
District Superintendent Monitoring Report October 2022

Definitions

ADS – Assistant District Superintendent – Executive Administration & Governance

AGO – Associate Governance Officer

C&MA – The Christian & Missionary Alliance in Canada

CPD – Canadian Pacific District

DEXCOM – District Executive Committee

DF – Director of Finance

DS – District Superintendent

DT – District Treasurer

GM – Global Ministries

IW – International Worker

LDF – Loan Development Fund

NMC – National Ministry Centre

OM – Office Manager

Policy

4.3 Financial Planning and Budgeting

The District Superintendent shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the DEXCOM's Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.

DS Interpretation

The policy prohibits three scenarios:

1. The DS to cause or allow financial planning for any fiscal year/part of year to deviate materially from the DEXCOM's Ends priorities.
2. The DS to risk financial jeopardy.
3. The DS fail to deliver to DEXCOM and District Conference multi-year budgets and proposed budgets. In other words, financial planning is never done in a one-year vacuum but always from the context of a multi-year projection.

Compliance

The DS will consider compliance to have been achieved through the following means:

1. Since the DEXCOM approves both the annual budget and the audited financial statements, the DS will consider compliance to have been achieved through successful motions to adopt the same.
2. The DS will consider compliance to have been achieved through compliance to the totality of Executive Limitations in Policies 4.3, 4.4, 4.6, and 4.7.
3. The DS will consider compliance to have been achieved through the annual presentation to DEXCOM, and approval by DEXCOM, of a multi-year budget.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not allow budgeting to:

- 4.3.1 Risk incurring those situations or conditions described as unacceptable in the DEXCOM policy "Financial Condition and Activities."

DS Interpretation/Compliance

See DS Interpretation and Compliance under Policy 4.4.

Policy

The District Superintendent will not allow budgeting to:

- 4.3.2 Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

DS Interpretation

In this policy, the DS is responsible not to allow four scenarios:

1. Financial planning that omits credible projections of revenues and expenses
2. Financial planning that fails to separate capital from operational items
3. Financial planning that fails to project cash flows
4. Financial planning that fails to disclose planning assumptions

Each multi-year budget proposed by the DS to DEXCOM will contain credible projections of revenues and expenses. The DS defines credible as:

- 1) derived from historical patterns of income and expense,
- 2) influenced by reflection upon potential future events and conditions of an economic, financial, denominational, or church growth/health nature, etc., and
- 3) influenced by assumptions that are reported in the budget notes and transparent to members of DEXCOM.

Each multi-year budget will clearly separate capital from operational items and include cash flow projections.

Compliance

The DS will consider compliance to have been achieved by:

1. The annual production of budget documents containing each of the four required elements.
2. The provision of financial reports for the three previous fiscal years to DEXCOM highlighting income/expense trajectories to demonstrate credibility of projections.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not allow budgeting to:

- 4.3.3 Be presented to District Conference without receiving prior approval of budgets from DEXCOM.

DS Interpretation

DEXCOM requires that budgets to be presented to District Conference (DC) must first be submitted to DEXCOM for approval. They must also be submitted early enough for unrushed reflection and the ability to flag, discuss, and correct any concerns.

Since the District Office team distributes the DC report approximately 14 days before DC begins, and requires all reports be in their possession approximately 21 days before the opening of DC, the DS shall present the proposed budgets to DEXCOM either at the fall (face-to-face) meeting of DEXCOM that precedes DC or no later than 28 days before DC at a virtual meeting or through an email discussion and ballot.

Compliance

The DS will consider compliance to have been achieved through the inclusion of the budgets on the fall DEXCOM meeting agenda or completion of the virtual meeting or email ballot as stipulated above.

The budgets for 2024 and 2025 are on the agenda for the October 11-12, 2022 DEXCOM meeting.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

4.4 Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities, the District Superintendent shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from DEXCOM priorities established in Ends policies.

DS Interpretation/Compliance

See below.

Policy

The District Superintendent will not:

- 4.4.1 Allow circumstances that would result in the loss of charitable status with the Canada Revenue Agency (CRA) or any other situation that would undermine the fiduciary obligations of the Board.

DS Interpretation

The policy statement prohibits two scenarios, firstly, the loss of charitable status with the CRA, and secondly, any other situation that would undermine the fiduciary obligations of the board. Regarding the first scenario, the DS concludes that there are three primary risk scenarios for losing charitable status with CRA:

1. Failure to post annually the T3010 Registered Charity Information Return, the federally mandated report posted online by all Canadian charities
2. Mission Drift: when the charity's financial records indicate expenditures for activities unrelated to its constitution and Ends
3. Evidence of mismanagement of charity funds: fraud, incompetence, etc.

Compliance

The DS will consider compliance to have been achieved as follows:

1. Inclusion of a dated screenshot of the posted T3010 in the DS Monitoring Report to DEXCOM at the meeting following its required posting, namely six (6) months after the conclusion of the charity's fiscal year. This is included below:

Home > Canada Revenue Agency > Charities and Giving > Search > T3010 Registered Charity Information Return

Resources

Online services

Forms and publications

A to Z index

Enquiries

CHRISTIAN AND MISSIONARY ALLIANCE- CANADIAN PACIFIC DISTRICT – Quick View

[Charity's detail page](#)

Registration no.: 130565963 RR 0001

Charity status: Registered

Effective date of status: 1979-09-26

Designation: Charitable organization 

Website: WWW.PACIFICDISTRICT.CA

Reporting period views

Quick View	Full View
2021-12-31	2021-12-31
2020-12-31	2020-12-31
2019-12-31	2019-12-31
2018-12-31	2018-12-31
2017-12-31	2017-12-31

Reporting period ending: 2021-12-31

2. See compliance statement for Policy 4.3.
3. See the totality of policies and compliance statements under 4.3, 4.4, 4.6, and 4.7.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters



September 23, 2022

Name

Signature

Date

Policy

The District Superintendent will not:

- 4.4.2 Expend more funds than budgeted, or have been received if less than budget, or are reasonably expected to be received without appropriate DEXCOM authorization.

DS Interpretation

DEXCOM expects that the DS will manage District financial resources to ensure that the District spends no more than it receives in income in each fiscal year. If, for reasons beyond foresight and control, the DS predicts a negative position in the Profit and Loss report at year-end, then DEXCOM expects the DS to communicate such a possibility at the earliest possible date and to present to DEXCOM a revised budget that curtails expenditures for DEXCOM's approval.

Compliance

The DS will consider compliance to have been achieved through either:

1. The submission of audited financial statements to DEXCOM at its spring meeting showing a positive cash balance in the Operating Fund as of the last day of the previous fiscal year (December 31st),
2. Alerting DEXCOM after three consecutive months of a negative balance in the monthly profit and loss reports, indicating that ending the year in a surplus situation is endangered, and
3. Further submitting a revised budget to DEXCOM for approval, or
4. Alerting DEXCOM within five (5) business days of the DS being persuaded that for any reason ending the year in a surplus situation is endangered.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters



September 23, 2022

Name

Signature

Date

Policy

The District Superintendent will not:

- 4.4.3 Expend designated donated funds for any purpose other than designated except according to policy.

DS Interpretation

As a matter of both law and ethics, the DS is responsible to ensure that designated donated funds are only used according to their designation except according to policy. The DS interprets the latter phrase to refer to a situation where a designated fund has become over-subscribed, or the original need no longer exists and thus the monies either *should not* or *cannot* be used according to their designation.

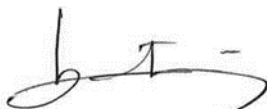
Compliance

The DS will consider compliance to have been achieved via:

1. A written declaration in the DS Monitoring Report provided to DEXCOM from the DF:
 - a. that all designated donated funds have been used according to their designation under Canadian accounting procedures, and
 - b. that also reports on the use of any over-subscribed designated funds (see below).
2. An appropriate operations policy on designated funds is in place, titled *Restricted Gifts Policy*, and it governs District use of restricted gifts, including the circumstance of an over-subscribed designated fund.

The DF hereby certifies that the District is in compliance with this policy.

Aaron Chan

Name**Signature**

October 3, 2022

Date

Policy

The District Superintendent will not:

4.4.4 Fail to settle payroll and debts in a timely manner.

DS Interpretation

The policy is focused on maintaining financial health by timely payment of two obligations: payroll and debts. The District payroll is administered by ADP Canada based upon data prepared twice-monthly by the Benefits Assistant and double-checked and posted in our financial records by the DF. The DS considers an error that is rectified within one pay period to have been settled in a 'timely' manner.

Accounts Payable are paid by the DF, usually within 3-5 days of receiving an invoice and very often on the same day they are received. The DS interprets 'timely' to mean no more than 30 days after receipt of invoice, an industry standard. Capital Assets are acquired (and disposed of) according to the operational policy titled *Fixed Asset Acquisition and Disposal Policy* and purchased with a District credit card so there is no invoice.

Compliance

Compliance will be considered to have been achieved as follows:

1. All employees are requested in the *CPD Employee Handbook* to immediately report any perceived error or delay in their payroll deposit to the Benefits Assistant by email, copying the DF and DS. Proven errors will be rectified within one pay period or sooner and successful resolution will be reported by the employee by email to the Benefits Assistant, copying the DF and DS, within three (3) business days. The DS will report any error and its resolution to DEXCOM at the meeting following its occurrence.
2. Annually, the DS will ensure that all employees are reminded of their rights, privileges, procedures, and recourse as contained in the *CPD Employee Handbook*. A signed statement from all employees will be collected acknowledging their awareness thereof and reported in the *OM Compliance Statement*.

3. The DS shall request and receive from the DF a monthly Balance Sheet Summary statement which shows the status of Accounts Payable, indicating any lack of compliance.

The CPD Employee Handbook was reviewed with all staff on April 11, 2022, and signed statements were collected.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.4.5 Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

DS Interpretation

The policy requires the DS to ensure that such payments and filings are *on-time* and *accurate*. At present, the District is responsible to file the following tax payments and other government-required filings:

Tax Payments

1. Property tax
2. Payroll taxes (and also CPP & EI)

Filing/Other Payments

1. Year-end T4, T4A, T5 (for interests paid on Loan Development Fund)
2. Annual report filed with BC Registry (to comply with BC Societies Act) and fee
3. File Society Annual Report with BC Registry for any changes in bylaws and fee
4. Annual business license renewal filed with the City of Surrey and fee
5. File a Record of Employment (ROE) with Service Canada whenever there are employment changes (employee on Employment Insurance, maternity leave, termination, or retirement)

Each payment and filing, of course, has its own required due date. The DS interprets 'overdue' to mean that the payment/filing must be made by the relevant agency's due date and 'inaccurately' means not accurate or truthful or complete in relationship to the facts and/or in the opinion of the relevant agency.

Compliance

The DF and ADS will prepare and submit to the DS an annual listing of each required filing, its due date, and actual date of filing.

Agency	Item	Filing/Issue Due Date	Filing/Issue Date
CRA	T4	Feb 28, 2022	Feb 3, 2022
CRA	T4A	Feb 28, 2022	Feb 3, 2022
CRA	T5	Feb 28, 2022	Feb 2, 2022
BC Registry	Annual Report	May 5, 2022	April 14, 2022
City of Surrey	Business License	May 1, 2022	March 31, 2022
Service Canada	ROE	See note below	See note below

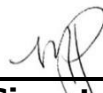
Note: ROE for Caroline Tempel was filed on November 1, 2021, and for Brian Derksen on August 4, 2022.

All filings were submitted prior to their deadlines, the latest of which was August 5, 2022.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.4.6 Fail to retain a minimum of three months operating costs plus one year of average interest costs on the Loan Development Fund Loan Program (minimum \$500,000) in cash reserves.

DS Interpretation

DEXCOM requires that the District have sufficient financial reserves to satisfy its financial obligations throughout a season of reduced District revenues, financial crisis, or downturn, etc. DEXCOM has specified two areas where reserves are required:

1. Operating Fund: reserves equal to three (3) months' operating costs
2. Loan Development Fund (LDF): reserves equal to one year of interest payments to all creditors who have funds on loan with the District, or a minimum of \$500,000

Compliance

Compliance will be considered to be achieved as follows:

1. The DS will report current reserves in the financial reports submitted to the DEXCOM *biannually* with the reserves confirmed *annually* by third party reports to DEXCOM from the Finance Committee, the Audit Review Committee, and the external auditor.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.4.7 Fail to maintain the total indebtedness of the District at less than or equal to 20% of the building and land asset base of the District and its churches. The evaluation of the building and land value will be through the most recent BC Assessment Authority valuation.

DS Interpretation

DEXCOM requires that the financial and organizational health of the District not be undermined by excessive indebtedness. The DS interprets 'indebtedness' to include mortgages, other loans and operating lines of credit, but not credit card debt.

Utilizing the most recent BC Assessment documents for the District and all its churches, the DS is responsible to ensure that indebtedness never exceeds 20% of the total combined value of the property and building assets of the district office and all district churches.

Compliance

Compliance will be considered to be achieved when the DS reports total District indebtedness fulfilling the above parameters annually to the DEXCOM at its fall meeting, after the district has received copies of the BC Assessment documents from our churches and statements of church indebtedness from the Local Church Annual Report.

From the Director of Finance:

*The total value of properties owned by the District is **\$350,046,400**, which is the total sum of the amounts appearing on the 2022 BC Property Assessment Notices. The Tenth Avenue Alliance Church and Vancouver Chinese Alliance Church buildings are owned by the churches and their values are therefore not included in this number. (The 2022 BC Assessment value of the Tenth property was \$19.0M and the Vancouver Chinese property was \$13.7M.)*

*The total amount of credit facilities (including credit cards) the District and the churches have with the Royal Bank of Canada as of July 6, 2022) was **\$4,600,000**.*

As for the eight separately incorporated churches, I'm not 100% sure if they have any loan facilities with other financial institutions, but I believe they don't because I've checked their latest T3010 on the CRA website, and all their financial statements showed very small liabilities (except Lake Country Church, which has a loan with the District).

20% of above: **\$70,009,280**

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

4.4.8 Fail to ensure that the auditor is given access to all financial records.

DS Interpretation

For an external audit to be accurate and trustworthy, thus demonstrating financial integrity and competence to stakeholders and government agencies, the external auditor must have full and unimpeded access to all financial records.

Compliance

The DS will consider compliance to have been achieved through the auditor's letter to management, in which any difficulty or resistance encountered in conducting the audit would be noted.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

4.4.9. Fail to maintain complete and accurate financial records by funds and accounts in accordance with law and the *Accounting Standards for Not-for-Profit Organizations*.

DS Interpretation

To preserve both the effectiveness and reputation of the District and its ministry, the wise and responsible use of financial resources is paramount. The policy requires that financial records be complete and accurate, conforming both to legal requirements and generally accepted accounting standards.

Compliance

The DS will consider compliance to have been achieved by means of a positive assessment of the District's finances by the Finance Committee, the District Conference Audit Review Committee, and the Auditor. Any deficiencies reported in the Auditor's Report shall be rectified immediately by the DF and reported to the Finance Committee and DEXCOM.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.4.10. Knowingly allow anyone with a conflict of interest to participate in any decision in which a personal, financial benefit might accrue to them.

DS Interpretation

Conflicts of interests are not allowed for reasons of law, ethics, fairness, and team health and morale. All DEXCOM, Finance Committee, Bylaws Committee, Licensing and Ordination Committee, and District employees complete and sign an annual document disavowing any conflict of interest and promising to declare and excuse themselves from any decision in which they may have such a conflict or may appear to have such a conflict. Opportunity for declaring a conflict of interest will be afforded to all DEXCOM, Finance Committee, Bylaws Committee, Licensing and Ordination Committee, and Lead Team members at the outset of all official meetings.

Compliance

The CPD *Conflict of Interest* Policy is implemented as follows:

1. Each DEXCOM, Finance Committee, Bylaws Committee, Licensing and Ordination Committee, and Lead Team meeting will begin with a declaration of any conflict of interest.

2. DEXCOM, Finance Committee, Bylaws Committee, Licensing and Ordination Committee, and District employees will annually sign a Declaration of Conflict of Interest document.

The DS will consider compliance to have been achieved when the implementation of the policy is verified annually by the AGO for DEXCOM in the *AGO Compliance Statement*, by the DT for the Finance Committee in the *DT Compliance Statement*, by the OM for the Licensing and Ordination Committee and District employees in the *OM Compliance Statement*, and by the ADS for the Bylaws Committee in the *ADS Compliance Statement*.

All meetings have begun with a declaration of conflict of interest with the exception of the September 12, 2022 virtual DEXCOM meeting. The minutes of each of these meetings note when members indicate a conflict of interest and their consequent action of not participating in discussion or voting on that item. The DS is not aware of any unspoken or unaddressed conflict of interest issues.

An annual signing has not yet been done for the Bylaws Committee as it has not been formalized as a DEXCOM standing committee. Annual signings will begin to take place should DEXCOM approve the committee.

The DS certifies that this is in partial compliance and is expected to be in full compliance for future DEXCOM virtual meetings.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.4.11. Fail to bring any recommended changes to the District Operating Budget assessment rate to DEXCOM prior to District Conference for preliminary approval before bringing to the District Conference for final approval.

DS Interpretation

DEXCOM must approve any DS proposal to change the District Operating Budget (DOB) assessment rate.

Compliance

The DS will consider compliance to have been achieved when a DEXCOM approval accompanies any proposal to change the DOB assessment brought to District Conference.

A change to the DOB has not been requested by the DS.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters



September 23, 2022

Name

Signature

Date

Policy

The District Superintendent will not:

4.4.12. Fail to remain within stated approval limits regarding loans to churches in the District.

4.4.12.1. The limits are as follows:

4.4.12.1.1. For a church that does not own any real property at the time of loan application, a loan of up to 75% of the proposed project cost.

4.4.12.1.2. For a church building expansion or improvement project, a loan of up to 100% of the total project cost or 75% of the total equity of the existing church properties plus the project cost, whichever is lower. The maximum amortization period that the Finance Committee can approve is 15 years.

4.4.12.1.3. In either of the above cases, the maximum amount of loan is \$500,000.

4.4.12.2. Loans exceeding any of the abovementioned approval limits must be brought to DEXCOM for approval.

DS Interpretation

Borrowing limits established by policy are a protection to our churches and District assets and must be respected operationally. Furthermore, it is imperative that the Loan Development Fund (LDF) be managed in a prudent manner. Loans to churches are approved by the Finance Committee and recorded in the Finance Committee minutes.

Compliance

The DS will consider compliance to have been achieved by means of an annual certification to that effect by the DF on the *DF Compliance Statement*.

Any loans that have exceeded \$500,000 have been approved by DEXCOM.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

4.4.12.3. In case the actual project cost exceeds what was originally planned for and the loan required turns out to be higher than the amount originally applied for, the District Superintendent is authorized to approve an incremental loan of up to 10% of the loan amount originally applied for. Any amount exceeding that will have to be approved by the DEXCOM.

DS Interpretation

Construction and development costs sometimes exceed original projections and budgets. DEXCOM empowers the DS to approve an increase in the original loan amount up to 10%. Any request for an increase in excess of 10% must be approved by DEXCOM.

Compliance

The DS is notified by the DF of all church requests to increase loan approvals. The DS will consider compliance to have been achieved upon certification by the DF on the annual *DF Compliance Statement*.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters



September 23, 2022

Name

Signature

Date

Policy

4.4.12.4. Approval of a loan application means approval of the indebtedness; it doesn't guarantee automatically the availability of the loan funds. For a LDF Loan, the availability of funds is dependent on the cash flow situation of the District at the time the loan funds are required.

DS Interpretation

DEXCOM requires that the LDF be carefully managed so as not to endanger the District's assets or financial health. Issues of timing, cash flow, and necessary reserve funds may influence the District's ability to provide a loan.

Compliance

Operationally, the DF makes recommendations on the granting of a loan from the LDF to the Finance Committee, who decides the matter. The DS will consider compliance to have been achieved by means of a monthly report from the DF showing current church loans and the current amount owing for each. Each LDF loan approved will also be included in the Finance Committee meeting minutes.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters



September 23, 2022

Name

Signature

Date

Policy

The District Superintendent will not:

4.4.13. Fail to obtain prior approval from DEXCOM before the purchase of real estate or buildings for District Office use or disposal of any real estate and buildings.

DS Interpretation

All transactions focused on acquiring or disposing of land and buildings are accompanied by inherent financial risks. DEXCOM approval for such transactions is an expression of its responsibility to protect the District and its assets.

Compliance

The DS will consider compliance to have been achieved utilizing the *DF Compliance Statement*.

Mark Peters		September 23, 2022
Name	Signature	Date

Policy

The District Superintendent will not:

- 4.4.14 Fail to bring any proposed substantive changes to the benefits of District and church staff to DEXCOM for approval.

DS Interpretation

Operationally, any proposed changes to benefits are brought to the District Finance Committee, who decides the matter. Any substantive changes such as an increase to premiums or a decrease in the quality of benefits would be referred to DEXCOM for a decision.

Compliance

The DS will consider compliance to have been achieved by means of an annual report utilizing the *DT Compliance Statement*.

Both changes to benefits premium rates and the benefits plan in 2022 have been approved by DEXCOM.

Mark Hutchinson		September 29, 2022
Name	Signature	Date

Policy

The District Superintendent will not:

- 4.4.15 Fail to bring to DEXCOM, at least every two years, a list of proposed authorized signatories for the District. Authorized signatories will be determined and approved by DEXCOM.

DS Interpretation

Every authorized signatory must be approved by DEXCOM. A list of DEXCOM signatories is brought to each fall DEXCOM meeting.

Compliance

The list of authorized signatories is included in the Consent Agenda for the October 2022 meeting.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters		September 23, 2022
Name	Signature	Date

Policy

4.5 Emergency District Superintendent Succession

In order to protect the DEXCOM from sudden loss of District Superintendent services, the District Superintendent shall not permit there to be less than one other executive sufficiently familiar with DEXCOM and District Superintendent issues and processes to enable them to take over with reasonable proficiency as an interim successor.

DEXCOM requires that an internal, temporary succession plan be in place in the event that the DS is unable to fulfill the role for whatever reason. The plan is temporary because the President has the constituted authority to appoint a DS to fill the position until the next District Conference can elect a new DS. The policy requires two elements:

1. Named successors
2. The successors are sufficiently familiar with the district and the DS role that they could take over the role and function with reasonable proficiency

Compliance

The DS will consider compliance to have been achieved through:

1. The drafting and communication to DEXCOM of a letter stipulating DS successors by name.
2. An orientation of said successors to the job description, processes, systems, partners, support, and specialist services, and major issues of a financial, church health, denominational nature. The DS will report the orientation in the *DS Compliance Statement* and to the DEXCOM at the fall meeting.

The letter of emergency succession 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 took place on April 7, 2022.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

4.6 Asset Protection

The District Superintendent shall not cause or allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

The District Superintendent will not:

- 4.6.1 Fail to insure adequately against theft and casualty and against liability losses to DEXCOM members, staff, and the organization itself.

DS Interpretation

The policy requires comprehensive strategies to mitigate risk to, or misuse of, District assets.

Compliance

The DS has directed the DF to ensure adequate insurance is in place for all district assets and that this coverage is reviewed annually and reported to the DS. The DS has directed the OM to ensure that the alarm system is checked annually and is demonstrated to be in good working order.

The DS will consider compliance to have been achieved as follows:

1. Annually the DF will certify compliance to the DS on the *DF Compliance Statement* regarding the schedule of insurance coverages and their rationale for recommending any changes.
2. Annually, the OM will certify compliance to all asset protection practices including alarm system review, instructions to employees re: locking desk drawers and office doors, etc. on the *OM Compliance Statement*.

- 1. There were no changes to insurance coverages recommended by the DF.**
- 2. Random checks were performed on October 19, 2021, February 22, June 20, and September 26, 2022 by the OM and all asset protection practices were in compliance.**
- 3. Alarm testing was completed by Radius Security on September 7, 2022 and all issues have been addressed.**

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.2. Fail to have adequate Employee Dishonesty insurance in place in order to protect District funds.

DS Interpretation

In the accounting and insurance industries, Employee Dishonesty insurance has replaced the concept of *bonding* those who handle, or have access to, an organization's cash and other financial instruments. The policy requires an adequate level of such insurance. In the district organization, it is only the DF who has such access to District funds.

Compliance

Annually the DF will report the Employee Dishonesty insurance coverage in place to the Finance Committee and the DS. The Finance Committee will consider and make appropriate recommendation to the DS for any proposed change in coverage. The Finance Committee Chair, the DT, will report the recommendation in the *DT Compliance Statement*.

The DS hereby certifies that the District is in compliance with this policy.

No changes have been proposed to insurance coverage.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.

DS Interpretation

See under 4.6.

Compliance

Numerous strategies are utilized to ensure compliance:

- External groups using the District Office for meetings are briefed on use of the facility and any equipment required; an inspection is completed after such usage.
- Employees are trained to ensure that equipment is cleaned and maintained according to manufacturers' standards and frequency.

The DS will consider compliance to have been achieved upon annual certification by the OM on the *OM Compliance Statement*.

The DS hereby certifies that the District is in compliance with this policy.

Instructions are reviewed with external groups prior to any use of facilities and are also posted in the District Office for reference. Inspections are completed by district staff after facility use. No damage has occurred from external groups to date.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.4. Unnecessarily expose the organization, its DEXCOM, or staff to claims of liability.

DS Interpretation

Liability claims resulting from negligence, inattention, or poor planning may be costly, discouraging, and a distraction from the pursuit of District Ends. The DS is responsible to ensure that proactive steps have been taken to anticipate and mitigate the possibility of liability claims.

Compliance

In addition to other protections from liability claims throughout this document, the following strategies are implemented:

1. A current, successful criminal record check that includes a vulnerable sector check is required for each Official Worker every three years.
2. A plan is in place for the speedy removal of all snow and ice on pathways and entrances.

The DS shall consider compliance to have been achieved upon annual certification by the OM on the *OM Compliance Statement*.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.5. Fail to ensure that the purchases are based on prudent judgment, sound financial practice including precaution against conflict of interest, and comparative pricing.

DS Interpretation

The DS is responsible to ensure the proper stewardship of district funds in all purchases. The policy defines 'proper stewardship' as containing three elements as it relates to purchases: first, prudent judgment; second, sound financial practice including precaution against conflict of interest; and third, comparative pricing.

The DS has directed the OM to ensure that capital and equipment purchases follow research about fair market value and comparative pricing and also conform to the District Conflict of Interest Policy.

Compliance

The DS will consider compliance to have been achieved upon such certification by the OM on the annual *OM Compliance Statement*.

Due diligence in exercising prudent judgment, practicing sound financial practice, and determining comparative pricing is consistently demonstrated.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.6. Fail to protect intellectual property, information, and files from loss or significant damage.

DS Interpretation

See under 4.6.

Compliance

Our District team has a comprehensive strategy to protect such assets, including:

- Annually reviewing the CPD Privacy Policy, which includes physical and digital protection measures (see V., 5.4)
- A confidentiality agreement is signed by all employees and retained in personnel files
- Confidentiality agreements in place with third party vendors (e.g. office cleaners, Gennix), District partners, and various committee members
- *bcc* in all district mass emails
- Desk drawers, cabinets, offices, file rooms, and a fire-safe room (where personnel files are stored) are locked each day at closing

- Triple backup of digital data on the server and in the cloud
- Use of a Virtual Private Network (VPN) when accessing the network from outside the office
- A separate Wi-Fi network for guests in the office that keeps district documents private and secure
- SSL certificate on the District website
- *myCPD* is password protected
- Secure shredding of confidential information

All employees reviewed the CPD Privacy Policy on April 11, 2022, and have a signed confidentiality agreement in their personnel file. All other measures are in place.

The DS will consider compliance to have been achieved upon certification of the implementation of the above strategy by the OM on the annual *OM Compliance Statement*.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.7. Endanger the organization's public image, credibility, or its ability to accomplish Ends.

DS Interpretation

Primary dangers to public image and credibility, and thus, to ministry effectiveness, are 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. Every precaution to mitigate these scenarios must be taken.

Compliance

Mitigation strategies, in addition to those already included elsewhere in this document, include:

1. Presence of a signed *A Call to Excellence* document in the personnel file of each Official Worker on staff,
2. Utilizing annual performance reviews for all employees (DS is biennial) that include evaluation of our employees' representation to our constituencies, and
3. Preparation of a *Crisis Management and Communication Plan*.

The DS will consider compliance to the above to have been achieved:

1. Upon such certification by the OM in the annual *OM Compliance Statement*.
2. Upon such certification by the OM in the annual *OM Compliance Statement* and by the DS in the annual *DS Compliance Statement*.
3. Upon such certification to DEXCOM by the DS upon completion of the *Crisis Management and Communication Plan*.

The DS hereby certifies compliance to the policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.6.8. Fail to ensure all volunteers of the District and its churches are covered by accident insurance.

DS Interpretation

See under 4.6

The District's insurance policy includes seven types of coverage:

- 1) Commercial General Liability
- 2) Director & Officer Liability
- 3) Abuse
- 4) Umbrella
- 5) Property
- 6) Cyber Risk
- 7) Employee Dishonesty

Commercial General Liability insurance primarily covers churches and church personnel, including volunteers, for acts of negligence causing bodily injury or property damage.


Compliance

The DS shall consider compliance to have been achieved by the annual certification from the DF on the *DF Compliance Statement* that current coverages for accidents/injuries are adequate according to industry standards.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

4.7. Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the District Superintendent shall not cause or allow jeopardy to financial integrity or to public image.

The District Superintendent will not:

- 4.7.1. Change the District Superintendent's own compensation and benefits, except as those benefits are consistent with a package for all other employees.

DS Interpretation

In accordance with the will of both DEXCOM and the national Board of Directors (BOD), the DS neither sets nor changes their own compensation package nor revises their benefit package unilaterally.

At present, with 100% of the DS’s salary set by the BOD and paid by the National Ministry Centre (NMC) with an amount equal to 50% of that salary refunded to the NMC from the District Operating Budget, the DS has no ability to adjust their salary.

Adjustments to the DS’s benefit package are made indirectly, that is, only as the DS is an Official Worker of the CPD. Such adjustments are proposed by the Finance Committee and approved by DEXCOM. Thus, there is no mechanism for the DS to unilaterally revise their benefit package.

Compliance

As per the existing processes for setting and revising DS salary and benefits, as overseen by the Board of Directors and DEXCOM and the Finance Committee, the DS hereby certifies that the District is in compliance with this policy.

<u>Mark Peters</u>		<u>September 23, 2022</u>
Name	Signature	Date

Policy

The District Superintendent will not:

4.7.2. Promise or imply permanent or guaranteed employment.

DS Interpretation

DEXCOM understands that District employment is a privilege that is maintained by employee competency and supported only insofar as district income provides. These realities are incompatible with the DS promising or implying permanent or guaranteed employment.


Compliance

In addition to the presence of robust annual performance review processes for all employees, the DS will certify compliance with the policy on the *DS Compliance Statement*.

The DS hereby certifies that the District is in compliance with this policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.7.3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

DS Interpretation

When setting the salary level for a new hire, the DS is responsible to research appropriate salary levels for relevant church-based positions as well as by consulting colleagues in other denominations for similar positions.

This is in addition to factors such as the candidate's experience and demonstrated competence. DEXCOM does not allow the DS to set salary levels subjectively and without appropriate anchoring in relevant data. Furthermore, performance-based increases and Cost of Living Adjustments (COLA) must be monitored so that, with the passing of time, employee salaries do not rise materially or excessively above the relevant professional market level.

Compliance

In the case of a new hire, the DS shall retain all data collected in setting the salary level and produce the data if and when requested by DEXCOM. The DS will consider compliance to have been achieved upon certification by DEXCOM upon inspection of the data.

Monitoring of District employee salary levels as they are impacted by performance-based increases and COLAs will be conducted by the Finance Committee every fifth (5th) year and evaluated against the District *Church Employee Compensation Guide* and other relevant market data. The DS will consider compliance to have been achieved as certified on the *DT Compliance Statement*.

The last review of employee salary levels (with the exception of the DS) was completed on May 9, 2019 by the Finance Committee.

The DS hereby certifies compliance to the policy.

Mark Peters

Name



Signature

September 23, 2022

Date

Policy

The District Superintendent will not:

- 4.7.4. Create obligations over a longer term than revenues can be safely projected and, in all events, subject to losses in revenue.

DS Interpretation

DEXCOM requires caution around creating long-term financial obligations in light of the inability to see the future and to predict future income patterns with certainty. Such obligations should be minimized, and the associated risk mitigated as much as possible.

Long-term obligations can include mortgages, long-term leases, long-term contractual commitments to ministry partners, joint venture agreements, or any business agreements that involve long-term commitments.

Compliance

The DS will not ratify any multi-year financial commitment whose annual total obligation exceeds \$30,000 without seeking Finance Committee approval. Any such commitment exceeding \$100,000 requires DEXCOM approval.

At present, all contracts with District Partners and New Venture agreements are negotiated and/or reviewed annually.

The District has a long-term lease for a Canon photocopier and contractual obligations to the Westin Whistler Resort & Spa until November 2022. There are no other mortgage, lease, or business agreement obligations in place.

The DS will consider compliance to have been achieved when so certified by the DF on the annual *DF Compliance Statement*.

 Mark Peters

Name

Signature

September 23, 2022

Date

Policy

4.9 Strategic Planning

The District Superintendent shall not fail to develop a strategic vision and plan designed to accomplish the District's Ends.

DS Interpretation

This policy is accomplished by bringing a strategic plan to a DEXCOM meeting. A strategic plan will be presented on a biennial basis in the year following District Conference.

Compliance

The DS will bring the strategic plan to DEXCOM at the spring meeting following District Conference.

The Strategic Priorities document is included in the October 11-12, 2022 meeting agenda.

Policy

4.11 District Risk Management Policies

The District Superintendent shall not fail to develop minimum safety and risk management policies and require that all churches in the District create their own policy that adheres to the minimum standard. Such policies must include, but need not be limited to, policies relating to:

1. Children and youth ministry
2. Vulnerable persons

4.11.1 The District Superintendent will not fail to inform DEXCOM of the current policy.

DS Interpretation

DEXCOM requires that each church adhere to a minimum standard of safety and risk management, and the CPD *Safety & Risk Management Policy* requires that each church adopt their own policy that at a minimum adheres to seven key areas addressing safety and risk areas for children, youth, and vulnerable persons. Churches are provided with resources, recommendations for organizations (such as Plan to Protect) that can support their policies and procedures, and the district has a part-time Safety & Risk Management Consultant to help churches develop and implement their policies. The current district *Safety & Risk Management Policy* is part of the Operations Policies Manual, is available on myCPD, and has been circulated to all churches several times since adoption in April 2018.

Compliance

The DS will consider compliance to have been achieved when each CPD church has a current safety and risk management policy on file at the District Office and through the OM's annual certification of compliance on the *OM Compliance Statement* document.

The ADS certifies that this is not in compliance due to 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 to this requirement.

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, 3 churches are in the process of revision.

The remaining churches that have not yet started this process have been contacted by CPD staff or Charlene Kane to offer help and encourage them to begin. The churches that have not completed this process are:

In Process

Aldergrove Alliance Church
Chilliwack Chinese Alliance Church
Rocky Mountain Alliance Church

On Hold

Vancouver Mandarin Church

It is expected that this will be in compliance by the April 2023 DEXCOM meeting.

Erin Knott

Name**Signature**

September 22, 2022

Date**Policy****4.12 District Human Resource Management**

In the District Superintendent's management of operational achievement and conduct the District Superintendent will not:

- 4.12.1 Fail to actively facilitate the releasing of women and men into ministry and into leadership roles at every level throughout the district, with a particular focus on addressing the cultural and systemic barriers women commonly navigate. The District Superintendent will not fail to have at least one operational standing committee that is focused on this goal and that women and men will be equally represented on the committee.

DS Interpretation

The DS will actively and intentionally work to release both women and men into ministry and leadership at every level in the CPD. One of the ways this will be accomplished is through the formation of an operational committee with the specific mandate to identify and address the cultural and systemic barriers that women commonly experience. The committee will be comprised of men and women, and as much as possible, include people of colour to reflect the diversity present in our district.

Compliance

The DS will consider compliance to have been achieved by the inclusion of both women and men on all district committees, with consideration given to recruitment methods that would open doors for women to participate and lead, and through the formation of an operational standing committee. 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.

The operational committee has been formed and includes Tim Busse, Erin Knott, Andia Liu, Mark Peters, Sam Romijn, and Kyla Ward.

The DS certifies that this policy is in compliance.

Mark Peters

Name



Signature

September 23, 2022

Date