



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

Policy No: 4.1
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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.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

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Approved by: GDI Board of Governors
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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 all outgoing bank transactions.

This Signing Authorization Matrix covers all 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. In the event of a conflict in other areas of policy, the Authorization Matrix takes precedent.

The official signing authority to spend funds in the board-approved annual operating budgets, with the exception of capital purchases, must be approved as outlined in the Signing Authorization Matrix.

Annual Operating Budgets:

Administrative Coordinator	Up to \$1,000
Program Coordinator 1, Employment Services Manager, Senior Administrative Coordinator	Up to \$2,000
Employment Counsellor 3 (client costs only)	Up to \$2,000
Program Coordinator 2, Senior Program Coordinator	Up to \$5,000
Program Head	Up to \$10,000
Director or Program Head of HR (only)	Up to \$15,000
Executive Director / Chief Executive Officer	Up to \$500,000

GDITE: The GDI Board-approved selection committees are responsible for authorizing student/client sponsorship requests up to \$50,000 per intervention, in alignment with the GDITE Board-approved policies for sponsorship programs. The Director of GDITE has the additional requirement to approve client packages to a maximum of \$25,000 and is the one item that is outside of the grid above due to the nature of the service provided.

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 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 Authorization Matrix

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 Selection Committee (SC)	Program Director; Director of Finance; Director of Operations; Head of Human Resources	Program Coordinator; Program Head; Employment Services Manager
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. GDIT& E Selection Committees	ABG			
5. Scholarship Committees	ABG			
6. Ad Hoc Committees	ABG			
C. Executive Director Approval				
1. Investments— <i>New</i>		AED		
2. Investments— <i>Existing</i>			AD	
3. Board and Director Travel and Expenses		AED		
4. ED Travel and Expenses within budget			AD	
5. ED Travel and Expenses out of budget	ABG			
6. Committee Travel and Expenses within budget			AD	
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			AD	
∞ 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:				
∞ HR contract		AED		
∞ Unplanned position within available division/department resources		AED		
∞ 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 + HRPD	
c) Out-of-scope positions			AD + HRPD	
4. Leaves				
a) Education Leave with Pay—up to 30 days			AD	
b) Education Leave with Pay—more than 30 days		AED		
c) Leave Without Pay—10 days or less			AD	
d) leave Without Pay—more than 10 days		AED		
e) Leave Without Pay—indefinite		AED		
f) 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				APC
b) Scheduled Hours of Work				APC
c) Time In-Lieu				APC
d) Excess Days/Hours (199-day year)			AD	
e) Change in 199-Day Profile				APC
f) Payroll Proposal		AED	HRPH	
g) Receiver General		AED	HRPH	
2. Emergency Salary Advance		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, WCB, 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. Contracts, Service Contracts, Maintenance Agreements, or leases (on an annual basis)				
a) Up to \$10,000			PH	
b) Up to \$15,000			AD	
c) Up to \$100,000		AED	AD	
d) Over \$100,000	ABG			
2. Operating Expenses—within annual budget				
a) Up to \$1,000				AC
b) Up to \$2,000				PC1, ESM, EC3, SAC
c) Up to \$5,000				PC2, SPC
d) Up to \$10,000			PH	
e) Up to \$15,000			AD	
f) Up to \$500,000		AED		
g) Over \$500,000	ABG			
3. GDITE Selection Committee Client/Student Interventions				
a) Client Sponsorships (FRS) under \$75,000		AED		
b) Client Sponsorships (FRS) under \$50,000		SC		
c) Client Packages/Interventions over \$25,000		AED		
d) Client Packages/Interventions under \$25,000			AD	
4. Board Expenditures:				
a) Up to \$20,000		AED		
b) Greater than \$20,000	ABG			
5. Budgeted Capital Renovations or Major Projects		AED		
6. Facilities Leases				
a) Five (5) year-term/exposure or less		AED		
b) Greater than five (5)-year term/exposure	ABG			
7. Unbudgeted Purchases or Purchasing Contracts within Department Available Resources up to \$100,000		AED		
8. External Funding Proposals External Funding Proposals \$50,000 or less			AD	
Excess of \$50,000		AED		



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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.



Policy No: 4.1.4
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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.



Policy No: 4.1.6
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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.



Policy No: 4.1.7
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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 five thousand (\$5,000 dollars) or greater. To determine the application of the \$5,000 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 five-thousand dollar (\$5,000) 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 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 five thousand dollars (\$5,000) 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.



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

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4.1.9 PURCHASING POLICY

POLICY

This section outlines the policies and procedures of the 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, except those that are subject to a separate oversight area or established review process. These exceptions include: utilities (electricity, heating, water/sewer, telephones), insurance, property taxes, expense claims, photocopier usage.
- 2) Authorized personnel as defined in the Institute's Signing Authority Matrix, must approve all purchases prior to ordering.

GENERAL PURCHASING PROCEDURES

- 1) Price Quotes—Capital Asset Purchases
 - a) Price quotes must be obtained in writing on all major capital purchases over five thousand (\$5,000) dollars.
 - b) Price quotes must be obtained from at least three (3) competitive sources. If three quotes are not available, rationale must be provided.
- 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. Authorized personnel may purchase emergency or unique goods or services up to \$200 without a purchase order. Any emergency or unique purchases in excess of \$200 must be approved by the applicable Director.
 - b) A purchase order request must be submitted to the authorized personnel for approval.
 - c) The authorized manager 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 GDI accounting system only.

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 or Electronic Funds Transfer (EFT), which has been certified correct by the authorized manager on the basis of proper supporting documentation, such as an original invoice, payment voucher, and purchase order. An EFT remittance email is sent to vendors for invoices paid by EFT. A copy of the cheque/EFT remittance or the cheque requisition along with the purchase order should be attached to the invoice and filed by the AP clerk. Packing slips should be attached to invoices whenever possible.

RESPONSIBILITY OF MANAGEMENT

The authorized manager 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 or EFT payment has been issued for an invoice, the invoice should be attached to the cheque stub/EFT remittance 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 authorized manager, who will:

- 1) 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
- 2) Ensure that no changes are made to these budgets without prior consultation, and approval, from the Executive Director (or designate).

The authorized manager must approve all purchases for their programs. When the program coordinator/director (or designate) 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 authorized manager will obtain a purchase order from the administrative coordinator or administrative assistant. Only after the purchase order has been created and approved by the authorized manager, 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 PHONE AND MOBILE DEVICE MANAGEMENT POLICY

POLICY

Communication technologies have become an important part of the Gabriel Dumont Institute (GDI)'s operations. This policy will set out procedures for the handling of procurement, operation and support of both landline and mobile devices including, but not limited to: laptops, tablets and cell phones /smartphones

Desktop Telephone Units

Most desktop telephone units utilized by Institute staff are rented from an external provider. The rental agreement includes a provision for the maintenance of the physical equipment. In the event that a desktop telephone unit is not functioning properly, staff can contact **support@gdins.org**. IT staff will make arrangements to have a representative correct the issue. This includes, but is not limited to, broken equipment, line static, voice mail issues, password resets or other issues with functionality.

Security of Mobile Device

Since the mobile device will contain sensitive corporate information, care must be taken to ensure that its data is secured. Unsecured data on a mobile device will put the Institute's operations at severe risks of data loss and/or confidentiality breaches.

- ∞ Mobile devices should be secured by the use of a password or PIN.
- ∞ Voicemails will be password protected.
- ∞ As a general rule, IT cannot discover an encrypted password, but in some cases can reset it.
- ∞ Every effort must be taken during use to protect the confidentiality of data used, such as locking the device when away from your desk.
- ∞ Passwords must be kept secret and should not be divulged to anyone.
- ∞ In cases where GDI provides reimbursement for an individual's mobile phone, passwords and login instructions for all email accounts owned by GDI must be provided to the Institute's IT Department.

Asset Procurement & Account Management—Mobile Devices

- ∞ Acquisitions of mobile phones, tablets and laptops require the approval of a Director or designate;
- ∞ The Director will set out the budget parameters for any purchases;
- ∞ The Director will then delegate responsibility to administration staff to communicate with the IT Department regarding the asset/account acquisition;
- ∞ The IT Department will be responsible for procurement, configuration, deployment, and asset tracking;
- ∞ The process for acquiring a new device is outlined in Appendix A: Procedures for acquisition of new IT equipment;
- ∞ The expected time taken to acquire a new device through this process will be one week; and
- ∞ While insurance is an option, it is recommended to decline this.

Change Management

- ∞ The IT Department will be the primary contact regarding changes to the systems in use, whether this is to phone hardware, mobile devices or contract changes.
- ∞ Director Approval is necessary for changes to any of the following:
 - o Phone plans
 - o Hardware (mobile phone, laptop or tablet)
- ∞ The IT Department shall be notified of any phone/contract deactivations so the cancellation can be processed.
- ∞ All deactivated devices are to be returned to the IT Department.
- ∞ All data will be wiped off these devices securely before re-deployment or disposal. A signed confirmation will be kept on file.

Asset Management

- ∞ The IT Department will be responsible for recording all asset details.
- ∞ All devices in use are to be tracked through the IT Support system.
- ∞ Assets will be logged against the person using it with details, including, but not limited to:
 - o model
 - o serial number
 - o purchase cost and date
 - o phone number
- ∞ This will also be extended to computer equipment (e.g. laptops, tablets), enabling us to produce an asset listing for each staff member. This establishes an audit trail for the possible recovery of all devices.
- ∞ An annual audit will be performed to ensure this is kept up to date.

Asset Disposal

- ∞ When equipment is upgraded or when a staff member leaves the organization, the mobile asset(s) is to be returned to the IT Department.
- ∞ A decision can then be made whether the equipment should be redeployed, kept as a spare, or disposed and recycled.
- ∞ In cases where appropriate, electrical devices may be sold to employees at a reasonable market rate at the Director's discretion.
- ∞ If it is to be disposed, the IT Department will ensure that the device is wiped of all sensitive data, and a factory reset is performed.
- ∞ The IT Department can also ensure that any phone or contract that is not needed is terminated to avoid unnecessary billing.

Bill Management

- ∞ A periodic review of the contracts associated with phones and mobile devices will be undertaken with changes applied to the device.
- ∞ This may mean upgrading or downgrading to a more suitable plan. This will happen seamlessly and automatically in consultation with our SaskTel Mobility representative.

International Calls

- ∞ Use of a corporate cell phone for international calls outside of North America is not permitted without prior permission from the Director.
- ∞ International calls from desktop phone units should only be made on a needed basis.
- ∞ The employee will have the personal responsibility of refunding all unauthorised calls.

Use of Personal Cell phones

- ∞ In situations where a company cell phone has not been assigned, corporate use of a personal cell phone may be reimbursed by prior arrangement with the Director.
- ∞ This situation is not preferred as it creates issues with respect to:
 - o corporate data on a personal device;
 - o data confidentiality and security; and
 - o protection of personal information (clients and other).

Travelling

- ∞ Travelling abroad (outside of Canada) using a company issued device will result in data roaming charges.
- ∞ Staff will be responsible for contacting the IT Department before travelling to ensure the relevant

travel package is added to the phone to minimize these charges. The SaskTel \$50 US package is the recommended standard.

- ∞ The IT Department can also advise and demonstrate ways to avoid the majority of roaming charges.
- ∞ A data device will incur roaming charges just in the act of connecting to networks and receiving emails.
- ∞ Also apps such as Maps, Weather, etc. will make use of data and incur roaming charges.
- ∞ Turning data off and making full use of free Wi-Fi is a good way to reduce or eliminate roaming charges.
- ∞ Staff will be responsible for the costs of the US package add-on if the travel is not for GDI business.
- ∞ Staff will also be responsible for reimbursing the company for any unexpectedly large charges due to roaming, international text or voice costs where a travel package was not added.

Applications Purchase

- ∞ Devices run various applications ranging from games to utilities.
- ∞ In order to install an app, an account must be used.
- ∞ If a personal account is used to install apps, these will be automatically wiped off the device when the staff member leaves, but will remain attached to the individual account associated.
- ∞ Common sense principles are encouraged when determining the suitability of an app to be used on a corporate device.
- ∞ Any apps purchased by the company remain the property of the company when the staff member leaves.
- ∞ There are ways to setup a layered account, especially on Apple devices, where corporate apps can be purchased and installed on the device as well as personal apps. This will be implemented in time.

Accessories

- ∞ Any accessories (cases, chargers, covers, etc.) purchased by the company remain its property and must be returned when a staff member leaves.
- ∞ Compatibility of an accessory should be checked with the IT Department prior to purchase.

Backup Processes

- ∞ In order to mitigate loss of data in the event of a system crash, the device is to be backed up frequently (recommended, monthly).
- ∞ Most phones have desktop software (iTunes, Blackberry Link, etc.) that will perform this backup automatically.
- ∞ The IT Department can advise how to setup a backup facility.
- ∞ It is also possible to back up to offsite locations such as “The Cloud.” The IT Department should be consulted on the suitability of this matter.

Loss or damages

- ∞ Loss of the device shall be reported to the IT Department immediately.
- ∞ Processes will be undertaken to deactivate and decommission the device.
- ∞ Report all damages (cracks, screen damage, excessive battery drain, etc.) to the device to the IT Department.
- ∞ The IT Department will look to arrange the device's repair, and may look to provide a temporary replacement if the device has to be sent away.
- ∞ A backup must be taken of the device before repair commences, if possible.
- ∞ If the device is damaged beyond repair, the eligibility for free upgrade will be checked first.
- ∞ If no upgrade is available, a surplus phone will be re-activated for the remainder of the contract length if one is available.
- ∞ Purchase of a new phone at full retail price will be the last option if the IT Department deems nothing suitable is available.

Obtaining Help/Repair

- ∞ If a device is malfunctioning, the IT Department must be contacted through the usual support mechanisms in the first instance (see Contacting IT below). They will repair or reconfigure, if possible.
- ∞ The IT Department may issue a loan replacement if feasible and if needed at the department's discretion.
- ∞ Progress reports will be tracked through the assigned Work Order.
- ∞ If repair is not feasible or cost-effective, the above processes for loss or damage will be followed.

Contacting IT

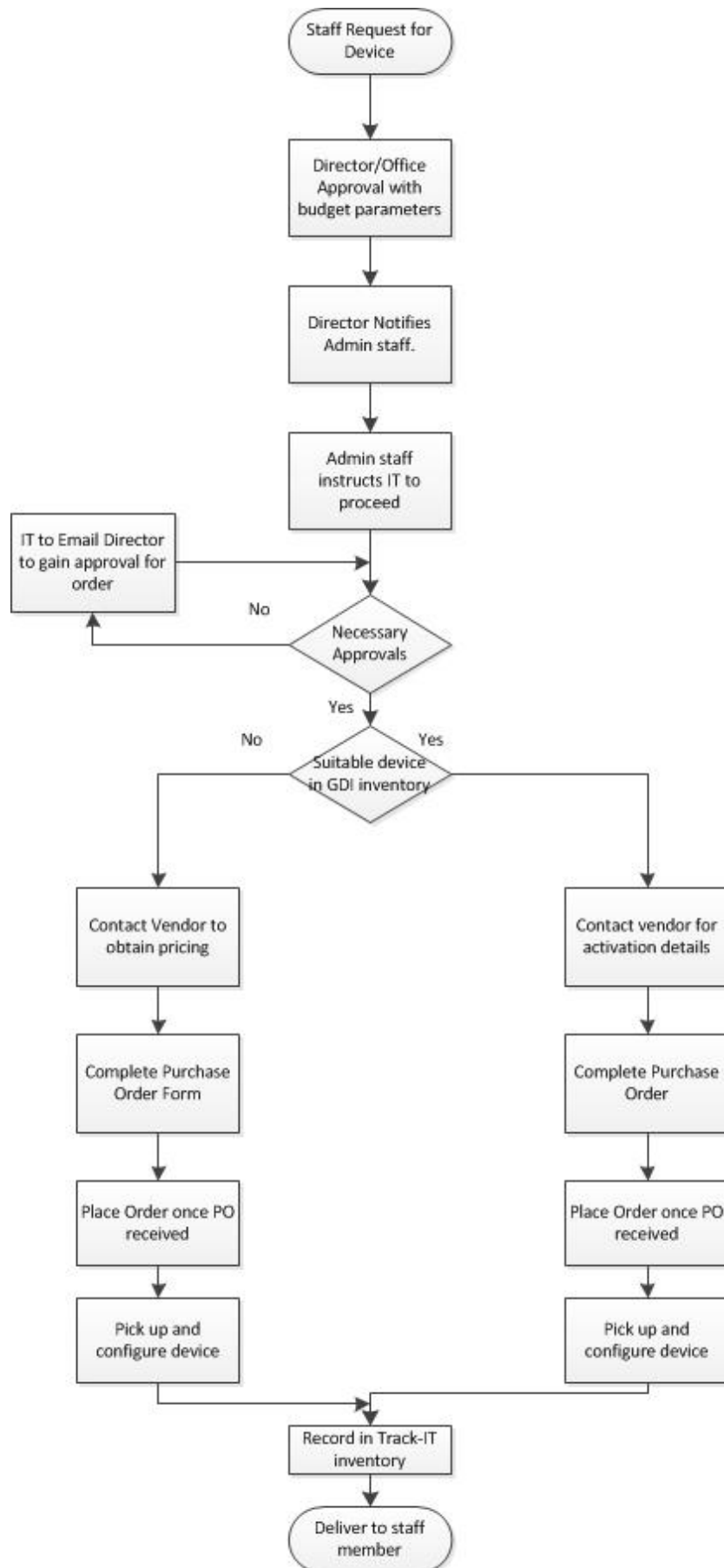
The process for contacting the IT Department for any request will be to use the current IT support mechanism in place. This will then allow a Work Order to be created, and enable the same accountability that is available for IT Support requests.

The process will be as follows:

- ∞ Email should be sent to support@gdins.org.
- ∞ A Work Order will be automatically created. It will then be assigned to the technician/staff member responsible.
- ∞ All progress will be recorded on the Work Order.
- ∞ Escalation procedures will be implemented as per the IT Service Level Agreement.

The IT Department is to be informed of any changes to the phone systems, so records can be updated.

APPENDIX A: Workflow for new device acquisition





Policy No: 4.1.11
Approved by: GDI Board of Governors
Effective:
Revised: May 29, 2014

4.1.11 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: 4.1.12
Approved by: GDI Board of Governors
Effective: December 14, 2018
Revised:

4.1.12 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:

- 1) Contract revenues from a funding letter, partnership agreement and/or contract;
- 2) Revenues from the sale of high quality Métis cultural works from GDI's Publishing Department; and
- 3) Amounts earned from 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 thirty (30) days. If no progress is made on the account, a letter or email will be sent requesting payment at forty-five (45) days. Accounts which are more than sixty (60) days in arrears will be referred to the Director of Finance. If GDI is unable to resolve any receivable amount greater than five-thousand (\$5,000) dollars within ninety (90) days, the matter may be referred to the Institute's legal counsel or a collection agent.

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 sells 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 and Director of Finance 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. After that point, should the account reach sixty (60) days overdue, the matter will be referred to the program coordinator/director and/or Director of Finance and Operations.

Accepted Methods of Payment

GDI may accept payments for amounts owed through the following options:

- 1) Cash/Cheque
- 2) Electronic Funds Transfer (EFT)
- 3) Debit Card/Credit Card (Visa, MasterCard, American Express)

All cash and cheque payments (not including cash/cheque payments received for product/services purchased at the Publishing Department) and all EFT payments received, are processed through the Finance Department. All debit and credit card payments are received through the GDI Publishing Department. Those debit and credit card payments, along with any cash and cheque payments received through the GDI Publishing Department, are reconciled and processed by the Finance Department weekly.

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.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.13
Approved by: GDI Board of Governors
Effective: July 21, 2023
Revised: July 20, 2023

4.1.13 CONTRACTS TO PROFESSIONAL SERVICE PROVIDERS

POLICY

Contracts—Consulting

Any consulting contracts that are in excess of one hundred thousand (\$100,000) dollars must be brought to the Board of Governors for approval.



GABRIEL DUMONT INSTITUTE

of Native Studies and Applied Research

Policy No: 4.1.14
Approved by: GDI Board of Governors
Effective: July 21, 2023
Revised: July 20, 2023; December 15, 2023

4.1.14 SERVICE CONTRACTS

POLICY

Contracts—Service

Service contracts up to ten-thousand (\$10,000) will be signed at the discretion of the Program Head.

Service contracts up to fifteen-thousand (\$15,000) dollars will be signed at the discretion of the Director.

Service contracts up to one-hundred thousand (\$100,000) dollars will be signed at the discretion of the Executive Director.

Service contracts over one-hundred thousand (\$100,000) dollars will be brought to the GDI Board of Governors for ratification.

Service contracts include internal and external service agreements.

PROCEDURE

The authorized personnel will obtain the above documentation prior to entering contract negotiations. This information will be forwarded to GDI’s Executive Director and must be attached to all service contracts.



Policy No: 4.1.15
Approved by:
Effective:
Revised: Aug. 29, 2018

4.1.15 COMPANY CREDIT CARD

POLICY

To provide a method of payment for purchases authorized by Gabriel Dumont Institute (GDI) when there is no other viable alternative.

Guidelines

- 1) One credit card will be issued to the Director of Finance (or designate).
- 2) Use of the credit card requires authorization from the Director of Finance (or designate).
- 3) There will be a predetermined credit limit no greater than \$2,500 (twenty-five hundred) dollars for the credit card issued.
- 4) When not being used, the card will be locked in a safe at all times.
- 5) Records of purchases made with the credit card must be kept by the Director of Finance (or designate), for audit trail purposes and to facilitate reconciliation (i.e. copy of invoice, receipt and credit card statements).
- 6) A GDI employee, as assigned, will reconcile expenditures made using the credit card, upon receipt of the credit card monthly statement. In the event of a disputed purchase that does not accurately match to a transaction made (e.g. wrong amount, multiple postings, etc.), this should be reported immediately to the Director of Finance (or designate), who will then temporarily put a hold on the card until resolved.
- 7) Items in dispute should be settled promptly by notifying the credit card company and any information and assistance requested to settle the disputed item should be provided.
- 8) GDI is legally liable for any unauthorized use of the card until notification of loss, theft, or cancellation has been reported to the credit card company.
- 9) Foreign Purchases—Purchases made outside Canada will be converted to Canadian funds by the credit card company at a rate equal to the bank conversion rate on the day the transaction is posted to the credit card account.

The credit card may not be used for the following types of purchases:

- ∞ Personal or private use
- ∞ Non-company use
- ∞ Transportation expenses (e.g. airline, rail, bus, car rentals, and other transportation)
- ∞ Food and beverage expenses (e.g. restaurants and alcoholic beverage stores)
- ∞ Maintenance contracts

- ∞ Extended rentals or leasing of equipment
- ∞ Internal company purchases

Monitoring

An Internal Audit may occur to review the use of credit card and to determine whether it is being used in accordance with this administrative policy and to identify any possible improvements.



Policy No: 4.1.16
Approved by:
Effective:
Revised:

4.1.16 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: 4.1.17
Approved by:
Effective: Dec. 18, 2015
Revised:

4.1.17 FACILITIES AND EQUIPMENT

POLICY

During regular Institute hours, all Gabriel Dumont Institute (GDI) facilities and equipment are to be available for staff use for normal business operations. During non-business hours (after 5:00 pm weekdays and on weekends), the Institute will make its facilities available to staff and community-based organizations whose activities support GDI’s cultural and educational mandate.

Staff or groups who wish to utilize GDI facilities must submit a Facilities Use Request Form. The form will detail the purpose, size, and duration of the event and will be forwarded to GDI’s facilities manager. Requests will be handled on a first-come, first serve basis with priority given to GDI staff members and/or groups whose activities promote Métis culture and education. There may be a fee associated with the use of the facility, depending on the nature of the activity.

Approval for the use of facilities or equipment must be obtained from a GDI Director or designate. In order to ensure that there is adequate time to consider the request, the forms should be submitted at least 15 days prior to the event.

If facilities or equipment are damaged and/or stolen during an event, the repair and replacement costs may be charged at market rates to the individual(s) or organization responsible. The use of alcohol during the event is strictly prohibited. In the event that this condition is breached, the group will be forbidden from utilizing the facility in the future. In addition, GDI facilities may not be used for political forums or events.

Rental Rate Guidelines

The following provides a guideline for rental rates for the use of specific spaces in GDI facilities:

- Small classroom—\$50 / day
- Large classroom—\$100 / day
- Library space—\$50 / day
- Board room—\$75 / day
- Kitchen Facilities—\$150 / day
- Community Space—\$50 / day
- Computer Lab—\$150 / day

Fees may be waived or reduced at the discretion of a Director or their designate depending on the nature of the event.

Equipment

The Institute's equipment and fixtures are to remain on Institute premises. GDI employees who require equipment at home for Institute business must receive prior written authorization from their Director or his / her designate. Employees who do not obtain prior written approval may be subject to disciplinary action.

Staff and Community Member Considerations

Inviting outside groups into GDI facilities requires that the following issues are taken into consideration:

Security / Confidentiality—GDI facilities house many sensitive documents and client data that require safeguarding. As such, staff members that access any GDI facility outside routine business hours will ensure that all areas that are not being used remain locked, secured and/or armed. A walkthrough of the building should be carried out before and after the event to ensure that all areas are locked and secured. The user of the facility is also responsible to arm the alarm system upon the event's conclusion. For events that do not involve a staff member, the walkthrough will be the responsibility of GDI maintenance staff prior to and after the event.

Classroom / Space Usage—When using a classroom space, the facilities manager will discuss the proposed event with the Director and Program Coordinator of the GDI program area that is currently using the space. Once the Director has approved the space usage, there are responsibilities for all staff or community members accessing the space. The staff or community member booking the space is responsible for the following:

- ∞ the space must be returned and reorganized to its original state at the end of the event and prior to 8:00 am on the next school day;
- ∞ all garbage and waste must be cleaned up and disposed of;
- ∞ if items are found in the classroom, please respect that those items belong to an individual or an organization and should not be used or taken. If an item does not belong to you, please do not use it unless prior arrangements have been made;
- ∞ there are many expensive electronic devices that may be accessed. However, it is expected that they will be used in a professional manner and must be cared for and respected (e.g. SMART Boards require training prior to being used, collapsible walls require special tools and knowledge to be opened and closed); and
- ∞ any key consumable goods used (e.g. markers, paper) should be replenished. All resources that are depleted must be written down or verbally communicated and when they will be replenished by the staff member.

Telephone and Equipment Usage—Telephones at the main reception area of any building are not available to non-staff members. If a staff member requires access to telephone equipment for incoming or outgoing calls, arrangements must be made ahead of time. The optimal solution in these cases would be to utilize the telephone equipment available in the board room (if available). If the staff or community member requires the use of any

Institute equipment for their event, their needs should be detailed in the initial facilities use request form. Staff and non-staff members alike may be responsible for the replacement cost of any equipment damaged or lost during an event.

Computer Usage—Any groups utilizing computer equipment at a GDI facility are expected to exercise discretion and common sense principles. Viewing or utilizing unsafe or offensive programs and/or materials is prohibited. Staff members should refer to GDI's acceptable use policy as a guideline.

Kitchen Usage—Any groups utilizing kitchen facilities and equipment assume all risks associated with this type of usage. It is highly recommended that groups obtain their own insurance coverage to protect against any risks associated with their activities. It is expected that all equipment will be cleaned and left in the state initially offered by GDI.

GABRIEL DUMONT INSTITUTE—FACILITIES USE REQUEST FORM

Applicant: _____

Contact number(s): _____

GDI Location: 917 22nd Street West, Saskatoon 1003 22nd Street West, Saskatoon #2 – 604 22nd Street West, Saskatoon
 1235 2nd Avenue North, Regina 48 12th Street East, Prince Albert Lot D Blk 3 La Loche Ave
 Other (please specify): _____

Date(s) and Time(s): Start: _____

End: _____

Approximate # of participants: _____

Purpose: _____

Will you require access to: (circle all that apply)

	Suggested fee
Small classroom	\$50/day
Large classroom	\$100/day
Board room	\$75/day
Community space / library	\$50/day
Computer lab	\$150/day
Kitchen facilities	\$150/day

Equipment required: computer(s) display / projector telephone kitchen equipment

Any special needs (i.e. accessibility): _____

Fees may be waived at GDI's discretion depending on the nature of the activity. Building insurance is maintained by GDI but the user is responsible for all property that is brought to the space. The user should obtain insurance to protect against any risks that are associated with their activities. It is recommended that all property is removed from the premises at the end of each day as the user will be solely responsible for any loss or damage to their property.

For internal use only

Date request received: _____

Received by: _____

Comments: _____

Recommended (including fees): _____

Recommended by: _____

Approved by: _____



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.18
Approved by:
Effective:
Revised:

4.1.18 TRAVEL EXPENSE CLAIMS

POLICY

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.19
Approved by:
Effective:
Revised:

4.1.19 INTERNAL AUDITS

POLICY



Policy No: 4.1.20
Approved by: GDI Board of Governors
Effective: July 22, 2021
Revised: July 22, 2021

4.1.20 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 five- (5) 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.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.21
Approved by:
Effective:
Revised:

4.1.21 EXPENDITURES IN EXCESS OF BUDGET

POLICY

See Policy 4.1.2 Signing Authority.

PROCEDURE



Policy No: 4.1.22
Approved by:
Effective:
Revised:

4.1.22 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: 4.1.23
Approved by:
Effective:
Revised:

4.1.23 MANAGEMENT OF FINANCIAL RECORDS

POLICY

PROCEDURE



Policy No: 4.1.24
Approved by:
Effective:
Revised:

4.1.24 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



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.1.25
Approved by:
Effective:
Revised:

4.1.25 SELF DEALING AND CONFLICT OF INTEREST GUIDELINES

POLICY

PROCEDURE



Policy No: 4.1.26
Approved by:
Effective:
Revised:

4.1.26 REPORTING FRAUDULENT OR ILLEGAL ACTIVITY

POLICY

See Policy 3.23.35, Whistleblower Policy.



Policy No:
Approved by:
Effective: May 26, 2016
Revised:

4.1.27 CAPITAL PROJECTS—CAPITAL PROJECT EXPENDITURES POLICY

POLICY

Capital Project Repairs:

The process for capital projects/repairs on existing Gabriel Dumont Institute and Dumont Technical Institute properties (major repairs) starts with the building inspection process and assessment. The information gathered is then built into the overall maintenance plan for short and longer-term items.

The major capital repair items, such as roofing, HVAC (heating, ventilation and air conditioning) systems, flooring, windows, etc., would be reviewed and discussed with senior management. Once approval is obtained from either senior management or the Board depending on the project costs, items such as product warranties, efficiencies, life cycles, performance ratings are all considered when major capital items are replaced. A detailed scope of work, general conditions and drawings (if applicable) are developed. Depending on the type of work, tender packages /estimates are requested from 2-3 qualified contractors. The tender documents include requests for liability insurance, contractor’s licences, workers compensation insurance, and references. The package will have submission dates defined as well as agreed start and completion dates. The tender review will include a summary of all bids and discussions with directors and supervisors on the submissions. The selection of the contractor will be in the Institute’s best interests. Contract documents will be created that contain all information about the scope of work, drawings, start and completion dates, progress and final payments, hold backs, and the responsibilities of both the contractor and the owner.

Approval levels and spending authorization levels relating to capital expenditures are located in the Gabriel Dumont Institute Signing Grid Authority Policy (4.1.2).

Project Tracking—Expenditure Monitoring:

Project management programs/spreadsheets are developed which list the work items. Work schedules are also developed for time management purposes. As in any construction project, various items arise that are unforeseen. Work order changes are utilized for these items. Discussions/meetings with the contractor are required for any work order changes. These work orders clearly describe the additional work and material required. The additional costs are established and agreed to by each before proceeding. This system keeps track and monitors project costs and all additional time that may be required to complete the project.

The actual work being carried out must follow all local and national codes (plumbing, electrical, and building codes). All applicable building permits will be documented and posted. These permits ensure that the jurisdictions having authority will be onsite at certain stages of the project to ensure compliance with the scope of work and codes. In some cases, other consultants may be engaged to review the project and sign off at various stages. Progress payments are based on invoices and inspections of the work quality and completion of the work. The project management forms will track all monies paid out to date and the balances owing as the project progresses.

Projects are planned/scheduled to the best of our ability to work around Institute business and daily activities

within the facility. Final inspection reports and site meetings are scheduled with the contractors to review the quality of work and any deficiencies. Upon completion of the deficiencies, the final invoicing, a WCB (Workers' Compensation Board) clearance certificate along with final inspection reports are submitted, and the substantial completion cheque is issued with all holdbacks being applied.

Facility Purchases—Building/Land Purchases:

All building or land purchases require a detailed business plan outlining the purchase and/or renovation costs. The plan must include provisions to demonstrate how the property will be paid for and its intended usage.

A current value assessment by a qualified appraiser will be required. An environmental review will be required to ensure that the organization is not exposed to any unforeseen expenses related to environmental issues. The Institute's legal counsel will review the purchase and land, and applicable transfers.

The Executive Director shall have the authority to approve capital expenditures to the \$100,000 dollar level. Board approval is required for expenditures above this level. Capital expenditures approved through the budget process will not require additional Board approval.



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
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4.2.2 MÉTIS BENEFIT

POLICY



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.3
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Effective:
Revised:

4.2.3 MICHIF LANGUAGE

POLICY

PROCEDURE



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research

Policy No: 4.2.4
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Effective:
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4.2.4 ADVERTISING AND PUBLIC RELATIONS

POLICY

PROCEDURE



Policy No: 4.2.5
Approved by:
Effective:
Revised: Sept. 18, 2018

4.2.5 HONORARIA AND TRAVEL FOR PRESENTERS AND OUTSIDE PROFESSIONALS

POLICY

The Gabriel Dumont Institute (GDI) has developed this policy and procedures to give guidance when providing small payments to guests, Elders, and/or other individuals who have been invited to provide a unique service to GDI programs and functions.

General

Honorarium is a token of recognition to an individual volunteering a service, who is not a GDI employee. It is not a payment to compensate an individual for their time or expenses, but only to show the Institute's appreciation.

The Canada Revenue Agency (CRA) defines honorarium as a small payment, to a maximum of five-hundred (\$500) dollars, made on a special or non-routine basis to an individual who is not an employee of an organization or company to recognize or acknowledge the contribution of gratuitous services to the organization or company (in this case the Institute). The CRA supports the notion of small payments that are not subject to the usual tax rules. The criteria for payments include:

- ∞ They are nominal—Five Hundred (\$500) dollars or less in a calendar year;
- ∞ They are made to an individual for voluntary services for which fees are not legally or traditionally required;
- ∞ They are not reflective of the value of work done; and
- ∞ They are made on a non-time or non-routine basis to an individual as a “thank you.”

PROCEDURE

A request for payment of honorarium is submitted on a completed and approved “Payment Voucher” form available on the GDI Intranet site under—Forms: Human Resources: Pay Administration.

- 1) The “Payment Voucher” form must contain a brief outline of the service performed and the name(s) of the person receiving the honorarium.
- 2) Requests that do not follow the criteria for payments listed above, will not be processed and will be returned to the individual submitting the request.

Guidelines

Honorarium payments will be paid using the following formula:

- a) Fifty (\$50) dollars-one hundred (\$100) dollars for a half (1/2) a day or less

- b) One-Hundred (\$100) dollars-two-hundred (\$200) dollars for more than a half (1/2) day up to a full day
- c) Two hundred (\$200) dollars-five-hundred (\$500) dollars for special events and requests. Requires approval by the Executive Director.
- d) Anything above five- hundred (\$500.00) dollars for a full day requires a service contract (Fee or Consulting payment).
- e) Travel must be entered on the payment voucher and coded to travel from the specific department requesting the honorarium. Travel is not considered as part of the honorarium.

Travel

GDI/Dumont Technical Institute (DTI)/Gabriel Dumont College (GDC)/GDI Training and Employment (GDIT&E) guests may be reimbursed for travel expenses for travel resulting from activities relating to the service performed, at rates as described in the Institute's travel and sustenance policy.

All GDI guests should follow these guidelines for all travel and sustenance expenditures:

- 1) Air Fare and Bus Fare—can be reimbursed at cost, when accompanied by a receipt. Travel must be economy class unless not available or for other exceptional reasons which have been approved by the Executive Director or designate. Chartered flights must be approved in advance by the Executive Director or designate.
- 2) Vehicle Mileage—The rate for mileage is .46 cents per kilometre based on the market standard rate as determined by the Institute. Mileage north of the 54th parallel is .48 cents per kilometre.
- 3) Hotel—Actual and reasonable reimbursement supported by receipts. GDI guests are encouraged to use businesses that have established competitive government rates or to request government rates for lodging wherever possible. The Institute is a not-for-profit charitable organization which receives the majority of its funds from government. Hotels have a variety of room rates and the corporate rate is not always the lowest.
- 4) Private Accommodation—While staying in the home of family or friends while on Institute business, a per diem of up to fifty (\$50) dollars per day may be claimed. No receipt is required.
- 5) Sundries—Other costs such as in-town and long-distance telephone calls, laundry, or movies will be the personal responsibility of the GDI guest.
- 6) Incidentals—Incidental rates would include consideration for parking, gratuities, and other costs associated with travel. GDI guests would be eligible to claim the full rate of fifteen (\$15.00) dollars if travel takes them away from home after 4:30 pm. If they arrive home before 4:30 pm, the half rate of seven dollars and fifty cents (\$7.50) would be applied. There will not be separate rates or extra consideration for out-of-province or out-of-country travel.
- 7) Meals—Meals will be reimbursed to a maximum of fifty-five (\$55.00) dollars per day. (Breakfast—fifteen (\$15.00) dollars; Dinner—fifteen (\$15.00) dollars; Supper—twenty-five (\$25.00) dollars.

All travel claims should be submitted to the Department of Finance and Operations no later than thirty (30) days after the day on which the expense was incurred. Claims for travel recorded on a GDI Expense Report which occur around the date of the Institute's fiscal year-end (GDI/GDC/GDIT&E—March; DTI—June) are to be submitted as promptly as possible.

Travel claims will not be processed without prior approval. On an exceptions basis, travel claims may be processed prior to the travel occurring. No employee is allowed to approve their own travel claim.

Not Eligible for Honorarium Payment

An honorarium is not paid to GDI employees or contractors for duties that fall under their regular scope of duties. An honorarium is not appropriate if GDI is obtaining the services of a professional who performs the service for a living. These individuals would be considered self-employed and should receive a fee or consulting payment. Note: If an individual is paid an honorarium more than once in a given calendar year and the total of the payments will exceed five-hundred (\$500) dollars, please contact Payroll in Human Resources for direction.



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 education and cultural mandate. GDI receives the majority of its funding through agreement with the federal and provincial governments to deliver programming throughout the province of 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 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) per year.

Funding for this event will be equally divided among the different GDI entities.

Regional Cultural Grants:

GDI Cultural Event Fund

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

GDI Cultural Development Program

The Institute shall also set aside five thousand (\$5,000) dollars for cultural activities that promote the renewal

and development of Métis culture in the 12 MN—S regions. Each MN—S region will be eligible for (\$5,000) per year.

PROCEDURE

- 1) A written request must be forwarded to GDI indicating the dates of the event, a general overview of the event and the activity that GDI funding will be used for;
- 2) The Institute is to be acknowledged in 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 event's conclusion, a final report will be submitted to GDI providing a general overview of the event as well as 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). GDI adjudicates these through a partnership with SaskCulture Inc. The goal of the program 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. The MCDF fund has an annual allocation of \$100,000 and an event is eligible to receive a maximum of \$10,000. By agreement, the MCDF is subject to its own independent application process.



Policy No: 4.2.9
Approved by:
Effective:
Revised: Sept. 12, 2016

4.2.9 DONATIONS AND OTHER FUNDING REQUESTS

Funding Requests

The Gabriel Dumont Institute (GDI) and its owned companies are registered under the *Non-Profit Corporations Act* and in some cases hold charitable status. As publically-funded, non-profit companies, it is not practical for the Institute to become a funding agency for other organizations. Funding provided to the Institute is used to fulfill its mandate and to provide and foster education and cultural opportunities for Saskatchewan Métis. Given this mission and structure, the Institute has adopted a “no donations” policy. It will not provide cash or monetary donations to individuals, organizations, or companies.

Existing Funding Programs

In order for the Institute to promote culture it has adopted three programs. Using these programs, the Institute provides support for Metis locals, regions and communities. These programs are as follows:

1. Regional Culture Grant;
2. Cultural Development Grant Program; and
3. Back to Batoche festival grant (motion 2013).

These programs fall outside of the Donations and Promotions policies of the Institute.

Promotional Requests

From time to time, the Institute is requested to provide a formal presence, promote its brand or to advertise at various conferences and community events. In many cases, these events provide an opportunity for GDI to promote its programs and services. Often partner agencies and communities that GDI works with requests Institute participation at their activities. These requests are often reciprocal in nature. The Institute will respond to promotional requests using the following criteria.

Eligible Activities

Where possible the Institute will respond to requests by utilizing opportunities to showcase and promote the GDI brand. Eligible examples of activities under this policy include:

- Provide advertising or signage at an event clearly showcasing GDI entities;
- Renting and setting up display or information booths promoting GDI entities;
- Supplying branded merchandise and promotional items to events;
- Sponsoring tables or seats at various functions related to the Institute's mandate;
- Participate in various fundraising events;
- Sponsoring advertising relating to partner activities; and
- Other activities that promote GDI entities and provide an Institute presence at partner activities.

In summary, managers approving promotional requests will prepare a rationale outlining the nature of the request, the amount being provided, and how the Institute will be promoted.

Limits

Director Level: Each program Director will have the authority to approve promotional requests that do not exceed \$1,000 provided funds are available in existing budgets and the promotion adheres to program funding criteria.

Executive Director: The Executive Director will have the authority to approve promotional funding requests up to \$5,000 within available budgets and funding criteria.

Board of Governors: The GDI Board of Governors will have the authority to consider and approve funding requests up to \$25,000 provided that the request adheres to program funding criteria and existing budgets.



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.



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Approved by:
Effective: May 26, 2016
Revised:

4.2.11 GABRIEL DUMONT INSTITUTE CORPORATE SOCIAL RESPONSIBILITY POLICY

POLICY

Corporate social responsibility for the Gabriel Dumont Institute (GDI) means:

- ∞ Conducting business in a socially responsible and ethical manner;
- ∞ Ensuring the safety of all of those who work in, study in, or visit our offices;
- ∞ Protecting the environment and operating in a sustainable manner;
- ∞ Supporting Métis, Indigenous, and human rights; and
- ∞ Engaging, learning from, respecting, and supporting the communities and people that we work with.

This policy applies to activities undertaken by all companies comprising the GDI family. The Institute's commitment to corporate social responsibility will be reflected in all planning and operational activities throughout our service delivery network.

All GDI employees and those that we contract with are expected to adopt the corporate social responsibility considerations described in this policy in their day-to-day work activities. Institute managers and employees will strive to reflect the organization's commitment to corporate social responsibility in meeting GDI's mandate.

Business Ethics and Transparency

From the governance level down, GDI is committed to operating with high integrity and transparency standards in its day-to-day operations. All business dealings will be conducted in an open, honest, and transparent manner.

Environment—Health and Safety

GDI is committed to maintaining a safe and healthy working environment for our staff, students, and stakeholders.

GDI is committed to environmental protection and stewardship. We will strive to improve our operations to reduce our environmental footprint and pollution at our facilities and operations.

It is expected that all Institute employees will be responsible and accountable for creating a safe working environment, for fostering safe working attitudes, and for operating in an environmentally friendly manner.

Community and Stakeholder Relations

GDI will approach and interact with all community members and stakeholders in a clear, honest and transparent manner. The Institute is committed to ensuring that all dialogue with community members and stakeholders is timely and meaningful.

Employee Relations

GDI will ensure that all employees are treated fairly and that the employment relationship will respect local, provincial, and national laws. The Institute endeavours to respect the terms and conditions of the collective agreement established with its in-scope employees.

The Institute will not engage in or tolerate any unlawful workplace conduct, including discrimination, intimidation, or any form of harassment.

The Institute is blessed with a strong talent pool of committed and highly skilled employees. GDI will strive to develop the goals, skills and aspirations of its employees in the conduct of our work.

Human Rights—Provisions Saskatchewan Human Rights

GDI will work with all levels of government, Indigenous governments, and other agencies to support and respect human rights within the jurisdictions where we operate. As an Indigenous institution, GDI has a vested interest in ensuring the rights of all Indigenous peoples are nurtured and respected.

Historically, Saskatchewan Métis have lagged behind mainstream provincial populations in most common socioeconomic indicators. Some of these measures have included lower education levels, higher unemployment, lower per capita incomes, higher incarceration rates, and lower life expectancy rates. In light of these past challenges, the Institute was granted approval from the Saskatchewan Human Rights Commission to implement special measures to hire and retain Métis employees and students. These measures will continue to be implemented by GDI until such time that they are no longer needed or the Saskatchewan Human Rights Commission deems them unnecessary.

Community Investment/Involvement

GDI operates under the assumption that we are a needed and valued agency in the communities in which we operate. The Institute will strive to ensure that the communities that we operate in will be left in a better condition than when we arrived. We aim to enrich the communities where we operate with Métis culture and with education, training, and employment opportunities. GDI services will be important in addressing the education and employment gap that exists between Métis and mainstream populations.



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Approved by:
Effective: May 26, 2016
Revised:

4.2.12 RISK MANAGEMENT POLICY — ENTERPRISE RISK MANAGEMENT (ERM)

POLICY

Overview:

In 2015, the Institute hired an external consulting firm to develop a comprehensive Enterprise Risk Management tool for the organization to assess, monitor, and respond to risk within the organization. To facilitate the development of a risk management framework for the Gabriel Dumont Institute (GDI), the consultant was asked to facilitate a process to:

- ∞ Help the Board and Senior Management learn about risk management;
- ∞ Develop an approach to risk management for GDI;
- ∞ Identify, categorize, analyse, and rank current risks; and
- ∞ Prepare a risk management tool and framework to assist with ongoing analysis of risk for the organization.

Risks are a part of everyday life, and any organization. **Risks** are all those things that prevent people or organizations from achieving their goals and aspirations. GDI's Board and management recognize that good planning involves a proactive and systematic way to think about, identify, and mitigate risks that can have an impact on the organization's goals and objectives.

Not all risks can be eliminated entirely. The goal is to manage risks in order to minimize negative impacts on the organization. **Risk Management**, then, is a framework to manage risks in a coordinated and integrated way across the organization. A **Risk Registry** is a tool to capture and present the results of risk analysis and mitigation activities.

Process:

The Institute is committed to a comprehensive Risk Management process that identifies potential risks to the organization. By identifying these risks the board and senior management will be able to mitigate and plan effective strategies to respond to risk.

Responsibilities:

Executive Director/Program Directors:

On an annual basis, the Executive Director will be responsible for the submission of a current GDI Risk Registry assessment to the GDI Audit and Finance Committee and the GDI Board of Governors for their review and discussion. This **Risk Registry** will be completed by the end April in each calendar year. Program Directors for the various sections of the Institute will be responsible for updating the **Risk Registry** for divisions under their scope of responsibility. These updates will be provided to the Executive Director by the end of March in each calendar year. Reports from each section will be amalgamated for presentation to the Audit and Finance Committee and the GDI Board of Governors.

Audit and Finance Committee:

Each year, the Audit and Finance Committee will review the completed **Risk Registry** submitted by management. The committee will conduct a detailed review of the **Risk Registry** and outline significant matters that come to its attention to the GDI Board of Governors.

GDI Board of Governors:

As part of their Governance responsibilities the Board will ensure that the Executive Director submits an updated Risk Assessment for annual review. This will occur no later than the end of April. Based upon recommendations from the Audit and Finance Committee the Board will review, analyze, and discuss potential risks to the Institute. Ultimately, the Board will assist in providing direction to manage to mitigate potential risks to the organization.



Policy No:
Approved by:
Effective:
Revised: Sept. 12, 2016

4.2.13 SCOPE OF INSURANCE AND COVERAGE LIMITS

Overview:

The Gabriel Dumont Institute (GDI) believes that appropriate insurance coverage is a necessary and required component of its business operations. The Institute will maintain appropriate insurance coverage to protect its physical assets, Board, staff, and students against accidents or unexpected events. In carrying out its duties, the Institute will ensure that appropriate errors and omissions and liability insurance is available to its Board, staff, and students. This policy applies to all GDI entities.

Types of Insurance—Overview:

Liability Insurance

Liability insurance provides both defence and damages if the Institute, through its services or its employees, cause or are alleged to have caused bodily injury or property damage to a third party. Board liability insurance is included in this section.

Property Insurance

GDI-owned facilities and contents such as office equipment, computers, and furniture would be covered under this heading. Typically, these policies protect against fire, vandalism, theft, smoke damage, etc. Assets will be insured at replacement value.

Errors and Omissions Insurance

This insurance provides defence and damages for failure to or improperly rendering professional services.

Staff and Student Travel Insurance

GDI will maintain insurance coverage for staff, board, and student travel. In certain situations students may be covered by insurance from the accrediting institution. This insurance covers accidents or damages occurring when staff, students and the Board conduct travel for the Institute or program operations.

Other types of insurance coverage pertaining to areas like workers’ compensation, health, dental, life and drug plans are covered in the Management and Personnel Policies of the GDI Policy and Procedures Manual.

Procedure

Each spring, the Director of Finance and Operations, will provide the GDI Board of Governors with an overview of Institute insurance policies and the amounts of coverage provided.

Every three years, the Director of Finance and Operations will review the Institute’s insurance coverage with a qualified insurance broker to ensure that the Institute is adequately covered and the amounts of coverage are sufficient. The Director of Finance and Operations will advise and recommend to the Board any additional coverage deemed necessary to fulfill the Institute’s mandate.

In the event the Institute obtains additional insurance re-quotes, we will use the tender process.



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.