

Assistant District Superintendent 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 or requests have been received. The CPD Privacy Policy will be reviewed at the April 11, 2022 All Staff Meeting.

Erin Knott

Name



Signature

March 18, 2022

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 ADS 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 81 churches through policy creation or review, additional time for this project has been required. Currently, 77 churches (95%) have completed the process and are in compliance. Additionally, 1 church (1%) is in the process of revision.

The remaining 3 churches (4%) who have not yet started this process have been contacted by CPD staff or Charlene Kane to offer help and encourage them to begin. Genghis 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

Not Started

Chilliwack Chinese Alliance Church

Rocky Mountain Alliance Church

Vancouver Mandarin Church

It is anticipated that this will be in compliance by the October 2022 DEXCOM meeting.

Erin Knott		March 18, 2022
Name	Signature	Date

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.

No permanent employees have been hired who are not at arm’s length from any current permanent District Office employee.

Janet Kirby		March 22, 2022
Name	Signature	Date

Policy 4.2.7

The DS has informed the AGO of their intention to implement the national *Policy on Discipline, Restoration and Appeal for Official Workers* for licensed District employees and reviewed the policy with the AGO prior to proceeding. Where discipline was required, DEXCOM was informed that proceedings were taking place and of the outcome of the disciplinary process.

No such discipline was required during the reporting period.

Janet Kirby

Name

Janet Kirby

Signature

March 22, 2022

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.

No permanent employees have been hired who are not at arm's length from any current permanent District Office employee.

Mark Peters

Name

Mark Peters

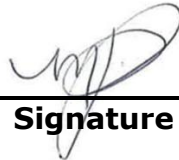
Signature

March 23, 2022

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.

Mark Peters**Name**

Signature

March 23, 2022

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.

Mark Peters**Name**

Signature

March 23, 2022

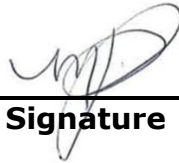
Date**Policy 4.8.4**

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.

Mark Peters



March 23, 2022

Name

Signature

Date

Policy 4.12, including 4.12.1

The DS will consider compliance to have been achieved with the formation of an operational standing committee after DEXCOM has completed its two self-mandated education sessions on developing female leaders at the April 2022 meeting. Women and men will be equally recruited to join the committee to identify and recommend ways to address the cultural and systemic barriers that women commonly experience.

In the interim, the conversation group on developing female leaders comprised of the DS, Erin Knott, Dwayne Toews, and Kyla Ward is completing work on a whitepaper that may inform and identify existing barriers for the committee. I certify that this policy is in partial compliance.

Mark Peters



March 23, 2022

Name

Signature

Date

Office Manager Compliance Statement

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 March 15, 2022.

Dwayne Toews



March 18, 2022

Name

Signature

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 on March 7, 2022 with no issues.

The *Procedures for Workplace Safety* document will be reviewed at the All Staff Meeting on April 11, 2022.

Dwayne Toews

Name

Signature

March 18, 2022

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

March 18, 2022

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.

Dwayne Toews

Name

Signature

March 18, 2022

Date