

Estey's Bridge Recreation Association, Inc

Policy and Procedure Manual

Revised August 8, 2024

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Estey's Bridge Recreation Association Inc.

Code of Conduct

Estey's Bridge Recreation Association Inc. (hereinafter referred to as the Association) is a non-profit organization established pursuant to the laws of New Brunswick. The mandate is to support recreation activities in the community. The Association's membership is comprised of residents of the Regional Municipality of Central York. The Association is a volunteer organization and as such establishes the following Code of Conduct for its members (including its directors).

A. GENERAL EXPECTATIONS

1. Members shall contribute to a collegial, inclusive, professional, positive, and respectful environment for fellow members, community members and other stakeholders and shall model the best in volunteer behaviour.
2. Members shall know, understand and support the mission, vision, core values, purposes and goals of the Association and accordingly follow and comply with these policies while acting on behalf of the Association.
3. Members shall not discriminate. Members will be respectful of ethnic, national, social, and cultural differences.
4. Members shall at all times obey all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of the Association.

B. MEETINGS AND COMMUNICATIONS

1. While acting on behalf of the Association, professional behaviour and respectful discourse shall be required of all members. Disruptive or inappropriate behaviour toward other members, stakeholders or community members is unacceptable and intolerable. Should unprofessional or disrespectful behaviour occur in any meeting, the chairperson of the meeting has the sole and undisputed right to request the member to remove themselves from the meeting. Unprofessional and disrespectful behaviour includes but is not limited to (i) failing to listen to others when they speak; (ii) using language that is inappropriate; (iii) attending a meeting while impaired by drugs or alcohol; (iv) interrupting proceedings.
2. No member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Association. Each member shall

uphold strict confidentiality regarding information discussed at any meetings of the Association including any meeting of any committee established for any purpose. The Chairperson of each committee shall be solely responsible to report the findings of the committee to the Board of Directors of the Association.

3. When a decision is made, whether by the Board of Directors or any committee struck by the Association, all members of said committee will support the majority decision that is reached. A committee member will not discuss or disclose differences of opinion with those who were not members of said committee. A committee will communicate their decision or report with one voice to the membership.

4. Members are not permitted to speak on behalf of the Association to any external party as this is the sole responsibility of the President of the Association or their duly appointed representative for a particular purpose.

5. All contractual agreements are the responsibility of the Board of Directors. Members shall not make such commitments on behalf of the Association.

6. All correspondence, regardless of the medium, is a reflection of the Association.

a) E-mail communication shall follow the same professional standards as written and verbal communication. E-mails may be considered legal documents and, therefore, caution shall be exercised when recording written opinions and statements pertaining to the Association. The use of the "blind copy" function is strongly discouraged when conducting official business.

b) Use of any social media platform by any member of the Association as a method of communication shall comply with the same professional standards as written and verbal communication when pertaining to the business of the Association.

c) Members shall support the Association to other members, volunteers, and stakeholders. Inappropriate communication by email or in any public forum (Including any social media platform) about the association's members, staff, stakeholders, policies, procedures or guidelines is not acceptable. Issues regarding the Association shall be addressed in accordance with established dispute resolution procedures.

C. RELATIONSHIP WITH OTHER MEMBERS

1. Members shall be honest with others and true to themselves.
2. Members shall refrain from trying to influence other members outside of any meeting of the Association that might have the effect of creating factions and limiting free and open discussion.

3. Members shall be willing to listen to opinions of others and offer their opinions in a professional manner that supports constructive discussion. Specifically, name calling and use of inappropriate language is not acceptable.
4. Members shall be willing to listen and learn from dissenting voices, endeavour to build on other ideas, offer alternative points of view to be considered and invite others to do so.
5. Members should try to be balanced in their effort to understand other members and in making oneself understood. Once a decision is made, a member will support the decision even if their own view is a minority one.
6. Members should be an advocate for the Association and its mission wherever and whenever the opportunity arises in their own personal and professional networks
7. Members shall seek to balance their contribution as both an advisor and a learner
8. Members shall understand the scope of their authority and exercise good judgment in dealings with other members, stakeholders, staff, suppliers/contractors, and the general public and shall respond in a responsible, respectful and professional manner. Members shall not request special or personal favours or an extensive information from other members, stakeholders or staff without consultation with a member of the Board of Directors and their express consent.
9. All events of the Association are professional gatherings and therefore appropriate behaviours are expected of all members. Members shall adhere to all Association policies, procedures and guidelines including the Code of Conduct in all interactions with other members, stakeholders, staff, vendors and other participants.

D. CONFLICT OF INTEREST

1. No member will use information provided by the Association or acquired as a consequence of the members service to or with the Association in any manner other than in furtherance of their duties as assigned. Furthermore, members will not misuse Association property or resources and will at all times keep the Association's property secure and not allow anyone access without prior authorization.
2. Members shall not persuade or attempt to persuade any other member, exhibitor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with the Association to terminate, curtail, or not enter into its relationship to or with the Association, or in any way to reduce the monetary or other benefits to the

Association of such relationship.

3. Members are expected to act at all times in the best interest of the Association and not for personal or third-party gain or financial enrichment. When encountering a potential conflict of interest, members will identify the conflict and the chair of the meeting, committee or such other gathering in which the conflict has arisen, shall ask them to remove themselves from all discussions pertaining to that issue and refrain from voting on the matter.

4. Members shall not accept gifts, gratuities, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters of the Association without fully disclosing such items to the Board of Directors who will review and make a determination of the issue. The decision of the Board of Directors shall be final and binding.

E. CONFIDENTIAL COMMUNICATION

1. When a member has completed their term of service or project to which they were assigned, they will return to the association all documents, electronic and hard files, reference materials, and other property to the Secretary of the Board of Directors for filing with the Association.

2. The return of such files and information does not abrogate the member from the continuing obligation of confidentiality with respect to information acquired as a consequence of their tenure.

F. VIOLATIONS OF THE CODE OF CONDUCT

1. The Board of Directors or their designate shall endeavour to resolve any issues with members in a professional manner.

2. Members shall have the opportunity to avail themselves of the disciplinary procedures as found in the bylaws. Members found in violation of the Code of Conduct shall be removed from membership for such time as considered appropriate by the Board of Directors. All decisions of the Board of Directors are final.

Adopted: January 2, 2020

Estey's Bridge Recreation Association Inc.

POLICY and PROCEDURE:

Procedure for an Annual Meeting

An annual meeting of the membership will follow the established procedures:

1. Executive members will present their reports for the year. Typically there will be a report from the President, Secretary and Treasurer. Other reports may be presented at the discretion of the Board.
2. A brief question and answer period may occur after the presentation of the reports.
3. Upon completion of the reports, the chair of the Nominating Committee, or designate, will present the nominees for the various positions for which they have received nominations.
4. At the annual meeting, there are no nominations from the floor accepted under any circumstance.
5. The Nominating Committee will complete any vote required by secret ballot.
6. There will be no other business discussed unless required by the operational by-laws of the Association.

Estey's Bridge Recreation Association Inc.

Policy and Procedure: Nominating Committee

The Nominating Committee of the Estey's Bridge Recreation Association Inc. is established by the Board of Directors for the following purposes:

1. The Committee will consist of members of the Association with the number to be determined annually by the chair of the Committee. The Committee may conduct its meetings by their choice of means, traditional or electronic.
2. To advertise for and solicit candidates for positions on the Board of Directors.
2. The Committee will commence advertising by any means it deems appropriate including but not limited to public posters, flyers, social media postings, the Association's website and any other means, traditional or electronic.
3. The Committee will review the nominations as submitted to insure that the nominee is a member of the Association, is a member in good standing and possesses the necessary qualifications to fulfill the duties and responsibilities of the position for which they are being nominated.
4. The Committee will report to the Board as requested.
5. The chair of the Committee or such other person designated, will present the nominees for the various positions at the annual meeting of the Association.
6. The Committee will conduct the election by secret ballot and be responsible for the counting of said votes and announcing the results.
7. The Committee will establish its own procedures in consultation with the Board with the nomination process commencing in early September with the annual meeting typically occurring in November.

Estey's Bridge Recreation Association Inc.

POLICY and PROCEDURE:

Rink Committee

1. The Rink Committee will be responsible for the operations of the rink for the Association.
2. The Rink Committee will be comprised of volunteers who will elect a chair person to organize and be responsible for all communication with the Board. The Rink Committee will be responsible for its own operational and organizational procedures in consultation with the Board.
3. The Rink Committee will be responsible for the safe preparation of and maintenance of the rink for the season of operation including but not limited to, preparation and maintenance of the ice surface, operational times, organization of times for use and for scheduling times for private use as demanded.
4. The rink will be located on the sports pad as constructed on the property. the Rink Committee will be responsible for the safe assembly and dis-assembly of the rink kit; insuring that the rink kit is stored for the next season in an acceptable and appropriate manner.
4. The chair of the Rink Committee will report to and communicate with the Board for the various needs during the rink season.
5. The chair of the Rink Committee will present such items necessary for the operation of the committee to the Board for approval.
6. All expenses of the Rink Committee shall be submitted to the Board in such form and with receipts as required by the Board. In accordance with generally accepted accounting principles, there will be no reimbursement for expenses without a receipt or expenses that are not pre-approved by the Board.

Estey's Bridge Recreation Association Inc.

POLICY and PROCEDURE:

Safety Committee

1. The Board will establish a Safety Committee for the purpose of reviewing the facility and its contents along with the property to insure that safety measures are being met.
2. The Safety Committee will review the following items on an annual basis:
 - fire extinguishers
 - AED paddles
 - emergency lighting and exit signs
 - smoke detectors
 - any other safety related item that might come to the attention of either the safety committee or the Board.
3. The Safety Committee will report to the Board and when necessary, to the regular meeting of members.
4. The Safety Committee will monitor the facility and the property of the Association as it deems necessary in consultation with the Board.
5. The Safety Committee will appoint a chair and establish its own operational procedures (such as but not limited to, inspection check lists, reports forms)
6. The safety Committee will determine what safety needs are required and submit a proposal to the Board for purchase of the required items for approval.
7. All expenses of the Safety Committee shall be submitted to the Board in such form and with receipts as required by the Board. In accordance with generally accepted accounting principles, there will be no reimbursement for expenses without a receipt or expenses that are not pre-approved by the Board.

Estey's Bridge Recreation Association Inc.

POLICY and PROCEDURE:

Entertainment Committee

- 1. The Entertainment Committee will be responsible for all entertainment events for the Association.**
- 2. The Entertainment Committee will be comprised of volunteers who will elect a chair person to organize and be responsible for all communication with the Board. The Entertainment Committee will be responsible for its own operational and organizational procedures in consultation with the Board.**
- 3. The Entertainment Committee will be responsible for the organization of and presentation of entertainment events designed for access and participation of the community. Events must be pre-planned in advance and coordinated with rentals person for the Board so that appropriate time may be blocked for the committee's needs.**
- 4. The Entertainment Committee can be planning and coordinating events which are free of charge for the community or for the purpose of fund raising.**
- 5. The chair of the Entertainment Committee will report to and communicate with the Board for the various needs throughout the year.**
- 6. The chair of the Entertainment Committee will present such items necessary for the operation of the committee to the Board for approval.**
- 7. All expenses of the Entertainment Committee shall be submitted to the Board in such form and with receipts as required by the Board. In accordance with generally accepted accounting principles, there will be no reimbursement for expenses without a receipt or expenses that are not pre-approved by the Board.**

Estey's Bridge Recreation Association Inc.

POLICY and PROCEDURE: Procedure for Emergency Measures Situations

EMO Committee

The Estey's Bridge Community Centre is a designated warming/cooling station for the community in the event of an emergency event.

The Emergency Measures Organization for the Province will reach out to the President when there is a potential for an emergency situation event. The President will pass the information to the EMO Committee for action.

There is a standing committee of members and community volunteers who will be contacted to commence preparations - the EMO Committee.

Preparations include:

- ☐ insure that the generator is in working order
- ☐ inventory supplies at the Centre
- ☐ obtain necessary supplies such as food basics and water
- ☐ create a work list of people to man the centre for the period of the emergency
- ☐ such other items that are deemed necessary by the EMO Committee
- ☐ debrief at the end of the situation and report to the Board