

Operations Policy Name: BRANDING

Created: October 30, 2015

Date of Most Recent Update: March 8, 2024

Applies To: All staff

Employees of the South West District for Culture, Recreation and Sport Inc. are required to create numerous documents as part of their work duties. The following guidelines should be used when creating a SWDCRS document.

PERTAINS TO

- Publicity materials (brochures, posters)
- Forms
- Grant applications
- Letters/faxes
- Other District documents

ALLOWED CONTENT

- South West District programs and services promotion.
- Sport/culture/recreation content that might be of use to SWDCRS clientele.
- Content/images with copyright permission.
- Content/images respectful of confidentiality and proprietary material.

PROHIBITED CONTENT

- Racial, ethnic, sexual, religious, political, gender views/opinions.
- Intolerant views/opinions.
- Personal opinions of any kind.
- Internal non-public SWDCRS material.
- Anything without copyright permission.
- Images of youth, or other participants, in bathing suits or gymnastics bodysuits, or equivalent.

TOE OF CONTENT

- Always positive
- Informative
- Helpful
- Specific
- Never negative
- Never combative
- Not contradictive

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REQUIRED CONTENT (as fine print on e-newsletter, website, social posts, print promotion)

- In the content of the post:
 - The South West District believes that all people contribute to the diversity and richness of community culture, recreation and sport. Everyone is welcome and supported.
- On the images:
 - © 2024 South West District, All Rights Reserved

IMAGES

- Images with copyright permission and consent.
- District photos whenever possible.
- Images of artwork require consent. Best practice: if space is available include photo caption fine print (artist, community), max 10 words.
- Stock images when South West District images are unavailable.

E-SIGNATURES

- Use official District e-signature format.
 - Name (Pronouns)
 - Job Title
 - South West District for Culture, Recreation and Sport Inc.
 - No '&' in place of the word 'and'.
 - Phone, Fax
 - Website, Email
 - Mailing Address (N/A for simple signature)
 - Treaty 4 Territory, Traditional Homeland of the Métis (N/A for simple signature)
 - Social Icons (N/A for simple signature)
 - Logo (N/A for simple signature), Subscribe
- Simple signature may be used for email replies and threads.
- Employees may choose their own signature colours.

LOGO USE

- SWDCRS publicity materials
 - SWDCRS
 - SK Lotteries
 - Partners (e.g. SPRA, SaskCulture, SaskSport) or stakeholders with permission from the Executive Director
- SWDCRS letterhead
 - SWDCRS logo
 - Use of official District letterhead is required.
- Employee clothing
 - SWDCRS logo
- SWDCRS signage
 - SWDCRS logo
- Partner documentation/promotional material with permission from the Executive Director.
- Logo size, colour, proportion may not be changed without permission from the Executive Director.
- Logo proportions to be maintained at all times.

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ALLOWED LOGO COLOURS

- Full colour (black and yellow)
- All white
- All black

WRITING STYLE

- Clear, concise
- Uses an omniscient tense
- Can use “we” but never “I”
- Correct and professional spelling, never colloquial spelling
- Shows good judgement
- Uses the Oxford comma

FORMAT

- Acronyms are avoided
- Consistent look similar to other documents
- Consistent typeface and point size throughout
- Reference web site and social media accounts, whenever possible

PROOFING BY STAFF TEAM

- Publicity materials
- Forms
- Internal SWDCRS grant applications

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Operations Policy Name: CELL PHONE ETIQUETTE
Created: October 30, 2015
Date of Most Recent Update: March 8, 2024
Applies To: All permanent and temporary staff

Cell phone use while at work, or while representing the South West District for Culture, Recreation and Sport (e.g. staff meetings, stakeholder meetings, conferences), is restricted as follows:

- Cell phones set to silent (no vibrate)
- Cell phones may be visible for:
 - Monitoring time while chairing a meeting or administering a Key Activity.
 - Personal emergencies
- Preference to have cell phones off the table.
- Emergency calls/texts to be taken out of the room.
- Responding to general client calls/texts/emails is prohibited while at a meeting or a Key Activity.

While at work, or representing, the South West District for Culture, Recreation and Sport, employees are expected to maintain a high level of professionalism.

Cell phones may be visible for interactive use as requested by the event or presenter and when taking photos at events.

Supervisors are required to review policy with all temporary staff on the first day of employment.

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Operations Policy Name: CELL PHONES

Created: May 8, 2012

Date of Most Recent Update: March 8, 2024

Applies To: All staff

The SWDCRS does not require employees to have a cell phone for work duties but recognizes that there are benefits when they do.

- The SWDCRS benefits when employees are available via their cell phones, while in the field, or away from their offices.
- Employees who use cell phones with data packages benefit by having more immediate access to their email and messages when planning work activities.
- Employees travelling through rural Saskatchewan, for work purposes, can be reassured of emergency coverage via their personal cell phone.

The SWDCRS will make a reimbursement payment to employees who use their personal cell phones for work purposes. This payment is not intended as a form of compensation, but rather determined to be a reasonable reimbursement of expenses incurred, and is based on current market rates of cell phone plans. No taxable benefits apply.

The annual budget will accommodate a reimbursement of **\$50** per month of employment, for all permanent employees and temporary employees.

- *The Executive Director has the authority to top up the annual reimbursement amount when warranted.*
- *If, due to lack of wi-fi availability/quality, an employee is required to use their personal data plan, the employee will be reimbursed for extra data costs incurred.*

Employees receive the reimbursement payment in one lump-sum at the start of the operating year, or first month of employment. Prorated repayment may be required if leaving District employment prior to the end of the operating year.

In order for employees to take advantage of the reimbursement:

- They must have a cell phone with data plan capabilities that allows for checking email, and
- There is an expectation that employees are available to other South West District employees via cell phone during work hours, when needed, and after work hours, in an emergency situation.

Employees are not required to give their cell phone number to the general public or District partners.

Employees are prohibited from giving out the cell phone numbers of other employees without prior approval.

Employees are not required to use their cell phones for work purposes and may opt not to receive the reimbursement payment.



Operations Policy Name: COMPUTER REPLACEMENT and DECOMMISSION

Created: August 17, 2023

Date of Most Recent Update: March 8, 2024

Applies To: Permanent staff.

South West District recognizes its growing reliance on technology when delivering programs and services.

The District is committed to providing employees with laptops/tablets that are new and well equipped to provide digital program delivery.

The District is committed to providing each employee with a new laptop/tablet, using the following replacement schedule.

- Year 1: Replace laptop for employee 1 of 3.
- Year 2: Replace laptop for employee 2 of 3.
- Year 3: Replace laptop for employee 3 of 3.
- Year 4: Replace all employee tablets.

The District decommissions old employee laptops/tablets in one of three ways.

1. The employee will be given an opportunity to keep the laptop/tablet for personal use. The District will pay for all work-related data/software to be erased from the laptop/tablet and for the laptop/tablet to be set up as an employee's personal computer. Employees will be responsible for all personal software purchases.
2. If the employee does not want to keep the laptop/tablet, the District will pay for all work-related data/software to be erased, and for the laptop/tablet to be donated to another non-profit.
3. If the laptop/tablet is deemed to be unusable, it will be erased and recycled.

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Operations Policy Name: CRIMINAL RECORD CHECK

Created: May 25, 2016

Date of Most Recent Update: March 8, 2024

Applies To: All staff and volunteers

The South West District for Culture, Recreation and Sport requires all employees and volunteers (including Board members, mission staff, Chef de Mission, etc.) to complete a Criminal Records Check within the 12-month period immediately prior to the first day of volunteering or employment with the SWDCRS.

If employment or volunteer duties include work with the vulnerable sector, the Criminal Record Check must include a Vulnerable Sector Check. Applies to Team South West Mission Staff volunteers, only.

Cost – Reimbursement

The SWDCRS will reimburse staff or volunteers for any expense incurred in acquiring the Criminal Records Check (receipt required).

Using Previously Obtained Checks

Criminal Record and Vulnerable Sector Checks obtained as part of a volunteer's personal employment, may be used in lieu of a new Check, provided they have been obtained within the 12-month period immediately prior to employment of volunteering. Proof of the Criminal Records Check and Vulnerable Sector Check must be provided (certification card, etc.); a copy will be made and stored by secure digital storage.

Obtain From

Criminal Records Check can be obtained from the local police service. If a community does not have a police service, a Criminal Records Check can be obtained from the nearest RCMP detachment.

The practice of conducting a Criminal Records Check involves accessing the information made available through the Canadian Police Information Computer system about a person's conviction(s), for which a pardon has not been granted, and outstanding criminal charges.

The Criminal Records Check also includes any relevant police incidents related to a five (5) year residency address history.

To assist volunteers and employees with obtaining a Criminal Records Check and Vulnerable Sector Checks, the South West District for Culture, Recreation and Sport Inc. provides a letter of request, included on the following page(s). This policy may also be shared if additional information is required.

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Vulnerable Persons

The term vulnerable persons are persons who, because of their age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others, or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Team South West volunteer Mission Staff must ensure a Vulnerable Sector Check is part of the Criminal Records Check process. Specific written consent must be provided to the police service to check this registry. Criminal Records Check results must indicate that the Vulnerable Sector Check has been completed. Information related to convictions for some sexual offences remains on this registry, regardless of whether a pardon has been granted.

Record Submission

To ensure confidentiality and privacy of information, staff and volunteers are requested to submit the *original* current Criminal Records Check and, if applicable, Vulnerable Sector Check, document obtained from the local police service, marked PERSONAL AND CONFIDENTIAL, directly to the SWDCRS administration office.

Criminal Records Check and Vulnerable Sector Check will not be accepted by way of email or facsimile.

Record Retention

To comply with human rights and privacy of information legislation, all documents pertaining to the Criminal Records Check and Vulnerable Sector Check will be stored by secure digital copy in the Executive Director's private One Drive file permanently. No other digital copies will be retained.

Employees and volunteers will be notified when the Criminal Records Check and, if applicable, Vulnerable Sector Check, have been received. Employees and volunteers will have the option to have the *original* Criminal Records Check and, if applicable, Vulnerable Sector Check, returned to them by trackable mail, if desired. If the employee or volunteer does not want the original Criminal Records Check and, if applicable, Vulnerable Sector Check returned, all paper copies will be destroyed.

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RE: Criminal Records Check

To whom it may concern,

It is a policy of the South West District for Culture, Recreation and Sport Inc. that all employees and volunteers obtain a Criminal Records Check within the 12-month period immediately prior to the first day of volunteering or employment with the SWDCRS.

The bearer of this letter has applied to hold an employee or volunteer position with the South West District for Culture, Recreation and Sport Inc.

Please provide a Criminal Records Check to:

Moose Jaw Admin Office
Christie Saas
Executive Director
PO Box 2234 STN MAIN
Moose Jaw, SK S6H 7W6
Phone: 306-694-5525

Sincerely,

Christie Saas
Executive Director
South West District
306-694-5525



RE: Criminal Records Check and Vulnerable Sector Check

To whom it may concern,

It is a policy of the South West District for Culture, Recreation and Sport Inc. that all employees and volunteer Team South West Mission Staff obtain a Criminal Records Check and Vulnerable Sector Check, prior to their role as Team South West Mission Staff.

As a member of the Team South West Mission Staff, this person will be directly supervising youth at the Saskatchewan Games provincial sporting event. Supervision includes supporting youth athlete transportation, accommodations, and meals. Athletes range in age from 11 – 18 years. Special Olympic athletes may be young adults.

Name of volunteer: _____

or

Name of employee: _____

The person indicated above has applied to hold a position with the South West District for Culture, Recreation and Sport Inc as Team South West Mission Staff.

Please provide a Criminal Records Check and Vulnerable Sector Check to:

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The SWDCRS will reimburse staff or volunteers for any expense incurred in acquiring the Criminal Records Check (receipt required).

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Executive Director
South West District
306-694-5525

Operations Policy Name: Cyber Security

Created: December 20, 2021

Date of Most Recent Update: March 8, 2024

Applies To: All staff

To mitigate the risks of a cyber emergency, and to ensure a smooth continuation of operations, the following cyber security steps will be taken to.

E-Newsletter Database

To prevent the loss of the e-newsletter data base, a back-up of all contact will be saved quarterly. If the District is unable to access the Constant Contact database, administration will immediately contact the service provider to freeze access to the account. If necessary, a new account will be created using the back-up contact list, and subscribers will be informed to monitor their emails for fraudulent activity.

Office 365 System – Emails

Emails are manually pre-screened for malicious attachments and links. Emails are deleted when deemed suspicious. Tech support is sought when questions arise, or clarity is needed. A separate policy covers emails. Policy is reviewed and updated annually. If a malicious email should enter the company system, EhOS IT Solutions, the District's IT system provider, will immediately freeze access and rebuild the system.

Office 365 System – Remote Access

All employees have access to their work emails and files remotely, through the online portal and cellular apps. Access is set-up to require multi-factor authentication. Fraudulent access will be detected by EhOS IT Solutions the District's IT system provider and stopped. Remote passwords are set to be re-entered quarterly.

Office 365 System – Local System

Company files are required to be stored on SharePoint on OneDrive except for pre-approved software that needs to be installed on a local system. Computers are protected by password.

Office 365 System – Local Storage

System changes require system admin approval. If a computer is stolen, all access to company files will be frozen by EhOS IT Solutions the District's IT system provider.

Office 365 System – Malware/Ransomware

If a situation should occur where a malware or ransomware attack happens, the District will, with the help of EhOS IT Solutions, the District's IT system provider, freeze access, wipe all affected computers, and reinstall files from the cloud-based back-ups.

File Storage

All employees are required to store company files on the provided cloud storage system. This includes SharePoint, OneDrive, and Outlook.

Cloud Back-Up

EhOS IT Solutions, the District's IT system provider, provides monitored back-ups, essentially a secondary back-up to what is provided through the Office 365 system. Test restores are handled quarterly.

Anti-Virus

EhOS IT Solutions, the District's IT system provider, provides monitored anti-virus protection.

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Office 365 System – Malware/Ransomware

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Password Management

The SWD uses a company Last Pass password manager system managed by EhOS IT Solutions, the District's IT system provider. Employees are encouraged to use complex passwords (non-repeating, special characters, numbers, upper and lower case).

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Operations Policy Name: DIVERSITY, EQUITY, AND INCLUSION

Created: October 25, 2018

Date of Most Recent Update: March 22, 2024

Applies To: All staff and all volunteers (including board members)

The South West District takes the following actions to promote inclusion and diversity in its programs, services, and community engagement.

Language	<p>ACTION</p> <ul style="list-style-type: none"> • Thoughtfully choosing wording for demographics on evaluation forms. • Prohibiting derogatory or slang demographic language. • Using inclusive and welcoming language in all aspects of district operations.
Building Relationships	<p>ACTION</p> <ul style="list-style-type: none"> • Working to build and maintain relationships, through all key activities, with: <ul style="list-style-type: none"> ○ Saskatchewan Seniors Mechanism <ul style="list-style-type: none"> ▪ Age Friendly Shaunavon ▪ Senior Centre Without Walls ○ Newcomer Welcome Centres (Moose Jaw, Swift Current) ○ Moose Jaw Multicultural Council ○ File Hills Tribal Council ○ Nekaneet First Nation ○ Wood Mountain First Nation ○ Wakamow Aboriginal Community Association ○ Western District 3, Métis Locals <ul style="list-style-type: none"> ▪ Southern Plains Métis Local (Moose Jaw) ▪ Lii Bufloo Métis Local (Swift Current) ▪ Willow Métis Local (Willow Bunch) ○ Southwest Pride (Swift Current)
Training and Knowledge Building	<p>ACTION</p> <ul style="list-style-type: none"> • Attend global training in this area. • Attend other training as available and budget allows. • Read, and seek to understand: <ul style="list-style-type: none"> ○ <i>United Nations Declaration on the Rights of Indigenous Peoples</i> ○ <i>Truth and Reconciliation Commission of Canada: Calls to Action</i> • Seek to incorporate DEI in key activities.

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Policies	<p>ACTION</p> <ul style="list-style-type: none"> • Reflecting on TRC Call to Action #90 [inclusive policies]: <ul style="list-style-type: none"> ○ Maintain an inclusion and diversity policy. Review and update annually.
Data Tracking	<p>ACTION</p> <ul style="list-style-type: none"> • Year-end demographic surveys for volunteers (board and mission staff).
Promotion	<p>ACTION</p> <ul style="list-style-type: none"> • Reflecting on TRC Call to Action #7 [eliminate education gaps]: <ul style="list-style-type: none"> ○ Using personalized invitations to all programs/services. ○ Use images that are inclusive. ○ Participation in interagency committees. (TRC groups, community coalitions)
Promotional Material	<p>ACTION</p> <ul style="list-style-type: none"> • Use an inclusion tag line on all promotional material <p><i>“The South West District believes that all people contribute to the diversity and richness of community culture, recreation and sport. Harassing and discriminatory actions will not be tolerated. If you are experiencing barriers to attend an event, please contact any of our offices.”</i></p>
Treaty Recognition	<p>ACTION</p> <ul style="list-style-type: none"> • Use an event greeting that recognizes Treaty 4, the land on which the district is located. • Use a greeting that has been created with the assistance of an elder (current greeting created with assistance from an elder at the OTC). <p><i>“The South West District acknowledges its home on Treaty 4 territory and the homeland of the Métis. Together we offer our respect to the First Nations and Métis People who call this land home – and we reaffirm our Treaty relationship.”</i></p>
Welcome Greeting	<p>ACTION</p> <ul style="list-style-type: none"> • Use a welcome one-pager, with 4 languages of ‘hello’ that match District demographics, to put inside of all folders at events and visitations.

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<p>Programming</p>	<p>ACTION</p> <ul style="list-style-type: none"> • Reference: <ul style="list-style-type: none"> ○ Reflecting on TRC Call to Action #67 [museum policies and best practices]. ○ Reflecting on TRC Call to Action #84 [diverse cultures, languages, perspectives]. ○ Reflecting on TRC Call to Action #88 [Aboriginal athlete development]. ○ Reflecting on TRC Call to Action #87 [public education of Aboriginal athletes]. ○ Reflecting on TRC Call to Action #89 [reduce barriers to sport participation]. • Targeted community engagement. • Seek the input of multiple community partners. • Seek diverse cultures, languages, and perspectives when selecting presenters, speakers, facilitators, or instructors. • Collaborate with Globals and provincial organizations for best practices. • Indigenous Community Engagement happens every year. • Promotion of Saskatchewan Games to include sending to all Métis Locals and Nekaneet First Nation. • Invite Indigenous athletes to participate in all SK Games programming. • Engage Indigenous partners or organizations to apply for the ICSDG. • Facilitate partnerships and collaborations as needed.
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Operations Policy Name: EMAIL CONSENT

Created: October 30, 2015

Date of Most Recent Update: March 8, 2024

Applies To: All staff, volunteers

The South West District for Culture, Recreation and Sport Inc. provides community sport/culture/recreation leaders, volunteers and organizations with emails outlining news, fundraising ideas, event dates, program announcements, notifications, and other information.

This policy guides staff as they collect personal emails for addition to the District's databases.

As of July 1, 2014, the Canadian Federal Anti-Spam Legislation prohibits the District from contacting clientele electronically without their express written consent.

SWDCRS provides consent forms, advising whether or not a client wishes to receive information electronically from South West District for Culture, Recreation and Sport.

All new District contacts are required to provide their express consent before being added to any email distribution list.

Most email consent is collected through the District's email service provider but may also be collected by SWDCRS employees at events, community visits, and online registration forms.

For email consent collected by a SWDCRS employee, the employee is responsible for:

- Entering the email address in the District's email service provider.
- Updating the contact information in the District CPKAD (Access data base).
- Updating their own individual email lists accordingly.
- Ensuring they are compliant with legislation at all times.
- Saving consent forms on the digital SharePoint company system.

SWDCRS emails to clients who have previously provided consent must always be provided with an opportunity to unsubscribe at any time.

When an unsubscribe request is received, each employee is responsible for:

- Removing the consent in the District's email service provider.
- Removing the consent notification from the District CPKAD (Access data base) master list.
- Updating their own individual email lists accordingly.
- Ensuring they are compliant with legislation at all times.

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Operations Policy Name: EMAIL SPAM

Created: September 10, 2020

Date of Most Recent Update: March 8, 2024

Applies To: All staff, volunteers

As an organization with a public face through social media and web site, email spam is expected.

To limit vulnerability, employees are asked to use the following checklist to determine the legitimacy of a suspicious email.

1. Did the e-mail arrive in any folder other than the inbox (Junk for example)? If so, be suspicious.
2. Does the e-mail have a different Display Name (person's name) or e-mail address than would normally be used by the real person? If so, be suspicious.
3. Does the e-mail have spelling, grammar, and/or punctuation mistakes (missing spaces for example)? If so, be suspicious.
4. Is the e-mail missing the sender's normal e-mail signature? If so, be suspicious.
5. Is the e-mail written in a format/style that is not consistent with the real person (different inflections/types of words than sender is known to use)? If so, be suspicious.
6. Does the e-mail have an attachment type you don't recognize and/or does the attachment have an unusual file name? If so, be suspicious.

It is important to note that none of these checklist steps alone will prove that an e-mail is fraudulent and/or spam. The steps will only indicate that the reader should look a bit deeper into the message before performing any actions it directs and/or opening attachments.

If an employee feels certain the email is fraudulent.

1. Do not reply.
2. Do not open any attachments.
3. Delete the email.

If an employee feels uncertain the email is fraudulent.

1. Contact the real person by phone/text to confirm the email's authenticity.
2. Contact their direct supervisor.

Employees are discouraged from sending work-related emails from any email address other than the work email which has been provided to them.

Employees are prohibited from emailing passwords for any reason.

Operations Policy Name: Emergency

Created: February 8, 2018

Date of Most Recent Update: March 15, 2024

Applies To: All staff

Preparation of emergency information for each office is required to provide appropriate risk management for the District.

Each office will prepare a digital document (called: Emergency Information) that includes the following items and will submit the list digitally to the Executive Director within 5 days after the start of employment, then twice yearly, in October (mid-year) and in April (as part of the annual employee evaluation).

List the key people linked to your office. Include how they can be contacted.

- Family
- Spouse / Significant Other
- Landlord
- Building caretaker
- Neighbours
- Etc.

Emergency Contact

- 1-2 contacts (one non-family) who can return District property should the employee become unavailable due to an extended illness, is injured, or is deceased.

List who owns all the items in your office.

- SWDCRS
- You
- Landlord

Write a brief tour of your office.

- Important files are kept in certain file cabinets.
- Current work files are kept in different file cabinets.

Provide a list of all passwords NOT recorded in Last Pass.

- Phone/voice mail .

Keys

- Mail keys.
- Send a full set of office keys to your direct supervisor for external, non-home, offices.
- Please provide an explanation for any miscellaneous keys in your office or desk.

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Document Retention/Organization

- As part of the annual evaluation process, each employee will be required to provide their direct supervisor with a tour of their computer filing systems.

Other

- Please provide any additional information necessary should SWDCRS need to close your office without your help.

Emergency Operations – Executive Director

- Staff person designated as emergency contact and alternate signing authority, informs the board chair if they are not already aware.
- Evaluate if any operational tasks scheduled for the immediate future need to be paused.
- If necessary, the staff person designated as emergency contact and alternate signing authority pauses their own work and assumes some of the Executive Director's priority tasks.
- Priority given to:
 - Payroll.
 - SLTF funding application / follow-up.
 - Accounting / bookkeeping.
- As needed, the staff person designated as emergency contact and alternate signing authority, contacts Stephen at EhOS IT Solutions, to locate and provide all documents in the Executive Director's Emergency, digital folder.
 - OneDrive - SWDCRS\Administration\Offices\Moose Jaw Admin\EMERGENCY
- As needed, the staff person designated as emergency contact and alternate signing authority, contacts Stephen at EhOS IT Solutions, to temporarily forward the Executive Director's email.
- If the Executive Director's absence becomes extended, or permanent, the emergency staff contact / signing authority informs the board chair, if they are not already aware, to begin hiring a replacement executive director.
- The emergency staff contact / signing authority assists the board / board chair with the Executive Director succession plan.
- As needed, the staff person designated as emergency contact and alternate signing authority, contacts Stephen at EhOS IT Solutions, to locate and provide all documents in the Executive Director's ED Succession, digital folder.
 - OneDrive - SWDCRS\HR\Admin General\Hiring\ED Succession

Emergency Operations – Community Consultant

- The Executive Director and remaining Community Consultant meet, immediately, to discuss any operational tasks scheduled for the immediate future and determine if a rebalancing of tasks is required.
- For short-term absences, the Executive Director and Community Consultant assume priority tasks.
- For long-term absences, the Executive Director begins the hiring (term or permanent) process.

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Operations Policy Name: EMERGENCY PROCEDURES FOR GAMES BUSES

Created: February 2014

Date of Most Recent Update: March 15, 2024

Applies To: All Staff, Volunteers, Volunteer Chef de Mission

The SWDCRS recognizes that the Saskatchewan Games office handles all contractual details relating to Games buses, the drivers of those buses, as well as any determination if road/weather conditions are conducive to travel. The South West District is responsible for contacting the bus company to determine time and location of pickup and drop off locations.

The SWDCRS is committed to ensuring the safety and wellbeing of all SW athletes until they are returned to their parent's/guardian's supervision while respecting the authority of the Saskatchewan Games administration.

SWDCRS recognizes the Saskatchewan Games Council Safe Travel Procedures Policy and will work with the SGC to ensure that the SGC policies and procedures are followed, and that all requirements of the SWDCRS policy are met as well.

EMERGENCY CONTACTS

The SWDCRS employee responsible for Team South West will:

- Collect the emails and phone numbers of all parents/guardians of Team South West athletes and have a hard copy available on the bus, sorted into Swift Current and Moose Jaw locations.
- Collect the cell phone numbers of all Mission Staff who will be riding on the buses.
- Collect the cell phone numbers and email address of the Executive Director.
- Instruct any athlete with severe medication requirements to carry medications/special food with them on the bus.
- Select a Mission Staff or coach/manager to act as the *Team South West On-Bus Contact*.

The SWDCRS employee responsible for Team South West will ensure all Team South West athletes and their parents/guardians are provided with the full contact numbers of:

- The South West Chef de Mission.
- The SWDCRS employee responsible for Team South West.

BUS DELAYED

If the bus is delayed, but will arrive later that day, the SWDCRS employee responsible for Team South West will:

- Inform parents via ALL OF (*assisted by the Team South West Mission Staff and Executive Director*)
 - Social media (Facebook, Twitter, web site).
 - A volunteer to drive to the bus drop-off location to inform parents.
- Inform Executive Director, via one of:
 - Text
 - Phone call
 - Email

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BUS STRANDED or in ACCIDENT EMERGENCY

If the bus is stranded and will not arrive that day, or has been in an accident, the SWDCRS employee responsible for Team South West will:

Step 1: Contact:

- Parents, via ALL OF *(assisted by the Team South West Mission Staff and Executive Director)*
 - Phone calls to all parents/guardians of kids on the bus who have *not* already contacted their parents/guardians regarding the status of the situation (as determined by the Team South West On-Bus Contact).
 - In emergencies not resulting in injury, emails to all parents/guardians of kids on the bus regarding the status of the situation (as determined by the Team South West On-Bus Contact).
 - A volunteer to drive to the bus drop-off location to inform parents.
- Team South West On-Bus Contact, to:
 - Assess the situation.
 - Learn more information.
 - Securing an overnight location for everyone on the bus for the time they are stranded.
 - Securing a safe location for everyone on the bus.
 - Seek medical attention for anyone who has been hurt in the accident.
- Executive Director, via one of:
 - Phone call.
 - Executive Director to determine if/when updates need to be provided on District website and/or social media.

Step 2: Once athletes are at a secure location:

- Inform parents via ALL OF *(assisted by the Team South West Mission Staff and Executive Director)*
 - Phone calls to all parents/guardians of kids on the bus who have *not* already contacted their parents/guardians regarding the status of the situation (as determined by the Team South West On-Bus Contact).
- Together with the Team South West On-Bus Contact:
 - Assess immediate needs
 - Medical
 - Access to luggage to meet medical needs is paramount.
 - Bedding/Clothing
 - Access luggage to retrieve bedding, if applicable.
 - Food/Water
 - Plan for accommodation/meals that day and any day after.
 - Plan for payment of accommodation/meals if necessary.
- Inform Executive Director, via one of
 - Text
 - Phone call
 - Executive Director to determine if/when updates need to be provided on District website and/or social media.

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Step 3: Later in the evening, perhaps before lights-out:

- Contact the Team South West On-Bus Contact to:
 - Discuss additional needs.
 - Ensure on-location Mission Staff/coaches/managers provide overnight supervision of athletes.
- Inform parents via ALL OF (*assisted by the Team South West Mission Staff and Executive Director*)
 - Phone calls to all parents of kids on the bus, who have *not* already contacted their parents/guardians regarding the status of the situation (as determined by the Team South West On-Bus Contact), as soon as time permits, but within the same day.
- Executive Director, via one of:
 - Text
 - Phone call.
 - Executive Director to determine if/when updates need to be provided on District website and/or social media.

Step 4: As soon as the bus can get back on the road:

- Contact the Team South West On-Bus Contact to:
 - Discuss additional/immediate needs
- Inform parents via ALL OF (*assisted by the Team South West Mission Staff and Executive Director*):
 - Phone calls if necessary.
 - Phone calls to all parents/guardians of kids on the bus who have *not* already contacted their parents/guardians regarding the status of the situation.
- Executive Director, via one of:
 - Text
 - Phone call
 - Executive Director to determine if/when updates need to be provided on District website and/or social media.
- A volunteer to meet the bus at the drop-off location to be sure all kids are picked up.

AFTER THE GAMES

If emergency procedures were taken, then after the Games, the SWDCRS employee responsible for Team South West will:

Contact

- Overnight hosts, to:
 - Provide thanks for their hospitality.
 - Discuss payment/donation/honorarium for expenses.
- Parents, via pre-drafted, pre-approved letter:
 - Thank them for their cooperation.
 - Provide full District contact details for further comments/questions.

Report

- All details to the Executive Director.
- A summary of the situation added to the Staff Report.



Operations Policy Name: GIFTS
Created: April 1, 2010
Date of Most Recent Update: March 15, 2024
Applies To: See below

Use chart on following page to determine gift purchase guidelines.

Gifts are intended as recognition for milestone events and not linked in any way to performance or wage grid placement.

Each situation can be evaluated individually, based on knowledge of the person(s) involved.

Generally, the Executive Director handles the purchase of gifts/gift cards but may first check with other staff/board members for suggestions.

All receipts, including debit machine and register tapes (*showing GST*), must be submitted for inclusion in the financial records.

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Event	Applies To	Amount Maximum	Type of Gift
Leaving the District	All staff *	\$100 per year with the District, to a maximum of \$500, pro-rated for partial year when prudent.	Cash bonus District pays taxable portion
	Board members	\$100 per year with the District, to a maximum of \$300, pro-rated for partial year when prudent.	Gift card to vendor of preference OR Visa gift card OR Gift, when suitable
	Temporary employee*	Prudent amount, to be determined by performance. Not to exceed \$100.	Cash bonus District pays taxable portion
	Student Interns Contact employee	Prudent amount, to be determined by performance. Not to exceed \$100.	Gift card to vendor of preference OR Visa gift card
Sick Leave	All staff AND Board members	Get Well Card, signed as from the South West District	Get Well Card
Short-Term Disability	All staff AND Board members	\$75	Gift card to vendor of preference OR Visa gift card AND Get Well Card
Birth / Adoption	All staff *	\$50	Cash bonus District pays taxable portion
	Board members	\$50	Gift card to vendor of preference OR Visa gift card OR Gift, when suitable AND Congratulatory Card
Death – parent, partner, or child (as defined in HR Policy)	All staff AND Board members	\$75	Flowers, when suitable (amount does not include tax or delivery) OR Donation in lieu of. AND Sympathy Card
Death – other	All staff AND Board members	Sympathy Card, signed as from the South West District	Sympathy Card
Wedding	All staff *	\$50	Cash bonus District pays taxable portion
	Board members	\$50	Gift card to vendor of preference OR Visa gift card OR Gift, when suitable
Congratulations	All staff AND Board members	Congratulatory Card, signed as from the South West District	Congratulatory Card
Christmas	All staff *	\$100, pro-rated for partial year when prudent	Cash bonus District pays taxable portion OR Gift Card when CRA denotes as non-taxable
Years of Service Recognition Awarded Years every 5 years (Presented at AGM)	All staff *	\$50 per year with the District, to a maximum of \$500	Cash bonus District pays taxable portion

*** Marked items are considered taxable benefits and will be reported to the Admin Centre Payroll Office so required taxes can be deducted.**

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Operations Policy Name: GLOBAL CONFERENCES or MEMBER SESSIONS

Created: August 19, 2014

Date of Most Recent Update: March 15, 2024

Applies To: Permanent staff

Attending a global conference or member session presented by SPRA, SaskCulture, or SaskSport has two purposes.

1. To network with community leaders and volunteers working in the sport/culture/recreation sectors.
2. To learn new ideas about the sector which can be applied to the work the District is undertaking.

Attendance at global conferences/members sessions is not mandatory (with the exception of one District representative at the Sask Sport AGM); rather it is viewed as a Meetings with Stakeholders initiative and permitted based on scheduling and budget limitations.

Expectations for staff attending a global conference or member session include the following (as applicable).

- Attend a presentation in each session time slot.
- Attend opening and closing keynotes.
- Attend roundtable.
- Attend luncheon and AGM, participate in voting.
- Attend awards banquet.
- Provide an explanation if unable to attend any of the above events (e.g., a community engagement conversation).

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Operations Policy Name: GRATUITY

Created: October 27, 2016

Date of Most Recent Update: March 15, 2024

Applies To: All Staff

CATERING

When booking catering for District programs/events, District employees will ask the caterer if they have a standard gratuity amount they usually add. If so:

- Gratuity shall be the amount designated by the caterer

If the caterer does not automatically add a gratuity, District employees will request the caterer add a gratuity of:

- 20%

RESTAURANT MEALS

When determining gratuity for restaurant meals, District employees will select a gratuity of 15-25%, based on assessment of:

- Quality of service
- Special requests made
- Preservation of District reputation (such as with often-used restaurants)

Gratuity of less than 15% is discouraged.

Operations Policy Name: HR MEETINGS

Created: April 2013

Date of Most Recent Update: March 15, 2024

Applies To: Permanent staff

The purpose of the *HR Meetings Operations Policy* is to provide a consistent list of minimum discussion topics to be covered at One-On-One Meetings and the Annual Performance Review.

Employees are encouraged to review the HR Manual – Performance Review section before their annual performance review.

ONE-ON-ONE MEETINGS

Employees or supervisors may request a one-on-one meeting at any time. Possible topics for discussion may include:

1. Specific concerns or issues
2. Aspects of the job that are going well
3. Aspects of the job that are a concern
4. Requests

ANNUAL PERFORMANCE REVIEW PROCESS

From the HR Manual: The purpose of the annual performance review is not to grade, rank, or discern job performance. Performance is ongoing in connection to key activities administered, outputs achieved, and monitoring through the annual goal tracker. Corrections to job performance are handled immediately, and not left until year end.

At the end of the operating year, each Community Consultant will meet with their immediate supervisor for a discussion of the following items which will be included in the Annual Evaluation written report.

In preparation for the Annual Evaluation, both the Community Consultant and immediate supervisor will have re-read the employee's final Staff Meeting Report document for reference to the discussion questions below.

Community Consultants should prepare answers to the discussion questions for inclusion in the Annual Evaluation written report. *If possible, it would be helpful for the immediate supervisor to read the Community Consultant's answers prior to the meeting.*

1. YEAR IN REVIEW

- a. Considering all your assigned work duties and goals, what are you most proud of from the last year?
- b. What has been your biggest accomplishment? Why?
- c. What contributed to your success?
- d. Did you have any major shifts from a planned KA to an actual KA? For example, were outputs achieved? Please explain.
- e. Did you achieve the goals you set out for yourself for the year?

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2. THE JOB

- a. Thinking about the past year, how has the job changed?
- b. How have you changed?
- c. Thinking about your future in this position, what do you:
 - i. Want to keep doing?
 - ii. Want to improve?
 - iii. Want to start doing?
 - iv. Want to stop doing?

3. BIGGER PICTURE

- a. Tell me how you:
 - i. Succeed as a Community Consultant?
 - ii. Deliver value for your clients?
 - iii. Deliver value for our team?
 - iv. Deliver value for the District?
 - v. Draw value for yourself?
- b. How can I help?
- c. Do you require training (professional development)?

4. PREVIOUS/NEXT YEAR

- a. Are there any items from the previous year's Annual Review that need to be discussed?
- b. Are there any items about the new year's assigned work that need to be discussed?

5. WAGES

- a. Discuss changes to the Wage Grid

6. OTHER

- a. Is there anything else you'd like to add?

ANNUAL PERFORMANCE REVIEW WRITTEN REPORT

From the HR Manual: The Annual Performance Review written report will include:

- a. The Annual Performance Review document (including questions outlined above) completed and signed.
- b. The final Staff Meeting Report document, including tracked outputs, using the red/green system. (digital on file)
- c. Action items from the year in review, decided together.
- d. Other reports that might be considered for your annual performance review might include KARs.

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Operations Policy Name: INVOICES
Created: April 1, 2011
Date of Most Recent Update: March 15, 2024
Applies To: All staff

Invoices are considered part of the District accounting system and are administered by the Executive Director.

Invoices must be issued from the District accounting system to maintain accuracy in reporting and consistent numbering.

Invoices must be issued from the District accounting system to comply with generally accepted accounting principles.

All employees, other than the Executive Director, are prohibited from creating or issuing an invoice.

Employees requiring an invoice, should email all necessary information to the Executive Director, who will create the invoice and return it by email to the requesting office.

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Operations Policy Name: Key Activity Reports (KARs)
Created: May 8, 2012
Date of Most Recent Update: March 15, 2024
Applies To: Permanent staff

Key Activity Reports provide a consistent reporting format for evaluation of all programs offered by the SWDCRS. Reports ensure necessary details are not missed and extraneous details are not reported.

Key Activity Reports have three purposes:

1. To supply the data needed for internal and external reporting.
2. To supply data for discussion for annual and ongoing planning.
3. To provide evidence of assigned work duties.

Key Activity Reports follow a pre-determined template using the District's custom reporting software.

Key Activity Reports are:

- Required for each key activity undertaken by District staff during the fiscal year.
- Completed by the permanent staff person assigned to administer the program. Assisted by additional staff team, as needed.
- KARs for CE visits are completed after each visit.
- KARs for all other programs are due within 5 business days after evaluations have closed.

Team comments are part of the KAR process.

- Team comments are due within 10 business dates of receiving notification of the report being ready for comments.

Key Activity Reports do not replace the information provided in the combined staff meeting report. All team comments should be added to the outputs section of the staff report and action items and agenda items added as necessary.

The KAR is considered complete after all the outlined steps have been taken.



Operations Policy Name: MEMBER BENEFITS

Created: October 27, 2016

Date of Most Recent Update: March 15, 2024

Applies To: District Clients

BENEFITS

Residents of District member communities receive benefits that non-members do not receive.

- Reduced, or no, registration fees for District programs and workshops.
- Travel support when attending District events.
- Benefits as defined in the District Bylaws.

Membership fees must be paid within 10 days of event to receive membership benefits.

Only one membership is needed per community to enjoy membership benefits.

TYPES OF MEMBERS

Active Memberships are open to all District communities and organizations that provide services in culture, recreation and sport. Active members are entitled to one vote at membership meetings.

Associate Memberships are open to other organizations that support the purposes and functions of the District. Associate members are not eligible to vote.

Memberships cost \$30 and expire March 31 of each year.

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Operations Policy Name: MINIMUM NUMBERS for PROGRAMS
Created: July 29, 2016
Date of Most Recent Update: March 22, 2024
Applies To: All staff

Minimum numbers are required for non-CE key activities to run. If minimum numbers are not met, the KA will be cancelled.

Public Minimum (the number we tell the general public): 10, 4 (niche)
Internal Minimum (the actual number we will allow, we do not share this number): 8, 4 (niche)
Does not apply to community-specific programs, e.g. grant writing one-on-one, asset mapping, or partnerships where the partnership organization is the administrative lead.

Each Key Activity using a registration process must plan for a registration deadline. The deadline should allow for adequate time (business days) to cancel venue, caterer, facilitator, etc. without penalty.

Registration forms and payments must be received by the registration deadline to be counted towards minimum number requirements.

Minimum numbers must be met by the registration deadline or the Key Activity MUST be cancelled.

Registration fees for Key Activities cancelled (by the District) due to low registration numbers will be refunded.

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Operations Policy Name: OUT of DISTRICT PARTICIPANTS
Created: September 22, 2021
Date of Most Recent Update: March 22, 2024
Applies To: All staff

The shift to virtual program deliver has meant an increase in participants from out of District.

If a program has a registration limit, participants from South West District are given priority to register.

- Out of District participants can still register, but may be placed on a wait list, to be decided on a workshop-by-workshop basis.
- Registration limits will be clearly noted on all Jot Form registration forms.

If a program has no registration limit, all registrations will be accepted, regardless of district.

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Operations Policy Name: Partnerships

Created: November 09, 2017

Date of Most Recent Update: March 22, 2024

Applies To: All Staff

Partnerships with ECOs / PSGBs / PRAs

1. Partners must have a clearly defined program; the South West District won't create the program.
2. If the program is school-based, South West District is unable to work with them, South West District contact with all schools goes through central office(s).
3. The partner will create and send South West District a 1-page promotional document that we can include in an e-newsletter to send to the current e-newsletter list.
 - a. **If** a community and/or group is interested:
 - i. Yes, South West District will partner.
 - ii. Likely to a maximum of \$500 per group.
 - iii. Completely dependent on budget availability and time of year.
 - iv. The first-come-first-served model to be evaluated in a year.
 - b. If there is no interest from communities or groups:
 - i. The partner can re-work the 1-pager.
 1. South West District can repeat the e-news promotion.
 - ii. Or the partnership will have to be dropped.
4. Partnerships require some form of partnership agreement, see page 4.
5. The South West District will require data** and a survey (digital is OK) from the partner.
6. The deadline for data and survey will be March 1st.
7. Unless there are significant financial barriers, partners will be paid when the data and survey are received.
8. South West District staff team will check-in at each staff meeting to check for partnership overload.

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Partnerships with Other Districts

1. Partners must have a clearly defined program or must be truly collaborative.
2. If the program is school-based, South West District is unable to work with them, South West District contact with all schools goes through central office(s).
3. If the proposed partnership project is not a clearly defined South West District priority, an EOI will be sent to the complete, or targeted (discretion for topic), South West District contact list.
 - a. **If** a community and/or group is interested:
 - i. Yes, South West District will partner.
 - ii. Completely dependent on budget availability and time of year.
 - iii. The first-come-first-served model to be evaluated in a year.
 - b. If there is no interest from communities or groups:
 - i. The partnership will have to be dropped.
4. Partnerships require some form of partnership agreement, see page 4.
5. The South West District will require data**.
6. The deadline for data will be March 31st.
7. Partnership expenses must be paid within the operating year in which they occur.
8. South West District staff team will check-in at each staff meeting to check for partnership overload.

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Partnerships with Communities / Groups – TO BE UPDATED after April Operations Plan

Discussion

Initial thoughts:

- Financial partnerships (Windscape/Flo) and a capacity in action partnerships (FiM with Val).
- We pursue partnerships to stay informed of what's going on in the district.
- Sponsorship requests.

1. Communities and/or groups interested in participating will be asked to contact Anne or Elizabeth, depending on their geographic area
 - a. This allows South West District to monitor community interest and s/c/r activity
 - b. This will respect the community linkages made by the Community Consultants
 - c. The SWDCRS staff team will meet, perhaps using Skype or Zoom, to determine budget availability and what can be provided for funding
2. Partnerships require some form of partnership agreement, see page 4.
3. The South West District will require data** and a survey (digital is OK) from the partner
4. Deadline for data and survey will be March 1st
5. Unless there are significant financial barriers, partners will be paid when the data and survey are received
6. South West District staff team will check-in at each staff meeting to check for partnership overload

Global Partnerships

1. The South West District will require data** and a survey (digital is OK) from the partner.
2. The deadline for data and survey will be March 1st.
3. Unless there are significant financial barriers, partners will be paid when the data and survey are received.
4. South West District staff team will check-in at each staff meeting to check for partnership overload.

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Partnership Agreements

Partnership Agreements, in some form, are encouraged to ensure clarity and accountability. Some ideas for Partnership Agreements include:

1. A short description of the project that each partner can use
2. Name recognition for each partner
3. Key dates and times
 - a. Including alternate dates for poor weather
 - b. Including deadlines
4. Venue details and contacts
5. Catering details and contacts
6. Responsibilities of each partner
 - a. Who brings which equipment, materials
 - b. Who pays for which elements of the event
 - c. Who plans which components
 - d. Who handles marketing
7. List of presenters
 - a. Responsibilities of each presenter
 - b. Alternate presenter if key presenter is unable to attend at last minute
 - c. Full contact info for presenters
8. Registration process
 - a. Who takes payment
 - b. Who keep registration fees
9. Complete contact list for all key people (partners, presenters, venue, caterer)
 - a. Name
 - b. Title
 - c. Organization
 - d. Office phone
 - e. Cell phone
 - f. Email
 - g. Other contact info for emergencies
10. Plans for follow-up
 - a. Follow-up questions
 - b. Completion of a survey, if applicable

**** Data is determined based on information needed to report to the SLTF and may change at any time. Absorb Partnership follow-up questions.**



Operations Policy Name: CALENDARS

Created: August 17, 2023

Date of Most Recent Update: March 22, 2024

Applies To: Permanent staff.

The South West District recognizes that employees may need to link personal calendars and time management tools to their Outlook work calendar, to better manage scheduling.

Employees leaving the District will be given 5 business days to export or unlink their personal calendars before they leave.

Employees whose employment is terminated will not have access to linked personal calendars and time management tools. The district tech support will unlink personal calendar prior to disconnecting the employee's Outlook account.

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Operations Policy Name: PETTY CASH (includes debit and credit accounts)

Created: April 2011

Date of Most Recent Update: March 22, 2024

Applies To: All staff

Petty Cash accounts, along with corresponding debit or credit cards, are maintained for each permanent employee and may be maintained for temporary employees at the discretion of the Executive Director. Account balances are predetermined by the current Governance Policy.

	Debit Cards	Master Cards
Executive Director	\$3,000 limit	\$10,000 limit
Community Consultants	\$2,000 limit	\$2,000 limit

Credit card limits may be redistributed during the SK Games program.

Petty Cash purchases must be made for **approved** budget expense only. Expenses that are not pre-approved budget items are not allowed.

Purchases are to be made in a timely manner by opting for debit or credit card payment as the priority payment method and cheques as the lowest priority payment method.

Only SWDCRS employees may use District debit or credit cards to make purchases.

Debit or credit cards are to be used for purchases only and must NEVER be used for cash withdrawals at any time. Staff are encouraged to plan ahead for emergency situations when a District debit or credit card may not be accepted. In such instances, employees have two options, they may request a cash float to use for the expense or should pay for the expense using their own funds and submit a formal Request for Reimbursement for the costs incurred. When warranted, the reimbursement can be issued within 24 hours; normal reimbursement is made within 7 business days.

Receipts for every purchase, including both debit machine receipts and register receipts (*showing GST*), must be retained for submission with the monthly Petty Cash (debit) Reconciliation package or the monthly Master Card Reconciliation package.

Staff must submit Petty Cash (debit) Reconciliation Forms (within 3 business days after the end of the month, or earlier) or Master Card Reconciliation Forms (within 3 business days after receiving the credit card statement, or earlier) to have their accounts replenished.

- Reconciliations are required every month. When no purchases were made during the month, submit an email with a statement of no expenses, or a nil-form, to the executive director, for that month.
- During busy programming periods, staff may choose to submit a mid-month reconciliation, to replenish their accounts more quickly.

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Each original receipt, including debit machine receipts and register receipts (*showing GST*), must be attached to the corresponding Petty Cash (debit) Receipt Form or Master Card Receipt Form, and written details filled in.

Using the Reconciliation Data Cover spreadsheet, all transactions should be entered, in chronological order. Purchases are to be recorded on the date they are made, not the date they clear the account.

Print and attach the Reconciliation Data Cover Form to the bundle of Petty Cash or Master Card Receipt Forms, making a package.

The entire package should be mailed to the Executive Director for review, approval, and to have the account replenished. Expenses are reviewed and approved monthly by the Executive Director and additional signing authority.

District debit and credit cards are to be kept in a secure location at all times.

District debit and credit cards must not be used for personal purchases at any time.

On occasion, an employee may be unable to use their District debit and credit cards (e.g. forgot the PIN, forgot the card). On those rare occasions, employees may use their own personal debit/credit cards and will be reimbursed for the expenses. Both the register and debit/credit machine receipt are required for reimbursement.

Violations of the policy will result in the loss of the employee's District debit and credit cards.

Employees are prohibited from sharing, or allowing others to share, District credit card numbers by email. Credit card number may only be provided by fax or verbally over the phone/in person.

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Operations Policy Name: PHOTOGRAPH(S)/VIDEO(S) including CONSENT

Created: October 30, 2015

Date of Most Recent Update: March 27, 2024

Applies To: All staff, volunteers

PURPOSE

Photograph(s)/video(s) are taken at South West District events and programs to create a library of usable photos for promotional (posters, advertising, Facebook, Instagram, Twitter, and annual report) purposes or public awareness initiatives.

USABILITY

Photograph(s)/video(s) taken at events should strive to be as usable (in focus, friendly, tell a story) as possible. Some photograph(s)/video(s) can be posed/staged. Aim for as many photograph(s) as possible without interrupting the event.

TYPE

- Participants
 - Action photo of participants.
 - Active group work.
 - Close-up of 1-2 people smiling; happy participants; enjoying the event.
 - Diversity of participants.
 - Group shot, as a last option if it isn't possible to take small group images.
 - Participants are doing work but enjoying themselves.
 - Participants engaged in an activity.
 - Participants engaged in conversation.
 - Participants in the buffet line.
 - Participants interacting with each other.
 - Participants making connections with other participants.
- Breaks
 - Active photo of people having fun.
 - People interacting.
- Community
 - Community engagement reference photos of facilities/signs.
 - Interesting photos of community facilities/signs/highlights.
 - Where district events are held.
 - Outside photo of the facility.
 - Volunteers or community people preparing the meal; in the kitchen.
- Facilitator
 - Action photo of facilitator.
 - Smiling, looking enthusiastic.
- Other
 - Handouts, resources display table.
 - Presentation of gifts, awards.
 - Refreshments table.

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- Registration table
- Technical
 - In focus
 - NOT too far away from the subject

WHO

Ideas for making sure photos are taken without interfering with time needed to run the KA.

- When possible, have a second staff member help take the photos.
 - Discuss prior to the event the desired photos so a plan can be made.
 - Create a desired photo list to provide to other staff.
 - Staff bring their cameras/cell phone from their own offices to have multiple cameras at the event.
- Schedule an active portion of the event, not just the break, where there is an opportunity for great photos.
- Schedule photo op times during the day.
- Take community/facility photos before or after the event, time and weather depending.
- Take photos during registration.
- Use burst mode if take photos on your iPhone, to increase the odds of getting good photo.

CONSENT

Consent is REQUIRED for all photos taken at district events. Use brightly-coloured Tyvek wrist bands for all participants/presenters that do NOT provide consent.

- Avoid taking photos of anyone with a wrist band.
- When loading photos to SharePoint after the event, delete any photo that has someone with a wrist band.

Participants/attendees at SWDCRS events and programs are asked to initial a Photograph(s)/Video(s) Release when completing their Registration Form (includes online registration forms). The release will read:

I provide my permission (by initialing in the box to the left) for photograph(s)/video(s) taken at this event to be used by the South West District in its promotional or public awareness initiatives, including but not limited to website, reports, displays, newsletters, social media (Facebook, Twitter, Instagram, etc.), and/or brochures. I understand that I do not hold the copyright of the photograph(s)/video(s).

Details at <http://www.gosouthwest.ca/what-we-do/policy>.

Full Photograph(s)/Video(s) Release details will be made available on the District web site. Details will read:

By providing an initialed Photograph(s)/Video(s) Release, participants/attendees:

- Provide their unqualified permission for the SWDCRS to use the photograph(s)/video(s), in which they appear, in any manner or form whatsoever, either wholly or in part, as determined appropriate by SWDCRS.
- Provide their unqualified permission for the SWDCRS to use the photograph(s)/video(s), in which they appear, provincially and/or nationally in public relations/advertising/awareness material in print and/or electronic format developed by SWDCRS, including but not limited to website, reports, displays, newsletters, social media (Facebook, Twitter, Instagram, etc.), and/or brochures.
- Understand that the photograph(s)/video(s), in which they appear, is the property of SWDCRS and may be used indefinitely at SWDCRS' discretion and that they own no copyright to the photograph(s)/video(s).
- Waive any moral right they may have in the photograph(s)/video(s) and waive the right to inspect or approve the photograph(s)/video(s) or any captions to texts that may be used in conjunction with the photograph(s)/video(s), or to approve the use to which such material may be applied.
- Release the SWDCRS and its assigns and agents from any and all liability for any damage, injury or cause of action arising from the use or publication of the photograph(s)/video(s).

Photograph(s)/video(s) of minors require parental consent.

Photograph(s)/video(s) without consent will be permanently deleted from the District's photo collection.

A PHOTOGRAPH(S)/VIDEO(S) – SUBJECT release form and/or PHOTOGRAPH(S)/VIDEO(S) – PHOTOGRAPHER release form will be used when:

- A release was not collected using a registration form.
- A minor has not provided parental consent.
- A non-employee photographer has taken the photograph(s)/video(s).

Forms will read as follows on next two pages.



PHOTO(S)/VIDEO(S) RELEASE – SUBJECT

I hereby irrevocably grant South West District for Culture, Recreation and Sport Inc. (“SWDCRS”), its assigns and agents, unqualified permission to use the attached photograph(s)/video(s) in which I appear in any manner or form whatsoever, either wholly or in part, as determined appropriate by SWDCRS, its assigns and agents, in its absolute discretion.

I understand that the Photo is to be used provincially and/or nationally in public relations/advertising/awareness material in print and/or electronic format developed by SWDCRS, including but not limited to website, reports, displays, newsletters, social media (Facebook, Twitter, Instagram, etc.), and/or brochures.

I understand that the Photo may contain my personal information and is the property of SWDCRS and may be used indefinitely at SWDCRS’ discretion and that I own no copyright to the Photo. I hereby waive any moral rights I may have in the Photo and waive the right to inspect or approve the Photo or any captions or text that may be used in conjunction with the Photo, or to approve the use to which such material may be applied.

I release SWDCRS and its assigns and agents from any and all liability for any damage, injury or cause of action arising from the use or publication of the Photo by signing this release.

Print Name _____

Mailing Address _____

Community _____ **Postal Code** _____

Signed _____

Date _____ **Phone** _____

PARENTAL CONSENT – FOR MINOR (if applicable)

I hereby certify that I am the parent/legal guardian/power of attorney of the above-named person and I have read and I understand the content of this release, and I consent, without reservation, to all the foregoing on behalf of the above-named person.

Print Name _____

Relationship _____

Signed _____

Date _____ **Phone** _____

*Attach thumb-nail of photograph(s)/video(s) for reference.
List date of photograph(s)/video(s).*

Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.



PHOTO(S)/VIDEO(S) RELEASE – PHOTOGRAPHER

I hereby irrevocably grant South West District for Culture, Recreation and Sport Inc. ("SWDCRS"), its assigns and agents, unqualified permission to use the attached photograph(s)/video(s) in any manner or form whatsoever, either wholly or in part, as determined appropriate by SWDCRS, its assigns and agents, in its absolute discretion.

I understand that the photograph(s)/video(s) is to be used provincially and/or nationally in public relations/advertising/awareness material in print and/or electronic format developed by SWDCRS, including but not limited to website, reports, displays, newsletters, social media (Facebook, Twitter, Instagram, etc.), and/or brochures.

I understand that I will retain copyright to the photograph(s)/video(s), but grant permission for the photograph(s)/video(s) to be used indefinitely at SWDCRS' discretion. I hereby waive any moral rights I may have in the photograph(s)/video(s) and waive the right to inspect or approve the photograph(s)/video(s) or any captions or text that may be used in conjunction with the photograph(s)/video(s), or to approve the use to which such material may be applied.

I release SWDCRS and its assigns and agents from any and all liability for any damage, injury or cause of action arising from the use or publication of the photograph(s)/video(s) by signing this release.

Print Name _____

Mailing Address _____

Community _____ **Postal Code** _____

Signed _____

Date _____ **Phone** _____

*Attach thumb-nail of photograph(s)/video(s) for reference.
List date of photograph(s)/video(s).*

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Operations Policy Name: PRIVACY

Created: February 27, 2019

Date of Most Recent Update: March 27, 2024

Applies To: All staff, volunteers

The South West District for Culture, Recreation and Sport Inc. respects the privacy of its clients, stakeholders, and members.

The South West District for Culture, Recreation and Sport Inc. maintains **THREE DATABASES** of personal client information:

- 1. Personal Information.**
 - a. An internal organizational data base of information.
 - i. Used to contact communities for community visitations.
 - ii. Used, infrequently, for mail-outs.
- 2. An external data base hosted by Constant Contact, the District's email service provider.**
 - a. Used to send news, fundraising ideas, event dates, program announcements, notifications and other information.
- 3. Photographs**
 - a. A data base of event photographs
 - i. Used for promotional material

The **TYPES OF PERSONAL INFORMATION** collected includes:

- 1. Personal Information.**
 - a. Name
 - b. Mailing address
 - c. Community name
 - d. Phone number
 - e. Organization name (if applicable)
 - f. Email address (if consent provided)
 - g. Sector specification (culture, recreation, sport, etc.)
- 2. An external data base hosted by Constant Contact, the District's email service provider.**
 - a. Email address (if consent provided)
- 3. Photographs**
 - a. Photographs of District events and programs

Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.

The **METHODS USED TO COLLECT** personal information (see above list) includes:

- Written forms
- On-line subscription forms

Personal information is used for the following purposes:

- To provide summary sector data to funders
- To send email notifications (when consent has been provided)
- To provide, on occasion, mail-out promotion

Photograph(s)/video(s) are used to create a library of photos from promotional (posters, advertising, Facebook, Twitter) purposes or public awareness initiatives.

The methods used to collect personal information (see above list) includes:

- Written forms
- On-line subscription forms

Personal information is stored on secure District online SharePoint filing system and on the Constant Contact's secure web site.

Photographs are stored on secure District online SharePoint filing system.

The South West District for Culture, Recreation and Sport Inc. does not sell, rent, trade, or share its mailing list, data base, or photo library.

PRIVACY – EMAILS

As of July 1, 2014, the Canadian Federal Anti-Spam Legislation prohibits the District from contacting clientele electronically without their express written consent.

All new District contacts are required to provide their express written consent before being added to any email distribution list.

Most email consent is collected through the District's email service provider but may also be collected by SWDCRS employees at events or community visits.

SWDCRS emails to clients who have previously provided consent ALWAYS includes an option unsubscribe at any time.

PRIVACY – PHOTOGRAPHS

Express written consent is collected for all photos taken at district events. Participants who do not provide express written consent are given brightly-coloured Tyvek wrist bands to indicate they do not want to be photographed.

Photograph(s)/video(s) of minors require parental consent.

Photograph(s)/video(s) without consent are permanently deleted from the District's photo collection.

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PRIVACY – WEB SITE

The South West District's web site privacy policy follows. The web site privacy policy will appear on the District's web site.

Web Site Privacy Policy South West District for Culture, Recreation and Sport Inc.

The South West District ("Company," "we," or "us") respects your privacy and is committed to protecting it through this Privacy Policy.

Our privacy commitment is based on the ten principles contained in the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA").

This Privacy Policy governs your access to and use of www.gosouthwest.ca, including any content, functionality and services offered on or through www.gosouthwest.ca, (the "Website"), whether as a guest or as a registered user. This policy applies to Personal Information we collect on the Website and in email, text, forms or other electronic messages between you and the Website.

Please read the Privacy Policy carefully before you start to use the Website. By using the Website, you accept and agree to be bound and abide by the Privacy Policy. If you do not want to agree to the Privacy Policy, you must not access or use the Website.

Personal Information

Personal Information under PIPEDA is any information about an identifiable individual, but does not include the name, title, business address or telephone number of an employee of an organization.

Why do we collect Personal Information?

We collect Personal Information in order to provide support in the development of community culture/recreation/sport to you. In addition, we distribute publications and offer educational opportunities concerning community development in culture/recreation/sport, which we provide as a service to you and others in our community.

The Company collects your information in order to record and support your participation in the activities you select. If you register to download a PDF or resources, sign up for our newsletter, and/or purchase a product from us, we collect your information. We use this information to track your preferences and to keep you informed about the products and services you have selected to receive and any related products and/or services.

How do we collect personal information?

We collect personal information only by lawful and fair means, and only collect personal information that is reasonably necessary for the legitimate purposes identified and for which consent has been obtained.

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Information You Provide To Us. The Website provides various places for users to provide information. We collect information that users provide by filling out forms on the Website, communicating with us via contact forms, responding to surveys, search queries on our search feature, providing comments or other feedback, and providing information when ordering a product or service via the Website.

We use information you provide to us to deliver the requested product and/or service, to improve our overall performance, and to provide you with offers, promotions, and information.

Information We Collect Through Automatic Tracking Technology

As you navigate through our Website, we may use automatic data collection technologies including Google Analytics to collect certain information about your equipment, browsing actions, and patterns. This will generally include information about your location, your traffic pattern through our Website, and any communications between your computer and our Website. Among other things, we will collect data about the type of computer you use, your Internet connection, your IP address, your operating system, and your browser type.

The information we collect automatically is used for statistical data and will not include personal information. We use this data to improve our Website and our service offerings. To the extent that you voluntarily provide personal information to us, our systems will associate the automatically collected information with your personal information.

Use of Cookies And Pixels

Similar to other commercial websites, our Website utilizes a standard technology called “cookies” and server logs to collect information about how our site is used. Information gathered through cookies and server logs may include the date and time of visits, the pages viewed, time spent at our site, and websites visited just before and just after our own, as well as your IP address.

The Company reserves the right to use technological equivalents of cookies, including social media pixels. These pixels allow social media sites to track visitors to outside websites so as to tailor advertising messages users see while visiting that social media website. The Company reserves the right to use these pixels in compliance with the policies of the various social media sites.

Third Party Use Of Cookies

Some content or applications, including advertisements, on the Website are served by third-parties, including advertisers, ad networks and servers, content providers, and application providers. These third parties may use cookies alone or in conjunction with web beacons or other tracking technologies to collect information about you when you use our website. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and other online services. They may use this information to provide you with interest-based (behavioral) advertising or other targeted content.

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Email Information

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same protections for these electronic communications that we employ in the maintenance of information received online, mail, and telephone. This also applies when you register for our website, sign up through any of our forms using your email address or make a purchase on this site. For further information see the email policies below.

Email Policies

We are committed to keeping your e-mail address confidential. We do not sell, rent, or lease our subscription lists to third parties, and will not disclose your email address to any third parties except as required by law.

Your email address may be shared with event-specific partner non-profit organizations. All partner non-profit organizations are expected to comply with Canadian Anti-Spam Legislation (“CASL”).

All e-mails sent by us will be in compliance with the Canadian Anti-Spam Legislation (“CASL”), including clearly stating who the e-mail is from and provide clear information on how to contact the sender. In addition, all e-mail messages will also contain concise information on how to remove yourself from our mailing list so that you receive no further e-mail communication from us. Users who no longer wish to receive our newsletter or promotional materials may opt-out of receiving these communications by clicking on the unsubscribe link in the e-mail.

Collection from Third Parties

Sometimes we may obtain information about you from other sources including:

- Government agencies or departments;
- Provincial culture/recreation/sport organizations;
- Constant Contact subscription data base;
- Jot Forms from registration and/or evaluation of an event;
- Survey Monkey from registration and/or evaluation of an event, and/or a survey; or
- Other third parties who represent that they have the right to disclose the information.

How do we use your information?

We use personal information for purposes of presenting our Website and its contents to you, providing you with information, providing you with offers for products and services, providing you with information about your subscriptions and products, carrying out any contract between you and the Company, administering our business activities, providing customer service, and making available other items and services to our customers and prospective customers.

From time-to-time, we may use the information you provide to us to make you offers to purchase products and services provided by third parties in exchange for a commission to be paid to us by such third parties. Should you opt to take part in such promotions, the third parties will receive your information.

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From time-to-time, we may use the information you provide to us to display advertisements to you that are tailored to your personal characteristics, interests, and activities.

Disclosure of Information

As a general rule, we do not sell, rent, lease or otherwise transfer any information collected either automatically or through your voluntary action.

We may disclose your personal information to our subsidiaries, affiliates, and service providers for the purpose of providing our services to you.

We may disclose your personal information to a third party, including a lawyer or collection agency, when necessary to enforce our terms of service or any other agreement between you and the Company.

We may provide your information to any successor or assign in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of the Company's assets and/or business.

We may disclose information when legally compelled to do so when we, in good faith, believe that the law requires it, or for the protection of our legal rights, or when compelled by a court or other governmental entity to do so.

Security Measures

We use appropriate security measures to protect against loss, theft, unauthorized access, disclosure, use or modification of personal information. Such measures will vary depending on the sensitivity, amount, format, nature and storage of the personal information and will involve, as applicable, physical, organizational and electronic security measures, including premises security, restricted file access, technological safeguards including security software and firewalls to prevent unauthorized computer access, and password and security policies. In communicating with us, you should be aware that e-mail is not a fully secure medium.

Updating Information and Correcting Errors

Since we use your personal information to provide goods or services to you, it is important that the information be accurate and up to date. If any of your information changes, is inaccurate or incomplete, please inform us so that we can make any necessary changes.

Access to Personal Information

We will respond promptly to any request for access to your personal information and will advise you of the cost, if any, prior to the retrieval of such records or information. We will not respond to requests for access to personal information that are frivolous, vexatious or repetitious. In certain circumstances, we may be unable to provide access to some or all of the personal information that we hold about you.

Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.

Visitor GDPR Rights

If you are visiting this Website from within the European Union (“EU”), you are entitled to certain information and have certain rights under the General Data Protection Regulation of the EU which include the following:

- We will retain the any information you choose to provide to us until the earlier of: (a) you asking us to delete the information, (b) our decision to cease using our existing data providers, or (c) We decide that the value in retaining the data is outweighed by the costs of retaining it.
- You have the right to request access to your data that we store and the rights to either rectify or erase your personal data.
- You have the right to seek restrictions on the processing of your data.
- You have the right to object to the processing of your data and the right to the portability of your data.
- To the extent that you provided consent to the our processing of your personal data, you have the right to withdraw that consent at any time, without affecting the lawfulness of processing based upon consent that occurred prior to your withdrawal of consent.

You have the right to lodge a complaint with a supervisory authority that has jurisdiction over issues related to the General Data Protection Regulation.

We require only the information that is reasonably required to enter into a contract with you. We will not require you to provide consent for any unnecessary processing as a condition of entering into a contract with us.

For more information about your rights as a website visitor from the EU and the GDPR, please see the European Commission website here - https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en.

Privacy Policy Changes

We may change our Privacy Policy from time to time without notice. Please check our Website for the most up-to-date version of the policy.

Questions, concerns or requests for access

If you have any questions or concerns regarding our Privacy Policy, please contact us as follows:

Privacy Officer Name and Contact Information

Christie Saas, Executive Director
South West District for Culture, Recreation and Sport Inc.
PO Box 2234 Station Main
Moose Jaw, SK, S6H 7W6
christie@gosouthwest.ca

Effective Date of Policy

February 16, 2021



Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.



Operations Policy Name: RECEIVING MONEY

Created: November 26, 2012

Date of Most Recent Update: March 22, 2024

Applies To: All staff

The District accepts payments by cash, cheque, or e-transfer. Payments are received at District events or at each office.

STEP 1	
<p>A District employee or volunteer will issue a Field Receipt for each individual payment received (e.g. workshop registration fees, Games fees, membership fees)</p> <ul style="list-style-type: none"> Field Receipt must be fully completed One copy to person making the payment (white – top) One copy for the District (yellow – bottom) Field Receipt attached to payment and <i>Deposit Request Form</i> 	
STEP 2 EVENTS ONLY	STEP 2 AT OFFICES
<p><i>Payments must be batched and submitted to the Administration Office for processing</i></p> <ul style="list-style-type: none"> <i>Separate Deposit Request Form for each batch</i> <ul style="list-style-type: none"> Batch #1 <ul style="list-style-type: none"> Cash <i>Yellow copy of Field Receipts</i> Batch #2 <ul style="list-style-type: none"> Cheques <i>Photo copy of cheques</i> <i>Yellow copy of Field Receipts</i> 	<p>Each individual payment must be submitted to the Administration Office for processing</p> <ul style="list-style-type: none"> <i>Separate Deposit Request Form for each individual payment</i> Payment Photo copy of cheque (if applicable) Yellow copy of Field Receipt
STEP 3	
<ul style="list-style-type: none"> Submitting payments to the Administration Office for processing should be made in person whenever possible (e.g. at next staff meeting), or by traceable mail (XpressPost, Post Courier, Purolator) if necessary Payments packages should be submitted to the Administration Office in a timely manner 	
STEP 4	
<p>The Executive Director will receive the payment package</p> <ul style="list-style-type: none"> Verify that the amount submitted matches the amount recorded on the <i>Deposit Request Form</i> Fax a copy of the <i>Deposit Request Form</i> back to the originating office indicating package received and funds balance Deposit the payments Enter the payment details in the District bookkeeping system 	

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Operations Policy Name: SOCIAL MEDIA

Created: October 30, 2015

Date of Most Recent Update: March 27, 2024

Applies To: All staff, volunteers

The South West District embraces social media as a way to support our communities and for our communities to support us. At all times a professional and positive attitude is required.

OFFICIAL SWDCRS SOCIAL MEDIA ACCOUNTS

- Facebook – *South West District for Culture, Recreation and Sport Inc.*
- Twitter – @SWDCRS
- Instagram – *SouthWestDistrict*
- SWDCRS's own web site – www.gosouthwest.ca
- No other social media accounts are allowed

ALLOWED USERS

- Executive Director (account administrator)
- Community Consultants

ALLOWED CONTENT

- South West District programs and services promotion
- Sport/culture/recreation content that might be of use to SWDCRS clientele
- Content/images with copyright permission
- Images of art work require photo caption fine print (artist, community), max 10 words
- Images of art work must not be altered (no words or other design elements over image)
- Content/images respectful of confidentiality and proprietary material

PROHIBITED CONTENT

- Racial, ethnic, sexual, religious, political, gender views/opinions
- Intolerant views/opinions
- Personal opinions of any kind
- Internal non-public SWDCRS material
- Anything without copyright permission

TONE OF CONTENT

- Always positive
- Always informative
- Always helpful
- Specific
- Never negative
- Never combative
- Not contradictory

WRITING STYLE

- Clear, concise
- Uses an omniscient tense
- Can use "we" but never "I"
- Correct spelling
- Shows good judgement

FORMAT

- Tweets do not start with @, unless .@
- Hashtags used strategically but sparingly
- Tweets use abbreviations to maximize character limitations
- Facebook posts use full words
- Acronyms are avoided
- Consistent look similar to other posts
- Reference web site or social media accounts, SWDCRS's or stakeholder's (by social handle), whenever possible

WHO TO FOLLOW

- Communities and organizations that provide services in culture, recreation and sport
- Communities and organizations that support the purposes and functions of the District
- NEVER individuals (except for specific individuals while at the Saskatchewan Games)

WHEN TO TWEET/POST

- Meaningful times/dates
- Time-sensitive material

EMPLOYEE PERSONAL SOCIAL MEDIA ACCOUNTS

- If referencing the District, must comply with this policy
- If promoting District program/services, must use District account
- When using social media, for work or personal use, employees must avoid compromising the integrity of the SWDCRS or portraying themselves in a disgraceful manner.

Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.

Policy Name:	STAFF MEETINGS
Created:	January 28, 2013
Date of Most Recent Update:	March 27, 2024
Applies To:	All staff

Staff meetings alternate between full staff meetings (10 AM – 3 PM) and staff check-ins (1-hour with approximately one of each per month).

No staff meetings or check-in will be held the week after any holidays longer than 3 business days, but a coffee break is encouraged.

Meetings will preserve the check-in length and if there is a topic that needs a longer discussion, a stand-alone zoom will be scheduled for that item only.

Agenda items are identified in advance, prior to noon the day before a full meeting, and 15 minutes prior to the day of a check-in.

The chair of full staff meeting is alternated between all permanent staff.

Each staff member completes the shared Staff Meeting Report prior to noon the day before a full meeting focussing on their assigned key activities. Completion of the Staff Meeting Report is not required for check-ins.

Reports have three purposes:

1. To guide the discussion at monthly staff meetings.
2. To update all members of the staff team regarding current SWDCRS programs.
3. To provide on-going monitoring.
4. Track action items and decisions.

Reports should be concise, avoiding excessive explanation.

The purpose of a staff meeting is to monitor the fulfillment of the strategic priorities through the operational plan. The Staff Meeting Report document is retained as an evaluation tool for individual Work Plans and the fulfillment of the operational plan.

The staff meeting and the Staff Meeting Report will use a format to be determined by the current staff team. The format will allow for objective, reflective, interpretive, and decisional (ORID) discussions.

Elements of a staff meeting may include scheduling, budgeting, and work tasks, recognizing the importance of work-life balance and mental health.

Elements of the Staff Meeting Report may include initial planning, updates on progress, tracking challenges and trends, and fulfillment of outputs.

No information should be deleted from the report. New information added for the month should be **highlighted in yellow**.

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Operations Policy Name: SWAG
Created: October 30, 2015
Date of Most Recent Update: March 27, 2024
Applies To: All staff

SWAG will be purchased as a staff team, pending budget availability.

SWAG will bring value to key activities.

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Operations Policy Name: TIME SHEETS

Created: Summer 2011

Date of Most Recent Update: March 27, 2024

Applies To: All staff

The purpose of time sheets is used to track hours worked; vacation or banked time used or added; sick days used or added; and notes outlining work details, as further defined in the Human Resources Policy.

Time sheets are provided, pre-formatted, to all staff. Time sheets should not be adjusted or altered without permission from the Executive Director.

Grey lines denote regular days off for the time period. Employees can still work those days, but are asked to leave the line grey, for administrative reference.

Two time sheets are required for each month and are structured to match payroll cycles of the 1 - 15 and the 16 – end of each month.

Time sheets are due within 5 days from the end of each reporting period.

- Time sheets for the 1 - 15 of the month reporting period are due by the 20th of the month.
- Time sheets for the 16 – end of the month reporting period are due by the 5th of the following month.

Time sheets must be submitted electronically and must be sent to the Executive Director. Where staff are not directly supervised by the Executive Director, such as summer staff, the employee's direct supervisor must first review and approve the time sheet before it is submitted to the Executive Director.

Upon review, the Executive Director will digitally sign, indicating approval, and digitally file the time sheet. Occasionally, the Executive Director may request additional information or clarification before approving the time sheet.

Time sheets, showing approval signatures are kept in the District personnel files. Copies are available to employees at any time.

Time sheets may use the naming convention: Pay Period Order 1-23 Operating year, Pay Period, Employee Initials (17_23-24_Dec_1-15_EH)



Operations Policy Name: TIME-OFF REQUESTS

Created: September 11, 2012

Date of Most Recent Update: March 27, 2024

Applies To: All staff

No request or notice is required when taking only a few hours off during a single day. Add hours away to the *Shared Calendar* or inform other employees via email, as a professional courtesy.

No request is necessary when taking a single day or less (banked or vacation); however, staff are required to inform the Executive Director in advance, and to note the time away from work on the *Shared Calendar*.

A *Time-Off Request Form* is required for any time off which is more than one day. Time-off requests must be made, in advance, to the employee's supervisor for each and every instance.

Time off is not approved until a *Time-Off Request Form* is returned to the employee with approval noted. Approval of time off will be contingent on capacity to deliver scheduled key activities.

Time-Off Request Forms should be completed and submitted to the Executive Director for approval with as much advance notice as possible.

Employees must have enough vacation time or banked time to cover days away without creating a deficit. Prior approval is required when planning for anticipated banked hours by taking time before it is banked.

All time away from work, regardless of time in lieu or vacation time, must be accounted for using the bi-monthly *Time Sheets* and *Time-Off Request Form*.

Vacation time must be used by the end of the fiscal year, unless otherwise approved, in advance, by the Executive Director.

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Operations Policy Name: TRAVEL SUPPORT
Created: October 27, 2016
Date of Most Recent Update: March 27, 2024
Applies To: District Clients

Travel support is a member benefit when travelling to a District event. District events may include partnership events.

Current travel support rates are \$0.20/km.

Membership fees must be paid within 10 days of the event to receive membership benefits.

Travel support is calculated as the distance to attend (to/from) a District program/event within District boundaries. May be extended to partner events outside the District.

Travel support may be amended due to funding capacity.

Operations Policies are created to help guide operations activities. Operations Policies do not at any time, override a policy created by the Board of Directors. Where an Operations Policy may conflict with a policy created by the Board of Directors, the Operations Policy is considered to be null and void.



Operations Policy Name: Voluntary Self-Identification Questions and Definitions
Created: March 27, 2024
Date of Most Recent Update: March 27, 2024
Applies To: District Clients

South West District is dedicated to supporting participation opportunities for all Saskatchewan people.

Providing a response to any, or all, of the self-identification questions is voluntary.

Information provided may be used for communications with funders, within our organization and/or statistical purposes in a compiled format (ONLY). Personal information will not be used or shared outside of our organization, as directed by South West District's Privacy Policy and by the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP).

YOUR PARTICIPATION

Self-identification is about you! If you choose to participate, you help us gather information about who is represented in our programming and help us to do our best to ensure programming is meeting your needs.

1. What is voluntary self-identification? It is the voluntary and confidential self-identification description of an individual's identity.

2. Why am I being asked to self-identify? Inclusion is a fundamental principle guiding culture/recreation/sport development in Saskatchewan and across the country. Being informed about our member's identity helps us to understand our clients and their needs so that we can enhance participation and support an inclusive sport environment.

3. Is it discriminatory to ask about heritage, gender or disabilities? No. Under the *Canadian Human Rights Act*, it is not a discriminatory practice to collect information, if it is intended to be used in adopting or carrying out a special program, plan or arrangement designed to eliminate discrimination of certain groups of individuals (*Canadian Human Rights Act*, 2004, Section 16 (3)).

4. Why should I complete the self-identification questions? Information collected from participants who self-identify will be valuable for creating inclusive, safe, and welcoming spaces for all Saskatchewan residents to participate in culture/recreation/sport. The process is 100% voluntary, and no one can identify for you or against your wishes. However, in the case of a minor it is the legal guardian who must consent to an individual's voluntary self-identification.

5. How is the information used and is it confidential? The information collected can help us to better serve all our participants by better understanding their diversity and by targeting equity measures and initiatives in support of inclusive culture/recreation/sport. All information is held in confidence as per the Local Authority Freedom of Information and Protection of Privacy Act. (LAFOIP)

6. What if my information changes later on? If you wish to update information about yourself, you can contact us to provide changes.

7. Can I identify in more than one group? Yes, the questions are meant to allow an individual to self-identify in a way that is individually meaningful. You may also choose to self-describe your identity using terminology that best represents you. The self-identification forms also include definitions to assist you with the process.

DEFINITIONS OF TERMS

- **First Nations:** Includes Status and Non-Status Individuals.
 - **Status:** Individuals registered under the Indian Act who identify with a First Nation community-ancestral land.
 - **Non-Status:** Individuals who identify with a First Nation community-ancestral land but are not registered under the Indigenous and Northern Affairs Canada registry system.
- **Métis:** “a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation Ancestry and who is accepted by the Métis Nation.” (Metis Nation Citizenship. 16 April 2019. <<http://www.metisnation.ca/index.php/who-are-the-metis/citizenship>>)
- **Inuit:** The members of an Indigenous people whose homeland is the Canadian Arctic, which includes: Yukon, Northwest Territories and Nunavut, in addition to Northern Quebec and Northern Labrador.
- **Newcomer:** An inclusive self-identifying term for those individuals who are not originally from Canada and may hold, for example, refugee status, permanent resident status, and/or be a new immigrant.
- **Disability:** A person who faces challenges completing day-to-day tasks due to a long-term or recurring medical condition affecting a person’s ability in any of the following areas: physical, mental, visual, hearing, cognitive and/or intellectual.
- **Gender:** “The complex relationship between physical traits and one’s internal sense of self as male, female, both or neither, as well as one’s identity expressed through one’s outward presentations and behaviours related to that perception. Biological/ assigned sex and gender are different; gender is not inherently connected to one’s physical anatomy.” (Terminology Basics. 16 April 2019. <<http://goathletes.org/resources>>)
- **Prefer to Self-Describe:** A space provided for each individual to identify in the most specific, or accurate, way they would like to.

Thank you to Sask Sport for helping South West District to prepare this document.