



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Gabriel Dumont Institute of Native Studies and Applied Research Policies and Procedures

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4.0 OPERATING AND ADMINISTRATIVE POLICIES

POLICY

The operating and administrative policies adopted by the Institute will encourage efficient information processing systems that deal with incoming information and documentation using systematic, thorough methods. Refinement and mastery of these systems will be gained only through dedicated and consistent practice and procedures.

At the Executive Director's discretion, management and staff will have access to outside professional assistance and training to ensure that all of the Institute's reporting requirements to service partners are being fulfilled in a timely fashion.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

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4.1 FINANCIAL ADMINISTRATION

POLICY

The Gabriel Dumont Institute is committed to the development of improved financial administration procedures to be developed through consultation with the Institute’s financial auditor. Upon implementation, the Director of Finance and Operations will be responsible for ensuring that all procedures are followed and adhered to by all department staff and that all financial reporting requirements are met in a timely fashion.



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4.1.1 GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

POLICY

The Gabriel Dumont Institute shall keep proper books of accounts and records, in accordance with generally accepted business and accounting practices, of the financial management of all of its programming. The accounts and records shall include all invoices, receipts, and vouchers relating to eligible project expenditures and revenues.



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4.1.2 SIGNING AUTHORITY

POLICY

Gabriel Dumont Institute Signing Authorization Matrix

Any two (2) cheque signers, approved by a valid Gabriel Dumont Institute Board of Governors’ motion, must sign each individual cheque.

This signing authorization matrix covers all the operations accounts for: Gabriel Dumont Institute of Native Studies and Applied Research, Inc., Dumont Technical Institute Inc., Gabriel Dumont Institute Scholarship Foundation II, Gabriel Dumont College, and Gabriel Dumont Institute Training and Employment Inc.

Operating Program/Department Budgets: The Executive Director, Program Directors, and Program Coordinators are the responsible persons, and are the official signing authority to spend funds in the board-approved annual operating program/department budgets, with the exception of capital purchases, which must be approved by the Executive Board or the Board of Governors prior to the order of being made.

Accounts Payable: The Department of Finance and Operations maintains a file of authorized signatures. All documents received by Accounts Payable are checked for proper authorization before payment is processed. Accounts Payable subsequently matches approved invoices with the purchase order.

Changes to Signing Authority

If there is any change in signing authority for the program and/or department, even for a short period of time (e.g., during vacation), the signing authority has the responsibility to notify Accounts Payable immediately. This should be done by way of memorandum describing the circumstances of the change, a sample signature of the person now given authority to sign on behalf of the department, and the department codes affected.

In the case of senior management, the Executive Director will advise the Board of Governors of any staff changes that affect signing authority. In the event that a new signing authority is required at the senior management level, the Executive Director will obtain the approval of the Board of Governors prior to making the change.

In the event that a Board of Governor is replaced for any reason and has been appointed as a signing authority, the Executive Director will advise the board of the vacancy. The Board of Governors will then appoint a member to fill this role.

PROCEDURE

The Director of Finance and Operations will be responsible for advising the Institute's financial/banking institution of any changes to the signing authority and will ensure that all required documentation relating to signing authority is kept current.

Gabriel Dumont Institute Signing Grid Authority

Code: A: Authorize (lowest level) APC: Authorize (Program Coordinators) AD: Authorize (Directors) AED: Authorize (Executive Director) ABG: Authorize (Board of Governors)	Board of Governors	Executive Director	Program Director, Director of Finance and Operations, Director of Human Resources	Program Coordinator
A. Board Approval				
1. Board-approved Gabriel Dumont Institute policies	ABG			
a) Major functional operations such as Planning, Budgeting, and Finance	ABG			
b) New Policies	ABG			
2. Recruiting, negotiation of employment contracts for the Executive Director	ABG			
3. Annual Budget and Business/Work plans	ABG			
4. Ratification of Collective Agreements	ABG			
5. Compensation Salary Grids for Out-of-scope Positions	ABG			
6. Programming	ABG			
7. Revenue/Expense Contracts exceeding \$500,000 exc. Bud. Core Programming Costs	ABG			
8. Fundraising Initiatives: Major Capital Campaigns exceeding \$150,000	ABG			
9. Change in Auditor (AGM approval)	ABG			
10. Annual Financial Statements	ABG			
B. Committees (appointment of)				
1. Audit and Finance Committee	ABG			
2. Governance Committee	ABG			
3. CBA Negotiating Committee	ABG			
4. Policy on Structure of Hiring Committee	ABG			
5. GDIT& E Selection Committees	ABG			
7. Scholarship Committees	ABG			
C. Executive Director Approval				
1. Investments—up to \$500,000			AD	
2. Investments—over \$500,000		AED		
3. Board, Committee, and Director Travel, and Expenses		AED		
4. ED Travel and Expenses within budget			AD	
5. ED Travel and Expenses out of budget	ABG			
D. Department of Human Resources				
1. Staffing				
a) Out-of-scope positions at the Director and Out-of-scope equivalent level and higher		AED		
b) Regular full-time and part-time positions:			AD	
∞ Budgeted			AD	
∞ Unplanned position within available division/department resources			AD	
∞ Unplanned position without available division/department resources	ABG			
c) End-dated and casual positions		AED		
∞ Budgeted			AD	
∞ Unplanned position within available division/department resources			AD	

∞ Unplanned position without available division/department resources	ABG			
d) Employment Contracts:				
Other contracts within budget:				
∞ \$1- \$75,000 HR contract			AD	
∞ \$75,000 HR over		AED		
∞ Unplanned position within available division/department resources			AD	
∞ Unplanned position without available division/department resources	ABG			
e) Abolition of regular positions		AED		
∞ Vacant		AED		
∞ Occupied		AED		
f) Temporary Performance of Higher Duties (TPHD)		AED		
g) Severance pay		AED		
∞ In-scope		AED		
∞ Out-of-scope		AED		
h) Job Shares			AD	
I) Job Postings				APC
2. Probationary Review				
a) Mid-Point Review				APC
b) Final Review				APC
c) Extend Probation			AD	
d) Fail and Terminate/Revert			AD	
3. Position Descriptions and Classifications				
a) Allocate Duties, Approve Description			AD	
∞ Executive Director	ABG			
∞ Director		AED		
∞ Below Director			AD	
b) In-scope position Descriptions			AD	
c) Out-of-scope positions			AD	
4. Leaves				
a) Education Leave with Pay—up to 10 days			AD	
b) Education Leave with Pay—more than 10 days		AED		
c) Leave With Pay—up to 10 days			AD	
d) Leave With Pay—more than 10 days		AED		
e) Leave Without Pay—10 days or less			AD	
f) leave Without Pay—more than 10 days			AD	
g) Leave Without Pay—indefinite		AED		
h) Leave for Professional Development		AED		
5. Earned and Scheduled Days Off/Vacation				
a) Earned Days Off, Carryover (exceptional circumstances only)			AD	
b) Earned Days Off, Banked—to be taken later in the same fiscal year				APC
c) Earned Day Off, Payout (exceptional circumstances only)		AED		
d) Earned Days Off, Taken				APC
e) Scheduled Days Off Taken				APC
f) Vacation Days, Taken				APC
g) Vacation Leave Carryover—more than 5 days (exceptional circumstances)		AED		

E. Administration of Salaries, Allowances, Professional Fees, and Hospitality				
1. Payroll Administration				
a) Regular Hours Worked			AD	
b) Scheduled Hours of Work			AD	
c) Time In-Lieu			AD	
d) Excess Days/Hours (199-day year)			AD	
e) Change in 199-Day Profile				APC
2. Emergency Salary Advance (per collective agreement)		AED		
3. Travel				
a) In-province Travel				APC
b) Out-of-Province Travel			AD	
c) Out-of-Country Travel		AED		
4. Interview Expenses (excluding candidate travel)				APC
5. Fees				
a) Registration/Tuition/Conference Fees Reimbursement (excluding professional development fund)			AD	
b) Reimbursement of professional fees dues (job requirement)				APC
6. Honoraria				APC
7. Stipends—guest lectures, actors, narrators (per collective agreement)				APC
8. Business Hospitality within budget				
a) \$500 or less per transaction				APC
b) \$501 to \$5,000			AD	
c) \$5,000 and over		AED		
Optional Changes to the Benefits Plan	ABG			
Mandatory Changes to Benefits or MERC			AD	
F. Administration of Purchasing, Purchasing Contracts, and Employee Expense Reimbursements (Purchase of goods and services must follow the purchase request/purchase order process)				
1. Capital Purchases, Service Contracts, and Maintenance Agreements:				
a) Up to \$5,000			AD	
b) \$5,001-\$100,000		AED		
c) \$100,001+	ABG			
2. Operating Expenses—within budget				
a) Up to \$500,000		AED		
b) Over \$500,000	ABG			
3. Board Expenditures:				
a) Up to \$20,000		AED		
b) Greater than \$20,000	ABG			
4. Equipment or Capital Leases (6-year term/exposure or less)—three (3) market quotes to be obtained			AD	
5. Purchase Exceeding Department Available Resources	ABG			
6. Budgeted Capital Renovations or Major Projects		AED		
7. Facilities Leases				
a) Five (5) year-term/exposure or less		AED		
b) Greater than five (5)-year term/exposure	ABG			
8. Unbudgeted Purchases or Purchasing Contracts within Department Available Resources		AED		
9. Revenue Contracts				
a) \$500,000 or less		AED		
b) \$500,000 +	ABG			
10. External Funding Proposals Excess of \$500,000	ABG			
11. Charitable Receipts				
All			AD	



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4.1.3 CHEQUE PAYMENT POLICY

POLICY

The Department of Finance and Operations processes cheques, excluding payroll cheques, only with approved original supporting documentation on a weekly basis.

The department must receive the necessary documentation, by noon on Monday, for payment to be processed for that cheque run. Cheques will be mailed or couriered on Thursdays.

Lost and Stale-Dated Cheques

The Gabriel Dumont Institute (GDI) has adopted an “Agreement for Lost Cheque” agreement between the organization and the payee. It stipulates that GDI will issue a replacement cheque for the lost or stale-dated cheque if and only if the payee agrees to reimburse the Institute should the original cheque ever clear GDI’s bank account at a later date or send the cheque back if it is found or simply stale-dated.

The accounts payable clerk for each entity will monitor outstanding cheques on a quarterly basis. If a cheque is outstanding for more than three (3) months, the accounts payable clerk will follow up with the payee to ensure that payment has been received.

PROCEDURE

A cheque payment schedule will be prepared by the Director of Finance and Operations at the beginning of each calendar year.

Upon receipt of a signed *Agreement for Lost Cheque*, a replacement cheque will be sent out to the payee as soon as possible.



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4.1.4 FINANCIAL INVESTMENTS

POLICY

Investment Policy

1) Objective

The principal objective to the investment is to maximize the rate of return on the investment, limit the risk on the initial investment, and to ensure easy access to liquidate investment instrument.

2) Investment Criteria

The criteria to be practiced when investing in a T-Bill Mutual Fund or one of similar risk (hereinafter referred to as the “Fund”) is to maximize interest income while attempting to preserve capital and maintaining liquidity by investing primarily in Government of Canada Treasury Bills or an investment instrument with similar risk.

3) Investment Strategies

The concept behind a mutual fund is to pool your money with that of other investors. An investment professional called a portfolio advisor takes that money and invests it for all the investors in a variety of different securities.

4) Investment Risk

Investing in any T-Bill Fund has potential to earn healthy rate of return as well as easy access to money. Investing in this fund involves several risks as follows:

- a) Despite the Fund’s intention to maintain a price of \$10 per unit, there is no guarantee that such price will not go down;
- b) Derivative risk;
- c) Risk of interest rate charges;
- d) Securities lending, repurchase, and reverse repurchase risk;
- e) Unlike bank accounts or GICs, the Canada Deposit Insurance Corporation or any other government deposit insurer does not cover units of the Fund. In exceptional circumstances, you may not be permitted to redeem units of the Funds. (These risks are mitigated by the use of the pooled fund but can never be totally eliminated)

5) Investment Process

The Director of Finance and Operations will make a recommendation at the end of each fiscal year to the Audit and Finance Committee to transfer operating cash, if available, to the investment account. The amount will be determined based on projected cashflow budget requirements for the next fiscal year. The Audit and Finance Committee will review the request and make a recommendation to the Gabriel Dumont Institute's Board of Governors for approval of the transfer of funds.



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4.1.5 NET ASSET RESERVE UTILIZATION

POLICY

Net Asset Reserve Utilization

- 1) The Gabriel Dumont (GDI)'s Board of Governors may maintain an unrestricted operating reserve of up to five (5) percent of the total budgeted operating revenues to meet unplanned and/or unforeseen circumstances in the current year;
- 2) GDI's Board of Governors may accumulate internally restricted reserves with a clear statement of purpose, a specific level of funding and a projected time frame for the accumulation and drawn down of the net asset reserve; and
- 3) GDI's Board of Governors, through resolution, shall approve transfers to and from internally restricted net assets.

PROCEDURE

- 1) The internally restricted and unrestricted net asset reserves shall be maintained in accordance with Canadian Generally Accepted Accounting Principles;
- 2) If the unrestricted net asset balance exceeds the threshold, a net asset utilization plan will be developed and approved by GDI's Board of Governors to reduce the balance to the appropriate level; and
- 3) A detailed schedule of net asset reserves shall be included in the Institute's annual business plan for approval by GDI's Board of Governors and Saskatchewan's Minister of Advanced Education.



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4.1.6 TRUST ACCOUNTS

POLICY

The Gabriel Dumont Institute (GDI) manages the funds of the Gabriel Dumont Scholarship Foundation II (which includes the Napoleon Lafontaine Economic Development Scholarship). GDI will ensure that these funds are always held in compliance with the terms of the Trust Agreement on behalf of the fund’s trustees.

PROCEDURE

The Executive Director or designate will ensure that a copy of the Foundation’s financial statements will be provided to all trustees on an annual basis.



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4.1.7 ACQUISITION AND CAPITALIZATION OF ASSETS

POLICY

Capital assets—such as land, buildings, equipment, hardware and software—are owned by the Gabriel Dumont Institute (GDI). Capital assets may be used to produce goods or to repair, maintain, or construct other assets,

Capital equipment items will include those items with a value of one-thousand (\$1,000) dollars or greater. To determine the application of the one-thousand (\$1,000) dollar limit, GDI will use the invoice price before taxes, rebates and other incidental expenses such as courier and postage expenses are applied.

Computer-related assets include all hardware components such as CPUs, flash drives, smart phones, tablets, printers, monitors, scanners, and keyboards. Minor upgrades to previously capitalized computers will be expensed when yearly upgrade occur. These upgrades include memory upgrades, ram, processors, hard drives, sound cards, ethernet cards, and other similar additions.

Computer-related assets do not include software, which would be subject to the one-thousand (\$1,000) dollar threshold. Also, training costs, consulting fees, and development projects expenses will always be expensed, unless they are directly related to the setting up of a new computer system.

GDI will amortize capital assets using the diminishing balance method of amortization. Amortization is charged for the full year in the year of acquisition and is shown as an expense in the Statement of Operations. No amortization is taken in the year of disposal. It is expected that these procedures will charge operations with the total cost of the assets over their useful lives. Gains or losses on the disposal of individual assets are recognized in the income in the year of disposal.

PROCEDURE

The cost of most capital assets include the purchase price and related freight, installation, and other direct costs of getting the asset into the condition necessary for its intended use. In determining what to capitalize, the threshold for all capital asset purchases is a one-thousand (\$1,000) dollars before taxes, rebates and other incidental expenses, such as courier and postage expenses. The cost of donated capital assets will equal the estimated fair market value plus other costs incurred at the date of donation.

Each person acquiring a capital asset costing more than the threshold amount will be required to submit the attached *Capital Asset Purchase Request* form to their immediate supervisor. The completed request will be forwarded to the Director of Finance and Operations who will inform the person to proceed with the purchase upon receipt of the Executive Director’s approval. The immediate supervisor is responsible to forward a memorandum to the Director of Finance and Operations itemizing the capital asset purchased, including make, model, serial number, inventory tag number, and any other pertinent information for inventory purposes.



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4.1.8 DISPOSAL OF ASSETS

POLICY

If the capital asset has no salvage value, it can be discarded.

If the capital asset/inventory item is in working condition, prior to disposing of the equipment, program managers are responsible to:

- 1) Check with other Gabriel Dumont Institute (GDI) programs to enquire if asset/inventory item is needed;
- 2) If no program requires the equipment, a silent auction will be conducted among GDI staff members and students; and
- 3) If there is no interest from staff or students, the equipment can be placed on sale to the general public.

On disposal of a capital asset/inventory item, whether by sale, destruction, loss, abandonment or expropriation, the asset and related accumulated amortization will be removed from the capital asset financial records and inventory list. The gain or loss on disposal of capital asset will be recognized in the statement of operations.

PROCEDURE

Each GDI staff member will inform their immediate supervisor of the Institute’s capital assets and other inventory items being discarded. The attached *Discarded Capital Asset* form will be completed and forwarded to the Director of Finance and Operations outlining the reason for discarding and any other pertinent information for inventory purposes. It will be the Director of Finance and Operations’ responsibility to outline the reason for discarding the asset and any other pertinent information for inventory purposes. It will be the Director of Finance and Operations’ responsibility to provide an inventory list of disposal of assets to GDI’s Board of Governors at each board meeting.

It is the Director of Finance and Operations’ responsibility to record all assets authorized for disposal and to make arrangements for the disposal of assets. The Director of Finance and Operations will ensure all disposed assets to staff, students, or general public are properly removed from the capital asset account and that the financial statement disclosure is appropriate.



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4.1.9 PURCHASING POLICY

POLICY

This section outlines the policies and procedures of Gabriel Dumont Institute (GDI) to be used when purchasing goods and services for Institute use.

- 1) A purchase order or formal contract will be issued for almost ALL purchases. The only exceptions to this guideline will be for those purchases that are subject to a separate oversight area or established review process.
- 2) The Program Coordinator, Director, or designate must approve all purchases prior to ordering.
- 3) Budgets will not be exceeded on a year-to-date basis without the prior approval of the Executive Director, or their designate.

GENERAL PURCHASING PROCEDURES

- 1) Price Quotes—Capital Asset Purchases
 - a) Price quotes must be obtained in writing on all major capital purchases over one-thousand (\$1,000) dollars. In addition, all the available credit terms shipping/delivery costs, and any other pertinent factors should be obtained, so that GDI can receive the best financial arrangements.
 - b) Price quotes must be obtained from at least three (3) competitive sources.
- 2) Purchase Orders
 - a) Purchase orders are required **prior** to the actual purchase of the goods or service. This ensures that the staff members who are held accountable for budget and regulatory compliance have a reasonable chance to review the items prior to purchase.
 - b) A purchase order request must be submitted to the appropriate coordinator. This request should be submitted to the respective program coordinator/director (or designate) who will obtain a purchase order through consultations with the Director of Finance and Operations, Administrative Assistant and/or Finance staff.
 - c) The program coordinator/director (or designate) will verify if the purchase is an eligible expenditure, if applicable.
 - d) Once this has been verified, a purchase order will be issued using the Great Plains accounting system only and shall signed by the designated issuer.
 - e) The purchase order is then issued in duplicate: one copy forwarded to the requestor, and the other

copy kept with the Administrative Coordinator or Administrative Assistant. The administrative staff member(s) will work with the Finance Department to match the purchase order to the original invoice.

- f) Once the requestor has received a signed purchase order, then the transaction for goods and/or services may be carried out.
- g) Any special terms and/or conditions with a vendor must receive prior approval, in writing, from the GDI Executive Director.

3) Placing Orders

- a) Any ordering of services/supplies must have prior approval of the program coordinator/director (or designate).
- b) When it has been determined that services/supplies will be required in order to maintain services, the respective office will determine what is required and then contact the vendor to obtain a price quote.
- c) Once that quote has been obtained, a purchase order request—detailing items, amounts, and vendor information—will be forwarded to the program coordinator/director (or designate) for approval.
- d) Said approval will be in the form of a signed purchase order. Once the purchase order has been received, the order can then be placed.
- e) When the order is received, any relevant documentation (packing slips, invoices, etc.) must be forwarded to the Department of Finance and Operations to ensure prompt payment.

4) Direct Course Costs for the Saskatchewan Urban Native Teacher Education Program (SUNTEP)

- a) For payment of SUNTEP direct course costs, a payment voucher must be submitted. This will be equivalent to a purchase order form AND requisition for payment.
- b) The Department of Finance and Operations will create the purchase order upon receipt of the payment voucher, and will ensure that the payment is delivered to the desired location in a timely fashion. Requests for expedited payment or special delivery instructions should be noted on the requisition.
- c) The payment voucher must be signed by the program coordinator/director or designate in order for the Department of Finance and Operations staff to proceed with processing.

5) Rent contracts and service contracts

- a) All rent and service contracts should be forwarded to the Department of Finance and Operations in a timely fashion after an executed copy has been received from the program partner or vendor.
- b) Purchase order(s) will be created upon receipt of the executed copy of the contract to ensure that future payments are properly accounted for in financial commitments and paid out to vendors in a timely fashion.
- c) Department of Finance and Operations staff will consult with the appropriate program coordinator or director to ensure that the terms of the contract were fulfilled to satisfaction prior to payment.

6) Petty Cash Accounts

- a) Staff may requisition a petty cash account for the purchase of small or emergency items required for the smooth functioning of a program.
- b) Petty cash accounts are typically two-hundred (\$200) dollars, but may be greater with the submission of rationale approved by the program coordinator and/or director.
- c) Petty cash payments are made directly to the staff member and they are solely responsible for the

proper repayment and accounting (e.g., original invoices and/or signed requisitions) for the monies. The Institute reserves the right to recover any outstanding petty cash accounts from employees upon final pay (if applicable).

- d) The petty cash account must be reconciled at least once per year (fiscal year end) at a minimum. Employees are encouraged to reconcile the account on a quarterly basis if it is regularly used.

PAYMENTS

PROCESSING ACCOUNTS PAYABLE

Once an original invoice has been received, GDI will pay suppliers within 7-15 days of its receipt, and will pay invoices immediately when cash discounts are provided for prompt payment.

All copies of each invoice will be date stamped upon receipt.

All original invoices must be immediately submitted to the Department of Finance and Operations upon their receipt. Original copies of invoices are kept only at the Department of Finance and Operations.

The invoice should be coded and integrated into the accounting system.

All payments shall be made by cheque, which has been certified correct by the program coordinator, director, or designate on the basis of proper supporting documentation, such as an original bill (invoice), payment voucher, and purchase order.

A copy of the cheque or the cheque requisition along with the purchase order should be attached to the invoice and filed by the supplier. Packing slips should be attached to invoices whenever possible.

RESPONSIBILITY OF MANAGEMENT

The program coordinator, director, or designate shall be responsible, prior to payment approval, to verify that:

- 1) Goods or services supplied have been ordered;
- 2) Computations are mathematically correct;
- 3) Discounts, if applicable, have been deducted;
- 4) Inadmissible extras have not been added;
- 5) The account has not been previously paid;
- 6) The name of the supplier, location of goods, unit prices, and quantities match those on the purchase order; and
- 7) Prior approval has been requested and received (this is verified by the presence of a signed purchase order).

PAID INVOICES

After a cheque has been issued for an invoice, the invoice should be attached to the cheque stub and filed. This will clearly indicate that the invoice has been paid and will prevent accidental duplication.

CHARGING PAYMENTS

All payment should be charged to the activity to which they properly belong, regardless of the activity's surplus or deficit.

FINANCIAL RESPONSIBILITIES

Each program budget is the responsibility of the respective program coordinator or director, who will:

Through consultations with the Director and the Department of Finance and Operations, be responsible for adhering to, and administering, the budgets for their offices and/or programs; and

Ensure that no changes are made to these budgets without prior consultation, and approval, from the Executive Director, director or designate.

The program coordinator or director must approve all purchases for their programs.

When the program coordinator or director receives a purchase request, they will review it to ensure all items are within budgetary, contract, and organizational guidelines.

Once said request is approved, the program coordinator or director (or designate) will obtain a purchase order from the administrative coordinator or administrative assistant.

Only after the purchase order has been created and approved by the program coordinator or director (or designate), can the staff members notify the vendor that the request has been approved and the order can proceed.



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4.1.10 TUITION AND REFUND POLICY

POLICY

The Dumont Technical (DTI) Institute receives funding from the Government of Saskatchewan to deliver training programs and services in two broad categories, Adult Basic Education (ABE) and Skills Training Allocation (STA). All partners within the public post secondary education system are subject to follow the programming policies and procedures as outlined by the provincial government in both *The Adult Basic Education Programs and Policy Manual* and the *Skills Training Allocation Policy and Procedures Manual*, for the funds they receive to deliver training in the relevant training category.

PROCEDURE

Adult Basic Education Programs

ABE is an umbrella term that refers to a wide range of services, credit, and non-credit programs designed to help adult learners achieve their goals. These goals may include:

- 1) Increasing education and/or certification levels;
- 2) Gaining prerequisites for further training or employment;
- 3) Enhancing life skills, independence, and self-sufficiency; or
- 4) Learning skills in specific areas (such as technological literacy, communication skills, or portfolio development).

DTI receives funding to deliver ABE programs to Métis people throughout Saskatchewan.

Tuition Fees and Refunds

The Government of Saskatchewan provides funding to DTI and other organizations to offer tuition-free access to ABE programs for Métis people and communities. However, there may be times where DTI will work with other partners (such as First Nations bands, regional colleges, etc.) to enhance access and increase the delivery of ABE programming based upon the principle of cost recovery.

Skills Training Allocation Programming

Programming under the STA must be demand-led, resulting in strong labour market attachment. The Government of Saskatchewan provides funding to DTI for the delivery of credit training programs for Métis people throughout Saskatchewan. The training is accredited through Saskatchewan Polytechnic, the Saskatchewan Indian Institute

of Technologies, other out-of-province public training institutions, or business and industry associations.

Tuition Fees and Refunds

1) Skills Training Allocation Programming

- ∞ Programs offered by DTI, through the use of the STA funding, are subject to the policy outlined in Section 3 of the updated *Skills Training Allocation Policy and Procedures Manual*. Tuition fees are payable prior to the course start date unless other arrangements have been made.
- ∞ Refunds are also subject to Section 3 of the updated *Skills Training Allocation Policy and Procedures Manual*.
- ∞ Refunds will be issued to the agency making payment of behalf of the client, unless otherwise directed by the payer agency (e.g., Gabriel Dumont Institute Training and Employment, Canada Student Loans, tribal councils, etc.).
- ∞ Cancellation of a program by DTI will result in a full refund of fees.

2) Cost Recovery Programming

- ∞ DTI has the ability to deliver skills training programs at the request of community groups, industry partners, and other stakeholders. If a program is to be delivered without STA funding, it will be done so based upon the principle of cost recovery. These programs will have a wide range of variety regarding tuition amounts. The DTI Director must approve tuition amounts for this type of programming.
- ∞ Due to the inherent risks associated with this type of programming, DTI is unable to issue refunds to training partners unless authorized by the DTI Director, and the Executive Director of the Gabriel Dumont Institute, and all costs related to the programming have been covered.
- ∞ Cancellation of a program by DTI will result in a refund of fees, minus any costs already incurred by the organization and supported by the program's funding partners and must be approved by the DTI Director.

Note:

The *Adult Basic Education Policy and Procedures Manual* and the *Skills Training Allocation Policy and Procedures Manual* may change from time to time as they are provided by the Government of Saskatchewan and are reviewed and updated periodically.



Policy No: 4.1.11
Approved by:
Effective:
Revised:

4.1.11 ACCOUNTS RECEIVABLE AND COLLECTION

POLICY

The Gabriel Dumont Institute (GDI) Department of Finance and Operations is responsible for the accurate entry of all amounts owed to the Institute in a given fiscal year. Accurately tracking and collecting these fiscal resources is vital to the healthy functioning of all GDI entities. On an annual basis, GDI’s designated, professionally-accredited accounting firm audits and confirms the revenues earned in a given fiscal period.

Typically, revenues are earned from three sources: contract revenues from a funding letter, partnership agreement and/or contract, revenues from the sale of high quality Métis cultural works through GDI’s Publishing Department, or amounts earned for institutions and other services provided.

Contracts

With the confirmation of the Director of Finance and Operations or their designate (Accounting Coordinator), the Accounts Receivable Clerk (ARC) will book the expected contract revenues into GDI’s accounting system upon receipt of a properly executed contract. If further interpretation or clarification of the contract terms is required, the ARC will refer the matter to the Director of Finance and Operations. If the Director of Finance and Operations is unable to resolve the issue through consultation with the program partner and/or GDI’s financial auditor, the matter will be referred on to the Executive Director who may then consult with the Institute’s legal counsel and/or Board of Governors (if required).

The ARC will monitor all amounts owed to GDI from contract relationships on a monthly basis. The ARC will advise the Director of Finance and Operations and/or Accounting Coordinator of any overdue amounts within fifteen (15) days. If no progress is made on the account, a letter or email will be sent requesting payment at thirty (30) days.

Accounts which are more than forty-five (45) days in arrears will be referred to the Executive Director. If GDI is unable to resolve any receivable amount greater than five-thousand (\$5,000) dollars within ninety (90) days, the matter will be referred to the Institute’s legal counsel.

Publishing Resources

Charged with Métis cultural preservation and renewal, GDI’s Publishing Department plays an integral role in the fulfillment of the Institute’s mandate. The department develops and sell high quality, Métis-specific resources aimed at improving our understanding of Métis history and culture.

As the only operation of its kind, the Publishing Department is an ambassador for the Métis to people all over the world. Resources are always moderately priced and offered at a significant discount to educational institutions and other authorities seeking to spread a positive Métis message. The department's goal is to disseminate these materials to as wide an audience as possible.

In support of this mandate, all new customers have the option of establishing a credit account with GDI upon their first purchase provided that the initial order is under one-hundred (\$100) dollars before shipping and taxes. First-time customers with an order in excess of one-hundred (\$100) dollars will be asked to confirm their purchase with a credit card. All customers requesting an order in excess of five-hundred (\$500) dollars will be asked to complete a GDI credit application. These guidelines also apply for any online purchase of goods.

Credit orders exceeding two-thousand and five-hundred (\$2,500) dollars will be confirmed with the publishing director prior to fulfillment.

The ARC will monitor amounts owing on a monthly basis. A form letter or email will be sent to the customer for all accounts more than thirty (30) days overdue. Internal collection efforts will continue until an account is ninety (90) days overdue. At that time, the matter will be referred to the Publishing Department Director for resolution.

Tuitions and Other Amounts

In a given year, GDI, the Dumont Technical Institute, and Gabriel Dumont College offer education and training opportunities for both Métis and non-Métis. These students may have a sponsoring agency paying for their tuition and book amounts or may be bearing the financial burden on their own. Throughout the year, the programs' coordinators and directors communicate with the Department of Finance and Operations to ensure that all amounts are accurately entered and tracked in the accounting system.

The ARC will monitor amounts owing on a monthly basis. A form letter or email will be sent to the student and/or agency for all accounts more than thirty (30) days overdue. Internal collection efforts will continue until an account is forty-five (45) days overdue. At that time, the matter will be referred to the program director for resolution.

External Collection

In exceptional circumstances and only when all other reasonable avenues have been exhausted, GDI may refer unresolved accounts to an external collection agency for collection.



Policy No: 4.1.12
Approved by:
Effective:
Revised:

4.1.12 CONTRACTS TO PROFESSIONAL SERVICE PROVIDERS

POLICY

Contracts—Consulting

The Institute’s senior management will draft policy for all contracts outside the realm of training contracts, and in the interim, any consulting contracts that are in excess of ten-thousand (\$10,000) dollars be brought before the Audit and Finance Committee.



Policy No: 4.1.13
Approved by:
Effective:
Revised:

4.1.13 SERVICE CONTRACTS

POLICY

Contracts—Service

All training requests, with associated costs, shall be approved by the Gabriel Dumont Institute (GDI) Board of Governors and a checklist will be attached to indicate that certain expectations are followed.

Contracts for the Dumont Technical Institute (DTI) in excess of ten-thousand (\$10,000) dollars will require three market quotes along with a recommendation from DTI’s Principal and the approval of the Audit and Finance Committee.

Service contracts over ten-thousand (\$10,000) dollars will be brought to the GDI Board of Governors for ratification.

Service contracts for up to two-thousand and five-hundred (\$2,500) dollars will be signed at the Executive Director’s discretion and service contracts for two-thousand and five-hundred to ten-thousand (\$2,500-\$10,000) dollars will be signed by Executive Director and the GDI Board of Governors’ Chairperson.

PROCEDURE

Program directors/coordinators will obtain the above documentation prior to entering contract negotiations. This information will be forwarded to the DTI Principal and/or GDI’s Executive Director and must be attached to all service contracts.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.14
Approved by:
Effective:
Revised:

4.1.14 CREDIT CARDS

POLICY

Gabriel Dumont Institute does **not** support the use of Institute-issued credit cards for travel expenses and other sundry items.



Policy No: 4.1.15
Approved by:
Effective:
Revised:

4.1.15 PETTY CASH

POLICY

The petty cash fund is used to meet small incidental costs incurred by programs or departments (i.e., items for seventy-five (\$75.00) dollars or less). Petty cash funds may be used only for payment of minor expenses for which it would not be practical to issue cheques. These funds are not used for payment of salaries, wages, or honoraria, or for cashing cheques or granting loans. An original detailed/itemized receipt must support all purchases.

To establish a petty cash fund, a designated program/department employee must submit a request in writing to their immediate supervisor for a cash float of two-hundred (\$200) dollars. There will only be one fund issued to a designated program and/or department employee. The designated employee is responsible for accounting, maintaining, and safeguarding these funds. The fund is not transferable from one employee to another. Should an employee end their employment with the Institute, they will be expected to settle any outstanding petty cash accounts. In the event that this is not completed, the Institute reserves the right to recover the outstanding amount from the employee’s final pay.

A petty cash account must be replenished or terminated at least once each fiscal period. Petty cash funds are subject to internal audit. The Accounts Payable Clerk for each entity will review petty cash accounts quarterly and follow up to ensure that the petty cash account is replenished or closed at the end of the fiscal year.

PROCEDURE

To replenish a petty cash fund, a *Reimbursement Claim Form* is completed, along with the original detailed receipts. The claim is to be submitted to the immediate supervisor for approval and forwarded to the Department of Finance and Operations for processing.

To terminate a petty cash fund, submit a petty cash statement attaching all paid invoices and receipts. Indicate on the form that the petty cash fund is to be closed.



Policy No: 4.1.16
Approved by:
Effective:
Revised:

4.1.16 FACILITIES AND EQUIPMENT

POLICY

Facilities and Equipment, etc.

All Gabriel Dumont Institute (GDI) equipment and fixtures shall remain on Institute premises. Furthermore, GDI employees who require equipment at home for Institute business must receive prior written authorization by the Executive Director or designate. Employees who do not obtain prior written approval will be suspended without pay for two (2) weeks. A repeated incident will lead to immediate termination of employment.

If the loan equipment is damaged, stolen, etc., the repair and replacement costs will be charged at market rates to the individual responsible. Excess equipment can only be placed on loan to employees.

Equipment Rental Rates

All equipment rental agreements with outside agencies will be consistent with industry rates. A written request with all the particulars and with at least three (3) written quotes from various suppliers must be forwarded to the Executive Director’s office for approval. At no time will management enter into an agreement where rental rates are above market rates.

Rental of Facilities

Whenever possible, three (3) market quotes will be provided for the rental of facilities. The quotes will be submitted to the Executive Director along with a written recommendation from the manager recommending the agreement. When quotes are not available, a letter stating the reason(s) why shall be appended to the contract. Fair market value shall serve as a guideline.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.17
Approved by:
Effective:
Revised:

4.1.17 TRAVEL EXPENSE CLAIMS

POLICY

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.18
Approved by:
Effective:
Revised:

4.1.18 INTERNAL AUDITS

POLICY



Policy No: 4.1.19
Approved by:
Effective:
Revised:

4.1.19 STRATEGIC PLANNING AND BUDGETING

POLICY

The Gabriel Dumont Institute (GDI) is committed to long term success in the delivery of education and training services to the Métis citizens of Saskatchewan. To ensure this goal, the GDI Board of Governors and management commit to the following:

- 1) An intensive review of the Institute’s long-term strategic plan with the assistance of an outside professional service provider on a three-(3) year basis;
- 2) Annual review of strategic planning goals and outcomes at the board and management levels as identified in the strategic plan; and
- 3) Annual review and approval of the Institute’s program and operating budgets prior to the beginning of a new fiscal year.

After annual review of the Institute’s strategic planning goals, the Board of Governors will direct the Executive Director to instruct the Director of Finance and Operations and other program directors to complete the annual budgets for the upcoming fiscal year. The budgets will be presented to the Board of Governors for approval and will include the rationale and assumptions that were used to establish the budgeted amounts. The director of each program will then be ultimately responsible for managing their programs within the budget range established.

The annual budget meeting will also generally include approval of programs to be delivered by the Institute for the upcoming year as well as ensuring that all annual financial reporting requirements with contract partners are fulfilled.

PROCEDURE

With direction from the Board of Governors, the Executive Director and the Director of Finance and Operations will be responsible for commencing the strategic planning and budgeting process on an annual basis.



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of Native Studies and Applied Research

Policy No: 4.1.20
Approved by:
Effective:
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4.1.20 EXPENDITURES IN EXCESS OF BUDGET

POLICY

See Policy 4.1.2 Signing Authority.

PROCEDURE



Policy No: 4.1.21
Approved by:
Effective:
Revised:

4.1.21 FINANCIAL REPORTING

POLICY

The Gabriel Dumont Institute (GDI) Director of Finance and Operations will be responsible for ensuring that the Board of Governors, Executive Director, directors, and program coordinators are receiving monthly and quarterly financial reports (as required) for analysis and management purposes.

The Director of Finance and Operations will also ensure that all financial reporting requirements to external agencies and program partners are met in a timely fashion as per contract stipulations.

It is the Finance and Operation Department’s goal to have the audited financial statements for each GDI entity put through the external audit function and ready for board review within 120 days after the end of the fiscal period. The draft financial statements will be presented to the Institute’s Audit and Finance Committee within this time frame. Upon their review and after independent consultation with the external auditor, the committee will make recommendations to the full Board of Governors.

Annual budgeting for each GDI entity will be completed and presented to the Audit and Finance Committee (and then the full Board of Governors) by February 15 of each fiscal year.

At Board of Governors’ meetings that do not include an audit review or budget review, the Director of Finance and Operations will provide a financial update for each GDI entity for the last complete monthly and/or quarterly period. The reports will detail the revenues and expenditures to date, and how these amounts relate to the approved budget allotments for each entity. Any other reports requested or required by the Board of Governors will be related first to the Executive Director who will then direct the Director of Finance and Operations or the Director of Human Resources to provide the report in a timely fashion.

The Director of Finance and Operations will also ensure that the Board of Governors has access to information on the corporation’s insurance policies after annual renewal and that they are updated on the Institute’s status with the Corporations Branch after annual returns are filed and accepted.

Financial information for inclusion in GDI’s annual report will be submitted by September 30 of each calendar year. The information related in the public document will include the last complete fiscal period for each GDI entity. The external auditor will review and verify the information’s accuracy prior to its inclusion in the annual report.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.22
Approved by:
Effective:
Revised:

4.1.22 MANAGEMENT OF FINANCIAL RECORDS

POLICY

PROCEDURE



Policy No: 4.1.23
Approved by:
Effective:
Revised:

4.1.23 CONFIDENTIALITY

POLICY

Purpose

It is understood that Gabriel Dumont Institute (GDI) employees, through the course of their employment, may become aware or in possession of confidential company information, proprietary material, and sensitive information regarding Institute employees. This information and propriety material may have a significant impact on the competitive edge that the Institute maintains in the marketplace and in its relationship with its employees. Employees agree that if the GDI employee, business operations, and propriety material are not effectively protected, the Institute's production and operations and the sanctity of confidential employee information may be threatened, and may result in significant and irreparable damages.

GDI Employees are required to keep all propriety information of the company, its clients, and employees confidential, both during and after their term of employment. These practices have been adopted as they have been deemed essential to the protection of the Institute's business.

Confidentiality Agreement

The following is classed as confidential information.

Confidential Information:

- ∞ Institute client/student lists
- ∞ Client applications
- ∞ Personal information of staff, clients, or Board of Governors
- ∞ Tax information
- ∞ Project management material (as applicable)
- ∞ Program information
- ∞ Technical management materials (as appropriate)
- ∞ Product development
- ∞ Investment plans
- ∞ Database network
- ∞ Human resource planning

- ∞ Institute financial information, status, and statements
- ∞ Object code and source code to company financial systems and premises
- ∞ Any information or documentation labelled “Confidential” by the company, or listed as such by separate memorandum, or email that informs its confidential status
- ∞ Any information pertaining to GDI employees, clients, or students funding or payroll/benefits

Any information relating to the company that is freely in the public domain may not be considered “Confidential.” In the event that an employee can prove that information was possessed before it was received from GDI, or that information was gained from an unrelated third party, said information will not be classified as “Confidential.”

Nondisclosure:

While working for GDI, employees shall not divulge, disclose, provide or disseminate confidential information to any third party at any time, unless the Institute gives explicit written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the Institute.

Company Property

Upon termination of employment with GDI, employees shall return (without duplicating or summarizing), any and all material pertaining to GDI business in their possession including, but not limited to all client/student lists, physical property, documents, keys, electronic information storage media, manuals, letters, notes, and reports.

Intellectual Property

Works Made for Hire:

- ∞ Employees agree that any work they have created or assisted in the creation of at GDI’s behest, including, but not limited to, software, sales materials, user manuals, training materials, and any written or visual work constitute works made for hire, and that the Institute therefore holds the copyright to said works.
- ∞ Employees cannot reproduce or publish these copyrighted works, unless it is necessary to comply with normal GDI employment duties.

Injunctive Relief:

Should the employee breach this contract, they agree that GDI’s business would suffer irreparable harm, and that legal action may be inadequate in recouping the losses incurred. Employees agree that in the event of a breach or threatened breach of this agreement, GDI is entitled to injunctive relief or a ruling of specific performance of this agreement as well as any other solutions available under law, and without the necessity to prove irreparable harm or special damages.

Binding Effects:

- ∞ This agreement is binding upon the employee, their heirs, representatives, successors, and assigns.
- ∞ This agreement shall remain in effect even in the event of GDI transferring or the closure of its business.

Modification of this Agreement:

- ∞ Employees agree to the provisions of this agreement in its entirety, and agree that they are both reasonable and fair. The employee's agreement shall supersede any prior written or oral understandings pertaining thereto. The employee's obligations under this agreement may not be changed either in whole or in part, with the exception of a written agreement signed by the Executive Director or GDI Board of Governors, and the employee, specifically referring to this Agreement.
- ∞ In the event of a court of law striking down any provision of this agreement, all other provisions shall remain both valid and enforceable.

Legal Compliance

The provisions of this policy are subject to any federal, provincial, or local laws that may prohibit or restrict their applicability.

Confidentiality Agreement

Agreement Statement:

The Gabriel Dumont Institute acknowledges that employees will come into contact with confidential information in the course of carrying out their duties. Such confidential information may include, but is not limited to: personal information regarding employees, clients, board members, and other stakeholders as well as financial and operational data. Employees are required to use discretion and take all precautions to ensure that access to all confidential information be restricted to only authorized individuals.

Disseminating confidential information to individuals or organizations external to the Gabriel Dumont Institute may expose the Institute to additional liability and must be treated with the highest level of discretion. Disclosure of information to an outside third party may only be performed by individuals with prior authorization. In the specific case of the media, only the Executive Director or a designated media spokesperson from the Board of Governors are authorized to communicate with media sources

Scope:

This agreement covers all Gabriel Dumont Institute (GDI), Dumont Technical Institute (DTI), Gabriel Dumont Institute Training and Employment (GDIT&E) or Gabriel Dumont College (GDC) employees, including those on a contract basis as well as board members—in all the Institute's facilities.

Procedure:

All new employees shall be provided a copy of the Gabriel Dumont Institute confidentiality policy, and if their position requires access to confidential information, they will be required to sign a copy of the *Confidentiality Agreement* at the time of hiring. All current Institute employees with access to staff or client payroll information will be required to sign the *Confidentiality Agreement* at the time of being granted access or upon contract renewal. A copy of the signed *Confidentiality Agreement* will be placed in the employee's personnel file.

For new employees, the crucial importance of confidentiality will be reviewed and the completion of the *Saskatchewan Privacy Course* will be outlined at the time of employee orientation.

Any misuse of confidential information will be treated as a breach of confidentiality. Any such breach by an Institute employee will be viewed as a serious matter requiring disciplinary action, up to and including termination.

I _____, have received a copy of Gabriel Dumont Institute's confidentiality policy, have reviewed it, and understand its terms and conditions. By signing this agreement, I agree to be bound by its content and understand the gravity of breaching this agreement.

Signature

Date



Policy No: 4.1.24
Approved by:
Effective:
Revised:

4.1.24 SELF DEALING AND CONFLICT OF INTEREST GUIDELINES

POLICY

PROCEDURE



Policy No: 4.1.25
Approved by:
Effective:
Revised:

4.1.25 REPORTING FRAUDULENT OR ILLEGAL ACTIVITY

POLICY

See Policy 3.23.35, Whistleblower Policy.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2
Approved by:
Effective:
Revised:

4.2 OPERATING AND ADMINISTRATIVE POLICIES

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.1
Approved by:
Effective:
Revised:

4.2.1 MÉTIS ANCESTRY

POLICY

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.2
Approved by:
Effective:
Revised:

4.2.2 MÉTIS BENEFIT

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.3
Approved by:
Effective:
Revised:

4.2.3 MICHIF LANGUAGE

POLICY

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.4
Approved by:
Effective:
Revised:

4.2.4 ADVERTISING AND PUBLIC RELATIONS

POLICY

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.5
Approved by:
Effective:
Revised:

4.2.5 PRESENTERS AND OUTSIDE PROFESSIONALS

POLICY

The Gabriel Dumont Institute Board of Governors approves the following Presenter’s Fee Guideline:

The maximum allowable amount for a one-day honorarium for bringing resource personnel, Elders, and substitutes into the classroom is to a maximum of one-hundred and fifty (\$150) dollars per day.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.6
Approved by:
Effective:
Revised:

4.2.6 COPYRIGHT

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.7
Approved by:
Effective:
Revised:

4.2.7 ERRORS AND OMISSIONS

POLICY

PROCEDURE



Policy No: 4.2.8
Approved by:
Effective: Sept. 17, 2008
Revised:

4.2.8 CONTRIBUTIONS TO CULTURAL EVENTS

POLICY

The Gabriel Dumont Institute (GDI) is a non-profit organization with a Métis-specific educational and cultural mandate. GDI receives the majority of its funding through agreement with the federal and provincial governments to deliver programming throughout Saskatchewan. As a well-known affiliate of the Métis Nation—Saskatchewan (MN—S), the Institute is often called upon to provide financial support to Métis cultural activities such as the *Back to Batoche* festival and other regional celebrations.

GDI currently has a “no donations” policy which prohibits it from providing donations. Furthermore, the Institute is prohibited from providing financial support to MN—S activities or political processes by the terms and legal obligations in its funding agreements.

The Institute has traditionally provided funding assistance to cultural events such as *Back to Batoche* by way of Board of Governors’ resolutions. These contributions often vary from year to year and are difficult to capture in the budget process. In light of the importance of these events, the necessity of the transfers and past history, the following parameters will outline GDI’s policy position going forward:

Annual Funding Allocation:

Back to Batoche festival—to a maximum of twenty-five thousand (\$25,000) dollars per year.

Funding for this event will be equally divided among GDI’s various entities.

Regional Cultural Grants:

The Institute shall also set aside fifteen-hundred (\$1,500) dollars per MN—S region (eighteen-thousand (\$18,000) dollars per annum) for participating in and the promotion of Métis/GDI events.

PROCEDURE

- 1) A written request must be forwarded to GDI indicating the event’s dates, a general overview of the event, and the activity that GDI funding will be used for;
- 2) The Institute is to be acknowledged in all event advertising, and appropriate signage will be displayed to the event recognizing GDI’s contribution;

- 3) The written request will include a proposed budget and a listing of other financial agencies that will be sponsoring the event;
- 4) Within thirty (30) days of the event's conclusion, a final report will be submitted to GDI proving a general overview of the event, and a final financial report detailing all revenues and expenditures;
- 5) In the event that an agency does not submit a final report, it will be ineligible for future funding until its reporting requirements are fulfilled; and
- 6) In the event that there are multiple, competing applications for the *Back to Batoche* festival, GDI entrusts the MN—S to choose the entity it will support based on the merits of the proposal.

All other requests for cultural event funding will be referred to the Métis Cultural Development Fund (MCDF), which is administered by SaskCulture Inc. The program's goal is to promote activities involving children that focus on building cultural leadership skills, transferring knowledge between generations, skills development, mentorship, and having fun. The MCDF will give priority to applicants that seek to meet these goals, contribute to long-term cultural awareness and growth, and promote a high level of access and participation. MCDF applicants are eligible to receive a maximum of \$10,000 per year. By agreement, the MCDF is subject to its own independent application process.



Policy No: 4.2.9
Approved by:
Effective:
Revised:

4.2.9 DONTATIONS AND OTHER FUNDING REQUESTS

POLICY

All donation requests shall be denied.

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.10
Approved by:
Effective:
Revised:

4.2.10 FUNERAL EXPENSES

POLICY

The Institute shall discontinue all requests for funeral expenses.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.3
Approved by:
Effective:
Revised:

4.3 STUDENT-SPECIFIC POLICIES

POLICY

The Gabriel Dumont Institute shall provide full coverage for the students with Seaboard Insurance.