



Council Operating Procedures Manual

Scouts Canada – Index

Council Operating Procedures Manual

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To include Scouts Canada's Vision, Mission, and Strategic Directions (currently under review by the Board of Governors)

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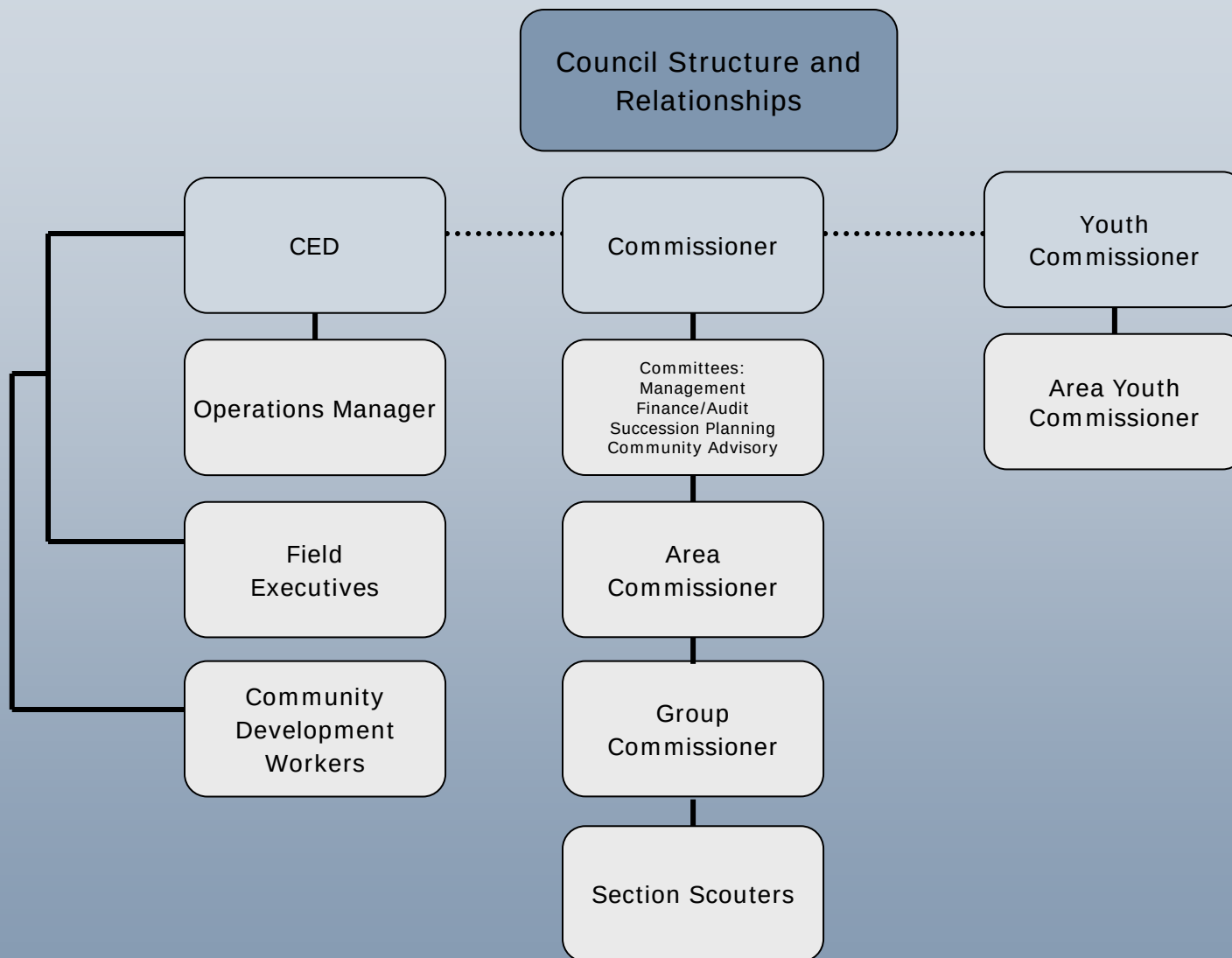
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COUNCIL ORGANIZATION CHART AND MAP**

Awaiting development.

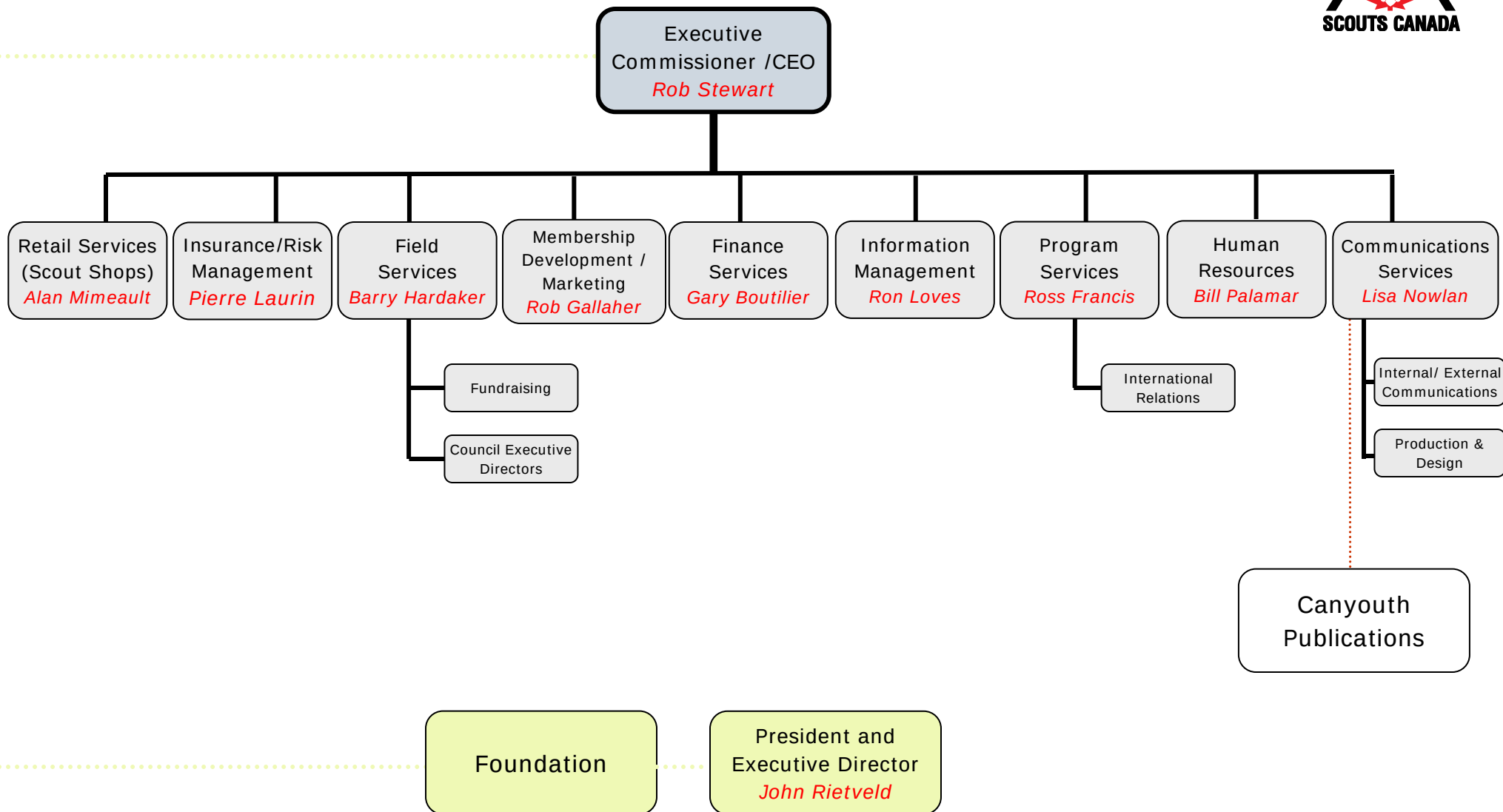
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Structure and Relationships of Scouts Canada



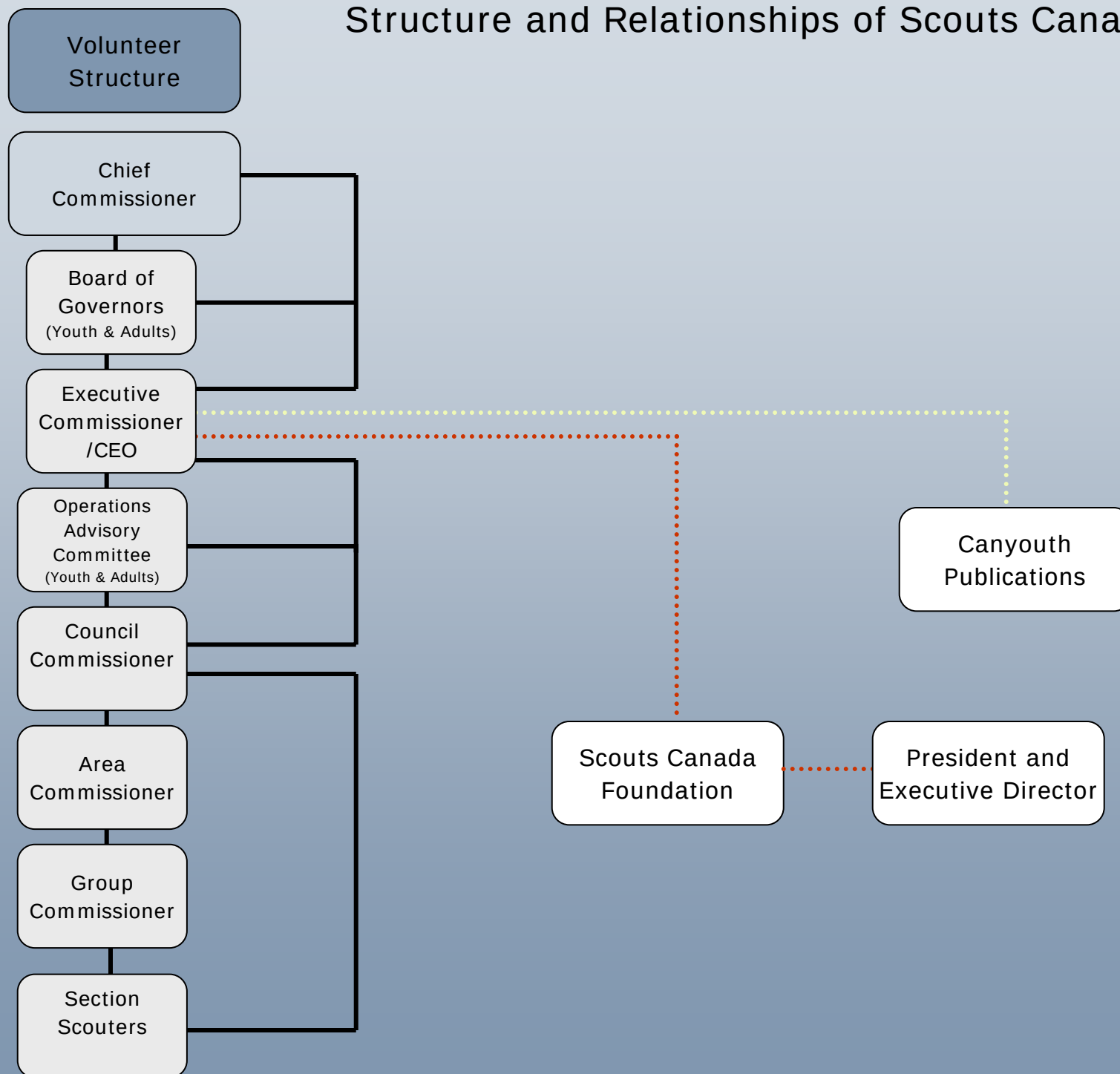
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National Office Structure and Relationships



Council Operating Procedure Manual—Section A

Structure and Relationships of Scouts Canada



SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
THE COUNCIL KEY 3 PARTNERSHIP

Each Council is managed by a Council Commissioner, a Council Executive Director and a Council Youth Commissioner. Their interaction in this partnership is described in the chart below.

The Council Commissioner is appointed by the Executive Commissioner & Chief Executive Officer (Section 4002 of BP & P) as is the Council Youth Commissioner. The Council Executive Director is hired by the Executive Commissioner & Chief Executive Officer.

Council Commissioner	Council Executive Director	Council Youth Commissioner
Relationship to the Mission of Scouts Canada: "Quality of Programs & Customer Service".	Relationship to the Mission of Scouts Canada: "Quality decisions and action to support local administration and organizational vitality".	Relationship to the Mission of Scouts Canada: Senior spokesperson for youth involvement.
Primary Function: Responsible for all aspects of program implementation, delivery, service and support. Responsible for policy implementation (within B.P. & P.)	Primary Function: Responsible for all non-program functions that provide support to the program and program delivery.	Primary Function: Chairs Council Youth Forum and is responsible for providing direction, counsel and support to the Youth within the Council.
Accountability: Is accountable to the Executive Commissioner & CEO along with the other members of the Key 3	Accountability: Is accountable to the Executive Commissioner & CEO through the Executive Director – Field Services and responsible to other members of the Key 3	Dual Accountability: Dual accountability to the Council Commissioner, Youth and other members of the Key 3
Relationship to Key Three: Provides the lead in program to discussions. Identifies and relates impact of issues on the delivery of Program. Identifies program needs for addressing by Council. Shares political realities.	Relationship to Key Three: Provides the lead in administrative operations to all issues within his/her jurisdiction. Identifies and relates the impact of program and non-program issues on the day to day operation of Council's human and physical resources. Shares political realities.	Relationship to Key Three: Provides the voice of youth involvement to issues affecting youth. Identifies and relates the impact of program/administrative issues on youth.
Relationship to Council: Brings to Council the issues related to program to ensure accountability and action with regards to quality, service/support and retention and the requirements to ensure success in improving them.	Relationship to Council: Brings to Council the issues related to the "business", (including administrative operations, human and physical resources) to ensure accountability and action with regards to quality and the need to improve quality, resources and growth.	Relationship to Council: Brings support and resources to ensure retention and growth and to ensure quality decisions are made that affect youth.
Relationship to Senior Council: Is responsible to Executive Commissioner & CEO for local program activities and quality.	Relationship to Senior Council: Is responsible to the Executive Commission & CEO for implementation of policies, procedures and practices. Participates in decision making while bringing local business issues to the Executive Commissioner & CEO.	Relationship to Senior Council: Is accountable to the DEC-Youth (geographic) to ensure local issues involving youth are brought to the National Youth Forum and that decisions made at the National Youth Forum are implemented/ communicated to the Management Committee and Council Youth Forum.

Date of Procedure: New April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
YOUTH INVOLVEMENT –
ROLES, RESPONSIBILITIES, ACCOUNTABILITY**

Awaiting development.

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL - SECTION A

THE COUNCIL ANNUAL MEETING

Annual Meetings provide broader Scouting and partnering community participation and dialogue between Council management and the collective membership. In an environment where all adults are appointed or hired, community involvement provides the opportunity for increased communication and feedback on issues, as well as to gain exposure to potential new recruitment or succession planning candidates.

The prime function of the Annual Meeting is to provide the community an open forum to reflect and discuss the activities of Scouts Canada's volunteers and professionals. Participants may include, but are not limited to:

1. Council Management Committee
2. Area/Group Commissioners
3. Council Youth Commissioner and Youth Forum members
4. Chairs of Standing Committees appointed by the Commissioner
5. Any registered member in good standing
6. Members of the community at large.

It is recommended that the Annual Meeting be convened within 90 days of the fiscal year end (August 31st of each year) to ensure relativity of the reports and audited statements to be discussed. The date, time and location will be determined by the Management Committee and publicized generally within the organization at least ninety (90) days in advance to ensure travel arrangements and suitable accommodations can be secured for those members traveling significant distances.

The Annual Meeting is intended to provide for an open dialogue and review of many topics and the content of said meeting is within the discretion of the Management Committee given the current and future needs of the organization as a whole (Note: this list is representative rather than exhaustive):

- To receive annual reports.
- To review, as appropriate, reports of the Management Committee action plans and activities undertaken since last annual meeting.
- To receive the report of the Nominating/Succession Planning Committee and to vote on the recommendation to the Executive Commissioner & CEO of the appointment of the Council Commissioner.
- To vote on 3 delegates to represent Council at the National AGM.
- To appoint an auditor.
- To consider any matter of particular importance to Scouting within the Council

Original Date of Procedure: New April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
COUNCIL ANNUAL REPORT STANDARDS

As a charitable organization, we have a fiduciary responsibility to a public accounting of our results – both financial and business. Therefore, an Annual Report is required to provide that public accounting.

The Annual Report contains the facts and the Annual Meeting (see COPS 005) provides for an appropriate question/answer forum with regard to those facts.

As a volunteer organization, the Annual Report provides an opportunity for communication to the broader Scouting population and community as a whole. It is often a time to celebrate results, honours & awards and to recognize members of the community in some fashion. It also acknowledges the formal transition from one leadership team to another through the inclusion of reports of the past year and goals/strategies for the coming year.

Original Date of Procedure: New April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION A

COUNCIL EVENTS / AREA EVENTS

COUNCIL EVENT:

- An event which is open to all registered members within the Council and approved/sanctioned by the Council Commissioner. The organizing committee may extend invitations to other Scouting members or other youth organization(s).
- An event whose organization, from planning to registration to finances to administration and staging, is completed by an Event Committee.
- The chair of the committee shall be recommended for appointment to the Council Commissioner and the recommendation brought to the full Council Management Committee for information purposes and any necessary discussion.
- A member appointed by the Council Commissioner will act as a resource to the chair and the committee, and shall report the progress of the Event Committee at subsequent Commissioner meetings.
- A Council Field Executive may also be appointed as a resource person for the event (decided on by the CED/Commissioner).
- All members of the committee and all Offer of Service personnel (OOS) shall be registered and active for the current Scouting year. Financial management is processed through the Council office/Council Treasurer.
- All Council events shall be financially self supporting.

AREA EVENT:

- An event which is sponsored or hosted by an Area as approved/sanctioned by the Council Commissioner.
- Invitations may be extended to members of other Areas within the Council, to members of Scouting in other geographical areas.
- Procedures as outlined above for Council events must be followed by the Event Committee at all Area events.

For accountability and risk management purposes, all Scouting events within the Council must be sponsored through the next senior management group, such as the Council Commissioner or an Area Commissioner.

GENERAL TASK GUIDELINES:

1. Establish Objectives:

- Determine if there is a need for the event.
- Consider relativity of the event to today's youth.
- Seek approval for the event from the Council Management Committee.

2. Form an Event Committee:

- Make up a team of personnel who have the skills, knowledge and positive attitude to handle the event.
- A team that is not so large that it is unwieldy, but not so small that everyone is too busy doing many tasks improperly rather than a few tasks correctly.
- Assign tasks to individuals, remember the coordinator (chair) will be busy coordinating.

3. Set Dates:

- Notify Council/ Admin Centre staff of the event so it can be publicized in the Council calendar.
- Ensure date fits into community and school calendars.
- Ensure there is enough time to set up the event properly.

4. Set Long Term Goals:

- Set up an organizing schedule for the team.
- Remember to build in a critical path to include timing.
- Include a go/no-go decision date for the event.

5. Outline of Event:

- What do you want to accomplish with this event?
- How long is the event to run?
- Set a tentative schedule for the event time frame.
- What are participants going to do every minute they are at the event.
- When do participants arrive? When do they leave?

6. Location:

- Where possible, use a Scouts Canada property.
- Book the site.
- Are permits required?
- Is a map available?
- Is it appropriate for the event?
- Verify size, distance for traveling by participants, safety of site.
- Is transportation being provided?
- What communication facilities are available?
- Is there an emergency contact phone number?
- Who is responsible for first aid?

- Who is responsible for security?
- Does the site have proper facilities: washrooms, first aid, water supply and disposal, packing, serving of meals?
- Complete a crisis management plan. This should include, but is not limited to, camp emergencies, fire, missing persons, medical emergency, wild life hazards, natural weather hazards, evacuation plan.
- Visit the site with your team a minimum of two times prior to the event.

7. Program:

- If participants are moving between locations during the event, how do they do it and how much time do they have to do it in?
- Are activities planned by the Committee or does each group bring their own program?
- What is uniform for the event?
- Is a kit list to be provided?
- Are extra supplies to be provided by the participants?
- Have back-up activities been planned in the event of inclement weather?
- Have the Program Committee and the Site Committee communicated needs and resources available to each other.
- Are there opportunities to include youth input into program design?

8. Finances:

- Prepare a budget and update it as your information becomes more accurate.
- Set fees to cover all expenses both with a minimum and maximum attendance.
- Submit budget to Council Treasurer and CED/Commissioner.
- Who is to collect money as it comes in?
- Are all fees to be paid in advance?
- Set a refund procedure.
- Decide if money shall be collected on site, by whom, receipts to be issued?
- Who can spend money and how are expenditures tracked?

9. Registration:

- How many participants do you expect?
- Where are participants to send their registration and fees to?
- Who is to keep track of registration?
- What are the requirements on site?
- Will there be a registration deadline? Is this coordinated with a go/no-go event decision?

10. Food:

- Are you going to serve food? What, when, where, how, WHY?
- If you are serving, can you serve this number instantly?

- Estimate how much food you need and add at least 10% contingency.
- Where are they going to eat?
- Take into account religious/dietary needs.
- The scale and size of food services must follow health and safety procedures.
- How are you going to handle clean up, garbage?

11. Offers of Service (OOS):

- Are OOS required? How many? When? Where?
- Are identifying t-shirts or jerseys required? (If so, they are to be purchased through an authorized Scouts Canada supplier – speak with your CED regarding this process).
- Are meals to be provided or prepared by OOS?
- Are accommodations provided?
- What personal equipment is required?
- Set fee for OOS.

12. Souvenirs:

- Are you going to have take home items? Crests, caps, pins, t-shirts? (As above for purchasing)
- What artwork is required.

13. Public Relations:

- How are you going to notify everyone about your event?
- Who is to be invited? What sections? Dignitaries?
- Get in touch with the Council office for assistance with a press release.
- After the event, have someone do a write-up to send to your local newspapers. Be sure to include photos, and don't forget the Leader Magazine!

14. Master of Ceremonies:

- Who is to do this?
- Do you need a P.A. system?
- Opening and Closing ceremonies; how, who to lead, youth, leaders, special guests, presentations?

15. Review:

- Learn from past events.
- Read final reports from past events.
- Keep notes as the event planning progresses to include in your report.

16. Thank You:

- Recognize the help you have received from people, organizations and businesses for the event.
- Develop an event thank-you certificate.

- Make notes personal, referring to specific skills or events.
- Some volunteers may have provided exceptional service. This may be service work for an award. Discuss, and if warranted submit an application for an award.

17. Final Report:

- Request a post event report from each sub-committee.
- Write a complete post-event report, using the reports from each of the sub-committees as your guide.
- Have a post event gathering and complete the report within 90 days following the event.
- Include a financial summary in your report.
- Submit your report to the Council Commissioner/Council Executive Director/Council Youth Commissioner.

HAVE FUN AND ENJOY!

Date of Procedure: New October 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
YOUTH FORUMS**

Awaiting development.

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION A

COUNCIL MANAGEMENT ADVISORY COMMITTEE

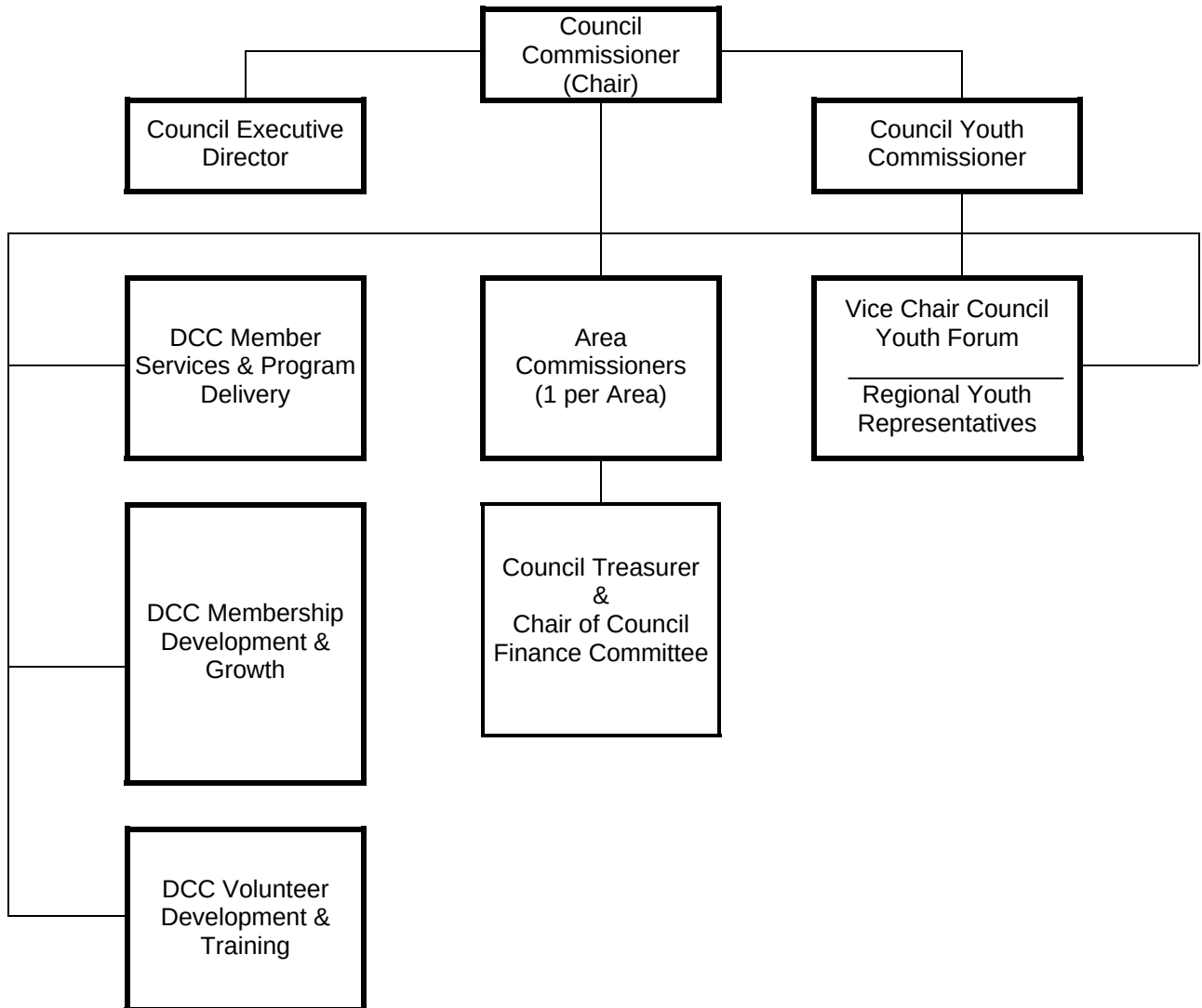
The Committee implements the Council Action Plan (related to the National Strategic Plan). It also conducts and manages the “day to day” operations of the Council with regard to:

1. Membership Recruitment & Retention
2. Operating & Capital budgets/finances/revenue generation.
3. Fundraising
4. Programs (sections and camps)
5. Risk Management Practices
6. Overall Council Management using the partnership concept (Key 3 - see COPS 003)

Leadership is a key component of the Management Advisory Committee and how it operates. This group is the one that each area/section looks to for guidance, counsel, direction and specifically good, clear, concise communication on their role, purpose, function.

It is important to note that the Council Management Advisory Committee is tasked with implementing the Scouts Canada By-law, policies, procedures and practices to ensure that there is retention and growth of membership and that safe, healthy and happy programs are conducted in every section.

Council Management Advisory Committee Organizational Chart



DCC = Deputy Council Commissioner

Original Date of Procedure – New April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION A

COUNCIL COMMUNITY ADVISORY COMMITTEE

General Purpose

The committee provides community input and advice to the Council Management Advisory Committee.

It is important that Scouts Canada does not distance itself from society at large. In an environment where all adults are appointed or hired, rather than elected, the community must be involved. Scouts Canada is a part of the community, not a distinct entity unto itself.

The primary function of the Council Community Advisory Committee is to provide a community contact with on the activities of Scouts Canada's volunteers and professionals at the local level.

Members

Chair

- For the first year of the Committee would be an appointee of the Council, and in subsequent years the elected choice of the Committee.

Council Commissioner

- Liaison between Advisory Committee and Management Committee.
- Is tasked with carrying forward opinions on issues that effect the organization from solicitations carried out by the next senior level.

Deputy Executive Director

- Liaison between Advisory Committee and Management Committee.

Council Youth Commissioner

- Liaison between Advisory Committee and Management Committee.
- Provides youth presence and voice.

Area "Community" members (1 per area)

- Appointed by Area members to provide geographic and demographic representation of the local community.
- Are the conduit for two-way communication to exist within the organization.
- Are tasked with carrying forward opinion on issues that effect the organization and the local Community.

Advisory Committee "Community" appointees (3)

- Appointed by the Management Committee, keeping in mind the Strategic Direction on Diversity.

Term of Office

- All members are appointed annually to a one-year term.
- Members may serve for a maximum of three one-year term.

Responsibilities

- Promote an increase in the number of youth and adults in Scouting each year.
- Promote succession planning at all levels and ensure that there is a process at the Council level which reflects the communities Scouting serves.
- Ensure that Council Operating Procedures are implemented.
- Ensure that the Management Committee is operating effectively.
- Ensure that Scouting practices adhere to community principles and standards.
- Promote the availability of adequate program meeting facilities.
- Provide strategic advice to the Management Committee.
- Oversee strategic financial matters.

Meeting Frequency

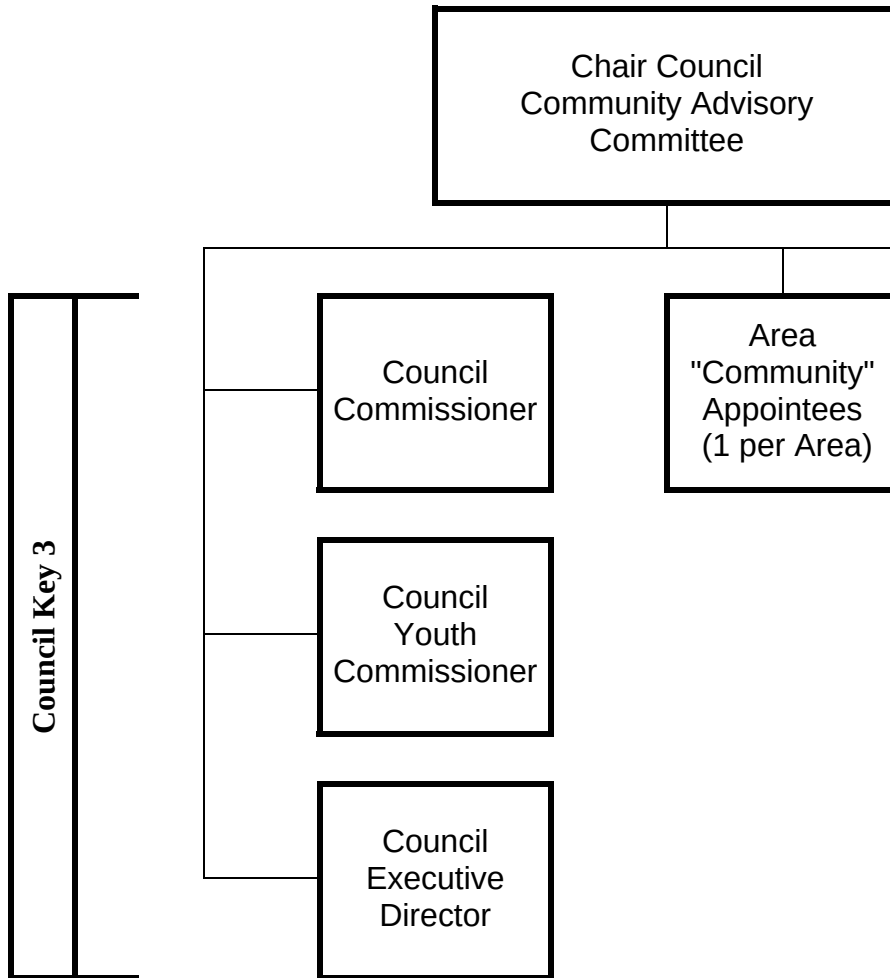
- Three or four times per year

Typical Agenda

- Strategic Budget vs Actual Finances
- Membership
- Management Committee's successes, status, and most critical issues
- Management Committee's difficulties and needs
- Succession Planning advice/counsel to Council Succession Planning Committee
- Feedback from Areas and Groups on any issues before the organization where opinion may have been sought

Original Date of Procedure: New April 2005

Council Community Advisory Committee Organizational Chart

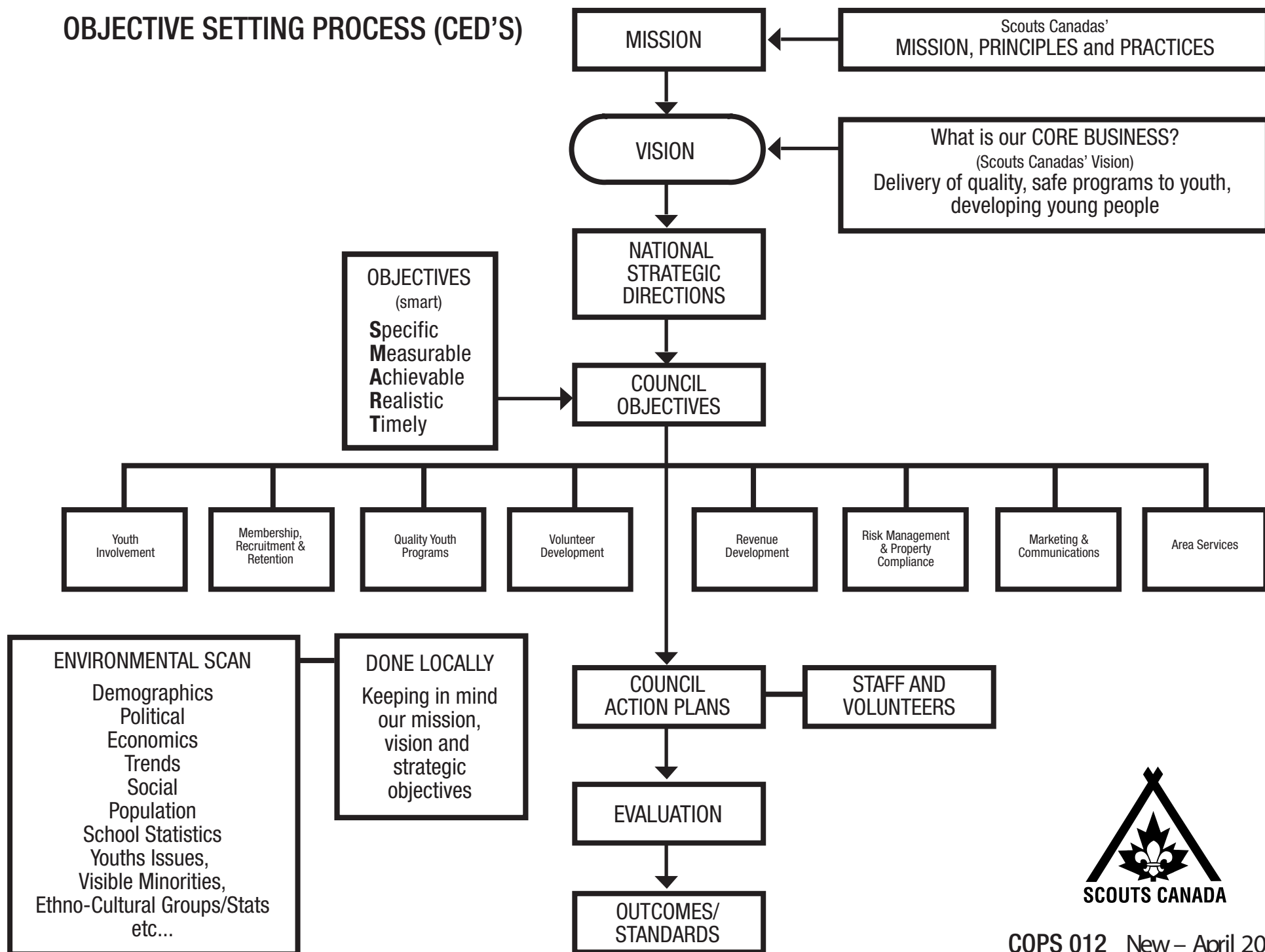


**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
OTHER COUNCIL COMMITTEES**

Awaiting development.

COUNCIL OPERATING PROCEDURES MANUAL - COUNCIL MANAGEMENT ACTION PLAN SECTION A

OBJECTIVE SETTING PROCESS (CED'S)



SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL
SECTION A
PUBLIC APPOINTMENT PROCESS FOR COUNCIL, AREA AND
GROUP COMMISSIONERS

The following are the steps to be taken when filling Commissioner vacancies within Scouting. Adherence to this process for individual positions is the responsibility of the Supervising Commissioner (Executive Commissioner and the Chief Commissioner jointly for Council Commissioners, Council Commissioners for Area Commissioners, National Youth Commissioners for Area Youth Commissioners). It is the responsibility of Council Commissioners to ensure that Areas are aware of and complying with the process. The Executive Commissioner is overall responsible for this process. While this process is not mandated for use at the Group Commissioner level, Group Commissioners are welcome to emulate it for their transition.

Step 1: Identify upcoming vacancies and begin this process at least 6 months in advance or respond to unexpected vacancies.

Step 2: Set timelines to allow for adequate transition (see Appendix 1 for suggestion). A new candidate should be recommended for appointment at least 2 months in advance of the current commissioner's end of term.

Step 3: The Supervising Commissioner identifies a Nominating Committee responsible for completing this process. Note that this committee is responsible for identifying the best candidates for the role, but is not responsible for making the final selection.

For Council Commissioner positions, the committee consists of:

- Council Executive Director
- Council Youth Commissioner
- Two additional volunteer members
- Chaired by an appointee of the Executive Commissioner in consultation with the Chief Commissioner.

For Council Youth Commissioner positions, the committee consists of:

- Council Executive Director
- Council Commissioner
- The appropriate Assistant National Youth Commissioner
- Two additional volunteer members
- Chaired by an appointee of the National Youth Commissioner.

For Area Youth Commissioner positions, the committee consists of:

- Council Field Executive
- Area Commissioner
- Two additional volunteer members (at least one must be a youth member)
- Chaired by the CYC or a designate from the Council Leadership Team or Council Youth Network

For Area Commissioner positions, the committee consists of:

- Council Field Executive
- Area Youth Commissioner (or appropriate youth designated by the CYC)
- Two additional volunteer members
- Chaired by the Council Commissioner or a designate from the Council Leadership Team.

Step 4: Ensure an up-to-date job description is available for the position. Identify, through discussions with the incumbent and the Supervising Commissioner(s), any additional requirements based on local challenges and opportunities while remaining realistic about what is reasonable for volunteers to accomplish. Particular attention should be given to the type of person required to serve in the role over the next term.

Step 5: Design a vacancy posting including the following:

- a. Position Name
- b. Deadline for applications or nominations (minimum of three weeks following the posting)
- c. Address for applications to be sent to (email preferable)
- d. Contact info for use if applicants require additional information about the position
- e. Brief description (3-7 sentences) of the position
- f. Link to the full job description
- g. Instructions and requirements for applications. Applicants should be asked to submit
 - i. CV, including section outlining any Scouting involvement and awards
 - ii. Cover letter indicating what the applicant could bring to the position and why they are interested in the role.

Step 6: Postings are to be advertised as widely as possible to encourage members and non-members to apply. As a minimum they should be sent through local email to all registered volunteers in the council/area/group as appropriate, discussed at Area Scouter's clubs and posted on the council/area/group web sites, again as appropriate to the level of the position. Council Commissioner vacancies shall also be posted on the national website. Advertising outside of Scouting in at least one media, such as on volunteer recruitment websites (charityvillage.com) or local newspapers, is also required. This is a key step in the process to encourage volunteers or candidates from outside the Movement who may not otherwise be aware of the opportunity to serve in these roles.

Step 7: Receive and review applications and recommendations from the incumbent and others.

Step 8: Receive all internal and external applications and rank candidates based on their submissions.

Step 9: Interview at least the top three candidates. Arrange an interview/information session with each candidate. Where possible, the entire Nominating Committee should be involved in the interview. This is the ideal time to assess the attitude, skills and knowledge of the person and to provide further details about the position; answer any questions the candidate may have; and to determine if this candidate is in fact a good "match". Particular attention should focus on the goals and objectives of Scouts Canada and the candidate's commitment to achieving same. At the conclusion of the interview, inform the candidate of the next steps and timeline.

Step 10: Review and report. Present the results of the top three interviews to the Supervising Commissioner(s). Reports should include:

- Candidate's experience as a program Scouter (if applicable)
- Candidate's experience as a Service Scouter (if applicable)
- Candidate's experience as a leader of adults within Scouting or other organizations. Leadership includes directing and supporting people to attain organizational goals. It also includes the ability to make and implement decisions. Further, it involves the ability to analyse, problem solve and mediate, if they are able to take a collaborative approach to these matters.
- Candidate's experience managing a team of people
- Candidate's experience in training and/or developing adult volunteers
- Candidate's experience communicating orally or in writing
- Candidate's experience in personal time management, planning and administration
- Candidate's vision for Scouting.

- Candidate's willingness to subscribe to the Movement's current National direction and priorities.

Step 11: The Supervising Commissioner(s) interviews at least the top two candidates. These should be a personal meeting unless timing and distance make it difficult. The basis of the discussion will be to assess the attitude, skills and knowledge and to confirm the candidates' commitment to the growth of Scouting and an acceptance of the goals and objectives appropriate at the time of appointment.

Step 12: The Supervising Commissioner makes the appointment or re-tasks the team to source additional candidates. Note that additional reference and background checks may be required.

Step 13: Once the successful candidate has accepted the role, all unsuccessful candidates are informed that another candidate has been selected, thanked for their interest and, where appropriate, have other roles discussed.

Step 14: Announce the appointment on appropriate websites and to those immediately affected by the change in leadership.

Succession Planning:

While a call for nominations will serve to identify any and all possible candidates, a strong succession plan will greatly assist in the recruitment of Commissioners and others we need to serve in leadership roles. We need to continually identify and develop Scouters who show potential to take on key roles within the Movement.

Note:

The recruitment process should be conducted in a very positive manner and recognize the respect this key function entails. Candidates should be honoured that they are being considered for the position, and the team must approach this exercise in a manner that reflects the significance of the function. It is important that members on the recruitment team agree to the type of person the Council needs and adhere to that decision when prioritizing the candidates.

Original Date of Procedure: New April 2005

Revised: November 2010

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
COUNCIL OFFICE MANAGEMENT AUDIT PROCESS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
COMMISSIONER REVIEW PROCESS**

Awaiting development.

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
DUE DILIGENCE PERFORMANCE RESULTS
FROM COMMISSIONERS

How many new Scouters do you have this year* in your Service Area?

- How many are recorded in the registration system? _____
- How many have been interviewed? _____
- How many have had their references/background checked? _____
- How many have submitted their Police Record check? _____

How many have completed Section Wood Badge Part I training? _____

How many Sections are operating in your Service Area? _____

- Does every Section/Group Scouter know the name of their Group Commissioner? _____
- How many Sections have received three face to face service visits this year? _____
- To what extent were these visits conducted consistent with the “Practical Guide to Servicing”? _____

How many area Service Team Members are there in your Service Area? _____

- How many have completed Service Team I? _____
- How many have completed Service Team II or equivalent? _____
- How many have been Accredited at:
 - Level I _____
 - Level II _____
 - Level III _____

How many Group Committee members are there in your Service area? _____

- How many have taken Group Committee Training appropriate to their role? _____
- How many have completed Service Team I? _____

How many Honours and Awards have been awarded in your Service Area this year? _____

Implications:

How can we demonstrate due diligence or troubleshoot without accurate timely information to answer these questions.

Date of Procedure: New April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
SUCCESSION PLANNING**

Awaiting development.

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION A

Compliance – Reporting to the Board

Each Council Executive Director must provide quarterly by December 1, March 1, June 1, August 31 to the Executive Commissioner and Chief Executive Officer, certificates of compliance as outlined below covering the operation of the council:

- Environmental Compliance (compliance with all applicable legislation relating to the protection of the environment);
- Workplace Health and Safety (compliance with all legislation and regulations regarding health and safety in the workplace);
- Property Insurance and Registration (compliance with procedures regarding the registration of Scouting owned property and insuring of same).

In addition, the National Office Controller must certify, annually, that the National Office has complied with all applicable legislation with regard to the deduction and remittance of all applicable taxes and employee deductions.

Sample compliance certificates are attached.

Original Date of Procedure: Risk Management Manual May 2001
Date of Revision: April 2005

M E M O

To: **The Executive Commissioner & CEO of Boy Scouts of Canada**

From: _____, **Council Executive Director**
 _____ **Council**

Re: **Environmental Compliance**

Date: _____

Boy Scouts of Canada ("Scouts Canada") _____ Council has established a procedure to oversee and review all applicable legislation relating to the protection of the environment. The Council Executive Director ensures that appropriate tests, reviews and appraisals of the property of Scouts Canada and reviews of practices and procedures are undertaken on a timely and regular basis in order to determine that Scouts Canada is complying with all applicable legislation. In addition this Council is in compliance with the procedures of Scouts Canada in this regard.

Based on the results of these reviews, Scouts Canada _____ Council has discharged all of their obligations up to the date of this certificate, and the reviews have discovered no outstanding matters under any environmental agreement, regulatory issues or deviations from legislated environmental requirements .

Please note: Any exceptions to the above must be listed hereon, giving the reason(s) for the non-compliance.

If exceptions are listed, I confirm that the applicable governmental authorities are fully aware of the above noted exceptions.

DATED this _____ day of _____, 200____

Signature

Position

M E M O

To: **The Executive Commissioner & CEO of Boy Scouts of Canada**

From: _____, **Council Executive Director**
 _____ **Council**

Re: **Property Insurance and Registration Compliance**

Date: _____

Boy Scouts of Canada ("Scouts Canada") _____ Council is in compliance with the established procedures to ensure that all Scouts Canada owned property is adequately insured with respect to fire, theft and vandalism and is registered in the name of Scouts Canada or one of its property societies.

Further, I confirm that all Scouts Canada owned vehicles are properly registered in the name of Scouts Canada, are adequately insured with liability coverage in the amount of \$2 Million and meet all all necessary safety requirements.

Based on the results of these reviews, Scouts Canada _____ Council has discharged all of their obligations up to the date of this certificate, and the reviews have discovered no discrepancies.

Please note: Any exceptions to the above must be listed hereon, giving the reason(s) for the non-compliance.

DATED this _____ day of _____, 200__

Signature

Position

M E M O

To: **The Executive Commissioner & CEO of Boy Scouts of Canada**

From: _____, **Council Executive Director**
 _____ **Council**

Re: **Compliance with Workplace Health and Safety Legislation**

Date: _____

Boy Scouts of Canada ("Scouts Canada") _____ Council has established a procedure to oversee Scouts Canada's operations as they relate to legislated requirements and regulations in place, from time to time, governing the said operations in relation to Workplace Health and Safety. Without limiting the generality of the foregoing, the legislation referred to herein includes Acts in relation to Dangerous Goods Transportation, Fire Prevention, Labour Standards, Occupational Health and Safety, Public Safety, Radiation Health and Safety and Worker's Compensation as may be applicable in any particular jurisdiction where Scouts Canada operates.

The standards required by the legislation and the regulations are adhered to by Scouts Canada. The Council Executive Director oversees all relevant aspects of Scouts Canada operations in _____ Council and reports as required to the appropriate government bodies. All measures required by law or as a result of communications with government are carried out diligently and in the appropriate manner.

As of the date hereof, I can confirm that Scouts Canada _____ Council is in full compliance with all requirements of the above-noted or any related legislation

Please note: Any exception to the above must be listed hereon, giving the reason(s) for the non-compliance.

DATED this _____ day of _____, 200 ____

Signature

Position

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
THE ADMINISTRATIVE CENTRE
ROLE, FUNCTION, ACCOUNTABILITY,
SERVICE TO MEMBERSHIP**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
MEMBERSHIP RECRUITMENT & DEVELOPMENT**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
ADMINISTRATION OF APPLICATIONS**

Awaiting development.

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
National Membership and Insurance Fees

1. National Membership Fees:

Effective September 1, 2010, the annual national portion of the membership fee that must be paid for every registered member remains at \$60.00 which includes the insurance fee mentioned in 2 below.

2. Insurance Fees:

The fee for national insurance coverage must be paid for each registered member in order to effect coverage for National Indemnity Insurance (accidental death & dismemberment, dental and sundry medical coverage) and National Liability Insurance. Effective September 1, 2010, the insurance fee remains at \$15.00 per member.

3. Payment:

Payment must be made to the National Office on a weekly basis by batch number from each Council (Admin Centre).

Original Date of Procedure: Administrative Procedure No. 12 July 1989
Date of Revision: February 2010

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
SCOUTSabout & Extreme Adventure Registration Fees

SCOUTSABOUT FEES:

The national registration fee for the SCOUTSabout Program (maximum three month session), commencing September 1, 2008, is \$29.50, which consists of.

\$15.00	Scouts Canada approved insurance fee (paid only once per year)
<u>14.50</u>	National SCOUTSabout Fee per session
\$29.50	

The Council may, at its discretion, add to this fee an amount as decided by the local Council to be retained by the SCOUTSabout Group, as well as a Council fee.

If a participant returns for additional sessions within the program year (September 1 – August 31), subsequent national registration fees would be \$14.50 per session after the initial session. This reduction is a result of the National Insurance Fee being a yearly fee that cannot be divided over each session.

EXTREME ADVENTURE FEES:

The national registration fee for the Extreme Adventure Program (a one time adventure - maximum duration of one year), effective September 1, 2008, is \$50.50 per program, which consists of:

\$15.00	Scouts Canada approved insurance fee (effective September 1, 2007)
<u>35.50</u>	National Extreme Adventure Fee per session
\$50.50	

This registration fee is in addition to any program costs that will be based on the chosen adventure. Also, the Council may, at its discretion, add to this fee an amount, as decided by the local Council to be retained by the Extreme Adventure Group, as well as a Council fee.

If a participant returns for additional sessions within the program year (September 1 – August 31), subsequent national registration fees would be \$35.50 per session after the initial session. This reduction is a result of the National Insurance Fee being a yearly fee that cannot be divided over each session.

REMITTANCE OF FEES:

Payment of Scoutsabout and Extreme Adventure fees must be included (and noted) within the weekly batches to the National Office, together with a report of the number of participants – see next page.

Original Date of Procedure: Administrative Procedure No. 12C July 2000
Date of Revision: February 2010

**SCOUTS CANADA
REMITTANCE FORM - NATIONAL FEE PORTION
SCOUTSABOUT AND EXTREME ADVENTURE**

Council Name: _____

Batch # _____

SCOUTSabout:

_____ Youth Members @ \$29.50 = \$ _____

_____ Youth Members @ \$14.50 = \$ _____

_____ Adult Members @ \$29.50 = \$ _____

_____ Adult Members @ \$14.50 = \$ _____

TOTAL \$ _____

Extreme Adventure:

_____ Youth Members @ \$50.50 = \$ _____

_____ Adult Members @ \$50.50 = \$ _____

_____ Youth Members @ \$35.50 = \$ _____

_____ Adult Members @ \$35.50 = \$ _____

TOTAL \$ _____

TOTAL REMITTANCE \$ _____

Council Executive Director or designate
(ie Ops Manager/Council Registrar)

SCOUTS CANADA COUNCIL OPERATING PROCEDURES MANUAL – SECTION A RETENTION AND STORAGE OF RECORDS

Retention and storage of records is the responsibility of the Council Executive Director who must ensure that all registration documentation, including volunteer screening materials, is kept in a secure manner indefinitely and only shared on a need to know basis.

Complete files for members must be kept in a secure manner in a location that is controlled by the Council Executive Director – refer to Council Management Operating Procedure 021. A complete file would include the signed application, clean PRC, written references, screening checklist and any other correspondence the council may have regarding the member.

Complete files for all rejected applicants or terminated members must be forwarded to the Scouts Canada Risk Manager. Please note there should only be one file for any member or prospective member – at the council level for those acceptable to Scouting, or at the National Office for those who are unacceptable and whose name is placed on the Confidential List.

In addition to member files, physical fitness forms, parent/guardian consent forms, camping and outdoor activity applications, and any other documentation related to Scouting activities must be kept indefinitely under the control of Council Executive Directors.

Each council should have a process in place whereby each section/group forwards these forms for storage following the completion of each activity.

**Original Date of Procedure: Administrative Procedure 27a February 2003
Date of Revision: April 2005**

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
Procedures Regarding Application for and Issue of Training
Accreditation and Recognition

The scheme of Training Accreditation and Recognition available to members of Scouts Canada is set out in Bylaw, Policies and Procedures, Sections 6001.3, 6001.4 and 6001.5.

Information is included therein regarding trainer classifications, procedures, forms and other materials for issuance of trainer accreditation and recognition.

Original Date of Procedure: Administrative Procedure No. 100 November 1980
Date of Revision: February 2008

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
DIVERSITY & COMMUNITY DEVELOPMENT**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
COUNCIL FINANCIAL RESPONSIBILITIES**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
COUNCIL AUDIT PROCESS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
CAPITAL ASSETS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
INVESTMENT PROCEDURES**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
BUDGETING**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
REGISTERED CHARITY TAX STATUS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
CHARITABLE DONATIONS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
PROPERTIES COMMITTEE**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
CAMP COMMITTEE**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
PROPERTIES INCORPORATED BODIES**

Awaiting development.

SCOUTS CANADA COUNCIL OPERATING PROCEDURES MANUAL – SECTION A PROPERTY BUSINESS PLAN

Purpose of Business Plan

This business plan is a five year look at your property, how it is run today, how it will be run tomorrow and how it relates to providing program opportunities for the youth in your area. There is an expectation that this plan will be reviewed annually to reflect changes in circumstances and that the property remains a viable tool in the provision of excellent program for our youth.

Scouts Canada is in the business of providing quality youth programs. Our properties are tools we use from time to time to provide unique experiences and valuable outdoor support for our programs. To be effective, the properties Scouts Canada owns must be seen as a means to an end. There must be a direct link between the properties we operate and our core programs. Properties also need to be utilized by the youth of our organization to the fullest extent possible.

All properties have expenses, both financial and human. Whether your property committee actually does the repair work, or it arranges for a local merchant to donate material and local trades people to install it the result is the same. So too are there human expenses in terms of time spent managing, painting, fixing and planning.

The key, in our minds, is that properties should at the very least break even financially and provide quality program opportunities for our youth at a reasonable human cost so they are not a drain on our already strained fiscal and human resources.

This business plan will assist you in explaining how your property meets these goals and how it will continue to benefit our youth over the next several years.

Original Date of Procedure: New April 2005

INFORMATION ABOUT THE PROPERTY

Primary Contact Person for this Property:

Name:

Title:

Address:

Description of the Property

[Please provide a brief background for the property operation. Briefly describe the property. Provide a map of the property if available showing the layout. What is the capacity of the property to support program and what program sections can be accommodated? Any statistics demonstrating how the property has recently contributed to program delivery and/or membership growth?]

Property Goals and Objectives

[Describe the business activity to be addressed by the plan, including the key business objectives for the property. How is program delivered at the property now and in the future? How will the property support program in the future. How is the program at the property related to retaining or growing membership? What do you plan for the future of the property? What do you need to do to make the property a viable operation into the future? How will the property's potential be developed? Provide a map of the property if available showing the proposed changes.]

Assumptions

[Describe any assumptions that have been made in the approach to this business plan.]

Constraints

[Describe any constraints that have been placed on this plan. Identify the prioritization of the 'triple constraints' – cost, time, product (program).]

Cost Management Plan

Plan Budget

NOTE: This section contains a number of Excel spreadsheets which are embedded in this word document. To add figures to the charts, double click on the chart and the Excel spreadsheet will open. Insert the numbers in the appropriate cells. Where calculations are required, we have inserted formulas that will automatically calculate for you. When you are finished with entering numbers in a particular chart, click somewhere off the chart and the Excel spreadsheet will close and the page should display your figures appropriately.

When the entire document is completed, don't forget to "SAVE AS" the document calling the file the title of your property (i.e. Camp Adanac.doc)

Area Membership/Registration Summary

	ACTUALS			PLAN YEARS				
	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
AREA Membership								
Youth								
Adult								
Total	0	0	0	0	0	0	0	0

Please refer to your Area and Council Commissioner or Executive Director for assistance in determining accurate historical figures and in forecasting the future numbers.

Property Usage Summary

Days Available	365	365	366	365	365	365	366	365
Actual Use - Scouting								
Actual Use - External								
otal Actual Camper Days	0	0	0	0	0	0	0	0
Days Used								
% usage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

So that everyone is playing on a level playing field, our assumption is that properties are available for use 365 days of the year (366 in leap years). Do not change this figure in the above chart. This charts seeks to identify two different things – **camper days** and **days used**.

Camper days is how many people used your property and for how many days? Example – if 5 people (youth and leaders) arrive on Friday and leave on Sunday that is 15 camper days (5 people X 3 days). The second component is **days used** which is how many days during the year was somebody using the property? Example – the same 5 people (youth and leaders) arrive on Friday

and leave on Sunday. This counts as 3 days used (Friday, Saturday and Sunday). We do recognize that even our most used properties do not see full usage during the year. Hint – more is better.

Property Operating Budget

	ACTUALS			PLAN YEARS				
Financials	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
Operating Income & Expense								
REVENUE								
Fees Scouting Groups								
Fees External Groups								
Fees Program								
Product Sales								
Donations/Grants								
Other Income								
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES								
Salaries&Benefits								
Staff Feeding								
Travel								
Utilities								
Maintenance-Grounds&Bldgs								
Garbage Removal								
Maintenance-Equipment								
Equipment Replacement								
Property Taxes								
Property Insurance								
Postage								
Office Supplies&Printing								
Telephone/Fax/Internet								
Training Expenses								
Advertising								
Health & Safety								
Clothing								
Program Expenses								
Product for Re-Sale								
Bank/Charge Card Fees								
Operating/Property Comm.								
Miscellaneous Expense								
NET EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Depreciation Building(s)								
Depreciation Program Equip.								
Net Operating Inc/Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Property Capital Budget

Financials	ACTUALS			PLAN YEARS				
	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09
Capital Income & Expense								
REVENUE								
Donations								
Grants								
Other Income								
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES								
Project 1								
Project 2								
Project 3								
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Income/Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Forecast of Reserves								
Open*	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Close	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital Budget items refer to new construction. If its new and a large ticket item, it's a capital expense. Replacing windows and renovating existing structures would normally be classified as maintenance in the operating budget rather than a capital expenditure. If you need assistance in determining whether a particular project is capital or operating, please contact your Council Executive Director or Council Operations Manager.

Plan Revenue and Expenditures

[Describe how funds will be acquired for the plan (fundraising, etc.). Indicate the individual(s) responsible for the plan budget. Describe any management contingency funds and how they will be allocated, and under what circumstances.]

Scheduling Management Plan

Plan Timeline

[This is a five year plan which will be reviewed annually. You are expected to update this plan on the anniversary date of its acceptance by the Board of Directors with current information including a review of the year's activities and an explanation of changes to budgets necessitated by changing circumstances.]

Example:

Plan Year _____	Current Year <u>Review Date</u>	Plan Update <u>Review</u>
2004/05	May 31, 2005	July 31, 2005

Communications Approach

[Communicating information about your property to a variety of audiences is important. Who will you communicate to/with and how will this be accomplished? What will you tell people about your property? How will you communicate what programs are available or supported at your property? Are the costs included in your budget? Identify all of the audiences (internal and external) for plan communication. Identify the key communication components that will be delivered throughout the plan. Describe the standard modes of communication that will be used to communicate with each audience or for each communication component.]

Approvals

We, the undersigned, have read the above Business Plan and will abide by its terms and conditions and pledge our full commitment and support for the plan.

Sign-off Sheet

This Plan is prepared by:	Date:
Name:	Signature:

Position: Local Property Manager	Date:
Name:	Signature:

Position: Area Commissioner	Date:
Name:	Signature:

Position: Council Commissioner	Date:
Name:	Signature:
I have advised the Council Youth Commissioner of the contents of this plan.	

Position: Council Executive Director	Date:
Name:	Signature:

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
PROPERTY STANDARDS AND COMPLIANCE**

STANDARDS:

All property which is owned or leased by Scouts Canada must meet the requirements of By-Law, Policies and Procedures, Section 1011.

Any additional property to be acquired by Scouts Canada at any level of the organization, for whatever purpose and regardless of means of acquisition and including proposed donations, must have the prior approval of the Scouts Canada Executive Commissioner & Chief Executive Officer.

It should be noted that Scouts Canada's policy with respect to property use includes a provision that Scouting property must be used primarily by its membership. Third party or non-Scouting use must be limited to like organizations for purposes similar to Scouting – refer to Section 13018, BP & P. Third parties must fully indemnify and hold Scouts Canada harmless with respect to the usage and provide proof of insurance with Scouts Canada named as an additional insured.

COMPLIANCE:

All property, owned or leased, must be inspected annually. This includes land as well as real estate. A checklist is attached for this purpose. Any area in which the standards are not met must be dealt with and corrected immediately.

**Original Date of Procedure: Administrative Procedure No. 26 December 2001
Date of Revision: April 2005**



ANNUAL PROPERTY STANDARDS CHECKLIST

Property Name: _____

Managing Council/Group: _____

Region: _____

This checklist is to be completed by the Local Property Manager for each Scouts Canada property owned or leased, then provided to the Council Executive Director **not later than August 31 annually.**

Please indicate whether your property currently meets the standard indicated by checking yes or no or n/a (if the standard does not apply to your property). If no, please provide comments about what action is being taken to meet the standard

PROPERTY INSURANCE AND REGISTRATION				
STANDARD	YES	NO	N/A	COMMENT
A. Property 1. The property deed, lease or agreement contract is in accordance with Provincial Real Estate Policy, as per BP & P, Section II, Duties (iv). 2. A copy of above document is on file with the Corporation. 3. Adequate property insurance coverage is in place for fire, theft and vandalism and in the name of Scouts Canada and a copy of the most recent policy certificate is attached. 4. An inventory of building contents and equipment has been completed within the last 12 months and used to determine adequate insurance coverage. 5. Insurance audit at Insurer's frequency and reports maintained on file. 6. Organizational Hold Harmless and Indemnity Agreements are completed by all non-Scouting organizations using the property and are attached for all uses within the past 12 months. 7. Certificates of Liability Insurance including Scouts Canada as an additional insured have been received from all non-Scouting organizations using the property and are attached for all uses within the past 12 months.				
B. Building Standards 1. All buildings show safe construction and ongoing maintenance. Documents are on file. 2. Electrical wiring and operations to be safe. Inspection documents are on file. 3. Inspection of natural gas/propane tanks, services, appliances and other equipment was conducted by a licensed inspector within last 12 months. Inspection records are kept for not less than two (2) years and are available on request.				

WORKPLACE HEALTH AND SAFETY

A. Fire Prevention

1. Property inspected by Fire Marshall's office or the local Fire Department within the past 24 months or lesser period if material changes are made to the property Inspection records are available on file.
2. The local property manager or delegate has conducted a general fire safety inspection of the property, within the last 12 months. Results of the inspection are available on request.
3. A Fire Safety Plan:
 - 3.1. has been reviewed by the local fire department;
 - 3.2. is available on site;
 - 3.3. has been provided to the Regional Scout Office; and
 - 3.4. has been reviewed within the last 24 months.
4. Fire Safety equipment is regularly inspected and/or tested in accordance with the applicable Fire Code requirements:
 - 4.1. Fire extinguishers:
 - 4.1.1. inspected monthly by local property manger or designate;
 - 4.1.2. inspected annually by licensed contractor.
 - 4.2. Smoke detectors (tested monthly)
 - 4.3. Fire alarms (tested monthly)
 - 4.4. Carbon monoxide detectors (tested monthly)
 - 4.5. Emergency lighting (tested monthly)
 - 4.6. Illuminated exit lighting (tested monthly)
5. Records of fire safety equipment inspections/tests are maintained locally for not less than two (2) years and are available for review on request.
6. All stove and fireplace chimneys have been inspected within the last 12 months by a certified technician and the records of this inspection are kept for not less than two (2) years and are available on request.

B. Public Health 1. Potable water is regularly tested in accordance with government requirements. 2. Records of testing results and appropriate corrective action are kept for two (2) years. 3. Where regulations exist regarding standpipes and hose systems, procedures have been implemented to meet local requirements. 4. Ground water (springs, creek) is regularly tested in accordance with local requirements and at least once in each 12 month period and prior to extended or concentrated usage. 5. Kitchens/washrooms are inspected by local Public Health Inspectors on a regular basis. 6. Food storage facilities are maintained in sanitary condition and cold units maintained at required temperatures. 7. Washrooms meet health standards. 8. Waste storage to be in a designated location. Schedule in place for removal. 9. Kybo inspection and pumping schedule in place.				
C. Public Safety 1. Property grounds (parking lots, walkways, stairs, bridges) have been inspected annually by the Local Property Manager or designate and do not pose hazard. 2. Winter procedures in place as conditions dictate, ie walks and stairs shovelled and salted if necessary, access for emergency vehicles. 3. Telephones in working order. 4. Emergency numbers posted. 5. Emergency directions to camp posted at the fixed telephones and provided to users for cellular telephones. 6. Appropriate signage around property:				

6.1 Private property/no trespassing. 6.2 Where 911 service is in place, the rural or civic address sign is posted for identification by emergency vehicles.				
7. Equipment storage has been inspected by the Local property Manager or designate and is maintained to pose no hazards. 8. Any security system tested at regular intervals. Documents on file.				
D. Labour Standards (applicable where staff employed). 1. In compliance with Provincial Labour Laws.				
E. REQUIREMENTS APPLICABLE ONLY TO PROPERTIES WHERE STAFF ARE EMPLOYED. 1. Camp Properties Only - Ranger's residence, if applicable, to be inspected yearly. 2. Where a Camp Ranger or other camp staff members is required to use a chain saw, they have completed a Chain Saw Operator's course. 3. A first aid station is provided, inspected quarterly and the inspection record is maintained with the first aid kit. This station must meet provincial workplace safety requirements. 4. The first aid station shall be in the charge of a worker who has the required first aid qualifications: 4.1 For not more than five workers in one location - St John Ambulance Emergency First Aid Certificate or equivalent; 4.2 For more than five workers in one location - St. John Ambulance Standard First Aid Certificate or equivalent. 5. Camp employees are familiar with Workplace Hazardous Materials Information System (WHMIS) requirements.				
F. Occupational Health and Safety				

1. In compliance with provincial Occupational Health and Safety regulations.				
1.1 Health and safety committee or representative as required.				
1.2 Regular inspections are carried out as required.				

G. Environment				
1. Environmental Audit - in compliance with National Administrative Procedure #29.				

Checklist completed by:

Date completed:

Daytime Telephone No:

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION A

ENVIRONMENTAL AUDITS

The content of this procedure is based on Ontario laws. It is important that each council review this matter with legal counsel to ensure that their interpretation and application of this content is correct in their province/territory.

NECESSITY FOR AN ENVIRONMENTAL AUDIT:

Under the Ontario Environmental Protection Act, liability may be imposed not only upon a corporation responsible for the release of any contaminant, but also upon a director or officer of such corporation. For example, s. 194 of the Environmental Protection Act provides as follows:

- "1. Every director or officer of a corporation that engages in an activity that may result in the discharge of a contaminant into the natural environment contrary to this Act or the regulations has a duty to take all reasonable care to prevent the corporation from causing or permitting such unlawful discharge.
2. Every person who has a duty under subsection (1) and who fails to carry out that duty is guilty of an offence."

In addition, in Ontario the Provincial Ministry of the Environment and Energy may, in certain circumstances, issue a control order for clean-up of any contamination.

In cases where a property became contaminated prior to the taking of ownership by Scouts Canada, potential liability exists in Ontario as the Environmental Protection Act extends to both the present and past owners and persons "in charge, management or control of the source of contaminant". For example, if Scouts Canada owns a site formerly operated as a service station, in circumstances where the service station has contaminated the site, Scouts Canada would have responsibility under such legislation.

THE PURPOSE OF THE ENVIRONMENTAL AUDIT:

In recent years, environmental audits have become important elements of:

- (a) Negotiations relating to the sale of real property.
- (b) Site or facility operations.
- (c) General environmental management.

Environmental audits are often conducted in order to minimize environmental liability, either potential or existing.

Generally stated, there are three phases of environmental audit:

- | | |
|------------------|--|
| Phase I | Historical review, walk-through inspection and personnel interviews. |
| Phase II | Sampling or preliminary site assessment; including borehole drilling and soil sampling, ground water well installation and sampling, geophysical surveys, testpit excavation, underground storage tank testing, data analysis/ interpretation, and report preparation. |
| Phase III | Assessment of remediation alternatives: including review of monitoring data, contacting regulatory agencies and the public, if required, determining "risk assessment" and specific clean-up criteria, conducting further subsurface investigations and sampling, conducting feasibility studies, selecting alternative(s) for evaluation, conducting pilot scale feasibility tests, reviewing data, prepare work plan/schedule, and preparing the report. |

Depending upon the circumstances of a particular case, an environmental audit may be comprised of one Phase or a combination of Phases.

The benefits of conducting an environmental audit include the following:

- (a) The ability to provide representations and warranties to prospective purchasers concerning the environmental status of a property.
- (b) The ability to establish that a property is uncontaminated (or only contaminated in very specific and limited ways), thereby providing a property owner with peace of mind regarding responsibility and liability.
- (c) To allow a property owner, either during sale negotiations or in the face of government allegations, to indicate that the property is uncontaminated; and
- (d) With the environmental audit in hand, the corporation and its officers and directors can identify environmental concerns and begin to exercise corporate due diligence in order to eliminate or reduce environmental problems, and, therefore corporate and personal liability.

Environmental audits conducted on behalf of the property owner can be better controlled than if the audit is conducted on behalf of a prospective purchaser.

RISK ASSESSMENT:

A sample "Environmental Assessment Checklist" is attached to assist councils in assessing the need for a more in depth audit of the property and/or facility.

ENVIRONMENTAL AUDIT CONSULTANTS:

It is important that councils consult their Legal Counsel or the Department of the Environment for advice in choosing a qualified Environmental Audit Consultant, should the risk assessment indicate a need to enter into Phase II and/or III of the audit.

INSURANCE:

Scouts Canada's existing liability insurance coverage excludes environmental matters, but the cost and availability of this National insurance coverage in the future will depend on the degree of risk that currently exists. Insurance coverage may be obtained by a local council if they decide to do so, pay the premium and are able to locate such coverage to their satisfaction.

Once Scouts Canada has determined the degree of risk that exists across the country, it will be able to discuss potential National liability coverage with its insurance brokers and determine a possible course of action.

INDEMNIFICATION OF DIRECTORS AND OFFICERS:

Article VII of BP & P describes the current policy with respect to the Indemnification of Officers and Directors.

Generally stated, directors and officers of the Corporation are indemnified by Scouts Canada for any loss, damage or misfortune whatsoever which may happen in the execution of the duties of that person's respective office or trust or in relation thereto unless the same shall happen by or through that person's own wilful act or default or the breach of a duty or responsibility imposed on that person under any statute. Further, to be eligible for such indemnification, the director or officer must have acted honestly and in good faith and with a view to the best interests of the Corporation.

This indemnification is backed by all of the resources of Scouts Canada. However, note that in order for a director to claim indemnification from Scouts Canada, for example in the case of a claim based on environmental impairment, the director must not be in default or have breached any duty or responsibility imposed on the director under any statute. As noted above, a director has clear duties relating to environmental matters. Presuming that the director has complied with such duties and responsibilities imposed by statute then, in the case of any claim against the director arising out of environmental impairment, the director might claim against Scouts Canada under the indemnification provisions referred to above.

COUNCIL ACTIONS:

Each Council must complete a risk assessment of each property owned or leased by Scouts Canada, if they have not already done so.

1. All councils are obligated to complete a risk assessment to determine the likelihood that any Scouts Canada property may, by virtue of its nature, its history of use, or its current use give rise to environmental problems. In this regard, you may wish to make use of the "Environmental Assessment Checklist" enclosed herewith.

If such an assessment suggests that any property may give rise to a problem, then an environmental audit will be considered after consultation with the Scouts Canada Risk Manager, who in turn will consult with the Honorary Legal Counsel and the Executive Commissioner & CEO, as appropriate.

2. All councils are obligated to provide regular reports to the Executive Commissioner & CEO confirming that no environmental enforcement agency orders or critical environmental incidents have arisen or if any such orders have arisen, set forth details of the same, together with the steps taken in respect thereto during the period under review. This reporting obligation is ongoing.
3. All councils are obligated to immediately file copies of the reports of any risk assessment with the Scouts Canada Risk Manager, if any property may give rise to a problem as outlined in paragraph 1 above.
4. All councils are obligated to consult and co-operate with all appropriate governmental departments of the environment to resolve any problems that are identified through the risk assessment process.
5. All councils are obligated to complete the attached "Council Environmental Questionnaire" should a risk assessment reveal a potential problem. Copies of this completed questionnaire are to be immediately filed with the Scouts Canada Risk Manager who will consult with the council concerned and those outlined in paragraph 1 above to seek a resolution of the problem.

Original Date of Procedure: Administrative Procedure No. 29 August 1994

Date of Revision: April 2005

ENVIRONMENTAL ASSESSMENT CHECKLIST

Facility Information

A. Owner of facility/property

Name: _____ Phone No: _____
Address: _____ City: _____
Province: _____ Postal Code: _____

B. Current Use of Facility/Property (Describe)

Commercial: _____
Industrial: _____
Residential: _____
Vacant/Open: _____
Other: _____

Date Current Owner Took Title: _____
Total Acreage of Property: _____
No. of Buildings on Property: _____
No. of Employees: _____

C. Past Use of Facility/Property Prior to Current Occupant (Describe)

Commercial: _____
Industrial: _____
Residential: _____
Vacant/Open: _____
Other: _____

HAZARDOUS MATERIALS, STORAGE, AND DISPOSAL:

1. Are drums or others containers of hazardous materials, such as chemicals, pesticides, cleaners, and solvents, properly stored in closed containers?

Yes No Unknown N/A

2. Is there any evidence of spills, leaks, or discharges to the ground from the drum containers? (Observation)

Yes No Unknown N/A

3. Are there any areas observed with stains on the ground or with dead or stressed vegetation? (Observation)

Yes No Unknown N/A

4. Is the facility a generator of hazardous wastes? (Inquiry)

Yes No Unknown N/A

5. Does it appear the facility properly manifests its hazardous waste and ships it off-site to an approved hazardous waste disposal facility? (Inquiry, Documentation)

Yes No Unknown N/A

6. Does the property have any pits, ponds, lagoons, or other dumping areas on site (other than normal water retention ponds required by some provinces)? (Observations)

Yes No Unknown N/A

7. Does the property appear to have any materials containing low level radioactive sources? (Inquiry)

Yes No Unknown N/A

8. Has the facility ever received a notice of violation or other similar claim from a regulatory agency for improper hazardous materials/waste storage or disposal on site? (Inquiry, Documentation)

Yes No Unknown N/A

9. If the facility has received such a notice, have all issues related to the notice been satisfactorily corrected? (Inquiry)

Yes No Unknown N/A

10. Has the facility ever received a notification letter from a government agency about involvement, or potential involvement, in a site clean-up at an off-site location? (Inquiry, Documentation)

Yes No Unknown N/A

11. Is the facility free of any current or pending legal action of any kind related to hazardous materials/waste storage or disposal? (Inquiry)

Yes No Unknown N/A

Comments:

Asbestos

1. Has an asbestos survey of the facilities been conducted? (Inquiry, Documentation)

Yes No Unknown N/A

2. Did the survey find the buildings to be free of asbestos-containing materials? (Documentation)

Yes No Unknown N/A

3. Does a walk-through of the property reveal any obvious evidence of insulation, fire proofing, or building materials which may contain asbestos that appear to be friable, flaking, damage or broken? (Observation)

Yes No Unknown N/A

Pipe Insulation ☐ ☐ ☐ ☐

Duct Insulation ☐ ☐ ☐ ☐

Boiler Insulation ☐ ☐ ☐ ☐

Ceiling Tiles,
Sprayed-on Ceiling,
Stucco, Plaster ☐ ☐ ☐ ☐

Fibreboard/
Wall Finishes ☐ ☐ ☐ ☐

Roofing Materials ☐ ☐ ☐ ☐

Comments:

Radon:

1. Have any radon tests been performed at the property? (Inquiry)

Yes No Unknown N/A

2. If yes, were they approved tests? (Inquiry)

Yes No Unknown N/A

3. If radon tests have been conducted, were the results below the designated actionable level? (Documentation)

Yes No Unknown N/A

4. If radon tests at the property have not been conducted, do the surrounding properties appear to be free of elevated radon levels? (Inquiry)

Yes No Unknown N/A

5. If elevated radon levels have been discovered at the property, have ventilation systems or similar remedial measures been implemented? (Inquiry)

Yes No Unknown N/A

Comments:

Indoor Pollution

1. Does the facility appear to be free of any obvious sources of air emissions that have chemical odours, fumes, or mists? (Observation)

Yes No Unknown N/A

2. Have there been any complaints or claims filed by any workers at the property for any environmental health reasons? (Inquiry)

Yes No Unknown N/A

3. Has drinking water at the property always been within acceptable standards? (Inquiry)

Yes No Unknown N/A

Comments:

Underground Storage Tanks

1. Does the property appear to be free of any underground storage tanks (USTs)? (Inquiry, Observations)

Yes No Unknown N/A

2. If USTs exist at the property, has there ever been an incident of a leak, spill, or discharge? (Inquiry)

Yes No Unknown N/A

3. If USTs exist at the property, are leak detection equipment or secondary containment systems installed on the tanks? (Inquiry, Observation)

Yes No Unknown N/A

4. If USTs exist at the property, have they ever been tested for leaks? (Inquiry, Documentation)

Yes No Unknown N/A

Comments:

Polychlorinated Biphenyls (PCBs)

1. Does the facility contain any equipment, such as transformers or capacitors, that may contain PCBs? (Observation)

Yes No Unknown N/A

2. If PCB-containing electrical equipment is present at the property, is there evidence of leaks or spills on the ground adjacent to the equipment? (Observation)

Yes No Unknown N/A

Comments:

Environmental Hazards on Adjacent Properties

1. Do adjacent properties appear to be free of any improper storage or dumping of hazardous materials, drums, or containers that could affect the subject property? (Observations)

Yes No Unknown N/A

2. Are there any landfills, dumps, or other waste disposal facilities adjacent to the subject property? (Observation, Inquiry)

Yes No Unknown N/A

3. (a) **Observation** - are any of the following facilities adjacent to the subject property: gas stations, chemical plants, bulk storage tanks, manufacturing plants?

Yes No Unknown N/A

(b) **Inquiry** - evidence gained from interviews with knowledgeable people such as a regulatory agencies, owners, or operators of the property or adjacent property owners.

Yes No Unknown N/A

(c) **Documentation** - evidence gained from review of appropriate environmental records, reports, or files in relation to the property.

Yes No Unknown N/A

Comments:

It is important to emphasize, however, that screening of the property performed should not necessarily be used as a substitute for a full environmental audit. It should only be viewed as a precursor or preliminary assessment to help decide if further involvement in the transaction is desired.

Comments:

Date of visit to property: _____

Name of Officer: _____

Title: _____

COUNCIL ENVIRONMENTAL QUESTIONNAIRE

COUNCIL NAME: _____

GENERAL INFORMATION:

1. Address of property:
2. Property owner (if other than council):
3. Please describe operations that are currently conducted on the property.
4. Please describe operations that were conducted on the property in the past by you or a previous occupant/owner, and indicate the dates during which each such operation was conducted.

The description of any discontinued operation should indicate the closure procedures (e.g. removal of underground storage tanks or other equipment) that were carried out in respect of the discontinued operation.

Please also name each previous owner of the property, and attach a copy of the abstract of title, if available.

5. Have any environmental studies relating to the property been conducted, or is one in progress? Examples of environmental studies include environmental audits, assessments and investigations.

Yes (describe & attach a copy of each study) ☐ No ☐

6. Have there been any environmental problems at the property?

Examples of environmental problems include oil, gas, PCB or other chemical spills, contaminated soil or water, leaks from underground tanks and problems resulting from the use of pesticides, herbicides, etc.

Yes (describe & attach a copy of each report) ☐ No ☐

7. Have any environmental remediation or clean-up projects been conducted at the property, or is one progress? The description of each remediation or clean-up project should indicate if any regulatory approval or sign-off was required and/or obtained.

Yes (describe & attach a copy of each report) ☐ No ☐

8. Has a notice of violation, charge, order, prohibition, etc. been issued by a regulatory authority in connection with an environmental problem at the property? The description should indicate whether or not all issues raised in the notice, charge, etc. have been satisfactorily corrected. In this regard, please include a copy of any regulatory approval or sign-off that was obtained.

Yes (describe & attach a copy of each) ☐ No ☐

9. Are there any current or pending legal or regulatory proceedings involving environmental conditions at the property?

Yes (describe each proceeding) ☐

No ☐

10. Have you ever received a complaint, a notice or other communication indicating that activities conducted on the property have or may resulted in an environmental problem at another location?

Yes (describe each such communication) ☐

No ☐

11. Does the property comply with the requirements of all environmental and occupational health and safety legislation applicable to it?

Yes (describe & attach a copies of all Certificate of Approval, Permits, etc.) ☐

No (describe non-compliance. Also describe and attach copies of all Certificate, Permits, etc. that have been obtained.) ☐

12. Is there any insurance coverage for environmental problems at the property? The description should include the name of the insurer, risks covered, amount of deductible, and maximum coverage per occurrence.

If yes, please describe coverage as it applies to the property and attach the most recent copy of any environmental review, assessment or report required under the insurance policy. ☐

No ☐

13. Are you aware of any past or present environmental problems at adjacent properties?

Yes (describe problems) ☐ No ☐

14. Are there any ecologically sensitive areas adjacent to the property? Ecologically sensitive areas include parks and conservation areas, lakes, rivers or streams, mountains or escarpments, harbours, endangered species habitats, special ground water districts, flood plains, wetlands and scenic areas.

Yes (please describe) ☐ ☐ No

SIGNATURE:

POSITION/TITLE:

DATE:

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
PROPERTY INVENTORY TEMPLATE

A: CAMP INVENTORY (Complete for each Camp Property):

Camp Name:

Camp Address:

Directions to Property:

Camp Phone number:

Contact Person:

Phone Number-

Caretaker:

Phone Number-

Ranger/Warden:

Phone Number-

Property: owned____ , leased____ , rented____ , other____ ,

Caveats/stipulations:

Insurance Coverage:

Insurance company:

Policy number:

Description of coverage:

Description of property:

Year round access and usage: Yes:____ , No: ____.

- size/acreage:

- waterfront:

- % fields:

- % forested:

Booking arrangements-

Fees:

Property available for rental to non Scouting Groups: yes ____ , no ____ , fees _____.

Campsites:

- number of sites

- number of tents per site

- number of picnic tables

- fire places/pits

- fire extinguishers/sand pails/water buckets

- dining shelters

BUILDINGS:

Dining Hall:

- size
- capacity
- age of building
- electricity/service/#outlets
- number of tables
- number of chairs/benches
- smoke detectors/carbon monoxide detector
- fire extinguishers
- marked fire exits

Kitchen:

- electricity/service/#outlets
- electric stove: make: model: serial number:
- gas stove: make: model: serial number:
- grill: make: model: serial number:
- deep fryer: make: model: serial number:
- exhaust fan/range hood
- sprinkler system
- fire extinguishers number and types
- refrigerator: make: model: serial number:
- freezer/walk in cooler: make: model: serial number:
- microwave make: model: serial number:
- dishwasher system
- toaster make: model: serial number:
- coffee perks
- other

Utensils: pots____,pans____,
 cutlery for #____,plates for #____,bowls for #____mugs for # ____ ,

Craft Hall:

- size
- electricity/service/#outlets
- lights
- number of tables
- number of chairs
- craft supplies

Cabins:

- number of cabins - youth
- sizes of cabins
- electricity/#outlets/lights
- fire extinguishers/smoke and carbon monoxide detectors

- self interpretive

Swimming Pool:

- size - depth - diving board
- fenced in
- rescue equipment
- supervised

Beach Swimming Area:

- Marked off swimming area with buoys
- rafts
- dock
- separate boating area
- supervision
- rescue equipment

Obstacle Course:

- description
- engineers plans
- ground covering

Climbing wall:

- dimensions
- number of climbers
- engineers plans
- supervision
- equipment list and management system

Playing field:

- description
- play structures
- ground covering

Camp Programs provided:

Description -

Staff

Lifeguards, number, qualifications
 Canoe instructors, number, qualifications
 Kayak instructors, number, qualifications
 Sailing instructors, number, qualifications
 Watercraft proficiency card for powered watercraft operators
 Climbing/rappelling wall instructors, number, qualifications
 Other staff

Cooks

Counsellors (full time, seasonal, summer)

Equipment Inventory:

Tents - number and description

Bikes - number and description, serial numbers

Helmets - number and sizes

Canoes - number and description, serial numbers, length if 24" or over (see COPS 408)

Kayaks - number and description, serial numbers

Row/paddle boats - number description and serial number

Paddles - number and sizes

Pfd's by size

Throw/rescue bags

Whistles on pfd's

Painters, bailers, attached to each watercraft

Motor boats - number, size, description, serial number (see COPS 408)

Motors - size, make, model, serial number (see COPS 408)

Fire extinguishers

Gas cans

Sail boats - make, model, size, serial number, length if 24" or over (see COPS 408)

Camp stoves - number, make and model

Lanterns - number, make and model

Other camping equipment (please list)

Games equipment

Balls, bats, gloves

Climbing equipment

Ropes

Harnesses

Carabineers

Helmets

Maintenance Equipment:

Lawn mower - make, model, serial number

Tractor - make, model, serial number, license number

Vehicles - make, model, license number

Tools - provide list

Chain saw - make, model, serial number

Office:

Computer

Fax machine

Desks chairs

Other

B: COUNCIL OR AREA EQUIPMENT INVENTORY:
(List items not included in Camp Inventory above, and include storage location)

Tents - number and description
Bikes - number and description, serial numbers
Helmets - number and sizes
Canoes - number and description, serial numbers, length if 24" or over (see COPS 408)
Kayaks - number and description, serial numbers
Row/paddle boats - number description and serial number
Paddles - number and sizes
Pfd's by size
Throw/rescue bags
Whistles on pfd's
Painters, bailers, attached to each watercraft
Motor boats - number, size, description, serial number, length if 24' or over (see COPS 408)
Motors - size, make, model, serial number
Fire extinguishers
Gas cans
Sail boats - make, model, size, serial number, length if 24" or over (see COPS 408)
Camp stoves - number, make and model
Lanterns - number, make and model
Games equipment
Balls, bats, gloves
Climbing equipment
Ropes
Harnesses
Carabineers
Helmets
Other equipment (please list)
Vehicles owned/leased by council/area: (see COPS 408)

- Make, Model, Year:
- Capacity:
- Insurance Company:
- Policy No:
- Description & amount of coverage:

(Please refer to COPS 207 for Group Equipment Inventory Template)

Original Date of Procedure: New April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION A
MAJOR GIFTS
Principles, Regulations, Procedures and Guidelines

Funding Principles

For maximum efficiency and effectiveness, all fund-raising activities will be performed in a collaborative and cooperative manner without competition among councils and the various levels of the organization BP & P Section 11000).

Introduction

Council Executive Directors are responsible for ensuring that all volunteers, employees and committees comply with these procedures.

Scout Foundations will comply with these procedures.

Regulations

1. All approaches to corporations and foundations will be consistent with Scouts Canada policies, principles and procedures.
2. No council shall make an appeal to a corporation or foundation:
 - a) with a mailing address beyond the geographic area served by the council planning the appeal;
 - b) that does business or makes grants beyond the geographical area served by the council; or
 - c) if the corporation or foundation donates to another level of Scouting (e.g. the national corporate campaign, a Scout Foundation or another council)

before the approach is cleared with Fondation Scouts Canada Foundation.

Procedure

1. Council completes an annual revenue development strategy.
2. Council identifies corporations and foundations they believe are likely prospective donors for various projects in the revenue development strategy.
3. Council determines the scope of operation of the prospects (see regulation 2 above).

4. Council submits list of corporations and foundations to Fondation Scouts Canada Foundation.
5. Fondation Scouts Canada Foundation determines:
 - a) whether the prospect has contributed to Scouts Canada; or
 - b) whether other councils have identified the corporation or foundation as a prospect.
6. Fondation Scouts Canada Foundation will:
 - a) recommend a strategy to approach the corporation;
 - b) coach approachers as required; and
 - c) approve all approaches before they are made.

Guideline

Fondation Scouts Canada Foundation will respond to all submissions within 60 days.

Original Date of Procedure: Administrative Procedure No 30 November 2000
Date of Revision: April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
AREA ORGANIZATION CHART AND MAP**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
AREA IDENTIFICATION**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
OPENING A NEW GROUP**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
GROUP CHARTER PROCESS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
NEW LEADER ORIENTATION**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
SERVICE & SUPPORT TO GROUPS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
THE GROUP CHECK-UP**

Awaiting development.

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION B

Area Team Planning Process and Area Forums

The Process

- ❑ Area Commissioners and their respective staff use the following document for planning purposes.
- ❑ The Area planning process for the next season is carried out in late May.
- ❑ Area Commissioners will meet with their staff and in turn will file their reports with the Deputy Council Commissioners for Member Service & Program Delivery, Membership Development & Growth and Volunteer Development & Training.
- ❑ These reports will be the basis of planning for the Council Management Advisory Committee at a planning meeting to be held annually.
- ❑ The document is not intended to be a report card but rather a tool in organizing activities as well as focusing on specific priorities for all that service.
- ❑ In turn the Council Management Advisory Committee must act upon filed requests, these requests can be highlighted in a goal sheet for the Council, published annually.
- ❑ Who keeps track? The Council Management Advisory Committee. At every scheduled meeting the Area reports must include action items on goals, as well as the Council goals must be reviewed.

The Guide

As stated this is not intended to be a report card but rather a catalyst for focus in order to move the organization forward. Area Commissioners to include this document at their May team meeting, this document has to reach the council office by June 15th to the attention of the Deputy Council Commissioners for Member Services & Program Delivery, Membership Development & Growth and Volunteer Development & Training. The Council Management Committee will act upon group suggestions as expeditiously as possible.

Membership

For each bullet insert how many groups ranked that topic as their #1 priority:

- How many Groups could benefit from adult recruitment? # _____
- How many Groups could benefit from a “fun night”? # _____
- How many Groups need help with the May renewal process? # _____
- How many Groups need help with fall recruiting? # _____
- How many Groups could the Area benefit from a large PR event?# _____

Seminars

For each bullet insert how many groups ranked that topic as their #1 priority:

What seminar would be of the most benefit to the groups?

- Attracting Adults # _____
- Recruiting # _____
- Retention # _____
- Growing the Group # _____

Program

Please insert the number of Groups in your Area participating in the following:

1. How many of your program Groups partake in the Area Program Network? # _____
2. How many Sections hold regular planning meetings? # _____
3. How many Sections share plans with all members? # _____
4. How many of your Group Committees have regular planning meetings? # _____
5. How many Groups share plans with all members? # _____
6. How many Groups have a youth representative? # _____
7. In how many groups are Youth actively participating in program planning? # _____
8. In the Area Service Team's estimation, how many Groups would benefit from the following seminars?
 - Planning # _____
 - Shared Leadership # _____
 - Are youth included in process? # _____

For the following list the important answers.

9. What Wood Badge course would be of the greatest benefit in the Area?

10. What Council Management Advisory Committee action would be of the most benefit to the Area in terms of program? Please state:

Area Forums

Awaiting Development

Original Date of Procedure: New April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION B
Area Scouters' Club Template

Frequency:

- Held once every six weeks or as needed.

Attended by:

- Area Service Team and Scouters of all Groups in the Area

Initiated by:

- The Area Commissioner and Area Service Team.

Content:

- Ice Breaker activity / and opening.
- Short training session or guest speaker.
- Area general news with a question and answering period. (Information coming from National Office or other councils should be shared and copies of the documents should be made available to everyone to bring back to their groups).
- Meeting now to break off into programming sections (e.g. Beavers with Beavers, Cubs with Cubs, Group Committee Chairs with Group Committee Chairs).
- Each programming section will be guided by an appropriate DAC. He/she will table what should be discussed (e.g. Up coming Area events) also take notes of the progress. This is also the time and place for the section Scouters to share program resources.
- The DAC's will make themselves available to all groups as needed to either supply a service or field a question.
- The AC will call an end to the meeting and the next meeting date, time and location will be picked.
- In the case the AC is not available a DAC will sit in his or her place. The information gathered by the Area Service Team will be discussed further at an Area Service Team meeting.

Original Date of Procedure: New April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES – SECTION B

CLOSING A GROUP

Refer to Section 11003.2 viii, By-law, Policies and Procedures.

All efforts should be put forth to prevent a group from closing. If all positive measures fail, the following steps must be taken by the Council Executive Director and/or Council Commissioner.

1. FINANCES

Contact sponsor/partner, group commissioner and group/section committee chairperson to audit finances (including Scouting Auxiliary money). Outstanding bills must be cleared and bank accounts closed out. Any remaining property and/or funds shall be vested in and held by the council for the area pending appropriate disposal as determined by that council.

2. EQUIPMENT

Disposal of equipment should be approved by the council concerned and would best be handled by donating the equipment to a new group or to existing groups nearby.

3. RECORDS

If there are youth involved in the closing who are to be placed in adjoining groups, then the youth records should follow them. Any other records must be turned over to the council office.

4. NOTIFICATIONS

The Council Commissioner and Council Executive Director will receive copies of any final correspondence and a copy of the record of distribution of any finances and equipment.

5. SPONSOR ACKNOWLEDGEMENT

A letter of acknowledgement from the Council Commissioner or Council Executive Director to the sponsor/partner should be written, expressing action taken. Included in the letter should be a request for the charter paper to be returned to the Council office.

6. REGISTRAR NOTIFICATION

The Council Executive Director must notify the National Data Processing Centre that the group is inactive.

Original Date of Procedure: AP 4 January 3, 2000

Date of Revision: April 2005 (formatting only)

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION C

REGISTRATION PROCESS

1. Registration kits (paper or electronic) are distributed to groups by the Admin Centre and/or Council personnel.
2. Groups conduct their registration night and collect fees.
3. Groups enter data in MMS following their registration night. Each Council/Area has a registrar(s) available to assist the group in entering data. If a group does not enter their data, it will be done at the Council level (Admin Centre). The preference here is to have the Group Registrar enter data at the group level.
4. **Area collection nights** (or in some cases days) are set up by the Council Field Executive and Area Commissioner, along with their Service Teams. Prior to that collection night (or day), each group is contacted and given an appointment time for them to come to the collection night with one cheque and all the necessary forms. The CFE/AC, or where there is no CFE, the CED or Council Registrar or both, work with each group and reconcile the group information/fees on a group-by-group basis. Remember: the group needs to be registered prior to their involvement in the Scouts Canada program, including fundraising.
5. The next step is that, **on a weekly basis**, each Council Admin Centre will forward a batch sheet and summary and a cheque for the National portion and insurance fee times the number of individuals summarized on the batch sheet to the National Office. *Note: All data processing will be done at the group level or Admin Centre level, NOT at the National Office.*
6. Year flashes and membership cards will need to be distributed at Area collection nights/days when groups have registered.
7. Groups who have additional youth or adults registering after their initial group registration will enter them in MMS and forward their forms to their Admin Centre, along with a cheque for the appropriate fees. They will then be sent (or have delivered) their membership cards.

Please note, this information is available on Scouts Canada's website – www.scouts.ca.

Original date of procedure: April 2005
Revised/Updated: April 2007

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION C

Group Rechartering Process

The charter renewal process enables the early distribution of registration kits and ensures that all groups are acting within the requirements of *By-law, Policies and Procedures*.

WHAT IS RECHARTERING?

The re-chartering process provides an opportunity to make an annual review of the Group's activities. It brings together the Sponsor and the Group Committee with the Area and is an opportunity to confirm and strengthen the terms of the partnership, in accordance with the charter itself.

WHO IS INVOLVED?

Normally, the following representatives will be present at a re-chartering meeting:

- A Sponsor Representative
- A Scouter from each Section
- Group Committee members
- Representative(s) of the Area
- Group Commissioner

OVERVIEW - HOW THE PROCESS WORKS:

A charter renewal form (attached) is completed based on the previous year's form and the requirements of *By-law, Policies and Procedures* of Scouts Canada. This form documents compliance with the requirements of BP&P, and serves to ensure the public accountability of every level of the organization to its membership. The completed form will be available for review by any member of the organization.

Between January and March, the Area conducts a "Charter Review" with each group – please see the "Suggested Agenda" and "Suggested Areas for Discussion" sections of this procedure. For additional information or other areas for discussion, please refer to pages 29 to 30 and 39 to 45 of the *Group Committee Handbook*. The charter review process now consists of reviewing "this year" to authorize the renewal of the charter for "next year."

The charter renewal form is then revised if necessary, signed and submitted by June 1st with the required attachments and any applicable fees. A group would not be allowed to open, re-open or operate the following year until these requirements have been fulfilled.

The renewal form from the previous year is provided to assist the group in completing the one for the current year. This will reduce to a minimum the bureaucracy of the process, and to ensure a consistency of follow-up year after year despite the turnover of both volunteers and staff. This also serves to bring to the attention of a new group committee chair what assets or bank accounts he or she is accountable for and enable identification of anything which has "disappeared" before the trail is cold.

Once the renewal form has been received at the Council Office, the group will receive its new charter renewal sticker and registration kit for the following season. The registration kit will be available each year after April 1.

SUGGESTED AGENDA

- Introductions of those present
- Minutes of the previous regular meeting
- Statement of the purpose of the meeting
- Reports from the sections and Group Committee
- A summary of financial reports
- Questions and answers
- Opportunity for the Sponsor to comment and confirm support for the future
- Adjournment

SUGGESTED AREAS FOR DISCUSSION

Sponsorship	How is the Sponsor involved in the group? How is the group supportive of the Sponsor? Is the Sponsor committed to continue to support for the next year?
Membership Growth	How many youth and adults are currently registered? Is there a waiting list? What plans are in place concerning expansion and/or adding a section? Are plans in place to actively recruit leaders & committee for next year? What is the trend in membership in the group? Up? Down?
Program	Do you have all sections? Are the section programs and progress discussed at Group Committee meetings? Does each of the sections conduct activities to meet all the program emphases of the sections?
Group Committee	Describe the membership and operations of your Group Committee. What methods are used to promote Scouting in your community? Is your group visible in the community?
Camping & Outdoors	Are outdoor activities an important part of all section programs? Do all members get the opportunity to camp? What major outdoor activities/events are planned for the coming year?
Spiritual	Is the spiritual element of Scouting accommodated in your program? Is the Religion in Life program promoted?
Training	Have all leaders and Group Committee members taken training for their current role? What are the training needs for the next 12 months?
Recognition	Is the group aware of the Honours & Awards program? Has the group applied for at least one award in the last 12 months? Has the group recognised its volunteers in some way this year?

Relationship	Are all sections represented at Group Committee meetings? Is regular feedback provided to and from the Group Committee? Is the group represented at Area meetings? Do group members know who the other members of the group are?
Finance	Is the group familiar with the financial requirements of Scouts Canada (By-law, Policies & Procedures)? Describe how funds & financial decisions are handled in the sections of the group? Has the financial statement been audited and submitted to the council.
Future Planning	Does the group have plans in place for the next 12-18 months?
Youth Involvement	Is there youth representation on the Group Committee? Are youth involved in the planning of section activities? Does your Troop have a Court of Honour? Does the Pack have a Sixer Council?
Volunteer Screening	Who has taken the volunteer screening training workshop? Who is responsible for the interviewing of new members?
Area	Do the group and sections take advantage of the support provided by the Area Service Team? Does the group participate in the Area activities? How can relationships with the Area be improved?

Original Date o f Procedure : New April 2005

SCOUTS CANADA APPLICATION FOR RENEWAL OF CHARTER

For the September 1, 20_____ through August 31, 20_____ Scouting season.

Charter number: _____ Name of Group: _____

Group meeting location(s): _____ Name of Sponsor / Organization: _____

Name of Sponsor Representative: _____ Telephone: _____

E-mail: _____

Mailing address of Sponsor: _____
N° & Street City Province Postal Code

Date of charter review meeting with Area: _____ Signature of Area representative: _____

List of bank names, account numbers and account names (for the group and all subordinate sections if any have their own bank accounts)

List of group signing officers: _____

How many must sign each cheque? _____

(The following items will not apply to most groups but are to be included where applicable)

List of major group assets and approximate replacement value of each (only items with an individual unit replacement value of \$250 or more are to be listed - things such as canoes, tents, buildings, trailers, etc.) and place of safekeeping

Item:	Value:	Place of safekeeping:
-------	--------	-----------------------

List of financial assets (if any) such as bonds, investment instruments, etc. and place of safe-keeping		
Item:	Value:	Place of safekeeping:

List of property owned (if any) and in what name it is registered: _____

List of vehicle(s) owned (if any) and in what name it is registered: _____

"We hereby apply for the renewal of our charter and confirm our agreement to conduct the activities of the above named group in accordance with the policies of Scouts Canada. If for any reason, the service of a leader in charge of a section is discontinued; we will immediately notify the appropriate council and endeavour to find a successor. Meanwhile we will assume control of the section, including all property. This agreement was read at a properly constituted group committee meeting, and on a motion duly carried, the Group Committee Chair was authorized to sign this agreement on behalf of the committee."

Signature of Group Chair: _____ Date: _____

Sponsor Membership Conditions (if any): ☐ None ☐ As follows: _____

Signature of Sponsor: _____ Date: _____

REQUIRED ATTACHMENTS:

- ☐ Charter Fee (if applicable).
- ☐ Copy of the most recent annual financial statement of the group, audited or reviewed and signed by a third party. (A simple, fill-in-the-blanks form is also available for those groups that may lack some expertise in this area.)
- ☐ Photocopy of one monthly bank statement for each account the group has, or a void cheque for each account, clearly indicating the name of the account.

(The following items will not apply to most groups but must be included where applicable)

- ☐ Photocopy of the final bank statement for any account that was closed during the year (if applicable).
- ☐ Photocopy of title certificate for any property owned (if not previously submitted).
- ☐ Photocopy of registration / insurance certificate for any licensed vehicle, powerboat or trailer owned by the group.

GROUP ANNUAL FINANCIAL STATEMENT

Group: _____ Area: _____

Statement of Revenues and Expense for the year ended August 31, 20_____

Bank Balance, beginning of year

--

Revenues

Membership fees collected

Donations

Camp and Event fees collected

Fundraising revenues

Dues

Other _____

Total Revenues

(a)

Expenses

Membership Fees paid

Camp and Event Fees paid

Program expenses - Beavers

- Cubs

- Scouts

- Venturers

- Rovers

Fundraising Expenses

Other _____

Total Expenses

(b)

NET REVENUE/EXPENSES

Bank Balance, end of year

(a – b)

--

Date: _____

Signed: _____

Treasurer

Signed: _____

Auditor

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION C

Group Committee Planning Guide

The Process

- ❑ The Group Commissioner and Group Chair use the following document for planning purposes.
- ❑ The Group planning process for the next season is carried out in late April.
- ❑ Groups will meet with their volunteers and in turn will file their reports with the Area Commissioner.
- ❑ These reports will be the basis of planning for the Area at a planning meeting at the end of May.
- ❑ The document is not intended to be a report card but rather a tool in organising activities as well as focusing on specific priorities for all that service.
- ❑ In turn the Area must act upon filed requests, these requests can be highlighted in a goal sheet for the Council Management Committee published in late June.
- ❑ Who keeps track? The Area Service Team and Group Commissioner. At every scheduled Scouter's Club the DAC Member Services & Program Delivery reports on progress towards goals, as well as reviewing the Area goals.

The Guide

As stated this is not intended to be a report card but rather a catalyst for focus in order to move the organization forward. Group Chairs and Group Commissioners include the completion of this document at your April group committee meeting; the completed document has to reach the Area Commissioner by May 15th. The Council Management Advisory Committee will act upon group suggestions as expeditiously as possible.

Membership - Please rank from 1 to 5 where 1 is the most important:

- Could your group benefit from adult recruitment? _____
- Could your group benefit from a "fun night"? _____
- Does your group need help with the May renewal process? _____
- Does your group need help with fall recruiting? _____
- Could the group benefit from a large Area PR event? _____

Seminars – Please rank from 1 to 4 where 1 is the most important:

What seminar would be of the most benefit to your Group?

- Attracting Adults _____
- Recruiting _____
- Retention _____
- Growing the Group _____

Program – A survey to complete with the Group Commissioner:

1. Does your Group partake in the Area program network? Y / N _____
2. What Wood Badge course would be of the greatest benefit to your group?

3. Do all sections hold regular planning meetings? Y / N _____
4. Are the plans shared with all members? Y / N _____
5. Does the Group hold regular planning meetings? Y / N _____
6. Are the plans shared with all members? Y / N _____
7. Does your Group have a youth representative? Y / N _____
8. Do the youth actively participate in program planning? Y / N _____
9. What Area Service Team action would be of the most benefit to the Group
in terms of program? Please state:

Note: This document does not replace the Re-chartering procedure.

Original Date of Procedure: New April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION C
GROUP BANK ACCOUNT**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION C
GROUP FINANCIAL REVIEW**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION C
GROUP FINANCIAL STATEMENTS & AUDIT**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION C
GST RECOVERY PROCESS**

Awaiting development.

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION C
Group Equipment Inventory / Insurance Coverage

All groups must maintain an inventory of equipment owned by the group. This inventory listing should include the storage location of such items.

Nationally purchased insurance does not currently cover such equipment. Therefore, if the equipment owned is of significant value, and replacement costs would create a hardship to the Group, it is highly recommended that insurance coverage be purchased locally to cover the equipment. The cost of such coverage would be at the expense of the Group itself.

Equipment	Storage Location
Tents - number and description	
Bikes - number and description, serial numbers	
Canoes - number and description, serial numbers, length if 24" or over (see COPS 408)	
Kayaks - number and description, serial numbers	
Row/paddle boats - number description and serial number & no. of paddles	
Motor boats - number, size, description, serial number, length if 24' or over (see COPS 408)	
Motors - size, make, model, serial number	
Sail boats - make, model, size, serial number, length if 24" or over (see COPS 408)	
Camp stoves & lanterns - number, make and model	
Games equipment (ie balls, bats, gloves, etc)	
Climbing equipment (list type & number)	
Vehicles owned/leased by council/area: (see COPS 408) – list Make, Model, Year, Capacity, Insurance Company. Policy Number, description & amount of coverage, registration.	
Other: (list)	

Original Date of Procedure: New April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION C
GROUP SUCCESSION PLANNING**

Awaiting development.

SCOUTS CANADA

Council Operating Procedures Manual – Section D

B-P Guilds

What is the B-P Guild?

B-P Guilds are members of the International Scout and Guide Fellowship (ISGF) (an organization for adults). The B-P Guild is a fellowship in which individual members pledge to accept the responsibilities associated with the Scout Promise. In doing so, service to Scouting becomes the main objective of membership along with the pleasure of recalling former days of Scouting.

The Objectives of the Guild

1. To keep alive among its members the spirit of the Scout Promise and Law.
2. To carry that spirit into the communities in which they live and work.
3. To give support to the Scout Movement and other public service as far as their other responsibilities will allow.

History of Guilds in Canada

B-P Guilds originated with “Old Scout Clubs” and started in Canada as far back as 1920. However, none of these clubs were long lasting. The 1st Canadian B-P Guild was formed in March 1960. From then on there was a gradual growth in Guilds in Canada, primarily in British Columbia. In 1976, Guilds were formed in Ontario and Alberta thus giving the B-P Guild a national structure. In May 1976 the National Council, Scouts Canada, authorized the formation of the Canadian Council of B-P Guilds to act as the coordinating body for B-P Guilds in Canada. In July 1977 Canada was granted membership in the ISGF.

Is the Guild Related to Scouting?

In Canada all members of B-P Guilds may register for membership in Scouts Canada, if they so wish, by paying the Scouts Canada Special B-P Guild Membership Fee to their local Council. If members of Scouts Canada, Guilders are entitled to long service awards, and, only if members of Scouts Canada, to consideration for Scouting honours and awards by submitting the required forms to their Councils. When active members of Girl Guides or Scouts Canada, join a B-P Guild, they become valuable links between the Movements and the Guild. The Canadian Fellowship of B-P Guilds is financially and administratively independent of Scouts Canada.

Obligations and Responsibilities

They are chiefly of conscience as one carries out the objectives of the Guild. Guild service to Scouting does not assume any of the responsibilities of the active Scouters, but assists, where possible, as and when requested. Do what you can, when you can, if you can, without interfering with the running of Scouts Canada. Assist in service projects of your Guild whenever possible. Service projects are undertaken on a voluntary basis. Members can take part or not as they see fit.

Is There a Social Side?

Yes! Social activities are a most important part of the fellowship in the Guild. They provide the inspiration for working together to achieve success. Social activities are a way to introduce new and prospective members to the B-P Guild. They can be where members make or renew friendships. In other words, any excuse to get together with fellow Scouters to have some fun and reminisce about the enjoyment Scouting brought into our lives and the good things we accomplished with our youth by using Scouting programs over the years.

Will you soon be ending your service in a Colony, Pack, Troop, Company, Crew, Support Team, or Committee? Have you enjoyed the fellowship that Scouting brought into your life? Do you really not want to end the fun and enjoyment you have had with the kind of people that are attracted to the Scouting program? Do you want to continue to offer your services to Scouting in a less demanding way? If you have answered yes to any of these, then activities with the B-P Guild are for you.

Have you enjoyed your nights with a Scouters' Club or an Old Wolves' Club? Do you find you are now a Crew with over-age Rovers? Then perhaps you could give some thought to forming a B-P Guild in your Council.

Is the Guild Purely Canadian?

No. Like Scouting, the B-P Guild is world-wide through its affiliation with the ISGF, which has membership in over 50 countries.

What is the Guild Structure?

While each Guild operates independently, in Canada there is a three tier structure for administration, i.e.:

1. The Local Canadian B-P Guild
2. The Provincial Fellowship of B-P Guilds is responsible for helping and advising Guilds, for helping start new Guilds and for collecting a nominal fee for its administration.
3. The Canadian Fellowship of B-P Guilds is responsible for all of the Guilds in Canada, collecting fees for its administration and for ISGF. Their Executive Council assigns identification numbers and issues Charters to new Guilds as they form.

Is there a B-P Guild Badge and Uniform?

Our badge incorporates the badge of the International Fellowship of Scouts and Guides (a red Scout North Point or Arrowhead on a white Guide Trefoil) centered on a red Canadian maple leaf.

There is no Guild uniform and anything suitable may be worn. However, an optional dress is as follows: a blue shirt, navy blue blazer (with the regular official Canadian Guild Badge on the left breast pocket) and grey slacks or skirt. For activities where a

blazer is not worn, a casual shirt with the badge or a suitable embroidered crest etc. may be worn for identification. No headdress is specified but if one is desired, then a plain beret (with the official small Canadian Guild badge) the same colour as the blazer may be worn.

Who Can Join?

There is no age limit for B-P Guilds. Membership is open to men and women, normally over Rover age (26), who believe in the objectives of the B-P Guilds and wish to assist Scouting and their community, BUT due to personal reasons cannot give the full time required to be active in Scouting. There is no requirement to be or to have been a member of the Scouting or Guiding Movements.

B-P Guilds of Canada Fees Structure

Most Guilds charge a \$15 annual fee per member.

\$11 per Guild member is paid to the Registrar/Treasurer of the Canadian Fellowship of B-P Guilds. This looks after Memberships in both the International Scout & Guide Fellowship and the Canadian Fellowship of B-P Guilds. A Membership Card is issued for each member. Their Guild will also receive the Canadian Newsletter (currently called 'Mamook Papah') for each member.

\$2 per Guild member (Ont.) \$4 per member (BC) is paid to the Treasurer/Registrar of the "Provincial" Fellowship of B-P Guilds. This helps cover the costs of provincial administration (AGM, mailings, etc.)

\$2 per Guild member is retained by the Guild itself to help cover their own operating costs.

Most Guilds operate some sort of extra fund raising activity or tack on more to the \$15.

Scouts Canada Registration Process for B-P Guild Members

Guild members wishing to be members of Scouts Canada pay an annual membership fee to Scouts Canada equal to that paid by members at the corporation (currently \$45.00). No additional fees are to be levied at any other level. The fee includes:

1. membership in Scouts Canada
2. a subscription to the Canadian Leader magazine, and
3. national insurance.

The registering council forwards \$40.00 per member to the National Office through normal channels. The balance of the fee is retained by the registering council.

The Adult Volunteer Screening Process applies to Guild members who wish to be registered members of Scouts Canada. B-P GUILD should be shown as the position applied for on the application form.

Note: Guild members acting in other roles (e.g. leader, group committee, council member) must register in the other role and pay the appropriate fee instead of the special BP Guild fee, but may still register with the B-P Guild as a member of that organization. Registration with B-P Guilds is separate from the Scouts Canada registration.

Original Date of Procedure: AP 12(b) July 2000
Revised: April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION D
GILWELL CLUBS**

Awaiting development.

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION D
SCOUTING AUXILIARIES**

Awaiting development.

SCOUTS CANADA

Council Operating Procedures Manual – Section E

Registration for Overseas Groups

CONDITIONS:

Before an “offshore” group can be established, and registrations take place, a number of conditions must be met.

1. The Scout Association in that country must agree to let us proceed. Usually they stipulate that the group must be restricted to Canadians or foreign nationals and not accept the country’s citizens as members.
2. There should be a sponsoring group such as a school, corporation, embassy or at least a committee of parents to oversee the group and ensure a place to meet.
3. There needs to be a nucleus of trained leaders available to deliver the youth programs. One or two should be planning to stay in the country for a year or more to provide some continuity.
4. Once approved, the group would register directly with the corporate office through the International Relations & Special Events service. Youth and leaders pay the national annual membership fee and liability insurance fee. Scouts Canada’s indemnity insurance does not cover groups outside of Canada.

Offshore groups may use the mail order service at our Scout Shop to obtain books, badges and other items to support the programs.

Because of the distances involved, little direct service can be provided but servicing is always possible through telephone, fax, e-mail and mail. A Leader Magazine subscription will be sent to each registered leader.

Registrations begin in the fall and the fee applies to the fiscal year September 1 to August 31.

REMITTANCES:

Membership fees for all registered members to be sent to the corporate office payable to **Scouts Canada** in Canadian dollars at time of registration.

YOUTH MEMBERS:

All youth members – Beavers, Cubs, Scouts, Venturers and Rovers – are required to complete the “Application for Youth Membership” (downloadable from the www.scouts.ca website), a copy of which must be submitted to the corporate office together with the remittance.

ADULT MEMBERS:

All adult volunteer members are required to complete the “Application for Membership and Appointment of Adults” form (downloadable from the www.scouts.ca website) and must be fully screened as per By-law, Policies and Procedures, Section 3001. Members of the Group Committee conduct the interview and complete the Volunteer Screening Checklist,

also downloadable from the scouts.ca website. The forms (application and screening checklist) are then submitted to the corporate office together with the fee remittance.

GROUP/SECTION CHARTER:

The Application for Group/Section Charter (also downloadable from the www.scouts.ca website) must be completed, indicating if it is a new group or a renewal. A charter will be issued when the initial registration and remittance has taken place. It will be renewed each year registrations are made for the group.

GROUP COMMITTEE/SERVICE TEAM:

The Group Committee and Service Team (if there is one) are registered as individual registrations, mentioned above under “Adult Members”.

REGISTRATION KIT:

A registration kit is available to facilitate potential overseas groups and will contain the appropriate quantities of:

- Instructions for registration with a letter indicating the current national membership fee.
- A Group/Section Charter Application
- Application for Youth Membership
- Application for Membership and Appointment of Adults
- One copy of By-law, Policies and Procedures
- One copy of Scouts Canada’s Volunteer Recruitment & Development (VRAD) Handbook

All of the above are downloadable from the www.scouts.ca website.

SCOUTING INFORMATION KIT:

A Scouting information kit is available on request and contains the appropriate quantity of the following:

- Incident Report Form.
- Liability Insurance pamphlet.

International Relations and Special Events service will reply appropriately to all enquiries.

CONTINUITY:

Recognizing that continuity is difficult in an overseas situation due to the transience of those involved, International service will respond to registration requests.

Once registration has occurred, an attempt will be made by International Service to re-register an individual, Section or Group in September following the last registration.

OVERSEAS GROUPS REGISTRATION PROCESS

- Step 1** Complete Application for Group/Section Charter. Keep a photocopy for your records.
- Step 2** Ensure that each Application for Youth Membership has been completed and signed as indicated. Make sure that the section box is ticked off.
- Step 3** Ensure that each Application for Membership and Appointment of Adults form has been completed, signed and the interview carried out. Attach the police clearance document and Volunteer Screening Checklist for each adult to each adult application form.
- Step 4** Prepare a cheque or obtain a bank draft in Canadian funds, payable to Scouts Canada. The amount should be the total sum of all registrations at the appropriate fee.
- Step 5** Enclose a letter indicating name, telephone/fax/e-mail and mailing address of one person who will be the group's permanent contact person for the registration year. This letter should also indicate if Leader Magazines should be sent in bulk to the contact person or to each individual leader.
- Step 6** Forward the following to Scouts Canada at the address below:
- Application for, or renewal of, Group/Section Charter (original).
Original copy of each youth application.
Original copy of each adult application, together with the original local or Canadian Police Record Check document and the Volunteer Screening Checklist.

To:

Scouts Canada, International Relations & Special Events Service
1345 Baseline Road
Ottawa ON K2C 0A7
Canada
Tel: (613) 224-5131; Fax: (613) 224-3571
E-mail: irse@scouts.ca

Charter & Membership Cards:

For new groups, an official charter will be issued. Re-registering groups will receive an updated charter sticker to be affixed to the charter each year the group registers. These and membership cards for youth and adults will be forwarded to the group contact after registrations have been processed.

Original Date of Procedure: AP 18 July 1981
Date of Revision: April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES – SECTION E

SUSPENSION AND TERMINATION OF MEMBERSHIP

AUTHORITY:

Suspension: The authority to suspend or refuse membership (failed screening process) is vested in Council Commissioners and Council Executive Directors – refer to BP & P, Section 4001.4 and 13020.

Termination: The final authority to recommend termination of membership is vested in the Council Commissioner. No termination can take place without the prior approval of the Scouts Canada Review Board (see Page 5 for description).

PROCEDURE:

Suspension: A suspension is the immediate action taken by Council Commissioners, Area Commissioner or Council Executive Directors to provide time for a full Scouts Canada investigation into a problem with an individual person or a number of persons. All suspensions must be investigated quickly (see timelines below and recorded by the commissioner of the council concerned, or his/her appointee, and the results of the investigation reviewed by the Scouts Canada Risk Manager.

In cases where the suspension is initiated by a Council Executive Director, the Executive Director, Field Services, along with a (geographic) Deputy Executive Commissioner, must carry out the investigation.

The suspended individual(s) and the group administrator or commissioner, depending on the individual's involvement, is promptly advised by the suspending commissioner or Council Executive Director. In cases where the Council Executive Director has initiated the suspension, the next senior Executive Director, Field Services must be informed.

Action for suspension is preferably commenced by the receipt of one or more written and signed complaints against an individual or individuals. Action on a verbal complaint should proceed with caution, except under extremely obvious and clear circumstances.

The investigation must be conducted in an expedient manner so that in most cases or normally the concerned individual(s) will be advised of the outcome and decision within the 90 day suspension period. It should be noted, in situations where the suspension period has been extended, the notification time line is also extended.

A suspension normally should not exceed a 90 day period without a decision, unless there are extenuating circumstances that warrant an extension of time specified by the

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investigating commissioner or awaiting the outcome of a criminal or an investigation by police or other public authorities. Where an unusual circumstance exists, the Executive Director, Field Services may approve an extension of 90 days. A suspension cannot be extended beyond 180 days without the approval of the Scouts Canada Review Board.

A suspension applies to situations that include individual members. The person(s) to be suspended must be informed immediately in writing - see the attached Suspension Letter which includes an area in which the nature of the complaint is outlined.

Do not turn over any written material or the name(s) of the person(s) who filed the complaint(s). Inform the individual and/or his or her representative that as a private organization Scouts Canada has a procedure to deal with complaints and you are following that procedure. You may provide a copy of this procedure.

Investigation:

Investigation into a suspension situation should be guided by the following factors:

- (i) Gathering together of relevant facts and evidence including a written complaint against a subject; a description of the incident(s); names, addresses, and phone numbers of complainants' witnesses; places and statements or other official records; and significant particulars that will permit the proper completion of the "Confidential Information Form No. 91-150" provided by Scouts Canada.
- (ii) An investigation must be conducted with considerable discretion and in a manner that will avoid undue prejudice and/or disrepute on those concerned. Certainly confidentiality, impartiality and fairness must be maintained throughout.
- (iii) The Council Commissioner, or his/her appointee, normally conducts the investigation in consultation with and/or assisted by the Council Executive Director.
- (iv) Except in circumstances where it would be inappropriate because of pending criminal or police proceedings, suspended individual(s) must be interviewed by the commissioner, or his/her appointee, and the Council Executive Director, or designate, as soon as practically possible and informed that the council is investigating the individual(s) suspension; the nature of the complaint(s); and provide an opportunity for the individual to comment thereon. The substance of any comment is to be recorded.

Should the individual(s) be unaware of the suspension, the action and process should be immediately and clearly explained.

Should the individual(s) desire another person present during the interview, this request should be permitted. If the individual's legal counsel is present, the Scouts Canada legal counsel must also be present.

- (v) The results of the investigation should be conveyed in writing, together with a complete copy of the "Confidential Information Form No. 91-150" to the next senior commissioner. These results should include recommendations on the action that should be taken together with any documents and evidence. If possible, the results should be delivered personally by the investigator. An opportunity for discussion of the findings is desirable for clarification of details.
- (vi) If the matter being investigated concerns allegations of child abuse or a possible criminal act against a child, the Council Executive Director MUST ensure that the appropriate child protection agency, police or other authorities have been notified as well as the Scouts Canada Risk Manager.

Legal Expense:

Where a suspended individual:

1. has been involved in criminal or similar proceedings; and
2. is seeking or is likely to seek reimbursement of legal costs pursuant to Scouts Canada Operating Procedure Related to Legal Expenses for Volunteer Scouters;

prior to any reinstatement, the commissioner shall refer the matter to the Scouts Canada Review Board for its review, advice and decision.

Termination:

The Council Commissioner will review the findings of the investigation and will decide whether the individual's membership will be reinstated or whether a recommendation will be made to Scouts Canada Review Board to terminate such membership.

If the decision is to reinstate membership, the commissioner is to immediately inform, through the Council Executive Director, the suspended individual(s) concerned and the Group Commissioner depending on the suspended individual's involvement.

If the decision is to recommend to the Scouts Canada Review Board that the membership be terminated, the Scouts Canada Review Board will be advised accordingly. If the Scouts Canada Review Board agrees with the recommendation, the Council Commissioner is to be immediately informed through the Council Executive Director and requested to quickly inform the individual(s) concerned and the Group Commissioner depending on the suspended individual's involvement. It must be made clear to the individual(s) that this termination applies in all of Canada. It is important to ensure that the suspended or terminated member be informed of the opportunity to appeal the decision.

Before a Council Commissioner makes the decision to recommend termination, the Scouts Canada Risk Manager must be consulted as part of the decision process.

When the Council Commissioner makes the decision to recommend termination, he/she must forward a report together with the confidential information form #91-150/02, all
COPS 401

documents and evidence to the Scouts Canada Risk Manager. If the Scouts Canada Review Board accepts the recommendation to terminate, its decision will be recorded in the Membership Management System as a Category #1 in the confidential list.

Appeals:

An individual who is on the Scouts Canada termination list can appeal their situation once within a single 12-month period.

Appeals are considered by the Executive Director, Field Services and/or the appropriate Deputy Executive Commissioner and are accompanied by testimony as to the present and recent past good behaviour of the person, community and organization involvement and any other information to justify a request for the removal of their names from the national termination list. Appeal decisions made by the Executive Commissioner & Chief Executive Officer are final.

SCOUTS CANADA REVIEW BOARD:

The Scouts Canada Review Board consists of:

- (i) A chair appointed by the Executive Commissioner & Chief Executive Officer.
- (ii) The Honorary Legal Counsel.
- (iii) Canadian citizen(s) at large.
- (iv) The Executive Commissioner & Chief Executive Officer.
- (v) The Scouts Canada Risk Manager who serves as secretary.

This Board, which is appointed by the Executive Commissioner & Chief Executive Officer, advises the Executive Commissioner & Chief Executive Officer on cases of appeal; considers all recommendations for termination and advises Council Commissioners and Council Executive Directors of its decision in each respective case; and administers the termination list on behalf of Scouts Canada.

Council Commissioners should always feel comfortable in consulting with the Scouts Canada Review Board and/or the Scouts Canada Risk Manager on other delicate matters such as Human Rights cases and termination of youth members.

SCOUTS CANADA TERMINATION LIST:

Scouts Canada maintains, in its Membership Management System (MMS), a list of persons whose services are not to be used anywhere in Scouts Canada.

Authority over the list, including additions and deletions thereto, is vested in the Scouts Canada Review Board and the Scouts Canada Risk Manager on behalf of the Executive Commissioner & Chief Executive Officer.

The purpose of the list is to ensure that an individual whose membership has been suspended or terminated for serious reasons cannot gain admittance as a member in another location.

If an individual(s) who is listed on the termination list applies for membership, it should be made clear in a firm manner that their services are not acceptable in any capacity in Scouts Canada. No reason need be given. If the process in this procedure has been carried out, the individual(s) will be aware of the reason for non-acceptability. Should the individual(s) demand a reason, they should be advised to write to the Scouts Canada Review Board c/o the Risk Manager, National Office.

Because of the legal liability that might be incurred, the Scouts Canada Review Board must have clear and adequate evidence before a name can be recorded in the termination list, and such evidence must show that it is submitted for such serious reasons as:

- Criminal Acts,
- Acts of Instability,
- Acts of Disrepute.
- Acts which place Scouts Canada at risk as a result of failing to comply with By-Law, Policies and Procedures of Scouts Canada.
- Acts which are contrary to the principles and practices of Scouts Canada.

(See attached list of examples).

While suspensions are being considered those individuals under consideration are suspended from activity and involvement anywhere in the Scouting organization. Those under suspension will be coded in the MMS as a Category #3.

Confidential Information Form No. 91-150/02: (Sample Attached)

This form has been designed to deal with details of a complaint in a logical order and with sufficient detail to ensure that those who are reviewing the case have adequate information and to ensure that the individual concerned understands clearly what has happened and is aware of the process and his right to appeal.

It is important that a copy of the initial written complaint should accompany this form.

It is absolutely necessary that the form be used in every case, be completed properly and submitted quickly within a few days of the suspension date.

Service Enquiry

The responsibility rests with the Council Executive Director, when a prospective adult member claims previous service, to enquire by phone or E-mail to confirm an individual's past service and recommended status.

SUSPENSION AND TERMINATION PROCEDURES CHART:

STEP 1.	Complaint is made and investigated	
STEP 2.	Suspension occurs after preliminary investigation. A full investigation follows preliminary investigation where warranted	
STEP 3.	Commissioner or appointee investigates	
STEP 4.	Recommendation as per Step 5, after consulting with Scouts Canada Risk Manager.	
	If decision to reinstate	If decision to recommend termination
STEP 5.	Investigating commissioner, subject and group commissioner are quickly advised	Investigating commissioner, subject and group commissioner are quickly advised
STEP67.	Case records are sent to the Scouts Canada Risk Manager to be placed in a confidential file at National Office. All files in other locations are destroyed	Recommendation is reported to Scouts Canada Review Board. If the latter accepts the recommendation, it authorizes name to be added to the Termination List in the MMS.
STEP 7.		Case records are placed in a confidential file at National Office. All files in other locations are destroyed

APPEALS PROCEDURE CHART:

STEP 1.	Appeal is normally made through the Deputy Executive Commissioner in the area concerned or the Executive Director, Field Services.
STEP 2.	Commissioner receiving appeal request initiates investigation of current situation.
STEP 3.	Investigating commissioner reports findings and recommendation to the Risk Manager for presentation to Review Board if reinstatement is recommended.
STEP 4.	Council Executive Director, Group Commissioner and subject are advised of decision
STEP 5.	Appeal decisions made by Executive Commissioner & Chief Executive Officer are final.

REMOVAL OF A NAME FROM TERMINATION LIST:

Removal of a name from the termination list occurs for one or more of the following reasons.

1. An appeal that brings about a decision for reinstatement, such decision having been ratified by the Scouts Canada Review Board.
2. A person who was listed because of an incomplete or failed screening process who, as attested to by the Council Executive Director or Council Commissioner, now meets all screening requirements.
3. Risk Manager removes coding from MMS.
4. The National Office termination file is retained for record purposes only, except in the case of 2. above. Those files are returned to the applicable Council Office as there should only be one file for each member/former member – either at the National Office or the Council Office/Administrative Centre.

EXAMPLES OF MOST COMMON REASONS FOR TERMINATION

The following examples are intended as guidelines only:

- **Criminal Acts:**
A person who has been charged and convicted by a court of a criminal act. e.g. murder, manslaughter, assault causing bodily harm, illegal distribution of drugs, sexual perversion, sexual abuse, theft, and fraud.
- **Acts of Instability:**
A person whose actions indicate obvious instability or who has been declared unstable by a qualified medical doctor. e.g. violent behaviour, insanity.
- **Acts of Disrepute:**
A person whose conduct will prejudice or bring disrepute on Scouts Canada. e.g. minor acts of thievery, indecency, and assault for which no criminal charge has been laid; inability to relate reasonably with other persons; flagrant and repeated violation of the principles of Scouting; continued examples of poor programming and supervision of children and youth placed in a leaders care;
- **Acts Placing Scouts Canada at Risk:**
As a result of failing to comply with By-law, Policies and Procedures of Scouts Canada.
e.g. 1. Allows a non-Scouting organization to use Scout property and does not obtain proper hold harmless and indemnification agreements.
 2. In order to participate in event (ie climbing wall), has parents sign waivers in contradiction of Scouts Canada policy.
- **Acts Which are Contrary to the Principles and Practices of Scouts Canada**

SCOUTS CANADA - KEY POLICY AND REGULATIONS STATEMENTS:

Principles: (BP&P)

Scouting is based on three broad principles which represent its fundament belief:

- Duty to God - Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.
- Duty to Others - Loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and cooperation; and participation in the development of society, with recognition and respect for the dignity of one's fellow being and for the integrity of the natural world.

- Duty to Self - Responsibility for the development of oneself.

Membership Policy: (BP&P)

Membership in Scouts Canada is open to any person willing to subscribe to the principles and membership requirements as stated in By-law, Policies & Procedures.

Scouter Promise: (BP&P)

On my honour I promise that I will do my best to do my duty to God and the Queen, to help other people at all times, and to carry out the spirit of the Scout law.

"The Queen" alternative for non-Canadian citizens temporarily resident in Canada is "the country in which I am living".

Mission: (BP&P)

The mission of Scouting is to contribute the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in society.

Adult Commitment to Principles Policy: (BP&P, Section 7000)

All adults, activity leaders, and Scouters in-training accepting a role in Scouts Canada must commit themselves to the active expression of the Principles of Scouting, and to helping to achieve the Mission.

Scouters will do this either through written agreement or affirmation of the Scouter promise. The form the verbal promise takes shall be mutually determined by the individual and the council concerned, or in the case of section Scouters, by the individual and members of the section.

Regulations Covering Responsibility in Making Appointments: (BP&P, Section 4000)

All appointments will be made in accordance with BP & P. Appointments are made by group/section committees, councils and commissioners and must be and remain acceptable to and registered with Scouts Canada.

Those making appointments must be fully aware of the responsibilities they undertake. Before appointing anyone to service in Scouting, they must satisfy themselves that the individual:

- a. behaves in daily life in ways that indicate personal beliefs that are in keeping with the Principles and Practices of Scouting;

- b. has demonstrated the appropriate attitude and has or is willing to acquire skills and knowledge for the job;
- c. is prepared to give the time to do the job effectively, including taking necessary training.

Regulations Covering Responsibility for Cancelling Appointments:

(BP&P, Section 4000)

In any case where an adult or any member of the leadership team whose character is open in any way to suspicion has gained admission, Scouters, group/section committees, sponsors/partners, councils and commissioners must act firmly and promptly to effect cancellation of appointment. (Refer to council office for procedure).

SAMPLE SUSPENSION LETTER

Date

Name

Address

Salutation

This letter will confirm our conversation in which I advised you of the following:

(In this space state the reason for the suspension and investigation, ie complaints received, criminal charges pending or laid, missing funds, etc.)

As a result, your membership in Scouts Canada is suspended for a period of 90 days, pending the outcome of a Scouts Canada investigation. This suspension is effective immediately.

Suspension of membership means that all your rights and privileges of membership are withdrawn and you may not participate in any Scouting activity for the duration of the suspension.

You will be advised of the results of this investigation, the timing of which will be dependent on the outcome of any legal proceedings. ***(Note: If no legal proceedings, this sentence should read "You will be advised of the results of this investigation upon completion".)***

Please refer any questions regarding your suspension to

_____ at _____.

Original Date of Procedure: Administrative Procedure No. 3 June 1969

Revised: April 2005

**SCOUTS CANADA
CONFIDENTIAL INFORMATION
(COPS 401 Attachment)**

Persons are regarded as not acceptable for membership in Scouts Canada and particularly for positions of leadership for the following reasons:

- Criminal Acts
- Acts of Instability
- Any conduct which would prejudice or bring disrepute on Scouts Canada.
- Acts which place Scouts Canada at risk as a result of failing to comply with BP & P and regulations of Scouts Canada.
- Acts which are contrary to the principles and practices of Scouts Canada.

To: SCOUTS CANADA REVIEW BOARD, 1345 Baseline Road, Ottawa, ON K2C 0A7

Subject: Surname: _____ Given Names: _____

Aliases or nicknames (if any): _____

Last known address in full: _____

Height	Weight	(Important) Date of Birth			Eye Colour	Hair Colour
		Day	Month	Year		

Identifying marks, such as scars, birthmarks or deformities:

Believed to have moved to: _____

After carrying out the Operating Procedure for Suspension and Termination of Membership in Scouts Canada, this council recommends that this person's name be included in the termination list.

Name of Council: _____ Signed: _____
Council Commissioner

Date: _____

RECOMMENDATION RATIFIED BY:

Name of Council: _____ Signed: _____
Deputy Executive Commissioner

Date: _____

PLEASE ENCLOSE THIS FORM AND DETAILED EVIDENCE IN A SEALED ENVELOPE MARKED

"CONFIDENTIAL TO SCOUTS CANADA REVIEW BOARD"

CONFIDENTIAL INFORMATION

COMPLAINT RECORD

(To be completed where complaint originates)

Name and address of victim(s): _____

Name(s) of complainant: _____

Nature of complaint: (an accurate description of happening(s) - if necessary attach extra pages, statements, letters, etc. - attach signed complaint):

Name and address of the person who received the complaint: _____

Has the subject been advised of the complaint? ☐ Yes ☐ No.

Has the subject been advised that the matter is being/
will be considered by the Council Commissioner? ☐ Yes ☐ No.

If advised of either of the above, who advised the Subject? _____

Was the subject invited to respond to the complaint? ☐ Yes ☐ No.

What was his/her reaction? (A separate report or statement can be attached.)

CONFIDENTIAL INFORMATION

Persons interviewed during the enquiry into this complaint:

Names	Connection with enquiry	By Whom

Was the complaint considered by a group/section committee? ☐ Yes ☐ No.
A sponsor? ☐ Yes ☐ No. A Council? ☐ Yes ☐ No.

Name of Group:

Name of Sponsor:

Name of Council:

To what extent have the parents of a group/section and parents of the victim(s) been advised of this complaint?

What was the action taken by the group/section committee, sponsor, council or council commissioner?

If the subject was suspended, how was he/she advised: Orally? ☐ Yes ☐ No.
Registered mail? ☐ Yes ☐ No. Telephone? ☐ Yes ☐ No. Other?

Has the subject's group/section committee been advised of the suspension? ☐ Yes ☐ No

On what date?

 By whom?

OTHER COMMENTS:

CONFIDENTIAL INFORMATION

POLICE AND COURT INVOLVEMENT

Are the police involved in this complaint? ☐ Yes ☐ No. If yes, which police force?

Has a criminal charge been laid? ☐ Yes ☐ No. If yes, what is the nature of the charge?

Has the subject appeared in court? ☐ Yes ☐ No. If so, what is the date and disposition of the charge?

Is the subject represented by counsel? ☐ Yes ☐ No. If so, give name and address of counsel.

If no charges were laid, are they contemplated? ☐ Yes ☐ No.

NOTE:

The originating commissioner will be advised, in due course, of the decision of the Scouts Canada Review Board through the Council Executive Director.

The Council Executive Director must submit to the Scouts Canada Review Board a copy of the letter which is sent to the subject advising him/her of the termination (or reinstatement) of his/her membership privileges. If termination, the letter must advise the subject of the appeal provisions outlined in the Operating Procedure for Suspension and Termination of Membership.

The Council Executive Director must also ensure the subject's group/section committee has been advised of the disposition of the matter.

Form #91-150/05

SCOUTS CANADA

Council Operating Procedures Manual – Section E

Legal Expenses For Volunteer Scouters

Scouts Canada may, at its sole discretion, contribute to the costs of a volunteer Scouter against whom criminal or quasi-criminal proceedings have been initiated or who must appear before a public inquiry under the Inquiries Act or a coroner's inquest and who has been made a party to the proceedings or a participant in the inquiry or inquest by reason of him or her being or having been a volunteer Scouter for Scouts Canada.

ELIGIBILITY:

Volunteer registered Scouters at the section, group and council level of Scouts Canada are eligible to receive such a contribution.

Registered Scouters are those adult volunteers who are registered as “active” status in the Membership Management System.

THE COVERAGE:

If a decision to contribute to the costs is made:

1. The contribution will be limited to reasonable fees and disbursements payable for legal services for counselling, investigation, preparations of documents and representation at criminal proceedings, including appeal proceedings, public inquiries, and coroner's inquests, and reasonable costs for the Scouter's travel and accommodation incurred in connection therewith.

The maximum amount contributed for travel and accommodation shall be calculated in accordance with Part II of Tariff A of the Rules of Civil Procedure for the Supreme Court of Ontario or the equivalent courts in other jurisdictions as amended from time-to-time in the province or territory in which the proceedings occur.

The total contribution, including appeals, in any case shall be limited to such reasonable amount as may be approved by the Executive Commissioner & Chief Executive Officer on a recommendation from the Operations Advisory Committee based on consultation with the appropriate council.

2. If a volunteer registered Scouter who is eligible for a contribution dies during a criminal proceeding, public inquiry or coroner's inquest, his or her estate shall be paid to the same extent as if the Scouter were alive.

3. A contribution will only be made when the criminal proceedings, public inquiry, or coroner's inquest has been completed, including any appeals, and a final judgement or order is given with respect thereto provided that proof of such proceedings, the amount of the costs incurred and other relevant information in support of the request for the contribution as Scouts Canada may reasonably require is supplied.

Scouts Canada shall have the right to demand a taxation (legal assessment) of the legal accounts submitted by the lawyer or law firm if in its sole discretion it shall so elect.

4. A contribution will be paid only with regard to criminal proceedings, public inquiries, and coroner's inquests initiated subsequent to January 1, 2000.
5. The amount of the contribution under the provision hereof shall be shared on a basis to be determined by the Executive Commissioner & Chief Executive Officer on a recommendation from the Operations Advisory Committee.

Limitation:

No such contribution will be made to a volunteer registered Scouter if in the criminal proceeding he or she is found guilty of some or all of the criminal charges laid or if any other matters for which contribution may be considered he or she is found to be in wilful contravention of any statute, regulation or order made under any statute or other government order or direction.

Administrative Process:

The administrative process used to consider contribution hereunder shall be that used in the Operating Procedure for Suspension and Termination of Membership Within Scouts Canada with the following addition:

Recommendations for contribution will be made on a case by case basis by the National Review Board to the Executive Commissioner & Chief Executive Officer.

Original Date of Procedure: AP 3A January 1990
Date of Revision: April 2005 (formatting only)

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
EXPENSE CLAIMS**

Awaiting development.

SCOUTS CANADA

Council Operating Procedures Manual – Section E

Crisis Response Plan and Media Relations

On occasion, situations occur involving Scouting groups or individuals that may have a direct impact on Scouts Canada's public profile thereby affecting our ability to serve youth. Councils should ***be prepared*** through the use of a Crisis Response Plan (see Page 3 of this procedure and refer to BP & P, Section 13007 for further information).

While a well-prepared plan will not prevent negative press, councils that are able to respond in an efficient and well thought-out manner facilitate the best possible outcome.

Each council has unique resources and skills to call upon in emergencies. Identify in advance who should be notified and who should speak on behalf of the council. In most instances the spokesperson will be a local Scout Executive Staff member. If the matter is related to anything of a criminal nature, or is national in scope, all media inquiries should be referred to the Scouts Canada Director of Communications. In all instances inform your council office when a crisis happens.

The accompanying material will be useful when preparing your Crisis Response Plan or can be used as a guide when dealing with an actual situation. Remember, National Communication Service is always available to support council personnel. Sometimes it is best to call on those removed from the immediate scene to provide input and perhaps act as your spokesperson.

You will never be able to keep unflattering stories out of newspapers or television. Scouting has a reservoir of goodwill built up over the years that can often turn a negative into something good. Effective media relations and the use of the Crisis Response Plan checklist might help tone down a headline or help media present a balanced view of the situation.

DEALING WITH MEDIA IN A CRISIS

Some general do's and don'ts for dealing with media in a crisis.

DON'T

- don't panic
- don't speculate (if you don't know the answer, simply say you will need to check into this further)
- don't assume anything, especially that a conversation is "off the record"
- don't avoid the media, this will give the impression you are trying to cover something up
- don't try to quash a story or write protest letters to the editor

DO

- do prepare a **Crisis Response Plan** spelling out who should be notified in a crisis
- do consult legal counsel (through Scouts Canada's Risk Manager)
- do notify the next senior council member
- do verify the facts
- do have a positive approach
- do identify a spokesperson (In consultation with Scouts Canada's Director of Communications)
- do monitor local newspaper, radio and television
- do evaluate your plan after a crisis.

CRISIS RESPONSE PLAN (CHECKLIST)

ACTION:

(Steps 1 - 4 normally local council; Steps 5 - 10 normally National Office.)

CHECK WHEN COMPLETE

1. When a crisis arises, notify your Council Executive Director who will notify the appropriate people. _____
2. Be calm and cool. Do not speculate! _____
3. Quickly assemble all the facts. Verify them with reliable sources. Identify: WHAT HAPPENED? WHERE? WHEN? WHO WAS INVOLVED? WHY? HOW? DAMAGES? INJURIES? DO I NEED TO COMPLETE AN INCIDENT REPORT? _____
4. Refer to appropriate Council Management Procedure COPS 407. _____
5. Identify spokesperson. This will be done in consultation with National Communications Services. _____
6. Spokesperson to circulate official statement to staff and key volunteers (for use with volunteers/parents). _____
7. Anticipate needs of the media and refer them to selected spokesperson. _____
8. Answer public or family enquiries. Use key messages as outlined in the official statement or direct to spokesperson. Keep a log of all inquiries. _____
9. Keep lines of communication open between all levels and monitor new sources. _____
10. After crisis - evaluate and adjust Crisis Response Plan for future use. _____

Need help? For assistance with media, contact:
Jennifer Austin, National Director of Communications <jaustin@scouts.ca>
National Office: (613) 224-5134, ext. 271 or Fax: (613) 224-3571
Evenings & Weekends: (613) 222-1010

To file an incident report, which requires immediate attention, contact::
Pierre Laurin, Scouts Canada Risk Manager <plaurin@scouts.ca>
National Office: (613) 224-5134, ext. 226 or Fax: (613) 224-3571
Evenings & Weekends: 1 800 339-6643

Original Date of Procedure: Administrative Procedure No. 408 April 20, 1989
Revised: April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
REPORTING TO FUNDERS**

Awaiting development.

SCOUTS CANADA

Council Operating Procedures Manual – Section E

Web Site Guidelines

Introduction

Scouts Canada's councils and national office, as well as many areas and groups develop and maintain web sites as a communications tool with their respective members. Common sense and adherence to Scouting's Mission and Principles should guide volunteers and staff in determining appropriate content for web sites.

Because a great deal of program information, forms, leader resources, and youth-specific content is published on the national web site (www.scouts.ca), groups, areas, and councils are encouraged to link to the appropriate pages rather than recreating it in a new format. In terms of the type of new content that groups, areas, and councils should consider offering on their web sites, the following would apply: events calendar, local fundraising details, local news, local contact information, and weekly group/section meeting time and place.

Why a website?

Groups or councils should establish a focus and purpose for their website. The World Wide Web is a big place, and it is impossible to create and maintain a website that serves all audiences. It is best to focus the site to serve the audiences that will benefit most from it. These questions will assist in establishing the focus:

1. Who do we think will visit our website, and how often?
2. Is the material we plan to put on the site of interest to a local, provincial, national or international audience?
3. Who is the target audience for the website: youth, young adults or adults?
4. Will our website be a passive or active place?

Will the material on the site “broadcast” to the world, or “target” our members.

Basic principles

1. Domain names – should be consistent with www.scouts.ca. Sub-domains of the Scouts Canada domain (scouts.ca) are available to councils.

2. Privacy: The Scouts Canada Privacy Policy applies to all web site content. There should be no names on photos of children; no addresses or phone numbers; photo release forms must be kept on file for each child pictured in published photos.

3. Content must be consistent with Mission, Laws, Promise, Policies and Principles of Scouts Canada; should reflect national web site's content.

4. Consistent Scouts Canada branding; official logos should be used.

5. Observe copyright, trademark and other intellectual property ownership laws. Do not use items (stories, articles, photos, graphics, songs or music) from other web sites or any other sources without express permission from authors.

6. Advertising is not permitted on websites

7. Commercial endorsements are only permitted with approval of the Director of Communications.

8. Sites may link to other sites with content that is consistent with Mission, Laws, Promise, Policies and Principles of Scouts Canada (i.e. other chartered Scouting groups, areas, councils, or national, partners, sponsors).

9. Electronic commerce activities on websites are only permitted with approval of the Director of Communications. All electronic commerce activities must comply with the Canadian Code of Practice for Consumer Protection in Electronic Commerce.

Content Guidelines

- Scouts Canada Logo, Bring On The Adventure Logo
- Name of your group or area
- Council name
- Table or list of contents
- Statement of copyright (i.e. "This web site in its entirety copyright of 1st Ottawa Scout Group. Not to be reproduced without express permission.")
- Contact information – under "contact us" – should be easy to find. Be wary of listing personal contact information. Obtain permission from other leaders to list their personal contact information (they may or may not want this made public). E-mail addresses are preferable to home telephone numbers. You could consider creating a special email address specifically for your group.
- Links page (to useful sites, or National site).
- Research other sites to get some ideas that have worked for other people (be considerate of copyright).
- Calendar of events (very useful for parents)
- Links to useful and frequently used content and forms on the National web site (i.e. B.P.&P.)
- Go for a clean, uncluttered look.
- Writing should be brief and to the point.
- Keep to a consistent font (National site uses Arial 10).
- Review your site regularly and update when necessary.
- Have a webmaster e-mail provided for feedback.
- Don't forget to be creative – make your site a reflection of your group and who you are!

Site ownership

Wherever possible Scouting websites should be owned and controlled by a group, area or council. Many groups use web space donated by a member or parent, but as members move on, these sites may not continue to be available, causing confusion to members.

If a group, area or council establishes a relationship with an Internet service provider or domain registrar, all arrangements should be summarized in a written service contract. The contract should clearly indicate that a group, area or council owns the content of the web site.

If a domain name is registered, the group or council should be listed as the registrant or administrative contact with the domain authority.

Links to other sites

Scouting websites may provide hyperlinks to link their website to content from websites of other groups, areas or councils, and to resources. Links reflect on the quality of a website, but are out of the control of website creators, so care must be taken to only include those links that are relevant and meet the same standards that govern the site they appear on. The Web is in constant motion, so it is expected that links will not remain the same forever. It is important that links be regularly checked to ensure they still bring viewers to the correct location, and that the linked site still meets our standards. Care must be taken to ensure that linking to a commercial website is not mistaken as an endorsement of a product or service.

Remember the world in World Wide Web

Although a group, area or council website is typically targeted to a local audience, the World Wide Web is a global resource. Websites should clearly indicate the area the website applies to, both in Scouting and geographic terms. Any content should be reviewed to make sure it does not affect other groups or councils negatively (such as recruiting support from outside the area chartered for a group or council). In any interaction with people on the website should enquire where the person is from. If a person is outside the bounds of a group or council, it is common courtesy to refer someone to a more appropriate group or council.

Discussion Forums and On-line Chat areas

The Web permits virtual discussions, but those discussions occur without any of the traditional means of ensuring the bona fides of the people participating in the discussion. For this reason websites should not use discussion forums or chat areas unless there are security measures established to provide information and control over who can participate in virtual discussions. Typically this means that virtual discussions only take place in password-protected areas accessible to

specific member categories, and that all sites be monitored to ensure the discussions are in keeping with the mission, principles, and laws of Scouting.

Advertising and Commercial Endorsements

Scouting is the single focus of a group, area or council website, and advertising and commercial endorsements can distract viewers from important Scouting information. Although it is tempting to add banner advertising or exchange advertising with other websites, it is difficult to control the content of these ads, and ensure the quality of the material they draw your viewers to.

That does not mean that groups or councils cannot acknowledge contributions made by donors by placing their names and logos on a website. Care must be taken to ensure that it is clearly explained why a name or logo appears on a webpage, and care must be taken to ensure that the size and placement of the name or logo does not compromise the impact of website content. As an example, if a local firm provides complimentary or reduced price web space it is acceptable to place their name and logo on the website, as long as the size and location of the name and logo do not interfere with Scouting content. Groups, areas and councils should seek approval of the Director of Communications whenever a logo or company name appears on a website.

It is also acceptable to place graphics, logos or links directing web site visitors to software required to increase their enjoyment of a website. Any software used on a website should be widely available to Canadians at no cost through web download, and available for the wide varieties of web browsers and operating systems currently in use.

Original Date of Procedure: New April 2005

**SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
NEWSLETTER GUIDELINES**

Awaiting development.

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
Inventory Template (for Insurance Purposes)

Annually, by December 31, each Council Executive Director must provide to the Scouts Canada Risk Manager the information requested, for insurance renewal purposes, on the attached template forms as listed below:

- Watercraft Inventory
- Power Boat Registration
- Owned/Leased Vehicle Registration
- Tank Data.

Other forms of submission are not acceptable – these templates must be used!

The information provided on these forms should include all items owned at all Council levels; for example the Watercraft Inventory should include all watercraft owned by the Council itself, areas within the Council jurisdiction, groups within the Council jurisdiction and camps within the Council jurisdiction.

To facilitate the submission of these forms annually, It is recommended that Councils maintain records of inventory levels throughout the year.

Original Date of Procedure: New April 2005

Scouts Canada
Owned Power Boat Registration

Council:_____ **Boat Location:**_____

Note: This form must be fully completed and on file with the Scouts Canada Risk Manager for any power boat to be covered by the National liability insurance and thus able to be used by Scouts Canada.

Power Boat: In-board motor ____ Outboard motor ____

Make: _____

Model: _____

Manufacturer: _____

Serial Number: _____

Length: _____

Width (widest area) _____

Weight: _____

Primary use: _____

Secondary use: _____

Age of Boat: _____

Motor:

Make: _____

Model: _____

Manufacturer: _____

Serial Number: _____

Age of Motor: _____

Date: _____

Signature: _____

SCOUTS CANADA - Tank Data Supplement for Above Ground Tanks

Location:

Council Name: _____

No. of years in business at this location:

Is there a written tank filing procedure containing information to prevent spills and overflows:

If yes, provide copy.

Yes:

No:

Is there a written emergency procedure outlining actions to be taken in the event of a tank leak, spill or overflow:

If yes, provide copy.

Yes:

No:

Complete for all tanks:

Tank No.	Product Stored	Capacity (L)	Tank Material	Indoor or Outdoor	Age	Secondary Containment	High Level Alarm
-----------------	---------------------------	-------------------------	--------------------------	------------------------------	------------	----------------------------------	-----------------------------

Provide a drawing or sketch showing the general arrangement of any dyking system, the storage volume, the material of construction, the method for removal of stormwater and the method for the removal of spilled liquids. State also when the system was last tested for water tightness.

I declare that to the best of my knowledge all the information on this sheet is true and this sheet is to be appended to my application for limited pollution liability insurance, and are offered as an inducement to the Company to issue the policy for which I am applying.

CED's Signature:

Date:

SCOUTS CANADA OWNED OR LEASED VEHICLES

COUNCIL: _____

(Include long term leases, but not short term rentals, and all vehicles that are licensed for road use).

Make, Model and Year of Vehicle:

Vehicle held/leased in the name of:

Name of Insurer:

Policy Number:

Expiry Date:

Liability Premium:

Liability Limit:

RIN Number (for Ontario vehicles only):

Note: Please include only that portion of the premium for liability coverage - do not include collision or comprehensive.

CED's Signature:

Date:

Scouts Canada

Annual Watercraft Inventory

Council: _____ **Date:**_____

1. Total number of owned watercraft up to 24' in length: _____
(It is not necessary to include the type of watercraft in this section).

2. Number and type of watercraft between 24' and 40':
(It is necessary to list each type of watercraft of this size).

Type: (ie, Canoes, Power Boats, Sailboats, Pontoon Boats, etc.)	Number:
---	----------------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

_____	_____
-------	-------

Please note: Owned watercraft over 40' in length are not covered under Scouts Canada's liability insurance, nor are power boats under 40' unless they are registered with our insurers by completing and submitting the Boat Registration form.

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
Position Recommendation

I would like to recommend: _____

For the position of: _____

In the following group/area/council*: _____

Some of my reasons for making this recommendation are:

I have _____ have not _____ let the person know of my recommendation.

Name & Scouting Role (please print): _____

Contact Information: _____

Date: _____ Signature: _____

* *Can be used for recommending Group Commissioners, Area Commissioners,
Council Commissioners to the local Succession Planning Committee.*

Original Date of Procedure: New April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
Suppliers Authorized to use Trade-Marks/Logos

Scouts Canada Retail Services now has an agreement with eight (8) suppliers for all items that are produced for Scouts Canada that bear any of Scouts Canada corporate trade-marks and specific reference to Beavers, Cubs, Scouts, Venturers, Rovers, ScoutsAbout, Extreme Adventure and Scout Popcorn and related “Scouting” activities. The trade-mark usage includes, but is not limited to, badges, crests, clothing, pins, mugs, etc. Any item bearing a Scout logo or that has a reference to “Scouting” may be reproduced by any of the following companies.

Grant Custom Products
134 Park Lawn Road
Toronto ON M8Y 3H9
Tel: 800-268-2204
Fax: 888-270-0698
www.grantcustom.com

Safeguard Concepts
5359 Timberlea Blvd Unit 29
Mississauga ON L4W 4N5
Tel: 877-624-3539
Fax: 905-624-8402
www.safeguardconcepts.com

Zonewest Enterprises Ltd.
20172 113B Ave Unit 17
Maple Ridge BC V2X 0Y0
Tel: 888-912-7378
Fax: 866-797-2824
www.zonewest.net

B & S Emblems Limited
140 Engelhard Drive
Aurora ON L4G 3G8
Tel: 905-841-1213
Fax: 905-773-7745
www.bseblem.com

Patches and Labels
60 West Wilmot St Unit 16
Richmond Hill ON L4B 1M6
Tel: 416-888-8388
Fax: 416-352-5555
www.patcheslabels.com

Capital Sportswear Inc.
80 rue Adrien Robert St Unit A
Hull, Quebec J8Y 3S2
Tel: 819-770-8434
Fax: 819-770-3113
Email: capsport@sympatico.ca

Express – It Advertising Specialties
2505 Koyl Ave
Saskatoon SK S7L 5X8
Tel: 1-800-213-4248

Chilvers Promotions
5220 Mclean Cres
Manotick ON K4M 1G2
Tel: 613-692-3731
Fax: 613-692-8221

Any Councils or Scout groups who wish to purchase any products or services from these suppliers may do so by contacting them directly.

Original Date of Procedure: New April 2005
Revised: March 2007

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION E
Authorized Suppliers For Outdoor Products

All of the outdoor products that are currently for sale in our Scout Shops come from the following authorized suppliers. Selection, pricing and purchasing is done through National Retail Services. Any Scouts Canada Council inquiring about outdoor equipment may be directed to Retail Services or to your local Scout Shop.

- Adrenaline Sports Group (Sunglasses)
- Aerokure International (Bug Repellent)
- Alexander Batteries (Flashlights)
- Aqua Lung Canada (Headlights)
- Coghlan's Ltd
- Coleman Canada
- Columbia Footwear (Sorel)
- Confluence Watersports (Kayaks)
- Greenland Sales Ltd. (Sleeping Bags, etc)
- Grohmann Ltd. (Knives)
- Infinity Sport Imports (Asolo/ Outbound)
- JWA Canada (Eureka tents)
- K.L.E. Industries
- Katadyn Canada Ltd. (Water Filters)
- Lodge Manufacturing Company (Cast Iron Products)
- Lone Pine Publishing
- Mustang Survival
- North Silva Company (Cookware)
- Red Pine Outdoors (Nalgene)
- Redtail Paddles Ltd.
- Suunto Canada
- Swiss Peak
- The Great Canadian Sock Company
- Timex Canada
- Transworld Imports
- Wigwam Socks
- Woods Canada
- World Famous Sales

Original Date of Procedure: New April 2005

Ship to:

Invoice to:

Customer No:

Cat #	Qty	Description
HONOURS & AWARDS		
91-190		Honours & Awards Poster - (SM-8.5" x 11")
91-191		Honours & Awards Poster - (LG -19" x 27")
95-040		10 Yr Service Kit: 1 emblem/1 medal /1 pin
95-041		Long Service (10 year) cloth emblem
95-021		10 Year Service Pin
95-022		15 Year Service Pin
95-023		20 Year Service Pin
95-024		25 Year Service Pin
95-025		30 Year Service Pin
95-026		35 Year Service Pin
95-027		40 Year Service Pin
95-028		45 Year Service Pin
95-029		50 Year Service Pin
95-030		55 Year Service Pin
95-031		60 Year Service Pin
95-032		65 Year Service Pin
95-033		70 Year Service Pin
95-034		75 Year Service Pin
95-068		Medal for Good Service - Certificate
95-059		Medal for Good Service - Medal
95-055		Medal for Good Service - Emblem
96-150		Certificate of Commendation -Certificate
95-061		Certificate of Commendation - Emblem
95-042		Bar to Medal of Merit - Emblem
95-081		Bar to Medal of Merit - Medal
95-073		Bar to Medal of Merit - Certificate
95-044		Medal of Merit - Emblem
95-045		Medal of Merit - Medal
95-077		Medal of Merit - Certificate
YEARS OF SERVICE CERTIFICATES*		
91-192		5 Years of Service - English
91-193		5 Years of Service - French
91-170		10 Years of Service - English
91-175		15 Years of Service - English
91-171		20 Years of Service - English
91-172		25 Years of Service - English
91-176		30 Years of Service - English
91-177		35 Years of Service - English
91-178		40 Years of Service - English
91-179		45 Years of Service - English

INQUIRIES: OPERATIONS DIVISION		
Cat #	Qty	Description
Camping - Touring - Insurance		
91-129		Registered Camp Certificate
91-136		Request for Loan of Stores from Department of National Defence
Chartering		
92-001		2006 Charter Renewal Stickers
91-165		Group/Section Charter Application
91-102		Scout Group Charter (English)
91-163		Scout Group Charter (French)
Registration Posters & Miscellaneous Items		
91-100		Free Distribution Material Order Form
91-104		BOTA - registration poster - Fre - limited qty available
91-105		Poster (Who knows how far they'll go!)
91-107		Poster - Want to be a Hero - bilingual
INQUIRIES: PROGRAM DIVISION		
TRAINING		
93-203		Training Recognition - Certificate (English)
93-204		Training Recognition - Certificate (French)
93-413		Wood Badge Parchment - English
93-414		Wood Badge Parchment - French
93-418		Certificate for Council & Committee Personnel
93-915		Trainer I - Application Form
93-921		Trainer I - Certificate - English
93-922		Trainer I - Certificate - French
INQUIRIES: PROGRAM DIVISION		
CERTIFICATES		
Cat #	Qty	Description
91-141		Warrant of Appointment - English
91-209		Warrant of Appointment - French
91-147		Queen's Venturer Award - English
91-146		Queen's Venturer Award - French
91-148		Chief Scout's Award - English
91-149		Chief Scout's Award - French
91-204		Blue and Gold Award

PAMPHLETS & PROMOTIONAL ITEMS (charge to your quota)			
94-315		\$ 0.50	In Partnership For Youth (avaiable on-line)
94-316		\$ 0.04	Hey Parents
94-318		\$ 0.09	ScoutsABOUT - English
94-330		\$ 0.07	ScoutsABOUT - French
94-319		\$ 0.09	Extreme Adventure - English
94-320		\$ 0.18	Child Abuse Booklet - English (avaiable on-line)
94-321		\$ 0.98	Child Abuse Booklet - French (avaiable on-line)
94-322		\$ 0.07	Bring on the Adventure - Be A Leader - English
94-323		\$ 0.37	Bring on the Adventure - Be A Leader - French
94-324		\$ 0.05	Bring on the Adventure - Beavers/Cubs - English
94-325		\$ 0.10	Bring on the Adventure - Beavers/Cubs - French
94-326		\$ 0.07	Bring on the Adventure - Scouts/Venturers - English
94-327		\$ 0.11	Bring on the Adventure - Scouts/Venturers - French
94-331		\$ 0.07	Extreme Adventure -French
94-452		\$ 0.58	Measuring Success the Scouting Way
95.203		\$ 13.00	BOTA Pen (bagged in 50's)
95.206		\$ 10.00	BOTA Tattoo - each (banded in 125's)
95.201		\$ 20.00	BOTA Ruler (banded in 100's)
95.202		\$ 24.00	BOTA Pencil (bagged in 100's)
95.204		\$ 40.00	BOTA Decal/Sticker (roll of 1000)
95.205		\$ 40.00	100th Anniversary Decal/Sticker (roll of 1000)
95.207		\$ 10.00	100th Anniversary Tattoos (banded in 125's)
		\$ 11.50	Scout Salute Paper Weight
		\$ 0.30	Optional Paper Weight stand
95.208		\$ 9.00	Bookmark (banded in 100's)
94-417		\$ 0.14	RCMP Police Venturing - English
94-419		\$ 0.14	RCMP Police Venturing - French

**For 50,55,60,65,70 & 75 Yrs of Service Eng lish certificates, contact Program Division. For French Yrs of Service certificate are from 10 Yrs & up - lead time of 5 weeks.*

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION E

Registration of International Participants in Scouts Canada Events

Members of Scouts Canada often enjoy the company of international Scouting visitors at official Scouts Canada events. To make sure everyone has an enjoyable experience, there are a few national policy concerns visitors must be made aware of. We also need to ensure that international participants meet some simple requirements before they can be registered for Canadian events.

WOSM Membership: All youth and adults attending a Canadian event must be registered members of a WOSM association and possess skills appropriate for the event to which they wish to register. **It is the responsibility of potential participants to ensure that event organizers receive all documentation as listed below at the time of initial registration.** Requests to National Office for confirmation of membership in international associations will not be pursued.

Unit Registrations:

1. Leaders are required to have an authorized Scouting official from the head office of **their National Scout Association** approve and sign the unit's registration form before sending it directly to the event office together with payment, or partial payment, as required by event organizers. This will provide proof of membership for each unit member.
2. A signed letter from their National Scout Association on official letterhead, naming each adult member of the unit and confirming that each adult member has met their National Scout Association's standards for adult screening, must be attached to the registration form.
3. A certificate proving **CAN\$2 Million General Liability Insurance in North America showing Scouts Canada as an additional insured** must accompany unit registrations.*
4. An Organizational Hold-Harmless and Indemnity Agreement (see BP & P Section 20000) signed by an authorized Scouting official from the head office of their **National Scout Association** must accompany the registration.
5. Each unit must ensure that they have travel medical insurance for all members before arrival in Canada.

Individual Registrations:

1. Individual participants are required to have an authorized Scouting official from the head office **of their National Scout Association** approve and sign their registration form before sending it directly to the event office together with payment or partial payment as required by event organizers. This will provide proof of membership.
2. A signed letter from **their National Scout Association on official letterhead**, confirming that the adult member has met the association's standards for adult screening, must be attached to the registration form.
3. A certificate proving **CAN\$2 Million General Liability Insurance in North America showing Scouts Canada as an additional insured** must accompany the registration.*

4. An Individual Hold-Harmless and Indemnity Agreement (see BP & P Section 20000) signed by the individual in question must accompany the registration.
5. Each individual must ensure that they have travel medical insurance before arrival in Canada.

*If a Certificate of Liability Insurance for CAN\$2 Million from a National Scout Association has been received, subsequent units or individuals are not required to provide this. They **are** required to provide all other paperwork as indicated above.*

Where a National Scout Association is unable to provide a Certificate of Liability Insurance for CAN\$2 Million in North America, each unit or individual participant will be required to purchase their own coverage and provide a certificate from the insurance company.

Visa Requirements:

1. If travelers' visas are required for international participants, invitations can be issued only by Scouts Canada's National Office. For information about the application process, contact International Relations at National Office who will advise according to current Department of Citizenship & Immigration procedures.
2. Countries from where citizens require visas to enter Canada are listed on the Department of Citizenship & Immigration's web site at www.cic.gc.ca. Event organizers should check on visa requirements before requesting a Letter of Invitation from National Office.
3. It is the responsibility of event organizers to request a Letter of Invitation from National Office. The request must be accompanied by copies of the registration forms and other required paperwork. The minimum amount of information required by the Department of Citizenship and Immigration for each person includes:
 - a) Complete name
 - b) Date of birth
 - c) Address and telephone number
 - d) Purpose of the trip
 - e) How long the person intends to stay in Canada
 - f) Details on accommodation and living expenses (including any period not spent at a Scouting event)
 - g) The date the person is leaving Canada
4. It should be made clear to potential participants that the visa process is lengthy. In some countries it may take considerably longer than 6 months to complete the visa application process.
5. Invitation requests to National Office directly from potential participants will not be pursued.

Scouts Canada Duty of Care Policy: All international adult participants must be advised of Scouts Canada's Duty of Care Policy (see section 7000 of B.P. & P. available at www.scouts.ca/inside.asp?cmPageID=547). They should be advised that if they attend a Canadian event they will be required to conform to these expectations.

Original date of Procedure: December 2005



Crisis Communications Strategy and Templates

Attention:
Council Executive Directors
Council Commissioners
Area Commissioners
(Not for general circulation)

February 2007

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INTRODUCTION

From time to time, Scouts Canada encounters situations which require crisis management from an internal and external communications standpoint. Such crises could include a lost child, fire, accident, injury, fatality, or an instance where a current or past leader is charged with a criminal offence.

Communication Strategy

It is crucial to be open and up-front with all of our target audiences. We have nothing to hide and everything to gain by cooperating fully with the community, media, and authorities/police/courts. This is not a time when defensiveness will assist us in any way.

It is therefore to the organization's advantage to communicate how seriously Scouts Canada is regarding the situation and the measures being taken in response. Our number one priority is of course to do everything possible to protect children.

Target Audiences

- Scouting youth
- parents of Scouting members
- Scouts Canada leaders
- Scouts Canada staff
- community via the media

Key Messages (General):

- Scouts Canada is very concerned about the situation and is cooperating fully with the authorities.
- The safety of children is paramount to the organization.
- We offer our support to the family in any way we can.
- Scouts Canada has policies and procedures in place that define appropriate, safe adult/children interactions. This includes "two-deep" leadership and our Duty of Care for leaders.
- Scouts Canada has a rigorous screening procedure that includes an initial Police Records Check, and subsequent PRC submission reviews, reference checks, and interview process.

Key Messages (During a Criminal or Civil Action):

- Scouts Canada has the greatest empathy for the victim(s).
- We have confidence in the justice system and reply upon it to provide appropriate remedies.
- Scouts Canada does not condone abuse in any form.
- The safety of children is paramount to the organization.
- We offer our support to the family in any way we can.
- We cannot comment further as the matter is presently under police investigation (or before the courts).

Rationale

The more open and up-front Scouts Canada is about the measures that are being taken, the more confidence members, parents, leaders, and the community will feel that we are doing everything in our power to address the situation and to prevent similar situations from arising in the future.

It is important to meet the situation head-on and demonstrate that the safety of youth is our top priority. It is important to be very sensitive to the human suffering that will be felt by the various parties.

PROCEDURE UPON LEARNING OF CRISIS

1. Ask police (or other appropriate authorities) for information as per “Questions to Ask Police” template on page 6. Also, determine date that police can attend a parents’ meeting.
2. Follow Council Operating Procedure 404.
3. Inform the following people of the situation: Director of Field Services, Director of Communications, Risk Manager, Council Commissioner, Area Commissioner, and Group Commissioner.
4. Council Executive Director and Area or Council Commissioner (depending on how the council chooses to deal with these matters) should immediately move to determine if it is appropriate to suspend leader(s). This would occur if it appears there has been a breach of Scouts Canada policy and until an internal investigation can be completed.
5. Upon learning of the crisis, a full internal investigation will occur. This will include an investigation and review of the screening of the leader(s) in question, and if applicable, the circumstances under which the incident occurred.
6. CED to make arrangements for parents’ meeting:
 - a. Call Warren Shepell (ask Scouts Canada’s Director of Human Resources for assistance in doing so) to confirm availability of counsellor for parents’ meeting.
 - b. Establish a location away from the regular meeting hall if possible. This is a safeguard against media showing up and interfering with the meeting.
 - c. Call all of the section leaders, Group Commissioner and member of the Group Committee to inform them of the crisis and who the spokesperson is. In the case of criminal charges against a leader or former leader, call parents of youth who were under the leadership of the individual charged (use “parents’ script” template). Determine if the parents will be of current year youth, and/or if it is also appropriate to inform parents of previous years as well.
 - d. Call the sponsor/partner to inform them of the situation and invite a representative to the parents’ meeting if appropriate.
7. Cancel meetings of the affected group for the week so that media cannot easily access and upset members and parents.
8. Director of Communications to prepare key message for media calls. Inform the National Office front desk of the situation and how to reach you in the coming days. CED should also inform their office’s front desk of the situation and who the spokesperson is for media calls.
9. Director of Communications will send an internal e-mail, advising the following individuals of the crisis and reminding them of the one spokesperson policy: all staff, Council Commissioners, Operations Advisory Committee, and Board of Governors.
10. If sufficient public attention has resulted from the crisis, a public statement will be released to the wire from the National Office. This will outline all of the actions that Scouts Canada is taking to address the situation.

QUESTIONS TO ASK POLICE

Note: This list of questions has been developed for situations where a leader or former leader has been criminally charged. It can be easily adapted for other crisis situations.

- What are the charges?
- Are any of the charges in relation to Scouting activities?
- Are you able to share any of the details about this investigation that might assist Scouts Canada in dealing with this matter with its members?
- Can Scouts Canada help in the investigation in any way?
- Will the police be issuing a news release or conducting a press conference? Who is the media contact person with the police department? Is it possible to receive an advance copy of the news release? Will Scouts Canada be mentioned in the news release?
- When do you anticipate this news to be released to the media?
- Is this an ongoing investigation where police feel more charges may be laid?
- Is there any feeling that Scouting youth could also be victims? (If the answer is yes), then ask – What can we do to assist in identifying those youth for the investigator?
- Is the person charged still in police custody? If so, when is the bail hearing?
- Is there a publication ban being sought?
- Will the police keep Scouts Canada updated of new developments in this case?
- Can I provide you with the contact information for Scouts Canada so you can update them with information?
- Will the police attend an information session with parents of the children under this person's leadership?

PARENTS' MEETING PROCEDURE

Note: This procedure has been developed for situations where a leader or former leader has been criminally charged. It can be easily adapted for other crisis situations.

1. Establish a tentative date and time. Establish a location away from the regular meeting hall if possible. This is a safeguard against media showing up and interfering with the meeting.
2. Contact the sponsor/partner to ask if they are able to also attend.
3. Ask the investigating police officer if he/she is available to attend the meeting. If not, make sure you have their contact info available to parents as a hand-out.
4. Ask a Warren Shepell counselor to attend, speak, and provide information/contact hand-outs (see pages 10-13 of this document).
5. Call each leader, Group Commissioner, and group committee member(s) of the affected section(s) and inform them of the charges and invite them to attend a meeting of parents on xx date. Adapt parents' script for these calls.
6. Call each parent in the section(s) and inform them of the charges and invite them to attend a meeting of parents on xx date. Use parents' script template on page 7.
7. Cancel meetings of the affected group for the week so that media cannot easily access and upset members and parents. Inform parents and leader of this when making phone calls.
8. Establish meeting agenda (see template on page 9).
9. If media arrive at the meeting there is no obligation to allow them into the closed meeting. **ONLY INVITED MEMBERS WILL BE PERMITTED TO BE IN THE MEETING AND THE CHAIR OF THE MEETING CAN LIMIT THE PEOPLE ATTENDING.** Using an attendance sheet at the door to the meeting room can prevent media from entering the room undetected.

PARENTS' TELEPHONE SCRIPT

Note: This telephone script and meeting template have been developed for situations where a leader or former leader has been criminally charged. They can be easily adapted for other crisis situations.

Hello [PARENT'S NAME].

My name is [NAME] and I am the [TITLE] with Scouts Canada's [COUNCIL].

I regret to inform you that [POLICE DETACHMENT] have charged [NAME], a former [Or Current] leader with the [SCOUT SECTION], with [NUMBER] counts of [CHARGE]. The offences allegedly occurred in [CIRCUMSTANCES].

The [POLICE DETACHMENT] will be issuing /have issued a public statement [WHEN] alerting the public to these charges.

[Optional: Upon learning of the charges, [Name] was immediately suspended of his duties within Scouts Canada. This is in accordance to our organization's administrative procedures.]

I am inviting you, and other [SECTION] parents in the [GROUP], to a group information meeting with Scouts Canada representatives. A professional counsellor will be in attendance and we have also asked the investigating police officer on the case to be present.

Possible Responses:

No: I understand. We just wanted you to be informed about this meeting. If you change your mind, the meeting will be held at [LOCATION] [DATE AND TIME].

Thank you and goodbye.

Yes: The meeting will be held at [LOCATION] [DATE AND TIME].

Various questions: I understand that you may have questions that you want answered. The reason we are having this information meeting is to address any or all of those questions at one time. I am not in a position to answer them at this time but will have all the appropriate people at the meeting to address anything that you raise.

XX Parents' Meeting	XX/XX/XXXX xx:xx AM/PM [ADDRESS] TOWN, PR																								
Facilitator:																									
Attendees:																									
Agenda																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Welcome and Introductions</td> <td style="width: 20%;">[CED]</td> <td style="width: 40%; text-align: right;">2</td> </tr> <tr> <td>Debrief on the Charges</td> <td>[CED]</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Details on Investigation</td> <td>[Police Officer]</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Counseling Information</td> <td>[Warren Shepell Representative]</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Media Relations (speaking on behalf of parents)</td> <td>[CED]</td> <td style="text-align: right;">5</td> </tr> <tr> <td>Questions and Answers</td> <td>Parents</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Provide contact info for police and counseling</td> <td>[CED]</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Conclusion and Thank you</td> <td>[CED]</td> <td style="text-align: right;">1</td> </tr> </table>		Welcome and Introductions	[CED]	2	Debrief on the Charges	[CED]	5	Details on Investigation	[Police Officer]	5	Counseling Information	[Warren Shepell Representative]	5	Media Relations (speaking on behalf of parents)	[CED]	5	Questions and Answers	Parents	15	Provide contact info for police and counseling	[CED]	1	Conclusion and Thank you	[CED]	1
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INFORMATION TO PARENTS FROM WARREN SHEPELL

Note: This information has been developed for situations where a leader or former leader has been criminally charged. It can be easily adapted for other crisis situations.

Learning that a Scout leader has been criminally charged is a situation that can lead to feelings of distress, anger and shock. For any one who may be directly or indirectly involved, having a safe and confidential opportunity to openly discuss concerns, emotions and reactions to this event is important.

Scouts Canada has asked that the confidential Employment Assistance Program (EAP) services provided to its employees be made accessible to the parents and the members of *******Troop**. Warren Shepell is the EAP provider.

The services accessible consist of

1. Phone support for any situation of immediate distress or reaction.
2. In-person meeting with a counselor in an office to discuss an issue of concern.
3. Tele-counseling phone based sessions to discuss an issue.

Please follow the steps outlined to assist Warren Shepell to support you in your request.

Procedure:

1. Dial **1-800-387-4765** 24 hours a day/ 7 days a week.
2. Please identify yourself as a **parent** or a **member** of Scouts Canada
******* Troop**.
3. You will be asked to provide demographic information to facilitate Warren Shepell in providing service on your behalf.
4. The service coordinator will then assist you in accessing the service requested.

INFORMATION FROM WARREN SHEPELL: **CRIMINAL CHARGES AGAINST A COMMUNITY LEADER**

Note: This information has been developed for situations where a leader or former leader has been criminally charged. It can be easily adapted for other crisis situations.

Learning that community leader has been criminally charged could be traumatizing for any person who is involved, either as a victim, a colleague or as a member of staff. As a parent, this disclosure could possibly lead to you having strong concerns and doubts about the safety of your child in any interactions that occurred with this individual or perhaps with other staff. Your own strong feelings and emotional shock reaction may depend on your relationship to the accused. Media attention and public commentary profiling the person, the incident and the organization can serve to magnify these feelings.

Critical incident stress reactions are normal and expected when we are witness to or are made aware of a tragic and frightening event. This can also be true when we are presented information that may be graphic, upsetting or disturbing in nature. These reactions will range from mild to intense. For each individual the reaction will vary but there will always be a reaction.

Stress reactions are usually temporary and will often subside in three to six weeks. In the meantime though, these reactions can make you feel uncomfortable, impact your concentration and focus and disrupt your sleep patterns. An investigation or an inquest can last days, weeks or months. Due to this, the reactions that you experience can be more present at different points of the process.

It is important to externalize the feelings. Talking to someone is the best remedy. Keeping these reactions to yourself will only serve to have them go into hiding and come back when you least expect it.

This handout is to help you to recognize the symptoms in order to reduce the chance of long lasting effects to you and your family

What emotional reactions can I expect to see/feel?

Reactions to any single traumatic event are varied and each individual will have their own unique response to an event. Where an individual is impacted by a sudden and unexpected event, the reaction will be multi faceted. This can be uncomfortable, impacting concentration, productivity and focus even disrupting sleep patterns. However the reactions are usually temporary and will often subside in three to six weeks.

Normal Reactions to Stress:

Physical:

- Profuse sweating/night sweats

- Stomach upset
- Nightmares
- Overall sense of fatigue
- Headaches
- Muscle tension

Cognitive:

- Problems concentrating
- Short term memory problems (forgetting where you put your keys etc...)
- Difficulty making decisions
- Poor attention span
- Flashbacks to the incident

Emotional:

- Sadness
- Irritability/anger
- Guilt
- Grief
- Feelings “if only”
- Fear of repetition of the event
- Anxiety
- Feeling disconnected/ emotionally numb
- Feeling alone

How do I deal with these responses?

- Get Rest
- Talk, talk, talk
- Eat well
- Drink lots of water/limit or avoid alcohol
- Keep a normal schedule
- Take a walk or run
- If you wake up in the middle of the night have a drink of water, read a little if you can't get back to sleep and remember to breathe
- If having a flashback, take some good deep breaths-breathing in through your nose and out through your mouth to the count of ten and take notice of your current environment
- Keep involved in outside activities that are beneficial to you
- Monitor your reactions when they occur, have you read a book or been to a movie that was too close to what you or a colleague experienced?
- Choose when and if you want to read, watch or listen to the news

What do I do?

- Be present to your children. They need to know that they are not alone and that you all are working together to make sense of a difficult situation.

- Communicate. Focus family discussions on factual information and concrete suggestions regarding the events or details disclosed.
- Monitor your own and your family's media exposure.
- Comfort. Stay hydrated and do not forget to eat.
- Spend time with people who are good for you, who are important in supporting your thoughts. Their fulfilling, nurturing and loving actions have a powerful healing effect.
- Remember that the EAP services provided by Warren Shepell Consultants Corporation have been made available and accessible to you for additional emotional support.

Remember that you can always call to speak with a counselor at Warren Shepell Consultants 24-hours a day, 7-days a week at:

Original Date of Procedure: February 2007

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION E

Internal Communications Procedure

Scouts Canada is a geographically vast organization and as such has unique internal communications challenges. Often, there are changes to policies, procedures; new program initiatives; and organizational announcements that must flow to all corners of the organization.

The objective of the Internal Communications Procedure is to ensure all volunteers, youth members, and staff feel connected to the organization through regular news updates and access to timely, essential information. In order for this to happen, all communications must have a high degree of clarity and consistency with other messages coming from the organization.

Streamlining Messages

All communications pieces (i.e. memo, letters, e-mails, reports, etc.) that are nationally significant and/or are being widely distributed within the organization (i.e. all employees and/or all Council Commissioners and/or Board of Governors and/or Operations Advisory Committee or more widely) must first be sent to the Internal Communications Specialist in the National Office for proofing.

This enables the Movement to ensure all messages fit into the broader strategic directions and provide staff and volunteers with a clear understanding of the direction of Scouts Canada.

All such communications pieces should be directed to the Internal Communications Specialist via e-mail with a stated deadline. For non-urgent business, it is asked that the piece be submitted for proofing 5-7 business days before the intended distribution date.

Consultation Process

New initiatives dealing with the introduction of new or amended program initiatives must follow an approval process whereby recommendations are made to the Operations Advisory Committee. Council Commissioners, Council Youth Commissioners, and Council Executive Directors should then be allowed the opportunity to provide feedback about the proposal before it is finalized.

Distribution

When significant changes are being announced to the organization, the Board of Governors, Operations Advisory Committee, Council Commissioners, Council Youth Commissioners, and Council Executive Directors should receive advance notification 10 business days prior to an announcement. They will be provided with any pertinent documentation so that they can familiarize themselves with the details in order that they may answer questions from Council Field Executives, Area-Commissioners and other volunteers. The announcement would then be made

by e-mail to the Board of Governors, Operations Advisory Committee, Council Commissioners, Council Youth Commissioners, and employees. An attached note would ask those individuals to pass on the information to other volunteers. The announcement would also be posted on the national web site and, if considered highly significant, in the Leader Magazine.

Original date of Procedure: June 2008

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION F

Pay and Benefits

All employees of Scouts Canada are paid by automatic deposit to their bank accounts through National Payroll Services on a bi-weekly basis. Each Administrative Centre/Store is required to provide to Payroll Services the necessary data to enter employees into the National Payroll, and to maintain current records.

Each Administrative Centre/Store must also provide any changes to the current data, any new employee data, and/or the hours worked for hourly paid employees for each pay period to National Payroll Services by no later than noon, Ottawa time, on the Friday preceding the Thursday pay date (see Administrative Procedure #13A). Administrative Centres/Stores will be advised when it is necessary to change this schedule due to statutory holidays

Payroll Services will process each payroll, ensure all deposits are made to employees' bank accounts and pay stubs mailed directly to them, and provide each Council Executive Director with pay registers and council detail reports outlining the dollar amounts to be debited to the Council bank account for each employee. Those amounts for each employee include:

- The Employee's Net Pay
- Employee and Employer C/QPP Contributions
- Employee and Employer EI Contributions
- Federal and Provincial Taxes
- Employee and Employer Pension Contributions
- Employee and Employer Benefit Premiums
- A per employee Staff Fee plus Contingency Fee
- A Professional Staff Fee (for PDW and Moving Fund)
- A fee to cover the cost of Future Benefits.

Payroll Services may also be required to make additional deductions from an employee's gross pay at no cost to the Administrative Centre including:

- Court and/or Legislated Directed Deductions (including garnishee)
- Employee Directed Deductions (including donations)

Regular reviews of the Staff, Professional Staff and Future Benefits fees are conducted and amounts may be changed as required. Remittances for the above deductions are made directly by the payroll provider and/or Payroll Services. The Administrative Centre remains responsible for any other sundry remittances.

In addition to processing the payroll, Payroll Services will also be responsible for completing T4's each year for all employees, and Records of Employment as required.

Administrative Centres/Stores must also report bi-weekly to Payroll Services any sick leave and vacation credits taken by all employees. The Scouts Canada vacation year is January 1 to December 31, employees may claim their annual vacation entitlement before it has been accrued. Executive Directors must make every reasonable effort to ensure that employees use their full vacation entitlement in the year that it is accrued. Scouts Canada maintains the right to direct employees to claim their annual vacation entitlement. Only under exceptional circumstances and with the endorsement of the Executive Director and Director of Human Resources shall an employee be allowed to carry up to five working days of vacation entitlement over into the first three months of the following year.

HOURLY PAID EMPLOYEES' DATA:

By no later than noon, Ottawa time on the Friday preceding each pay date, each Executive Director/Store Manager should advise the number of hours for employees in this category. If the Executive Director so directs, another employee designated by him or her can submit these hours. The attached Authorization Form can be used to notify Payroll Services of that designation.

The attached Bi-Weekly Time Sheet should be used to submit hours (please ensure information contained on the form is legible). It should be noted that one week's pay should be withheld for hourly employees. For example, on April 14/05 an hourly employee should be paid for the weeks ending March 26 and April 9/05. Salaried employees are paid on every second Thursday for the week in which the pay date falls and the previous week, for example the April 14/05 pay covers the period of April 3 to April 16/05.

Forms Required: (see COPS 514)

- Bi-Weekly Time Sheet - Payroll Authorization Hourly Staff (Administrative Centres)
- Bi-Weekly Time Sheet – Hourly Staff (Stores)
- National Payroll Authorization Form

Any questions regarding compensation/benefits should be directed to Payroll Services at the corporate office.

Original Date of Procedure: Administrative Procedure No. 13 June 1999
Date of Revision: April 2005

SCOUTS CANADA COUNCIL OPERATING PROCEDURES MANUAL – SECTION F Employee Information

This procedure contains the detailed instructions and forms that are required to provide the necessary information to Payroll Services upon hiring a new employee or to change information for existing employees

FOR A NEW EMPLOYEE:

1. **Obtain prior approval** for hiring from the CEO (via the Director of Human Resources) by submitting a completed Staffing Requisition Form.
2. **Immediately** provide the Director of Human Resources with the information required to draft an employment contract. This information includes the employee's full name, residential mailing address, job title, classification of employment (part-time salaried, part-time hourly, full-time, etc.) employment start date, employment termination date if applicable, and starting salary. The employment contract will be forwarded to the Executive Director for presentation to the new employee. A job description, and written performance standards wherever possible should also be given to the new employee, with copies sent to the Director of Human Resources. An Employee Handbook will subsequently be sent to each new employee.
3. **Immediately** request a clean Police Records Check from the employee. An employee will remain on probation until a clean Police Records Check is produced. Should the employee be unable to produce a Clean Police Records check within 60 days, the CED should contact the Director of Human Resources to discuss the employee's possible termination.
4. **Immediately** complete and authorize the Employee Profile form and send to Payroll Services together with a Void Cheque.
5. **Within 30 days of hiring**, complete and send to Payroll Services the Enrolment for Group Insurance Benefits Form and the Election Form, if applicable. Please note that National must have original insurance forms on file.
6. **Forward with copy of signed employment contract** - complete and send to Payroll Services the Pension Enrolment Form. Please note employees are eligible to join the plan after one year of service, but must join after two. Indicate on the form the date on which the employee wishes to join the Pension Plan.

FOR EXISTING EMPLOYEES:

1. **Compensation Change** - Complete and send to Payroll Services an Authorization to Change Compensation form (remember all salary changes must have prior approval of the CEO). If an employee has been granted leave without pay, also complete the Authorized Leave of Absence Form.
2. **Change of Name, Dependent, Beneficiary, etc.** - Complete and send to Payroll Services the Enrolment for Group Benefits Form indicating on the form what information is to be changed. If applicable the Pension Plan Change of Information Form should also be completed.
3. **Change of Address** - Advise Payroll Services immediately to ensure employees continue to receive their pay stubs.
4. **Change of Benefits** - Complete a new Election Form and send to Payroll Services. Please note employees Optional Life Insurances cannot be changed unless approval has been received from the insurance carrier. Obtain the necessary forms from Payroll Services.

Forms (see COPS 514):

- Staffing Requisition
- Employee Profile - New Employees
- Enrolment for Group Insurance Benefits
- Employee Benefits Election Form
- Employees' Pension Plan Enrolment Form
- Employees' Pension Change of Information Form
- Absence Report
- Authorization to Change Compensation
- Smoker/Non-Smoker Declaration Form

Any questions regarding compensation/benefits should be directed to Payroll Services at National Office.

Original Date of Procedure: Administrative Procedure No. 13A January 2000
Date of Revision: April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION F
Absence Report

The Absence Report is to be used to track variances in employee work hours – see end of this section. This form is *not* designed to detail hours of work, rather it has been developed to record absences over the course of each pay period.

Completed reports should be retained for your own council records and also faxed to Payroll services following each pay period. The tracking of vacation time, sick leave, unpaid leave, and other absences from work will assist payroll services in preparing Employment Insurance reports, Records of Employment, group health insurance claims, etc.

When completing the form, ensure that information is recorded in days or half-days, and not hours. A day or half-day absence should be calculated upon each employee's work schedule.

Only employee absences should be recorded. For example, if Jane Doe was absent due to illness for two days during the reporting period - and had not taken any other time off - then only the column "Sick Leave / Medical Appointment" would be filled in. If, in addition, Jane Doe was also absent for one day due to a Provincial statutory holiday, then the "Statutory Holiday" column should also be completed. In the next reporting period, if Jane Doe worked her regular hours without absence, there is no requirement to record or report this information.

There will be pay periods without any employee absences. You should submit the report form in these instances - simply stroke-out the reporting section. To ensure the accuracy of records, Payroll services will follow-up with Administrative Centres when a report has not been received.

It is also important to maintain accurate lieu time records for eligible employees. Given the ongoing calculations for lieu time accrued and taken, these are best administered at the local council level. In the instance of an employee termination, calculations for accrued time will be requested of you by the corporate office.

Original Date of Procedure: Administrative Procedure 13B January 2000
Date of Revision: April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION F

Summer Term Employees

Many councils hire additional employees during the summer months to assist with camp programming and maintenance, and membership outreach programs. These employees are hired for a fixed term.

Compensation for all term summer employees, must be processed through the Payroll system as follows:

- Pay will be provided bi-weekly, on a direct deposit basis only. All employees must provide bank account information for the direct deposit of their pay. Pay advice (pay stubs) will be mailed directly to each employee's home address; payroll information will be provided to Administrative Centres as part of the standard bi-weekly payroll summary.
- All employees must provide their birth date and either their valid Social Insurance Number (SIN), or a copy of their completed SIN application. (Scouts Canada could be fined for hiring individuals without Social Insurance numbers.) Any employee, who is not a Canadian citizen, must provide proof of a valid work visa.
- All employees must sign an employment contract that includes the start date and completion date for the position. (Executive Directors should use the attached Term Employment Contract template.) A signed copy of the employment contract must be forwarded to the Human Resources Department prior to the commencement of employment.
- National Office will charge a one time set-up fee for each contract - regardless of the number of deposits - including the payroll system and direct deposit set-up, termination, and the provision of a T-4 form as per the terms of the employment contract.
- Where an employment term is extended beyond the termination date identified on the contract, Payroll services must be advised of this change immediately. Administrative Centres will be charged the standard processing fee per pay period, through the termination of the contract extension.
- Vacation pay, as per the Provincial employment standard, will be provided with the final pay or per pay for hourly employees. Vacation pay will be calculated on the salary identified on the employment contract

- Where the banking information provided to the National Office is incorrect, or where a stop payment for salary adjustment has been initiated by the Administrative Centre, all resulting bank fees will be charged through to the Administrative Centre.
- As per Canada Revenue Agency requirements, a Record of Employment (ROE) will be provided by the Payroll services to all summer term employees - exempting students returning to school - upon the termination of their employment contract. Administrative Centres should identify to Payroll Services, those term employees who will require a ROE.

*Due to the ongoing administration required, the standard per-pay processing fee will be charged to Administrative Centres for **hourly** paid summer employees. These employees must still be set-up on the Payroll system as per the above including the provision of: direct deposit and mailing address information, SIN, an employment contract, ROE information.*

Scouts Canada is bound by provincial employment standards. Although some provinces provide exemptions from maximum hours of work standards, provincial minimum wage legislation applies to all summer term employees. If you are unclear about local employment standards, contact the National Director of Human Resources.

Original Date of Procedure: Administrative Procedure 13 C February 2000
Date of Revision: April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION F
Application for Employment

The Scouts Canada Application for Employment form is found at the end of this section under “HR Forms”.

This is the singular form to be filled out by all prospective employees of Scouts Canada.

The Scouts Canada Application for Short-Term Employment form is also found at the end of this section. This form should only be used for applicants for short-term positions, including summer camp staff. The Short-Term Employment form does not provide for the provision of extensive employment and post secondary education history and career goals.

Original Date of Procedure: Administrative Procedure No. 14 May 2, 2000,
Date of Revision: April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION F

Employer-Employee Relationship – Employment Agreements

The definition of whether an individual is an employee or an independent contractor is confusing for employers and employees; however the distinction is very important. Entitlement to benefits, tax withholding, and the application of employment standards are just a few areas where employees and contractors are accorded different rights under common law and employment statutes.

Independent Contractor Agreement

You must contact the National Director of Human Resources to prior to entering into an agreement with an independent contractor. This will help confirm that the nature of the employment relationship, identify potential liability issues, and ensure that the employment documentation is appropriate.

Please review the attached checklist, which should help you to determine whether the employment relationship being considered is defined as “employer - employee” or “independent contractor”. Use the checklist to review the specific details of the working relationship. The more “yes” answers you have in one category, the greater the likelihood that’s the true nature of the relationship.

Attached is a template for an independent contractor agreement. Should the contractor be unable to provide you with a written agreement, please ensure that the attached template is used. Signed copies of the agreements used to formalize the working arrangements within your Region must be provided to the National Director of Human Resources in a timely fashion.

Further, councils occasionally enter into agreements with post-secondary institutions, out placement agencies, and others to “hire” in a volunteer capacity individuals who are attempting to broaden their professional experience. In these instances, an agreement signed by Scouts Canada is usually required before an individual will be placed.

Because these agreements often contain conditions including indemnification and the authority to act on behalf of Scouts Canada, they must be forwarded to the National Director of Human Resources for review and for authorization to sign.

Employment Contract

All professional employees - including Council Field Executives, Managers, Directors and Executive Directors - must have the approval of the Executive Commissioner & CEO prior to being provided a formal hiring agreement.

The Council Executive Director has the authority to hire all other employees in their area of jurisdiction.

In most instances, Scouts Canada will provide a verbal offer of employment when hiring new employees. The National Director of Human Resources must be provided with these terms, so that an employment contract can be drafted for presentation to the new employee.

A fully executed copy of each employment contract must be forwarded to National Director of Human Resources, addressed to the attention of Payroll services.

Original Date of Procedure: Administrative Procedure No. 14A January 2000

Date of Revision: April 2005

Employee or Independent Contractor? Checklist

<i>Employee Factors:</i>	Yes	No
Control and Integration		
Did the person go through a formal hiring process, for example, submitting a resume, interviews, performance testing, reference checks, etc.?		
Did you require the person to undergo any sort of orientation?		
Do you primarily dictate how and when the person performs the work, for example, Monday - Friday, 9-5?		
Do you supervise the day-to-day activities of the person?		
Do you require the person to attend internal meetings, such as employee or council management meetings?		
Do you have a job description for the position?		
Do you conduct either formal or informal performance evaluations of the person?		
Do you require the person to attend Scouts Canada training sessions?		
Do you require the person to abide by Scouts Canada's policies, including the National Personnel Policy and/or B.P.&P.?		
Do you require the person to notify you if he or she is not available on a particular day?		
If the person needs to hire additional staff, do you control whether someone is hired, who is hired and pay that person directly?		
Do you claim ownership over anything the person creates or builds while working for you?		
Does the person work full-time for you?		
Does the person require your approval before obtaining other employment, sitting on boards, etc.?		
If the person's behaviour does not meet your expectations, can you discipline him or her? Can you discipline the people who work for him or her?		
Do you monitor the person's lateness or absenteeism record, either formally or informally?		
Do you determine the order or sequence in which the person must perform the work?		
Has the person been working for you for an extended period of time (such as four months or more)?		
Is the person working for you indefinitely?		
Do you consider the person to be an employee?		
Do you have a written agreement or letter of offer that suggests the person is an employee (for example, outlining salary, benefits, vacation pay, etc.)?		
Does the person's wear have to comply with your council dress code?		
Do you refer to the person in your council newsletter or other literature provided to your membership as being part of your "employee team"?		
Does the person use a vehicle provided by you for company business?		

Employee Factors:	Yes	No
Do you invite the person to your social functions, such as a staff Christmas party?		
Does the person use your forms and other documents such as letterhead, invoices, business cards, etc.?		
Can the person be promoted to other staff positions within your council or Scouts Canada?		
Does the individual participate in any sort of strategic planning sessions?		
Does the person participate in setting targets or quotas?		
Have you issued a Record of Employment for this person, if you have terminated or laid off him or her?		
Does the person perform the same work as any other employees in your council or with Scouts Canada?		
If the person provides a product or service to a member or one of your customers, does that member/customer pay you directly?		
Does the work performed by the person relate to your core council activities?		
Did the person work for you as an employee in the past?		
Compensation		
Do you provide T4 slips to the person annually?		
Do you make deductions and remittances on behalf of the person?		
Do you provide any necessary insurance on the person's behalf (e.g., liability insurance, workers' compensation, etc.)?		
Does the person participate in salary negotiations?		
Is the person entitled to participate in company benefits, such as health benefits, vacations or pensions?		
Did you establish the amount of compensation?		
Is the person's compensation based on an annual amount, even if it's paid in instalments?		
Do you pay vacation pay to the person?		
Do you pay any sort of overtime or premium for excess hours?		
Do you pay the person's fees or membership in professional associations, etc.?		
Do you pay for any training the person takes?		
Do you pay the person the same amount regardless of whether or not you receive payment from your members or customers?		
Ownership of Tools and Means of Production		
Do you provide the person with the equipment necessary to perform the job, such as, office space, computer, office supplies, work tools, etc.?		
Do you provide the person with an assistant?		
If you provide an assistant, is that assistant your employee?		

If the person works from home, do you provide the office equipment, pay for liability insurance or any other home-office-related expenses?		
<i>Independent Contractor Factors:</i>	Yes	No
Control and Integration		
Do you have a written agreement with this person or his or her company that specifies that this is an independent contractor relationship?		
Does the person have his or her own company?		
Does the person have control over when, where and how the work is performed?		
Did the person submit a proposal outlining the nature and scope of the work to be performed?		
If the person is unavailable, can he or she send a substitute to perform the work?		
Do you have to re-negotiate the scope of the work, if you wish to have the person work on other tasks or projects?		
Does the person control his or her work methods without being required to follow instructions from you?		
Can the person compete with your business?		
Does the person have his or her own employees?		
Does the individual market his or her services to other clients?		
Is the person free to work when and for whomever else he or she chooses?		
Does the person have his or her own business telephone line?		
Is the person listed in any sort of business directory?		
Compensation		
Did the person set his or her own fee?		
Did the person prepare the cost and time estimates that were used to set the fee for services?		
Does the person invoice you?		
Does the person charge you for GST?		
Do you issue payment to the person's company?		
Does the person record and charge you for hours worked?		
Is the person financially responsible for any losses, expenses or damages that he or she may cause while working for you?		
Does the person stand a chance of profit or risk of loss associated with the work performed, for example, if a specified result must be achieved in return for a fixed fee that is payable only on successful completion of the work?		
Do you pay the person on a commission basis (note: a commissioned sales person can be considered an employee even if he or she is only paid straight commission)?		
Does the person file corporate income tax returns or file income under the self-employment category of his or her income tax return?		

<i>Independent Contractor Factors:</i>	Yes	No
Does the person take any business risk, for example, not being paid for work performed?		
Ownership of Tools and Means of Production		
Does the person own the means of producing work, for example, his or her own office space, computer equipment, etc.?		
Does the individual have a work area that is separate and distinct from your premises?		

Independent Contractor Agreement

<Date>

<Contractor's Name>

<Street Address>

<Street Address> <Postal Code>

Dear <Name>

I am pleased to confirm the terms of our contract for services, as set out below.

Services

You are being retained to provide services as an independent contractor, as more particularly described in the job description attached to this agreement.

The terms of this agreement do not create a contract of employment. Accordingly, you are responsible for all applicable deductions and remittances, including income tax, GST and employer's health tax. You agree to indemnify Scouts Canada for any claims made against us with respect to your deductions and remittances.

You agree to provide your services in a professional and timely fashion, to the best of your ability.

Remuneration

As discussed, we will pay you in accordance with Schedule "B", attached to this agreement.

Scouts Canada will require an invoice from you for all services you complete, before we can issue a payment to you.

Ownership of Materials

You agree to assign all rights (including copyright, patent, trademark and all other proprietary rights) to inventions, works or improvements relating to the services you perform or materials you make in relation to this agreement.

Confidentiality

You agree not to retain, reproduce, disclose, publish or use any confidential or proprietary information or property belonging to Scouts Canada or its customers or clients either during or after this agreement, except as needed to carry out your services under this agreement.

When this agreement terminates, you will return all material belonging to Scouts Canada.

Non-Solicitation/Non-Competition

For one year after termination of this agreement, you will not solicit, engage in, assist or have an interest in any other firm, person or corporation soliciting any client or customer known by you to be a client or customer or ours as of the date of termination of this agreement.

For one year after termination of this agreement, you will not provide, assist or have an interest in any other firm, person or corporation providing the same or similar services to those which Scouts Canada provides, to any client that you know is a client of Scouts Canada's as of the date this agreement terminates.

INDEPENDENT CONTRACTOR AGREEMENT, continued

Termination

If your services are unsatisfactory to us or you breach any term of this agreement, we may terminate this agreement without notice to you. Otherwise, this agreement may be terminated by either of us upon two weeks' written notice.

Indemnity and Insurance

You will indemnify us for all liability resulting from the services you provide to Scouts Canada or its clients or customers. You agree to carry appropriate insurance (i.e. malpractice insurance, workers compensation) in relation to the services you provide to Scouts Canada.

Applicable Law

The laws of the Province of _____ apply to this agreement.

Notice

All communication under this agreement must be in writing and may be delivered personally or sent by facsimile transmission or prepaid registered mail, addressed as follows, unless changed by notice:

To Scouts Canada care of: Name: Street: City/Province: Postal Code: Fax No.:	To you at: Street: City/Province: Postal Code: Fax No.:
---	---

All communication that is delivered or mailed is effective when received. Facsimile transmissions are effective when the transmission is complete.

Arbitration

If we disagree about the terms or interpretation of this agreement, we will submit the dispute to binding arbitration. We will select a mutually acceptable arbitrator. If we cannot agree on an arbitrator, we will each select one arbitrator and these arbitrators will appoint a third arbitrator to determine the dispute collectively. We agree to share the costs of any arbitration equally. Any decision rendered by the arbitrator(s) may be entered into a court having jurisdiction over this agreement.

The above clause does not prevent Scouts Canada from applying to an appropriate court for an injunction or other similar remedy, to restrain you from committing any breach or anticipated breach of this agreement, and for consequential relief.

Benefit of this Agreement

This agreement is binding upon and ensures to the benefit of both of us and our respective executors, administrators, successors and assigns.

You may not assign any of your rights under this agreement or delegate the performance of any of your duties without Scouts Canada's prior written consent. Scouts Canada may, without restriction, assign the whole or any part of this agreement to any associated or affiliated company.

INDEPENDENT CONTRACTOR AGREEMENT, continued

Entire Agreement

This agreement constitutes the entire agreement between us and supersedes any prior understandings or agreements, either written or verbal.

No amendments to this agreement will be valid unless they are in writing and signed by both of us.

No waiver of any breach of this agreement will be binding unless it is in writing and signed by the party purporting to waive a term of this agreement. Unless otherwise specified, the waiver will be limited to the specific breach waived.

Severability

If any term of this agreement is found to be invalid or unenforceable, in whole or in part, the validity or enforceability of any other provision will not be affected.

If you accept the above terms, please sign and return the enclosed copy of this agreement. I look forward to working with you.

Yours very truly,

per: <ORGANIZATION>

I have read, understand and accept the terms of this agreement.

Signature

Date _____

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION F

Employee Selection – Hiring Interview Questions

As an employer, you must ensure that the hiring interview is free of discriminatory questions and bias.

The following guidelines *should be reviewed* prior to preparing employment interview questions or conducting a hiring interview.

Specific information, such as social insurance number, may be sought for administrative purposes once the candidate has been hired. Employee information forms provided through National Operations Division are Human Rights compliant.

**Birthplace, Ancestry,
National or Ethnic
Origin, Place of
Origin, Language,
Colour, Race,
Sources of Income**

Do not ask questions about:

- birthplace
- ancestry
- national or ethnic origin or place of origin, including questions about the birthplace or nationality of a candidate's ancestors, spouse, or other relatives

**Sex, Sexual Orientation,
Marital Status,
Family Status,
Pregnancy, Child
Birth**

You may ask questions about:

- a candidate's relationship to other employees, where a potential conflict of interest may exist
- whether the candidate can meet travel requirements that are directly related to the job
- whether the candidate is able to work the required hours

Do not ask questions about:

- children or dependants
- child care arrangements
- pregnancy, birth control or child bearing plans
- marital status
- the candidate's spouse
- insurance beneficiaries or whom to contact in case of an emergency

Age

You may ask:

- "are you 18 years or older and less than 65?"

Do not ask:

- specific questions about age or date of birth
- to see birth certificate, baptismal record, driver's license, educational transcripts or any other documents that indicate age

Religion, Creed

Do not ask questions about:

- religious affiliation
- religious holidays
- religious institutions attended
- customs observed
- willingness to work on a specific holiday
- religious organizations or associations to which the candidate belongs.

Citizenship, Civil Status

You may ask:

- a candidate to provide proof of eligibility to work in Canada

Do not ask:

- questions about citizenship status
- questions about citizenship of candidate's parent/spouse
- for a social insurance number (this may contain information about a candidate's place of origin/citizenship status)

Education

You may ask:

- job-related questions to determine the merits of a candidate's qualifications, including verification of educational background

Do not ask:

- any other questions in this area

Record of Offences, Criminal Convictions

You may ask:

- for the candidate to complete a police records check if the information being sought is job-related (i.e. criminal conviction for pedophilia)

Do not ask questions about:

- a candidate's record of offences that are not job-related
- any general questions as to whether a candidate has ever been arrested, charged or convicted for any offence or has ever spent time in jail

**Handicap, Disability,
Dependence on Drugs
or Alcohol**

You may ask:

- questions that are directly related to a candidate's ability to perform the essential duties of the job and the type of accommodation that may be required
- for proof of a valid driver's licence if the job requires the operation of a motor vehicle

Do not ask questions about:

- health issues that are not directly related to the candidate's ability to perform the essential job duties

**References and
Membership in
Organizations,
Political Beliefs**

You may ask:

- for work-related references to assist you in verifying a candidate's qualifications

Do not ask:

- for references that may elicit information about a prohibited ground, such as references from religious leaders

**Original Date of Procedure: Administrative Procedure 14B August 1999
Date of Revision: April 2005**

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION F
Police Record Checks – Checking References

All Scouts Canada employees must be able to produce documented verification that they have a clean police records check. New employees must produce this documentation within 90 days of their hiring date, or face termination with cause.

All employees must update their personnel file, by providing documentation of a clean police records within each subsequent 36 month period. Employees will be contacted by Payroll services in advance of this anniversary date.

New employees must also provide three positive references. The hiring Administrative Centre must check with candidates' references to verify prior employment information and stated performance.

Hiring candidates are requested to provide three references on the Scouts Canada Application for Employment form. The attached reference check form has been designed to assist you in following-up with those references provided.

The form can either be used in a telephone interview or written survey format. Although a written reference is preferred for documentation purposes, a telephone reference may be used when time is limited.

If the individual you contact is reluctant to provide a reference, offer to send him or her a copy of the release contained under "Notice to Applicant" on page one of the Application for Employment Form. (The "Personal Data" section on page one of the Application form provides confidential information, and must not be forwarded to the reference.)

If a reference remains reluctant to provide information, another contact should be sought from the job applicant.

Also attached is a draft rejection letter to be forwarded to unsuccessful job applicants.

Original Date of Procedure: Administrative Procedure 14C August 1999
Date of Revision: April 2005



SCOUTS CANADA NATIONAL COUNCIL

1345 Baseline Road, Ottawa, Ontario K2C 0A7

Phone (613) 224-5131

Fax (613) 224-3571

<Date>

<Reference name>

<Reference address>

Dear <Reference name>:

Re: Hiring Reference For <Applicant's name>

<Applicant's name> is a candidate for the position of <title> with Scouts Canada. We have this candidate's permission to request information from you regarding his <or her> suitability for this position. Could you please answer the following questions to help assist us with our hiring decision.

Scouts Canada is a national not-for-profit organization that contributes to the development of young people in achieving their full physical intellectual, social and spiritual potential as individuals.

The <position title> is responsible for <position objective(s) - from job description>

<Applicant's name> informed us that while working for you, he <or she> performed duties including:

- <list key duties from applicant's resume and/or application form>
-
-

How does this conform to your understanding of the work that he <or she> performed?

Why did the candidate stop working for you?



DRAFT REJECTION LETTER

SCOUTS CANADA NATIONAL COUNCIL

1345 Baseline Road, Ottawa, Ontario K2C 0A7

Phone (613) 224-5131

Fax (613) 224-3571

<Date>

<Candidate's Name>

<Street Address>

<City and Province>

<Postal Code>

Dear <Candidate>:

Thank you for taking the time to apply for the position of <Position title> with Scouts Canada.

We have selected a candidate who more closely matches the requirements of the position. Accordingly, we regret that we cannot offer you a position at this time.

We wish you success in your employment search.

Yours very truly,

<Supervisor's name>

<Supervisor's title>

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL – SECTION F

PERSONAL PERFORMANCE OBJECTIVES

Name: _____

Job Title: _____ Council: _____

Date Submitted _____ For Period Ending: _____

Approved by supervisor: (signature) _____ Date: _____

Annual Review - Summary Comments	
(Employee Signature / date)	(Supervisor Signature / date)

Performance Summary: ____ Did Not Meet Expectations / ____ Achieved Expectations / ____ Exceeded Expectation	
--	--

Scouts Canada
Personal Performance Objectives

National Strategic Direction: _____

Council Goal: _____

Personal Performance Objective: _____

Action Plan		Resource Requirements	
Critical Activities	Target Date	Volunteer Position/ Staff Title	\$

Performance Summary:

___ Did Not Meet Objective / ___ Achieved Objective / ___ Exceeded Objective

Comments (employee/supervisor:

Scouts Canada Personal Performance Objectives

Appendix - Terminology and Examples:

Planning: Scouts Canada conducts an annual planning process which coordinates the activities and resources of all of our employees and volunteers at all levels of our organization. Plans do one of two things; they build on our strengths, and strengthen our weaknesses. Effective planning provides maximum opportunities and benefits to our members.

National Strategic Directions: There are seven National Strategic Directions that define what will constitute success for Scouts Canada over the next several years.

Example: Scouts Canada will become more culturally diverse

Council Goals: Your Council has developed Goals which support some or all of the National Strategic Directions – depending on local needs and resources. These Goals describe the tangible outcomes that your Council has committed to achieve for your local membership – and by extension, for all members of Scouts Canada.

Example: Our Council will install two new Management Committee members who are representative of diverse cultural communities.

Personal Performance Objectives: While some elements of your role are routine (i.e. responding to inquiries for information), your supervisor will challenge you to develop three to five Personal Performance Objectives. Each objective will identify in observable and measurable terms, how you will support a particular Council Goal over the next year. Objectives typically include words that indicate a direction such as “increase”, “decrease”, “more”, “fewer”, “start”, “abandon”, “reduce”, etc.

Example: Our area will increase service team participation through selectively recruiting, and developing three Scouters representative of culturally diverse partners.

Action Plans: Describe the critical activities, timelines, and resources (both financial and volunteers / colleagues) that to the best of your knowledge, are required to fulfill each of your Personal Performance Objectives. You should identify no more than 5 critical activities for each Action plan, and each should define the activity such that you – and only you – are accountable

Example: Attend area events and interview current service team members to develop a short list of culturally diverse Scouters as potential new team members.

SCOUTS CANADA

Council Operating Procedures Manual – Section F

Employee Relocation Procedure

Introduction

In order to assist employees and their immediate family members with a work-related transfer, Scouts Canada has developed a comprehensive employee transfer procedure. It is Scouts Canada's goal to make our employee's relocation as trouble-free as possible.

To support this goal, the following pages outline every aspect of Scouts Canada's employee Relocation procedure.

It is essential that you read this procedure carefully, so that you do not inadvertently undertake expenditures that are not reimbursed by Scouts Canada. Should you have any questions at any time during your relocation, do not hesitate to contact the National Human Resources Director.

Scouts Canada wishes you every success with your transfer.

Definitions and Interpretations

Scope

This relocation procedure applies to regular full-time employees of Scouts Canada being transferred on moves between work locations within Canada.

Eligibility

The provisions of this procedure are available only where the Executive Director of Field Services and the Chief Executive Officer approve the transfer in advance.

Official Transfer Date

Throughout this procedure, the term *official transfer date* will refer to the date on which you report for work in your new work location.

Timing

You are expected to move within 3 months of the official transfer date (approval to extend beyond 3 months must be given by the National Human Resources Director with the endorsement of the National Executive Director Field Services.) You will be expected to complete all relocation activity within 6 months of the official transfer date.

Financing Your Move

Relocation expenses paid by Scouts Canada fall under two broad categories: *approved relocation costs* (e.g. realty fees, legal fees, movers), and

miscellaneous expenses (outlined under “Relocation Allowance” further in this policy.)

Where possible, you should make arrangements to have approved relocation costs billed directly to Scouts Canada, attention of the National Director of Human Resources.

If a relocation cost cannot be billed directly to Scouts Canada, the corporate moving fund will either provide a reasonable advance or will reimburse you directly.

Advances will be limited to no more than \$5,000; further advances will only be provided upon full provision of receipts from the first advance. In all instances, copies of receipts for all related advances and reimbursement claims must be submitted to the Director of Human Resources within six months of your official transfer date.

Any unused portion of the cash advance must be returned to Scouts Canada within this same period, or this amount will be deducted from your pay.

Selling Your Current Home Homeowners

If you sell your home, Scouts Canada will pay the following costs associated with the sale:

- Real Estate Commission to a maximum of the local Real Estate Board's usual MLS rate
- Legal fees
- Reasonable marketing expenses up to a maximum of \$750.00 if you sell you home privately

You are free to select your own listing agent.

Mortgage Discharge Penalties

When you sell your home, you should examine your mortgage document carefully. Many mortgages are “portable” in which case you should transfer your current mortgage to your new home.

If you incur a penalty as a result of having to discharge any or all of your current mortgage, Scouts Canada will reimburse you up to a maximum of 3 months interest. Proof of non-portability of your current mortgage must be provided to the National Director of Human Resources prior to reimbursement of penalty.

Tenants

Cancelling Your Lease

If you are currently renting your principal residence, you will be reimbursed for the cost of prematurely terminating your lease up to a maximum of 3 months' rent

where necessary. Proof of penalty must be provided to the National Director of Human Resources prior to reimbursement of penalty.

In the event your lease expires prior to your scheduled moving date, you should try to negotiate an extension on a month-to-month basis; ensuring that you receive the confirmation of the extended terms in writing from your landlord.

Acquiring Your New Home

House Hunting Trip

Scouts Canada will pay for a house-hunting trip of up to 5 days for relocating employees and their immediate family. (For the purposes of this procedure, immediate family members are defined as spouse or partner; children will be included only in those instances where appropriate home care cannot be provided.)

You should not schedule your house-hunting trip until you have calculated the minimum equity available for the purchase of your new home, and have made contact with a local realtor. You should also use Internet based listings (where available) to further ensure an effective house-hunting trip.

The Executive Director of your new council should be able to assist you with identifying a qualified broker if required, and help to identify preferred neighbourhoods based on your housing needs.

If you will be renting in your new location, you should not schedule your house-hunting trip sooner than 60 days prior to the date you wish to take occupancy, as landlords are quite often not aware of vacancies sooner.

You will be reimbursed for expenses incurred during your house-hunting trip as follows:

- Transportation costs for one round trip (employee and spouse / partner), reasonable hotel room accommodation (single room), local transportation, and meals as per the National employee expense plan

Home Purchase Costs

The following new location expenses will be covered *provided the purchase is completed within 6 months following your official transfer date*:

- Legal fees
- Disbursements
- Survey fee if a new survey is required
- Costs incurred in arranging and obtaining a mortgage, e.g. application fee, appraisal fee
- The costs of one home inspection report for resale homes only. Cost not to exceed \$750.00
- Land transfer tax where applicable

Certain items associated with the purchase of a home are not reimbursable including:

- Pro-rated taxes and special assessments
- Interest adjustment charges
- Mortgage life insurance premiums
- Personal property purchased
- Homeowners' Association dues
- GST on new homes

Moving Services

Scouts Canada pays for the costs of shipping of personal household goods, insurance coverage against loss or damage of personal household goods, as well as the packing and unpacking of these items.

You should obtain three written moving estimates including insurance coverage for personal household goods, and submit these to the National Director of Human Resources before signing any contract. One of the estimates should be from A.M.J. Campbell (Atlas Van Lines), our preferred corporate mover. Local contact with A.M.J. Campbell (Atlas Van Lines) is arranged through the National Director of Human Resources via A.M.J. Campbell's National Account Executive.

Once a mover has been approved, you should contact the moving company and arrange for a representative to visit your home to take an inventory of the goods to be moved and discuss details and special requirements. Confirmation of the moving dates will be made directly by you and the mover.

Included Coverage

The costs covered by Scouts Canada include:

Packing, moving, unpacking and coverage against loss or damage of personal household goods,

Servicing of major appliances (disconnecting, bracing, bolting, etc.), for shipping and normal installations that do not require alteration. This also covers the necessary servicing of pianos.

Necessary wiring, plumbing and venting costs (up to a maximum of \$500.00) for installation of stove, washer, dryer, and dishwasher

Storage of furniture and other personal effects, if necessary for a maximum of 30 days, as well as fire and theft insurance.

The cost to ship or drive (at the corporate mileage rate) up to two personal vehicles

Artwork, rare stamps, books, coins etc. may be accepted for shipment provided you have a recent appraisal indicating the value of the item(s). If you insure your goods for more than the amount provided by the mover, the extra cost will be your responsibility.

Excluded Items

Scouts Canada will not pay for shipping the following items:

Heavy or massive items such as solaria, large rider mowers, yachts, farm equipment

Frozen foods

Explosives and other flammable items that may cause damage if shipped such as liquor, paint, solvents, bleaches, aerosol cans, propane tanks, ammunition, etc

Live fish and non-domestic animals such as farm animals

Items requiring special shipment such as antique furniture and antique vehicles

Satellite dishes

Money, jewellery, securities, and expensive furs. You should arrange for insured shipment of these at your expense, or include them with the other items that you will personally take along with you

Antiques and collector's items

Firewood, patio stones, bricks, lumber, engines, auto parts, etc.

Unusual Items

Scouts Canada reserves the right to exclude or disallow from shipment articles of unusual size or weight that are not considered household furnishings, or that require special handling, preparation or transportation. Unusual items may be shipped at your expense.

Employee Paid Costs

The following costs will not be paid by Scouts Canada, unless you wish to claim some or all of these against your Relocation Allowance (see "Relocation Allowance further in the policy):

Disassembling and reassembling of certain items such as backyard swing sets, sheds, above ground pools, etc

Water bed servicing

Removal and installation of lighting fixtures

Shipment of Household Pets

Scouts Canada will pay handling and shipping costs for normal domestic pets including the use of a maximum of two pet containers, as well as boarding fees during your interim living period at each end of the move. You are responsible for making shipping arrangements, including pick-up and delivery of the pet(s) and any insurance costs and veterinary fees.

Relocation Allowance

When relocating, you will incur some miscellaneous expenses for things that are not specifically addressed in relocation policy.

To help offset these costs, you are eligible to receive a Relocation Allowance of up to 1 month's salary, net of taxes, and based on your salary at the effective date of your transfer.

Purpose

Your Relocation Allowance should not be considered a cash bonus – nor should it be considered as a means to fund major capital renovations in your new residence. Your Relocation Allowance is intended to help you cover incidental expenses related to your move, including, but not limited to:

- Draperies and blinds
- Carpeting
- Removal and installation of lighting fixtures
- Disconnection and reconnection of utilities, computers, antennae and satellite dishes
- Reprogramming of cellular phones and pagers
- Penalties for early cancellation of service contracts (e.g. cell phones, pagers, home security cleaning, internet service providers)
- Deep cleaning of new residence
- Redirection of mail
- Change in Provincial drivers' licenses
- Shipment of special items and replacement of items not shipped (e.g. dangerous goods, frozen / refrigerated foods, plants)
- Additional insurance on valuable items shipped

Please note that Scouts Canada has the final decision around “allowable” incidental expense claims as defined above. Whenever uncertain about an

expense, you should make every effort possible to contact the National Director of Human Resources in advance of incurring that cost.

Payment

The National Director of Human Resources will provide your Relocation Allowance upon receipt of written request. The allowance is taxable at your marginal tax rate, and the tax will be withheld at source. A tax exemption may be claimed for a portion of your Relocation Allowance, and for certain relocation expenses in excess of the allowance. A current policy interpretation is available through the Canadian Customs and Revenue Agency.

You are responsible for providing copies of receipts for all expenses claimed against your Relocation Allowance within six months of your official transfer date. Any unused portion of your allowance must be returned to Scouts Canada within this same period, or this amount will be withheld from your future pay.

Original Date of Procedure: AP 14(d) October 2004
Date of Revision: April 2005 (reformatting only)

SCOUTS CANADA COUNCIL OPERATING PROCEDURES MANUAL – SECTION F Progressive Discipline

This procedure provides an overview of the Progressive Discipline process. The management of this process differs with circumstances. In all instances, this process must be administered in consultation with the National Director of Human Resources.

From time to time, it is necessary for Scouts Canada to discipline its employees. This must be done in a fair, consistent and legally defensible manner.

Often performance problems and a failure to meet job requirements are a result of a “misunderstanding” either on the supervisor’s part or the employee’s. For this reason, standards of performance should be provided in writing. However, situations may arise which require an employee to be disciplined.

The progressive discipline process has up to four steps: (a) verbal reprimand; (b) written reprimand; (c) suspension of employment; and (d) termination of employment.

The progressive discipline process is recognized by the courts as providing employees with reasonable opportunity to perform their work to the stated standard. If, through this process, the employee fails to perform to standard, their employment may be terminated with “just cause”. Where written standards of performance are non-existent, it is almost impossible to claim cause for dismissal.

It is also important to remember that “progressive discipline” involves more than warnings and punishment. To “discipline” means to “teach”, and case law shows that progressive discipline is viewed by the courts as meaningful only when opportunity and assistance is provided to correct the problem behaviour.

Written Requirements

As soon as a council identifies or anticipates the need to take **written** disciplinary actions with an employee, the Council Executive Director must contact the National Director of Human Resources. Discussion will focus upon disciplinary strategies and implications, particularly in the areas of performance management and labour legislation.

All disciplinary letters and letters of termination must be approved by the National Director of Human Resources prior to forwarding to the employee. Once presented to an employee, a disciplinary letter must be signed and dated by the employee to confirm that it has been seen.

Confidentiality

Disciplinary actions up to and including termination are considered confidential. Details of activities must not be communicated to anyone other than the employee, the supervisor, and those individuals directly involved in the disciplinary action. The National Director of Human Resources must be consulted prior to the council communicating disciplinary action to co-workers and/or volunteers.

Original Date of Procedure: Administrative Procedure No. 15 October 1999

Date of Revision: April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL – SECTION F
Employee Files – Retention of Documentation

The only documentation that should be retained by Council Executive Directors is that information necessary to supervise their council employees. Specifically, Administrative Centres should retain on file for each employee:

- the most current performance review,
- the most current performance objectives,
- a copy of the employment contract,
- current payroll / compensation information,
- any notes to file to be referenced for performance appraisal and/or ongoing supervision.

(Any disciplinary letters must be retained for the period identified on the documentation - usually 3 to 12 months - and then destroyed.)

With the exception of notes to file, all of the above information should be copied on an ongoing basis to the National Director of Human Resources.

Additional original documentation retained within local council files, must be forwarded to the National Office to be archived. Further, all documentation concerning former employees, must also be forwarded to the National office.

This Administrative Procedure will ensure the employee files are maintained in a complete, confidential, and directly accessible manner.

Original Date of Procedure: Administrative Procedure No 15A – November 1999
Date of Revision: April 2005

SCOUTS CANADA

COUNCIL OPERATING PROCEDURES MANUAL

Employment Related Harassment Procedure

If an employee believes that they or a fellow employee has experienced or is experiencing harassment, they are encouraged to report this belief to their supervisor. A supervisor may also be approached if an employee believes that they are being retaliated against for having brought forward a complaint of harassment.

Definitions

Harassment is any verbal or physical action regarding the racial, ethnic, religious, or sexual characteristics of another person, and would include racial slurs, ethnic or religious jokes, sexual advances, or other unwelcome physical acts. This includes all conduct that has the purpose-or the effect-of unreasonably interfering with your work performance or that creates an intimidating, hostile, or offensive work environment. Harassment implies that the behaviours are unsolicited and unwelcome.

Sexual harassment, specifically, is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature that causes you insecurity, discomfort, offence, or humiliation, when:

- submitting to such conduct is made - either implicitly or explicitly - a condition of employment, or
- submission to or rejection of such conduct is used as a basis for any employment decisions (including promotion, salary, termination, job security, and benefits) affecting you.

Supervisors

Supervisors approached by an employee complaining of being sexually harassed, or hearing of an employee who is rumoured to have been sexually harassed, must immediately report the complaint to the National Director of Human Resources. If the offending person is the employee's supervisor, that employee may bring a complaint to the next senior supervisor.

Either the supervisor or National Director of Human Resources will inform the complainant of:

- the right to lay a formal written complaint under the employment - related harassment policy,
- the availability of counselling and other support services that can be obtained by Scouts Canada
- the right to withdraw from any further action in connection with the complaint at any stage (even though Scouts Canada may continue to investigate the complaint), and
- the existence of other avenues of recourse that may be available, including filing a complaint with the Human Rights Commission.

In carry out their duties under this policy, the supervisor and National Director of Human Resources will be directly responsible to the Executive Commissioner & Chief Executive.

Responsibilities

Scouts Canada is responsible to:

- discourage and prevent employment-related harassment; on a continuous basis, whether or not formal written complaints of harassment have been brought to the attention of Scouts Canada,
- investigate every formal written complaint of harassment,
- impose appropriate disciplinary measures, when a complaint of employment-related harassment has been substantiated, regardless of the seniority of the offender,
- support and assist any employee who complains of harassment by a person who is not an employee of Scouts Canada,
- provide advice and support to persons who are subjected to harassment,
- formally acknowledge to a person who has been found to have been harassed that harassment has taken place,
- regularly review the procedures of this policy to ensure that they adequately meet the policy objectives,
- maintain records as required by this policy, and
- make all members and employees of our organization aware of the issue of harassment and the existence of the procedures available under this policy.

Scouts Canada understands that it is difficult to come forward with a complaint of employment-related harassment, and recognizes a complainant's interest in keeping the matter confidential.

To protect the interests of the complainant, the person complained against, and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigatory process, to the extent possible under the circumstances.

Where a complaint has been made, both the complainant and the alleged harasser have an obligation to maintain the confidentiality of the matter and not to disclose any details relating to the complaint, except to their own legal Advisors or to persons investigating the complaint for Scouts Canada.

All records of complaints, including contents of meetings, interviews, results of investigations, and other relevant material, will be kept confidential by Scouts Canada, except where disclosure is required by a disciplinary or other remedial process.

Original Date of Procedure: Administrative Procedure No. 15B July 1999
Date of Revision: April 2005

SCOUTS CANADA
COUNCIL OPERATING PROCEDURES MANUAL - SECTION F
HANDOVER PROCEDURE/ORIENTATION
COUNCIL EXECUTIVE DIRECTORS

To be done by: ED-FS/Dir. H.R.

FOR THE NEW COUNCIL EXECUTIVE DIRECTOR:

	CHECK WHEN COMPLETED	DATE COMPLETED
MEMBERSHIP		
	☐ History	
	☐ Plan for retention/growth	
	☐ Diversity	
	☐ Privacy Policy (Scouts Canada)	
MEMBERSHIP/ PROGRAM		
	☐ MMS Operation, Registrar Accountability	
	☐ Membership trends and Council programs	
	☐ Council's programs with information on what, when, where and who	
COUNCIL	☐ Council organization, responsibility/accountabilities	
	☐ Scouts Canada Operating Procedures Manual	
	☐ Organization and methods of operating	
	☐ Incorporated body/Property Society, etc.	
	☐ Detailed knowledge re: insurance, liability, sensitive potential legal liabilities	
	☐ Contracts/signing authority etc.	
	☐ Revenue Canada (Charitable Income Tax number procedure, sales tax procedure, etc.)	
	☐ Process of decision-making within the Council/structure of Scouts Canada	

	CHECK WHEN COMPLETED	DATE COMPLETED
PERSONNEL		
	☐ Local key people and their roles, relationships	
	☐ Key contacts in Scouting	
	☐ Employment Standards Act	
	☐ Employee Handbook and Contents	
FINANCE/ RESOURCES		
	☐ Council resources	
	☐ Council properties	
	☐ Finances, sources, records, reporting and accounting, Council budget, financial status	
	☐ Existing methods of budgeting	
	☐ Legal reporting systems	
	☐ Charitable numbers	
	☐ Signing Officers	
	☐ Relationship to National Operations Department and reporting schedule for statements	
	☐ Scouts Canada Fund Raisers	
PLANNING		
	☐ Council action plan, as it relates to Scouts Canada's Strategic Directions/Operations Plan	
	☐ CFE/CDW objective setting process	
STAFF/OFFICE		
	☐ Routine, daily, weekly, monthly and annual ("to do" book or file)	
	☐ Review of personnel – executive and clerical, job descriptions, assignments, salary administration, performance	
	☐ Relationship of staff with volunteers	
	☐ Hiring/firing procedures	

	CHECK WHEN COMPLETED	DATE COMPLETED
RISK MANAGEMENT AND COMPLIANCE		
	☐ Systems	
	☐ Compliance Reporting procedures to EC/CEO Quarterly	
TERRITORY		
	☐ Geographic idiosyncrasies	
	☐ Scan environment to identify trends, changes, demographics, diversity	
	☐ Relevant legislation in the province (any legislation affecting volunteers and the Movement)	
	☐ Municipal Act (especially as it relates to the Council Office (if it is owned/or rented)	
OPERATIONS		
	☐ Who's who and to whom am I accountable to (ED-FS, EC/CEO)?	
	☐ Who's really the supervisor?	
	☐ Who can I go to for help and advice?	
	☐ Where can I find backing and historical materials?	
	☐ Where are things?	
	☐ What are the most urgent problems?	
	☐ Who and what should I watch out for?	
	☐ Where is information on resources to be found?	
	☐ What calibre of people make up the senior management group of Scouts Canada and the Council?	
	☐ Is there a long-term management plan in place and how is it working?	
	☐ What, if any, relationship problems exist?	
	☐ Scout Shop Operation and my role as CED with Shop Manager and Director Retail Services?	
	☐ Council Office Management Audit	

	CHECK WHEN COMPLETED	DATE COMPLETED
COUNCIL OFFICE/ FACILITIES		
	☐ Meet staff – professional/support and other key volunteers, Council officers and committee chairs	
	☐ Review objectives, budget, organization and priorities	
	☐ Review existing procedures	
	☐ Review job description with key volunteers	
	☐ Review job description and responsibilities of subordinates	
	☐ Review the minutes of the decision-making groups of the Council, management committee, Council meetings, service teams, finance/audit committee	
	☐ Review all contracts	
	☐ Visit all facilities	
	☐ Interim inventory and audit	
NATIONAL OFFICE		
	☐ Orientation with EC/CEO and Services	
COMMUNITY		
	☐ Meet the heads of major sponsor/partners organizations in the Council	
	☐ Meet officials and managers, such as recreation department, education welfare, etc.	
	☐ Meet the bank manager, auditors (United Way) director and contact with other fund sources	
	☐ Meet key community business people/key community leaders	
	☐ Scan the environment to identify trends, changes	

	CHECK WHEN COMPLETED	DATE COMPLETED
PERSONAL ACTION/ DEVELOPMENT PLAN		
	☐ Develop general set of goals and establish review procedure with ED-FS/Council Commissioner	

Original Date of Issue: 1982
Date of Revision: April 2005

SCOUTS CANADA COUNCIL OPERATING PROCEDURES MANUAL – SECTION F HR FORMS

This section contains the forms listed below – these are required for Human Resource Administration and Payroll Administration:

- **Absence Report**
- **Application for Employment**
- **Short-Term Employment Application**
- **National Payroll Authorization**
- **Benefit Election Form**
- **Benefit Enrolment Form**
- **Change of Compensation Form**
- **Employee Profile**
- **Pension – Change of Information**
- **Pension Enrolment**
- **Smoker/Non-Smoker Declaration**
- **Staff Requisition Form**
- **Timesheet – Administrative Centre**
- **Timesheet – Scout Shop**

Issue Date: New April 2005

Resources List

Awaiting development.

Glossary of Terms

Member Status

Active Member – A member whose registration has been confirmed for the current session by a registrar

Active Member – Not renewed – All active members who have not pre-registered for the next session by August 31, will have their status changed to Active – Not Registered.

Inactive Member – Deceased – A member who is no longer active because they are deceased. The System removes all inactive – deceased members from the inactive members listings to ensure that there are no attempts to contact them.

Inactive Member – No Mail – An active member who has chosen not to receive mail from Scouts Canada.

Inactive Member – Retired – A member who is no longer active. This is the default status for inactive members.

Inactive Member – Unknown – A member who is no longer active, and the reasons for becoming inactive are not known.

Probationary Members – Adults who have completed all the requirements for the Volunteer Screening Process, become Probationary Members for at least 90 days.

Prospective Member – This is an adult or youth who has applied for membership online (or been entered by a registrar) to a group/section that has room but has not yet been confirmed as a member.

Wait Listed Member – This is an adult or youth who has applied for membership online (or been entered by a registrar to a group or section that is currently at their maximum enrollment.

Next Session – The next registration period. For Beavers, Cubs, Scouts, Venturers and Rovers this is the next Scouting year. For ScoutsAbout and Extreme Adventure, this is the next program cycle.

Organizational Unit – The term Organizational Unit refers to any part of Scouting structure. Each Organizational Unit (Org Unit) has a name, a status (active or inactive), a type (section, group, district/area, region, province, division and National), and a sub-type (Beaver Colony, Cub Pack, Scout Troop, Venturer Company, Rover Crew, ScoutsAbout, Extreme Adventure, Committee, Service Team and [Visibility Group](#)).

Session – Because ScoutsAbout and Extreme Adventure, register for less than a full year, the Management System registers in “sessions” not years. For Beavers, Cubs, Scouts, Venturers and Rovers, a session is one year in length.

Visibility Group – Visibility Group is a new term, referring specifically to councils. A council visibility group is a “placeholder” for the council as a whole. Groups and sections are children of this council visibility group, as are the committees and service teams that make up a council structure. Instead of thinking of a district as a district council, think of the district council as a committee of the district visibility group. The visibility group concept was put in place to allow registrars to select those members of committees and service teams who need access to group and section information. Members who have roles in both a committee and the council visibility group can see group and section information, members who only have roles with a committee cannot.