

Comox Valley ElderCollege Governance Manual 2024 - 2025

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

This manual is accurate as of **May 2024**. Committee inquiries about more recent changes should be directed to the CVEC Chair of Operations Support through the office of the NIC Liaison, (250) 334-5236.

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**NIC 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

- Komoux Annex**
1. Foundation

- Puntledge Hall**
- Dept of Accessible Learning Services
 - Office of Global Engagement

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

- Public Accessible Parking**
- EC** Electric Vehicle Charging Station (2-hour limit)



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



NORTH ISLAND COLLEGE 250-334-5000
NIC 1-800-715-0914
www.nic.bc.ca

Introduction

This Comox Valley ElderCollege (CVEC) 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 by-laws take precedent 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.

Acknowledgement

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

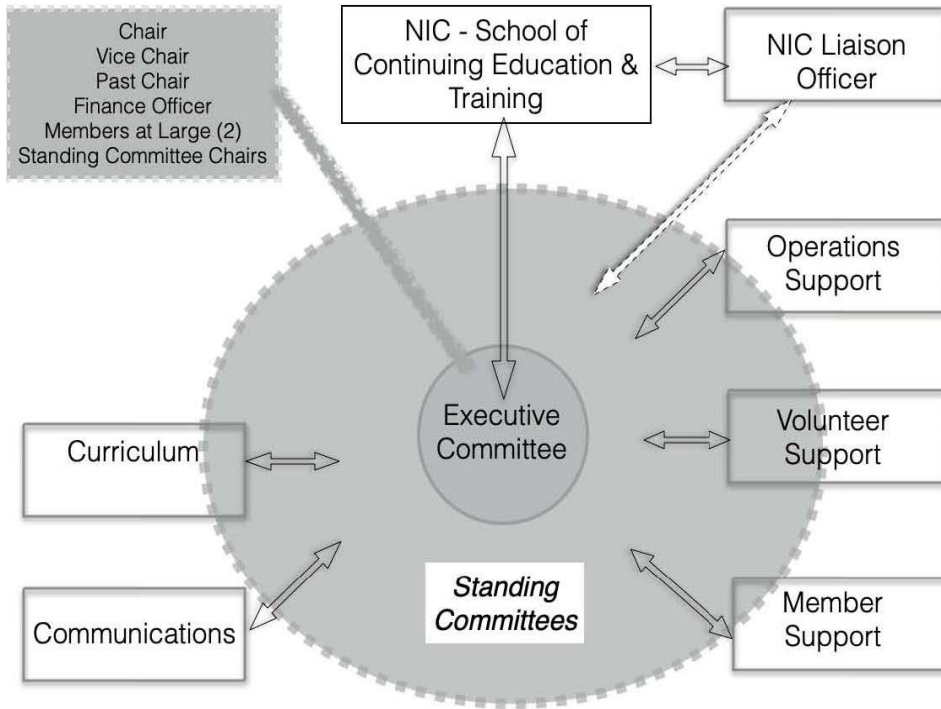
In the event there is a conflict between this document and the NIC Policy and Procedure Manual, the latter has precedence, for as long as the *Memorandum of Agreement on NIC/CVEC Relationship* of June 2012 is in effect.

PART ONE: ARTICLES OF GOVERNANCE

- 1. Name**
Comox Valley ElderCollege (CVEC)
- 2. Mission Statement**
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.
- 3. Relationship between CVEC and North Island College (NIC)**
This relationship extends from a Memorandum of Understanding (MOU) between CVEC and NIC, dated June 28, 2012, and is described therein. See Appendix A.
- 4. Membership**
Open to anyone aged 55 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**
The Articles of Governance shall be amended 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 2021



PART TWO: BYLAWS

Management

1. The Executive Committee

- a) The Executive Committee is responsible for the governance of the CVEC within the context of the CVEC Mission Statement and Code of Conduct. In particular, the Executive Committee shall be responsible for all decisions arising from recommendations of its Standing Committees and Special Working Committees, maintaining appropriate links with the senior leadership team of NIC, the Comox Valley community, and other institutions for learning in retirement, 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. 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 committees, 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 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 Terms of Reference for each Standing Committee and Special Committee shall be drafted and/or amended in consultation with the Operations Support Committee Chair for approval and monitoring by the Executive Committee.
- d) Committee policies and procedures shall be in accordance with the CVEC Governance Manual and shall be available to the general membership.
- 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.

Two committee structures are permissible – 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

Notes:

- 1. 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.
- b) Chair/Co-Chairs shall, following their affirmation by the elected Executive, affirm each member of their committee.
- c) 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.
- d) As a guideline, other voting members of Standing Committees are appointed by the Committee Chair/Co-Chair for one year initially, renewable annually to a maximum of four years.
- e) 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.

- f) 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.
- g) 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 over committed.

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 the September 1st to August 31st.

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 Committee Member

- 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:**

A quorum is defined as the number of a group or organization required to be present to transact business legally, in this case, the Executive and Standing Committees of CVEC.

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 may, at his/her discretion, determine 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 called by the Executive Committee will be the majority of those ElderCollege members present. The quorum for ElderCollege Standing Committee meetings will also be a majority of the members present.

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, North Island College 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** of 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 North Island College 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 North Island College 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 North Island College 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 the Curriculum Committee and approved by the NIC Director of Education and Training.

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, if seating is available, subject to later payment of the assigned fee. Admission in these circumstances shall be on a first come, first served basis.
- (c) Admittance to a lecture may also be granted to guests of the lecturer, as arranged with the lecture coordinator.
- (d) The Chair of the Executive Committee 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.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	May 1, 2009
Last Reviewed/Revised:	January 2024
Last Approved:	May 2024
Next Required Review Date:	January 2026

Policy 3.0.1: Relationship between Comox Valley ElderCollege (CVEC) and North Island College (NIC)

1. POLICY

CVEC operates as a program of NIC and thus, there is a desire and a need for both parties to develop a strong working relationship.

2. PURPOSE

To provide an overview of the working relationship between CVEC and NIC.

3. GUIDELINES

The effective operation of CVEC is the joint responsibility of the Chair of the CVEC Executive Committee and the Regional Director, Continuing Education & Training, North Island College. The Chair of the CVEC Executive Committee is the de facto Director of the CVEC.

The day-to-day liaison between NIC and CVEC will be conducted through the NIC/CVEC Liaison Officer. (See NIC/CVEC Roles and Responsibilities)

The Regional Director, Continuing Education & Training (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 Regional Director, Continuing Education & Training, the Chair of the CVEC Executive Committee, or a designated representative, may participate in the deliberations of NIC planning groups, conferences, councils, and meetings.

It is recognized that meetings of the CVEC Executive Committee may, from time to time, have agenda items where immediate comment from the Regional Director, Continuing Education & Training would be appropriate and timely. In these instances, the CVEC Executive Committee will request the attendance of the Regional Director, Continuing Education & Training, or an appropriate representative.

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 Regional Director, Continuing Education & Training, or the appropriate person as delegated by NIC, with a view to resolving the issue.

4. NIC General Responsibilities

NIC is responsible for CVEC course and membership registration, collecting fees, issuing student identification cards, maintaining a membership list, maintaining appropriate records, providing access to meeting rooms and classrooms, and providing appropriate clerical support to CVEC on a “service fee” basis. These responsibilities may be further described in other sections.

5. CVEC General Responsibilities

CVEC is responsible for the development, financing and delivery of its own curriculum, programs and events, avoiding potential conflict with the mandate of NIC Continuing Education and Training and other groups and agencies offering learning opportunities to older persons. CVEC will attract and coordinate a volunteer workforce to conduct their activities. These responsibilities may be further described in other sections.

Committee(s) Responsible:	OSC
Original Policy Date:	October 25, 2010
Last Reviewed/Revised:	January 2022
Last Approved:	May 2021
Next Required Review Date:	October 2024

Section 3.1 – OPERATIONS SUPPORT

Policy 3.1.1: Development and Administration of Policy by CVEC

1. POLICY

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

The Operations Support Committee (OSC) is the designated lead for the development, coordination of, revisions to and the updating of the CVEC Governance Manual (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 OSC shall ensure the CVEC GM is kept up to date, put into 'pdf' form, and through the NIC Liaison Officer, 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:

<p>This manual is accurate as of <i>INSERT DATE</i>. Committee inquiries about more recent changes should be directed to the Chair of the CVEC Operations Support Committee through the office of the NIC Liaison (250 334- 5236).</p>
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The OSC will notify the Executive Committee whenever the GM is posted. In turn, Standing Committee Chairs/Co-Chairs will apprise their committee members about approved new and/or amended policy, as well as the application of the policy.

4. PROCEDURES

4.1 Policy Administration

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 and require the approval of the majority of the executive voting members in order to be passed and come into effect.

The OSC 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:

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

4.2 Development and Review of Policy

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 procedure that is better placed in a committee handbook
- it does not affect any existing policy as to cause it to be updated or rescinded
- it is in compliance 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

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, consideration should be given as to whether the procedure is better 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.

Policy Review Dates:

All policy will include the date it was first passed, effective date and the upcoming review dates. The Executive Committee or the OS Committee acting on behalf of the Executive Committee will determine review dates for individual policies.

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 Annual Policy Review:

Annually, the OSC will review the GM to ensure that policy is current, is meeting the needs of CVEC, and to flag the dates for any upcoming and required reviews. Should the need for review be identified prior to the stated review date for a policy, the OSC will initiate the review process in collaboration with the Executive Committee and in collaboration with the Committee most impacted by that policy, and notify the Executive Committee at their monthly meetings.

4.6 Definitions:

Policy: Policies specify courses of action that will govern the operations of the organization in general or on a specific topic. ***What is to be done.***

Procedure: A procedure establishes methods of carrying out policy.
How it is to be done.

Committee(s) Responsible:	OSC
Original Policy Date:	October 25, 2010
Last Reviewed/ Revised:	February 2022
Last Approved:	February 14.2022
Next Required Review Date:	February 2024

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 in line with that of NIC is designated as extending from 1 April of the initiating year until to 31 March of the following year.

Annual Budgets and Financial Statements

Each year, Standing Committee Chairs/Co-Chairs, working with the Finance Officer, will be responsible for the compilation of a committee budget for the upcoming financial year, which is to be presented to the Executive no later than February 28 annually. The CVEC Executive Committee will be responsible for the compilation of the Executive Committee budget. All Committee budgets will be prepared in a format as designated by the Finance Officer. Where appropriate, (e.g., expense categories) the budget format will be compliant with the NIC expenditure coding system.

The CVEC Finance Officer 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 committees 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, which includes both online, and hardcopy registration capability. 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 CVEC Executive 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.

Expenditures – Cheque Requisition Process

To meet expenditures, payments are made by NIC. 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 will be submitted directly to the Finance Officer on the NIC Request a Payment form. This form must be typed, not handwritten. It 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 supplier.

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 consideration of 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.

Committee(s) Responsible:	OSC/FO/Executive
Original Policy Date:	October 25, 2010
Last Reviewed/Revised:	November 2023
Last Approved:	November 2023
Next Required Review Date:	November 2026

Policy 3.1.3: CVEC Endowment Funds

1. POLICY

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

2. PURPOSE

To support the educational goals of NIC by 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) 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 annually, two \$1,500.00 bursaries and one \$1,000.00 bursary. 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.

4. PROCEDURES

Annually, the Finance Officer will confer with the Director, 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 suggest, 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.

Committee(s) Responsible:	OSC/FO/Executive
Original Policy Date:	October 25, 2010
Last Reviewed/Revised:	November 2022
Last Approved:	November 17, 2022
Next Required Review Date:	October 2025

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 if they haven't already paid the fee.

4. PROCEDURES

With the exception of the waiving of membership fees, requests for reimbursement for volunteer expenses must be submitted with a Request a Payment form, accompanied by original vendor receipts, or if such are not available, by a letter of explanation and a calculation of the expense. All Requests a Payment must be approved by one of the following procedures, whichever is relevant:

- Those expenses incurred by standing committee members will 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 Executive 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 NIC Liaison Officer 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 Officer 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. Meanwhile, course leaders who decide to only teach during the Winter term are also able to have their annual membership fee waived, provided they haven't already paid it during the Fall term.

Committee(s) Responsible:	OSC/F0/Curriculum
Original Policy Date:	October 25, 2010
Last Reviewed/Revised:	April 2023
Last Approved:	April 2023
Next Required Review Date:	October 2025

Policy 3.1.6: NIC Foundation

1. POLICY

In accordance with the Memorandum of Understanding between CVEC and NIC Foundation dated the 22nd day of February 2005, 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 a designated fund, hereafter called the CVEC Fund. The funds, once received, become the property of the NIC Foundation and shall be held in trust for CVEC. 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.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	January 25, 2011
Last Reviewed/Revised:	August 2021
Last Approved:	March 2020
Next Required Review Date:	October 2026

Policy 3.1.7: NIC Service Fee

1. POLICY

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

2. PURPOSE

NIC provides CVEC a broad range of facilities, services and support that allows CVEC to operate. In recognition of this arrangement CVEC will pay NIC an annual Service Fee. Effective 17 March 2014 and in accordance with the MOU signed March, 2014, the Service Fee shall be equal to 50% of all tuition fee revenue, i.e., membership and course fees. Payments will be in two installments – one at the end of the fall semester, and one at the end of the winter semester.

3. GUIDELINES

NIC provided facilities, services, and support shall include, but not be 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 Web Site
- i) Provide appropriate administrative support to CVEC.

4. PROCEDURES

Every two years, personnel from the Executive, OSC, and the Finance Officer, will meet with the Regional Director, Continuing Education & Training, NIC, to negotiate a service fee payment to NIC based on the agreed percentage of CVEC annual revenue.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	October 2010
Last Reviewed/Revised:	January 2022
Last Approved:	March 2020
Next Required Review Date:	Feb. 2024

Policy 3.1.8: 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 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.

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 NIC Liaison Officer. 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.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	October 2010
Last Reviewed/Revised:	January 2022
Last Approved:	March 2020
Next Required Review Date:	October 2024

Policy 3.1.9: 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.

Committee(s) Responsible:	OSC/FO/Executive
Original Policy Date:	October 2010
Last Revised:	January 2022
Last Approved:	December 2020
Next Required Review Date:	October 2024

Policy 3.1.10: Accommodation of Assistants for Members with Disabilities

1. POLICY

CVEC, operating within the NIC Department 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 – Instructional Accommodation and Accessible Learning Services.

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 accommodations (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 (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 NIC Liaison Officer (NLO) 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.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	October 2010
Last Reviewed/Revised:	October 2021
Last Approved:	October 2021
Next Required Review Date:	October 2025

Policy 3.1.11: Donations Received

1. POLICY

Occasionally, CVEC may receive donations. These may be for instance, the result of our 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 the CVEC Bursary Fund 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 Operations Committee for consideration and recommendation.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	October 2010
Last Reviewed/Revised:	January 2022
Last Approved:	April 16, 2018
Next Required Review Date:	October 2025

Policy 3.1.12: Document Management and Control

1. POLICY

Although CVEC is not a formal institution or society, there is a requirement to 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 Operations Support Committee (OSC) will be responsible for the preparation and maintenance of CVEC MOUs, Articles of Governance, Bylaws and Policies. OSC will also 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 3.1.17.
- Document management will be governed by security and privacy policies of CVEC, North Island College, 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 OSC 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 OSC 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, OSC will liaise with all Standing Committees and groups as appropriate to ensure compatibility of electronic files in a currently accepted format.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	October 2010
Last Reviewed/Revised:	January 2021
Last Approved:	February 2022
Next Required Review Date:	February 2024

Policy 3.1.13: 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 North Island College 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 North Island College Foundation

Upon Executive Committee approval of the \$250 annual memoriam donation to the North Island College

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.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	October 25, 2010
Last Reviewed/Revised:	November 2022
Last Approved:	November 7, 2022
Next Required Review Date:	October 2025

Policy 3.1.14: 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 Chair, Curriculum Committee or, if necessary, the CVEC Executive 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.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	March 18, 2018
Last Reviewed/Revised:	January 2022
Last Approved:	April 16, 2018
Next Required Review Date:	October 2025

Policy 3.1.15: 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 Operations Support Committee.

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	March 19,2018
Last Reviewed/Revised:	January 2022
Last Approved:	March 2020
Next Required Review Date:	October 2025

Policy 3.1.16 Broadcast Communications

1. POLICY:

Comox Valley ElderCollege wishes to ensure that the membership of CVEC 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 broadcast communications 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 broadcast communications must be approved by an elected member of the Executive Committee or Past Chair.

Committee(s) Responsible:	OSC /Executive
Original Policy Date:	March 19, 2018
Last Reviewed/Revised:	January 2022
Last Approved:	March 2020
Next Required Review Date:	October 2024

Policy 3.1.17 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 OSC Standards and Guidelines (e.g., Password complexity)
2. Establishing any digital service account must be done in consultation with the NIC Liaison Officer. Any fees for the digital services will be managed through the NIC CVEC account.
3. The Operations Support Committee (OSC) 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.

Committee(s) Responsible:	OSC /Executive/Curriculum
Original Policy Date:	February 14, 2022
Last Reviewed/Revised:	New
Last Approved:	February 14, 2022
Next Required Review Date:	February 2024

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 and mission, 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 Committee will review their budget to assess the impact of these additional costs prior to accepting any course proposal.

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.

Committee(s) Responsible:	OSC/Curriculum
Original Policy Date:	March 2012
Last Reviewed/Revised:	September 2021
Last Approved:	September 2021
Next Required Review Date:	October 2024

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 a 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.

Committee(s) Responsible:	OSC/Curriculum
Original Policy Date:	January 25, 2011
Last Reviewed/Revised:	March 2021
Last Approved:	March 2021
Next Required Review Date:	October 2024

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. It 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 “COPYRIGHT PROCEDURES (November 2010)” and “Guide to Copyright at North Island College”. Both these documents are available 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 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.

Committee(s) Responsible:	OSC/Curriculum
Original Policy Date:	January 25, 2011
Last Reviewed/Revised:	January 2022
Last Approved:	January 2020
Next Required Review Date:	October 2024

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 will advise all presenters and lecturers that marketing of their *services or products* to CVEC members during courses and lectures is not allowed, except as follows: Occasionally course leaders may have to use directly related course materials (e.g.: books or supplies) to supplement learning. Where these materials exceed course leader allowable expenses, the course leader may wish to provide these materials to the course participants to purchase. In such circumstances, the following specific guidelines will apply:

- i The use of, plan for and sale of course material must be approved *in advance* by the Chair of the Curriculum Committee.
- ii The required course materials to be provided by the participant must be listed in the course description at the time of registration.

Lecture Series

The sale of merchandise must not be the primary purpose for presenting a lecture. However, a lecturer may wish to make available certain materials, such as books, CDs or other items to enhance the learning experience. In such circumstances, the following specific guidelines will apply:

- i The merchandise must enhance the learning experience of the attendees and be directly related to the lecture topic.
- ii Details of the plan for selling materials at the lecture must be approved, in advance, by the Chair of the Curriculum Committee.
- iii Where the lecturer wishes to have items on hand but is unable to bring them due to logistics (e.g.: shipping costs), the Lecture Coordinators may approach local community merchants to determine if they would be willing to supply and if practical attend the lecture venue with the items.
- iv The purchase of materials at the lecture series must be optional for CVEC attendees.

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.

Committee(s) Responsible:	OSC/Curriculum
Original Policy Date:	March 2016
Last Reviewed/Revised:	January 2022
Last Approved:	January 2020
Next Required Review Date:	October 2024

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

1. POLICY

Wherever possible, CVEC uses the on-campus facilities of NIC for which we pay with our semi-annual tuition income transfers. However, we recognize that the need for some specialized courses may dictate off-campus accommodation but in all cases, any such arrangement should first be discussed with, and the necessity agreed to by, the NIC/CVEC Liaison Officer.

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.

2. PURPOSE

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

3. 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.

4. 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 NIC/CVEC Liaison Officer 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.

Committee(s) Responsible:	OSC/Curriculum
Original Policy Date:	February 2017
Last Reviewed/Revised:	January 2022
Last Approved:	January 2020
Next Required Review Date:	October 2024

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 principal 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 further to clarify procedures required to ensure that the course presenter is reimbursed for any personal outlay to obtain any required supplies.

3. GUIDELINES

Course leaders shall advise the Curriculum Committee of anticipated supply fees, along with the course description for inclusion in the published course offerings. The supply costs shall then be collected by the course leader. Course leaders shall be prepared to account for these supply costs to their students.

Committee(s) Responsible:	OSC/Curriculum
Original Policy Date:	April 16, 2018
Last Reviewed/Revised:	January 2022
Last Approved:	January 2020
Next Required Review Date:	October 2024

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 continued learning to older adults while continuing to be a self-funding program within the community of North Island College as agreed to in the MOU.

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 Operations Support Committee in consultation with the Finance Officer and Curriculum Committee. Any changes shall be referred to the Executive Committee for approval.

Committee(s) Responsible:	OSC/FO/Curriculum
Original Policy Date:	April 16, 2018
Last Reviewed/Revised:	August 2023
Last Approved:	August 2023
Next Required Review Date:	February 2026

Policy 3.2.8

Lecture Series Course 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 3.1.8, 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 immediately deposited into a Drop Box for the NIC Liaison Officer to retrieve the following Monday.

Committee(s) Responsible:	Operations Support/Curriculum
Original Policy Date:	November 19, 2018
Last Reviewed/Revised:	November 2023
Last Approved:	November 2023
Next Required Review Date:	November 2026

Policy 3.2.9: Stan Hagen Theatre Seating Policy

1. Policy

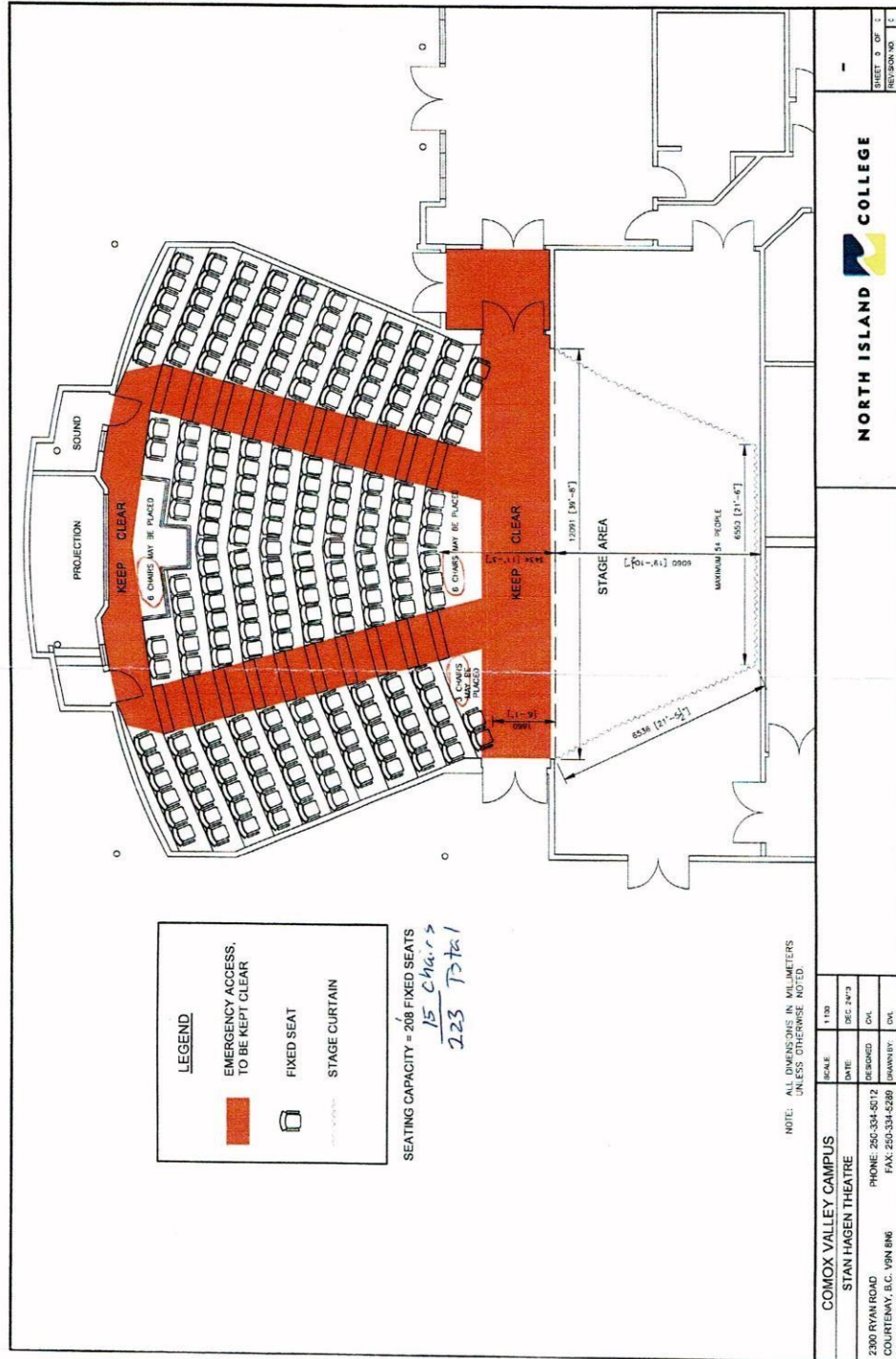
For all ElderCollege events the North Island College policy for occupancy limits for the Stan Hagen Theatre will be adhered to. This occupancy maximum is established as 224 people. For example – 212 in the seating area and 12 in the stage area. (See attached Seating Plan)

2. Purpose

To ensure that attendance numbers are within parameters set by NIC and Fire Department guidelines.

Committee(s) Responsible:	OSC/Member Support
Original Policy Date:	August 19, 2019
Last Reviewed/Revised:	January 2023
Last Approved:	January 2023
Next Required Review Date:	January 2027

Stan Hagen Theatre Seating Plan



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.

Committee(s) Responsible:	OSC/Communications
Original Policy Date:	November 2013
Last Reviewed/Revised:	August 19, 2019
Last Approved:	August 19, 2019
Next Required Review Date:	October 2025

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.

Committee(s) Responsible:	OSC/Communications
Original Policy Date:	August 19, 2019
Last Reviewed/Revised:	August 19, 2019
Last Approved:	August 19, 2019
Next Required Review Date:	October 2025

Section 3.4: Membership Support Committee

Section 3.4.1: Member Support Committee

- 1. POLICY**
The Comox Valley ElderCollege is committed to an inclusive and welcoming environment for all members.

- 2. PURPOSE**
The MSC will ensure that CVEC 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 North Island College and will acknowledge the CVEC relationship with NIC. The MSC will comply with the articles of governance, bylaws, policies and procedures, and role and responsibilities of CVEC.

- 4. PROCEDURES/ACTIVITIES**
All member support activities will be organized following the yearly timeline of CVEC activities.

Committee(s) Responsible:	OSC/Member Support
Original Policy Date:	August 19, 2019
Last Reviewed/Revised:	August 2023
Last Approved:	November 2023
Next Required Review Date:	Oct. 2026

Section 3.5: Volunteer Support Activities

Policy 3.5.1: Volunteer Recognition

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, which is enhancing the quality of life for older adults in our community, by offering affordable opportunities for continued learning.

The Volunteer Support Committee (VSC) is responsible to the CVEC Executive Committee: it works in conjunction with the Executive and Standing Committees to implement the provisions of this policy and the Volunteer Charter.

In the event there is a conflict between this policy or 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 CVEC 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, whether for the short or longer term.

Definition:

For the purposes of this policy, a volunteer is an adult who, in accordance with the NIC definition of "College Community" *, has committed to provide services as a member of or on behalf of CVEC, without remuneration and in support of the CVEC Mission.

(*NIC Community Code of Academic, Personal and Professional Conduct (Code of Conduct) Policy # 3-06).

Membership and Liability:

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

4. PROCEDURES

Volunteer Charter:

The 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. See Appendix #1.

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 the position description template approved by the CVEC Executive Committee.

Volunteer Orientation:

VSC arranges 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.

This is essential for promoting a sense of inclusion and engagement in the ElderCollege community, thereby enhancing the contributions of each volunteer and of the overall enterprise.

Volunteer Training

Because this is specific to the role and functions to be undertaken by the volunteer, training generally occurs at the Committee level and will be supported by current position descriptions in a standardized format.

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, in accordance with its mission.

On behalf of CVEC, VSC is tasked with the purchase of gifts for all Course Leaders, Lecturers and Assistants. As well, VSC is responsible for arranging and coordinating an annual CVEC Volunteer Appreciation event.

On behalf of CVEC, VSC also promotes frequent recognition of the value and impact of volunteer contributions in ways both formal and informal and supports the efforts of CVEC leadership in this regard. The CVEC Volunteer Charter (Appendix 1) and the CVEC Volunteer Recognition Guidelines (Appendix 2) provide more detailed information in this regard and is found in the VSC Handbook.

Volunteer Record-keeping:

VSC has a mandate to maintain volunteer records, which are essential for implementation of recognition practices and for potential future recruitment data.

Record-keeping will be subject to **CVEC Policy 3.8.1: ElderCollege Use of Member's Personal Information.**

The effective implementation of this policy requires close and continuous coordination between VSC and Standing Committee chairs, to ensure VSC is aware of current committee membership and facilitate the collection of volunteer data as noted above.

Volunteer Expectations	Volunteer Responsibilities
<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 • 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.

Committee(s) Responsible:	OSC/VSC
Original Policy Date:	January 2014
Last Revised:	November 2022
Last Approved:	November 7, 2022
Next Required Review Date:	October 2025

Section 3.6 Registration

Policy 3.6.1: Registration Policy

1. Policy

CVEC registration is supported by NIC. Specific and detailed registration procedures are addressed in the *CVEC: NIC Registration Protocol* and addresses CVEC membership and enrollment in Fall and Winter courses and lectures. The Registration Protocol is part of the Member Support Committee Handbook. The Protocol has 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 Protocol is intended to ensure a consistent year over year approach to registration that can be accommodated within the capacity of NIC's registration system, and implemented in such a manner as to meet CVEC goals of equitable access to registration, and ensure 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 Protocol have been adopted as a critical planning approach and resource to ensure that CVEC's members and potential members have a positive registration experience.

4. Procedures

The CVEC Member Support Committee 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. Assumed in this work is an advocacy role on behalf of CVEC members.

The Committee's mandate flows from the Executive Committee and in turn, the MSC is required to report to Executive Committee following each registration period. Annually the MSC is required to recommend any changes to the Protocol to the Executive Committee for approval and thereafter, update the Protocol. The Protocol will be placed as a key document in the MSC Committee Handbook, distributed to NIC Continuing Education and Training, and made available to all CVEC Standing Committees.

Committee(s) Responsible:	OSC/MSC
Original Policy Date:	August 19, 2019
Last Reviewed/Revised:	October 2019
Last Approved:	January 2024
Next Required Review Date:	January 2026

Section 3.7: Member Conduct at CVEC Activities

Policy 3.7.1: Sexual Harassment and Code of Conduct

1. POLICY

All CVEC course participants, course leaders, members and guests are governed by the following North Island College policies while visiting or participating in any on-campus ElderCollege programing 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 Sexual Violence and Misconduct.

Copies of the foregoing policies may be viewed in the office of the CVEC NIC Liaison Officer.

2. PURPOSE

These policies are in place to ensure all involved in the North Island College Campus activities may do so in a non-threatening environment.

3. PROCEDURES

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 North Island College protocol above they *must* immediately contact one of the following within North Island College and refer the matter to them for action:

Manager, Human Resources Dept. Comox Valley Campus
Tel. 250-334-5000 Ext. 4221

Director, Student Affairs and Port Alberni Campus Administrator,
Student Services. Tel. 1-250-724-8704

Committee(s) Responsible:	OSC/Executive
Original Policy Date:	January 20, 2020
Last Reviewed/Revised:	January 2022
Last Approved:	January 20, 2020
Next Required Review Date:	October 2024

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 North Island College policies and procedures regarding the protection of privacy.

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

a. Privacy Statement

The Personal Identification screen on the North Island College: CVEC website includes the following privacy information statement:

“Information collected 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 to Policy 1-01 Freedom of Information and Protection of Privacy.”

Failure to accept this waiver precludes membership in ElderCollege.

b. Individual Course List

To facilitate contact between the course leader and the CVEC members attending a specific course, and between course attendees, course leaders will provide a class specific contact list and waiver form which individual student members may subscribe to at their discretion. In the event a class member does not wish to participate by having their contact information shown on the ‘contact list’, their name must be withdrawn from the list by the course leader.

c. 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 list for non-CVEC purposes.

Committee(s) Responsible:	Operations Support/Curriculum
Original Policy Date:	August 19, 2019
Last Reviewed/Revised:	August 2023
Last Approved:	August 2023
Next Required Review Date:	Oct. 2026

PART FOUR: ROLES AND RESPONSIBILITIES

Section 4.1: EXECUTIVE COMMITTEE

1. ROLE

The Executive Committee oversees the direction and management of the Comox Valley ElderCollege (CVEC) so that it carries out its mandate and objectives effectively within the framework of its Mission Statement and Articles of Governance.

2. RESPONSIBILITIES & CODE OF CONDUCT

The CVEC Executive Committee is broadly responsible for:

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

In the execution of these responsibilities Executive Committee members are expected to operate within the following CVEC guidelines:

- Fiduciary Duties
- Duties of Care & Skills
- Law Abiding
- Due Diligence
- Duty of Continuance

Fiduciary Duties:

To 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:

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

Law Abiding

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

Due Diligence:

To 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:

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

3. EFFECTIVE PARTICIPATION

Executive Committee members are expected to 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 – reading 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, and Policies and Procedures.
- 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, and
- Liaise with other institutes for learning in retirement.

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 of Standing Committees

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.
- Ensure effective relationships among Executive Committee members, and with CVEC volunteers and members, North Island College, and external stakeholders/community.
- Act as the CVEC spokesperson and figurehead as appropriate.
- 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.

- Liaise with North Island College administration.
- Serve as an ex-officio member of all Standing Committees.
- Prepare a “Letter to the Members” for each newsletter.
- Designate persons to represent the Chair and Executive Committee as appropriate.
- Serve as an ambassador for CVEC with members and external stakeholders/community.
- At his/her discretion, 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 and 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.

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.
- Analyse and present financial reports (monthly and annual) in an accurate and timely manner.
- Update accounting policies and practices in consultation with the Operations Support Committee as appropriate.
- Make annual recommendations to the Executive Committee relating to course fees and CVEC Membership.
- 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 ElderCollege (as described in Section 3).

Committee(s) Responsible:	Executive/Operations Support
Original Policy Date:	January 2014
Last Reviewed/Revised:	January 2022
Last Approved:	October 2019
Next Required Review Date:	October 2024

Section 4.1.1: Strategic Planning Group

The Strategic Planning Group 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 Chair to meet the requirements for any assigned tasks.

The 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 North Island College,
- 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) The 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 SPG recommendations from the previous year.

Prepare a new Strategic Plan every 3-5 years.

Committee(s) Responsible:	Operations Support/Executive
Original Policy Date:	January 2014
Last Reviewed/Revised:	April 2023
Last Approved:	April 2023
Next Required Review Date:	October 2025

Section 4.2: CURRICULUM COMMITTEE

ROLE

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

COMMITTEE RESPONSIBILITIES:

- Seek out/identify course leaders and lecture presenters with the help of member suggestions and/or other available sources.
- Obtain and assess course and lecture descriptions or outlines before a course is offered.
- Select appropriate courses and lectures for presentation in a variety of formats.
- Collect vital information such as course descriptions, short biographies/qualifications and contact data from the Course Information Form (CIF).
- Ensure the Volunteer Support Committee (VSC) has required information about current course leaders and assistants.
- Organize class schedules (date/time/location) in consultation with the NIC/CVEC Liaison Officer.
- Send notices of confirmation to all course leaders and lecture series presenters.
- Liaise with the Communications Committee and the NIC/CVEC Liaison Officer in preparation of course and lecture descriptions for publication in the CVEC newsletter and the NIC Continuing Education calendar.
- Assist in course leader orientation sessions and conduct the CVEC Information Forums.
- Maintain a data base of past, current and potential course leaders, course assistants and lecture presenters.
- Administer course evaluations by both participants and course leaders, analyze the results and apply the derived data in developing subsequent program offerings.
- Where appropriate, require completion of NIC liability waiver forms for on and off campus activities, which have potential for personal injury – e.g., Scenic Walks, field trips, etc.
- Develop the annual committee budget proposal in liaison with the CVEC Finance Officer and manage the approved budget during the CVEC financial year (1 April – 31 March).
- Work with other ElderCollege Committees in ensuring appropriate recognition as outlined in the Volunteer Recognition Policy of the efforts of Course Leaders, Course Assistants and those who organize and deliver the Lecture Series.
- Manage all operations in accordance with the CVEC Volunteer Charter.
- Maintain the committee Handbook and the Handbook for Course Leaders
- Carry out any strategic planning as directed by the CVEC Executive Committee,
- Carry out any other responsibilities assigned by the CVEC Executive Committee.

DETAILED OPERATING RESPONSIBILITIES

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

Committee(s) Responsible:	Operations Support/Curriculum
Original Policy Date:	January 2014
Last Reviewed/Revised:	August 2023
Last Approved:	August 2023
Next Required Review Date:	October 2026

Section 4.3: OPERATIONS SUPPORT

ROLE

The Operations Support Committee (OSC) exists to provide a framework for effective, efficient and coordinated operations of CVEC within the context of its Articles of Governance, bylaws, values and mission. The Committee derives its authority from, and is responsible to, the Executive Committee.

The Committee’s relationship with other standing committees of CVEC is, by definition, two-way. It both provides guidance and acts as a resource to them and the Executive Committee. Guidance is primarily through the Governance Manual, for which the Committee has a continuing responsibility for review, update and custodianship.

RESPONSIBILITIES

1. Review regularly and update the CVEC Governance Manual with a focus on section 3, Policies and Procedures and section 4, Roles and Responsibilities. Ensure updates, once approved by the Executive Committee, are made available promptly and posted to the CVEC website.
2. Present (Executive Committee approved) governance changes (Articles and Bylaws) to the CVEC Annual General Meeting (AGM) on its behalf.
3. Develop and maintain effective relationships with each other CVEC Standing Committee, and with NIC, through its Liaison Officer.
4. Develop and maintain a wide, cross-functional view of the organization, being aware of strengths and challenges, actual and potential. When appropriate, make recommendations concerning the ongoing development and sustainability of CVEC.
5. Advise other Standing Committees and members of the Executive on issues relating to Policies and Procedures and respond to requests for opinions and for assistance.
6. Manage the CVEC IT data repository facility, including though not limited to, its functionality, access control, and passwords. Maintain liaison with volunteer functional experts for the support and/or innovation of delivery of programming within the environment of changing and emerging IT needs.
7. Participate, subject to confirmation by the Group Chair, in the work of the Strategic Planning Committee.
8. Participate in CVEC ‘working groups’, when so requested by the Executive Committee or CVEC Chair.
9. Work within the Committee’s operating budget, established in cooperation with the CVEC Finance Officer.
10. Report to the Executive Committee regularly on Committee activities.

COMMITTEE LEADERSHIP (Chair, Co-Chair, Vice Chair)

The Committee, like other CVEC standing committees, can be led on a Chair/Vice Chair or Co-Chair basis. 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.

The Committee’s leadership is responsible to the Executive Committee, of which it is a member, for effective operations within agreed budgetary targets, and for the development and well-being of its volunteers. Given the wide scope of the Committee’s mandate, volunteers appointed to leadership positions should have experience in like roles either within CVEC or the community at large.

NOTE: *Position descriptions for committee roles are contained in the OSC Handbook.*

Committee(s) Responsible:	Operations Support
Original Policy Date:	January 2014
Last Reviewed/Revised:	March 2023
Last Approved:	March 2023
Next Required Review Date:	October 2026

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;
- produce various printed materials;
- maintain an effective website.

This includes:

- receiving information and submissions from members and other committees;
- coordinating and editing all submissions, including photos;
- overseeing production and printing of stationery, posters, bookmarks and all other public print products;
- liaising with NIC and designer.

Promotion

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

Committee(s) Responsible:	OSC/Communications
Original Policy Date:	January 2014
Last Reviewed/Revised:	March 2022
Last Approved:	March 21, 2022
Next Required Review Date:	Jan. 2024

Section 4.5: MEMBER SUPPORT COMMITTEE

1. ROLE

The CVEC Member Support Committee (MSC) is the designated lead within CVEC responsible for working collaboratively across CVEC and with NIC in the planning, implementation and support of members for the Fall and Winter registrations, as well as for providing a welcoming environment for CVEC members at events such as the Public Information Session, 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 and distributing printed materials
- Consult with the NIC Liaison to identify the specific day and time that registration will open. Once agreed, the date and time that registration will open shall not be changed without the agreement of NIC Continuing Education, the CVEC Registration Designate and the Registrar's office.
- Keep confidential the actual time/day that registration will open.
- Within a timely manner post registration, plan and coordinate a meeting to debrief on what went well and what areas need improvement. Participants shall include the Co/Chairs of Communication, Curriculum and Member Support.
- Document the decisions made in debriefing and circulate to the CVEC Executive Committee and NIC Liaison for approval and action.

Committee(s) Responsible:	Operations Support/Member Support
Original Policy Date:	January 2014
Last Reviewed/Revised:	November 2023
Last Approved:	November 2023
Next Required Review Date:	October 2026

Section 4.6 - VOLUNTEER SUPPORT COMMITTEE

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.

COMPOSITION

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

RESPONSIBILITIES

The VSC shall conduct all activities to attract, recruit, orient, inform and recognize ElderCollege volunteers.

Committee(s) Responsible:	Operations Support/Volunteer Support
Original Policy Date:	January 2014
Last Reviewed/Revised:	October 2023
Last Approved:	October 2023
Next Required Review Date:	October 2026

Appendix A: MOU on NIC/CVEC Relationship

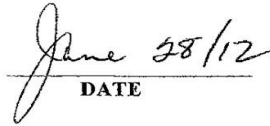
MEMORANDUM OF UNDERSTANDING

We, the undersigned, declare this document is an agreement that defines the continuing relationship between Comox Valley ElderCollege and North Island College as outlined in the following principles:

- Comox Valley ElderCollege will operate as a self-funding program within North Island College's Division of Continuing Education and Training.
- The costs for support of the program provided by North Island College will be funded from program revenues.
- Designates from North Island College and Comox Valley ElderCollege will meet annually to determine ElderCollege's cost for the program support that is provided by North Island College.
- Comox Valley ElderCollege will operate according to the Articles of Governance, Bylaws, Policies and Procedures that are attached to this document.

NORTH ISLAND COLLEGE


DR. JAN LINDSAY
President and CEO


DATE

COMOX VALLEY ELDERCOLLEGE


LES CORBETT
Chair, Executive Committee


DATE

Appendix B: MOU on Financial Management

MEMORANDUM OF UNDERSTANDING (MOU) - FINANCIAL MANAGEMENT
between
COMOX VALLEY ELDERCOLLEGE (CVEC)
and
NORTH ISLAND COLLEGE (NIC)

PURPOSE

To define the agreed processes for the management of CVEC financial activities, within the NIC financial system.

Scope

The scope of this MOU is specific to ElderCollege programming coordinated and delivered out of the NIC Comox Valley campus. This agreement encompasses non-credit programming developed to meet the interests of CVEC members.

Effective MOU Period

This MOU is in effect as of March 2014 and will be reviewed at such time that there is need to re-asses the financial model.

Financial Management

Membership fees, all tuition revenue and expenditures for CVEC programs will be administered through the NIC financial management system. Annually a percentage of general revenues will be held in trust by the NIC Foundation for the purchase of equipment, scholarship and for other needs as confirmed by Comox Valley ElderCollege.

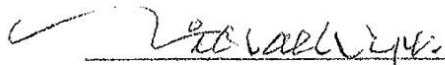
Service Fee

Each year, CVEC will pay a service fee to NIC for the various services and support provided by NIC. Effective with this MOU, annually, CVEC will pay NIC an amount equal to 50% of all tuition fee revenue, i.e. membership and course fees. Payment will be in two instalments – one at the end of the fall semester, and one at the end of the winter semester.

Signed and Agreed: March 2014

Comox Valley ElderCollege

North Island College



Michael Syer
Chair, Finance and Administration
Committee CVEC



Cheryl O'Connell
Dean, School of Continuing Education
and Training NIC

Appendix C: 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 D: 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 E: Volunteer Charter

Our Mission: *Enhancing the quality of life for older adults in our community, 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.

Appendix F: NIC Liaison Registration Protocol

NIC Liaison:

- Advises NIC Marketing and Student Records of the specific date and time at which registration will open so they can arrange their work schedule, etc.
- Reminds colleagues that this information is confidential and should not be included or released in marketing materials nor in conversation by any NIC staff with members of CVEC or the public who may inquire.
- 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.
- Supports the Chair, Member Support/CVEC Registration Designate, by preparing the group email with reminders or instructions as approved by the CVEC Executive Chair or other designated CVEC Executive.
- Sends a request to NIC Marketing to add a banner across the main page of the CVEC NIC website once registration opens.
- Sends a group email to all CVEC members announcing that registration is now open.

NIC Student Records:

- Courses: Receives the course listings from the NIC Liaison and prepares the course listings that will appear on the registration site.
- Lecture Series:
 - CVEC members will have the opportunity to enroll in the full lecture series OR in one or more individual lectures.
 - The total of 208 lecture theatre seats will therefore be reserved as follows:
 - 175 seats will be reserved for those wishing to attend the full lecture series and 33 seats will be reserved for those wanting to attend individual lectures.

Note: 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.

- Shares a printed copy of the course listing pages with the NIC Liaison and CVEC Curriculum Chair for their review in advance of the site going live.
- Brief registration staff re: activating the courses on Colleague.
- Ensures messaging is consistent with the key messages above.

Notice of Registration to the Members and to the Public

The opening date for registration will be announced to all members via email sent out by the CVEC: NIC Liaison in discussion with the CVEC Chair. This announcement will also be made available for public access on a special banner on the CVEC website <https://www.nic.bc.ca/continuing-education/eldercollege/>

Directions for how to register for membership or courses will be included in the CVEC newsletter and in a separate section on the website <https://www.nic.bc.ca/continuing-education/eldercollege/>

CVEC members and potential members should be reminded not to attempt to register either on-line or in-person at NIC until the announcement has been made because Student Records will not be open for CVEC registration.

Once course registration opens, registration can be done on-line anytime, or in person during regular working hours at NIC.