
September 18, 2006



**JASPER COMMUNITY TEAM SOCIETY
POLICY**

HEADING: Governance of COS

TOPIC: Role and Duties of the Executive

#200.02

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The job products of the Board of Directors are:

- to complete Board evaluation and orientation;
- to complete annual performance evaluations of contracted positions
- to exercise due diligence with respect to the financial management of the agency;
- to report on the outcomes of the annual results of Board activities and operations of the Society to the membership at the Annual General Meeting.

The Community Team Executive will meet on a regular basis to ensure COS is meeting all legal, social and financial obligations. Minutes of each meeting will be taken. The financial health of COS is the responsibility of the Executive and the Treasurer's duties (outlined below) will fulfill that responsibility.

Duties of the Executive of the Jasper Community Team Society

The Chair and/or Co-Chair

- Supervises the affairs of the Board
- When present, sets agendas, and chairs all meetings of the Society, the Board and the Executive Committee;
- Is an ex officio member of all Committees
- Acts as the spokesperson for the Society or delegates others to perform this duty;
- Chairs the Executive Committee;
- Shall present a general report of the activities of the year at the Annual General Meeting
- If either co-chair is absent, the Directors elect a Chairperson for the meeting;

The Secretary/Treasurer:

Secretary

- Attends all meetings of the Society, the Board and the Executive Committee, and shall cause accurate minutes of these meetings to be kept;
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the Society is kept;
- Causes all notices of various meetings to be sent

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HEADING: Governance of COS

TOPIC: Role and Duties of the Executive

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Treasurer

- Causes to have filed the annual return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry;
- Causes all monies paid to the Society to be deposited in a chartered bank, treasury branch or trusted company as chosen by the Board;
- Causes a detailed account of revenues and expenditures to be presented to the Board as requested;

Causes a statement of the financial position of the Society to be prepared and presented to the Annual general Meeting;

- Chairs the Finance Committee of the Board;
- Is a member of the Executive Committee

The offices of Secretary and Treasurer may be filled by two people if at any annual meeting for the election of officers shall so decide.

Directors

2 – 3 members at large to assist with executive duties and decisions.

Quality of Service

- It is the responsibility of the Executive and the CFS Director to ensure that the quality of programs and services provided by COS are of the highest quality possible
- On a day to day basis this responsibility becomes the Director's and/or Casework Manager
- The successful completion of all program outcomes will be the responsibility of the Director and/or Casework Manager
- Decisions regarding programs and services should be developed by COS staff but approved by the Director and/or Casework Manager
- Regular reporting of COS services and programs is the responsibility of the Director
- The Executive and Director is accountable to ensure that COS carries out its mandate and complies with all legal and regulatory requirements.

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HEADING: Governance of JCT

TOPIC: Conduct of the Executive

Number: 2.00.03

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The authority of the Team Executive to oversee the affairs of Community Outreach Services comes from collective decision of the entire Executive and therefore:

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**JASPER COMMUNITY TEAM SOCIETY
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**TOPIC: Executive General Responsibilities # 2.00.04
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Executive/Board Members of the Jasper Community Team must meet the following requirements:

- (1) A commitment to the mission of the Jasper Community Team and its Community Outreach Services (COS) program
- (2) Knowledge and skills in areas of board governance – policy, finance, program, and personnel relations.
- (3) A commitment to attend board, committee and annual general meetings.
- (4) A commitment to attend board orientations, strategic planning and other workshop/training programs necessary for board development when determined by the Board.
- (5) A willingness to serve on one or more committees.

General Responsibilities of the Executive:

- 1) Review and approve policy and other recommendations presented by the Team's committees and CAT (Collaborative Action Team)
- 2) Review of bylaws and preparation of resolutions for presentation to the membership for changes to the bylaws.
- 3) Participation in the development of the Team's business plan and annual report.
- 4) Approval of the Team's budget.
- 5) Approval of the hiring, conditions of employment and termination of various contractors
- 6) Assist in the development and maintenance of relations between Board Members, Jasper Community Team Community Outreach Services staff and Community Team to enhance the mission.
- 7) Develop knowledge of Collaborative Action Committee meeting procedures.
- 8) Read minutes, reports, and financial statements that is provided of meetings to identify errors, omissions and actions that require follow-up.
- 9) Prepare reports, motions, policies, etc, in writing when required.

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TOPIC: Committees

Number: 2.00.05

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In order to ensure that there is consistency and ongoing communication, the Society shall from time to time have basic administrative committees. Each committee may have an Executive Board Member assigned to them on an ongoing basis, should an Executive Committee be formed.

Executive Council

- (1) The Board may from time to time constitute an Executive Council, which shall consist of the Chair, Co-Chair, Secretary and Treasurer.

Finance Committee

- (1) The Finance Committee shall be concerned with the effectiveness of all financial systems established by the Board to execute COS business.
- (2) The Treasurer shall serve as the Chair of this Committee; the Executive Director and/or his or her designate will serve as staff and the Board shall assign other members to the Committee.
- (3) The Committee shall report and make recommendations to the Board.
- (4) Develop financial guidelines and to monitor guidelines to ensure that they are being followed.
- (5) Meet when deemed necessary prior to Board meetings.
- (6) The Treasurer shall act as Chairperson.

Ad Hoc Committees

- (1) From time to time, the Society board may deem it necessary to strike a committee to address a specific situation or concern.
- (2) All such committees would need a task assignment and a time frame that would assist them in structuring their findings and reporting to the Board.

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TOPIC: Board Orientation

Number: 2.00.06

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To ensure that newly elected members of the Board become knowledgeable participants who are informed about their roles and responsibilities to the Jasper Community Team Society, the following policies and procedures will govern the Board orientation process:

Policy

- (1) A Board Orientation Manual will be developed and updated immediately following the Annual General Meeting and distributed to all newly elected Directors by the Sustainability Coordinator.
- (2) The Sustainability Coordinator will provide Directors appointed to fill vacated positions on the Board with a copy of the Board Orientation Manual.
- (3) The Board of Directors will hold a Board Orientation Workshop within 30 days following the Annual General Meeting.

Procedure

- (1) The Sustainability Coordinator will ensure that the Board Orientation Manual includes the following information:
 - The Bylaws of the Society
 - The Policy and Procedure Manual
 - The annual report
 - The annual budget
 - The annual audit
 - A list of the Board members
 - Organization structure (model)
 - A copy of the Toolkit and DVD
- (2) The Board of Directors will set the time and place for orientations workshops and will select the person or persons who they wish to facilitate the workshops.

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TOPIC: Board Orientation

2.00.06

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- (3) Under the directions of the Board, the Sustainability Coordinator will make all arrangements for Board Orientation Workshops, including providing information requested by the workshop facilitator(s).
- (4) Members of the Board will be required to complete questionnaires, information forms, etc., if requested to do so by workshop facilitators.
- (5) The Sustainability Coordinator will ensure that orientation workshop topics include:
 - a review of the Centre's mission statement
 - a review of the Board structure
 - the Board's decision making process
 - moral and legal obligations of Directors
 - time requirements
 - the role of the Board as a whole as well as the role of individual Board members
 - the requirements for all Board positions
 - Board's annual goals
 - Organizational structure and program description
 - Other topics as stated by the Board
- (6) The Sustainability Coordinator will attend board orientation workshops.

**JASPER COMMUNITY TEAM SOCIETY
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**TOPIC: Roles of Outreach
Casework Supervisor & Casework
Manager**

**Number 2.00.07
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Outreach Casework Supervisor

An Outreach Casework Supervisor will provide clinical supervision and support, which is caseload versus programming on a bi-weekly basis and will assist in providing workplace dynamics.

The Supervisor will provide regular, structured case consultation which involves the following:

- Review of intakes and assessing the potential role of COS;
- Development of case planning (short term and long term goal setting, intervention strategies, assisting with referral process and support plans, risk management) with each Outreach Worker;
- Crisis consultation for high risk situations;
- Professional skill development and education;
- Employee evaluations made directly to the Director of CFS;
- Provide management consultation to the Director of CFS;
- File review (quality assurance);
- Review of procedures and protocols.

The services provided by the Casework Supervisor are consultative in nature, the sole responsibility of the Outreach Workers' actions rest with COS.

Outreach Casework Manager

An Outreach Casework Manager will not provide clinical supervision and support. The Manager will provide case consultation on a weekly basis which will involve the following:

- Review of intakes and assessing the potential role of COS;
- Development of case planning (short term and long term goal setting, intervention strategies, assisting with referral process and support plans, risk management) with each Outreach Worker (individually or a group process);
- In collaboration with the Casework Supervisor complete employee evaluations which are reported to the Director of CFS;
- Provide management consultation to the Casework Supervisor and Director of CFS;

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TOPIC: Roles of Outreach Casework Supervisor & Casework Manager #2.00.07 Page 2 of 2

- File review (quality assurance);
- Review of procedures and protocols.

**JASPER COMMUNITY TEAM SOCIETY
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HEADING: Governance of JCT

**TOPIC: Relationship between the
Municipality of Jasper and
Jasper Community Team Society**

**Number 2.00.08
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Municipality of Jasper Policy H-AD – Relationship between the Municipality of Jasper and Jasper Community Team Society (Appendix D)

**JASPER COMMUNITY TEAM SOCIETY
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**TOPIC: Community & Family Services
Director's Job Description**

**Number: 2.00.09
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Title: Director of Community & Family Services

DEPARTMENT: COMMUNITY & FAMILY SERVICES

QUALIFICATIONS:

- Post secondary degree in a related field; and
- Minimum five years management experience at a senior level in a municipal setting acceptable to the Municipality of Jasper

PRIMARY PURPOSE OF THE POSITION:

The Director of Community and Family Services (CFS) leads and directs all activities of the CFS Department including the operation of the Jasper Centre for Early Childhood Learning & Care: Meeting of the Waters.

KNOWLEDGE AND SKILLS REQUIRED:

- Ability to work cooperatively as a member of the management group in a team environment through personal behavior, work contribution and sharing of expertise and knowledge;
- Knowledge of human services and the social needs of the community;
- Solid understanding of community based social development and volunteer management;
- Principles and techniques used in supervision, training, mentoring, and performance evaluations of departmental staff;
- Demonstrated public relations skills including the ability to speak effectively in public and work cooperatively with the media;
- Ability to prepare reports for use in human services and social needs programming;
- Demonstrated ability to undertake feasibility studies, innovative projects; and develop cooperative agreements and partnerships;
- Self motivated;
- Ability to manage and work in a confidential environment;

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**TOPIC: Community & Family Services
Director's Job Description**

**Number: 2.00.09
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- Ability to deal effectively with challenging clients and with a broad range of disparate groups and individuals, both internal and external; and
- Compassion, humour, and patience.

PERFORMANCE RESPONSIBILITIES:

Social Planning & Community Development

1. Engage the public, boards, special interest groups and other human service organizations in assessing and responding to community social needs;
2. Act as a primary advisor to Council on community social needs;
3. Initiate and facilitate the growth and development of structures to address community social needs through a broad range of services and initiatives based on current research;
4. Develop and maintain working relationships with human service providers including providers on the regional, provincial and national levels;
5. Address concerns of community members regarding department operations;
6. Ensure the development of effective marketing strategies for department programs and services;
7. Ensure the development and maintenance of the Disaster Social Services of the Municipal Emergency Plan;
8. Prepare policy proposals, long term plans and request for decisions for Council;
9. Actively participate and assist other Directors, Managers, and/or staff with problem solving;
10. Participate as an active member when appointed on committees such as Union Management Consultation Committee (UMCC), Health & Safety, & Union Negotiation Salary Committee;
11. Maintain connections and awareness of initiatives, policies and legislation that impact the operations of the department;

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TOPIC: Community & Family Services Number: 2.00.09
Director's Job Description Page 3 of 4

12. Write reports on programs and various aspects of the department operations for various stake holders including funding partners and Municipal Council;
13. Prepare and present funding proposals for revenue to support specific programs;
14. Prepare evaluation reports for funding partners;
15. Facilitate opportunities for public engagement in department operations;
16. Act as an advisor to CFS Board and Jasper Municipal Council on social issues;
17. Interpret Municipal policy and agreements to staff and public;
18. Provide administrative advice and supports for the Jasper Health Advisory Committee;
19. Liaise with other Municipal departments and ensure effective coordination of work;
20. Respond to changing needs as the Municipality moves in to new areas of responsibility;
21. Act as an ambassador for the Municipality of Jasper in all dealings with the public, council and staff.

Financial Management:

1. Oversee the development and management of the approved capital and base operating budget of the CFS department;
2. Administer funds from partnership agreements and funding contracts.

Human Resource Management:

1. Plan, manage, coordinate and supervise the activities of the Community & Family Services staff through weekly and monthly work plans;
2. Determine the nature and scope of positions required to effectively carry out

the responsibilities of the department, and draft written job descriptions in this regard;

3. Recruit and select staff in accordance with the approved hiring practices of the Municipality. Support, coach and develop staff in a participative workplace so as to fully engage and motivate staff and sustain optimum productivity;
4. Provide performance appraisals to all staff in accordance with Policy;

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TOPIC: Community & Family Services
Director's Job Description

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5. Understand and at all times work within the terms of the current CUPE contract.

REPORTS TO: Municipal Manager

CONSULTS WITH: Municipal Council and Community & Family Services Board

PERFORMANCE EVALUATION:

To be conducted in accordance with established policy and/or as needs dictate.

Approved: _____ Date: _____
For JASPER COMMUNITY TEAM SOCIETY

**JASPER COMMUNITY TEAM SOCIETY
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HEADING: Governance of JCT

TOPIC: Partnership Agreement

Number: 2.00.10

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Partnership Agreement

~ This agreement will be considered ongoing unless the Jasper Community Team is notified by the Team Member of any changes to the agreement. ~

This is to declare our/my active participation in the Community Outreach Services program and the Jasper Community Team model.

Our/my contributions and ongoing participation in this collaboration are based on an understanding of the Team's vision and mission statements and that working in a collaborative style and looking at the work we do in a new way will provide the highest level of service and the most appropriate services for the Jasper community.

Our/my contributions to the Jasper Community Team and Community Outreach Services program are as follows:

- Attending Community Team Meetings three or four times per year – *for decision-making agency representatives*
- Participating on monthly Collaborative Action Teams for one or more of the life-stage groups (Prenatal to Preschool; School-Aged Children; Youth/Teens; Young Adults; Vulnerable Adults) – *for front-line agency and community representatives*
- Referring community members to the Outreach Workers, where appropriate, and receiving referrals from them
- Sharing information on our programs and services with Outreach Workers and with other Team members
- Identifying gaps in service delivery in Jasper and utilizing Outreach Workers to help fill gaps in services
- Assisting with the organization of programs involving

Agency Name

Team Member: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Contact Person: _____

This signature confirms the participation outlined above:

**JASPER COMMUNITY TEAM SOCIETY
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HEADING: Governance of JCT

TOPIC: Financial Management

Number: 2.00.11

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Financial Management

The Team Executive assumes financial responsibility for COS by ensuring that the following processes occur:

- 1) Fiscal policy and procedure are reviewed at least once every 3 years;
- 2) An annual budget is approved;
- 3) The financial status of COS is reviewed quarterly (every 3 months);
- 4) An annual financial statement meets these conditions:
 - It is prepared and audited by a chartered accountant;
 - It is approved by the membership of the Executive
 - It is available to the public.
- 5) The recommendations of the auditors are reviewed and implemented each year.

Fiscal Policies and Procedures

The Team Executive will ensure fiscal policy and procedures will guide the operation of COS. These may address, but are not limited to, the following elements:

- 1) Cash flow analysis: Responsibility will occur with the framework of contracts it holds and any other funding it may receive. This will include monthly accounting and reconciliation statements and annual audits. Financial statements will be available to the public at the Annual General Meeting or on request.
- 2) Liquid Cash controls: Same as above. In addition, all money's received by COS will be receipted and recorded.
- 3) Fraud: Allegations or incidences of fraud will be treated under the Code of Ethical Conduct policy.

Accounting Practices

- 1) The Team Executive will follow accounting procedures that are consistent with recognized accounting practices, as directed by the auditor.
- 2) Financial matters will be managed in accordance to the regulations, policies and laws that direct the business of COS (i.e. Societies Act, Corporate Tax Act, Income Tax Act, etc.)

**JASPER COMMUNITY TEAM SOCIETY
POLICY**

HEADING: Governance of JCT

TOPIC: Financial Management

Number: 2.00.11

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Annual Budget

The Team Executive will review and approve an annual budget prior to, or at the January meeting each year. The approved budget will reflect COS priorities and represents a realistic assessment of the following:

- 1) Funding anticipated during the program year.
- 2) All cost of operating COS programs and services and those of the Society.
- 3) Three executive members will have signing authority at the TD Canada Trust Bank to deal with financial matters and to sign cheques. Viewing Privileges may be given to contractors as required.
- 4) All donations will be used to support the objectives of this society as registered with Revenue Canada.
- 5) Petty cash – a float of \$100.00 to be available for smaller expenditures and will be submitted for reimbursement prior to the \$100.00 maximum. This fund to be maintained by Treasurer or contracted persons.

Appendix

- A) By-laws
- B) Expenses
- C) Community Representative, CAT, description of role
- D) Relationship between the Municipality of Jasper and Jasper Community Team Society

Appendix A

Jasper Community Team Society Bylaws

MEMBERSHIP

1. Membership fee in the Jasper Community Team Society, hereinafter referred to as the Society, shall be determined, from time to time, by the members at a general meeting.
2. Any person residing in Jasper, being of the full age of 18 years and representing an agency serving the Jasper community or wishing to become a member representing a specific age group, may become a member by a favourable vote passed by a majority of the members at a regular meeting of the Society, and upon payment of the membership fee. Such voting shall be by show of hands, unless the meeting, by resolution, otherwise decides. Any person under the age of 18 years may in the same manner become a member upon payment of half the said fee.
3. Agency and community representatives wishing to become Society members are invited to apply to the Secretary. Notification of support by the agency's Board (and/or management) must accompany an agency representative's application.
4. Any member wishing to withdraw from membership may do so upon a notice in writing to the Society through its Secretary. Any member upon a majority vote of all members of the Society in good standing may be expelled from membership for any cause which the Society may deem reasonable.

CHAIR

5. The Chair shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the Jasper Community Team Society and of the Executive. In his/her absence, the Co-Chair (Vice Chair) shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

EXECUTIVE COMMITTEE

6. Executive Committee, Executive, Board of Directors or Board shall mean the Board of Directors of the Jasper Community Team Society.
7. The Executive Committee shall, subject to the Bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society, and meetings of the Executive shall be held as often as may be required, but at least once every three (3) months, and shall be called by the Chair. A special meeting may be called on the instructions of any two (2) members provided they request the Chair in writing to call such meeting and state the business to be brought before the meeting. Meetings of the Executive shall be called by seven (7) days' notice in writing or three (3) days' notice by fax or phone. Fifty percent (50%) of the Executive membership shall constitute a quorum.
8. A person appointed or elected a director becomes a director if he/she was present at the meeting when being appointed or elected and did not refuse the appointment. A person also may become a director if he/she was not present at the meeting but consented in writing to act as director before the appointment or election, or within ten (10) days after the

appointment or election, or if he/she acted as a director pursuant to the appointment or election.

9. Any director or officer, upon a majority vote of all members in good standing, may be removed from office for any cause which the Society may deem reasonable.

- (i) For the conduct of Executive business, the Executive Committee members may exercise a vote in absentia, through phone, e-mail or fax, or exercise the conduct of an electronic meeting.

- (ii) An executive member may hold an Executive position for two terms (2 years for a term) to a total of four (4) years, and will then be required to step down for one year, prior to sitting as an Executive for another term.

SECRETARY

10. It shall be the duty of the Secretary to attend all meetings of the Jasper Community Team Society and of the Executive and to keep accurate minutes of the same. He/she shall have charge of the Seal of the Society which whenever used shall be authenticated by the signature of the Secretary and the Chair or in the case of the death or inability of either to act, by the Co-Chair. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Executive Committee. The Secretary shall have charge of all of the correspondence of the Society and be under the direction of the Chair and the Executive Committee.

11. The Secretary also shall keep a record of all the members of the Society and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Society. Such monies shall be turned over promptly to the Treasurer.

TREASURER

12. The Treasurer shall receive all monies paid to the Society and be responsible for the deposit of same in the Bank. He/shall shall properly account for the funds of the Society and keep such books as may be directed. He/she shall present a full detailed account of receipts and disbursements to the Executive whenever requested and shall prepare for submission to the Annual Meeting, a statement duly audited of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society. The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officer shall so decide.

AUDITING

13. The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Society elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Jasper Community Team Society. The fiscal year of the Jasper Community Team Society in each year shall be January 1 to December 31.

14. The books and records of the Jasper Community Team Society may be inspected by any member of the Society at the Annual Meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Executive Committee shall at all times have access to such books and records.

- 15.

MEETINGS

15. The Jasper Community Team Society shall hold an Annual Meeting on or before the end of April in each year, of which notice in writing to the last known address of each member shall be delivered in the mail or by fax or email, seven (7) days prior to the date of the meeting. At this meeting there shall be elected a Chair, Co Chair, Secretary, Treasurer, and three directors. The officers and directors so elected shall form an Executive and shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting, provided it is so stated in the notice calling such meeting. Any member in good standing shall be eligible to any office in the Society.
16. General meetings of the Jasper Community Team Society may be called at any time by the Secretary upon the instructions of the Chair or Executive by notice in writing to the last known address of each member, delivered in the mail, or by e-mail or fax, seven (7) days prior to the date of such meeting. A special meeting shall be called by the Chair or Secretary upon receipt of a petition signed by one-third of the members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the mail, or by e-mail or fax, five (5) days prior to the meeting.
17. Meeting dates and times will be advertised and meetings will be open to the public.
18. Fifty percent (50%) of members in good standing shall constitute a quorum at any meeting.

VOTING

19. Any member who has not withdrawn from membership nor has been suspended or expelled shall have the right to vote at any meeting of the Society. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

20. Unless authorized at any meeting and after notice for same shall have been given, no officer or member of the Society shall receive any remuneration for his/her services.

BORROWING POWERS

21. For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without the sanction of a Special Resolution of the Society.

BYLAWS

22. The Bylaws may be rescinded, altered or added to by a 'Special Resolution'.
23. Policy and Procedures will be developed by the Society and be kept up to date and held by the Secretary.

Dated _____.

Appendix C

Roles of Community Representative:

Community rep. works with team to help:

- ✿ Identify emerging issues
- ✿ Problem solve to address emerging issues and to make recommendations for programs and strategies
- ✿ Share resources
- ✿ Provide mutual support for team members
- ✿ Attend and participate in monthly meetings
- ✿ Opportunity to work on committees that may be looking at more indepth strategies
- ✿ Sit on Jasper Community Team (Society team that help set overall direction, secures funding etc, meets 4 times a year)

Why we need Community Representatives on these teams.

Most of the members represent agencies, some from out of town. Agency members often come from the perspective of the agency they represent. Community Reps have the advantage of not having an alliance to any particular agency. A community representative may be a user of the services and has the perspective of how things *really* work. A community representative may also have connections outside of those of the agencies around the table, therefore add yet another perspective to issues.

What's in it for a Community Representative?

- ✿ It's a great way to know what's going on in town
- ✿ It's a great way to contribute to making Jasper a better place to live
- ✿ It's a great way to meet other caring people

Confidentiality

It is the intent of these committees to be a general action committee. The team will not refer to particular names, individuals or cases at these meetings. Although case conferencing is not to be part of the CAT's mandate, case conferences may be initiated as a recommendation from this group. If, by chance, individual names or circumstances are mentioned, the intent is that the information would be held in confidence and not shared outside of the meeting. Community representatives will be asked to sign a confidentiality agreement.

Appendix D

GUIDELINES

Roles and Responsibilities of the *Jasper Community Team Society*

To raise funds and receive donations:

- **for contracted services to coordinate the communications and activities of the Jasper Community Team;**
- **for a flexible and discretionary fund, the Caring Community Fund, to overcome barriers for clients of the Community Outreach Services program; and**
- **for programs and projects of the Jasper Community Team.**

The *Jasper Community Team Society* acts as the Grant Recipient for these funds.

It is understood that the Jasper Community Team Society is solely responsible for its operations which include, but are not limited to, the following:

- 1. Determining the composition of its Board and Executive in accordance with the Societies Act and bylaws.**
- 2. Ensuring Society status is maintained.**
- 3. Providing annual financial reports as required.**
- 4. Providing reports to the funding agencies as required.**
- 5. Hiring, supervising and dismissing *Jasper Community Team Society* contractors.**

Note: The Municipality of Jasper does not accept any financial liability for the operation of the *Jasper Community Team Society*.

Roles and Responsibilities of the Municipality of Jasper

- 1. The Municipality of Jasper shall provide the necessary infrastructure support and services (e.g., administrative support, supervision, office space, office furniture and equipment, payroll and accounting services) for the operation of the Community Outreach Services program, as described in the Community and Family Services Department's Business Plan and as approved by Municipal Council.**
- 2. The Municipality of Jasper shall receive contributions from the *Jasper Community Team Society* (and other sources) for the pool of funding for Community Outreach Services' for Outreach Worker wages and benefits.**
- 3. The Municipality of Jasper shall provide access to insurance coverage to the *Jasper Community Team Society* through the Municipality's insurance provider.**

POLICY

The Jasper Community Team is a network of human service providers, businesses and community members which fosters the social wellbeing and health of Jasper residents by pooling resources to animate its intersectoral collaborative work.

The Municipality of Jasper, as a member of the Jasper Community Team, recognizes that its unique relationship with other service providers is mutually beneficial and that, by working together, a better range of human services, including Community Outreach Services, can be provided to Jasper residents.

The *Jasper Community Team Society* is a fundraising arm of the Jasper Community Team.

The Municipality of Jasper supports the *Jasper Community Team Society* in its efforts, as an incorporated body, to sustain the work of the Jasper Community Team.

