

## **Denman Conservancy Association (DCA)**

### **Policy: Remuneration on DCA Projects**

1. Recognizing that DCA is a volunteer organization, DCA will strive to rely on volunteers in its projects.
2. The remuneration for work on DCA projects will require authorization of the Board by its approval of a contract specifying job description, fees or wages, anticipated expenses, the expected duration of the contract and any option to renew the contract.
3. At completion of the contract, the Board member overseeing the contract shall ensure that a performance review is undertaken. The following criteria will be used:
  - Has the contractor complied with the terms of the contract, which outlines the duties of the contractor and DCA's expectations?
  - Has the contractor fulfilled the requirements within the time specified by the contract?
  - Has the contractor produced all deliverables (documents, reports, etc.) as required by the contract?
4. Approval by the Board will be required for all projects or funding applications made under DCA sponsorship. Should exceptional circumstances such as impending or unforeseen deadlines arise making it impossible to contact or convene all Board members, approval will be deemed to have been given if a majority of the Board, which includes two table officers are consulted and there is agreement amongst them to proceed. [The exception to this policy is where multiple funding applications are being submitted on an ongoing basis as part of an already approved DCA project, in which case no additional Board approval is required.]
5. On a project by project basis and where appropriate, DCA will seek contractors outside of the Board; however, from time to time, it is recognized that a Director may be the most suitable candidate for a position. The Board must be notified when a Director(s) is proposed to receive remuneration for work on a DCA-sponsored project. The Director(s) will abstain from participating in the Board's authorization and approval process for the project.
6. Where a director is receiving remuneration, or where there is no Board member representation on a DCA-sponsored project, an "Oversight" Director will be appointed to serve as a liaison between the Board and the project ensuring full disclosure to the Board.
7. Where an individual with close family or business connections to a DCA Director is proposed to receive remuneration for work on a DCA-sponsored project, that relationship will be declared and recorded in the Board's minutes and that Director will abstain from participating in the Board's authorization and approval process.
8. Where the remuneration for the contract is estimated to exceed \$5000 such positions will be

advertised; if less than \$5000, advertising will be at the Board's discretion. Where a contract of any value is likely to be renewed on an ongoing basis the position will be advertised. Pending a successful performance review of a contractor, the Board reserves the right to renew a contract of any value without advertising.

9. DCA solicits expressions of interest on its website and maintains a list of interested contractors.

Adopted by the Board, July 2002

Revised June 16, 2014