

South Quesnel Business Improvement Association

# POLICIES





## **Policies**

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## Policies

### TRAVEL POLICY SQ – 100

**Policy Established:** July 2022

**Policy Updated:** September 2024, August 2025

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#### POLICY PURPOSE

This policy outlines the reimbursement rates and procedures for travel expenses incurred by employees or members while conducting approved South Quesnel BIA business. The Association will reimburse all necessary and reasonable travel-related expenses

#### PROCEDURES:

##### 1. Travel Approval and Arrangements

The Executive Director is responsible for making all travel arrangements, including accommodations and transportation, for individuals representing the South Quesnel BIA.

##### 2. Transportation Options

Travel options include commercial transportation, rental vehicles, or personal vehicles. Reimbursement will be based on the most cost-effective method, considering distance and other trip-specific factors.

- **Personal Vehicle Use:**  
When using a personal vehicle instead of a rental or flight, mileage will be reimbursed at the current CRA per-kilometer rate. This rate includes compensation for insurance and property damage risks.
- **Fines and Fees:**  
Travelers are responsible for any traffic violations, parking tickets, or towing fees incurred, whether using a personal or rented vehicle.

##### 3. Combining Business and Personal Travel

When personal travel is combined with business travel, reimbursement will be based on the lesser of:

- The actual transportation cost, or



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- The cost of the most economical travel option if personal travel had not occurred.

### 4. Insurance Requirements

- **Private Vehicles:** Travelers must carry a minimum of \$2 million in third-party liability insurance.
- **Rental Vehicles:** Personal Accident Insurance is not required, as WorkSafe BC provides coverage. However, extra third-party liability coverage is required for:
  - Rentals within Canada
  - Rentals used for travel into the United States

### 5. Accommodation

When booking accommodations, priority should be given to the conference or event location to reduce secondary travel needs.

- Accommodations may be paid in advance or at check-in using the South Quesnel BIA Mastercard.
- Receipts must be retained and submitted for all stays.

### 6. Lodging Allowance (Private Accommodation)

If hotel accommodations are not used, a flat rate of \$30.00 per night is allowed for private lodging. Conference location remains the preferred choice to minimize extra travel expenses.

### 7. Hotel Cancellation Charges

Travelers must notify the Executive Director in advance to cancel reservations and avoid no-show charges.

- If late cancellations result in charges, the cost will be split 50/50 between the Association and the traveler.
- Exceptions due to illness or emergencies will be considered on a case-by-case basis.

### 8. Meal and Incidental Expenses

Meal per diem rates are based on CRA's current Travel in Canada allowances and apply only to meals not included in a conference.



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### As of March 2025:

- **Breakfast:** \$24.90
- **Lunch:** \$25.20
- **Dinner:** \$61.85
- **Incidental:** \$17.50
- **Total Daily Allowance:** \$111.95

To be eligible for breakfast reimbursement, the traveler must have stayed overnight. Any incidentals exceeding the allowed amount must be covered personally or from the Executive Director's wages.

### 9. Meeting and Hosting Expenses

Reasonable expenses for meals or meetings related to South Quesnel BIA business may be:

- Charged to the South Quesnel BIA Mastercard, or
  - Reimbursed upon submission of receipts.
- This includes business with members, volunteers, service providers, or contractors.

### 10. Expense Completion and Reimbursement

Travel expenses may be paid using the South Quesnel BIA Mastercard or personally by the traveler.

- Personal expenses will be reimbursed upon submission of valid receipts.
- All purchases and claims must comply with **Travel Policy SQ-100**.



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### DONATION POLICY SQ – 101

**Policy Established:** July 2022

**Policy Updated:** August 2025

This policy outlines the procedures for handling donation requests from community members, organizations, and associations. While the South Quesnel BIA supports community initiatives, support is typically provided through marketing, in-kind contributions, or business engagement rather than cash donations.

#### Requests for Cash Donations

The South Quesnel BIA does **not provide cash or monetary donations**. The Executive Director is responsible for responding to such requests with a respectful explanation that financial donations fall outside the Association's mandate. However, support may be considered through alternative methods where appropriate.

NOTE: SQBIA no longer has "SQ Bucks", past policy regarding this was scratched in 2024

### PROCEDURES

#### 1. SQ Swag Donations:

The South Quesnel BIA may donate branded promotional items (e.g., pens, bags, t-shirts) to local organizations or community groups in reasonable quantities, as part of its marketing and community engagement strategy.

#### 2. SQ Purchasing for Purpose:

The Association may donate goods or gift cards purchased from South Quesnel business members to support local events or organizations. Such donations are subject to board approval and must be provided in reasonable amounts decided by the board.

#### Additional Non-Monetary Ways to Support Community Organizations:

The South Quesnel BIA may also support community groups and events through the following in-kind contributions:

- Promoting events or information via the Association's social media platforms
- Sharing announcements or opportunities through our member contact list
- Encouraging Executive Director and/or board members to volunteer
- Forwarding donation requests to SQBIA business members to encourage direct support



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- Lending equipment such as the Association's popcorn or hot dog machines



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### EXECUTIVE DIRECTOR COMPENSATION – 102

**Policy Established:** July 2022

**Policy Updated:** September 2024, August 2025

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#### POLICY PURPOSE

The purpose of this policy is to clearly state the wages/benefits and holiday time of the Executive Director.

#### PROCEDURES:

1. The Executive Director is considered salaried and is compensated monthly. While **not** required to track hours daily, the role is based on the expectation of approximately 20 hours of work per week, which may vary depending on organizational needs, events and workload.
2. The Executive Director is paid monthly (based on a 4-week month), with a vacation pay of 4% on each paycheck for the first 5 years of employment and 6% thereafter.

(Currently as of July 2022: ED is paid \$30/hr @ approx. 20/hrs per week = \$2400/month minus applicable deductions as per the BC payroll calculator)

3. Executive Director receives 4 weeks of vacation annually, which must be clearly communicated with the SQBA Board. Vacation time is already worked into monthly pay (based on a 4-week work month. 4 weeks/month = 48 weeks a year leaving 4 weeks remaining for vacation).
4. If the Executive Director wishes to take an unpaid leave of absence, they must submit a written request to the SQBA Board for approval. An unpaid leave must not exceed two weeks in duration. Any approved time off will result in a corresponding deduction from the employee's annual salary. No reasonable request will be refused by the Board.
5. Each year at the November board meeting the board will discuss/consider awarding a Christmas bonus to the executive director based on the work completed and overall performance.
6. An Executive Director performance review will be conducted annually by the SQBIA ED review committee, made up of Board executives. This review will take place in September each year, prior to the Association's AGM in October. The process is





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intended to support ongoing growth, accountability and alignment with organizational goals as well as a wage review. Performance Reviews will follow the “ED Performance Review Template” can be found in APPENDIX A below. The board may ask the ED to do a self-reflection review prior to the boards review.

7. Executive Job Description can be found in APPENDIX B below.



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### APPENDIX A

#### ED Performance Review

##### SECTION 1: CORE RESPONSIBILITIES

**Please rate performance in each area using the following scale:**

5 – Exceptional | 4 – Exceeds Expectations | 3 – Meets Expectations | 2 – Needs Improvement | 1 – Not Meeting Expectations | N/A – Not Applicable

Key Responsibility	Rating	Comments
Strategic leadership and vision alignment		
Daily operations and task management		
Financial management and budgeting		
Stakeholder and member engagement		
Advocacy with City, partners, and community		
Project and campaign execution (e.g., Shop Quesnel)		
Communication and reporting to the Board		
Event planning and promotional initiatives		
Grant writing and funding opportunities		

##### SECTION 2: STRENGTHS & AREAS FOR GROWTH

**Strengths / Key Contributions:**

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**Areas for Growth or Additional Support:**

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## **SECTION 2: WAGES**

**The executive director is currently on a gross salary of \$2400/month based off of an approx.. 20/hr work week. The ED is receiving 4% vacation time for the first 5 years of employment and move to 6% thereafter. ED salary is based off of 48 weeks per year, with 4 week's vacation. No medical/dental benefits provided.**

## **SECTION 3: ADDITIONAL COMMENTS**

(Any feedback from the Board, ED, or suggestions for future initiatives)

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## **SIGNATURES**



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**Executive Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **APPENDIX B**

### **South Quesnel Business Association Executive Director Job Description**

#### **Core responsibilities:**

- Report directly to the South Quesnel board of directors, headed by its president. Facilitate and action the strategic priorities of the board and board committees (see board reporting)
- Being the general “face” of the association, engagement with businesses on a regular basis
- Maintain and perform general office duties (see general office routine)
- Manage the day-to-day financial activity and reporting requirements of the (see financial routines)
- Coordinate and facilitate SQ meetings as required (see meetings)
- Adhere to the SQ maintenance schedule (see maintenance notes)
- Be the ambassador to the BIA membership (see ambassador responsibilities)
- Coordinate any board approved events and promotions with support from the SQ social media/marketing coordinator (see promotions)
- Social Media day to day
- Running events, campaigns
- Pursue funding and grant opportunities
  
- **General office Routine**
  - Manage incoming/outgoing telephone inquiries



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- managing incoming/outgoing email
- process letter mail
- Filing and organizing, and basic maintenance of documents/paperwork
- **Financial record keeping/responsibility and routines**
  - Maintain records of all the financial aspects of the SQBIA including source Deductions (payroll), and making deposits as necessary, prepare financial updates for monthly meetings, manage accounts Payable (pay bills) and Receivable (collect payments), facilitate cheque runs and cheque signing (a qualified and nominated board member can consult with the office manager with these items)
  - Year End – Ensure all year end documentation is taken to accountant, reviewed and presented at the AGM, adjusting entries
  - Take note of vacant rentals or leases in our membership area, and take note of commercial properties for sale in the BIA
- **Meetings**
  - Act as secretary and treasurer for SQ monthly board meetings.
  - Coordinate monthly board meetings and prepare an agenda based on board member feedback. Order food and refreshments for the meeting, prepare a report encapsulating highlights from the prior month. Also, provide an up to date financial report. Lastly, organize and prepare any added presenters etc that the board may have requested
  - Ensure board meeting quorum by adequately communicating board meeting times with the board.



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- Take Minutes at the monthly board meetings and ensure that they are emailed out to the SQ board members and city liason.
- Coordinate a yearly SQBIA AGM. This event invites all BIA members, has standard AGM type agenda, requires a financial update, and concludes with the election of a new board of directors.
- Coordinate the yearly BIA BC Conference and AGM. Book tickets, hotels, transportation and sessions
- Organize SQ presentations for City Council, other governmental agencies or economic development organizations, as required.
- As time permits, foster positive relationships by meeting with other economic development organizations and agencies in Quesnel. Present findings and opportunities to the board of directors.
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- **Ambassador and Engagement Responsibilities**
  - Conduct regular field visits the BIA membership businesses and present a positive image of the BIA. Listen to feedback and where possible try to resolve issues. Where not possible, present issues to the board.
  - Maintain a contact list of all businesses in the BIA (email addresses etc.)
  - Maintain communication (via email/telephone) with BIA members regarding events and pertinent information in the downtown area.
  - Welcome new businesses/owners/managers to SQ with a small gift, and a post on social media.
- **Social Media Marketing**
  - Create original social media posts advertising South Quesnel business area as well surrounding areas, community events, city of Quesnel information and highlights of things happening in our community.



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- Share other posts from businesses in the area
- Work with board on social media campaigns

### **Examples of events and core action items**

#### **Christmas events:**

1. Pre plan and take time shopping for prizes in advance (supporting as many retail stores as possible)
2. Use storage locker to store pre brought prizes
3. Coordinate Santa, costumes etc.
4. Organize any décor (table cloths, spin the wheel, labels, Christmas trees/décor etc.)]
5. Organizing social media advertising for event
6. Preparing music playlists for event
7. Send info out to the board
8. Loading and transporting from the storage locker to the event
9. Set up/take down of events
10. Clean up
11. Return everything necessary to storage locker
12. Complete a report for the board

- **BOARD REPORTING**

- Address and action board requests from board meetings and board committee meetings
- As directed by the board, the SQBIA may apply for grants. The SQBIA ED may be asked to prepare letters and complete grant applications.

- **PURSUE FUNDING AND GRANT OPPORTUNITIES**



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- As directed by the board, from time to time, the SQBIA will pursue grant opportunities offered by various levels of government or other groups.
- Grant writing involves searching for grants, the completion of thorough applications and usually submission of supporting documents. This can be a lengthy process
- Board members may offer support in these applications and the City of Quesnel frequently offers support in grant applications





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### **SQ Members Beautification/Safety Grant SQ – 103**

Policy Established: July 2022

Policy Updated: August 2025

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#### **POLICY PURPOSE**

The purpose of this policy is to outline the application process and eligibility criteria for South Quesnel BIA members applying for the Beautification & Safety Benefaction. The maximum benefit is \$500 per business member, with an annual cap of five (5) recipients or \$2,500.

#### **PROCEDURES:**

1. Any South Quesnel BIA member may apply for the SQ Benefaction once per calendar year.
2. To apply, members must email a written request to **southquesnel@gmail.com**, clearly stating how the funds will be used.
3. Applications are to be filled on a first come first served basis.
4. Up to 5 Benefactions may be awarded per year
5. The Beautification/Safety Benefaction **MUST** be used on or towards beautification and safety on your business property.
6. First time applicants will be given priority over previous recipients.
7. Requests must be submitted between August 1<sup>st</sup> and November 1<sup>st</sup> of each year.
8. 1st-time applicants may receive approval and funding on a first come first serve basis. Repeat applications received by the Executive Director will be reviewed by the board after the November 1st deadline to ensure new applicants receive priority. Final decisions for repeat applications by November 30<sup>th</sup>.

Some examples that the SQ Benefaction can be used on are: Flowers, planters, paintings, sculptures, window paintings, motion lights, security cameras, security systems/installs, window bars.



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**\*NEW POLICY\***

### **SQ Annual on boarding for new executive – 104**

Policy Established: August 2025

Policy Updated:

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#### **POLICY PURPOSE**

The purpose of this policy is to ensure that each newly elected Board of Directors for the South Quesnel Business Association (SQBIA) receives a consistent and informative onboarding experience. This includes establishing the annual meeting schedule and reviewing the location of essential board documents to support transparency, organization, and operational continuity.

Following each Annual General Meeting (AGM), the newly elected board will collaborate to:

- Confirm or revise the regular board meeting **day, time, and location**
- Review the **roles and responsibilities** of executive board positions
- Ensure all board members are aware of where to access essential documents, including:
  - Bylaws
  - Policies
  - Strategic Plan
  - Meeting agendas and minutes

#### **PROCEDURES:**

1. **Initial Review Meeting:**
  - Held at the first regular meeting following the AGM
  - Board will determine the regular meeting schedule (day, time, and location)
  - The finalized schedule will be documented in the meeting minutes
2. **Document Access Orientation:**
  - The Executive Director will provide an overview of where board documents can be found
  - A brief walkthrough or orientation will be provided to ensure board members know how to locate and reference documents
3. **Role Review:**



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- Executive board positions (President, Vice President, Treasurer, etc.) will review their responsibilities
  - A general overview of board governance and expectations will be provided
4. **Ongoing Support:**
- The Executive Director will remain available to answer questions and support new board members as they transition into their roles
  - Additional resources or training may be offered as needed