



# **Board Governance Policies and Procedures**

8.00      OPERATIONS

Title:	Board Governance Policies and Procedures	Date of Issue:	May 2014
Section:	Operational	Section No:	8.00
Subject:	<b>Role of Meridian Housing Foundation</b>	File No:	8.01
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## **1 POLICY**

- 1.01 Meridian Housing Foundation will provide an effective and efficient governance body which will take a lead role in planning, delivery, operation, ownership and management of housing in the tri-municipal region and in Wabamun.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure Meridian Housing Foundation provides housing accommodation as defined under the Alberta Housing Act to Senior Citizens in need.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Executive Director and employees.

## **4 RESPONSIBILITY**

- 4.01 Meridian Housing Foundation is responsible for providing management services to the facilities identified in the Ministerial Order H:011/95 and other facilities it may assume management accountability for over time.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

- Ministerial Order – No. H:011/95

## **7 PROCEDURE**

- 7.01 Meridian Housing Foundation will conduct its affairs by:
- (a) employing an Executive Director who will be responsible for hiring employees to meet the needs of those the Foundation is providing housing to according to established Board Governance Policy,
  - (b) ensuring the Executive Director carries out administrative duties according to established Board Governance Policies,
  - (c) purchasing or leasing as well as holding and disposing of real estate/property as governed by management service agreements, legislation, acts and regulations,

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- (d) investing of Meridian Housing Foundation funds according to Board Governance policy,
- (e) constructing, owning, managing, and/or operating housing facilities according to management services agreements and/or delegation through Ministerial Order,
- (f) borrowing, raising, or securing the payment of money in such a manner as Meridian Housing Foundation thinks fit,
- (g) ensuring income and property of Meridian Housing Foundation, however derived, shall be applied solely towards the promotion of the Mission/Vision and Strategic Plan of Meridian Housing Foundation, and
- (h) borrowing or securing payments at the Board's discretion. The unanimous approval of the members must be obtained first for borrowing amounts in excess of ten thousand dollars (\$10,000) that is not repaid within the budget year.

## 8 ATTACHMENTS

None

Title: Board Governance Policies and Procedures	Date of Issue: May 2014
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Subject: <b>Role of the Board</b>	File No: 8.02
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## **1 POLICY**

- 1.01 The Board is the decision making body of Meridian Housing Foundation and must discharge its responsibilities consistent with the Ministerial Order, Alberta Housing Act, Governing Regulations, Mission/Vision/Values and the Strategic Plan of the Foundation.
- 1.02 Board members who are appointed by contributing municipalities serve on the Board as part of their elected duties.
- 1.03 The Board adheres to the Board Governance policies.
- 1.04 The Board will speak as one voice.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that the role of the Board is clear and consistently applied.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board.

## **4 RESPONSIBILITY**

- 4.01 The Board is responsible for:
  - (a) appointing, evaluating, compensating and releasing of the Executive Director (referred to by the Province as the Chief Administrative Officer, CAO),
  - (b) delegating the day-to-day administration of the programs and services to the Executive Director,
  - (c) partaking in the development of strategic direction, including a three-year strategic plan with annual objectives,
  - (d) ensuring annual budgets are developed for Meridian Housing Foundation as a whole (operating, capital and reserve funds),
  - (e) facilitating effective Board governance, leadership, and human relations,
  - (f) developing and reviewing of Board Governance policies and procedures,
  - (g) reviewing financial summaries to ensure the financial integrity of the Foundation and fiscal responsibility is being adhered to,
  - (h) reviewing the Executive Director's monthly reports on operations,

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- (i) providing guidance, and/or assistance in decisions regarding major operational, resident or employee problems as requested,
- (j) reviewing conditions of employment, such as compensation programs and benefit programs provided for Meridian Housing Foundation employees,
- (k) committing to the success of Meridian Housing Foundation by attendance at meetings, involvement in committees/organization, and maintaining positive relations with the respective councils that appointed them,
- (l) maintaining confidentiality of Board discussions.

## 5 DEFINITIONS

None

## 6 REFERENCES AND RELATED POLICIES

- Ministerial Order No. H:011/95
- Alberta Housing Act
- Management Body Operation and Administration Regulations
- BG 2.01 Vision/Mission/Values
- BG 2.02 Strategic Plan
- BG 2.03 Three Year Business Plan

## 7 PROCEDURE

None

## 8 ATTACHMENTS

None

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Section:	Operational	Section No:	8.00
Subject:	<b>Board Meetings, Record and Minutes</b>	File No:	8.03
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## 1 POLICY

- 1.01 Decisions pertaining to Meridian Housing Foundation must be made at properly held Board meetings as established by Ministerial Order and government regulations.

## 2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure effective and proper meetings.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to the Board.

## 4 RESPONSIBILITY

- 4.01 The Executive Director is responsible for appointing a recording secretary from administration.

## 5 DEFINITIONS

- 5.01 **Closed session.** This is a legal term that means in private.

## 6 REFERENCES AND RELATED POLICIES

- *Freedom of Information and Privacy (FOIP) Act*
- Roberts Rules of Order Newly Revised
- Ministerial Order No. H:011/95
- BG 8.04 Communications

## 7 PROCEDURE

- 7.01 Minutes recording Board decisions and a summary of major agenda items are to be filed and serve as official records of meeting proceedings. Decisions cited in official minutes will serve as the official record.
- 7.02 Decisions of the Board are not valid unless formally passed by a quorum of the Board.
- 7.03 For the transaction of business, a majority of board members shall constitute a quorum.
- 7.04 Decisions of the Board are to be conveyed in a single, united voice, regardless of the final vote. The Board is required to strictly adhere to communication plans developed and agreed to by the Board to ensure cohesive messages are communicated.

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- 7.05 Decisions of the Board are to be conveyed to other organizations, the government or the news media according to BG Policy 8.04 Communications.
- 7.06 An organizational meeting will be held once appointments have been made to the Board following the municipal appointments of elected officials to the Foundation Board. At this meeting, elections will take place to determine the positions of Board Chair and Vice-Chair.
- 7.07 The Board Chair, or in his/her absence the Vice-Chair, conducts the meeting of the Board.
- 7.08 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with rules of a higher rank and any special rules of order the Board may adopt.
- 7.09 Regular meetings of the Board are held on the fourth Thursday of each calendar month at 9:00 am unless amended by the Board.
- 7.10 Any committees the Board deems appropriate may be appointed at regular meetings on an "ad-hoc" basis.
- 7.11 Agendas outlining topics for discussion with accompanying supporting materials must be provided to the Board prior to regular meetings.
- 7.12 Special meetings of the Board may be called with not less than 48 hours' notice in writing/email or verbally and will specify the matter(s) to be dealt with.
- 7.13 Matters pertaining to personnel issues or issues deemed inappropriate to be discussed in a regular Board meeting or Board committee meeting can be discussed during a "closed session". Resolutions cannot be passed during such sessions. Decisions and resolutions must be made and recorded during regular Board meetings.
- 7.14 All notes made by the Board or Administration during or after meetings are subject to Freedom of Information and Privacy legislation (FOIP). Board members shall refrain from making notes during a "closed session".
- 7.15 All Board records that pertain to the work of the Foundation are subject to FOIP.
- 7.16 Board members must return all records relating to their tenure on the Board, and/or Board sub-committees to the Executive Director to be stored according to the Foundation's records retention policy when they leave their role as a Board member.

## 8 ATTACHMENTS

None

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Title: Board Governance Policies and Procedures	Date of Issue: May 2014
Section: Operational	Section No: 8.00
Subject: <b>Communications</b>	File No: 8.04
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## **1 POLICY**

- 1.01 The Board Chair is the primary spokesperson for the Board and will handle all public relations involving governance issues, Executive Director issues and political issues.
- 1.02 The Executive Director will handle all public relations involving the day-to-day operations of Meridian Housing Foundation.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to assure that information disclosed by Meridian Housing Foundation is timely, accurate, comprehensive, authoritative and relevant to all aspects of Meridian Housing Foundation.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board, the Executive Director and all employees of Meridian Housing Foundation.

## **4 RESPONSIBILITY**

None

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

- *Freedom of Information and Protection of Privacy Act (FOIP) (Alberta)*
- HR 4.12 Media and Public Relations

## **7 PROCEDURE**

- 7.01 It is appropriate for the Board Chair to speak on matters such as governance issues (Board decisions, appointments/departures), Executive Director issues (recruitment) and political issues (reactions to government decisions).
- 7.02 Communication with the media is normally through the Board Chair unless the Board Chair delegates to the Executive Director. This covers areas such as facility/services changes or crisis communication.
- 7.03 While the Board Chair is the primary spokesperson for the Foundation, individual members of the Board may be called upon to speak on behalf of the Board in instances



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when the Board Chair is unavailable. The Board members shall keep comments at a strategic level and defer operational questions to the Executive Director.

- 7.04 Should individual Board members be questioned by a representative of the media and they do not have sufficient information or are not in a position to answer the questions, they should refer the matter to the Board Chair or the Executive Director.
- 7.05 News media coverage of events, programs or meetings within the facilities must be arranged through the Executive Director and are subject to *Freedom of Information and Protection of Privacy Act* (FOIP).

## 8 ATTACHMENTS

None

Title: Board Governance Policies and Procedures	Date of Issue: May 2014
Section: Operational	Section No: 8.00
Subject: <b>Board Remuneration and Expenses</b>	File No: 8.05
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## **1 POLICY**

- 1.01 Meridian Housing Foundation Board Members shall be reimbursed expenses by either the Member Municipality that appointed them or Meridian Housing Foundation accordingly.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to clearly outline the remuneration procedures for Board incurred expenses by Board members.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board.

## **4 RESPONSIBILITY**

- 4.01 It is the responsibility of all Board members to keep in mind the financial status of Meridian Housing Foundation and select cost effective options for travel, accommodation, etc.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

- HR 1.22 - Business Travel Expenses
- Form: Board Member Expense Voucher

## **7 PROCEDURE**

- 7.01 Meridian Housing Foundation administration, wherever possible, will book and pay for Board members travel, accommodation and registration fees.
- 7.02 All claims for reimbursement including meals, accommodation, parking, etc. must be accompanied by original receipts, and submitted with a completed Board Member Expense Voucher.
- 7.03 Board honorariums are set and reviewed on an annual basis at budget time. These amounts are ratified by resolution and are recorded in the minutes of the meeting.
- 7.04 All Board members will receive compensation for attending the monthly Board meeting.

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- 7.05 The Board Chair and Vice-Chair will receive an additional monthly honorarium for duties associated with their positions, such as cheque signing, ad-hoc meetings, representing Meridian Housing Foundation at events, and more. This is a flat monthly rate paid to the Board Chair and the Vice-Chair.
- 7.06 Should another Board Member (other than the Chair or Vice-Chair) be assigned additional duties, a Signing/Alternate honorarium will be paid in the month the designated assignment was carried out.

## 8 ATTACHMENTS

None

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Subject: <b>Board Orientation</b>	File No: 8.06
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## **1 POLICY**

- 1.01 Board members shall receive a Board orientation at the commencement of their term to assist them in their role to provide effective governance of Meridian Housing Foundation.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that Board members understand their role with Meridian Housing Foundation and the boundary between administration, employees, residents, volunteers and the public as it relates to their role.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board.

## **4 RESPONSIBILITY**

- 4.01 The Executive Director is responsible for providing information tours and orientation for newly appointed Board members.
- 4.02 To fully exercise their responsibilities, Board members are expected to keep abreast of Meridian Housing Foundation operations by:
- (a) reviewing Board packages in preparation for Board meetings,
  - (b) attending Board meetings,
  - (c) bringing issues forward from their respective councils that relates/impacts the business of the foundation, and
  - (d) attending special meetings, presentations, and strategic planning sessions of the Board.
- 4.03 Board materials that pertain to the business of Meridian Housing Foundation are the property of Meridian Housing Foundation, and are not to be copied or disseminated without prior approval. All of the above items must be returned to Meridian Housing Foundation at the end of the Board members term.

## **5 DEFINITIONS**

None

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## **6 REFERENCES AND RELATED POLICIES**

- BG 8.05 Board Member Remuneration and Expenses
- Form: Expense Report

## **7 PROCEDURE**

- 7.01 Board members will be provided with access to the policy manual at any time and will adhere to all copyright and licensing requirements.
- 7.02 Board members are encouraged to participate in training and development opportunities. Such opportunities are to be approved by the Board. Board members are required to report learnings back to the Board in written or verbal format.
- 7.03 Board members attending approved training and development opportunities shall be reimbursed as per Meridian Housing Foundation's expense policy, or as approved by the Board.

## **8 ATTACHMENTS**

None

Title: Board Governance Policies and Procedures	Date of Issue: May 2014
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Subject: <b>Pecuniary Interest</b>	File No: 8.07
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## 1 POLICY

- 1.01 Board members are responsible for identifying and refraining from participation in any decision whereby a real or perceived conflict of interest exists. The rules for determining pecuniary interest are outlined in the provisions of municipal legislation and will be adhered to by the Board.

## 2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure no conflict of interest occurs within the Board.

## 3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to the Board.

## 4 RESPONSIBILITY

- 4.01 There should not be or seem to be any conflict between the private interests of Board members and employees or residents of Meridian Housing Foundation and the communities served.

## 5 DEFINITIONS

- 5.01 **Pecuniary interest** means consisting of or measured in money; of or relating to money. Pecuniary interest, with respect to Board members, is an interest in matters that could financially affect:

- (a) Board members personally and their immediate family members,
- (b) business where Board members are decision makers or employees,
- (c) partnerships or firms with which Board members are associated, or
- (d) businesses with public shares where Board members have 10 percent or more of the shareholder's voting rights or are decision makers or employees.

## 6 REFERENCES AND RELATED POLICIES

- Municipal Legislation

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## **7 PROCEDURE**

- 7.01 No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However if a Board member has any influence on transactions (such as purchases, contracts, or leases), it is imperative that the Board member disclose the potential for actual or perceived pecuniary interests to the Board Chair/Executive Director as soon as possible, so safeguards may be established to protect all parties.

## **8 ATTACHMENTS**

None

Title:	Board Governance Policies and Procedures	Date of Issue:	May 2014
Section:	Operational	Section No:	8.00
Subject:	<b>Complaint/Request Process</b>	File No:	8.08
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## **1 POLICY**

- 1.01 Meridian Housing Foundation has a complaint/request process to formally deal with all complaints and requests.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that all complaints and requests are managed consistently and thereby having transparency and trust exhibited by Meridian Housing Foundation.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board and the Executive Director.

## **4 RESPONSIBILITY**

- 4.01 The Board is responsible to serve as a final level of appeal for complaints/requests, providing due process has been followed.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

None

## **7 PROCEDURE**

- 7.01 The individual making the complaint/request should speak with their immediate supervisor or manager as they may be able to address the complaint/request in a timely fashion.
- 7.02 If the individual making the complaint/request is a resident or someone speaking on their behalf, they should speak with the Housing Administrator first as they may be able to address and resolve the complaint/request.
- 7.03 If the action described in 7.01 or 7.02 is unsuccessful at resolving the complaint/request, the issue will be escalated to the Executive Director. The Executive Director may address the complaint/request immediately or take time to research and respond in a timely manner. As needed, a meeting will be arranged for all parties to meet and the decision will be discussed with the individual(s) making the complaint/request and documented.



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7.04 Complaints/requests can be further escalated to the Board should the Executive Director fail to resolve them.

- (a) The individual making the complaint/request will notify the Executive Director in writing of their decision to escalate the issue and to request a meeting with the Board.
- (b) The Executive Director will include the individual making the complaint/request and their case in the agenda for the next Board of Directors meeting and will notify that individual of the date and time.
- (c) The Board of Directors will review all the necessary documents and provide a written decision within several business days of the receipt of the appeal. The decision of the Board of Directors is final.

## 8 ATTACHMENTS

None

Title:	Board Governance Policies and Procedures	Date of Issue:	May 2014
Section:	Operational	Section No:	8.00
Subject:	<b>Insurance, Property and Business</b>	File No:	8.09
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## **1 POLICY**

- 1.01 Meridian Housing Foundation will maintain adequate insurance coverage for Foundation-owned property and contents, comprehensive general liability, risk/peril, vehicle, boiler, machinery and equipment; contractors, crime, residents' legal liability, indemnification of board members and administration and fidelity bonding.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure the Meridian Housing Foundation insurance coverage will protect Meridian Housing Foundation's resources and reduce liability to residents, employees, volunteers and visitors.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board and the Executive Director.

## **4 RESPONSIBILITY**

- 4.01 The Executive Director is responsible for ensuring inventories/assets of property and equipment are reviewed and updated annually with purchases and disposals to reflect property insurance values.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

None

## **7 PROCEDURE**

- 7.01 Valid insurance policies must be on file at the Administration office and made available on request.
- 7.02 Insurance claims must be made in accordance with applicable insurance policies and meet government reporting requirements.
- 7.03 Meridian Housing Foundation does not provide coverage for residents' personal effects or general liability.

## **8 ATTACHMENTS**

None

Title: Board Governance Policies and Procedures	Date of Issue: May 2014
Section: Operational	Section No: 8.00
Subject: <b>Legal Services</b>	File No: 8.10
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## **1 POLICY**

- 1.01 Meridian Housing Foundation has legal counsel who may provide advice to the Board and/or Administration in the operation of the Foundation.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure that Legal counsel is available for the Board/Executive Director when dealing with any issue that affects the organization's responsibility and liability towards residents, employees, volunteers, visitors or others.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board, the Executive Director, and their legal counsel.

## **4 RESPONSIBILITY**

- 4.01 The legal counsel responsible for duties that include, but are not limited to:
- (a) assisting the Board/Administration with compliance of all laws and regulations,
  - (b) assisting in the interpretation and processing of legal documentation,
  - (c) representing the Foundation in legal disputes,
  - (d) protecting the organization in legal disputes,
  - (e) providing assistance to the Board/Administration in preparation of key business contracts,
  - (f) participating and advising or assisting in meetings, seminars, etc. as requested, and
  - (g) advising of new or pending legal developments that affect the Foundation's operations and responsibilities.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

None

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Subject:	<b>Legal Services</b>	File No:	8.10
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## 7 PROCEDURE

- 7.01 In most situations, it is the Executive Director who will seeks legal advice or services on behalf of the Foundation.
- 7.02 The Board chair may also contact legal counsel if necessary. Other members of the Board may only contact legal counsel when delegated by the Board to do so.
- 7.03 Meridian Housing Foundation employees will consult the Executive Director or designate for advice or interpretation of legal documentation, contracts, policies, laws, or regulations.
- 7.04 Meridian Housing Foundation employees must notify the Executive Director or designate of any situation that may result in litigation.

## 8 ATTACHMENTS

None

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Section: Operational	Section No: 8.00
Subject: <b>Appointment of Auditor</b>	File No: 8.11
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## **1 POLICY**

- 1.01 The Board appoints an auditor annually after the presentation of the audited financial statements of each calendar year.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to appoint an auditor who will ensure Meridian Housing Foundation conforms to Generally Accepted Accounting Principles, practices and internal audit controls.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Board and the Executive Director.

## **4 RESPONSIBILITY**

- 4.01 It is the Executive Director's responsibility to maintain a good working relationship with the appointed auditor and ensure clear communications.

## **5 DEFINITIONS**

- 5.01 **Generally Accepted Accounting Principles** (GAAP) of Canada provides the framework of broad guidelines, conventions, rules and procedures of accounting.

## **6 REFERENCES AND RELATED POLICIES**

- (GAAP) Generally Accepted Accounting Principles

## **7 PROCEDURE**

- 7.01 The auditor is entitled to access of any/all records as may be necessary to complete the audits.
- 7.02 The audit encompasses all the operations of Meridian Housing Foundation, lodges, self-contained apartments, and affordable housing.
- 7.03 The auditor will present the audit to the Board each calendar year for review and approval.

## **8 ATTACHMENTS**

None

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Section:	Operational	Section No:	8.00
Subject:	<b>Information Management &amp; Retention</b>	File No:	8.12
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## **1 POLICY**

- 1.01 Meridian Housing Foundation has a company-wide records management program that maintains, protects, retains, and disposes of records in accordance with operational needs, government regulations, fiscal/legal/audit requirements, historical and reference purposes.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to establish procedures for the maintenance, use and retention of appropriate company documents and records, and to assign responsibilities for administering this function.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to all employees.

## **4 RESPONSIBILITY**

- 4.01 The Executive Director has overall responsibility for management of information in Meridian Housing Foundation that includes the records management program.
- 4.02 The records management designate is responsible for administering the program, establishing standards, establishing and implementing records retention programs, managing inactive records, identifying and protecting vital records, using technologies in records management programs, securing records and providing assistance in all records management matters to requesting departments.
- 4.03 Employees are responsible for the proper safeguarding of Meridian Housing Foundation records in whatever format the record is maintained (electronic, paper, etc.)

## **5 DEFINITIONS**

- 5.01 **Retention Period** means the number of years prescribed by law for which certain records (whether paper, electronic, or other) must be kept before their final disposition.

## **6 REFERENCES AND RELATED POLICIES**

- BG 5.10 Privacy of Personal Information

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## 7 PROCEDURES

7.01 All documents created at Meridian Housing Foundation must have the following information attached:

- department,
- retention (if applicable),
- distribution,
- release date or update date, and
- file path (location).

7.02 All documents that contain personal information must be approved by the FOIP coordinator and have an appropriate FOIP statement containing the:

- authority to collect the information,
- purpose for collecting the information, and
- FOIP coordinator's contact information.

7.03 When scheduled for disposal,

- (a) electronic files will be cleaned off the hard drive or other media by performing a data wipe or over-write,
- (b) hard drives of retired electronic devices will be destroyed before it reaches its next owner or destination, and
- (c) physical files will be shredded then recycled to ensure proper destruction and minimize environmental impact.

## 8 ATTACHMENTS

- (a) Meridian Housing Foundation Retention Schedule

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## ATTACHMENT A – DOCUMENT RETENTION SCHEDULE

- a) Accounting and Finance** **7 Years**  
*Accounts Payable ledgers and schedules, Accounts Receivable ledgers and schedules, Annual Audit Reports and Financial Statements, Bank Statements and Canceled Checks, Expense Records, Electronic Payment Records, Notes Receivable ledgers and schedules, Investment Records, Tax records, etc.*  
**General Ledgers and Annual Audit Records** **Permanent**
- b) Corporate Records** **Permanent**  
*Annual Reports to Board, Articles of Incorporation By-laws, Board Meeting and Board Committee Minutes, Board Policies/Resolutions, Application for Tax-exempt Status, Determination Letter, Contracts, Licenses and Permits, etc.*
- c) Employee File** **Term of Employment +7 Years**  
*Employment applications, resumes, performance evaluations, WCB documentation, incident reports, investigations, etc.*
- d) Payroll** **7 Years**  
*Timesheets, Employee Taxes, Payroll registers, etc.*
- e) Health and Safety Documents** **3 Years**  
*Training Records, fire drills, inspections, safety meeting minutes, inspections, incident reports,*
- f) Property Records** **Permanent**  
*Lease Agreement, Property Insurance Policies, etc.*
- g) Grant Records** **7 Years**
- h) Operational forms, schedules, etc.** **3 Year**



Title:	Board Governance Policies and Procedures	Date of Issue:	July 2017
Section:	Operational	Section No:	8.00
Subject:	<b>Corporate Seal</b>	File No:	8.13
Page No.:	1 of 1	Revised:	March 2019

## **1 POLICY**

- 1.01 The Meridian Housing Foundation corporate seal will be used only by the Executive Director under the authority of the Board to authenticate required documentation.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to minimize risk of unauthorized access and use of the Meridian Housing Foundation corporate seal.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Executive Director.

## **4 RESPONSIBILITY**

- 4.01 The Executive Director is responsible for the use, storage and disposal of the Meridian Housing Foundation corporate seal.

## **5 DEFINITIONS**

- 5.01 **Corporate Seal** means a mechanical embossing device that allows you to affix your company name to documents. The corporate seal is used to authenticate the validity of document signed by authorized personnel.

## **6 REFERENCES AND RELATED POLICIES**

- Business Corporations Act, RSA 2000, Chapter B-9

## **7 PROCEDURES**

- 7.01 The Meridian Housing Foundation corporate seal will be used on documentation that requires authentication.
- 7.02 The Meridian Housing Foundation corporate seal will be stored security within the Meridian Housing Foundation fire-proof, locked safe.
- 7.03 At the end of the lifespan of the corporate seal, the corporate seal will be disposed of appropriately.

## **8 ATTACHMENTS**

None

Title: Board Governance Policies and Procedures	Date of Issue: May 2014
Section: Operational	Section No: 8.00
Subject: <b>Policy Documentation</b>	File No: 8.14
Page No.: 1 of 4	Revised: March 2019

## **1 POLICY**

- 1.01 All Statements of Policy and Procedure shall use the same format.

## **2 PURPOSE**

- 2.01 The purpose of this Statement of Policy and Procedure is to ensure individuals responsible for developing Statements of Policy and Procedure use the identical format so that the document may be readily identifiable by users as a document which governs the practices of the organization.

## **3 SCOPE**

- 3.01 This Statement of Policy and Procedure applies to the Executive Director and Administrative employees.

## **4 RESPONSIBILITY**

- 4.01 Each individual is responsible for ensuring the document consistency throughout all Meridian Housing Foundation Statements of Policy and Procedures.

## **5 DEFINITIONS**

None

## **6 REFERENCES AND RELATED POLICIES**

None

## **7 PROCEDURE**

- 7.01 All policies, procedures and forms that are developed will conform to the set format as detailed below.
- 7.02 All policy statements will be reviewed annually.
- 7.03 Meridian Housing Foundation policies will be identified by the following categories, hereby referred to as "Title":
- Board Governance Policies and Procedures,
  - Financial Policies and Procedures,
  - Operational Policies and Procedures,

Title:	Board Governance Policies and Procedures	Date of Issue:	May 2014
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- Human Resources Policies and Procedures, and
- Health and Safety Policies and Procedures.

7.04 The following Header information will be included on each document:

- Title: the category as defined in 7.03,
- Section: the policy subtitle,
- Subject: the name of the specific policy,
- Section Number: a number defined by the section,
- Date of Issue: the date the document was created (Month Year),
- Revised: the date the document was altered/revised,
- File Number: a number assigned to each document which is defined by the section and the subject, and
- Page Number: an automatic field detailing pages in file in format x of x.

7.05 The following Footer information will be included on each document:

- "Meridian Housing Foundation" (left side),
- Title of Policy (right side), and
- Date of last review (right side).

7.06 All approved Statements of Policy and Procedure shall be published on 8½ x11 inch, standard copier paper and be punched for a three ring binder.

7.07 All font will be justified and in Font Face Arial, size 11 point.

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Title: Board Governance Policies and Procedures	Date of Issue: May 2014
Section: Operational	Section No: 8.00
Subject: <b>Policy Documentation</b>	File No: 8.14
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7.08 The Meridian Housing Foundation logo as approved by the Executive Director will appear on each Policy and Procedure Table of Contents and Cover Page.

(a) Each document shall contain the following headings:

- 1 POLICY**
- 2 PURPOSE**
- 3 SCOPE**
- 4 RESPONSIBILITY**
- 5 DEFINITIONS**
- 6 REFERENCES and RELATED POLICIES**
- 7. PROCEDURE**
- 8 ATTACHMENTS**

(b) All headings shall be Upper case, Bold similar to those shown above.

(c) The information placed in each heading should be:

- i. **Policy:** a clear, simple statement of how Meridian Housing Foundation intends to conduct its services, actions or business (the what),
- ii. **Purpose:** why the policy is needed or relevant (the why),
- iii. **Scope:** who is affected by the policy (the who),
- iv. **Responsibility:** who will do what actions,
- v. **Definitions:** any terms necessary for clear understanding of the policy,
- vi. **References and Related Documentation:** list of any relevant documentation,
- vii. **Procedure:** further details to explain and help implement the policy (the how and when),
- viii. **Attachments:** relevant support documents.

7.09 All paragraphs under each Heading will be sequentially numbered in a manner similar to that shown in this document.

7.10 All Meridian Housing Foundation Board Policies shall be approved by the Board.

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7.11 All Meridian Housing Foundation Policies with the exception of Board Governance Policies shall be approved by the Executive Director. The Executive Director shall make the Board aware of all new and/or updated policies.

7.12 The date the policy was last reviewed will be placed within the document footer.

## 8 ATTACHMENTS

None