

Associate Governance Officer Compliance Statement

Policy 4.2.4, including 4.2.4.1, 4.2.4.2, and 4.2.4.3

Permanent employees who are not at arm's length from any current permanent District Office employee have not been presented with an offer of employment nor hired without prior approval of DEXCOM. When hiring an employee who is not at arm's length, the DS has reviewed the steps of the hiring process (up to the point of presenting an applicant with an offer of employment) with the AGO to ensure compliance with Executive Limitations and best practices. The AGO has confirmed that references were interviewed and reviewed the *Offer of Employment* and *Ministry Description* documents before certifying compliance.

Steve Schneider

Name



Signature

April 10, 2021

Date

Policy 4.2.7

The DS has informed the AGO of his intentions to implement the national *Policy on Discipline, Restoration, and Appeal for Official Workers* for licensed District employees and reviewed the policy with the AGO. Following the disciplinary process, the AGO interviewed the DS and the respondent and has reported compliance or any lack thereof to DEXCOM.

No such discipline was required during the reporting period.

Steve Schneider

Name



Signature

April 10, 2021

Date

Policy 4.4.10

Each routine DEXCOM meeting has begun with a declaration of any conflict of interest. All DEXCOM members sign the *Declaration of Conflict of Interest for DEXCOM Members* annually.

A process was established for virtual meetings beginning with the July 9, 2020 DEXCOM meeting, and all virtual meetings since have begun with a declaration of conflict of interest.

Steve Schneider

Name



Signature

April 10, 2021

Date

District Superintendent Compliance Statement

Policy 4.2.4

The DS or designate has carefully reviewed the staff applicant's resume and interviewed the references provided. A favourable criminal record check (including a vulnerable sector check) has been required as a condition of employment and placed in the candidate's employment file once hired. A written offer of employment and *Ministry Description* has been provided to the employee and a copy of each placed in their employment file.

Permanent employees who are not at arm's length from any current permanent District Office employee have not been presented with an offer of employment nor hired without prior approval of DEXCOM. When hiring an employee who is not at arm's length, the DS has reviewed the steps of the hiring process (up to the point of presenting an applicant with an offer of employment) with the AGO to ensure compliance with Executive Limitations and best practices. The AGO has confirmed that references were interviewed and reviewed the *Offer of Employment* and *Ministry Description* documents before certifying compliance.

Errol Rempel

Name



Signature

April 8, 2021

Date

Policy 4.2.5

The DS has reviewed the Employee Standards Act of BC, employment policies of The Christian and Missionary Alliance, and the CPD Employee Handbook annually. The DS has directed the OM to carefully monitor all district human resources practices for conformity to these standards. Any oversight or lack of compliance has been rectified within 15 business days of awareness and reported to DEXCOM immediately. No grievances have been filed.

Errol Rempel

Name



Signature

April 8, 2021

Date

Policy 4.5

An annual orientation for the successors to the District Superintendent that includes an overview of the job description, processes, systems, partners, support, and specialist services, and major issues of a financial, church health, denominational nature has been completed and reported to the DEXCOM at the spring meeting.

The letter of emergency succession was updated on December 1, 2020 to remove Kar Park Chan after his retirement. The letter is included in the permanent DEXCOM record, electronically on StaffShare, and on myCPD in the DEXCOM documents list. The annual orientation for successors to the DS role was conducted on September 29, 2020.

<u>Errol Rempel</u>	<u></u>	<u>April 8, 2021</u>
Name	Signature	Date

Policy 4.6.7

Every precaution to mitigate primary dangers to public image and credibility, and thus, to ministry effectiveness, including moral and financial misconduct of employees, incompetence of employees, poor representation of the district by employees to our various constituencies, and poor crisis management and crisis communication have been taken.

Each Lead Team member has a signed *A Call to Excellence* document in their personnel file and annual performance reviews for all employees (DS is biennial) that include evaluation of employees' representation to our constituencies have been completed. A *Crisis Management and Communication Plan* has been prepared.

The DS hereby certifies compliance to the policy. It is to be noted that while a Crisis Communication Plan is now in place for the District Office, complete implementation of the plan which requires education for district pastors, has not been completed due to the COVID-19 pandemic.

<u>Errol Rempel</u>	<u></u>	<u>April 8, 2021</u>
Name	Signature	Date

Policy 4.8.2

Low risk/consequence (low in the opinion of the DS) non-compliance or anticipated non-compliance has been reported to DEXCOM in the required monitoring information. Mid to high-risk/consequence non-compliance or anticipated non-compliance has been reported to DEXCOM immediately by email and, in a case of very high-risk/consequence, by conference call or video call whereby mitigating action can be discussed and implemented by DEXCOM.

Errol Rempel		April 8, 2021
Name	Signature	Date

Policy 4.8.4

There are three strategies in place to achieve compliance:

- 1) Written reports and monitoring information has been provided by the DS to DEXCOM at regularly scheduled meetings
- 2) The DS has conducted *In-Camera* sessions with the DEXCOM at regularly scheduled meetings where such information has been communicated verbally and opportunity for action and DEXCOM decision-making has been provided
- 3) Where necessary, the DS has convened a conference call or virtual meeting to bring such information for discussion and potential action

The district *Crisis Management and Communication Plan* will also include the DS’s protocols and timeframe for notifying DEXCOM and the appropriate manner in to do so in highly urgent or emergency situations.

The DS hereby certifies compliance to the policy. See the note at 4.6.7.

Errol Rempel		April 8, 2021
Name	Signature	Date

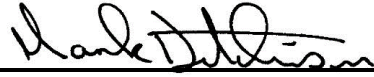
District Treasurer Compliance Statement

Policy 4.4.10

Each Finance Committee meeting has begun with a declaration of any conflict of interest. All Finance Committee members will sign the *Declaration of Conflict of Interest for DEXCOM Members* annually and members will be doing so at the June 30, 2021 meeting.

Mark Hutchinson

Name



Signature

April 7, 2021

Date

Office Manager Compliance Statement

Policy 4.1, including 4.1.1, 4.1.2, and 4.1.3

The District Office has functioned in compliance with all relevant privacy and use of personal information legislation.

No privacy complaints have been received. One privacy inquiry was made regarding information pertaining to an Official Worker in a civil lawsuit not involving the CPD. CPD lawyers were consulted on the inquiry and all privacy policies were followed.

Dwayne Toews

Name



Signature

April 7, 2021

Date

Policy 4.2, including 4.2.1, and 4.2.2

The OM has accepted responsibility for the implementation and annual communication to all staff of the contents of the *CPD Employee Handbook* and the *District Office Anti-Harassment Policy and Procedures* and has proactively briefed the staff on the DS's interpretation of staff members' protections as contained in the Handbook. Staff have been given opportunity to raise questions about any aspect of the Handbook's content and the interpretation of any individual provision or protection.

An annual review of the *CPD Employee Handbook* and the *District Office Anti-Harassment Policy and Procedures* was completed on April 7, 2021.

Dwayne Toews

Name



Signature

April 7, 2021

Date

Policy 4.2.3

All staff have been briefed on the *Procedures for Workplace Safety* and trained in the relevant procedures. Annual inspections of fire extinguishers and fire mitigation systems by the City of Surrey Fire Department have been completed annually. The annual fire inspection was completed in January 2019 with no issues.

All current staff have been trained in the Canadian Red Cross' CPR/AED (Combined) procedures. Refresher training has been scheduled every three years.

The OM hereby certifies that this policy is not in compliance. District staff were trained in CPR/AED on June 12, 2019, with the exception of Genghis Chan, Lisa Rohrick, and Caroline Tempel who were not on staff at that time, and Kim Tran, who was on maternity leave. A scheduled training day for November 25 ,2020 was cancelled due to the pandemic. A training day will be scheduled for all staff once restrictions lift.

Dwayne Toews

Name

Signature

April 7, 2021

Date

Policy 4.2.5

The DS has reviewed the Employee Standards Act of BC, employment policies of The Christian and Missionary Alliance, and the CPD Employee Handbook annually. The DS has directed the OM to carefully monitor all district human resources practices for conformity to these standards. Any oversight or lack of compliance has been rectified within 15 business days of awareness and reported to DEXCOM immediately. No grievances have been filed.

Dwayne Toews

Name

Signature

April 7, 2021

Date

Policy 4.2.6

All district personnel files are complete, properly stored and secured, and comply with all relevant legislation. Any reported lack of compliance has been corrected within five (5) business days of awareness and reported to DEXCOM.

All district staff personnel files are complete and include a current criminal record check.

<u>Dwayne Toews</u>	<u></u>	<u>April 7, 2021</u>
Name	Signature	Date

Policy 4.4.10

Each Lead Team meeting has begun with a declaration of any conflict of interest and annually all District employees have signed the Declaration of Conflict of Interest.

<u>Dwayne Toews</u>	<u></u>	<u>April 7, 2021</u>
Name	Signature	Date

Policy 4.6.7

Each Lead Team member has a copy of a signed *A Call to Excellence* document in their personnel file.

Annual performance reviews are utilized for all employees and include evaluation of our employee's representation District constituencies.

<u>Dwayne Toews</u>	<u></u>	<u>April 7, 2021</u>
Name	Signature	Date

Policy 4.11

Each CPD church has adopted a safety and risk management policy and a copy is on file at the District Office. The District *Safety & Risk Management Policy* was included as information for DEXCOM in the October 2018 meeting.

The OM hereby certifies that this is not in compliance due to:

- 1) the change in the CPD Safety and Risk Management Policy in 2018 that requires each CPD church to adopt their own safety and risk management policy
- 2) multiple transitions in the role of District Safety & Risk Management Consultant
- 3) churches who have had extenuating circumstances affecting their ability to complete the work, who have needed extensive support, or who have chosen not to respond or comply

Churches are in the process of adopting their own policies and given the complexity of working with 82 churches through policy creation or review, additional time for this project has been required. Currently, 72 churches (89%) have completed the process and are in compliance. Additionally, 4 churches (5%) are in the process of revision.

The remaining 5 churches (6%) who have not yet started this process have been contacted by CPD staff or Charlene Kane in September to offer help and encourage them to begin. Genghis Chan, Kar Park Chan, Erin Knott, and Dwayne Toews have also been involved to work with churches that are struggling.

The churches who have not completed this process are:

In Process

Aldergrove Alliance Church
Dawson Creek Alliance Church
Fraser Lands Church
Langley Vietnamese Alliance Church

Not Started

Chilliwack Chinese Alliance Church
Rocky Mountain Alliance Church
Terrace Alliance Church
Vancouver Fountain Alliance Church
Vancouver Mandarin Church

It is anticipated that this will be in compliance by the October 2021 DEXCOM meeting, however we recognize that the COVID-19 pandemic may impact this.

Dwayne Toews

Name

Signature

April 7, 2021

Date