

Comox Valley ElderCollege Governance Manual 2025 - 2026

- Articles of Governance
- Bylaws
- Policies and Procedures
- Roles and Responsibilities

This manual is accurate as of **May 2025**. Enquiries about more recent changes should be directed to the CVEC Chair, through the office of the NIC Liaison, (250) 334-5005

Acknowledgement of First Nations

North Island College and Comox Valley ElderCollege are honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuuchahnulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories the colleges' campuses are situated.



“Sisiutl & Box of Treasures”[©] by Peter Dawson

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Introduction

Comox Valley ElderCollege (CVEC) policies have been designed and developed using general policies and overall guidelines that are similar to those of North Island College (NIC). CVEC acknowledges that this Governance Manual is designed in the same format and includes generous extracts from the NIC Policy and Procedures Manual.

This Governance Manual includes:

Articles of Governance

These articles of governance establish a framework for CVEC's operation.

Bylaws

These bylaws are the high-level governing documents for CVEC and establish rules for its day-to-day management. The bylaws take precedence over policies and cannot be adopted or changed without approval of the members at an Annual General Meeting or Special Meeting.

Policies and Procedures

These policies provide guiding principles that set the direction for CVEC. They are directives from the top of the organization and their purpose is to influence behaviour, ensure consistency in approach, create a level of uniformity in member and volunteer rights and responsibilities, and provide rules and guidelines under which we operate as a collective and as individuals within CVEC.

Procedures are process specific and detail the steps to be taken to achieve an objective. Procedures may be included within CVEC policy and are in CVEC Standing Committee Handbooks.

If there is a conflict between this document and the NIC Policy and Procedure Manual, the latter has precedence, for as long as the current Memorandum of Understanding between CVEC and NIC is in effect (Appendix A).

DEFINITIONS:

“**CC**” means the Curriculum Committee of Comox Valley ElderCollege

“**Chair**” means the Chair of the Executive Committee of Comox Valley ElderCollege

“**CommsC**” means the Communications Committee of Comox Valley ElderCollege

“**CVEC**” means Comox Valley ElderCollege

“**Director**” means the Regional Director, Continuing Education and Training, North Island College

“**GDWG**” means Governance Documentation Working Group

“**ITSG**” means IT Support Group

“**Liaison**” means the North Island College/Comox Valley ElderCollege Liaison Officer

“**Member**” means a person who qualifies for, and has purchased, a membership in Comox Valley ElderCollege

“**MSC**” means Member Support Committee of Comox Valley ElderCollege

“**NIC**” means North Island College

“**Quorum**” means the number of a group or organization required to be present to transact business, in this case, the Members at an AGM or Special Meeting, Executive Committee, and Standing Committees of Comox Valley ElderCollege.

“**Policy**” means specific courses of action that will govern the operations of the organization in general or on a specific topic, or what is to be done.

“**Procedure**” means methods of carrying out a policy, or how it is to be done

“**SPWG**” means Strategic Planning Working Group

“**Volunteer**” means an adult who has committed to provide services as a member of, or on behalf of, Comox Valley ElderCollege, without remuneration and in support of Comox Valley ElderCollege’s mission, vision and values.

“**VSC**” means Volunteer Support Committee of Comox Valley ElderCollege.

“**Working Group**” means a group requested by the Executive Committee to address specific issues and serving at the discretion of the Executive Committee.

PART ONE: ARTICLES OF GOVERNANCE

1. Name

Comox Valley ElderCollege (CVEC)

2. Mission, Vision and Values Statements

Mission:

Enhancing the quality of life for older adults in our community by offering affordable opportunities for continued learning.

Vision:

That CVEC is seen as a leader in providing programs that inspire and enable older adults in our community to continue learning and sharing their knowledge and skills.

Values:

- High ethical standards
- Volunteer-driven, in terms of management and delivery
- Self-funded operation
- Delivery of high quality, enriching instruction in all areas
- Responsive to member needs and interests
- Inclusive (open to all, across our community and demographic)
- Collaborative – across all areas of CVEC and within NIC.

3. CVEC and North Island College (NIC) Relationship

This relationship extends from the current Memorandum of Understanding (MOU) between CVEC and NIC and is described therein. See Appendix A.

4. Membership

Open to anyone aged 50 or over.

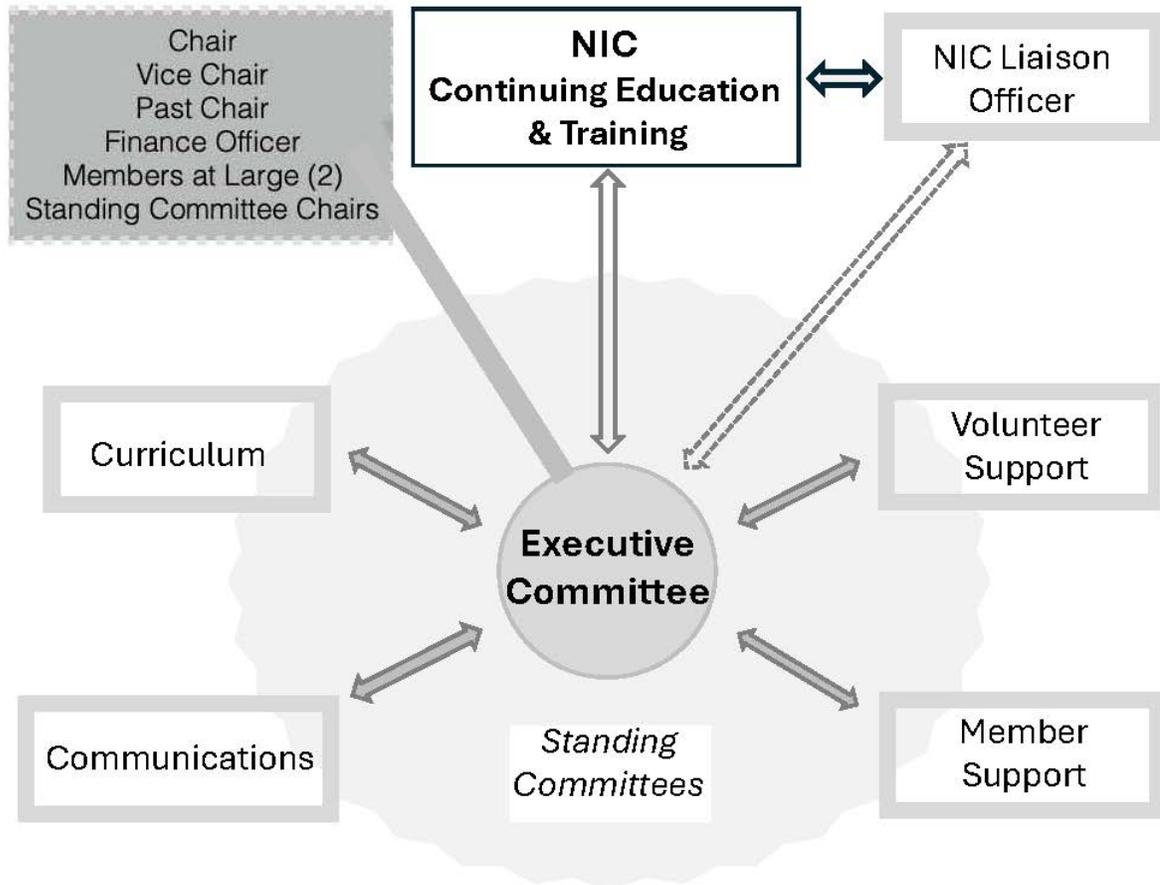
5. Executive Committee Officers

The Executive Committee shall be composed of a Chair, a Vice-Chair, the Chairs of the Standing Committees, two Members-at-Large, a Finance Officer, Recording Secretary and the Past Chair. All, except the Recording Secretary, shall be voting members.

6. Amendments to the Articles of Governance

Amendments to the Articles of Governance may only be made at an Annual or Special General Meeting. A majority vote of attending members is required for adoption of an amendment. It is mandatory to give 14 days' notice to the general membership for a proposed amendment to the Articles of Governance.

CVEC Structure and Internal Relationships. May 2025



PART TWO: BYLAWS

1. The Executive Committee

- a) The Executive Committee is responsible for the governance of the CVEC within the context of the CVEC Mission, Vision and Values Statements, Code of Conduct (Policy 3.7.1), and Executive Committee Expectations (Part Four, Section 4.1.). In particular, the Executive Committee shall be responsible for all decisions arising from recommendations of its Standing Committees and special Working Groups, maintaining appropriate links with the senior leadership team of NIC, the Comox Valley community and other institutions for lifelong learning, and for supporting the Standing Committee Chairs/Co-Chairs in the management of their committees.
- b) The Executive Committee consists of elected Executive officers and ex-officio members, and an appointed Finance Officer. The elected officers, hereafter referred to as “the Executive”, include the Chair, Vice Chair, two Members at Large, and the previously elected Past Chair. Ex-officio members include Standing Committee Chairs/Co-Chairs.
- c) All members of the Executive Committee must hold current CVEC membership.
- d) The Executive, with the exception of the Past Chair, will be elected at the Annual General Meeting (AGM) for an initial one-year term in a specific role. At the option of the individual so elected, and with the consent of the Executive Committee, any of them may stand for re-election at the AGM to serve a second one-year term.
- e) The Executive Committee may recommend to CVEC members at the AGM that the term of any elected member of the Executive be extended for one additional year, when special circumstances warrant.
- f) The former Executive Chair shall continue to be a member of the Executive as Past Chair until such time as there is a Past Chair to replace them.
- g) The Finance Officer will be appointed by the Executive Officers. There will be no set term limit.
- h) Following the AGM, the Executive Officers will meet to confirm the Chairs/Co-Chairs of Standing Committees as ex-officio Executive Committee members and the appointment/re-appointment of the Finance Officer.
- i) Should an elected Executive position become vacant mid-term, the Executive Committee shall appoint a member of CVEC to serve the remainder of the term. If the vacated position is a Chair/Co-Chair of a Standing Committee, that committee will be asked to appoint a new Chair/Co-Chair for their committee.
- j) The Executive Committee may from time to time appoint non-voting members to serve as members of special Working Groups, resources, or project leads (e.g., Recording Secretary; Correspondence Secretary; Researcher; Historian). These shall serve solely at the discretion of the Executive Committee and report on identified issues as requested by the Executive Committee.
- k) The Executive Committee will meet at least monthly during the fall and winter sessions (August to November and January to April). Additional meetings may be held at the call of the Chair.
- l) Should a Standing Committee choose to operate on the basis of co-chairmanship, each co-chair shall have equal authority and either or both may represent their committee at Executive Committee meetings, but each committee shall have only one vote.

2. Standing Committees

- a) Standing committees will be established to manage specific aspects of ElderCollege operations as determined from time to time by the Executive Committee.
- b) All voting members of Standing Committees must hold current CVEC membership.
- c) The Roles and Responsibilities of each Standing Committee and special Working Group shall be approved and monitored by the Executive Committee.
- d) Committee policies and procedures shall be in accordance with the CVEC Governance Manual.
- e) The Chair/Co-Chairs of each Standing Committee will present monthly written reports as well as recommendations to the Executive Committee on issues within the terms of reference of their particular committee.
- f) Two committee structures are recommended – at the option of individual committees.

Option A:

Chair

Vice Chair

Members

Resource Person/Project Leader

Option B:

Co-Chair

Co-Chair

Members

Resource Person/Project Leader

- 1. Notes: A resource person or project leader may, at the invitation of a Committee Chair or Co-Chair, attend committee meetings, speak and be consulted on issues affecting them, but shall not have a vote.
- 2. The number of members for each Standing Committee shall be commensurate with the level of its activity and workload.

3. Standing Committee Membership and Tenure Guidelines

- a) Standing Committee Chairs/Co-Chairs or Vice Chairs are appointed from the Standing Committee or directly (e.g.: as a result of a recruitment campaign) and shall serve for an initial two-year term subject to renewal for up to two additional years to a maximum of four years. Wherever possible, the terms of these positions should overlap to avoid a leadership void situation and to promote continuity. Immediate past holders of these positions should, where possible, be available as a resource to incumbents.
- b) A Committee Chair/Co-Chair may serve for an additional year as Past Chair/Co-Chair of the Committee or until such time as there is a Past Chair/Co-Chair to replace them. Thereafter, they are required to take a one-year break before serving further on that committee as Chair/Co-Chair.
- c) As a guideline, other voting members of Standing Committees are appointed by the Committee Chair/Co-Chair for one year initially, renewable annually.

- d) The Committee Chair/Co-Chair are responsible for maintaining records pertaining to the members and for managing their committee and volunteers and shall notify the Executive Committee and the Volunteer Support Committee of changes in committee membership.
- e) The Volunteer Support Committee will support all Standing Committees with the recruitment of committee members. In circumstances where all reasonable efforts to recruit a replacement should fail, exemptions to the temporary tenure guidelines may be granted by the Executive Committee.
- f) Members shall serve on only one Standing Committee at any given time in order to ensure there are no conflicts in dealing with issues and to limit the potential of members becoming overcommitted.

4. General Membership

- a) An annual fee is to be set each year at the Annual General Meeting upon recommendation by the Executive Committee. This fee entitles the member to register for courses and other learning opportunities offered by the CVEC subject only to enrollment limitations due to space and other constraints that may exist from time to time, and to enjoy such special privileges as are negotiated with NIC and any other organization.
- b) A member must be in good standing to be eligible for nomination to a CVEC Committee and to be eligible to vote at General Meetings of CVEC.
- c) The annual membership period shall be from September 1st to August 31st. Annual membership may be purchased any time after May 1st for the upcoming academic year.

5. General Meetings

- a) The Chair (or Vice Chair when the Chair is not available) shall preside over General Meetings. If neither is in attendance, those present shall choose a chair.
- b) An Annual General Meeting will be held each year between the end of March and early June, at a date to be selected by the Executive Committee. An agenda, prepared by the Executive Committee, will be available to the membership at least 14 days in advance of the meeting. The agenda shall include Committees' Annual Reports for the year ending March 31st.
- c) Special General Meetings may be called at any time by the Executive Committee, either in response to a petition by one third of the general membership or independently by the Committee, and subject only to an agenda being made available to the membership at least 14 days in advance of such meeting.
- d) A majority vote of attending members is required for conducting the business of a General Meeting.

6. Elections of Executive Officers

- a) Except as otherwise stated in this document, elections shall be held annually at the AGM.
- b) A Nominations Committee composed of the Executive Committee Past-Chair and two other CVEC members as approved by the Executive Committee will solicit names of potential candidates from standing committee chairs, the Volunteer Support Committee and the wider CVEC membership. The Nominations Committee shall interview the candidates and make recommendations for persons to fill the positions of Chair, Vice-Chair and two Members-at-Large.

- c) Voting at an AGM shall be by a show of hands of attending CVEC members in good standing.

7. **Conduct of Meetings and Quorums**

- a) Voting and conduct of meetings in general, shall follow Robert's Rules of Order.

- b) **Quorum Policy:**

CVEC meetings may, at the discretion of the chair, go ahead even if a quorum is not achieved. However, there can be no voting on issues and all recommendations and suggestions that are developed must be ratified at a subsequent meeting before they can have legal effect.

If circumstances are such that a quorum can be achieved after the arrival of latecomers, the Chair has discretion to decide whether to reintroduce and vote on issues previously raised.

- c) **Executive Committee Quorum**

The Executive Committee quorum is established as half (50%) of the voting members plus one. The voting members are the Chair, Vice-Chair, Members-at-Large, Past-Chair, Finance Officer and Standing Committee chairs. The Recording Secretary does not have a vote.

A proxy can be assigned to a vice-chair or other individual appointed to represent a committee chair. The positions of Past-Chair and Member-at-Large shall not have a proxy. At no time can there be more than one proxy vote for each standing committee.

- d) **AGM and Standing Committee Quorum**

The quorum for the Annual General Meeting and Special Meetings will be 2% of the current membership of CVEC. The quorum for ElderCollege Standing Committee meetings will be a majority of the Committee members.

8. **CVEC Course and Membership Fees and Refunds**

- (a) CVEC course and membership fees shall be set by the Executive Committee, in consultation with both the CVEC Finance Officer and the Curriculum Committee.

- (b) Membership fees are not refundable.

- (c) On behalf of CVEC, NIC will return the course fee to a CVEC member who drops a course, single lecture within the Lecture Series, the full Lecture Series, or the special one-time-only lecture, from the time of registration **up to seven calendar days** before the start date of the course, the first lecture in the Lecture Series, or the special lecture.

- (d) CVEC members who drop a course or Lecture **with less than seven calendar days** to the start of the course, the first lecture in the Lecture Series, or special lecture, will not receive a refund.

- (e) If a course is cancelled because of the closure of the campus by NIC for reasons beyond their control (e.g.: weather; threat to public health/safety), fees for any course or Lecture Series already begun shall not be refunded. In these circumstances, every effort will be made by NIC and CVEC to reschedule the class or lecture. For courses not yet started NIC will offer reimbursement on behalf of CVEC.

- (f) In the case of the cancellation of a short course or a one-time-only special lecture outside the Lecture Series, a refund will be processed by NIC on behalf of CVEC if the course has not already started.

- (g) In other extraordinary circumstances, requests from a member for a refund of a course

fee may be considered only if recommended by the Chair of CC and approved by the Director.

9. Registration

Registration in all CVEC courses, including a Lecture Series, is restricted to current members of CVEC.

- a) Registrations are non-transferable and members unable to attend a particular session or lecture may not transfer their place to any other person.
- b) Members who did not register for a Lecture Series may attend a Lecture, if seating is available, subject to cash payment of the required fee at the door. Admission in these circumstances shall be on a first come, first served basis.
- c) Non-member guests will be accommodated in a lecture only if there is sufficient space and a member in good standing accompanies them.
- d) Admittance to a Lecture may also be granted to guests of the lecturer, as arranged with the lecture coordinator.
- e) The Chair may, on an exception basis, authorize additional Lecture attendees.

10. Amendments to the Bylaws

These bylaws shall be amended only at an Annual General Meeting or Special General Meeting and shall require a majority vote of attending members for adoption. It is mandatory to give 14 days' notice to the general membership for a proposed amendment to the Bylaws.

PART THREE: POLICIES AND PROCEDURES

Section 3.0 - ORGANIZATION AND RELATIONSHIP

Policy 3.0.1: Working Relationship between CVEC and NIC

1. POLICY

CVEC operates as a self-funding program of NIC and thus there is a desire and a need for both parties to maintain a strong working relationship.

2. PURPOSE

To provide an overview of the working relationship between CVEC and NIC, based upon the terms of the current Memorandum of Understanding (Appendix A).

3. GUIDELINES

- a) The effective operation of CVEC is the joint responsibility of the Chair and the Director.
- b) The day-to-day communication between NIC and CVEC will be conducted through the Liaison.
- c) The Director (or a designate) plays a pivotal role in any interaction and coordination between the CVEC Executive Committee and the Senior Leadership Team of NIC. When appropriate, as requested by the Director, the Chair or a designated CVEC representative may participate in the deliberations of NIC planning groups, conferences, councils, and meetings.
- d) It is recognized that meetings of the CVEC Executive Committee may, from time to time, have agenda items where immediate comment from the Director would be appropriate and timely. In these instances, the CVEC Executive Committee will request the attendance of the Director, or an appropriate representative.
- e) In the event of an Emergency on campus the procedures shown in Appendix G should be followed. Any incident on campus that might impact the safety of a CVEC member should be reported using the Incident Report Form available from the Liaison (See Appendix F). Concerns about NIC facilities on campus may be reported to the Liaison and/or NIC Facilities Helpdesk: Ext 5039 / Office: 250-334-5039 / Cell: 778-585-5591.
- f) Guidelines regarding personal conduct on campus are provided in Policy 3.7.1 herein.
- g) In the event there are any differences between the Policies and Procedures of CVEC and those of NIC, CVEC will liaise with and respond to the Director, or the appropriate person as delegated by NIC, with a view to resolving the issue.

4. NIC General Responsibilities

NIC is responsible for providing facilities (see campus maps in Appendix H), services and support to CVEC on a "Service Fee" basis, including, but not limited to:

- a) Course and membership registration
- b) Collection of fees
- c) Payment, accounting and reporting services through the NIC financial system
- d) Issuing of student cards
- e) Maintaining a membership list
- f) Maintaining appropriate curriculum and financial records

- g) Providing access to meeting rooms and classrooms
- h) Maintaining a CVEC presence on the NIC website
- i) Providing appropriate administrative support to CVEC.

5. CVEC General Responsibilities

CVEC is responsible for:

- a) the development, financing and delivery of its own curriculum, programs and events;
- b) avoiding potential conflict with the mandate of NIC Continuing Education and Training and other groups and agencies offering lifelong learning opportunities;
- c) attracting and coordinating a volunteer workforce to conduct CVEC activities.

These responsibilities may be further described in other sections.

6. PROCEDURES

An inter-departmental review of CVEC-related operations and financial matters will be conducted each November, involving representatives of the NIC Registrar's Office, NIC Finance, NIC Continuing Education & Training, NIC IT Department and the CVEC Executive.

Section 3.1 – MANAGEMENT OF OPERATIONS AND FINANCES

Policy 3.1.1: Policy Development and Administration

1. POLICY

The Executive Committee will provide policy direction for the CVEC conduct of operations consistent with the CVEC mission, vision and values and in harmony with the policies of NIC.

The GDWG (Section 4.9) is the designated lead for the coordination of updates to the CVEC Governance Manual (CVEC GM).

2. PURPOSE

The purpose of this policy is to provide direction for the orderly development, review, approval and promulgation of CVEC policy.

3. GUIDELINES

The GDWG shall ensure the CVEC GM is kept up to date, put into 'pdf' form, and through the Liaison, posted on the NIC/CVEC website. The posted manual will be considered the official version and the front page of the GM will include the following statement:

This manual is accurate as of [**Current Month & Year**]. Enquiries about more recent changes should be directed to the CVEC Chair, through the office of the NIC Liaison, (250) 334-5005

The GDWG will notify the Executive Committee whenever the GM is posted.

4. PROCEDURES

4.1 Policy Amendments

Any CVEC Committee, in areas where they have primary responsibility, can propose a new policy or policy change using the Discussion Proposal Form (DPF) process. All proposed policy or policy amendments shall be reviewed and voted on by the Executive Committee.

The GDWG will be responsible and accountable to the Executive Committee for coordinating the development and approval process for all CVEC policy.

The process steps for administering a DPF from initiation to inclusion in the GM is as follows:

- Proponent to prepare a draft policy in conjunction with GDWG
- present DPF to Executive Committee for discussion, amendment and approval
- GDWG will format the approved policy and include it in the GM

4.2 Policy criteria

All Discussion Proposals will be reviewed to ensure that the following criteria are met:

- it does not contradict existing CVEC or NIC policy
- it is Policy and not a Procedure that is better placed in a committee handbook
- it complies with the prescribed format set out in this policy
- the draft policy is clear and concise and has been examined to avoid redundancy, repetition or wordiness
- the policy does not contain perishable data
- prescribed approval processes have been followed

Any impact on any existing policy, to cause it to be updated or rescinded, will also be assessed and these criteria will be used to assess the continuing relevance and compliance of policy examined in the annual cyclical review.

4.3 Policy Format

Each policy document will be formatted as follows:

Policy Statement:

The policy statement is a directive from the Executive Committee and appears first to delineate its importance. It should be written for the “user” in simple, concise and clear language.

Purpose Statement:

The purpose statement is the “reason” for the policy. It aids in the implementation of the policy and provides information about carrying out an operation.

Guidelines:

Guidelines are intended to guide implementation but are not a step-by-step outline of a process. This section should only be included if necessary.

Procedures:

Many procedural statements outline a required step-by-step process for a designated Committee to action policy. If detailed procedures are necessary for a particular Committee to follow, the procedure should be placed in that Committee’s Handbook. However, CVEC policies and procedures that provide direction to all members and/or more than one Committee, and especially those that require strict adherence to NIC policy and protocol, shall be included in the overarching CVEC policy and CVEC GM.

Definitions:

Definitions are intended to clarify words or phrases that are unclear or of specific application to a particular policy. This section should only be included if necessary.

4.4 Amendments to Policies and Procedures:

Policies and Procedures may be amended at any meeting of the Executive Committee by a majority vote of attending members. One month’s notice of tabling a proposed amendment is recommended.

4.5 Review of Policies and Procedures:

Every year the GDWG will ask the Committee and Working Group Chairs if any Policy or Procedure in the CVEC GM needs amendment. If so, the GDWG will work with the impacted Committees/Working Groups and the Executive Committee to update them. Every third year after May 2026 the GDWG will coordinate a comprehensive review of the GM and initiate the amendment / updating as necessary.

Policy 3.1.2: Financial Management

1. POLICY

CVEC is a self-funding organization and is responsible for its own financial management. CVEC must operate within the financial resources generated by the CVEC activities. NIC provides financial services for CVEC including receiving funds, paying expenditures, and providing monthly financial reports.

2. PURPOSE

To ensure that CVEC operates within its available financial resources.

3. GUIDELINES

CVEC financial management is directed by the Executive Committee's appointed Finance Officer, who manages financial matters on their behalf, in liaison with NIC Finance.

The financial year is from April 1st to March 31st, to accord with that of NIC.

Annual Budgets and Financial Statements

Each year, the CVEC Finance Officer, working with Standing Committee Chairs/Co-Chairs, will be responsible for consolidating the CVEC Committee budgets into an overall budget for recommendation to the Executive Committee. This budget will be submitted to the Annual General Meeting for information purposes.

The CVEC Finance Officer will prepare monthly and annual financial statements to be submitted to all committee chairs and a final statement at the end of financial year that will be made available to the Executive and general CVEC membership.

Revenues

All membership and course registrations are conducted through the NIC registration system. All revenues are collected by NIC and are credited to a specified CVEC account within the NIC financial system. NIC Finance maintains this account and provides monthly reports to the CVEC Finance Officer.

Contracts and Agreements

Formal contracts must be made on behalf of CVEC by NIC. The Executive Committee is responsible for ensuring that financial activities are conducted considering due diligence and financial probity. From time to time, CVEC will need to enter into agreements in its own name (e.g., for catering CVEC events). This it can do provided any attendant financial commitments are covered within the CVEC approved budget or available operating fund surplus (maintained by NIC).

Such Agreements will require signatures as follows:

- The Chair, or
 - The CVEC Executive Vice Chair, plus the CVEC Finance Officer.
- NB The Immediate Past Chair may substitute for either the Vice Chair or Finance Officer, in cases where either one is unavailable.

Expenditure Process

NIC pays or reimburses all CVEC expenditures, as approved by the CVEC Finance Officer. All expenditures should comply with the annual budget. Each committee chair will be responsible for approving expenditures from their budget and for ensuring that expenditures stay within the approved budget. All claims for reimbursement of expenses must be typed and submitted electronically directly to the CVEC Finance Officer using the NIC Request a Payment form. All claims must be approved by the appropriate Committee Chair, or a designated alternate, and be accompanied by a payment receipt or invoice. This may be done via email attachment using scanned PDF copies of the approved documents. NIC Finance will reimburse the purchaser or the supplier directly.

Annual Carry-over

CVEC is mandated to operate within available resources. The available resources include the

annual revenue, as well as any operating funds accumulated from previous years. These funds are available to meet unexpected expenditures or new programs or initiatives by CVEC. In the past they have been used for such items as: improvements to the Stan Hagen Theatre, library enhancements, establishment of bursaries, and donations to the NIC Foundation. Annually, the Executive Committee will review the current CVEC financial position and direct any action to be taken with these funds, taking into consideration recommendations by the Finance Officer. At the end of each financial year, any CVEC operating carry-over (surplus or deficit) will be transferred by NIC to NIC Account 4201 (Deferred Tuition) and designated CVEC.

The funds will be held there until such time as CVEC and NIC agree to their use for specific purposes such as those mentioned above.

Policy 3.1.3: CVEC Endowment Funds

1. POLICY

From time-to-time CVEC will establish and maintain annual bursaries and support the Emergency Fund within the NIC Foundation.

2. PURPOSE

To support the educational goals of NIC by (a) providing educational bursaries to students in areas designated by, and aligned with, the particular interests of CVEC (e.g., related to care for the elderly), (b) making one-time bursaries available to assist students facing emergencies that impact their abilities to complete their studies, and ensure the proper management thereof.

3. GUIDELINES

Using accumulations of 'residual' operating net revenue, self-funding Endowment Funds will be established within and with the cooperation of the NIC Foundation to award annual bursaries. It is intended that the Endowment Funds shall remain intact and in circumstances where the income from related investments does not provide sufficient funds in a given year, CVEC will endeavor to 'top-up' such income by contributions from other available operating income.

CVEC will also contribute to the NIC Foundation Emergency Fund in honour of its Course Leaders.

4. PROCEDURES

Annually, the Finance Officer will confer with representatives of the NIC Foundation on the status of CVEC Endowment Funds and their anticipated investment returns, including any NIC Foundation contribution, and brief the Executive Committee. If the return on investments is insufficient to provide for the full amount of the bursaries, the Executive Committee will request that the CVEC Finance Officer arrange for the necessary top-up from available CVEC operating funds. From time to time, as financial conditions might permit, and after referral to the Executive Committee for approval, additional monies may be transferred to the NIC Foundation to adjust the capital amounts of Endowment Funds.

Toward the end of each teaching semester, the VSC will inform the CVEC Finance Officer of the appropriate amount to transfer to the NIC Foundation Emergency Fund in honour of the Course Leaders teaching during that semester.

Policy 3.1.4: Volunteer Expenses Incurred to Manage or Deliver CVEC Services

1. POLICY

CVEC operates with volunteer management and service delivery. Direct expenses incurred by member volunteers (including course leaders/presenters and lecture series coordinators), in the delivery of service or discharge of their duties, may be reimbursed if approved by a Standing Committee Chair.

2. PURPOSE

To provide for the reimbursement of CVEC volunteers, including course leaders/presenters and lecture series coordinators, for administrative expenses related to the discharge of their duties.

3. GUIDELINES

In the application of this policy the following special circumstances apply:

- Lecture series coordinators may claim, on the same terms and conditions that apply to the presenter, the cost of up to two coordinators to host the traditional post-lecture luncheon with the presenter, as well as the cost of a Friday evening pre-lecture meal with an out-of-town lecturer.
- As CVEC course leaders require a CVEC membership in order to access NIC Wi-Fi to carry out their duties, NIC will, on behalf of CVEC, waive the annual CVEC membership fee for a course leader in the year in which they teach.

4. PROCEDURES

With the exception of the waiving of membership fees, requests for reimbursement for volunteer expenses must be submitted to the CVEC Finance Officer with a Request a Payment form, accompanied by original vendor receipts. All Request a Payment forms must be approved by one of the following procedures, whichever is relevant:

- Those expenses incurred by Standing Committee members must be approved by the appropriate Standing Committee Chair or Co-Chair, unless the amount exceeds \$500 in which case the Finance Officer must approve.
- Those expenses incurred by a Standing Committee Chair or Co-Chair may be approved by another member of the Executive Committee unless the amount exceeds \$500, in which case the Finance Officer, the Chair or the Executive Vice-Chair must approve.

For the waiving of membership fees for course leaders, in advance of the Fall or Winter Registration, the CVEC Curriculum Committee Chair will provide the Liaison with a list of all course leaders for that term. When NIC receives the full list of all CVEC courses being scheduled in the Fall term each year, the Liaison will automatically add the *free* annual membership to the course leader's account. This free membership is valid for the Fall and Winter terms in that year, whether or not the course leader ultimately decides to also teach during the Winter term. Course leaders who decide to only teach during the Winter term will also have their annual membership fee waived.

Policy 3.1.5: NIC Foundation

1. POLICY

In accordance with the Memorandum of Understanding between CVEC and NIC Foundation dated the 22nd day of February 2005 (See Appendix B), CVEC may solicit gifts and donations from its members to support the enhancement of facilities at NIC.

2. PURPOSE

This policy is to provide an opportunity for CVEC members to contribute to the enhancement of facilities at NIC.

3. GUIDELINES

NIC Foundation shall receive and hold donated funds in designated funds. The funds, once received, become the property of the NIC Foundation. CVEC shall conduct its fundraising affairs in a manner that ensures compliance with NIC college policies and Canada Revenue Agency guidelines.

4. PROCEDURES

CVEC will inform members of the existence, purpose and value of the NIC Foundation through:

- a) Articles in the CVEC newsletter,
- b) Distribution of NIC Foundation letters, pamphlets and brochures,
- c) Publication of NIC Foundation activities and events, and
- d) Conduct other support activities as agreed from time to time.

Members wishing to donate or having questions regarding the NIC Foundation should contact the Executive Director of the Foundation directly. NIC Foundation will receive the funds, provide a CRA receipt, and allocate the funds to the CVEC Fund. Annually, NIC Foundation will provide a fund statement to CVEC.

Policy 3.1.6: NIC Service Fee

1. POLICY

CVEC will pay NIC an annual “Service Fee” as compensation for the facilities, services and support NIC provides, that allow CVEC to operate.

2. PURPOSE

To define the terms of payment of the Service Fee

3. GUIDELINES

NIC-provided facilities, services, and support shall include, but not be limited to, those identified in Policy 3.0.1.

In accordance with the MOU signed September 3, 2024 (Appendix A), the annual Service Fee shall be equal to 50% of all tuition fee revenue, i.e., membership and course fees.

4. PROCEDURES

Service Fee payments will be in two installments – one at the end of the fall semester, and one at the end of the winter semester.

Policy 3.1.7: NIC Liability

1. BACKGROUND

Neither NIC nor CVEC carries commercial insurance coverage for students, staff or volunteers either for activities within the college or on field trips. However, both the college and CVEC staff/instructors are protected through the University and College and Institute Protection Program, underwritten by the province of B.C. Students are not so protected. The College has an extension in the wording of its coverage for volunteers. (See Appendix C).

2. POLICY

CVEC will align with NIC policy and seek student liability waivers only for high risk, off campus activities. However, CVEC will state in all program descriptions expected fitness levels for physical activities and any special equipment need - e.g.: proper shoes for hiking. All participants must be registered for courses. If guests or others wish to join a walk, or other activity, they have the required equipment and apparent fitness level needed, and the instructor is willing, it must be explained that they are technically not a part of the group and participate at their own risk. In circumstances where a waiver is determined as desirable CVEC will use the standard NIC waiver form.

3. PURPOSE

The purpose of this policy is to clarify what protection exists and to indicate circumstances where a formal liability waiver should be taken from participants. In addition, to make clear the requirement to advise registrants of the physical and equipment needs for successful program participation.

4. GUIDELINES

- All participants must be CVEC members and registered for the course/activity.
- CVEC members may, if space permits, attend individual lectures within the Saturday lecture series for a fee payable at the door. Non-member guests will be accommodated only if there is sufficient space and a member in good standing accompanies them.
- All course/activity descriptions must make clear the physical and equipment needs considered necessary for successful participation.
- It is the responsibility of participants to ensure they have appropriate medical insurance coverage.
- Where liability waivers are considered necessary, it is the responsibility of the course/activity leader to obtain such prior to commencement of the course or activity and to file the completed forms with the Liaison. All liability waivers shall be course/activity specific.

5. PROCEDURES

Course instructors or leaders, whose courses involve off-site activities, must ensure that each participant is a registered CVEC member and has the necessary equipment and apparent physical attributes to successfully participate. Where this is not so, participation by that individual should be denied. Any non- CVEC members, or members not registered for the course will be handled in accordance with the policy statement above.

- Any incident on campus that might impact the safety of a CVEC member should be reported using the Safety Alert-Incident Report form available from the Liaison (See Appendix F).
- Concerns about NIC facilities on campus may be reported to the Liaison and/or NIC Facilities Helpdesk: Ext 5039 / Office: 250-334-5039 / Cell: 778-585-5591

Policy 3.1.8: CVEC Property Management

POLICY

Acquired property or equipment valued at \$500 or more, unless donated to NIC, will be considered a CVEC asset and will be allocated by the Executive Committee to a specific CVEC Committee as the primary user and caretaker. For inventory tracking purposes the assets will be included in a master *CVEC Register* developed and maintained by the Finance Officer.

PURPOSE

To outline a system to manage and track CVEC's inventory of property.

GUIDELINES

- The purchase or disposal of an asset as defined in this policy requires the authorization of the Executive Committee.
- The Committee designated primary user/caretaker of an asset will implement reasonable measures for its care and control.
- CVEC property will not be loaned or rented to individuals or organizations outside of CVEC.

PROCEDURES

The Finance Officer will establish and maintain a master *CVEC Register* that lists CVEC assets in sufficient detail to identify the designated Committee user/caretaker and to track the location and status of each asset.

Early in each calendar year the Finance Officer will request confirmation of the continuing use/retention of the asset from the designated caretaker committee and update the *Register*.

If a committee determines that an asset under its care and control is no longer needed or is unserviceable, it will bring to the Executive Committee a request and plan for disposal. The *Register* will be updated as appropriate by the Finance Officer.

Policy 3.1.9: Accommodation of Assistants for Members with Disabilities

1. POLICY

CVEC, operating within the NIC Division of Continuing Education, shares in the College's celebration of diversity within its *college community*¹ and the promotion of an open, respectful, barrier-free and supportive learning environment for its members with disabilities.

CVEC is committed to provide its members with disabilities equal opportunities to access the CVEC program through the administration of the principle of reasonable accommodation in conformity with NIC Policy #3.17 – Accommodations and Accessible Learning Services for Students with Disabilities.

2. PURPOSE

The purpose of this policy is to describe the principles, guidelines, procedures and definitions pertaining to the administration of instructional accommodations and accessible learning services as they pertain to CVEC.

3. GUIDELINES

In conformance with NIC's policies and procedures including the Canadian Charter of Rights and Freedoms, the BC Human Rights Code and other relevant legislation, CVEC shall provide *reasonable accommodation*², to the point of *undue hardship*³.

In the event that the required accommodation exceeds CVEC's capacity of authority the request for accommodation will be referred to NIC Department of Accessible Learning Services (DALs).

In the event that the services of an assistant are required to accommodate the requirements of an applicant, space will be made available to the assistant at no added cost.

4. PROCEDURES

Application for disability accommodation by a member will be referred to the Chair/Co-Chair of the Member Support Committee (MSC) who, in consultation with other committee chairs and the Liaison if necessary, will endeavour to make the appropriate accommodation to the satisfaction of the applicant. If the Chair/Co-Chair of the MSC cannot resolve the issue, the applicant's request will be passed to the Executive Committee for resolution. Failing that, the applicant will be advised of the CVEC decision and referred to DALs.

DEFINITIONS as per NIC Policy 3.17:

1. *College Community* refers to employees and students of NIC including contractors and others who have committed to an agreement with the college to provide services or become learners.
2. *Reasonable accommodation* refers to the ability of NIC to alter the teaching and learning environment to the point of undue hardship.
3. *Undue hardship* is the test of reasonable accommodation. What constitutes undue hardship will vary according to the unique circumstances of each situation. For example, accommodation alternatives that would result in a learning outcome of a course or program requirement being unmet would be seen to be an undue hardship. Financial consequences and safety are other considerations.

Policy 3.1.10: Donations Received

1. POLICY

Occasionally, CVEC may receive donations. These may be for instance, the result of the CVEC Speaker's Bureau activity or individual bequests. Our aim will be to apply such in accordance with the donor's wishes, when stated and wherever possible. In situations where to do this is not feasible for some reason, CVEC will liaise with the donor, or the donor's representative, to reach a mutually agreeable outcome.

2. PURPOSE

To provide operating guidelines on how to handle funds received by way of donation – outside of the delivery of product/service.

3. GUIDELINES

Where no specific request is made as to disposition of a donation, the Finance Officer will make a recommendation to the Executive Committee that the donation be applied to one of the CVEC Bursary Funds held by the NIC Foundation.

4. PROCESS

In all cases where donations are made or offered, they should be directed in the instance to the Executive Committee for consideration and recommendation.

Policy 3.1.11: In Memoriam Donations

1. POLICY

CVEC will recognize the death of a CVEC committee member or long-term volunteer, and/or the *bereavement* of a CVEC committee member and/or long-term volunteer due to the death of a member of their immediate family.

2. PURPOSE

To acknowledge the bereavement of CVEC members and/or to show support to individual committee members and long-term volunteers when their partner/spouse or an immediate family member die.

3. GUIDELINES

Honoring the Passing of CVEC Committee Members and Long-Term Volunteers

Every year at the Annual General Meeting, the CVEC Executive Committee will, on behalf of all CVEC members, recognize committee members and long-term volunteers who died during that year, and make a \$250 memoriam donation to the NIC Foundation in their collective honor.

Bereavement of a CVEC Committee Member or Long-Term Volunteer

When a partner/spouse or an immediate family member of a CVEC long term volunteer or committee member dies, CVEC will make a \$50 donation to a recognized charity selected by the bereaved individual or a CVEC Committee. All such donations will be recommended to, and approved by the Executive Committee. The Standing Committee or Executive Chair will also send a note of condolence to the family on behalf of the CVEC membership.

4. PROCEDURES

Annual Memoriam Donation to NIC Foundation

Upon Executive Committee approval of the \$250 annual memoriam donation to the NIC Foundation.

One Time Memoriam Donation

Upon confirmation that a member of a standing committee or a long-term CVEC volunteer is bereaved due to the loss of a member of their immediate family, the Chair of the Committee will forward a request for a one-time memoriam donation to the Executive Committee for approval. Upon approval by the Executive Committee the recommending committee will submit a Request a Payment form to the Finance Officer. The Finance Officer will arrange for a cheque and provide it to the recommending committee chair. That Chair will submit the donation, designating the CVEC as the donor, and request that the receipt be sent to the CVEC Finance Officer who will place the receipt in the appropriate file.

Policy 3.1.12: Lecture Presenter Expenses & Honoraria

1. POLICY

In keeping with its commitment to volunteerism, CVEC does not offer honoraria to presenters in lecture series or any other course component. However, CVEC will reimburse non-member lecture presenters reasonable related expenses incurred.

2. PURPOSE

To outline the conditions and terms under which lecture presenters will be reimbursed for reasonable expenses, maintaining an equitable approach between those who contribute their time and expertise to CVEC programs.

3. GUIDELINES

Our mission: "Enhancing the quality of life for older adults in our community by offering affordable opportunities for continued learning".

These guidelines are intended to promote such affordability while recognizing: (a) the contribution of time and expertise provided by lecture presenters who are frequently from 'out of town' and, (b) offering a reasonable level of hospitality, designed to have presenters feel welcome and appreciated by CVEC and our wider community.

CVEC will reimburse lecture presenters with:

- The cost of their own travel to the Comox Valley, including air transportation at economy rates, when reasonably necessary. *CVEC will not reimburse travel costs for accompanying spouse/partner.*
- Use of personal vehicles for transport will be reimbursed at the current NIC rate per kilometer, plus ferry fares when applicable.
- Overnight accommodation on the Friday preceding a lecture at a local hotel. One double room – at preferred NIC rates and including the cost of Saturday breakfast.
Note - Such accommodation normally booked in advance by the lecture series coordinator. In a situation where the lecturer presenter prefers to stay with relatives or friends CVEC will reimburse for a host gift to a value no greater than \$75.00.
- The cost of their food/drink (and spouse/partner if accompanying presenter) on Friday evening – a maximum of \$50.00 each is recommended. When possible and appropriate this event will be hosted by a CVEC lecture series coordinator.
- In addition, a CVEC series coordinator will host a 'thank you' luncheon after each Saturday lecture for the presenter (and spouse/partner if accompanying presenter). A maximum of \$30 each is recommended. Others may attend this event at their own expense.
- Original receipts will be required for all reimbursements and must be submitted for payment as appropriate using established CVEC procedures and the Request a Payment form.
- In any event where expenses are anticipated to be outside of these guidelines or outside of the approved Committee budget, the prior approval of the CC Chair or, if necessary, the Chair must be obtained in writing.

Note: In circumstances where a lecture presenter normally resides within the boundaries of the Comox Valley, no expenses or accommodation costs will be reimbursed but the Saturday 'thank you' lunch will be offered under the terms outlined above.

Policy 3.1.13: Software Expenses

1. POLICY

Generally, CVEC will not pay for a volunteer's computer software either as an outright purchase or licensing arrangement. Exceptions to this general rule may be considered when there is a demonstrated requirement for a capability outside the 'normal' range of general use software and not something that a committee volunteer has, or might reasonably have, for their personal use.

2. PURPOSE

To clarify CVEC's position of the purchase or renting of computer software, recognizing regular volunteer turnover, licensing limitations and differing hardware requirements.

3. GUIDELINES

- Expected frequency/intensity of use will be considered against the alternative of outsourcing solutions.
- CVEC will not make payment or partial payment to a volunteer who already has such software capability or who wishes to update such.

4. PROCEDURES

- Requests for funding shall be routed in the first instance through the ITSG.

Policy 3.1.14 Communications to the Membership

- 1. POLICY:**
Comox Valley ElderCollege wishes to ensure that its membership is well informed of all aspects of the organization. Therefore, periodically CVEC may wish to provide information and updates to the complete membership.
- 2. PURPOSE:**
The purpose of this policy is to ensure that all outgoing information is accurate and is aligned with the goals of CVEC as determined by the Executive Committee.
- 3. GUIDELINES:**
This policy only addresses communications sent to the full membership. Communication between a specific course instructor and the individuals currently registered in the specific course are excluded from consideration within this policy.
- 4. PROCEDURES:**
All communications to the full membership must be approved by an elected member of the Executive Committee or Past Chair.

Policy 3.1.15: Document Management and Control

1. POLICY

Although CVEC is not a legal entity, CVEC should maintain and archive key documents, including but not limited to: MOUs, Articles of Governance, Bylaws, Policies and Procedures, Roles and Responsibilities, Committee and AGM Minutes, Committee Membership lists, publications, images and other key documents as decided from time to time.

2. PURPOSE

To describe the guidelines and responsibilities for management and control of all documents and images created within CVEC.

3. GUIDELINES

- All chairs/co-chairs of Standing Committees and groups within CVEC will be responsible for implementing document management and control activities within their area of responsibility. This includes the archiving of key documents such as Minutes, Handbooks, Guidelines, Procedures, Roles & Responsibilities, related documents and images.
- The GDWG will be responsible for the preparation and maintenance of CVEC MOUs, Articles of Governance, Bylaws and Policies.
- The ITSG will be responsible for management and control of a secure online CVEC Archive. For documents and images that are stored online, appropriate action will be taken to ensure the security of access to the online accounts and the assets within them, in compliance with Policy 3.1.16.
- Document management will be governed by security and privacy policies of CVEC, NIC and Provincial privacy legislation.
- It is intended that, when possible, current copies of selected key documents will be posted to the CVEC website.

4. PROCEDURES

- In order to establish a 'corporate' source of information, people, events and activities at CVEC and to maintain a depository of documents, by the end of each academic year the Executive Committee Recording Secretary will gather together electronic copies of AGM Minutes (including AGM committee reports), Executive Committee Minutes, annual financial statements, records of Motions, Standing Committee Reports (monthly and special activities) and committee contact lists and liaise with ITSG to file these in the online CVEC Archive.
- Each Standing Committee and group will also maintain electronic copies of their documentation as required to ensure effective continuity of their efforts, using a File Naming and Folder system that is documented, simple and easy to maintain. In the event a committee or group creates documentation, images or publications that have not been submitted to the Executive Committee but which it feels should be retained with the central CVEC Archive, such documents will be passed to the ITSG by the end of each academic year for appropriate retention in the online CVEC Archive.
- As electronic media change over time and some formats become obsolete, ITSG will liaise with all Standing Committees and groups as appropriate to ensure compatibility of electronic files in a currently accepted format.

Policy 3.1.16 Security of Access to Digital Accounts and Assets

1. POLICY

This policy applies to management of access to digital accounts for services (e.g., Zoom; OneDrive) that CVEC may use for facilitation of ElderCollege management meetings, course delivery, document management, communications, etc. and access to the assets within said accounts.

2. PURPOSE

As with any asset, access to digital assets (e.g., documents, photos, videos, etc.) needs to be controlled to ensure each asset's security, consistent with respect to the asset's privacy level classification and approved usage. Any individual shall need to Log-In to gain access to a CVEC digital asset. The Log-In procedure will identify the individual who is accessing an asset (to counter impersonation) and will ensure that access is limited to those individuals who are authorized to use the asset by virtue of their role in CVEC.

3. GUIDELINES

1. Account Log-in credentials must conform to ITSG Standards and Guidelines (e.g., Password complexity)
2. Establishing any digital service account must be done in consultation with the Liaison. Any fees for the digital services will be managed through the NIC CVEC account.
3. The ITSG will be accountable and responsible for:
 - o Developing and documenting appropriate access control procedures for digital services including the creation of access security standards and guidelines, which will comply with NIC security standards as a minimum (e.g., Sign-on ID and robustness of Passwords).
 - o Determining the CVEC roles involved with the use of digital services, the procedures for those services, and the expected responsibilities for those roles and those procedures. This includes approving the delegation of certain procedures and responsibilities to other committees.
 - o Ensuring that the names of individuals provided with access to digital accounts are recorded.
 - o Wherever possible, assigning the control of a digital account to one individual to enable audit tracking.

Section 3.2: Curriculum and Programs

Policy 3.2.1 – Curriculum Development and Approval

1. POLICY

The CVEC curriculum is the core element of the CVEC program and must reflect CVEC's vision, mission and values, conform to the Articles of Governance, Bylaws, Policies and Procedures and bring credit to NIC, CVEC and all who contribute to the CVEC program.

2. PURPOSE

To ensure that all CVEC participants are aware of how the curriculum is developed and approved in order to ensure compliance with this policy.

3. GUIDELINES

The CVEC curriculum is very broadly based as it is intended to appeal to all those in our community who are age 55 years or older and wish to pursue lifelong learning. Subject areas vary widely and include history, science, health, culture, art, music, life-skills, and current events among others. Subjects are chosen because there is a course leader available and there is an indication that the course would be well attended and provide a learning opportunity for participants. The Curriculum Committee is responsible for the identification of potential course leaders and the courses that they are prepared to present.

For the most part, courses will be conducted using NIC facilities. If there are requirements for facilities or support that are generally not available within NIC, the course leader will be required to identify the additional resources likely to be required and the additional cost associated with such support..

The curriculum will be designed to avoid any conflict with courses offered by NIC, local businesses and institutions, keeping in mind the unique nature and demands of the CVEC membership.

In developing the curriculum, the committee may, from time to time, be faced with uncertainty as to whether a specific course proposal is appropriate or may create conflicts with other agencies. The Curriculum Committee should, in these instances, pass the issue to the Executive Committee for consideration and resolution.

Three months prior to the commencement of each semester the Executive Committee will be advised of the intended contents of the curriculum and will confirm that it meets the expectations and intentions of this policy.

Policy 3.2.2 – Recording of Courses, Lecture Series, Orientation and Training Classes

1. POLICY

CVEC prohibits the audio or video recording of any presentation but in exceptional circumstances, permission to record a course may be considered when specifically requested in advance by the presenter, and only with the pre-authorization of the Chair of the Curriculum Committee. The Lecture Series may not be recorded under any circumstances.

2. PURPOSE

To ensure that information contained in any presentation remains the property of those providing such information.

3. GUIDELINES

The purpose of the recording should be for the sole use of the presenter and not intended for commercial or marketing purposes. Recording of CVEC participants can be done only with their written permission.

4. PROCEDURES

Authorization by the Chair of the Curriculum Committee, and participant written agreement, must be obtained prior to any recording taking place. Participants who choose not to take part in a recording must be excluded from the visual or auditory recording of the CVEC activity, but not from the activity itself.

Policy 3.2.3 – Copyright

1. POLICY

CVEC, as a program of NIC, has the same obligations, rights, and privileges to copy for educational purposes as NIC. This policy is to advise all CVEC participants that they must adhere to the NIC procedures.

2. PURPOSE

To outline the general copyright policy and to direct CVEC participants to the appropriate NIC sources.

3. GUIDELINES

Copyright, in the simplest of terms, is the right to copy. It gives the copyright owner, or an authorized licensee, the sole right to produce or reproduce the work of any material form whatsoever, and to permit someone else to do so.

This is a very complex area of law and requires careful attention. However, there are existing practices and agreements that provide for the use of copyrighted material in educational situations that provide guidance for CVEC users.

NIC guidance for copyright is included in NIC Policies 1-06, 1-17 and 3-38. These documents are available online and from the NIC library.

In general, the copyright authority held by NIC covers two types of copying - day-to-day copies and course manual copies. The attached table (Next page) indicates the usual limits to copying for these purposes.

There are also other authorities available and if what you want to do is not covered here you should check the NIC publications to confirm you are following the applicable requirements. The general exemptions for copying are that copied material is to be used for instructional purposes only, that there is not wholesale copying that would limit authors' ability to be compensated for his/her work, and there are only sufficient copies made to meet the immediate instructional situation.

NOTE:

CVEC does not condone the copying of material as a means to avoid the purchase of commercially available publications. Books and other materials required for the conduct of a course should be either covered within the course budget or purchased by participants.

What can you copy?

Day-to Day Photocopying	Course Manual
<p>Up to 10% of a published work or the following:</p> <ul style="list-style-type: none"> a) An entire article from a newspaper, magazine or journal b) An entire single short story, poem, play, essay or article from a book or periodical c) An entire single item of music from a book or a periodical d) An entire entry from an encyclopedia, dictionary or bibliography e) An entire reproduction of an artistic work from a book or periodical issue f) An entire chapter providing it is not more than 20% of a book. <p>One copy per student, two for each instructor and as many as necessary for administration.</p>	<p>Up to 15% of a published work or the following:</p> <p>All items in day-to-day photocopying PLUS the following textbook extracts;</p> <ul style="list-style-type: none"> a) A maximum of 5% of a textbook may be reproduced, but no more than one chapter b) A course manual may only contain two such extracts from the same author c) Up to 50% of the pages in a course manual.

For copyright considerations related to audio/visual material you should review relevant NIC publications.

Policy 3.2.4 – Marketing of Services, Products or Materials by Presenters

1. **POLICY**

CVEC does not allow the marketing of services, products or materials to CVEC members by presenters. e.g.: course leaders, speakers or lecturers, except under certain circumstances.

2. **PURPOSE**

To enhance the learning experience of CVEC members - by limiting the marketing of services and products by presenters during courses, lectures or presentations.

3. **GUIDELINES**

The Curriculum Committee informs all presenters and lecturers that marketing of their *services or products* to CVEC members during courses and lectures is not allowed. Course leaders that wish to use directly related course materials (e.g.: books or supplies) to supplement learning, must do one of the following if these materials exceed course leader allowable expenses:

- Inform prospective participants that the fee for materials will be collected at the first class, or
- Ask that the costs of the materials be added to the course registration fee.

Lecture Series

If a lecturer has books, CDs or other materials that may be of interest to attendees, they can reference those items and let people know where/how they can be purchased.

4. **PROCEDURES**

The Regular and Short Course Coordinators and Lecture Series Coordinators on the Curriculum Committee are encouraged to consult with the Chair of the Curriculum Committee as necessary about the application of this policy, and in turn are responsible for informing and advising the course leaders and lecturers of its application in their sessions.

Lecture Series Coordinators are also responsible for ensuring the sales plan is incorporated into the Lecture Information Form for approval by the Chair of the Curriculum Committee, well in advance of the presentation date.

POLICY: 3.2.5: Use of, and Payment for, Off-Campus Facilities

POLICY

Wherever possible, CVEC uses the on-campus facilities of NIC, which are paid for with our semi-annual fees for service. However, it is recognized that the needs of some specialized courses may dictate off-campus accommodation. In all cases, any such arrangement should first be discussed with, and the necessity agreed to by, the Liaison.

In cases where it has been determined that an off-campus location is necessary, the cost or compensation must be negotiated in advance by the Curriculum Committee and any payment must be made directly through NIC with any additional cost being reflected in the course fee charged to participants.

1. **PURPOSE**

To provide for those situations where CVEC/NIC agree that an approved course should be offered off-campus.

2. **GUIDELINES**

Off-campus locations will be used only in exceptional circumstances. Where suitable NIC facilities exist, they will always be preferred. Off-campus locations will not be used to address situations where a regular CVEC course cannot be offered at preferred times. Situations where off-campus locations may be approved might include, for instance: studies of museum collections, dance, or swimming instruction. Each case will be assessed on its own merits and wherever doubt arises, reference must be made to the Executive Committee.

3. **PROCEDURES**

The Chair/Co-Chair of the Curriculum Committee must first agree that a proposed course would *prima facie* meet the intent of this policy. Once a potentially suitable location has been identified, and any concomitant expense (including any proposed honorarium) identified, Curriculum Committee leadership would then discuss with the Liaison to agree:

- I. The need for off-campus accommodation
- II. Cost implications and any course surcharge necessary to cover such
- III. Arrangements for payment to the facility provider.

Policy 3.2.6: Course Supplies

1. POLICY

CVEC recognizes that some courses may require course-specific supplies as suggested by the course leader. In keeping with the principle that courses should not be onerously expensive, these extra costs should be kept to only materials essential for the course.

2. PURPOSE

To ensure that students are aware in advance of any extra costs for course supplies and to further clarify procedures required to ensure that the course presenter is reimbursed for any personal outlay to obtain any required supplies.

3. GUIDELINES

Course leaders that require students to pay supply fees must include the amount of the fee in their course description when they submit their Course Information Form (CIF). CVEC prefers that the CL collect the supply costs at the first session. However, upon request, the fee can be added to the course fee at registration. Once the course is complete, the CL then submits a Request a Payment form with copies of all receipts to their Subject Coordinator who will forward this to the CVEC Finance Officer to arrange payment. Payment cannot exceed the amount collected at registration. This option must be specified in the appropriate box on the CIF.

Policy 3.2.7: Course Fee Calculation

1. **Policy**
To ensure equity and fairness across all various length course offerings, course fees will be calculated on a unitized basis.
2. **Purpose**
As per CVEC mission statement it is the goal of CVEC to offer affordable opportunities for lifelong learning while continuing to be a self-funding program within the community of NIC, as agreed to in the MOU (Appendix A).
3. **Guidelines**
The Course Fee calculation (not including GST) will have two components:
 1. Base Fee cost per Session
 2. Additional Fee cost per Session exceeding 1.5 hours duration or portion thereof.
4. **Review**
This policy will be reviewed by the Finance Officer and Curriculum Committee. Any changes shall be referred to the Executive Committee for approval.

Policy 3.2.8 Saturday Lecture Series Fees

1. Policy

CVEC will ensure that the Saturday Lecture Series will be as open as possible to all members of ElderCollege.

2. Purpose

CVEC recognizes that the Saturday Lecture Series is well attended by members of ElderCollege. Given the six-week duration of the series it is further understood that some members may not be able to attend all sessions in any given series and will therefore be permitted to sign up for specific lectures within the series during the registration period. Members may also attend on a space available only basis by presenting themselves at the door.

3. Guidelines

The entire series will be charged the fee per session times the number of sessions plus GST. Fees will be collected at registration.

Only those who are CVEC members may “drop-in” for a lecture, assuming space is available. However, per the exceptions noted in Policy 3.1.7, non-member guests may be accommodated but only if there is sufficient space and a member in good standing accompanies them.

The fee will be a figure greater than the fee per session; will be an exact dollar figure and will include GST to make collection by the CVEC Member Support Committee manageable at the door.

Lecture fees are to be determined during the budget process for each fiscal year.

4. Procedures.

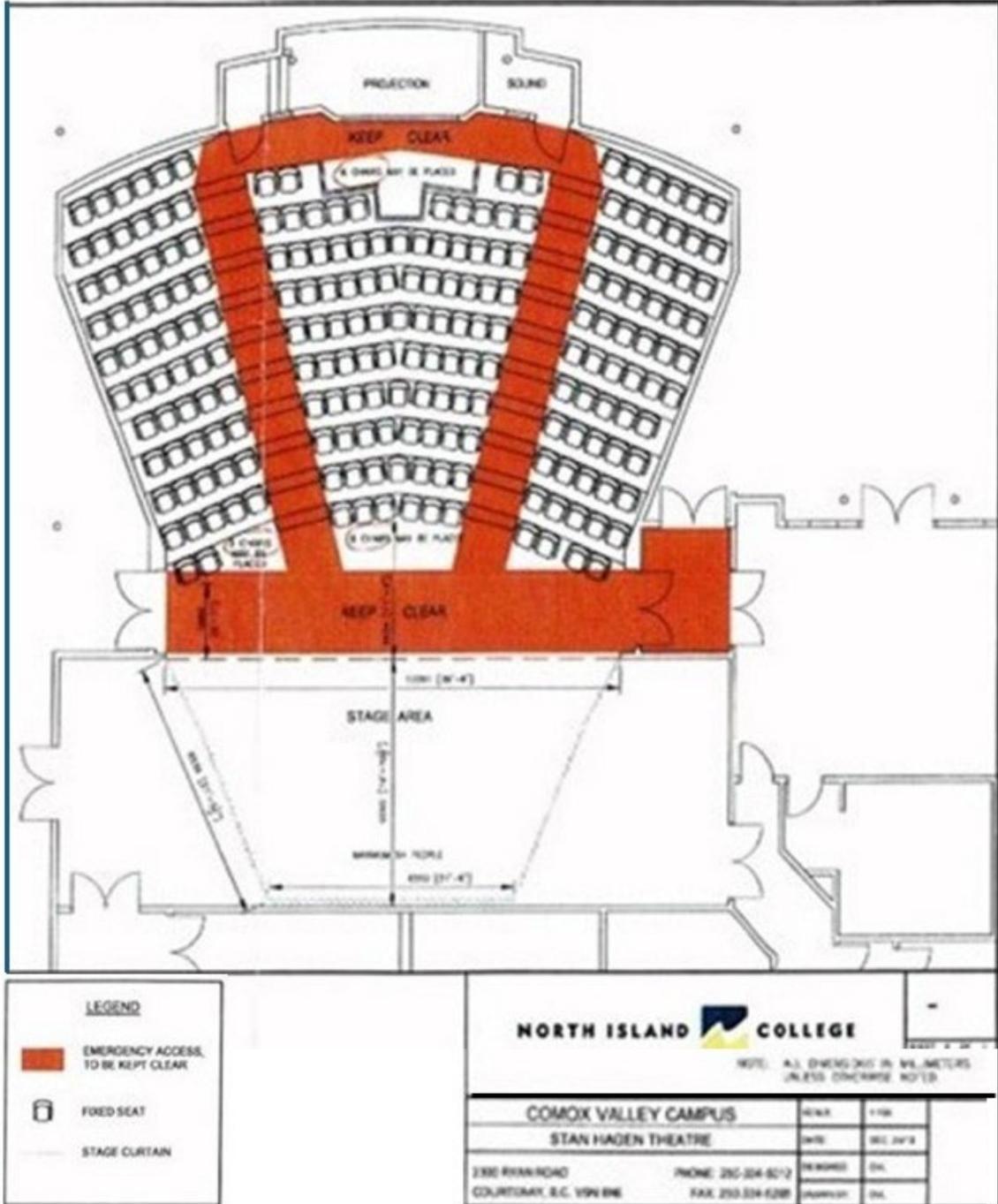
The lecture fee will be reviewed annually by the Finance Officer in consultation with the Curriculum Committee and referred to the Executive Committee for approval.

Any funds collected at the door from “drop ins” will be accounted for by the Member Support Committee and delivered to the NIC Administration office in Komoux Hall on the soonest business day following.

Policy 3.2.9: Stan Hagen Theatre Seating Policy

1. **Policy**
For all ElderCollege events the NIC policy for occupancy limits in the Stan Hagen Theatre will be adhered to. This occupancy maximum is established as 224 people. For example – 212 in the seating area and 12 in the stage area. (See attached Seating Plan)
2. **Purpose**
To ensure that attendance numbers are within NIC and Fire Department guidelines.

Stan Hagen Theatre Seating Plan



Seating capacity = 208 fixed seats + 4 moveable seats + 12 on stage. Total = 224

Section 3.3: Communications and Public Relations

Policy 3.3.1: Acknowledging NIC

1. POLICY

All CVEC promotional materials will acknowledge affiliation with NIC, Comox Valley Campus.

2. PURPOSE

To indicate clearly that CVEC is a program of NIC and to highlight the overriding influence and critical role of NIC in the conduct and delivery of the CVEC Program.

3. GUIDELINES

The inclusion of the North Island College name in the logo for CVEC is a major visual display of the integrated nature of the CVEC/NIC relationship. In no instance will the NIC name be removed from the CVEC logo. All publications, brochures, web pages, advertisements, announcements for CVEC, its programs and events will include, as a minimum, the CVEC logo.

4. PROCEDURES

The Communications Committee will be responsible for the control and release of all CVEC promotional material and will ensure all such material meets the intent of this policy. Other Committees should consult with the Communications Committee prior to preparing any material that they anticipate being released and or circulated. The CVEC Communications Committee is responsible for the final production and release of all information and promotion materials. Should there be any conflict the issue will be raised to the Executive Committee for resolution.

Policy 3.3.2: Acknowledging CVEC

1. POLICY

CVEC Committee Chairs may use the CVEC logo on *internal* communication to any CVEC Committee members or volunteers (e.g.: course leaders), or on Committee handbooks and internal training materials.

2. PURPOSE

To indicate clearly that the Committee is part of the CVEC program.

3. GUIDELINES

The inclusion of the CVEC logo is a visual display of the integrated nature of Committee work within the CVEC program.

4. PROCEDURES

The Communications Committee is responsible for developing and providing an electronic CVEC logo to Committee Chairs, but *internal* communication by Committee Chairs does not require the preapproval of the Communications Committee. If a Chair is in doubt as to whether approval is required, the Committee Chair should consult with the Communications Chair.

Standing Committee Chairs will ensure all internal communication materials meet the intent of this policy.

Section 3.4: Member Support

Policy 3.4.1: Member Support Activities

1. **POLICY**
CVEC is committed to an inclusive and welcoming environment for all members.
2. **PURPOSE**
CVEC will ensure that its members are given the support and guidance needed to fully enjoy the ElderCollege courses and lectures.
3. **GUIDELINES**
Member support activities will be conducted in accordance with the policies of NIC and will acknowledge the CVEC relationship with NIC. These activities will comply with the Articles of Governance, Bylaws, Policies and Procedures, and Roles and Responsibilities of CVEC.
4. **PROCEDURES / ACTIVITIES**
Member support activities will be organized by the Member Support Committee (MSC) following the yearly timeline of CVEC activities.

Section 3.5: Volunteer Support

Policy 3.5.1: Volunteer Recognition & Support

1. POLICY

CVEC will champion a culture and structure that supports the value, role and impact of volunteer involvement based on the values and guiding principles adapted from the Canadian Code for Volunteer Involvement.

As a wholly volunteer enterprise, CVEC will acknowledge, articulate and support the vital role of volunteers in achieving the organization's mission.

The Volunteer Support Committee (VSC) shall be responsible to the CVEC Executive Committee. VSC shall work in conjunction with the Executive and Standing Committees to implement the provisions of this policy and the Volunteer Charter (Appendix D).

In the event there is a conflict between this policy or Volunteer Charter and the NIC Policy and Procedures Manual, the latter has precedence.

2. PURPOSE

The purpose of this policy is to define the framework for a CVEC Volunteer Support program by providing an overview of the key elements of the program. This includes the Volunteer Charter, which articulates the mutual responsibilities and expectations of CVEC volunteers. Having these elements in place will help ensure that volunteers can function optimally in a safe, supportive environment.

3. GUIDELINES

Application:

This policy applies to all who perform functions on behalf of CVEC on a volunteer basis i.e., the Executive, members of Standing Committees and all others serving on a volunteer basis at any time.

Membership and Liability:

All committee members and resource volunteers must maintain CVEC membership as long as they are actively volunteering. The NIC liability insurance program thereby covers them.

4. PROCEDURES

Volunteer Charter:

The Volunteer Charter defines the relationship between CVEC leadership volunteers and operational volunteers. Both must be aware of their obligations to each other, hence copies of the Charter must have the widest possible distribution among all volunteers. All Committee chairs have a lead role in ensuring the widest possible distribution of the document.

Volunteer Attraction and Recruitment:

CVEC aims to appeal to a diverse range of potential volunteers with varied interests, skills and capabilities. To facilitate recruitment, Standing Committee Chairs will prepare current CVEC position descriptions for all positions on their committee and submit them to the VSC. All such descriptions are to be prepared using a Position Description template approved by the CVEC Executive Committee, available from the VSC Chair.

Volunteer Orientation:

Orientations will be offered periodically for new and current volunteers, to provide an overview of the relationship between NIC and CVEC, as well as between CVEC volunteers. This is essential for promoting a sense of inclusion and engagement in the ElderCollege community, thereby enhancing the contributions of each volunteer to the overall enterprise.

Volunteer Training

Because this is specific to the role and functions to be undertaken by the volunteer, training will generally occur at the Committee level and will be supported by current Position Descriptions.

Volunteer Retention and Recognition:

CVEC would not exist without the contingent of volunteers who routinely provide many hours of their time and effort to ensure the success of the CVEC program. The value and impact of volunteer contributions shall be frequently recognised in both formal and informal ways including Volunteer Appreciation events, contributions to the NIC Foundation Emergency Fund in honour of the Course Leaders and gifts for all Lecturers and Assistants. The Volunteer Charter (Appendix D) and the CVEC Volunteer Recognition Guidelines (in the VSC Handbook) provide more detailed information

Volunteer Record-keeping:

Volunteer records are essential for implementation of recognition practices and for potential future recruitment data. Such records are subject to **CVEC Policy 3.8.1: CVEC Use of Personal Information**.

Section 3.6 Registration

Policy 3.6.1: Registration Policy

1. POLICY

CVEC courses are part of NIC's Continuing Education program and students register through NIC. Specific and detailed registration procedures are addressed in the *NIC Liaison Registration Protocol* (Appendix E) and the *CVEC Registration Protocol* (MSC Handbook), which address CVEC membership and enrollment in Fall and Winter courses and lectures. These Protocols have been developed and shall continue to be trilaterally reviewed and updated annually under the leadership of CVEC in collaboration with NIC Continuing Education and Training and through them the NIC Office of the Registrar and the CVEC Executive Committee.

2. PURPOSE

To ensure registration is a positive experience for our members the Protocols are intended to foster a consistent year over year approach to registration that can be accommodated within the capacity of NIC's registration system and be implemented in such a manner as to meet CVEC goals of equitable access to registration and to provide continuity in implementation year over year.

3. GUIDELINES

Registration is recognized as a mission-critical component of the activities undertaken by CVEC volunteers on behalf of its members. The trilateral commitment and Protocols have been adopted as a critical planning approach and resource to foster a positive registration experience for CVEC members and potential members.

4. PROCEDURES

The MSC is the designated lead within CVEC responsible for working collaboratively across CVEC and with NIC in the planning, implementation, support of members, and evaluation of Fall and Winter registrations. The MSC Chair will prepare a report to the Executive Committee following each registration period, critically analyzing the experience of CVEC members registering for memberships, courses and lectures. The Registration Protocols will be reviewed annually and any changes to the Protocols recommended to the Liaison and the Executive Committee for approval.

Section 3.7: Member Conduct at CVEC Activities

Policy 3.7.1: Code of Conduct

1. POLICY

1.1. All CVEC course participants, Course Leaders, Members and guests are governed by the following NIC policies while visiting or participating in any on-campus ElderCollege programming or other activities:

1. NIC Policy #3-06 Community Code of Academic, Personal and Professional Conduct (Code of Conduct) and
2. NIC Policy #3-34 Sexualized Violence Prevention and Response.

Copies of these policies may be viewed online at <https://www.nic.bc.ca/about-us/leadership-and-governance/policies-procedures/> and in the office of the Liaison.

1.2. Prior to teaching their first course, the CVEC Course Leader(s) shall sign an acknowledgement that they have read and accepted the NIC Code of Conduct. Once signed, this acknowledgement endures throughout the period that the Course Leader offers CVEC courses.

2. PURPOSE

These policies are in place to ensure all involved in NIC Campus activities may do so in a welcoming, safe, inclusive and non-threatening environment.

3. GUIDELINES

It is the responsibility and expectation of all members of the college community to act in accordance with good citizenship, institutional policies, professional associations' ethical guidelines, and local, provincial, and national legislation. It is expected that all members will behave with integrity, honesty, and truthfulness and will behave towards each other with respect and courtesy.

When the Code is breached, appropriate steps will be taken to investigate and respond appropriately in accordance with the procedures described in the appendices to NIC Policy #3-06. If during the investigation it is discovered that either the Human Rights Policy #2-08 or the Sexual Violence Prevention and Response # 3-34 has been breached, the procedures of the breached policy will prevail.

4. PROCEDURES

The CC shall ensure that Course Leaders review and sign an acknowledgement that they have read and accepted the NIC Code of Conduct

In all cases, campus Security/Facilities or RCMP should be contacted if there is an immediate risk to safety. If a complaint about an incident is reported to anyone within ElderCollege, the ElderCollege recipient of the complaint *must not* become involved in any way or instigate an investigation. Rather, pursuant to the NIC protocol above, they *must* immediately contact one of the following within NIC and refer the matter to them for action:

- Manager, Human Resources Dept. Comox Valley Campus. Tel. 250-334-5000
- NIC Liaison Officer. Tel: 250-334-5005

Section 3.8: Member Privacy Policies

Policy 3.8.1: Freedom of Information and Protection of Privacy Act: CVEC Use of Personal Information.

1. POLICY

In all interactions with CVEC members, volunteers and course leaders, CVEC will adhere to the BC Freedom of Information and Protection of Privacy Act as well as NIC policies and procedures regarding the protection of privacy (NIC Policy #1-01).

2. PURPOSE

The purpose of this policy is to recognize and respect the right of privacy of its members and all those engaged with CVEC in the delivery and/or administration of its programs and services.

3. GUIDELINES

Privacy Statement

Information collected by CVEC and NIC will be used for the purpose of admission, registration, graduation, alumni development, research and other activities consistent with the mandate of the institution. NIC collects, uses, retains and discloses information within the College to carry out its mandate and operations in accordance with NIC Policy #1-01: Freedom of Information and Protection of Privacy.

Failure to accept this Policy precludes membership in ElderCollege.

Individual Course List

CVEC course leaders must keep their lists of contact details of course participants confidential and must not use said lists for communications unrelated to their course content and scheduling. Nevertheless, course leaders may consider expanding the social aspects of their course by encouraging class participants to voluntarily exchange their contact information.

Protection of Private Information

CVEC and those providing and administering its programs and services must take due care to protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. For example, lists of member's names must not be left lying on desks or in unsecure areas. Course leaders must not keep class lists once a course has completed, or use the personal information for non-CVEC purposes.

PART FOUR: ROLES AND RESPONSIBILITIES

Section 4.1: EXECUTIVE COMMITTEE

1. **ROLE**

The Executive Committee oversees the direction and management of CVEC so that it carries out its mandate and objectives effectively within the framework of its Mission, Vision and Values Statements, Articles of Governance and the current Memorandum of Understanding with NIC.

2. **RESPONSIBILITIES**

The CVEC Executive Committee is broadly responsible for:

- Vision, strategic planning and performance monitoring
- Policy development
- Finances
- Human (volunteer) resources
- Organizational operations
- Community relations

3. **EXPECTATIONS:**

Executive Committee members are expected to:

Fiduciary Duties:

act in good faith and impartially – putting organizational interests before their personal interests. To disclose any conflicts of interest and refrain from involvement in decision-making affecting such areas.

Duties of Care & Skill:

deploy individual knowledge and skills and, given the circumstances surrounding the issues, to make prudent and reasonable decisions.

Law Abiding:

be truthful and lawful with respect to actions on the committee.

Due Diligence:

become familiar with issues and activities affecting the Executive Committee – attending meetings, reading minutes, maintaining confidentiality as appropriate and making reasonable enquiries as relevant.

Duty of Continuance:

understand that there may be continuing responsibility, even after resignation, in the event of failure to have acted, where general knowledge of potential liability existed.

Effective Participation:

participate effectively in deliberations, being mindful of the following facets thereof:

- Arrive on time and stay for the duration of the meeting;
- Prepare for meetings – read relevant materials ahead of time;
- Be respectful of others who are speaking. Avoid interrupting, rudeness and side conversations;
- Practice active listening – don't just hear! Have an open mind when listening to discussion and opposing perspectives;
- If unsure about something, ask for clarification before voting or making a decision;
- Carefully word motions;
- Try to 'problem-solve' with constructive and flexible thinking;
- Show concern for group tasks and process: volunteer to help where follow-up action is required;

4. OPERATIONAL TASKS

- Manage the operations of CVEC in accordance with its Articles of Governance, Bylaws, Policies and Procedures and Volunteer Charter;
- Liaise with NIC through the appropriate channels, primarily the Department of Continuing Education and Training;
- Meet once per month, or at the call of the Chair, to conduct the business of CVEC;
- Call, prepare and conduct the Annual General Meeting;
- Call, prepare and conduct any Special General Meetings as required or needed;
- Call for and organize Volunteer Appreciation events;
- Liaise with other lifelong learning organisations.

5. POSITIONS

The Executive Committee shall consist of the following voting positions:

Elected Officers:

Chair
Vice-Chair
Members-at-Large (2)
Past Chair

Ex-Officio Members:

Chairs and Co-Chairs of Standing Committees – one vote per Committee.

Appointed Members

Finance Officer

Optional:

The Executive Committee may include non-voting resources (e.g.: recording secretaries) and/or project leads (e.g.: IT specialist) to support the work of the Committee.

6. POSITION RESPONSIBILITIES

The Chair shall:

- lead the Executive Committee and the organization to enable it to fulfil its mission;
- liaise with NIC administration;
- act as the CVEC spokesperson and figurehead as appropriate
- ensure effective relationships among Executive Committee members, with CVEC volunteers and members, NIC, and external stakeholders / community;
- support Standing Committee Chairs in the management of their committees;
- liaise with Recording Secretary to prepare the agenda for and preside at meetings of the Executive Committee, Annual General Meetings and Special General Meetings;
- serve as an ex-officio member of all Standing Committees;
- designate persons to represent the Chair and Executive Committee as appropriate;
- serve as an ambassador for CVEC with members and external stakeholders / community;
- have discretion to establish an Advisory group consisting of two or three past Executive Committee chairs to act in an advisory or mentorship role to the Chair. Participation to be voluntary and without status.

The Vice-Chair shall:

- report to the Chair and assist as needed in the performance of their duties;
- perform Chair responsibilities when the Chair cannot be available;
- support the work of the Executive Committee generally, and specific Standing Committees as directed by the Chair;

- chair the Strategic Planning Working Group and lead related planning sessions with the Executive Committee members as necessary;
- maintain contact with national and international organizations conducting lifelong learning activities as requested by the Executive Committee;
- serve as an ambassador for CVEC with members and external stakeholders/community;

The Past-Chair shall:

- help ensure continuity during governance transitions and organizational change;
- assist and support the Chair as needed;
- conduct an orientation for Executive Committee members;
- provide historical context for issues;
- serve as a resource person for Executive Committee members as needed;
- serve as the Chair of the Nominating Committee;
- serve as an ambassador for CVEC with members and external stakeholders/community.

The Members-at-Large shall:

- represent the interests of the general membership by gathering member's concerns and suggestions. In order to maintain their objectivity as representatives of the overall membership, Members at large should not be members of another committee while they are serving as members at large;
- serve as project leads for special assignments as assigned by the Chair/Executive Committee;
- be the main contact with nearby ElderColleges as requested by the Chair/Executive Committee;
- serve as an ambassador for CVEC with our members and with external stakeholders/community.

The Chair/Co-Chairs of Standing Committees shall:

- lead their Standing Committee, to enable it to fulfill its mandate in support of CVEC's mission and organizational goals;
- liaise between their Standing Committee and the Executive Committee;
- represent their Standing Committee at Executive Committee meetings and on Working Groups as assigned by the Chair;
- ensure effective relationships among their committee members, between their committee and other Executive Committee members and with NIC administration;
- serve as an ambassador for CVEC with our members and with external stakeholders / community;
- apprise their committee members of any changes in the Governance Manual that may affect their CVEC work;
- maintain a Committee Handbook.

The Finance Officer shall:

- lead the annual CVEC budgeting and financial planning process;
- administer and review all financial plans and budgets, monitor progress and changes and keep the senior leadership team and Executive Committee members abreast of the organization's financial status;
- manage organizational financial forecasting;
- work with the NIC Finance group to ensure availability of financial data on CVEC project/program accounting, as required to support operational requirements and including a contracts management and reporting system, to achieve timely billing, collection and payment;
- review and authorise Request a Payment (RaP) forms related to CVEC expenditures and then submit them to the appropriate NIC representative;
- analyse and present financial reports (monthly and annual) in an accurate and timely manner;
- update accounting policies and practices in consultation with the Executive Committee as appropriate.

- make annual recommendations to the Executive Committee relating to course fees and CVEC Membership fees;
- make recommendations to the Executive Committee relating to the disposal/use of 'surplus' (course fees less NIC service administration fee) operating funds.

The Recording Secretary is a non-voting resource to the Executive Committee and shall:

- record and circulate minutes from Executive Committee meetings and the Annual General Meeting;
- with the Chair, prepare and circulate the agenda for each Executive Committee meeting and the Annual General Meeting;
- maintain minutes, reports and other records to preserve the history of CVEC.

Section 4.2: STANDING COMMITTEES

All Standing Committees shall:

- manage all operations in accordance with the CVEC Volunteer Charter
- develop an annual committee budget proposal in liaison with the CVEC Finance Officer and monitor expenses against the approved budget during the CVEC financial year (1 April – 31 March);
- familiarise themselves with their committee Handbook;
- develop and maintain effective relationships with all other CVEC Standing Committees and with NIC, through its Liaison;
- prepare current CVEC Position Descriptions for all positions on their committee and submit them to the VSC. All such descriptions are to be prepared using a Position Description template approved by the CVEC Executive Committee, available from the VSC Chair;
- carry out any other responsibilities assigned by the CVEC Executive Committee;
- participate in CVEC 'Working Groups', when so requested by the Executive Committee or CVEC Chair;
- report to the Executive Committee regularly on Committee activities.

Section 4.3: CURRICULUM COMMITTEE

ROLE

Provide courses and lectures consistent with the ElderCollege Mission Statement and policies established from time to time.

RESPONSIBILITIES

- Recruit and select course leaders (CLs) and lecture presenters;
- Offer courses in both in person and on-line formats;
- Ensure CLs and lecturers submit the completed Course Information Form (CIF) or the Lecturer Information Form (LIF) by the deadlines set by the Curriculum Committee (generally end of April for the fall term and early October for the winter term);
- Ensure that all CLs review and sign an acknowledgement that they have read and accepted the NIC Code of Conduct;
- Ensure that a spreadsheet of all the term courses and lectures is completed by the deadline set by the Liaison. Provide access to the CIFs and LIFs for the term in the CC Workspace to the Liaison;
- Assist in proofreading the Course Guide prepared by the Communications Committee for accuracy and completeness;
- Plan, organize and conduct the course leader orientation and Information Forum each term. Send out and analyse participant surveys to assess value and find improvements;

- Administer course evaluations to course participants and share the feedback with individual CLs. Analyze the results to assess whether they are meeting the strategic objective of a rating of 4.5 or better out of 5. Work with CLs whose rating is less than 4.5 on strategies to improving their course. CLs who consistently receive an average of less than 3.5 may not be included in future course offerings;
- If required by NIC, CLs of outdoor education courses will have all participants complete the NIC liability waiver forms at their first class;
- Maintain the Handbook for Course Leaders

DETAILED OPERATING RESPONSIBILITIES

Details of the Committee's responsibilities and individual roles are contained in the Curriculum Committee Handbook.

Section 4.4: COMMUNICATIONS COMMITTEE

1. ROLE

- a) To promote ElderCollege and its programs and courses, through all media and community contacts.
- b) To manage the visual identity of ElderCollege appearing on all public documents: website, social media, registration forms and related promotional materials.

2. RESPONSIBILITIES

Publications

- produce a Course Guide twice a year that informs members of upcoming courses and lectures;
- produce a regular online newsletter, the Connector;
- post regularly on social media
- produce various printed materials;
- maintain an effective website.

Promotion

- maintain a list of speakers (Speakers' Bureau) and arrange speaking engagements;
- publicize ElderCollege events through the local media and throughout the community;
- oversee the production and marketing of communication products.

DETAILED OPERATING RESPONSIBILITIES

- Details of the Committee's responsibilities and individual roles are contained in the Communications Committee Handbook.

Section 4.5: MEMBER SUPPORT COMMITTEE

1. ROLE

The Member Support Committee (MSC) is charged with providing a welcoming and supportive environment for CVEC members at events such as the Fall and Winter registrations, the Public Information Sessions, the Annual General Meeting, and the Lecture Series. Assumed in this work is an advocacy role on behalf of CVEC members.

2. COMPOSITION

The MSC shall comprise a Chair, or two Co-Chairs and 10 to 12 Members-At-Large.

3. RESPONSIBILITIES

- Provide support and hospitality to members at specific CVEC events, such as: greeting members, offering refreshments, distributing printed materials and acting as Safety Monitors during CVEC events in the Stan Hagan Theatre;
- Distribute CVEC Course Guides throughout the community;
- Work with the Liaison to assist Members and would-be Members through the Registration process;
- Within a timely period post-registration, coordinate and chair a meeting to debrief on what went well and what areas need improvement. Participants shall include, at a minimum, the Liaison and the Chairs of the Communication, Curriculum and Member Support Committees;
- Document the observations made in debriefing and recommend any changes to the *NIC Liaison Registration Protocol* and *CVEC Registration Protocol* to the Liaison and the Executive Committee for approval and thereafter, update the CVEC registration Protocol; Maintain the CVEC Registration Protocol as a key document in the MSC Committee Handbook.

DETAILED OPERATING RESPONSIBILITIES

- Details of the Committee's responsibilities and individual roles are contained in the Member Support Committee Handbook.

Section 4.6 - VOLUNTEER SUPPORT COMMITTEE

1. **ROLE**

The Volunteer Support Committee (VSC) operates as a standing committee of the CVEC Executive and is charged with the recruitment, orientation, and recognition of CVEC's volunteers.

2. **COMPOSITION**

The VSC shall consist of either a Chair and a Vice-Chair or two Co-Chairs together with a Past Chair, a secretary, and a requisite number of voting members.

3. **RESPONSIBILITIES**

The VSC shall take the lead in all activities to attract, recruit, orient, inform and recognize ElderCollege volunteers, including:

- an orientation each fall semester (and winter if deemed necessary) for new and current volunteers who require it. Orientation provides an overview of the relationship between NIC and CVEC, as well as between CVEC volunteers by outlining the policy infrastructure that defines and supports volunteer involvement and commitment;
- informing the CVEC Finance Officer of the appropriate amount to transfer to the NIC Foundation Emergency Fund in honour of the Course Leaders teaching during each semester;
- purchasing gifts for all Lecturers and Assistants;
- arranging and coordinating an annual CVEC Volunteer Appreciation event.;
- promoting frequent recognition of the value and impact of volunteer contributions in both formal and informal ways. The CVEC Volunteer-Charter (Appendix D)-and the CVEC Volunteer Recognition Guidelines (in the VSC Handbook) provide more detailed information;
- maintaining volunteer records, which are essential for implementation of recognition practices and for potential future recruitment data. This requires coordination between VSC and Standing Committee chairs, to ensure VSC is aware of current committee membership and facilitate the collection of volunteer data Such Record-keeping will be subject to CVEC Policy 3.8.1: *CVEC Use of Personal Information*.

DETAILED OPERATING RESPONSIBILITIES

- Details of the Committee's responsibilities and individual roles are contained in the Volunteer Support Committee Handbook.

Section 4.7: STRATEGIC PLANNING WORKING GROUP

The Strategic Planning Working Group (SPWG) is an element of the Executive Committee. It is chaired by the Vice Chair of the Executive Committee and consists of CVEC members as identified by the SPWG Chair to meet the requirements for any assigned tasks.

This Group is charged with:

- a) preparing a strategic plan every 3 – 5 years which will guide Comox Valley ElderCollege development and activities over the coming 3-year period, and
- b) working with ElderCollege Standing Committees to implement the activities identified in the plan as approved by the Executive Committee;
- c) performing other tasks as assigned by the Executive Committee.

The mandate will be implemented through:

- a) a review of issues of concern identified by Standing Committees;
- b) a review of any issues identified by NIC;
- c) identification of external issues that may affect ElderCollege in the next 3 years, including a review of BC Government projections of the number of persons 55+ in the Valley;
- d) identification of what the organization will look like in the future;
- e) identification of actions to take the organization to that future, and
- f) implementing and monitoring the approved plan.

On an annual basis, *review* current strategic plan to identify:

- a) new priorities that have arisen that need immediate Executive Committee attention,
- b) new threats that may potentially affect the future success of CVEC, and
- c) the progress on implementing the SPWG recommendations from the previous year.

Section 4.8: INFORMATION TECHNOLOGY SUPPORT GROUP

The Information Technology Support Group (ITSG) is an element of the Executive Committee. It is chaired by the IT Coordinator and reports to the Vice Chair of the Executive Committee. It consists of those CVEC Volunteers who provide IT expertise in support of CVEC activities.

This Group:

- a) Manages the CVEC IT data repository facilities such as the OneDrive Archive and committee workspaces, including though not limited to, their functionality, access control and passwords;
- b) Supports and trains members of all CVEC Standing Committees and Working Groups in the management and use of CVEC IT resources such as OneDrive and Zoom, as requested;
- c) Monitors and assists CVEC volunteers to ensure compliance with NIC Policy #3.1.17: *Security of Access to Digital Accounts and Assets* and in following ITSG Procedures relating to Zoom access control;
- d) Periodically reviews those CVEC Policies, Standards and Procedures related to digital accounts, archiving, and workspaces, recommending IT initiatives for consideration/approval by the CVEC Executive Committee when appropriate.

DETAILED OPERATING RESPONSIBILITIES

Details of the Group's responsibilities and individual roles are contained in the IT Support Group Handbook.

Section 4.9: GOVERNANCE DOCUMENTATION WORKING GROUP

The Governance Documentation Working Group (GDWG) is an element of the Executive Committee. It is chaired by the Past-Chair of the Executive Committee and consists of CVEC members as identified by the GDWG Chair to meet the requirements for any assigned tasks.

In compliance with Policy 3.1.15, this Group coordinates an annual review and update of the CVEC Governance Manual in March each year, including Articles of Governance, Bylaws, Policies & Procedures, Roles & Responsibilities and the CVEC MoUs.

Appendix A: MOU on NIC/CVEC Relationship



MEMORANDUM OF UNDERSTANDING

COMOX VALLEY ELDERCOLLEGE AND NORTH ISLAND COLLEGE

2024 - 2026

Purpose

The purpose of this Memorandum of Understanding (MOU) is to acknowledge that Comox Valley ElderCollege (CVEC) and North Island College (NIC) wish to continue their partnership to enhance the quality of life for older adults in our community by offering affordable opportunities for continued learning.

This MOU supersedes the MOUs between CVEC and NIC signed June 28th 2012 and March 2014.

The scope of this MOU is specific to ElderCollege programming coordinated and delivered out of the NIC Comox Valley campus.

Principles of Collaboration

- CVEC will operate as a self-funding program within NIC's Division of Continuing Education and Training.
- CVEC will operate according to the attached Services and Financial Agreement (Appendix A) and the CVEC Articles of Governance, ByLaws, Policies and Procedures that are attached to this document and are consistent with the NIC Policy and Procedures Manual.
- The costs for support of the program provided by NIC will be funded from program revenues.
- Communication between the parties will be purposeful, open and regular.

Objectives of the Partnership

The Partnership will aim to provide non-credit programming developed by CVEC to inspire and enable CVEC members to continue learning and sharing their knowledge and skills.

Terms of Agreement

It is understood that this MOU in no way binds either party to deliver on the objectives of this Partnership if there is inadequate enrollment to offer and run specific courses or programs at NIC.

A handwritten signature in black ink, appearing to be "jen", is located in the bottom right area of the page.



Commencement/Expiration Date

This MOU is executed as of the date of last signature and is valid until September 01, 2026 at which time it may be renewed with the agreement of both parties. Either party may terminate this agreement, without cause, by giving six months written notice to the other party. Termination shall be deemed to be effective upon completion of the courses underway at the time of notification.

Signed:

NORTH ISLAND COLLEGE:

Tony Bellavia
Vice-President, Academic. NIC

DATE: Sept 3/24

COMOX VALLEY ELDERCOLLEGE:

John North
Chair, CVEC Executive Committee

DATE: Aug 9, 2024



Appendix A
Services and Financial Agreement

The following services and financial arrangements apply to the 2024 - 2026 academic years. These will be reviewed and amended as mutually agreed upon on a regular basis throughout the life of this agreement.

North Island College agrees to:

Appoint a Liaison Officer for day-to-day communication between NIC and CVEC and

- Provide course and membership registration services to CVEC, collect fees, issue Student Numbers and maintain a CVEC Membership list
- Administer all CVEC revenues and expenditures through the NIC financial management system, maintain appropriate records and provide appropriate clerical support to CVEC
- Work in collaboration with CVEC to schedule on-campus and off-campus ElderCollege courses for Fall and Winter semesters
- Provide suitable meeting rooms and classrooms for CVEC courses
- Promote ElderCollege and communicate with CVEC Members via the NIC website and using email
- Provide access to Library & Learning Commons Services to CVEC Members

on a "Service Fee" basis.

Comox Valley ElderCollege agrees to:

- Develop, finance and deliver its own curriculum, programs and events, avoiding potential conflict with the mandate of NIC Continuing Education and Training
- Attract and coordinate a volunteer workforce to conduct their activities.
- Support older adults in the community in completing the CVEC membership and course registration processes
- Work in collaboration with NIC to promote ElderCollege in the community
- Identify course offerings for each new academic term by the end of June for the following Fall term and by the end of November for the following Winter term

A handwritten signature in black ink, appearing to be "J. L. N.", is located at the bottom right of the page.



Course Scheduling agreement:

- To minimize the potential for scheduling conflicts between ElderCollege and NIC academic credit courses, scheduling of CVEC in-person courses on campus will avoid Tuesdays and Thursdays between 08:30 am and 4 pm whenever possible.

Registration and Financial agreement:

- If targeted enrolment for each course is not achieved by one week prior to course commencement the following could occur:
 - In consultation with CVEC, a decision will be made to either cancel the course or move it to a subsequent semester (if appropriate and feasible). This decision will be taken as early as possible to mitigate disruption. While every effort will be made to run a scheduled course, NIC reserves the right to cancel a course should unforeseen or extenuating circumstances compromise or inhibit its delivery.
- Each year, as payment for the various services and support provided by NIC, CVEC will pay NIC an amount equal to 50% of all tuition fee revenue, i.e. Membership, Course and Lecture fees. This Service Fee payment will be in two installments – one at the end of the Fall term and one at the end of the Winter term.
- Periodically, CVEC will review any annual carry-forward surplus that may have accumulated and consider donating a portion of such funds to the NIC Foundation or to support upgrades to NIC Comox Valley campus facilities such as the audio/visual equipment in the Stan Hagen Theatre.
- Each year, prior to the annual NIC Foundation announcements of student Bursaries available for the coming year, representatives of CVEC and NIC Foundation will consider the need for additional donations from CVEC to avoid use of the capital within the CVEC Endowment Funds to provide the student Bursaries for the year.

Both Parties agree to:

- Meet on an annual basis to review this MOU;
- Conduct an inter-departmental review of CVEC-related operations and financial matters each November involving representatives of the NIC Registrar's Office, NIC Finance, NIC Continuing Education & Training, NIC IT department and the CVEC Executive.



Appendix B: MOU on NIC Foundation

MEMORANDUM OF UNDERSTANDING

THIS UNDERSTANDING made in duplicate this 22nd day of February, 2005

BETWEEN North Island College Foundation
2300 Ryan Road, Courtenay BC V9N 8N6
(hereinafter called "NIC Foundation")

AND Comox Valley ElderCollege
North Island College
2300 Ryan Road, Courtenay, BC V9N 8N6
(hereinafter called "CV ElderCollege")

WHEREAS CV ElderCollege has been designated a program within the Division of the Industry Training and Continuing Education Division at North Island College; and

WHEREAS NIC Foundation has been created for the express purpose of serving the interests of North Island College, through fundraising for student awards, equipment, facilities, and resources for programs and services; and

WHEREAS NIC Foundation is a separate entity from the CV ElderCollege.

THEREFORE NIC Foundation and CV ElderCollege do hereby agree as follows:

CV ElderCollege shall solicit gifts and donations from its members to support the enhancement of facilities at North Island College. NIC Foundation shall receive and hold the funds in a designated Fund, hereinafter called the Comox Valley ElderCollege Fund (CV ElderCollege Fund). The funds, once received, become the property of NIC Foundation and shall be held in trust for North Island College. NIC Foundation shall provide CV ElderCollege with an annual fund statement, showing the fund balance as of December 31st. Interest earned on the funds shall be retained by NIC Foundation. Donations to the CV ElderCollege Fund can be made at anytime. NIC Foundation shall provide appropriate receipts for all donations of \$25 or more. CV ElderCollege shall conduct its fundraising affairs in a manner which ensures compliance with North Island College policies and CRA (Canada Revenue Agency) guidelines. Upon mutual agreement among NIC Foundation, CV ElderCollege, and North Island College, this agreement may be amended and the fundraising goal revised. North Island College President's Council retains final approval on how the funds shall be used.

This agreement constitutes the entire understanding between NIC Foundation and CV ElderCollege and nothing else is implied or promised.

This agreement shall ensure to the benefit of and be binding upon NIC Foundation and CV ElderCollege hereto and their respective heirs, executors, administrators and successors.

{signed by Susan Torsdahl, Executive Director of the NIC Foundation, and Elizabeth Fussell, Chair CV ElderCollege Executive Committee on February 22, 2005}

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Appendix C: Letter re Liability from NIC

FINANCE AND FACILITIES DIVISION



November 13, 2013

ElderCollege Executive Committee
Attention, Ms. Ilona Horgan, Chair
101 Stafford Road
Comox BC, V9M 3W7

Dear Ilona:

Thanks to you and members of the ElderCollege Executive Committee for meeting with Jan Carrie, Cheryl O'Connell, Tracy Parker and me on October 15 to discuss your questions and concerns regarding liability coverage for volunteers in the ElderCollege program. As agreed at that meeting, I am writing to provide information related to the protections the College has in place for ElderCollege volunteers.

Liability coverage for Elder College volunteers

The College's liability coverage is provided through the *University College and Institute Protection Program (UCIPP)* which is underwritten by the Province of BC. The UCIPP provides liability and property loss coverage to North Island College. The College has an extension in the wording of our coverage for volunteers. I can confirm that as part of the College's continuing education department, ElderCollege programs and volunteers are protected by the same liability program as College employees. The program covers legal costs for anyone named in an action as a result of their work with the College whether they are paid staff or volunteers. The insurance program is province-wide with multiple million dollar limits which satisfy all member institutions.

UCIPP liability coverage is primarily designed to protect the institution, and its employees and volunteers while performing their duties, against liability claims. The liability coverage will not respond to every type of claim. These following are the most common exclusions:

- job-related injuries that are covered under WorkSafeBC;
- criminal or illegal acts;
- errors and omissions arising out of professional services contracts;
- ownership, use or operation of automobiles.

There is no medical or disability coverage for volunteers.

College students are not protected by UCIPP liability coverage except when they participate in a practicum experience which is covered by a practicum agreement. Students taking ElderCollege courses do not meet the criteria for liability coverage.

2300 RYAN RD, COURTENAY, BC, V9N 8N6
TEL: 250.334.5282 FAX: 250.334.5274

WWW.NIC.BC.CA
CAROL.BAERT@NIC.BC.CA

Waivers

UCIPP advises that waivers are not necessary for most ElderCollege courses. They recommend that for courses taking place outside a classroom, any special clothing or equipment requirements are provided in the registration materials. For active courses, indicating the level of effort involved is good practice. The instructor can bar a participant who does not have the necessary clothing or equipment to participate in the activity safely.

If ElderCollege runs courses where there is a significant risk of injury, for example back country skiing or hiking, it is good practice to have participants sign a waiver. To be enforceable, a waiver must clearly explain the activity and list the risks involved. A blanket waiver should not be used and it should not be left to an individual instructor to develop a waiver. We recommend that when the course calendar is established each term, a review is done to see if any courses require a waiver. Where one is required, it should be developed specifically for that course using the template provided by the Continuing Education and Training department. Once developed it can be used for subsequent offerings of that course unless there is a significant change to the activities/risks. If there is uncertainty about whether or not a waiver is required, my office can assist through the Community Education and Training Department.

Course participation by non-registrants

During our discussion, concern was raised about the risk of allowing individuals not registered to participate in a course, in particular one that is held off-site. It is good practice to require participants to register. ElderCollege should state in its membership and registration materials that course participants must be registered.

We understand that this can be difficult to enforce when people bring a guest to an off-site activity. From a risk management perspective, the individual instructor can decide to make an exception to the policy provided they believe the person has the necessary clothing or equipment to participate safely in the activity. It is up to ElderCollege to decide whether or not you want to give the volunteer instructor discretion to make a decision or want to be consistent that everyone must be registered.

Coverage for use of personal vehicles

Although this wasn't an issue we specifically discussed, a question about travelling with students to off-site locations was raised and I think the way our coverage deals with automobile accidents is useful information for you to have.

When an employee or authorized volunteer driver has an accident while operating a licensed vehicle for a College activity, the owner's automobile liability insurance is primary. However, UCIPP has in place special

ICBC coverage that bridges any gap that may exist between the owner's automobile liability and \$1,000,000. UCIPP provides coverage in excess of \$1M or the owner's liability limit under his/her policy. The vehicle owners' automobile liability is always the primary coverage to the full extent of the limit of coverage carried.

There are two possible circumstances which will disqualify the driver and or vehicle owner under UCIPP:

1. Where the vehicle is used for a purpose other than what it is insured for under the owner's primary insurance;
2. When the vehicle is operated in violation of any motor vehicle regulation or section of the criminal code.

Personal belongings contained within a vehicle are not insured by either ICBC or UCIPP. UCIPP does not carry insurance for physical damage to employees' or volunteers' owned or borrowed vehicles. It is the responsibility of the vehicle owner to insure physical damage directly with an insurer.

I hope this information addresses the questions you had about the liability protections the College provides to ElderCollege volunteers. If you need additional information or clarification, please let me know.

Yours truly,



Carol Baert

Vice-President, Finance & Facilities

c.c. Jan Carrie, Vice President, Education
Cheryl O'Connell, Dean, Continuing Education and Training
Tracy Parker, Manager, Continuing Education and Training

Appendix D - CVEC VOLUNTEER CHARTER

Our Mission: Enhancing the quality of life for older adults, by offering affordable opportunities for continued learning.

Thank you for volunteering for Comox Valley ElderCollege (CVEC). As a volunteer, you will be joining a group of dedicated people who, like you, recognize CVEC's value to the community and want to support access to lifelong learning in the Comox Valley by helping to sustain CVEC. Your contribution is very important to us and we appreciate it.

The purpose of our Volunteer Charter is to define the relationship between CVEC volunteers in terms of mutual rights, expectations and responsibilities.

The Charter outlines what volunteers can expect from each other and what support is available to help us fulfil our roles.

Our relationship is driven by the principle that both CVEC leadership and volunteers in operational roles have responsibilities and expectations. **Our Charter establishes** standards of conduct to promote effective volunteer involvement and provide a safe and supportive environment for all.

CVEC Volunteer Charter
Joint Responsibilities and Expectations
<p>Together we will act with respect for the mission, the stakeholders, the values of CVEC and the best interests of the community, carrying out our involvement responsibly and with integrity. This we will achieve by:</p> <ul style="list-style-type: none">• adhering to the policies in the CVEC Governance Manual, the CVEC strategic plan and decisions of the CVEC Executive Committee• conducting our business to a high ethical standard• establishing and supporting a safe, respectful and inclusive working environment• acting with professionalism and integrity• engaging in the mutual exchange of feedback regarding performance and role• respecting information confidentiality and privacy of all CVEC members and volunteers• respecting the individual and practising cultural sensitivity.

See Next Page

<p style="text-align: center;">Volunteer Expectations</p>	<p style="text-align: center;">Volunteer Responsibilities</p>
<p>Volunteers can expect to receive:</p> <ul style="list-style-type: none"> • An orientation including an overview of the relationship between CVEC and NIC • Training and/or mentoring necessary for them to carry out their responsibilities effectively • A written description of their role and responsibilities • Assignments and tasks that reflect their skills, interests and backgrounds • Information on safety and emergency protocols and actions required by NIC/CVEC, including procedure for dealing with concerns/complaints of harassment or inappropriate behaviour • Recognition, both formal and informal, of their contributions. 	<p>Volunteers are expected to:</p> <ul style="list-style-type: none"> • Participate in orientation, training or meetings required for or affecting their role • Identify any restrictions affecting their participation in activities associated with their role <ul style="list-style-type: none"> • Report immediately any perceived harassment or inappropriate behavior, in accordance with the appropriate NIC/CVEC policy • Be prepared for any activities, functions or meetings and complete any associated work • Accept guidance in carrying out their role • Notify their Committee Chair or designate as early as possible of their anticipated absence.

Appendix E: NIC Liaison Registration Protocol

The NIC Liaison:

- Determines, with NIC Registrar's Office, NIC Marketing and NIC Student Records the specific date and time at which registration will open so they can arrange their work schedule, etc.
- Maintains and ensures their CVEC contact list is updated.
- Posts the final pdf copy of the CVEC Course Guide/Newsletter on the NIC CVEC website on the date agreed upon by the CVEC Communications Chair and NIC Liaison.
- Participates in the Public Information Forum by acting as a resource and conducting a registration computer lab in the week prior to Registration opening.
- Supports the Chair of the Member Support Committee/CVEC Registration Designate, by preparing the group email with reminders or instructions as approved by the CVEC Executive Chair or other designated CVEC Executive.
- Notifies Membership and CVEC mailing list that Registration is open. This can be via group email or Constant Contact 10 minutes prior to Registration opening, announcing the time that registration will open.

NIC Student Records:

- Receives the course listings from the NIC Liaison and assigns course codes and classrooms, dates, and times for each course.
- Updates each Course Description in *Colleague* to match the current CIF and updates / corrects the Lecture Series information as necessary.
- Shares a copy of the scheduled courses with the NIC Liaison and CVEC Curriculum Chair for their review in advance of the site going live.
- Updates NIC Student Services staff re: activating the courses on *Colleague*.
- Ensures messaging is consistent with the key messages above.

NOTES re Lecture Series:

1. CVEC members will have the opportunity to enroll in the full lecture series OR in one or more individual lectures. The total of 212 lecture theatre seats will therefore be allocated to "Lecture Series" or "Individual Lectures" based on recent patterns of enrolment. Example: 150 seats for Lecture Series / 62 seats for Individual lecture sections.
2. There will be no wait list established for individual lectures nor for the complete lecture series but members may drop-in before the beginning of each single lecture and will be seated by the Member Support Committee (MSC) in the order in which the member signed in that morning, and only if space permits. MSC will record the attendees' names and contact information and collect the applicable fee for that lecture.

Notice of Registration to the Members and to the Public

- The opening date for registration will be announced to all members via email or *Constant Contact* sent out by the NIC Liaison in discussion with the CVEC Chair.
- Announcement of CVEC Registration Opening date will be shared via current communications protocol through NIC channels for event announcements
- Directions for how to register for membership or courses will be communicated in publicly accessible locations on the NIC/ElderCollege website.
- Once course registration opens, registration can be done on-line anytime, or in person / by phone during regular NIC working hours.

Appendix F: Safety Alert - Incident Report form.



Safety Alert – Incident Report

Form for reporting an incident on campus or during an off-site class that raises safety concerns. If you need more space in any section, please use the back of the page.

Person Reporting the Incident

Name: _____

Phone Number: _____

Email: _____

Safety Event

Event Type: _____

Location: _____

Where on campus? _____

Event Description: _____

Were there witnesses? Yes No
Please enter their name and contact details _____

Were there injuries? Yes No
Outline any injuries sustained _____

Is there a third party involved? Yes No
Please provide third party information _____

Police/Medical Services

Were the police contacted? Yes No
If yes, was a report filed? Yes No
File number? _____

Were medical services provided? Refused Yes No

When complete, send to the attention of the CVEC NIC Liaison: You can hand it to any member of the CVEC Executive Committee or drop it off at Student Services in the NIC Ryan Rd campus, or at the NIC CE St Joe’s Campus on Rodello St. If you prefer to send it digitally, you can email to ElderCollegeCV@nic.bc.ca

Last Updated: Jan 10/25

S

Emergency Procedures on NIC Campus

CALL 911: FIRE - AMBULANCE - POLICE



***In an emergency, exit the building and go to the nearest Assembly Area.**

Emergency Phone Numbers:

Mon – Fri Daytime 8:30 am – 4:30 pm	Director of Facilities: Ext 7759 Office; 250-923-8795 Facilities Helpdesk: Ext 5039 Office: 250-334-5039 Cell: 778-585-5591 Health & Safety: Ext 7727 Office: 250-923-9727 Switchboard: Mon – Fri 8:30am – 4:40 pm: 250-334-5000
Evenings & Weekends:	On-Site Security: 250-334-7206

SUSPICIOUS PERSON/OBJECT

SUSPICIOUS PERSON

- DO NOT confront the person.
- DO NOT block the person's access to an exit.
- Call 911 and Facilities 778-585-5591.
- Give as much information as possible, including description and direction of travel.

SUSPICIOUS OBJECT

- DO NOT touch or disturb object.
- Call 911 and Facilities 778-585-5591.

FIRE

IF YOU DISCOVER A FIRE

IF YOU HEAR A FIRE ALARM

- **Pull fire alarm.**
Call 911 and Facilities 778-585-5591.
- **Use a fire extinguisher** if the fire is small; THEN
 - **Proceed to nearest exit** using stairs, not elevators. Close doors and windows if safe to do so.
 - **Meet at building Assembly Area*.**
 - **DO NOT re-enter the building** until directed by emergency personnel.
 - **IF YOU CANNOT EVACUATE:** Use stairwells as refuge areas; stay low.

BUILDING FLOOD

- DO NOT walk through flood water if possible—it could be electrically charged or contaminated.
- Call Facilities 778-585-5591.
- If possible, shut off power to affected area.
- Move all hazardous chemicals and vulnerable equipment to countertops.

MEDICAL EMERGENCY

- Call 911 and ask for an ambulance. Provide your name and location on campus, including building and room number.
- Call First Aid: Campus Phone ##11 or External 250-897-8811.
- If trained, administer CPR or first aid.
- If not trained, direct first responders to the incident location.
- If the person is unconscious and not breathing, attempt to use a publicly available AED (defibrillator) to revive them.

HAZARDOUS MATERIALS

- If not properly trained to manage the release or spill clean-up, call Facilities 778-585-5591.
- If there is risk of fire or explosion, Call 911.
- DO NOT operate any electrical devices, phones, light switches or equipment in the spill area.
- Alert people in the immediate area to evacuate if toxic materials have spread.
- Evacuate building to a designated Assembly Area*.

EARTHQUAKE

- DROP, COVER AND HOLD ON under a table, desk or beside an inside wall until the shaking stops.
- If shaking lasts for more than 30 seconds or there is visible damage to the building, evacuate AFTER the shaking stops to a designated Assembly Area*.
- DO NOT use elevators.
- DO NOT pull fire alarm unless there is a fire.
- Prepare for aftershocks.

POWER OUTAGE

- Turn off computers and other voltage-sensitive equipment.
- If in science labs, secure experiments and shut off gases.
- Move cautiously to an emergency exit and evacuate the building to a designated Assembly Area* if safety is a concern.
- DO NOT re-enter the building until directed by emergency personnel.

THREAT OF VIOLENCE

- Quickly determine the best way to protect yourself and call 911 when safe to do so.

RUN

- Consider safe evacuation of the area only if you know the location of the threat. When evacuating, keep your hands visible and follow police instructions.

HIDE

- Barricade doorways and entrances using any means available.
- Close window/door blinds.
- Stay behind solid objects away from the door and turn off the lights.
- Minimize noise from your location. Turn off your cell phone ringer, alarms and vibration.

FIGHT

- Only confront a violent or potentially violent person as a last resort. Attempt to incapacitate the threat using aggression and any means/ items available.

NATURAL GAS LEAK

- Call Facilities 778-585-5591.
- IF instructed to do so, evacuate the building by pulling a fire alarm.
- Once outside, move to designated Assembly Area* and DO NOT re-enter the building until directed by emergency personnel.

COMOX VALLEY CAMPUS MAP & DIRECTORY

2300 Ryan Road, Courtenay



Discovery Hall

- Assessment Services
- Indigenous Education
- Library & Learning Commons
- Student Employment Services
- Student Services

Komoux Hall

- College-Wide Administration
- Human Resources
- Shipping & Receiving

Puntledge Hall

- Dept of Accessible Learning Services
- Office of Global Engagement

Tye Hall

- Cafeteria / Student Lounge
- Campus Bookstore
- North Island Students' Union

Komoux Annex

- 1. Foundation

Public Accessible Parking

EC Electric Vehicle Charging Station (2-hour limit)



Continuing Education is located at NIC St. Joe's, Comox (February 2024)

NIC ST. JOE'S CAMPUS MAP & DIRECTORY

2137 Comox Ave. Comox



Directory

LEVEL 1

- NIC Health and Human Services (HHS) @ St. Joes

LEVEL 0

- NIC Continuing Education Administration and First Aid Offices



Accessible Parking



Bike Parking



Public Parking

NORTH ISLAND COLLEGE



250-334-5000

1-800-715-0914

www.nic.bc.ca