

# PEI ATV Federation

## **Policies**

## **2023**



Revised May 2023

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Club in Good Standing</b>	<b>Policy No.:</b> <b>001</b>	<b>Approval Date:</b> <b>March 16, 2023</b>  <b>Revised Date:</b>

**This policy is in accordance the following section of the PEI ATV Federation By-laws:**

- **Section 2 - Membership**

**Policy Statement:**

In order for the PEIATVF to determine that a club is operating in a professional manner the following information is required to be submitted to the PEIATVF office on or May 31 of each year to have your club deemed to be “In Good Standing” with the PEI ATV Federation. Member clubs must be in good standing to receive grant monies, including, but not limited to, COHV.

The following documentation **must be submitted on an annual basis by May 31st** for validation of Good Standing (Clubs MUST put these documents in the Federation Google drive on their respective Club’s folder):

- ATV Club Registration Form
- Evidence of Income Tax Filed for the prior tax year
- Independent review of the club’s financial for the year (Reviewed Financial Statement - also known as Notice to Reader) verified by an accountant)
- Trail access Landowner Agreement mapping -database. Must be confirmed up to date
- Banking information with current, authorized signatories
- Copy of Annual General Meeting (AGM) minutes, including year-end financial reports (Clubs over 1 year) OR copy of organization minutes (Clubs under 1 year)
- Copy of latest By-Laws
- Copy of the Incorporation Papers (must be current for the year - paid)
- Corporations Canada Revenue Agency Filing- must be up to date

Member Clubs must: (section formatted slightly differently)

- Conform to the PEIATVF Environmental Code of Practice (ECOP)
- Be in alignment with all policies, values and objectives of the PEIATVF
- Attend (Club representative director of the PEIATVF or their delegate who must be a club board director. A delegate has no voting rights) no less than 75% of regular Federation Board meetings (in accordance with Policy #2 - Code of conduct)(if 12 meetings/year, 75% is 9 meetings/year - no more than 3 missed meetings)

- Must hold a minimum of 6 club board of director meetings annually (not including the Club AGM) and all meetings must have minutes & financial reports on record (The clubs can decide if they wish to hold open or closed meetings)
- In accordance with Policy #11 Yearly Trail Permits without exception:
  - The Federation portion of the trail permits as well as any funds collected for other clubs should be submitted to the Federation in a timely manner.
    - Cheques and paperwork **shall** be brought to monthly meetings.
    - If a monthly meeting is missed by a club representative, money and accompanying paperwork should be sent by courier to the Federation office as the expense of the Club
- Adhere to Policy #9 Insurance renewal as a Club is required to be in good standing to retain their insurance
- Must continue to maintain a minimum of 10km of active trails

### **Request for Extension (in case of missed cut-off of May 31st)**

If a Club is not in Good Standing by May 31st, a letter must be submitted to the Federation explaining the circumstances and the actions being taken. A request for an extension with a specific date must be included in the request. The PEIATVF Board of Directors will then discuss and hold a vote to carry a motion on whether the request is accepted or declined. This will depend on the level of effort and how close the club is to being in Good Standing. The maximum extension shall be 2 months (July 31st max), and only under extenuating circumstances.

### **Voting privileges**

A Club that is not in good standing will lose the right to vote at general meetings, annual general meetings and regular board meetings of the PEIATVF until they are in good standing.

### **Annual General Meeting**

A review of clubs in good standing will be made at the AGM and a vote will be taken by the voting members (Proxies & Directors) on changing the status of the Club from Active to Dormant/Inactive.

### **Trail Passes**

Clubs who are Dormant/Inactive will be removed as an option on the Trail Pass form

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Board Code of Conduct</b>	<b>Policy No.:</b> <b>002</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

The Board commits itself and its directors to ethical and businesslike conduct. This includes the use of authority and appropriate decorum when acting as board directors.

Accordingly:

1. Board directors must represent un-conflicted loyalty to the interest of the owners. This accountability supersedes any conflicting loyalty such as that to special interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board director acting as a recipient of PEIATVF services.

2. Board directors must avoid conflict of interest with respect to their fiduciary responsibility.

- a) There must be no self-dealing or any conduct of private business or personal services between any board director and PEIATVF except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
- b) When the board is to decide upon an issue, about which a board director has an unavoidable conflict of interest, that director shall absent herself/himself from the meeting without comment from not only the vote, but also from the deliberation.
- c) Board directors must not use their positions to obtain employment in PEIATVF for themselves or family members. Should a director desire employment, he or she must first resign.
- d) Board directors will disclose their involvements with other organizations, with vendors, or any other associations, which might produce a conflict.

- e) In case of a dispute regarding the existence of a real or perceived conflict of

interest, the board shall vote as to whether a conflict is present, and the vote of the board shall be final. The individual with the potential conflict of interest shall not vote and shall leave the meeting while the decision is made.

- f) If a conflict of interest is deemed to be serious enough to warrant resignation from an organization, the board director shall have two weeks to submit their resignation from the PEIATVF Board of Directors or the other organization.
3. Board directors may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
- a) Board directors' interaction with the General Manager or with staff must recognize that any individual board director or group of board directors does not have authority other than that explicitly stated in board policy.
  - b) Board directors' interaction with public, press or other entities including social media (*that is, the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks*) must recognize the same limitation and the similar inability of any board director to speak for the board except to repeat explicitly stated board decisions.
  - c) Board directors shall not encourage direct communication with employees who attempt to bypass administrative policies but shall encourage employees to use reporting lines within the administrative policies to bring their concerns to the board.
4. Board directors will work with colleagues, staff and the ownership respectfully.
5. Board directors shall attend meetings on a regular and punctual basis and will be in attendance for at least 75% of all regularly scheduled board meetings during each year of their service on the PEIATVF board and as per the PEIATVF bylaws. A board director may be considered for reinstatement by the board at his or her request, but only once per term.
6. Board directors will be properly prepared for board deliberation and will participate diligently in board and board committee governance.

7. Board directors will respect the confidentiality appropriate to identified issues and will not discuss these issues outside of current board directors and/or the General Manager.
  - a) Board members shall not disclose vote counts and board deliberations outside board membership unless authorized by the board. Board directors who are uncertain regarding the confidentiality of an issue shall ask the Chair.
  - b) Board directors will ensure that material distributed during in camera meetings\*\*\* is neither removed from the meeting room nor kept as an electronic file.
  - c) In the event of directors vacating, permanently or temporarily, their duties as directors, all material acquired during their duties is either promptly returned to the Association offices or destroyed.
  - d) Board directors will sign the PEIATVF confidentiality agreement annually.
8. Board directors will support the legitimacy and authority of board decisions, irrespective of the director's personal position on the issue.
8. Board directors shall be familiar with the incorporating documents, by-laws and policies of the organization, as well as the rules of procedure and proper conduct of a meeting so that any decision of the board may be made in an efficient, knowledgeable and expeditious fashion. Board Directors are required to attend the PEIATVF board orientation session/education session annually.
9. Board directors are encouraged to regularly take part in educational activities, which will assist them in carrying out their responsibilities. PEIATVF will reimburse directors for such board approved workshops.
10. Board directors shall ensure that unethical activities not covered or specifically prohibited by the foregoing or any other legislation are neither encouraged nor condoned.
11. A board director who is alleged to have violated the Code of Conduct shall be informed in writing and shall be allowed to present his/her views of such alleged breach at the next board meeting. The complaining party must be identified. If the complaining party is a board director, he/she and the respondent board director shall abstain themselves from any vote upon resolution of censure or other action that may be brought by the board. Board directors who are found to have violated the Code of Conduct may be subject to censure including removal from the board.

**Definitions:**

1. **A conflict of interest** is any situation in which a board director has an employment, business or personal interest, which results or appears to result in:
  - i. An improper material interest or an advantage by virtue of the person's position;
  - ii. An interference with the objective exercise of the person's duties
  
2. **Fiduciary responsibility/duty:**

is a legal or ethical relationship of confidence or trust regarding the management of money or property between two or more parties, most commonly a fiduciary and a principal.

An obligation to act in the best interest of another party. This type of obligation typically exists when one person places special trust and confidence in another person and that responsibility is accepted.
  
3. **In Camera Meetings:**
  - i. In camera (Latin: "in a chamber") is a legal term meaning "in private". In camera can also describe closed board meetings that cover information not recorded.
  
4. **PEI ATV Federation:** referred to as PEIATVF

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>PEIATVF Volunteer</b>	<b>Policy No.:</b> <b>004</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

A PEIATVF volunteer is committed to work for the PEI ATV Federation Inc and understands that his/her role is important to the success of the organisation. Each volunteer agrees to abide by Canadian law, PEIATVF bylaws, the policies and procedures, mission & vision of the organisation. If found to be in violation of any of these laws, policies, procedures, mission statement, vision statement or agreements, the PEIATVF Board has the right to remove the volunteer from any or all committees or other volunteer functions as determined suitable.

**Purpose:**

The purpose of this policy is to provide direction on suitable volunteer candidates to serve on both standing and ADHOC Committees.

**Volunteer Candidates must meet the following criteria:**

1.
  - a. Must be a member of the proxy recognized provincial organisation in the candidate's province of primary residence;
  - or
  - b. Must be appointed by the PEIATVF as an ex-officio member of the PEIATVF Board of Directors.
2. Should possess expertise that will assist the committee with perpetuating its tasks as detailed in the approved committee's Terms of Reference document;
3. Must make a concerted effort to help with the tasks of the committee extending beyond committee meetings.



<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Confidentiality Agreement</b>	<b>Policy No.:</b> <b>005</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

This document will outline the Board of Directors' expectations of one another and of the Board as a whole related to confidentiality of items discussed during board and committee meetings.

**Purpose:**

To ensure that confidential matters are not disclosed until disclosure is authorized by the Board of Directors.

This policy is designed to address the need to keep certain items, considered by the Board of directors, confidential so that the best interests of the PEI ATV Federation Inc will be protected. The need for confidentiality may arise from many different circumstances, such as:

- Confidential attorney-client communications, which are privileged because in order to get the best advice, clients must be able to be completely candid with their legal counsel;
- Protecting the council's proprietary information, business opportunities, and negotiations with third parties may require confidentiality so that the council can maintain its advantages in the marketplace; and
- The internal decision-making process within the Board may require that various options be explored without generating premature discussions and rumors throughout the community.

**Criteria:**

Directors, Officers, employees and other agents (including consultants and other council representatives) of the council have fiduciary duties of care and loyalty, to protect the best interests of the organization. These duties arise when they enter into a fiduciary relationship with the organization and may even continue after the relationship has ended.

1. Part of the fiduciary duty of care is the duty to protect the confidences of the organization. After a person ceases to be a Director, Officer, or other agent of the organization, he or she may possess information received while in the capacity of a fiduciary. If the person uses or reveals such information in a manner damaging to the organization, the organization may take legal action.

2. The decision as to when and to whom confidential information, received in a fiduciary relationship with the organization, is disclosed to others belongs to the PEIATVF, not to the individual. Only those authorized by the PEIATVF to disclose confidential information may do so.
3. Every director shall ensure that no statement not authorized by the Board of Directors is made by him or her to the press or public.
4. The Board of Directors speaks with one voice. All governing authority rests with the Board as a body and once the board decision vote is taken, it is the board's position until changed by the board. No one can modify that decision. Board members must respect board decisions.
5. Board materials properly classified as confidential may be withheld from the public and from members at large.
6. The Board of Directors will go into an In-Camera Session when asked to do so by any member of the board. The Chairman will determine who will attend the In-Camera Session. All discussions in this in-Camera Session are deemed to be confidential and under no circumstance will any person in this session discuss any items with any one that was not in this session, unless they receive permission to do so, from the chair.

## **Definitions**

### **Fiduciary Responsibility:**

1. A fiduciary duty is a legal or ethical relationship of confidence or trust regarding the management of money or property between two or more parties, most commonly a fiduciary and a principal.
2. An obligation to act in the best interest of another party. This type of obligation typically exists when one person places special trust and confidence in another person and that responsibility is accepted.

### **In-Camera Session**

1. In camera (Latin: "in a chamber") is a legal term meaning "in private". In camera can also describe closed board meetings that cover information not recorded.

## Board of Directors Policy Agreement

As a Director serving on the PEIATVF Board, I declare that I have read and understand the Confidentiality Policy and confirm that I will abide by this policy while serving on the PEIATVF Board of Directors and in perpetuity once my term of office has been completed.

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Signature

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Date

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Name (print)

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Financial Management</b>	<b>Policy No.:</b> <b>006</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

This document outlines the financial management procedures for the PEI ATV Federation of Canada.

**Purpose:**

This policy will serve to ensure that appropriate financial management practices are in place and that appropriate measures are taken to secure the funds of the organization.

**Criteria:**

1. There will be a minimum of three designated signing authorities for the organization.
2. All financial transactions of the organization must have been approved by at least two of the signing authorities;
  - 2.1 Cheques
    - All cheques written must be signed by two of the designated signing authorities.
    - All blank cheques are to be kept in a secure and preferably locked location.
    - If canceled cheques are returned from the bank they should be kept in a secure, preferably locked location.
  - 2.2 TelPay
 

All financial transactions that are made using TelPay require the approval of at least two signing authorities registered with TelPay.
3. Treasurer/Finance Committee, or where authorized persons or staff, must submit formal financial reports to the Board of Directors quarterly or more frequently as determined by the Executive. Special request reports will be supplied to the board within 10 business days.
4. Investments will be managed by the Finance Committee with all investment recommendations being ratified by the Board of Directors.
5. Reserve Funds
  - 5.1 PEIATVF will strive to maintain at least 6 months of operating expenses in reserve.
  - 5.2 Reserve funds exceeding 6 months of operating expenses may be allocated to projects, activities and initiatives that are in line with the mandate of PEIATVF and any such allocation must be approved by the PEIATVF Board of Directors.

6. Annual budget will be prepared by the Finance Committee, and submitted to the Board/Executive for approval at the Board meeting prior to the Annual General Meeting one month prior to the Annual General Meeting
7. Expenditures that fall within the budgeted amounts and which do not exceed \$500.00 do not require board approval. Expenditures that exceed \$500.00 or are not accounted for in the budget must be approved by motion of the Board of Directors.
8. Reimbursement - expenses incurred by directors or staff during the course of conducting approved association business will be reimbursed. An expense summary (appendix "A") must be completed and receipts for all expenditures submitted within 45-days of the expense being incurred.
9. A year end financial review will be conducted by an independent accounting firm as approved by the Board of Directors.
10. Expenses listed within the approved budget, provided adequate funds remain within the resources of the corporation, are expected to be allocated to the said expense on an annual basis. Should financial stability change from the time of budget preparation and expense being incurred, measures may be taken by the Board of directors to delay or cancel any given expense prior to making a commitment to that expense. (Eg: \$2,000.00 is put into the operating budget to send a corporation representative to a partner organization's annual conference, the Board determines because of reduced income capacity which may affect the 6 month contingency; that attendance at this conference is non-essential and cancels the commitment prior to any arrangements being made.)

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Electronic Meetings</b>	<b>Policy No.:</b> <b>007</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

This document outlines the protocol by which the PEI ATV Federation Board of Directors will conduct electronic meetings.

**Purpose:**

This policy will serve to ensure that meetings held by electronic means follow appropriate meeting protocols.

**Protocol for Real-time Electronic Meetings (teleconference, video conferences, internet conferences, etc):**

1. An agenda shall be distributed in advance of the meeting and only the agenda items shall be discussed.
2. Documentation shall be distributed with the agenda to ensure that Board members may make an informed decision.
3. Participants shall be given as much advance notice of the meeting as possible, preferably at least 7 days, but not less than 48 hours, and shall be contacted in advance to ensure a quorum will be available. Time, date and procedure shall be clarified.
4. At the beginning of the meeting, rolcalls shall be taken and recorded in the minutes.
5. The Chair shall ensure that time is used efficiently and that all participants have opportunity to express their views.
6. All motions shall follow normal procedures. Time shall be taken to allow everyone's vote to be noted so that a clear decision is reached.
7. Minutes of the meeting shall be recorded, approved and distributed following the procedure for normal meetings.

### **Protocol for Email Meetings (E-Meetings):**

1. The Board may conduct an official meeting of the Board of Directors via email (E-meeting) for the purpose of transacting business on behalf of PEIATVF.
2. E-meetings shall not be initiated unless each member of the Board has a functioning computer equipped with email software and connectivity to the other participants.
3. No E-meeting shall exclude any member of the Board unless that member has excused him/herself from the E-meeting.
4. An E-meeting shall have no more than one agenda item. The agenda item shall appear in the subject line of each email exchanged during the meeting.
5. In order to reach a decision a motion shall be made and seconded. Discussion of the motion shall follow. When the vote is called by the chair, each Board member shall record their vote for or against or their decision to abstain from voting.
6. Each e-mail meeting shall have a beginning date/time, a vote start date/time and an end date/time established at the beginning of the E-meeting. The E-meeting may be extended to another specific vote start date/time or end date/time by the Chair.
7. Minutes of the E-meeting shall be recorded by the Secretary or designate and circulated and approved at the next meeting of the Board.

### **The Role of the Chairperson:**

The Chairperson shall:

1. Initiate each E-meeting via an e-mail "Notice of E-meeting", acting alone or at the request of any two members of the Board. Participants shall be given as much advance notice of the meeting as possible, preferably at least 7 days, but not less than 48 hours. The Chair shall ensure that a sufficient number of participants have responded to the Notice of E-meeting to constitute a quorum.
2. Establish each E-meeting with an identifying code, agenda name, beginning, vote starting, and ending date/time.
3. Ensure that email addresses of all participants are current and that all emails related to the E-meeting are addressed to all participants.

4. Announce the outcome of the decision-making process of the E-meeting promptly after the end date of the E-meeting.

The Chairperson may:

1. Negotiate an alternative to initiating an E-meeting when one is requested but may not refuse a request from any two Council/Board members.
2. Involve guest participation of a non-Board members, e.g. specialist, legal counsel, etc. The Chairperson shall determine the beginning and end of such participation and shall declare the same to all participants.

**The Role of Board Members:**

When an E-meeting is called, each Board member shall:

1. "Sign in" before the published beginning time/date to indicate participation in the E-meeting (by responding to the Notice of E-meeting).
2. Participate in every E-meeting even if only to say that they have no comment.
3. Vote on the motion or indicate their decision to abstain from voting.



<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Social Media</b>	<b>Policy No.:</b> <b>008</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

In order for the PEI ATV Federation to maintain a positive relationship with its members on social media, a social media policy will govern the types of responses and expectations of those who represent the Federation and of those who have access to Federation accounts.

1. Individuals with access to the Federation Facebook page or website should answer questions and comments only with factual information and not include any personal opinions.
2. If unsure of how to answer something, please make the Executive Director or President aware that something needs a response.
3. Individuals on the PEI ATV Federation board of directors should not engage in any types of cyber attacks on individuals who may have misinformation about the sport, the Federation or any of its affiliates. This includes back and forth discussions where facts presented are unlikely to change the original poster's opinion; discussions regarding any illegal activities surrounding the sport and any personal opinions that are not based in factual evidence.
4. Any misuse or misrepresentation on social media is ground for dismissal from the board of directors.

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Club Insurance Renewal</b>	<b>Policy No.:</b> <b>009</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

In order for the PEIATVF to determine that a club is eligible for insurance provided through OASIS the following information is required to be submitted to the PEIATVF office on or before **November 30<sup>th</sup>** of each year, so that the club is able to obtain 3rd party liability insurance. The Club must be deemed in good standing (see policy #1) and must be in alignment with the policies, values and objectives of the PEIATVF to apply for insurance.

**Liability Insurance Application for PEIATVF Member Clubs Renewal Form**

- Any updates to the following after the **May 31st deadline** for club in good standing:
- Complete List of Directors
- Trail access Landowner Agreement mapping-database - must be confirmed up to date
- Any additional Landowner Agreements, updates and additions to trails
- Corporations Canada Revenue Agency Filing - must be up to date

<b>PEI ATV Federation Inc</b>		
<b>Policy: Communications</b>	<b>Policy No.: 010</b>	<b>Approval Date: May 25, 2023</b>

**Policy Statement:**

In order for the PEI ATV Federation to stay current and on top of local events, a communication policy should govern types of communications and when they should go out.

The Federation recognizes that having a Communication plan and strategy as well as a Communications representative is an integral part of growing and maintaining a positive reputation on PEI.

1. Regular Communications
  - a. Feature different businesses and individuals who make a difference or benefit from the ATV Community.
2. Special Events Communications
  - a. Communications for Federation events (i.e. fundraisers, ATV safety week etc.)
3. Response to Incidents Communications
  - a. People using ATVs incorrectly - respond with a safety tip and reiterate that we don't support that type of use.

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Yearly Trail Permits</b>	<b>Policy No.:</b> <b>011</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

### **Collection & Distribution of Funds and Reconciliation of Distributed Trail Permits**

#### **Policy Statement:**

In order for the PEI ATV Federation to maintain control of the yearly trail permits and be able to support the clubs financially, a policy must exist for clubs and club representatives to be responsible for all trail permit stickers. While we recognize that everyone is a volunteer and human error can occur, club representatives are ultimately responsible for the tracking and remittance of all trail permits.

1. The Federation portion of the trail permits as well as any funds collected for other clubs shall be submitted to the Federation in a timely manner.
  - a. Cheques and paperwork **shall** be brought to monthly meetings.
  - b. If a monthly meeting is missed by a club representative, money and accompanying paperwork shall be sent by courier to the Federation office at the expense of Club within 5 days from the day of the meeting. (This will be tracked and monitored as part of the Club in Good Standing Policy)
  - c. A club shall NOT receive any new inventory of trail passes until their up-to-date with their monthly reconciliation (forms & cheques)
2. Trail Pass monies owing to Clubs by the Federation shall be paid out for the previous month at each monthly meeting
3. As per the Club in Good Standing policy, a club will not receive their remittance of funds owed by the Federation unless they are in good standing.
4. When year end trail permit reconciliation is completed, each club has a margin of error of no more than three (3) trail permits. If more than 3 permits and stickers are missing / not returned to the Federation, the club will be responsible for paying for the Federation portion + HST.
5. Each club has 10 free trail permits every calendar year to distribute as they see fit. These passes should be marked as 'FREE' on the spreadsheet and the paperwork submitted to the Federation to reconcile (similar to paid passes).
6. Clubs who are not in Good Standing by May 31st (annually) shall not be on the Trail Pass form for the following year (unless and extension request is approved - (see Club in Good Standing Policy #1)
7. The PEI ATVF shall have the new trail permits for the new year ready to be available for sale at the vendors by October 1st each year.

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Terms of reference - Executive Committee</b>	<b>Policy No.:</b> <b>012</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Purpose of the Committee:**

The purpose of the Executive Committee is to help ensure the effective governance of the Council by providing effective and timely guidance to both the Chair and Staff on emerging, time-sensitive, significant issues arising between meetings of the Board of Directors.

**Accountability:**

The Executive Committee is accountable to the PEIATVF Board of Directors.

**Authority:**

The Executive Committee is authorized by the Board to act as the intermediary level of governance, directing the Chief Staff Person as required, making decisions as required while adhering to the policies and bylaws of the organization and following the strategic direction of the organization as per the Strategic Plan and the current, board approved operating budget.

**Membership:**

- The Executive Committee will be composed of the Officers of the Organization, President, Past-President, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Presidents and the Secretary/Treasurer. The President will be the Chair of the Executive Committee.
- The chief staff person will be an ex-officio member of the Committee.
- Decisions made by the Executive Committee will be through a majority vote.

**Terms of Office:**

- Executive Committee members will serve on the Executive Committee as long as they hold office on the PEIATVF Board as per the bylaws of the organization. In the event of mid-term resignations, bylaws will be followed.

**Frequency of Meetings:**

- As required to ensure the effective governance of the organization.

**Responsibilities:**

- To meet as required, to address issues that arise between Board meetings.
- The Chair (or designate) will provide a written report to the full Board on the work of the Committee within two weeks of each Committee meeting.
- In addition, the Chair (or designate) will provide an oral report of the work of the Committee at each regular meeting of the Board.
- Quorum requires two thirds of voting members of the Committee.

**Staff Liaison:**

- PEIATVF Chief Staff Person.

These terms of reference will be reviewed annually by the committee, with revisions submitted to the PEIATVF Board of Directors for approval.

<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>In-camera session</b>	<b>Policy No.:</b> <b>013</b>	<b>Approval Date:</b> <b>May 25, 2023</b>

**Policy Statement:**

Sensitive issues such as personnel matters or financial transactions, will occasionally require the Board to observe greater respect for confidentiality and for the freedom of speech encouraged by privacy. This document outlines the governance process for all *In Camera* sessions held by the PEIATVF Board of Directors.

**Purpose:**

The purpose of this policy is to ensure that all PEIATVF Directors understand and follow the governance process of *In Camera* sessions.

**Procedure:**

1. *In camera* sessions shall be held upon the agreement of a simple majority of Board members present and will be listed as an agenda item on all PEIATVF Board meeting agendas.
2. No notes shall be taken during *in camera* sessions.
3. If motions are required (arising from the discussion in an *in camera* session), they will be made only after the *in camera* session is concluded. The motion may simply refer to “as agreed upon in the *in camera* session”, with enough information in the motion to make it clear what was discussed, while not revealing details.
4. The items of business discussed *in camera* are to be for the information of the Board only. Any documents distributed in an *in camera* session shall be returned to the Chairperson at the conclusion of the session. One copy shall be filed in the General Manager’s office and the remaining copies will be destroyed.
5. Any documents discussed *in camera* shall be accessible to board members only. If board members missed a meeting where a document was discussed in an *in camera* session, they may view the document in the General Manager’s office.
6. In general practice, only board members shall attend *in camera* sessions. Other individuals may attend with the approval of the Board.

**Definition**

***In Camera Meetings:***

- i. *In camera* (Latin: “in a chamber”) is a legal term meaning “in private”. *In camera* can also describe closed board meetings that cover information not recorded.



PEI ATV Federation Inc		
<b>Policy:</b> New Member Club	<b>Policy No.:</b> 014	<b>Approval Date:</b> May 25, 2023

**This policy is in accordance with the following section of the PEI ATV Federation By-laws:**

- **Section 2 - Membership**

**Policy Statement:**

In order for the PEIATVF to accept a new member club as part of the PEIATVF, the following criteria must be met and verified:

- A new club may apply to the PEI ATV Federation between January 1st and May 31st to become a member and will be added to the new trail pass form for the following year
- A public meeting must have been held to start the new club and a board of directors must be appointed.
- The club must be fully incorporated as a not-for-profit organisation
- A formal request for the club to join the PEI ATV Federation must be made in writing. The letter should outline the location, the intent of the new club and the following required documentation should be attached:
  - The meeting minutes from the public meeting where a vote was held to vote in the board of directors
  - Approved Club by-laws
  - Completed "Federation club application form"
  - The incorporation document
- Must have a minimum of 10 km of consecutive trail with the applicable land-use forms signed off with a timeline of the trail being open within 3 months of the date of application (taking into consideration for variables of trail conditions and "wet seasons").



<b>PEI ATV Federation Inc</b>		
<b>Policy:</b> <b>Grant Monies Disbursement</b>	<b>Policy No.:</b> <b>015</b>	<b>Approval Date:</b> <b>May 205, 2025</b>

### **Policy Statement**

The disbursement of grant monies policy outlines the way in which various sources of funds will be disbursed to member clubs by the PEIATVF. This policy is guided by the principles of transparency, fairness and equality. This policy applies to all member clubs of the PEI ATV Federation.

### **Categories of Funding**

1. Annual COHV grant
2. Any other Provincial, Federal, or private sector funding opportunities that the Federation applies for and administers.
  - a. Special projects for a specific club
  - b. Special projects to be dispersed amongst clubs who chose to participate

### **Awarding Funds (on grants other than COHV)**

The administration office of the PEIATVF is always looking for funding opportunities. There are some funding applications for “shovel ready projects” or other objectives that have a greater chance at being successful being applied for by the Federation rather than an individual club, namely for more complex projects that involve the Federation to liaise with various government departments such as the departments of Environment, Transportation and Properties. These funds will be disbursed as follows:

- For a special project that falls within a specific club, the funds will be disbursed directly to the club who’s “shovel-ready” project it falls under. No other clubs shall be entitled to these funds. The Federation shall retain a 15% administrative fee, and any other expenses incurred for the project such as an environmental assessment, permit fees, etc...(The Club must be in Good Standing at the time of application and of disbursement)
- COHV monies shall be disbursed on **June 1st each year** (the day after the deadline of May 31st to obtain Club in Good Standing status)
- The Federation shall disburse other grant funds within 30 days of the payment being received IF all documentation, reports, and other requirements have been finalised by the club.

Projects, events or activities related to any grants or subsidies **MUST** meet **ALL** of the requirements of the funding program

## **Member Clubs Responsibilities**

Clubs must provide information required in a timely manner or by prescribed deadlines. This information may include, but is not limited to:

- Project details for grant applications
- Updated information about the club
- Project budgets
- Project timeline
- Progress reports
- Final report
- Expense report or receipts

## **Unsatisfactory Fulfilment of Grant or Subsidy Requirements**

Should a member club fail to meet the requirements of a grant or subsidy, or if the funding partner is not satisfied with the final reports to disburse the funding, the Club shall be responsible for repayment of any funds required to be paid back to the funding partner, and still required to pay the 15% administration fee for the Federation's role in coordinating the funding opportunity.

The PEI ATV Federation and its board of directors is authorised and bears responsibility to coordinate funding opportunities on behalf of its member clubs in all negotiations for contract-supported projects.

<b>PEI ATV Federation Inc</b>		
<b>Policy: Dormant/Inactive Clubs</b>	<b>Policy No.: 016</b>	<b>Approval Date: May 25, 2023</b>

### **Policy Statement**

Dormant/Inactive Clubs outlines the way in which the assets and monies of said club shall be treated. This policy is guided by the principles of transparency, fairness and equality. This policy applies to all member clubs of the PEI ATV Federation.

### **Dormant / Inactive / NOT in Good Standing clubs:**

- Trail pass monies to be held in trust for one year - then divided equally amongst clubs in good standing (majority motion must be passed and recorded in the minutes)
- The Federation will refer to the banking information and claw back any monies owing to the Federation for Trail Passes

### **Annual General Meeting**

A review of clubs in good standing will be made at the AGM and a vote will be taken by the voting members (Proxies & Directors) on changing the status of the Club from Active to Dormant/Inactive.

### **Trail Passes**

Clubs who are Dormant/Inactive will be removed as an option on the Trail Pass form

Any dormant/inactive club will be required to re-apply to the Federation to become a member Club.