



**Constitution,
By-Laws
and
Policy Manual**

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MISSION STATEMENT

“To stimulate curious minds by passionately sharing and promoting Manitoba, Canada and the World’s fossil heritage through discovery, preservation, research and education.”

Vision

“To be recognized as a leading centre for fossil discovery experiences.”

VALUE STATEMENTS

1. Respect for individuals and each other
2. Honesty and integrity
3. Openness
4. Willingness to listen
5. Willingness to participate
6. Commitment to the task at hand without compromising long-term integrity
7. Receptive to new ideas
8. Dedication to preparation
9. Mutual support through positive feedback.
10. Speaking with one voice
11. Seek prompt solutions to perceived problems

STATEMENT OF PURPOSE

The first priority of the Canadian Fossil Discovery Centre (here-after referred to as “the Centre”) is in the field of Paleontology and related earth sciences. The Centre’s purpose is to search and excavate, document, collect, preserve, research and study, provide public exhibitions, educate, and interpret fossil and geological specimens including prehistoric environments primarily from the Manitoba Escarpment as well as (including) surrounding areas and related geological formations. This will include all types of fossils from the Pierre Shale Formation/Vermillion River Formation and or any other fossil-bearing strata of this area or related formations elsewhere in Manitoba and Canada.

The second priority of the Centre will be the acquisition of and conservation of properties with fossil-bearing strata, along the Manitoba Escarpment. This will enable the Centre to preserve and conserve fossiliferous areas ensuring the opportunity for future research and achievement of the Centre’s purpose as part of Canada’s heritage.

A third area of interest will be the provision of support for the Paleontological/geological exploration and research of potential fossil-bearing properties along the Manitoba Escarpment or related formations outside of Manitoba.

It will be the policy of the Centre to encourage collaboration with any individual or group, organization, university, school, museum or other institute of research in any manner within the above noted areas of interest, consistent with sound principles of scientific research and program/museum development.

The Centre will work closely with landowners whose generous provision of access to their land has allowed the Centre to successfully achieve its primary purpose. If the production of bentonite mining is to resume, the Centre will encourage working with new potential mining companies to coincide with its primary purpose.

The Centre will accept donations of services, money, time or talents from interested citizens, for the Centre believes many people have information or abilities that can be valuable in securing new fossil specimens or in supporting the Centre’s programs and operations.

The Centre’s Statement of Purpose may be amended only on the recommendation of the Board of Directors, by a majority of the members present at the annual meeting or at a meeting of members called for that purpose.

THE CANADIAN FOSSIL DISCOVERY CENTRE

BY-LAW NO. 1

GENERAL BY-LAW

Approved by the Board: December 7, 2017 and Amended January 25, 2018

Adopted: February 8, 2018

The Canadian Fossil Discovery Centre

By-Law No. 1

GENERAL BY-LAW

BE IT AND IT IS HEREBY ENACTED as a by-law of The Canadian Fossil Discovery Centre, hereinafter called the "Corporation" as follows:

ARTICLE 1
INTERPRETATION

1.01 DEFINITIONS: In this and all other by-laws of the Corporation:

- (a) "Act" shall mean The Manitoba Corporation Act, as amended from time to time, being Chapter M270 in the continuing consolidation of the Statutes of Manitoba, or any Act that may hereafter be substituted therefore;
- (b) "Board" shall mean the Board of Directors of the Corporation;
- (c) "Corporations Act" shall mean The Corporations Act, as amended from time to time, being Chapter C225 in the continuing consolidation of the Statutes of Manitoba, or any Act that may hereafter be substituted therefor;
- (d) "Director" shall mean a member of the Board;
- (e) "Member" shall mean a person having rights in the Corporation through a membership interest in good standing, in accordance with the Act and by-laws of the Corporation.

1.02 GENDER: In this By-Law, unless the context otherwise requires, references to the masculine or feminine gender shall include the neuter.

ARTICLE II
MEMBERSHIP

2.01 CLASSIFICATION OF MEMBERSHIPS: There shall be the following classes of Members in the Corporation, the conditions and privileges of which, except as hereinafter provided, shall be determined from time to time by the Board:

- 1. Members
- 2. Honorary Lifetime Members

2.02 MEMBERS: Members shall consist of those individuals whose application for membership has been accepted or otherwise approved by the Corporation and/or its delegates.

2.03 HONORARY LIFETIME MEMBERS: The Board may choose to convey special recognition to an individual by appointing them to the position of Honorary Lifetime Member. Honorary Lifetime Members have the same rights, privileges, and obligations as regular Members.

2.04 VOTING PRIVILEGES: Each Member shall be entitled to one vote at all meetings of Members. Such vote to be exercised by a person 18 years of age or older, designated in a manner determined by the Board from time to time.

2.05 MEMBERSHIP FEES: The Board shall from time to time fix annual dues payable by its Members, which may vary between classes and categories of Members, and may for such purpose establish different membership categories within the fore noted membership classes.

2.06 TERMINATION OF MEMBERSHIP: The Board may, in its sole and absolute discretion: (a) refuse the renewal of any Member's membership in the Corporation when the term of such membership

has expired; and (b) cancel the membership of any Member at any time. Any Member may resign from membership in the Corporation at any time upon notice in writing to the Corporation.

ARTICLE III
MEETINGS OF MEMBERS

- 3.01 **ANNUAL MEETING**: The annual meeting of Members shall be held during the month of April in each year or at such later date as the Board may decide, at such place and on such date therein as may be designated by the Board from time to time for the purposes of: (a) receiving the report of the Chairperson and Treasurer and of the auditor or auditors, and such other reports as the Board may indicate, (b) electing Directors, (c) appointing auditors, and (d) transacting such other business as may properly be brought before the meeting.
- 3.02 **SPECIAL GENERAL MEETINGS**: The Board shall have power to call a special general meeting of the Members at any time. A special general meeting shall also be called by the Board or the Chairperson upon written request of not less than twenty-five (25) percent of voting Members. At any special meeting convened by such request of members, no business shall be transacted other than that specified in the request.
- 3.03 **NOTICE FOR NOMINATIONS**: Notice calling for nominations of Members for election to the Board shall be in writing and shall be mailed or emailed to each Member at his/her last known address or email address, as the case may be, at least forty (40) clear days prior to the date fixed for the holding of the annual meeting or of any special general meeting of Members at which Directors are to be elected. The Notice shall indicate the date of the annual or special general meeting of Members and shall invite Members to submit to the Secretary nominations of Members for election to the Board no less than thirty (30) clear days prior to the date fixed for the holding of the annual meeting or of any special general meeting of Members.
- 3.04 **NOTICE OF MOTIONS**: Any Member wishing to introduce a motion at the annual meeting or any special general meeting of Members shall submit notice of the motion in writing to the Secretary at least fourteen (14) clear days prior to the date of the annual or special general meeting, which notice shall contain full particulars of the text of the motion.
- 3.05 **NOTICE OF MEETINGS**: Notices of the annual meeting or any special general meeting of the Members shall be in writing and shall be mailed or emailed to each Member at his/her last known address or email address, as the case may be, at least twenty-one (21) clear days prior to the date fixed for the holding of the meeting, and such notice shall indicate the place and time of the meeting and the nature of the business to be transacted thereat.
- 3.06 **ATTENDANCE AND VOTING**: Any person can attend the meeting but only Members in good standing shall be those entitled to vote thereat.
- No Members shall be entitled to vote by proxy. Subject to the foregoing, each Member shall be entitled to one vote.
- 3.07 **CONDUCT OF MEETING**: The conduct of meetings of the Members shall be in accordance with the rules set forth in the "Modern Edition of Robert's Rules of Order". In the event of a conflict between the by-laws of the Corporation and the rules set forth in the "Modern Edition of Robert's Rules of Order", the provisions of the by-laws shall govern.
- 3.08 **QUORUM**: Ten (10) Members present in person and each entitled to vote thereat shall constitute a quorum for the transaction of business at any annual or special general meeting of Members.
- 3.09 **VOTING**: At all meetings of Members every question shall, unless otherwise required by the by-laws of the Corporation or by law, be decided by the majority of the votes duly cast on the question.
- 3.10 **ELECTION OF BOARD**: Should more Members be nominated than required to fill the vacancies on the Board, a secret ballot shall be taken, to be conducted by scrutineers appointed by the chairperson of the meeting. The scrutineers shall report to the chairperson on the result of the ballot, naming those Members who have received the highest votes up to the number required to

fill the vacancies, whereupon the chairperson shall declare such Members elected. If after the secret ballot there is a tie for the Member to be elected to the Board with the fewest votes, the chairperson shall be entitled to a second or casting vote. Where there are not more nominations than required to fill the vacancies on the Board, the chairperson shall declare the slate of nominees elected.

- 3.11 **PROCEDURE FOR VOTING:** Except as otherwise provided herein, every question, other than the election of Directors, shall be decided in the first instance by a show of hands. After a show of hands, the chairperson of the meeting may require, or any Member entitled to vote, may demand a poll. Unless a poll be so required or demanded, a declaration by the chairperson of the meeting that a resolution has been carried or carried by a particular majority or not carried, and an entry to that effect in the minutes of the proceedings at the meeting, shall be sufficient evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.
- 3.12 **POLL:** If a poll be required by a chairperson of the meeting or be duly demanded by any Member present in person and entitled to vote thereat and the demand be not withdrawn, a poll on the question shall be taken in such manner as the chairperson of the meeting shall direct. Upon a poll, each Member who is present in person shall be entitled to one vote and the result of the poll shall be the decision of the Corporation in any annual or special general meeting of Members, as the case may be, on the question.
- 3.13 **CASTING VOTE OF CHAIRPERSON:** In the case of an equality of votes at any annual or special general meeting of Members either upon a show of hands, secret ballot or upon a poll, the chairperson of the meeting shall be entitled to a second or casting vote.

ARTICLE IV **MINUTES OF MEETINGS**

- 4.01 **INSPECTION BY MEMBERS:** Copies of all minutes of meetings of the Board shall, upon their adoption, be kept at the general office of the Corporation and shall be available for inspection within 5 working days of request by any Member to the Executive Director during normal business hours.

ARTICLE V **BOARD OF DIRECTORS**

- 5.01 **NUMBER:** The affairs of the Corporation shall be managed and administered by a Board consisting of a maximum of 12 members, and a minimum of 7, including officers.
- 5.02 **DUTIES OF THE BOARD OF DIRECTORS:** The Directors shall be responsible to the membership for the formulation of policy and the management of the affairs of the Corporation. The Directors shall determine all such policy of the Association as is not by this By-Law required to be exercised by the Corporation in general meetings, subject, nevertheless, to any provisions of this By-Law, and to such rules or other directions not inconsistent with such By-Laws or provisions as may be prescribed by the Corporation in general meetings; but no By-Law and no rule or other direction made by the Corporation in general meetings, shall invalidate any prior act of the Directors which would have been valid if such a By-Law, rule or other direction had not been made.
- 5.03 **ELECTION AND TERM OF OFFICE:** Directors to be elected by the Members as required by the Act shall be elected at the annual meeting of Members. Election or Appointment of individuals to the board will be guided by the principle that the board composition should reflect the diversity of the population.

Each such Director elected:

- (a) Shall be elected to a term of two years, with a view to staggering the terms of the Directors to ensure continuity on the Board;

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- (b) May be re-elected for further terms, though no Director may serve more than four consecutive terms (8 years) on the board. Any Director serving four consecutive terms on the board will be ineligible to be appointed or have their name stand for election on the board for a minimum of one term (two years) following completion of their last directorship; and
- 5.04 BOARD VACANCIES: The board may temporarily appoint Directors, as the need arises to fill vacancies or if deemed appropriate. These appointments will be valid until the next annual meeting.
- 5.05 QUALIFICATIONS: Each Director must be qualified to be a Director in accordance with the by-laws and be eligible for membership in the Corporation. Each Director must be eighteen years old and support the goals and objectives of the Corporation.
- 5.06 VACATION OF OFFICE: The office of an elected Director shall be deemed to be vacated:
- (a) If by notice in writing to the Chairperson or the Secretary of the Corporation he/she resigns his/her office;
 - (b) If he/she absents himself/herself from three or more consecutive meetings of the Board, unless such absence is excused by the Board;
 - (c) If a Director is found by a court to be of unsound mind; or
 - (d) If he/she is removed by a three-quarters majority vote by other Directors of the Corporation. In this case, the Director so removed shall vacate office forthwith upon the passing of resolution for his/her removal.
- 5.07 QUORUM: A quorum for the transaction of business at any meeting of the Board shall be a majority and not less than four Directors personally present or, with the consent of the Directors who are personally present, such quorum shall be four Directors either personally present or present by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other.
- 5.08 NOTICE OF MEETING: Meetings dates of the Board shall be determined on the first meeting after the annual meeting and made publically available. If quorum is unable to be established, the date can be changed at the request of the Chairperson or of the Vice-Chairperson or of any two Directors, and the Secretary shall call meetings when so directed or authorized. Notice of every meeting so called shall be given to each Director in writing not less than three days before the time when the meeting is to be held, save that no notice of meeting shall be necessary if all the Directors are present or if those absent have waived notice or otherwise signified their consent to the holding of such meeting.
- 5.09 MEETINGS: Meetings of the Board shall normally be held at least ten times a year.
- 5.10 CONDUCT OF MEETING: The conduct of meetings of the Directors shall be in accordance with the rules set forth in the "Modern Edition of Robert's Rules of Order". In the event of a conflict between the by-laws of the Corporation and the rules set forth in the "Modern Edition of Robert's Rules of Order", the provisions of the by-laws shall govern.
- 5.11 VOTING: Questions arising at any meeting of the Board shall be decided by a majority of votes cast by Directors present at the meeting.
- 5.12 DELEGATION OF POWERS: The Board shall manage and administer the affairs of the Corporation in all things, but without lessening its own responsibility it may, for convenience, distribute the duties amongst committees, and such committees shall at all times be governed by such powers as may be assigned to them by this By-Law and by the Board by resolution duly passed. In the case of the absence of any Officer at a meeting of the Board or for any reason that the Board may deem sufficient, the Board may delegate the powers, duties and obligations of such Officer to any other Officer or to any Director, provided that a majority of the Board concurs.
- 5.13 REMUNERATION OF DIRECTORS: The Directors as such shall not be entitled to any remuneration whatsoever, but they shall be entitled to be paid their travelling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending meetings of the Corporation.

- 5.14 CONTINGENCIES: In the event that there is less than four (4) Directors on the Board, a special general meeting will be called by the Executive Director to nominate and elect new Directors to bring the board to or above 7 Directors.

ARTICLE VI

OFFICERS

- 6.01 OFFICERS: The Officers of the Corporation shall be a President, a Vice-President, a Secretary and a Treasurer. The latter two positions can be combined if the need arises.
- 6.02 ELECTION OF OFFICERS: At the first meeting of the Board after each annual meeting, the Board shall elect from amongst the Directors a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. Incumbent Officers remaining on the Board shall hold office until their successors are elected. Any officer vacancies that arise between annual meetings shall be filled by the Board by election from among the Directors.
- 6.03 REMOVAL FROM OFFICE: The Board may remove any Officer by a vote of three-quarters of the Directors present at a duly called and constituted meeting of the Board.
- 6.04 CHAIRPERSON: The Chairperson shall, when present, preside at all meetings of the Members and of the Board. He/she shall be entitled to vote thereat as a Member or Director, as the case may be. He/she shall be an ex-officio voting member of all committees, and shall have general supervision of the affairs of the Corporation and shall do and perform all acts pertaining to the office of the Chairperson.
- 6.05 VICE-CHAIRPERSON: The Vice-Chairperson shall preside during the absence or inability to act of the Chairperson, his/her duties may be performed and his/her powers may be exercised by the Vice-Chairperson. The Vice-Chairperson shall also perform such duties and exercise such powers as the Chairperson may from time to time delegate to him/her or the Board may prescribe.
- 6.06 SECRETARY: The Secretary shall be ex-officio Secretary of the Corporation, the Board hereinafter referred to, and shall oversee: (a) the giving of all notices required to be given to the Members, and the Directors; (b) the maintenance of proper records of the proceedings and of all resolutions and decisions at meetings of Members, and the Board; (c) the custody of all books, papers and records belonging to the Corporation other than those of the Treasurer, and he/she shall perform such other duties as may from time to time be prescribed by the Board.
- 6.07 TREASURER: The Treasurer shall oversee: (a) the keeping of full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account; (b) the depositing of all moneys in the name and to the credit of the Corporation in such bank, credit union or financial agency as may from time to time be designated by the Board; (c) the safekeeping of securities; (d) the disbursement of the funds of the Corporation; (e) the administration of the investments of the Corporation, and he/she shall render to the Board, at the meetings thereof, or whenever required of him/her, an account of all transactions and of the financial position of the Corporation, and he/she shall perform such other duties as may from time to time be prescribed by the Board.

ARTICLE VII

EXECUTIVE DIRECTOR

- 7.01 APPOINTMENT AND RESPONSIBILITIES: An Executive Director shall be appointed by the Board and shall hold office for such term and upon such conditions as shall be approved by the Board. The Executive Director shall be the Chief Executive Officer of the Corporation and shall be responsible to the Board, reporting through the Chairperson.

It shall be the responsibility of the Executive Director to report to the Board on such measures and such developments of the Corporation's activities as he/she may consider will best serve the aims and objects of the Corporation. They (or their designate) shall be an ex-officio, non-voting member of any standing committees, and attend meetings of the Board, unless otherwise decided by the Chairperson.

ARTICLE VIII
COMMITTEES

- 8.01 **COMMITTEES**: The Board shall have the power to appoint from time to time any special or standing committees which it may deem to be in the interest of the Corporation for any special purpose, and to designate the membership, objects, and powers of any such committees.
- 8.02 **EXPENDITURES BY COMMITTEES**: No committee shall have any authority to incur any debt or undertake the expenditure of money without the approval of the Board.
- 8.03 **TERMS OF REFERENCE**: In addition to the objects and powers of the committees of the Board outlined within this Article, the Board shall establish terms of reference for its committees and review and amend the terms of reference from time to time as it may see fit.

ARTICLE IX
EXECUTION OF CONTRACTS, ETC.

- 9.01 **EXECUTION OF INSTRUMENTS**: Contracts, documents or instruments in writing requiring the signature of the Corporation must be signed by the Executive Director and the Chairperson, or their designate, and all contracts, documents or instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Board is authorized from time to time by resolution to appoint any Officer or Officers or any person or persons on behalf of the Corporation either to sign contracts, documents, and instruments in writing generally or to sign specific contracts, documents, or instruments in writing.
- 9.02 **SEAL**: The corporate seal of the Corporation may, when required, be affixed to contracts, documents or instruments in writing, signed as aforesaid or by any Officer or Officers, person or persons appointed as aforesaid by resolution by the Board.
- 9.03 **DEFINITION**: The term "contracts, documents, or instruments in writing" as used in this By-Law shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, warrants, bonds.

ARTICLE X
PROTECTION OF OFFICERS, DIRECTORS AND OTHERS

- 10.01 **PROTECTION OF OFFICERS, DIRECTORS, COMMITTEE MEMBERS**: No Officer, Director, or member of any committee of the Board shall be liable for the acts, receipts, neglects or defaults of any other Director, Officer, or member of any committee, or for any loss or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the Members for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any of the moneys, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on his/her part, or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her respective office or in relation thereto, unless the same shall happen by or through his/her failure to exercise the powers and to discharge the duties of his office honestly and in good faith with a view to the best interests of the Corporation, and in connection therewith to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 10.02 **INDEMNITY OF OFFICERS, DIRECTORS AND OTHERS**: Subject to section 119 of the Corporations Act, except in respect of an action by or on behalf of the Corporation to procure a judgment in its favour, the Corporation shall indemnify a Director, Officer, or member of any committee of the Board, a former Director, Officer, or member of any committee of the Board, and his/her heirs and legal representatives, against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him/her in respect of

any civil, criminal or administrative action or proceeding to which he/she is made a party by reason of being or having been a Director, Officer, or member of a committee of the Board, if:

- (a) he/she acted honestly and in good faith with a view to the best interests of the Corporation;
and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful.

ARTICLE XI
BORROWING BY THE CORPORATION

11.01 The Board may pass a resolution and thereby be authorized from time to time to:

- (a) Borrow money on the credit of the Corporation;
- (b) Issue, sell, or pledge securities of the Corporation;
- (c) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including bank debts and unpaid calls, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or other debts or any other obligation or liability of the Corporation;
- (d) Guarantee the repayment of the debts, obligations and liabilities of any other Corporation.

11.02 The Board may from time to time by resolution delegate to the Chairperson and the Secretary or to any two officers of the Corporation (including the Chairperson or Secretary) all or any of the powers conferred on the Directors by paragraph 1 of this By-Law to the full extent thereof or such lesser extent as the Directors may in any such resolution provide.

ARTICLE XII
AUDITORS

12.01 At each and every annual meeting of the Members, the Members shall appoint an auditor or auditors to audit or review the books of the Corporation for the next ensuing year.

ARTICLE XIII
FISCAL YEAR

13.01 The fiscal year of the Corporation shall commence on the first day of April and end on the last day of March in each year.

ARTICLE XIV
WAIVER OF NOTICE

14.01 Any Member, Director, member of any committee of the Board, or Officer may waive any notice required to be given under any provision of the by-laws of the Corporation.

ARTICLE XV
DISSOLUTION

15.01 In the event of dissolution the Corporation shall, after the payment of all debts and liabilities, distribute or dispose of the remaining property to charitable organizations in Manitoba the objects of which are similar to those of the Corporation and are beneficial to the community and which organizations are charitable organizations within the meaning of any applicable income, succession, or estate tax legislation. All heritage artifacts (fossils) collected prior to the existence of the Heritage Resources Act of Manitoba (1985) are the property of the Canadian Fossil Discovery Centre and disposed of according to the above. All heritage artifacts collected after 1985 are the property of the Province of Manitoba and shall return to the provinces possession upon dissolution.



Canadian Fossil Discovery Centre

Collections Management Policy

Adopted January 2006
Last Revision December 2009
Suggested Update and Revision 2011

1.00 Introduction

The Canadian Fossil Discovery Centre (CFDC) acknowledges that its fossil collection is inherent to the mission outlined below. This Collections Management Policy will describe the framework in which the CFDC will acquire, manage and ensure the appropriate use of its collection. It is understood that the CFDC will make its collection available for student, faculty and researchers from other institutions to research and study advancing knowledge in the related fields of study. This policy ensures the collection will be available for future generations and not to diminish the collections research value.

2.00 Definitions

Accession – The formal process of accepting any specimen or collection of specimens legally by the Canadian Fossil Discovery Centre as a permanent addition to its collections.

Catalogue – A full complete record of scientific information about a specimen including the process of identification and documentation.

Collection – The accumulation and storage of a grouping of related specimens.

Conservation – The applied science of examination and treatment of specimens including their environment in which they are stored.

Deaccession – The formal process of removing a specimen from the permanent collection.

3.00 Role of Staff Persons

All staff persons at the CFDC must implement and respect the lines of authority as communicated in the CFDC's Organizational Chart. The Collections Managers must report to and receive direction from the Curator. The Curator is responsible to implement the strategic priorities and action plans as provided by the General Manager and as a



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delegate of the General Manager thereby exercise final decision making ability in relation to this policy.

4.00 Ethical Considerations

All personnel and volunteers of the CFDC and associated researchers must maintain a high standard of conduct and display a positive attitude towards the collections that avoids conflict of interest in regards to the collection activities outlined and associated within the CFDC's Collections Management Policy. All operations associated with the collections must be consistent with the CFDC's Code of Ethics.

The CFDC personnel, volunteers and associates will perform all collection-related activities for the benefit of the public and not toward any advancement of personal interests.

Under no circumstances is the Canadian Fossil Discovery Centre name to be exploited for personal advantage or the advantage of any other person or entity. Information acquired through any association with CFDC collection procedures must be kept confidential, including fossil localities.

4.10 Personal Collecting

All personnel, volunteers and associated researchers are not permitted to remove any specimens from the collections at any time for personal use.

No personnel, volunteer or researcher associated with the collections may form or expand their own personal collection with the specimens collected in association with the CFDC. There should not be any competition with the individuals and the CFDC with the collection and/or acquisition of specimens or in any personal collecting activity.

All specimens collected and/or acquired through the CFDC will remain as acquisitions and/or accessions within the Collections Department unless deaccessioned by way of the deaccessioned policy as outlined in section 6.0.

4.20 Appraisals

No personnel of the CFDC may make any monetary appraisals on any materials that the CFDC is involved in any way of obtaining or wishing to obtain in the future for the Collections Department. Appropriate trained professionals at the CFDC may make



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appraisals of specimens for internal use only or for specimens outside the collections if the specimen is not to be added to the permanent collection.

5.00 Collection Policy

The purpose of the Collection Policy is to provide personnel and volunteers with direction and to reinforce the standard care necessary to fulfill any and all professional and legal obligations related to various aspects of maintaining the objects in the collection and following the proper documentation procedures.

The Collection Policy is the fundamental policy of CFDC governing its collections. The collections, their acquisition, description, preservation, access and use are the heart of a museum and its research and the CFDC Collection Policy enables the principles to do so.

5.10 Acquisition

All specimens acquired by the CFDC are done so to develop and maintain collections in keeping with the CFDC Statement of Purpose. The designated CFDC personnel will only acquire specimens that can be properly documented, preserved, stored and maintained. (Curator or Collection Manager)

Canadian Fossil Discovery Centre personnel must make every effort before the acquisition of a specimen by purchase, gift, loan, bequest or exchange to ensure it has not been illegally obtained and holds a valid title. A full history of the specimen from its discovery or production to its present status should be established prior to acquisition.

The following in no particular order are means of acquiring specimens for the collections department:

- Field collection
- Purchase
- Contract collecting
- Gift
- Bequest
- Exchange
- Loan
- Other appropriate means



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All persons collecting for the CFDC as designated by the Curator must follow the CFDC Field Procedures Manual and clearly indicate their relationship with the CFDC to potential vendors or donors.

Specimens will not be acquired if there is a reasonable cause to believe their recovery involved the unauthorized, unscientific or intentional destruction or damage of geological and palaeontological sites and natural habitats.

Under no circumstances will a specimen be acquired if there has been a failure to disclose the finds to the proper legal or governmental authorities (Heritage Act).

Specimens will only become part of CFDC collections when formally accessioned as outlined below under section 5.2 Accession, therefore the acquired specimens may be prepared or discarded at the discretion and/or direction of the Curator and/or Collections Manager.

5.20 Accession

Accessioning is the formal process to which a specimen is officially part of the permanent collection providing a written record of the acquisition. All record keeping duties are assigned to the Curator ensuring accurate procedures for record keeping is followed.

Accession records are digital including images through a software program created for the CFDC. Only the Collections Manager and designates will have access to alter the accession records. A hard copy and soft copy will be maintained at the CFDC as well as at the Town of Morden Community Resource Office.

Specimens to be accessioned into the permanent collection must meet one or more of the following criteria and are done so by the Curator or Collections Manager:

- Quality of preservation
- Unique or rare specimen
- Data available for modern taxonomic evaluation
- Increase of a specific collection or taxonomic group
- All appropriate scientific data is available
- Size

5.30 Cataloguing



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Every specimen within the CFDC collections is assigned a catalogue number. The catalogue number will be placed on the specimen using accepted modern techniques and will be present on the specimen card that is also to be with the specimen in storage.

Catalogue numbers are to be assigned only by the Collections Manager and will consist of a taxonomic group letter, the year the specimen was found, what number that specimen is of its taxonomic group and the site number. For example M.74.06.06.

All data associated with specimen including taxonomy, geographic location, stratigraphic occurrence, bibliographic reference, accession and other pertinent information to the specimen will be recorded on a digital database. A separate copy will be maintained at the Town of Morden Community Resource Office.

All cataloguing is assigned to the Collections Manager unless designated. The identification and cataloguing of all potential specimens will be done in a timely fashion by the Collections Manger or designates.

5.40 Storage

All specimens within the CFDC collections are to be maintained in the Collection Room in the designated storage area. The specimens are stored accordingly to present-day standards best suited for each specimen, including appropriate materials, open shelving units and metal drawer cabinets.

The storage location of each specimen is to be documented and included in the catalogue system coinciding with the specimen's catalogue number.

Only designated personnel are allowed in the Collection Room. The doors are to be closed and locked at all times only to be accessible through key access. All visitors must acquire permission to access the Collection Room through the Curator, Collections Manager or other designated person(s).

5.50 Loans

Both incoming and outgoing loans are encouraged for scientific purposes. Loan material must be through a Museum, University or other recognized organization in research or education. Prior to any specimen being loaned a formal loan agreement that acts as a contract concerning content, duration and other particulars of the transaction must be acquired and signed by both parties represented in the loan.



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The Curator or Collections Manager will use judgment to designate specimens to be loaned or potentially received as specimen safety is of primary consideration.

If there is a reasonable doubt about the safety (breakage, destruction or other loss) of the specimen being shipped from the CFDC, the specimen will not be shipped.

5.51 Incoming Loans

The Curator prior to research and study must approve all specimens from incoming loans by any CFDC representative. The specimen is to be examined ensuring the agreement is consistent. All records of the transaction of the loan are to be maintained.

5.52 Outgoing Loans

The Curator must approve any specimen for loan to another institution and will not be sent to any private address.

Outgoing loans for display or exhibitions will not exceed 6 months unless an extension is requested and the exhibit must be justified and outlined including props and stands.

Researchers must submit a formal request of the specimens required. Research students must have their advisor sign the formal agreement loan with responsibility designated to the advisor not the student.

6.00 Deaccession Policy

The Canadian Fossil Discovery Centre (CFDC) has a strong commitment towards the retention of all current specimens from its collection. However the CFDC does recognize certain circumstances when deaccessioning can improve the relevance of its collection.

Deaccessioning under this policy is defined as the formal process for removal of a specimen from the permanent CFDC collection and disposal as the permanent transfer of legal title from the CFDC to another institution, group or individual through gift, exchange or sale and in the extreme case purposeful destruction.

The process of deaccessioning must be initiated with a written proposal supported by appropriate documentation and a recommended means of disposition. This proposal must be developed in consultation with the Collections Manager or, Curator. The proposal must be approved by the Executive Director/General Manager, and the Governing Board.



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6.10 Criteria

Specimens to be deaccessioned must meet one or more of the following criteria:

- a specimen does not fit the CFDC mandate
- a specimen is an over-representation of a particular type in the collection
- a specimen is lost or stolen
- a specimen has deteriorated or is damaged
- a specimen is poorly documented and is therefore of limited use
- the CFDC is incapable of providing necessary minimal care
- a specimen is a physical hazard or health risk to staff and public
- a specimen has unethical or illegal provenance
- a specimen has been misidentified or found to be a fake, forgery or copy with no definable purpose

Under no circumstances will the CFDC deaccession a specimen at the request of the donor.

6.20 Procedures for Deaccessioning:

The CFDC must ensure that:

- A proposal for specimen deaccessioning initiated by the Curator or Collections Manager has been submitted to the Executive Director/General Manager and governing Board of Directors for approval and must be documented within the board meeting minutes. Two designated Directors must sign the appropriate documents. If approved all documents must be recorded and obtained.
- The CFDC has legal title to the specimen prior to the commencement of deaccessioning and disposal.
- Serious, diligent and documented effort to locate owners has been made in the case of undocumented material.
- There are no legal or legislative restrictions associated with the specimen when it was acquired, prohibiting deaccessioning.
- Specimens for which a request for return, restitution or repatriation may possibly arise in the future and are to be considered on a case-by-case basis.
- Full documentation of the specimen prior to deaccessioning including a recent catalogue record is conducted. All documents are to be obtained by the CFDC with an image of the specimen.
- A copy of the recent documentation of the specimen is to be provided to the recipient of the deaccessioned specimen.



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6.30 Procedures for Disposition:

The CFDC must display efforts to ensure the deaccessioned specimens remain within the public domain through gift, exchange or sale with other museums, universities or public institutions before other means of disposal. Emphasis should be placed on retaining the specimen within the community and Manitoba and then Canada.

On no occasion will volunteers, staff, Board of Directors, their family members or any organizations associated with any financial support be permitted to purchase any specimens for disposal, nor will the specimens be sold on the CFDC premises.

If a specimen is to be disposed, the Board of Directors may consider notifying the original donor as a courtesy. If the specimen is to be for sale as a method of disposal, intention of the disposal should be made public at least 3 months in advance through appropriate media.

All tags or markings that will identify the specimen from the CFDC must be removed prior to disposal.

The following are methods for the disposition of deaccessioned specimens from the CFDC collection:

- I. **Exchange** – exchange the specimens with another museum, university or public institution.
- II. **Gift** – donation/transfer of specimen to another local, provincial or national museum, university or public institution.
- III. **Sale** – sale of disposition specimens is outlined by the following means in order of preference:
 - to a museum, university or public institution or the original donor
 - through a publicly advertised auction
 - through a dealer, established and reputable

All funds acquired from sales must be used to support the CFDC collection. New items purchased for the collection through these funds must show acknowledgement to the original owners.

- IV. **Internal Transfer** – transfer of the specimen within the CFDC for non-collection use (e.g. destructive analysis, school/education etc.).
- V. **Destruction** – the specimen is to be destroyed when no other method of disposal is possible. Destruction must ensure the specimen cannot be reconstructed in any way. Two witnesses must be present to observe the destruction.



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The Deaccessioning Policy of the Canadian Fossil Discovery Centre may be amended only on the recommendation of the governing Board of Directors by a majority of members present at an Annual Meeting or at a meeting of members called for that purpose.

7.00 Conservation Policy

The Canadian Fossil Discovery Centre (CFDC) recognizes the importance of preserving the collections entrusted to its care by delegating a Collection Manager who is responsible for the care and management of the fossil collection; demonstrating a commitment to establish and maintain modern professional museum standards for temperature, humidity, and lighting controls; a commitment to protecting the collection from fire, flood, vandalism, theft, pests, poor handling and improper display conditions; a commitment to clean, orderly, and safe storage; a commitment to collaborate with and seek guidance from qualified experts in conservation (e.g. Manitoba Heritage Conservation Service, the Society for the Preservation of Natural History Collections, the Society of Vertebrate Paleontology, etc.) before undertaking cleaning, repair, or restoration of fossil specimens; a commitment to keep and maintain accurate records of any alterations, repairs, and/or fossil preparation; and a commitment to undertake professional development training via courses, workshops, and attending professional conferences and symposia to improve our knowledge in the care and handling of the fossil collection.

7.10 Role of the Collection Manager

The Collections Manager is expected to follow the direction that is provided by the Curator. The Collection Manager is responsible for the overall preservation, documentation and management of the CFDC's fossil collection both in the field and the museum. The Collection Manager will accession, deaccession, collect specimens, process loans, complete reports and appropriate forms, care for the collection in terms of storage, maintenance and security and public access to designated individuals. The Collection Manager will work closely with the Curator and the Collections Management Policy.

7.20 Environmental Control Management

The Collection Manager will install and continually upgrade temperature and humidity monitoring devices in the collection room and monitor and record the temperature and relative humidity on a daily basis. The Collection Manager will also work on granting to obtain and install environmental controls for the fossil collection while stored in the collection room and while on exhibit. Lighting controls should be installed in accordance



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with modern professional techniques and standards for the care and conservation of the fossils and all associated material while on display and in storage.

7.30 Protection and Security

The CFDC houses Canada's largest collection of marine reptile fossils and as such, the protection and security of the collection must be constantly maintained. As part of the Conservation Policy, the Collection Manager will oversee and be responsible for the protection of the collection during storage or transport, and protection from rot, decay, pests, fire, flood, tornado, etc., and for taking the necessary security measures to protect the collection against vandalism and theft.

7.40 Collaborative Guidance

Whenever possible and relevant, the CFDC will seek out collaborative guidance from qualified and recognized experts in specific fields to enhance the CFDC's current techniques before undertaking any cleaning, repair, or preparation of unfamiliar fossils. Visiting researchers and laboratory technicians, as well as conferences and symposia, are some examples of occasional guidance opportunities. The Manitoba Heritage Conservation Service, the Society for the Preservation of Natural History Collections, and the Society of Vertebrate Paleontology are the CFDC's preferred organizations to seek guidance and expertise from regarding vertebrate fossil collections and efforts will be made to consult with these organizations when appropriate.

7.50 Record Keeping

As a steward for the province of Manitoba's vertebrate fossils, the CFDC holds a strong commitment to maintaining proper up to date record keeping practices concerning all aspects of the collection. From field collection data to research data and laboratory work sheets, records will be kept on any alterations or repairs during preparation. Records will be kept for each specimen in both a digital (electronic) and hard copy format at the CFDC while a second backup copy of the digital collection records will be stored at the Town of Morden Office.

7.60 Professional Development

To demonstrate the CFDC's commitment to the handling, conservation, and care of the collection, the Collection Manager, staff, and volunteers working with objects from the collection should seek out professional development courses, workshops, conferences,



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and symposia so as to keep up with modern practices and techniques while becoming increasingly more knowledgeable and proficient in the overall management and conservation of the fossil collection.

8.00 Policy Review

Every 2 years the Board of Directors will review the Collections Management Policy of the Canadian Fossil Discovery Centre Inc. at the last meeting of the year.



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9.00 References

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Field Collection Policy

The Canadian Fossil Discovery Centre (CFDC) houses Canada's single largest collection of marine reptile fossils. As the leading paleontological institution in the province of Manitoba, it is the duty of CFDC paleontologists to ensure that all fossil and geological specimens are collected in a professional manner and that proper field data such as geographic, stratigraphic, sedimentologic and taphonomic information is obtained. The present fossil collection, although quite extensive, was collected under very different conditions than today. Active mining of bentonite deposits prompted the crews of old to recover the specimens rapidly in order to avoid their destruction. There was no time to record exact location, position, fossil association, type of sediments, etc. Sadly, this data was lost forever. Paleontologically, this type of information is as valuable as the bones themselves.

It is therefore important to develop and implement proper collection and curation procedures, keeping in mind that in the future, universities will use our facilities for academic purposes. **All** field personnel (staff and volunteers) collect on behalf of the Canadian Fossil Discovery Centre (CFDC). Therefore specimens must be collected according to established protocol. For the purposes of this policy, the term "specimens" refers to all fossil and geological specimens as Heritage Objects as per the Manitoba Heritage Act.

Field collection protocol at the Canadian Fossil Discovery Centre (CFDC) will abide by the Society of Vertebrate Paleontology (SVP) Bylaw Article 12: Code of Ethics (See Appendix A) and work in conjunction with the Manitoba Heritage Act. The collection of specimens on behalf of the CFDC is outlined by the following protocol:

-The removal of specimens from any site must first be approved by the curator, or collection manager.

EXCEPTION FOR PURPOSES OF RISK ASSESMENT AND FOSSIL RESOURCE MANAGEMENT

If an individual permitted to collect on behalf of the CFDC discovers a specimen in which direct or indirect risk and/or harm exists to the specimen's preservational well-being from chemical or mechanical forces, the individual may take it upon themselves to collect the specimen without prior approval of the Curator or Collection Manager in order to ensure the immediate preservation of said specimen. Examples include but are not limited to: A situation where a unique fossil specimen is discovered near a game trail or All-Terrain Vehicle (ATV) track;

-All museum personnel including Board Members, staff and volunteers must agree to all the conditions outlined below and receive a training field session with the Curator or



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Collection Manager before searching for fossils on behalf of the Canadian Fossil Discovery Centre.

-Use of the collection kits is mandatory. Any given specimen can never have too much associated data. The kits give a summary of the geology and the geography of the escarpment area. The kits also contain a copy of the Heritage permit for the current field season, specimen cards and note sheets to assist individuals in taking detailed notes. Collection kits will only be supplied by the Curator.

-All fossils are "Heritage Objects" as stipulated in the Heritage Act. The location of a specimen or a new site must be marked and recorded appropriately prior to site evaluation with a handheld GPS unit and using the CFDC coordinate format for that particular season/project (i.e. decimal degrees).

-Only the areas designated on the Heritage Permit may be surveyed within a particular field season.

-All personnel, including board members, staff, and volunteers are only permitted in the field on museum time and business and with the knowledge and consent of the permittee. No individual shall go to the field sites of their own accord, or take any guests, without the prior written consent of the permittee. This will keep with proper paleontological standards and ensure safe and proper access to museum excavation sites, and will minimize trespassing and site vandalism.

-Site evaluation will include mapping, GPS location, level survey, grid system, photos and scale drawings of the site and individual specimens.

-Once all the data is recorded, a decision will be made on the proper procedure for removal/transport. (Example: polyvinyl consolidants and cyanoacrylate glues do not work on damp specimens). If damp specimens must be removed from a site, proper drying techniques must be followed in the lab.

-All field activities must be logged and field notes turned in or copied and entered into the Field notebook at the museum in a timely manner.

-As stated in the Manitoba Heritage Act, all vertebrate fossils within the province are heritage objects. Provincial fossil laws dictate that all fossils discovered after May 12th, 1986 are the property of the Crown. As such, no individual, including board members, staff, and/or volunteers, shall maintain or possess a personal collection of vertebrate fossils from Manitoba which were collected under the Canadian Fossil Discovery Centre (formerly Morden District Museum) permit. This restriction does not apply to any fossils which did not originate from Manitoba, or to any fossils discovered and collected within Manitoba prior to May 12th, 1986.



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-All material (consolidants, adhesives, plaster etc.) must be signed out and returned to the museum according to the sign out sheet.

-The specimens must be taken back to the museum in a timely manner so they can be properly identified, preserved and catalogued.

Most of the procedures outlined above are the basis of good paleontological field work. Modifications will be made, as necessary to suit the unique conditions of field work encountered on the escarpment.

Should an individual breach the guidelines outlined above, the Curator/Acting Curator may first issue a written warning. If these guidelines continue to be breached, the Curator may then assign a probationary period not to exceed 90 field season days to an individual found to be in breach of CFDC's Field Collection Policy. Furthermore, the Curator, or Acting Curator, has the sole authority to relieve an individual of collecting privileges on behalf of the CFDC should that individual be in violation of the CFDC Field Collection Policy. The decision regarding whether or not a breach of this policy results in a probationary status and/or relief of collecting privileges will be the sole responsibility of the Curator or Acting Curator; as such situations may arise on a case-by-case basis.

I, _____, a _____,
of the Canadian Fossil Discovery Centre, fully understand and agree to fully comply with the above procedures and will not in any way jeopardize the collecting and/or the agreement the museum has with the Heritage permit.

Name of Collector

Signature of Collector

Name of Curator/Acting Curator

Signature of Curator/Acting Curator

Date



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APPENDIX A

Society of Vertebrate Paleontology

Member Bylaws on Ethics Statement

ARTICLE 12. CODE OF ETHICS

Preamble

Several goals for the Society of Vertebrate Paleontology follow from its mission statement (Articles of Incorporation, Article 2, Section 1):

1. To advance the science of vertebrate paleontology throughout the world;
2. To serve the common interests and facilitate the cooperation of all persons concerned with the history, evolution, ecology, comparative anatomy and taxonomy of vertebrate animals, as well as the field occurrence, collection and study of fossil vertebrates and the stratigraphy of the beds in which they are found;
3. To support and encourage the discovery, conservation and protection of vertebrate fossils and fossil sites;
4. To foster the scientific, educational and personal appreciation and understanding of vertebrate fossils and fossil sites by avocational, student and professional paleontologists and the general public.

Fossil vertebrates are usually unique or rare, non-renewable scientific and educational resources that, along with their accompanying contextual data, constitute part of our natural heritage. They provide data by which the history of vertebrate life on earth may be reconstructed and are one of the primary means of studying evolutionary patterns and processes as well as environmental change.

Section 1. Professional standards in collection of fossils

It is the responsibility of vertebrate paleontologists to strive to ensure that vertebrate fossils are collected in a professional manner, which includes the detailed recording of pertinent contextual data, such as geographic, stratigraphic, sedimentologic and taphonomic information.

Section 2. Adherence to regulations and property rights

It is the responsibility of vertebrate paleontologists to assist government agencies in the development of management policies and regulations pertinent to the collection of vertebrate fossils, and shall comply with those policies and regulations during and after collection. The necessary permits on all lands administered by federal, state, and local governments, whether domestic or foreign, must be obtained from the appropriate



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agency(ies) before fossil vertebrates are collected. Collecting fossils on private lands must be done only with the landowner's consent.

Section 3. Fossil preparation

Fossil vertebrate specimens should be prepared by, or under the supervision of, trained personnel.

Section 4. Deposition of fossil specimens

Scientifically significant fossil vertebrate specimens, along with ancillary data, should be curated and accessioned in the collections of repositories charged in perpetuity with conserving fossil vertebrates for scientific study and education (e.g., accredited museums, universities, colleges and other educational institutions).

Section 5. Publication and education

Information about vertebrate fossils and their accompanying data should be disseminated expeditiously to both the scientific community and the interested general public.

Section 6. Commercial sale or trade

The barter, sale or purchase of scientifically significant vertebrate fossils is not condoned, unless it brings them into, or keeps them within, a public trust. Any other trade or commerce in scientifically significant vertebrate fossils is inconsistent with the foregoing, in that it deprives both the public and professionals of important specimens, which are part of our natural heritage.



Conflict of Interest Policy

1.00 Preamble

It is important that our practices and decisions are without suspicion or influence and avoid any appearance of impropriety, which may raise concerns within or outside the organization. The policy is designed to ensure an organization's reputation for integrity of decisions. As a result, this policy addresses conflicts of interest, real or perceived.

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Canadian Fossil Discovery Centre, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Canadian Fossil Discovery Centre or its members, supporters, and other stakeholders.

2.00 Implementation

This policy will be conveyed to staff and all new board and committee members.

The first agenda item of board and committee meetings will be a declaration of conflict of interest.

Members, including staff, will be asked to verbally declare conflict of interest and to identify which agenda items that are in conflict. The minutes of the meeting will reflect declared conflicts. If the member is unsure, he/she will ask for clarification and the chair will determine if there is a real or perceived conflict.

When there is a conflict, the member will refrain from all discussion pertinent to the subject and abstain from voting.

It is the responsibility of board and committee members to raise concerns they may have regarding conflict of interest with a member who is perceived to be in conflict. If there are still concerns, it is their responsibility to convey these concerns to the chair.

Board, volunteers and staff are prohibited from accepting personal gifts from current and prospective providers of services or goods and grantees with the exception of occasional hospitality or other benefits of a nominal value.



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Board members, volunteers and staff are prohibited from using privileged information gained in their role for personal or professional gain.

Monitoring: This policy will be reviewed as needed.

Board Acceptance: This policy was approved/ on June 11, 2009 by the Canadian Fossil Discovery Centre's Board of Directors.



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Personnel Policy

Foreword

All employees are important to the functioning of the Canadian Fossil Discovery Centre Inc.

The service that you render is of a very special nature. The users and patrons of the Canadian Fossil Discovery Centre Inc. are very important individuals and every effort should be made to give them the service they require. You have a roll to fill and every task deserves your individual attention.

Courtesy, service, thoughtfulness, honesty, respect and dignity must always be foremost in the minds of all personnel. The presence or absence of these qualities will be on public display, and our citizens will judge the Centre by your conduct.

The Centre is interested in your well-being and hopes that your employment with the Centre will prove to be a pleasant experience and that you will always be conscious of your relationship with the public.

The Chair and Board
Canadian Fossil Discovery Centre Inc.



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1.00 Objectives & Organization

1.10 Purpose, Values and Image

Our purpose is:

- ⇒ To maintain and enhance the quality of life for all Centre visitors, researchers and staff by providing affordable services in an efficient and courteous manner.
- ⇒ To provide an environment where clients and the general public are comfortable and offered a valuable and entertaining learning experience.
- ⇒ See attachment for details on Centre role, mandate, etc.

We value:

Commitment to excellence
Fair and equitable practice
People (Staff)
Accountability

Honesty
Respect for others (Courtesy)
Fiscal Responsibility

Passion:

Our leadership and integrity will foster a sense of community identity, spirit, pride and culture creating a success that will clearly benefit all citizens and visitors.

We want to be the best small Museum in Canada with the best Staff.

We want to be:

Successful
Well Organized
Committed to Teamwork
Progressive
Trust Worthy

Professional
Safe
Cost Effective
Courteous
Friendly



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Responsive/Responsible/Accountable

The objective of the Centre is to provide our clients with an attractive, enjoyable and safe environment in which to undertake research, recreation, education and preservation activities related to the pre-history and pioneer period of life along the Manitoba Escarpment in Southern Manitoba, with particular focus on fossil (paleontological) specimens of marine life from the Cretaceous period (80 million years ago). The co-operation and support of the individual employees is essential to realize this objective and to do so at the most reasonable expense to the Centre's clients. Our primary objective is

To Serve Well and with this in mind:

- (a) Every employee is expected to show care and economy in the use of Centre supplies and equipment.
- (b) Every employee is a Centre representative and as such should be very conscious of the importance of his/her relationship with the public.
- (c) The Centre Board is constantly striving to improve services and efficiency. Suggestions for improving services will always be welcomed by the Centre Board and management.

1.20 Organization of the Canadian Fossil Discovery Centre Inc.

The Organization Chart (Appendix "A") shows the area of responsibility and the authority relationship between the various employees of the Centre. Lines of authority must be followed in seeking a solution to any employee concerns. Such concerns should first be discussed with the immediate supervisor (as set forth in the Organization Chart) prior to being discussed with the Board. This should not, however, detract from the co-operation and harmony between employees.

The General Manager is responsible to recruit, develop and evaluate all other staff. The General Manager approves the appointment, demotion, or dismissal of Centre employees, as well as all compensation administration, within established personnel policy and budget guidelines.

The Centre Board is the final authority and it shall define areas of responsibility as it sees fit from time to time.

2.00 Applications

All applicants seeking employment with the Centre shall be required to file an application in writing, and complete a standard Application for Employment form as provided by the Centre. Interviews may be given in advance of actual hiring of



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an applicant and reference checks will be conducted prior to employment being offered.

3.00 Probationary Period

3.10 All new employees shall serve a probationary period of six (6) months actually worked.

3.20 The probationary period may be extended by the Centre for a further three (3) months of actual work. Employees shall be advised in writing of the terms of the extended probationary period. Where a probationary period is being extended, the Centre (or General Manager) will endeavor to provide the employee with a written performance evaluation, and shall endeavor to discuss it with the employee.

3.30 An employee's employment may be terminated without any notice or wages in lieu of notice at any time during either the employee's probationary period or extended probationary period.

4.00 Hours of Work & Overtime

4.10 Hours of Work

(a) The normal hours of work for all permanent full-time non-management employees shall be as follows:

The General Manager will schedule the hours of work for employees. Such employees shall normally work a minimum of thirty-five (35) hours per week, and shall receive a one (1) hour unpaid lunch break.

(b) The normal hours of work for all permanent full-time employees shall be as follows:

The General Manager and other management employees shall normally work a forty (40) hour workweek. However, they are responsible for working the days of the week and the hours of the day that may be required to ensure the proper and efficient performance of their duties, and accordingly, they may be required to work in excess of the normal work week.



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(c) All managers shall keep an account of the hours worked by employees in their department and shall deliver such records to the Centre accountant as soon as possible after the end of each pay period.

4.20 Overtime

- (a) Overtime shall be defined as all authorized time worked by non-managerial employees in excess of eight (8) hours in a day or forty (40) hours in a week. Such authorization shall be in writing and shall be submitted on a form and in accordance with procedures that are adopted by the Centre with respect to the approval and reporting of overtime. Employees shall, where possible, obtain such authorization in advance of any overtime being worked. Where advance authorization is not possible, authorization must be obtained within twenty-four (24) hours of the additional time having been worked.
- (b) Where a non-management employee is required to work overtime, that employee shall, at his/her option be entitled to either of the following:
 - (i) Pay at the rate of one and one-half times his/her regular hourly rate of pay; or
 - (ii) Equivalent time off with pay to be taken within sixty (60) days after the day on which that employee worked the overtime hours, or at such later date as mutually agreed on between the General Manager and the employee.

5.00 Salaries & Pay Periods

5.10 Salary Compensation

Salary will be subject to negotiation with the Board and/or General Manager, as appropriate.

5.20 Pay Periods

All employees will be paid on a bi-monthly basis. Where an employee works for less than a full month the salary or wage will be pro-rated relative to the length of time worked.

6.00 Call Out Policy

Employees who are required to be available for call out will be compensated in accordance with the Centre's Call Out Policy as adopted from time-to-time.



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7.00 Dress Code

Employees are expected to present a clean, neat general appearance at all times and are required to dress appropriately for the duties assigned to their respective positions.

8.00 Safety

The Centre is proud of its safety record and of the safe working conditions it provides for its employees. Employees are urged to follow common sense, safety practices and to report any unsafe conditions, defective working tools, or equipment to your Supervisor. Any and all accidents, no matter how small, shall be reported immediately to your Supervisor.

9.00 General Holidays

9.10 The following general holidays shall be granted with pay, to all permanent full-time employees:

New Year's Day

Victoria Day

August Civic Holiday

Thanksgiving Day

Christmas Day

Good Friday

Canada Day

Labour Day

Remembrance Day

Boxing Day

and such other holidays as may be proclaimed by Federal, Provincial, and/or Civic Governments.

9.20 Employees who are required to work on any of the above holidays shall be paid overtime rates for all hours worked and shall receive an alternate day off with basic pay within sixty (60) days following the holiday.

9.30 In order to be eligible to receive the general holiday with pay, the employee must work the full scheduled workday before and after the holiday, and must have worked for part of all of at least fifteen (15) days during the thirty (30) days immediately preceding the holiday.



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- 9.40** When a holiday occurs during an employee's annual vacation, an extra day's vacation shall be added to the employee's vacation.
- 9.50** When a holiday falls on an employee's regular day off, the employee shall be granted another day off, such time to be taken within sixty (60) days unless otherwise mutually agreed upon between the Supervisor and the employee.
- 9.60** Employees other than permanent full-time employees will be entitled to general holidays in accordance with the provisions of the Provincial Employment Standards Code.

10.00 ANNUAL VACATION

- 10.10** All permanent full-time employees shall be entitled to the following vacations with pay:
- (a) After the completion of the first (1st) year of service, up to and including the employee's second (2nd) year of service - two (2) weeks.
 - (b) After the completion of the employee's third (3rd) year of service, up to and including the employee's ninth (9th) year of service - three (3) weeks.
 - (c) After the completion of the employee's tenth (10th) year of service, up to and including the employee's seventeenth (17th) year of service – four (4) weeks.
 - (d) After the completion of the employee's eighteenth (18th) year of service and each successive year of service thereafter – five (5) weeks.
 - (e) After the completion of the employee's twenty fifth (25th) year of service and each successive year of service thereafter – six (6) weeks.

For the purpose of this section “years of service” shall mean the accumulated total service being the sum of each full year of service with the Centre, continuous or broken by approved leave of absence or lay-off, but not service broken by a termination of employment.

- 10.20** In order to qualify for the foregoing vacations with pay, an employee must have been actively at work for a minimum of eighteen hundred (1,800) hours during the calendar year in which such vacations would be earned. If an employee is not actively at work for the minimum eighteen hundred (1,800) hours during that calendar year, he/she shall receive in lieu of vacation with pay (unless the Council otherwise directs) vacation pay calculated as a percentage of his regular earnings during the aforesaid period. The percentage shall be as follows:



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Two weeks entitlement - four percent.
Three weeks entitlement - six percent.
Four weeks entitlement - eight percent.

All years of service shall be determined as of December 31st in any calendar year.

For the purpose of granting vacations, the anniversary date of an employee taking more than one month's leave of absence shall be adjusted in accordance with the amount of time that the employee is on leave of absence.

- 10.30** Employees other than permanent full-time employees will be entitled to vacation or vacation pay in accordance with The Vacations with Pay Act.
- 10.40** Employees will take their vacation at a time designated by their Supervisor. Vacation schedules will be arranged by the Supervisor in cooperation with his/her staff so as to attempt to ensure that both the wishes of the employees and staffing requirements of the Centre are met.
- 10.50** All employees shall advise the General Manager or Board, as appropriate, of the times that they will take vacation.
- 10.60** Where an employee is entitled to receive more than three weeks vacation in any one year, not more than three weeks of successive vacation shall be taken at any one time, except with the prior approval of their supervisor.
- 10.70** Vacation carry over from year to year is not encouraged, however the Centre recognizes that there will be individual circumstances from time to time that may create the need to do so. Employees shall be entitled to carry over up to five (5) days vacation entitlement from one year to the next. Any carry over exceeding this amount requires approval of the General Manager or Board. Request for this approval shall be filed with the General Manager/Board by October 31st of each year.
- 10.80** The General Manager shall provide the Centre accountant with a copy of the Vacation Schedule for entry in the Central Vacation Register.



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11.00 Sick Leave

11.10 Effective December 31, 2003 all permanent full-time employees shall be granted one sick leave credit for every past two months of employment, to a maximum of 36 such credits.

All full-time employees shall accumulate sick leave credits at the rate of one day per month for all months worked subsequent to December 31, 2003. In no event, shall an employee accumulate more than 75 sick leave credits in total.

Sick leave credits shall not accumulate during periods when an employee is not actively at work.

11.20 An employee shall be entitled to utilize sick leave credits when absent from work by virtue of being sick or disabled, or because of an accident. However, sick leave credits cannot be utilized in the following circumstances:

- (a) If the employee is eligible to receive a disability pension or
- (b) If the employee is absent on account of pregnancy or a pregnancy related illness during the period starting 11 weeks prior to the expected date of delivery and ending six weeks following the actual date of delivery; or
- (c) If the employee is not scheduled to be at work at the time of his illness, disability or accident, as for example, if he/she is on vacation, layoff or leave of absence.

11.30 In order to utilize sick leave credits, an employee may be required to submit, either during his illness or upon returning to work, a medical report from a duly qualified medical practitioner certifying that the employee was or is unable to carry out his duties due to illness and/or is now able to return to his regular duties. If the Centre is not satisfied with the medical report, which is provided, it may require that the employee undergo a medical examination by a doctor appointed by the Centre.

If an employee fails to provide a medical certificate upon request, he shall not be entitled to utilize sick leave credits with respect to the period of absence.

11.40 An employee who is unable to attend work because of being sick or disabled or because of an accident shall notify his/her supervisor as soon as possible on the day that he/she is unable to attend work. The employee must also advise his/her supervisor, as far in advance as possible, of the date on which he/she will be able



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to return to work. Where the absence will be of some duration, the employee must apprise his/her supervisor, on a regular basis, of his/her ongoing condition.

12.00 Compassionate Leave

12.10 In the event of the death of an employee's spouse, child or parent, leave of up to five (5) days with pay will be allowed either to arrange and attend the funeral, or to settle the estate within a one (1) year period of the death. In the event of the death of an employee's, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, or grandchild, leave of three (3) days with pay will be allowed to arrange and attend the funeral, or to settle the estate within a one (1) year period of the death.

Additional travel time with pay may be granted, in addition to the leave mentioned above, where the employee must travel to attend the funeral.

12.20 At the discretion of Management, a permanent full-time employee may be granted a compassionate leave with or without pay to attend the funeral of any other relative or person not mentioned in clause 12.01 of this section.

12.30 Except where an employee has chosen to utilize the compassionate leave for the purposes of settling estate matters, he/she shall not be entitled to utilize the leave if he would otherwise have been absent from the workplace on account of vacation, illness or other leave of absence at the time of the death or funeral of the member of his/her immediate family.

13.00 Leave of Absence Without Pay

13.10 Employees may upon approval of their Supervisor, be entitled to receive a leave of absence without pay, that is no greater than two (2) days in duration. All other leaves of absence, without pay, must have the prior approval of the General Manager or Board. Such leaves will not be granted unless the General Manager/Board is satisfied that the special circumstances related to a request warrant their approval of the request.

13.20 During an approved leave of absence, employees will retain whatever benefits they may have as at the start of their leave of absence.

14.00 Employee Training & Development



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The Centre is committed to providing employees the opportunity for continuous learning and growth as a benefit not only to the Centre, but also to the employee. For each employee, the annual performance evaluation process will identify goals and objectives for professional development. Upon approval by the General Manager/Board and subject to approved budget, employees may be authorized, to attend conventions, seminars, courses and meetings deemed necessary or beneficial to the operations of the Centre.

The Centre will pay for tuition, examination fees and out-of-pocket expenses for employees enrolled and participating in professional development required to build skills for the current job and offer a 50% reimbursement of non-required, but work related courses. Special leave with pay may be granted to employees for the writing of an examination in an approved course. Professional development costs must be planned for annually in the Centre Budget.

15.00 Professional Association Fees

Upon approval by the General Manager/Board, the Centre, subject to annual budget allotments, may pay for professional association fees

16.00 Travel Expense Reimbursement

Reasonable “out of pocket” expenses will be reimbursed for travel on behalf of the Centre. Claim for reimbursement shall be made on the form prescribed and approved by the Centre. Employees using their personal vehicle for travel on behalf of the Centre shall be reimbursed the rate per kilometer as prescribed by resolution of the Board.

17.00 Long-Term Employee Recognition

17.10 Recognition of long-term employees of the Centre shall be given at 5-year intervals of continuous service.

17.20 Recognition of long-term service shall be in the form as deemed appropriate by the Board, giving due consideration to the length of service involved.

17.30 Any employee who retires after ten (10) years of continuous service with the Centre shall be recognized with some token of appreciation.



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17.40 Whenever possible, employee recognition shall take place at such time and place where the majority of Centre employees and/or the Board are expected to be present.

18.00 Injury/Accident Reporting & Workers Compensation Benefits

18.10 Injury/accident reporting: In the event of an injury, get the required medical care. Report the injury to the museum office as soon as possible. An accident report will then be completed and filed for future reference by the board.

18.20 Worker Compensation Benefits

19.00 Civic Liability

19.10 In action or proceeding is brought against any employee for an alleged tort committed by him/her in the performance of his/her duties, then the employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against him/her shall advise the Centre of any such notification or legal process.

19.20 Upon the employee notifying the Centre in accordance with the preceding paragraph, the Centre and the employee shall forthwith meet and appoint Counsel that is mutually agreeable to both parties. Should the parties be unable to agree to Counsel that is satisfactory to both, then, the Centre shall if it so wishes, has full responsibility for the conduct of the action. The employee shall co-operate fully with appointed Counsel and shall comply with all of the provisions and responsibilities in any liability policy that may extend to cover such action or proceeding.

20.00 Performance Evaluation and Salary Reviews

20.10 Performance Evaluations

All employees of the Centre shall be evaluated at least once each year or more frequently if required, according to the following criteria:

(a) The General Manager is to be evaluated by the Board, who may seek input from staff, Centre colleagues and the general public.



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- (b) All other employees are to be evaluated by the General Manager, who may seek input from the Board and staff.

Performance evaluations are to be completed using a format approved by the General Manager/Board. Once completed and discussed with the employee, a written copy, signed by the employee and supervisor shall be placed on the employee's personnel file.

The process of performance evaluation should be seen as an opportunity for the employee and employer to openly discuss issues related to the employee's performance. This also provides the employee an opportunity to confirm his/her satisfaction with the employer. The performance evaluation should simply confirm and record discussed performance from the past 12 months. There should be open, clear dialogue between the employee and his/her supervisor during the period being evaluated, reducing the "surprise" factor to zero or near zero.

20.20 Salary Reviews

An employee may progress from step to step within an approved compensation schedule (to be developed), based on performance evaluation. Steps 1 through 3 are intended as starting steps depending on the individual circumstances. An employee must be meeting the minimum requirements of the job to qualify for Step 3, exceeding the minimum requirements of the job to qualify for Step 4 and perform at an outstanding level to qualify for Step 5.

21.00 Promotions & Transfers

Consideration will be given to filling vacancies by the promotion or transfer of present employees. Merit and length of service will be factors in determining promotions. All promotions are at the discretion of the General Manager or Board as the case may be.

22.00 Request for Special Considerations & Employee Complaints & Concerns

- 22.10** All requests for special considerations and all employee concerns or complaints shall follow along the line of authority indicated on the Organization Chart set forth in Schedule "A" (to be developed).



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22.20 Where the employee is not satisfied with the response of his/her direct supervisor, he/she may, within one (1) week, refer the matter to the next supervisor in the Organization Chart.

It is important to note that employee concerns are important to both Management and the Board. Issues of concern should be addressed as soon as is practical. Unresolved issues have a tendency to escalate into more significant conflict, hence the need to address concerns sooner rather than later.

23.00 Retirement

The normal retirement date is the first day of the month, following an employee's sixty-fifth (65th) birthday.

24.00 Conflict of Interest

What you do on your free time is your own business. However, if the Centre employs you in a full- or part-time capacity, the Centre will expect that your position here is your primary employment. Outside employment must be disclosed with the Centre and disclosure will be maintained on your personnel file.

As an employee serving the public, you must never engage in any business or transaction or have any financial or personal interest that is, or may appear to be, incompatible with the performance of your duties. You also must never use confidential information for the personal profit of yourself or others, or for the purpose of gaining promotion, or misusing public time in the pursuit of such objectives. You should not participate in political activities, which would negatively affect the performance of your duties. Any outside activity must not interfere with your ability to properly perform your job duties at the Centre.

25.00 Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. At the Centre, we hold ourselves to a high standard of quality and feel that rules help to assure that quality is maintained.



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By accepting employment with us, you have a responsibility to the Centre and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

25.10 Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the Centre. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed, please see your immediate supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, will provide grounds for immediate dismissal without warning:

- Willful violation of security or safety rules or failure to observe safety rules or Centre safety practices; failure to wear required safety equipment; tampering with Centre equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician which does not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing the Centre; fighting, or provoking a fight on company property.
- Insubordination or refusing to obey instructions with respect to performing duties in a diligent manner or refusal to help out on a special assignment during regular hours.
- Threatening, intimidating or coercing fellow employees on the premises – at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.



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- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on ones application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Centre; alteration of company records or other company documents.
- Violating the non-disclosure agreement; giving confidential or proprietary Centre information to competitors or other organizations or to unauthorized Centre employees; working for a competing business while a Centre employee; breach of confidentiality of personnel information.
- Interfering with another employee on the job, willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on company property.

Occurrences of any of the following activities, as well as violations of any Centre rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive.

- Unsatisfactory or careless work; failure to meet production or quality standards as explained by management; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of management; stopping work before time specified for such purposes.
- Sleeping on the job or loitering and loafing during working hours.
- Smoking in restricted areas.
- Failure to report an absence or late arrival, excessive absence or lateness.
- Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
- Speeding or careless driving of company vehicles.
- Failure to immediately report damage to, or an accident involving company equipment.
- Failure to use your timesheets; alteration of your own records or attendance documents; altering another employee's timesheet or records, or causing someone to alter your timesheet or records.



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25.20 Disciplinary Actions

The following three-step process is a guideline for dealing with problems in conduct or competence. Under normal circumstances, supervisors and directors are expected to follow the three-step guideline outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps.

Step one: First Written Reminder

Your immediate supervisor will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also reminds you that it is your responsibility to meet that expectation.

The discussion will be recorded in a memo, of which you will receive a copy. You will be informed that this is your First Written Reminder, which represents the first step of the discipline procedure. The original of the memo will be placed in your personnel file and this step will remain in effect for three months.

Step Two: Second Written Reminder

If your performance does not improve within the three-month period established in Step One, your supervisor will discuss your performance with you. During this discussion, they will emphasize the seriousness of your actions and the need for you to immediately remedy these actions. Following the conversation, your supervisor will write a second memo to you summarizing the discussion. You will once again receive a copy of this memo and the original memo will be placed in your personnel file. The Second Written Reminder will remain in effect for six months.

Step Three: Suspension

If your performance does not improve within the six-month period following the Second Written Reminder, or if you are again in violation of the same Centre practice, rule or standard of conduct, you will be placed on suspension. The suspension is the final step of the Centre disciplinary system.

The suspension is a one-day unpaid disciplinary suspension. Employees on suspension will spend the following day away from work. You will be allowed to



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return to work with the understanding that if a positive change in behavior does not occur, or if another similar disciplinary problem occurs within the next nine months, you will be terminated. An unwillingness to make such a commitment is grounds for termination.

Discipline Deactivation

Step 1 of the guideline (First Written Reminder) remains in effect for three months.

Step 2 (Second Written Reminder) remains in effect for six months.

Step 3 (Suspension) remains ineffective for nine months.

If no further performance problems occur during the active period, the discipline procedure will be formally deactivated at the end of the appropriate time period. Your supervisor will initiate a memo advising you of the inactive status of discipline and, when appropriate, commend you for performance improvement.

26.00 Termination of Employment

If your performance is unsatisfactory due to lack of ability, failure to abide by the Centre rules, or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal. Immediate dismissal, for cause, is not subject to advance notice.

A permanent employee may terminate employment with the employer by giving one pay period advance notice, in writing, of such termination of employment. Should the Centre wish to terminate the employment of an employee, without cause, the Centre does have a duty in common law to provide reasonable notice or pay-in-lieu of notice on termination, which may be greater than the statutory minimum. The statutory minimum notice is one pay period.

Where there is any conflict between the policies adopted by the Centre and policies set forth in a statute of the provincial or federal government, the provincial or federal statute shall supersede such other policies.



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Purchasing Policy

1.00 Purpose

The purpose of this policy is to provide for the requisition of all services, supplies, materials, and equipment for the Canadian Fossil Discovery Centre Inc.

2.00 Purchases for the Canadian Fossil Discovery Centre Inc.

Purchase Orders must be used for all orders placed with any supplier (vendor) providing any good and/or service to the Canadian Fossil Discovery Centre Inc.

Purchase Orders must be signed by the General Manager or his/her delegate.

The General Manager shall have the authority, according to the policies of the Centre, to financially commit the Centre to expenditures as outlined and approved within the annual financial plan.

Signing authority for Purchase Orders may be granted in writing to other employees at the discretion of the General Manager. The General Manager shall establish a purchasing limit for these employees, which shall not exceed the General Manager's own limit.

Vendors shall be notified that purchases made without an authorized Purchase Order number or signature of the General Manager or his/her designate will not be approved for payment.

Where available, purchase Orders should include the following information:

- name and address of supplier
- terms of sale
- detailed description of item/service being purchased
- price of item/service being purchased
- authorized signature



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3.00 Purchases of Goods or Services up to \$1000.00

i) Purchases under \$500.00

These purchases may be made at the discretion of the General Manager.

ii) Purchases between \$500.00 and \$1,000.00

All purchases in the amount of \$200.00 to \$500.00 shall have at least three (3) price quotes, except in the case of repairs on equipment or specialized items where three suppliers are not available.

Wherever possible, businesses owned and located within the Town of Morden shall be contacted to provide a quote. The business that will be awarded the opportunity of providing the Centre a good/service will be based on: price of goods, cost of freight, length of time of delivery, quality of product, warranty, and service history and capabilities. The General Manager or authorized employee purchasing shall determine which price quote is the most beneficial for the municipality. A local quote that is higher yet within 10% of the lowest quote received may be accepted.

4.00 Purchases of Goods or Services over \$1000,00

Purchases of goods or services where the amount exceeds \$1,000.00 shall be approved by the Board of Directors prior to purchase. The General Manager shall obtain at least three (3) price quotes for the Board's consideration, except in the case of repairs on equipment or specialized items where three suppliers are not available.

Wherever possible, businesses owned and located within the Town of Morden shall be contacted to provide a quote. The business that will be awarded the opportunity of providing the Centre a good/service will be based on: price of goods, cost of freight, length of time of delivery, quality of product, warranty, and service history and capabilities. The Board of Directors shall determine which price quote is the most beneficial for the municipality. A local quote that is within 10% of the lowest quote received may be accepted.



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5.00 Tender or Request for Quotation

For major expenditures, the Board may consider implementation of either a Tender or a Request for Quotation process.

Unless circumstances dictate otherwise, the Tender or Request for Quotation documentation shall include:

- a pre-determined evaluation process with points assigned,
- a clean concise statement of the service or product requested,
- a section detailing the criteria for payment,
- third party liability, and
- a statement which indicates the Centre reserves the right to reject any and all bids.

The evaluation process may include criteria such as qualifications, technical proposal including methodology, prior business with the Centre, and cost.

Invitations to bid may be advertised. Where circumstances permit selective bidding, a short list of suppliers will be provided. Wherever possible, businesses owned and located within the Town of Morden that normally supply such goods and/or works shall be contacted to provide a tender.

6.00 Tender Openings

Tenders shall be opened publicly. NOTE: Tender submissions that do not meet the terms, conditions, and specifications in accordance with the tender documents are to be rejected; unless the deviation is minor in nature (i.e. an obvious typographical error, etc.)

Tender submissions that are received after the advertised deadline, are to be returned unopened to the originator.

No alteration shall be made to a tender after the opening, except where such alteration can be decisively shown to be an error in computation or typing. The bidder shall be advised and asked to confirm the alteration in writing.



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7.00 Awarding the Tender/Quotation

Tenders and formal quotations shall be awarded using the Evaluation Process as specified in the tender or quotation documentation, and will be awarded by Board motion.

With the awarding of a Tender, the Centre shall enter into an Agreement with the successful bidder.

The original bids, letters of award, and associated documentation are to be filed in the Canadian Fossil Discovery Centre Inc. offices. No information other than the price total stated in the tenders or quotations will be provided.



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Organizational Chart

