

Paintearth Adult Learning
July 2025 - June 2027
Handbook

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Definitions

The terms used in this Handbook have the following meanings:

Community Adult Learning Program in the **Foundational Learning Supports** branch of Advanced Education means our government funder

Board means the Board of Directors of Paintearth Adult Learning

CCC means Comprehensive Community College; specifically, in Central Alberta refers to Olds College & Red Deer Polytechnique

CLN means Community Learning Network; provincial non-profit association and registered Canadian charity with a mission to support resources, training and connections of Community Adult Learning Programs (CALP's) in Alberta.

Executive Member(s) means an Executive Member(s) of the Paintearth Community Adult Learning Council including the Chairperson, Vice Chairperson, Secretary and Treasurer

CAC means Campus Alberta Central; Olds College and Red Deer Polytechnique partnership to provide credit distance education learning opportunities in Central Alberta

PCALC / PAL means Paintearth Adult Learning

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Current Paintearth Adult Learning List

Council Name: Paintearth Adult Learning

Effective Date: July 1, 2023

Program Manager: Kaye Hauck

E-Mail: manager@paintearthlearning.ca

Literacy Coordinator: Radka Bursikova

E-Mail: literacy@paintearthlearning.ca

Program Coordinator: Kelsey Seth

E-Mail: info@paintearthlearning.ca

MCR Facilitators: Trina Cook, Amber Hill

Coronation Office Address: 5002 Royal Street, Coronation, AB T0C 1C0

Phone / Fax: 403-578-3817

Website: www.paintearthlearning.ca

Castor Office Addresses: 4905 50th Ave, Castor, AB T0C 0X0

Chairperson: Erika Grice

Address: RR 1

City: Halkirk, AB Postal Code: T0C 1M0

Phone: 403-740-9266

E-Mail: egrice@clearview.ab.ca

Legal Host Name: County of Paintearth No. 18: Representative:

Address: Box 509, #1 Crowfoot Crossing

Town: Castor, AB Postal Code: T0C 0X0

Phone: 403-882-3211 Fax: 403-578-3560

E-Mail: bkulyk@countypaintearth.ca

Board of Directors:

Chairperson/Clearview School	Erika Grice	403-740-9266
Vice Chair/Secretary		
Treasurer/County of Paintearth	Diane Elliott	403-578-4082
Board Member/Town of Castor	Don Sisson	403-323-0359
Board Member/Town of Coronation	Brett Alderdice	403-575-5490
Board Member/At Large	Matt Sumegi	403-323-6757
Board Member/At Large	Sandy Selzler	403-578-3617
Board Member/At Large	Lea Weisser	403-578-2044

Section 1: Paintearth Adult Learning Description

Part A: Constitution of the Paintearth Community Adult Learning Council (PCALC)

Preface:

The PCALC operates under the sanction of the County of Paintearth and acts in an advisory capacity to the County of Paintearth. Policies and guidelines established herein are designed to facilitate the programming of adult education programs in the County of Paintearth and its communities as provided for through Foundational Learning and Skills Development Unit of Advanced Education and in conjunction with supporting stakeholders such as Campus Alberta Central.

Mission:

The mission of the PCALC is to engage County of Paintearth residents and stakeholders to lobby for and refer learners to adult learning programming while incorporating quality technology and adapting organizational decisions to manage the small target population.

Goals:

1. Promote lifelong learning in the Paintearth County region.
2. Assess the adult learning needs in the Paintearth County region.
3. Provide warm, welcoming spaces that reduce the barriers for adults to engage in lifelong learning.
4. Encourage regional residents to lobby for public support of adult learning programming.
5. Participate in projects and partnerships that increase target market availability.
6. Empower regional stakeholders to be Learning Champions that refer foundational learners to PCALC programs.
7. Procure technology to offer quality learning experiences.

Role of the Board of Directors

The Board of Directors represent the Paintearth Community Adult Learning Council, as defined by government guidelines; and they shall:

1. Provide leadership to the organization by establishing policies, delegating responsibilities, monitoring compliance with applicable regulations and ensuring accountability of staff and board action.
2. To provide input regarding adult learning needs within their communities and inform the PCALC of developments related to adult learning within the organizations or groups they represent.

Responsibilities of the Board of Directors

The PCALC shall function within the policies, guidelines, and procedures outlined by Foundational Learning and Skills Development Unit of Advanced Education in the Community Adult Learning Guidelines. A copy of this guide will be made available to each member. The board shall also adhere to policies and procedures identified in the Council Handbook which each board member shall be provided with.

The PCALC works to achieve the goals of the organization by:

1. Hiring and supervising a Program Manager who is responsible for providing leadership, managing staff and administration services to the PCALC. The Program Manager together with the Board of Directors, hire a Program Coordinator and Literacy Coordinator.
2. Approving final grant applications and receiving grants.
3. Determining policy and administrative procedures.
4. Electing executive members.
5. Communicating with post-secondary institutions to provide a perspective of local community needs.
6. Recruiting volunteers and other resource people from the communities.
7. Promoting learning partnerships within the communities and CCC's to develop and coordinate adult learning courses, resource material and equipment.
8. Acting as an ambassador for community adult learning and information resources.
9. Establishing annual goals and program priorities and approving the annual required outcomes.
10. Approving ongoing training for board members, staff and volunteers.
11. Hosting an annual meeting once per year at least 90 days following the end of the fiscal year.

Voting

1. All members of the Board of Directors, except the Chairperson shall have full voting privileges. The Chairperson shall vote only in the case of a tie, or to attain a quorum.
2. Issues, as determined by the Board of Directors and announced in the agenda, will be allowed only one vote per Board member.
3. The program manager does not have a vote.

Quorum

No Board meeting may be held without the presence of at least four (4) voting members of the PCALC.

When necessary to achieve a quorum, member voting may be eligible with participation by telephone, video or written proxy.

Members may agree to meet via zoom for any meetings they choose. (updated November, 2024)

Amendment of Constitution

The constitution may be amended by notice of motion given in writing to all Council members at least four weeks prior to motion to amend the constitution.

Part B: Advanced Education Grant Requirements

Program & Service Recipients

1. All adults 18 years and over who reside in Alberta are eligible to participate in learning opportunities and access services and supports.
2. Priority must be given to permanent residents and Canadian citizens.
3. Youth may be served on an exception basis only, where community need is identified, a more appropriate youth-serving organization is not available, and the funded organization has taken the necessary precautions (e.g., security clearances, consent from legal guardian).
4. Family programming targets the adults and their learning needs.

Outside Agency Courses

PCALC may partner with outside agencies to provide adult learning opportunities with funds received from Advanced Education given the project meets current grant policies, requirements and budget considerations.

Part C: Job Description for the Paintearth Community Adult Learning Council

1. Board of Director Executive Positions

a) Chairperson

- i) To serve as the presiding officer of the PCALC and to conduct both regular and special meetings of the Board and in the case of a tie has the tie-breaking vote.
- ii) To act as the PCALC's official signing authority in matters charged to the responsibility of the Board of Directors.
- iii) To ensure that the motions, policies and guidelines are properly executed.
- iv) To prepare agendas in collaboration with the Program Manager for Board meetings.
- v) Responsible for the performance review of the Program Manager.
- vi) Responsible for the recognition of staff and Board of Directors.

b) Vice Chair

- i) To assume the chairperson's office should the chairperson be absent or unable for other reasons to continue in the office.

c) Secretary

- i) As Secretary, the program manager will maintain accurate records of all meetings.
- ii) Program Manager distribute minutes to appropriate members. (updated March 12/26)

d) Treasurer

- i) To periodically review financial statements and review on a monthly basis at Board meetings.

e) Signing Authorities

- i) Program Manager, Chair, Vice-Chair, Treasurer & legal host representative are eligible to review and authorize grant applications and year-end reporting documents to Alberta Advanced Education, and all other forms as needed.

2. Members of the Board of Directors

The volunteers from each community are the key to the success or failure of the Paintearth Community Adult Learning Council. PCALC's work is dependent on the Board to present the needs of the community to PCALC and in turn to provide liaison from the PCALC back to the community.

PCALC recognizes the very valuable contributions of the voluntary work of the Board. In recognition of this service the PCALC shall do everything in its power to facilitate the work of the volunteer Board.

The duties and responsibilities of the Board may be summarized as follows:

- a) To gather information on what courses would be of interest to the community.
- b) To provide ideas on new courses that might be of interest anywhere in the PCALC jurisdiction.
- c) Inform the PCALC of developments related to adult learning programming and policies within the individual agency they represent.
- d) To seek out possible instructors for the courses and recommend them to the coordinator.
- e) To attend the regular monthly meetings and Annual General Meeting to vote on all matters on the agenda.
- f) To assist in the recruitment of local Board of Directors. Names of potential Board of Directors will be referred for consideration. Qualified individuals that hold skills meeting the current needs of the Board will be forwarded for motion of approval.

The Board may include persons from:

Members at large who represent: community organizations, volunteers, professionals, trades, business owners/managers, public officials and youth 18 and over. (updated February, 2025)

- g) Declare the nature and extent of any potential conflicts of interest before discussion on a motion. The member will be excused from voting on that motion and must leave the room during the discussion and vote. A member of the board must refrain from influencing the PCALC's decisions on the issues where there is potential conflict of interest.
- h) Deal with personal client information in compliance with the Freedom of Information and Protection of Privacy Act. See INFORMATION MANAGEMENT POLICY.
- i) Attend training offered through various support services if possible.
- j) Financial professional experts who sit on the council **do assume** a greater legal responsibility for special areas than do other members of the Board. They are assumed to have a greater level of skill in the financial area that they must apply to their responsibilities on the Board.

3. Program Manager

a) The Role of the Program Manager

As an employee of the PCALC, the Program Manager provides leadership, administrative services and coordinates Adult Learning courses on behalf of the PCALC.

b) Main functions:

Provide visioning and leadership for the PCALC, research and identify services and acquire funding for said services for the community of the County of Paintearth No. 18.

c) Reports to: Board of Directors

d) Duties:

- i) Allocate material, human and financial resources to implement organizational policies and programs; formulate and approve promotional campaigns.
- ii) Provide direction, define priorities, coach, mentor and supervise all staff and volunteers.
- iii) Supervise and co-ordinate the work of the staff.
- iv) Represent the organization or institution or delegate representatives to act on behalf of the organization in negotiations or other official functions.
- v) Prepares the operating budget and maintain inventory and budgetary controls.
- vi) Assemble data and prepare periodic and special reports, manuals, correspondence and proposals, which includes reporting on grants.
- vii) Expanding service base to the community and locate/obtain appropriate funding.
- viii) Attend, coordinate, schedule and set agenda for all PCALC meetings with Chair.
- ix) Assist and advise the PCALC in all aspects of program decision-making and management.
- x) Attend Adult Learning and Literacy Workshops, conferences, seminars and regional meetings in Alberta to be acquainted with current developments in all areas of service and projected service provided by the PCALC and for personal development within those service areas. Training is at the digression of Program Manager. (updated April/26)
- xi) Provide basic office equipment maintenance (load software, conduct security checks, copier and printer maintenance).
- xii) Be flexible and adaptable to meet the business needs of the PCALC.

f. Working conditions:

- i) This is a service-driven administration position with community visibility.
- ii) The job is to be done in an average of 15 to 20 hours per week over 48 weeks.
- iii) The 15 to 20 hours per week are to be at either the Coronation or Castor office whenever possible.
- iv) The Program Manager must be able to work independently and with a regular flow of interruptions during office hours.

g. Employment requirements

- i) Several years of experience as a middle manager.
- ii) Must provide a “Vulnerable Sector Search”. The “Vulnerable Sector Search” must be conducted with negative results.
- iii) Proficient spoken and written English.

- iv) Punctual, meticulous and reliable, professional conduct.
- v) Courteous manners with the public.
- vi) Must have or be willing to complete and maintain a valid First Aid and CPR certificate within one year of employment.
- vii) Good computer skills, proficiency with MS Office.
- viii) Must provide own transportation.

4. Program Coordinator

a) **Main functions:**

Working with the Program Manager, the Program Coordinator administrates and oversees the Adult Learning Programs within the County of Paintearth No. 18.

b) **Reports to:** Program Manager

c) **Duties:**

- i) Coordinate and administrate Community Adult Learning workshops in agreement with the Board of Directors.
- ii) Gathers the information for the PCALC Fall/Winter and Winter/Spring brochure and advertising all public courses for the community.
- iii) Attend Adult Learning and Literacy Workshops, conferences, seminars and regional meetings in Alberta to be acquainted with current developments in the Adult Education and Literacy fields and for personal development within the industry. Training will be at the digression of the Program Manager. (updated April/26)
- iv) Facilitate fact-finding and community needs survey on a regular basis, and work with Program Manager to initiate courses or programs to meet the identified need.
- v) Act as a consultant to individuals and community groups, organizations and agencies.
- vi) Assume leadership duties within the total program.
- vii) Assist and advise in all aspects of program decision-making and management. Maintain PCALC Social Media and Web Presence. (updated April/26)
- viii) Keep Program Manager apprised on all aspects of job.
- ix) Provide basic office equipment maintenance (load software, conduct security checks, copier and printer maintenance).
- x) Be prepared for a yearly performance review in May/June of each year.
- xi) Be flexible and adaptable to meet the business needs of the PCALC.

d) **Working conditions:**

- i) The Program Coordinator is required to work under the direction of the Program Manager.
- ii) This is a service-driven administration position with community visibility.
- iii) The job is to be done in an average of 15 to 20 hours per week over 48 weeks.
- iv) The 15 to 20 hours per week are to be at either the Coronation or Castor office whenever possible.
- v) The Program Coordinator must be able to work independently, and should expect a regular flow of interruptions during office hours.

e) **Employment Requirements:**

- i) Must provide a “Vulnerable Sector Search”. The “Vulnerable Sector Search” must be conducted with negative results.
- ii) Must have strong administration and organizational skills.
- iii) Five years of work experience in an office environment.
- iv) Proficient spoken and written English.
- v) Punctual, meticulous and reliable, professional conduct.
- vi) Strong customer focus and courteous manners with the public.
- vii) Must have or be willing to complete and maintain a First Aid and CPR certificate within one year of employment.
- viii) Good computer skills, proficiency with MS Office.
- ix) Must provide own transportation.

f) Tasks related to the Adult Learning Program

- i) Course Planning (use Course Planning Sheet)
 - Begin with course suggestions and Program Manager/Board of Directors decisions.
 - Rough out calendar and exclude dates for courses (excluded dates for courses include but are not limited to all holidays-including all school holidays, known community events).
 - Contact instructors to request course, schedule, fee, description, materials list, etc. and notify them of PCALC policies that affect courses (course guarantee, method of payment, insurance, ATIA (Access to Information Act) and POPA (Protection of Privacy Act) (Updated April/26).
 - Book venues, revise schedule accordingly.
 - Finalize course instructors, fees, venues, dates, times.
- ii) Brochure: Compile information for the brochure, proofread, submit to PCALC Program Manager for proofreading and email to printer with all necessary information (quantity based on householder accounts) by previously agreed upon deadline.
- iii) Complete and deliver applications for use of space, verify all other venues. (updated April/26)
- iv) Send course advertisements to various advertising medias.
- v) Compose registration sheets (alternately, print from database).
- vi) Contact registrants of rescheduled courses and notify them of rescheduled course information.
- vii) Distribute brochures via Canada Post to households, then to local businesses.
- viii) Field questions about courses.
- ix) Register learners, collect fees, compile deposits for Legal Host.
- x) A minimum of 5 business days before the beginning of each course:
 - Contact the instructor with a status report.
 - Contact the venue with a status report.
 - Contact registrants with a status report, materials list, etc.
- xi) Provide and collect evaluation forms and contracts for each course.
- xii) After each course:
 - Record evaluation form responses in spreadsheet and on CALP database.
 - Process cheque requests for instructors and venues (if more than one course is at any given venue, the cheque request may be processed after the completion of the last course in the term at that venue).
 - Record final budget information, profit/loss, etc. in spreadsheet and/or CALP database.

- xiii) All course-related cheque requests will be submitted to the Legal Host within two weeks of the end of term or by December 31, whichever is sooner.
- xiv) All course-related information will be entered into the database within four weeks of the end of term.
- xv) Provide information to the Program Manager to assist in completing the Community Adult Learning Application and Final Report.
- xvi) Program Coordinator may instruct courses as an independent contractor outside of regular business hours for the PCALC. Program Manager shall administrate courses instructed by Program Coordinator to protect PCALC from conflict of interest.
- xvii) Administrative duties as requested by the Program Manager e.g. Organizing AGM's meal and location.
- xviii) Work with Program Manager to maintain clear and accurate financial records for Family Literacy in accordance with accepted standards, and provide regular financial statements. (Updated April/ 26)

5. Literacy Coordinator

a) **Main functions:**

Working with the Program Manager, the Literacy Coordinator administrates and oversees the Adult and Family Literacy Programs within the County of Paintearth No. 18.

b) **Reports to:** Program Manager

c) **Duties:**

- i) Coordinate and administrate all adult and family literacy workshops and events in agreement with the Board of Directors.
- ii) Work with families in the Family Literacy Programs and perform initial intake.
- iii) Recruit, train, supervise, and support facilitators for Family Literacy programs.
- iv) Assist with the coordination of literacy events as required. Examples are Family Literacy Day and Adult Learners' Week.
- v) Actively recruit and assess adult students.
- vi) Actively recruit, screen and train volunteer tutors, including at least two tutor training sessions each year.
- vii) Effectively match, support and monitor student-instructor/tutor pairs.
- viii) Maintain an accessible and suitable resource library.
- ix) Attend Adult Learning and Literacy Workshops, conferences, seminars and regional meetings in Alberta to be acquainted with current developments in the Adult Education and Literacy fields and for personal development within the industry. Training will be at the Program Manager's digression. Updated April/26)
- x) Partner with the Program Coordinator and set fees for classes and establish payment schedules for instructors based on cost analysis.
- xi) Plan and implement press releases, flyers and other advertising/marketing strategies as well as web presence with the Program Coordinator. (updated April/26)
- xii) Plan, develop, market and evaluate courses, programs, special events, and collaborative projects that have been approved by the PCALC.
- xiii) Facilitate fact-finding and community needs survey on a regular basis, and work with Program Manager to initiate program elements to meet the identified need.

- xiv) Act as a consultant to individuals and community groups, organizations and agencies.
- xv) Assume leadership duties within the total program.
- xvi) Assist and advise in all aspects of Literacy decision-making and management.
- xvii) Keep Program Manager apprised on all aspects of job.
- xviii) Work with Program Manager to maintain clear and accurate financial records for Family Literacy in accordance with accepted standards, and provide regular financial statements. (Updated April/ 26)
- xix) Collect, maintain and compile attendance information and progress reporting. Keep all such information confidential. Compile such information so that it can be used by the Program Manager for reporting and funding application purposes.
- xx) Once the 3-month probation review has been completed, be prepared for a yearly performance review in May/June of each year.
- xxi) Provide basic office equipment maintenance (load software, conduct security checks, copier and printer maintenance).
- xxii) Be flexible and adaptable to meet the business needs of the PCALC. To be adjusted as required and agreed upon by all parties.
- xxiii) May take certification in the Foundations of Family Literacy.

d) **Working conditions:**

- a. The Literacy Coordinator is required to work under the direction of the Program Manager.
- ii) This is a service-driven administration position with community visibility.
- iii) The job is to be done in an average of 15 to 20 hours per week over 48 weeks. The 15 to 20 hours per week are to be at either the Coronation or Castor office whenever possible.
- iv) The Literacy Coordinator must be able to work independently, and should expect a regular flow of interruptions during office hours.

e) **Employment Requirements:**

- i) Must provide a “Vulnerable Sector Search”. The “Vulnerable Sector Search” must be conducted with negative results.
- ii) Must have strong administration and organizational skills.
- iii) Five years of work experience in an office environment.
- iv) Proficient spoken and written English.
- v) Punctual, meticulous and reliable, professional conduct.
- vi) Strong customer focus and courteous manners with the public.
- vii) Must have or be willing to complete and maintain a First Aid and CPR certificate within one year of employment.
- viii) Good computer skills, proficiency with MS Office.
- ix) Must provide own transportation.

6. All Staff

a) General Responsibilities

i) Special

- Act as a consultant to individuals and community groups, organizations and agencies.
- Assume leadership duties within the total program.
- Assist in the search for qualified course instructors.

- Develop procedures for providing in-service training for all staff and other persons involved in the Adult Education program.
- Assist and advise in all aspects of program decision-making and management.
- Prepare and make available an annual report to members of the PCALC and members of the local hosting authority.
- May instruct/facilitate courses with Program Manager and Board approval.

ii) Routine

- Handle all correspondence related to the job and keep adequate records as required.
- Arrange for and assist with registration procedures and accept registrations for courses.
- Accept additional responsibilities as they become identified as a result of future program developments.
- Arrange for workshops and seminars in an effort to upgrade the expertise of local instructors and thereby reduce to some extent the reliance upon outside and often distant instructors and resource person.

iii) Professional Development

- Attend, when possible, adult learning workshops, conferences and seminars in Alberta to be acquainted with current developments in the adult education field.
- Review any available professional materials related to the area of adult education.

Part D Financial Responsibilities of the PCALC Board of Directors

1. General Responsibilities

- a) The whole Board is responsible for the financial management of the organization, not just the treasurer. The Board should establish financial policies and monitor these policies to ensure they reflect the current desires or practices of the Board in the financial area and changes that are made as required. They also need to ensure the policies are being carried out as intended.
- b) All members of the Board should know how to read their financial statements and know how the information presented provides input into the decision making process. The Board must determine what information it requires to make informed decisions and have the information supplied in that form. The Board will be able to monitor current expenditures against budget plans with the monthly reports provided.
- c) The Board approves the budget of the organization for the year.

2. Legal Responsibilities related to Financial Management

- a) The Board must act honestly, in good faith and in the best interests of the organization. They must use the amount of skill and diligence that can reasonably be expected from someone with their knowledge and experience. For example, an accountant on the Board is expected to

have greater knowledge relating to financial matters. Members of the Board must ensure that they are informed about the financial state of the organization.

- b) The Board must avoid conflict of interest situations or the use of confidential information for their own purposes. They must not “make deals” with each other on how they will vote at a meeting.

3. Financial Liabilities

- a) Board members may be liable if they are not fulfilling their responsibilities on the Board. Individual responsibilities include: attending board meetings reading and understanding financial reports; understanding the board’s financial policies; participating in approving the annual budget, annual financial report and periodic financial statements. These individual responsibilities, if carried out, minimize the situations where financial affairs are being conducted poorly or dishonestly.
- b) Board members must not allow personal interests or those of a third party to conflict with those of the organization. If a conflict does arise, the member should declare to the board that there is a conflict or a potential conflict in a particular situation and they should withdraw from discussion on the issue in a vote regarding the issue. The minutes, should reflect that the policies were followed and no favoritism was applied in any situation involving a board member.
- c) Funds must be used by an organization for the purpose intended. If they are not spent in accordance with funders’ criteria, there is potential liability for the board.
- d) The County of Paintearth, as the legal host, is responsible to ensure that payroll deductions payable to Revenue Canada have been remitted for any employees. These include income taxes, CPP, and EI deductions. The County of Paintearth will ensure these deductions are remitted in a timely fashion.
- e) Directors’ and officers’ liability insurance will protect board members from errors made in the performance of their duties. They must be acting in good faith and knowledge about the affairs of their organization and are making decisions based on this information. This insurance does not protect board members from negligence or fraud. This insurance is hosted through the County of Paintearth.

Section 2 Council Policy

Part A Information Management Policy (FOIP)

1. The Program Manager will ensure that information is collected, used, disclosed, retained, protected and destroyed in the appropriate manner, as well as be responsible for dealing with privacy complaints from employees, clients and volunteers.
2. Formal complaints under privacy laws are made against the PCALC and not against the Program Manager.
3. The Board of Directors, Program Manager, staff, and instructors shall not use personal information about individuals receiving services for any purpose other than the provision of the services as a result of operating as a Community Adult Learning Council.
4. The Board of Directors, Program Manager, staff, instructors and volunteers shall treat any information, including personal information about individuals receiving services that it acquires as a result of operating as a Community Adult Learning Council, in strict confidence, and shall not disclose this information to anyone unless such disclosure is authorized by the Agreement or by law. A record will be made of such disclosure.
5. The Board of Directors, Program Manager, staff, instructors and volunteers shall produce on demand to any representative of the Minister, any of the records [of individuals receiving services] and shall permit those representatives to examine their records and take copies and extracts of them.

Part B Record Management

Retention of Records

1. All paper files will be kept in the program office in a secure cabinet. All electronic files will be maintained on password protected computers.
2. Records concerning unsuccessful applicants for an employment or volunteer position shall be kept for six months after the close of a competition or the date the position is filled.
3. Records concerning employees or learners of the organization will be maintained until two years after the termination of their engagement.
4. Records concerning volunteers of the organization will be maintained until six months after the volunteer leaves the organization.
5. The Program Manager is responsible for compliance with this Information Management Policy and will ensure that personal information is destroyed in accordance with the retention periods.
6. A record will be made to reflect any disclosure of personal information outside of the organization. The record will reflect the date, the purpose and the recipient of the personal information.
7. Paper and electronic financial records will be kept in accordance with federal regulation (seven years).

Destruction of Records

Once the retention period is completed, the Program Manager shall ensure the destruction of personal information records to prevent unauthorized parties from gaining access to the information. Paper records containing personal information about learner, employee, and volunteer shall be shredded. Electronic records shall be erased from discs and computer hard drives. Intact records will not be disposed of at the landfill site.

Part C Conflict of Interest

1. Board Members and staff must avoid any conflict of interest regarding their responsibility to the PCALC. They are in a conflict of interest if they can benefit financially or materially from a PCALC activity.
2. A Board Member must declare the nature and extent of any potential conflicts of interest before discussion on a motion. That member will be excused from voting on that motion and must leave the room during the discussion and vote.
3. A Board Member must refrain from influencing the Board's decisions on the issues where there is potential conflict of interest.
4. If a Board Member is in a possible conflict of interest, the Board Member must disclose to the Board the nature and extent of the conflict and refrain from influencing the Board's decisions on the issue. If the Board so requests, the Board Member needs to provide relevant information and leave the meeting when discussion and voting on the issue occurs.
5. When a Board Member leaves the room because of a potential conflict of interest, the voting can proceed 'as if a quorum is present' even if one person is absent.
6. Unless permission has been given by the Board, an employee may not also be contracted to teach an Adult Learning course offered to the general public.
7. Board Members may not be paid for their services on the Board. They may be reimbursed for expenses that result from being on the Board. In the case where a Board member has been contracted to perform a special service for the PCALC, they may be paid providing the services are not found to be in conflict of interest and are approved by three-quarter vote of the Board.

Part D Human Resources

Hiring Staff

When new staff is required, the committee for interviewing and hiring the staff shall be made up of three of the following:

1. County of Paintearth Representative
2. PCALC Board member (s)
3. Program Manager
4. Program or Literacy Coordinator

Reporting of staff and employees

1. The Program Manager is directly responsible to the Board.
2. The Program Manager is a non-voting member at meetings.
3. When an employee is hired, working hours are to be agreed upon between the employee and the Board. The probationary period for new employees is three months. Based on the employee's performance and a performance review, the probationary period may be extended to six months.
4. The Program Coordinator and Literacy Coordinator report to the Program Manager
5. Magic Carpet Ride Facilitators report to the Literacy Coordinator and Program Manager
6. Instructors are expected to report any anticipated absences to the Program Coordinator or Literacy Coordinator
7. In cases where the instructor will miss a meeting or class, it is the responsibility of the Program Coordinator or Literacy Coordinator to ensure that students are informed of the class changes.

Working Hours

1. A standard work day shall consist of 5 hours with a 30-minute break. Operational hours are 10:00 am – 3:00 pm, Monday through Thursday, excluding statutory holidays.
2. The Program Manager, Program Coordinator or Literacy Coordinator may, from time to time, be required to work beyond his/her normally scheduled hours of work. Such overtime commitments should be governed solely by the needs of the PCALC and the nature of its operations. Small and incidental commitments of time shall not be authorized as overtime.
3. All staff may be required to work throughout the summer. Extra time for this must be approved by the Program Manager and the Board. These hours will be captured on the last pay period in August.

Overtime

1. Overtime is all hours worked over 8 hours per day or 44 hours per week. This is referred to as the 8/44 rule.

General Holidays

1. The Employment Standards Code names the following nine days as general holidays and employees will not work on the following days:

New Year's Day	Alberta Family Day	Good Friday	Victoria Day
Canada Day	Labour Day	Thanksgiving Day	Remembrance Day
Christmas Day			

2. The Council recognizes the following four days as additional general holidays for their employees:

Easter Monday	Heritage Day	Christmas Eve	Boxing Day
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3. General Holiday Pay: The employees average daily wage is calculated as 5.2% of earnings in the pay period and paid each pay period. It is included in the Part Time Vacation Pay line of the employees pay slip with the Vacation Pay as defined in the next section.

Vacation

Unless otherwise stipulated under the terms of employment, PCALC employees receive their vacation pay on an ongoing basis as per the Alberta Employment Standards Code “for employees paid other than monthly”

1. In the first four years of employment, minimum vacation pay is four per cent (4%) of gross salary earned. In the fifth and subsequent years, minimum vacation pay is six percent (6%) of wages earned.
2. There is no qualifying period before an employee is entitled to vacation pay.
3. Vacation pay is calculated at each pay period, twice a month. Therefore, when vacation is taken, there is no pay allotted.

Travel Costs

1. Staff will be paid mileage and per diem meal allowances as per County of Paintearth rates when attending Adult Learning meetings, in-service workshops, and conferences as approved by the Board of Directors.
2. The Board may be paid as per the County of Paintearth mileage and per diem meal allowance rates when attending Adult Learning meetings, in-service workshops, and other conferences as approved by the Board of Directors, budget permitting.

PCALC Sick Leave Policy

1. Time may be taken with pay if an employee is ill.
2. All employees are eligible for sick leave. Sick leave is earned and accrued but, unlike vacation pay, is not paid if an employee resigns or is dismissed.
3. Sick leave is prorated to the employee’s weekly hours of work. The Program Manager is considered to be .5 and the Program and Literacy Coordinators are considered to be .6. Therefore, the Program Manager accrues $1.5 \times .5 = .75$ day per month. The Coordinators accrue $1.5 \times .6 = .9$ days per month. Sick leave may accumulate from year to year to a maximum of 45 days.
4. Employees are not eligible for sick leave during their probationary period
5. The Program Manager is expected to notify the chairperson if they are sick or unable to work. All other staff must inform the Program Manager.

Wellness Spending Account

Effective September 1, 2015, employees are eligible for the Wellness Spending Account benefit if they work a minimum of 15 hours per week. New employees would be eligible after their 3-month probation period.

\$600.00 per year taxable benefit for health spending will be deposited; \$300.00 on June 1st and December 1st per year. No receipts are required.

Professional Development

1. Employees are eligible for professional development with approval from the Board. Travel and attendance time will be paid if the event occurs on non-scheduled work days.
2. Employees may attend any Adult Learning Council course free providing there is no direct cost to the PCALC.
 - a. Courses must have achieved the minimum number of students to cover costs and not have reached the maximum number so that a paying student is displaced. Employees attending classes without charge must pay for any material costs associated with the class.

Leave of Absence

1. As per the Alberta Employment Standards Code job-protected, unpaid leaves are available for employees that have worked for the same employer for 90 days. Refer to the Alberta Employment Standards Code for types of leave and maximum length.
2. Unpaid leave of absence due to illness or other reasons is granted at the discretion of the Board. Employees subpoenaed to serve as jurors or witnesses in any court shall be paid their regular pay. Any compensation received by the employee from the court with the exception of compensation for food and travel shall be deducted from their regular pay.
3. Bereavement leave shall be extended to an employee for up to 5 working days with pay in the event of the death of an immediate family member. Immediate family is defined as: spouse, including common-law or same sex partner, children and spouses of children, parents, parents-in-law, siblings, and spouses of siblings, grandparents, grandchildren, guardian or fiancé. If, for compassionate reasons, additional time is required, it may be granted without pay.
 - a. Monetary donations in the amount of \$50.00 will be made to the charity of choice when a family death occurs for both staff and board members.

Performance Management

1. Performance management is a year-round process of planning, communication, review, feedback, coaching, development and recognition.
2. Employee performance is formally reviewed at least once a year by the Board and the Program Manager. The performance evaluation/appraisal compares overall performance goals, expectations and actions, and provides feedback on results, activities and action plans in order to meet organizational needs and enhance personal and professional development.
- 3.

PCALC							
The grid increases 2% per level plus the cost of living each year							
POSITION CLASSIFICATION	1	2	3	4	5	6	Salary Freeze RATE
Program Manager	X	X+2%	X+2%+2%	+2%+2%+2%	%+2%+2%	+2%+2%+2%+2%	Hourly
Program Coordinator	X	X+2%	X+2%+2%	+2%+2%+2%	%+2%+2%	+2%+2%+2%+2%	Hourly
Literacy Coordinator	X	X+2%	X+2%+2%	+2%+2%+2%	%+2%+2%	+2%+2%+2%+2%	Hourly

X = Starting salary per hour

** Note – Those that have reached level 6 OR are currently sitting at level 6 OR do not move up a level would receive Cost of Living only.

- Grid increases will be reviewed in 2024, 2026 and 2028.
- Employees are not guaranteed to move up a level year. Moving up a level is dependent upon performance. They also may move up more than one level in a year.

4. The discussion is also to set goals, targets, development plans for the upcoming year. The performance appraisal is an opportunity to discuss areas of agreement or disagreement regarding the employee’s performance.
5. The Program Coordinator and the Literacy Coordinator shall be evaluated by the Program Manager with the input from the Council. The Program Manager shall be reviewed by the Board.
6. New employees shall be evaluated at the end of their probationary period. Probationary period is three to six months.
7. Evaluations are confidential and must be signed and dated by both parties involved. Signatures indicate the parties have read the evaluations and do not imply agreement.
8. In cases where corrective action or remedial measures are required, the PCALC shall work closely with the employee to plan, monitor and document the success of these actions.

Employee Resignation

1. All staff are required to provide a written notice of resignation to the Board.
2. Contract staff must fulfill the requirements for termination of their contract as specified in the contract.
3. Neither the employer nor the employee is obliged to give notice of termination during the probationary period.
4. The length of notice an employee is required to give depends on the duration of the employment and must be in writing.

Employee Termination

1. An employee may be dismissed by the Board for just cause determined by the Board. Terminations, whether for cause or lack of work, shall be administered in accordance with Alberta Employment Standards.
2. The employee shall be provided with a written statement outlining the reasons behind the termination.
3. Neither the employer nor the employee is obliged to give notice of termination during the probationary period.
4. The length of notice an employer is required to give depends on the duration of the employment and must be in writing.

Equity, Inclusion, Security & Safety

1. All staff and volunteers who work with or have the potential for unsupervised access to vulnerable persons or personal information of vulnerable persons must complete a vulnerable sector check or other security screening protocol every three years.
2. The personal safety of PAL staff, volunteers and learners is paramount.
 - a. Paintearth Learning locations will have work alone security fobs that staff must wear when working alone.
 - b. The security control panels will be checked weekly to confirm they are operational.
 - c. Emergency contact information will be displayed throughout Paintearth Learning spaces.
 - d. Muster Points will be clearly assigned at Paintearth Learning locations and communicated to staff and volunteers.
3. Paintearth Adult Learning is committed to be an inclusive organization that welcomes, respects and values the diversity of employees, volunteers and learners. All individuals will be supported to actively engage in the learning process and treated respectfully to achieve their full potential.

Section 3 Operating Procedures

Part A Community Adult Learning Programs

Financial Procedures

1. Grants – Advanced Education CALP grant allocations includes funds to assist with the operation of Literacy & Foundational Learning and Community Capacity Building as per the CALP Guidelines. CALP’s can use the grant to help offset costs such as:
 - a. Operations: Expenses related to the operation of the office, such as rent, wages/salaries, supplies, insurance, and phone/internet.
 - b. Program Delivery: Expenses related to the delivery of learning opportunities within the Community Adult Learning Program Guidelines, such as instructor/facilitator salaries, facility rental, advertising, materials, resources and supplies, travel costs for instructors/facilitators, and volunteer recruitment and recognition.
 - c. Participant Supports: Expenses related to reducing barriers for learners to access programs and services, such as transportation, child care, and snacks.
 - d. Professional Development: Expenses related to training and professional development opportunities for staff, the decision-making body, and volunteers to support the delivery of the Community Adult Learning Program. Examples include training course fees, travel, subsistence, and accommodation.
 - e. Furniture, Fixtures and Equipment: Expenses related to the purchase of movable furniture, fixtures or equipment with no permanent connection to the structure of the building or utilities. Examples include desks, chairs, computers, electronic equipment, tables, and partitions. Organizations may use up to \$5,000 per grant term towards the purchase of these items.

PCALC submitted a 3-year application for the 2021-2024 timeframe to Advanced Education on the appropriate forms for approval. Council must inform Advanced Education of significant changes (approved by the Board) to said application that may be made from time to time throughout the year. Reporting on the use of the grant funds occurs annually on the appropriate forms for approval.

2. Grants / Fundraising / Donations
 - a. PCALC may solicit and accept grant or donation monies to support the expenses of community adult learning programs that do not meet CALP grant guideline eligibility.
3. Bookkeeping / Payroll
 - a. The County of Paintearth, as PCALC’s legal host, will maintain the organizations finances.
 - i. PCALC staff will complete deposit slips weekly or as needed, of cash and cheques to be taken to the County of Paintearth for deposit. A copy of the deposit slip and cheques will be made and kept in the office locked cabinet.
 - ii. Course related and office administrative bills and expense requests will be submitted to the County of Paintearth for payment on or before the last

Wednesday of each month. A copy of each bill and cheque request will be made and kept in appropriate binder and locked in the office cabinet.

- iii. The County of Paintearth will provide PCALC with a financial summary at the beginning of each month.
- b. The County of Paintearth will administer PCALC's staff payroll.
 - i. PCALC will inform the County of Paintearth of changes to staff payroll rates in writing.

Course Registration:

1. Initial registration may be made by phone, e-mail, on-line through the website or in-person.
2. Payment of courses is mandatory before the course begins with cash, cheque or on-line payment.
 - a. Community capacity course fees may be reduced if cost is a barrier. Individual circumstances will be evaluated by the PCALC team upon fee reduction application.
3. Late registrations may be accepted depending on course availability. Full fee is required.
4. Registration deadline is typically one week prior to the start of the course. After the course registration deadline, course fees are non refundable unless the course is cancelled or extenuating circumstances are present. **If a course is cancelled, a refund will be issued.**

Instructors Fees

1. The use of local instructors is encouraged where possible and practical. Fees may be paid hourly or per student depending on the type and style of course. When instructors are paid by the hour the # of hours will be agreed upon by PAL and the instructor prior to the course. Fees will not be paid for the promotion of products.
2. When applicable, travel expenses will be paid to instructors as per an agreed upon rate or the current County of Paintearth travel rates.

Course Planning

1. Course fees for general interest and community capacity courses are set at a "cost recovery" level plus a 20% administration fee (of total program cost). Fees for literacy & foundational learning courses are free or low cost.
 - a. To maximize uses of grant money, PAL shall strive to have classes consist of enough students to cover all associated costs.
2. Duration of courses shall vary from a minimum of 1 hour to a maximum of 100 hours. Resources will be provided as required.
3. Course size will be regulated by instructor, size of facility and ability to meet provincial health & ministry guidelines.
4. Courses may be delivered in a group setting, one-on-one or through video platform.

Recognition of Participation

A certificate of participation may be issued to students registered in employment related classes. A certificate of participation for other courses will be determined by the instructor and Program Manager.

Part B Adult Literacy Programs

Learner Programs and Responsibilities

1. Learners must be at least 18 years of age and require basic skills education.
2. Each learner shall have an individual program of study which shall be based on:
 - a) An intake interview and completion of the student information application.
 - b) An initial assessment of basic skills using an appropriate assessment tool.
 - c) Development with the learner of a program plan, identifying the goals of the learner.
3. Learners are **recommended** to attend approximately once per week for approximately one to two hours. Learners should notify their tutor or the program office of any absences.
4. Learners will pay, when possible, a \$20.00 registration fee. PAL will have some resources available to borrow.
5. Learners shall participate in ongoing feedback on their progress including:
 - a) An evaluation of progress toward goals at the end of the program year (June) or at the time of termination with the program.
 - b) An assessment at the beginning of each year (September) to determine current skill level and appropriate materials for the year.
6. Learner achievement will be formally acknowledged at the end of the year (June) through a certificate of participation indicating the hours of study with the program.

Volunteer Tutor Role and Responsibility

1. Volunteer tutors must meet the following requirements:
 - a) Completion of a volunteer registration and initial interview and screening process.
 - b) Volunteer Police Record Check.
 - c) Volunteer tutors must have good reading and writing skills (grade 12 proficiency).
 - d) ability to work with people and good oral communication skills.
2. Screening includes reference checks and the evaluation of the coordinator as to the ability of the volunteer to meet the needs of the students in the program.
3. Participating in training opportunities provided by the program including:
 - a) Completion of the training program as designated by the Literacy Coordinator and the Program Manager.
 - b) Attending ongoing training opportunities at least once per year will be encouraged.
 - i. Travel expenses to attend opportunities will be reimbursed.
4. Volunteers are expected to:
 - a) Prepare a lesson plan based on the student program plan.
 - b) Meet with their student match approximately once per week for approximately one to two hours.
 - c) Report to the Literacy Coordinator on the progress of the match and tutoring statistics at least once per month.
 - d) Notify the student or the program office of any absences.
 - e) Maintain the confidentiality of students in the program.
5. Matching Process

- a) Tutors are assigned by the Coordinator on the basis of availability, tutor interests and abilities and learner goals.
- b) Tutors are assigned to a student for one term (Sept. - June) A match may be terminated prior to this period if it is found to be unsuitable. Matches may continue beyond one term **subject to point a) above.**
- c) Students and tutor pairs will be provided with a meeting area in either of the Paintearth Learning Castor or Coronation offices. If this option is not suitable, the student and tutor must agree on a location and inform the Literacy Coordinator of the alternative location that is outside of Paintearth Learning offices.
- d) Program Feedback
 - i. During the first 3 weeks of the match, the coordinator will contact both parties at least twice to ensure that both parties are comfortable with the match. Thereafter, the tutors will be contacted monthly and the students will be contacted at least every 3 months.
 - ii. An annual meeting will be arranged with both the student and the tutor to evaluate the student's progress towards the goals and satisfaction of the student and the tutor with the program

Part C Family Literacy Programs

1. Magic Carpet Ride – a minimum 10-week, 2-hour family literacy program will be held in Paintearth communities from September to December and January to May.
 - a) Facilitators will be hired for each community.
 - i. Employment contracts will be signed by facilitators annually outlining rate of pay and expectations.
 - ii. **Job Description**
 - **Main functions:** Working with the Program Manager and the Literacy Coordinator the Magic Carpet Ride Facilitator will deliver the Magic Carpet Ride Programs within the County of Paintearth No. 18.
 - **Reports to:** Program Manager
 - **Duties:**
 - a. Present the Magic Carpet Ride programs on a weekly basis, starting dates and duration to be determined by the Program Manager and Literacy Coordinator.
 - b. Program resources to be provided by the Literacy Coordinator.
 - c. Assist with the coordination of literacy events as required. Examples are MCR Year End Celebration and Teddy Bear Picnic.
 - d. Attend staff meetings as required.
 - e. Collect registration forms and payment if necessary. Keep all such information confidential.
 - f. Ensure evaluations are completed by parents attending the MCR.
 - g. Be flexible and adaptable to meet the business needs of the PCALC. To be adjusted as required and agreed upon by all parties.
 - **Working conditions:**

- a. The Magic Carpet Ride Facilitator is required to work under the direction of the Literacy Coordinator and Program Manager.
- b. This is a service-driven position with community visibility.
- c. The job is to be done in an average of 3 hours per week per employee.
- d. The Magic Carpet Ride Facilitator must be able to work independently.
- o **Employment Requirements:**
 - a. Must provide a negative “Vulnerable Sector Search” report.
 - b. Must have strong organizational skills.
 - c. Proficient spoken and written English.
 - d. Punctual, meticulous and reliable, professional conduct.
 - e. Strong customer focus and courteous manners with the public.
 - f. Must have or be willing to complete and maintain a valid First Aid and CPR certificate within one year of employment.
 - g. Must complete Introduction to Family Literacy training program.
 - h. Must provide own transportation. Travel km will be paid to facilitators attending outside of their home community.
- b) Participating families may complete the program registration form at a PCALC office on the PCALC website or at the MCR site.
- c) Participating families will complete an evaluation form at the conclusion of each minimum 10-week session (i.e. December & May).
- d) Programs will follow the local school calendar regarding days off (i.e. Christmas break Spring Break, inclement weather, etc.).
- e) If a Facilitator is unable to facilitate their program, they will inform the Literacy Coordinator and ask one of the other facilitators to fill in for them.
- f) Literacy Coordinator and MCR Facilitators will be professionally active on the program social media site.
- g) Literacy Coordinator will input learner information on the CALP database and maintain program information necessary for reporting.

Part D Community Consultation and Program Promotion

1. Paintearth Adult Learning may communicate with the community through the following promotional activities:
 - a) Literacy and Learning Celebrations.
 - b) Participation in volunteer awareness activities sponsored by the community.
 - c) Newspaper advertising and when possible annual community newspaper articles.
 - d) Posters and postcards distributed throughout the community.
 - e) Monthly updates to hi-vis signs in Coronation and Castor.
 - f) Social media engagement .
 - g) Presentations to local organizations.
 - h) Partnership promotion through the Adult Learning members.
2. The PCALC shall assess the needs of the community through input received from the PCALC membership and community needs assessments of the PCALC at the Annual General Meeting, through on-line polling and at biannual community engagement dialogues.

Section 4 By-laws

1. Membership in the Paintearth Community Adult Learning Council

(herein referred to as the PCALC)

- a) PCALC members shall form a Board of Directors (herein referred to as the Board) who will carry on the business of the PCALC
- b) Members of the Board are responsible to attend meetings, general and special meetings of the PCALC and to act in accordance with the Bylaws and Policies.
- c) The Board shall have no less than 5 and no more than 12 members.
- d) Any resident of the County of Paintearth who has an interest in community adult education is eligible to become a member of the Board.
- e) Whenever possible, the Board shall include a representative from the community organizations involved in or having a concern with adult education programs.
- f) Each member of the Board has one vote at all meetings. Paid employees do not have a vote. Board members must be present to vote unless provisions have been made to accept votes electronically or by telephone.
- g) Members of the Board may resign by submitting written notification to the Board by informing the Chairperson or by telephone.
- h) A Board member may lose their position on the Board if they are absent from three consecutive Board meetings. The Board may make an exception if the absences are due to circumstances the Board finds acceptable. A Board member may be removed from the Board if a two-thirds majority of the Board members request in writing to the Chairperson or Vice Chair, the removal of that Board member.

2. Board Meetings

- a) Board meetings shall be held monthly, between September and June, unless circumstances indicate otherwise. This decision will be made by the board.
- b) The Board shall decide on a place and time for all meetings. All members of the Board must receive at least one week notice of a meeting by telephone, email or mail.
- c) An annual general meeting of the PCALC shall be held once per year at least 90 days following the end of the fiscal year.
- d) At the annual general meeting the following business shall be undertaken:
 - i) review of minutes from the last annual general meeting
 - ii) presentation of an annual report on the business of the PCALC
 - iii) presentation of the financial summary of the past fiscal year
 - iv) an election of officers of the Board
- e) A general meeting or a special meeting of the PCALC may be called at any time by:
 - i) the Chairperson
 - ii) a majority (51%) of the Board
- f) A person or persons wishing to call a general meeting or a special meeting must submit a written request to the Chairperson. A members' request for a general or special meeting must state the reason(s) for the meeting, and provide a draft of all motions to be voted on. A general meeting or a special meeting must be held with 45 days after the PCALC receives the written request.

3. Executive Members of the Board

- a) Executive Members of the Board will be elected at the Annual General Meeting every second year. The Executive for the PCALC are the Chairperson, Vice Chairperson, Secretary, and Treasurer.
- b) Executive Members terms will be 2 years. Officers of the Board shall not hold their term for more than three (3) consecutive years unless the Executive Member is willing to continue and the Board agree.
- c) An Executive Member may lose their position if they fail to carry out their duties in accordance with the Bylaws and Policies of the PCALC. An Executive Member may be removed from their position by a vote of the board with a two-thirds majority.
- d) The duties of the Chairperson are:
 - i) to chair meetings
 - ii) to ensure the Board follows its own policies
- e) The duties of the Vice Chairperson are:
 - i) to assist the Chairperson
 - ii) to carry out the duties of the Chairperson when the Chair is not able to do so or when the Chairperson requests the Vice to do so.
- f) The duties of the Treasurer are:
 - i) to periodically review financial statements and review on a monthly basis at Board meetings.
- g) The duties of the Secretary are:
 - i) to ensure that minutes are taken at all meetings.
 - ii) to ensure all minutes and financial records are maintained and stored in a place agreed to by the Board.

4. Signing Authority

Chairperson, Vice Chair or Treasurer are eligible to sign grant applications and reports.

5. Review of Accounts

- a) For the purpose of financial accounting and record keeping the fiscal year of the PCALC will be July 1st to June 30th. All grant funding will run from July 1st to June 30th of the following year. Financial Statements presented in the grant application process will be in the timeframe of the Legal Host.

6. Inspection of Records

- a) All financial records of the PCALC are open for such inspection by members. The County of Paintearth audits the books annually.
- b) Other records of the PCALC are also open for inspection, except for records that the Board designates confidential.

7. Bylaw and Policy Amendments

- a) PCALC bylaws may be changed by Special resolution at an annual general meeting or general meeting.
- b) Approval by a minimum of three-quarters (75%) of the members who vote is needed to pass the resolution to change the bylaws.
- c) Policies of the PCALC may be changed by the Boards of Directors.
- d) Annual review of bylaw and policy amendments.

8. Legal Responsibility and Indemnity

- a) No member is, in his individual capacity, liable for any debt or liability of the PCALC.
- b) Each Board Member or Executive Member holds office with protection from the PCALC.
- c) The PCALC indemnifies each Board Member or Executive Member against all costs that result from any act done in his role for the PCALC.
- d) The PCALC does not protect any Board Member or Executive Member for acts of fraud, dishonesty or bad faith.
- e) No Board Member or Executive Member is liable for the acts of any other Board Member, Executive Member, or employee. No Board Member or Executive Member is responsible for any loss or damage due to bankruptcy, insolvency, or wrongful acts of any person, firm or corporation dealing with the PCALC. No Board Member or Executive Member is liable for any loss due to an oversight or error in judgment, or by an act in his role for the PCALC unless that act is fraud, dishonesty or bad faith.

9. Distributing Assets and Dissolution of the Organization

- a) The PCALC does not pay any dividends or distribute its property among its members.

If the PCALC is dissolved, any funds or assets remaining after paying all debts, are paid to **the Provincial Governing Bodies**. In no event do any members receive any assets of the PCALC.