

SANS

SNOWMOBILERS ASSOCIATION OF NOVA SCOTIA



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POLICY MANUAL

NAME: Meetings		POLICY NUMBER: ADM-001
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: May 04, 1997
		Revision Date: April 27, 2003 October 20, 2007 January 26, 2008 November 16, 2014

POLICY STATEMENT

Meetings should focus on issues of governance, policy and strategy. SANS will allow participants to be heard and holds the belief that a single individual or group should not dominate the discussion. Meeting frequency, time, location and agenda preparation shall be determined by the meeting chairperson.

Notice of meetings should be given at least 14 days in advance except in the case of an emergency meeting. Meeting agendas and written reports shall be made available to participants at least seven (7) days in advance.

Reports & Report Presentation: The decision as to which reports are required shall be coordinated with the Executive Committee and the meeting chair. Reports are the responsibility of the reporting individual; he or she has the option of using the association office for report preparation and distribution. Information only reports shall be distributed prior to the meeting and presented under a single motion to receive the reports. Those reports that require specific action shall be dealt with individually.

Scheduling Meetings: It is the responsibility of the BOD to approve the date and location of subsequent BOD meetings.

Meeting Discipline: Committee/board members who fail to attend three consecutive meetings without notification to the Chair may be asked by the chair to step down from the committee/board.

Attendance at External Meetings: The decision for a SANS representative to attend a meeting shall be a collective decision by the Executive Committee. Should a meeting or event requiring a SANS representative occur with short notice the President may, at his/her discretion assign an attendee to represent SANS.

Attendance at Canadian Council of Snowmobile Organizations Meetings: The SANS President will be the voting representative from Nova Scotia on the CCSO/CCOM Board of Directors, unless an alternative delegate is attending in the absence of the President. The SANS Executive shall appoint the delegate based on recommendation of the SANS President. The SANS will commit to attending each CCSO/CCOM BOD meeting as long as the costs do not exceed the amount budgeted for conferences.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Decision Making		POLICY NUMBER: ADM-002
PREPARED BY: J. Wolverton	APPROVED DATE: October 20, 1996	REVISION DATE: April 27, 2003 October 20, 2007

POLICY STATEMENT

SANS believes that it is extremely important that all decisions are only made after careful analysis of the available data.

SANS seeks and respects the opinions and recommendations of staff and volunteers when considering a decision.

SANS agrees to take the appropriate time for decision making and agrees to present decisions without bias to others.

SANS agrees that decision makers should make decisions based on information they have already received.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Voting		POLICY NUMBER: ADM-003	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: September 28, 1997	REVISION DATE: April 27, 2003 October 20, 2007 November 16, 2014

POLICY STATEMENT

In accordance with the SANS policy on decision making, during Board of Directors and Executive Committee meetings, reaching consensus on a matter will be the Chair's primary objective. Should there be doubt whether or not there is a majority position on a matter or if the decision is on a matter of particular importance, a vote shall be held.

By virtue of their position, when asked to vote on a matter, members of the Board of Directors should base their decision on the interests of the entire organization.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Special Committees		POLICY NUMBER: ADM-004
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: May 04, 1997
		REVISION DATE: April 27, 2003 October 20, 2007 November 16, 2014

POLICY STATEMENT

SANS values the importance of committees to help the organization achieve its goals. In many cases SANS will form working committees to help accomplish its goals. In other cases SANS will form committees to prepare policy alternatives and implications for the adoption and deliberation of policy positions by decision makers. Special Committees do not make decisions, however, they shall strive to make every available effort to provide several choices and consequences of these choices to the decision making body.

- a) The Executive Committee shall have the authority to establish, develop terms of references and abolish committees as necessary.
- b) Committee Chairs have an obligation to report to the Executive Committee and Board of Directors in a timely fashion by means of written reports. In situations when a member of the Board of Directors serves as a committee chair, the inherent conflict of interest issue shall be openly discussed prior to the first committee meeting by the Executive Committee.
- c) Committee Chairs are to be determined by the President in consultation with the Executive Committee.
- d) Committee composition shall be representative of regional zones and shall be determined by the committee chair.
- e) Committees will not generally be assigned tasks that oversee, become involved in, or advise on the functions of paid staff. The exception is that the Human Resources Committee will meet annually to review the performance of staff and will also plan for any hiring or replacement of staff positions.
- f) Committees may not speak on behalf or act for the Executive Committee or Board of Directors except when formally given such authority for specific and time limited purposes.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Official Spokesperson		POLICY NUMBER: ADM-005	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: October 20, 1996	REVISION DATE: April 27, 2003 October 20, 2007 November 16, 2014

POLICY STATEMENT

SANS acknowledges that the President or senior elected official appointed by the President, in his/her absence shall serve as the spokesperson on all association related matters whenever possible or appropriate.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Credit		POLICY NUMBER: ADM-007
PREPARED BY: J. Wolverton	APPROVED DATE: October 21, 2001	REVISION DATE: May 14, 2005 October 20, 2007

POLICY STATEMENT

1. **General:** The objective of this policy is to protect the association financially and to minimize administrative effort. Part of the association's activities involves the sale of various items to member clubs and extension of services.
2. **Credit Limits for Member Clubs:** With the exception of Trail Permits, member clubs are allowed a maximum balance of \$2,000.00 for sales and services.
3. **Terms:** Balances charged by clubs are payable within 30 days of the invoice date. Balances charged and not paid within 60 days of the invoice date will be penalized under the terms of the club's Grooming Equalization Fund allocations. Invoice for dues shall be considered a service.
4. **Interest on overdue Accounts:** Accounts outstanding for more than 30 days will be charged interest at the rate of 2% per month.
5. **Credit Sales to Third Parties:** Credit sales to parties other than member clubs will be made only with the approval of the Board of Directors.
6. **Suspension of Sales & Service:** Service and sales will not be made to clubs whose account balance has been outstanding for 30 or more days.
7. **Penalty:** For any section of this policy, which is not adhered to by a member club, there will be a financial penalty in the form of a deduction from the club's Grooming Equalization Fund allocation as identified in the Compliance Policy # G_AGM – 008.
8. **Appeals:** Member clubs have the ability to appeal penalties; however they must do so within 30 days from the date on the letter notifying them of the penalty. Only written appeals that are marked "Appeals" will be accepted at the SANS office.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Governance		POLICY NUMBER: ADM-008	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: October 20, 2007	REVISION DATE: October 20, 2014 November 16, 2014

POLICY STATEMENT

OFFICER'S ANNUAL PERFORMANCE EVALUATION: Recommends that all staff and officers of the association be given an annual performance evaluation. Officers deemed to require an evaluation by the Board of Directors, Executive Committee Member or President **or** officers desiring an evaluation shall be given an evaluation.

OFFICERS ORIENTATION: Recommends that all new Board and Executive Committee members be given an orientation.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Provincial Fund		POLICY NUMBER: ADM-009	
PREPARED BY: Mike Eddy	REVISED BY: 2014 Committee	APPROVED DATE: February 2, 2013	REVISION DATE: May 31, 2014 November 16, 2014

POLICY STATEMENT

Whereas the Provincial Fund is a key component of the SANS Trail Permit program, and adds significant value to SANS member club's through financial contributions, this policy is to provide direction on the use of, and approval of the funds held in this account so as to benefit the majority of SANS member clubs.

The Provincial Fund will be funded as per Policy TRL-002, Trail Permit Program Policy.

The Provincial Fund may also be funded from surplus operating funds not required after the SANS fiscal year end has been determined by a third-party review.

The Provincial Fund will be administered by the SANS office and all revenues added or expended will be reported as a part of the normal financial reporting procedures.

The Provincial Fund will be utilized to provide benefits to SANS member clubs. The Executive Committee will be responsible for making the decisions as to which projects are to receive funding from the fund. Their decision will be final and based on the following list.

The Provincial Fund is to be utilized for the following:

- Groomer tracking program
- Safety programs
- Studies and trail development based on priorities set out in the Trail Strategy
- Special programs with a province wide focus
- Emergency Funding" up to \$5,000.00 for emergency repairs to trails, bridges or grooming equipment. **Clubs must first show proof of their inability to fund specific needs with documented sources, i.e. Bank accounts, financial statements and investment certificates, as requested by the SANS office.**

ˆ POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: SANS Snowmobile Trailer		POLICY NUMBER: ADM-010
PREPARED BY: Mike Eddy	APPROVED DATE: October 2013	REVISION DATE: May 9, 2015

POLICY STATEMENT

Whereas the SANS Snowmobile Trailer is a capital asset for the Association this policy provides direction and guidance on the usage, care and general conditions required by the assigned user or group.

POLICY

- The SANS Trailer will be assigned for the use of the President of the Association for the duration of their term. The President is responsible to provide a safe area for storage.
- The trailer will be used to store and tow snowmobiles loaned, owned or used by SANS for sponsored events and other SANS activities.
- Member clubs may borrow the trailer for specific events that showcase SANS or the snowmobile club in a public fashion.
- Requests by SANS member club's to borrow the trailer must be submitted in writing to the President, and, all approvals for lending the trailer to a club will be approved by the Executive Committee.
- The member club will be responsible for arranging pick up and return of the trailer to the storage site unless alternate arrangements are made at the time the request is approved. The club is responsible for all costs associated with borrowing the trailer, however, reimbursement for a portion of the costs may be considered.
- Member clubs borrowing the trailer are responsible for the safe usage and security of the trailer at all times while they have possession. All costs to repair damage not covered by insurance while in the care of the club must be paid by the club.
- The trailer must be towed by vehicles that meet the basic requirements for hauling the gross weight of the trailer and contents. The hitches, safety chains, wiring connections and braking devices must be connected and operate properly.
- All locks securing the trailer must be used at all times.
- When not in use the trailer must be securely stored with the hitch lock properly secured.
- Costs for towing the trailer by the President or assigned designate to SANS related functions will be reimbursed at 2 times the rate paid for mileage as per the expense policy.
- The trailer will have decals applied to recognize SANS, SANS Events and sponsors of SANS. The decals will be of various sizes and located to recognize the level of support provided to SANS by the business.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Provincial Zones		POLICY NUMBER: ADM-011
PREPARED BY: Reg Crewe	APPROVED DATE: November 16, 2014	REVISION DATE:

POLICY STATEMENT

In accordance with Article II, Section 4 (a) of the By-Laws there shall be 4 geographical Zones within the province to distribute and represent the clubs on the Board of Directors and Executive Committee. These Zones are numbered One, Two, Three and Four.

Policy

Zone Division:

The Zones represent a geographical division with respect to club distribution within Nova Scotia and are defined as necessary by the association.

Zone Representation:

Each club in their respective zone shall elect a “Club Representative” that will represent the club at all Zone meetings.

There shall be 3 “Directors” elected from the Club Representatives in each zone to serve on the SANS “Board of Directors.”

There shall be one Zone Vice-President elected from the 3 directors to serve on the SANS “Executive Committee.”

Club Representative, Zone Director and Vice-President Elections:

Each club shall elect a Club Representative to serve on the Zone Committee. The representative shall attend Zone Meetings, liaison with their respective club and ensure the Club, Zone Directors and Vice-Presidents are aware of any issues.

All clubs in each Zone shall meet to elect 3 Directors from the Zone Representatives elected by each club. These directors shall serve on the SANS Board of Directors for a period of one year.

The clubs in each zone shall elect a Zone Vice-President from the 3 elected Directors. The Zone Vice-Presidents shall serve on the SANS Executive Committee for a period of one year.

This shall be done prior to the SANS Annual General Meeting and the elected Zone Directors and Vice-Presidents shall be accepted at the AGM, as elected by their respective Zones.

1. Any SANS member is eligible to become a Director or Zone Vice-President of the society.
2. Each provincial Zone shall hold an annual meeting and election of officers, a minimum of 30 days before the SANS Annual General Meeting.
3. Before a member may be elected as a Director or Zone Vice-President:
 - A. In order to become a director, a member must be a club representative.
 - B. In order to become a Zone Vice-President, a member must be a director
 - C. Each club shall elect a Club Representative, a minimum of 60 days before the SANS Annual General Meeting.
 - D. Each Zone shall elect 3 Directors from the club representatives elected by each club to represent the Zone on the SANS Board of Directors, a minimum of 30 days before the SANS Annual General Meeting.
 - E. Each Zone shall elect one Vice-President from the 3 elected Directors to represent the Zone on the SANS Executive Committee, a minimum of 30 days before the SANS Annual General Meeting.

- F. The elected Directors and Zone Vice-Presidents must be submitted to the SANS Nominating Committee, 30 days before the SANS General Meeting and their appointment must be declared at the SANS Annual General Meeting.
4. Directors may only serve for a one-year period and each zone should ensure each club is allowed and encouraged to submit a club representative so that each club has the opportunity to have a representative serve as Director. If an existing director would like to continue serving as a director after one year has passed since that director's most recent election, they can become a candidate for re-election at the Zone Annual Meeting and Election of Officers, only if there are no other representatives willing to offer for election or serve as a Zone officer.
 5. The process for elections and re-elections of directors and Zone Vice-Presidents at Zone General Meetings for Election of Officers:
 - A. The election will consist of a simple question of whether or not to elect the club representatives for directorship. Multiple candidates may be elected at once.
 - B. When an election for directorship is being considered at a Zone meeting, all participants in the general meeting must work together in good faith and attempt to reach a consensus on the matter. A consensus means a majority of members agree.
 - C. The chair of the meeting will be the chair of the election, unless the chair of the meeting is a candidate for election, in which case the members must appoint another member to be the chair of the election.
 - D. The chair of the election must facilitate discussion and attempt to build consensus on the election.
 - E. The chair of the election may express his or her own opinions and participate freely in the discussion as long as this participation is not detrimental towards facilitating discussion and working towards consensus.
 - F. When an election is being considered, all present members must be given an opportunity to speak, ask questions and express opinions on the election. All participants in the general meeting must adhere to any rules of conduct that the chair of the election may decide to lay out.
 - G. If the chair of the election feels that consensus has been reached, they must confirm this by asking if all present members agree on the election. If consensus has indeed been reached, the consensus decision stands as the decision made by the members at the Zone general meeting.
 - H. If an election has been considered at a general meeting for at least five minutes and a consensus has not been reached, separate elections must be held for each candidate and these elections must be decided by a majority of votes via a show of hands.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Nominating Committee		POLICY NUMBER: ADM-012
REVISED BY: Reg Crewe	APPROVED DATE: November 16, 2014	REVISION DATE:

POLICY STATEMENT

In accordance with Article VI, Nominations and Elections, Section 2, Duties of the Nominating Committee, the following policy shall govern the duties of the Nominating Committee.

Duties of the Committee shall include:

- (a) Nomination of a full slate of candidates for election to the Executive Committee.
- (b) Recommendation to the annual general meeting naming candidates:
 - (i) President
 - (ii) Secretary-Treasurer
- (c) Recommendation to the annual general meeting for appointment:
 - (i) One (1) Zone Vice – President for each provincial zone as selected from each Zone’s elected directors.

Election Procedures

- (a) No fewer than thirty (30) days prior to the annual general meeting of the association, the nominating committee shall prepare a slate of candidates for election to the Executive Committee. This shall be circulated to the Board of Directors. The nominating committee shall also issue a call for additional nominations for election to the Executive Committee.
- (b) Independent nominations shall close fifteen (15) days following the call for additional nominations.
- (c) Following the close of nominations, an election will be held by vote during the annual general meeting.
- (d) Officers shall be selected for a term of one (1) year with eligibility for re-election.

Section 4 - Voting

- (a) During General Meetings each club is entitled to one vote in the Association.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Private Vehicle		POLICY NUMBER: ADM-013
PREPARED BY: Mike Eddy	APPROVED DATE: May 2016	REVISION DATE:

POLICY STATEMENT

The Snowmobiler's Association of Nova Scotia (SANS) does not own corporate vehicles therefore there is a need for SANS business to often be conducted by people using their own private motor vehicles. This applies to both staff and volunteers conducting business or attending at meetings on behalf of SANS.

PRIVATELY OWNED VEHICLES

Insurance

To ensure that employees/volunteers are adequately protected, privately owned vehicles used on SANS business shall, as a minimum, have basic insurance coverage. * The employee or volunteer is responsible for payment of their respective insurance premiums. When the use of a privately-owned vehicle is utilized for SANS business the employee or volunteer must understand and agree that SANS assumes no financial responsibility beyond payment of the authorized kilometre (mileage) rate and that, in the event of an accident, SANS assumes no responsibility for the deductible amounts related to comprehensive or collision coverage.

The driver of the private vehicle is responsible for any fines, tickets or other fees related to a charge of breaking a law or disobeying traffic signs.

* Those who qualify for mileage reimbursement must show proof of insurance prior to being approved for payment.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance



POLICY MANUAL

NAME: New Club Applications		POLICY NUMBER: CLB-001	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: October 21, 2001	REVISION DATE: October 20, 2007 November 16, 2014

POLICY STATEMENT

1. **General:** In accordance with Article II – Section #1 of the By-Laws, the Board of Directors may allow additional clubs to join the Association. The purpose of this policy is to establish and standardize the process by which new clubs are admitted.
2. **Application Procedure:** Clubs requesting club status in the association are to submit a letter indicating their wishes to the SANS office with a minimum of 25 signatures belonging to members of the applicant club.
3. The association office shall then forward a copy of the application to the Executive Committee and clubs within the respective zone of the applicant club.
4. The Executive Committee shall then make a recommendation at the next regularly scheduled Board of Directors meeting. The Board of Directors determines final approval of new club applicants.
5. **Probation Period:** There shall be a probation period of one year for a new club. If, at the end of one year, the Board of Directors is satisfied with the performance of the club, permanent status shall be granted. Such status is contingent on the applicant club's ability to provide proof of incorporation with the Nova Scotia Registry of Joint Stock Companies.
6. **Frequency of Applications:** The Board of Directors will not consider additional applications from a previously denied club for a minimum of one year.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Club Membership Requirements & Obligations		POLICY NUMBER: CLB-002	
PREPARED BY: J. Wolverton	REVISED BY: M. Dunlop, Mike Eddy	APPROVED DATE: October 21, 2001	REVISION DATE: July 18, 2006 October 20, 2007 May 2012, May 9, 2015

POLICY STATEMENT

1. General: The purpose of this policy is to establish and standardize the requirements that member clubs must fulfill to maintain membership status.

2. Requirements:

- a. In accordance with Article V, Section 3 of the By-Laws, member clubs must appoint a representative to the SANS Board of Directors and this representative must fulfill the duties as stated in Article V, Section 1.
- b. Member clubs must have their identified Board of Director representative attend a minimum of at least two Board of Director meetings and two regional zone meetings per calendar year.
- c. Member clubs must participate in all SANS lotteries, which receive a majority vote by the Board of Directors. Participation level to be determined annually by the Board of Directors. If this minimum sales requirement is not met, then the club must pay the shortfall when invoiced.
- d. In accordance with Article III – Section 1-3 of the By-Laws, member clubs must submit annual membership dues within 30 days of the invoiced date.
- e. Member clubs must be incorporated and current with the Nova Scotia Registry of Joint Stock Companies as a not-for-profit association.
- f. Member clubs must submit an official Club Executive Directory to the SANS office prior to June 30th of each year. This directory is used to distribute all SANS correspondence to member clubs. The names and addresses provided will be used until a new official directory is received at the SANS office.
- g. Member clubs must submit a typed Club Membership Directory with the names and mailing addresses for each family or individual club member to the SANS office by April 30th of each calendar year.
- h. Member clubs must agree to only carry out club related activities in their geographical area. Clubs may carry out activities in another club’s area providing written permission has been obtained from the club in question.
- i. Member clubs must participate in the SANS Trail Liability Insurance Program and must abide by the exclusions as identified in the Insurance Program Agreement.
- j. Member clubs must annually submit a signed SANS Member Club Agreement on which the name of a Club Safety Coordinator and Club Trail Warden have been identified and must abide by the terms; or trail permits will be withheld until this requirement is fulfilled. The Safety Coordinator must be identified on a yearly basis.
- k. Member clubs must sell or purchase \$300.00 worth of advertising in the Sno’Trails newsletter per publication season. If this minimum sales requirement is not met, then the club must pay the shortfall when invoiced. Member Clubs who sell in excess of \$500.00 worth of Sno’Trails advertising per publication season are entitled to keep 33% of the revenue in excess of the \$500.00 and remit the remaining balance to SANS.
- l. Member clubs must agree to uphold the policies and objectives of SANS.

3. Penalties:Regarding the late submission of documents. Member clubs will be informed of the infraction via couriered correspondence and informed of their \$75.00 penalty. As well, the club in question will be given 14 days to submit the required document or else they will be in violation of the policy which will result in a financial penalty in the form of a deduction to their Grooming Equalization Fund allocation as outlined in the chart of deduction percentages in Compliance Policy G_ADM-008 Section 3.

4. Other Policy Infractions: All other policy infractions will result in a financial penalty in the form of a deduction from the club's Grooming Equalization Fund allocation as identified in the Compliance Policy # G_AGM – 008.

5. Appeals:Member clubs have the ability to appeal penalties; however they must do so within 30 days from the date on the letter notifying them of the penalty. Only written appeals that are marked "Appeals" will be accepted at the SANS office.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Club Financial Reporting		POLICY NUMBER: CLB-003
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: October 21, 2001
		REVISION DATE: May 14, 2005 October 20, 2007 November 16, 2014

POLICY STATEMENT

1. General: In order to develop a data base of trail maintenance costs the SANS requires clubs to annually submit a financial report. The purpose of this policy is to standardize the information which is reported.
2. Requirements: Clubs are required to submit an official Club Operations Expense Report and an annual Financial Statement. It is required that the club treasurer and one other club officer attest to the accuracy and completeness of the information. Clubs shall not include costs associated with the operation of a clubhouse. Any information submitted for building costs should relate to maintenance shops only.
3. Deadlines: Clubs are required to submit reports prior to June 30th of each year. The information required will be from the most recent fiscal year.
4. Penalties: Regarding the late submission of documents, the club in question will be given 14 days to submit the required document(s) or else they will be in violation of the policy.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Insurance		POLICY NUMBER: CLB-004
PREPARED BY: Mike Eddy	APPROVED DATE: May 09, 2015	REVISION DATE:

POLICY STATEMENT

SANS believes that it is extremely important that all clubs within the association provide insurance for the protection of their members. Specifically the insurance coverage(s) referenced in this policy are for Director and Officer Insurance (D&O) and Accidental Death and Disability Insurance (AD&D)

D&O Insurance needs to be provided to protect the members of the club from personal liability on issues such as, but not limited to:
Financial Losses, Wrongful Dismissal, Employee Discrimination and Failure to Remediate Environmental Damage
D&O Insurance levels are determined by working with an insurer to determine the amount of insurance risk the club has based on assets and activity.

AD&D Insurance needs to be provided at a level to be determined by the club members to financially assist any club member who may be injured or die as a result of an accident while performing duties for their snowmobile club.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Annual Fundraising Lottery		POLICY NUMBER: G-ADM-001	
PREPARED BY: J. Wolverton	REVISED BY: M. Dunlop	APPROVED DATE: October 21, 2001	REVISION DATE: Jan 28, 2006 October 20, 2007 May 2012

POLICY STATEMENT

1. General: As a means of raising funds for both the association and its member clubs, the association may at its discretion conduct a fundraising lottery. The purpose of this policy is to establish the procedures under which this lottery is conducted.

2. Approval: The annual fundraising lottery proposal will be presented at a Board of Directors meeting. Approval of the lottery requires a majority vote by the Board of Directors.

3. Lottery License: The SANS fundraising lottery will be licensed with the NS Alcohol & Gaming Authority.

4. Requirements:

- 1) The official SANS lottery agreement must be completed and returned to the SANS office before lottery tickets will be distributed to the requesting member club.
- 2) Member clubs must participate in the annual SANS lottery, providing one is held. Participate is defined as the minimum number of tickets sold per lottery and this minimum number of tickets will be determined by the Board of Directors. If this minimum sales requirement is not met, then the club must pay the shortfall when invoiced. Payment must be received within 30 days of the invoice date.
- 3) Member clubs must identify one individual to fulfill the duties of club lottery coordinator as defined in the official SANS lottery agreement.

5. Cost Recovery: The expenses, associated in offering an annual fundraiser to our member clubs will be charged to each member club on a cost per ticket sold basis which is calculated by dividing the total cost by the total number of tickets sold.

6. Return of Tickets: As per the lottery agreement all tickets (sold & unsold) are to be received at the SANS office no later than fourteen (14) days before the first scheduled draw date.

7. Penalty: For any section of this policy which is not adhered to by a member club, there will be a financial penalty in the form of a deduction from the club's Grooming Equalization Fund allocation as identified in the Compliance Policy # G_AGM – 008.

8. Appeals: Member clubs have the ability to appeal penalties; however they must do so within 30 days from the date on the letter notifying them of the penalty. Only written appeals that are marked "Appeals" will be accepted at the SANS office.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Code of Conduct – Employees, Officers, Members and Clubs		POLICY NUMBER: G-ADM-002	
PREPARED BY: Reg Crewe Mike Eddy	REVISED BY:	APPROVED DATE:	REVISION DATE: November 5, 2017

POLICY STATEMENT

It is expected that employees, members, clubs and representatives of SANS will live up to the highest standards of conduct at all times. This policy has been developed to assist individuals in becoming and remaining aware of expected conduct in the workplace, volunteer member club functions, member club meetings, SANS meeting and functions and in relation to their roles with SANS. When in doubt about how to act in each situation, individuals should contact the SANS Executive Committee President for further guidance.

The Code is organized into the following categories:

- A. Interpersonal**
- B. Providing Services**
- C. Personal Accountability**
- D. Confidentiality**
- E. Conflict of Interest.**

1. Interpersonal:

- Treat other employees, volunteers, members, and all Association stakeholders with dignity and respect no matter their personal characteristics, background or values.
- Refrain from engaging in any behavior that could be considered discrimination and harassment under Canada’s Human Rights Policy.
- Refrain from behavior that could be considered demeaning, bullying, threatening, intimidating or violent.
- Do not be under the influence of, or affected by, illegal drugs, controlled substances, cannabis or alcohol during working hours or events and meeting where you are representing the SANS, unless a sanctioned event where alcohol is served as part of the function.

2. Providing Services:

- Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with dignity and respect.
- Promote the mission and objectives of the SANS in all dealings with the public on behalf of the SANS.
- Interactions provide a positive and respectful manner valued experience for those receiving services within and outside the SANS.

3. Personal Accountability:

- Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that apply to the responsibilities you perform for or on behalf of the SANS.
- Comply with both the letter and the spirit of any training or orientation provided to you by the SANS in connection with those responsibilities.
- Adhere to the policies and procedures of the SANS and support the decisions and directions of the Executive Committee, its Board and delegated authority.
- Take responsibility for your actions and decisions. Disclose any perceived or actual conflict to the president, executive Committee officer or the Human Resources Chairperson. Follow

reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

4. Confidentiality

- Respect and maintain the confidentiality of information gained as an employee, member or volunteer, including, but not limited to, all computer software and files, association business documents/printouts, and all employee, membership and volunteer records.
- Respect and maintain the confidentiality of individual personal information about persons gained through your role in the SANS, for example, in meetings, events or functions, except as defined otherwise in our policies or bylaws.

5. Conflict of Interest

- Refer to SANS Policy **G-ADM 005**.

Employees, officers, volunteers and members must report observed violations of the Code of Conduct to the president of the SANS Executive Committee. Where violations should be resolved with the procedures in another Association policy, this policy will be used as a framework. In all other cases, an appropriate investigation will promptly commence and corrective action will be taken as required. Corrective action may include disciplinary action up to and including termination of employment or membership.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

At the conclusion of the investigation, the Human Resources Committee will share the findings with the alleged offender. Where a complaint is substantiated, the alleged offender may appeal the results to the Executive Committee, who will appoint a 4-person independent committee, comprised of 1 member from each provincial SANS Zone, for further review, the results of which will be communicated to the alleged offender. Where a complaint is unsubstantiated no written record will be placed in personal employment files or SANS records.

Retaliation against individuals for reporting discrimination and harassment or for participating in the reporting, investigation or resolution of a complaint is a serious violation of this policy and will be subject to disciplinary action up to and including termination. Acts of retaliation should be promptly reported and will be promptly investigated and addressed.

Policy Provisions and Definitions

SANS in cooperation with its membership, will work to promote pluralism and diversity within the organization's board, staff and constituencies. SANS believes in fostering inclusiveness throughout the province and equity, in age, race, colour, religion, sexual orientation and gender. We believe it is important for the organization to be representative of the many backgrounds and interests of our membership.

SANS recognizes the dignity and value of every person and will not tolerate harassment or bullying of any kind in the affairs of the organization. We define harassment and bullying as a course of conduct or comment that can be words or actions which insult or humiliate a person because of: gender, race, colour, sexual orientation or other prohibited grounds. Harassment includes: unwelcome, inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's body, attire, gender, sexual orientation, disability, racial or ethnic background, colour, place of birth, citizenship or ancestry; the display of pornographic pictures, racist, derogatory or other offensive material, unnecessary or unwanted physical contact such as touching, patting or pinching, sexual solicitation or advances with implied consequences if rejected and refusal to work with or share facilities with other volunteers or staff because of any discriminatory grounds

The SANS is committed to providing a work environment where all employees, volunteers and members are provided with equal opportunities to contribute to our organization's success and are treated with dignity and respect in all circumstances. As part of this commitment, The SANS expects everyone associated with the achievement of its mission to avoid engaging in any behaviour that could be considered discrimination and harassment.

Discrimination and harassment are prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in every province and territory in Canada. In our organization, discrimination and harassment in the workplace is specifically prohibited on the grounds of race, colour, ancestry, ethnic origin, place of origin, citizenship, religion, age, sex, sexual orientation, political belief, marital status, family status, record of offenses, disability or any other status protected by federal or provincial law.

In keeping with our commitment to providing a workplace free from discrimination and harassment, The SANS will ensure the work environment and its practices are professional and job-related. The SANS also will address and resolve any allegations of discrimination and harassment in a prompt and effective manner.

Definitions

1. **Discrimination** involves treating any employment unequally in the terms and conditions of employment because of a prohibited ground, except where it would be legally allowed for job-related purposes. Terms and conditions of employment would include organizational processes such as hiring, work assignments, training, promotion, and performance management.

Where accommodation is required for employees because of a prohibited ground in the terms and conditions of employment, The SANS will take reasonable action to do so short of undue hardship.

2. **Harassment** is defined as offensive comments, conduct, or surroundings related to a prohibited ground that is known to be or should reasonably be known to be unwelcome. Harassment can include a series of incidents or it can occur with a single incident if serious enough. Harassment has the effect of creating a degrading, intimidating, hurtful, or uncomfortable work environment.

With respect to this policy, it is understood that all officers and employees read and understand these policies and sign a statement to that effect. **See Addendum A.**

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.

Addendum A:

G-ADM 002 Code of Conduct Policy Statement Agreement

It is expected that employees, members, clubs and representatives of SANS will live up to the highest standards of conduct at all times. This policy has been developed to assist individuals in becoming and remaining aware of expected conduct in the workplace, volunteer member club functions, member club meetings, SANS meeting and functions and in relation to their roles with SANS. When in doubt about how to act in each situation, individuals should contact the SANS Executive Committee President for further guidance.

The Code is organized into the following categories:

- F. Interpersonal**
- G. Providing Services**
- H. Personal Accountability**
- I. Confidentiality**
- J. Conflict of Interest.**

1. Interpersonal:

- Treat other employees, volunteers, members, and all Association stakeholders with dignity and respect no matter their personal characteristics, background or values.
- Refrain from engaging in any behavior that could be considered discrimination and harassment under Canada's Human Rights Policy.
- Refrain from behavior that could be considered demeaning, bullying, threatening, intimidating or violent.
- Do not be under the influence of, or affected by, illegal drugs, controlled substances, cannabis or alcohol during working hours or events and meeting where you are representing the SANS, unless a sanctioned event where alcohol is served as part of the function.

2. Providing Services:

- Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with dignity and respect.
- Promote the mission and objectives of the SANS in all dealings with the public on behalf of the SANS.
- Interactions provide a positive and respectful manner valued experience for those receiving services within and outside the SANS.

3. Personal Accountability:

- Act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that apply to the responsibilities you perform for or on behalf of the SANS.
- Comply with both the letter and the spirit of any training or orientation provided to you by the SANS in connection with those responsibilities.
- Adhere to the policies and procedures of the SANS and support the decisions and directions of the Executive Committee, its Board and delegated authority.
- Take responsibility for your actions and decisions. Disclose any perceived or actual conflict to the president, executive Committee officer or the Human Resources Chairperson. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

4. Confidentiality

- Respect and maintain the confidentiality of information gained as an employee, member or volunteer, including, but not limited to, all computer software and files, association business documents/printouts, and all employee, membership and volunteer records.
- Respect and maintain the confidentiality of individual personal information about persons gained through your role in the SANS, for example, in meetings, events or functions, except as defined otherwise in our policies or bylaws.

6. Conflict of Interest

- Refer to SANS Policy **G-ADM 005**.

Employees, officers, volunteers and members must report observed violations of the Code of Conduct to the president of the SANS Executive Committee. Where violations should be resolved with the procedures in another Association policy, this policy will be used as a framework. In all other cases, an appropriate investigation will promptly commence and corrective action will be taken as required. Corrective action may include disciplinary action up to and including termination of employment or membership. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

At the conclusion of the investigation, the Human Resources Committee will share the findings with the alleged offender. Where a complaint is substantiated, the alleged offender may appeal the results to the Executive Committee, who will appoint a 4-person independent committee, comprised of 1 member from each provincial SANS Zone, for further review, the results of which will be communicated to the alleged offender. Where a complaint is unsubstantiated no written record will be placed in personal employment files or SANS records.

Retaliation against individuals for reporting discrimination and harassment or for participating in the reporting, investigation or resolution of a complaint is a serious violation of this policy and will be subject to disciplinary action up to and including termination. Acts of retaliation should be promptly reported and will be promptly investigated and addressed.

Policy Provisions and Definitions

SANS in cooperation with its membership, will work to promote pluralism and diversity within the organization's board, staff and constituencies. SANS believes in fostering inclusiveness throughout the province and equity, in age, race, colour, religion, sexual orientation and gender. We believe it is important for the organization to be representative of the many backgrounds and interests of our membership.

SANS recognizes the dignity and value of every person and will not tolerate harassment or bullying of any kind in the affairs of the organization. We define harassment and bullying as a course of conduct or comment that can be words or actions which insult or humiliate a person because of: gender, race, colour, sexual orientation or other prohibited grounds. Harassment includes: unwelcome, inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's body, attire, gender, sexual orientation, disability, racial or ethnic background, colour, place of birth, citizenship or ancestry; the display of pornographic pictures, racist, derogatory or other offensive material, unnecessary or unwanted physical contact such as touching, patting or pinching, sexual solicitation or advances with implied consequences if rejected and refusal to work with or share facilities with other volunteers or staff because of any discriminatory grounds

The SANS is committed to providing a work environment where all employees, volunteers and members are provided with equal opportunities to contribute to our organization's success and are treated with dignity and respect in all circumstances. As part of this commitment, The SANS expects everyone associated with the achievement of its mission to avoid engaging in any behaviour that could be considered discrimination and harassment.

Discrimination and harassment are prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in every province and territory in Canada. In our organization, discrimination and harassment in the workplace is specifically prohibited on the grounds of race, colour, ancestry, ethnic origin, place of origin, citizenship, religion, age, sex, sexual orientation, political belief, marital status, family status, record of offenses, disability or any other status protected by federal or provincial law.

In keeping with our commitment to providing a workplace free from discrimination and harassment, The SANS will ensure the work environment and its practices are professional and job-related. The SANS also will address and resolve any allegations of discrimination and harassment in a prompt and effective manner.

Definitions

3. **Discrimination** involves treating any employment unequally in the terms and conditions of employment because of a prohibited ground, except where it would be legally allowed for job-related purposes. Terms and conditions of employment would include organizational processes such as hiring, work assignments, training, promotion, and performance management.

Where accommodation is required for employees because of a prohibited ground in the terms and conditions of employment, The SANS will take reasonable action to do so short of undue hardship.

4. **Harassment** is defined as offensive comments, conduct, or surroundings related to a prohibited ground that is known to be or should reasonably be known to be unwelcome. Harassment can include a series of incidents or it can occur with a single incident if serious enough. Harassment has the effect of creating a degrading, intimidating, hurtful, or uncomfortable work environment.

I, _____, have read and understood the Code of Conduct Policy.

Please click on the box to indicate the above.



POLICY MANUAL

NAME: Mailing Lists		POLICY NUMBER: G-ADM-003
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: September 28, 1997
		REVISION DATE: May 14, 2005 October 20, 2007 November 16, 2014

POLICY STATEMENT

SANS respects the privacy of our members and permit holders; however, from time to time we may make our membership list available to reputable companies whose products and services may be of interest to our members and permit holders. In respect for those members who do not want to share their name and address with such businesses, they will have to notify the SANS office in writing to have their name removed from the list. Pursuant to local and federal laws and regulations.

POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Conflict of Interest		POLICY NUMBER: G-ADM-005	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: May 04, 1997	REVISION DATE: April 27, 2003 October 20, 2007 November 16, 2014

POLICY STATEMENT

SANS believes that in instances where its business or policy decisions can result in direct or indirect financial or personal benefit to an Executive Committee or Board of Directors member or staff person, the member concerned must leave the meeting while the item is being discussed.

Executive Committee and Board of Directors members are to represent the interests of the general snowmobiling public and are not to bias their views with a personal or club interest.

The purpose of the conflict of interest policy is to protect the association's interest when it is contemplating entering into a transaction or arrangement that might benefit the interest of one of its officers or directors, or that might otherwise result in a possible excess benefit transaction. In the event that the Board or Executive Committee determines that a proposed transaction or arrangement presents a conflict of interest, the Board shall take the following actions:

- (a) An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- (b) The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- (c) After exercising due diligence, the Board or Executive Committee shall determine whether the Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- (d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors or officers whether the transaction or arrangement is in the Association's best interest, for its own benefit, and whether it is fair and reasonable. It shall make its decision as to whether to enter into the transaction or arrangement in conformity with this.

Violations of the Conflicts of Interest Policy

- a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Donations		POLICY NUMBER: G-ADM-006	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: October 20, 1996	REVISION DATE: April 27, 2003 October 20, 2007 November 16, 2014

POLICY STATEMENT

SANS, a not-for-profit organization supports philanthropy that is based on voluntary action for the common good. SANS believes in the tradition of giving and sharing. When asked to support a Charity, SANS respectfully requires the following:

- a) To be informed of the organization’s mission, of the way the organization intends to use donated resources and of its capacity to use the donation effectively for their intended purposes.
- b) To be assured the donation will be used for the purpose for which it was given.
- c) To receive appropriate acknowledgment and recognition.
- d) To be assured that information about our donation is handled with respect and with confidentiality to the extent provided by law.
- e) To be informed whether those seeking donation are volunteers, employees of the organization or hired solicitors.

SANS has endorsed the Ride For Dad organization as its’ main charity and is the official Nova Scotia Chapter of the Snowmobile Ride For Dad held annually in Nova Scotia.

POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Trade Shows		POLICY NUMBER: G-ADM-007	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: September 10, 1997	REVISION DATE: April 27, 2003 October 20, 2007 November 16, 2014

POLICY STATEMENT

SANS will actively participate in any trade show where the Executive Committee and Board of Directors have established that there is real value and that the event is beneficial to the organization.

POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Compliance		POLICY NUMBER: G-ADM-008	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee	APPROVED DATE: October 21, 2001	REVISION DATE: May 14, 2005 October 20, 2007 November 16, 2014

POLICY STATEMENT

1. **General:** The objective of this policy is to ensure compliance with the terms and conditions established over time in effort to minimize administrative effort and ensure that the SANS is a successful organization and able to accomplish its mission.
2. **Policy Statement:** The SANS through the SANS office, Executive Committee and Board of Directors have established terms, conditions and administrative deadlines. SANS agrees that all deadlines must be established and publicized at least 14 days in advance of the due date.
3. **Penalties:** Regarding the late submission of grooming documents the club in question will be given 14 days to submit the required document or they will be in violation of the policy. All policy infractions will result in suspension of the club being able to order trail permits and apply for SANS Grants. All club privileges with the SANS will be suspended.
4. **Appeals:** Member clubs have the ability to appeal penalties; however they must do so within 30 days from the date on the letter notifying them of the penalty. Only written appeals that are marked "Appeals" will be accepted at the SANS office.

POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Snowmobile Trail Operation		POLICY NUMBER: TRL-001	
PREPARED BY: J. Wolverton	REVISED BY: M. Dunlop 2012 2014 Committee	APPROVED DATE: January 28, 2006	REVISION DATE: October 20, 2007 May 2012 November 16, 2014

POLICY STATEMENT

1. General

- a) The SANS in cooperation with its membership, will work to develop and maintain recognized snowmobile trails throughout Nova Scotia. Whereas the SANS relies mainly on its membership to develop, maintain and operate these trails, it is crucial that measures be put into place to ensure that its membership and by extension the SANS are diligent trail operators.
- b) The SANS member clubs shall adhere to the principles of the SANS Trail Strategy as approved by the Board of Directors.

2. Land-owner Permission:

- a) Member clubs will ensure that land-use permission is obtained for all trails under their management.

3. Safety:

- a) Member clubs will appoint a **Safety Coordinator** and task this individual with the responsibility of being the club's primary contact person for trail related deficiencies as well as promoting and ensuring compliance with the SANS Risk Management Strategy. The Club Safety Coordinator will follow the position description and guidelines as outlined in the Club Safety Coordinator Position Description.
- b) Member clubs will identify a **Safety Coordinator** and provide their pertinent contact information on the Club Membership Agreement.
- c) Member clubs will assign SANS trained Trail Wardens to monitor their trails.
- d) Member clubs are encouraged to promote the Safe Riders message and hold safety events in conjunction with the International Snowmobile Safety Week (normally held the second week of January.)

4. Signage:

- a) Member clubs will promote and use the SANS Sign Guideline when placing signs on their club trail system.
- b) Member clubs will ensure that, where required all trails are marked with Stop and Stop Ahead signs prior to their Official Opening.
- c) Member clubs will promote and make the SANS Trail Signage Strategy and Implementation Schedule a priority for their club.
- d) Member clubs will minimally conduct annual Trail Signage audits, report these in the Trail Audit Book, to be submitted to the SANS office, as required and address deficiencies as needed.
- e) Member clubs will equip their Trail Groomers with extra Stop and Stop Ahead signs as well as the required tools to facilitate immediate repair of damaged or missing signs.
- f) Member clubs will encourage their Trail Groomer operators to immediately repair and/or replace damaged or missing Stop and Stop Ahead signs when reasonably possible.

5. Inspections:

- a) Member clubs will conduct an official audit of their trails by January 15th each year and ensure that all deficiencies identified through the audit process are addressed within 14 days of the audit date.
- b) Member clubs will complete and submit the Official Trail Opening Notification to the SANS office by (postmarked, courier Bill of Lading) January 30th of each year to confirm that the official audit of their trails has been conducted and that all deficiencies will be addressed within 14 days following the audit date.
- c) Member clubs will promote and use the SANS Trail Inspection Log Books to document the identification and the corrective actions taken in regards to trail related deficiencies.
- d) Member clubs will submit the original [white-copy] form from each Trail Deficiency Log Book entry during each season to the SANS office by (postmarked, courier Bill of Lading) April 30th.

6. Trail Grooming:

- a) Member clubs will ensure that all Trail Groomers operating on their behalf are equipped with operational hour-meters.
- b) Member clubs will ensure that all Trail Groomers operating on their behalf are insured through the SANS Insurance Program.
- c) Member clubs will document all Trail Grooming activity by completing the Groomer Log Book (as provided by SANS) including the documentation of the hour-meter readings at both the start and end of each trip.
- d) Member clubs will complete and submit the year-end Summary of Grooming Activity Report (as provided by SANS) to the SANS office by (postmarked, courier Bill of Lading) April 30th of each year.
- e) Member clubs will submit the original [white-copy] form from each Grooming Activity Log Book entry to the SANS office by (postmarked, courier Bill of Lading) April 30th of each year to back-up the information provided in the year-end summary.
- f) Member clubs will submit a photograph showing the hour-meter reading, from each Trail Groomer operating on their behalf at the end of the season to the SANS office by (postmarked, courier Bill of Lading) April 30th of each year. Member clubs must also submit a photograph showing the hour-meter reading, from each Trail Groomer operating on their behalf at the beginning of the season to the SANS office by (postmarked, courier Bill of Lading) December 1st of each year. These are required to meet audited trail pass review. Zone Vice Presidents' will also conduct yearly site audits of groomer logs and hour meters on a random basis.
- g) Member clubs acknowledge and accept that their Groomer Log Books may be audited by an appointed SANS representative at anytime throughout each season.
- h) Member clubs will equip their Trail Groomers with a camera and encourage their operators to photograph items of significance related to the SANS Risk Management Strategy.
- i) SANS will equip member club Trail Groomers with GPS Tracking Technology which will provide "emergency" communications for the groomer operator and enable tracking of the groomer location. The member clubs will ensure the GPS unit is operating correctly with the tracking turned on while in the groomer and that the groomer operators are trained to operate the unit. SANS shall fund the cost of capital equipment and activation fees for the GPS Units. SANS will also provide a province wide website of trail grooming activity.
- j) Member clubs acknowledge and accept that the fraudulent reporting of Trail Grooming activity shall result in the termination of their membership in the SANS organization.

7. Penalty: Regarding the late submission of documents: the club in question will be given 14 days to submit the required document or else they will be in violation of the policy which will result in a suspension of the club being able to order trail permits and apply for SANS Grants

8. Appeals: Member clubs have the ability to appeal penalties; however they must do so within 30 days from the date on the letter notifying them of the penalty. Only written appeals that are marked "Appeals" will be accepted at the SANS office.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance

		<h1>POLICY MANUAL</h1>	
NAME: Trail Permit Program		POLICY NUMBER: TRL-002	
PREPARED BY: J. Wolverton	REVISED BY: M. Dunlop 2012 2014 Committee	APPROVED DATE: January 28, 2006	REVISION DATE: May 13, 2006 January 26, 2008 May 2012 November 16, 2014

POLICY STATEMENT

1. General: The purpose of this policy is to ensure that the terms of the SANS Trail Permit Program are adhered to by all parties involved.

2. Definitions: Trail permits are defined as annual or seasonal permits only. Trail Permit Funds Disbursement is defined as the allocation of funds from the sale of trail permits.

3. Distribution: Trail permits will only be distributed to member clubs in good standing following the completion and submission of the official SANS Member Club Agreement to the SANS office.

4. Sales:

- a) Member clubs will agree to sell trail permits with the buy where you ride philosophy.
- b) Member clubs will agree to use as intended all forms, documents, signs and decals as required.
- c) Member clubs will agree to make their trails open for the fair and normal use of persons with a valid SANS Trail Permit correctly displayed on their snowmobile.
- d) Member clubs will agree to adhere to the Trail Permit prices as set by the SANS Board of Directors.
- e) Member clubs will agree that all funds allocated to their club from the Trail Permit Funds Disbursement will be used exclusively for snowmobile trail construction, maintenance, operation, grooming and administration.
- f) Member clubs will agree to not sell Trail Permits within the fair catchment area of another club.
- g) Member clubs will agree to not sell or distribute Trail Permits to another club or organization.
- h) Member clubs acknowledge that replacements for lost Trail Permits are available at a cost of \$10.00 to the original buyer and may only be sold by the club that sold the original Trail Permit.
- i) Member clubs will require all participants in their snowmobiling events held on the SANS trail system to have a valid Trail Permit correctly displayed on their snowmobile.
- j) Member clubs will agree to ensure that a copy of the required registration documentation is attached to the applicable Trail Permit slip when selling a Classic Trail Permit.

5. Funds Disbursement:

a) Member clubs agree to the Trail Permit Funds Disbursement as set by the SANS Board of Directors and identified as follows:

<i>Permit Type</i>	<i>Club Portion</i>	<i>Grooming Equalization Fund</i>	<i>SANS Provincial Fund</i>	<i>SANS Operations</i>	<i>HST</i>	<i>Total</i>
Full Season After Dec.15	\$ 15.00	\$ 92.87	\$ 23.00	\$ 30.00	\$ 24.13	\$ 185.00
Early Bird Until Dec. 15	\$ 15.00	\$ 65.04	\$ 3.00	\$ 30.00	\$ 16.96	\$ 130.00
Family	\$ 15.00	\$ 36.91	\$ 3.00	\$ 19.00	\$ 11.09	\$ 85.00
Classic Until Dec. 15	\$ 15.00	\$ 36.91	\$ 3.00	\$ 19.00	\$ 11.09	\$ 85.00
Three Day Permit	\$ 23.48	-	-	\$ 20.00	\$ 6.52	\$ 50.00

b) Member clubs acknowledge that they are required to submit the revenue from the sale of each sold “Early Bird” and “Classic” trail permit to the SANS Office by (postmarked, courier Bill of Lading) by January 15th of each year.

6. Dates of Return: The white form from each “Early Bird” and “Classic” trail permit sold on or before December 15th, must be returned (postmarked, courier Bill of Lading) to the SANS Office by January 15th. The white form from all trail permits other than Early Bird must be returned (postmarked, courier Bill of Lading) to the SANS Office by April 30th. All unsold trail permits must be returned (postmarked, courier Bill of Lading) to the SANS Office by April 30th.

a) Our club acknowledges and accepts that we will be charged the fees, as identified below, for unsold trail permits that are not returned to the SANS Office by (postmarked, courier Bill of Lading) April 30th, following each season.

Number of Trail Permits Not Returned	Fee Charged (On a per Trail Permit basis)
Ten or less	\$6.00
Eleven or more	\$10.00

7. Penalties: For each white copy form from an ‘Early Bird’ trail permit that is not returned by the identified deadline, the selling club will be billed \$25.00 in addition to the regular administrative fees.

Regarding the late submission of documents; member clubs will be informed of the infraction via couriered correspondence and informed of their \$75.00 penalty. As well, the club in question will be given 14 days to submit the required document or else they will be in violation of the policy which will result in a financial penalty in the form of a 20% deduction to their Grooming Equalization Fund allocation.

For any other part of this policy, which is not adhered to by a member club, there will be a financial penalty in the form of a 20% deduction from the club’s Grooming Equalization Fund allocation.

For all other sections of this policy, which are not adhered to by a member club, there will be a financial penalty in the form of a deduction from the club’s Grooming Equalization Fund allocation as identified in the Compliance Policy # G_AGM – 008.

8. Appeals: Member clubs have the ability to appeal penalties; however they must do so within 30 days from the date on the letter notifying them of the penalty. Only written appeals that are marked “Appeals” will be accepted at the SANS office.

POLICY REVIEW

This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Small Grant Policy and Application Process		POLICY NUMBER: TRL-003
PREPARED BY: Mike Eddy	APPROVED DATE: October 2013	REVISION DATE: May 9, 2015 Nov 5, 2017

Policy Objective

The objective of the SANS Small Grant Policy is to provide funding through the Off- Highway Vehicle Infrastructure Fund to support the SANS Trail Maintenance Program on the maintenance of single or shared-use trails managed or used by the SANS Member Clubs. The program was developed to recognize the need for easily accessible funding for smaller projects. The program also provides funding to NS Trails Community Trail Groups who permit snowmobile use on their trails.

03.1.1 Eligible Projects

- Re-surfacing (**DOES NOT INCLUDE GROOMING**)
- Addressing drainage issues
- Repairing or replacing bollards, gates, turnstiles and fencing
- Brush cutting
- Signage
- Acquisition of maintenance equipment for project specific work (leasing or rental)
- Replacing or maintaining bridge decking, railings and superstructure
- Replacing culverts
- Addressing catastrophic events caused by environmental or man-made disasters which threaten the continuity of the trail due to extensive infrastructure damage
- Infrastructure or trail upgrades
- Engineering / professional or planning assistance

03.2.1 General Information

This program cannot be used in conjunction with funds from the Off- Highway Vehicle Infrastructure Fund.

- May be applied for throughout the year
- Incomplete applications will not be considered “received” until they are complete
- All applications will be assigned a project number when received in the SANS Office and the project number will be communicated to the applicant after the initial review
- All communications regarding the project must reference the project number after the initial review whether it be from the applicant or a SANS representative
- Send ALL correspondence (electronic or hard copy) with regards to the project to the SANS Office
- Projects will be eligible for up to 50% of the total project value **not to exceed** the project cash outlay costs to a maximum of \$5000, per application, upon approval
- In-kind donations will be accepted as part of the total project value
- Due to a limited amount of money in the Small Grant budget once the amount is expended the funding program is over for the year
- Applications will be reviewed and forwarded to the SANS office on a monthly basis

- Only one application can be made by a club at any one time and any additional applications **will not** be considered until previously approved project funding has been finalized
- Applications will be reviewed by the SANS Trail Committee members
- Although awarded on a “first come first served basis” priority will be given to those clubs who:
 - A) Have not yet received funding from the Off-Highway Vehicle Infrastructure Fund
 - B) The work is required due to safety concerns
 - C) Provides for club to club connectivity
 - D) Provides an alternative route (supported by the SANS Trail Strategy)

03.3.1 Application to Include:

- Outline of work to be done
- Estimated costs with details of other sources of revenue / funding
- **Evidence of landowner(s) permission**
- Map and electronic data showing location of project (if applicable)
- Pre-construction photos (if applicable)
- A completed SANS Trails Maintenance Application Form signed by the President or Vice President of the club
- Additional information or site visits by the SANS Trails Committee or member of the Executive may be necessary
- If applicable, proof of approval by regulatory bodies and compliance with local bylaws, building codes and trail and riding area construction guidelines

03.3.2 Regulatory Bodies may Include:

- Local Municipal Unit
- NS Department of Natural Resources
- NS Department of Transportation and Infrastructure Renewal
- NS Department of Environment and Labour
- NS Department of Agriculture
- NS Department of Tourism, Culture and Heritage
- NS Department of Fisheries and Aquaculture
- Fisheries and Oceans - Canada
- Navigable Waters – Coast Guard
- Fire Marshal
- Local Building Inspector
- NS Power Corporation

03.4.1 Payment of Grants

- Should the project need to be modified, written permission to reallocate funding is required from SANS
- The recipient must recognize the SANS and the Off-Highway Vehicle Infrastructure Fund contribution to the funded project
- Upon review and approval by SANS the applicant will be notified and an initial payment of 80% of the approved amount will be issued
- Projects must be completed in a timely manner of 6 months or less after receipt of notification of approval; such **that all projects must be completed by December 15th in the year they were approved, or approval MUST BE REQUESTED TO EXTEND BEYOND THE APPROVED TIME. Unused funds will be placed into the Small Grant Fund after this date.**

03.4.2 Final Reports

- Upon completion of an approved project the applicant shall complete a **SANS Final Report with Log Sheets** and submit the report to the SANS office. This report must include a summary of the completed work, a financial / in-kind summary including copies of receipts, cheques issued, post construction photos, fully completed log sheets and a budget summary.
- SANS will have 31 days to process the final payment (20% of the approved grant) providing the final report is complete and meets the original approved submission.
- **If, upon completion of a project it is deemed by the review committee the completed project did not meet the objectives of the original application, the Club will be required to return all issued funds back to SANS and the Small Grant Fund.**

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Noise		POLICY NUMBER: TRL-004
PREPARED BY: Mike Eddy	APPROVED DATE: October 2013	REVISION DATE:

POLICY STATEMENT

The purpose of this policy is to ensure that SANS member clubs' understand that legislation exists in the Act to Regulate Off-Highway Vehicles; that references "noise" as it relates to the removal of exhaust equipment or modifications, which will increase the noise level of the off highway vehicle, and, also to state that SANS member clubs' will take action to discourage the use of off-highway vehicles with a higher noise level than originally manufactured from the SANS trail system.

Excerpt from the Act

NOISE, 15A

"No person shall operate an off-highway vehicle if the noise level of the vehicle is higher than the level originally set by the manufacturer because of the removal of the muffler or other noise- dampening device or the modification of the muffler or other noise-dampening device so as to increase the noise level". 2005, C. 56, S. 10.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Speed Limit		POLICY NUMBER: TRL-005
PREPARED BY: Mike Eddy	APPROVED DATE: October 2013	REVISION DATE:

POLICY STATEMENT

The purpose of this policy is to establish a **maximum** speed limit on the SANS Trail System of 70 KPH. Whereas 70KPH is the maximum speed limit it is understood and reasonable that certain conditions may require a lower level of speed. Some local conditions such as proximity to residential areas, shared use trails and landowner agreements may require a lower speed limit and where these are identified the use of signage is recommended.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Grooming Equalization Fund		POLICY NUMBER: G-EQU-001	
PREPARED BY: J. Wolverton	REVISED BY: 2014 Committee Mike Eddy	APPROVED DATE: January 28, 2006	REVISION DATE: October 20, 2007 November 16, 2014 May 09, 2015

POLICY STATEMENT

I. General: The purpose of this policy is to ensure that the funds which make up the Grooming Equalization Fund are allocated in accordance to the criteria established by the SANS Board of Directors.

- a) Member clubs will acknowledge and accept that Trail Groomers with drag widths which are 1.22 meters (4 feet) or more will qualify for Grooming Equalization Funding.
- b) Member clubs will acknowledge and accept that only Trail Groomers insured through the SANS Insurance Program qualify for Grooming Equalization Funding.
- c) Member clubs will acknowledge and accept that only Trail Grooming activity which is legibly documented in their club's Groomer Log Book, including the documentation of the hour-meter readings at both the start and end of each trip, will qualify for Grooming Equalization Funding.
- d) Groomer equalization will be paid as per the approved Equipment Reimbursement Rates and Groomer Equalization Payout formulae.
- e) The equipment rates are as follows:

EQUIPMENT REIMBURSEMENT RATES	
<i>Equipment Categories</i>	<i>Rate</i>
Alpine or Grizzly (2-tracks) Super wide tracks - when grooming & ATV conversions. 4-tracks, 4 - 6 ft. drag	0.20
Bombi, BR 100 LMC 1450/1500, Track Truck, typically gas with 6-7 ft. drag.	0.30
Track Truck/SUV 8 ft. wide drag	0.40
BR 120, LMC 1500, Tractors. Under 65 HP	0.47
Tucker 1000, Tucker 2000, LMC 1800, Tractors. 65-90 HP	0.60
Lamtrac. Tucker 2000, PB 200/240/270, Bombi 160/180, Tractors. 91-120 HP	0.65
Extra Large. T-2000, PB300, BR400, Tractors over 120HP	0.74

f) The Groomer Equalization Payout will be calculated with the following formula: (the average number of hours groomed over the previous 5 years) multiplied by (the equipment reimbursement rate for the specific groomer) multiplied by (the amount of money from the portion of permit sales proportioned to Groomer Equalization), as per the approved Permit Pricing Rates, see Policy TRL - 002, Item 5 (a).

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Grooming Satellite Tracking System		POLICY NUMBER: G-EQU-002	
PREPARED BY: Reg Crewe	REVISED BY:	APPROVED DATE:	REVISION DATE:

POLICY STATEMENT

The purpose of this policy is to ensure that all clubs and groomers operate in accordance with the criteria established by the SANS Board of Directors with respect to the satellite tracking system that is provided and maintained by the SANS.

This policy provides the guidelines for the provision of satellite tracking units for each qualified groomer to ensure safety, communications and a link with each groomer. This allows the operators to safely conduct trail grooming on their respective club trails so that data can be obtained to supply a tracking map for trail users and tracking information for SANS and the clubs.

Groomer Satellite Tracking units will be provided by the SANS to each club's groomers based on the following criteria:

1. Each unit provided must be powered on and used whenever the groomer is trail grooming. Failure to do so will prevent the payment of grooming equalization.
2. The satellite groomer tracking data is used in conjunction with the SANS Groomer Equalization Fund and all other applicable policies. The data will be utilized to provide on-line trail-user grooming maps, grooming hours for Groomer EQ purposes and record keeping for the SANS and member clubs.
3. One satellite tracking unit will be provided per club for each 175 kilometers of groomed trail.
4. If the allocation of satellite groomer tracking units based on kilometers of groomed trail reduces your groomers' average hours below 99 hours per groomer your satellite tracking units would be reduced to reflect a minimum average hours over 99 hours per groomer based on the 5-year hour average used for groomer equalization.
5. Clubs are able to apply for exceptions to the above criteria to the Grooming Committee for consideration of additional satellite tracking units to meet their specific needs. Special consideration will be given when conditions prevent the minimum grooming hours, whether weather related, groomer break-down or a failure to meet the criteria.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Financial Control		POLICY NUMBER: FCP-001
PREPARED BY: Mike Eddy	APPROVED DATE: February 2, 2013	REVISION DATE:

POLICY STATEMENT

The purpose of the financial control policies is to provide procedures related to the duty of fiscal responsibility of the Snowmobilers Association of Nova Scotia (SANS) including, but not limited to, budget preparation, financial reporting, signing authority, expense reimbursement and financial reserve funds. Members of the SANS Board of Directors, Executive Committee, and Staff must strictly adhere to the financial control policies as well as any member who may, from time to time, serve on committees or be involved with SANS related activities.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Budget Process		POLICY NUMBER: FCP-002	
PREPARED BY: Mike Eddy	REVISED BY: 2014 Committee	APPROVED DATE: February 2, 2013	REVISION DATE: November 16, 2014

POLICY STATEMENT

An annual budget based on the fiscal year of the SANS will be produced for approval by the Board of Directors in advance of the fiscal year for which the budget is being prepared.

No budget will be considered to be valid without approval at the AGM.

The budget must reflect the strategic direction and goals of the association as documented in the approved Strategic Plan of the association as well as any other planning document that has been approved to provide the future direction of activities.

The Treasurer, General Manager and Office Manager are responsible for the development of a set of "Budget Planning Assumptions" which must be approved by the Executive Committee on behalf of the Board in advance of budget preparation.

The budget must reflect the best available information about the working environment of the SANS. The budget process must include consideration of the internal and external environment as well as a review of current performance and planned objectives of core SANS activities.

The budget must be "program based" and must contain sufficient information detailed at a level to enable reasonable, accurate projections of revenues, expenses and surplus (if any). Deficit budgeting is not acceptable and due diligence will be exercised to end the fiscal year with a balanced budget. A surplus at year end will be allocated to a contingency fund for future use.

The Executive Committee is responsible for the development and approval of a "Draft Budget" to meet the objectives identified in 001.1.5 within the resources projected through application of the Budget Assumptions approved as per 001.1.4. The Draft Budget must provide separate details of operating and capital requirements.

The Draft Budget must be provided to the Board of Directors for their consideration in advance of the meeting at which the budget is presented to the Board for their approval. The advance distribution will be conducted electronically (fax or email). The BOD approved budget will be the base budget for the coming year.

The Manager of Finance and Administration will review the actual financial results on a monthly basis and compare actual to the budget for each program component. The General Manager will recommend budget adjustments or revisions as required to the Treasurer and Executive Committee.

Budget line item transfers within a program that do not impact the outcome of the program can be made during the year by the General Manager. Any changes must be reported to the Treasurer and Executive Committee.

Transfers between programs of up to \$5,000.00 will be recommended by the General Manager. Changes can only be approved by the Executive Committee.

Budget changes over \$5,000.00 will be recommended by the Executive Committee and will require the approval of the Board of Directors.

All budget revisions must be reported to the Board of Directors at their next scheduled Board meeting.

Board approval is required for all budget revisions which affect the approved goals of the specific program(s) within the budget year.

When budget changes are being considered, the General Manager must ensure that sufficient funds remain within the budget to allow the completion of audits, legal fees, BOD and EC meeting expenses as well as meeting fixed contractual commitments including maintaining the office and staff expenses.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Financial Reporting		POLICY NUMBER: FCP-003
PREPARED BY: Mike Eddy	APPROVED DATE: February 2, 2013	REVISION DATE:

POLICY STATEMENT

- The General Manager will ensure that internal financial reports are produced on a calendar month basis which provides actual revenues and expenditures detailed by account code and summarized by program. These reports will be produced on a timely basis.
- All monthly internal financial statements will provide details for that month under report as well as summary data for the fiscal year to date. Statements to be produced include a Balance Sheet as well as a Statement of Revenues and Expenses.
- Monthly internal financial statements will be provided to the Executive Committee for review and deliberation of budget revisions as outlined in Policy FCP01-Budget Process. Report(s) detailing and explaining any significant.
- Budget variances as well as providing financial forecasts for all programs should be distributed with the reports of actual financial performance.
- Current internal financial statements detailing fiscal year to date information will be provided to the Board of Directors for review and discussion as well as deliberation of recommended budget revisions at the annual meeting.
- On an annual basis the General Manager will contract the individual or firm as selected by the Executive Committee to complete the required annual audit and preparation of audited financial statements. In lieu of an audit the Executive Committee may choose to have an independent third party review of the financial statements
- The Treasurer will ensure that the audited financial statements or independent review as well as the annual management letter (if any) prepared by the auditor(s) or reviewer are distributed to the Board of Directors at the annual meeting.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Signing Authority		POLICY NUMBER: FCP-004	
PREPARED BY: Mike Eddy	REVISED BY: 2014 Committee	APPROVED DATE: February 2, 2013	REVISION DATE: November 16, 2014 May 14, 2017

POLICY STATEMENT

This policy outlines which Executive Committee members and staff, are permitted to exercise signing authority for operational and financial functions

OPERATIONAL SIGNING AUTHORITY

- 04.4.1 All Contracts & License Agreements: President or General Manager
- 04.4.2 Sponsorship/Partnership Agreements: President or General Manager
- 04.4.3 Correspondence: President, Secretary-Treasurer or General Manager
- 04.4.4 Staff Contracts: President

EXPENSE REVIEW AND APPROVAL

- 04.4.5 Operating Expenses (office, rent, utilities etc.): Treasurer, Manager of Finance and Administration or General Manager
- 04.4.6 President's Expenses: Secretary-Treasurer and General Manager
- 04.4.7 Treasurer's Expenses: President and General Manager
- 04.4.8 Other Executive Member Expenses: Secretary-Treasurer and Manager of Finance and Administration
- 04.4.9 General Manager's Payroll and Expenses: President and Secretary-Treasurer
- 04.4.10 Office Manager and Support Staff Payroll and Expenses: President, Secretary- Treasurer or General Manager
- 04.4.11 SANS Committee Chair Expenses: Treasurer or President
- 04.4.12 SANS Committee Member Expenses: Reviewed by Chair of that Committee and then approved by the Secretary-Treasurer or President
- 04.4.13 Coordinator's Expenses (Trail, Safety etc.):Secretary- Treasurer or President

SIGNATURES REQUIRED

- 04.4.14 In order to allow for timely processing of payments, the Secretary-Treasurer may allow a number of cheques be held at the office with one authorized signature already affixed. In this case the Secretary-Treasurer will monitor and ensure all financial control procedures are in place.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Expense Reimbursement		POLICY NUMBER: FCP-005	
PREPARED BY: Mike Eddy	REVISED BY: 2014 Committee	APPROVED DATE: February 2, 2013	REVISION DATE: March 15, 2013

POLICY STATEMENT

Expenses incurred for the purpose of SANS related activities must respect the following criteria in order to receive financial reimbursement.

- a) All expenses must be recorded on a SANS Expense Sheet by the individual who incurred the expenses.
- b) Forms must be submitted to the Treasurer and/or Office Manager for processing.
- c) The Treasurer/Office Manager will issue the approval, with the exception of his/her own expenses which must be submitted to the President for review and approval of the refund cheque. In the case of the Office Manager the General Manager may review and approve the refund cheque.
- d) To allow for appropriate approvals and to ensure accurate financial reporting, no expenses for the current fiscal period will be reimbursed one month past the fiscal year end.
- e) Expenses for meals will be reimbursed at the rates as approved by the Executive Committee and communicated to members periodically. **Alcohol related expenses for individual** consumption do not qualify for reimbursement. When expenses are incurred in US funds, expenses will be reimbursed in US funds at the normal SANS rate.
- f) Expenses for mileage will be reimbursed at the kilometre allowance approved by the Executive Committee. Distances from source to destination must be recorded on the expense sheet.
- g) Mileage reimbursement for out of area travel **will not exceed the cost of air travel** and related expenses for the same distance. Related expenses for this calculation are: mileage to and from the local airport, parking at local airport, cost of flight and travel to and from airport to destination.
- h) Expenses for flight, parking, hotel etc. will be reimbursed upon submission of the appropriate receipts.
- i) Should an alternate form of transportation be used, i.e. snowmobile, the submitted mileage and other expenses can be no greater than that which would be reasonable if the trip was made as peritem (f).
- j) The Executive Committee may make a recommendation to the Board of Directors to approve eligible home office expenses incurred by the President of the Association. The amount will be paid on a monthly basis as per the President's monthly expense sheet.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Eligibility for Expense Reimbursement		POLICY NUMBER: FCP-006
PREPARED BY: Mike Eddy	APPROVED DATE: February 2, 2013	REVISION DATE: March 15, 2014

POLICY STATEMENT

Expenses incurred for the purpose of SANS related activities must respect the following criteria in order to receive financial reimbursement.

- a) Only expenses incurred during the performance of Board approved SANS duties qualify for reimbursement.
- b) Expenses shall be related to categories as outlined in the Board approved budget/operating business plan.
- c) Expenses must stay under the line items on the annual budget as approved by the Board of Directors.
- d) Meeting and related travel expenses will only be reimbursed if the eligible claimant attends all prescribed meetings and functions related to that event. Partial reimbursement may be awarded at the Executive Committee's discretion for partial attendance. Absences must be justified, in writing, to the Executive Committee for partial or full reimbursement of meetings and related travel expenses.
- e) When meals are provided at the meeting, conference or event, no expense reimbursement will be made if an alternate meal choice is made. * Food related allergies and other dietary considerations will be considered and preapproved.
- f) Overnight accommodations may only be booked by the SANS office staff or by the Board or Executive member if such arrangement is preapproved. Preapproval will require a discussion with office staff or the President.
- g) The decision to approve overnight accommodations is determined by a number of factors:
 - Travel greater than 200 kilometres one way to a meeting or approved event, with a start time of earlier than 8:30 AM or ending later than 8:00 PM
 - Weather conditions or forecast that may require earlier arrival or a delayed departure
 - The expected role of the individual at the meeting or event being attended
 - Special circumstances which will be discussed at the time of request

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.



POLICY MANUAL

NAME: Financial Reserve Funds		POLICY NUMBER: FCP-007	
PREPARED BY: Mike Eddy	REVISED BY: 2014 Committee	APPROVED DATE: February 2, 2013	REVISION DATE: November 16, 2014

POLICY STATEMENT

It is the responsibility of the Executive Committee to establish reserve funds to ensure that specific obligations are met and that funds are available in reserve for the following:

Insurance Reserve- \$50,000 - Required for payment of self insured amount of trail insurance.

Contingency Reserve - \$85,000 - Required to maintain office, staff, contractual obligations, Executive and Board operations for 6 months.

Operating Reserve – All monies not otherwise committed shall be held as the operating reserve.

- a) The Treasurer is responsible to set up and maintain the reserve funds in a high interest savings or other type of interest bearing account.
- b) At the beginning of every fiscal year, the Treasurer will review the actual costs from the previous year and adjust the reserve funds as required.
- c) The Executive Committee may not access the reserve funds without the support of the Board of Directors.
- d) Up to seventy five 75% of the Operating Reserve fund may be committed by a 2/3 vote of the Board of Directors.
- e) The whole Operating Reserve may be committed only by a unanimous vote of the Board of Directors.

Any motion to commit part or all of the Operating Reserve funds must contain a plan for reconstituting the fund within the next fiscal year if possible.

POLICY REVIEW: This policy shall be reviewed annually and revised at the discretion of the Board of Directors as long as notice specifying the intention to revise has been given 14 days in advance.