CANADA
4-H Ontario

POLICY MANUAL

Property of _____4-H Association

The 4-H Ontario Policy manual is for use of the 4-H Association Directors and support volunteers.

- *It is the responsibility of 4-H Associations to keep the 4-H Ontario Policy Manual current.*
- *The Policy Manual is available within the Policies & Forms section of the 4-H Ontario website. **www.4-hontario**.ca, with updates noted and posted accordingly.*

Please note: *All provincial forms are available within the Policies & Forms section of the 4-H Ontario website. **www.4-hontario.ca**.*

Updated: May 2021

Please ensure Policy Manual remains within the Association and is available to all Directors / support volunteers of the Association for their information and review.

Please note:

In absence of 4-H policy,
Provincial, Federal Laws and Statutes Prevail

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Updated: March 2021

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SECTION 1.1 DEFINITIONS

4-H Ontario volunteers:

An individual age 18 or over who has completed the required screening & training process and then gives freely of their time, unpaid to contribute to 4-H Activities.

Association Representative:

The elected or appointed governance role within each Association, which in turn, comprises the Ontario 4-H Council.

Board:

Total of twelve (12) Directors, ten (10) Association Representatives elected by their peers, a President and a Past President along with the roles of Director-Youth and Director-Community (as necessary).

Club:

Is a group of at least two (2) volunteers and six (6) members.

Club Leader:

4-H Ontario volunteer who leads a 4-H club.

Council:

The composition of all Association Representatives from which Board Directors are elected.

Foundation:

The Ontario 4-H Foundation, as a registered charity supports the long term financial sustainability of 4-H Ontario through a Board of appointed Trustees.

Inactive volunteer:

Person(s) who are no longer participating as a volunteer because their screening or training has expired. Inactive volunteers no longer have website login access, or receive recognition for tenure of service.

Member:

4-H Member: An individual between the ages of 9–21 prior to January 1st of the current calendar year, who has paid the membership fee.

An individual must choose to be either a member or a volunteer *within a specific club(s)*; they cannot receive recognition for both. An individual may indeed be a member in one project and a volunteer for another project within the same year.

Cloverbud Participant: An individual between the ages of 6-8 prior to January 1st of the current calendar year who has paid the membership fee.

Only 4-H members and Cloverbud participants will receive resource material or awards, participate in Achievement Programs and hold an executive position.

Member In Good Standing: 4-H participants who have paid their current year's membership fee and do not have any outstanding monies owing to 4-H Ontario and abide by the expectations outlined in the 4-H Participant Agreement form.

Name, Logo & Trademark:

4-H Ontario is the umbrella term for the organizations of the Ontario 4-H Council and the Ontario 4-H Foundation

The 4-H Ontario logo is:

The logo of the Ontario 4-H Foundation is:

4-H Foundation

Administration of Logos and Marks:

These logos are administered by the Senior Manager, Communications

Participant:

Any individual choosing to engage in a 4-H Ontario event / activity executed by 4-H Ontario. (i.e., Sen$e conference delegate, a friend of a member at a program).

Pending volunteer:

Persons who have incomplete or expired screening or training.

Position of Trust:

4-H Ontario volunteers act as role models for youth. All staff & volunteers are responsible for the safety and care of youth in 4-H activities. Duty of Care is the obligation to take reasonable care to avoid causing foreseeable harm to a person.

Project:

Consists of curriculum material / business which is completed by a club. The project must be either locally submitted and/or provincially approved or developed.

Trustee:

Volunteers who serve on the Board of the Ontario 4-H Foundation.

Volunteer-at-Large:

Volunteers who support 4-H activities yet are not leading clubs, i.e., Association Board Directors, provincial program volunteer, event volunteer, etc.

Volunteer In Good Standing:

(Updated: March 15, 2016)

A 4-H volunteer who continues to engage in the required screening and training for volunteers and abides by the expectations outlined in the Code of Conduct (housed in the 4-H Participant Agreement [form #6.8]).

Alumni:

Any past 4-H Ontario member and/or 4-H Ontario past volunteer.

SECTION 1.2 GOVERNANCE MODEL

Ontario 4-H Council Governance Structure

(Revised: August 18, 2018)

Since April 1, 2000, the Ontario 4-H Council has been solely responsible for the development and delivery of 4-H in Ontario.

The Ontario 4-H Council is made up of "Association Representatives". Fifty-Four (54) local 4-H Associations were established in 2000. Each active local Association elects *(or if no election is possible this person can be acclaimed)* one (1) person to represent their Association on the Ontario 4-H Council. This person is called the "Association Representative". The Council is composed of these representatives. Association Representatives have voting rights at the Ontario 4-H Council Annual General Meeting.

Only Association Representatives are eligible to be elected as a Director to the Ontario 4-H Council's provincial Board of Directors. This Board consists of twelve (12) Directors, ten (10) Association Representatives elected by their peers, a President and Past President, with the potential for two (2) appointments – one (1) a Director-Youth position, and one (1) a Director-Community. In any given year, at least five (5) provincial Director positions are up for election / re-election as the length of term for these Board Directors is two (2) years, with a maximum of three (3) consecutive terms.

The position of President is voted on by the Association Representatives at the Annual General Meeting, from a slate of Board-approved nominees of the current provincial Board of Directors. In the event there is only one (1) nominee, the position of President is awarded through acclamation. The retiring President automatically becomes the Past President.

The positions of Vice-President and Director-at-Large are elected by the new provincial Board of Directors at their first meeting following the Annual General Meeting.

Directors provide vision, leadership and direction of the 4-H program in Ontario.

The Ontario 4-H Council Board of Directors hires the Executive Director and works with this staff person to develop and monitor the strategic direction of 4-H Ontario.

The Executive Director works with the staff team to achieve the strategic initiatives of the Ontario 4-H Council Board. The staff of 4-H Ontario supports the volunteers who deliver 4-H programming locally. As well, staff and volunteers deliver provincial programs and activities for 4-H Ontario volunteers, members, youth and alumni.

Stakeholders in the 4-H program contribute to local, regional and provincial 4-H activities. These stakeholders include members, volunteers, alumni, parents, sponsors, donors and industry partners.

See diagram for visual representation

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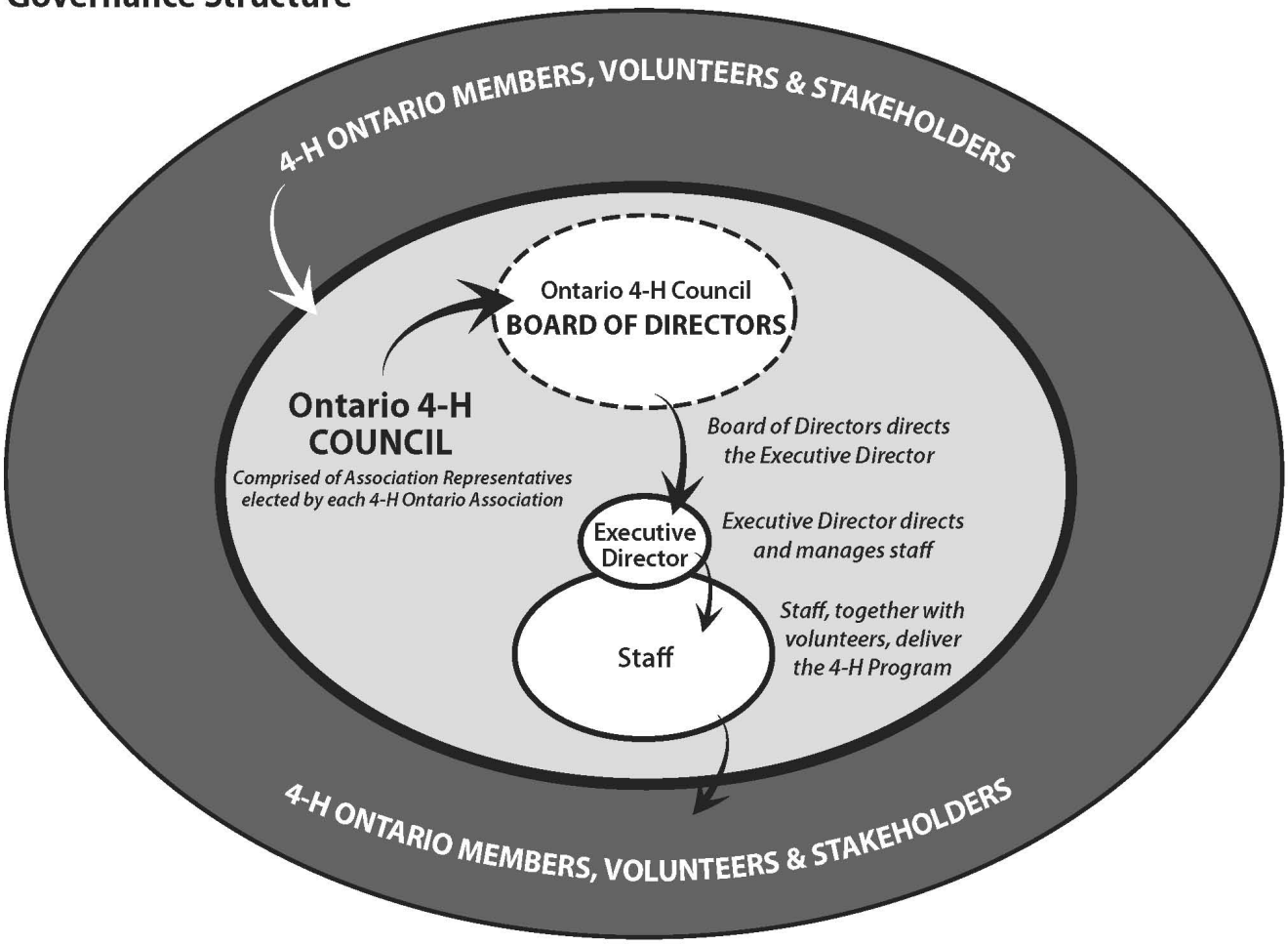
Ontario 4-H Council Board Governance Structure



SECTION 1.3 HISTORY

Prior to the formation of the Ontario 4-H Council, the Ontario 4-H Leaders' Committee was established in 1982. It consisted of 20 leaders plus the provincial 4-H supervisor. The leaders were selected on the basis of their participation in a national award program. They were encouraged to be a liaison between the Committee and local counties, districts, and regions to which they were assigned. In addition, the Leaders' Committee advised the Ontario Ministry of Agriculture and Food on the 4-H program.

Following the review of the 4-H program in 1988, the recommendation to establish a provincial 4-H Council with elected regional representatives was accepted. The name of the organization was to be "Ontario 4-H Council" (Council).

Then on April 1, 2000 the Ministry of Agriculture, Food and Rural Affairs transferred the responsibility of the delivery of the 4-H Program to the Ontario 4-H Council under a governance board structure. An Executive Director and provincial office staff were hired to provide support to volunteers of local 4-H Associations and deliver provincial programs. The ministry continues to be a funding partner for the Ontario 4-H Council.

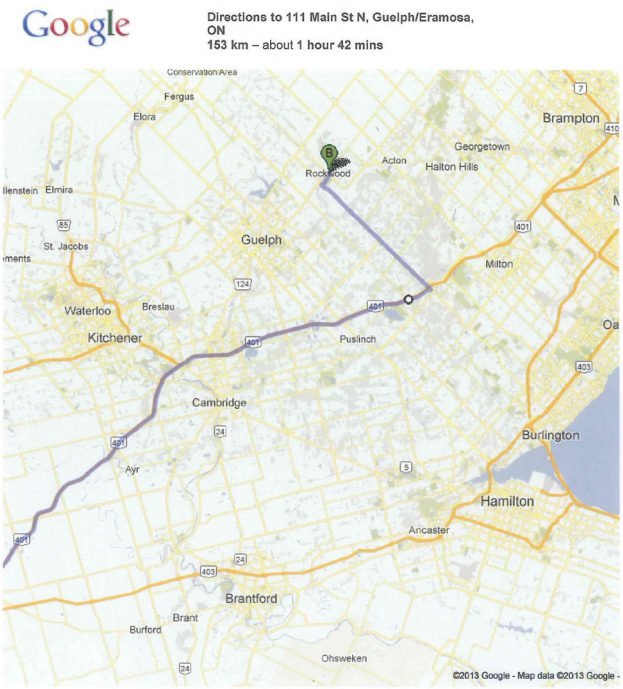
In September 2000 the name “4-H Ontario” was officially registered to incorporate both the Ontario 4-H Council and the Ontario 4-H Foundation.

SECTION 1.4 4-H ONTARIO OFFICE LOCATION / MAPS

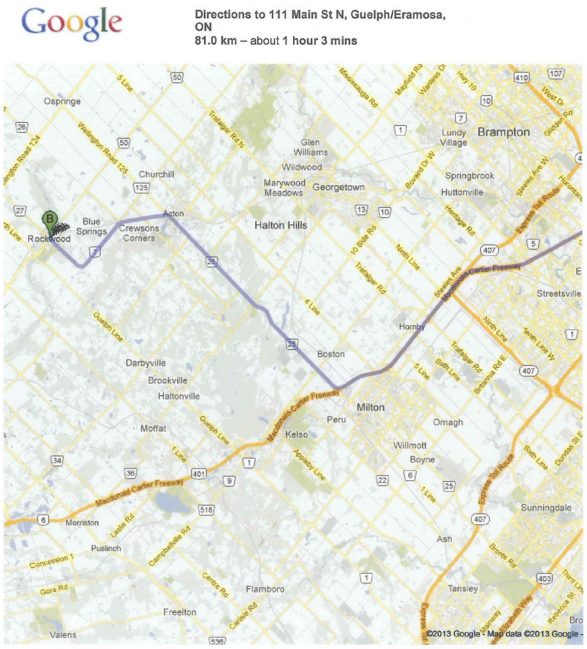
111 Main Street,
Rockwood, ON N0B 2K0

Directions

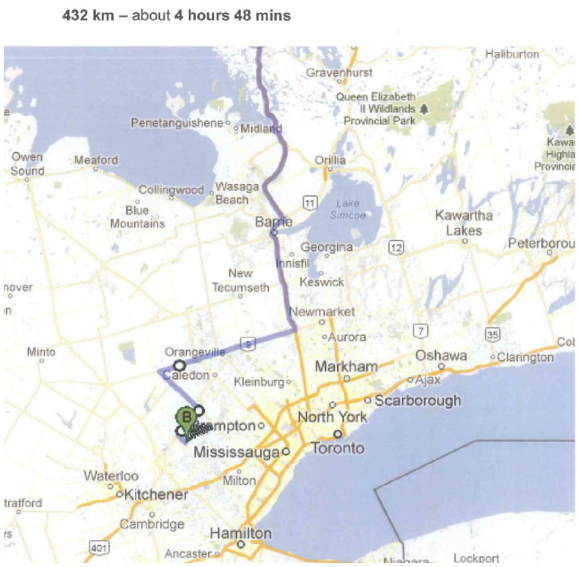
FROM WEST (London) - 401 (Eastbound), take exit 312 Guelph Line North, turn left onto Reid side road, turn left onto Guelph Line / Regional Road 1, continue on County Road 44, turn right onto (Alma Street) Hwy #7 East which turns into Main street in Rockwood. The 4-H Ontario office is located on left corner at the main street lights where Hwy #7 continues towards Acton.



FROM EAST (Toronto) - 401 (Westbound) take exit 320 for Regional Road 25 N toward Halton Hills / Acton, merge onto Regional Road 25 N, slight left onto Main Street N / Regional Road 25 N, continue onto Guelph Street W onto Hwy #7. Continue onto Main Street N / County Road 27. The 4-H Ontario office located on right corner at the main street lights where Hwy #7 continues towards Guelph.



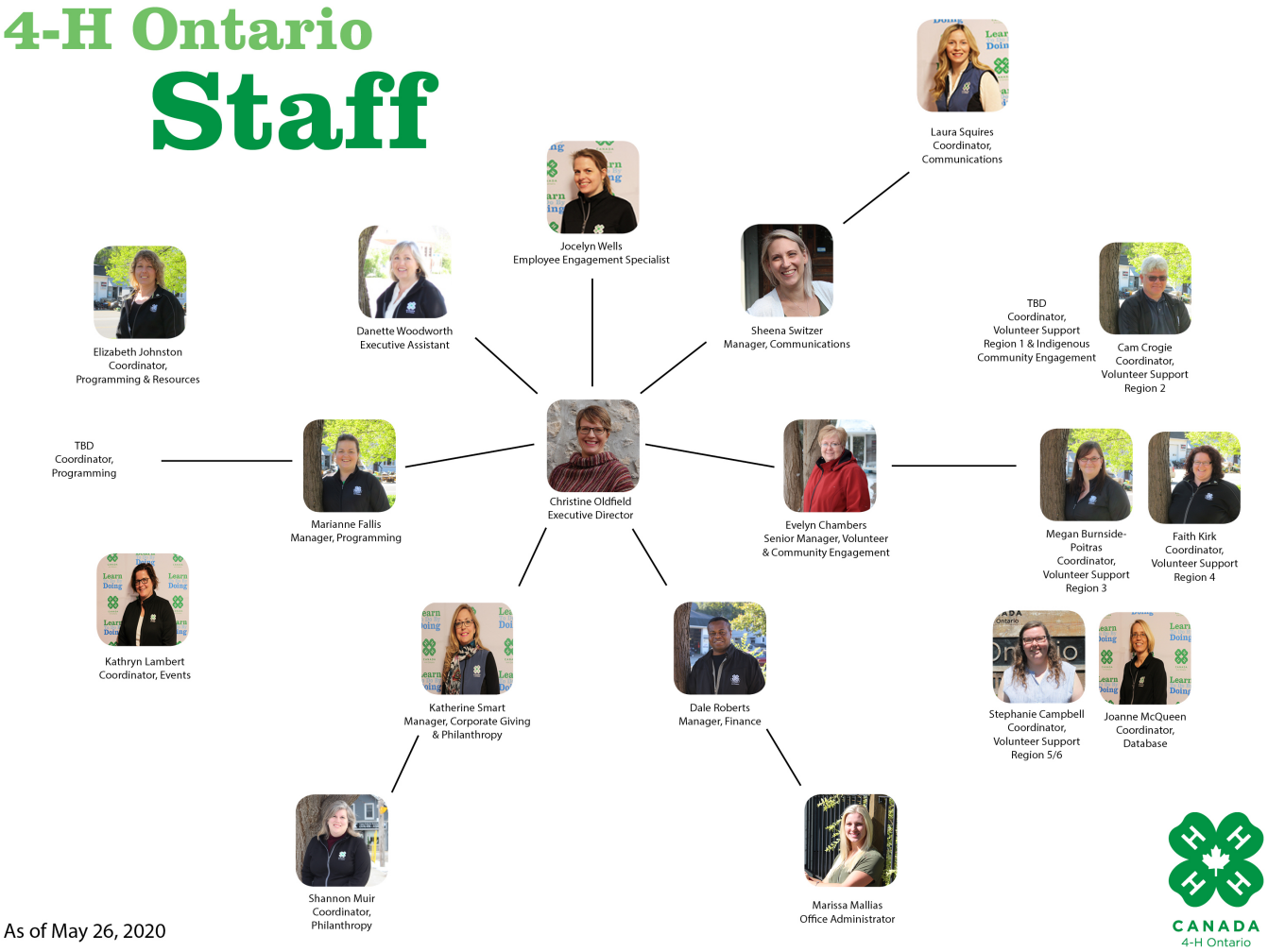
FROM NORTH (Sudbury) – Hwy 69 South continue on 400 South take exit 55 highway 9 toward Newmarket/Orangeville, turn right onto highway 9, then turn right onto highway 10 North to Orangeville, take first left onto Broadway and continue straight onto Dufferin County Road 109, then turn left onto County Road 25 South, continue onto Wellington Road 24 continue onto Trafalgar Road North, then turn right onto County Road 124, turn left only County Road 27, (signs for Wellington Road / County Road 27/ Rockwood/Hwy 7) the 4-H Ontario office is located on the right hand side corner of the intersection.



FROM SOUTH (Windsor) - 401 (East) take exit 312 Guelph Line North, turn left onto Reid side road, turn left onto Guelph Line / Regional Road 1, continue on County Road 44, turn right onto (Alma Street) Hwy #7 East which turns into Main street in Rockwood. The 4-H Ontario office is located on left corner at the main street lights where Hwy #7 continues towards Acton.

SECTION 2.1 4-H ONTARIO STAFF INFORMATION

Organizational Chart – Structure



Staff Responsibility Highlights

To share 'who's who' and 'who does what', the following is a brief introduction on the staff roles at 4-H Ontario. Should you need to get in touch with any staff member please contact the 4-H Ontario office.

Executive Director

- Leadership and guidance to the staff body
- Direct liaison to the Ontario 4-H Council Board of Directors for operations
- Supports the Ontario 4-H Foundation
- Serves the strategic plan for all volunteers and members
- Primary contact for any risk management issue

Executive Assistant

- Support Executive Director, Council, Foundation activities including teleconference logistics and meeting packages and minutes
- Office Administrative
- Reference Manual updates regarding policies

Senior Manager, Programming

- Development of curriculum, content, goals and objectives for provincial member experiences
- Oversees locally submitted project process information and approvals
- Oversees livestock information including policies, Project Animal Identification Forms, and appeal process
- Oversees provincial member related policies and procedures
- Co-Chair, 4-H Ontario Joint Health & Safety Committee

Coordinator, Programming

- 4-H Ontario program registration/application inquiries, including camps, national opportunities, except Discovery Days
- Contact for 4-H Ambassador bookings
- Lead contact for Sen$e programs and Livestock policies and processes
- Provincial contact for Project Animal Identification Forms (PAIFs)
- Supports 4-H Ontario provincial programs

Coordinator, Programming & Resources

- Coordinates and/or completes 4-H project resource and Cloverbud curriculum development including writing, editing, and coordination of pilot projects and distribution
- Contact for submitting Locally Submitted Project (LSP) proposals and obtaining copies of created LSPs
- Supports 4-H Ontario provincial programs

Coordinator, Events

- Coordination of Discovery Days program logistics and registrations
- Lead on the Go For The Gold program including questions, buzzer requests and evaluation submissions
- Coordination, 4-H Volunteer Conference including inquiries and registrations
- Coordination, events and initiatives
- Supports 4-H Ontario provincial programs

Manager, Finance

- Ontario 4-H Council & Ontario 4-H Foundation financial management
- All financial transactions including Membership Fees
- Association Financial Reports
- Health & Safety Committee

Office Administrator

- Main reception contact and duties
- Works with the Police Screening Officer re: letter distribution and filing
- First line contact for screening questions
- Courier contact for shipping
- Display and banner bookings
- Building maintenance
- Accounts Payable

Employee Engagement Specialist

- Human Resources primary contact
- Payroll and Benefits

Manager, Communications

- Communication development for key messages
- Website and magazine content
- Marketing or program/events/camps/conferences
- Mini store product development

Coordinator, Communications

- Coordinator of E-Newsletter, social media, press releases
- Key contact for Association Web Masters
- Post website updates

Manager, Corporate Giving & Philanthropy

- Sponsorship inquiries and development
- Family Endowment questions
- Association Endowment support
- Council and Foundation donation support

Coordinator, Philanthropy

- Donation inquiries, record keeping and charity tax receipting
- Related database functions support
- Alumni database
- Foundation Golf Tournament registrations
- Coordination, Ontario 4-H Foundation Golf Tournaments
- Coordination, Alumni events

Senior Manager, Volunteer & Community Engagement

- Community level engagement activities to expand and support volunteer and membership growth
- Privacy Officer
- Manager of Volunteer Coordinators

- Key contact for risk management (Insurance, etc.)
- Arbor Award contact

Coordinator, Database

- Coordination of Membership Web Application (MWA) database
- Support on data management for members and volunteers, including tracking for Awards
- Awards ordering and distribution to Associations
- Web data base password maintenance and database inquiries
- Screening Officer

Coordinator, Volunteer Support – Region 1 & Indigenous Community Engagement

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring
- Indigenous Community Engagement contact

ASSOCIATIONS IN REGION: Algoma, Cochrane, Kenora, Muskoka, Nipissing, Parry Sound, Rainy River, Temiskaming, Thunder Bay, Sudbury

Coordinator, Volunteer Support – Region 2

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: Carleton, Dundas, Glengarry, Grenville, Frontenac, Lanark, Leeds, Prescott, Renfrew, Russell, Stormont

Coordinator, Volunteer Support – Region 3

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: Durham East, Durham West, Hastings, Kawartha Lakes Haliburton, Lennox & Addington, Northumberland, Peterborough, Prince Edward, York

Coordinator, Volunteer Support – Region 4

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: Brant, Dufferin, Haldimand, Halton, Hamilton-Wentworth, Niagara, Norfolk, North Simcoe, Peel, South Simcoe, Waterloo, Wellington

Coordinator, Volunteer Support – Regions 5 & 6

- Main contact for Volunteers within Associations for all support, training, resources, questions, events, coaching and mentoring

ASSOCIATIONS IN REGION: ***Region 5****: Bruce, Grey, Huron ,Perth -* ***Region 6:*** *Chatham-Kent, Elgin, Essex, Lambton, Middlesex, Oxford*

Staff Contact Information

Job Title	Email Address	**Phone Ext:** Main: 519 856-0992 Toll free: 877-410-6748
Executive Director	ed@4-hontario.ca	471
Executive Assistant	ea@4-hontario.ca	474
Office Administrator	office@4-hontario.ca	470
Senior Manager, Volunteer & Community Engagement	volunteers@4-hontario.ca	464
Coordinator, Database	database@4-hontario.ca	484
Coordinator, Volunteer Support – Region 1 & Indigenous Community Engagement	region1@4-hontario.ca firstnations@4-hontario.ca	473
Coordinator, Volunteer Support - Region 2	region2@4-hontario.ca	488
Coordinator, Volunteer Support - Region 3	region3@4-hontario.ca	477
Coordinator, Volunteer Support - Region 4	region4@4-hontario.ca	478
Coordinator, Volunteer Support - Region 5 & 6	region5@4-hontario.ca region6@4-hontario.ca	487
Employee Engagement Specialist	hr@4-hontario.ca	455
Manager, Finance	finance@4-hontario.ca	467
Manager, Communications	communications@4-hontario.ca	462
Coordinator, Communications	website@4-hontario.ca	465
Coordinator, Events	events@4-hontario.ca	483
Senior Manager, Programming	programming@4-hontario.ca	472
Coordinator, Programming	opportunities@4-hontario.ca	468
Coordinator, Programming & Resources	resources@4-hontario.ca	482
Manager, Corporate Giving & Philanthropy	giving@4-hontario.ca	461
Coordinator, Philanthropy	records@4-hontario.ca	476

Other Inquiries	Email Address
Ambassadors	opportunities@4-hontario.ca
Conference & Annual Meeting	cam@4-hontario.ca
Events (IPM, OFS, CAM, Golf tournaments, Discovery Days, etc.)	events@4-hontario.ca
Go For The Gold	gftg@4-hontario.ca
Golf Tournaments	golf@4-hontario.ca
Insurance	insurance@4-hontario.ca
Provincial Programs (Sen$e, FLIA, PLC, Livestock, etc.)	opportunities@4-hontario.ca livestock@4-hontario.ca
Membership	database@4-hontario.ca
Privacy Information	privacy@4-hontario.ca
Police Screening	screening@4-hontario.ca

Provincial 4-H Ontario Office	111 Main Street, P.O. Box 212 Rockwood, ON N0B 2K0 *Phone: 519 856-0992 / Toll Free: 1-877-410-6748* *Fax: 519 856-0515 / General email: inquiries@4-hontario.ca*
Ontario 4-H Council Board of Directors and/or the Ontario 4-H Foundation Trustees can be reached by contacting the following individuals directly	Executive Assistant: ea@4-hontario.ca Executive Director: ed@4-hontario.ca Council President: president@4-hontario.ca

SECTION 2.2 ONTARIO 4-H FOUNDATION BOARD OF TRUSTEES POLICIES

B-TO-01- Board of Trustees Roles and Responsibilities

Role of the Ontario 4-H Foundation Board of Trustees

1. Governance of the Ontario 4-H Foundation's activities
2. Fiduciary responsibilities as Trustees of Foundation funds
3. Evaluation of board effectiveness, recruitment
4. Policy development and maintenance

Responsibilities of Individual Trustees of the Ontario 4-H Foundation

A Trustee is a governance volunteer who is entrusted with the collective responsibility for the Ontario 4-H Foundation. In joining the Ontario 4-H Foundation, a Trustee accepts the following responsibilities**:**

- Be an advocate and ambassador for 4-H Ontario using every opportunity to inspire others to support by giving and volunteering.
- Participate in the cultivation and solicitation of donors, sponsors and partners.
- Lead by example, including making a meaningful financial contribution annually.
- Regularly attend board meetings and all special meetings of the board.
- Take an active role on Committees.
- Actively promote tickets to special events and attend functions in an ambassador capacity whenever possible.
- Use personal and professional skills, expertise and networks to enhance the fundraising programs of the Ontario 4-H Foundation.
- Maintaining the confidentiality necessary within the Foundation’s fund raising efforts and activities.

Term of Office

Trustees shall be elected for a two (2) year term and may be reappointed for succeeding terms not exceeding 3 consecutive terms. Following a break in the continuous service of at least one year the same person may again be nominated for re-election

As a Trustee of the Ontario 4-H Foundation Members will:

- Attend meetings out of genuine interest in the work of the Foundation
- Understand the Foundation's mandate and annual objectives
- Understand his/her role on the Foundation and the expectations of the Chair

Before meetings Trustees will:

- Recommend agenda items to Foundation Chair
- Review previous minutes
- Review additional background information and support materials
- Review agenda
- Arrive on time
- Notify the 4-H Ontario office if unable to attend or if he/she will be arriving late

- Maintain contact with Foundation staff liaison (if Chairing a Committee of the Foundation

During meetings Trustees will:

- Present a community-wide rather than an individual perspective
- Participate, speak up, bring forth issues
- Focus feedback on ideas rather than persons
- Ask questions in order to gain a clearer understanding of an issue before voting
- Keep discussion to relevant subject and issues

After meetings Trustees will:

- Collect information and feedback, if required, for next meeting (do any 'homework' as necessary)

Within the community Trustees will:

- Promote and be supportive of 4-H Ontario, the Ontario 4-H Foundation and the Ontario 4-H Council
- Attend events in support of 4-H Ontario
- Realize that issues discussed at regular Foundation and Committee meetings are confidential and must not be discussed at other meetings unless there is appropriate and sufficient information and the Trustees of the Ontario 4-H Foundation are aware that a matter will be raised elsewhere
- Not act on information discussed at Foundation or Committee meetings unless the appropriate questions have been asked and all necessary information is available

B-TO-02 -Terms of Reference of Foundation Committees

A) Audit and Finance Committee of the Ontario 4-H Foundation

The Audit and Finance Committee (the Committee) shall exist as a standing committee of the Ontario 4-H Foundation. Its purpose is to develop and, following approval of the Trustees, to execute policies pertaining to the financial planning, management and reporting of the organization. The Trustees shall review these terms of reference at a minimum once every three years.

Composition and Terms of Office

The Committee membership shall consist of:

1. **Trustee Members:** a Committee Chair and a minimum of two additional members. These members are appointed by the Foundation Trustees at the first regular meeting following the annual meeting. The term of office shall be normally one year, completing with the Ontario 4-H Foundation's Annual General Meeting (AGM). **Ex Officio Members:** The Chair of the Ontario 4-H Foundation and the Executive Director or designate, will be ex officio members of this committee.
2. **Staff:** as designated / required.

Activities of the Committee

There are two primary areas of responsibility, the first being the overall financial management of the Foundation and the second being the portfolio management of the investments/endowments of the Foundation.

Financial Management

1. Annually recommend to the Board at their last fall meeting the appointment of auditor for the coming financial year to be voted on at the Foundation's AGM.

2. Annually review and recommend to the Board the budget for the coming financial year to be presented at the last fall meeting of the year.
3. Conduct a review quarterly of the year-to-date financial statements of the organization against budget and report to the board any deemed variances and action plans required to managing them.

Portfolio Management

1. Annually (or more frequently as necessary) review the Portfolio Management relationship and suggest changes if/as necessary. The review should encompass analysis and reporting on 1) the investment guidelines and the adherence to same; 2) the performance (annual and rolling) as compared to a variety of benchmarks (i.e. relative to all Canadian Foundations, or relative to the Balanced Mutual Fund Index for example); and 3) the governance/service of the portfolio management company.
2. Annually ensure that the Committee and subsequently the Board are in receipt of the audited financial statements of the portfolio management company which encompasses the Foundation's investments.
3. Quarterly ensure that the Committee and subsequently the Board are in receipt of the quarterly fund statements and report package from the portfolio management company and provide comment and report to the Board at the next regularly scheduled Board meeting.

B) Nominating Committee

The Nominating Committee shall exist as a standing Committee of the Ontario 4-H Foundation. Its purpose is to ensure the continuity of quality leadership and further development of Trustees.

The Committee membership shall consist of:

a) **Trustee Members:** The Committee shall be chaired by the Past-Chair of the Ontario 4-H Foundation, or in the absence of a Past Chair, a Trustee to be appointed by the Board. Other members include the current Board Chair, Vice Chair and the President of the Ontario 4-H Council. These members are appointed by the Foundation Trustees at the first regular meeting following the annual meeting. The term of office shall be normally one year, completing with the Ontario 4-H Foundation's Annual General Meeting (AGM).

Activities of the Committee

- ***Solicit nominations for the Chair position (if applicable)***
- ***Solicit nominations for Trustee positions***
- ***Shall present a slate of candidates to the Trustees 90 days before the anniversary of the previous Annual General Meeting.***

B-TO-03 - Investment Policy Statement

1.1. The purpose of the Ontario 4-H Foundation Investment Fund (the 'Fund') is to invest capital for the purposes of generating income to fund various programs as identified and endorsed by the Board of Trustees (the 'Board'). The funds to be invested will originate from:

1.1.1 Endowment funds donated to the Foundation for specific grants or purposes (in accordance with the wishes of the donor under a Gift Agreement);

1.1.2 Non-specific uses, funds received from donors relating to capital campaigns;

1.1.3 Short-term excess operating funds which will be invested to optimize short-term returns within the specified parameters; and

1.1.4 Local associations or other entities investing their funds in the Fund for improved returns than available in their local market or for the size of their investment.

Please see Appendix I for the complete "Statement of Investment Policies & Procedures".

B-TO-04 - Local Association Investment Account (LAIA)

Ontario 4-H Foundation will provide a service to local 4-H Associations by offering an investment vehicle in which their surplus funds could be invested. The investment philosophy for this vehicle will be minimal risk. It will be accessible to the local 4-H Association Executive Committee within a reasonable time frame when required to fund 4-H activities/projects. The Ontario 4-H Foundation (through Leith Wheeler Investment Counsel Ltd.) aims to be able to provide a rate of return that is superior to the GIC rates currently being offered by conventional financial institutions. The Local 4-H Association Investment Account (LAIA) would be administered by the Ontario 4-H Foundation for local 4-H Associations.

A LAIA Deposit Form (#6.46) is used to describe the arrangements of the investment and lay out the responsibilities of both the Foundation and the local 4-H Association. It will ensure the investment is appropriately managed and used for the purpose agreed to and that there is a routine accounting of its performance and use.

Additional details regarding the LAIA process can be found within Ontario 4-H Foundation LAIA Deposit Form #6.46, and the accompanying Frequently Asked Questions (FAQs)

Contributions to the Local Association Investment Account

1. Local 4-H Association can contribute funds between April 1 and May 31. The Ontario 4-H Foundation would receive and accumulate local 4-H Association funds in the LAIA until such time as the funds would be transferred to Leith Wheeler Investment Counsel Ltd.
2. Funds are housed and recorded with Leith Wheeler as an investment for a minimum of 1 Year (July 1 – June 30). Management fee charges are allocated to this account similar to those management fees paid to Leith Wheeler by the Ontario 4-H Foundation endowment funds.
3. The minimum start-up amount required is $5,000 with increases being $5,000 increments thereafter.
4. The funds are viewed as a "flow through" and managed by Leith Wheeler and subject to the normal management fees.

Withdrawals

1. Annually, the local 4-H Association will be asked if they wish to withdraw or add to the LAIA. If a local 4-H Association requests that their funds remain with Leith Wheeler, the Ontario 4-H Foundation is obliged to fulfill the local 4-H Association's request.
2. Local 4-H Association funds can be withdrawn upon filing a request in writing between April 1 and May 31 which is **at the same time** using the Ontario 4-H Foundation Fund Withdrawal Form (#6.47) the local 4-H Association requests withdrawals of the interest from their Local Association named Endowment funds.
3. When a withdrawal is requested, the local 4-H Association will receive principal plus accumulated interest, less management fees.
4. Local 4-H Associations must spend the funds withdrawn on local activities that benefit 4-H Ontario volunteers and/or members

Communication and Reporting

1. Each local 4-H Association's balance would be individually identified however the funds would be managed as a group.

2. For the purposes of this policy, an inactive/dormant Association Account is defined as one without activity or communication from the Local Association Executive for ten (10) consecutive years. The act of determining if an Association is deemed inactive should be documented in the Ontario 4-H Foundation Board minutes. In this case, the funds will be transferred to a Deferred Contribution Account within the Ontario 4-H Foundation. These funds could be awarded to the Ontario 4-H Council to fund a project that fits the core values of 4-H.
3. Annually, the Ontario 4-H Foundation will report to the local 4-H Association on the details of the fund.
4. The procedure for calculating each Association's pro-rated share of the investment income and management fee will be as per the named Association Endowment Fund calculations.
5. An agreement will be signed between the local 4-H Association and the Ontario 4-H Foundation outlining details of the investment contributions, withdrawals and reporting.

Implementation date of the LAIA is April 1, 2014.

B-TO-05 - Withdrawals from Local Association Endowment Funds

The Local 4-H Association Endowment Funds were created in 2008 when the Ontario 4-H Foundation allocated $5,000 to each Association to establish their own Endowment Fund. Interest Earned and internal donations to the Fund can be used to support 4-H volunteer and /or 4-H member Activities. However a minimum of $5,000 must be maintained as an account balance at all times as these funds belong solely to the Ontario 4-H Foundation.

Therefore only funds in excess of $5,000 can be spent on 4-H Activities. Unlike, the Local Association Investment Account which was set up to enable investments for shorter terms (5-10 years), the Local Association Endowment funds were set up to promote further long term investments from local Associations. The intention of contributions over and above the original $5000 was to build a safety net for emergency purposes of Associations or for strategic initiatives.

For Associations with Registered Charity status, funds in excess of $5,000 can be utilized on any worthwhile project including 4-H activities,4-H building projects or any initiative agreed upon by the relevant 4-H Association.

Each year, in conjunction with the 4-H Conference and Annual General Meeting, each Association Representative at the local 4-H Association receives a copy of their Endowment Fund Report from the Manager Finance. This report is a multi-year summary containing information such as the Balance, External donations received during the previous 12 months, Leith Wheeler Investment Counsel Ltd. gains or losses on the account from the previous year, fees deducted for administration, the interest earned on the Audited Balance credited to the account, any disbursements to the 4-H Association for the year and a year-end balance.

The interest rate to be paid for the successive year is reviewed annually in November by the Ontario 4-H Foundation.

This Withdrawal Form is used to make withdrawals as outlined below:

1. The Local 4-H Association submits a request using the form outlining the amount and the purpose of how the funds will be used. For example the funds must be used for 4-H member or volunteer activities only.
2. Provide an outline/plan detailing how the funds will be spent. (Optional for those with registered charitable status).
3. Where a gift agreement is in place for all or part of the funds, the terms in the gift agreement must be honoured. Where a gift agreement is in place, the Foundation will transfer the funds if

the local Association was a signatory on the original gift agreement or signs the application to withdraw indicating they will honour the original gift agreement.

4. Funds can be spent any time during the year but the request should be received by May 31.
5. A signed copy of the minutes of the Local Association meeting where the decision was made indicating the approval of the amount requested and the purposes of the request is required to be sent with the form.

Additional details regarding the endowment withdrawal can be found within the Ontario 4-H Foundation Fund Withdrawal Form #6.47.

Gift Acceptance Policy

Please refer to Appendix A - Gift Acceptance and Guideline of Procedures within the policy manual for complete gifting specifics.

SECTION 3.1 ONTARIO 4-H COUNCIL CONSOLIDATED BYLAWS

(Ratified- February 23, 2007)

CONSOLIDATED BY-LAWS RELATING GENERALLY TO THE TRANSACTION OF THE BUSINESS AND AFFAIRS OF THE

ONTARIO 4-H COUNCIL

PREAMBLE: MISSION STATEMENT, OPERATING PRINCIPLES AND OBJECTIVES

a) Mission Statement:

The Ontario 4-H Council provides leadership and direction to the 4-H program.

b) Operating Principles:

The Council values and encourages stakeholder involvement and shared decision making of all participants.

The Council values and encourages opportunities for organizational and personal development of all participants, especially youth in Ontario.

c) Objectives:

- ensure the continuation and development of a strong 4-H program in Ontario;
- develop resources and implement policies and programs on a provincial basis to further the goals of 4-H in Ontario;
- act as a representative body for 4-H stakeholders in Ontario;
- promote and market 4-H as an organization for youth in Ontario;
- encourage representation from Ontario on national and international 4-H opportunities;
- encourage and support local 4-H Associations.

d) Organization:

Ontario 4-H Council is a corporation incorporated under the Agricultural and Horticultural Organizations Act of Ontario. It is organized pursuant to this bylaw as follows:

- the members shall be the representatives elected by the local 4-H Associations, plus the president and the past president, and if so elected by the Board of Directors, the Director-Community and the Director-Youth. They shall meet periodically in members meetings.
- the members shall at the annual meeting each year elect from amongst themselves 5 directors (of the 10 total), who with the president, past president and if so elected by the Board of Directors, the Director-Community and Director-Youth, shall form the Board of Directors to manage the business and affairs of Ontario 4-H Council
- the members shall at the annual meeting each year elect a president from a slate of candidates presented by the Nominating Committee.

BE IT ENACTED as a by-law of the Corporation as follows:

ARTICLE ONE - INTERPRETATION

1.01 Definitions In this by-law, all other by-laws and the resolutions of the directors and members of the Corporation, unless the context otherwise requires:

- "Act" means the Corporations Act (Ontario) or the Agricultural and Horticultural Organizations Act (Ontario) as the context may require, and any acts that may hereinafter be substituted therefore, as from time-to-time amended;
- "Association Representative" means a person elected or appointed by a local 4-H Association to be a member of Ontario 4-H Council;
- "Board" means the board of directors of the Corporation;
- "Corporation" means the corporation without share capital incorporated under the Agricultural and Horticultural Organizations Act by letters patent dated January 16th, 1990 and named ONTARIO 4-H COUNCIL;
- "Council" means the Ontario 4-H Council;
- "4-H Association" means any local association of 4-H Clubs within the province of Ontario and recognized by Ontario 4-H Council;
- "4-H Club" means a club affiliated with and recognized by Ontario 4-H Council;
- "4-H Stakeholder" means any individual or organization with an interest in 4-H in Ontario, either as a participant or as a supporter and associated with either a 4-H Association or Ontario 4-H Council;
- "Letters Patent" means the letters patent incorporating the Corporation as from time to time amended and supplemented by supplementary letters patent;
- "Member" shall be the representative elected or appointed by the local 4-H Association and is known as the Association Representative;
- "Meetings of Members" includes an annual meeting of members and any special meeting of members;
- "Provincial Office" shall mean the head office as defined or used in the Act;
- "Special Meeting" of members includes a meeting of any class or classes of members, as well as a special general meeting of members;

save as aforesaid, words and expressions defined in the Act have the same meanings when used herein; and words importing number include the singular and plural; words importing gender include the masculine, feminine and neuter genders; and words importing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

ARTICLE TWO - TRANSACTION OF THE AFFAIRS OF THE CORPORATION

2.01 **Provincial office**. Until changed in accordance with the Agricultural and Horticultural Organizations Act, the provincial office of the Corporation shall be in the County of Wellington, in the Province of Ontario.

2.02 **Seal**. The seal of the Corporation shall be in the form impressed hereon.

2.03 **Financial Year.** Until changed by the board, the financial year of the Corporation shall end on the 31st day of December in each year.

2.04 **Execution of Instruments.** Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Corporation by any two (2) of the president, a secretary or the treasurer. In addition, the board may from time-to-time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any person authorized to sign an instrument on behalf of the Corporation may affix the corporate seal thereto. Until otherwise directed by the Board the Executive Director may sign and affix the corporate seal to the following types of contracts:

- purchase contracts under such agreements
- instructions and delegations of powers as the board may from time to time prescribe or authorize
- employment contracts for administrative staff.

2.05 Banking Arrangements. The banking business of the Corporation shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by or under the authority of the board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the board may from time-to-time prescribe or authorize.

ARTICLE THREE - DIRECTORS

3.01 Number of Directors and Quorum. The affairs of the Corporation shall be managed by its board of directors. Until changed in accordance with the Corporations Act, the number of directors shall be not less than 12 and not greater than 14 of whom a majority shall constitute a quorum.

3.02 Qualification. No person shall be qualified as a director unless he or she is a member and is eighteen (18) or more years of age at the time of his or her election at the annual meeting of the members.

Director-Community – no person shall be qualified as a Director-Community unless he or she is eighteen (18) or more years of age at the time of his or her election by the Board of Directors.

Director-Youth – no person shall be qualified as a Director-Youth unless he or she is an active 4-H Member in good standing, and be at least eighteen (18) and not more than twenty-one (21) years of age at the time of his or her election by the Board of Directors.

3.03 Election and Term. Under normal circumstances, each year at the annual meeting of the members, 5 directors shall be elected and hold office until the second annual meeting of members after their year of election. Exceptions to this would be in the event a President is elected who has completed ½ their term, then one additional director shall be appointed to a "special" one year term; or in the event a director's position was vacated for any reason during their term, then the position of the person incumbent, who was appointed by the board between the dates of the annual meeting of the members, shall be automatically up for re-election and/or in the event this position had only completed 1 year the new incumbent would be elected to a "special" one year position to complete the cycle of rotation.

Directors, who have completed their two year term, may be re-elected at the annual meeting of the members for succeeding two year terms not exceeding three consecutive terms, provided that following a break in the continuous service of one year the same person may again be re-elected.

The following provisions shall apply to the election of directors:

(a) Nominations: Candidates for the office of director shall include:

- the slate of candidates for office proposed by the Nominating Committee, and if there is no Nominating Committee in any year, by the Executive Committee; and
- the persons whose names are put in nomination by any member at any time before nominations are closed at the meeting of members at which the election is to be held.

(b) Election Method:

- where the number of candidates nominated is equal to or less than the number of offices to be filled, the person officiating at the election of directors shall declare that number of candidates elected to office;
- where the number of candidates nominated is greater than the number of offices to be filled, the election shall be by ballot.

3.03a) Ex Officio Director. The past president shall *ex officio* be a director and shall be entitled to vote at all meetings of directors.

3.03b) Director-Community

The Board of Directors, at its discretion, at any time of the year at an Ontario 4-H Council Board of Directors meeting called under normal process, has the capacity to elect a Director-Community to hold office and this position shall be entitled to vote at all meetings of directors. The length of term will be one year which will expire at the completion of the Annual General Meeting, not exceeding three consecutive terms, provided that following a break in the continuous service of at least one year the same person may again be reappointed to the position of Director Community.

3.03c) Director-Youth

The Board of Directors, at its discretion at any time of the year at an Ontario 4-H Council Board of Directors meeting called until normal process, has the capacity to appoint a Director-Youth to hold office and this position shall be entitled to vote at all meetings of directors. The length of term will be one year which will expire at the completion of the Annual General Meeting, not exceeding three consecutive terms and/or be re-appointed to the office of Director-Youth if over 21 years of age (whichever is first).

3.04 Vacation of Office. The office of a director shall be vacated upon the occurrence of any of the following events:

- if a receiving order is made against him or if he makes an assignment under the Bankruptcy Act;
- if an order is made declaring him to be a mentally incompetent person or incapable of managing his affairs;
- on death; or
- if by notice in writing to the secretary of the Corporation he resigns his office.

3.05 Removal of Directors. The members may, by resolution passed by at least two-thirds (2/3) of the votes cast thereon at a special meeting of members called for the purpose, remove any director before the expiration of his term of office and may, by majority vote, elect any person in his stead for the remainder of his term.

3.06 Vacancies. Vacancies on the board may be filled for the remainder of the term of the director whose position has become vacant either by the members at a special meeting called for the purpose or by the board if the remaining directors constitute a quorum.

3.07 Calling of Meetings. Meetings of the board shall be held from time to time at the call of the board or the president or any two (2) directors. Notice of the time and place of every meeting so called shall be delivered, telephoned, emailed, faxed or mailed by regular mail to each director not less than forty-eight (48) hours (excluding Saturdays, Sundays and bank holidays) before the time when the meeting is to be held, save that no notice of a meeting shall be necessary if all the directors are present or if those absent waive notice of or otherwise signify their consent to such meeting being held.

3.08 First Meeting of New Board. Provided a quorum of directors is present, each newly-elected board may without notice hold its first meeting immediately following the meeting at which such board is elected.

3.09 Regular Meetings. The board may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the board fixing the place and time of regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting.

3.10 Place of Meeting. Meetings of the board shall be held at the provincial office of the Corporation or elsewhere in Canada or, if the board so determines or all directors consent, at some place outside Canada.

3.10 a) Meeting by Telephone. If all the directors of the Corporation consent thereto generally or in respect of a particular meeting, a director may participate in a meeting of the board or a committee of the board by means of such telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other, simultaneously and instantaneously, and a director participating in such meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the board and committees of the board.

3.11 Chairman. The president or, in his absence, a vice-president who is a director shall be chairman of any meeting of directors; and, if no such officer be present, the directors present shall choose one of their number to be chairman.

3.12 Votes to Govern. At all meetings of the board, every question shall be decided by a majority of the votes cast on the question; and in case of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.

3.13 Interest of Directors in Contracts. No director shall be disqualified by his office from contracting with the Corporation nor shall any contract or arrangement entered into by or on behalf of the Corporation with any director or in which any director is in any way interested be liable to be avoided nor, subject to the provisions of the Act, shall any director so contracting or being so interested be liable to account to the Corporation or any of its members for any profit realized by any such contract or arrangement by reason of such director holding that office or the fiduciary relationship thereby established.

3.14 Declaration of Interest. It shall be the duty of every director of the Corporation who is in any way, whether directly or indirectly, interested in a contract or arrangement or proposed contract or proposed arrangement with the Corporation, to declare such interest to the extent, in the manner and at the time required by the Act and to refrain from voting in respect of the contract or arrangement or proposed contract or proposed arrangement if and when prohibited by the Act.

3.15 Remuneration. The directors shall receive no compensation, either directly or indirectly, for acting as such and shall not receive, either directly or indirectly, any profit from their office. The directors shall be paid their travelling and other out-of-pocket expenses properly incurred by them in attending meetings of the board or of the members. No confirmation by the members of any such payment shall be required.

3.16 Nominating Committee. The Board shall in each year appoint a Nominating Committee consisting of 3 persons who are directors, and such other persons who are not directors as the Board sees fit, to prepare in cooperation with the 4-H Associations a slate of candidates for the next annual meeting for the position of director. Such committee shall report to the Secretary of the Board at least one month prior to the anticipated date of each annual meeting.

3.17 Executive Committee. There shall be an Executive Committee consisting of the Past President, the President, the Vice President and one director chosen annually by the Board. Any vacancy may be filled by the board from amongst its numbers.

3.18 Powers of Executive Committee. Between meetings of the Board the Executive Committee shall possess and may exercise, subject to any regulations or directions which the Board may from time to time impose, all the powers of the Board in the management and direction of the affairs and business of Council in such manner as the Executive Committee shall deem best for the interests of Council in all cases in which specific direction has not been given by the Board.

3.19 Quorum for Executive Committee. A majority of the members of the Executive Committee shall constitute a quorum.

3.20 Meetings of Executive Committee. Meetings of the Executive Committee may be held at the provincial office of Council or at such other place as may be specified in the notice calling the meeting or may be held by teleconference whereby each member is able to communicate with all other members.

3.21 Notice of Meeting of Executive Committee. Each member of the Executive Committee shall be given written or oral notice of a meeting at least 48 hours in advance of such meeting. All members may waive the giving of such notice.

3.22 Committees. The board may from time to time appoint such committee or committees, as it deems necessary or appropriate for such purposes and with such powers as it shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. The board may remove any member of any committee and may set remuneration for any member as it deems appropriate.

ARTICLE FOUR - OFFICERS

4.01 Past President. Unless otherwise determined by resolution of the board, the office of past president shall be automatically filled, immediately after any election of a new president, by the person who held the office of president immediately preceding such election. The term of such office shall be until the next president is elected.

4.02 Election of President. At the annual meeting members shall elect, from a slate of candidates from the current Board of Directors, a President, who shall be President of the Corporation for the next ensuing year and who shall hold office until the close of the next annual meeting following the meeting at which the President was elected.

4.03 Appointment of Other Officers. From time-to-time, the board shall appoint or elect a vice-president, secretary and treasurer, or a secretary-treasurer, and an executive director, who may also be the secretary, and such other officers as the board may determine. The officers so appointed may, but need not be directors and any person may hold more than one office, save that the president may not hold the office of secretary-treasurer.

4.04 Terms of Employment and Remuneration. The terms of employment and remuneration of officers elected or appointed by the board shall be settled by it from time to time. The board may remove at its pleasure any officer of the Corporation. Otherwise, each officer elected or appointed by the board shall hold office until his successor is appointed, save that the term of office of any officer who is a director shall expire if and when he shall cease to be a director.

4.05 President. The president shall be responsible for the general management and direction, subject to the authority of the board, of the organization and transaction of the affairs of the Corporation, and shall, when present, preside at all meetings of the members of the

Corporation and of the board. The president shall have such other powers and duties as the board may prescribe.

4.06 Vice-President. During the absence or disability of the president, his or her duties shall be performed and his powers shall be exercised by a vice-president or, if there is more than one, by the vice-presidents in order of seniority by date and time of appointment. A vice-president shall have such other powers and duties as the board or the president may prescribe.

4.07 Secretary. The secretary shall attend and be the secretary of all meetings of members and directors and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings thereat; he shall give or cause to be given, as and when duly instructed, all notices to members and directors; he shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, papers, records, documents and other instruments belonging to the Corporation except when some other officer or agent has been appointed for that purpose;

4.07 b) Treasurer. The treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Corporation and, under the direction of the board, shall control the deposit of money, the safekeeping of securities and the disbursement of the funds of the Corporation; he shall render to the board whenever required an account of all his transactions as treasurer and of the financial position of the Corporation; and he shall perform such other duties as the board or the president may prescribe.

4.07 c) Executive Director. The executive director shall administer the affairs of Ontario 4-H Council under the direction of the board, and shall have and carry out such duties as shall from time to time be assigned to him by the board.

4.08 Duties of Other Officers. The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or as the board or the president may prescribe. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the board or the president otherwise directs.

4.09 Variation of Duties. From time to time the board may vary, add to or limit the powers and duties of any officer.

4.10 Agents and Attorneys. The board shall have power from time to time to appoint agents or attorneys for the Corporation in or out of Canada with such powers of management or otherwise (including the power to appoint as may be thought fit).

4.11 Fidelity Bonds. The board may require such officers, employees and agents of the Corporation as the board deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the board may from time to time prescribe.

ARTICLE FIVE - PROTECTION OF DIRECTORS AND OFFICERS

5.01 Limitation of Liability. No director or officer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the board for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any of the monies, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune

whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same shall happen through his own willful neglect or default.

5.02 Indemnity. Every director and officer of the Corporation and his heirs, executors, administrators and estate, respectively, shall from time-to-time and at all times be indemnified and saved harmless out of the funds of the Corporation from and against:

- all costs, charges and expenses whatsoever that such director or officer sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office; and
- all other costs, charges and expenses that he sustains or incurs in, about, or in relation to, the affairs of the Corporation;

Except such costs, charges or expenses as are occasioned by his own willful neglect or default.

ARTICLE SIX - MEMBERS

6.01 Members. The membership of the Corporation shall consist of such persons who shall be elected or appointed annually as Association Representative by the 4-H Associations and the president and past president and such other persons as are admitted to the membership in the Corporation by resolution of the board. There shall be one Association Representative appointed by each 4-H Association. In default of such election or appointment by any 4-H Association, or in the event of the death or resignation of an Association Representative, the Board may admit as a member a person chosen by the Board to act in the place of such Association Representative.

6.02 Term of Membership. The interest of a member in the Corporation is not transferable and lapses and ceases to exist upon:

- notification of the Secretary of Ontario 4-H Council by a 4-H Association that it has appointed or elected a new Association Representative;
- upon death;
- a member resigning;

6.03 Resignation. A member may resign by a resignation in writing which shall be effective upon delivery of the resignation or a copy thereof to the board, or upon notification of the Secretary of Ontario 4-H Council by a 4-H Association that such person has resigned.

6.04 Removal. The board may pass a resolution authorizing the removal of a member for cause from the register of members of the Corporation. No such resolution shall be put before the board until after the member in question has been notified in writing of the cause and afforded an opportunity for a hearing before the board. The board shall notify any such member of the act which, in their opinion, is improper or detrimental to the Corporation and of the time and place of the meeting of the board at which the member in question will be heard. Such notice shall be given at least one week prior to such meeting.

ARTICLE SEVEN - MEETINGS OF MEMBERS

7.01 Annual Meeting. The annual meeting of the members shall be held at such time and on such day in each year as the board or the president may from time to time determine, for the purpose of receiving the reports and statements required by the Act to be placed before the annual meeting, electing or appointing directors, appointing the auditor of the Corporation and fixing or authorizing the board to fix the remuneration of the auditor of the Corporation, and for the transaction of such other matters as may properly be brought before the meeting.

7.02 Special Meetings. The board, the president, or any two (2) directors, shall have the power to call a special meeting of members at any time.

7.03 Place of Meetings. Meetings of members shall be held at the provincial office of the Corporation or elsewhere in the municipality in which the provincial office is situated or, pursuant to section 7.05, or if the board shall so determine, at some other place in Canada or elsewhere; provided that every meeting of members at which directors are elected shall be held within Canada.

7.04 Notice of Meetings. Notice of the time and place of each meeting of members shall be given in the manner hereinafter provided not less than ten (10) days before the day on which the meeting is to be held to each member of record at the close of business on the day on which the notice is given. In the case of an Annual Meeting at least 21 days' notice shall be given by mailing it to each member of Council and to the auditor of Council, and,

- by publishing it in a newspaper generally circulated in the area of the headquarters of 4-H Council; or
- by publishing it in a periodical that is generally circulated in the agricultural community.

Notice of a special meeting of members shall state the general nature of the matters to be considered at it. The auditor of the Corporation is entitled to receive all notices and other communications relating to any meeting of members that any member is entitled to receive.

7.05 Meetings Without Notice. A meeting of members may be held at any time and place without notice if all the members entitled to vote thereat are present in person or represented by proxy or waive notice of, or otherwise consent to, such meeting being held, and at such meeting any matters may be considered which the Corporation at a meeting of members may transact.

7.06 Chairman, Secretary and Scrutineers. The president or, in his absence, a vice-president who is a director of the Corporation shall be chairman of any meeting of members; if no such officer is present within fifteen (15) minutes from the time fixed for holding the meeting, the persons present and entitled to vote shall choose one of their number to be chairman. If the secretary of the Corporation be absent, the chairman shall appoint some person, who need not be a member, to act as secretary of the meeting. If desired, one or more scrutineers, who need not be members, may be appointed by a resolution or by the chairman with the consent of the meeting.

7.07 Persons Entitled to be Present. Persons entitled to attend a meeting of members shall be those entitled to vote thereat, the auditor of the Corporation and others who, although not entitled to vote, are entitled or required under any provision of the Act or the letters patent or by-laws to be present at the meeting or who are admitted on the invitation of the chairman of the meeting or with the consent of the meeting.

7.08 Quorum. A quorum for the transaction of business at any meeting of members shall be at least fifty-one percent (51%) of the members in person.

7.09 Right to Vote. At any meeting of members, every person shall be entitled to vote who is at the time of the meeting entered in the books of the Corporation as a member of the Corporation.

7.10 Proxies. At any meeting of members a proxy duly and sufficiently appointed by a member shall be entitled to exercise, subject to any restrictions expressed in the instrument appointing him, the same voting rights that the member appointing him would be entitled to

exercise if present at the meeting. A proxy need not be a member but must be a nominee or delegate of the same Association as the Association Representative. An instrument appointing a proxy shall be in writing and shall be acted on only if, at least 2 hours prior to the time of voting, it

is deposited with the secretary of the Corporation or the secretary of the meeting or as may be directed in the notice calling the meeting.

7.11 Votes to Govern. At any meeting of members, every question shall, unless otherwise required by the letters patent or by-laws of the Corporation or by law, be determined by the majority of votes cast on the question.

7.12 Show of Hands. Any question at a meeting of members shall be decided by a show of hands unless, after a show of hands, a poll thereon is required or demanded as hereinafter provided. Upon a show of hands, every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a poll thereon is so required or demanded, a declaration by the chairman of the meeting that the vote upon the question has been carried or carried by a particular majority or not so carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the members upon the said question.

7.13 Polls. After a show of hands has been taken on any question, the chairman may require, or any person entitled to vote on the question may demand, a poll thereon. A poll so required or demanded shall be taken in such manner as the chairman shall direct. A demand for a poll may be withdrawn at any time prior to the taking of the poll. Upon a poll, each member present in person or represented by a duly appointed proxy shall be entitled to one vote, and the result of the poll shall be the decision of the members upon the said question.

7.14 Casting Vote. In case of an equality of votes at any meeting of members either upon a show of hands or upon a poll, the chairman of the meeting shall be entitled to an additional or casting vote.

7.15 Adjournment. The chairman at a meeting of members may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time-to-time and from place to place.

ARTICLE EIGHT - NOTICES

8.01 Method of Giving Notice. Any notice (which term includes any communication or document) to be given, sent, delivered or served pursuant to the Act, the letters patent, the by-laws or otherwise to a member, director, officer or the auditor of the Corporation shall be sufficiently given if delivered to his last address as recorded in the books of the Corporation or if mailed by prepaid ordinary mail or airmail addressed to him at his last address as recorded in the books of the Corporation or if sent to him at his said address by any means of transmitted or recorded communication. The secretary may change the address on the Corporation's books of any member, director, officer or the auditor of the Corporation in accordance with any information believed by him to be reliable. A notice so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice sent by any means of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication company or agency or its representative for dispatch.

8.02 Computation of Time. In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

8.03 Omissions and Errors. The accidental omission to give any notice to any member, director, officer or the auditor of the Corporation or the non-receipt of any notice by any member, director,

officer or the auditor of the Corporation or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

8.04 Waiver of Notice. Any member, director, officer or the auditor of the Corporation may waive any notice required to be given to him under any provision of the Act or the letters patent or the by-laws of the Corporation, and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.

ARTICLE NINE – AUDITOR

9.01 Appointment and Remuneration. The members shall at each annual meeting appoint an auditor to audit the accounts of the Corporation and to hold office until the next annual meeting, provided that the directors may fill any casual vacancy in the office of the auditor of the Corporation. The remuneration of the auditor of the Corporation shall be fixed by the board of directors.

ARTICLE TEN - BYLAWS AND AMENDMENTS

10.01 Procedure. The Board may pass or amend bylaws in accordance with the Corporations Act and the Agricultural and Horticultural Organizations Act or any successor legislation from time to time.

10.02 Notice. Where it is intended to pass or amend a bylaw at a meeting of the Board, written notice of such intention and an outline of the changes proposed shall be sent by the Secretary to each director at his address on the records of Council at least 10 days before the date of the meeting.

10.03 Effective Date. Subject to the requirements of the Corporations Act with respect to bylaws which are not effective until approved by the members, a bylaw or amendment has full force and effect from the time the motion approving it was passed, or such later date as may be specified in the motion.

10.04 Confirmation by Members. A bylaw or amendment to a bylaw passed by the Board shall be presented for confirmation at the next annual or special meeting of the members of Council called for that purpose. The notice of such meeting shall refer to the bylaw or amendment to be presented. Members may at the annual or special meeting confirm or reject or amend the bylaw or amendment as presented; if rejected it thereupon ceases to have effect; if amended, it takes affect as amended.

10.05 Rights Acquired. In any case of rejection, amendment, or refusal to approve a bylaw or amendment or any part of such bylaw or amendment in effect in accordance with this Article 10, no act done or right acquired under any such bylaw is prejudicially affected by such rejection, amendment or refusal.

ARTICLE ELEVEN - REPEAL OF PRIOR BYLAWS

11.01 Repeal. All prior bylaws, resolutions and other enactments of Council inconsistent with this Bylaw are hereby repealed.

11.02 Exception. The repeal of prior bylaws, resolution or enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed bylaw, resolution or enactment.

11.03 Borrowing. The repeal of prior bylaws, resolutions or enactments shall not extend to any bylaw or resolution previously enacted for the purpose of providing the Board of Directors the power or authority to borrow.

Respecting the borrowing of money, the issuing of securities and the securing of liabilities.

BE IT ENACTED as a by-law of the Corporation as follows:

1. Borrowing Powers Without limiting the borrowing powers of the Corporation as set forth in the Corporation Act (Ontario) the board may, subject to the articles, from time to time, On behalf of the Corporation, without the authorization of the shareholders:
   - borrow money on the credit of the Corporation;
   - issue, re-issue, sell or pledge debt obligations of the Corporation whether secured or unsecured;
   - subject to the Act give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
   - mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any obligation of the Corporation
2. Delegation of Powers - Subject to the Act, the articles, the by-laws and any unanimous shareholder agreement, the board may, from time to time, delegate any or all of the powers herein before specified, to a director, a committee of directors or one or more officers of the Corporation.

SECTION 3.2 ONTARIO 4-H FOUNDATION CONSOLIDATED BYLAWS

A By-law relating generally to the affairs of the

ONTARIO 4-H FOUNDATION

(Ratified as of March 22, 2014)

GENERAL BY-LAW

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GENERAL BY-LAW

ONTARIO 4–H FOUNDATION

(the "Corporation")

OBJECTS

The Objects of the Corporation are as follows:

(a) To accept gifts, bequests and grants of property, real and personal, of whatsoever nature, and from whatever source within or outside Canada, to be applied for the charitable purposes of the Corporation;

(b) To provide better opportunity for all interested persons and organizations within or outside Canada to contribute financially to the 4 – H program in Ontario;

(c) To ensure funds for the future development of programs, facilities and other opportunities for youth and volunteers involved in the 4 –H program in Ontario;

(d) To receive and maintain a fund or funds and to apply from time to time all or any part therefore and/or pay therefrom for the above charitable purposes.

ARTICLE 1 DEFINITIONS

In this By-law and all other by-laws of the Corporation, unless the context requires otherwise,

a) ***"Act"*** means the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended form time to time;

b) ***"Annual Meeting"*** means a meeting of the Members as defined in Section 6 of this By-law;

c) ***"Articles"*** means the original or restated articles of incorporation, or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;

d) ***"Board"*** means the Board of Trustees of the Corporation;

e) ***"By-law"*** means this By-law and any other By-law of the Corporation which is in force and effect;

f) ***"Chair"*** means chair of the Board;

g) ***"Fiscal Year End"*** means December 31 or such other date as the Trustees may determine from time to time by resolution.

h) ***"Member"*** Members if the corporation shall consist of individuals who occupy the office of the Trustee as outlined in Article 5.1. Member must also meet the requirements for eligibility outlined in Article 7.4

i) ***"Ordinary Resolution"*** means a resolution which has received the approval of at least fifty (50) per cent plus one (1) of the votes cast on that resolution;

j) "**Protected Person**" means each person acting or having previously acted in the capacity of a Trustee, Director, Officer or any other capacity at the request of or on behalf of the Corporation,

and includes the respective heirs, executors and administrators, estate, successors and assigns of a person, who:

1. is a Trustee of the Corporation;
2. is an Officer of the Corporation;
3. is a member of a committee of the Corporation; or
4. has undertaken, or, with the direction of the Corporation is about to undertake, any liability on behalf of the Corporation or any body corporate controlled by the Corporation, whether in the person's personal capacity or as a Trustee, Officer, employee or volunteer of the Corporation or such body corporate;

k) ***"Proposal"*** means a proposed resolution which shall be submitted to the members for a vote at an annual meeting;

l) ***"Regulations"*** means the regulations made under the Act;

m) ***"Special Meeting"*** means a meeting of the Members which is not an Annual meeting;

n) ***"Special Resolution"*** means a resolution which has received the approval of at least two-thirds (2/3) of the votes cast on that resolution;

o) ***"Trustee"*** means a member of the Board, and shall have the same meaning in all respects as is attributed to 'Director' under the *Act*;

p) "**Written Resolution**" means a resolution in writing signed by all the Trustees or Members entitled to vote on that resolution at a meeting of the Board or the Members, as the case may be, and which is valid as if it had been passed at a meeting of the Board or Members.

ARTICLE 2 INTERPRETATION

In the interpretation of this By-law, words in the singular include the plural and vice-versa, and words in one gender include all genders.

Unless otherwise stated, 'resolution' shall mean an Ordinary Resolution.

Other than is specified otherwise in this By-law, words and expressions defined in the Act have the same meanings when used in this By-law.

All section and other headings inserted herein are for convenience of reference only and are not to be construed as amending or derogating from the meaning of the words used in any section or part of this By-law.

"Shall" and "will" shall be construed as imperative, and "may" interpreted as permissive.

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law.

ARTICLE 3 SEAL

The Corporation may have a corporate seal in the form approved by the Board, which shall be kept in the custody of the Secretary to the Board.

ARTICLE 4 HEAD OFFICE

The Head Office of the Corporation shall be located within Ontario at a specific location that the Board may determine from time to time by resolution.

ARTICLE 5 MEMBERSHIP

5.1 Eligibility for Membership

There shall be one class of membership in the Corporation. Each Member shall be entitled to receive notice of and attend all meetings of the Members, and shall have the right to cast one vote on all matters before the Members.

Members of the Corporation shall consist of individuals who occupy the office of Trustee.

5.2 Termination of Membership

The interest of a Member of the Corporation is not transferable and ceases to exist upon:

a) the member ceasing to be eligible under the provisions of this By-law;

b) the acceptance by the Board of the Member's resignation;

c) the death of the Member;

d) the dissolution of the Corporation.

A Member shall not be entitled to any compensation upon termination of membership.

ARTICLE 6 MEMBERS' MEETINGS

6.1 Annual Meetings

The Board shall call an Annual Meeting of the Members to be held no later than six (6) months after the end of the Corporation's Fiscal Year End, and no more than fifteen (15) months after the previous Annual Meeting, at such date, place and time as the Board may resolve, or, in the absence of such determination, the place where the head office of the Corporation is located.

The Annual Meeting shall be limited to the following matters of business:

a) consideration of the minutes of the previous Annual Meeting and any Special Meetings;

b) consideration of the financial statements of the Corporation;

c) consideration of the auditor engagement or review engagement report;

d) appointment of the auditor;

e) election of the Trustees;

f) Members' Proposals, if any;

g) other business as stated in the notice of the meeting.

6.2 Member Proposals

Any Member entitled to vote at an annual meeting may:

a) give the Corporation written notice of any Proposal which the Member would like to have considered at the meeting; and

b) discuss at a meeting any matter with respect to which the Member would have been entitled to submit a proposal.

Provided that the Proposal is received by the Secretary within ninety (90) and one hundred and fifty (150) days of the anniversary of the previous Annual Meeting, and appears to relate in a significant way to the activities of the Corporation, and does not appear to relate to a personal grievance, the Secretary shall include the Proposal with the notice of the meeting sent to the Members.

If a Member should so request, the Secretary shall also include the Member's statement in support of the Proposal, not to exceed 500 words, and/or the Member's name and address.

6.3 Special Meetings

The Board may call a Special Meeting of the Members at any date and time and at any place within Canada or in the absence of such determination, at the place where the head office of the Corporation is located. Notice of a Special Meeting shall state the business to be transacted, including the text of any resolution to be submitted at the meeting. Only the business so stated may be dealt with at the meeting.

Notwithstanding the above, the Board shall call a Special Meeting upon receiving the written requisition of at least five (5) per cent of the Members eligible to vote at the meeting, provided that the requisition states the business to be transacted at the meeting.

6.4 Attendance

The persons entitled to be present at a meeting of Members shall be:

a) the Trustees

b) the Public Accountant of the Corporation,

c) and such other persons who are entitled or required under any provision of the Act, the Articles or By-Laws of the Corporation to be present at the meeting.

Any other person may be admitted only on the invitation of the chair of the meeting or by Ordinary Resolution of the Members.

A Member may participate in a meeting by electronic or telephonic means, providing that such means allow for all participants to communicate adequately with each other during the meeting. A Member so participating shall be deemed to be in attendance. Any security, confidentiality or other considerations with respect to the conduct of a meeting by electronic or telephonic means shall be resolved by the Board from time to time.

6.5 Notice

Notice of a meeting shall be sent to all Members by electronic communication mail at their last address entered into the Corporations records, or by regular mail should they so designate, no fewer than twenty-one (21) and not more than sixty (60) days from the date on which the meeting is to be held. Notice shall contain sufficient information to permit the Member to form a reasoned judgment on the decisions to be taken.

No error or omission in giving notice of an Annual or Special meeting or an adjourned meeting shall invalidate such meetings or make void any proceedings taken thereat. A Member may at any time waive notice of a meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

6.6 Quorum

Fifty (50) per cent plus one of the Members constitutes a quorum for a Members meeting. No business shall be transacted unless a quorum is present at the time of the transaction of such business. If a quorum is not present at the time appointed for a meeting, or within such reasonable time thereafter, the Members present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business.

6.7 Chairing the Meeting

Members' meetings will be chaired by the Chair of the Board, or in the absence of the Chair then the Vice Chair. If neither the Chair nor the Vice Chair is available, then the Members present and entitled to vote shall choose a Trustee to chair the meeting. Adjournment

The Chair of any meeting may, with the consent of the Members present, adjourn the meeting to a fixed time and place and no notice of such adjournment need be given to the Members not in attendance.

Any business may be brought before or dealt with at the adjourned meeting which might have been brought before or dealt with at the original meeting, in accordance with the notice for that meeting.

6.8 Voting

Under normal circumstances questions submitted to the Members shall be decided by a show of hands. In the case of an equality of votes, the vote shall be deemed to have been lost

In the case of the election of Trustees voting ~~s~~shall~~l~~ be by secret ballot. In the case of a request by any Member(s) voting on any question, shall be completed by secret ballot. A tie vote shall be broken by such method of chance as the Chair of the meeting shall determine.

6.9 Record Date

Prior to a Members' meeting, the Secretary shall determine the validity of all memberships as of the Record date, which shall be thirty (30) days prior to the meeting. A Person who becomes a Member or who renews an expired membership after the Record date does not have the right to receive notice of or, attend, or vote, at that meeting.

6.10 Written Resolutions

A Written Resolution signed by all the Members entitled to vote on that resolution at a meeting of Members, including an Annual Meeting, is valid as if it had been passed at an Annual Meeting or Special Meeting, provided that the following matters may not be dealt with by Written Resolution:

a) the resignation, removal or replacement of a Trustee, where a written statement has been submitted by the Trustee giving reasons for resigning or opposing his or her removal or replacement; and

b) the resignation, removal or replacement of the Public Accountant, where a written statement has been submitted by the Public Accountant giving reasons for resigning or opposing his or her removal or replacement.

ARTICLE 7 BOARD OF TRUSTEES

The Trustees shall manage or supervise the management of the activities and affairs of the Corporation, and may generally exercise all such powers as the Corporation is by its Articles or by statute otherwise authorized to do.

7.1 Nomination for Election

Proposed nominations for election to the Board may be forwarded to the Nominating Committee of the Board by no later than ninety (90) days prior to the anniversary of the previous Annual Meeting.

The Nominations Committee will review all candidates, considering their skills, experience, and background, and will recommend nominees to the Members for election to the Board.

Additionally, any Member may propose a nominee, and if their Proposal is signed by no fewer than five (5) per cent of the Members, and submitted in writing to the Secretary between ninety (90) and one hundred and fifty (150) days of the anniversary of the previous Annual Meeting, their Proposal shall be put before the members for a vote in the election of Trustees.

7.2 Election

The Members shall by Ordinary Resolution determine the number of Trustees, to be between three (3) and twenty-four (24), provided that no change in the number of Trustees shall shorten the term of an incumbent Trustee.

At each Annual Meeting, a number of Trustees equal to the number of Trustees retiring plus any vacancies shall be elected.

The Board may prescribe the form of nomination paper and the form of a ballot.

7.3 Term of Office

Trustees shall be elected by the Members at the Annual Meeting for a term of two (2) years, which shall commence at the end of the meeting at which they were elected, and shall expire at the close of the Annual meeting two years' hence, or at such time as a successor has been chosen.

A Trustee may serve a maximum of three (3) terms and afterwards is not eligible for re-election until a period of at least eleven (11) months has elapsed from the date such person ceases to be a Trustee.

7.4 Eligibility

The following are disqualified from being a Trustee:

a) a person who is not an individual;

b) an individual who is under eighteen (18) years of age;

c) an individual who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;

d) an individual who has been found to be incapable by any court in Canada or elsewhere;

e) an individual who has the status of bankrupt;

f) an individual who has been convicted of an indictable offence; or

g) an individual who is not a Member.

7.5 Termination

A Trustee ceases to hold office when he or she:

a) submits their written resignation to the Secretary of the Board, specifying the date upon which it shall become effective;

b) becomes disqualified in accordance with the eligibility criteria outlined in this By-law;

c) is removed by Ordinary Resolution of the Members at a Special Meeting called for the purpose and for which notice has been given;

d) is deceased;

e) is deemed to have resigned upon failing to attend fifty percent (50%) of the Board meetings in any twelve (12) month period, or any three (3) consecutive meetings, except where the Trustee has received the prior approval of the majority of the Board, which shall only be given in the event that the absentee Trustee has established to the satisfaction of the Board that there are extraordinary circumstances; or

7.6 Vacancies

Where the Board declares the seat of a Trustee vacant, and providing a quorum of the Board remains in office, the following provisions shall apply:

a) If the vacancy occurs within ninety (90) days before the Annual Meeting, the seat will remain vacant until the next Annual Meeting, at which the election of Trustees shall occur;

b) (b) If the vacancy occurs more than ninety (90) days prior to the next Annual Meeting, the Board may appoint a Member to fill the vacancy until the next Annual Meeting.

Where a vacancy occurs and causes the number of Trustees remaining on the Board to fall below quorum as defined by this By-law, then the Board shall forthwith call a Special Meeting of the Members.

7.7 Remuneration

Trustees shall serve as such without remuneration and no Trustee shall directly or indirectly receive any profit from occupying the position, provided that a Trustee may be paid reasonable expenses incurred by them in the performance of their duties, and may be compensated if they also serve as an Officer.

7.8 Standard of Care

Every Trustee and Officer in exercising his or her powers and discharging his or her duties to the corporation shall:

a) act honestly and in good faith with a view to the best interests of the corporation; and

b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Every Trustee and Officer will comply with the Act and its Regulations, and the Corporation's Ontario's Articles and By-laws.

ARTICLE 8 BOARD MEETINGS

Meetings of the Board of Trustees shall be held at such time and place as shall be determined by the Board. Meetings may be convened by the Chair, the Vice-Chair, or any two (2) Trustees.

8.1 Notice

The Secretary shall ensure that Trustees receive not less than forty-eight (48) hours' notice via electronic means or fourteen (14) days' notice by mail, of a Board meeting. Notice of a meeting shall specify the business to be transacted thereat.

Notwithstanding the foregoing, no notice of a Board meeting which immediately follows the Annual Meeting of the Members is required, provided that a quorum of the Trustees is present.

Trustees may waive notice of a meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

No error or accidental omission in giving notice of any Board meeting shall invalidate such meeting or make void any proceedings taken at such meeting.

8.2 Quorum

Fifty (50) per cent plus one of the Members constitutes a quorum for a Members meeting. No business shall be transacted unless a quorum is present at the time of the transaction of such business. If a quorum is not present at the time appointed for a meeting, or within such reasonable time thereafter, the Members present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business.

8.3 Voting

Under normal circumstances questions submitted to the Members shall be decided by a show of hands. In the case of an equality of votes, the vote shall be deemed to have been lost

In the case of the election of Trustees voting ~~shall~~ be by secret ballot. In the case of a request by any Member(s) voting on any question, shall be completed by secret ballot. A tie vote shall be broken by such method of chance as the Chair of the meeting shall determine.

8.4 Participation by Electronic Means

A Trustee may participate in a Board meeting by electronic or telephonic means, provided that all meeting participants may communicate adequately with each other. A Trustee so participating shall be deemed to be present at the meeting.

8.5 Adjournments

Any meeting of Trustees may be adjourned to a future date. Any business that might have been transacted at the original meeting from which the adjournment took place may be transacted upon the resumption of the adjourned meeting. No notice is required for the resumption of any adjourned meeting if the time and place of the adjourned meeting is announced at the original meeting.

ARTICLE 9 OFFICERS

9.1 Appointment

Officers of the Corporation shall be the Chair, the Vice-Chair, the Secretary and the Treasurer. Any two offices may be held by the same person. The Board may from time to time appoint additional Officers or agents, who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.

Officers of the Corporation shall be appointed by resolution of the Board at the first meeting following the Annual Meeting of Members.

The office of Secretary and Treasurer may be held by the same person. Officers need not be a Trustee or Member of the Corporation.

9.2 Term

Officers shall be appointed for a two (2) year term from the date of appointment, or until a successor has been appointed.

9.3 Remuneration

Officers who are not Trustees may be remunerated in such manner as may be determined by resolution of the Board.

9.4 Termination and Vacancy

An Officer shall cease to hold office when he or she:

a) resigns in writing;

b) is deceased; or

c) is removed by Ordinary Resolution of the Board, which shall be at the Board's sole and absolute discretion.

If the office of any Officer becomes vacant, the Trustees may be (by) resolution appoint a person to fill such vacancy.

The Board may from time to time and at their sole discretion delegate any of the powers of an Officer to any other Officer or Trustee.

9.5 Duties of the Chair

The Chair of the Board shall be the chief executive officer of the Corporation, and shall preside at all meetings of the Members and the Board. The Chair shall be responsible for the general and

active management of the affairs of the Corporation and shall see that all orders and resolutions of the Board are carried into effect. The Chair shall sign instruments as required, shall perform all other duties incident to the office, and shall have such further powers and duties as may from time to time be assigned by the Board.

9.6 Duties of the Vice-Chair

The Vice-Chair shall, in the absence, inability or refusal to act of the Chair, perform the duties and exercise the powers of the Chair, and such other duties as shall from time to time be determined by the Board.

9.7 Duties of the Treasurer

The Treasurer shall have the care and supervision of the funds and securities of the Corporation, and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. He/she will disburse vouchers for such disbursements, and shall render to the chair and Trustees at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. He shall also perform such other duties as may from time to time be directed by the Board.

9.8 Duties of the Secretary

The Secretary shall give or cause to be given notice for all Member, Board and committee meetings, and shall have charge of the corporate seal, the minute books, and all documents and registers required by the Act.

The Secretary may be empowered by the Board upon resolution to carry out the general affairs of the Corporation under the supervision of another Officer, and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He or she shall give or cause to be given notice all meetings of the members and the Board and shall perform such other duties as may be prescribed by the Board from time to time, or by the Chair under whose supervision he or she shall be. The Secretary shall further be the custodian of the seal of the Corporation, which he or she shall deliver only when authorized by resolution of the Board, to such persons as shall be named in the resolution.

9.9 Other Officers

The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or as the Board of Trustees shall resolve.

ARTICLE 10 INSURANCE

The Corporation shall purchase and maintain appropriate liability insurance for the benefit of the Corporation and each Protected Person. The insurance shall address coverage limits in amounts per occurrence with an aggregate maximum limit as deemed appropriate by the Board, and shall include:

a) property and public liability insurance;

b) Trustees' and Officers' insurance; and

c) may include such other insurance as the Board sees fit.

No coverage shall be provided for any liability relating to a failure to act honestly and in good faith with a view to the best interests of the Corporation.

Absent the failure to act honestly and in good faith in the performance of the duties of office, and save as may be otherwise provided in any legislation or law, no Protected Person shall be personally liable for any loss or damage or expense to the Corporation arising out of the acts (including wilful, negligent or accidental conduct), receipts, neglects, omissions or defaults of such Protected Person or of any other Protected Person.

ARTICLE 11 INDEMNITY OF TRUSTEES AND OTHERS

Every Trustee or Officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any corporation controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of funds of the Corporation, from and against:

a) all costs, charges and expenses whatsoever which such Trustee, Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the Trustee, Officer or other person for or in respect of any act, deed matter or thing whatever, made, done or permitted by them, in or about the execution of such office or in respect of any such liability; and

b) all other costs, charges and expenses which the Trustee, Officer or other person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

Except as otherwise provided in the Act, no Trustee or Officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Trustee or Officer or employee or for any loss, damage or expense happening to the Corporation through the insufficiency of deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation or for the insufficiency of deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person including any person with whom or which any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Corporation or for any other loss, damage or misfortune whatever which may happen the execution of the duties of the Trustee's or Officer's respective office or trust or in relation thereto unless the same shall happen by or through the Trustee's or Officer's own willful neglect or default.

ARTICLE 12 CONFLICT OF INTEREST

In accordance with the Act and any Board Regulations, Trustees and Officers shall disclose any interests, whether direct, indirect or imputed, in any matter as required by the Act and comply with all other requirements in the Act in respect of such conflict of interest.

Without limiting the generality of the above, where a Trustee or Officer is:

a) a party to a material contract or transaction, or a proposed material contract or transaction with the Corporation; or

b) a Trustee or officer of, or has an immediate material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation,

c) the Trustee shall disclose to the Board, and request to have entered into the minutes of Board meetings, the nature and extent of their interest, whether or not Board approval of the contract or transaction is required.

This disclosure shall be made at the earliest of:

a) the first meeting at which the proposed contract or transaction is considered; or

b) at the first meeting after which the Trustee becomes so interested; or

c) being so interested, at the first meeting after assuming the office of Trustee.

Trustees who have a conflict as defined herein shall not attend any part of a Board or committee meeting during which the contract or transaction is being discussed, and shall not vote on any Resolution the subject of which involves the contract or transaction.

If quorum does not exist for the purpose of voting on a Resolution to approve a contract or transaction only because a Trustee is not permitted to be at a meeting due to a conflict of interest, the remaining Trustees are deemed to constitute a quorum for the purpose of voting on that resolution.

ARTICLE 13 BOARD COMMITTEES

The Board may from time to time strike standing and/or ad hoc committees, or other advisory bodies, for such purposes and with such powers as the Board shall see fit.

Committee members may be appointed and removed by Ordinary Resolution of the Board, and need not be Trustees, except as otherwise specified herein. The Board may fix any remuneration to be paid to committee members who are not Trustees.

A Committee shall as soon as is reasonably possible upon its appointment submit its terms of reference and rules of procedure for the Board's approval, and shall thereafter submit reports and make recommendations to the Board, but shall not make decisions on behalf of the Corporation, and in no circumstances shall have the authority to bind the Corporation, unless such authority is specifically granted by the Board or this By-law.

Committee meetings shall be held at any time and place to be determined by its members, provided that each committee member has received notice of no less than fourteen (14) days by mail, or forty-eight (48) hours' notice in a manner other than by mail. No error or omission in giving notice of any meeting of a Committee shall invalidate a meeting or make void any proceedings taken thereat.

Committee members may participate in meetings by telephonic or electronic means, provided that such means permit all participants to communicate with each other. A committee member so participating shall be deemed to have been present at the meeting.

The Board shall have the following Standing Committees:

13.1 Executive Committee

The Executive Committee shall be comprised of the Chair, the Vice Chair, the Treasurer, the Secretary and the most recent Past Chair, and such other Trustees as may be appointed by the Board from time to time. The Executive Committee shall be chaired by the Chair of the Board. Three (3) members of the Executive Committee shall constitute a quorum.

The Board may delegate to the Executive Committee any or all of its powers, subject to restrictions, if any, contained in the Act or this By-law, or imposed from time to time by the Board, but all decisions taken by the Executive Committee pursuant to this delegated authority must be reported to the Board at the next Board meeting. The Secretary or designate shall record the minutes of the Executive Committee meetings and shall forward same to the Board prior to the next Board meeting.

13.2 Nominating Committee

The Nominating Committee shall be chaired by the Past Chair, or in the absence of a Past Chair, a Trustee to be appointed by the Board. The current Board Chair, Vice Chair and the Chair of the 4 – H Ontario Council shall also be members of the Nominating Committee.

13.3 Finance and Audit Committee

The Finance and Audit Committee shall be chaired by the Treasurer. Membership to the Finance and Audit Committee shall include the Secretary, and such other Trustees or members as shall be appointed by the Board from time to time.

ARTICLE 14 EXECUTION OF INSTRUMENTS & DOCUMENTS

Contracts, documents, cheques, drafts or orders for payment of money and all notes and acceptances and bills of exchange, or any instruments in writing requiring the signature of the Corporation may be signed by any two Officers, and all contracts, documents, and instruments, in writing so signed shall be binding upon the Corporation without any further authorization or formality.

Without limiting the generality of the foregoing, the Board may from time to time by resolution appoint any Officer or Officers or other agent to sign specific contracts, documents or Instruments in writing on behalf of the Corporation.

The Board may by resolution give the Corporation's Power of Attorney to any registered dealer in securities for the purposes of transferring of and dealing with any stocks, bonds, and other securities of the Corporation.

ARTICLE 15 BANKING

The banking of the Corporation shall be transacted at such bank or trust company, by an Officer or Officers of the Corporation or other agents as the Board may determine from time to time by resolution.

ARTICLE 16 BORROWING POWERS

The Trustees of the Corporation, without the authorization of the Members, may:

a) borrow money on the credit of the Corporation;

b) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation;

c) give a guarantee on behalf of the Corporation;

d) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.

ARTICLE 17 CORPORATE RECORDS

The Corporation will keep at its head office the following records in accordance with the requirements of the Act:

a) Articles, By-laws and their amendments; and any unanimous members agreements;

b) minutes of meetings of Members and any Member committees;

c) resolutions of Members and any Member committees;

d) if any debt obligations are issued by the corporation, a debt obligations register.

e) a Trustees and Officers register showing their name and residential address, an e-mail address if they have consented to receiving information or documents electronically, and the date on which each person commenced and if applicable ceased to be a Trustee or Officer;

f) a Members register showing the name and residential or business address of each Member, an e-mail address if the Member has consented to receiving information or documents electronically; the date on which each person named in the register became and if applicable ceased to become a Member; and the class of their membership.

The records described in (a) to (f) above, together with the accounting records must be open to inspection by the Trustees at all reasonable times. In addition, following a request from a Trustee, the Corporation must provide the Trustee with any extract of the records free of charge.

Upon request, a Member, a Member's personal representative, or a creditor of the Corporation may examine the records referred to in (a) to (e) above and may, on payment of a reasonable fee, obtain copies of such records during the corporation's usual business hours. Accounting records shall not be available to Members.

ARTICLE 18 NOTICE

When notice is given under the By-Laws by the following means, that notice is deemed to have been given at the following time:

a) if given by telephone, notice is deemed given at the time of the telephone call;

b) if given by mail to the last address shown on the Corporation's records, notice is deemed given on the third day after mailing;

c) if given in writing by courier or personal delivery, notice is deemed given when delivered;

d) if given by e-mail, notice is deemed given when sent;

e) if posted on a notice board pursuant to section 6.05(c), notice is deemed given on the date of posting;

f) if published pursuant to sections 6.05(d) or 6.05(e), notice is deemed given on the date of publication; and

g) if provided by other electronic means, notice is deemed given when transmitted

18.2 Declaration of Notice

At any meeting, the declaration of the Secretary or chair of the meeting that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. No formal notice of a meeting is necessary if all those entitled to notice are present or if those absent have signified their consent to the meeting being held without notice and in their absence.

18.3 Waiver

Where a notice or document is required to be sent pursuant to the By-Laws or the Act, the person entitled to receive the notice or document may consent in writing to waive either the sending of the notice or document or the time within which the notice or document must be sent.

ARTICLE 19 BY-LAW AMENDMENT

The Board of Trustees may pass, amend or repeal this By-law by Ordinary Resolution, except where to do so is contrary to this By-law or the Act, provided that where the Board has approved any such amendments, it shall submit same to the Members at the next Members' meeting, and the Members may confirm, reject, amend or repeal the revised By-law.

Any Trustee's amendment to the By-law shall take effect from the date of the Resolution of the Board, but shall cease to be in effect as of the date of the next Members' meeting if not submitted to the Members for a vote at that meeting, or if at that meeting such amendments are rejected by the Members.

All prior By-laws of the Corporation are hereby repealed and the foregoing By-Law No. 1 hereby approved by the Board of Trustees, at a duly constituted meeting of the Board on this day 22 of March, 2014.

19.1 Effective Date of this By-Law

This By-Law shall only be effective upon approval of the Board of Trustees and the issuance of the Corporation's Certificate of Continuance under the Act by Industry Canada.

c) act honestly and in good faith with a view to the best interests of the corporation; and

d) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Every Trustee and Officer will comply with the Act and its Regulations, and the Corporation's Ontario's Articles and By-laws.

SECTION 4.1 ONTARIO 4-H COUNCIL BOARD POLICIES

4.1.1 CORPORATE ENDS

Addressing policy issues pertaining to the Vision, Mission, Key Result Areas, Strategic Goals

POLICY	DATE PASSED, AMENDED OR REVIEWED
B-CE-01 – Philosophy of 4-H *(Updated: July 11, 2019)* The motto of the 4-H program in Canada is "Learn To Do By Doing". The values are the 4-H Canada Pledge I PLEDGE My HEAD to clearer thinking, My HEART to greater loyalty, My HANDS to larger service, My HEALTH to better living, For my club, my community, my country, and my world. Or simply put: Wisdom, Loyalty, Service, Health The 4-H Ontario Ends Statement outlines the difference 4-H Ontario makes in this province. This statement answers these two important questions: What good does 4-H Ontario do? For whom? Because 4-H Ontario exists: Youth become contributing citizens who impact positive change in our communities. 4-H Ontario will have a positive impact in the following four (4) priority areas: **1. Youth** ✓ Learn skills • Leadership, meeting management, public speaking, responsibility, mentoring, critical thinking/problem solving ✓ Gain valuable experience • With other youth, leaders, communities, mentors, volunteers, friends ✓ Increase their personal resources • Seeing the big picture through networking, education, job opportunities, community service/volunteer experience and other ways of learning **2. Families** ✓ Increasingly involved in the community because of their children's involvement ✓ Learn leadership skills from observing and participating with their children and volunteers ✓ Network with other parents, guardians and elders	1994/ 2000/ 2001/ 2006/ 2012/ 2016/ 2019

3. Volunteers ✓ Feel pride when youth succeed ✓ Learn skills from youth (such as technology) ✓ See positive outcomes for both the youth and the volunteer **4. Community** ✓ Greater awareness and understating of community ✓ Works together and is more connected ✓ Higher quality meetings due to parliamentary procedure ✓ Youth see more opportunities for employment The Current Strategic Plan of 4-H Ontario is outlined in Appendix F.	
B-CE-02 – Enrollment Eligibility for Youth in the 4-H Program *(Amended: January 23, 2021)* The 4-H program will be available to all youth in Ontario who are a: 1. **4-H Youth***:* An individual between the ages of 9–21 prior to January 1st of the current calendar year, who have paid the participant fee. 2. **Cloverbud Participant:** An individual between the ages of 6-8 prior to January 1st of the current calendar year, who have paid the participant fee. 4-H Youth and Cloverbud Participants are eligible to receive resource material or awards, participate in Achievement Programs and be able to hold an executive position.	1989 / 2000 / 2008 / 2010 / 2011 /2016 / 2019/ 2021
B-CE-03 – Youth Participant Fee *(Amended: January 23, 2021)* The Provincial 4-H Youth Participant Fee will be determined annually by the Ontario 4-H Council Board of Directors and will be announced after review of the second quarter financials.	1998/ 2000/ 2005/ 2006/ 2011/ 2012 / 2016/ 2017/ 2020/ 2021
B-CE-04 - Acceptance of Gifts and Donations *(Reviewed: January 18, 2020)* The Ontario 4-H Council will accept gifts and donations where the gift and/or sponsor/donor are congruent with the vision, goals and strategic directions of the program and which are made in accordance with legal and ethical regulations and guidelines, and promotes consistent practices in exercising fiduciary responsibilities.	2000/ 2005/ 2012/ 2016/ 2020
B-CE-05 – Mission, Vision, & Values of 4-H Ontario ***(Removed: September 15, 2020)***	2003/ 2006/ 2012/ 2013/2017/ 2019/ 2020
B-CE-06 - Strategic Elements of 4-H Ontario *(Removed: June 22, 2019)* ***See Policy B-CE-01 Philosophy of 4-H***	2003/ 2006/ 2007/ 2010/ 2012/ 2016/ 2019

B-CE-07 – Volunteer Learning Opportunities *(Amended: October 26, 2019)* The Ontario 4-H Council encourages and supports volunteer development at the provincial, inter-provincial, national and international levels. Volunteers will be made aware of upcoming development opportunities as they become available. Selected individuals will be responsible for the initial expenses. Council may reimburse the agreed upon portion of expenses upon receipt of an expense form related to the opportunity as well as receipt of a written report and any other agreed upon requirements.	2004 / 2005 / 2006 / 2016/ 2019
B-CE-08 – Lotteries conducted by the Ontario 4-H Council *(Amended: January 18, 2020)* The Executive Director or acting Executive Director will not fail to inform the Board of the Ontario 4-H Council prior to the application for a lottery license and will not provide less than one week notice for comments, concerns and objections to be expressed. When in the best interests of 4-H Ontario, the Ontario 4-H Council will apply for lottery licenses and conduct lotteries to raise funds for programming purposes only. Applications will be co-signed by two of the three signing officers of the organization.	2004/ 2012/ 2016/ 2020
B-CE-09 – Volunteer Statement *(Updated: August 17, 2019)* 4-H Ontario volunteers are passionate and dedicated loyal individuals essential to the delivery and success of the Ontario 4-H program. The Council adopted the Canadian Code for Volunteer Involvement in March 2019. This outlines the values and benefits of meaningful volunteer involvement.	2007 / 2016/ 2019
B-CE-10 – Youth Safety Policy (Established – December 15, 2019) Youth Safety at 4-H in Canada Updated October 2019 4-H Canada considers the safety and wellbeing of 4-H youth members its top priority. In order to provide a world-class experience and to protect youth members, leaders, volunteers, and staff, 4-H Canada has standards for volunteer screening and training, and for the supervision of youth. **This document outlines the following policies:** • Screening and Training Policy • Youth Supervision Policy • Transportation Policy • Youth Travel Policy	2019

Screening and Training Policy

This policy requires that all leaders, staff, and volunteers in a position of trust with youth complete screening and training so that they are aware of their duties and responsibilities as caring adults in youth-adult partnerships, and to deliver safe and effective experiences above and beyond industry standards.

The Screening and Training Requirements table below outlines the screening, training, supervision, and responsibility requirements for different roles within the 4-H organization.

- Trained leaders (A) and screened volunteers (B) must complete screening and different levels of training in order to be approved by their provincial organization. They can supervise 4-H events and activities.
- Non-screened guests (C) only work occasionally with the organization. As they only complete basic event training, they must be supervised by a trained leader and are not formally approved by their provincial organization.
- Camp counsellors and youth leaders (E) receive specific training to assist with camps or events. There must always be two (2) trained leaders or screened volunteers, but the camp counsellors and youth leaders may be counted as additional supervisors.
- Anyone leading, participating in, or attending a 4-H event must abide by the **Code of Conduct for 4-H in Canada.**

Age of Majority in Canada

The age of majority in Canada is the age at which a person is considered by law to be an adult. A person younger than the age of majority is considered a "minor child." The age of majority in Canada is determined by each province and territory and varies between the ages of 18 and 19.

- The age of majority is 18 in Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, and Saskatchewan.
- The age of majority is 19 in British Columbia, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, and Yukon.

For more information, please refer to justice.gc.ca.

4-H Canada will use the age of 18 as reference for its programs, but provinces must adjust based on local law.

Key Terms

Adult: an adult is a person who has attained the age of majority as defined in the legislation in the province/territory in which they live. All trained leaders and screened volunteers, as well as some senior member participants, have attained the age of majority.

Youth: a youth is any participant who is under the province/territory's age of majority.

Screening and Training Requirements by Role

	Role in 4-H					
	Trained leader, 4-H staff, YAC 18/19+ * **A**	**Screened volunteer, Overnight chaperone** 18/19+ * **B**	**Non-screened guests** parent, judges, presenters **C**	**Board members** **D**	**Camp counsellors, Youth leaders** members 16-18/19*, receive specific leadership training to assist with events/camps **E**	**Youth in a club leadership role** assist with the program at club meetings **F**
Screening						
Application	✓	✓		✓		
Interview	✓	✓		✓		
Reference checks (min 2)	✓	✓		✓		
Vulnerable Sector Check (clear or approved by staff)	✓ (3)	(3)		May have completed in leader role		
Criminal Record Check (clear or approved by staff)	✓ (3)	✓ (3)		✓		
4-H in Canada Code of Conduct (acknowledged annually)	✓ (3)	✓ (3)	✓	✓	✓ (3)	✓

✓ is an initial requirement (3) is the requirement for renewal every three years

* The age of majority is 18 in Alberta, Manitoba, Ontario, Prince Edward Island, Quebec, and Saskatchewan, and 19 in British Columbia, New Brunswick, Newfoundland, Northwest Territories, Nova Scotia, Nunavut, and Yukon.

	Trained leader, 4-H staff, YAC 18/19+ * **A**	**Screened volunteer, Overnight chaperone** 18/19+ * **B**	**Non-screened guests** parent, judges, presenters **C**	**Board members** **D**	**Camp counsellors, Youth leaders** members 16-18/19*, receive specific leadership training to assist with events/camps **E**	**Youth in a club leadership role** assist with the program at club meetings **F**
Training						
Abuse Prevention + Duty to Report Training	✓ (3 - refresher)					
New Leader / Provincial Training	✓ (3 - refresher)					
Governance Training				✓		
Incident Reporting Training (Jan 2020)	✓					
Event / Position Training	✓ (3)	✓ (3)	✓		✓ (3)	✓
Supervision						
Supervision Policy requirements	Additional "A" or "B" role must be present	An "A" role must be present	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"	Must be with an "A" and another "A" or "B"
Counts toward supervision ratio?	Yes	Yes	Yes – role explained to youth	No – role explained to youth	Yes – may supervise younger youth. Role explained to youth	No – role explained to youth

	Trained leader, 4-H staff, YAC all 18/19+ * A	Screened volunteer Overnight chaperone all 18/19+ * B	Non-screened guests parent, judges, presenters C	Board members D	Camp counsellors Youth leaders members 16-18/19*, receive specific leadership training to assist with events/camps E	Youth in a club leadership role assist with the program at club meetings F
Responsibilities						
Adherence to Supervision Policy	✓	✓				
First aid and emergency management	✓					
Incident reporting	✓					
Program planning	✓					
Direct instruction to youth	✓	✓	Only with trained leaders / screened volunteers present	Only with trained leaders / screened volunteers present	✓	Only with trained leaders /screened volunteers present

HR Records Requirements

The safety and wellbeing of youth members is the top priority at 4-H in Canada, and as such we must be diligent in screening and training the leaders, volunteers, and staff in our organization. Provincial organizations are required to maintain confidential HR records that contain all paperwork and training results completed as part of the screening and training process. The HR records must include the following:

- **Interview notes**. Interviews may be completed at the local club level to determine an appropriate fit for new volunteers. Interview notes must be taken. Please refer to the 4-H Volunteer Interview Questions document. Expected completion: February 1, 2020.
- **Reference checks.** At minimum two (2) reference checks must be reviewed at the regional or provincial level.
- **Background check results.** Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) results must be reviewed and any determinations made by provincial organization staff.
- **Status of application**. Records must be kept of any applicants who are denied.
- **Code of Conduct signed annually**. All youth and adults read and sign the same Code of Conduct. There is a specific section that notes the additional responsibilities of leaders. The signed Code of Conduct must be kept on file by the provincial organization for trained leaders/screened volunteers.
- **Date of completion of abuse prevention training.** The Abuse Prevention (Commit to Kids) training certifications are reported directly to the provincial office by the Canadian Centre for Child Protection.
- **Signed acknowledgment of Duty to Report and the Incident Reporting training.** The Duty to Report and Incident Reporting training are documents for trained leaders to read and provide a signed acknowledgement (expected release December 2019).
- **Completion of additional training.** The new leader, provincial onboarding, and event training are determined by each provincial organization, but their completion must be documented as part of the HR record.

HR records must be kept indefinitely and in a secure manner, as many provincial governments have removed the limitation period on claims of abuse and misconduct against youth.

Youth Supervision Policy

4-H trained leaders, staff and screened volunteers who have attained the age of majority in their provinces and have completed the screening process and appropriate training take on primary responsibility for supervising youth members and delivering the 4-H program, based on the principles of Positive Youth Development and Youth-Adult Partnerships.

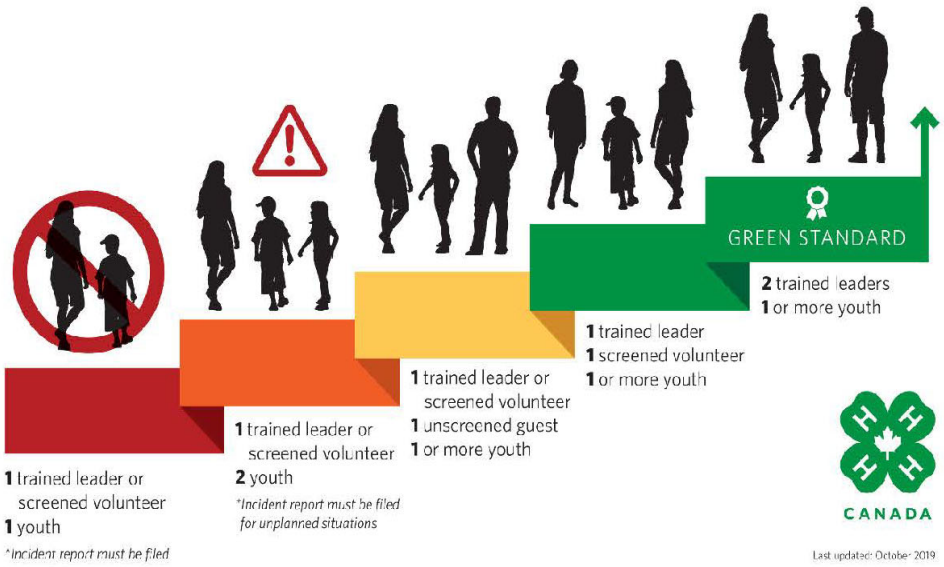
At the core of the supervision policy is the "Rule of Two" that ensures a safe environment for youth while protecting leaders, volunteers and staff, and supports a collaborative environment for delivering safe, fun and inclusive 4-H programs.

Rule of Two

At all 4-H club and project meetings, programming and events, there must always be at least two (2) screened adults, who are not spouses, regardless of the number of youth members in attendance. At a minimum, there must be one (1) trained leader/staff (A) and an additional screened volunteer (B). Additional non-screened guests (C) or camp counsellors and youth leaders (E) may be required in order to meet the programming ratios required to safely deliver programs, depending on the number of youth members in attendance, and the activity.

For the protection of all, there must never be a situation where an adult is one-on-one with a youth who is not their child/ward within 4-H meetings, programming and events.

The purpose of this policy is to protect youth members, leaders, volunteers, and staff in potentially vulnerable situations. The goal for 4-H programming is to plan for the **Green Standard.**



Sanctioned Events

4-H considers meetings, programming, or events to be sanctioned and insured if the appropriate planning has been completed (see Event Planning Requirements below) and the Rule of Two is in place. Throughout the following policies, there will be specific examples of what is not considered sanctioned or insured. For example, a single leader driving youth or a single leader meeting with a youth to complete independent project work. Those scenarios are not part of the 4-H program and are not sanctioned or insured.

General Rule of Two Practices

- At minimum one (1) trained leader/staff (A) and an additional screened volunteer (B), who are not spouses, must attend club and project meetings or events and be responsible for youth members.
- At minimum one (1) staff member (A) and one (1) overnight chaperone (B), who are not spouses, must attend national and provincial programs or camps, and be responsible for youth members.
- Meetings, events or programming start when the two (2) trained leaders/screened volunteers have arrived. Trained leaders must clearly communicate to families when the meeting starts and stops, as parents are responsible for transportation and supervision outside of those times. For example, "The program commences when the club meeting starts, and we say the 4-H Pledge." The Rule of Two applies when the programming or meeting begins.
- Trained leaders and screened volunteers must introduce themselves to youth and parents as they arrive, so that the caregivers are clear of who is responsible for the program.
- While delivering the program, trained leaders and screened volunteers must always be within earshot of one another when working with youth.
- When communicating with youth, always use a group email/chat and copy parents or another leader when communicating with only one youth. Like a schoolteacher, a trained leader/screened volunteer/youth leader is in a position of power with youth members and must ensure all of their communications are appropriate and transparent to another leader or parent.
- **Leaders and volunteers must never be one-on-one with youth.** If it is necessary to interact with an individual youth due to an injury or urgent private matter, there must always be two (2) adults present to ensure a safe environment for both the youth and adults.

Club Registration Requirements

In order for a club to be in good standing and to begin hosting sanctioned meetings, programs or events, there must be at minimum one (1) trained leader/staff (A) and an additional screened volunteer (B) or camp counselor/youth leader (E), who are not spouses, registered with the club. Spouses may be part of the club leadership team, but there must always be a third trained leader/screened volunteer to ensure there is a third-party present. This requirement is in place to

protect all parties, and to prevent any conflict of interest that may arise in the event of financial or other misconduct.

The club registration must be on file with the provincial organization and will be reviewed each club year. Strict action will be taken if clubs are not in compliance.

The Rule of Two at Public Events

- Plan ahead when attending a fair or volunteering at an event, to ensure there is enough supervision.
- If breaking into smaller groups, there must be at least one (1) trained leader/screened volunteer/parent with each small group of youth. There must never be a situation where an adult is one-on-one with a youth.
- The groups must remain on site. Ensure that all adults are aware of and communicate a safety plan to youth, and everyone knows how to contact the trained leader in charge in case of an emergency.

The Rule of Two at Overnight Events

- The trained leader/screened volunteers must be on-site and easily reachable.
- There must be separate accommodations for youth, participants over the provincial age of majority, and trained leaders/screened volunteers/chaperones.
- There must be separate accommodations for males and females (or based on how they identify). Consider using a blank line on registration forms that allows youth to self identify. Follow-up with youth directly to plan accommodations that make everyone feel safe and included. Please refer to the **4-H Canada Inclusion Statement**.
- Two camp counsellors under the provincial age of majority may share accommodations with youth.
- When doing room checks, two (2) trained leaders/chaperones/camp counsellors must stand in the doorway and look in to ensure they see each member or call out to hear their voices. Adults must never enter a youth's room/cabin/tent alone.
- Female chaperones must check female youth member rooms, and male chaperones must check male youth member rooms.
- If there is only one male chaperone, a female chaperone can accompany him, but it is the male chaperone who must look into the male rooms (or vice versa).
- If necessary, a parent/guardian or older sibling may share a room with their own children/sibling only, but it is best if all youth have the same experience by sharing rooms between themselves.
- Adult leaders/chaperones who are spouses may room together. As youth see leaders and chaperones as role models and representative of 4-H values, be sure to model a healthy

relationship and put the needs of the youth first. Refer to the **Code of Conduct for 4-H in Canada** for more information.

Homestay Requirements

In homestay scenarios, the adults in the home play the role of temporary guardian, while the accompanying 4-H chaperones continue to provide supervision over the entire group and program. For this reason, the Rule of Two in a homestay situation may include spouses, or another adult over the provincial age of majority. In some cases, this has been a parent and another family member who is over the provincial age of majority.

Programming Ratios

While the Rule of Two helps protect youth and leaders, safe supervisory ratios are also required in order to deliver a safe and effective program with youth. The table below outlines adult to youth supervision ratios (adult:youth) for different age groups. The total youth count must include all youth and children who are participating in the program, not just members.

	Daytime/Low-Risk Activities Staff/leader minimum ratio adult:youth	**Overnight/High-Risk Activities** Staff/leader minimum ratio adult:youth
Members / Cloverbuds 6-8 years	1:5	1:5
Members 9+	1:15	1:10
Senior members and YAC 15+	1:20	1:10

Provinces may choose to adjust these ratios based on the complexity and nature of the program.

Event Planning Requirements

Prior to any overnight outings or when an event includes youth transportation, the organizing club, association or provincial staff must submit an Event Plan to the provincial organization for review, and then share it with parents. This applies to all overnight outings such as camping trips, fairs or exhibitions, and conferences, and whenever club transportation is arranged, regardless of whether the event is run by 4-H or another organization. 4-H trained leaders, screened volunteers and staff have a duty of care for youth they supervise at *any* event or during travel, and the group should be a positive representation of the 4-H organization. To help mitigate any risks, the provincial organization must be aware of these activities.

For an overnight outing or club transportation to be considered a sanctioned event and insured, where appropriate, the Event Plan must include:

- the names of chaperones, trained leaders, screened volunteers;

- emergency contact information for the trained leaders/chaperones during the outing;
- transportation and travel plans;
- accommodation plans; and
- an overview of the program/event.

The province will verify that the chaperones, trained leaders, and screened volunteers have the required training and screening, and that programming ratios, transportation, travel, and accommodation plans meet 4-H policy requirements.

Please refer to the Overnight Event Plan form, expected release January 2020.

Your Role in Supervising Youth

- Trained leaders (and other supervisors) must be continually monitoring and assessing the physical and emotional well-being of participants, and provide the necessary support to maximize the physical and emotional safety of all youth members.
- The trained leader is in a position of ultimate accountability and is responsible to ensure the program runs safely. The trained leader will determine the process to ensure safety is a priority in the event of an extenuating circumstance or emergency.
- Trained leaders (and other supervisors) must behave as described in the Code of Conduct. Trained leaders must provide a copy of the Code of Conduct to non-screened guests (C).
- All adults must avoid any situation or opportunity where they may be one-on-one with a youth who is not their child/ward.
- Trained leaders must review with all participants (supervisors and youth) their responsibility in creating a safe space for all, based on the Code of Conduct and the Inclusion Statement. Where necessary, leaders must work collaboratively with youth and parents to make accommodations for any special needs.
- Trained leaders must review with all supervisors the Duty to Report and Incident Reporting procedures (please refer to Duty to Report and Incident Reporting documents, expected release December 2019), noting that any suspicion of abuse must be reported to the appropriate authorities within their province (i.e. police or child protection services). This includes a youth disclosing abuse outside of 4-H, or incidents that occur within 4-H involving youth or adults. Trained leaders must also note that incident reports are required for any incidents of misconduct.
- All supervisors and non-screened guests (C) must be oriented to the activity and their role.
- Trained leaders (and other supervisors) must educate themselves thoroughly on all safety practices and procedures related to the activity and familiarize themselves with emergency procedures at the venue.
- Trained leaders (and other supervisors) must only release youth to those listed on registration forms. In an emergency, permission may be given to a leader by phone, text or email for someone else to pick-up the child, and ideally, this interaction is witnessed by another adult. The Rule of Two applies until all youth have been picked up.

Senior Youth 18-25 years

4-H is a unique organization as we have youth members who span from 6 to 25 years of age (depending on the province). As a Positive Youth Development organization, we encourage all youth to build leadership skills and other developmental assets through their experience with 4-H. For senior youth members, this often includes opportunities to take on leadership roles and become trained to support their younger peers in various 4-H activities and programs. As provinces continue to offer formal leadership roles for senior youth members, it is important to set clear boundaries and expectations for everyone involved.

As a member with younger youth: Regardless of whether they are in a club leadership role, they are legally considered an adult when they have attained the age of majority in their province, and must not be 1:1, or in a vulnerable situation, with younger youth in their program.

As a trained leader/screened volunteer: Once they have completed leadership training, they are recognized as being in a position of power, and have a responsibility or duty of care for the youth. For this reason, once they become a trained leader/screened volunteer, they may not return as a member in the same club setting. They are eligible to be a participant in provincial and national programs that are specific to the 18 to 25 age group and are expected to be respectful of the program leaders.

Age groups they may lead: Within the youth industry, it is a recognized guideline that there must be a four (4)-year age gap between the trained leader/screened volunteers and the participants to ensure they have the maturity and independence to be successful leaders and that they are not within the same peer group. For example, a 19 year old leading a club with youth up to 15 years old. Chaperones must be at least 21 years old to supervise groups with youth aged 6 to 17 years old.

4-H Canada and provincial organizations will be able to clarify the requirements for their unique program ages.

Transportation Policy

Individuals Traveling to Meetings and Events

Parents/guardians are responsible for transporting youth to and from 4-H meetings and events, and for ensuring two (2) trained leaders/screened volunteers are present before departing. This travel is not considered part of the 4-H program and as such is not covered by 4-H insurance. Parents who wish to arrange informal carpooling do so at their own risk and should contact their insurance broker to understand their own coverage.

Clubs Traveling to Events

If the club is travelling to a sanctioned event together, commercial transportation or carpooling must be documented in the Event Plan, reviewed by the provincial organization, and shared with parents in advance.

Parents/guardians must bring their youth to a meeting place for pick-up and then the Rule of Two applies on commercial transportation or in private carpools. Two (2) trained leaders, screened volunteers, youth leaders, or parents must be in each vehicle transporting youth, and the driver must be over 21. The age of 21 is a requirement to ensure the driver is at least four (4) years older than the youth they are supervising and have an appropriate amount of maturity and driving experience.

Insurance

Commercial Vehicles: Trained leaders must confirm that all commercial vehicles have adequate collision and liability insurance.

4-H Owned: Staff, trained leaders, and screened volunteers registered with 4-H will have additional 4-H liability insurance when using a 4-H owned vehicle for official business or programs.

4-H Rented Vehicles: If an incident were to occur with a 4-H rented vehicle driven by staff, trained leaders, or screened volunteers for official business or programs, the insurance would be applied in the following order:

1. the vehicle owner's personal auto insurance;
2. any additional coverage purchased through the rental agency or from the credit card used for the rental;
3. the 4-H non-owned auto policy.

Carpooling in Personal Vehicles: Because of the way auto insurance is organized in Canada, it is the vehicle owner's personal auto insurance that responds first for any injury to anyone or physical damage to their vehicle or another vehicle. **4-H does not have auto insurance coverage**. 4-H staff, leaders, volunteers, and parents/guardians who use their own vehicles to drive youth for a planned event should check with their insurance broker about using their vehicle in this way, and ensure that they have adequate liability insurance. Parents/guardians should be made aware that there is no additional coverage through 4-H.

For more details on 4-H Insurance please refer to the 4-H Insurance Overview Document, expected release December 2019.

Youth Travel Policy

There are scenarios where youth may be without adult supervision when travelling by air/train/bus to an event or program:

- Travelling by air/train/bus to and from interprovincial, national, or international events
- Travelling by air/train/bus to and from a central meeting place within Canada to join up with a 4-H group travelling to a national or international event
- When selected nationally or provincially to participate as a 4-H representative in a conference/event hosted by another organization

When youth travel alone, these procedures apply:

- The minimum age for youth travelling on their own: 12+ for domestic travel, over the provincial age of majority for international travel.
- Travel arrangements must be shared with youth/parent/guardians well in advance, and permission forms signed and returned to the program organizers.
- Youth must be supervised at departure and arrival points by a leader, staff, parent/guardian or other adult authorized by the family.
- When youth are received at their destination, the program will commence, and supervision policies will apply.

While travelling as a group (e.g. as part of Club to Club Exchanges, to a national conference), the following procedures apply:

- While youth are travelling by air/train/ bus to meet up with the larger group, youth may travel some portion on their own (see above) or with only one chaperone, as they are in a public setting. Whenever possible, the chaperone must apply the Rule of Two to avoid being one-on-one in vulnerable situations. For example, if the youth becomes ill, they must engage another adult/travel staff for assistance.
- When the youth/group reaches the program, the club, hosting chaperones, and staff will follow the supervision policy and ratios.
- If a travel issue arises and an emergency hotel stay is required, chaperones must ensure they have their own accommodation and must follow the Rule of Two to the best of their ability. For example, if only one chaperone is present, they could engage hotel staff to assist with room checks and gather to meet and eat in public spaces.

If a youth chooses to **travel independently before or after the sanctioned event**, permission must be in writing from the parents, and it must outline how the youth will connect to the 4-H event. Any insurance coverage provided through 4-H will only cover the specific dates of the sanctioned event. Please refer to the Independent Travel & Waiver form, expected release January 2020.

B-CE-11 – Inclusion

2020

(Established: September 15, 2020)

All 4-H programming in Canada must adhere to and uphold the 4-H Inclusion Statement.

Staff and trained leaders are responsible for working with youth members and their families to find accommodations that would allow for access and participation

4-H Inclusion Statement

4-H in Canada is open to all* **without discrimination based on race, national or ethnic**

origin, colour, religion, sex, age or, mental or physical disability.** 4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation. Where barriers to participation are identified, 4-H will, with reasonable accommodation, adapt programs, rules, policies, or expectations to reduce or remove the barriers. Any accommodations, changes or exceptions will be assessed on an individual basis, taking into account the individual experience of the member and their family. The physical safety and emotional well-being of members, leaders, staff and volunteers is 4-H's highest priority, and is the ultimate consideration in final decisions. 4-H Canada and local 4-H organizations consider inclusion a priority. Leaders are encouraged to work with individuals and their families to identify and discuss accommodations as required, and to reach out to provincial or national office staff for help with unresolved concerns. **This applies to youth members (ages 6 to 25), volunteers, leaders, staff and professionals.* ***Definition of discrimination as per Canadian Charter of Rights and Freedoms.*	
B-CE-12 – Code of Conduct *(Established: September 15, 2020)* The 4-H in Canada Code of Conduct outlines the expectations and guidelines for everyone involved in 4-H activities. Only when all participants are following these guidelines can we provide 4-H members with meaningful opportunities within an environment that is safe, inclusive and fun for all involved. 1. There is no tolerance for conduct that conflicts with the Code of Conduct for 4-H in Canada or other policies. 2. Incidence of misconduct by a *youth member, leader, volunteer, staff, 4-H family member or guest* must be reported to the provincial organization as outlined in the B-BO-24 – Misconduct Reporting and Appeals. As a positive youth development organization, we are committed to providing 4-H members with meaningful experiential learning opportunities within an environment that is safe, inclusive and fun for all involved. This is the responsibility of everyone involved in any 4-H activity. This Code of Conduct applies to: • 4-H youth members and their families • 4-H trained leaders and screened volunteers; • camp counselors and youth leaders; • non-screened guests; • 4-H staff and governing leadership; • 4-H program partners; • other participants or observers of 4-H events.	2020

B-CE-13 – Archival Policy *(Reviewed: October 17, 2020)* In 2015, 4-H Ontario entered into an agreement with the Archives of Ontario, whereby, 4-H Ontario acts as the intermediary between individual donors and the Archives of Ontario. The Archives of Ontario will be the permanent home of the archival collection of 4-H Ontario. In general, the Archives of Ontario is interested in records related to the 4-H Ontario Council or of its individual Clubs related to the administration of programs or to the history of 4-H in Ontario. Only records of individual members that are exemplary in demonstrating 4-H activities will be considered by the Archives. Records that are of local interest should be offered to a local repository. 4-H Ontario will only accept resources considered suitable for archival collection by the Archives of Ontario, i.e., Audio Visual materials, photographs and textual records relating to 4-H activities and programing. Large artifacts will not be accepted. Donations will be stored at 4-H Ontario only until the next donation submission to Archives of Ontario; which will occur every five years beginning 2016. This will follow a regular schedule of five years after each 5th anniversary year. Donors will be required to submit a completed 4-H Ontario Deed of Gift with donation materials. This form is available on the 4-H Ontario website. In doing so, the donor understands and agrees that the Archives of Ontario may have full discretion as to the use, display and disposition of materials as it may deem to be in its best interests. **Individuals must notify the 4-H Ontario office to discuss a donation of archival material. As 4-H Ontario is not an archive and has no available space to dedicate to housing and managing an archival collection, 4-H Ontario has the right to turn down donations. If materials are deemed unsuitable for archival collection with 4-H Ontario and subsequently the Archives of Ontario, individuals should contact their local 4-H Association or their local archives museum.**	2017/ 2020

4.1.2 BOARD OPERATIONS

POLICY	DATE PASSED, AMENDED OR REVIEWED
B-BO-01 – Quality Board *(Amended: June 16, 2018)* 4-H Ontario's governing board will be composed of members who are qualified to do an excellent job and perform to their potential for the organization. The Board will actively encourage organization Association Representatives (ARs) to run for Director Board positions. To become a Director: 1. ARs shall not have immediate family (i.e., spouse, partner, siblings, parents or children) employed by 4-H Ontario 2. ARs shall not have been dismissed from the role of Director by the Ontario 4-H Council Board of Directors in the past 5 years 3. ARs cannot stand for re-election if a Director resigns regardless of reason until completion of term duration plus one year Organizations require people to serve on their Board, as Directors. Being a Director carries specific roles and responsibilities. Organizations grow and prosper when their Board of Directors are committed to the cause and are able to deliver on the following: **4-H ONTARIO REQUIRES PEOPLE TO SERVE ON ITS BOARD WHO ARE COMMITTED TO THE CAUSE AND WHO ARE ABLE TO DELIVER ON THE FOLLOWING:** • Understand what the 4-H program does in practice. • Understand what the current 4-H delivery model involves, and assist in implementing it in their local 4-H Association. • Participate in the discussions, keeping in mind the best interests of the provincial 4-H program as a whole. This may, at times, put you at odds with your local association or regional board. • Loyal support of the 4-H program. It is detrimental to the health of an organization for Directors to continually position themselves at odds with the policies and procedures of the 4-H program. • Decisions of the Board are made and based on collective wisdom of all Directors; therefore it is imperative that all Directors routinely provide input into issues before, during and after Board meetings. • Manage the business of the Ontario 4-H Council and the 4-H program. The membership at large entrusts the Directors with the management of the Council. Directors develop policy that is implemented through the Executive Director and staff on a day-to day basis. It is understood that Directors will act in good faith at all times. • Act in accordance with the guidelines outlined in 4-H by-laws, policies and procedures. • Know and understand the limitations of authority as a Director. • Attend and participate in all scheduled meetings (approximately four face-to-face	2000/ 2005/ 2012/ 2013/ 2016/ 2018

meetings, one training session and teleconferences). Face-to-face meetings include CAM, the spring, summer and fall board meetings, and a training session. Circumstances may arise which mandate extra meetings and/or meetings of the entire Council. Attendance at meetings is strongly encouraged and mandatory for the training session. • Participate 100% in meetings as scheduled. Late arrivals and early departures are disruptive to the Board functioning as a cohesive body. Each Director shares an equal responsibility for decisions of the Board. • Review all related meeting information (i.e. agendas, supporting materials etc.) in advance of each meeting and be prepared to discuss the business issues arising from these at any time. • Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. Fully informed Directors understand issues and are better equipped to address/make informed decisions. • Confidently share areas of experience and knowledge with fellow Directors. • Prepare clear and correct reports of Board meetings and activities. Directors will only communicate approved board issues and policy decisions to Association Representatives. • Respect colleagues and staff of the 4-H program, acting honestly and truthfully at all times. • A Director is deemed to have resigned upon failing to attend seventy five percent (75%) of board meetings, called by the Chair, in any twelve (12) month period. An exception would be where the Director has received the prior approval of the majority of the Board which shall only be given in the event that the absentee Director has established to the satisfaction of the Board that there are extraordinary circumstances.	
B-BO-02 – Meeting Process *(Reviewed: January 18, 2020)* Meetings will follow parliamentary procedure, requiring a mover, seconder and vote for all decisions. *Accordingly:* • decisions made by the board require a simple majority vote; and • on meeting matters not specifically covered by bylaws or policies, Roberts Rules of Order will be followed. • Meetings may be held in any format as approved by the board.	2000 / 2008 / 2012/ 2015/ 2020
B-BO-03 – Agenda Control *(Reviewed: October 26, 2019)* The board will set the agenda for its meetings. Every board member will receive advance notice of the agenda for each meeting. *Accordingly:* • the chair of the board, in consultation with the Executive Director, will develop a draft agenda for every board meeting in advance;	2000 / 2008 / 2009 / 2013 / 2016 / 2019

• anyone wishing an item to be put on the draft agenda of a future meeting will notify the chair of the board at least 21 days prior to the meeting; • the draft agenda will be circulated so all board members receive it at least 14 days in advance; • board members will be provided with adequate background information on every draft agenda item at least ten (10) days in advance; and • approval of the draft agenda by the board will be one of the first items at every meeting.	
B-BO-04 – Board Duties *(Amended: June 16, 2018)* The board is responsible for directing and protecting 4-H Ontario's interests. More specifically, it is responsible to: • Provide direction to the organization. • Establish written corporate policies. • Assure effective Executive Director performance. • Communicate with 4-H Ontario's stakeholders. • Make decisions in the best interests of 4-H in Ontario as a whole. • Understand what the 4-H program does in practice. • Understand what the current 4-H delivery model involves. • Participate in the discussions, using your knowledge of your local Association or Regional Board but keeping in mind the best interests of the provincial 4-H program as a whole. • Loyal support of the 4-H program and its policies and procedures. • Decisions of the Board are made and based on collective wisdom of all Directors, who are encouraged to routinely provide a voice to the discussions. • Manage the business of the Ontario 4-H Council and the 4-H program. The membership at large entrusts the Directors with the management of the Council. Directors develop policy that is implemented through the Executive Director and staff on a day-to day basis. It is understood that Directors will act in good faith at all times. • Act in accordance with the guidelines outlined in 4-H by-laws, policies and procedures. • Know and understand the limitations of authority as a Director. • Review all related meeting information (i.e. agendas, supporting materials etc.) in advance of each meeting and be prepared to discuss the business issues arising from these at any time. • Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. Fully informed Directors understand issues and are better equipped to address/make informed decisions. • Confidently share areas of experience and knowledge with fellow Directors. • Prepare clear and correct reports of Board meetings and activities. Directors will only communicate approved board issues and policy decisions to Association Representatives.	2000 / 2005 / 2009 /2014/ 2018

• Respect colleagues and staff of the 4-H program, acting honestly and truthfully at all times. • A Director is deemed to have resigned upon failing to attend seventy five percent (75%) of board meetings, called by the Chair, in any twelve (12) month period. An exception would be where the Director has received the prior approval of the majority of the Board which shall only be given in the event that the absentee Director has established to the satisfaction of the Board that there are extraordinary circumstances.	
B-BO-05 – Planning Cycle *(Reviewed: October 26, 2019)* The Board will establish and follow an annual planning cycle, which ensures it provides regular direction to the organization. Accordingly: • the board will review the strategic plan at least once every fiscal year and when updates are made; and • the board will review financial expectations at least 2 months prior to the next fiscal year with final approval before fiscal year end.	2000 / 2005 / 2011/ 2015/ 2019
B-BO-06 – Officer Authority and Responsibility *(Amended: November 15, 2019)* The board shall develop clear descriptions of the duties of each officer. Accordingly: ***The Chair of the Board of Directors shall:*** • prepare the agenda, in consultation with other board members and the Executive Director or designate • be the public spokesperson for the board, unless the board appoints someone else. • be the regular communication link between the board and the Executive Director or designate • clarify board operations and board-staff relations and reporting between board meetings if further decisions in these areas are urgent. ***The Executive Committee shall:*** • work within board policy when making any necessary decisions between board meetings. In the absence of the Chair, or at the request of the Chair, the Vice-Chair or a member of the Executive shall perform the functions of the Chair at the Chair's request, or at the request of a majority vote of the board.	2000 / 2005 / 2016 / 2019
B-BO-07 – Job Descriptions *(Amended: March 20, 2021)* **PRESIDENT** **Qualifications** Candidates for President must be elected Directors of the current Ontario 4-H Council Board of Directors.	2012/ 2013/ 2014/ 2016 / 2017 / 2018/ 2021

Term

The office of President is open for election each year. The length of term shall be one year. At the discretion of the Ontario 4-H Council Board of Directors, the term can be extended to a second year.

Roles & Responsibilities

- Shall fulfill all roles and responsibilities of a Director
- Shall be responsible for the general management and direction, subject to the authority of the Board, of the organization and transaction of the affairs of the Corporation.
- Shall, when present, chair all the meetings of the Ontario 4-H Council Board of Directors.
- Shall be part of the Executive Committee and, by extension, the Joint Executive Committee.
- Shall be Chairperson of the Executive Committee
- Shall have such other powers and duties as the Board may prescribe
- Shall be part of the Finance Committee
- Attend and participate fully in all scheduled Executive and Finance Committee meetings, as well as Annual General meeting.
- Attend and participate in all scheduled Ontario 4-H Foundation meetings.
- Shall provide a President's Report 2 weeks in advance of each Ontario 4-H Council Board of Directors meeting.

VICE PRESIDENT

Qualifications

Candidates for Vice President must be elected Directors of the Ontario 4-H Council Board of Directors.

Term

The Vice President is elected at the Inaugural meeting of the Ontario 4-H Council Board of Directors. The length of the term shall be one year.

Roles & Responsibilities

- Shall fulfill all roles and responsibilities of a Director.
- Shall be part of the Executive Committee and, by extension, the Joint Executive Committee.
- Shall act as Chairperson of the Finance Committee.
- Shall participate as a committee member of the Ontario 4-H Foundation Finance Committee.
- During the absence or disability of the President, the Vice President will assume the duties and powers of the President
- Shall have such other powers and duties as the Board or the President may prescribe
- Attend and participate fully in all scheduled Executive and Finance Committee meetings, as well as Annual General meeting.

- Attend and participate in all scheduled Ontario 4-H Foundation Finance Committee meetings.
- Shall present the financial report at the Ontario 4-H Council Annual General Meeting.

PAST PRESIDENT

Qualifications

The Past President will be the last person to hold the office of President, after the election of a new President.

Term

The length of term shall be the same as the term for the current President.

Roles & Responsibilities

- Shall be a mentor to the current President on issues of the general management and direction.
- Shall fulfill all roles and responsibilities of a Director.
- Shall have such other powers and duties as the Board may prescribe.
- Shall be part of the Executive Committee.
- Shall act as Chairperson of the Nominating Committee.
- Attend and participate fully in all scheduled Executive Committee meetings, as well as Annual General Meeting.

DIRECTOR AT LARGE
Qualification:

Candidates for Director at Large must be elected Directors of the Ontario 4-H Council Board of Directors.

Term

The Director at Large is elected at the Inaugural meeting of the Ontario 4-H Council Board of Directors. The length of the term shall be one year.

Roles & Responsibilities

- Shall be appointed as the Board Secretary
- Shall fulfill all roles and responsibilities of a Director.
- Shall be part of the Executive Committee.
- Shall act as Chairperson of the Resolution Committee.
- Chairs the resolution portion at the Ontario 4-H Council Annual General Meeting.
- Develops the roll call for all in-person Ontario 4-H Council Board of Director meetings.
- Attend and participate fully in all scheduled Executive Committee meetings, as well as Annual General Meeting.

DIRECTOR

Qualification:

Any Association Representative is qualified to be elected as an Ontario 4-H Council Director at the Annual General Meeting of the members.

Roles & Responsibilities

- Understand what the 4-H program does in practice.
- Understand what the current 4-H delivery model involves and how it is implemented in local 4-H Associations.
- Provide loyal support of the 4-H program and adhere to all bylaws, policies and procedures
- Provide input into governance issues during board meetings. Decisions of the Board are made and based on collective input and wisdom of all Directors.
- Manage the strategic development of the 4-H Ontario program. Directors, through shared vision, develop policy, which is implemented through the Executive Director and staff on a day to day basis. It is understood that Directors will act in good faith at all times.
- Understand and acknowledge the limitations of authority as a Director.
- Attend and participate fully in all scheduled meetings, as well as Annual General Meeting yearly.
- Attend and participate in the Board governance training (or make alternate approved training arrangements).
- Review all related meeting information *(i.e. agendas, supporting materials, etc.)* in advance of each meeting. Be prepared to discuss the business issues arising during the board meeting.
- Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. *(Fully informed Directors understand issues and are better equipped to address/make informed decisions)*.
- Follow through on tasks/duties between meetings with role(s) and committee(s) and other Board related requirements
- Confidently share areas of experience and knowledge with fellow Directors.

DIRECTOR-YOUTH

Qualification

Any active 4-H member in good standing, and who is at least eighteen (18) and not more than twenty-one (21) years of age at the time of his or her appointment by the Ontario 4-H Council Board of Directors.

Term

The length of term (appointment) will be one year which will expire at the completion of the Annual General Meeting, the Director-Youth can be re-appointed to the office of Director–Youth additional terms, not to exceed three consecutive terms.

Roles & Responsibilities

- Understand what the 4-H program does in practice.
- Understand what the current 4-H delivery model involves and how it is implemented in local 4-H Associations.
- Provide loyal support of the 4-H program and adhere to all bylaws, policies and procedures
- Bring the views and issues of Ontario 4-H youth to Board discussions. Liaise with the Canadian 4-H Council Youth Advisory Committee position to develop Ontario responses.
- Provide input into governance issues during board meetings. Decisions of the Board are made and based on collective input and wisdom of all Directors.
- Manage the strategic development of the 4-H Ontario program. Directors, through shared vision, develop policy, which is implemented through the Executive Director and staff on a day to day basis. It is understood that Directors will act in good faith at all times.
- Understand and acknowledge the limitations of authority as a Director.
- Attend and participate fully in all scheduled meetings, as well as Annual General Meeting.
- Attend and participate in the 4-H Ontario Conference and Annual Meeting, including the Ontario 4-H Council Annual General Meeting. *(The Ontario 4-H Council will cover CAM registration costs)*
- Attend and participate in the Board governance training held prior to the first full Ontario 4-H Council Board of Directors meeting (or make alternate training arrangements).
- Review all related meeting information *(i.e., agendas, supporting materials, etc.)* in advance of each meeting. Be prepared to discuss the business issues arising during the board meeting.
- Ask questions and seek clarification on issues that are unclear. Directors have a responsibility to be aware and knowledgeable on 4-H program issues. *(Fully informed Directors understand issues and are better equipped to address/make informed decisions).*
- Confidently share areas of experience and knowledge with fellow Directors.

DIRECTOR – COMMUNITY

Qualification

Any community member 18 and over, with the skill set and experience identified by the Ontario 4-H Council Board of Directors is qualified to be appointed as an Ontario 4-H Council Director-Community.

Term

The length of term (appointment) will be one year, which will expire at the completion of the Annual General Meeting, the Director- Community can be re-appointed to the office for additional terms, not to exceed three (3) consecutive terms.

Roles & Responsibilities

- Shall fulfill all roles and responsibilities of a Director

- Shall have the full voting rights of a Director
- Shall contribute their insight, experience and skill set to fulfill an identified need of the Ontario 4-H Council.

ONTARIO 4-H COUNCIL RELATED POSITIONS

ONTARIO YOUTH REPRESENTATIVE to 4-H CANADA - YOUTH ADVISORY COMMITTEE

Qualification

Any active 4-H youth participant in good standing, and who is at least eighteen (18) and not more than twenty-one (21) years of age at the time of his or her application by the Ontario 4-H Council Board of Directors.

Term

The length of term (appointment) will be two (2) years (which can be extended for one (1) year, at the discretion of the Board), starting at 4-H Canada's National Leaders Conference in February of each year.

Roles & Responsibilities – 4-H Ontario

- Complete the screening and training process to become a registered 4-H Ontario volunteer
- Understand what the Ontario 4-H program does in practice.
- Understand what the current 4-H delivery model involves and how it is implemented in local Ontario 4-H Associations.
- Provide loyal support of the 4-H program and adhere to all bylaws, policies and procedures
- Bring the views and issues of Ontario 4-H youth to Canadian 4-H Council Youth Advisory Committee discussions. Liaise with the Ontario 4-H Council Director - Youth to develop Ontario based responses.
- Provide a written report two weeks prior to the Ontario 4-H Council scheduled meetings, outlining the activities of the Canadian 4-H Council Youth Advisory Committee and noting the Ontario based issues brought to that Committee.

Roles & Responsibilities – 4-H Canada

- Attend 4-6 meetings a year (1 in person)
- Participate in one (1) networking group a year
- Demonstrate knowledge of 4-H Canada and 4-H locally
- Demonstrate interest in public speaking, group facilitation and being a team player
- Travel and participation in two (2) events a year, coordinated by 4-H Canada (TBD)
- Assist 4-H Canada Staff in planning and facilitating national programs/events as requested
- Represent 4-H Canada at various events and promote National programs and opportunities
- Act in an advisory capacity to 4-H Canada staff on the development of youth friendly programs, resources and materials (*such as: videos, brochures, program guides, etc.*)
- Be a positive role model

ASSOCIATION REPRESENTATIVE

Qualifications

The Association Representative (AR) role is a crucial one to the health of the 4-H program in Ontario. The Association Representative is the liaison between the local Association and the Ontario 4-H Council Board of Directors. The Association Representative carries the voting privileges for their local 4-H Association. The Association Representative has the opportunity to stand for election to the Ontario 4-H Council Board of Directors.

Requirements

- Must be a screened & trained 4-H volunteer
- Awareness of 4-H Ontario policies
- Must have internet access.

Term

Recommended election for a two (2) year term. Individuals eligible for re-election at end of term.

Responsibilities

- Bring local Association concerns forward to the Ontario 4-H Council Board of Directors
- Participate in Association Representative meetings (typically two & half (2.5) days at CAM, two (2) teleconferences and any other meetings as required)
- Prepare for meetings by reviewing all materials, agenda and reports, etc.
- Participate and vote at the Annual General Meeting (AGM) of the Ontario 4-H Council or provide a proxy
- Provide input from local 4-H Association to the questions from the Ontario 4-H Council Board of Directors liaison contacts.
- Act as a direct communication link to local 4-H Association, including receiving, reviewing and communicating information from Ontario 4-H Council to the local 4-H Association between meetings (monthly mailings, direct communication)
- Participate in the voting process to elect the President of the Ontario 4-H Council and Directors to the Board
- Share Association concerns and opinions during discussion relating to resolutions and issues on the table. Vote as a result of information received and shared during discussion and the input from the local 4-H Association.
- Respect and acknowledge the views and experience of the other Association Representatives (demonstrating behaviour in accordance with the 4-H Ontario Code of Conduct)
- Evaluate personal time and skill to consider running for seat on the Provincial Board of Directors

B-BO-08 – Committees

(Reviewed: March 20, 2021)

The purpose of all Committees of the board is to research required information so the board can make an informed decision. Accordingly,

2000/ 2005/ 2010/ 2012/ 2013/ 2014/ 2018/ 2019/

- Committee reports to the board will be in written form and provided to all board members at least 10 days prior to the board meeting at which related matters will be discussed.
- The reports will summarize the information researched by the committee. Where the committee considered various options, the report may indicate the pros and cons of each.

2021

Finance Committee – Terms of Reference

Responsible for working with the Treasurer (Manager, Finance) and the Executive Director to review budgets and quarterly financial statements in advance of the Board of Directors meetings.

Financial security is critical for not-for-profit organizations and 4-H Ontario is no exception. The role of the Finance Committee is to preserve and protect the financial health of the organization.

Chaired by the Vice President of the Ontario 4-H Council Board of Directors. The Committee is comprised of a minimum of four members from the Ontario 4-H Council Board of Directors including the President and Vice President. In addition, the Executive Director, Treasurer (Manager, Finance) and the Ontario 4-H Foundation Finance Committee Chair serve in an ex-officio capacity.

Responsibilities

- Assist with the preparation of the Ontario 4-H Council's annual operating budget to be ready for the October Ontario 4-H Council Board of Directors meeting
- Monitor and make inquiries about the Council's financial position.
- A written report outlining the committee findings is submitted and distributed 10 days in advance of each regularly scheduled meeting of the Ontario 4-H Council Board of Directors
- Ensure fundraising strategies and sponsorship arrangements are in place.
- Review financial policies and make concerns known to the Ontario 4-H Council Board of Directors
- To bring forward to Council a suggestion for annual membership fees.
- Recommend the appointment of the auditor and assist with the review of the auditing of the financial statements.
- Review the 4-H Association Financial Health reports and report to the Ontario 4-H Council Board of Directors and contact Associations as needed
- The Chair of the Finance Committee presents the financial report at the Ontario 4-H Council Annual General Meeting.
- The Committee chairperson shall attend Ontario 4-H Foundation Finance Committee meetings.
- A quorum shall consist of three-quarters of the Committee members.

Timelines:

Meet and review quarterly financial statements a minimum of 2 weeks in advance of each Ontario 4-H Council Board of Directors meeting

Jan to May	Review the 4-H Association Financial Health reports and report to the Ontario 4-H Council Board of Directors and contact Associations as needed
Jan to March	Assist with the review of the auditing of the financial statements
Sept to Oct	Assist with the preparation of the Ontario 4-H Council's annual

operating budget to be ready for the October Ontario 4-H Council Board of Directors meeting

Policy and Governance Committee – Terms of Reference

The Policy and Governance Committee is responsible for ensuring that the Policies and Bylaws of 4-H Ontario are current and up to date, and that the Policies conform to the Bylaws. The Committee is comprised of a minimum of four members from the Ontario 4-H Council Board of Directors. In addition, the Executive Director, serves in an ex-officio capacity. The Committee Chair is elected by the Committee at the Inaugural Board Meeting.

Responsibilities:

- Review policies and bylaws to make sure that the policies conform to the bylaws
- On the direction of the Ontario 4-H Council Board of Directors, review specified policies and bylaws and provide recommendations for amendments
- Review all policies in the policy manual every years to ensure that all policies are reviewed every three (3) years, and that they are current and up to date
- Submit a written report, two weeks in advance of each Ontario 4-H Council Board of Directors Meeting.
- The Chair of the Policy and Governance Committee chairs the Bylaw Amendment portion of the Ontario 4-H Council Annual General Meeting.
- Ensures all new Board Directors receive orientation.
- Proposes, as appropriate, changes in board structure, roles, responsibilities and over-all board effectiveness.
- Regularly reviews the Board's practices regarding member participation, conflict of interest, confidentiality, etc., and suggests improvements as needed.

Grievance Committee –Terms of Reference

From time to time incidents may occur or problems develop with 4-H members, leaders, volunteers or Associations that impact the daily operation of the 4-H program.

Chaired by the 4-H Ontario Executive Director, the Committee is comprised of a minimum of three members from the Ontario 4-H Council Board of Directors. Committee Membership is confidential.

Responsibilities

- Working with the 4-H Ontario Executive Director to review and investigate submissions and make rulings based upon their findings.
- The decision of the Grievance Committee is communicated by the 4-H Ontario Executive Director promptly to the person who had submitted the appeal.
- A short written report is submitted two weeks in advance of each Ontario 4-H Council Board of Directors meeting outlining any grievances submitted and the decision of the committee.

Timelines:

Meet as required.

Nominating Committee –Terms of Reference

The Nominating Committee performs a vital role for the Ontario 4-H Council ensuring

continuity of leadership and further development of Association Representatives through the recruitment of volunteers to take on a leadership role with the Ontario 4-H Council Board of Directors.

The Nominating Committee is chaired by the Past President of the Ontario 4-H Council Board of Directors. The Committee is comprised of a minimum of three members from the Ontario 4-H Council Board of Directors. These members cannot be running for re-election at the next Ontario 4-H Council Annual General Meeting.

Responsibilities

- Soliciting nominations for the Ontario 4-H Council President and Ontario 4-H Council Director positions.
- Processing the applications for Director - Youth, Ontario Youth representative to the Canadian 4-H Council Youth Advisory Committee, and Director-Community.
- Conducting the interviews with the applicants for the positions of Director- Youth and Ontario Youth representative for Canadian 4-H Council Youth Advisory Committee.
- Submitting a short written report two weeks in advance of each Ontario 4-H Council Board of Directors meeting.

Committee Timelines:

Suggested Timeline (Council Director):

September	Submit information and promote for upcoming Association Representative/President/Vice President teleconferences.
November	Submit information for website
January	Confirm current Director continuance intention for upcoming year, have current Directors complete a skills matrix**.**
February	Nominating Committee teleconference, contact ARs.
	Ensure Director candidate biographies are included in the CAM delegate packages
March	Contact ARs

Suggested Timeline (Director Youth and Ontario Youth Representative to Canadian 4-H Council (YAC):

October	Reappoint current youth to these positions (can serve 3 terms maximum) *OR* advertise position(s) open for applications
	Review applications and distribute/post on website if necessary
November	Prepare questions for interviews
December	Application deadline
January	Interview applicants
	Include all applications received in Board Meeting package
	Report on applicant interviews at Board Meeting
February 1st	Inform successful applicant and invite to CAM

Suggested Timeline (Director-Community):

March	With the entry of new board members after Ontario 4-H Annual General Meeting, review skill set available around the board table

May or before	If no Director-Community in place - initiate discussion of direction of 4-H and the skill set needed
October	Reappoint current Director-Community OR advertise position open for applications
	Review application and distribute/post on website
January	All applications received included in Board Meeting package

Suggested Timeline (President):

October	Advise Directors those nominations are due January 10th
January	Bring forward all nominations for President. Board Directors vote to accept nominations prior to distribution
February	Candidate information is distributed through CAM packages
March	The Ontario 4-H Council votes to elect (or acclaim) the President at the Ontario 4-H Council Annual General Meeting.

Resolution Committee –Terms of Reference

Resolutions are an important vehicle for local 4-H Associations to make recommendations to the Ontario 4-H Council of their concerns and suggestions for improving the 4-H program and policies in Ontario. Resolutions can be submitted at any time; however resolutions that are to be discussed at the Annual General Meeting must be submitted 120 days prior to the Annual General Meeting (based on policy 4.1.2. Board Operations, Policy B-BO-14 Resolutions from Association). A resolution generally starts with discussion at the local level, resolution form submitted to the Resolution Committee then Governance resolutions being distributed to all local Associations for discussion, then discussed & voted at the Annual General Meeting followed by discussion and decision/direction of the resolution at the first full Ontario 4-H Council Board of Directors meeting following the Annual General Meeting. Submitted resolutions deemed operational are passed to the 4-H Ontario Executive Director where a progress report will be provided to the Ontario 4-H Council Board of Directors.

The Resolution Committee is chaired by the Director at Large of the Ontario 4-H Council Board of Directors. The Committee is comprised of a minimum of three members from the Ontario 4-H Council Board of Directors.

Responsibilities

- Working with 4-H Ontario staff to promote the development of resolutions by local 4-H Associations.
- Working with 4-H Ontario staff to educate local 4-H Associations on the resolution process.
- Submitting a written report two weeks in advance of each Ontario 4-H Council Board of Directors meeting.
- Reviewing resolution submissions and assigning responsibility for submissions (i.e. operational versus governance). Submitted resolutions deemed operational are passed to the 4-H Ontario Executive Director. Submitted resolutions deemed governance are reviewed for clarity then distributed to all local Associations for discussion to allow the Association Representative an

opportunity to obtain direction from their local Association for voting purposes at the Ontario 4-H Council Annual General Meeting.

- Requesting a progress report on the operational resolutions from the 4-H Ontario Executive Director.
- The Chair of the Resolution Committee chairs the Resolution portion of the Ontario 4-H Council Annual General Meeting. The Chair is also responsible for working with 4-H Ontario staff to send letters to the submitting Associations acknowledging submitted resolutions, and after the first full Board meeting following the Annual General Meeting stating the decision or direction of the resolution submitted.

Resolutions that have been received for discussion at the Annual General Meeting and the decision or direction from the first full board meeting following the Annual General Meeting will be communicated to all Associations.

Timelines

July/August:	Include in monthly mailings invitations for submitting resolutions, education about the resolution formatting and submission process, and communicate deadlines.
September:	Further education in the monthly mailings
November:	Submission deadline – based on 4.1.2 Board Operations policy B-BO-14 Resolutions from Association (120 days in advance of the Annual General Meeting) and the actual date of Annual General Meeting
November/December:	Email acknowledgement of resolutions submitted
	Determines operational versus governance based Resolutions and forwards those deemed operational to 4-H Ontario Executive Director
	Committee reviews submissions and works with Associations for clarification if necessary
January:	(minimum 75 days prior to Annual General Meeting) - Resolutions are distributed to local Association Representatives and Presidents
March:	(Annual General Meeting) - Chair of Resolutions Committee leads discussion and voting on resolutions with the assistance of the Parliamentarian.
	4-H Ontario Executive Director reports on progress with the resolutions that had been deemed operational
May/June:	Resolutions from the Annual General Meeting are discussed and voted on by the Ontario 4-H Council Board of Directors. Letters are sent to the submitting local 4-H Associations notifying them of the decision/direction and communicating the decision/direction to 4-H Associations.

Board Evaluation Committee – Terms of Reference

The Board Evaluation Committee is responsible for creating and reporting on 4-H

Council Board Evaluation. The Committee is comprised of a minimum of three members from the Ontario 4- H Council Board of Directors. The Committee Chair is elected by the Committee at the Inaugural Board Meeting. **Responsibilities** • To create an evaluation for the board governance training • To create a Board evaluation for each 4-H Council Board of Directors meeting • To send the evaluation to the Executive Assistant to prepare for distribution, at least 2 weeks prior to meeting. • Ensure Executive Assistant sends the evaluation out to all Directors following each meeting • Discuss results from each evaluation with the committee and submit a written report two weeks in advance of each Ontario 4-H Council Board of Directors meetings. • To create a yearly Board evaluation for the Ontario 4-H Council Board of Directors • The Committee will recommend topics for Board Education that the Executive Committee can select from as they deem necessary or appropriate". • Evaluation Committee will search out and recruit an individual to summarize the Board year end evaluation and provide an executive summary prior to March Meeting. **Timelines** • Following each Ontario 4-H Council Board of Directors meetings a Board Evaluation will be sent out by the Executive Assistant to all Board members by email. • Evaluations need to be completed and submitted one week from the meeting date • Discussion of results from the evaluations with the Committee and submit a written report two weeks in advance of the next Ontario 4-H Council Board of Directors meeting. • Send out a yearly Board evaluation following the January Ontario 4-H Council Board of Directors meeting and discuss results with Committee and submit a written report two weeks In advance of the March Ontario 4-H Council Board of Directors meetings.	
B-BO-09 – Expectations of Council Board Directors *(Amended: September 15, 2020)* Board Directors are also required to adhere to all volunteer code of conducts within 4-H Ontario. Board members will function in an ethical manner, contribute to the work of the board, support the decisions of the board, and respect the confidentiality of privileged information. Accordingly: • the board will speak with one voice. All board members will support all board decisions outside of the room. • board members will endeavour to attend all meetings • board members will not reveal to anyone, not normally present at board meetings,	2000/ 2005/ 2007/ 2009/ 2011/ 2015/ 2019/ 2020

any confidential information, which they become aware of during the performance of their duties. Breach of these expectations will result in a review by the Board, which may result in dismissal from the Board by a 2/3 majority vote of the Board members (excluding the Board Member(s) in question), with the decision of the Board being final.	
B-BO-10 – Conflict of Interest *(Amended: June 16, 2018)* Directors shall not be involved in discussions or decisions where a conflict of interest exists or appears to exist at Board Meetings. Directors are expected to disclose a conflict of interest at the earliest possible time. A conflict of interest exists if an individual (Director, staff, executive) is directly involved in a matter being discussed where said individual has a duty to more than one organization, but cannot do justice to the actual or potentially adverse interests of both parties. *(i.e., A Director who is employed by a funding partner or sponsor may not be involved in discussions or make decisions on matters where the funding partner or sponsor is the donor.)* The Directors or Executive Director may ask a Director or staff member to leave a discussion or decision where they feel a conflict of interest is present. Directors and staff members shall conduct themselves in a manner, which would bear public scrutiny while conducting 4-H Ontario business.	1996/ 2000/ 2005/ 2009/ 2012/ 2014/ 2018
B-BO-11 – Ethics *(Amended: March 23, 2018)* Directors will understand and conduct themselves in legal and ethical ways.	2000/ 2005/ 2009/ 2014/ 2018
B-BO-12 – Director / Association Representative Expenses *(Amended: October 26, 2019)* Preapproved or policy bound expenses incurred while on Council business may be reimbursed at the approved Council rates. Expense forms are to be submitted along with the original receipts where applicable, within 30 days of the event. Expense forms not submitted within the 30 days will not be paid. Directors/Association Representatives may choose to donate all or part of their expenses and receive an income tax receipt for the donation by designating such appropriately on the expense form submitted.	1994/ 2000/ 2006/ 2009/ 2014/ 2015/ 2019
B-BO-13 – Director Learning Opportunities *(Reviewed: Mach 23, 2018)* 4-H Ontario supports learning and development of skills for the Board of Directors. The cost of opportunities of a professional development nature deemed advantageous by the Board or the Executive Director may be covered by the Ontario 4-H Council. Written request for expense coverage must be submitted to the Board President or Executive Director prior to the event or opportunity. The Director will be responsible for the initial expenses. Council may reimburse the agreed upon portion of expenses upon attendance, receipt of a written report and any other agreed upon requirements.	2000/ 2004/ 2006/ 2009/ 2014/ 2018
B-BO-14 – Resolutions from the Association *(Reviewed: March 23, 2018)* Resolutions will be accepted from the membership for discussion at the Annual	2001/ 2008/ 2010/ 2011/ 2013/ 2014/

Meeting or any other general meeting of the Ontario 4-H Council provided that they are typed and received no later than 120 days prior to the Annual or general meeting. Associations will be notified of the intent to discuss resolution(s) received no later than 75 days prior to the Annual General Meeting.	2018
B-BO-15 – Board Orientation *(Amended: January 18, 2020)* Board Members must receive information and training, at least once per year, and as required, to fulfill their governance roles and responsibilities and to comply with the organization's principle of effective governance. Directors not able to attend the training session must complete a training session approved by the President. New Directors to the Board of the Ontario 4-H Council shall receive a Board and Operations Orientation package prior to their first full meeting as a Board.	2003/ 2008/ 2010/ 2012/ 2015/ 2020
B-BO-16 – Protection of Personal Information *(Updated: October 26, 2019)* The Ontario 4-H Council and the activities of Ontario 4-H Foundation respects the privacy of its members, volunteers, donors, sponsors, staff and stakeholders and adheres to all legislative requirements with respect to privacy. 4-H Ontario's Privacy Officer is committed to ensuring that appropriate measures and safeguards are in place to protect specific information that is held for the purpose of the program. The Privacy Officer will use the privacy principals outlined in the Federal Personal Information Protection and Electronic Documents Act (January 2004) as guidelines for best practices. Personal information is collected only for the following reasons: • To establish and maintain a responsible relationship and provide ongoing service and support. • To maintain, develop, enhance and market 4-H programs and opportunities to be consistent with the programs mandate. • To be compliant with 4-H Ontario's screening policy to meet program requirements. 4-H Ontario does not rent, sell or trade mailing lists held by the organization.	2003/ 2011/ 2015/ 2019
B-BO-17 – Transfer of Net Income to Contingency Reserve Fund *(Amended: March 23, 2018)* The Ontario 4-H Council supports the maintenance of a Contingency Reserve Fund. This fund should be a minimum of three months operating budget, to a maximum of six months operating budget. At the discretion of the Executive Director with appropriate staff and Executive Committee consultation, at the end of each year net income in excess of $30,000 will be transferred to the Contingency Reserve Fund and/or other specific investment/purpose. The Contingency Reserve Fund will be reviewed yearly. *For additional details see Section 5 - Appendix B: Ontario 4-H Council Board Procedures*	2004/ 2005/ 2008/ 2014/ 2018
B-BO-18 – Board Minutes *(Reviewed: October 26, 2019)* Minutes shall be kept of every meeting, and the secretary will electronically distribute a	2016/ 2019

draft of the Minutes to the Ontario 4-H Council Board of Directors for review. Directors will have (7) days after electronic distribution of the draft Minutes to propose corrections, clarifications, other revisions, or log an objection to the approval of Minutes. Clerical revisions will be taken under consideration by the Secretary. After seven (7) days, a teleconference call will be scheduled to discuss any corrections, clarifications or revisions and to approve the Minutes. The Minutes will then be available to post to the public side of the 4-H Ontario website.	

B-BO-19 – Association In Good Standing
(Updated: October 26, 2019)
In order for 4-H Associations to be in Good Standing with the Ontario 4-H Council, they will need to meet the following requirements:
 	
Function within a structure that supports the delivery of programs in a positive youth development philosophy. That is: 4-H youth members supported by 4-H volunteer leaders in completion of skill development projects by "Learning To Do By Doing" within the provincial age range.
 	
FINANCIAL VIABILITY
 	
• Complete an annual filing of financial statements (including income statement and balance sheet) to 4-H Ontario Manager Finance.
  ○ If Association AGM occurs prior to March 1st, financial reports are due March 15th to avoid suspension of voting privileges at next 4-H Ontario AGM.
  ○ If Association AGM occurs after March 1st, financial reports are due June 30th to avoid suspension of voting privileges at the next 4-H Ontario AGM.
  ○ No financial reports for the previous fiscal year will be accepted after June 30th of the current fiscal year without suspension of voting privileges. (Even if voting privileges are suspended, financial reports still need to be submitted).
• Adhere to accounting practices which meet 4-H Ontario provincial standards in format and content
• Advertise and collect Provincial Membership Fees locally, and remit in accordance with 4-H Ontario policy. All outstanding invoices from previous fiscal year shall be paid in full by February 15th of the current fiscal year. Failure will result in a suspension of voting privileges at the Provincial AGM.
 	
LOCAL ASSOCIATION BOARD PRACTICES
 	
• Review Association Constitution / Bylaws and Policies on a regular basis
• Seek out and follow 4-H Ontario policies
• Use parliamentary procedure at all Association Meetings
• Forward Association Meeting Minutes to 4-H Ontario Coordinator, Volunteer Support in a timely manner
• Hold an Association Annual General Meeting that is publicly advertised to all stakeholders and of which 4-H Ontario is made aware of at least 90 days in advance
• Lead by example with full respect to the 4-H Ontario Code of Conduct in an
	2016/ 2019

inclusive, transparent, and 4-H values based manner

- At least one representative (Association Representative) from a local Association attend the Annual General Meeting of the Ontario 4-H Council
- Active participation in 4-H Ontario teleconferences for volunteers in specific roles (i.e., Presidents, Vice Presidents, etc.)
- Ensure regional 4-H Ontario Staff are included on all Association email / mail information blasts

LOCAL ASSOCIATION EVENTS

- Encourage youth programming that teaches the core competencies of 4-H: judging and critical thinking, parliamentary procedure, communication and public speaking, hands on skill development and community contribution
- Associations will strive to hold youth events that highlight youth knowledge and achievement such as:
  - Awards Night(s) to honour youth and volunteer achievement (ensuring 4-H Ontario is aware of the date 90 days in advance)
  - Family fun/rally/sign up type event to assist in marketing the opportunities and recruiting new volunteers and youth members
  - An Association level judging event (inclusive of agriculture and life skills), and/or supporting participation in a Regional Judging Competition
  - An Association level “Go For The Gold” event, and/or supporting participation within Regional and Provincial “Go For The Gold” Competitions.

PROMOTION PRACTICES

- Promote the 4-H program to the general public
- Support and encourage youth members and volunteers to participate in Regional, Provincial, and National 4-H opportunities, including camps, conferences and competitions
- Leverage the Associations’ webpage on 4-H Ontario’s website to promote active clubs, events and key contacts and/or utilize other forms of social media promotion (i.e. Facebook, Twitter, Instagram) to promote Local Association activities.
- Follow 4-H Canada brand standards

Associations’ standing will be reviewed annually to ensure requirements are met. If there is evidence of a requirement that is not being met, the Ontario 4-H Council will review the status of the Association with the provincial body in order to rectify the situation. Membership privileges may be suspended if the Ontario 4-H Council is not satisfied with remedial actions.

Effective January 1, 2017

If an Association has not met the requirements of Financial Viability as described above, the following measures will be implemented:

1. 4-H Ontario funding opportunities that flow through the provincial office will be suspended with no compensation for any missed funding once the Association has complied.
2. Secure 4-H Ontario website access is suspended to entire Association, including youth members and volunteers.
3. Youth members and volunteers will NOT be eligible to participate in any 4-H

Ontario event/activities. 4. All volunteer training opportunities will be suspended. 5. Suspended Voting Rights for Associations at the Ontario 4-H Council Annual General Meeting. 4-H Ontario staff will support the Association in obtaining proper documentation in order to regain their good standing status. An Association will regain their "good standing" status after they have complied to the satisfaction of the 4-H Ontario Staff.	
B-BO-20 – Active Association Parameters (Reviewed: January 18, 2020) An active 4-H Association in Ontario is responsible and accountable for the delivery of the local 4-H program. To effectively manage the operations of an active 4-H Association, the following minimum activities/structure must be in place: • Core Board Executive – Association Representative, President & Vice President, Secretary, Treasurer and Membership Coordinator • Minimum of four (4) quarterly Board meetings (either in person or using available technology), documenting and maintaining records of meeting. • Bank account and provide regular financial reporting to the 4-H Association Board • One (1) Association wide youth event and one (1) marketing or promotional event • One (1) active 4-H club with two (2) screened and trained volunteers	2016/ 2020
B-BO-21 – Duty of Care *(Amended: January 18, 2020)* Parents entrust their children with 4-H volunteers who are responsible for the supervision and safety of youth members. As such, 4-H Volunteers are obligated to practice "**Duty of Care**" to take reasonable measures to avoid causing foreseeable harm to a person. As a youth serving organization, 4-H Ontario demonstrates its Duty of Care through its policies and the steps we all take to show reasonable care has been taken to avoid harm. Three examples of Duty of Care in 4-H are: • Policies surrounding screening of Volunteers, • Volunteers thinking about supervision and safety first, • Using tools such as contact information and an Incident Report in case of emergency. Youth cannot be responsible for their own safety. As Leaders, our role is to protect them from all harm (from themselves, each other and adults). Supervision is key to the safety of all youth members. Volunteers who are in regular contact with youth, such as Club Leaders and chaperones, are in Volunteer positions that require the most trust and are taking on a high level of risk. Therefore, 4-H Ontario insists that every Club Leadership consists of at least 2 Volunteers in good standing. **If there are not at least two (2) Volunteers in Good Standing as Leaders for a Club, the project**	2019/ 2020

<u>will not be accepted as an official Club and Members will not receive credit.</u> 4-H Ontario is committed to ensuring all youth have a quality and healthy experience, and Volunteers have adequate training and support to keep all Club participants safe. Parents of our Youth expect that we will ensure the safety of youth by ensuring our volunteers are in good standing. Club Leaders should plan programming with safety as the priority. Programs should be planned in such ways that eliminate situations where there would be access to a Youth in private by an adult. This includes ensuring that Leaders/Volunteers are never alone when transporting youth to events. In this way, you are limiting the risk of harm by an adult to a child and avoiding false allegations. Another important strategy to ensure safety is to be sure to welcome parents to drop by anytime unannounced so that you create an open atmosphere. If you are sitting on a board of directors, you must lead by example and complete the engagement learning process. You are the leadership of the local 4-H Association and therefore share the responsibility with 4-H Ontario to ensure screening and training is completed by Volunteers and making sure our youth are protected from harm. Everyone has a role to play in ensuring 4-H is a community of caring for each other (youth and Leaders); all protecting and supporting each other to ensure all Youth and Volunteers are safe and healthy.	
B-BO-22 – 4-H Canada Duty to Report *(Established: June 22, 2019)* As a staff member or a volunteer in a youth organization, your responsibility is to be aware of and alert to signs of child abuse and inappropriate conduct and to report those concerns. **<u>Recognizing Child Abuse and Neglect</u>** **Physical abuse** is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in the injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting or throwing a child. Using belts, sticks or other objects to punish a child can cause serious harm and is also considered abuse. **Neglect** occurs when a caregiver fails to provide basic needs such as adequate food, sleep, protection from risks, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused. **Emotional abuse** is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence. **Sexual abuse** occurs when a child is used for the sexual gratification of an adult or an	2019

older child. The child may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing a child to look at or perform in pornographic pictures or videos or engage in prostitution.

Grooming is usually a slow, gradual and escalating process of building trust and comfort with a child. A child sex offender can use a variety of subtle, manipulative techniques to gain access to a child and increase the chances that the child will agree to his/her sexual advances. Child sex offenders build rapport with the adults around the child so that his/her involvement with the child is welcomed and encouraged. Grooming typically moves to test the child's boundaries (and the child's ability to protect him/herself) through the telling of sexual jokes, engaging in roughhousing, backrubs, sexual games, etc., in an attempt to see if s/he is at risk to tell someone. Grooming typically progresses from non-sexual touching to 'accidental' sexual touching. This usually occurs during play, so the child may not identify it as purposeful, inappropriate touching.

What to Watch For

As a volunteer or staff providing services to youth, you need to watch for signs of possible child abuse or neglect. There are two main types of signs: indicators and disclosures.

Indicators

Many indicators - especially those of a behavioural nature, such as anxiety or developmental lags - may be signs of other problems. However, a series of indicators observed over a period may be a youth's reaction to abuse or neglect and may appear as dramatic changes from the child's or youth's normal behaviour. Volunteers or staff may also observe patterns of conduct that are consistent with indicators of “grooming”. Indicators alone do not prove child abuse or neglect; however, they signal a need for your applicable child welfare organization or police to learn more about the youth’s circumstances. That is why indicators must be reported to your applicable child welfare organization or the police, as well as your provincial 4-H office.

Please refer to this document for a detailed outline of the forms of abuse and possible physical and behavioural indicators to watch for:

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_generalpublicbooklet.pdf

Disclosure

A youth may tell you *directly* that they are being abused or neglected. Disclosure might begin with one example to see how you react. In other cases, youth do not disclose directly but communicate what they have experienced *indirectly* – through their behavourious, emotions, art, writing, appearance, inquiries or discussions about fears, concerns or relationships. Youth also divulge information through indirect statements, statements with conditions (eg. “promise to not tell”) or third-party statements (eg. “my friend’s parent is hurting her”).

Please refer to the Commit to Kids training handbook for detailed information on

responding to and supporting a youth who may be disclosing abuse or neglect to you.

4-h-canada.ca/sites/default/files/risk-management/csa_preventiontraining_handout_en.pdf

Recognizing Inappropriate Conduct

Within the 4-H in Canada Code of Conduct there is an outline of the expectations and guidelines for everyone involved in 4-H activities. Conduct that conflicts with the 4-H Code of Conduct or other 4-H policies may not be against the law in other contexts, but it is still considered inappropriate and must be appropriately reported. For example:

- a violation of a youth's privacy or personal boundaries
- unauthorized contact with a child
- the use of drugs or alcohol during a 4-H event
- bullying behaviour, verbal or physical
- or other behaviours in conflict with the Code of Conducts or Two Leader Rule.

Please note that misconduct may be carried out by a youth member, for example, cyberbullying or drug use, and it must be reported as well.

Your Responsibilities

To report suspicion of abuse or neglect

If you have reason to believe that a youth is experiencing child abuse or neglect, then you are legally required to report your concern to the appropriate local child protection agency or police. *You do not need to be certain. It is the agency's job to determine whether abuse or neglect has occurred or is likely to occur.* 4-H Canada also requires you to report your concern to your provincial 4-H office.

To report suspicion of inappropriate conduct

Conduct not relating to child abuse or neglect, but which is inappropriate or in conflict with 4-H policies, must be reported to your provincial 4-H office.

To keep information strictly confidential

Keep all information in strictest confidence, including the name of youth and those accused, and the nature and details of the allegation. Do not discuss the matter with anyone other than the appropriate authorities and your provincial 4-H office for reporting purposes.

Guidelines for Reporting Abuse or Misconduct

4-H Canada is following the best practices for reporting developed by the Canadian Center for Child Protection. Below are the specific details.

Making your report of abuse

- Report immediately to local child protection agency or police service
- After reporting to officials, report to your local provincial 4-H office
- Maintain strict confidentiality
- Do not conduct any investigation to substantiate allegations. This is the role of child protection agencies and police.

Making your report of inappropriate conduct • Report immediately to your provincial 4-H office • Maintain strict confidentiality. • The provincial office is responsible for notifying the person against whom an allegation is made of the procedures for addressing the allegation and the provincial office will determine if that person should be suspended during the investigation. • Do not conduct any investigation to substantiate allegations. The provincial office will conduct and document the investigation. **Please see Appendix H for the 4-H Ontario Steps for Reporting Child Abuse**	
B-BO-23 - Safety Assessment and Management *(Established: September 15, 2020)* **Safety Assessment and Management Policy** 1. 4-H Staff and volunteers are responsible for conducting program safety assessments and implementing preventative procedures that follow all policies and guidelines. This includes: • Submitting an activity plan that includes an emergency response plan • 4-H Ontario will review the plan and provide confirmation • Share the plan with all youth, leaders, and families in advance of the activity 2. Only activities that abide by all policies are sanctioned 4-H events that have insurance coverage for youth, volunteers, staff, and guests. 3. Staff and volunteers are responsible for coordinating the management of participants health during 4-H activities. This includes: • A participant form must be completed annually by all youth and leaders to indicate membership with 4-H Ontario and permission to attend activities kept up to date, and on hand for all youth and adult participants at all activities. Leaders must review the form and discuss respectfully and in confidence any health issues with youth and parent/guardians to develop a plan to manage care as required. • Maintain the strict confidentiality of personal, health, or incident information, Information must only be discussed with those who are providing direct supervision, are responsible for administering first aid, or are providing care. • Notify 4-H Ontario of minor or serious incidents related to illness, injury, accidents, or safety concerns. **Guidelines for Incident Reporting** Staff and volunteers must document all incidents, whether minor or serious, that occur during a 4-H sanctioned activity. The purpose of the Incident Report is to ensure 4-H has details of the incident should questions arise and to ensure measures are taken to prevent future incidents. It is a tool to protect and support the youth, staff, leaders, and the organization. A paper copy of the incident report should be on hand during any 4-H activities so that it is easy to take notes before entering the incident details into the	2020

online form. Non reportable incidents: can be resolved quickly and are unlikely to have future repercussions. For example**:** • basic first aid treatment (scrapes, cuts) • property damage (that can be quickly remedied) • behavior and discipline issues Incidents that must be reported include: A **minor incident** is a regular occurrence or near miss. These incidents must be documented in an incident report so they can be reviewed to determine any preventive measures or mitigation or may have insurance implications. For example: • Illness or injury requiring first aid • Property damage that can't be quickly repaired • Ongoing or serious discipline issues / conflicts A **serious incident** involves any of the following and requires detailed documentation in the incident report: • Assistance from authorities (fire, police, ambulance, etc.) • Participants who are emotionally or psychologically distressed • Widespread illness of many participants (e.g. at a large event/camp) • A stay in a hospital • Life-threatening illness • Has future health care repercussions • Poses a serious or significant negative impact on the 4-H organization • Future insurance implications • Interest from the media • Future negligence and/or criminal repercussions For serious incidents, include the following with the incident report: the activity plan, notes/statements related to the incident, copies of any applicable permission forms, release of liability, or waivers. Incidents must be reported electronically using the on line 4-H Canada Incident Reporting form on the 4-H Ontario website.	
B-BO-24 – Misconduct Reporting and Appeals *(Established: September 15, 2020)* Misconduct Reporting and Appeals 1. 4-H has an open-door policy for reporting concerns of misconduct, harassment, or abuse, and takes these claims very seriously. A confidential report may be made by a youth member, leader, staff, parent, participant, or the public using our online reporting system. Reports will go directly to the provincial organization. 2. It is the responsibility of staff and volunteers: o to document any concern about the emotional or physical safety of a youth, an incident that puts participant at risk, or a violation of 4-H in Canada Code of Conduct	2020

- send a confidential incident report to the provincial organization

3. It is the responsibility of the provincial organization to:
   - communicate with involved parties and notify 4-H Canada for serious incidents
   - conduct investigations
   - make determinations on suspension, consequences, and terminations
   - manage appeals
4. As a youth serving organization, we are committed to ensuring youth and leader safety and to educating and developing the skills of our youth and leaders to prevent repeat incidents. 4-H will strive for an outcome involving coaching and mentoring before considering strict consequences
5. Grounds for suspension or termination include:
   a. Involved party is the subject of an investigation of a:
      i. Criminal offence
      ii. Child protection report
      iii. Other statutory offence
   b. Involved party is under review for committing a serious, or repeated, breach of the 4-H in Canada Code of Conduct or Youth Safety policies
   c. Involved party fails to comply with government statutes or regulations, putting 4-H in Canada, participants, or partners at risk of harm
   d. Involved party's presence at a 4-H event is believed to pose a risk to others
6. 4-H will act promptly and will ensures the process of responding to allegations against any staff, leader, volunteer or youth is fair to all parties concerned.
7. Information is held in strict confidence, including the name of youth and those accused, and the nature and details of the allegation.

Recognizing Inappropriate Behavior and Misconduct

Within the 4-H in Canada Code of Conduct there is an outline of the expectations and guidelines for everyone involved in 4-H activities. Conduct that conflicts with the 4-H Code of Conduct or other 4-H policies may not be against the law in other contexts, but it is still considered inappropriate and must be reported. For example but not limited to:

- a violation of someone's privacy or personal boundaries
- unauthorized contact with a child
- disrespectful or discriminatory remarks with the intent to offend whether in person; by phone, electronic means or social media
- the use of drugs or alcohol during a 4-H youth event
- bullying behaviour, verbal or physical that compromises the safety or well-being of another
- sexual behaviour (inappropriate touching, intercourse) with anyone regardless of gender, age or consent at a 4-H event
- suspicion of theft of funds
- actions that jeopardize safety or result in serious injury
- or other behaviours in conflict with the 4-H in Canada Code of Conduct.

Minor Incidents

For minor breaches of the 4-H in Canada Code of Conduct, a review and discussion will be completed at the local level.

Serious Incidents

After receiving an incident report, 4-H Ontario may suspend a volunteer, or youth. This allows time for: review of the incident, verification of facts of the allegations, and a decision of consequences, which may include termination.

Appeals:

- Appeals must be made in writing within 30 days of a decision. For volunteers, If the dismissal is related to criminal charges, this period will be extended to 30 days beyond the final ruling of the court.
- Appeals are submitted to 4-H Ontario and are considered by the Ontario 4-H Council Grievance Committee.
- Appeals are to be accompanied by supporting documentation with respect to the initial decision or dismissal and as to the present and recent past good behaviour of the subject, and any other information to justify a request for the reinstatement as a youth participant or volunteer.
- It is at the discretion of the Grievance Committee to seek additional information and/or documentation from the subject in appropriate circumstances; however, shall be under no obligation to do so.
- The Grievance Committee needs to demonstrate fair and consistent review of both sides
- Appeal decisions will be made within six weeks of receipt of appeal.
- Appeal decisions made by the Grievance committee are final and will be communicated to the subject in writing.

4.1.3 BOARD / STAFF RELATIONS & REPORTS

POLICY	DATE PASSED, AMENDED OR REVIEWED
B-BSR-01 – Executive Director Job Description *(Reviewed: June 13, 2020)* The Executive Director is responsible: • To achieve the organization's corporate ends policies, • To follow the policies on board / staff relations and reporting, and • To adhere to the policies on staff limitations.	2000/ 2010 / 2016/ 2020
B-BSR-02 – Delegation to the Executive Director *(Reviewed: June 13, 2020)* The Executive Director is responsible for, and accountable for, the complete operations of the organization. To effectively manage the operations of the Ontario 4-H Council, the Executive Director will: • Foster and maintain a skilled, ethical, results-oriented staff; and • Operate the organization in such a manner as to avoid undue risk. To enable the Executive Director to effectively manage the operations of the Ontario 4-H Council, the Board will: • Delegate all staff authority through the Executive Director; this means the Board will not direct, manage, hire, or fire any staff people other than the Executive Director; and, • Accept any reasonable interpretation by the Executive Director of Board policies on Corporate Ends and Staff Operations.	2000/ 2007/ 2016/ 2020
B-BSR-03 – Monitoring Executive Director Performance Review *(Reviewed: June 13, 2020)* The Board will monitor the Executive Director's performance by monitoring the performance of the organization.	2000/ 2007/ 2016/ 2020
B-BSR-04 – Executive Director Performance Review *(Amended: June 13, 2020)* The Executive Director Performance Review will be completed annually within 60 days of the END of the fiscal year (or - in February of each year), in person, by the President and Past President of Council and Foundation Chair using the ED work plan. Before this review, the Council Executive will meet with the Foundation Chair, Vice Chair and Past Chair to review the ED Work Plan and identify points of discussion for the ED Performance Review.	2000 / 2007 /2012/ 2015 /2017 /2018/ 2020
B-BSR-05 – Reports *(Reviewed: April 4, 2020)* ***Staff:*** The Executive Director will solicit staff input to develop a complete and concise written report prior to each Board meeting noting accomplishments, current tasks, and	2000/ 2005/ 2007/ 2012/ 2016/ 2020

next steps. This report should relate directly to the operational plan. ***Financial:*** Prior to each Board meeting the Finance Committee will review and provide the previous financial quarter report detailing actual and budgeted line items. ***Meeting***: Record of Motions and Action Sheet will be presented as separate documents from the meeting minutes. All relevant meeting documentation will be distributed within 21 days following each meeting.	
B-BSR-06 – Communication and Counsel to the Board *(Reviewed: April 4, 2020)* The Executive Director shall contribute only quality information to the board from which to make educated decisions. Accordingly, the Executive Director will: • inform the board of any information of consequence to the making of corporate policy decisions or monitoring the organization's performance; and • present information in formats that are not unnecessarily complex or lengthy.	2000/ 2008/ 2016/ 2020
B-BSR-07 – Financial Conditions *(Reviewed: August 17, 2019)* Staff will not place the organization in a position of undue financial risk. *Accordingly, staff will:* • make expenditures only within budget, unless revenues are adequate that the budget net income will still be achieved; • only incur capital expenditures within the approved annual budget, unless being granted board approval; • borrow funds on behalf of the organization only where its corporate credit limit allows; and • shall attend to receivables and payables in a timely manner.	2000/ 2008/ 2016/ 2019
B-BSR-08 – Staff Performance Evaluation *(Reviewed: September 15, 2020)* For the purpose of developing staff to achieve organizational goals, no staff will exceed one year without participating in performance evaluations. These evaluations will not be conducted in a negative manner nor focus on items other than workplace goals.	2000/ 2008/ 2014 / 2016/ 2020
B-BSR-09 – Conflict of Interest *(Reviewed: September 15, 2020)* 4-H Ontario recognizes the importance of protecting the business while preserving the rights of employees to participate as volunteers within the community. The following guidelines set out expectations concerning an employee who volunteers with a 4-H Association, as they are affiliated and pursuing the same goals. As an employee, you are expected to act at all times in the business' best interest and to exercise sound judgment unclouded by personal interests or divided loyalties. Employees should avoid both the perception of, and the reality of a conflict of interest in performing their duties at 4-H Ontario, as well as in volunteer activities with any organization. A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with 4-H Ontario's best interests. This	1996/ 2000/ 2009/ 2014 / 2016/ 2020

might include holding exceptional influence within the organization, knowledge or disclosure of confidential or sensitive information, or other such questions of conflict. **Guidelines** 1. Upon being hired as an employee by 4-H Ontario, any individual who is participating as a volunteer on an Association executive including but not limited to the following named roles, or in any role that has decision making and/or influence, is expected to resign their position within ninety (90) days from the employment start date. • President • Vice President • Association Representative • Screening Officer • Membership Coordinator • Livestock Coordinator • Awards Coordinator 2. Employees of 4-H Ontario may volunteer within a 4-H Association as a volunteer-at-large, as a club leader or assisting at clubs and events. 3. 4-H Ontario property equipment and tools that are provided to the employee to complete their duties are not to be utilized for personal or volunteer purposes. This includes but is not limited to smartphone, computer, teleconference lines, email addresses, documents, meeting minutes and any pertinent information that is for business use only. 4. When the employee is conversing with another employee regarding their volunteer activity, they are to distinguish what the call information is being utilized for by stating clearly: “I am asking as a volunteer”, or some similar statement. 5. Supervisors and employees shall be responsible for identifying potential conflict of interest. The Executive Director is to be informed. Employees must consult with their supervisor prior to engaging in any activities that may be seen as conflict of interest. 6. Employees who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with 4-H Ontario and may be subject to disciplinary action up to and including termination of employment. 7. 4-H Ontario strongly encourages that employees do not volunteer to take on any decision-making positions within a 4-H Association up to three months following their last day of employment with 4-H Ontario The interests of 4-H Canada and 4-H Ontario are somewhat aligned, therefore acting jointly for both 4-H Ontario and 4-H Canada places an employee in a conflict of interest. As such, an employee of 4-H Ontario may not concurrently volunteer in a decision-making or influential position with 4-H Canada or serve on the 4-H Canada Council while in the employ of 4-H Ontario.	
B-BSR-10 – Council Employment *(Reviewed: January 19, 2019)* No contract for services or offer of employment over $10,000 shall be made without a fair, competitive selection process.	2000/ 2010/ 2016/ 2019

B-BSR-11 – Compensation *(Reviewed: April 4, 2020)* Staff compensation will not exceed 110% of the industry average for 'not-for-profit' organizations in Ontario.	2000/ 2003/ 2014/ 2016/ 2020
B-BSR-12 – Temporary Executive Director Responsibilities *(Reviewed: January 18, 2020)* The Executive Director will not be absent from the work place without indicating a temporary replacement and providing the replacement with all information necessary to carry on his/her duties. This information may be provided directly or made accessible through other staff.	2000/ 2010 / 2016/ 2020
B-BSR-13 – Insurance *(Updated: June 22, 2019)* Staff will not allow the organization to hold less than 75% replacement value insurance coverage of equipment, furniture and fixtures. The Executive Director will not place the organization in a position of undue liability risk. The Executive Director will notify the board immediately if the organization's 3rd Party Liability and Directors and Officers Liability Insurance policies were going to lapse.	2000/ 2010 / 2016/ 2019
B-BSR- 14 – Provincial Youth Participant Fee Refund Policy ***(Passed: January 23, 2021)*** Refunds for the Provincial Youth Participant Fee will be granted as follows: • Full refund of provincial youth participant fee less **$10.00** administration fee if written request is received by 4-H Ontario within seven (7 days) of registration date. • 50% refund of provincial youth participant fee if written request is received by 4-H Ontario within 30 days of registration date and less than two (2) club meetings attended • No refunds after 30 days of registration date. Exceptions may be granted under extraordinary circumstances providing the request is submitted in writing to 4-H Ontario and clearly identifies the reason for the exception.	2021
B-BSR-15 – Adherence to 4-H Policies *(Reviewed: April 4, 2020)* No participants (Cloverbuds, members, Leaders, volunteers, chaperones, coaches, facilitators, staff) in 4-H programs and events shall be exempt from 4-H Ontario Policies.	1992/ 2000/ 2014/ 2016/ 2020
B-BSR-16 – Club In Good Standing *(Reviewed: March 20, 2021)* 4-H clubs in Ontario can complete projects on topics from two places: 1) 4-H Ontario provincial resource library (on the 4-H Ontario website), including:	1993/ 2000/ 2014/ 2016/ 2018/ 2019/ 2020/ 2021

a) Provincially developed projects or b) Locally submitted and approved for provincial use or 2) Global resource library (on the 4-H LEARNS website). Project Resource manuals that are local or global in nature must be provincially approved for use as a project in an Ontario 4-H Club. In order for 4-H clubs to be deemed active: 1. The club must have a minimum of two (2) current 4-H Ontario Volunteers in Good Standing, who are not spouses, consistently engaged in club leadership and supervision of youth. 2. Within the youth industry, it is a recognized guideline that there must be a four (4) year age gap between the trained leader/screened volunteers and the participants to ensure they have the maturity and independence to be successful leaders and that they are not within the same peer group. 3. The club must be registered into the 4-H Ontario database (membership web application (MWA) immediately following the second meeting (or 4 hours) of the club. 4. The club must have at least six (6) members. 5. The club must have a minimum of twelve (12) "teachable" hours. 6. The club must plan and execute an Achievement program. **Note:** In order to ensure the safety of 4-H participants and a quality program, only 4-H Ontario Volunteers or Participants in Good Standing may receive 4-H project / club resources and awards, have their 4-H club registered in the 4-H database and have their group or team receive recognition and participate in 4-H events. Only volunteers can have their clubs registered.	
B-BSR-17 – 4-H Resources ***(Removed: September 15, 2020)***	1989/ 1993/ 2000/ 2013/2016/ 2018/ 2020
B-BSR-18 – Fairness Across the Province ***(Removed: January 23, 2021 Refer to B-CE-11 Inclusion)***	2000/ 2011/ 2016/ 2020/ 2021
B-BSR-19 – Endorsement of Products *(Reviewed: August 17, 2019)* The Ontario 4-H Council will not endorse any products which are in contravention of its values.	1990/ 2000/ 2014/ 2016/ 2019
B-BSR-20 – Charitable Receipts *(Reviewed: January 18, 2020)* Charitable donation receipts will not be issued in violation of Canada Revenue Agency guidelines.	2000/ 2003/ 2011/ 2012/ 2016/ 2020
B-BSR-21 – Screening Requirements for 4-H Ontario Volunteers *(Reviewed: October 17, 2020)* New Volunteer: In order to be officially accepted to be a new 4-H Volunteer, every	1993/ 2000/ 2008/ 2012/ 2014/ 2016/ 2018/ 2019/ 2020

individual must complete all the steps in the screening process to become a volunteer. 1. Application 2. Reference Checks 3. Interview with local Association 4. Complete a Vulnerable Sector check and submit to 4-H Ontario 5. Complete Child Protection Training (as identified by the 4-H in Canada Youth Safety Policies) and submit certificate to 4-H Ontario. 6. Attend and complete a New Volunteer Orientation session via webinar 7. Be recommended by their local Association 8. Receive approval by 4-H Ontario 9. Complete and sign a Participant Agreement Form and Code of Conduct, and submit to the Local Association Screening Contact To remain a Volunteer in Good Standing: 1. Attend and complete a re-engagement learning opportunity every two years 2. Submit a Police Record Check (also referred to as Criminal Matters and Judicial Check) every three years 3. Update the Participant Agreement Form on file with your Local Association 4. Acknowledge and sign the 4-H in Canada Code of Conduct annually and submit to the 4-H Ontario office. All Volunteers must complete steps as outlined in the 4-H in Canada Youth Safety Policy B-CE-10.	
B-BSR-22 – Memorandum of Understanding *(Reviewed: April 15, 2016)* The 4-H name shall not be connected with any event that fails to meet the guidelines in the Memorandum of Understanding that outlines 4-H Ontario's requirements for the event.	2000/ 2014/ 2016
B-BSR-23 – Copyright *(Reviewed: August 17, 2019)* No infringement of copyrighted material will be allowed within the Ontario 4-H program.	2000/ 2014/ 2016/ 2019
B-BSR-24 – Use of the 4-H Canada Brand Standards *(Updated: August 17, 2019)* 4-H Canada Brand Standards will be followed.	1997/ 2000/ 2012/ 2016/ 2019
B-BSR-25 – 3rd Party Liability and Directors & Officers Liability Insurance *(Removed: June 22, 2019)* ***See Policy B-BSR-13 Insurance***	2000/ 2010/ 2016/ 2019
B-BSR-26 – Protection of Personal Information: Privacy Officer(s) *(Updated: October 26, 2019)* See Policy B-BO-16 Protection of Personal Information	2003/ 2014/ 2016/ 2019
B-BSR-27 – Access to 4-H Ontario Membership Database Information *(Updated: January 23, 2021)* Upon completion of the confidentiality waiver by a Local 4-H Association, the Privacy Officer or designate will provide access to information held within the 4-H Ontario	2004/ 2014/ 2016/ 2021

database as necessary and available to Local 4-H Associations.	
B-BSR-28 – Youth Supervision Ratios *(Updated: January 18, 2020)* Adult to youth ratios will be reviewed regularly and are determined based on existing industry standard and established by 4-H Canada. Ratios are adjusted for the activity and level of supervision required based on the risks and the complexities of the activity/program.	2017/ 2020
B-BSR-29 - Executive Director Succession Action Plan *(Reviewed: June 13, 2020)* The Executive Director Succession Action Plan fulfills the important task of ensuring there is a viable plan in place when the Executive Director's position becomes vacant for any reason. The Executive Director Succession Action Plan will be reviewed by the Ontario 4-H Council Executive Committee annually and will report to the Ontario 4-H Council Board of Directors after review.	2017/2020
B-BSR-30 – Executive Limitations on Gift Acceptance *(Passed: June 16, 2018)* The following types of gifts must be reviewed and approved by the board of Directors: • Gifts of personal property • Gifts of property whose value is not readily ascertainable, such as securities • Gifts of real estate • Gifts of residuary interests • Requests to return a gift Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. 4-H Ontario reserves the right to obtain its own appraisal for gifts. 4-H Ontario reserves the right to decline a gift based upon the following factors and any other factors determined by one of its governing boards from time to time. The following types of gifts will not be accepted: • In contradiction of 4-H Ontario ends statement/purpose/values • Possible controversy into which 4-H Ontario may be drawn • Conditions or limitations that a donor seeks to impose • Costs of 4-H Ontario ownership for administration and management • Compliance with laws Other gifts that contain identified risks to 4-H Ontario deemed by the Executive Director or either board	2018
B-BSR-31 – Provincial State of Emergency *(Passed: June 13, 2020)* In the event of a Provincial State of Emergency, 4-H Ontario club structure could possibly be modified to maintain/enhance participant experience. These modifications	2020

would depend on the Provincial State of Emergency regulations/restrictions. To seek approval, club/association/volunteers must email the 4-H Ontario Senior Manager, Programming (or designate) and Senior Manager Volunteer & Community Engagement (or designate) at least three weeks prior to commencement of club activities with the information outlined below. All requests will be reviewed within 14 working days of being received. Not all requests can or will be accommodated. In the submission for consideration, the following information must be included: Name of 4-H Club, 4-H Association club is being hosted in, names of club volunteers and their contact information, reason for the request, plan for member engagement and what steps were taken to adhere to current policy.	

SECTION 4.2. 4-H OPERATING POLICIES & PROCEDURES

4.2.1 4-H PARTICIPANTS

Note: Member policies apply to non-member participants
(i.e., resource availability Participant Agreement Code of Conduct)

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-M-01 – Provincial Participant Requirements *(Amended: December 15, 2020)* **a) Provincial Participant Fee:** To be eligible to become a 4-H Ontario Youth or Cloverbud participant, an annual provincial participant fee will be collected by the provincial 4-H office. This participant fee is determined by the Board of Directors of the Ontario 4-H Council. In the case where a 4-H youth is enrolled in clubs in more than one 4-H Association, the provincial participant fee is to be collected on behalf of the home association only. **b) Provincial Participant Ages:** See B-CE-02 Enrollment Eligibility for Youth in the 4-H Program. Youth under 6 years of age, prior to January 1st of the current calendar year cannot be considered 4-H participants, nor can they participate in club activities or receive 4-H Ontario resources and awards. The 4-H Ontario insurance policy does not cover youth under 6 years old as 4-H participants. Families and leaders who allow under age participants to actively participate in the 4-H program are taking on significant personal liability risk. **c) Club Participant Lists:** 4-H volunteers must return copies of the club participant list to the Association Membership Coordinator immediately following their second club meeting. The club must be registered into the 4-H Ontario database immediately following the second meeting (or 4 hours) of the club. If additional youth join a club, following the submission of club participant list, it is the responsibility of the 4-H volunteer to inform the Membership Coordinator immediately of the change to ensure 4-H youth are registered as 4-H participants in the club.	1998/ 2000/ 2001/ 2003/ 2006/ 2014/ 2016 /2017/2020
O-M-02 – Recognized Members *(Reviewed: January 19, 2019)* **Please see: B-CE-02 – Enrollment Eligibility for Youth in the 4-H Program**	1989/ 2000/ 2012/ 2013/ 2016/ 2019
O-M-03 – Membership & Club Composition *(Amended: June 16, 2018)* 4-H clubs are required to have a minimum of six (6) eligible members and two (2) consistent and dedicated 4-H Ontario Volunteers in Good Standing (Policy O-V-14)	1988/ 1995/ 2010/ 2012 / 2013/ 2014/ 2018

involved in club leadership/activities. It is not necessary for all members of a club to take the same project. Before enrolling, a person who is eligible to be both a 4-H member and a Leader of a club, must choose to be either a member or leader of the specific club (with a 4-H Ontario screened leader that is 22 years of age or older prior to January 1st). A Youth Member cannot receive recognition as both a member and a Leader in the same club. Cloverbud participants are able to complete Cloverbud projects only. They are not able to participate in other club projects offered for 4-H members. Youth aged 15-21 years prior to January 1st may assist in a Cloverbud project as a Youth Leader.	
O-M-04 – Club / Project *(Removed: September 15, 2020)* ***See Policy B-BSR-16 – Club In Good Standing***	1993/ 2008/ 2009/ 2012/ 2014/ 2018/ 2019/ 2020
O-M-05 – Resource Availability *(Removed: December 15, 2020)* ***See Policy B-BSR-16 – Club In Good Standing (refer to *Note)***	1993/ 2012/ 2014 /2018/ 2020
O-M-06 – Meeting Time *(Reviewed: July 31, 2019)* At least 12 hours of club meeting time is required for every project; including club business, specific project information and social recreation. The delivery format for that material is left to the discretion of the leaders. **Note**: the best practice recommendation is that a club have multiple meeting times for each project.	1993/ 2008/ 2014/ 2016/ 2019
O-M-07 – Achievement Program *(Updated: September 15, 2019)* The Achievement Program is a chance to share what has been learned in the club and the project work completed. Each club must organize a program of interest to the members and the community and present it to the public as its Achievement Program. Each member is to have an active part to play in this program. This event may involve individuals, organizations and the community that support the club throughout the year. Each club has a unique way of showcasing their projects.	1989/ 2016/ 2019
O-M-08 – Project Completion *(Amended: November 15, 2018)* A participant will complete a project satisfactorily by: • Participating in at least 2/3 of his/her own project meeting time; and • Completing the project requirements to the satisfaction of the Club Leaders; and • Taking part in the Achievement Program. (A participant will be allowed to attend an Achievement Program only if he/she has participated in at least 2/3 of the	1993/ 2014/2018

meeting time of his/her own project prior to the Achievement Program.) Participants in projects that are part of a club that does not meet the requirements outlined in *Policy O-M-03 Membership and Club Composition* will not receive completion credit for the project even if the above criteria are met.	
O-M-09 – Access to 4-H Ontario Youth Programs *(Removed: September 15, 2020)* ***See Policy B-CE-11 – Inclusion***	2000/ 2008/ 2014/ 2016/ 2019/ 2020
O-M-10 - Participation by Members in National / International 4-H Programs and Activities *(Reviewed: July 31, 2019)* Only 4-H members who are considered as "members in good standing" will be eligible to participate in national and international 4-H programs and activities.	2001/ 2008/ 2012/ 2016/ 2019
O-M-11 – Youth Leader/Youth Director Roles *(Updated: July 31, 2019)* Whether you lead a food, safety, livestock, crops, horticulture or sewing project or even sit on your local association, you can find enjoyment from working together with a Youth Leader. As a 4-H Ontario Volunteer, supervising a Youth Leader is an important way the 4-H program encourages leaders to build young leaders. Club Youth Leaders are not considered a Volunteer in Good Standing. Club Youth Leaders are an addition to the minimum volunteer requirement in policies O-V-14 & B-BO-21. **Overview:** The 4-H Club Youth Leader and Youth Director projects should give senior 4-H members an opportunity to: • Put leadership into action at the club or association level • Further develop communication, interpersonal and organizational skills • Prepare to take on other leadership roles • Be a valuable resource to the 4-H program. **Quantity of Club Youth Leader/Youth Director Positions** A 4-H club will have no more than one (1) Youth Leader per six (6) members for each project. Local 4-H Association Board of Director's will have no more than two (2) Youth Directors complete per calendar year. **Age of Club Youth Leader/Youth Director Positions** 4-H members completing a Club Youth Leader project must be between the ages of 15-21 prior to January 1st of the current calendar year and part of an active club. 4-H members completing a Youth Director project must be between the ages of 18-21 prior to January 1st of the current calendar year and part of an active club.	2006/ 2008/ 2016/ 2019

Youth Leader/Youth Director Position Training

Training for Club Youth Leaders or Youth Directors must be completed prior to the second meeting of their Club Youth Leader or Youth Director project. Returning Club Youth Leaders or Youth Directors must complete a re-engagement training every second year, at minimum, for successful completion of these projects. Current training options can be found in the 4-H Leadership In Action Resource Guide.

Streams:

Club Youth Leader Project has two (2) streams:

- ✓ Club Youth Leader
- ✓ Association Youth Director

1. Club Youth Leader

The 4-H Club Youth Leader project offers **senior** members (age 15-21) an opportunity to develop skills and abilities, through the practice of leadership with the guidance of a 4-H volunteer leader. ***Note:*** members must be part of an active club in order to complete a youth leader project.

General Requirements:

4-H Club Youth Leaders will complete the project satisfactorily by:

- Participating in at least 2/3 of their own club meeting time
- Completing the project requirements to the satisfaction of the club leaders
- Taking part in an Achievement Program.
- Completing the Club Youth Leader Handbook; signed by leader(s) and submitted to local 4-H Association for final approval.

Specific Requirements:

- First time Club Youth Leaders must participate in a Youth Leader Training Opportunity (please see Leadership In Action Resource Guide or the 4-H Ontario website for details), where they will have an opportunity to gain further knowledge and/or skills.
- Re-engagement for Club Youth Leaders is through online learning modules or through participation at Provincial Leadership Camp or Future Leaders in Action Camp. Re-engagement must be completed at minimum every two years.
- Lead a number of activities at club meetings within a project club.
- As mentioned in the General Requirements - complete the 4-H Club Youth Leader Handbook.
- Take a leadership role in the club, association or region by completing one of the following:
  - Take an active part in the planning of the Achievement Program and participate by chairing, leading activities, introducing or thanking speakers, etc.
  - Visit a school and promote the 4-H program with a verbal presentation and/or exhibit.
  - Plan and co-ordinate a local 4-H activity, i.e. new member meeting, judging competition, field trip, tour, car wash, interpretative walk.
  - Volunteer as a presenter or group facilitator at Discovery Days

- Prepare an exhibit for the Achievement Program, a local fair or event.
- A project approved by the club leader(s).
- Local Associations may have additional guidelines.

2. Association Youth Director

The 4-H Association Youth Director project offers senior members (age 18-21) an opportunity to gain parliamentary procedure knowledge as well as develop skills and abilities for being a part of an effective board of directors through the practice of leadership, communication and organizational skills.

General Requirements:

4-H Association Youth Director will complete the project satisfactorily by:

- Taking an active leadership role in the Association (for examples, see the Youth Director Handbook)
- Participating in at least 2/3 of the local 4-H Association board meetings
- Completing the project requirements to the satisfaction of the local 4-H Association Board
- Taking part in the local 4-H Association Annual General Meeting
- Completing the Youth Leader Handbook; signed by local association president and submitted to local 4-H Association for final approval.

Specific Requirements:

- First time Association Youth Directors must participate in a New Volunteer Orientation. For re-engagement, Association Youth Directors must attend and participate in a local Association Annual General Meeting, Volunteer Esymposium or Association requested learning opportunity. Re-engagement must be completed, at minimum, every two years.
- Run a small youth forum at a club meeting to bring a youth perspective to an issue the local association is interested in receiving feedback on and report findings to local association at a board meeting.
- As mentioned in the General Requirements- complete the 4-H Youth Director Handbook.
- Take a leadership role in the association by completing an assigned activity or activities at the request / need of the local association board of directors. Examples include:
  - Visit a school and promote the 4-H program with a verbal presentation and/or exhibit.
  - Organization of judging night or Rally night
  - Assist in the organization of recognition / awards night.
  - Working with a committee to organize local volunteer training
  - Prepare an exhibit for the Achievement Program, a local fair or event.
  - Organize a leadership development meeting for youth leaders and / or club executives.

Youth Directors for your Association Board

When looking for Youth Directors, keep these points in mind.

- For senior member (18-21 years of age).

- Members looking for a leadership challenge.
- Familiarity with the 4-H program.
- Willingness to accept responsibility.
- Ability to get along with adults, peers and younger members.
- A sincere desire to be helpful to the club / association.
- Ability to plan ahead and carry out activities.
- Have they already experienced being a Youth Director? If so should the chance go to another?
- Have they had other opportunities to develop these skills? If so should the chance go to another?

Guidelines for 4-H Ontario Volunteers serving as mentors to Club Youth Leaders or Youth Directors

It is important that a "help-each-other" relationship be established from the start. A relationship of co-operation is the key to the degree of achievement a young person may reach. For high achievement, consider the following teamwork approaches:

- Sharing, rather than delegating responsibility. Let the individual have a share in the decision making rather than merely assigning them a task to carry out.
- Understand that both of you will have to give and take to get the job done.
- Make sure both parties clearly understand their responsibilities. Talk to the individual and find out how they would like to be involved. Together, determine the individual's responsibilities.
- Provide the Individual with challenges and opportunities for growth without overburdening them.
- Give the Club Youth Leader/Director a chance to show their creativity, strengths and initiative, even if that means trying some new and different things with club members or association membership.
- Let the individual know that whenever they need guidance, support or just a friendly face that someone is available.
- Communicate clearly. Create an atmosphere in which opinions can be freely expressed.
- Share your resource materials with the individual(s), i.e. 4-H Volunteers Guide, the project guide for Leaders and Youth Leaders, constitutions, etc.
- Keep in mind that Club Youth Leaders/Directors are individuals. What works well for one may not work well for another. You will need to try to understand the individual(s) and what motivates them and be flexible with your working style.
- Provide positive feedback and evaluation comments.
- Club Youth Leaders/Directors need to see their strengths and places for improvement.
- Evaluation should not be a threatening experience. First, let the Club Youth Leader/Director evaluate his/her own performance, then, point out the areas where you felt their performance could be improved, as well as the strong areas.

• A formal evaluation should follow every presentation. • Informal evaluation should be a continuous process. A word of encouragement or praise here and a word of caution there is the type of guidance most Youth Leaders/Directors want.	
O-M-12 – Deadlines for Membership Information *(Amended: July 31, 2019)* The deadline for all new membership enrolments is November 1st of the current year. All project completions must be received by 4-H Ontario by December 1st. For Associations with fall awards events, the deadline for completion is 30 days before the awards presentation. It is prudent to enter membership enrolment on an ongoing and timely basis as they are received up to the deadline. This facilitates timely distribution of Provincial Participant Cards, website IDs and passwords, and ensures members are registered for relevant mailings. An Association may set an earlier cutoff date for new membership enrolments. They have the option of submitting for the current year or having the registration held the following year. Once the Association deadline for awards has passed and the Awards Reports are printed, any clubs entered and completed will be included in the following years Awards Report. Projects submitted to be Projects held to be entered in the following year will be billed membership fees for the following year. Regardless of what year the project is entered it must still be submitted to 4-H Ontario immediately following the second meeting for insurance purposes.	2006/ 2012/ 2016/ 2019
O-M-13 – 4-H Ontario Camp, Conference and Competition Registration Policies *(Updated: September 15, 2019)* ***Date of Effect*** To ensure the best experience for all participants at 4-H Ontario camps, conferences and competitions (referred to below as 'programs') the following policies will be in place. ***Registration Prior to Event*** Registration for all events is mandatory. Walk-in / day-of event registrations will not be accepted. ***Registration Requirements*** 4-H Ontario must receive all required documentation, including registration forms, Participant Agreement Form 6.08 and any other noted documentation, completed in full and signed as well as the registration fee by the program's registration deadline. Travel reimbursement forms must be submitted by the program registration date. For full details see Policy O-M-14 Travel Reimbursement. ***Processing of Registrations*** Registrations will not be processed until all components are received and will be processed in the order they are received as events are filled on a first come, first serve basis. A registration form sent by the deadline date does not guarantee event registration.	2011/ 2016/ 2019

Confirmation of Registration Confirmation will be provided to registrants upon receipt of all registration C ***Cancellations and Refunds*** If a cancellation is received in writing two weeks prior to the beginning of the 4-H activity, a refund of the registration fee and, if applicable, any transportation fee, minus a $50.00 administration fee will be given. Cancellations received after two weeks prior to the beginning of the 4-H activity will not be eligible for any refund. Exception to the two week notice of cancellation may be given in the event of participant illness or a death in the immediate family; a physician's note may be required to receive exception. If a registrant-specific item (i.e. t-shirt) has been ordered for a registrant who cancels, regardless of notice time, a refund for that item will not be given. As the registration fee for Discovery Days is less than $50, and the registration deadline is less than two weeks in advance, there will be no refund. Refunds will not be issued in instances where the registrant is removed from the 4-H activity at the choice/request of the registrant or the registrant's parent/ guardian after the start of the 4-H activity **or** if the registrant is dismissed from the 4-H activity for breach of 4-H Ontario policies including the 4-H Ontario Code of Conduct. Registrations received after a program reaches maximum capacity will be provided a full refund of all fees submitted. 4-H Ontario reserves the right to cancel programs at any time due to inadequate registration. In the event of a program cancellation, registrants will be provided a full refund of registration fees. ***Registration Substitutions*** No registrant substitutions will be accepted.	

O-M-14 – Travel Reimbursement Policy
(Reviewed: July 31, 2019)
4-H Ontario seeks to provide quality experiences for youth of all economic capacities and from all areas of the province. Therefore, 4-H Ontario offers reimbursement for travel costs incurred by 4-H members in order to attend a provincial program. A 4-H provincial program is one that is initiated, administered, planned by and the responsibility of 4-H Ontario staff. The parameters around travel reimbursement are outlined below. In order to ensure fair, transparent and equitable access to provincial programs, 4-H Ontario offers two ways to reduce transportation as a barrier to participation in provincial programs: 1) 4-H chartered bussing options from central locations for select programs and 2) Travel reimbursement for 4-H members.
 	
• Reimbursement is available for rail, bus, airfare or mileage when a 4-H member's home is over 200 km, one way from chartered bussing locations or the location of the program.
  ○ If a 4-H member's location is within 200 km, one way, and 4-H chartered bussing options are available, travel to the closest 4-H bussing location or program location is not covered.
  ○ If a 4-H member's location is over 200 km, one way, and 4-H
	2011 / 2013 / 2015/ 2016 / 2017/ 2019

chartered bussing options are available, travel reimbursement applies to travel to the closest 4-H bussing location only.
    - Mileage is calculated at the rate of $0.25/km paid to the driver only, both ways, to and from the program location.
- Meals, while travelling, are not covered. Taxi fares are not covered.
- Applications for reimbursement must be received by the program registration deadline in order for the request to be considered.
- Exceptions to the policy may be determined by 4-H Ontario staff to support 4-H members from more remote areas of the province. Allocations to support travel subsidies for 4-H members are set annually in the Council budget.
-

Allocations:

Total Travel Costs Between	Potentially Reimbursed up to:
$100 - $249	50%
$250 - $499	60%
$500 - $749	70%
$750 - $999	75%
Over $1000	80%

Application Process:

To request travel reimbursement support, the 4-H member must complete Form 6.41 "4-H Ontario Travel Subsidy Form" and submit it to 4-H Ontario by the program's registration deadline. The following details need to be provided:

- Travel distance required to attend the program
- Total estimated costs of travel at the time of registration submission
- Demonstrated efforts to ensure the most economical means of travel have been sought out
- How the experience will be shared with other members in the area upon return
- Agreement that duplication of travel reimbursement is not being made from other sources
- Travel reimbursement approvals will be made on a first-come, first-serve basis by 4-H Ontario staff.
- 4-H members will be informed of approval amounts in writing within two weeks of the program registration deadline.

Submission of Receipts/Documentation:

Within thirty (30) days of attending the program, receipts/documentation along with Form 6.40 "Travel Subsidy Expense Statement" must be submitted to 4-H Ontario to validate and process the reimbursement. If submissions are not received within thirty (30) days of the program completion, the request will not be honoured.

O-M-15 – Code of Conduct

(Removed: September 15, 2020)

See Policy B-CE-12 – Code of Conduct

2014/2015/2017/ 2019/ 2020

O-M-16 – 4-H LEARNS Policy (Reviewed: March 20, 2021) 4-H LEARNS (Learn, Educate, Access Resources, Network, Support) is an online community for 4-H volunteer leaders and professionals to share ideas and access 4-H resource materials produced from all corners of the world. This educational platform will empower the Global 4-H Network to connect, share resources and best practices and to grow a global 4-H movement of positive youth development. 4-H Ontario volunteers are required to obtain approval to use project resources from other provinces/countries posted to 4-H LEARNS. To have a project reviewed, volunteers must complete the following steps: 1. Complete Form #6.28 Locally Submitted Projects - Approval Checklist for Local Associations 2. Submit the completed form to the local association for review and approval. 3. The 4-H association will submit the approved form to 4-H Ontario Coordinator Programming & Resources for provincial approval. 4. 4-H Ontario Coordinator, Programming & Resources will alert both the local association and the volunteer(s) of the outcome and any further actions that may be required. This includes either a notification of approval or decline (i.e. if the project cannot be run in Ontario due to insurance coverage). 5. If approved, the 4-H Association Membership Coordinator enters project information in 4-H Ontario Database as a 4-H LEARNS Project once the project has begun.	2017/ 2021
O-M-17– Locally Submitted Project Process *(Established June 16, 2018)* Locally submitted projects can be created by 4-H volunteers wishing to run a 4-H Club on a topic not already offered by 4-H Ontario. 4-H Ontario volunteers are required to obtain approval from both their local 4-H Association as well as 4-H Ontario for a locally submitted project. To have a project reviewed, volunteers must complete the following steps: 1. Complete Form #6.29 Locally Submitted Projects - Proposed Project Outline Worksheet. 2. Submit the completed form to the local 4-H Association for review and approval. 3. If approved, the local 4-H Association must complete and sign Form #6.28 Locally Submitted Projects - Approval Checklist for Local Associations. 4. The 4-H Association will submit the approved forms 6.28 and 6.29 to the 4-H Ontario Coordinator Programming & Resources for provincial approval. 5. 4-H Ontario Coordinator, Programming & Resources will give notice, within two weeks via email message, to both the local Association and the volunteer(s) of the outcome and any further actions that may be required. This includes either a notification of approval or decline (i.e. if the project cannot be run in Ontario due to insurance coverage, safety concerns, content concerns, etc.). This notice will come in the form of an e-mail message. In addition, a hard copy of the notice will be mailed to the 4-H Association for their files. 6. If approved, the 4-H Association Membership Coordinator enters club information in the 4-H Ontario Database as a locally submitted project. *Note: When submitting Form #6.29, submission of a project manual is also encouraged, although it is not a requirement for approval of a locally submitted project.*	2018

4.2.2 HEALTH & SAFETY

NOTE: All participants involved in provincial 4-H activities must complete a 4-H Ontario Participant Agreement Form #6.08

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-HS-01 – Alcohol and Drug Policy *(Amended: September 14, 2018)* **Alcohol** Possession and /or use of alcohol is forbidden by participants (regardless of age of majority) at activities held for attendance by youth (whether they are 4-H members or not). Any disregard for this policy will result in disciplinary action. Event organizers must ensure the following is adhered to: • Prior to the activity, the alcohol and drug policy must be communicated to all participants. Alcohol will not be tolerated. • If alcohol is found it will be confiscated, the police may be notified, and disciplinary action will be taken. • A 4-H Incident Report (Form #6.10) must be completed and submitted to the 4-H Ontario office. **Drugs** Possession and/or use of illegal drugs or illegal inhalants is forbidden by participants at activities. Any disregard for this policy will result in disciplinary action. Event organizers must ensure the following is adhered to: • Prior to activity, the alcohol and drug policy must be communicated to all participants. Drugs will not be tolerated. • Drugs found will be confiscated, the police may be notified, and disciplinary action will be taken. • Recreational use of marijuana (akin to alcohol use) is prohibited by participants (regardless of age of majority) at activities held for attendance by youth. Any disregard for this policy will result in disciplinary action. • A 4-H Incident Report (Form #6.10) must be completed and submitted to the 4-H Ontario office. **Prescribed Medications** This policy is regarding all prescribed medications including medicinal marijuana. • 4-H Participants, regardless of age, are required to identify any prescribed medications they are taking to the event organizer on their participant agreement form • Participants must abide by rules outlined by event organizers and the facility regarding any designated smoking areas • Sharing of prescribed medication will not be tolerated. In the instance of medicinal marijuana participants without a prescription will not be allowed in the designated area.	1994/ 2011/ 2012/ 2013/ 2014/ 2018

For youth participants, in addition to the above: • Prescriptions must be sent to the event in a labelled, clear plastic bag containing original packaging and include instructions regarding administration • Prescriptions will be held by the event organizer in secure location, as required, for the safety and wellbeing of all participants. • As required, participants will work with the event organizer to ensure that prescribed medications are administered as outlined by the prescriber • For 4-H Ontario staff-run youth events, please speak to the event organizer to discuss the prescribed medication process and how we can work together to provide the best experience possible for the participant	
O-HS-02 – Out of Country Travel *(Updated: September 15, 2019)* The names and addresses of 4-H Ontario participants who are taking part in "Out of Country Travel" opportunities, as part of their 4-H participation, must be forwarded to the 4-H Ontario office via email to **volunteers@4-hontario.ca** prior to the activity to ensure 4-H liability insurance coverage. Information needs to include names, addresses and a detailed itinerary of the trip, minimum of two weeks prior to departure. The liability insurance does not cover out of country health care. It is recommended for any travel, that participants review travel and health insurance information to ensure appropriate coverage prior to departure.	1994/ 2016/ 2019
O-HS-03 – Allergies *(Amended: July 31, 2019)* Allergies should be noted on individuals Participant Agreement Form to ensure notification of any allergies is documented and known to event coordinators/volunteers in advance. It is the policy of 4-H Ontario to provide a healthy environment that minimizes the risk of exposure to allergens such as: peanuts, latex, scents, etc. 4-H Ontario strongly encourages 4-H members and volunteers to reduce their risk exposure (Note: latex materials include balloons, medical gloves, clothing, etc.).	2008/ 2012/ 2016/ 2019
O-HS-04 – Helmet Use *(Updated: September 15, 2019)* The appropriate industry approved helmets will be worn by all participants engaged in project material where safety is of a concern or required by law. (i.e. mountain biking, snowmobile, etc.) The appropriate industry approved helmets will be worn by all participants taking part in 4-H organized equine events while mounted. Events include but are not limited to competitions, shows, trail rides, club meeting activities and seminars/workshops. 4-H Ontario recommends the use of helmets and other safety equipment during handling of animals while the participants are working from the ground.	2013/ 2016/ 2019

O-HS-05 – Accessibility for Persons with Disabilities: Customer Service Policy (Staff & Volunteers)

(Updated: November 15, 2018)

2012/ 2016/ 2018

POLICY OBJECTIVE

This policy is intended to meet the requirements of *Integrated Accessibility Standards*, *Ontario Regulation 191/11* under the *Accessibility for Ontarians with Disabilities Act, 2005,* and applies to the provision of goods and services to the public or other third parties, not to the goods themselves.

All goods and services provided by 4-H Ontario shall follow the principles of dignity, independence, integration and equal opportunity.

GENERAL PRINCIPLES

In accordance with the *Integrated Accessibility Standards, Ontario Regulation 191/11,* this policy addresses the following:

A. The Provision of Goods and Services to Persons with Disabilities;
B. The Use of Assistive Devices
C. The Use of Guide Dogs, Service Animals and Service Dogs
D. The Use of Support Persons
E. Notice of Service Disruptions
F. Customer Feedback
G. Training
H. Notice of Availability and Format of Required Documents

1. Our Commitment

4-H Ontario is committed to excellence in serving all customers including people with disabilities. We will provide services, both electronically and in person, in a manner that respects the dignity and independence of persons with disabilities.

Diversity of accessibility: as part of our commitment to excellence, we seek to recognize and remove obstacles faced by traditionally under- represented groups in order to facilitate their access. We respect and celebrate the diversity of people who make up our community.

Ontario 4-H employees, volunteers and Board members will be accountable for:

2. Providing Goods and Services to People with Disabilities

4-H Ontario will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- ensuring that all customers receive the same value and quality;
- allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;

- taking into account individual needs when providing goods and services; and communicating in a manner that takes into account the customer's disability

2.1 Communication

We will communicate with people with disabilities in ways that take into account their disability by posting messages on our website, large print and on voice mail messages.

2.2 Telephone Services

We will train employees, volunteers and Board members to communicate with people with disabilities in plain language and to speak clearly provided extended length of time for messages to be accepted.

2.3 Assistive Devices

Customer's own assistive device(s):

4-H Ontario is committed to serving people with diverse disabilities who use their own assistive devices to obtain, use or benefit from our goods and services. We will ensure that our employees and volunteers ask how can we help the persons with disabilities.

In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another.

Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

We will not interfere with assistive devices unless permission from the owner/user is granted.

4. Use of Service Animals and Support Persons

4.1 Guide Dog, Service Animals or Service Dog

A customer with a disability that is accompanied by a guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

Volunteers will welcome people with disabilities and their service animals. Service animals are allowed on the parts of the premises that are open to the public.

We will not interact with service animals unless permission is granted by the owner/handler.

Food Service Areas:

A customer with a disability that is accompanied by guide dog or service dog will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are not permitted into food service areas due to the

Health Protection and Promotion Act, Ontario Regulation 562 Section 60.

Exclusion Guidelines:
If a guide dog, service animal or service dog is excluded by law (see applicable laws below) 4-H Ontario will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Recognizing a Guide Dog, Service Dog and/or Service Animal:
If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, 4-H Ontario may request verification from the customer.

Verification may include documentation from any of the following regulated health professional:

- Audiologists
- Chiropractors
- Nurses
- Occupational Therapists
- Optometrists
- Medical Doctors
- Physiotherapists
- Psychologists
- Psychotherapists and mental health therapists

Care and Control of the Animal:
The customer that is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all times.

Allergies:
If a health and safety concern presents itself for example in the form of a severe allergy to the animal, 4-H Ontario will make all reasonable efforts to meet the needs of all individuals.

Applicable Laws:
The *Health Protection and Promotion Act, Ontario Regulation 562 Section 60,* normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

Dog Owners' Liability Act, Ontario: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as pitbulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

4.2 Support Persons

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises. In certain cases 4-H Ontario might require a person with a disability to be accompanied by a support person for

health or safety reasons.

Before making that decision, 4-H Ontario must:

- Consult with the person with a disability to understand their needs.
- Consider health or safety reason based on available evidence.
- Determine if there is another reasonable way to protect the health or safety of the person or others on the premises. If not, 4-H Ontario

This information will be posted on the 4-H Ontario website and updates will be made on registrations forms. Consent from the person with a disability is required when communicating private issues related to the person with a disability, in the presence of a support person.

5. Notice of Temporary Disruption

4-H Ontario will provide customers with notice in the event of a disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. We will not be able to give adequate notice in case of an emergency temporary disruption.

In order to make information accessible the signs and printed notices should be clearly laid out, or sufficient size and easily readable.

Notifications Options:

- Signs and printed notices will be displayed prominently at the entrance to the office.
- Notices will be posted on the 4-H Ontario website.
- Voice mail messages will be posted.
- Verbally notifying customers when they are making an appointment

6. Training for Staff

4-H Ontario will train employees, volunteers and Board members on accessible customer service and how to interact with people with different disabilities. Training will be provided to 4-H Ontario employees and volunteers as part of orientation training for new employees and volunteers on a continuing basis as required. This training will be provided to employees within 10 days of their hiring and to new volunteers within 90 days of their start as a volunteer with 4-H Ontario.

Training will include:

- Link to the Accessibility for Ontarians with Disabilities Act, 2005.
- Link to 4-H Ontario's accessible customer service policy.
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who:
  - use Assistive device or
  - require the assistance of a guide dog, service dog or other service animal; or
  - require a support person.
- How to use the equipment or devices on premises, e.g. wheelchair lifts, walkers, etc.
- What to do if a person with a disability is having difficulty in accessing 4-H Ontario's goods and services.

Employees, volunteers and Board members will be updated when changes are made to the Accessible customer service policy.

7. Feedback Process

The ultimate goal of this policy is to meet service delivery expectations while serving customers with disabilities. 4-H Ontario welcomes feedback on our services regarding how well those expectations are being met. This feedback can sent in by e-mail, website form or feedback card. Customers can expect to hear back within two (2) business days. Complaints will be addressed according to our organization's regular complaint management procedures.

DEFINITIONS

Assistive Device – is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

Disability – the term disability as defined by the *Accessibility for Ontarians with Disabilities Act, 2005,* and the *Ontario Human Rights Code, refers to:*

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Guide Dog – is a highly-trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the *Blind Persons' Rights Act,* to provide mobility, safety and increased independence for people who are blind.

Service Animal – as reflected in *Ontario Regulation 429/07*, an animal is a service animal for a person with a disability if:

- it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
- if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.

Service Dog – as reflected in *Health Protection and Promotion Act, Ontario Regulation 562* a dog other than a guide dog for the blind is a service dog if:

- it is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability;
- or the person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

Support Person – as reflected in *Ontario Regulation 119/11*, a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

ADMINISTRATION

If you have any questions or concerns about this policy or its related procedures please contact:
Human Resources, 4-H Ontario
111 Main St. N, PO Box 212
Rockwood, ON N0B 2K0
Email: hr@4-hontario.ca

This policy and its related procedures will be reviewed as required in the event of legislative changes.

Referenced Documents and Links:

- Accessibility for Ontarians with Disabilities Act, 2005

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

- Accessibility Standards for Customer Service, Ontario Regulation 429/07

Guide to the Integrated Accessibility Standards, Ontario Regulation 119/11 | AODA

- Blind Person's Rights Act, 1990

Blind Persons' Rights Act, R.S.O. 1990, c. B.7

- Dog Owners' Liability Act, Ontario

Information on The Dog Owners' Liability Act and Public Safety Related to Dogs Statute Law Amendment Act, 2005 - Ministry of the Attorney General

- Food Safety and Quality Act 2001, Ontario Regulation 31/05

Food Safety and Quality Act, 2001, S.O. 2001, c. 20

- Health Protection and Promotion Act, Ontario Regulation 562

Health Protection and Promotion Act, R.S.O. 1990, c. H.7

- Ontario Human Rights Code, 1990

The Ontario Human Rights Code | Ontario Human Rights Commission

- 4-H Ontario Accessibility Policy

www.4-hontario.ca

4.2.3 LIVESTOCK POLICIES

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-L-01 – 4-H Project Animals *(Updated: May 14, 2021)* In order for 4-H participants to be eligible to participate in multi-county, regional, provincial and/or national 4-H livestock events they must enter their Project Animal Identification Form (PAIF) information into the 4-H Ontario site of AssistExpo. This information must be entered no later than June 1st of the current calendar year. Forms received after June 1st are late, and those members will not be eligible to participate in multi-county, regional, provincial or national 4-H livestock events. The 4-H Association Livestock Contacts will verify the entries for the Association. Be sure to hit send confirmation when you have completed your PAIF online and keep a copy of this email for your records. Only the animal that is properly identified as the 4-H project on the Project Animal Identification Form shall be eligible to enter multi-county, regional, provincial and/or national 4-H livestock events. 4-H participants are allowed to have only ONE animal per commodity eligible for multi-county, regional, provincial and/or national 4-H livestock events. 4-H participants are required to identify this ONE animal when they are entering their information into AssistExpo. If more than one animal of the same commodity is entered into AssistExpo and both are selected as the animal that is going to be shown at multi-county, regional, provincial and/or national 4-H livestock events neither animal will be eligible. There shall be absolutely no substitution of animals designated on the Project Animal Identification Form for multi-county, regional, provincial and/or national 4-H livestock events. If there is a lost tag, 4-H participants can report this to 4-H Ontario via the Coordinator, Events using Form 6.39 Project Animal Tag Replacement Form. The Coordinator, Events will make the changes required and provide you with an updated confirmation form with the new tag information In the case of extenuating circumstances (i.e. a provincial State of Emergency), the June 1st deadline may be extended by 4-H Ontario for a period of up to 35 days.	1996/ 2000/ 2001/ 2012/ 2016 /2017/ 2020/ 2021
O-L-02 – Livestock Age *(Reviewed: July 31, 2019)* • 4-H dairy project animals must be born after March 1 of the preceding year. • 4-H beef project animals must be born after January 1 of the preceding year. • If age, weight or breed categories are required it is the responsibility of the event organizers to determine the categories and communicate them to the participants.	1989/ 1993/ 2001/ 2012/ 2016/ 2019

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-L-03 – Livestock Appeal *(Amended: September 15, 2020)* A 4-H participant may request to have a concern reviewed by the 4-H Ontario Livestock Appeal Committee regarding 4-H Ontario livestock policy O-L-01 4-H Project Animals. The 4-H Ontario Livestock Appeal Committee will only hear cases where a 4-H participant seeks an exception to provincial livestock policy O-L-01 in the instance of a catastrophic event with the animal registered as their Project Animal for the current 4-H year. An individual wishing to have a case heard will contact the 4-H Ontario Livestock Appeal Committee through the 4-H Ontario office by written submission to the Coordinator, Events. The written submission shall include the following information, submitted using Form 6.24 Livestock Appeal Request Form: • all relevant details of the case, with supporting documentation/information where • applicable • the 4-H participant's name, phone number and contact details • names, phone numbers and contact details of others involved so they may be contacted at the discretion of the 4-H Ontario Livestock Appeal Committee. The 4-H Ontario Livestock Appeal Committee will consist of four participants – three volunteers and the 4-H Ontario Senior Manager, Programming. The membership of the committee, and all discussions, are confidential. The decision of the 4-H Ontario Livestock Appeal Committee will be rendered within three (3) weeks of receipt of the information. The decision of the 4-H Ontario Livestock Appeal Committee is final.	1996/ 2001/ 2012/ 2014/ 2017/ 2020
O-L-04 – Helmet Usage at Equine Events *(Removed: September 15, 2019)* ***See Policy O-HS-04 - Helmet Use***	2006/ 2012/ 2016/ 2019
O-L-05 – Membership Eligibility Requirements *(Updated: May 14, 2021)* In order for 4-H members to be eligible to participate in multi-county, regional, provincial and/or national 4-H livestock events, the member must be a member in good standing (see definition in 4-H Ontario Policy Manual Section 1.1 Definitions – Member In Good Standing) prior to June 1st with the local Association in which they are taking their livestock project. Note: If the member is completing a livestock project in an association other than their identified "home association", they must be considered a member in good standing in that association also. In the case of extenuating circumstances (i.e. a provincial State of Emergency), the June 1st deadline may be extended by 4-H Ontario for a period of up to 35 days.	2010/ 2012/ 2016/ 2019/ 2021

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-L-06 – Completing Two (2) Clubs of Same Commodity *(Reviewed: July 31, 2019)* Members may complete two clubs of the same commodity. If both clubs involve a project animal as a club requirement, the member must have two different animals. Only ONE of these animals is eligible to participate in multi-county, regional, provincial and /or national 4-H livestock events. The designation of this animal must be made on the Project Animal Identification Form by the June 1st deadline. The second animal is eligible only for show at the local Achievement day.	2010/ 2016/ 2019
O-L-07 – Use of Intact Males as Project Animals *(Reviewed: July 31, 2019)* • Stallions are not eligible as 4-H project animals. • Intact bull calves are not eligible as 4-H project animals. • Intact male llamas or alpacas are not eligible as 4-H project animals. • Intact small ruminant animals are not eligible as 4-H project animals.	2000/ 2001/ 2010/ 2012/ 2014/ 2015/ 2019
O-L-08 – Identification Requirements *(Amended: September 15, 2020)* 4-H Ontario participants showing at any event must have the appropriate identification for the commodity being shown and it must be provided on the Project Animal Identification Form (PAIF) to receive PAIF approval.	2012/ 2014 / 2017/ 2020
O-L-09 – Animal Health, Safety and Traceability *(Amended: July 31, 2019)* 4-H participants are encouraged to review all 4-H Ontario Animal Health and Safety resources and information, as well as the applicable regulations, traceability requirements and codes of practice. It is 4-H Ontario's expectation that 4-H stakeholders (including, but not limited to volunteers, members, animal owners, parents, etc.) are expected to adhere to, at minimum, the industry standards for the commodity of the project animal.	2011/ 2012/ 2016/ 2019
O-L-10 - Show Rules and Regulations *(Reviewed: September 15, 2020)* 4-H Ontario does not run any livestock shows. There are many shows which are open to 4-H participants and the expectation is that 4-H participants must follow the rules and regulations as outlined by the shows in which they are participating IN ADDITION to 4-H Ontario policies.	2017/ 2020

4.2.4 4-H VOLUNTEERS

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-V-01- Minimum Age of Volunteers *(Updated: September 15, 2020)* An individual must have reached the age of majority before applying to be a Volunteer in Good Standing with 4-H Ontario. The age of majority in Canada is the age at which a person is considered by law to be an adult.	1993/ 2007/ 2008/ 2010/ 2012/ 2014/ 2016/ 2019/ 2020
O-V-02 – Screening and Training *(Established: September 15, 2020)* • Adults and older youth in a position of trust within 4-H, must complete the 4-H Ontario screening and training requirements before being granted Volunteer in Good Standing Status and supervision/ working with youth. This ensures they are aware of their responsibilities as caring adults in youth-adult partnerships, and to deliver safe and effective experiences. • 4-H Ontario is required to keep secure record of all screening and training requirements. • Anyone leading, participating in, or attending a 4-H event must abide by the Code of Conduct for 4-H in Canada.	2020
O-V-03 – 4-H Code of Conduct *(Removed: September 15, 2020)* ***See Policy B-CE-12 – Code of Conduct***	2006/ 2008/ 2012/ 2014/ 2015/2016/ 2017/ 2019/ 2020
O-V-04 – 4-H Conflict Resolution *(Removed: September 15, 2020)* ***See Policy B-BO-24 – Misconduct Reporting and Appeals***	2006/ 2008/ 2012/ 2014/ 2016 /2018/ 2020
O-V-05 - Dismissing Volunteers *(Removed: September 15, 2020)* ***See Policy B-BO-24 – Misconduct Reporting and Appeals***	2014/ 2016/ 2018/ 2020
O-V-06 - Appeals *(Removed: September 15, 2020)* ***See Policy B-BO-24 – Misconduct Reporting and Appeals***	2014/ 2016/ 2019/ 2020

O-V-07 - Police Records Check *(Updated: September 15, 2020)* 4-H Ontario adheres to procedures recommended by the RCMP in regard to Police Record Checks for not for profit youth development organizations **New volunteers:** are required to complete a Vulnerable Sector Police Check as part of the 4-H Ontario Volunteer Screening and Engagement process. Acceptance of Vulnerable Sector Check: A submitted Vulnerable Sector Check will be reviewed and retained by 4-H Ontario and must: • Bear an authorized signature and stamp of the local police service jurisdiction, • Be forwarded to 4-H Ontario Attention: 4-H Ontario Screening Officer and be received by 4-H Ontario within 30 days of the police services agency date stamp. **Acceptance of Vulnerable Checks** completed for Outside Organizations 4-H Ontario will accept Vulnerable Sector Police Checks (VSC) previously completed for another volunteer agency provided that the VSC is less than 180 days old when received by 4-H Ontario based upon the Police Agency date stamp of completion **Current 4-H volunteers:** are required to complete a Police Name/Record Check only through an accredited third party online service provider every three years (36 months) from the date of their previously filed Police Record Check). Volunteers who are involved in other organizations and require a police check can ask to align their police check expiries to complete police checks for multiple organizations. 4-H Ontario will accept police checks completed through accredited third party police check service provider. Results of Vulnerable Sector Check and Police Record Checks will not be shared unless judicially requested and bound by law. **Zero Tolerance** 4-H Ontario maintains a zero tolerance against individuals/volunteers who have charges or convictions relating to abuse, violence, sexual offences, crimes against children, weapons and selling of controlled drugs and substances. Individuals and volunteers found to have these charges/convictions will not be accepted as 4-H volunteers as these are considered Category 1 Volunteer Concerns. **Criminal Charges** Individuals/volunteers with charges relating to alcohol offences, drugs and substance offences of a serious or repeated nature, or theft within a ten (10) year period of the conviction date will not be accepted as 4-H Ontario volunteers. Other criminal convictions that lead 4-H Ontario to believe that the safety of 4-H members will be jeopardized will result in the non-acceptance or dismissal of an individual. Charges of this nature are considered Category 1 Volunteer Concerns. Volunteers with other criminal charges or convictions not mentioned above will have their 4-H volunteer status reviewed on a case by case basis by the Senior Manager, Volunteer & Community Engagement prior to acceptance or denial as a 4-H volunteer. Where a 4-H Ontario volunteer is currently charged with an offense his/her volunteer responsibility will be suspended and on hold. They can be considered for reinstatement once all legal proceedings are finalized. Additional information pertaining to Police Checks and volunteer screening can be found in the Volunteer Screening and Training Process manual provided to the Volunteer Screening Contacts within local Associations.	1993/ 2007/ 2008/ 2010/ 2012/ 2014/ 2016 / 2017/ 2019/ 2020

O-V-08 - Inactive Volunteers *(Amended: September 15, 2020)* Where a volunteer has been absent from volunteer activity for a period of five (5) years, the volunteer must complete the entire 4-H Ontario Volunteer Screening and Engagement Process (including Vulnerable Sector check and New Volunteer Orientation. Once complete, the volunteer's status will be updated to 'active'.	1993/ 2008/ 2010/ 2012/ 2014/ 2016/ 2018/ 2020
O-V-09 - Volunteers Who Relocate Within Ontario *(Amended: September 15, 2020)* Volunteers who relocate: Within Ontario: 4-H volunteers need to provide their new address and contact information to the Coordinator, Volunteer Support for the Region and to the local 4-H Association they wish to volunteer with. The Local 4-H Association Screening Committee must complete an interview with the volunteer prior to having the volunteer engage in 4-H volunteer activities. Within Canada: 4-H volunteers who relocate from other provinces are required to submit a volunteer application to 4-H Ontario and complete the 4-H Ontario Volunteer Screening Process (including Vulnerable Sector Check and New Volunteer Orientation prior to engaging in 4-H volunteer activities in Ontario.	1993/ 2007/ 2008/ 2010/ 2014/ 2016/ 2019/ 2020
O-V-10 - Billeting - National *(Removed: September 15, 2020)* ***See Policy B-CE-10 - Youth Safety Policy***	1994/ 2007/ 2008/ 2010/ 2012/ 2016/ 2019/ 2020
O-V-11 - Volunteer Training *(Amended: September 15, 2020)* New Volunteers: All volunteer candidates ae required to attend and participate in a 4-H Ontario Staff lead New Volunteer Orientation Session as part of the 4-H Ontario Volunteer Screening and Engagement process. Current Volunteers: At minimum, all 4-H Ontario volunteers must attend and complete a Staff led re-engagement learning opportunity every two (2) years. This must be completed within +/- three (3) months of the last recorded engagement date entered in the provincial database to retain their Volunteer in Good Standing status.	2014/ 2016/ 2018/ 2020
O-V-12 – Chaperones *(Updated: September 15, 2020)* 4-H volunteers cannot be a youth participant and chaperone at the same event. Under no circumstances will delegates or delegates and chaperones be forced to share a bed. 4-H Volunteers who take on the role of chaperone must comply with 4-H Canada Youth	2008/ 2010/ 2011/ 2015/ 2016/ 2019/ 2020

Safety Policies Youth Supervision Policy and all 4-H Ontario Policies, of particular interest: • B-BO-12 Duty of Care • B-B0-22 Duty to Report • B-CE-12 Code of Conduct • O-HS-01 Alcohol and Drugs • O-HS-05 Accessibility for Persons with Disabilities: Customer Service Policy	
O-V-13 – Protection of Personal Information *(Amended: January 23, 2021)* All volunteers of 4-H Ontario will respect the privacy of the organization's youth participants, other volunteers, donors, sponsors and stakeholders. Volunteers will undertake appropriate measures and safeguards to protect specific information that is held for the purpose of the program. Personal information will be collected on behalf of the Board, Council, Foundation and program only for the following purposes: • To establish and maintain a responsible relationship and provide ongoing service and support. • To conduct appropriate screening procedures for those volunteers who may find themselves in a position of trust with the membership of the organization • To maintain, manage and develop programs and operations, through solicited feedback and support. • The 4-H Ontario Privacy Officer and Screening Officer will use the Personal Information Protection and Electronic Documents Act (January 2004) as the guidelines for handling personal information. ***To meet program requirements*** At all times Volunteers will keep personal information accurate and up-to-date for the purposes identified above. Questions and concerns regarding the collection and/ or use of personal information will be directed to the 4-H Ontario's Privacy Officer. Youth participants, volunteers, donors, sponsors and stakeholders do have choices and can refuse or withdraw consent for 4-H Ontario to keep and use information. **Withdrawal of Consent for Collection / Use of Information** Youth Participants, volunteers, donors, sponsors and stakeholders may request that their name be removed from our various lists at any time. Requests may be in writing, by phone, fax or email and should be directed to the organization's Privacy Officer. Youth participants, volunteers, donors, sponsors and stakeholders can also refuse to provide personal information to 4-H Ontario. In all cases this may limit 4-H Ontario's ability to provide appropriate service and support to these individuals.	2016/ 2021
O-V-14 – Volunteer in Good Standing *(Amended: July 31, 2019)* Volunteer in Good Standing Definition: Volunteers with up to date screening (police checks), re-engagement learning opportunity and Child Protection Training (through Commit to Kids) records and who have signed and agreed to adhere to the Code of	2016/ 2017/ 2019

Conduct included in the Participant Agreement Form (Form #6.8) shall receive "Volunteer in Good Standing' status. A volunteer must be a 'Volunteer in Good Standing" in order to be: • Eligible to be a volunteer or club leader • Eligible to chaperone 4-H activities (provincial and national) • Eligible for recognition by outside organizations who opt to use the 'Volunteer in Good Standing' status as selection criteria. • Eligible for their club and themselves to receive recognition and awards.	

4.2.5 COUNCIL & FOUNDATION OPERATIONS

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-CF-01 – Expenses *(Updated: January 18, 2020)* According to the repayment of travel expense procedures, the Ontario 4-H Council covers the travel costs of the voting delegate or the designate proxy delegate from each 4-H Association to attend the Conference and Annual Meeting (CAM). An Association Representative activity is one that is initiated, administered, planned by and remains the responsibility of the Ontario 4-H Council for the purpose of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Association Representative activities on an equal basis, the Ontario 4-H Council offers to assist with travel expenses. **In all cases**, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class). **Association Representative Travel Reimbursement** 4-H Associations may send additional participants to the Conference and Annual General Meeting (CAM) provided space is available. The Ontario 4-H Council office will maintain a list of names in order of receipt of a completed application and payment and will notify people on a first-come-first-served basis, as space is or becomes available. Payment of the cost of registration must be made in advance of the conference by all delegates. Travel expenses will only be reimbursed for Association Representatives or their designated alternate. A mileage allowance at the rate of $0.45/km, on a two-way basis. This allowance will be paid to the driver only. The first $50 of travel expenses related to participation in 4-H opportunities will be at the expense of the participant. **Receipts are required** for rail, bus, airfare (boarding passes) and overnight accommodation. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1stclass or business class, carpool where possible). Where alternative modes of travel exist, expense reimbursement will be based on the most economical means of transportation (i.e. in the case of mileage allowance vs airfare – reimbursement will be paid based on the least cost option regardless of the mode of travel selected). Meals, while travelling, are not covered. Taxi fares are not covered. Refunds will be governed by standard Council policy. Association Representatives eligible to claim travel expenses must submit these expenses on the expense statement to the 4-H Ontario office within thirty (30) days of the expenditure.	1998/ 2003 /2008/ 2014/ 2020

Director and/or Trustee Travel Reimbursement A Director/ Trustee activity is one that is initiated, administered, planned by and remain the responsibility of the Ontario 4-H Council and/or Ontario 4-H Foundation for the purposes of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Trustee activities on an equal basis, the Ontario 4-H Council and/or Ontario 4-H Foundation offers to pay the following travel expenses related to these activities: • Return rail, bus or airfare from your home to the activity in the most economical method. • Directors/ Trustees are encouraged to book at least one month in advance in order to obtain reduced rates. Participants who book less than one month prior to an event and pay the higher fare (greater than 1 month booking or seat sale fare) will be expected to pay the difference. • A mileage allowance at the rate of $0.45/km, on a two-way basis. This allowance will be paid to the driver only. • Overnight accommodations may be reimbursed if travelling beyond 300 kms. to an activity. Participants travelling overnight on a train can have the cost of a berth paid. **Receipts are required** for rail, bus, airfare (boarding passes) and overnight accommodation. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class, carpool where possible). Where alternative modes of travel exist, expense reimbursement will be based on the most economical means of transportation (i.e. in the case of mileage allowance vs airfare – reimbursement will be paid based on the least cost option regardless of the mode of travel selected). Meals, while travelling, are not covered. Taxi fares are not covered. **In all cases,** it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class).	
O-CF-02 – Memorandum of Understanding (MOU) (Procedures of Adherence under development) *(Amended: February 15, 2014)* All non 4-H organizations who wish to have an event sanctioned as a 4-H Ontario Event are required to enter into a Memorandum of Understanding (MOU) with the Ontario 4-H Council (Council). The non 4-H organization is required to enter into a "Letter of Agreement" verifying that the event complies with 4-H program guidelines and will meet the procedures outlined. Staff, on behalf of Council, will enter into the MOU on behalf of 4-H Ontario. Council reserves the right to revoke the MOU if guidelines and procedures are not adhered to, as outlined below: The 4-H name shall not be connected with any event that fails to meet the guidelines in the MOU that outlines 4-H Ontario's requirements for the event. Definitions **Ontario 4-H Event:** any events with a regional or provincial focus, open to 4-H members, and organized and administered by a 3rd party.	2000/ 2008/ 2012/ 2014

Provided all 4-H name, logo and trademark usage requirements are met, a MOU / Letter of Agreement has been negotiated, and all 4-H Ontario policies are adhered to, these events may use the 4-H name. **Canadian 4-H Event:** any 4-H event held in Ontario with a national focus must have a MOU with the Canadian 4-H Council. An MOU with the Ontario 4-H Council is not required. **<u>Guidelines for an Ontario 4-H Event</u>**: The event is open to all bonafide 4-H members enrolled in a 4-H project(s) and the event may be made available to all county, district and regions at the discretion of the non 4-H organization event coordinator. The event will be organized and administered by the non 4-H organization. 4-H Ontario policies and procedures will be shared with the non 4-H organization to share information and build awareness. **Specifically:** • Health & Safety Policies (O-HS-01 Drugs & Alcohol Policy, O-HS-05 – Accessibility for Persons with Disabilities) • Participant Agreement Form #6.8 (Code of Conduct) • The event may use the 4-H name, logo and trademark in the event title, promotional material, etc., and must follow the logo usage requirements. • The event must provide a certificate of insurance and shall name the Ontario 4-H Council and Ontario 4-H Foundation to the Commercial General Liability Insurance policy as an additional insured. The named insured should carry a limit **<u>no less than $2,000,000</u>** per occurrence. In the event Commercial General Liability Insurance is cancelled, a minimum of 15 days' notice must be provided to 4-H Ontario. • The event organizers must ensure that the provincial 4-H member / project enrollment requirements are met by respective applicants. • The event organizers will be required to complete a Letter of Agreement and detailed description of event and forward it to the 4-H Ontario office. A final short report is to be completed following the event. **<u>Procedures</u>** • The event organizers will be required to verify with each 4-H association that the 4-H applicant(s) and 4-H projects (livestock, crops, etc.,) are a bonafide 4-H member and / or bonfide 4-H project(s). • The event organizers will ensure the 4-H name; logo and trademark are used correctly. • The event organizers will attach the Certificate of Insurance to the Letter of Agreement naming, as an additional insured, the Ontario 4-H Council Direct request for more information on the Memorandum of Understanding are to be forwarded to: Senior Manager, Programming ***email:*** *<u>programming@4-hontario.ca</u>*	
O-CF-03 – Mailing Lists *(Reviewed: October 17, 2020)* The names of 4-H participants will not be released to any 3rd party without written	1990/ 2008/ 2012 / 2016 / 2020

permission of the participant Staff will be responsible for management of mailing lists of 4-H participants and alumni. 3rd party mailings can potentially be arranged with Staff if there is a direct benefit to 4-H participants. **Mailing List Process** Mailing lists, including email addresses, will not be released to companies wishing to develop contacts re promotional sales. 4-H Ontario prints and affixes mailing labels to pre-packaged information mailings provided by related organizations and businesses and then distributes them to 4-H members and volunteers on the partner's behalf. If a company or organization requests a mailing be directly mailed or included in a 4-H newsletter, the company will be required to provide sufficient copies of their advertisement and/or cover the cost of mailing or advertisement space. The company will complete an agreement regarding the financial return to Council and any other parties.	
O-CF-04 – Gift In Kind *(Reviewed: January 23, 2021)* The Ontario 4-H Council and Ontario 4-H Foundation will accept donations in kind in accordance with Canada Revenue Agency Policies.	1995/ 2008/ 2012 / 2016 / 2021
O-CF-05 – Fundraising *(Reviewed: January 23, 2021)* When the Ontario 4-H Council informs 4-H clubs and 4-H Associations of the availability of fundraising ideas no endorsement of products is suggested.	1990/ 2008 / 2016 / 2021
O-CF-06 – Advertising The Ontario 4-H Council and the Ontario 4-H Foundation may accept advertising proposals (including co-marketing, fundraising initiatives, discount programs) from companies and /or organization that align with the goals and values of the 4-H Ontario program. A Memorandum of Understanding must be completed, including the financial return to 4-H and any other parties. Decisions regarding which advertising proposals to accept will be based on the goals and values of the 4-H Ontario program. If any company or organization requests information be directly mailed or included with a standing 4-H mailing (once approved), the advertiser will be required to provide sufficient copies of their advertisement and cover any mailing costs attributable to their mailing.	1997/ 2000/ 2008/ 2012 / 2016
O-CF-07 - Procurement of 3rd Party Liability; Directors & Officers Liability and Travel Accident Insurance *(Amended: October 17, 2020)* 4-H Ontario will purchase 3rd Party Liability, Directors & Officers and Travel Accident Insurance, for all 4-H Ontario participants.	2000/ 2008/ 2012/ 2014/ 2019 / 2020

Incident Reporting Process If you are involved in any 4-H incident, a detailed report must be submitted using 4-H Canada Incident Form found on the 4-H Ontario Website and must be filed immediately with 4-H Ontario Office Administrator via email: *office@4-hontario.ca.* The report should include a description of the incident (include date, times, etc.), names of people involved or in attendance and an assessment of damages. The report should be filed whether or not there is any indication that a liability claim may be made. A participant in the 4-H Ontario program shall not discuss liability, assume any responsibility with either a 3rd party or a 3rd party's representative, or sign any documents, unless authorized in writing by a solicitor representing 4-H Ontario interests.	
O-CF-08 – Gift Acceptance Policy *(Reviewed: January 23, 2021)* Gifts Requiring Board Approval The following gifts must be reviewed and approved by a Board of Directors: • gifts of personal property; • gifts of property whose value is not readily ascertainable, such as private corporation shares; • gifts of real estate; • gifts of residuary interests, and • request to return a gift. Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. 4-H Ontario reserves the right to obtain its own appraisal for gifts. Gifts Not Accepted 4-H Ontario reserves the right to decline a gift based upon the following factors, and any other factors determined by one of its Board of Directors from time to time: • congruity with 4-H Ontario's Ends Statement; • possible controversy into which 4-H Ontario may be drawn; • conditions or limitations that a donor seeks to impose; • cost of 4-H Ontario ownership for administration and management; • compliance with laws; and • other risks to 4-H Ontario. Should the Ontario 4-H Council and Ontario 4-H Foundation cease to exist or become incapable of administering a fund to fulfill a donor's purpose, both boards shall employ their best possible efforts to ensure continued application of the moneys to the purpose originally contemplated by the donor.	**2017 / 2021**

SECTION 4.3 4-H ONTARIO ONLINE & MEDIA POLICIES

4.3.1 WEBSITES

POLICY	DATE PASSED, AMENDED OR REVIEWED
O-W-01 – 4-H Ontario Website (4-HOntario.ca) *(Amended August 23, 2017)* **Purpose** The following policies provide guidelines for creative communications over the Internet when representing 4-H Ontario and includes, but is not limited to, local 4-H Associations, 4-H clubs, the Ontario 4-H Council, and the Ontario 4-H Foundation. 4-HOntario.ca is registered to the Ontario 4-H Council and is the official website of 4-H Ontario. **Website Privacy Policies** 4-H Ontario will strive to protect the privacy of those who visit, browse and use 4-HOntario.ca As such: • The 4-H Ontario web server does not recognize any personal information regarding the identity or email address of visitors to the website. • 4-H Ontario does not collect unsolicited identifying information on those who access the 4-H Ontario website. • If you supply us with personal contact information (postal address, email or telephone number) online, you will only receive contact from us with respect to 4-H Ontario. **General Website and Online Policies** • The World Wide Web (WWW) is a communication medium. All 4-H communication activity in this medium must conform to general 4-H policies and procedures. • Once you leave 4-HOntario.ca, 4-H Ontario is not responsible for any information or material you may locate at other sites. • Only screened and trained volunteers will have access to login/secure side of the Volunteer page on the website. If either expires the volunteer will lose access. • All 4-H Ontario youth will receive access to the login/secure side of the Youth page of the website when they join. Youth will lose access: ○ Upon the end of their 21st year for graduating members. ○ Youth will not be able to access resources after 1 year of leaving the program • 4-H Ontario, through the Communications Department, makes every effort to ensure content on the 4-HOntario.ca site is accurate and current. **Social Media** The following are guidelines to be adhered to, to protect the 4-H brand as well as 4-H and our stakeholders in the social media realm: • All photos published by 4-H must be of safe activities (this includes helmets in	2012/2017

biking photos, lifejackets in water sports etc.).
- Ensure that you have the right to distribute and display any photos that are published online by 4-H. This includes Media Release Forms and any copyrighted materials.
- Any links posted by 4-H should point to external sites related to 4-H (ie. 4-H Canada, provincial 4-H websites, international 4-H sites). Other appropriate sites include sponsor sites, or news organizations.
- All photos, comments and posts made should be 4-H appropriate, inclusive, respectful and inline with 4-H values.

The advent of social media has also given new power to social media users. This means users of these sites are able to post photos, comments, videos and links. In order to help protect 4-H, the following are guidelines to follow concerning user generated content:

- In order to publish a photo, a user must certify that he/she has the right to distribute that photo. While this does take the ownership of the photo away from 4-H, these photos must still be monitored. Ensure that all photos accurately depict 4-H activities in a positive light, and are depicting safe activities. These photos should also be respectful and inline with 4-H values. An administrator should immediately delete any photos deemed inappropriate.

- If there are any complaints made about a photo posted on a 4-H social media site, it should be reviewed and dealt with appropriately. This means deleting any photos that offend or do not depict 4-H in a positive way.

- Complaints about any postings or photos that are brought to the attention of 4-H should lead to a review of the posted items and appropriate action, and directed to the site administrator (ie. Facebook) if they are deemed to be offensive or outside the rights of that particular user.

- Any solicitations made on 4-H social media sites should be deleted immediately. Links to articles or contests that may be of interest to 4-Hers are allowed. However, any direct solicitations for ‘Free space’ or ‘Free merchandise’ should be deleted and reported to site owners as solicitation.

- Posts, comments or blogs posted must be appropriate and respectful. The administrator should immediately remove all posts, comments or blogs deemed to be hurtful, disrespectful or inappropriate.

- Any personal contact information, posted by a 4-H Member (17 and under) should be deleted and removed for security and risk management reasons.

Staff and Volunteer Personal Use of Social Media

Many 4-H staff, volunteers, and “ambassadors of the program” contribute to their own personal social media, including, but not limited to, Facebook, blogs, Twitter, Flickr, YouTube and their own private websites.

4-H staff, volunteers and “ambassadors” are often seen as role models, and this perception is also mirrored in the realm of social media. Please keep in mind that if you identify yourself as an employee or volunteer for 4-H, your views could be seen as an “official view” of the organization. Please treat social media as you would any other form of communications, such as newspapers or magazines. In addition, please remember that

you are a 4-H role model and members, sponsors and the general public may be able to view your social media activity openly.

A disclaimer such as, *"Please note that the views expressed here are mine, and mine alone, and do not reflect the views of 4-H, whether at the local, provincial, or national level*" can help to clarify your personal activities and opinions posted from those of the official "4-H" body.

For Page Members/Fans

4-H Ontario Facebook Community Guidelines

The 4-H Ontario Facebook page is managed and monitored by the 4-H Ontario staff. The Ontario 4-H Council is a member of the Canadian 4-H Council. A reminder however, that posts or discussions by community members in no way reflect the views of the Ontario 4-H Council.

This is a page for supporters of 4-H in Ontario with the purpose to build a community of 4-H Ontario fans engaging in positive and constructive conversation. We encourage open discussion and invite you to share your opinions and photos. A team at 4-H Ontario monitors the page daily to make sure postings and discussions are appropriate in nature. However, *please note that 4-H Ontario is not responsible for photos posted by users to this account. If any photos are deemed to be offensive, they will be removed immediately. As well, any complaints or concerns should be brought to the attention of 4-H, and these photos will be dealt with appropriately*. We reserve the right to delete posts and pictures and/or block you from the community page if your posts are deemed inappropriate due to:

- violation of the 4-H Ontario Code of Conduct
- profanity, derogatory or discriminatory language, misinformation, spam / off-topic, personal attacks, promoting illegal or questionable activities

A reminder to all posting photos:

- pictures of other individuals must not be posted without that person's written consent. Pictures that are brought to our attention, which have been posted without written consent, will also be removed.
- pictures that depict inappropriate or unsafe behaviours will not be tolerated and will be removed.

Use of the 4-H Ontario brand on social media

- Associations and clubs may create their own social media sites.
- Brand standards in regards to logos, colours, etc (mentioned below in brand standards O-W-03) must be followed.
- 4-H Ontario reserves the right to ask Associations/Clubs to remove or adjust any information deemed inappropriate or which is not following brand guidelines.

Associations and Clubs may create their own logo by using 4-H Canada's Logo Generator, found online at: **www.4-h-canada.ca/brand-app**

O-W-02 - Association Webmaster Policies (Amended: August 23, 2017) 4-H Ontario encourages contributions to its website 4-HOntario.ca and Association websites hosted within its website. These policies are intended to guide the preparation and management of such contributions: • A large amount of provincial 4-H data and critical information is stored within 4-HOntario.ca. The integrity of this information is the sole responsibility of 4-H Ontario and will be monitored and safeguarded at a provincial level. The support and training of an individual who has access to update or delete information within the website, and hosted websites, is a provincial responsibility. • Association Webmasters are determined by the local 4-H Associations and enter into an agreement with 4-H Ontario to maintain 4-H Ontario's website and online presence. It is imperative that local 4-H Associations are comfortable with the Webmaster individual(s) representing their association. Additional Webmasters will be accepted as recommended by local 4-H Associations. Association Webmasters must have completed the 4-H Ontario Webmaster Agreement Form #6.30. ***Who is Eligible to be an Association Webmaster?*** • Any current 4-H screened and trained Volunteer who is at least 18 years of age. • Volunteer must be approved by the local Association • No Webmaster experience is required, however some web/content management experience would be beneficial in this role. ***Conditions and Restrictions of Webmaster Position*** • Position is subject to compliance with the above mentioned guidelines and policies. • Acknowledge and agree that the local 4-H Association or 4-H Ontario may terminate your privileges should you fail to comply with the terms and conditions or any other 4-H Ontario guidelines and rules outlined. • Website postings may not contain material that assaults the personal integrity of others, such as political, racist or religious propaganda. • Association websites are used strictly for sharing and reporting of 4-H news and events. They may not be used as a forum for grievances. • 4-H Ontario at its sole discretion further reserves the right to immediately suspend privileges should an Association Webmaster's conduct be deemed directly or indirectly harmful to others in any way. • As an Association Webmaster you acknowledge and agree that all information, pictures or graphics that are posted or transmitted are the sole responsibility of the person from which such content originated. • 4-H Ontario offers support to Association Webmasters through the 4-H Ontario Communications Department at webmaster@4-hontario.ca. • 4-H values the contribution of ideas to improve 4-HOntario.ca for accessibility of information for visitors. If at any time you have ideas or suggestions please feel free to submit them to webmaster@4-hontario.ca. 4-H Canada Brand Guidelines, including but not limited to the 4-H trademark, logo, pledge, motto and watermark are outlined in this policy manual in the following section O-W-03 and	2012/ 2014/ 2017

fully in 5.1 Appendix E – 4-H Canada Brand Standards Manual. ***Externally Hosted 4-H Ontario Association and Club Website Policies*** • All 4-H Ontario local Association and club websites/pages are a worldwide representation of 4-H in Ontario. Local 4-H Association and club websites and pages must maintain the same consistency of integrity, accuracy and style as the 4-H Ontario website at: 4-HOntario.ca. • All 4-H Associations with externally hosted local and club websites/pages will work cooperatively with 4-H Ontario to ensure accuracy and conformity to the 4-H Ontario policies and procedures. • The use of advertisement based servers is strongly discouraged and may result in the requirement to cease and desist because these sites often display non-selective banner advertisements that may not reflect 4-H values and beliefs. • 4-H Ontario is not responsible for the content and accuracy of externally hosted 4-H Ontario Association and club web pages linked to 4-HOntario.ca. This responsibility is delegated to local Associations and Webmasters who have been instructed to adhere to 4-H Ontario's policies. **Copyright Policies** • The Web is a publishing medium, and as with other publishing mediums, copyright laws apply. No infringement of copyrighted material will be allowed within the 4-H Ontario Program. • 4-H Ontario.ca is registered to the Ontario 4-H Council, which holds all copyrights associated with the website. • Graphics or page portions cannot be copied from externally hosted 4-H association or club websites or pages to construct independent pages for 4-H Activities or associations. This action contravenes copyright law.	
O-W-03 - Usage of the 4-H Trademark, Logo, Watermark, Pledge & Mission (Amended: July 11, 2019) Developers of 4-H Ontario Association and club website/pages will only use the 4-H Trademark, logo, watermark, pledge and motto as follows: **THE 4-H MOTTO**: "Learn To Do By Doing" **THE 4-H PLEDGE**: "I pledge: My Head to clearer thinking, My Heart to greater loyalty, My Hands to larger service, My Health to better living, For my club, my community, my country, and my world." • 4-H® Trademark is written as follows: the Arabic numeral "4"followed by a dash (-) followed by the capital letter "H"; this is 4-H® • The "4-H" trademark is protected by law as a registered trademark of the Canadian 4-H Council. • DO NOT under any circumstances, remove or otherwise delete the dash (-) from this application, as this is incorrect use of our registered trademark. • 4-H Logo is a four-leaf clover with a capital "H" inscribed on each leaf in reverse type.	2012/ 2014/ 2019

The word "CANADA" is printed under the clover. • The 4-H logo (design trademark) is protected by law as a registered trademark of the Canadian 4-H Council. **4-H Canada Visual Identity Guide** * Please see 5.1 Appendix E – 4-H Canada Brand Standards Manual for full Brand Guidelines.	
O-W-04 - Website Links Policies *(Amended August 23, 2017)* **<u>To 4-HOntario.ca</u>** • A prominent link to 4-HOntario.ca will be included from the main home page of all externally hosted 4-H Association and club websites/pages. • Companies and organizations linking to 4-HOntario.ca will enter into an understanding with 4-H Ontario to ensure the linked websites, pages, companies and organizations maintain the integrity and values associated with 4-H. It should be understood that links may not be reciprocated. **<u>From 4-HOntario.ca</u>** • Priority will be given to links to 4-H websites provided they conform to 4-H policies, procedures and guidelines. • Links to other sites from 4-HOntario.ca are at the discretion of 4-H Ontario and may be removed without prior notification. • Links from 4-HOntario.ca to other sites should not be considered an endorsement of the company or organization or product. The Ontario 4-H Council does not endorse any products which are in contravention of its values. **4-H LEARNS** • 4-H LEARNS is managed by 4-H Canada with content updated to the 4-H Ontario section by 4-H Ontario. Prior to use of projects from 4-H LEARNS please review Policy OM-16.	2012/2017
O-W-05 - 4-H Ontario's Canada's Anti-Spam Legislation (CASL) Policy *(Established June 30, 2017)* **Effective:** July 1, 2017 **Objective:** The objective of this Canada's Anti-Spam Legislation (CASL) Policy is to outline the roles and responsibilities of 4-H Ontario and its employees to ensure compliance with the provisions of CASL and its associated regulations. **This policy covers:** This Policy applies to all full-time, part-time, contract and casual employees of 4-H Ontario, and/or any other persons including volunteers or contractors who represent 4-H Ontario or have been given access to a 4-H Ontario email account, all of whom are collectively referred to herein as "employees".	2017

What does CASL cover and what is a CEM?

A Commercial Electronic Message (CEM) is an email, text, instant message, tweet, or any other electronic message that has as a part of its purpose to encourage the recipient to engage in "commercial activity." Even if there is no profit, it can still count as commercial activity. Examples include:

- Emails seeking donations
- Emails seeking volunteers/members
- Emails selling tickets to an event/lottery
- Emails promoting services
- Emails promoting a charitable event/activity
- Electronic newsletters
- Emails promoting the organization / charity

How will 4-H Ontario employees ensure CEMs Are CASL Compliant?

When contacting electronically employees will:

- Ensure the recipient gave consent: this can be express consent (which lasts until they unsubscribe) or implied (which lasts 2 years after the last engagement).
- Provide identifying info of all the people it is sent on behalf of.
- Provide a way to contact the sender.
- Provide an unsubscribe option: this may be a button to click on through an email marketing program, or it could be instructions on who to email.
- Ensure the method unsubscribes the person within 10 days and is available for 60 days after the email is received.

Social Media

4-H Ontario employees will not send direct messages via social media except when in response to an inquiry or question. CASL does not apply to social media updates, posts, statuses, etc. that would regularly populate our newsfeed.

How is consent defined in CASL? Express vs Implied Consent

Express consent means that a person has clearly agreed to receive a CEM, either in writing or orally. The recipient must take a proactive action to indicate their express consent (in other words, express consent must be obtained through an opt-in mechanism, e.g. signing up at your website). Remember that an electronic message that contains a request for express consent is also considered to be a CEM under CASL and therefore is not a method through which express consent can be obtained. Express consent is not time-limited: once express consent is obtained you are able to send CEMs until the recipient notifies you that they no longer want to receive them. For more information on requirements for obtaining express consent, please see *Compliance and Enforcement Information Bulletin CRTC 2012-549*.

You may rely on implied consent for sending CEMs if it is done under certain conditions, as set out in *section 10(9)* of CASL. This may include having an existing business relationship (EBR) based on a previous commercial transaction with the recipient; or having an existing non-business relationship based on, for example, membership in your club, or if the recipient participated as a volunteer for your charitable organization; or where a person makes their email address publicly available by publishing it on a website. In the latter

case, this conspicuous publication of their email address must not be accompanied by a statement indicating they do not want to receive CEMs at that address. If the statement is not present, in order to send a CEM, the message must relate to the recipient's business role, functions or duties in an official or business capacity. There is a time-limitation attached to the life of the implied consent (more on this below).

If your situation does not meet the categories of implied consent set out in CASL, then you cannot rely on implied consent to send CEMs. The only way to obtain express consent via e-mail is if you have implied consent to send the message.

What are our obligations as non-profits and charities under CASL?

Non-profits need written or oral consent before sending any commercial messages, or before adding people to their permanent mailing lists. As well, any commercial emails will need to include the organization's address, telephone or email to identify the organization, and an unsubscribe option.

4-H Ontario uses MailChimp as an Email Marketing Service in order to remain compliant with CASL.

Statutory Exceptions

CASL provides for several exemptions to the consent and form of message requirements.

Exceptions include messages:

- Sent by an individual to an individual with whom they have **personal** or **family** relationship "Personal relationship" means direct, voluntary two-way communications, where it is reasonable to conclude the relationship is personal, and there is no indication that recipients don't want to receive CEMs. "Family relationship" means marriage, common law and parent child
- CEMs **sent to businesses**, namely CEMs:
    - Sent to a business, where the message consists solely of a related inquiry/ application or that business' response
    - Internal CEMs concerning affairs of that organization
    - External business-to-business CEMs, where (1) there is a "relationship", and (2) the message concerns the affairs of organization or recipient employee, representative, consultant or franchisee's role, duties or functions

Are media or press releases sent to media staff counted under CASL?

Yes. However if the contact information for that media staff is conspicuously posted, and not accompanied by a request to not receive unsolicited mail, then you have implied consent so long as the information being sent pertains to their job. Basically, you have to be able to easily find their contact information and it can't be accompanied by a "no unsolicited messages" stipulation. The information you send has to be relevant to their job. (In this scenario, it would have to be some kind of media release.)

There are certain scenarios that provide exceptions from consent requirements only, but the prescribed form requirements remain. This applies to CEMs that:

- Provide a quote or estimate, where requested by recipient
- Facilitate, complete or confirm a commercial transaction to which the recipient

previously agreed

- Provide warranty, recall, safety or security information about a product/good/service that the recipient purchased
- Provide notification of factual info regarding ongoing subscription or membership
- Provide information to an employee regarding employment, benefits, etc.
- Deliver a product, good or service the recipient is entitled to receive
- Communicate for a purpose set out in the regulations.

Referrals also get special treatment with CASL

First CEM sent following a referral by a "person" with:

- An existing business or non-business relationship (as defined);
- A personal or family relationship with both the sender and recipient
- Where the CEM discloses the full name of the referrer and states the message was sent as a result of the referral

For procedures on how 4-H staff are to comply with CASL in their email practices, please see the Standard Operating Procedures in the 4-H Ontario Staff Handbook.

For Best Practices for local 4-H Associations please see Appendix D of the 4-H Ontario Policy Manual.

For further questions regarding the 4-H Ontario Canada's Anti-Spam Legislation (CASL) Policy please contact:

Manager, Communications, 4-H Ontario
communications@4-hontario.ca

519-856-0992 x 465
1-877-410-6748 x 465

Section 5.1 APPENDICES

Appendix A – Gift Acceptance Guidelines & Procedures

Item	DESCRIPTION
Overview	The Ontario 4-H Council is the governing policy-making body for 4-H in Ontario. A volunteer Board of Directors governs the Council. A Gift Acceptance Policy is necessary and important for the Council to ensure donations are used to further the vision and goals of the Ontario 4-H Council and 4-H Ontario and includes appropriate consideration of donor objectives. It provides clarification, along with Fund Agreements, of roles, responsibilities and expectations of both the Council and its donors. A gift acceptance policy provides guidance for Board and staff decision-making processes. It ensures that gifts to the Council are made in accordance with legal and ethical regulations and guidelines, and promotes consistent practices in exercising fiduciary responsibilities. This policy will help to enhance long term relationships with donors, and encourage donors and 4-H Ontario representatives to work together to provide the most effective benefits to the program and youth in Ontario, while remaining congruent with donors' broad philanthropic wishes. The Council shall abide by all applicable laws governing the charitable sector.
General Guidelines	Gifts must be consistent with the overall mission, goals and strategic intent of the Ontario 4-H Council, all applicable statutory provisions and must not compromise the Council's integrity. The Council may, at its discretion, refuse a gift on these grounds. The Council encourages donors to work with professional advisors in making gifts. It shall not solicit or accept a gift from a donor unless it is satisfied that the donor has a bona fide charitable intention and has an accurate understanding of the consequences of the donation, the work of the Council, and the uses to which the gift will be put. Persons acting on behalf of the Council shall encourage potential donors to consult independent legal and tax professionals to ensure that donors receive a full and accurate explanation of the nature and consequences of their gifts. The Executive Director or designate is authorized to negotiate gift agreements with prospective donors and their professional advisors in accordance with the guidelines set forth in this Policy. Outright gifts of cash, publicly traded securities, and life insurance do not require approval by the Board of Directors unless there are unusual restrictions or circumstances involved. The Council will not serve as a trustee of charitable remainder trusts or as executor of a donor's will, but may refer the donor to a trust institution that has agreed to provide this service.
Gifts Accepted	The Council routinely accepts only property that is readily marketable at reasonable cost. This refers to cash, deposit instruments of a government or financial institution in Canada, publicly traded securities, policies of life insurance, or any other property that the Council has identified within its investment policies.

Item	DESCRIPTION
Acceptance of other forms of Property	The Council recognizes that donors will occasionally wish to give property that is not readily marketable, such as real estate, private corporation shares or residuary interests in trusts. While the Council is generally pleased to accept gifts, it has to be careful to evaluate whether there may be "hidden costs" in accepting such property.
Related Costs	Gift-related costs such as legal fees, appraisals, real estate commissions and taxes relating to acceptance, maintenance, management or re-sale of a gift of property shall be the responsibility of the donor.
Gifts Requiring Board Approval	The following gifts must be reviewed and approved by the Board of Directors. Gifts of real or tangible personal property Property whose value is not readily ascertainable Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. The Ontario 4-H Council reserves the right to obtain its own appraisal for gifts.
Gifts Not Accepted	The Ontario 4-H Council reserves the right to decline a gift based, among other factors determined by its Board of Directors, upon the following considerations: • congruity with the Council's Vision Statement; • possible controversy into which the Council may be drawn; • conditions or limitations that a donor seeks to impose; • cost of Council ownership for administration and management; • compliance with laws; and • other risks to the Council.
Disposition of Gift	The Council does not make any representation that by accepting a gift it will retain the property or employ the donated property for the same purposes as it was used by the donor.
Donor Confidentiality	Donor's wishes regarding recognition or anonymity regarding a gift shall be respected, provided that any recognition is consistent with the Council's usual standards of practice and legal requirements.
Donor Recognition	The Council shall recognize donors in a manner consistent with the recognition afforded donors of gifts of similar magnitude, immediacy of effect and degree of restriction.
Fund Agreements	The Council prefers to work with donors to develop agreements with respect to the name, nature and use of their gifts at the time a gift is made. The Council's legal counsel shall review all gift agreements. Periodic reviews of these contracts are possible to ensure the donors' wishes are being carried out.
Charitable Tax Receipt	The Council shall issue a charitable tax receipt within a month of receipt of the gift. For gifts of shares, a tax receipt shall be issued for the earlier of either the trading price or the closing price on the day the Council's broker receives the shares, assuming liquidity. Charitable tax receipts will be issued for gifts of $20.00 or more.
Benefit to Donor	The legal nature of a charitable gift is that a donor cannot expect or receive financial benefits or opportunities to flow from the gift.

Item	DESCRIPTION
Donor Advised Funds	The Income Tax Act (Canada) imposes limits on a donor's capacity to impose restrictions on charitable gifts. A donor may, however, at the time the gift is made and even subsequently, by agreement with the Council, place limits on the uses to which a gift may be put. Further, the donor or the donor's designated representatives may advise the Board of the Council on the application of the earnings of his or her gift and the Board shall generally consider and respect such advice. Beyond that a donor cannot legally restrict the Council.
Preservation of Donor's Intentions	Where, by prior agreement, the Board agrees to receive the advice of donors on the distribution of grants, the Council shall not seek to pass judgment on the value or merit of the donor's proposed application so long as the income is applied according to legal provisions to a charitable purpose Should the Council cease to exist or become incapable of administering a fund to fulfill a donor's purpose, the Council shall employ its best possible efforts to ensure continued application of the moneys to the purpose originally contemplated by the donor.
Areas of Focus	The principal focus of the Council's activities is the 4-H program within Ontario, at a provincial level. It may refer a donor to another or better suited charitable organization if it perceives that the donor will be better served by such organizations.
Approved Grant Recipients	The Council applies the earnings from its funds only to benefit charitable organizations ('qualified donees' as defined by the Income Tax Act (Canada)). It does not benefit individuals directly, even if the activities they undertake are charitable in nature.
Gifts in Kind	The Ontario 4-H Council welcomes donations in kind. In accordance with Canada Revenue Agency, a gift-in-kind includes such things as capital property, depreciable property, and personal use property. However, it does not include a gift of service. The fair market value (FMV) of a gift in kind as of the date of the donation (the date on which beneficial ownership is transferred from the donor to the donee) must be determined before an amount can be recorded on receipt for tax purposes. If a donor wishes to receive an income tax receipt for an in-kind donation with FMV over $1,000, the donor will need to provide an appraisal to establish the fair market value (FMV) of their donation (i.e. artwork for silent auction). If the FMV is $1,000 or less, an appraisal can be made by a qualified staff member of the Ontario 4-H Council. For donations of gifts-in-kind, the Ontario 4-H Council may issue a receipt stating the FMV of the donation once it has been appraised. The FMV of an item does not include taxes paid on purchasing the item. The amount entered on the official receipt is the FMV of the in-kind donation before taxes.
Gifts of Services	4-H Ontario welcomes gifts of services, yet in accordance with Canada Revenue Agency, where the donor wishes to provide a gift of service, 4-H Ontario must be invoiced for the service and pay, in full, for the service. The donor may, in return, donate all or a portion of the payment to 4-H Ontario and receives an income tax receipt for the amount donated.
Guidelines for Specific Gifts	**Cash** Gifts of cash and cash equivalents. **Publicly-traded securities**

Item	DESCRIPTION
	Gifts of marketable publicly traded securities shall be scrutinized and accepted by the Council's investment manager. These securities shall be sold immediately upon receipt and converted to cash. **Gifts of Property Including Real Estate, Art, Jewelry etc.** ***Description*** Gifts of property or real estate may be made in various ways: outright, residual interest in it, or to fund a charitable remainder trust. Where real estate is transferred to a charitable remainder trust, additional requirements of the trustee must be met (see Charitable Remainder Trusts). ***Guidelines*** Donors shall provide qualified appraisals of proposed gifted property. The Council may, at its discretion, obtain its own independent appraisal, or have an informal staff appraisal verified by an independent qualified appraiser, and, in such cases, issue a receipt based on the Council's own appraisal. The Council shall satisfy itself that the donor has clear title to the property. The Council shall review all pertinent factors, including in the case of real property, zoning restrictions, marketability, prior land use, current use and cash flow, to ascertain that acceptance of the gift would be in the best interests of the Council. If the real estate possibly contains toxic wastes, the donor shall secure an environmental audit and provide the results to the Board of Directors. No property containing toxic wastes shall be accepted prior to removal and/or indemnification of the Council against all present and future liabilities. **Bequests** A donor who advises the Council, in confidence, of a proposed testamentary gift to the Council, shall be asked to provide, if possible, a copy of that section of the Will naming the Council. The donor may also wish to execute an agreement with the Council directing the charitable use of the proposed testamentary gift. **Gifts of Life Insurance** There are various methods by which a life insurance policy may be contributed to the Council. A donor may: • Commence a life insurance policy of which the Council is the owner and beneficiary. • Assign irrevocably a paid-up policy to the Council. Assign irrevocably a life insurance policy on which premiums remain to be paid and a charitable tax receipt shall be issued for premium amounts. Name the Council as a primary or successor beneficiary of the proceeds. When ownership is irrevocably assigned to the Council, the donor is entitled to a gift receipt for the net cash surrender value (if any) and for any premiums subsequently paid. **Gift Of A Residual Interest** ***Description*** This type of gift refers to an arrangement under which a property interest is conveyed to the Council, but the donor retains use of the property, or income from the property, for life or a specified term of years. For example, the donor might give a residual

Item	DESCRIPTION
	interest in a personal residence and continue living there or a residual interest in a painting and continue to display it. The owner is entitled to a charitable tax receipt for the present value of the residual interest. ***Guidelines*** The donor shall continue to be responsible for real estate taxes, insurance, utilities and maintenance after transferring title to the property unless the Council, upon prior approval of the Board of Directors, agrees to assume responsibility for any of these items. The Council is entitled to require that the donor provide proof of payment of those expenses for which the donor is responsible. The Council reserves the right to inspect the property from time to time to assure that its interest is properly safeguarded. **Charitable Remainder Trusts** ***Description*** A charitable remainder trust is a form of a residual interest gift. The donor ('settlor') transfers property to a trustee who holds and manages it. If the property is income producing, net income after payment of all expenses will be paid to the donor and/or other named beneficiary. When the trust terminates (either at the death of the beneficiary/ies or after a term of years), the trust remainder is distributed to the Council. If the trust is irrevocable, the donor is entitled to a gift receipt for the present value of the residual trust. ***Guidelines*** A charitable remainder trust may be funded with cash, securities, real estate or other property acceptable to the trustee and to the Council. Real and personal property shall be accepted for a trust only after a thorough review of cash flow, potential liabilities including toxic waste cleanup costs, and other factors necessary to assure that the gift is in the best interests of the Council. The value of the trust shall ordinarily be greater than $50,000 and the age of the beneficiaries shall ordinarily be at least 50, however the Board may in its discretion waive this guideline. While the Council may provide prototype agreements, a trust agreement shall be drafted or reviewed by the donor's own solicitor to assure, before it is executed by the donor, that it fulfills legal requirements, that it is appropriate to the donor's circumstances, and that it accurately reflects the donor's intentions.

Appendix B – Ontario 4-H Council Board Procedures

i. Nominations, Election & Resolution Procedures

In accordance with the Ontario 4-H Council bylaws, elections will be held annually for the positions of Council Board of Directors and Council President.

In accordance with these bylaws, the Board of Directors shall appoint a Nomination Committee consisting of three (3) persons. These persons may be Directors or non–directors. The Nomination Committee may then prepare a slate of candidates from the list of incoming Association Representatives for the director positions and receive additional nominations from the floor during the Annual General Meeting.

Item	DESCRIPTION
Board Director Nomination and Election Process	The Association Representatives shall elect from amongst themselves 5 directors annually who with five (5) currently serving Directors, the President and Past President, form the Board of Directors. Current Board of Directors appoints a nominating committee at the Inaugural Board of Director meeting. This Committee works with the designated Council staff person to ensure that the nomination process is communicated to all Association Representatives and local 4-H Associations. Nominations will be received starting November 15 and continue to be received up to the last call for nominations during the election portion of the Annual Meeting agenda. An election chairperson will be appointed and will preside over the elections. All nominees will have the opportunity to address the voting delegates of the Annual General Meeting (Association Representatives) at the closure of nominations. Each nominee for Director will be allowed to submit a one-page biography accompanied with photo to be included in the CAM delegate packages. Additional campaign efforts shall be the responsibility of the nominee.
President Nomination and Election Process	The Association Representatives shall, at the Annual General Meeting each year elect a President from a slate of candidates presented by the Board of Directors. The Nominating Committee will seek from the current Board of Directors, a slate of candidates for the position of President. Deadline for nominations for President shall be January 10th for presentation at the January Council Board Meeting. Each nominee for President will be allowed to submit a one-page biography accompanied with photo to be included in the CAM delegate packages. Additional campaign efforts shall be the responsibility of the nominee.
Resolution Process	Resolutions are one method that 4-H Associations can use to express their opinion on a specific issue to other participants in the Ontario 4-H program. Resolutions can recommend changes to bylaws; actions to be taken by the Council Board of Directors, or changes to the 4-H Program and its policies. The Board of Directors of the Ontario 4-H Council gives careful consideration to all resolutions. The Ontario 4-H Council has a responsibility to the 4-H program as a whole and on occasion may not support a resolution due to specific concerns (e.g.

Item	DESCRIPTION
	lack of funds). The Board of Directors will respond to all 4-H Associations after a final decision has been made on all resolutions.
What is a Resolution?	A resolution is a formal agreement for action by a legislative body or public meeting. The proposal in a resolution that is placed before a meeting for consideration should be clear and concise. Resolutions should deal only with one subject so as not to cloud or confuse the proposal being considered.
The Form of a Resolution Statement	A resolution has three parts: • The Body; • The Motion or Proposal for consideration or action; and • Relevant Background Information to support the resolution being made. **The Body** of the motion being considered is used to describe the circumstances in a clear, concise and factual manner and to establish the needed action on the proposal. The descriptive part of the resolution should begin with ‘’**WHEREAS**” and should describe • What the problem is; • Why action is needed; and • What the possible outcome could be if the problem is not fixed. **The Motion or Proposal** defines the action being called for in a motion. It should define what action is required. Furthermore, it may also describe how and when the action is to be completed and who is to be involved. The motion or proposal is the only part of the resolution that is subject to debate once it is placed before a meeting. The motion or proposal should begin with **“THEREFORE BE IT RESOLVED THAT….”** **Relevant Background Information** Relevant background information (a position paper) should be provided with any resolution to ensure that it receives prompt and effective consideration. Relevant background information should include: • The source or originator of the resolution; • The names of movers and seconders; • A contact person who can respond to inquiries (include phone numbers); • Background information such as newspaper clippings, relevant legislation or policy and personal examples where available; • Any action to be taken; • A statement of action expected from the Ontario 4-H Council, and • How the resolution might change Ontario 4-H Council policy.
Guidelines for Writing Resolutions	• The resolution must be typed • The resolution must be structured properly • The resolution must state the mover and seconder (who must be volunteers in good standing)

Item	DESCRIPTION
	• The resolution should also be accompanied by background information or a position paper giving additional rationale for the resolution, and the name and addresses of a contact person for correspondence.
Improper Resolution Issues	***Resolutions submitted to the Ontario 4-H Council SHOULD NOT:*** • Be a forum for airing personal grievances • Deal with persons or personalities • Address issues that can be better dealt with at a local 4-H Association level.
Resolution Process- Ontario 4-H Council Annual Meeting	Resolutions must be received at the 4-H Ontario office at least 120 days prior to the date of the Annual Meeting. The Ontario 4-H Council Board of Directors appoints a Resolutions Committee. This committee has been given the following responsibilities: 1. Review submissions for clarity and to determine the appropriateness to the Ontario 4-H Council. 2. Return resolutions to 4-H Association(s) where additional information or clarification is required/ necessary as well as those deemed inappropriate because of issues that the Ontario 4-H Council has no control over. The committee will individually discuss these issues with the submitting organizations. 3. Circulate resolutions to all local Association Representatives and Presidents in advance of the Annual General Meeting, notifying them that these resolutions will be considered. 4. Oversee the Resolutions Process at the Ontario 4-H Council Annual Meeting.

ii. Operating Reserve Procedures

The general purpose of the operating reserve fund [or contingency fund] is to help to ensure the long-term financial stability of the organization and position it to respond to varying economic conditions and changes affecting the organization's financial position and the ability of the organization to continuously carry out its mission.

Item	DESCRIPTION
Contingency Fund Statement of Purpose	The Ontario 4-H Council Board of Directors Policy B-BO-17 MUST address the following objective(s): 1. To enable the organization to sustain operations through delays in payments of committed funding and to accept reimbursable contracts and grants without jeopardizing ongoing operations; 2. To promote public and funder confidence in the long-term sustainability of the organization by preventing chronic cash flow crises that can diminish its reputation and force its leaders to make expensive short-term, crisis-based decisions, 3. To create an internal line of credit to manage cash flow and maintain financial flexibility.
Designated	Refer to Policy Section 4.1.2 Board Operations, Policy B-BO-17

Item	DESCRIPTION
Reserve Fund Balance	
Use of Board-Designated Contingency Fund	The Executive Director may access the contingency fund as long as sufficient accounts or grants receivable are available to repay such usage within six (6) months' time. The Executive Director will notify the 4-H Ontario Executive, and usage will be acknowledged in writing. Any funds borrowed from the Contingency Fund for longer than 90 days will be paid back through a prescribed repayment schedule/method. Approval of any such usage and the proposed repayment schedule shall be requested by the Executive Director from the Executive Committee. If approved by the Executive Committee, such disbursement shall be reported at the next full Board meeting. At any time that borrowing from the Contingency Fund is outstanding, the status of the borrowing and payments made against the proposed repayment schedule will be reviewed at the regularly scheduled Finance meetings. **NOTE**: The Contingency Fund will be listed separately in the net assets section of the organization's statement of financial position as "Board - Designated Contingency Fund" and longer-term borrowings from the reserve will be shown as a liability – "Due to Operating Reserve" – in internal financial reports.

APPENDIX C –

ONTARIO 4-H FOUNDATION STATEMENT OF INVESTMENT POLICIES & PROCEDURES ***(separate file)***

APPENDIX D - CANADA'S ANTI-SPAM LEGISLATION (CASL) INFO & BEST PRACTICES FOR 4-H ONTARIO ASSOCIATIONS

Canada's anti-spam legislation (CASL) came into effect July 1, 2014. It is in place to protect Canadians while ensuring that businesses can continue to compete in the global marketplace. If you use electronic channels to promote or market your organization, products or services, Canada's new anti-spam law may affect you.

As volunteers representing 4-H Ontario in your Associations, it is important that all communications across the province are CASL compliant.

CASL BACKGROUND (From the Globe and Mail Article June 7, 2017)

Canada's anti-spam legislation (CASL) came into effect in July 2014. Since that time, the sending of an unsolicited e-mail, text, instant message, Facebook message or any other commercial electronic message (CEM) has had to comply with CASL. This law is extremely broad and captures all electronic messages sent or received in Canada – and may, in some cases, even capture tweets. You may think that the business e-mail or newsletter you're sending is not spam in the traditional sense, or that you're somehow exempt because you're a non-profit or a charity seeking donations, but CASL applies to you, and you face even more significant penalties for non-compliance after July 1.

As it stands now, for a CEM to be in compliance under CASL, a business or other organization must have the recipient's express or implied consent to receive the CEM; the sender must clearly identify themselves and their organization in the CEM (including the phone number, e-mail address or Web address), and there must be a way for the recipient to unsubscribe, at no cost, from the receipt of future CEMs.

Since 2014, the administrative penalties imposed by the CRTC have been significant – as much as $1-million per violation for individuals and $10-million for corporations. Rogers Communications Inc. and Kellogg Canada Inc. were assessed $200,000 and $60,000 fines respectively. And in 2015, corporate training firm Compu-Finder of Quebec was fined $1.1-million for breaching CASL.

The provisions coming into force on Canada Day will make things even tougher for anyone sending CEMs.

That's because, when CASL came into force in 2014, it provided a three-year transition period in which senders were permitted to rely on a recipient's implied consent to receive CEMs. That three-year window ostensibly gave senders time to obtain express consent from those on their mailing lists. It also gave recipients a reasonable period of time to unsubscribe.

But that window closes July 1. With limited exceptions, you shouldn't be sending that e-letter or unsolicited e-mail, and you should instruct your employees to delete anyone in your customer relationship management system that has not provided their express consent to receive CEMs.

If your electronic newsletter is inadvertently sent to 10,000 e-mail addresses without the express consent of those recipients, you have improperly identified your organization or there is no "unsubscribe" option available, you are risking fines that the CRTC could impose.

CASL Breakdown

What does CASL cover and what is a CEM?

A CEM is an email, text, instant message, tweet, or any other electronic message that has as a part of its purpose to encourage the recipient to engage in "commercial activity." Even if there is no profit, it can still count as commercial activity. Examples include:

- Emails seeking donations
- Emails seeking volunteers/members
- Emails selling tickets to an event/lottery
- Emails promoting services
- Emails promoting a charitable event/activity
- Electronic newsletters
- Emails promoting the organization / charity
-

What Does a CEM Need to Include to Be Compliant?

1. The recipient gave consent: this can be express consent (which lasts until someone unsubscribes) or implied consent (which lasts 2 years after the end of their membership/involvement, donation, etc).
2. Identifying info of all the people it is sent on behalf of.
3. A way to contact the sender.
4. An unsubscribe option: this may be a button to click on through an email marketing program, or it could be instructions on who to email. Make sure your method unsubscribes the person within 10 days and is available for 60 days after the email is received.

How is consent defined in CASL? Express Vs. Implied Consent

Express consent means that a person has clearly agreed to receive a CEM, either in writing or orally. The recipient must take a proactive action to indicate their express consent (in other words, express consent must be obtained through an opt-in mechanism, e.g. signing up at your website). Remember that an electronic message that contains a request for express consent is also considered to be a CEM under CASL and therefore is not a method through which express consent can be obtained. Express consent is not time-limited: once express consent is obtained you are able to send CEMs until the recipient notifies you that they no longer want to receive them. For more information on requirements for obtaining express consent, please see **Compliance and Enforcement Information Bulletin CRTC 2012-549**.

You may rely on implied consent for sending CEMs if it is done under certain conditions, as set out in **section 10(9)** of CASL. This may include having an existing business relationship (EBR) based on a previous commercial transaction with the recipient; or having an existing non-business relationship based on, for example, membership in your club, or if the recipient participated as a volunteer for your charitable organization; or where a person makes their email address publicly available by publishing it on a website. In the latter case, this conspicuous publication of their email address must not be accompanied by a statement indicating they do not want to receive CEMs at that address. If the statement is not present, in order to send a CEM, the message must relate to the recipient's business role, functions or duties in an official or business capacity. There is a time-limitation attached to the life of the implied consent (more on this below).

If your situation does not meet the categories of implied consent set out in CASL, then you cannot rely on implied consent to send CEMs. The only way to obtain express consent via e-mail is if you have implied consent to send the message.

What are our obligations as non-profits and charities under CASL?

Non-profits will need written or oral consent before sending any commercial messages, or before adding people to their permanent mailing lists. As well, any commercial emails will need to include the organization's address, telephone or email to identify the organization, and an unsubscribe option.

A great way to manage an unsubscribe feature is to use an external email marketing service, such as **MailChimp**, **Constant Contact** or **Vertical Response**, to name a few.

The 4-H Ontario head office uses MailChimp. For smaller mailing lists MailChimp does offer a free package **"Forever Free"** which includes up to 2,000 subscribers and 12,000 emails per month.

Additional Information for creating sign up forms from your lists in MailChimp

http://kb.mailchimp.com/lists/signup-forms/how-the-form-builder-works

Statutory Exceptions

CASL provides for several exemptions to the consent and form of message requirements.

Exceptions include messages:

- Sent by an individual to an individual with whom they have a **personal** or **family** relationship "Personal relationship" means direct, voluntary two-way communications, where it is reasonable to conclude the relationship is personal, and there is no indication that recipients don't want to receive CEMs. "Family relationship" means marriage, common law and parent child
- CEMs **sent to businesses**, namely CEMs:
    - Sent to a business, where the message consists solely of a related inquiry/application or that business' response
    - Internal CEMs concerning affairs of that organization
    - External business-to-business CEMs, where (1) there is a "relationship", and (2) the message concerns the affairs of organization or recipient employee, representative, consultant or franchisee's role, duties or functions
- Sent by or on behalf of a registered charity, where the primary purpose is fundraising

What Does This Mean For You?

As a best practice it is highly recommended to conduct your communications through the use of one of the email marketing solutions mentioned previously. These services will not only track your campaigns' success (open rate, reads, etc), but will provide you a simple way for recipients to unsubscribe should they wish to.

FAQs

1. **What does CASL require me to do?**
    a. Basically CASL requires you to obtain consent (either implied or express) from anyone you are contacting electronically.
2. **Can I still contact our active Participants in our Association?**
    a. Yes. Active Participants fall under the "implied consent" category. Since they are part of our organization you essentially have a safe assumption they would like to receive communications from you. However. They do still have the right to *not* receive

communications electronically from you as well. While this may be an unlikely scenario, if the request is made, it must be granted. See the following questions for more.

3. **What happens once a Participant graduates or completes their volunteer term?**
    a. Implied consent only lasts for 2 years from this time. So if a member graduates on December 31, 2017, you may still contact them for two years unless they request otherwise. However, as of January 1, 2020, you ***may not*** contact this person anymore. The period of implied consent will now have passed and you can only contact them if you have received "express consent". However if this person does some volunteer work for you or makes a donation to 4-H, this two-year period of implied consent starts over from the end of this date. Express consent can be obtained either electronically (preferred), by a paper sign up form, or even verbally. However by paper or verbally will require a bit more work and would be harder to prove if needed. This scenario would be the same for a graduating volunteer. Once express consent is received, it is indefinite unless someone unsubscribes.
4. **When should I get Express Consent?**
    a. For Participants, as soon as they complete their tenures in the program and become alumni. Once you receive express consent you will not have to worry about the implied consent period ending. You could even send this message now to obtain express consent to your existing members and volunteers asking for their express consent to continue to receive electronic messages from you. You just run the risk of them choosing to opt out. It is important to note that someone can't automatically be added to a new general list without their consent (i.e. graduating member automatically added to an alumni list). It is also important to note that if someone does not reply to your request for express consent, that does not count as not consenting. (Not saying "No", does not mean "Yes").
    b. For anyone else in your contact list, you should receive express consent as soon as possible. Maybe this is new alumni members, potential donors or local businesses you do work with in the community regularly. Many of these people you may already have implied consent from if you're regularly communicating with them. However receiving their express consent will allow you not to worry about the implied consent period ending.
5. **Why use an Email Marketing Service?**
    a. This will allow recipients to easily unsubscribe should they choose and will save you time in manually removing and tracking who has requested to no longer be contacted. You can create a form to accept and track who has provided consent.
6. **Can I still send traditional emails to large numbers of recipients?**
    a. Yes. However this is not viewed as best practice. Oftentimes when sending large mass emails your message may be auto marked as spam. You will need to include in these messages the following: Who the message is from, a way to contact the sender(s), and provide a simple method of unsubscribing should they choose. Should they choose to unsubscribe by contacting you and making this request, you must remove them from the list within 10 days.
7. **What about my monthly newsletters?**
    a. Do continue to send these. Just ensure the people receiving them have a way to opt-out of unsubscribe and that it is done within 10 days. Also ensure you clean up your list and remove anyone who has passed the two year implied consent period and who you have not since received express consent from.

8. **What about the Not-For-Profit/Charity exemption?**
    a. CEMs sent by or on behalf of registered charities are exempt from CASL IF the message is for the primary purpose of raising funds for the charity.
9. **Are there some examples of this?**
    a. Where the primary purpose is raising funds:

    Example 1: A CEM, sent by or on behalf of a charity, which promotes an event and/or the sale of tickets for an event – such as a dinner, golf tournament, theatrical production or concert or other fundraising event – where the proceeds from ticket sales flow to the registered charity.

    Example 2: A registered charity sends, by e-mail, a newsletter, which provides information about the charity's activities or an upcoming campaign, and does not contain any material that seeks to encourage the recipient to participate in a commercial activity, then the message would not be a CEM for the purpose of CASL.

    Example 3: A registered charity sends, by e-mail, a newsletter which provides information about the charity's activities or an upcoming campaign, but which also contains a section which solicits donations and may also mention corporate sponsors who supported the charity (but does not encourage the recipient to participate in a commercial activity with that sponsor). While this message may be considered a CEM under CASL, the primary purpose of the message may be viewed as raising funds; therefore, the exemption in the GiC Regulations would apply.

    b. Where the primary purpose is **not** raising funds:

    Example: A registered charity sends, by e-mail, a newsletter, which provides information about the charity's activities or about a particular social issue. If this e-mail also advertises the corporate sponsors of a charity's event and encourages the recipient to participate in a commercial activity with that sponsor, then section 6 of the CASL may apply without any exemption. The primary purpose of the message may not be to raise funds for the charity.

Additional Resources

Fight Spam – fightspam.gc.ca

CASL Express Consent Paper Form (see Appendix D on 4-H Ontario website)

Sample text/form for use on a website or in an email – harrisonpensa.com/casl

CASL Power Point Presentation – Zemel van Kampen. Provided by TechSoup Canada (see Appendix D on 4-H Ontario website)

CASL Power Point Presentation – David Young. Provided by Canadahelps (see Appendix D on 4-H Ontario website)