

Stepping Stone Senior Centre Inc.

Policies

Table of Contents

1. **Activities** ..... 2

2. **Code of Conduct** ..... 2

3. **Emergency Plan** ..... 2

4. **Facilities Administration**..... 2

    a) **Non-Smoking / Non-Vaping / Scent Free / No Alcohol** ..... 2

    b) **Parking** ..... 2

    c) **Security** ..... 2

5. **Financial Administration** ..... 2

    a) **Charitable Tax Receipts**..... 2

    b) **Fundraising** ..... 2

    c) **Grants** ..... 2

    d) **Lottery and Liquor Licensing** ..... 3

    e) **Petty Cash**..... 3

    f) **Photocopying**..... 3

    g) **Rentals** ..... 3

    h) **Travel Expenses** ..... 3

6. **Hours of Operation/Emergency Closures**..... 3

7. **Membership** ..... 3

8. **Operational Training**..... 3

9. **Programming** ..... 3

10. **Senior of the Year Award** ..... 3

# Stepping Stone Senior Centre Inc.

## Policies

### 1. Activities

Activities initiated by the Stepping Stone Senior Centre for its members have priority over any outside events or rentals. This does not apply to confirmed rentals.

### 2. Code of Conduct

The Centre maintains a zero tolerance for abuse of any nature (physical, verbal, etc.)

### 3. Emergency Plan

The Centre will maintain an Emergency Plan.

### 4. Facilities Administration

#### a) Non-Smoking / Non-Vaping / Scent Free / No Alcohol

The Stepping Stone Senior Centre is a non-smoking facility; there is no smoking or vaping permitted on the property.

The Centre promotes a scent free environment.

No alcohol is permitted on the premises except for events approved by the Board and for which appropriate licences have been obtained.

#### b) Parking

City-designated parking for Stepping Stone Senior Centre is in the parking lot on the side of the building closest to Odell Avenue.

#### c) Security

The Board will ensure the security of the building, assets, members and staff.

### 5. Financial Administration

#### a) Charitable Tax Receipts

All charitable tax receipts must be completed in compliance with CRA Charities Directorate directives.

Charitable tax receipts will be issued for all monetary donations made *to Stepping Stone Senior Centre Inc.* for \$10.00 or more.

Charitable tax receipts will not be issued for food or drink donations to the Centre.

#### b) Fundraising

The Board shall identify and explore potential sources of funding for the Centre, excluding Events, ensuring that the funds do not behold the Centre to the funding source.

The annual *Friends of the Stepping Stone Senior Centre* fundraiser encourages all members to make a tax-deductible charitable donation to the Centre.

#### c) Grants

The Board may apply for grants from outside funding agencies, as well as Provincial and/or Federal Governments, where it is beneficial to the Centre and such grants do not behold the Centre to the funding source.

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### **d) Lottery and Liquor Licensing**

Stepping Stone Senior Centre will comply with provincial licensing requirements.

### **e) Petty Cash**

The Centre will maintain a petty cash system that should be self-balancing monthly.

### **f) Photocopying**

The Centre maintains a photocopier which is available free of charge for Centre business and Board-sanctioned programs and activities.

### **g) Rentals**

Rentals shall be arranged through the Administrator.

### **h) Travel Expenses**

Stepping Stone Senior Centre will, upon application, pay travel expenses of volunteers and/or employees who are requested by the Board of Directors or Executive to travel on behalf of the Centre.

## **6. Hours of Operation/Emergency Closures**

Hours of operation are authorized by the Board.

The Centre shall maintain a Storms/Unforeseen Circumstances Closures Policy.

## **7. Membership**

Membership of the Stepping Stone Senior Centre is mandated in Articles 4 and 5 of the Bylaws.

No person shall be denied membership in the organization because of inability to pay. The decision to grant membership in such circumstances will be at the discretion of the President or the Administrator.

## **8. Operational Training**

The Board will support programs that provide operational training that lends to the safe operation of the Centre.

## **9. Programming**

Programs and courses of the Stepping Stone Senior Centre are to be developed in accordance with Article 4 of the Bylaws.

## **10. Senior of the Year Award**

Stepping Stone Senior Centre will honour current or recent members who have demonstrated a commitment to the Centre through their involvement and/or leadership.